

# Burnt Store Isles Association Board of Directors Meeting

(Final)

In-Person Meeting at Twin Isles Country Club

November 5, 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 & LIEUTENANT JUSTIN DAVOULT

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

Due to Annual Meeting Planning, Chief Davis and Lieutenant Davoult did not attend today's meeting.

## 2 CITY COUNCIL MEMBER DISTRICT 5, NANCY PRAFKE

### **Topic Areas Shared by Nancy Prafke for This Past Month:**

Due to Annual Meeting Planning, Nancy did not attend today's meeting. Also, going forward, Melissa Lockhart, who was sworn in Nov. 3, 2021 to City Council, will be taking over Nancy Prafke's City Council Role.

## 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  
Tom Tomaszewski, Neighborhood Security (as of 4/9/21)  
Mary Boeringer, Planning - Not able to attend today's meeting  
Donna Nowak, Social  
Mary Ann Gilroy, Special Projects - Not able to attend today's meeting

Ian Milne, Past President

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.**

#### 4 REVIEW AND APPROVE BOARD MEETING MINUTES

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Faith moved, seconded by Joe to approve the minutes dated October 1, 2021. Motion carried.

#### 5 OFFICER'S REPORTS

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**President – Bill Courtney**

**Bill Hughes – Past BSIA President 2004-2005** – Bill C. followed up his 11/2/21 email to the Board informing them of Bill Hughes passing, and noted how Bill Hughes was very instrumental and involved in supporting BSIA through the years, plus he will be sadly missed. Bill C. provided the memorial service and mass dates.

**Nominees for other 2022 New Year - Open Board Positions** – As background, Bill C. had earlier sent out an invitation to candidates (who were interested in filling several of the new 2022 year open Board positions) to come to today's Board Meeting and introduce themselves. In turn:

**Positions Requiring BSIA Membership Vote/Approval for which People New to Board Signed Up –**

- **Lee Brant** - who volunteered to fill the **Treasurer** role, introduced himself to the Board at today's meeting and noted that he has been a BSI resident for 1 ½ years, living on Macedonia.
- **Patricia Iorio** – who volunteered to fill the **Community Standards** role, introduced herself to the Board at today's meeting, noted that she lives on Monaco Drive and moved here recently 8/21, due to having visited friends here for a number of years and decided she wanted to reside in BSI.
- **John Bothwell** – who volunteered for the **Membership Director** role, has a real estate background, and indicated to the Board that he moved to BSI from PGI around 3 years ago, and resides on Albacete Circle. John was a member of PGI's Board.
- **Wanda Daugherty** who is interested in filling the **Social Director** position introduced herself at the prior 10/1/21 Board Meeting.
- **Kathy Martinelli** who volunteered for the **Special Projects** role, was not able to attend today, but Bill C. read a profile provided by Kathy at the prior 10/1/21 Board Meeting.

**Positions Not Requiring BSIA Membership's Vote/Approval, for which People Have Recently Volunteered to Fill:**

- **Brian Bender** – who volunteered to fill the second year of Joe Meyer's term as **Legal Liaison** upon Joe's resignation, introduced himself to the Board at today's meeting and noted that he's been a BSI resident for 2 years, residing on San Pietro Court. As Joe's term does not expire until the end of 2022, filling this role does not require vote/approval by BSIA's Membership at the 11/9/21 Annual Membership Meeting, but instead only requires BSIA Board approval, which will be covered later during today's 11/5/21 Board Meeting under "**New Business**".

**Name Badges** – Bill C. passed out name badges for those new Board Members who didn't have them, and noted that this practice has been a tradition over the years.

**Vice President – Faith Ferris**

**New Construction** – Faith indicated that BSI is up to 28 new houses constructed this year, along with 3 waiting for approval, bringing the total to 31 new homes going through the construction process for 2021.

**Secretary – Dave De Gerome**

Dave had nothing to report.

**Treasurer - Bill Page**

**Financial Highlights** – Bill P. distributed the January to October 2021 Financial Report to the Board, indicating that the past month did not have any significant activity.

He stated that the year-to-date “Actual to Budget” highlights include:

- **New Construction Income Fees** – New construction income fees are \$4,000 favorable.
- **Income Hedge** – The hedge of \$1,250 hasn't been needed so far through October.
- **Total Income** - These above two positive variances (*construction income and income hedge*) were the primary drivers to enabling **Total Income** to be at a positive \$6,822 variance to date.
- **Total Expenses** – Bill P. said that through October, we are breaking even on Total Expenses, and that expenses in general, through the balance of the year, should be tapering off.
- **Legal Fees Expense** – Bill P. noted that out of all of the expenses, Legal Fee Expenses contributed the most deviation from budget, but for which the expenses were necessary to incur, due to particular deed restriction issues.

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

- **Operating Fund** - Has a balance of \$19,259
- **Money Market** – Has a balance of \$11,220
- **CD #1** – Has a value of \$20,622
- **CD #2** – Has a value of \$10,311
- **CD #3** – Has a value of \$10,311

## 6 OLD BUSINESS

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**11/9/21 Annual Members Meeting –**

- **Presentation and Agenda** –
  - **Draft Presentation Review** - Bill C. suggested the Board review the 11/9/21 Annual Members Meeting Presentation draft that he sent to Board members this past week, and that if any updates are needed to be made, to simply let him know.

- **Master of Ceremonies** – Bill C. said he'll act both as "master of ceremonies", and will provide A/V support for slide transitions, so as to help with everyone's presentations.
  - **Enabling BSIA Members Comments** - A BSIA member and visitor at today's Board Meeting asked if there will be an opportunity for BSIA Members to make comments during the General Membership Meeting, to which Bill C. said that this is definitely planned for, and is built into the Agenda, right after the meeting segment in which Directors provide their individual reports to the Membership.
  - **Proxy Vote on Bylaws, along with subsequent Voting at the General Meeting for both Bylaw Amendments and the 2022 Budget** – Bill C. highlighted the need to collect mail through today and count all of the proxy vote cards that were due to be received by end of today, 11/5/21, pertaining to the proposed Bylaw Amendments. Also, based on an inquiry from Faith, Bill C. noted that Members at the General Membership Meeting will receive hard copy printouts of both the Bylaws, and the 2022 year proposed budget, which then will be voted on via a show of hands/voting cards – with one vote per member.
  - **Informing BSIA Members of what the BSIA Board does to Benefit BSIA Members and BSI's Residents** – As was highlighted later during today's 11/5/21 Board Meeting, specifically under Ken's "Director's Reports – Membership" section, both Ken and Faith noted the importance, as part of the 11/9/21 General Membership Meeting agenda, to highlight for the Membership what the Board does on behalf of both the BSIA Membership and for the BSI Community.
- **Arrangements** –
    - **Facility Visit, Event-Staging Review, and Insight on Program Segments** - Faith indicated that she has gone several times recently to visit Burnt Store Presbyterian Church's meeting venue (*designated for the Annual Members Meeting*) so as to help capture and finalize a number of meeting specifics. She next shared with the Board, plans regarding:
      - Tables
      - Presentation equipment
      - Seating for members
      - Seating for panel speakers
      - Event timing
      - Check-in location(s)
      - Easels
      - Food drive drop off and more
      - Timing for arrival of volunteers with arrival by 5 PM
      - Board Members Making Presentations –
        - **Presentation Topics** – Faith assured and comforted the new Board nominees, indicating that the audience looks forward to gaining each nominee's insight and for speakers to feel comfortable and cover what they believe is important to share with members.

- **Presentation Areas** – Faith shared that, at each speaker’s option, their presentation can be either at the podium, at the provided 3 tables that have a microphone at each, or simply by holding a microphone from where they stand.
  - **Member Questions on Individual Board Presentations** – Ken asked if presenters should ask for questions after their presentation, to which Bill C. shared it’s fine and encouraged.
- **Annual Member Meeting Signups** - Faith asked, and Jenny shared, that 77 people have signed up so far through 11/4/21.
- **Volunteers for Check-in Table(s)** – Faith indicated that she has volunteers to cover the check-in Table(s), and how it is important at this table(s) to validate membership for voting. Membership lists are generated and will be used at the table(s), and will need to include addressing new members who joined over the past two months.
- **Voting Cards** – Bill C. stated and Faith confirmed, as people sign in, it will be explained to them how to use the provided voting cards. One card per membership, to be used for YES or NO voting.
- **Dues Payment Before Meeting** – Ken asked about collecting 2022 dues before the meeting, and Bill P. responded, that dues will not be collected until after the meeting, because dues are on the Members Meeting Agenda to be voted on. Bill P. said that he will be available after the meeting to accept any 2022 year dues payments that members want to then make.
- **Membership Encouragement** – Bill C. said that during his presentation, he will ask members to reach out to their neighbors to encourage BSIA membership.
- **Food Drive Bins** – Donna noted that she will pick up the food bins for the planned food drive segment of the Annual Members Meeting.
- **Traffic Control** – Bill C. indicated that there will be a County Sheriff assigned for traffic control that evening.
- **Board Member Group Photo** – Bill C. said that he would like to get a group photo of the Board upon conclusion of the BSIA Annual Members Meeting.
- **Head Shot Photos** - Also Bill C. asked that the Board Member Nominees have individual head shot photos taken to add to BSIA’s 2022 year publications, and that, if helpful, these photos can be taken at the end of the Annual Members Meeting
- **New Board Members’ Saying a few Words** – Faith advised it would be great during the Annual Members Meeting for the new Board Member Nominees to introduce themselves to the BSIA Members, and in turn Bill C. noted that this is addressed as part of Dave introducing the Board Nominees, early on in the presentation.

- **Members Comment section after the Directors Report Section** – (Please see above minutes under earlier “Section 6 - Annual Meeting – Presentation and Agenda - Enabling BSIA Members Comments”, as this opportunity for Members’ Comments is provided for as part of the presentation.)

## 7 NEW BUSINESS

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### **Introduction of Brian Bender as Candidate for “Legal Liaison” Appointment**

**Background** - At the prior 10/1/21 Board Meeting, because of conflicting obligations, Joe Meyer submitted his resignation effective at the end of the 2021 calendar year. Brian Bender recently volunteered to replace Joe’s position and, since Joe was in the middle of his 2 year term, Brian’s nomination only requires Board authorization vs. needing a vote by BSIA’s membership.

**Motion on Brian’s Appointment as Legal Liaison** – A motion was made by Joe and seconded by Tom that Brian fill the position of Legal Liaison for BSIA, for the duration of Joe’s term, which will be through 12/31/22, and then at next year’s 2022 General Membership Meeting, this position will be up both for nomination and BSIA Membership’s vote. All of the Board agreed affirmatively and the motion passed.

## 8 DIRECTORS’ REPORTS

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

#### **Standards Topics covered by MJ** – MJ noted:

- **Architectural Change Requests** – There were 5 requests for October, including doors, shutters, fencing, and solar “hard” panels.
- **Sherwin Williams Program** – There has been a lot of activity with 15 residents recently making use of this program, including one person wanting to use the program for a contract job that they’re coordinating.
- **Residence on San Massimo** – MJ provided another positive update regarding the residence on San Massimo, which was addressing both building and yard improvement needs. She said that corrective activity continues to take place, with last stages of work being addressed, and that it is working very well with the resident coordinating directly through the attorney appointed by BSIA. MJ said that she has briefed Patricia Iorio on this matter.
- **Monaco Residence Automobile Parking**– MJ is sending a notification letter to a resident on Monaco who has recently begun parking a small car on their porch.

### **Communication – Jenny Anderson**

#### **For New Board Member Nominees Once Voted In, and for Brian Bender Who Was Appointed** –

Jenny asks 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

**Recent Hardcopy/Printed Newsletter** – Jenny noted that out of 538 members, 86 members want a hardcopy and asked if it would be beneficial, as an effort to save cost, to cut down printed newsletter mailings (which at one time were mailed 4 times a year, to its present 3 times mailing a year) to reduce it even further? Or to provide hardcopy (printed copy) only to these 86 members, and for the balance of members, provide them with an electronic PDF version?

Ken also pointed out that he has recently received back a number of “undeliverable” printed newsletters and said this is a valid conversation topic. Ken also suggested coordinating with new construction contractors to assure that their clients, who will soon be moving into the BSI Plan, also provide their new BSI addresses, vs. only providing their temporal addresses while awaiting their new home build completions.

At this point, Bill C. suggested a further review of these returned printed copies to determine their individual reasons for being undeliverable, and said in turn that this research will build a better basis for what may need to be done to rectify these non-deliverable situations. Also, Bill C. noted that Jenny’s topic on possible printed newsletter options is a very good matter for the Board to discuss in the upcoming 2022 New Year.

#### **Legal Liaison – Joe Meyer –**

**Residence on San Massimo** – Pertaining to the residence on San Massimo needing to update/improve its building structure and yard, Joe reiterated MJ’s earlier notation and expressed the benefit of BSIA’s appointed attorney to continue to be involved with directing the resident to take corrective steps.

#### **Membership – Ken Williams**

**Membership Total** - 538 is the total number of BSIA members as of today, 11/1/21, with 2 added since the last meeting.

**Facebook Monitoring** – Ken asked if Jenny is still monitoring Facebook and Jenny said that she is working with Wanda Daugherty who will be leading the Social Committee to help monitor its activity. Ken continued saying that it is his opinion that BSIA’s presence on Facebook should continue to have zero commercial business advertising, and Bill C. agreed.

**Articles in Newsletter on Widening of the Lock and On Sewall Assessment** – Ken said that several residents approached him asking why does BSIA support both widening of the lock, and in having a further seawall assessment. He noted that the basis for these BSIA Members’ inquiries stemmed from two recent articles posted in the BSIA Bulletin, which were submitted by Rick Daugherty, Chairman of the BSI Canal Committee. Discussion followed indicating that wording in these articles leaned toward justifying the initiatives (*vs. merely providing information*), and by these articles being posted in the BSIA Bulletin, it was assumed by some BSIA Members that the BSIA Board supports the initiatives. Upon discussion, it was agreed that, in going forward, all articles as such

will have a disclaimer by BSIA attached to them indicating that the articles are being passed along to BSIA Members as **information only** and **not as a representation of the Board's opinion.**

### **Neighborhood Security – Tom Tomaszewski**

**Speeding** – Tom noted that speeding is still an issue in BSI and he addressed this at the last Punta Gorda Police Chief's meeting. In turn, the Punta Gorda Police Department and Tom again reached out to the various delivery services and asked them to slow down. Tom said he noted, based on the traffic studies performed, many of the speeders are residents, and we need to get this word out.

**Car Break Ins and Thefts** – Tom indicated in PGI, just last month, items were stolen from 13 vehicles (with the thieves looking for unlocked doors) and a Corvette was stolen out of a driveway.

Tom stated that the break-ins are predominantly being carried out by a juvenile group from St. Petersburg who are hitting residences and establishments including North Port, Cape Coral, and Punta Gorda. Around 2:00 AM appears to be the main time for these hits to occur and, when viewed through security cameras, the thieves are only spending around 15 seconds per vehicle to see if its unlocked, before moving onto the next auto, with an entire neighborhood being able to be canvassed by the perpetrators within 2 hours.

The Punta Gorda Police Chief is continuing to reference BSI as a model to other groups on how to take steps to counter against these attempted vehicle break-ins.

**Security Systems, License Plate Reader Cameras, and Equipment Boxes** – Tom updated the Board noting the continuing need to update BSI's security system due to age and condition, and that funding of these upgrades is included in the 2022 budget proposal being voted on by the BSIA Members at this upcoming Tuesday's General Membership Meeting.

### **Planning – Mary Boeringer**

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

### **Social – Donna Nowak**

**Ice-House Darts Event** – Took place this past month at the Ice House, with BSIA members enjoying the company of other BSIA members, having dinner and drinks, and playing darts.

**Fairy Hair Event** – Donna said, with the last event being a big success, she's arranged for the Fairy Hair Event to again take place on December 1, 2021.

**Christmas Party** - Is still scheduled for December 11<sup>th</sup> (*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 2022.

**Annual Garage/Yard Sale** – Donna indicated that this annual event is scheduled for a Saturday in February, 2022.

**Annual Picnic** – Is scheduled for some time in March.

### **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**

Ian had nothing new to add or report for the meeting.

## **9 PUBLISHER REPORTS**

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### **Newsletter (published 3 times a year) - Diane Peterson**

#### **Advertising Sales - Dave Elkins**

**January 2022 Year Newsletter Schedule** - Bill C. distributed the 2022 Year Newsletter Schedule, which was put together by Diane, and spoke about the steps required for publication, including the first step being for all BSIA Officers/Directors/Publishers to submit their articles by January 10<sup>th</sup> for inclusion in BSIA's first Newsletter of the year. Bill C. indicated the newsletter will be distributed in February 2022.

**Membership Cards** – Jenny asked, and Bill C. agreed regarding an opportunity to include the BSIA membership card in the BSIA Bulletin starting in January 2022, which can then be downloaded and printed by a BSIA Member. Bill C. said in addition to this, the membership card can be included as part of the February 2002 printed newsletter's back cover.

**Printed Newsletter** – Dave Elkins suggested when talking about “printed” vs. “electronic” versions of the newsletter, that advertisers prefer the “printed” version of the newsletter, as part of their paying for advertising in BSIA's publications. Their logic being that the printed version will be seen for a longer duration by the reader. Dave Elkins said that additional costs for hardcopy print could be offset by the receipt of additional advertising income.

### **Directory – Diane Peterson**

Nothing to report regarding the Directory

## **10 OTHER TOPICS DISCUSSED PRIOR TO MEETING'S END**

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

## 11 GUEST /MEMBER COMMENTS OR ISSUES

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**Seawall Maintenance – Residents to Proactively Review their Seawalls** – Rich Bevak, a BSIA Member and resident on Macedonia, noted the importance of residents to proactively review the condition of their seawalls, including those seawalls on vacant lots. Jenny noted that an upcoming BSIA Bulletin article, being submitted by Rick Daugherty, Chairman of the BSI Canal Committee, coincidentally addresses this topic, including who to call to have the walls properly shored.

Rich also said for seawalls on vacant lots that have damaging ground depressions, their lot owners should be contacted to remediate by filling in any found ground depressions (as a proactive effort to prevent eventual seawall damage).

Rich shared that if an issue is found where a seawall ground depression needs remediated, to call Catherine Miller, of Punta Gorda City's Public Works' Canal Maintenance Division, and, in 2 to 3 weeks, the seawall ground depression issue will be addressed.

Bill C. asked for a copy of Rick Daugherty's article on seawalls to first review, and thereafter, as appropriate, this helpful information could be provided to BSIA Members.

Tom mentioned too that as part of his recent travels in the BSI community, the City of Punta Gorda, through its Canal Maintenance Division, is presently working on addressing these seawall needs.

## 12 ADJOURN

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

The next Board Meeting is planned to be held on Friday, December 3rd, 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 Oct 2021**  
**Options: Activity Only**

50

FINANCIAL ROW	ACTUAL	BUDGET	VARIANCE
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 - Membership Dues	\$20,635.04	\$20,026.00	-\$609.04
4200 - New Construction Fees	\$7,750.00	\$3,750.00	-\$4,000.00
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	\$9.39	\$500.00	\$490.61
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
<b>Total - Income</b>	<b>\$33,655.43</b>	<b>\$26,833.00</b>	<b>-\$6,822.43</b>
<b>Gross Profit</b>	<b>\$33,655.43</b>	<b>\$26,833.00</b>	<b>-\$6,822.43</b>
<b>Expense</b>			
6100 - Landscaping Reserve	\$1,127.00	\$1,000.00	-\$127.00
6150 - Landscaping/Property Mgmt	\$5,790.00	\$5,964.00	\$174.00
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	\$5,151.98	\$1,500.00	-\$3,651.98
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	\$1,564.00	\$0.00	-\$1,564.00
6710 - Events BSIA Paid	\$545.49	\$1,500.00	\$954.51
6730 - Storage Unit Rent	\$466.93	\$464.00	-\$2.93
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	\$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>\$23,936.38</b>	<b>\$24,096.00</b>	<b>\$159.62</b>
<b>Net Ordinary Income</b>	<b>\$9,719.05</b>	<b>\$2,737.00</b>	<b>-\$6,982.05</b>
<b>Net Income</b>	<b>\$9,719.05</b>	<b>\$2,737.00</b>	<b>-\$6,982.05</b>

OPERATING \$19,259.68  
 MONEY MKT \$11,220.22

CD 1 \$20,622.72  
 CD 2 \$10,311.38  
 CD 3 \$10,311.38