

**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**

MAY 23, 2017

CALL TO ORDER, PROOF OF NOTICE and ROLL CALL

President Rob Hancik called the meeting to order at 3:04 PM and opened with the Pledge of Allegiance. It was noted that the meeting Agenda was posted 5/19/17 online and at the kiosk in the park. In addition, notification signs were placed at the four entrances into Burnt Store Lakes on 5/19/17. Postings met the guidelines as set forth in the By-Laws. Sandy Funk, Secretary, took the roll call: Present were Rob Hancik, President; Karen Bishop, Vice President; Bob Lilley, Rick Mathis, Gerry Laxton and Joyce Punt, Directors at Large. Bob Reichert was absent. A quorum was present.

PUBLIC INPUT

There were 10 property owners in attendance – Charles Cheeseman, Ed Morris, Ron Kent, Annette Kent, Bill Giandonato, Chris Peabody, Fred Boland, Dave Evans, Kate Ihrig & Rich Elders. Rob Hancik asked if anyone would like to speak on a specific Agenda item and when that item was discussed, they can address their question at that time. Bill Giandonato asked to speak on #11, Drainage, and #12, Lakes Water Quality.

DISPOSITION OF MINUTES – Rob Hancik

Rob Hancik stated that the Minutes of the April 11, 2017 Board Meeting was sent to all Board members electronically. Rob asked if there were any additions or corrections to the Minutes. There being no corrections or additions, Rick Mathis motioned to approve the April 11, 2017 Minutes with Joyce Punt seconding. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

TREASURER'S REPORT – Bob Reichert

Rob Hancik noted that the operating expenses for April 2017 were approximately \$35,957 more than March. The expenses were normal for the seventh month into the fiscal year except for the purchase of sod for drainage swales and the first seasonal mowing by All Lots. The reserve expenditures totaling \$42,621.37 was \$37,000 for pavilion construction, \$3,835.96 for aeration equipment replacement and \$1,785.41 for purchased of the swing set for the Park.

The amount of cash received in April was approximately \$4,716 less than March due to decrease in assessment collections. Accounts Receivable ending April 30, 2017 was \$21,670 less than March.

The current collection rate for the end of April 2017 is 95.5%, compared to 94.8% ending April 2016. (The collection rate is based on actual assessment and not 2 or more years in arrears plus interest and filing fees, or those on payment plans.) There is a total of 94 property owners out of 2066 billed that have not paid their assessment for 2016-2017. The liens were filed on April 25, 2017 on all past due accounts. A short discussion ensued about ways to collect these outstanding assessments. Rick Mathis motioned to approve the April 2017 Treasurer's Report and send forward for audit. Joyce Punt seconded the motion. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

OLD BUSINESS

MANAGER'S REPORT – Sandy Funk

Tax Sale:

There are two properties both owned by Coastal Palm Properties scheduled for tax sale on July 25th. Lot 87605 on Sol Court owes \$2,513.69 in back assessments and approximately \$2,500.00 in back taxes; and Lot 88007 on Ayson Way owes \$1,853.59 in back assessments and approximately \$2,300.00 in back taxes. There was a discussion on whether to bid on either lot and the Board agreed to bid \$4,000 on each lot with Karen Bishop in disagreement.

Proposal Summary:

In the past, the Board required a Proposal Summary be submitted requesting approval of funds for a project. This procedure has not been followed and it has become necessary to reinstate it. The Board agreed that any project over \$500 needs to submit a Proposal Summary. Immediate projects would get verbal Board approval and need not wait until next Board meeting.

2017/2018 Budget Preparation:

Next year's budget process has begun. Input is demanded from Board members for next year's expenditures as well as committee input. Gerry has reviewed the mowing and landscaping contracts, and they will be sent to prospective bidders this week. A preliminary budget will be prepared for the June Board meeting. There should be a series of budget meetings afterwards to scale down each area of expenditures.

Deed Restriction/By-Law Revisions:

We have received the revised documents from Chris Shields and these have been sent to each Board member. It is suggested that several workshops will be needed to review the revisions in sections.

The attorney submitted his bill for the preliminary work that he has done so far, which was \$10,400. There was \$39,500 budgeted for legal fees and we have recouped \$15,400 through different processes.

Any Deed Restrictions that are to be revised will not apply to existing property owners. This is only to lay groundwork for future residents.

Sandy and Board Members will meet with Pavese Law Firm to discuss what percentage is needed for a quorum to hold an Annual Meeting or Special Meeting.

Kayak Usage:

The Kayak Committee is still working on ordering numbered stickers and registration forms, guest passes, etc. After a review of the past policy on Kayak usage dated 7/10/12, it was noted that any guest vehicles using the kayak launch must have a one-day guest tag issued by the office. This old policy (Policy #12) is also being relooked at for updating.

Oak Tree Transplant Request:

A request has been received from the property owner at 17095 Monza Rd. Two code oak trees were planted on the left side of his house and the owner is concerned about future growth. He would like to move them 15 feet east,

which would put them in the Association greenbelt/swale. This may eventually interfere with drainage and set a precedent. A discussion ensued, and it was determined that moving the trees would not interfere with drainage and can be moved 10-12 feet into greenbelt area and the owner's expense. Bob Lilley motioned to accept Bob Reichert's recommendation of moving the two oak trees 10-12 feet into greenbelt area, with Joyce Punt seconding the motion. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

LONG RANGE PLANNING – Karen Bishop

Field Trip:

The Board of Directors went on a field trip to the Park to decide where to put the new storage shed that will be going up next year. It was decided to put the shed closest to the Pavilions, as recommended by the Long Range Planning Committee, pending permit approval. Rick Mathis motioned to have the location of the shed approved, with Bob Lilley seconding. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

Irrigation & Landscaping Update at Rio Togas Driveway:

The landscaping at the entrance to the park will be completed shortly. Vic Kapcsos to pick up the signed contract and check for \$4,200 from the office tomorrow.

Update on Pavilion Addition:

The pavilion addition is complete and in use. Sod around the perimeter of the pavilion has yet to be laid. The Board thanked Vic Kapcsos for all his hard work in overseeing the project. Summary Proposals to be submitted for the sound system for the pavilion as well as new pavers for the north side of the pavilion.

Mulch for the new swing set area was delivered yesterday at a cost of \$4,663.00. Volunteers are needed to spread the mulch.

Sandy asked Long Range Planning to look at putting pavers, shell base or regrade the access road where the blacktop ends going into the park. They will get prices on this project and submit a Summary Proposal.

A discussion was held on completing the landscaping project on the east side of the front entrance. It was suggested to take the \$125.00 needed for shrubbery out of the Beautification budget.

SAFETY & PREPAREDNESS – Rick Mathis

Rick Mathis reminded everyone that there is a CERT class being held in the Community Room on June 13th thru June 15th. Volunteers are needed to be victims for this training as well as new members for the team. There will also be a Neighborhood Watch meeting on June 7th at 1:00pm for those that want to participate. Rick also mentioned that there is a CERT Training Class on the "211 Call Center" being held at Public Safety Building near the airport on June 9th at 8:30am. They are also looking for volunteers to answer the phones at the center.

PARK STATUS – Rick Mathis

Rick reported that the new pavilion has been completed, and the new grills are being used regularly. Rick asked that the previous order asking for a \$100 deposit on the use of the grills be rescinded, because there is no hot water available to residents to clean the grills. Rick currently is cleaning the grills himself with oven cleaner and power washer after each use. Bob Lilley will order two cases of oven cleaner through the internet to reduce cost. There was

also a discussion of putting in a hot water heater in the storage closet near the bathrooms. The Board will consider this further after all current construction projects are completed in the park. Bob Lilley made a motion to rescind the prior order for a \$100 deposit for grill usage, and to charge a \$25.00 non-refundable fee instead, with Rick Mathis seconding. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

MECHANICAL & MAINTENANCE – Gerry Laxton

Gerry reported that the removal of improperly placed dirt on Lot 14 and shaping of the berm along Burnt Store Road & Rio Togas has been completed. He also noted that the grading of the dirt in the park area from the swale reconstruction has been completed.

He is currently seeking bids from companies for landscaping, mowing, etc. Gerry is also doing miscellaneous inspections on contracted work along with doing minor repairs on mechanical breakage. He is also updating the inventory listing of mechanical items owned by BSL POA.

Gerry is also asking to contract out for bids the removal of pepper trees throughout the community. It is currently being done by four volunteers.

DRAINAGE – Bob Reichert

Sandy reported for Bob Reichert that out of the \$90,600 Budget for this year, \$86,660 has been expended. There is \$40,000 in reserves for cleaning out the finger lakes. C & J Excavating is starting work on the finger lakes, which will use up these reserves. They will be able to complete approximately 14 – 16 finger lakes in this budget.

The Muscat Swale has been completed and the sod is in.

LAKES WATER QUALITY – Bob Lilley

Bob suggested reshaping the finger lakes now that they are mostly dry. He is also going to include in next year's Lakes budget additional funds to remove all the Papyrus and other invasive species of plants around the lakes as a preventative measure. He will also provide figures for next year's midge contract in his proposed lakes budget.

Bob is asking for approval to plant around one aeration unit at a resident's request to block some of the noise. He will use funds from his budget to purchase them (\$150.00).

COMMUNICATIONS – Karen Bishop

Karen noted that to date, we have not been charged by Seabreeze Communications for the mailing of our newspaper since its inception. She suggested that we put aside \$5,800 for possible future postage as our contract with them states.

Karen thanked all the Board member who write articles for the paper. It was also noted how much work Paula Short puts into the paper. The Board all agreed to compensate her with a \$200 gift card, with Kate Ihrig and Karen Bishop offering to highlight Paula with an article in next month's Heron Herald.

BEAUTIFICATION & ENHANCEMENT – Joyce Punt

The Beautification Committee met and voted on keeping the Indian Hawthorne plants at each roundabout and add an additional 10 plants around the Hawthorne plants. They also voted on doing a test planting at the pork chop on

Saragossa using 15 Arbutus and 3 Copper Leaf plants to reflect the front entrance. If this is successful, they will use these plants to replace all the Crown of Thorns in the roundabouts. Mulch will be added between all the oyster grass plants to protect the drip lines from dry rotting. The total cost for the plants is \$794.00, which will come out of the \$2,500 that the Board had previously approved.

They also discussed enhancing the lighting at the front entrance with approval last month to have Solo Electric complete the project. Additional electrical work is needed at the roundabouts as well (next year's budget).

Other issues that still need to be worked on include: 1) Fertilization program for all plants in BSL, 2) Adopt an area group coordination and 3) Enhancing the beautification of the park. This will be coordinated with Rick Mathis.

ARCHITECTURAL REVIEW COMMITTEE – Karen Bishop

Karen stated that ARC recommends approval of ten (10) projects. Bob Lilley motioned to approve the new home plans at 17041 Fuego Lane (Pinnacle Homes), 16889 San Edmundo Road (DM Dean, Inc.), 16211 Cayman Lane (Spozen Homes), 16274 Nogales Court (Harbor Home Builders); three exterior paint and trim projects at 17405 Isaac Lane, Acapulco Club Condominiums, 24460 Rio Togos Road; two well drilling projects at 17294 Butternut Court and 17285 Butternut Court; and a shingle roof replacement at 24333 Penhollow Court. Rick Mathis seconded the motion. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

The remaining items on the report were reviewed. There was a discussion on various situations that are seen on construction sites.

The Board discussed a proposed new building request that involves a stick built home without a hip roof on stilts. The ARC committee recommended approval of this style house being built in the Lakes. The Board wants to further discuss the recommendation of the ARC Committee, and suggests that this "Key West" style house might be better suited on a multi-family lot rather than a single-family lot. It is questionable at this point whether the Board will approve this style of house, and recommends that the owner come before the Architectural Review Committee with more specific plans.

COMMUNITY STANDARDS – Norma Mathis

The items on the report were reviewed. The Board discussed various situations of non-compliance on the report. It was mentioned that homes built before 2004 are "grandfathered" in, and do not have to abide by current landscaping requirements.

COUNTY RELATED ITEMS

SCCC – Rick had nothing to report.

MSBU – Rob stated that their last meeting was cancelled due to lack of a quorum. At the next meeting, the discussion will be on widening the front entrance off Burnt Store Road. The County wants to use MSBU money to pay for this reconstruction. A meeting with the Engineers and the County will be on June 7th to further discuss this issue.

MISCELLANEOUS ITEMS

Nothing to report.

NEW BUSINESS

Sandy informed the Board there is an agreement in place with the Landfill on Zemel Road to take the dirt that is accumulated in the Park at no cost. C & J Excavating will transport the dirt and charge us per load. There was a suggestion made to use the dirt to enhance the berm instead of paying to truck the dirt to the landfill. The dirt is not suitable for the berm due to the sand content.

ADJOURNMENT

Rick Mathis made a motion to adjourn the meeting at 5:27 pm with Joyce Punt seconding the motion. ***The motion was passed with Hancik, Bishop, Lilley, Mathis, Laxton and Punt voting aye.***

OPEN FORUM

A discussion ensued about whether propane tanks need to be buried. The Deed Restrictions state that all propane tanks must be buried; however, the propane companies will not bury the smaller propane tanks, and they must be enclosed with an enclosure shield or landscaping.

Several Deed Restriction questions were asked and answered, as well as the topic of chain link fence removal on new home purchases.

Respectfully submitted,

Deanna Williams

Deanna Williams, Assistant
To the Board of Directors

The next meeting for the Board of Directors will be held on June 13, 2017 at 3:00 pm in the BSLPOA Conference Room located at 16500 Burnt Store Road, Unit #102, Punta Gorda, FL 33955 (Turtle Crossing).