

# Burnt Store Isles Association Board of Directors MEETING Minutes

Approved 7.5.2024

In-Person Meeting Held at Twin Isles Country Club  
June 7, 2024  
Meeting Called to Order at 9:00 a.m.

**Pledge of Allegiance** – Opened the meeting with the Pledge of Allegiance

1 UPDATE – PUNTA GORDA POLICE DEPARTMENT (PGPD) – UNABLE TO ATTEND

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2. Roll Call –

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Officers Present

Bill Page, President  
Lee Brandt, Treasurer  
Charmaine Ponkratz, Secretary

Directors Present

Faith Ferris, Community Standards  
Wendy Heath Brandt, Membership  
Polly Green, E-Communications  
David Elkins, Neighborhood Security  
Bill Courtney, Planning and Past President  
Kathy Martinelli, Special Projects

Other Board and Committee Representatives

Diane Peterson, Newsletter and Directory (not able to attend today's meeting)  
David Elkins – Advertising Sales (excused)

Excused:

Patricia Iorio, Vice President  
Brian Bender, Legal Liaison  
Wanda Daugherty, Social

**A quorum has been established.**

Other Attendees: none

3. REVIEW AND APPROVE BOARD MEETING MINUTES

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It was moved by Wendy and seconded by Faith to approve the Minutes dated May 3, 2024. Motion approved.

4. OFFICERS' REPORTS

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**President – Bill Page**

- Calendar reminder: the **annual meeting is scheduled for November 14**. Bill is in the process of identifying director positions that will be vacated. The secretary’s term comes to an end, and Charmaine is not standing for re-nomination.

**Vice President – Patricia Iorio – no report**

**Secretary – Charmaine Ponkratz - no report**

**Treasurer – Lee Brandt**

Treasurer’s Reports - Lee provided copies of the following reports to the Board:

- **Financial Reports** – Budget vs. Actual May (*See detail at end of these minutes.*)
- **Banking Account Balances** (*See detail at the end of these minutes.*)
- Lee requested that plans be finalized for the **2023 financial review**; Bill P. to coordinate.
- All directors should provide **2025 budget** input to Lee by July 31.

**5. OLD BUSINESS – NO REPORT**

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**6. NEW BUSINESS**

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- **3672 S. Crete paver patio decision** – Bill introduced the matter related to setback rules. After legal council provided guidance to the Architectural Review Committee, it was decided to yield to city precedent and interpretation of setbacks.

**POLICY/PROCEDURE MOTION 2024-001** - It was moved by Bill C., seconded by Lee to add the following clarification to Policy 2020-005: For the purpose of this interpretation this does not apply to sand-based patio pavers and planting areas. Motion carried.

- **Deed Restriction Mailing MOTION** – It was moved by David, seconded by Lee to authorize an expenditure up to \$2,500 to complete the printing and mailing of the deed restrictions to all residents of Burnt Store Isles. Motion carried.

Suggestions for the mailing were made as follows:

- To include the number of the Florida statute under which BSIA operates.
- To update the cover letter.
- To include updated deed restriction interpretations.

**7 DIRECTORS’ REPORTS**

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**Community Standards – Faith Ferris**

- Faith reported that 10 approvals were granted in May and reiterated the importance of residents to **submit applications for any exterior work**, to include roof, painting, fences, windows, plantings, patios and any other items covered by the BSIA Deed Restrictions.

**E-Communication – Polly Green**

- Polly indicated that Joanne Fritz has agreed to process inbound emails while Polly is out of the country.

- The **hurricane checklist** and Charlotte County link to hurricane preparedness will be included in the weekly email. It was noted that there is an emergency operations plan, with important contact phone numbers and email addresses in Annex A of the document, which is posted on the BSIA website: <https://img1.wsimg.com/blobby/go/51fad3d6-03e0-47b1-8f02-fb9011b36e6a/downloads/BSIA%20Emergency%20Ops%20Aug2023%20%20final.pdf?ver=1717600280377>
- **Constant Contact** issues continue. Polly will coordinate a conference call with Wendy and the service provider.
- Suspicious activity on the **BSIA Facebook** page was detected, addressed and removed.
- Joanne made updates to the **membership tab on the BSIA website**.

#### **Legal Liaison – Brian Bender – no report**

- 3907 Madrid Court Roof Update - none

#### **Membership – Wendy Heath Brandt**

- **Current membership is 481**, down from 535 from prior year.
- It was noted that **non-renewals** were separately emailed and did generate a response.

#### **Neighborhood Security – David Elkins**

- David and Faith attended a **community outreach event** offered by the Punta Gorda Police Department at which the Fire Department made a presentation.

#### **Planning – Bill Courtney – no report**

#### **Social – Wanda Daugherty – no report**

#### **Special Projects – Kathy Martinelli**

Kathy reported on the following:

- **Tripoli and Madrid Monument** – the monument repainting and re-lettering are being scheduled.
- **Shredder Day** – tentatively scheduled for April 26, 2025. A new owner of the company has increased prices so Kathy will explore other options.
- **Irrigation on Island Plantings** – the watering time has been extended.
- **Anchor** – Kathy invites any volunteer to join her in white washing and painting the anchor.
- **City Lighting Bases** – the deterioration of the brick bases on the light fixtures near the entrances has been reported to the city and they are scheduling restoration.
- **Vacant Lot Vegetation Debris** – the vegetation debris on the commercial lot at the Monaco entrance has been reported to the city.

#### **Past President – Bill Courtney – no additional report.**

### **8 PUBLISHER REPORTS**

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**Newsletter (published 3 times a year) - Diane Peterson** – Bill P. offered a reminder to submit articles for the next issue.

**Directory – Diane Peterson – no report**

**Advertising Sales - Dave Elkins**

9 GUEST /MEMBER COMMENTS OR ISSUES - NO ADDITIONAL COMMENTS

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10 OTHER TOPICS DISCUSSED PRIOR TO MEETING END - NONE

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11 ADJOURN

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It was moved by Lee and seconded by Polly to adjourn the meeting. Motion carried.

Meeting adjourned at 10:05A.M.

The next Board Meeting is planned to be held on Friday, July 5, 2024

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

Respectfully submitted by Charmaine Ponkratz, Secretary

Notes for BSIA Annual Meeting:

**Bylaw Changes Pending:** Change in director titles, change in address.

Bank Summary – reported at June 7, 2024 meeting – as of May 31, 2024

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	Current Balance
Checking xxxxxx3729	\$ 26,613.43
Money Market xxxxxx3750	\$ 12,770.19
Certificate of Deposit	\$ 40,000.00
TOTAL	\$ 79,383.62

**Burnt Store Isles Association, Inc**  
**Burnt Store Isles Association**  
**Budget vs. Actual**  
**From Jan 2024 to May 2024**

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
<b>Ordinary</b>				
<b>Income/Expenses</b>				
<b>Income</b>				
4100 - Membership Dues	\$21,572.44	\$23,500.00	(\$1,927.56)	91.80%
4200 - New Construction Fees	\$500.00	\$2,000.00	(\$1,500.00)	25.00%
4300 - Directory Ads	\$1,995.00	\$2,500.00	(\$505.00)	79.80%
4350 - Newsletter Ads	\$2,233.20	\$4,500.00	(\$2,266.80)	49.63%
4400 - Interest Income	\$71.06	\$450.00	(\$378.94)	15.79%
4600 - 50/50	\$175.00	\$0.00	\$175.00	0.00%
4610 - Misc. Income	\$35.00	\$50.00	(\$15.00)	70.00%
4620 - Badges - Member Paid	\$40.00	\$0.00	\$40.00	0.00%
4700 - Events - Member Paid	\$1,468.70	\$2,800.00	(\$1,331.30)	52.45%
<b>Total - Income</b>	<b>\$28,090.40</b>	<b>\$35,800.00</b>	<b>(\$7,709.60)</b>	<b>78.46%</b>
<b>Gross Profit</b>	<b>\$28,090.40</b>	<b>\$35,800.00</b>	<b>(\$7,709.60)</b>	<b>78.46%</b>
<b>Expense</b>				
6100 - Landscaping Reserve	\$1,000.00	\$1,000.00	\$0.00	100.00%
6150 - Landscaping/Property Mgmt	\$3,550.00	\$3,550.00	\$0.00	100.00%
6300 - Directory Preparation	\$1,115.63	\$1,250.00	(\$134.37)	89.25%
6350 - Newsletter Preparation	\$1,591.78	\$6,000.00	(\$4,408.22)	26.53%
6400 - Legal Fees	\$1,537.83	\$3,500.00	(\$1,962.17)	43.94%
6420 - Liability Insurance	\$3,096.00	\$2,800.00	\$296.00	110.57%
6500 - Donation Given	\$0.00	\$250.00	(\$250.00)	0.00%
6620 - Badges	\$25.03	\$50.00	(\$24.97)	50.06%
6700 - Events Member Paid	\$950.00	\$2,800.00	(\$1,850.00)	33.93%
6710 - Events BSIA Paid	\$1,075.04	\$2,200.00	(\$1,124.96)	48.87%
6730 - Storage Unit Rent	\$350.28	\$375.00	(\$24.72)	93.41%
6750 - PO Box Rental	\$0.00	\$200.00	(\$200.00)	0.00%
6760 - Postage and Delivery	\$21.30	\$200.00	(\$178.70)	10.65%
6770 - Safe deposit Rent	\$0.00	\$100.00	(\$100.00)	0.00%
6800 - Software	\$0.00	\$100.00	(\$100.00)	0.00%
6810 - Web Data Remote Hosting	\$159.90	\$2,600.00	(\$2,440.10)	6.15%
6820 - Web Emails Constant Contact	\$1,246.08	\$800.00	\$446.08	155.76%
6830 - State Fees	\$61.25	\$65.00	(\$3.75)	94.23%
6900 - Misc. Expense	\$1,304.72	\$1,000.00	\$304.72	130.47%
6910 - Office Supplies	\$0.00	\$100.00	(\$100.00)	0.00%
6920 - Surveillance Cameras	\$77.87	\$0.00	\$77.87	0.00%
6930 - Meeting Room Rent	\$0.00	\$675.00	(\$675.00)	0.00%
6940 - Shredder Day	\$600.00	\$625.00	(\$25.00)	96.00%
6950 - Banners	\$78.93	\$0.00	\$78.93	0.00%
<b>Total - Expense</b>	<b>\$17,841.64</b>	<b>\$30,240.00</b>	<b>(\$12,398.36)</b>	<b>59.00%</b>
<b>Net Ordinary Income</b>	<b>\$10,248.76</b>	<b>\$5,560.00</b>	<b>\$4,688.76</b>	<b>184.33%</b>
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