

**BURNT STORE LAKES PROPERTY OWNER'S ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
HELD IN THE BURNT STORE LAKES POA CONFERENCE ROOM
16500 BURNT STORE ROAD, UNIT #102, PUNTA GORDA, FL 33955**

January 12, 2016

CALL TO ORDER, PROOF OF NOTICE and ROLL CALL

President Bob Pietrasanta called the meeting to order at 5:00 p.m. and opened with the Pledge of Allegiance. It was noted that the Meeting Agenda was posted 1/9/16 online and at the kiosk in the Park. In addition, notification signs were placed at the entrances of Saragossa & BSR and Cape Horn & Vincent on 1/7/16. Postings met the guidelines as set forth in the By-Laws. Sandy Funk, Secretary, took the roll call: Present were Bob Pietrasanta, President; Bob Lilley, Vice President; Joyce Punt, Treasurer; Karen Bishop, Bob Beahn, Kate Ihrig and Rick Mathis, Directors at Large. A quorum was present.

Public Input:

Bob Pietrasanta noted that Officer Burke of the Charlotte County Sheriff's Office was scheduled to give a brief talk at the beginning of the meeting. He was not in attendance.

Others in attendance were Ron & Annette Kent, Bill Giandonato, Vic Kapcsos, Rich Elders, Bob Fehr, Dave & Joy Evans, Paula & Michael Short, Patrice Deaton, and Don Cavallino. Bob Pietrasanta asked if anyone would like to speak on a specific Agenda item and when that item is discussed they can address their question at that time. Vic Kapcsos asked to speak on Item #15, Long Range Planning.

DISPOSITION OF MINUTES

Bob Pietrasanta stated that the Minutes of the December 8, 2015 Board Meeting was sent to all Board members electronically. Bob Pietrasanta asked if there were any additions or corrections to the Minutes. . There being none, Rick Mathis motioned to approve the December 8, 2015 Minutes with Joyce Punt seconding. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.*** Bob stated that the Minutes of the October 17, 2015 Annual Meeting Minutes were sent to all Board members electronically. He asked if there were any additions or corrections to these Minutes. There being none, Kate Ihrig motioned to approve the October 17, 2015 Annual Meeting Minutes for the purpose of posting on the website. The Minutes will be posted as "unapproved" until approved at the next Annual Meeting in October 2016. Rick Mathis seconded the motion. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.***

TREASURER'S REPORT

Joyce Punt presented the financial report ending December 31, 2015, the third month into the fiscal year. She noted the cash position as of December 1, 2015 was \$842,936.96. Cash received was \$115,061.19 and included earned interest in the amount of \$146.47. Disbursements for the month of December were operating expenses in the amount of \$69,254.67, reserve expenses \$80.00, and dinner dance \$6,122.43. The cash position ending December 31, 2015 was \$882,541.05. Assessment Receivables were \$192,957.85. The balances in the money markets and checking accounts were noted. The operating expenses for December were approximately \$45,364 more than November. This is due to annual payment for liability, property, D&O insurance, and workman's compensation as well as scanning Association records for permanent retention. In addition, ditch mowing and grate clearing were accomplished over and above the December mowing. The quarterly office rent payment was also made in December. The reserve expenditure was for a Charlotte County tree permit in conjunction with the new Park driveway.

The amount of cash received in December was approximately \$194,000 less than November due to slow down in new assessment collections. Accounts receivable ending December 31, 2015 was down \$108,900 from November.

The current collection rate for the end of December 2015 was 82.8% compared to 80.3% at the end of December 2014 (based on actual assessment and not 2 or more years in arrears plus interest and filing fees). There are a total of 356 property owners out of 3066 billed that have not paid their assessment.

On February 1st, the second billing will have been prepared to send to those property owners who have a remaining balance on their account(s). The second billing will be mailed certified as required by Florida Statute with the exception of the foreign accounts. These do not have to be mailed certified. This notice gives property owners notice that if their assessments are not paid after 45 days of the notice a lien will be filed on the property (March 16, 2016).

As a result of the Calusa Bank being acquired by Achieva Credit Union, office staff asked Geoff Lorah about the soundness of Achieva and his opinion about leaving our funds in this banking institution. In essence, he recommends leaving the funds in the Achieva money market account at the present time.

There being no questions on the financial report, Kate Ihrig motioned to approve the December 2015 Treasurer's Report and send forward for audit. Karen Bishop seconded the motion. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.***

MANAGER'S REPORT – Sandy Funk

Drainage

- Approval was requested to perform swale correction work at Belo Court (Saragossa to Gull Pond). The swale was previously shaped by Scoops; however additional footage needs to be sloped in order to obtain proper flow (864 feet). The base of the swale will be widened to 6 feet and slopes reshaped. Removed material will be placed in the Park. Two quotes were received: Scoops at \$7,250 and C&W Excavating at \$7,500. Bob Reichert would like to award the bid to C&W. It is felt that an additional drainage contractor should be considered for future work to be more competitive as well as general availability for projects. C&W also indicated they may be interested in purchasing a pivotal scraper which will do a better job shaping the swales. A lengthy discussion ensued which resulted in Bob Lilley making a motion to approve the \$7,500 expenditure, however, Bob Reichert is to discuss the problem again with Scoops and ask if he would credit us for the footage done previously. Rick Mathis seconded the motion. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.*** Bob Lilley will discuss with Bob Reichert. It was also mentioned that we may want to develop a list of drainage projects for the year and put it out for bid to Scoops, C&W, etc.
- Megra Court swale is in the process of being corrected by Scoops. This is on the budgeted drainage plan. Property owner at end of cul-de-sac has been dumping yard waste in the swale which further created drainage blockage. A notification letter will be sent to stop the practice.
- Balearic greenbelt swale will be addressed when Megra is completed (by Scoops).
- Sugar & Spice – will not be addressed until the end of March since the water table is too high.
- Stork Lake – Property owner on Acapulco requested clean up (trimming) of vegetation on the east side of Stork Lake. It is overgrown with vegetation. Bob Beahn trimmed previously and will evaluate accessibility and trim if feasible.
- Acapulco Loop – It was reported that cleaning of one of the grates by All Lots on the Acapulco loop resulted in a lot of vegetative debris remaining in the area. This will be reported to Bob Reichert.

Cape Horn Entrance – Gibbs & Register notified us that the County instructed them not to put additional soil and sod in the center island. County was contacted and the decision has been reversed. This will enhance the aesthetics of the entrance until Beautification develops a landscaping plan. Irrigation will also be delayed until plan is approved.

The County has followed up with Gibbs & Register about timing on replacing the broken light at Cape Horn and Burnt Store Road (BSR). No reply as of today. All of the other lights on the south side of Cape Horn are out. This is as a result of the light pole damage. After the replacement pole is installed, conduit and wiring repairs will be made and lights turned back on.

Burnt Store Road – Crossover of Traffic – On January 19th, the County plans to open up the southbound lane of BSR. However, Gibbs & Register need to work on the crossover streets by grading, paving and sodding. It was decided to close all roads at BSR with the exception of Peppercorn and Cape Horn (to be opened again at the end of the day).

Kiosk in Park – It is requested to have the kiosk relocated from the Park roundabout to an outside wall of the Park restroom. Rick explained what he will do to relocate. The Board had no objection.

Deed Restriction & By Law Amendment Notification – According to Florida State Statute, the Association is required to notify all property owners within 30 days that the proposed changes to amend the voting procedures for these documents were approved by the membership along with the recording information in the Charlotte County Courthouse. Blue postcards are being printed and addressed with the notification. Upon receipt in the office (1/15/16), postage will be affixed and then mailed by 1/18/16 (30 day expiration date for notification).

Records Retention – Association records from 1992 through 2014 have been scanned onto blue ray discs and two thumb drives—one of which has been placed in the Regions safe deposit box. Remaining drive and discs are stored in the office. Work was done by “Inside Realm”. Cost was budgeted for 2015-2016.

New Sidewalks – Bid opening held 12/16/15 in County Purchasing office. Bid will be awarded by Commissioners at their January 26th meeting. Pre-construction meeting will be held soon after. Contractor can begin construction 14 days after receiving the purchase order. Construction should start sometime mid to end of February.

Reclaimed Water to Rio Togas Lot 12 – In discussions with CCU, the County has awarded the contract to DM Construction for replacing the water main from Vincent to Nicobar along the east side of Cape Horn. It has been staked and boring work (to be done by others) should begin next week. CU has an agreement with the boring company to bore under BSR and along Rio Togas to Lot 12’s proposed driveway apron as soon as the Cape Horn boring is completed. This should be completed before the end of January. Boring will then be done through the San Edmundo greenbelt to provide an additional water line into Pirate Harbor. Upon completion of the boring on Rio Togas, CU’s crew will finish the installation connections to a 3” meter. CCU will prepare a written agreement between the Association and the County regarding transgressing through the San Edmundo greenbelt in exchange for providing reclaimed water to Lot 12 on Rio Togas (for the purpose of landscaping irrigation).

Miscellaneous Items

- The Annual Report for the Association has been filed with the Florida Department of State, Division of Corporations. The filing may be viewed at www.sunbiz.org (Document #NO232).
- Ultimate Security Alarms, our security company for the office alarm system was sold to Security Alarm Corp. (SAC) effective 11/1/14. Our contract has been honored with no price increase for two years.
- Pavese Law Firm is conducting a “Legal Update Seminar” on 1/21 in Fort Myers. Office Manager will be attending from 8am to 1pm.

LONG RANGE PLANNING (LRP) – Karen Bishop

Park Driveway – Karen Bishop reported that tortoise relocate permit was obtained. Burrow excavation resulted in no tortoises present which saved the Association having to expend \$750/tortoise to relocate. Cost for permit and contractor was \$600. A permit was received (\$80) to either save or remove a tree near the proposed driveway. Banks Engineering staked the driveway for silt fencing, and millings purchased from Gibbs &

Register are on site. Sunland Paving should be ready to begin construction beginning next week with completion expected by mid-February. Coordinating the concrete work needed at the north end of the driveway at the existing shell road is in process. Cost is expected to be around \$1,200. Two stop signs at no cost were obtained from Gibbs and Register that will be utilized in the Park area. Vic Kapcsos reported that he and Bob Reichert installed approximately 1,200 feet of silt fencing. Staking by Banks for the driveway, retention and swale areas need to be done.

Park Sign – Bob Beahn donated his time and money to provide a sign similar to the kayak/canoe ramp for the entrance to the Bear Branch Trail. Several discussions took place with the October Board meeting regarding the construction and wording. Karen stated the wording is not clear. Bob Beahn brought the sign to the meeting for review and discussion. The wording placed on the sign was Bear Branch Creek on first board; Trail on the second, and Park Access on third. The LRP Committee met and recommended the Board adopt the wording as follows: Bear Branch Trail, Property Owners Only, Closes at Dusk (on three separate ‘planks’). After lengthy discussion, Joyce Punt motioned with Kate Ihrig seconding to change the wording to read:

BURNT STORE LAKES
BEAR BRANCH TRAIL
PROPERTY OWNERS ONLY

Bob had added two hanging signs that read: “No Cars” “No Trucks”. LRP and the Board feel that this is acceptable. The placement of the “Heron” bird on the upper part of the sign was found not to work well and has been eliminated. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.***

SAFETY & PREPAREDNESS – Rick Mathis

Rick stated that the CERT sponsored Potluck on January 10, 2016 was well attended with 130 people reserving space. Rick thanked the CERT Team for their efforts.

MECHANICAL & MAINTENANCE – Bob Beahn

Bob Beahn reported that since the engraved lettering on the sign at the kayak/canoe ramp was starting to chip after 5 years, he constructed the multi-use path sign with aluminum wrapped around the boards and painted the lettering instead of engraving. Bob will re-do the wording on the sign as discussed earlier and erected at the entrance to the path with decorative stone.

LAKES WATER QUALITY – Bob Lilley

Bob Lilley reported that a meeting has been scheduled for January 20th with Dr. Serge Thomas from FGCU. Bob will take Dr. Thomas around some of the lakes and have him give us a study proposal which will result in a report and recommendations. A meeting will also be scheduled with Bill Morgan who is a resident in our community who owns an aeration company. Some of his equipment has been installed in our ponds (by others). It is hoped to reduce aeration equipment costs by obtaining directly through him.

Bob also reported that Denny Kunish from Lake & Wetlands (L&W) has left the company. Continuing to work with L&W and we will be monitored their performance closely. Another lake contractor was recommended who is based in Orlando with a satellite office in Fort Myers. Contact will be made with them. We have again requested proof (i.e., GPS) that the fish stocking actually took place. The documents provided are not GPS readings, and the pictures did not show any landmarks that they were taken in the Lakes. L&W paid the fish contractor; however, the Association is withholding payment to L&W pending further investigation.

Karen Bishop left the meeting at 6:30 p.m. for another commitment.

COMMUNICATIONS – Kate Ihrig

Kate Ihrig reported that no CIN messages were sent out since the last Board meeting. A message was sent out through Sunny regarding Burnt Store Road access off Rio Togas to access the Park for Sunday's Potluck. PCI Communications normally publishes our Directory; however, Kate has a call into Seabreeze, who publishes our newspaper, to see if they are interested in printing the Directory. The newspaper is approaching the first year's anniversary and has proven to be very successful. Since many of the submissions are being received late, March's edition will state that the deadlines must be met in order to publish items in a timely manner. New ideas and articles are being solicited.

BEAUTIFICATION & ENHANCEMENT – Kate Ihrig

Kate noted that the holiday decorations were taken down on January 9th. She reported that the Committee still does not have a chairperson. The no one on the existing committee wants to take on the responsibility. It is important to have a chair(s) in order for the committee to function properly. Rick reported that the decorations are being stored in the green container near the Park which is falling apart. Discussion ensued on looking into a replacement of additional one placed next to the existing container. Bob Lilley and Rick will look into a replacement and bring a proposal to the Board.

COMMUNITY STANDARDS – All

Bob Pietrasanta stated many of the roofs have been cleaned and removed from the report. However, several new ones have been added. An uncut lawn reported was removed after discussion with the property owner. Ownership has changed for 97503; therefore a letter will be re-sent asking for compliance. The Perico property is finally being addressed by the owner therefore removed from the fining list for now. At 88704 it was found that a trampoline in the front yard has encroached on the adjoining property. A letter was sent to move it as well as putting the trash can away.

ARCHITECTURAL REVIEW (ARC) – Joyce Punt

Joyce Punt reported there are four projects seeking approval as recommended by ARC. Joyce Punt motioned to approve three (3) new home construction applications at 83706 on Toth Lane, 84809 on Nogales Court, 94315 on Cedar Rapids, and one (1) new lanai cage at 96008 on Butternut Court. Kate Ihrig seconded the motion. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.***

Bob Lilley had volunteered to inspect the 17 new home and garage addition construction for conditions that may need addressing (i.e., clean job site, silt fence in place, dumpster, swales, etc). He found five other construction sites that were not on the list yet. Bob suggested that all builders sign an agreement that they will keep the job sites in a clean condition on a regular basis including keeping the swales free of building debris and checked for proper drainage. The condition of lots and roadway on Watchtower were noted to be damaged by SC Homes. Builder will be contacted. Also, Towles will be notified to repair damage to a lot on Watchtower.

Joyce reported there are 22 projects under construction with 4 still under ARC review, and 6 waiting to be submitted.

COUNTY RELATED ITEMS

MSBU – No Report. The MSBU Advisory Board is scheduled to meet at the end of the month.

SCCC – No Report. The South Charlotte County Coalition (SCCC) is scheduled to meet at the end of the month.

MISCELLANEOUS ITEMS

Bob Beahn reported that he found 8 people illegally fishing on Eagle Lake—most being contractors. Bob will be hosting the February Potluck and will have a DJ. He also requested that attendees should increase the size of their side dish to ensure everyone has sufficient food. Bob Lilley suggested possibly having a side dish contest. This idea will be turned over to the Potluck coordinators.

Bob Lilley also stated that he would like to train a Lakes coordinator to take over after his term expires. He will talk with the Lakes Committee for a recruit—possibly someone who may run for the Board in October where we would have two Board members looking after the Lakes.

Bob Pietrasanta asked office staff for copies of 'signs' to place on vehicles that are illegally parked or trespassing.

NEW BUSINESS

None

ADJOURNMENT

Joyce Punt motioned with Kate Ihrig seconding to adjourn the meeting at 7:00 p.m. ***The motion was unanimously passed with Pietrasanta, Lilley, Punt, Bishop, Beahn, Ihrig and Mathis voting aye.***

OPEN FORUM

No comments.

Respectfully submitted,

Sandra J. Funk, Secretary
To the Board of Directors
Community Association Manager

The next meeting of the Board of Directors is scheduled for **5:00 p.m.** on **Tuesday, February 9, 2016** in the BSLPOA Conference Room located at 16500 Burnt Store Road, Unit #102, Punta Gorda, FL 33955 (Turtle Crossing)

January 18, 2016