

# Burnt Store Isles Association Board of Directors MEETING Minutes

DRAFT

In-Person Meeting Held at Twin Isles Country Club  
July 5, 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) – LT. JUSTIN DAVOULT

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- Lt. Davoult introduced the newest member of the PGPD – SpongeBob, a therapy dog.
- The department is honoring the retirement of an officer after 27 years of service. Staffing is down by 5 people. Dispatch is at a critical low. The City of Punta Gorda approved two positions; one on the road and one on the water.
- There were no major incidents during July 4<sup>th</sup> festivities.
- A meeting guest inquired about how to handle late night boaters in the canal, perhaps fishing, perhaps surveilling with a spotlight. Residents are always encouraged to call if activities appear to be suspicious.
- Lt. Davoult highly advised against any citizen group organizing to start a radar gun initiative on their own.
- It was noted that *slow down* signs are popping up throughout the development. The Lt. will check into the position of the City as it relates to signs of this sort in the right of way and get that information to David E.

## 2. Roll Call –

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### Officers Present

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

### Directors Present

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:

Pat Iorio, Vice-President  
Faith Ferris, Community Standards  
Brian Bender, Legal Liaison  
Wanda Daugherty, Social

**A quorum has been established.**

Other Attendees:

Bob Fritz, BSI resident and BSIA member  
Peter Hansen, BSI resident and BSIA member  
Laurel Hansen Phillips, BSI resident and BSIA member  
Connie Higgins, BSI resident and BSIA member  
Ralph McCarty, BSI resident and BSIA member  
Donna Nowak, BSI resident and BSIA member  
Donna Stankiewicz, BSI resident and BSIA member  
Joanne Ziemer, BSI resident and BSIA member

The request to record the Board meeting was denied based on multiple objections by board members.

### 3. REVIEW AND APPROVE BOARD MEETING MINUTES

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It was moved by Wendy and seconded by Polly to approve the Minutes dated June 7 2024. Motion approved.

### 4. OFFICERS' REPORTS

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#### **President – Bill Page**

- Bill reported that the following officers/directors are being contacted to determine recruitment needs: President, Vice President, Secretary, Community Standards, Security at the Annual Meeting.

#### **Vice President – Patricia Iorio**

- Bill reported that new construction applications have slowed, but one has been approved. It is noted that the **check for new construction fees** has not yet been received.

#### **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 June (*See detail at end of these minutes.*)
- **Banking Account Balances** (*See detail at the end of these minutes.*)
- **2023 financial review** update provided.
- **2025 budget** input to Lee by July 31. Lee advanced the consideration of whether the membership fee should be increased. The Board to discuss in conjunction with the budget discussion.

### 5. OLD BUSINESS

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- **Hyperfiber installation** update will be provided at the August BSIA Board meeting. Any information received in the interim will be reported in the weekly email.
- **Annual Meeting** on November 14. BSIA and the BSI Boat Club are both planning to hold their meetings on the same date. Tentative scheduling: BSI Boat Club at 1 o'clock and BSIA at 2 o'clock.

### 6. NEW BUSINESS

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- **Slow down signs complaint** – The Board has received complaints from residents regarding the placement of slow down signs. This matter was discussed with Lt. Davoult, PGPD earlier in the meeting.

Section 18 of the Deed Restrictions was considered. Bill C. will research city sign ordinances and report back during a future meeting. Decision deferred until additional information is available.

- **Political Signs** – It has been the historical precedent and current consensus to allow political signs, consistent with City/County time restrictions.
- **Emergency Operations Manual Update** – David will review for necessary updates.
- **New Storage Facility** – Lee and Bill P. reported that the association’s storage unit has been moved to the facility next to Walgreen’s at a cost savings.

## 7 DIRECTORS’ REPORTS

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### Community Standards – Faith Ferris – no report

#### E-Communication – Polly Green

- Polly reported that there is still an issue with **Constant Contact** when processing online membership. They continue to troubleshoot since it needs to be resolved prior to the annual membership drive.
- She also indicated that the GoDaddy security system has been updated.

### Legal Liaison – Brian Bender – no report

#### Membership – Wendy Heath Brandt

- **Current membership** is 483, down from 535 at the peak last year.
- In response to guest questions/comments Wendy confirmed that the deed restrictions are included in the **welcome bag** to new residents. Additionally, voice was given to the idea that new residents should be made aware that they are not eligible to vote at the annual meeting or participate fully in the association’s activities if they opt not to become a member.

### Neighborhood Security – David Elkins

- David reported that all cameras are working.

### Planning – Bill Courtney

- **All resident mailing of the deed restrictions.** Bill C. provided background that the last deed restriction mailing to all residents was completed in December 2022. The cost estimate for the printing and mailing of a 16-page booklet, with letter, to 1384 addresses in Section 15, will be delivered within the approved amount (see June 7, 2024 minutes.)
- **Burnt Store Coalition.** Anyone interested in following the development on Burnt Store Road is directed to the following: <https://www.charlottecountyfl.gov/departments/community-development/planning-zoning/comprehensive-planning/burnt-store-area-plan.stml>

### Social – Wanda Daugherty

Board members noted the following:  
Fourth of July event was well received.  
July 18 – Ice Cream Social  
August 1 – Library Tour  
August 15 – Escape Room

**Special Projects – Kathy Martinelli**

- **Tripoli and Madrid Monument** – Kathy reported that the monument restoration is nearing completion.
- **Shredder Day** – still tentatively scheduled for April 26, 2025, but vendor options are being considered.

**Past President – Bill Courtney**

- Bill C. requested that Charmaine circulate the **motions that have been passed in previous years**. Post Meeting Note: Charmaine provided Board members with the link to the minutes, motions, policy documents which are archived in BSIA cloud storage.

**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**

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A guest raised serious concern about the Board’s decision to adapt to the City’s standards for approving sand-based paver patios and planting beds. Laurel Hansen Phillips presented the treasurer with an Official Records Request Form. With the recent passage of State of Florida legislation regarding Chapter 720 regulations, it is noteworthy that Burnt Store Isles, a non-mandatory association, was organized under Chapter 617. From the Articles of Incorporation: *This corporation shall have and exercise all rights and powers conferred on corporations not for profit under the laws of the State of Florida which are in effect at the time of filing of the Articles of Incorporation and specifically those powers set forth in Chapter 617, Florida, Statutes, 1979.*

**10 OTHER TOPICS DISCUSSED PRIOR TO MEETING END - NONE**

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**11 ADJOURN**

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

Meeting adjourned at 10:15 A.M.

The next Board Meeting is planned to be held on Friday, August 2, 2024  
The next meeting will be “In-Person” and held at the Twin Isles Country Club.

Respectfully submitted by Charmaine Ponkratz, Secretary

Bank Summary – reported at July 5, 2024 meeting – as of June 30, 2024

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	Current Balance
Checking xxxxxx3729	\$ 23,546.86
Money Market xxxxxx3750	\$ 12,775.09
Certificate of Deposit	\$ 40,000.00
<b>TOTAL</b>	<b>\$ 76,321.95</b>

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

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 - Membership Dues	\$21,710.97	\$23,500.00	(\$1,789.03)	92.39%
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	\$76.94	\$450.00	(\$373.06)	17.10%
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>\$28,234.81</b>	<b>\$35,800.00</b>	<b>(\$7,565.19)</b>	<b>78.87%</b>
<b>Gross Profit</b>	<b>\$28,234.81</b>	<b>\$35,800.00</b>	<b>(\$7,565.19)</b>	<b>78.87%</b>
<b>Expense</b>				
6100 - Landscaping Reserve	\$1,000.00	\$1,000.00	\$0.00	100.00%
6150 - Landscaping/Property Mgmt	\$4,260.00	\$4,260.00	\$0.00	100.00%
6300 - Directory Preparation	\$1,115.63	\$1,250.00	(\$134.37)	89.25%
6350 - Newsletter Preparation	\$3,281.79	\$6,000.00	(\$2,718.21)	54.70%
6400 - Legal Fees	\$1,990.33	\$3,500.00	(\$1,509.67)	56.87%
6420 - Liability Insurance	\$3,164.27	\$2,800.00	\$364.27	113.01%
6500 - Donation Given	\$0.00	\$250.00	(\$250.00)	0.00%
6620 - Badges	\$79.37	\$50.00	\$29.37	158.74%
6700 - Events Member Paid	\$1,105.00	\$2,800.00	(\$1,695.00)	39.46%
6710 - Events BSIA Paid	\$1,075.04	\$2,200.00	(\$1,124.96)	48.87%
6730 - Storage Unit Rent	\$426.24	\$450.00	(\$23.76)	94.72%
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>\$21,047.72</b>	<b>\$31,025.00</b>	<b>(\$9,977.28)</b>	<b>67.84%</b>
<b>Net Ordinary Income</b>	<b>\$7,187.09</b>	<b>\$4,775.00</b>	<b>\$2,412.09</b>	<b>150.51%</b>
<b>Net Income</b>	<b>\$7,187.09</b>	<b>\$4,775.00</b>	<b>\$2,412.09</b>	<b>150.51%</b>