

# Burnt Store Isles Association

## General Membership Meeting Minutes

(Draft)

Burnt Store Presbyterian Church  
November 9, 2021  
Called to Order 6:00 p.m.

**Passing of Bill Hughes, former BSIA President** – Before start of the meeting, Bill Courtney announced to BSIA members that Bill Hughes, past President of BSIA, had passed, and shared the times/dates/locations of services.

**Introduction of Melissa Lockhart** – Bill Courtney also introduced our new, as of November 3<sup>rd</sup>, 2021, District 5 - City Council Member, Melissa Lockhart, who attended tonight's meeting.

**Pledge of Allegiance** – Bill Courtney opened the 38<sup>th</sup> Annual BSIA Membership Meeting with the Pledge of Allegiance

### 1 PLEDGE OF ALLEGIANCE

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### 2 APPROVAL OF MINUTES CALL TO ORDER AND CONFIRM QUORUM

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Bill Courtney noted need for approval of the last November 18, 2019 General Membership Meeting minutes, a motion was made by Faith Ferris and seconded by MJ Lindsey, and the motion passed.

### 3 CALL TO ORDER AND CONFIRM QUORUM

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With input provided by Faith Ferris, Vice President BSIA, and the BSIA Team-volunteers who checked-in members, Dave De Gerome, Secretary BSIA, announced that a quorum has been established. The meeting can proceed.

### 4 2022 BOARD OF DIRECTORS NOMINATION AND VOTING

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As it pertains to 2022 Board of Directors Nomination and Voting, the Nominating Committee Chair, Dave De Gerome, provided the following:

**BSIA By-Laws' Article VII, titled Meeting and Elections** - As required, he read to the members, BSIA's 5 points of BSIA By-Laws' Article VII, titled Meeting and Elections

**Roberts Rules of Order** - Also as required, he read and explained to Members the 4 guidelines indicated by Roberts Rules of Order, and as followed by BSIA, to announce nominations, and to declare elections won by Acclamation.

**Introduction of 2022 Board of Director Nominations** - Dave then introduced each of the candidates as follows, and asked them to share a little about themselves, with the Member audience.

**The Candidates being as follows -**

- Treasurer – Lee Brandt
- Community Standards – Patricia Iorio
- E-Communications – Jenny Anderson (second 2 year term)
- Membership – John Bothwell
- Neighborhood Security – Tom Tomaszewski
- Planning – Mary Boeringer (second 2 year term)
- Social – Wanda Daugherty
- Special Projects – Kathy Martinelli

**Nominations from the Floor** – After introduction of candidates, and following BSIA historical procedures, along with adherence to Roberts Rules of Order, Dave, as Nominating Committee Chair, then asked 3 times for floor nominations, for each of the offices.

**Nominees Elected to Office** – As there were no additional nominations from the floor, and with their being only one nominee per each position on the Board, the bylaws, along with Roberts Rules of Order, then do not require a ballot vote, therefore Dave, as Nominating Chair, declared the nominees elected by acclamation, with their terms beginning January 1, 2022, and then turned the meeting back over to the President, Bill Courtney.

**The Candidates elected were as follows -**

- Treasurer – Lee Brandt
- Community Standards – Patricia Iorio
- E-Communications – Jenny Anderson (second 2 year term)
- Membership – John Bothwell
- Neighborhood Security – Tom Tomaszewski
- Planning – Mary Boeringer (second 2 year term)
- Social – Wanda Daugherty
- Special Projects – Kathy Martinelli

**New 2022 Board of Directors** – Bill Courtney then shared a PowerPoint slide with the Members listing the New 2022 Board of Directors and welcomed all who were nominated and elected. Bill indicated that he was very pleased to see new BSI residents join the Board, so as to benefit from their new ideas and concepts.

**Newsletter and Directory Lead and Advertising Lead** - Bill Courtney then took a moment to announce Diane Peterson who, at the October 1<sup>st</sup> 2021 BSIA Board Meeting, was approved to assume lead of both the Newsletter and the Directory activities. Also, Bill noted Dave Elkins stepped up and volunteered to lead BSIA's Advertising activities, at this same October 1, 2021 BSIA Board Meeting.

## 5 REVIEW OF 2021 PROJECTED INCOME AND EXPENSE STATEMENT (BY BILL PAGE)

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**2021 Projected Income and Expenses** - Bill Page, Treasurer, presented the 2021 Projected Income and Expenses noting that –

- **Total Projected Income for 2021** - Will exceed approved/budgeted 2021 Income by \$6,970
- **Total Projected Expenses for 2021** – Will exceed approved/budgeted 2021 expenses by \$2,941
- **Total Projected Bottom Line for 2021** – As a result of the 2 above factors, we'll have an expected positive bottom line of \$4,029 for 2021 yearend.

**Influencing Factors Contributing to the above Overage/Underage** – Bill then noted –

- **New Construction Fees** - contributed \$4,500 favorably over budget. As background on construction, there were 120 empty lots in BSI (with no associated building permits) at the beginning of the 2021 year (per city records), and just during this 2021 year 33 lots were converted to “new builds” taking place, plus, an additional 3 just came in for review/approval. Thus, at yearend, we should be well over 30% of the available lots now being converted into builds, in just this year. For comparison, in a normal year, on average only 15 lots are converted to new home builds.
- **Events Member Paid** – The \$1,594 in income over budget by yearend will be a wash, as it will be offset by this same dollar amount in expenses.
- **Income Hedge** – This income hedge account of (\$1,250) was established, due to COVID, as a budget estimate offset when the 2021 budget was being prepared in 2020 (to account for a possible drop in both 2021 of membership fees and construction fee income). This amount will come back at yearend as a favorable deviation to the 2021 year budget.
- **Legal Fee Expense** – Was the major expense deviation to budget for 2021, in the amount of \$2,497. This was due primarily due to several BSI deed restriction issues that required legal remedy support (none, fortunately, had to go to court).

**Cash on Hand at Present** – Bill then noted the following Cash Account Balances –

- \$19,260 - Cash in Checking
- \$11,220 - Money Market
- \$41,245 - Certificates of Deposit
- **\$71,725** – Total Cash

**BSIA Member Questions** – Bill asked if there were any questions from the attending meeting BSIA Members on the 2021 Year Budget to Actual Comparison, and there were none.

## 6 REVIEW AND APPROVAL OF THE 2022 BUDGET

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Bill Page, as Treasurer, next presented the 2022 year **proposed** budget noting that –

**For 2022 - Budgeted Expenses Highlights** –

- **Base Inflation Rate Assumption** – The proposed inflation rate assumption used in the 2022 year proposed budget calculations was 5%, and this was determined by approaching our vendors for input.

- **Legal Fees Expense and Legal Fees Reserve Expense** – Are proposed to be combined.
- **Information Technology Related Expenses** – Are expected to increase due to multi-year contract service fees coming due in 2022.
- **Surveillance Camera Replacements** – Bill indicated that the equipment both needs updated and repaired. He provided specifics of the needs – with cameras, boxes, backup power, and more. Cost to replace and update is estimated at approximately \$5,500 with much of the install work being done for free through Tom Tomaszewski and his neighbor contacts.
- **Mass Mailing Plans** – Bill noted the need for a mass mailing being built into the proposed 2022 year budget, with this mailing to include educating all of BSI's residents (not just BSIA Members) on the existence, purpose, and benefit to follow BSI's Deed Restrictions. (Mailing/providing this deed restriction information may too, in going forward, positively and proactively reduce the need for BSIA to incur unnecessary associated legal fees).

#### **For 2022 - Budgeted Income Highlights–**

- **New Construction Fee Income** – For the 2022 year budget projections, this account's income estimate was reduced because of the number of available lots. For the 2022 year, it's projected that 13 new residents will be built – returning back more to historical rates/activity.
- **Reserves - Use for Cameras** – It is recommended that the funds for upgrading cameras and the BSI security systems come from the reserves account, which was covered earlier in Bill's 2021 year projections .
- **Annual Membership Dues** – It is recommended that the annual membership dues be increased from its present \$40 amount to now be \$45 (for cash and check payments, and \$47 for payment by Members through PayPal).

#### **Approval of 2022 Year Budget –**

- **BSIA Member Questions** - Bill Courtney and Bill Page asked if there were any questions on the proposed 2022 year budget to which there were no questions.
- **Motion to Approve 2022 Year Budget** – In turn, after no questions, Faith Ferris moved that the proposed 2022 Year Budget, provided by Bill Page, be approved. It was then seconded by Jenny Anderson. Then, with a show of hands of those attending this General Meeting, the BSIA Membership unanimously approved to pass the 2022 year budget. *(please note that only Bylaw amendments are allowed to be voted on by Proxy, all other voting must be done by Members being present at the General Meeting)*

## 7 REVIEW AND APPROVAL OF BY-LAW AMENDMENTS – BILL COURTNEY, PRESIDENT

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Bill Courtney, President, presented 3 By-Law Amendments, along with supportive background detail, for their individual review, discussion and vote as follows -

**In summary these amendments provide for the following:**

1. **Amend Article II Membership and Dues**, to establish Section 2. (b) to allow property owners in Burnt Store Golf Villas (also known as Burnt Store Villas) to become Community members of BSIA.
2. **Amend Article III, Officers, Section 1**, to allow Officers to serve one additional two (2) year term in the same office on an exception basis when no other candidate(s) have been nominated for said Officer position.
3. **Amend Article IV, Directors, Section 1**, to state no Director shall serve more than four (4) consecutive years in the same office; however, Directors may serve one additional two (2) year term in the same office on an exception basis when no other candidate(s) have been nominated for said Director position.

**Motion and Vote on these presented 3 By-Law Amendments were as follows** (voting included both proxy votes, and votes from those members in attendance) –

1. **Amend Article II Membership and Dues**, to establish Section 2. (b) to allow property owners in Burnt Store Golf Villas (also known as Burnt Store Villas) to become Community members of BSIA.

**Questions/Discussions** - Charles Kersch, a BSIA Member in the audience asked for clarification on where the Burnt Store Golf Villas were located, to which Bill Courtney responded.

**Motion and Vote** - After discussion a motion was made by Bill Courtney and seconded by Joe Meyer. Then this proposed amendment was **approved** as follows –

- 14 proxy votes were received of which 12 approved this amendment and 2 opposed
- Of 54 members who attended tonight's meeting 52 approved this amendment and 2 opposed
- As such, with a total of 68 voting, of which 64 approved, and 4 opposed, **this proposed amendment was approved.**

2. **Amend Article III, Officers, Section 1**, to allow Officers to serve one additional two (2) year term in the same office on an exception basis when no other candidate(s) have been nominated for said Officer position.

**Questions/Discussions** – There were no questions from BSIA Members attending tonight's meeting.

**Motion and Vote** - After discussion a motion was made by Joe Meyer and seconded by Faith Ferris. Then this proposed amendment was **approved** as follows –

- 14 proxy votes were received of which 13 approved this amendment and 1 opposed
- Of 54 members who attended tonight's meeting 54 approved this amendment, and 0 opposed

- As such, with a total of 68 voting, of which 67 approved and 1 opposed, **this proposed amendment was approved.**
3. **Amend Article IV, Directors, Section 1,** to state no Director shall serve more than four (4) consecutive years in the same office; however, Directors may serve one additional two (2) year term in the same office on an exception basis when no other candidate(s) have been nominated for said Director position.
- Questions/Discussions** – There were no questions from BSIA Members attending tonight’s meeting.
- Motion and Vote** - After discussion a motion was made by Joe Meyer and seconded by Faith Ferris. Then this proposed amendment was **approved** as follows –
- 14 proxy votes were received of which 13 approved this amendment and 1 opposed
  - Of 54 members who attended tonight’s meeting 54 approved this amendment and 0 opposed
  - As such, with a total of 68 voting, of which 67 approved, and 1 opposed, **this proposed amendment was approved.**

## 8 OFFICERS’ REPORTS

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### **President – Bill Courtney**

Bill noted that 2021 was a very good year in that matters at BSIA kept a good calm nature and BSIA Board positively continued to carry on in its support of the BSI Association and the BSI community.

**2021 Year Effort and Initiatives Undertaken, and Results Observed** – Bill then shared with the attending Membership details on each of the following categories -

- Initiated Zoom Board Meetings to allow all to participate
- Met regularly with City, PGPD and FDOT to stay current and express the BSI point-of-view
- Attracted a record number of new memberships
- Witnessed an amazing number of new construction starts
- Improved our entrances & security measures
- Made it a practice to constantly update and inform our members
- Highlighted the many accomplishments of particular Directors in supporting the community
- Had as much fun as we could – meaning for the BSIA Members, the BSI Community, and the Board together
- 2021 also was a demonstration of how a small group of volunteers can accomplish much – and how even more can be done with a bit more participation from our BSI community

**2022 Year Objectives and Hopes** – Bill then noted how he both asks and hopes in the 2022 Year -

- To please ask your neighbors if they are members of BSIA, and if not, encourage them to join, as it will be the best small \$\$ investment they can make.
- To think and consider getting involved yourself, as BSIA always has projects that could use an extra hand, or two, or three.

- At this point too, Faith Ferris shared with the Members attending the meeting, that based on BSIA Membership total being 538 at present, and comparing that to the total number of residences and lots in the BSI community, at 1,200 plus++, there is a wealth of opportunity, and need, to further build BSIA membership. With BSIA Membership not yet at 50% of total possible BSI residencies, there is a lot of opportunity to positively increase membership! Bill concluded by pointing out that average homeowner turnover in BSI is 8% to 10% annually.

### **Vice President – Faith Ferris**

**Faith's Roles as Vice President** - Faith noted that her role as Vice President is both to fill in for Bill Courtney, during times needed when he may need support, and dually, to hold the role of "Director of the Architectural Committee" for which all builders must coordinate with this Committee before and during construction, to assure their adherence to BSI's Deed Restrictions, as they correlate back to BSI's Articles of Incorporation and Bylaws.

**New Construction** - Faith shared that in this 2021 year so far, her Committee has coordinated the build approvals for 33 new residences, and that 3 more at present are waiting on her desk for review.

**Architectural Committee Review** – Faith next shared the compliance details for each and all of the following bullet points that the Committee follows, so as to help assure that each new resident construction meets BSI's Deed Restrictions –

- Single-family home
- One building per lot
- City of Punta Gorda building permit being granted
- Attached garage and structures
- Colors and style being aesthetically a fit in the community
- Roof is cement tile or metal that looks like tile
- Roof pitch is minimum 3-to-1
- Driveway is either cement or pavers
- Minimum 1,200 square feet of living area
- Landscape plan is submitted to City for approval

**Questions from Members Attending Meeting** – Faith asked if anyone had questions for her and, in turn, BSIA Member, C.J. Metcalfe, asked Faith to relay to the Members present, which she did, of a situation (and conclusion) that occurred during 2021, in which a new construction builder submitted plans (particular to the outside color scheme for a new residence), for which the builder did not then follow through, but instead substituted a very bright color that was significantly outside of those suggested under BSI Deed Restrictions.

### **Treasurer – Bill Page**

**Membership Increase** - Besides Bill's budget segment, which he earlier provided to Members during the meeting, he shared the importance and need of increasing membership, as it can significantly help as a positive bottom line \$\$ contributor to BSIA.

## Secretary – Dave De Gerome

**Thank You!** – Dave, before giving his report, addressed the Members present at the meeting, and thanked them personally for what they, and all BSI residents, do to make BSI special. He noted that in all his, and his wife's, travels from Pennsylvania, a little over two years ago, up and down the east and west coasts of Florida, in search of a home to purchase, that they never saw a place like Punta Gorda – a Shangri-La. He said this community is absolutely amazing, and he's so thankful for what the BSI residents have accomplished, and continue to do so each day, that make BSI and Punta Gorda so great!

**Role of the Secretary** – Dave said that he sees the role of the Secretary as that of an “observer” and a “scribe” whose job it is to understand, note, and document all of what the BSIA Board talks about and acts on, as part of his being a representative of the BSIA members and BSI community.

**Purpose of Posting BSIA's Board Minutes** – Dave went on to say that the Minutes are a way for the BSIA Board to **update and communicate the following with you as Members** –

- Affirm each individual Board Member's commitment to help assure **transparency**.
- Note the various **initiatives and undertakings of the individual Board Members** that help **promote property/community value, safety and positive lifestyles** for BSIA Members and BSI residents.
- Regularly share with you the varying number and types of topics, events, and issues of importance to the BSI community acted on their behalf by the Board. This includes **Board Member(s) interface with County and City officials** on initiatives and regulations, coordination with their applicable departments, plus interface with **FDOT, the Punta Gorda's Police Department**, and other entities.
- Informing how the BSIA Board each month carries out its **required obligation** to oversee compliance with BSIA's **Articles of Incorporation**, its **By-Laws, Deed Restrictions**, and **Policies and Procedures**.

## BSIA Board's Role in Carrying Out the Original BSI Developers Guidelines –

At this point, Dave shared with the Members to keep in mind that what Members see as BSI's Articles of Incorporation, and its associated By-Laws, are guidelines **put in place by the original developers of BSI, and are NOT guidelines put in place by the BSIA Board**.

He then shared with the Members that **BSIA and the Board are merely conduits assigned by the original BSI community developers** to carry on the original developers' Articles of Incorporation, and their By-Laws.

Dave said, when he first came to the community, he did not realize this distinction, but after learning more about the BSIA Board and its role, he thought it important as a topic to share with others who may think as he initially did as to the “charges” of the BSIA Board.

**Besides the Punta Gorda's “Daily Sun” Newspaper** - Dave concluded by saying – what other publication is out there in addition to the Punta Gorda's “Daily Sun” Newspaper that can provide



you with both historical and current insight and happenings in the BSI and Punta Gorda community?

He noted that it is a fantastic source of community information to benefit both new and long-standing residents of BSI, simply by them going on line and typing in “**BSIA.net**”. He indicated how the BSIA Board Minutes are set up to share monthly with BSIA Members –

- Ongoing Board Initiatives
- Planning Events, Special Projects and Functions
- Standards followed
- Interactions/Interface of BSIA with the City of Punta Gorda, County, Utilities, State Depts.
- Construction and Community Standards Activity
- Neighborhood Security and Watch Group Activities and Roles

## 9 DIRECTORS’ REPORTS

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### **Community Standards – Mary Jane Lindsey**

Mary Jane provided the following highlights –

#### **For the 2021 Year -**

- **Architectural Change Forms** – 35 requests for architectural changes were received and processed from May through October 2021.
- **Sherwin Williams Paint Discount Program** – Mary Jane spoke of the recently initiated program, developed to benefit BSI’s residents that enable purchasing paint at a significant discount and providing BSI residents with a catalog showing the many colors available, while still following BSI’s deed restrictions. She noted that since August 2021, 18 BSI residents have made use of the program.
- **Letters of Compliance** – Mary Jane noted that in 2021, 5 letters were sent to BSI residents regarding non-compliance with BSI’s deed restriction guidelines.

#### **For the Upcoming 2022 Year, Goals Include -**

- **Communication of Deed Restrictions** – Interest is to develop communication methods to ensure all residents are aware of BSI’s deed restrictions.
- **Standards Education in the Bulletin** – Mary Jane said in 2022 the Standards Committee wants to proactively provide more educational articles, via BSIA’s newsletter and bulletins.

**Questions from Members Attending Meeting** – Rich Bevak, a BSIA Member in the audience, asking for clarification on roles of the BSIA’s Standard Committee in coordination with the City’s Code Compliance Department, regarding such matters as cutting grass, landscaping, boats in back yard, and like. Bill Courtney followed that BSIA Standards can certainly help with deed restriction issues, but to keep in mind that there are certain matters that are code compliance issues with the City, which are not deed restriction issues (addressed by BSIA Standards Committee).

## **E-Communications – Jenny Anderson**

Jenny provided the following highlights –

### **Indicating that she is the “First Line of Defense and Help” for information disseminated to BSIA Members including the -**

- **Weekly Tuesday Bulletin** – Sent to all BSIA members who have their dues paid. Jenny indicated that if there are any issues with receipt of this electronic publication to let her know. She also described in detail the format and content of this weekly publication.
- **Facebook Page maintained by BSIA** – Jenny said that she will add those particular announcements which are bigger to this Facebook communication, such as the Garage Sale, BSIA Food Donations, and more. She noted the intent of this publication is not for “Next Door” type issue discussion, nor for vendor advertising, but its purpose is to provide BSIA Members with information on events in the community.
- **BSIA.net Web Site** – Jenny noted that this web page is the best source of information for someone wanting to know the who/what/when/where/why about BSIA. She then shared in detail each of the various sites on the ***BSIA.net*** web page, noting their purposes.
- **Questions on BSIA Communication Tools** – Jenny then closed and said that if anyone has any questions on the use of these media resources, and/or how to find/use them to be sure to let her know, with her being the BSIA community’s “first line of defense and help” when it comes to information sharing.

## **Legal Liaison – Joe Meyer**

Joe provided the following highlights –

- **Responsibility of the Legal Liaison** – Joe shared what his responsibility is in the role of legal liaison.
- **Recap of the significant Legal Costs for 2021** - Joe highlighted for the Members some of the more significant matters requiring legal attention and funding in 2021 including –
  - Certain multi-family villas and properties in BSI were identified as part of BSI Deed Restrictions in 2021 - and this included one builder who began property construction without obtaining an Architectural Design Permit for which it was noted that the structure was not in compliance with BSI’s Deed Restrictions.
  - Burnt Store Golf Villas research and review (as it relates to the earlier discussed proposed Bylaw amendment)
  - A particular homeowner indicating they weren’t subject to BSI’s Deed Restrictions, which resulted in need for further legal attention and cost.
  - Another particular residence where the property needed to be brought up to code, as it violated BSI’s Deed Restrictions pertaining to property maintenance.

- **Deed Restriction Mailing in 2022** – Joe mentioned about the proactive plan in year 2022 to do a mailing out to all BSI property owners (for all of the 1,100 lots in BSI) so that all BSI property owners, and not just BSIA members, are aware of BSI's deed restrictions.

### **Membership – Ken Williams**

Ken provided the following highlights –

- **Membership Welcome Packet** – Ken noted that this is his 3<sup>rd</sup> and final year as Membership Director and said the number #1 reason for BSI residents not being a member of BSIA is lack of awareness.

So what he did to counter this was to enact a program where monthly, for anyone who closes on a residence in BSI, they will automatically be sent a “BSIA Membership Welcome Packet”. He cited BSIA's addition of 95 more recent members was attributable to this welcome packet program.

- **BSIA Members Introduction to New Neighbors** – As it pertains the need to increase BSIA Membership, Ken also emphasized the importance of present BSIA Members simply talking to new people moving into the BSI community, and spreading the word about BSIA.

### **Neighborhood Security - Tom Tomaszewski**

Tom provided the following highlights –

- **Functions of the Security Director** – Tom covered his role as Director includes -
  - Staying current and informed on City activities
  - Being a member of the PGPD Police Chief Citizen Advisory Council
  - Heading up BSI Neighborhood Watch Program
  - Participating in City Wide Master Plan updates
  - Maintaining surveillance cameras in BSI
  - Assisting BSIA members with Security concerns
- **Current BSI Security Concerns** – Tom highlighted current BSI security concerns including -
  - **Speed limit on Tripoli Blvd.** - between Madrid Blvd. and Monaco Drive is **25 MPH**
  - **Speed limit in the rest of BSI** - is **30 MPH**
  - **PGPD Radar Speed Trailers** – need to further study vehicle speeds to establish need for traffic enhancements or enforcement
  - **Car theft ring is still operating in SW Florida** – and as such, Neighborhood Security and the Punta Gorda Police Department request BSI residents to assist the PGPD in stopping this activity by always locking your vehicle and never leaving your valuables, weapons, or keys/key fobs in your vehicle
- **BSI Surveillance Cameras** – Tom then covered the background and his work during 2021 on BSI's Surveillance Cameras including –

- **Number of Surveillance Cameras** - Presently BSI has 5 surveillance cameras, with 2 at the Monaco intersection, 2 at the Madrid intersection, and one at the lock.
- **Upgrade Needs** – There is a demanding need to upgrade the surveillance equipment, due both to the equipment's poor condition, and the need for technology upgrades.
- **Recent License Plate Reading Camera Purchase** – Tom indicated that recently the 1<sup>st</sup> BSI **license-plate-reader enabled** camera was purchased and installed at the Madrid and Tripoli intersection, based on him providing the labor, his neighbor who owns a security company providing design advice, the mount, and technical labor, and Dave De Gerome purchasing this trial camera for BSI.
- **BSI cameras are a very important tool** - for the PGPD to use in order to develop forensic evidence if a crime is committed in the neighborhood
- **Surveillance Cameras Help** -
  - Keep the neighborhood safe
  - Keep crime rate down
  - Catch criminals
- **Neighborhood Security Report** –
  - **BSI Neighborhood Watch Program** - Tom highlighted the work of the BSI Neighborhood Watch Program. He asked for those in attendance if they do have an interest to participate in this Watch Program to please reach out to him and let him know, as volunteers are always encouraged to join and participate.  
  
Tom noted too that for security and peace of mind, any and all calls made by BSI Neighborhood Watch volunteers into the Punta Gorda Police Department (PGPD) remain anonymous (to protect each BSI Neighborhood Watch volunteer's identity).
  - **Reporting Unusual Events in the BSI Community** - Tom noted if you see something happening that appears unusual, your instinct is probably right and it's best to report it and let the PGPD investigate. You can either call the PGPD non-emergency number at 941-639-4111, or in an emergency, call 911.
- **BSIA Emergency Operations Plan** – Tom highlighted the purpose of this plan indicating –
  - It is a framework for use by BSIA in responding to and supporting emergency functions during a major disaster, or a wide range of potential emergency incidents occurring in areas within BSI.
  - It serves as a reference manual for residents of BSI to assist in planning.
  - It can be found at: <https://bsia.net/safety-and-security>
  - BSI continues to be reliant on the City of Punta Gorda and Charlotte County for all law, fire, and emergency services. In the event of an emergency, first contact should always be with these organizations.
  - The BSIA Emergency Plan is intended to support, and not to interfere with and/or impede the efforts of these organizations.

- Exercising personal responsibility for emergency planning and evacuation is incumbent on all Burnt Store Isles residents.

### **Planning – Mary Boeringer**

Mary provided the following highlights –

- **Second Term** – Mary said that she is now going into her second term as Planning Director.
- **Responsibilities** – She noted that her role as Planning Director includes informing the Board and BSIA on issues that may impact BSIA, and to inform the Board and BSIA on potential impacts on BSIA from possible local legislative changes.
- **Forms Base Code** – Mary informed the Members at tonight’s meeting, and the Board, of the Punta Gorda City’s upcoming Form Base Code Public Workshop being held on November 19<sup>th</sup> at 10:00 AM in the Punta Gorda City Council Chamber. She then covered some specifics of the proposed Form Base Code, which includes discussion to add an additional 30 feet to 40 feet in height to the City’s present allowed building heights of 35 feet to 60 feet.
- **BSIA Member Questions** – Ralph McCarthy, a BSIA member in attendance, asked if this Form Base Code initiative is the same as, or part of, the City’s initiative to allow raising the heights of buildings to which Mary said it is one and the same. It was also asked if this Form Base Code proposal affects BSI’s Deed Restrictions, to which Bill Courtney responded it does not impact BSI’s Deed Restrictions.

### **Social – Donna Nowak**

Donna provided the following highlights –

- **Donna’s Term** – Donna shared that she has been BSIA’s Social Director since January 2020.
- **COVID** – She noted how being Social Director during 2020 was challenging due to COVID. So as a result, Donna’s attention focused additionally on providing more needed food drives for local Punta Gorda institutions.
- **Recap of Events/Contribution Initiatives Held** – Donna provided a chronological recap of the various events and contribution initiatives held by her and BSIA volunteers throughout the 2020 and 2021 years.
- **Planned for Remaining 2021 Year and Upcoming 2022 Year** –
  - **Remaining 2021 Year Events** - Donna shared about the upcoming “Fairy Hair for the Ladies Event” being held on December 1st, and the Annual Christmas Party on December 11<sup>th</sup> at the Twin Isles Country Club.
  - **2022 Year Planning** – Donna note that 3 events are already planned for 2022 including –
    - Babcock Eco Tour on January 18, 2022
    - Annual Yard Sale on February 12<sup>th</sup>, 2022
    - Annual BSIA Picnic on March 19, 2022

## **Special Projects – Mary Ann Gilroy**

Mary Ann provided the following highlights –

- **Responsibilities** – Mary Ann noted that her role as Special Projects Director includes overseeing of maintenance of the BSI entrance islands, including weeding and planting, holiday decorations, and coordination of membership drive announcements. It also included coordinating with contracted personnel for trimming of trees on the cul-de-sacs.
- **Tripoli and Madrid Monument** – Mary Ann spoke of the planting/landscaping performed during 2021 around the Tripoli and Madrid Monuments. Mary Ann acknowledged Stephanie Courtney's work in having personally designing this monument's landscape layout.
- **Monument Repairs** – Mary Ann covered the details around the repairs performed in 2021 to both of BSI's entrance monuments.
- **Shredder Day** - Mary Ann noted that Shredder Day in 2022 is scheduled for the Saturday after tax day, and will be held from 9 AM to 12 Noon.
- **BSI Association Stickers** – Mary Ann indicated that for those attending this evening's meeting, she has BSI Association stickers with her for purchase. She indicated they also can be obtained through the weekly BSIA Bulletin publication.

## **10 MEMBERS COMMENTS**

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- **Questions/Discussions** – At this part of the meeting Bill Courtney asked if any of the attending Members had questions, discussion points, or areas people would like the BSIA Board to address –
  - **Request to add a Topic to the planned 2022 year Mass Mailing to all BSI Property Owners -**  
Ralph McCarty, a BSIA Member in the audience, suggested that the planned mailing to all BSI residents to include, besides Deed Restriction notification, information on why BSI residents should become members of BSIA!  
  
Ralph said that his suggestion is based on his conversations with other BSI residents, in which the residents believe that all BSIA does is have Christmas parties, picnics, and the like, and in turn, the residents he talks to, replied why should they pay any money for joining if it is just a social organization? Bill Courtney responded and said he'll be sure to include Ralph's excellent point as part of the discussions to take place in planning this 2022 year mailing.
  - **A Note of Thanks** – Ralph McCarty also expressed his appreciation to the entire BSIA Board for all of the work they did in 2021.

## **11 THANK YOU TO OUTGOING 2021 BOARD MEMBERS AND PUBLISHERS**

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Bill Courtney provided a slide of the outgoing **Board Members and Publishers** and thanked them for their dedicated service.

**These Board Members and Publishers include:**

Bill Page – Treasurer

Mary Jane Lindsey – Community Standards

C.J. Metcalfe – Community Standards

Joe Meyer – Legal Liaison

Ken Williams – Membership

Donna Nowak – Social

Mary Ann Gilroy – Special Projects

Janice Kelly – Directory Publisher

Genny Ramachandran – Newsletter Publisher

## 12 INTRODUCTION OF THE 2022 BSIA OFFICERS AND BOARD OF DIRECTORS

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Bill Courtney then introduced the new 2022 Board of Directors including:

<b>Officers:</b> <ul style="list-style-type: none"><li>- President, Bill Courtney</li><li>- Vice President, Faith Ferris</li><li>- Treasurer, Lee Brandt</li><li>- Secretary, Dave De Gerome</li></ul> <b>Publisher – Committee Chair:</b> <ul style="list-style-type: none"><li>- Newsletter &amp; Directory, Diane Peterson</li><li>- Advertising, Dave Elkins</li></ul> <b>Past President:</b> <ul style="list-style-type: none"><li>- Ian Milne</li></ul>	<b>Directors:</b> <ul style="list-style-type: none"><li>- Community Standards, Patricia Iorio</li><li>- E Communications, Jennifer Anderson</li><li>- Legal Liaison, Brian Bender (appointed 2021)</li><li>- Membership, John Bothwell</li><li>- Planning, Mary Boeringer</li><li>- Security, Tom Tomaszewski</li><li>- Social, Wanda Daugherty</li><li>- Special Projects, Kathy Martinelli</li></ul>
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**Brian Bender's Introduction to Members** - Bill Courtney, at this point of the meeting, also asked Brian Bender, who was in the audience, to stand up and thanked him, as Brian volunteered and was subsequently appointed by the BSIA Board on 11/5/21 to take over Joe's Legal Liaison role. Brian is filling in for Joe in the remaining 2-years of his term.

## 13 CANNED GOODS DONATIONS

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BSIA Members were advised to drop off their canned goods brought with them for St. Vincent de Paul Sacred Heart Conference, Inc.

## 14 THANK YOU TO MEMBERS AND ADJOURN

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Bill Courtney thanked the BSIA Members for attending tonight's meeting.

Joe Meyer moved, seconded by Faith Ferris to adjourn the meeting. Motion carried.

Meeting adjourned at 7:35 PM

These BSIA 38<sup>th</sup> Annual Membership Meeting Minutes are respectfully submitted by –

Dave De Gerome, Secretary





# Burnt Store Isles Association

2021 Projected Income  
Statement  
2022 Budget Proposal



## BSIA 2021 FINANCIAL POSITION

### INCOME STATEMENT SUMMARY

	<u>2021 Approved</u>	<u>2021 Projected</u>	<u>Difference</u>
TOTAL INCOME	\$26,833	\$33,803	\$6,970
TOTAL EXPENSES	\$25,880	\$28,821	<u>(\$2,941)</u>
PROJECTED OVERAGE/SHORTAGE			<u>\$4,029</u>

### CASH AVAILABLE as of 11/1/21

CHECKING	\$19,260
MONEY MARKET	\$11,220
CERT of DEPOSIT	<u>\$41,245</u>
TOTAL CASH	<u>\$71,725</u>

# 2021 Projected Income Statement

<u>INCOME:</u>	2021 SEPT	OCT - DEC 2021	2021 FULL YEAR	2021	FULL YEAR
	ACTUAL	ESTIMATE	PROJECTION	BUDGET	DEVIATION
MEMBERSHIP DUES	20,595	0	20,595	20,026	569
NEW CONSTRUCTION FEES	7,500	750	8,250	3,750	4,500
DIRECTORY ADS	1,415	0	1,415	2,307	(892)
NEWSLETTER ADS	925	200	1,125	1,500	(375)
INTEREST INCOME	7	150	157	500	(343)
DONATIONS RECEIVED	310	0	310	0	310
50/50	0	0	0	0	0
MISC. INCOME	357	0	357	0	357
BADGES MEMBER PAID	0	0	0	0	0
EVENTS MEMBER PAID	1,594	0	1,594	0	1,594
INCOME HEDGE				(1,250)	1,250
<u>TOTAL INCOME</u>	<u>32,703</u>	<u>1,100</u>	<u>33,803</u>	<u>26,833</u>	<u>6,970</u>

NEW CONSTRUCTION APPROX 120  
NEW BUILDS 33 28%

EVENTS PAID BY MEMBER IS A WASH

INCOME HEDGE DUE TO COVID CONCERNS  
FOR DUES & NEW CONSTRUCTION

# 2021 Projected Income Statement

EXPENSES:	2021 SEPT ACTUAL	OCT - DEC 2021 ESTIMATE	2021 FULL YEAR PROJECTION	2021 BUDGET	FULL YEAR DEVIATION
LANDSCAPING RESERVE	1,127	0	1,127	1,000	(127)
LANDSCAPING/PROPERTY MAINT	5,211	1,737	6,948	7,156	208
DIRECTORY PREPARATION	792	0	792	1,090	298
NEWSLETTER PREPARATION	2,773	1,800	4,573	3,900	(673)
LEGAL FEES	4,758	242	5,000	2,503	(2,497)
ATTORNEY FEES RESERVES (See Legal Fees)	0	0	0	0	0
LIABILITY INSURANCE	2,602	0	2,602	2,900	298
DONATION GIVEN	0	0	0	250	250
BADGES	4	0	4	0	(4)
EVENTS BSIA PAID	545	1,000	1,545	2,000	455
EVENTS MEMBER PAID	1,444	0	1,444	0	(1,444)
STORAGE UNIT RENT	420	141	561	556	(5)
PO BOX RENT	100	100	200	200	0
POSTAGE AND DELIVERY	250	250	500	500	0
SAFE DEPOSIT RENT	0	100	100	100	0
SOFTWARE	0	0	0	330	330
WEB DATA REMOTE HOSTING	0	0	0	0	0
WEB EMAILS CONSTANT CONTACT	588	0	588	0	(588)
STATE FEES	61	0	61	65	4
MISCELLANEOUS EXPENSE	677	250	927	1,000	73
OFFICE SUPPLIES	118	200	318	300	(18)
SURVEILLANCE CAMERAS	781	100	881	750	(131)
MEETING ROOM RENTAL	0	250	250	630	380
SHREDDER DAY	400	0	400	400	0
BANNERS	0	0	0	250	250
UNDERGROUND WIRING	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>22,651</b>	<b>6,170</b>	<b>28,821</b>	<b>25,880</b>	<b>(2,941)</b>
Projected overage/(shortage)	10,052	(5,070)	4,982	953	4,029

TOTAL = 3,000

LEGAL FEES <2,500>

DEED RESTRICTIONS DEFENSE

EVENTS MEMBER PAID WASH <1,444>

# PROPOSED BSIA 2022 BUDGET

<u>INCOME:</u>	2021 Approved Budget	2022 Proposed Budget	Difference 2021 vs 2022 Budget	2021 Actual	Difference 2022 BUDGET vs 2021 Actual
MEMBERSHIP					
DUES	20,026	23,625	3,599	20,595	3,030
NEW CONSTRUCTION					
FEES	3,750	3,000	(750)	8,250	(5,250)
DIRECTORY ADS	2,307	2,307	0	1,415	892
NEWSLETTER					
ADS	1,500	1,500	0	1,125	375
INTEREST					
INCOME	500	150	(350)	157	(7)
DONATIONS RECEIVED	0		0	310	(310)
50/50	0		0	0	0
MISC. INCOME	0	100	100	357	(257)
BADGES MEMBER PAID	0		0	0	0
EVENTS MEMBER PAID	0	1,594	1,594	1,594	0
HEDGE/RESERVES					
TRANSFER	(1,250)	5,500	6,750	0	5,500
<u>TOTAL INCOME</u>	26,833	37,776	10,943	33,803	3,973

# PROPOSED BSIA 2022 BUDGET

<u>EXPENSES</u>	2021 Approved BUDGET	2022 Proposed BUDGET	Difference 2021 vs 2022 BUDGET	2021 ACTUAL	Difference 2022 BUDGET VS 2021 ACTUAL
LANDSCAPING RESERVE	1,000	1,000	0	1,127	127
LANDSCAPING/PROPERTY MAINT	7,156	7,514	(358)	6,948	(566)
DIRECTORY PREPARATION	1,090	1,145	(55)	792	(353)
NEWSLETTER PREPARATION	3,900	4,095	(195)	4,573	478
LEGAL FEES	2,503	3,000	(497)	5,000	2,000
ATTORNEY FEES RESERVES	0		0	0	0
LIABILITY INSURANCE	2,900	2,900	0	2,602	(298)
DONATION GIVEN	250	250	0	0	(250)
BADGES	0	0	0	4	4
EVENTS BSIA PAID	2,000	2,000	0	1,545	(455)
EVENTS MEMBER PAID	0	0	0	1,444	1,444
STORAGE UNIT					
RENT	556	584	(28)	561	(22)
PO BOX RENT	200	200	0	200	0
POSTAGE AND DELIVERY	500	525	(25)	500	(25)
SAFE DEPOSIT RENT	100	100	0	100	0
SOFTWARE	330		330	0	0
WEB DATA REMOTE					
HOSTING	0	935	(935)	0	(935)
WEB EMAILS CONSTANT CONTACT	0	588	(588)	588	0
STATE FEES	65	65	0	61	(4)
MISCELLANEOUS EXPENSE	1,000	1,050	(50)	927	(123)
OFFICE SUPPLIES	300		300	318	318
SURVEILLANCE CAMERAS	750	6,280	(5,530)	881	(5,399)
MEETING ROOM RENTAL	630	630	0	250	(380)
SHREDDER DAY	400	600	(200)	400	(200)
BANNERS	250	250	0	0	(250)
MASS MAILING	0	2,000	(2,000)	0	(2,000)
					0
<u>TOTAL EXPENSES</u>	<u>25,880</u>	<u>35,710</u>	<u>(9,830)</u>	<u>28,821</u>	<u>(6,889)</u>
	953	2,066	1,113	4,982	10,862