

Burnt Store Isles Association Board of Directors Meeting

(Final)

In-Person Meeting at Twin Isles Country Club

December 3, 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 CHIEF PAM DAVIS

Topic Areas Shared by Chief Davis for This Past Month:

Traffic/Speeding in BSI – Tripoli – Chief Davis said that the Police Department has been closely monitoring traffic on Tripoli with patrol cars on duty there at different times during each day. She noted that violations have spiked upward with the arrival of seasonal residents. Dave Elkins asked if the speeding violators were mostly residents, and Chief Davis responded affirmatively that most were residents. Wanda Daugherty said that a lot of construction trucks are doing over 30 MPH on Tripoli. Dave D. said two days ago he witnessed in the late afternoon a Federal Express driver who appeared to be going well over 50 MPH at the intersection of Toulouse Drive and Toulouse Circle. In response to these situations raised by Board Members, Chief Davis said she'll have the Punta Gorda Police Department again reach out to the service delivery businesses and reaffirm their need to adhere to traffic speeds. Bill C. said that he noted UPS is making use of drivers in private vehicles to deliver packages – and in line with this use of personal vehicles, Chief Davis followed and said to keep alert too that there have been cases outside of BSI where people in personal vehicles were taking packages. Faith suggested to inform her if the police are running into construction vehicles violating traffic rules, including parking issues, and that she'll in turn approach the contractor-owners.

Upcoming City Events – Chief Davis then covered the following past and planned City and Department Events:

- **Christmas Tree Light Up Night** – This City-wide event is taking place tonight 12/3/21 – 5 PM to 10 PM and the particular street closures were covered.
- **Halloween Night** - Bill C. at this point thanked Chief Davis and the Punta Gorda Police Department for how well the City's Halloween event was managed pertaining to traffic and safety oversight.
- **Family Fun Day** – The City's Family Fun Day will take place tomorrow 12/4/21 - 11 AM to 3 PM, at the Public Safety Building (same location as it was last held in 2019), and is a family event enabling family members to see and experience K-9 Unit demonstrations, challenge their skills with a dunk tank, getting firsthand experience inside a fire truck, getting actual hands on

experience via fire hose demonstrations, having the opportunity first-hand to see all that is in a police car, participate in craft events, and more from 11AM to 3 PM.

- **Officer Joe Angelini – Sallie Jones Elementary School’s Resource Officer – Foster Family Program** – Joe and the Police Department will again be overseeing Joe’s annual luncheon for Foster Families to take place at the First United Methodist Church.
- **Punta Gorda Police Department’s K-9 Team** – Was one of ten K-9 teams selected to compete nationally through ESPN TV in a Drug Detection Trial, back on 11/28/21, with contestants including departments such as NYPD. Chief Davis said that our K-9 team did very well in representing Punta Gorda at this national level.

Advisory Board – Chief Davis noted that Tom Tomaszewski is on the Punta Gorda Police Department’s Advisory Board and for BSI residents to work through Tom as a resource to help forward their issues and ideas to the Punta Gorda Police Department.

2 CITY COUNCIL MEMBER DISTRICT 5, MELISSA LOCKHART

Topic Areas Shared by Nancy Prafke for This Past Month:

Due to her conflicting schedule, Melissa was not able to attend today’s meeting. As background, Melissa Lockhart was sworn in Nov. 3, 2021 to City Council, taking over Nancy Prafke’s City Council Role.

3 ROLL CALL –

(for this 12/3/21 meeting listed both outgoing year-end and incoming new-year Board Members)

Officers Present

Bill Courtney, President
Faith Ferris, Vice President
Bill Page, Treasurer - through 12/31/21
Lee Brant, Treasurer - beginning 1/1/22
Dave De Gerome, Secretary

Directors Present

Mary Jane (M.J.) Lindsey, Community Standards - began as of 5/7/21 and through 12/31/21
Patricia Iorio, Community Standards - beginning 1/1/22
Jenny Anderson, E Communications
Joe Meyer, Legal Liaison through 12/31/21 – Not able to attend today’s meeting
Brian Bender, Legal Liaison– 11/5/21 appointed to complete Joe’s term-Not able to attend today
Ken Williams, Membership - through 12/31/21
John Bothwell, Membership beginning 1/1/22 – Not able to attend today’s meeting
Tom Tomaszewski, Neighborhood Security - as of 4/9/21
Mary Boeringer, Planning - Not able to attend today’s meeting
Donna Nowak, Social - through 12/21/21
Wanda Daugherty, Social - beginning 1/1/22

Mary Ann Gilroy, Special Projects through 12/31/21 - Not able to attend today's meeting
Kathy Martinelli, Special Projects - beginning 1/1/22
Ian Milne, Past President – Not able to attend today's meeting

Other Board and Committee Representatives

Diane Peterson, Newsletter and Directory – appointed by Board on 10/1/21 - Not able to attend today's meeting
David Elkins – Advertising Sales – appointed by Board fall of 2021

A quorum has been established.

4 REVIEW AND APPROVE BOARD MEETING MINUTES

Faith moved, seconded by Kathy, to approve the minutes dated November 5, 2021. Motion carried.

5 OFFICER'S REPORTS

President – Bill Courtney

Annual Meeting Bill C. extended his thanks to Faith and the Board for making the November 9th 2021 Annual Member Meeting such a positive event and having run so smoothly.

Retiring Board Members – Bill C. thanked all of the Board Members who are leaving the Board this 12/31/21 for their service over the past year.

Review of the 2021 Year – Bill C. said looking back at the year, 2021 like 2020, was an unusual one and that he felt very good about all the Board did to help the BSI community and the BSIA Membership.

Christmas Party Dinner Dance – Bill C. simply reaffirmed that Donna will be talking later during the meeting about the upcoming dinner dance, and asked all Board Members to consider attending, as it is a great event.

Vice President – Faith Ferris

New Construction – Faith indicated that she has 3 more houses since the last meeting to review as part of new construction, bringing the total to 37 new homes that have been reviewed and approved, or are presently going through the construction process for 2021.

Bill P. noted that on an average year, BSI experiences 12 to 15 builds a year, as compared to the 37 for this 2021 year.

Ken said that for the upcoming 2022 year, his opinion is that BSI will not see a decline in new construction, thus BSIA new construction income should still be favorable, as it was in 2021.

Dave E. said that Punta Gorda was featured in Barron's Financial and Investment News last week.

Bill C. said that either way new construction goes (up or down) in 2022, with the \$5 increase in BSIA's approved 2022 year membership rate, and with being conservative in 2022's revenue forecasting, the BSIA association is prepared for any possible construction downturn.

Villas on Albacete Circle – Faith noted that there are 8 more villas being constructed on Albacete Circle, and eventually there could be 28 going up in the next year(s).

Secretary – Dave De Gerome

November 9th, 2021 BSIA Annual Members Meeting Feedback – Dave wanted to share with the Board, that he had received a lot of positive feedback about this past month's 11/9/21 BSIA Annual Members Meeting regarding how smoothly it ran, along with the volume and quality of information provided.

Treasurer - Bill Page

Financial Highlights – Bill P. distributed the January to November 2021 Financial Report to the Board, indicating that this past month did not have any significant activity outside of Bill P. paying one invoice for the last BSIA newsletter at \$1,900, which was about \$200 over budget (he noted though as an offset, this newsletter included more advertising – which is a good point).

Training – Lee Brandt – Bill P. said that he and Lee have been working together as part of handing over the treasurer role to Lee and that Bill has been, and will continue, working with Lee pertaining to the November and December 2021 closings, and will do the same for the first few months' closings in 2022.

Asset Balances - In addition, Bill P. noted the following asset balances:

- **Operating Fund** - Has a balance of \$16,244
- **Money Market** – Has a balance of \$11,221
- **CD #1** – Has a value of \$20,630
- **CD #2** – Has a value of \$10,315
- **CD #3** – Has a value of \$10,315

Bill P. noted that the CDs are now due, and that he is working with the Bank to address our renewal needs – which are required to take place within 10 days from their expiration dates (he also indicating that BSIA's bank representative is a new person, and not yet as responsive as the former representative)

6 OLD BUSINESS

There was no Old Business

Amendments to the Bylaws and Need to Amend the Bylaws posted on BSIA's Web Site

Bill C. raised the need to take the 3 amendments to the Bylaws that were approved by the BSIA members at the 11/9/21 BSIA Membership Meeting and post these updated Bylaws to the BSIA website. He asked Dave D to coordinate with Jenny.

To help expedite updating the website, Dave D. to gather in both "**Word**" and "**PDF**" formats for each of these 3 Bylaw amendments, including:

- New Bylaw wording
- Footnote explaining purpose of / need for each amendment
- Background information including supportive reasons for each Bylaw update, and historical references back to when/how approvals were given at the BSIA Board Meetings in 2021.

Besides providing in "**Word format**" for inclusion in updating the BSIA website, this information in "**PDF format**" will be included/uploaded to the "BSIA Cloud Storage" by Dave D. under "Secretary" for future reference/support needs of any future BSIA Boards.

Coordination Between Board Members Leaving Board 12/31/21 and New Board Members joining the Board Starting 1/1/22

- **Working Hand in Hand to Transfer Responsibilities** - Bill C. indicated the importance of those Board Members leaving the Board on 12/31/21 to work hand in hand with the new Board Members starting on 1/1/22.
- **Board Members Uploading and Referencing information on the "BSIA Cloud Storage System"** – Faith noted the importance of each Board Member uploading and referencing their information in the "BSIA Cloud Storage System", and that both outgoing and incoming Board Members should work together to assure they know how to use the system and how to upload their information onto the "BSIA Cloud" system.

Jenny said that she will forward an instructional email to all Board Members on use of this "BSIA Cloud" system:

- So as to assure everyone can update their information as part of the Board Membership transition
- To also advise/remind everyone to have this necessary information posted by the beginning of the new 2022 Year

Records Retention for Construction Documentation – Faith asked for clarity on how long should construction plan related documentation be maintained? After discussion, it was offered that historically, past practice (per discussion with legacy Board Members) was to only hold this information until the subject new residence was completed and, if there were no outstanding property issues, then the plans and information could either be provided to the new home owner, or destroyed, if the records were not wanted by the homeowner. However, due to the increased number of new builds and the long duration of home completion this return of plans practice will not necessarily be practiced in the future.

8 DIRECTORS' REPORTS

Community Standards – Mary Jane (MJ) Lindsey -

Standards Topics covered by MJ – MJ noted:

- **Architectural Change Requests** – There were 10 requests for the month of November, with half of them being cases where homeowners wanted to perform their own work.
- **Sherwin Williams Program** – Activity in this program continues, with 5 residents making use of, and benefiting from this program during November 2021.
- **Residence on San Massimo** – In response to MJ's update regarding a particular residence on San Massimo (in which the owner was addressing both building and yard improvement needs) Bill P. said that things are positively progressing.
- **Monaco Residence Automobile Parking**– MJ said that she did follow through and sent a notification letter to a particular resident on Monaco who had recently started parking a small car on their breeze-way/porch. As a result, the car has been moved by the owner.
- **Guidance from Melissa Lockhart** - Bill C. suggested if Community Standards needs help/guidance in the future, regarding how to handle a particular standards situation and for help with City coordination, to reach out to Melissa, PG City Council Member, as Melissa at one time was both on the BSIA Board and a member of the Standards Group.

Communication – Jenny Anderson

Membership Reminder Email – Jenny said this reminder is planned to be sent out soon and is normally done on, or shortly after, December 1st. It will be sent both via email to most, and in paper form for those specifically requesting/requiring a hardcopy notification.

For All New Board Members – As addressed in last month's Board Minutes, Jenny did follow up and sent out an email to all asking them to individually provide:

- A head shot photo so she can later update the website
- Email address
- Contact phone number
- A brief bio to be posted in an upcoming December/January Bulletin

Jenny indicated that so far, she has only received 3 responses (from 3 new women BSIA Board Members) and again asks all to provide their information by January 1st, 2022 for needed publication(s).

Legal Liaison – Brian Bender - Due to a conflict, Brian was not able to attend today's meeting, but at Bill C's request, provided the following two updates:

Residence on San Massimo – Brian indicated the following, regarding the one particular residence on San Massimo, in which the homeowner was addressing both building and yard improvement needs:

- **Extermination** - The homeowner arranged to have Hughes Exterminators treat their property to remove any rodents. A copy of the treatment schedule for the month of October is in hand.
- **Update from Homeowner for November** - According to Tamsen Hayes, at our attorney's office, the homeowner was to provide an update in November. As of this week, Tamsen had not heard from the owner.
- **Drive-By Confirmation** – Brian indicated that he had driven past the property a couple of times in the last week and noticed nothing unusual. There was a late model car in the driveway and Brian noted that he would never have suspected this was the problem property. Brian suggested giving the homeowner another week or so to provide a November update. Brian said that he'll continue to review the property and if nothing is heard/received, we can then decide if we want to have the property owner served another notice, and he stated this, of course, would involve more legal expenses.

Transitioning of Duties from Joe to Brian – Via an email to Bill C., Brian shared with the Board today that Joe and he met on November 22nd, at which time Joe transitioned both files and email access to Brian.

Membership – Ken Williams

Memberships This Past Month – There were 3 new memberships added since the last meeting, and part of the reasoning for this lower count was due to the plan to hold off on new mailings until the Members had an opportunity, at the 11/9/21 Annual BSIA Members Meeting, to vote on the \$5 membership rate increase. Ken said that subsequent to the 11/9/21 meeting that all mailings have been sent and are now current – next mailing will be in January for the December BSI buyers.

Process for Transitioning New Construction Homeowners from 1st Year Free Membership to Fee Paid Membership in their 2nd Year of Residency – Faith and Bill P. talked about the need to go into the system to identify what new construction households have transitioned into their 2nd year of property ownership, and their need to now pay an annual membership, as do other residents.

Conversation followed too regarding BSIA's established practice of new construction homeowners, who move in the 4th quarter, receive next year's membership free.

Whereas, if a new construction homeowner moves in the current year during the 1st through 3rd quarters, then only the present year is free for membership, and the following year would have to be paid for.

It was discussed that Bill P., Lee, Jenny, and John Bothwell will work together and pull information from the system to identify which new construction homeowners in 2021 will need to be charged membership in 2022.

Neighborhood Security – Tom Tomaszewski

Cameras and Security Equipment – Tom noted that he started ordering the needed replacement cameras and radio security equipment, and soon thereafter wants to order the 3 needed aluminum equipment boxes, in which the new replacement cameras and security equipment will be installed. He noted that these boxes cost around \$1,000 each, but are much needed, as some of the present boxes are paper thin, due to their weather exposure. He indicated that when the new cameras and security equipment arrive, he'll oversee and be involved with their bench assembly and testing, before they are eventually mounted into the new equipment boxes.

“Open Case” Relating to a Theft – Tom noted that, due to the newly installed reader camera, a perpetrator, involved in a theft that occurred this past month, was apprehended. This case continues to be open/ongoing, so no other news is yet available.

Planning – Mary Boeringer

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

Social – Donna Nowak

Events:

Fairy Hair Event – Donna said, with the last Fairy Hair Event having been such a big success, this event again took place on December 1, 2021, and she noted it too was successful with 20 ladies participating.

Christmas Party – The Christmas Party continues to be scheduled for December 11th and Donna asked Jenny to kindly send out an email reminder blast. Donna noted that so far over 60 people have expressed that their plans to attend. *(As noted at last month's Board Meeting, this event will be combined, as in the past, with the Boat Club, and will be held at the Twin Isles Country Club).*

Babcock Ranch Eco Tour – Donna noted that it is scheduled for January 18, 2022.

Annual Garage/Yard Sale – Donna indicated that this annual event is scheduled for a Saturday February, 12, 2022. Participation in this event is free for BSIA Members, and there is a \$5 charge for non-members.

Annual Picnic – Is scheduled for March 19, 2022, and is free for BSIA Members.

Donna's Coordination with Wanda – Donna shared that she has been working with Wanda to transition the Social Committee work, and that Wanda has already been participating in several of the Social Committee Meetings. Also, so as to help in going forward, Donna noted that she will participate as a member on Wanda's Social Committee.

Special Projects - Mary Ann Gilroy

Due to a conflict, Mary Ann was not able to attend the meeting, and Bill C. provided the following updates on her behalf:

Christmas Wreaths – The wreaths have been installed.

Shredder Day – Will be held on Saturday April 16th, 2022.

Program's Overall Cost to BSIA - Bill P. pointed out to the Board that the cost for the planned April 16th, 2022 Shredder Day Event is going up 50%, from a \$400 cost in 2021, to now being a \$600 cost in 2022. He also noted though that he has already accounted for and built this increase into the 2022 Budget.

Cost for People to Participate – Bill P. and Donna added that shredding, on Shredder Day, has been “free” for BSIA Members, and a \$40 fee charged to Non-BSIA Members.

Past President – Ian Milne

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

9 PUBLISHER REPORTS

Newsletter (published 3 times a year) - Diane Peterson

Due to a conflict, Diane was not able to attend the meeting, but provided Bill C. with the following information to share with the Board:

January 2022 Year Newsletter Schedule and Board Member Articles Due – Bill C. addressed the 2022 Year Newsletter Schedule generated by Diane, and replicating what he spoke of at the prior November 5th, 2021 Board Meeting, indicating that one of the first steps will be for all BSIA Officers/Directors/Publishers to submit their articles by January 10th for inclusion in BSIA's first 2002 Newsletter, which is targeted for distribution February 15, 2022.

At this point, Bill C. again reaffirmed Jenny's earlier request during today's Board Meeting, for new Board Members to submit their photos, contact information, etc.

Directory – Diane Peterson

Nothing to report regarding the Directory

Advertising Sales - Dave Elkins

Nothing to report regarding Advertising Sales

10 OTHER TOPICS DISCUSSED PRIOR TO MEETING'S END

Welcome to New Residents of Burnt Store Isles – Ken next shared/distributed an informational brochure to the Board Members titled “***Welcome to New Residents of Burnt Store Isles***” that he had earlier generated and has been providing as part of a monthly routine to all new BSI residents. Ken said that this brochure contributed to over 100 new members joining BSIA.

11 GUEST /MEMBER COMMENTS OR ISSUES

There was nothing discussed, thus nothing to report under this segment of the Board Meeting

12 ADJOURN

M. J. moved, seconded by Bill P., to adjourn the meeting. Motion carried. Meeting adjourned at 10:00 AM.

The next Board Meeting is planned to be held on Friday, January 7th, 2022.

Respectfully submitted by Dave De Gerome, Secretary

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

FINANCIAL ROW	ACTUAL	BUDGET	VARIANCE
Ordinary Income/Expense			
Income			
4100 - Membership Dues	\$20,720.04	\$20,026.00	-\$694.04
4200 - New Construction Fees	\$8,500.00	\$3,750.00	-\$4,750.00
4300 - Directory Ads	\$1,415.00	\$2,307.00	\$892.00
4350 - Newsletter Ads	\$1,445.00	\$1,500.00	\$55.00
4400 - Interest Income	\$10.17	\$500.00	\$489.83
4500 - Donations Received	\$310.00	\$0.00	-\$310.00
4610 - Misc. Income	\$377.00	\$0.00	-\$377.00
4700 - Events - Member Paid	\$1,714.00	\$0.00	-\$1,714.00
4900 - Income Hedge	\$0.00	-\$1,250.00	-\$1,250.00
Total - Income	\$34,491.21	\$26,833.00	-\$7,658.21
Gross Profit	\$34,491.21	\$26,833.00	-\$7,658.21
Expense			
6100 - Landscaping Reserve	\$1,127.00	\$1,000.00	-\$127.00
6150 - Landscaping/Property Mgmt	\$6,369.00	\$6,560.00	\$191.00
6300 - Directory Preparation	\$791.69	\$1,090.00	\$298.31
6350 - Newsletter Preparation	\$4,686.90	\$3,900.00	-\$786.90
6400 - Legal Fees	\$5,779.48	\$1,500.00	-\$4,279.48
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	\$102.01	\$0.00	-\$102.01
6700 - Events Member Paid	\$1,664.00	\$0.00	-\$1,664.00
6710 - Events BSIA Paid	\$545.49	\$1,500.00	\$954.51
6730 - Storage Unit Rent	\$513.79	\$510.00	-\$3.79
6750 - PO Box Rental	\$246.00	\$200.00	-\$46.00
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	\$781.00	\$750.00	-\$31.00
6930 - Meeting Room Rent	\$485.75	\$630.00	\$144.25
6940 - Shredder Day	\$400.00	\$400.00	\$0.00
6950 - Banners	\$0.00	\$250.00	\$250.00
Total - Expense	\$27,787.74	\$24,738.00	-\$3,049.74
Net Ordinary Income	\$6,703.47	\$2,095.00	-\$4,608.47
Net Income	\$6,703.47	\$2,095.00	-\$4,608.47

CHECKING #16,244

Money Mkt #11,221

CD #1 \$20,630
 CD #2 \$10,315
 CD #3 \$10,315