

# Tri-Par Estates Park and Recreation District

## Minutes

### Board of Trustees - MEETING

August 18, 2020

**TIME:** ..... 7:00 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,  
Daryle von Holdt

**Absent:** ..... Dan Via

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

**OPENING COMMENTS** – Carol Bryant reviewed the information for viewing/calling in via Zoom.

#### 1. APPROVAL OF PRIOR MEETING MINUTES

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

#### 1A. HOUSEKEEPING ITEM – Approval of Minutes of the Board of Trustees Workshop Held on December 10, 2019 and the Board of Trustees Meeting Held on December 10, 2019 continued to December 13, 2019

- Carol Bryant noted that with transition of office staff, we want to ensure that these minutes from December 2019 are approved for the record.
- **Trustee Borman made a motion to approve the Minutes of the December 10, 2019 Board of Trustees Workshop and the Minutes of the Board of Trustee Meetings held on December 10, 2019 and December 13, 2019.**
- **Trustee Neff seconded the motion.**
- The motion carried on a unanimous roll call vote.

#### 2. FINANCIAL APPROVALS

- **Trustee Treasurer Legler** reviewed the July 2020 Financial Report.
- **Trustee Borman made a motion to approve the July 2020 Financial Report.**
- **Trustee Neff seconded the motion.**
- The motion carried on a unanimous roll call vote.

### **3. INVOICE APPROVAL**

- Chairman Koenig asked for a motion to approve one invoice from Adams and Leese LLP in the amount of \$6,896.50.
- Trustee von Holdt questioned if depositions are complete. Mr. Morris responded he believes depositions are complete and next deadline is in September.
- **Trustee Borman made a motion to approve the invoice from Adams and Reese LLP in the amount of \$6,896.50.**
- **Trustee von Holdt seconded the motion.**
- The motion carried on a unanimous roll call vote.

### **4. RATIFY BALLOT RESULTS for SINGLE OWNER AMENDMENT and FORMALLY ADOPT the SINGLE OWNER AMENDMENT**

- Chairman Koenig asked if there is a motion to ratify the ballot count as official for the Single Owner Amendment and formally adopt the Single Owner Amendment to Deed Restriction #4. This authorizes the Board Chair and Secretary to sign and file the Certificate of Amendment with the County of Sarasota as required.
- **Trustee Houchin made a motion that the Board of Trustees ratify the ballot count as official, and provide their joinder and consent to adopt the amendment to Deed Restriction #4 as follows:**
  - 4. *Tri-Par Estates is a manufactured (mobile) home community. Each and every home heretofore and hereafter placed or installed upon any lot within Tri-Par Estates shall be used exclusively for residential purposes. No lot may be used for any other purpose, except as may be designated by the Board of Trustees for recreational or other District purposes, without the prior written authorization of the Board of Trustees. Any existing or new mobile home erected on a lot within the District must be owned by the corresponding lot owner.*
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.
- **Chairman Koenig** stated for the record that the ballot vote tally was: 667 Yes votes; 22 No votes; and blank ballots were 9.

### **5. POLICY and PROCEDURE UPDATE for INCREASE in AUTHORIZED PURCHASING LIMITS and INDIVIDUALS AUTHORIZED to MAKE PURCHASES**

- Mr. Morris reviewed the proposed updates to the Policy and Procedures.
- **Trustee Legler made a motion to adopt the changes as proposed to Policy and Procedure Items 3.1, 3.2 and 5.26.**
- **Trustee Borman seconded the motion.**
- The motion carried on a unanimous roll call vote.

### **6. SHORT TERM – RESERVES to GENERAL FUND – LEGAL FEES**

- Park Manager Lee Morris reviewed his memo recommending that the Board approve the Accountant to move money on an as needed basis if the general fund may be low on funds prior to the receipt of assessment monies due from the County of Sarasota in January of 2021. Any funds moved from the reserve funds will be paid back in full. He noted that there may not be a need to move any funds, but approval of this request will provide for moving funds if needed.
- Chairman Koenig noted that this is being done for transparency to ensure that residents and all Trustees are aware if these funds need to be moved.

- **Trustee Borman made a motion to approve the Accountant to move money from the reserve fund into the general fund on an as needed basis. These funds would then be paid back in full to the reserve fund on January 15, 2021 when the assessment monies are due from the County of Sarasota. Trustees will be notified in their mailbox when a transfer occurs.**
- **Trustee Legler seconded the motion**
- The motion carried on a unanimous roll call vote.

## **7. UNFINISHED OLD BUSINESS**

- Park Manager Lee Morris reviewed actions taken to address speeding issues on Tri-Par Drive. The Sarasota County Traffic Unit placed a speed tracking box on Tri-Par Drive for approximately 10 days. We are waiting for their report and will have further details for the Board at the September meeting.

## **8. NEW BUSINESS**

- Trustee Legler asked for clarification for residents calling in via Zoom. Is the same Zoom phone number, meeting ID and password used for each meeting? Carol Bryant clarified that the information changes for each Zoom meeting. The info is posted on our Webpage in the meeting agenda, and also on our Community TV Channel and on our bulletin boards. Carol encouraged any residents with questions regarding the Zoom call-in to reach out to the office at any time for assistance. Trustee Legler asked if all future meetings of the Board will include Zoom for residents to call in. Lee Morris noted that if residents are allowed to attend Board meetings, Zoom will be available for residents to view and listen to the meeting, but there would be no public speaking via Zoom.
- Trustee Bollenbacher asked for an update on the pool renovations and Tiki Hut. Lee Morris reviewed current progress with the engineers and noted that the Tiki Hut will most likely be built first and the pool renovations will begin after April 1, 2021. Chairman Koenig commented that there are no plans to close the pool anytime in the near future.
- Trustee Borman gave an update for residents that the Flu Shot Clinic held at Tri-Par each October has been cancelled for this year. There are other options for flu shots at your doctor's office, Public Supermarkets, CVS, Walgreens, and walk-in medical clinics.
- Trustee Borman reached out to all residents stating she is available at any time if anyone needs someone to talk with or needs assistance, please call her. She noted that we are all in this together during the coronavirus restrictions and she is nearby for all residents.

## **9. PUBLIC INPUT**

- **Dale Funkhouser** – 5226 Tri-Par Drive – noted that the upgraded wall in the Clubhouse looks good. Mr. Funkhouser thanked everyone for the effort put forth for the ballot process for the Single Owner Amendment. Question was asked for clarification that the pool will remain open and that renovations will be put off until April 1<sup>st</sup> of next year? Chairman Koenig responded yes the pool will remain open prior to renovations expected to begin after April 1, 2021. Trustee Legler noted that there have been changes to the laws regarding the pool lighting. Chairman Koenig explained that currently the Tri-Par pool can only be open from dawn until dusk. The pool lighting does not meet Sarasota County code and is being addressed through the bid process to correct the issue and will be voted on at a future Board meeting. Mr. Funkhouser asked how the Tiki Hut is progressing? Mr. Morris noted that purchase and install of the Tiki Hut expected to go out for bid in mid-September and the Board will have to approve that specific expenditure. Mr. Funkhouser asked the Board to consider not paying out too much advance money to contractors to ensure the work is completed. Mr. Funkhouser asked for the status of

pending lawsuits? Chairman Koenig noted that that question will be better answered after a hearing on September 17<sup>th</sup>. Mr. Funkhouser thanked the Board for allowing participation via Zoom.

- Chairman Koenig thanked Park Manager Lee Morris for the excellent job done in putting together the ballot and voting for the Single Owner Amendment. It was done properly and professionally. Thank You Lee.
- Trustee von Holdt noted there are many scams out there with people asking for money. Reminder to residents to not fall for scams and don't give money to those you don't know.
- Lee Morris asked Trustee von Holdt to give an update on lawn mowing services. Trustee von Holdt thanked Ernie Ensign for his many years of mowing lawns in Tri- Par. Due to health reasons Ernie will no longer be mowing lawns here but two other individuals will be taking over for him. Trustee von Holdt and Chairman Koenig wished Mr. Ensign the best.
- Trustee Houchin reminded residents that this is still Hurricane Season. Mr. Houchin will ensure that everyone knows when there are alerts for potential damage in our part of the State and where available shelters are located.
- Trustee Neff reminded everyone that the Library is open every day. In the future, more shelving will be added to the library to make room for additional books. Chairman Koenig noted that the computer that had planned to be in the Library has been moved to the Rec Hall – Room B. The Library did not have a good Wi-Fi signal for the computer and moving it will allow for more space in the Library for books. Plan is to have the computer up and running in the next few weeks.

#### **10. ADJOURN THE BOARD MEETING**

- **Trustee Borman made a motion** to adjourn the Board Meeting.
- **Trustee Neff seconded the motion.**
- The motion carried on a unanimous roll call vote.
- **The Board Meeting adjourned at 7:34 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.*