

# Bayshore Windmill Village Association Co-op, Inc.

Clubhouse: 603 63<sup>rd</sup> Ave West, Bradenton, FL 34207

## Workshop MINUTES

Wednesday, 10 February 2016

2:30pm

*Open to Shareholders only.*

1. Pledge of Allegiance, Roll call

Bob Clausen led us in the pledge of allegiance.

President	Marcella Jenkins	X
Vice President		
Assistant Treasurer	Ed Giffin	absent
Treasurer	Karen Waterman	X
Secretary	Lorraine Metivier	X
Director at Large -- Infrastructure	Bob Clausen	X
Director at Large – Architectural/Beautification		

- Quorum confirmed
- Also in attendance, Stacy Brown, BWV park manager.

2. The following is a statement Marcella Jenkins made following the pledge of allegiance and roll-call.

“Before we open the meeting, I would like to bring to your attention a non-agenda item. We, the board, are in receipt (Thurs., 04 Feb) of an inquiry from a shareholder questioning the Reserve portion of our budget.

At this time, we are in discussion with our attorney and CPA. With that said, because we are still gathering information, we cannot put it on the agenda for comments and questions until we learn more facts that we can present to you. Whilst we understand the individual’s concern, we want to be fully transparent and are taking this very seriously.

The board will bring you all the information once we know it.”

3. Nomination of new BWV Board Member

- Marcella Jenkins nominated Ricky Lopez to the BWV Board of Directors.

- Bob Clausen made a motion to accept the nomination of Ricky Lopez to the BWV Board of Directors.

President	Marcella Jenkins	<b>X</b>
Vice President		
Assistant Treasurer	Ed Giffin	<b>absent</b>
Treasurer	Karen Waterman	<b>X</b>
Secretary	Lorraine Metivier	<b>X</b>
Director at Large -- Infrastructure	Bob Clausen	<b>X</b>
Director at Large – Architectural/Beautification		

- Board introduced Ricky Lopez as the new Director at Large in charge of Architectural and Beautification.
4. Roles of our Directors at Large and park manager
- Architectural and Park Beautification: This role will encompass reviewing requests for improvement, violations and the beautification of our park. Ricky Lopez has accepted this directorship.
  - Infrastructure: This role will encompass BWV streets, water, sewer (pumps), buried cables and will also include the retention pond. Bob Clausen has accepted this directorship.
  - To further clarify roles within the park, Stacy Brown will oversee the renovations of our park owned units.
  - When the board interview/hired Stacy Brown as our manager we advised her she will be managing the maintenance personnel. With that said, Stacy is Ramon’s manager. If shareholders have issues they believe are the parks responsibility please call the office. Stacy manages Ramon’s daily work load and will prioritize according to urgency.
  - If shareholders have issues with the maintenance individual or manger Marcella Jenkins is requesting any issues be in writing and placed in her inbox located in the BWV office. Do not approach the BWV personnel with complaints. These types of concerns are private and confidential of which the BWV board will handle.
5. Follow-up from our special meeting dated 03 February 2016 wherein we discussed how to move forward with open lots.
- Action item: Jacobsen fact sheet is completed and has been given to shareholders. If you were not in attendance at the workshop dated 10 February please stop by the office and pick up a copy.

- There was a discussion regarding the placing new homes on our empty lots. Given the feedback the board received, Stacy will move forward offering new homes as one option available to prospective residents. Stacy will be setting up a new home display in the office area.
  - We will not be putting a model on property with park money. This could change but board does not foresee this in the near future.
  - Stacy stated that in the past two days, she had two serious inquiries more interested in newer homes.
  - Website and brochure: Looking at website layouts at the present time. Not a fast process but process is beginning. The old brochure has been given to office as reference for possibly developing a new brochure.
  - Since 22 November 2015 Stacy is now fully set up with both required licenses. Stacy has closed on T-16, H-15, S-10, D-10, HA-21 and J-15. An additional closing, I-12, is scheduled for 29 Feb.
  - There are currently 31 available units in the park – slightly less than average communities. Nine units are park owned (G-8, P-2, C-16, R-15, J-18, B-6, HA-22, J-5 and J-15). Of those park owned units, 5 are available now and 4 are slated for renovations.
6. Old Business: On-going projects.
- Gates: The following is a summary of next steps and timelines received from engineer on 10 Feb 2016.
    - Engineer will set up meeting with Manatee County Planning Staff to discuss project and options. Engineer will utilize sketches prepared and bring aerial photographs for discussion purposes.
    - Engineer will solicit bids from Surveyors to present to BWV for selection. As discussed the surveyor will be contracted directly to BWV.
    - Engineer will prepare summary of staff comments/requirements from the meeting.
    - Engineer will prepare updated sketches of entrance gate areas incorporating staff/client comments.
    - Engineer will prepare Site Plans/Design Intent Details for entrance gate areas for submittal to County. As discussed with BWV, Florida Fence will be coordinating the various permit and construction applications.
    - Estimated Timeline:

- Receive bids from Surveyors: by 17 Feb
    - Meet with County: by 19 Feb
    - Prepare updated concepts: by 26 Feb
    - Survey Complete: by 16 March
    - Plans/Details ready for submittal: by 06 April
    - Receive County Comments: by 04 May
    - Revise plans/respond to County Comments: by 18 May
    - *These dates are only estimates based on prior experience with similar sized projects.*
  - The board stressed to shareholders nothing will be done until we first have permission from county to proceed. Then, estimates will be requested. Once all facts and current information is available the BWV will discuss with shareholders.
  - Several shareholders expressed concern around not being able to “vote” on any project that would cost the shareholders a large amount of money. Action item: This question is being sent to our attorney to clarify.
  - Culvert repair: complete
7. Open Discussion
- Larry Hamm gave a presentation concerning a gift from the church and recreation committee.
    - The Recreation Committee, Church and Women’s Auxiliary would like to install 3 nice benches in concrete by the trees at the pond. Church would like to put in a pathway of Eternal Life made of pavers. When someone is deceased the recreation committee will have name/dates engraved on a paver. The plans are to start at the F Street and go all the way to the palm tree (120 ft. x 5 ft wide). First 30 feet off road will be concrete. Then proceed with approximately 500 pavers. Then another 30 feet on the other side of the pavers where three benches will be installed. (see attachment 1)
    - Project pending a review by Bob Clausen, Director at Large overseeing Infrastructure.
  - Suggestions to add lawn chairs on the outside of the of pool area. Lots of discussion concerning theft and mischief. It was suggested if folks want to lounge around the outside of pool area when the pool is closed they should bring their own lawn chairs and enjoy the sunshine.

## Next Scheduled Meeting

- BWV Board of Directors, Wednesday, 17 February 2016, 3PM *CANCELLED*
- BWV Workshop, Wednesday, 09 March 2016, 2:30PM, BWV Clubhouse
- BWV Board of Directors, Wednesday, 16 March 2016, 3PM, BWV Clubhouse

Lorraine made a motion to adjourn.

Meeting adjourned at approximately 3:40PM

Attachment #1

ROAD

60' 30"

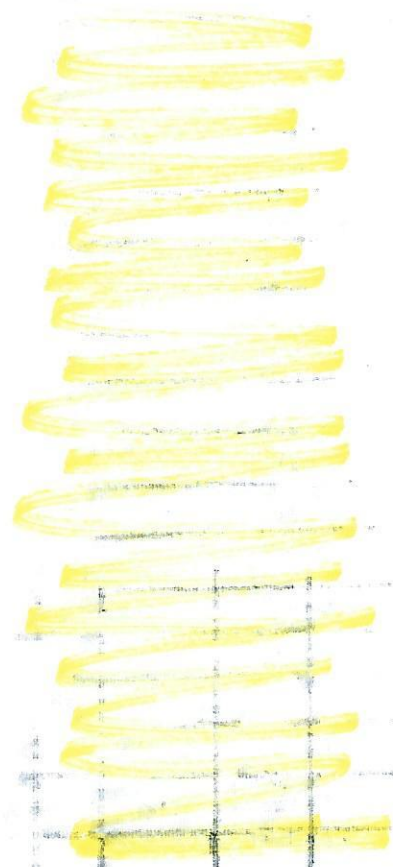
30'

60'

30'

CONCRETE

CONCRETE



16"

Rocks

5/15/12