

Burnt Store Isles Association Board of Directors Meeting

(Draft)

In-Person Meeting Held at Twin Isles Country Club

December 2, 2022

Meeting Called to Order 9:00 a.m.

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

1 (A) UPDATE - PUNTA GORDA POLICE DEPARTMENT (PGPD) – CHIEF DAVIS

Topic Areas Shared by Chief Davis:

Light Up the Night Event - Chief Davis noted that tonight at 6:30 the *Holiday Light-Up the Night Event* is taking place, and certain road closures would be in effect.

Foster Care Family Luncheon – This event, arranged annually by one of PGPD’s officers, will taking place on 12/3/22 and with an expected attendance of 100 families.

Christmas Parade - The Christmas Parade is planned for noon on 12/10/22, with street closures taking place, in an effort to promote traffic and pedestrian safety.

PGPD Family Fun Day – This annual event, in which the community has an opportunity to visit and experience the operations of the PGPD and the PG Fire Department – will include children being able to experience sitting inside the City’s fire trucks and police vehicles, actually hold onto and spray the Fire Department’s truck hoses, face painting, play in a bounce-house, participate in crafts, and more. This event is planned for 12/17/22, Saturday from 11 AM to 3 PM.

Small Wildlife Animals being Hit by Drivers - Chief Davis shared a call she received from a BSI resident from Madrid concerned that more lately than before, people are driving too fast and as a result are inadvertently hitting wildlife animals in the plan. Part of the PGPD’s plan includes putting on a section of the road a “measure strip” to count vehicles and check vehicle speeds.

Accidents on Interstate 75 – Bill asked for insight as to why there is an increase in accidents on I75 to which Chief Davis said that part of this increase is due to winter residents returning and more vacationers coming to Southwest Florida.

Northbound Tamiami Trail (US) Vision Study – Conversation then followed regarding the recent noticeable traffic speeds and congestion growing on the Rt. 41 Tamiami area heading north, as one enters into Punta Gorda’s downtown area. Chief Davis and Bill talked about FDOT’s plan to redo this traffic merging congestion area from the Ice House going north to the Harbor Bridge. Bill shared that he has a copy of the study and will be sure to circulate it to each individual Board Member.

1 (B) UPDATE – PUNTA GORDA CITY COUNCIL MEMBER – MELISSA LOCKHART

Melissa was not able to attend today's meeting due to a schedule conflict

1 (C) UPDATE – DEVELOPMENT – RT. 41 – OLD WAL-MART PARKING LOT

Speakers, Jason Green, Director of Planning/Florida Lead, of AXIS Infrastructure Companies, and Gary Bayne of SED Southwest Engineering & Design, kindly requested to present to the BSIA Board about their tentative development plans for the open lot between the Storage Center on Rt. 41 and the OZK Bank.

Topic Areas Covered:

Parcel Location – The proposed development area is the parking lot between the Rt. 41 Storage Center and the OZK Bank – where the previous Wal-Mart was once located.

Intended Uses for this Parcel – Intended uses could include a combination of offices, retail, and storage building use (these storage buildings being located in the back portion of the property if tenants are retail and need space). Similar to what Pinch-a-Penny now does on their parcel.

Dimensions related to this Parcel/Lot –

Front of Lot - At present, there would be a proposed building in front of the parcel whose size would be 22,400 square feet (one story high, with it running parallel to Rt. 41) and with possible 8 individual units for offices and retail in this building, positioned side by side/next to one another.

Back of Lot – At the rear of the lot would be two larger rectangle buildings, one at 23,500 sq. ft. and the other at 24,000 sq. ft. (both single story), set perpendicular to Rt. 41, that could be used as possible warehouse/storage facilities for the tenants/retail stores in the front of the parcel. The placement of dumpsters too was discussed and request for these to be inconspicuously positioned.

Architecture/Styling of all Proposed Buildings and Landscaping – As to style of the buildings, Jason and Gary said that the buildings' appointments are not yet known/decided on, but that for certain it would need to meet all City codes. The Board next expressed that it would be nice for the entire parcel, along with its buildings' roofing and architecture to blend with that of the BSI neighborhood, similar to what was done with the Publix Plaza's development. The same was discussed and interests shared by the Board regarding the parcel's landscaping.

Project Requires Rezoning – This initiative will have to go through the City for rezoning from its present Highway Commercial classification to accommodate inclusion of the 2 larger buildings in the back of the lot for possible warehouse/storage needs by tenants.

Timing of Project - It was "ballpark" estimated by Jason and Gary for this initiative to be completed in about 3 years from now, which would take into account and include their intended start of a

needed “designing” phase, then followed by City approval process coordination to meet all City requirements, along permitting, and meeting all subsequent construction timelines.

Parcel Tenants Hours of Operation – Jason and Gary were asked what would be the hours of operation for the various types of tenants leasing space in the parcel, and it was shared that for office tenants – they estimated closings at 5 PM, and if the tenants were retail - they estimated open hours until 8 AM to 9 PM along with a possibility of up to 7 days a week operation.

Access to this Parcel and Traffic Issues – The Board raised, and it was then discussed at length, the impact this parcel, once developed and operational, could have on the already too heavily and congested traffic use of Monaco. This discussion included the additional impact that planned development of residential units, just north of Monaco, across from Walgreens, would further contribute to Monaco congestion. After discussing a number of options, the following was agreed to:

Coordination with Adjacent HOAs and BSIA as a Whole – It was raised by the Board the benefit of Jason and Gary, as part of their going forward through the process of parcel development, to continually collaborate both with the two HOAs that border their parcel, and with BSIA’s Board, as a beneficial way to:

- To share and develop together those “BESTS/IDEAS” that could positively contribute to the owner(s) and tenants of the parcel, and to BSI’s residents!
- Better together vs. individually help to address with the City and FDOT, both present and future ingress/egress issues that impact the BSI community and the Parcel’s future tenants.
- Bill said too that, as a help and benefit in going forward, he will contact Melissa Lockhart of City Council to share what took place today with Jason and Gary meeting with the BSIA Board.

2 ROLL CALL –

Officers Present

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

Directors Present

Patricia Iorio, Community Standards
Jenny Anderson, E Communications – (Not able to attend today’s meeting)
Brian Bender, Legal Liaison
John Bothwell (JB), Membership
Dave Elkins, Neighborhood Security
Mary Boeringer, Planning
Wanda Daugherty, Social – (Not able to attend today’s meeting)
Kathy Martinelli, 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

Diane Peterson, Newsletter and Directory – (Not able to attend today’s meeting)

David Elkins – Advertising Sales

A quorum has been established.

Other Attendees:

Bill Page – Nominee for President’s role in 2023

Charmaine Ponkratz – Nominee for Secretary’s role in 2023

Bob Fritz - BSI Resident and BSIA Member

3 REVIEW AND APPROVE BOARD MEETING MINUTES

Faith moved, seconded by Lee to approve the Minutes dated November 4, 2022. Motion carried.

4 OFFICER’S REPORTS

President – Bill Courtney

Thanking the Board – Bill expressed his thanks to the Board for his term in office as President, along with appreciation for all that the Board Members do, and said he looks forward to his new role as “Past-President’.

Post Hurricane Ian Issues – Bill mentioned that he continues to provide people who reach out to him with direction, as a result of Hurricane Ian issues.

Vice President – Faith Ferris

2022 Annual BSIA Members Meeting Planning –

Board Arrivals to Help - Faith asked Board Members to assist at the planned 12/8/22 Annual BSIA Members Meeting by being at the event at 3:00 PM. Plus she asked Board Members to be sure to go on line and register their plans to attend, so that a tentative headcount can be calculated, which will help measure if a quorum is being reached to formally hold the Annual BSIA Members Meeting.

Volunteers for Check-in - Faith asked for 4 volunteers to both help at the check-in desk(s), and to assist directing people at the event, with it taking place at the Twin Isles Country Club.

Presentation Slides – Bill shared that he didn’t plan on using slides at this meeting.

Meeting Agenda – Bill affirmed that the meeting’s agenda continues to include four areas –

- Approval of Prior Year Minutes
- Elect BSIA Officers
- Discussion and Vote on the 2023 BSIA Budget
- Having an Appointed time to Listen to Members’ Comments

Nomination Script – Dave D asked Bill if Bill will act as the Nominating Chair, with Dave D not being able to attend the rescheduled Annual BSIA Members Meeting, to which Bill affirmed he could do it. In turn Dave D said that he'll provide Bill with the nomination script, which he and Bill used the prior year.

Quorum Related Planning – Discussion then followed about what would happen if a quorum of BSIA members is not met at this rescheduled 12/8/22 meeting, and included:

- **“Emergency Selections”** – Could be made to name someone possibly if quorum not met
- **“By Laws” Review pertaining to Officer Nomination/Voting** – The new 2023 BSIA Board should look at potential enhancement of the appropriate sections of BSI's Deed Restrictions / By Laws, pertaining to possibly allowing for electronic nominations and voting of BSIA officers – e.g. email, or absentee ballots, or proxy ballots, or like, so as to provide BSIA Members with more convenience in voting.

New Construction Approvals – Faith shared that, for this past month, 1 new residence has been approved through the normal construction approval process, with 2 more waiting for permit.

Secretary – Dave De Gerome

Thanks for the Past 2 Years – Dave D. shared his thanks for everyone on the Board for making his Board participation an enjoyable one, and shared his appreciation for the vast amount of work each Board Member does for the residents of the BSI community, including him. Bill kindly provided Dave D. with a Certificate of Appreciation from the BSIA Board.

Treasurer – Lee Brandt

Treasurer's Reports - Lee provided copies of the following Reports to the Board

- **Financial Reports** – Budget vs. Actual January to November 2022
- **Checking Account Balances**

(See copies of the Jan. to November financials at the end of these Minutes)

2022 Year Budget Motion - On 12/2/22, a Motion was made to transfer positive and available fund allocations from other BSIA Accounts over to Legal Fees so as to cover anticipated 2022 year end, higher than budget, actual legal expenses.

Background -

Over Budget in Legal Fee Expenses – Lee shared that we are significantly over budget in legal fee expenses, due to one unanticipated case where legal support was necessary, and if December 2022's actual expenses come through as anticipated, we will, at 2022 year end, have almost doubled in spending what had been anticipated/budgeted for in this Legal Fee Expense category.

As such, with BSIA's overall expenses being sufficiently under budget for the 2022 year, and its actual income over what was budgeted, a proposal was made by Lee to transfer budget funding from certain other under budget accounts over to Legal Fees to cover Legal Fees' total anticipated year end actual expenses. An amount of \$2,500 was suggested by Lee for this allocation.

Motion Made –

After discussion, a motion was made by Lee, and seconded by Faith to reallocate this available \$2,500 over to the Legal Fees Budget to support balancing the account's actual to budget. This motion carried.

5 OLD BUSINESS

Planning – for 2022 Annual BSIA Members Meeting

Please see previous section under "Officers Reports – Faith Ferris" for those points covered on this topic.

6 NEW BUSINESS

Architectural Review Committee –

Development of an Architectural Review Committee - Voted by Board – As background, to help BSI residents with their significantly increased need for repairs, due to Hurricane Ian, and as part of planning for further residential development, an Architectural Review Committee was recently formalized. This Committee's charge includes helping maintain timely processing of architectural requests, while following BSI's Deed Restriction guidelines.

This Committee was the recommendation of BSIA Board Members and was voted on via email in November 2022, with all Board Members who responded voting favorably to establish this Committee.

Standing Members of this Architectural Review Committee – This Committee will be comprised of the following:

- Vice President – as Chair of this Committee
- Community Standards Director
- President
- Past President
- Legal Liaison

Policy and Procedures – Mission Statement – Escalation Guide - Next order of business for this Committee will be the development of a Policy and Procedures Mission Statement along with an Escalation Guide and formalized Process Steps.

Committee is Already Active and Functioning - Bill also noted that this Committee has already met, as called recently by the Committee Chair, with the topic having centered on an architectural roofing issue – with a particular roof having a "shake" appearance vs. barreled tile look, and after review, it was approved by this Committee.

Community Standards – Pat Iorio

Architectural Change Requests – Pat shared that October and November were very busy months with 23 requests received in November, of which 15 were for roofs, and of these 15 roofs, 6 of them were for stone coated metal roofs. She also noted that in October she had 14 requests.

Architectural Change Request - Procedure Questions – Pat also said it was positive to see that a number of people are asking her about the process they should follow to properly submit their requests.

Monaco Residence – Issue with Various Automobiles on Premise – Pat noted the need to continue to work with City Code Compliance to help assure that a particular residence on Monaco is in compliance with both BSI Deed Restrictions and City Code, which do not allow homeowners to conduct business from BSI residences.

Communication – Jenny Anderson

Jenny was not able to attend today's meeting

Legal Liaison – Brian Bender

Property Issue - 4012 San Massimo Drive – As a follow up to last month's Board Meeting, Brian today spoke of the steps that took place this past month (which included essential legal representation), in which the owner of the San Massimo property was contacted and informed of the need to continue to follow through with certain corrective action on his property, which had been agreed to by the owner throughout this 2022 year. Brian stated that beyond this most recent notification, no additional steps at present are being planned with the owner.

Brian and Bill also shared that:

- The owner of 4012 Massimo property recently filed a complaint regarding his neighbor.
- This particular neighbor of 4012 Massimo Drive noted he was having an issue with dead rodents and flies at his adjacent property.

Bill too shared that the owner of 4012 San Massimo has a proposal from "Active Windows Company" to replace certain of his damaged windows, and the work once scheduled would take 8 to 11 months for installation. Also, it was noted that the property owner is continuing to coordinate with his insurance company on these window replacements, while keeping on schedule with services from Hughes Exterminating.

Membership – John Bothwell (J.B.)

New Members – J.B. said that in November, he processed 1 new member.

Renewals – J.B. shared he's receiving a number of renewals, and that this is normal for this time of year.

Membership Email Mailer/Flyer – J.B. proposed sending a Membership Request Flyer to all BSI residents, through use of an email data base that he purchased and uses for his real estate business. He said perhaps this could be done quarterly to alert all BSI residents, who are not BSIA members, of all of the services BSIA does on their behalf. J.B. said he would need help in generating the mailer/flyer’s content.

Neighborhood Security – Dave Elkins

Resident Call Regarding Tripoli Speeding Issues - Dave E. said that he received a call from a resident last night asking for help regarding speeding taking place on Tripoli. Dave E. said he will address this with Chief Davis.

List of Traffic, Speed Control and Road Safety Options for BSI – Dave D. suggested the need to resurrect and find out what happened to the list of 12+ ideas the Board both **discussed** over a number of Board Meetings and then subsequently **finalized** and **approved** for review by the City (this list being discussed/generated during Winter/Spring of 2022), for which this list’s intent was to suggest ways to enhance **traffic controls** and **road safety** for our BSI neighborhood.

Planning – Mary Boeringer

Who to contact for answers regarding existing property construction needs – As a follow up to last month’s meeting, Mary said that she is still receiving calls from BSI residents as to who they should call in order to submit architectural change requests.

Planning regarding Development – Rt 41 – Old Walmart Parking Lot – Bill suggested that this proposed development of the **Old Wal-Mart Parking Lot**, which was presented by Jason and Gary this morning, is a very good initiative for “**Planning**” to work on/with from the beginning, as this development will certainly impact BSI, and could be an opportunity to get the attention of the City and FDOT, through joint coordination with Jason and Gary.

Social – Wanda

Wanda was not able to attend today’s meeting. Bill shared that Donna is helping Wanda with the Christmas Party planning, and Faith said she’ll reach out and see if Donna is helping with other social events – e.g. Angel Hair Event, etc.

Special Projects – Kathy Martinelli

Kathy was not able to attend today’s meeting

Past President – Ian Milne

Ian was not able to attend today’s meeting

8 PUBLISHER REPORTS

Newsletter (published 3 times a year) - Diane Peterson

Diane was not able to attend today's meeting

Bill C. shared that Diane recently circulated a schedule for the upcoming Newsletter and said that the deadline for Board Member Articles is January 10, 2023.

Directory – Diane Peterson

As noted above, Diane was not able to attend today's meeting

Advertising Sales - Dave Elkins

Dave E. had nothing additional to cover under this section

9 GUEST /MEMBER COMMENTS OR ISSUES

There were no comments from guests

10 Other Topics Discussed Prior to Meeting End

There were no topics discussed that apply to this category

11 ADJOURN

Dave D. moved, seconded by Lee, to adjourn the meeting. Motion carried.

Meeting adjourned at 10:35 AM

The next Board Meeting is planned to be held on Friday, January 6, 2023.

The next meeting will be "In-Person" and held at the Twin Isles Country Club.

Respectfully submitted by Dave De Gerome, Secretary

BANK SUMMARY

(As part of the 12/02/22 BSIA Board Meeting)

Accounts

CHECKING

<u>OPERATING ACCOUNT</u>	Current Balance	Available Balance
XXXXXX3729	\$21,923.27	\$22,009.67
<u>RESERVE</u>	Current Balance	Available Balance
XXXXXX3750	\$52,527.89	\$52,527.89
Total	\$74,451.16	\$74,537.56

Financials (As part of the 12/02/22 BSIA Board Meeting)

Burnt Store Isles Association, Inc
Burnt Store Isles Association
Budget vs. Actual
From Jan 2022 to Nov 2022

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Membership Dues	\$23,122.54	\$23,625.00	(\$502.46)	97.87%
4200 - New Construction Fees	\$5,000.00	\$3,000.00	\$2,000.00	166.67%
4300 - Directory Ads	\$2,124.50	\$2,307.00	(\$182.50)	92.09%
4350 - Newsletter Ads	\$4,470.99	\$1,500.00	\$2,970.99	298.07%
4400 - Interest Income	\$12.73	\$150.00	(\$137.27)	8.49%
4500 - Donations Received	\$20.00	\$0.00	\$20.00	0.00%
4600 - 50/50	\$307.00	\$0.00	\$307.00	0.00%
4610 - Misc. Income	\$220.00	\$100.00	\$120.00	220.00%
4620 - Badges - Member Paid	\$209.17	\$0.00	\$209.17	0.00%
4700 - Events - Member Paid	\$3,333.00	\$1,594.00	\$1,739.00	209.10%
Total - Income	\$38,819.93	\$32,276.00	\$6,543.93	120.27%
Gross Profit				
Total - Income	\$38,819.93	\$32,276.00	\$6,543.93	120.27%
Expense				
6100 - Landscaping Reserve	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
6150 - Landscaping/Property Mgmt	\$8,801.07	\$7,886.00	\$915.07	111.60%
6300 - Directory Preparation	\$894.95	\$1,145.00	(\$250.05)	78.16%
6350 - Newsletter Preparation	\$4,319.69	\$4,095.00	\$224.69	105.49%
6400 - Legal Fees	\$3,993.75	\$3,000.00	\$993.75	133.13%
6420 - Liability Insurance	\$2,616.97	\$2,900.00	(\$283.03)	90.24%
6500 - Donation Given	\$165.85	\$250.00	(\$84.15)	66.34%
6620 - Badges	\$233.81	\$0.00	\$233.81	0.00%
6700 - Events Member Paid	\$3,158.00	\$1,594.00	\$1,564.00	198.12%
6710 - Events BSIA Paid	\$676.74	\$2,000.00	(\$1,323.26)	33.84%
6730 - Storage Unit Rent	\$700.82	\$528.00	\$172.82	132.73%
6750 - PO Box Rental	\$182.00	\$200.00	(\$18.00)	91.00%
6760 - Postage and Delivery	\$13.45	\$525.00	(\$511.55)	2.56%
6770 - Safe deposit Rent	\$100.00	\$100.00	\$0.00	100.00%
6800 - Software	\$0.00	\$935.00	(\$935.00)	0.00%
6810 - Web Data Remote Hosting	\$1,054.08	\$588.00	\$466.08	179.27%
6820 - Web Emails Constant Contact	\$722.32	\$0.00	\$722.32	0.00%
6830 - State Fees	\$61.25	\$65.00	(\$3.75)	94.23%
6900 - Misc. Expense	\$427.51	\$1,050.00	(\$622.49)	40.72%
6910 - Office Supplies	\$90.86	\$0.00	\$90.86	0.00%
6920 - Surveillance Cameras	\$3,749.97	\$6,280.00	(\$2,530.03)	59.71%
6930 - Meeting Room Rent	\$567.00	\$630.00	(\$63.00)	90.00%
6940 - Shredder Day	\$600.00	\$600.00	\$0.00	100.00%
6950 - Banners	\$0.00	\$250.00	(\$250.00)	0.00%
6970 - Mass Mailings	\$1,811.61	\$2,000.00	(\$188.39)	90.58%
Total - Expense	\$34,941.70	\$37,621.00	(\$2,679.30)	92.88%
Net Ordinary Income	\$3,878.23	(\$5,345.00)	\$9,223.23	-72.56%
Net Income	\$3,878.23	(\$5,345.00)	\$9,223.23	-72.56%