

Tri-Par Estates Park and Recreation District

Minutes

Board of Trustees - MEETING

OCTOBER 20, 2020

TIME: 7:11 PM

CALL TO ORDER: Chairman Koenig

ROLL CALL:Carol Bryant

PRESENT: In Attendance:Chairman Koenig, Ron Houchin, Toni Borman, Michael Neff,
Laurie Legler, Birdie Bollenbacher, Cynthia Little-Koenig, Dan Via,
Daryle von Holdt

ALSO PRESENT:Lee Morris, Park Manager; Carol Bryant, Meeting Recorder

OPENING COMMENTS – Chairman Koenig opened the meeting and Carol Bryant reviewed the information for viewing on via Zoom.

1. APPROVAL OF PRIOR MEETING MINUTES

- Chairman Koenig asked for approval of prior meeting minutes.
- **Trustee Borman made a motion to adopt the Minutes of the September 21, 2020 Board of Trustees Workshop and Board Meeting, and the September 30, 2020 Public Hearing as presented.**
- **Trustee Neff seconded the motion.**
- The motion carried on a unanimous roll call vote.

2. FINANCIAL APPROVALS

- **Trustee Treasurer Legler** reviewed the September 2020 Financial Report. Park Manager Lee Morris noted that the budget year for 2019/2020 ended on September 30, 2020. Revenues were up one percent and expenses over budget due to legal fees. All other items were within budget. Chairman Koenig commended everyone for staying within budget.
- **Trustee Borman made a motion to approve the September 2020 Financial Report.**
- **Trustee Mike Neff seconded the motion.**
- The motion carried on a unanimous roll call vote.

3. INVOICE APPROVAL

- Chairman Koenig asked for a motion to approve invoices from Persson, Cohen & Mooney, PA for \$2,693.55, Adams and Reese LLP for \$1,357.84 and Kimes Engineering for \$2,000.00.
- **Trustee Borman made a motion to approve the invoices as presented.**
- **Trustee Via seconded the motion.**
- The motion carried on a unanimous roll call vote.

4. FINES and SUSPENSIONS – RESOLUTION and POLICY & PROCEDURE UPDATES

- Park Manager Lee Morris noted that this item has been separated for voting purposes into item 4A for the Resolution and 4B for the updates to the Policies and Procedures.

4A. Adoption of Resolution 2020-04 - 2020 Legislation Penalties and Fines and Procedure

- **Trustee von Holdt made a motion to adopt the resolution of the Board of Trustees of the Tri-Par Estates Park and Recreation District related to penalties and fines for violation of rules and regulations concerning the facilities of the district; providing for severability; providing for conflicts; and providing an effective date.**
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.

4B. Update on Policies and Procedures

- **Lee Morris stated that the below listed policy and procedures will need to be voted on for adoption:**
 - **5.33 – Violation of Deed Restrictions – Property Condition**
 - **5.34 – Fine Levying Procedures and Suspensions**
 - **5.34.1 – Fine Schedule**
 - **5.35 – Lien Processing for Deed Restrictions**
- **Trustee Legler asked if each procedure would need to be voted on separately or voted on as a group. Chairman Koenig stated they would be voted on as a group.**
- **Trustee von Holdt made a motion to adopt the following policy and procedure updates:**
 - **5.33 – Violation of Deed Restrictions – Property Condition**
 - **5.34 – Fine Levying Procedures and Suspensions**
 - **5.34.1 – Fine Schedule**
 - **5.35 – Lien Processing for Deed Restrictions of Tri-Par Estates and Recreation District related to penalties and fines for violations of rules and regulations.**
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.

5. TIKI HUT VENDOR

- **Chairman Koenig asked for comments on the Tiki Hut before taking a vote.**
- **Trustee Via noted that the palm leaves are guaranteed for 90 days.**
- **Trustee Via made a motion to accept the quote to build the Tiki Hut from Big Kahuna Tiki Huts with basic bid of \$22,740.00, permit fees of \$2,500.00, with contingency of \$4,300.00 and total estimated project cost of \$29,540.00.**
- **Trustee von Holdt seconded the motion.**
- The motion carried on a unanimous roll call vote.

6. POOL LIGHTING BID

- **Park Manager reviewed his memorandum regarding the quote for pool lighting required for night swimming. Tri-Par pool did not pass inspection with Sarasota County due to inadequate night lighting at the pool. Bids were requested on this project. Only one vendor responded with a complete quote. Lantern Electric provided a complete quote and it is recommended we award the pool lighting project to Lantern Electric in the amount of \$17,342.00.**
- **Trustee Houchin made a motion to accept the bid from Lantern Electric and to move forward with the pool lighting project.**
- **Trustee von Holdt seconded the motion**

- The motion carried on a unanimous roll call vote.
- Park Manager explained that six (6) aluminum poles need to be installed around the pool. The pool will need to be closed for approximately one day for the installation and project complete within 3 to 6 weeks. Permits costs are included.

7. PARK MANAGER SALARY MEMORANDUM

- Chairman Koenig noted that Park Manager Lee Morris has been at Tri-Par Estates for a year. He has done a remarkable job. We are very fortunate to have a man with his ability and his knowledge to run the park. He has saved the park a tremendous amount of money with his wisdom and ability to work with attorney's, builders and contractors. Chairman Koenig recommended a 3.5% wage increase for Mr. Morris along with one (1) additional PTO day, effective retroactively to October 1, 2020. Chairman Koenig asked for a motion.
- Trustee Houchin stated he believes Lee has done a phenomenal job.
- **Trustee Houchin respectfully made a motion to approve the 3.5% pay increase and one additional PTO day for Park Manager Lee Morris.**
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.
- Chairman Koenig thanked Lee, noting that this percent increase applies to all employees on their anniversary date. Round of applause was given to Lee. Mr. Morris thanked everyone and noted it is a pleasure to work with everyone at Tri Par.

8. UNFINISHED OLD BUSINESS

- Trustee Legler asked for the names of the members of the Compliance Committee Members. Chairman Koenig read the names: April Adkins, Dianne Anderson, Bob Bass, Richard Blankenship, George Lamore, Aura Rasmussen, Dee Sosnowski, Mary Ann Upton, and Bob Wos. Chairman Koenig asked to have copies of the amended policies and procedures available in the office for the Compliance Committee Members and the public.

9. NEW BUSINESS - None

10. PUBLIC INPUT

- Trustee Borman announced that if you have old medication you need to dispose of Dr's Hospital, Sarasota Police Department on Adams, and the North Walgreen's on Tamiami Trail will be accepting old medication this coming Saturday, October 24th.
- Chairman Koenig asked for the date of the upcoming Hazardous Waste Collection at Tri-Par. Carol Bryant noted it will be in early February 2021.
- Trustee Houchin reviewed the ongoing concern with the letter sent out by Sarasota County to some residents regarding sanitary sewers smoke tests. If you received a letter, we encourage you to call Sarasota County before hiring a plumber. The Tri-Par office has emailed and called residents that are still on the list. If you have any questions, don't hesitate to call Park Manager Lee Morris or Trustee Houchin. There were approximately 75 homes on the original list and there are now 30 homes left on the list. Trustee von Holdt encouraged residents to call him if they need help finding individuals to do work at their home.
- Trustee Bollenbacher reminded residents that the Oktoberfest dinner is this Friday, October 23rd. Tickets are available in the office. The next Saturday Coffee will be on November 7th at 9:00 AM. Thanksgiving Dinner will be at Noon on Thursday, November 26th. Tickets for Thanksgiving Dinner will be \$10.00 and will be available at the Coffee on November 7th and in the office.

- Trustee Cindy Little-Koenig announced the upcoming Blood Drive at Tri-Par on Wednesday, November 4th from 8:00 am to Noon at the parking lot outside the Office. All blood donations will be screened for COVID-19 antibodies to find potential convalescent plasma donors. If you are able to donate, there is a significant need. If you donate you receive a coupon for a free pint of Culver's custard!
- Trustee Via reminded residents that there is a waiting list for storage lots. If anyone is interested in giving up their storage lot by the end of the year, please let Trustee Via know.
- Trustee Neff noted there is a Library Committee meeting coming up this Thursday.
- Trustee von Holdt reviewed a recent email scam going out to some Club Leaders and residents in Tri-Par. The scammers are asking for donations from folks in Tri-Par for gift cards for Veterans. There is also a phone scam going around about social security. Do not fall for these scams.
- Trustee von Holdt noted if you need assistance with a County permit, contact Daryle as he has contacts at the County that can help out. He stated he recently had a large amount of fruit picked from a tree in his yard. Please ask permission before taking items from other yards.
- Trustee Legler reviewed the recent email scam, noting that the email may look like it is coming from someone you know in the Park. You should question any email asking for gift cards or donations for Vets. Don't click on the email or any links. Park Manager Lee Morris recognized Barry Grimm for contacting each member on the Club Leaders list to alert them to this email scam.
- Dale Funkhouser – 5226 Tri-Par Drive – appreciates efforts to: purchase new sound systems and keeping communication systems available; the Board of Trustees for volunteering their time; and that parliamentary procedures and Robert's Rules of Order are being followed. Thanked Mr. Morris for the orderly fashion in which business is being conducted. Commended Trustee Via for his research and detail on the tiki hut project. Questioned start date for tiki hut. Trustee Via stated the vendor must get the permits first, it can be constructed in three to four days, and could start in four to six weeks. Mr. Funkhouser asked if there will be fans in the Tiki Hut. Trustee Via stated there are two to three fans included. Mr. Funkhouser asked to be more specific regarding figures and Compliance Committee Members. Trustee Houchin noted there are nine members and five work at a time. The process for working with the Compliance Committee was reviewed.

11. ADJOURN THE BOARD MEETING

- **Trustee von Holdt made a motion** to adjourn the Board Meeting.
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.
- **The Board Meeting adjourned at 7:49 pm.**

This copy of the Minutes of the aforesaid Meeting of the Board of Trustees of Tri-Par Estates has been transcribed for approval by the Board of Trustees at the next called meeting of the Board.