

Burnt Store Isles Association Board of Directors Meeting

(Final)

In-Person Meeting at Twin Isles Country Club

October 1, 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:

Budget - Police Department's Request – Chief Davis shared with the BSIA Board what the Punta Gorda Police Department's requests included as part of the PG City's new budget, including a request for 2 more officer positions, due to minimal staffing and interest to increase street patrols. Chief Davis said that there has been a significant increase in both the number of, and complexity of, calls being received over the recent years, supporting the Police Department's budget request(s). Chief Davis said that she's hoping to build up to a minimum staffing of 5 for street patrols/duty.

Scheduled Local Events – Chief Davis spoke of upcoming local events the Police Department is planning for including:

- **The Charlotte High School Home Coming Parade** - On October 28th @ 6:00 PM, and she noted which specific streets are being used for the events – as part of wanting to keep residents of BSI informed.
- **The PG City Halloween Event** – Chief Davis also covered the specific streets being closed in the Downtown area.

Reporting Any Suspicious Activity in the BSI Area – Chief Davis said that if suspicious activity is noted by a resident, for the resident to directly call the Punta Gorda Police Department's non-emergency phone line vs. calling Tom Tomaszewski (with his role in overseeing Neighborhood Security), as this will streamline the process and lessen the PG Police Department's response time.

Accolades to the Residents of BSI – Chief Davis noted how she regularly talks in a positive way about our BSI community, in her discussion with others, noting how the community is diligent in taking steps to help in the community's security and wellbeing – including our locking cars, monitoring traffic, reporting suspicious activity, and more.

Automobile Break-in Attempt – Tom asked Chief Davis if there was any activity this past month regarding break-in attempts in the BSI community, to which discussion followed that there was only one (on Albacete Circle) that tripped an alarm on a vehicle, but fortunately the vehicle was locked.

Speed Limit Reduction on Burnt Store Road – Bill C. asked how efforts to reduce speed on Burnt Store Road were coming along, to which Chief Davis noted that both the County Police and the Florida

Highway Patrol were assisting the Punta Gorda Police Department in helping monitor and manage traffic speeds on Burnt Store Road, along with making use of speed signs, message boards, and the radar trailer.

Person(s) Fishing Off the Seawalls on BSI's Empty Lots – Donna asked for clarity on how to address people fishing off of the seawalls on BSI's empty lots, to which Chief Davis indicated that a person(s) needs to have with them written evidence that the owner of the lot provided approval for the fishing to take place. The Chief also noted that if it's found that the person does not have written permission, to then immediately notify the PG Police Department using the non-emergency phone line, and they'll quickly investigate. Lieutenant Davoult said that it's important to call the police department, as it could be people canvassing/scoping out the area, pretending to be fishing, and it could later turn into something unwanted.

2 CITY COUNCIL MEMBER DISTRICT 5, NANCY PRAFKE

Nancy was unable to attend the meeting due to a conflict.

3 ROLL CALL

Officers Present

Bill Courtney, President
Faith Ferris, Vice President
Bill Page, Treasurer
Dave De Gerome, Secretary - Not able to attend today's meeting due to a conflict

Directors Present

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

Ian Milne, Past President

Other Board and Committee Representatives Present

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

A quorum has been established.

4 REVIEW AND APPROVE BOARD MEETING MINUTES

Joe moved, seconded by Bill P., to approve the minutes dated September 3, 2021. Motion carried.

5 OFFICER'S REPORTS

President – Bill Courtney

Legal Liaison Resignation – Bill C. indicated that due to other obligations, which Joe Meyer indicated will take him away from his BSIA Legal Liaison duties, Joe has submitted his resignation effective at the end of the 2021 calendar year. Since Joe, at year end, will be in the middle of his 2 year term, a candidate to replace his position will only require Board authorization vs. needing a vote by BSIA's membership. Joe expressed his thanks and pleasure for having participated on the BSIA Board. Bill C. concluded, asking the Board to help identify candidates to assume BSIA's vital Legal Liaison role.

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 opening Board positions) to come to today's Board Meeting and introduce their selves. In turn:

Positions Requiring BSIA Membership Vote/Approval –

- Wanda Daugherty who was interested in filling the **Social Director** position introduced herself.
- Lee Brant who volunteered to fill the **Treasurer** role, could not make the meeting but provided his dossier, which Bill C. read to the Board.
- Kathy Martinelli who volunteered for the **Special Projects** role was not able to attend today, but Bill C. read a profile provided by Kathy.
- John Bothwell volunteered for the **Membership Director** role, has a real estate background that Bill C noted of value to the position, but unfortunately John could not attend today. John and Ken Williams have spoken, and Ken indicated that he'll work with John, upon his election by the membership.

Positions Not Requiring BSIA Membership's Vote/Approval:

- Dave Elkins - Dave volunteered to fill the **Advertising Sales Chair** role as part of ads generation for both the Directory and for the Newsletter. Dave attended today's Board Meeting, and has also attended and spoken to the Board at earlier meetings.
- Diane Peterson – Diane has volunteered to take on both the **Newsletter** and **Directory** leadership positions per Bill C. She was not able to attend the meeting, but provided her business profile, which Bill C. read to the Board. Bill C. noted though that under the "**New Business**" segment of today's meeting, the BSIA Board will need to vote and approve Diane as the new Newsletter and Directory editor/publisher.

Vice President – Faith Ferris

New Construction – Faith noted she presently has a total of 4 house-builds on her desk including 2 new ones for review. One is waiting for the contractor to provide her with house color(s), and for the other, she's awaiting county permit approval. Faith indicated that we are up to 28 new houses in the plan this year.

Secretary – Dave De Gerome

Bill C. indicated that Dave could not attend today's meeting due to a conflict, as he's required to attend a monthly Reserve County Sheriff's Meeting in Pennsylvania, for which he's a member.

Treasurer - Bill Page

Financial Highlights – Bill P. distributed the January to September 2021 financial report to the Board, indicating that the past month consisted of normal activity, with only 1 expenditure outside of the norm, being an approximate \$800 legal expense.

In addition, Bill P. noted:

- Operating Fund - Has a balance of \$19,593
- Money Market – Has a balance of \$11,218
- The Three CDs – Have a total value of \$41,217

6 OLD BUSINESS

Budget for 2022 Year – Bill P. distributed to the Board Members a **2021 BSIA Projected Actual Income/Expense Worksheet**, noting for each income and expense line item, the following values:

1st Column – represents 2021 Actuals through September.

2nd Column- represents Oct. thru Dec. 2021 year Estimates.

3rd Column – represents the calculated 2021 Full Year Projection based on adding together the totals from the 1st column – 2021 Actuals thru Sept, and 2nd column Oct – Dec. 2021 Actual Estimates, for each income/expense account category.

4th Column – represents the 2021 Approved Budget.

5th Column – represents the calculated Full Year Deviation in the 2021 Year based on the difference between Columns 3 and 4.

At this point of the meeting, Bill P. next noted both individual line item Income and Expense deviations and the backgrounds/reasons/basis for each of the more significant over and/or under 2021 Full Year Deviation projections.

Bill P. next passed out a second schedule titled **Proposed 2022 Budget for BSIA** and, for each income and expense line item, indicating the following values:

1st Column – represents the **2021 Approved Budget**.

2nd Column – represents the **Proposed 2022 Year Budget** based on both input from Board Members, along with his detailed account and trend studies.

Also, Bill P. indicated that a 5% increase factor was used for those 2022 year budget line items where there wasn't a specific identified dollar basis adjustment to the line item.

3rd Column – represents the calculated **Difference Between 2021 vs. 2022 Years' Budgets**, based on difference between the 1st and 2nd columns for each account category.

4th Column – represents the **2021 Full Year Projection** (for each account category and taken from Bill P's above worksheet).

5th Column – represents the **Calculated Difference between the 2nd Column – Proposed 2022 Year Budget and 4th Column - 2021 Full Year Projection (Actual) Approved Budget.**

This column allows you to see how, for each income and expense line item, the difference between its **2022 Proposed Budget** figure from its calculated **2021 Full Year Actual year end value.**

Bill P. then compared the proposed **2022 year Proposed Budget Values** to the **2021 Budget Values** for a number of accounts, explaining in detail the supportive basis for differences in the following accounts:

Income Accounts -

Membership and Dues Income increase, Hedge/Reserve Transfer Income increase, New Construction Fees decrease (Bill P. noted that income from new construction is anticipated to drop in 2022 as compared to 2021), Overall Total Income increase.

Expense Accounts -

Surveillance Cameras Expense increase, Mass Mailings Expense increase, Web Data Hosting Expense increase, Web Emails Constant Contact increase, No longer establishing reserves for Attorney Fees but instead would simply budget the Legal Fees (which then is kept flat for the 2022 year as compared to 2021), Total Expense increase.

Review of the Membership Dues Calculation - Ken then asked about the basis for calculation of membership dues to which Bill P. provided background. Ken then raised need, under new construction guidelines, for new residents to receive their BSIA information packets at their new BSI addresses vs. possibly receiving membership information at their present out-of-state or out-of-locale residencies.

Follow-up Discussion and Board Consensus/Recommendation on -

Approval of Membership Fee - Bill P. offered that we gain Board consensus on the increase of membership fees to \$45 (\$47 for PayPal) in order to support needed 2022 budgeted transactional activities/operations, and to offset income decreases and expense increases of certain line items.

Replacement of Surveillance Cameras – Bill P. stated that, in addition to, and along with obtaining Board consensus, it's important to highlight that with the acquisition of the proposed new surveillance cameras, funding would primarily come out of reserves vs. from cash outlays.

Motion on 2022 Year Proposed Budget – Bill C. then made a motion to approve the proposed 2022 Budget, which would include the following 2 stipulations:

- A membership fee increase (a \$45 dollar membership fee effective January 1, 2022 for those who pay by check or cash, and a \$47 dollar membership fee, also effective January 1, 2022 for those who elect to pay by PayPal or Credit Card).
- Need for replacement of surveillance cameras.

This motion was approved by Jenny, seconded by Donna, and unanimously approved by all Board Members present at the meeting. After motion was approved, Bill C. advised that the **Proposed 2022 Year Budget** be distributed to the BSIA membership for the Memberships review, as part of the planned October information newsletter mailing.

Annual Membership Meeting Arrangements - Faith passed out a handout at the Board Meeting highlighting the operational needs for the Tuesday, Nov 9th 2021 6:00 PM Annual BSIA Membership Meeting. After which, she led a discussion noting the sequence of events to take place at the Annual Meeting, along with the various tasks during the meeting that require volunteer support.

This includes:

Member Check-In – Process and Volunteering at Check-In Tables/Stations.

Paying for Membership – Process and Volunteering at a Table. Bill P. suggested continuing as in past years to have a table for collection of membership dues – to help those people who want to pay before the start of the meeting.

Printed Membership Directory Request Signup – For people who want a printed directory. Bill C. noted that Diane Peterson can lead this need.

Social Committee – Pantry Donations - This year due to COVID, we will not be providing cookies, snacks and the like at the meeting, but there will still be a collection area for pantry contributions to St. Vincent de Paul, which Donna will lead, including the Committee bringing boxes for the pantry donations.

Special Projects – Bumper Stickers – Mary Ann to have a table set up for those who would like stickers.

Meeting Set-up – Tom volunteered to help with the meeting set-up.

Voting Cards – Members will receive voting cards as they sign in, so as to best enforce one vote per household vs. one vote per person.

Signs – Faith said that she can take care of the various signs needed at the Annual Membership Meeting.

Written Instructions for Check-In Stations – Faith said that she will manage this with the stations.

Name Tags – Bill C. said he'll send out a note to Board Members asking if they need name tags.

Membership Director Tasks – (Please see above notes on “tasks”)

Directory Editor Tasks – Diane Peterson to have blank forms for members to request a membership directory.

Coordination with Church – Faith noted that she and Bill C. will be coordinating with the Church as to setups and available equipment.

Other Volunteers – Bill C. asks that all Board Members attend the Annual Meeting well before the meeting begins so as to pitch in as needed.

Annual BSIA Membership Meeting Agenda – Bill C. passed out the meeting agenda.

Quorum Validation - Ken and Dave to validate reaching a needed quorum at the meeting through use of a membership checklist that will be signed by members at the sign-in tables. Note that there will be only 1 sign-in per household, with a quorum being 10%, which translates to 54 members/households, needed to attend.

Introduction of Board Member Candidates and Floor Nominations - Dave to handle the Board Member Voting as each candidate/nominee has to be introduced, followed by opening the floor for nominations via use of a certain prescribed script.

Review and Approval of 2022 Year Budget – to be led by Bill P.

Review and Approval of By-Law Amendments – to be led by Bill C. and includes 3 article amendments.

*Please note that **proxy-vote balloting** is allowed for voting on **By-Law Amendment changes** but is not allowed for **Board Officer Selection** – and this will be clarified in the upcoming October (printed) News Letter to be sent out to all BSIA Members. These proxy ballots will be needed to be brought to the meeting and then tallied.*

Also, there will be no proxy voting for approval of the 2022 Budget as this Budget is both introduced, discussed and voted on with/by the BSIA members at the Annual Meeting, and not beforehand

Printed copies of the Agenda and **printed copies of the Proxy** will be available for the meeting.

2021 Officers' Reports – Officers and Directors will provide a brief highlight of what each Board Member believes would be of benefit to share with the membership or speak about a task highlight that was accomplished on behalf of BSIA members

Member Comments – A podium/microphone will be provided for BSIA Members who would like to speak

7 NEW BUSINESS

Introduce 2022 Board and Committee Nominees

*(See above section #5 Officers Reports – under Bill C., and specifically under **“Nominees for other 2022 New Year - Open Board Positions”**.)*

Community Standards – Mary Jane (MJ) Lindsey - MJ was not able to attend today's meeting but provided Bill C. with the following update:

Standards Topics covered by MJ – MJ noted:

- **Architectural Change Requests** – On behalf of MJ indicated that there were many requests this past month for screening, replacing soffit, tree replacement and more.
- **An Empty Lot Needing Maintenance** – MJ is working with both the city (including filing a complaint with the City) and with the owners of an empty lot across from Twin Isles Country Club that's overgrown and requires significant trimming.
- **Residence on San Massimo** – MJ provided a 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.
- **Villas of Burnt Store Isles** – MJ is working with the residents of the Villas and the City of Punta Gorda in addressing residents' dissatisfaction with landscaping standards. The City did generate a non-compliance notification.

Communication – Jenny Anderson

Email Addresses - New People Coming On Board – Jenny suggested for those on the Board who are departing, to provide her the email addresses for the new people taking their places. She said this will be of benefit to the new people by informing them early on as to the operations and activities of BSIA and the Board.

Legal Liaison – Joe Meyer –

Legal Bills - Joe said that there wasn't any expectation for unusual legal expenses this month.

Membership – Ken Williams

Membership –

- **Membership Total** - 536 is the total number of BSIA members as of the end of August.
- **Members Joining in Last Quarter of Each Year** – Ken asked for affirmation about members who joined in the Last Quarter of the Year, which then enables them to also be covered for the subsequent year, as this has been the policy in past years. In turn, Bill P. said this practice still continues.
- **Monthly Welcome Pamphlet Sent By Ken** – Ken advised in holding off sending out this monthly packet to new residents until after the upcoming November Annual BSIA Membership Meeting, so as to address/include potential updates to the packet.

Neighborhood Security – Tom Tomaszewski

Security Systems, License Plate Reader Cameras, and Equipment Boxes – Tom updated the Board noting the license plate reader camera was installed on Monaco for reading license plates going out of BSI. Tom advised that a radio set is being planned to be installed in the same location. He also said that the boxes for the cameras will need to be replaced, as they are rusting out.

Van Driver Wearing a Scream Mask – Tom spoke more about the a van driver wearing a “scream mask” driving through the neighborhood, which was called in by a resident, along with the police’s quick response. It was found to be a contractor working in the community, and the police discussed with the driver his need for better judgment going forward. Tom reaffirmed what Lieutenant Davoult indicated earlier in the meeting: For residents to notify the PG Police Department using their non-emergency phone line vs. calling him, so that these types of situations can be more quickly responded to and investigated.

Planning – Mary Boeringer

Form Based Codes – Mary said there will be a public workshop later in the month to further discuss the changes resulting from the City’s Form Based Code initiative, which is a land development regulation designed to foster better predictable building results based on provided architectural guidelines.

Social – Donna Nowak

Sign on Corner of Tripoli and Monaco – Donna indicated the need to address a particular abandoned sign and Bill C. said Code Compliance will need to be contacted to remove it, because if we remove it, it would be considered theft. Donna said that she will call Code Compliance.

St. Vincent de Paul’s Need – The Boat Club wanted to hold a joint Food Drive with BSIA for St. Vincent de Paul, to which, after discussion, it was agreed for BSIA to continue with its original plan to support a Food Drive as part of the November BSIA Annual Members Meeting, and the Boat Club could then independently address holding their own drive.

Alligator Bay Rum Distillery Tour – Donna noted that October 7th at 11 AM, is the date and time set for a free tour of the facility. The tour is limited to a maximum number of 20 people attending, but 26 signed up. Donna will look into how to best address this with the Distillery.

Ice-House Darts Event – October 21st continues to be set for people to join other BSIA members in playing darts at the Ice House.

November BSIA Annual Members’ Meeting - Donna indicated that the month of November is purposely being kept open, with no other events being planned, so focus can be on the BSIA Annual Members Meeting.

Christmas Party - Is still scheduled for December 11th *(as noted at last month's meeting, this event will be combined, as in the past, with the Boat Club, and will be held at the Twin Isles Country Club).*

Special Projects - Mary Ann Gilroy

Monument Landscape Weeding – Mary Ann indicated that she worked with Michael to address weeding of the Madrid Monument plant beds, and the job is now complete. Faith asked when the dead bushes will be removed and Mary Ann indicated that a couple of them are gone, and regarding those with some green still on them – she'll address with Michael.

Monaco Monument Banner Mounts – As a follow up from last month, Mary Ann is reviewing the need for getting new banner mounts and determining if it is a job requiring professional installation.

Past President – Ian Milne

Outside of his notations and contributions throughout the meeting, Ian indicated that he had nothing more to add.

9 PUBLISHER REPORTS

Newsletter (published 3 times a year) – Genny Ramachandran

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

Directory – Janice Kelley

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

10 OTHER TOPICS DISCUSSED PRIOR TO MEETING'S END

Motion by Board for Diane Peterson to Fill both the Newsletter and Directory Roles on the Board

As noted earlier in the minutes, Diane Peterson volunteered for nomination to fill the Newsletter and Directory Co-Publisher positions, and as such, this Committee assignment requires formal Board approval.

Jenny made a motion for Diane Peterson to be the Newsletter and Directory Co-Publisher, it was seconded by Faith, and all of the Board affirmatively agreed.

11 GUEST /MEMBER COMMENTS OR ISSUES

Hours for Contractors Working in the Neighborhood – Dave Elkins asked for input regarding acceptable contractor working hours in BSI, because a particular contractor was working later and disrupting residents in the early evening. Feedback to Dave Elkins included:

- That the Fall's Standard Time change will cause it to get dark out sooner, thus limiting continuation of this type of "early- evening" contract work.
- South West Florida is moving out of the growing season.

12 ADJOURN

Bill C. moved, seconded by Faith, to adjourn the meeting. Motion carried. Meeting adjourned at 11:20 AM.

The next Board Meeting is planned to be held on Friday, November 5th, 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 Sep 2021
Options: Activity Only

| FINANCIAL ROW | ACTUAL | BUDGET | VARIANCE |
|------------------------------------|--------------------|--------------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4100 - Membership Dues | \$20,595.04 | \$20,026.00 | -\$569.04 |
| 4200 - New Construction Fees | \$7,500.00 | \$3,750.00 | -\$3,750.00 |
| 4300 - Directory Ads | \$1,415.00 | \$2,307.00 | \$892.00 |
| 4350 - Newsletter Ads | \$925.00 | \$1,500.00 | \$575.00 |
| 4400 - Interest Income | \$7.77 | \$500.00 | \$492.23 |
| 4500 - Donations Received | \$310.00 | \$0.00 | -\$310.00 |
| 4610 - Misc. Income | \$357.00 | \$0.00 | -\$357.00 |
| 4700 - Events - Member Paid | \$1,594.00 | \$0.00 | -\$1,594.00 |
| 4900 - Income Hedge | \$0.00 | -\$1,250.00 | -\$1,250.00 |
| Total - Income | \$32,703.81 | \$26,833.00 | -\$5,870.81 |
| Gross Profit | \$32,703.81 | \$26,833.00 | -\$5,870.81 |
| Expense | | | |
| 6100 - Landscaping Reserve | \$1,127.00 | \$1,000.00 | -\$127.00 |
| 6150 - Landscaping/Property Mgmt | \$5,211.00 | \$5,368.00 | \$157.00 |
| 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 | \$4,758.23 | \$1,500.00 | -\$3,258.23 |
| 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 | \$1,444.00 | \$0.00 | -\$1,444.00 |
| 6710 - Events BSIA Paid | \$545.49 | \$1,400.00 | \$854.51 |
| 6730 - Storage Unit Rent | \$420.07 | \$418.00 | -\$2.07 |
| 6750 - PO Box Rental | \$100.00 | \$200.00 | \$100.00 |
| 6760 - Postage and Delivery | \$249.87 | \$500.00 | \$250.13 |
| 6770 - Safe deposit Rent | \$0.00 | \$100.00 | \$100.00 |
| 6800 - Software | \$0.00 | \$330.00 | \$330.00 |
| 6820 - Web Emails Constant Contact | \$588.00 | \$0.00 | -\$588.00 |
| 6830 - State Fees | \$61.25 | \$65.00 | \$3.75 |
| 6900 - Misc. Expense | \$676.81 | \$1,000.00 | \$323.19 |
| 6910 - Office Supplies | \$117.70 | \$300.00 | \$182.30 |
| 6920 - Surveillance Cameras | \$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 |
| Total - Expense | \$22,650.77 | \$23,354.00 | \$703.23 |
| Net Ordinary Income | \$10,053.04 | \$3,479.00 | -\$6,574.04 |
| Net Income | \$10,053.04 | \$3,479.00 | -\$6,574.04 |

\$19,593 – Operating Fund

\$11,218 – Money Market

\$41,217 - CDs