

# Burnt Store Isles Association Board of Directors Meeting

(Final/ Approved)

In-Person Meeting at Twin Isles Country Club

August 6, 2021

Called to Order 9:00 a.m.

**Pledge of Allegiance** - Opened the Meeting with the Pledge of Allegiance

## 1 PUNTA GORDA POLICE DEPARTMENT, BY LIEUTENANT JUSTIN DAVOULT FOR CHIEF PAM DAVIS

### **Topic Areas Shared by Lieutenant Davoult for This Past Month:**

**Condolences to Chief Pam Davis** – Bill C. asked that Lieutenant Davoult express the Board’s condolences to Chief Pam Davis and her family for the passing of her husband.

**Update Regarding the Person Holding Signs Each Weekend Downtown** – The particular person’s hearing with the Punta Gorda City Code Board took place last week in which the person did not prevail, along with the person’s prior citations being upheld, and additional fines added.

**Traffic Trailer on Tripoli Update** – Lieutenant Davoult said that the Radar Trailer was again placed on Tripoli this past Tuesday and the Data Logger unit will soon be added to it, in order to gather statistics. Bill C. asked if the trailer will also be flipped around to monitor vehicles traveling the other direction, to which Lieutenant Davoult noted the Department is looking into this, with the challenge being having a proper space to locate the unit on that side of the street.

**Message Boards** – Lieutenant Davoult said the Police Department now has 3 Message Boards, with one of them having Radar and Logger functions. Bill P. said that it would be helpful if the Message Boards were capable of showing a person’s speed, to which Lieutenant Davoult indicated that the Boards do have this capability.

Lieutenant Davoult also said that Message Boards were placed on Burnt Store Road to educate drivers that the speed on this road has been lowered to a 35 MPH speed limit (in an effort to help the mobile/modular home owners accessing Burnt Store Road). He also noted that it’s a Department practice to keep these signs up for 2 to 3 weeks, whenever there is a speed change.

Lieutenant Davoult also said that the Message Boards are also being used to alert drivers in two of Punta Gorda’s higher accident prone intersections - Marion Avenue/Harvey Street, and Marion Avenue/Maude Street.

**Update regarding Traffic and Citation Warnings** – Bill C. asked when will the Punta Gorda Police Department begin issuing citations on Burnt Store Road, to which Lieutenant Davoult said that normally there is first a 2 week education period via use of signs and social media/news, followed by 2 weeks of warnings being issues, then ticketing takes place.

## 2 CITY COUNCIL MEMBER DISTRICT 5, NANCY PRAFKE

---

Nancy was not able to attend due to multiple meeting conflicts.

## 3 ROLL CALL

---

### Officers Present

Bill Courtney, President  
Faith Ferris, Vice President  
Bill Page, Treasurer  
Dave De Gerome, Secretary

### Directors Present

Mary Jane (M.J.) Lindsey, Community Standards (as of 5/7/21)  
Jenny Anderson, E Communications  
Joe Meyer, Legal Liaison  
Ken Williams, Membership – Not able to attend today's meeting  
Tom Tomaszewski, Neighborhood Security (as of 4/9/21)  
Mary Boeringer, Planning  
Donna Nowak, Social  
Mary Ann Gilroy, Special Projects – Not able to attend today's meeting  
  
Ian Milne, Past President – Not able to attend today's meeting

### Other Board and Committee Representatives Present

Genny Ramachandran, Newsletter – Not able to attend today's meeting  
Janice Kelly, Directory – Not able to attend today's meeting

**A quorum has been established.**

## 4 REVIEW AND APPROVE BOARD MEETING MINUTES

---

MJ moved, seconded by Faith, to approve the minutes dated July 2, 2021. Motion carried.

## 5 OFFICER'S REPORTS

---

### President – Bill Courtney

**September's Meeting Set for Friday September 3<sup>rd</sup> – Labor Day Weekend** – With the next BSIA Board Meeting being scheduled for September 3<sup>rd</sup>, the beginning of Labor Day weekend, Bill. C. asked if anyone had an interest in moving the date, to which it was agreed to keep the meeting as originally planned on September 3<sup>rd</sup>.

## **October Issue of the News Letter, Annual BSIA Meeting, Board Member Articles –**

The October Issue of the News Letter needs to be out in the mail by October 15<sup>th</sup>

This October Issue serves as the official notification of the BSIA Annual Meeting to be held Tuesday November 9<sup>th</sup> at the Burnt Store Isle Presbyterian Church.

On September 1<sup>st</sup> the individual Board Member articles are due, along with final Newsletter copy to be provided to Buffalo Graphics by September 7<sup>th</sup>, in order to give them time to accomplish their work. Bill C. asked that our articles for the Newsletter be sent to both Genny Ramachandran and him.

### **Vice President – Faith Ferris**

**New Construction** – Faith noted regarding new construction that she has two more waiting for building permits to be issued.

**Update on Residence with Standing Seam Roof Issue** – Faith indicated that, per her driving by, it appears that the resident, who was attempting to install a standing seam roof, is now installing a tile roof (based on the roof structure now having ridges installed, which is used as a base for fitting a tile roof).

**Positive Update on One Builder's Purchase of Multiple BSI Properties** – Per Faith, the same builder who purchased lots and is building on Monaco and Tripoli (where you 1<sup>st</sup> come into BSI/opposite of Walgreens), plus who built two duplexes on San Rocco, has also purchased more lots on Madrid Blvd. (for single family residences across from Publix), and on Albacete (for duplex residences). Faith also noted that this builder is planning to construct his own personal residence in BSI.

### **Secretary – Dave De Gerome**

Dave had nothing new to report.

### **Treasurer - Bill Page**

**Financial Highlights** – Bill P. distributed the January to June 2021 financial report to the Board and noted:

- **Operating Fund** - Has a balance of \$20,304
- **Money Market** – Has a balance of \$11,215.83
- **The Three CDs** – Have a total value of \$41,203.81
- **Legal Expenses – Supplemental Appropriation** – As background, BSIA's original Legal Expense Budget for the 2021 year, approved by Membership is at \$1,500.

At present, BSIA's current legal expenses have hit its legal budget and the original plan discussed earlier by Bill P. and Bill C., for review with the Board at today's 8/6/21 Meeting, was to add \$1,500 to the present budget of \$1,500, which would bring the budget to \$3,000.

But due to a subsequent and recent receipt of an additional \$900 legal expense invoice, the recommendation today made by Bill P. to the Board is to raise this original \$1,500 request by another \$1,000, and ask the Board's approval for \$2,500 to use to support/budget for any

further anticipated legal expenses for the remainder of the year. The legal budget would then be at \$4,000.

This request of one \$2,500 amount would prevent Legal and Finance from having to obtain Board approval to pay for each individual legal invoice received in the future, as these expenditures could be covered in the overall \$4,000 approved budget.

**Motion Made** - As a result of the above discussion by Bill P. with the Board on coverage of legal expenses, a motion was made by Bill C. for a supplemental appropriation of \$2,500 in legal fees to be approved by the Board for the balance of the year, not including any extraordinary instances that may come up. This motion was seconded by Mary, and all of the Board agreed.

## 6 OLD BUSINESS

---

### **BSIA Emergency Operations Plan - Discussion and Approval**

Tom in July sent to the individual BSIA Board Members a draft he generated of a plan titled Burnt Store Isles Association Emergency Operations Plan, with the Plan draft including the following sections:

- Table of Contents
- Promulgation Statement
- Statement of Purpose
- Goals of the Plan
- Vulnerabilities and Assumptions
- Concept of Operations
- Organization & Responsibilities
- Plan Development & Maintenance
- Annexes:
  - Annex A – Emergency Contact Numbers
  - Annex B – Emergency Planning Documents

Tom indicated that the purpose of the Plan is for the benefit of the community as an Educational Resource and as a “Who to Contact” reference tool, in case of emergencies.

Individual Board Members then participated in open discussion of the draft Plan - Topics included:

- Interest to education people on the established BSI emergency ingress and egress routes
- Emergency contact information and how to best maintain contact with one another
- BSIA Board’s interest to help support and further point residents in the direction of those established in-place Emergency Programs being managed by the State, County, City, Local Municipality Groups and Agencies (and BSIA Board’s interest to abide by what these groups have already established as part of their emergency planning)
- Interest to identify as possible, and as individually able, ways in which we as Board Members can be of help to the community, before, during, and after an emergency
- Jenny suggested that the Plan should be a “living” document to be added to, and modified as time goes on, in support of future residents’ needs. Also she suggested this information, once the draft is in a form to be published, to then place it on the web, and periodically noted in the email newsletter bulletin for the benefit of all to see and to regularly refer
- Faith and Donna suggested the need to further clarify in the Plan what the BSIA Board’s role is (and is not) in response to Emergency Planning – given that governing bodies and institutions

have emergency planning resources in place. Also, to define what would be the expectations of the Board Members

- Bill P. said, at present, the draft Plan does not assign responsibility to the Board, but gives guidelines on how the Board can help the community
- Bill C. said that when he and Tom were first looking at this BSIA Emergency Operations Plan, it was based on his belief that part of the BSIA's reason for existence is to help promote the BSI community's welfare, and to act as an adjunct to the State, County, City, and other Agencies in times of emergency. He indicated too that this is a value-add of the Board to the community
- Tom said his hope is that the Plan draft once finalized can help point people in a direction that aids them in times of an emergency – Faith noted that the draft Plan's number of references to various emergency directive and support organizations was very good
- Donna pointed to the present draft Plan and suggested it be segmented into two sections – one for public distribution and the other for internal use by the BSIA Board as a go-to/how-to resource to reference both administratively and operationally in the event of an emergency. Bill P. agree with Donna's suggestion
- Bill C. and Tom suggested we take into account the above points and again individually go through the draft Plan and respond back to Tom, to aid Tom in revising this draft Plan for discussion at the next September 3<sup>rd</sup>, 2021 BSIA Board Meeting

### **Membership in BSIA – Burnt Store Golf Villas on San Rocco Court, and Bylaw Amendment Discussion**

Background (as noted in the previous July 2, 2021 BSIA Board Meeting):

The BSIA By-Laws and BSI Deed Restrictions define BSI as including those lots in Section #15 Plat, Section #15 Replat, City of Punta Gorda, Charlotte County, Florida, as shown in the public records of Charlotte County.

Recent review of records and historical maps indicate that the Burnt Store Golf Villas on San Rocco Court are not part of the above lots/plots.

As a result, this has an impact on Burnt Store Golf Villas property owners who both historically have been and who currently are BSIA members and/or who fill BSIA Board / Committee positions.

Upon further review and discussion at today's August 10, 2021 Board Meeting:

Joe proposed the following by-law changes to allow property owners of Burnt Store Golf Villas to be members, officers and directors of BSIA:

*Section 2. (b) Property owners in Burnt Store Golf Villas may become community members who shall enjoy all the benefits of the association, except voting rights on matters pertaining to special owner assessments or deed restrictions. They will not pay an initial fee and will not be liable for special owner assessments, but they will be required to pay current annual dues. They will be eligible to be elected as officers and directors; however, they must abstain from voting on matters related to special owner assessments or deed restrictions.*

A motion was then made by Faith to adopt this proposed by-law change to allow property owners of Burnt Store Golf Villas to be members, officers, and directors of BSIA. It was seconded by Bill P. and all of the Board agreed.

Bill C. followed indicating that this proposal, now approved by the Board, will next be addressed and voted on at the upcoming BSIA Annual Meeting, along with plans to speak with the President of the Burnt Store Golf Villas Association.

## 7 NEW BUSINESS

---

### **2022 BSIA Budget Planning Discussion**

At today's meeting Bill P. provided a comparative report for the Board noting, for each and all of the income and expense accounts, the individual account balances for:

- 2021 July Actual
- August- December 2021 Estimate
- 2021 Full Year Projection
- 2021 Budget
- Full Year Deviation

(Shows the difference between "2021 Full Year Projection" & "2021 Budget")

Next, by referencing this comparative report and its individual income and expense line items, Bill P. provided a worksheet and requested that each particular Board Member, who is normally responsible for the activity in each of the designated income/expense line items, get back to him with their proposed estimate(s) for the 2022 year.

Bill C. said that he will work with both Genny for the Newsletter, and Janice for the Directory to obtain their 2022 year budget estimate information.

Bill C. asked for this information to be sent to him by September 3<sup>rd</sup>, the next Board Meeting, which would provide him sufficient time to both recalculate the Board Members' provided values and to then present a final budget for the Board's review at the October 1<sup>st</sup> BSIA Board Meeting. Bill C. noted that he could then quickly that day make any needed updates to still enable final copy going to Buffalo Graphics by October 1<sup>st</sup>, with the mailing having to go out by October 15<sup>th</sup>. Bill P. said that he is planning the financial presentation segment for the BSIA Annual Meeting.

## 8 DIRECTORS' REPORTS

---

### **Community Standards – Mary Jane (MJ) Lindsey**

**BSIA Sherwin-Williams Exterior Colors Registry and Discount Program** – MJ indicated that the Sherwin-Williams Paint Program Flyer, highlighting benefits to BSIA members was distributed via the BSIA Newsletter, and that she's received several inquiries, plus some residents already using

and benefiting from the program. MJ said her near-term plans are to work with Sherwin-Williams in order to gather statistics noting residents' use of the program.

**Home Improvements Without Proper Use of Application for Architectural Change Form** – With MJ having just assumed the Community Standards Director role May 7, 2021, she asked for input regarding how to best address those BSI residents who recently undertook home improvements, for which they did not apply for, thus nor received, approval for these resident changes/updates. After Board discussion, it was agreed that the correct path to take (for fairness to all BSI residents) is to have these particular residents obtain retroactive approvals. Bill P. also suggested providing this as a topic in an upcoming BSIA newsletter, reminding people of the need and reasons to complete the “Application for Architectural Changes Form”. Joe noted that the planned “deed restrictions mailing” would also help with this matter, as it addresses too, residents who are not BSIA members.

### **Communication – Jenny Anderson**

**“BSIA Board Needs You” Segment of News Letter** – Jenny asked if any updates need to be made to the segment of the newsletter requesting BSIA Board volunteers to apply for certain opening BSIA Board of Director positions. Also, Bill C. indicated that a narrative-refresh is being planned for this topic in the upcoming newsletter.

### **Legal Liaison – Joe Meyer**

#### **Proposed 16% Property Tax Increase –**

**Letter to the City** – Joe asked if it was proper for the BSIA Board to send a letter to the City regarding the proposed 16% Property Tax Increase, due to and noting its potential impact on BSIA's members and all BSI residents. This topic was then discussed, and followed by the Board's consensus to draft and send this letter to the City. Bill C. offered to work with Joe in drafting and sending the letter.

**Millage Increase Article in Newsletter** - Also, Joe proposed, and received agreement from the Board, to publish an article in the newsletter about this proposed millage increase, so as to provide readers with further “when and where” information about the City's planned meeting to discuss this proposed tax increase. Bill C. volunteered to work with Jenny to draft this newsletter article.

### **Membership – Ken Williams**

**Membership** – Ken was not able to attend the meeting but provided the following update:

BSIA has:

- 11 = New members since the last meeting
  - 526 = Total Number of BSIA members
- (Both categories above reflect an update of 1 resident, added to Ken's Report by Bill C.)

## Neighborhood Security – Tom Tomaszewski

**Security Systems and Cameras** – Tom noted that since the last meeting he’s had need to spend a number of occasions resetting the present camera systems due to lightning strikes, humidity levels, equipment age, and more.

As a follow up to a prior Board Meeting, Tom noted his work continues in gathering information on new security system setups as possible replacements, with the goal being a system(s) that is cost effective and feature-rich. Tom said his review includes instrumental input from his neighbor who owns a major security business.

Tom shared that his neighbor has also offered to donate 3 radio sets to BSIA. Tom indicated as a next step, he’ll need to determine if and how these radio sets can be meshed into BSIA’s present systems. Tom is attending a related security vendor meeting on August 17<sup>th</sup>.

Tom indicated his interest, as part of this year’s budget, to continue to pursue purchase of “license plate reader cameras” to use in conjunction with BSIA’s present security system that would also have the ability to later transition and be part of any new selected security system(s). As a positive, these “license plate reader cameras” would also be available and referenced by the Punta Gorda Police Department to support their promoting security, and addressing violation issues, within the BSI community. Tom and Bill P. to review purchase of these cameras.

### **Also See Tom’s Other Topic Input Under -**

- #6 – **Old Business – BSIA Emergency Operations Plan Discussion and Approval**

## Planning – Mary Boeringer

**Input on FDOT Studies and Proposal** – Mary noted that she had been away for awhile and as such had nothing at this time to provide. Then at the meeting, Mary kindly ask for and received an update on what FDOT studies, recommendations, and proposals were for the Rt 41 (Tamiami) corridor section - adjacent to BSI and the Publix/Home Depot Plaza. Bill P. asked the Board if we need to go through the “one cent sales tax exercise” this year and Mary said that she has not heard anything.

## Social – Donna Nowak

**Military Museum Tour/Event** – Donna said that this event continues to be planned for August – with 24 people having signed up (to be held on Wed. August 18<sup>th</sup>, 2021 as noted at a prior Board Meeting).

**BSIA Annual Meeting** – Donna asked if the Social Committee needs to provide services at the Annual Meeting, and in turn, Faith indicated that she has a list of “Who Normally Does What” at each Annual Meeting, and will share that list will all.

**Christmas Party** - Is still scheduled and will be combined, as in the past, with the Boat Club. The event will be held at the Twin Isles Country Club.

**2022 Annual Picnic** – Is reserved and scheduled for March 19<sup>th</sup>, 2022 from 10:00 AM to 3:00 PM, to be held at the Ponce De Leon Park.



### **Special Projects - Mary Ann Gilroy**

Due to a conflict, Mary Ann was not able to attend the meeting and had nothing new to report.

### **Past President – Ian Milne**

Due to a conflict, Ian was not able to attend the meeting and had nothing new to report.

## **9 PUBLISHER REPORTS**

---

### **Newsletter (published 3 times a year) – Genny Ramachandran**

Due to a conflict, Genny was not able to attend the meeting, and had nothing new to report.

### **Directory – Janice Kelley**

Due to a conflict, Janice was not able to attend the meeting, and had nothing new to report.

## **10 GUEST /MEMBER COMMENTS OR ISSUES**

---

**Flooding on BSI Streets and Notification of City** – Bob, a BSIA Member and Meeting Guest, asked if it was advisable to send the City a letter regarding the flooding on Madrid Blvd., so as to both alert the City to this issue and to be on record, noting our concern. Bill P. said the Madrid Blvd. and Tripoli Blvd. intersection, due to present new development construction, also poses a flooding issue. Bill C. said to add Monaco Drive to this, particular to the area from Walgreen down to Tripoli Blvd.. Bill P. followed and said that Bordeaux Drive too recently has significant flood issues. To conclude, it was then agreed that it would be a good idea to send a letter of concern to the City.

**Sale of Twin Isles Country Club to Pope Holdco LLC was fully executed July 26, 2021** – Joe suggested inviting Keith Pope of Pope Holdco LLC to an upcoming BSIA Board Meeting, and Bill C. agreed.

## **11 ADJOURN**

---

Bill C. moved, seconded by Faith, to adjourn the meeting. Motion carried. Meeting adjourned at 10:45 AM.

The next Board Meeting is planned to be held on Friday, September 3<sup>rd</sup>, 2021.

Respectfully submitted by Dave De Gerome, Secretary

**Burnt Store Isles Association, Inc**  
**Burnt Store Isles Association**  
**Custom Income Statement 4**  
**From Jan 2021 to Jul 2021**  
**Options: Activity Only**

| FINANCIAL ROW                      | ACTUAL             | BUDGET             | VARIANCE           |
|------------------------------------|--------------------|--------------------|--------------------|
| <b>Ordinary Income/Expense</b>     |                    |                    |                    |
| <b>Income</b>                      |                    |                    |                    |
| 4100 - Membership Dues             | \$20,246.38        | \$20,026.00        | -\$220.38          |
| 4200 - New Construction Fees       | \$5,500.00         | \$3,750.00         | -\$1,750.00        |
| 4300 - Directory Ads               | \$1,415.00         | \$2,307.00         | \$892.00           |
| 4350 - Newsletter Ads              | \$925.00           | \$1,500.00         | \$575.00           |
| 4400 - Interest Income             | \$6.86             | \$500.00           | \$493.14           |
| 4610 - Misc. Income                | \$295.00           | \$0.00             | -\$295.00          |
| 4700 - Events - Member Paid        | \$1,196.00         | \$0.00             | -\$1,196.00        |
| 4900 - Income Hedge                | \$0.00             | -\$1,250.00        | -\$1,250.00        |
| <b>Total - Income</b>              | <b>\$29,584.24</b> | <b>\$26,833.00</b> | <b>-\$2,751.24</b> |
| <b>Gross Profit</b>                | <b>\$29,584.24</b> | <b>\$26,833.00</b> | <b>-\$2,751.24</b> |
| <b>Expense</b>                     |                    |                    |                    |
| 6100 - Landscaping Reserve         | \$1,127.00         | \$1,000.00         | -\$127.00          |
| 6150 - Landscaping/Property Mgmt   | \$4,053.00         | \$4,176.00         | \$123.00           |
| 6300 - Directory Preparation       | \$791.69           | \$1,090.00         | \$298.31           |
| 6350 - Newsletter Preparation      | \$2,772.58         | \$3,900.00         | \$1,127.42         |
| 6400 - Legal Fees                  | \$3,041.35         | \$1,500.00         | -\$1,541.35        |
| 6410 - Attorney Fees Reserves      | \$0.00             | \$1,003.00         | \$1,003.00         |
| 6420 - Liability Insurance         | \$2,602.00         | \$2,900.00         | \$298.00           |
| 6500 - Donation Given              | \$0.00             | \$250.00           | \$250.00           |
| 6620 - Badges                      | \$4.08             | \$0.00             | -\$4.08            |
| 6700 - Events Member Paid          | \$1,046.00         | \$0.00             | -\$1,046.00        |
| 6710 - Events BSIA Paid            | \$478.97           | \$1,400.00         | \$921.03           |
| 6730 - Storage Unit Rent           | \$326.35           | \$326.00           | -\$0.35            |
| 6750 - PO Box Rental               | \$100.00           | \$200.00           | \$100.00           |
| 6760 - Postage and Delivery        | \$249.87           | \$500.00           | \$250.13           |
| 6770 - Safe deposit Rent           | \$0.00             | \$100.00           | \$100.00           |
| 6800 - Software                    | \$0.00             | \$330.00           | \$330.00           |
| 6820 - Web Emails Constant Contact | \$588.00           | \$0.00             | -\$588.00          |
| 6830 - State Fees                  | \$61.25            | \$65.00            | \$3.75             |
| 6900 - Misc. Expense               | \$676.81           | \$1,000.00         | \$323.19           |
| 6910 - Office Supplies             | \$117.70           | \$300.00           | \$182.30           |
| 6920 - Surveillance Cameras        | \$384.09           | \$750.00           | \$365.91           |
| 6930 - Meeting Room Rent           | \$0.00             | \$630.00           | \$630.00           |
| 6940 - Shredder Day                | \$400.00           | \$400.00           | \$0.00             |
| 6950 - Banners                     | \$0.00             | \$250.00           | \$250.00           |
| <b>Total - Expense</b>             | <b>\$18,820.74</b> | <b>\$22,070.00</b> | <b>\$3,249.26</b>  |
| <b>Net Ordinary Income</b>         | <b>\$10,763.50</b> | <b>\$4,763.00</b>  | <b>-\$6,000.50</b> |
| <b>Net Income</b>                  | <b>\$10,763.50</b> | <b>\$4,763.00</b>  | <b>-\$6,000.50</b> |

**Operating Funds** - \$20,304.13

**Money Market** - \$11,215.83

**CD1** - \$20,601.89

**CD2** - \$10,300.96

**CD3** - \$10,300.96