

# **BLUEWATER BAY MSBU BOARD of DIRECTORS**

## **Public Meeting November 12, 2013**

### **I. Call to Order**

Chairman Joan McCarthy called the meeting to order at 5:30 p.m. Present were Directors, Joan McCarthy, Judy Griffin and Jonathan Tallman. Debbie Stretch was absent. The presence of a quorum was confirmed. Also attending were Steve Boswell, Jim Allen, Jason Connor, Lynne Whittemore, Steve Hall, Scott Musser, Dan Holmes, Felix Beukenkamp, Larry Blameuser and Keith Linde. Representing Bluewater Management Services was Darlane Landsberger, Meredith Collins and Laura Cohen.

### **II. Announcements**

The next regularly scheduled Board meeting will be 10:00 a.m. Tuesday, December 10, 2013, at the Bluewater Clubhouse, 1950 Bluewater Boulevard, Niceville, Florida 32578.

Doug Burgess resigned his position from the Board effective October 10, 2013. Joan McCarthy thanked Doug Burgess for his 10 plus years of service and hard work.

### **III. Approval of Minutes**

Minutes of the October 8, 2013 Board of Directors meeting were reviewed. Judy Griffin made a motion to approve the minutes as submitted. Jonathan Tallman seconded the motion. The motion was approved with a unanimous voice vote.

### **IV. Committee Reports**

#### **A. Financials – Judy Griffin**

Judy Griffin reported that the October financial reports include an expense by vendor detail which helps to understand the date, amount and description of disbursements for services. Also, the FY 2013 P&L report gives the board a good overview of expense activity for last FY year. Management has not received the October audit from the County so no Balance Sheet has been provided. The carry-over from 2013 will be clear when the County has completed the year-end audit. Judy Griffin made a motion to accept the October 31, 2013 financials. Jonathan Tallman seconded the motion. The motion was approved with a unanimous vote.

Judy Griffin reported that Management has revised the FY 2013 Budget to reflect a more detailed income and expense format. The division of the various categories provides an easy to read document and clarifies expenses. The budget remains at the same funding level but is easier to read and is a great tool for future planning. Judy Griffin made a motion to approve the FY 2014 Bluewater Bay MSBU Budget revisions. Jonathan Tallman seconded the motion. The motion was approved with a unanimous vote.

#### **B. Communication – Darlane Landsberger on Behalf of Debbie Stretch**

##### **Website Provider Discussion & Selection**

Darlane Landsberger reported that the following Website Providers submitted proposals for the MSBU Board's review:

**AtHomeNet** – \$780.00 a year or \$65.00 a month or \$600 a year or \$50.00 per month to set it up

**Association Comm** - \$400.00 a year or \$33.00 per month

**Jd Andrews Merts** – submitted a proposal in the form of a sample website. This seems to be the most user-friendly and could be self-maintained. We would host it directly with GoDaddy. \$750.00 one-time charge to build the site; \$120.00 a year or \$10.00 month for GoDaddy; \$50.00 per hour if they maintain the site

**Summary:** Each provider has good qualities and some challenges. The MSBU website can be up and running within 48 to 72 hours with any selection of providers. Our Management company will update the site monthly and provide maintenance. The cost for this service would be \$50.00 a month.

Judy Griffin made a motion to choose Jd Andrews Merts. Jonathan Tallman seconded the motion. The motion was approved with a unanimous vote.

### **Status Report on Bluewater Bay Signage**

Darlane Landsberger reported that Debbie Stretch has begun removing commercial signage within Bluewater Bay. Bluewater Management has been contacting the companies to come to our office to pick them up.

## **C. Community Services – Darlane Landsberger**

### **Review Project Amendments**

Darlane Landsberger reported that the newly revised Project List has been modified to reflect current issues. Several residents have inquired about the proposed “WELCOME TO BLUEWATER BAY” signage. The Board may want to begin the process to complete this special project. No additional sidewalks have been started, Laura Cohen will contact the County to get a status. After the landscape contractor is selected, will review the Master Plan again.

### **Landscape Bids – Public Opening & Distribution to the Board for December 10, 2013 Selection**

Darlane Landsberger reported that three (3) bids were received on the Landscape RFP. The bids will be opened and distributed to the Board for review and be prepared to accept a bid on December 10, 2013. The bids will not be distributed to the general public until after selection. The following sealed bids were received:

Bayou Lawn Services  
Grass Roots Landscape  
Valley Crest Landscape Services

### **Holiday Lighting & Décor Bids – Discussion and Selection**

Holiday lighting bids were requested from three vendors. One comprehensive bid was received from Property Innovations. The other bid from Holiday Lights did not follow the guidelines but presented a bare bones bid with a lot of décor. For several years the Board has discussed upgrading the holiday lights and décor. The use of LED lights would lower the electrical usage and create less future maintenance. Having a consistent and uniform décor for Bluewater Bay will create unity in the community. Special project funds could be used for this season. The contractor will maintain the lights during the season and store the materials. Joan McCarthy reported that her concern is having power issues and that this may bring the proposal cost to be increased. Darlane Landsberger reported the following proposals were received:

**Property Innovations** – \$5,118

**Holiday Lights** - \$1,982.00

Judy Griffin made a motion to accept Property Innovations proposal. Jonathan Tallman seconded the motion. The motion was approved with a unanimous vote.

Darlane Landsberger asked all Board members to please send her the colors they wished to see with the new holiday lighting.

Darlane Landsberger reported that Sheila Dunning of the University of Florida Extension Office did an evaluation of trees within the Bluewater Bay community and marked the trees with tape that are dead or diseased. Judy Griffin made a recommendation to seek proposals to take care of the damaged trees as well as tree limbs and clearing of the right of way on Bluewater Boulevard. Judy Griffin reported that the Board needs to prioritize the trees that will not survive and discuss further at the next meeting. Sheila Dunning was going to attend this evening's meeting, however, she will attend the January Board meeting.

#### **Management – Darlane Landsberger**

##### **Private Sign Maintenance Status**

Darlane Landsberger reported that some of the signs have been painted by Bluewater Management Services. The Tennis Court and the Conference Center signs need to be removed.

#### **D. Community Concerns – Jonathan Tallman**

##### **Cell Tower Status**

Jonathan Tallman reported that there is no new update. The company requested a 90-day extension. Joan McCarthy reported that a couple of committee's are working very hard to stop the cell tower and are sending letters to the commissioners with a recommendation to put it in the State Park.

##### **Magnolia Golf Course Status**

Jonathan Tallman reported that no update yet. Ms. Landsberger reported that the Resort had a meeting with a couple of Bluewater Homeowners Associations to discuss the golf course status. An owner in attendance reported that there have been on-going discussions, however, no details. Another owner in attendance reported that he hopes to see everyone, to include non-associated associations participate in the Gold Card membership.

#### **V. New Business**

##### **Introduction of Applicants for Two Board Vacancies**

Joan McCarthy reported that the MSBU will have two vacant Board positions. The first one that is open for immediate term is Doug Burgess' position, he was elected to serve a four (4) year term and has three (3) remaining years left. The second position is her position which she will vacate on December 31, 2013, this is a two (2) year term and will have one (1) year remaining. The following individuals submitted their candidacy for the vacant positions and all were in attendance and were asked to present a three minute presentation:

Felix Beukenkamp  
Steve Boswell  
Steven Hall  
Dan Holmes  
Scott Musser

Joan McCarthy reported that Steven Hall was chosen to serve the remainder of Doug Burgess's position which has three (3) years remaining.

Joan McCarthy reported that Felix Beukenkamp was chosen to serve the remainder of Joan McCarthy's position which will have one (1) year remaining, effective January 1, 2014.

**VI. Public Comments**

Jason Connor reported that he serves on the Parkwood Place Board of Directors and they wish to change their current sign to one similar to Parkwood Estates. Darlane Landsberger reported that many associations wish to change to monument signs. Judy Griffin reported that this will be discussed again in January along with the landscape plan.

**VII. Adjournment**

A motion to adjourn was made by Joan McCarthy and the meeting was adjourned at 6:46 pm.

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Submitted by: Meredith Collins

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Approved by: Joan McCarthy