

# BLUEWATER BAY MSBU BOARD of DIRECTORS

## Public Meeting December 10, 2013

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

Chairman Joan McCarthy called the meeting to order at 10:02 a.m. Present were Directors, Joan McCarthy, Judy Griffin and Jonathan Tallman, Debbie Stretch and Steve Hall. The presence of a quorum was confirmed. Also attending were Jim Allen, Jason Connor, Felix Beukenkamp, Kathy Dillon, George Sebren, Mike Griffith and Donna Lassiter. Representing Bluewater Management Services were Darlane Landsberger and Meredith Collins.

### **II. Announcements**

The next regularly scheduled Board meeting will be Tuesday, January 14, 2014 at 5:30 p.m., at the Regency Inn, 4755 Highway 20, Niceville, Florida 32578.

Ms. Griffin made a motion for the Installation of New Board Member Steve Hall, this was seconded by Ms. Stretch, none opposed.

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

Minutes of the November 12, 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 November financial reports are provided on an accrual basis and until tax collections are reported by the County, we are operating on the carryover balances from FY2013. Management has a meeting with County Officials next week to clarify the reporting process and confirm the collection of previous year's taxes from parcels in Bluewater. Judy Griffin made a motion to accept the November 30, 2013 financials. Debbie Stretch seconded the motion. The motion was approved with a unanimous vote.

#### **B. Communication – Debbie Stretch**

##### **Website Maintenance & Design Status**

Debbie Stretch reported that we are working on the redesign of the website to make it more user friendly. The goal is to have the site up by January 2, 2014. If residents need copies of minutes or financials, they may contact Bluewater Management Services at 897-9400 or [admin@bwms.gccoxmail.com](mailto:admin@bwms.gccoxmail.com) to receive copies. Ms. Landsberger reported that if any residents wish to submit photos of the Bluewater Bay area, please submit them.

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

##### **Landscape Proposal Selection**

Darlane Landsberger reported that the Board was provided a sheet to rate each applicant. Joan McCarthy reported that she has concern that the proposals are not apples to apples and thinks that a whole year needs to be reviewed, not a nine (9) month proposal. Valley Crest was the only contractor who submitted for a nine (9) month period.

Judy Griffin reported that when she went to the pre-bid meeting a question came up about spraying three (3) feet into the woods. Perhaps that's why Valley Crests bid was higher. Should not look at the overall cost, but what's best for Bluewater Bay.

Darlane Landsberger reported that Grass Roots proposal appears to have an error and recommends striking from the bid process and that the two (2) proposals qualifying are:

Bayou Lawn Landscaping who bid \$171,565 for a 12 month proposal

ValleyCrest Landscaping who bid \$145,401 for a 9 month proposal

Steve Hall asked if Bayou Lawn was asked to submit a nine (9) month proposal and didn't follow instruction. Darlane Landsberger reported that Jim Allen is in attendance today and asked if the Board wishes to address him at this time. Joan McCarthy recommends that the Board re-visit the proposals and evaluate.

Debbie Stretch reported that she did some research and that from the time of October 2012 to October 2013 Bayou Lawn was paid a total of \$238,289.59 for their services. Jim Allen reported that there were several Special Projects that were not part of the annual contract.

Felix Beukenkamp reported that he does not believe that the Board needs to make a decision today, however, does not know the legality. Felix Beukenkamp also reported that as a member of the community and a paying member, not as a future Board member of the MSBU, the landscape proposals should be tabled for one month to ensure all of the numbers are correct.

Steve Hall reported that Bayou Lawn did not submit a proposal within the bid requirements. Judy Griffin said that all contractors had ample time to submit their proposals per the specifications given. Joan McCarthy reported that she thinks ValleyCrest or Bayou would do a great job and that ValleyCrest's labor cost was \$10.00 more per hour than Bayou Lawn.

Judy Griffin asked Jason with ValleyCrest about the weed control within the contract. Jason reported that the three (3) foot encroachment as well as the seasonal color maintenance was included in the proposal which was very extensive.

Judy Griffin asked Jim Allen with Bayou Lawn if he attended the pre-bid meeting. Jim Allen reported he had not and Judy Griffin reported that he was not privy to the additional requests.

Jonathan Tallman reported that the biggest standout with the bids was ValleyCrest, their caliber of their proposal and uniforms, he would support ValleyCrest to represent Bluewater Bay. A homeowner in attendance reported that that was an unfair comparison as the Board doesn't know Kelly Plantation's budget, the same homeowner reported that they have enjoyed Bayou within the neighborhood and that they are extremely responsive to homeowners.

Joan McCarthy reported that the current dues may have to be raised in the future and that they were reduced to \$60.00 annually. Joan McCarthy wishes to table the landscape discussion and selection until January and have the Board look at the whole year (12 months) vs. the nine (9) month bids requested. Judy Griffin reported that the nine (9) month bid was what the Board voted on. Steve Hall asked what the logic was on the nine month bid request. Judy Griffin reported that the Board decided to bid rather than re-new the current contract, this was brought up in September. Steve Hall reported that in a bid process with an RFP, if a noncompliant bid package is received, such as Grass Roots proposal, they should be disqualified. He feels compelled that the

only one that should be accepted is ValleyCrest as they submitted per the RFP, or re-bid the entire process. Joan McCarthy agreed and that it should be rebid with a 12 month term. Jonathan Tallman reported that this can be done next year.

Darlane Landsberger reported that the RFP used was possibly not the best document to use and recommends that with Steve Hall's knowledge with contracts, that the RFP should be re-written for future bidding. She also reported that all contractors had the opportunity to take part in the entire process.

Steve Hall reported that the Board can make a decision and then send to Management for specific criteria to the contractor, recommends rebidding with a full fiscal year prior to October 1, 2014. Steve Hall made a motion to have the Board accept ValleyCrest's bid, subject within their ability to negotiate with Management for the contract to be January 1, 2014 through September 30, 2014, this was seconded by Joan McCarthy. The motion was approved with a unanimous vote.

The Board will revisit the bidding process next year prior to October 1<sup>st</sup>, 2014.

#### **Holiday Lighting & Décor**

Darlane Landsberger reported that the same company, Property Innovations that the MSBU used in the past put up the holiday lighting, they had to replace quite a bit of lights.

#### **Sidewalk Status**

Darlane Landsberger reported that she will be meeting with the county to get additional clarification.

#### **Vehicle Damage and Repair to Roundabout on Bluewater Boulevard**

Laura Cohen contact Bayou once the damage was done and they responded very quickly to remediate. Planting will be going in today. Darlane Landsberger also reported that all projects due for this year should be cued up and also proposes to have a workshop.

Darlane Landsberger proposes having all MSBU meetings at 5:30 p.m.. Will be contacting the Regency to hope to negotiate availability, cleanliness, set up and lighting. If the Board approves, she will set it up. A homeowner in attendance asked if the meetings can be at 7:00 p.m.. Judy Griffin made a motion to have the meetings at 6:00 p.m. monthly. Debbie Stretch seconded the Motion.

Steve Hall reported that he is not happy with the Regency and asked if Management can put together some other alternatives for meeting places. Joan McCarthy recommends the Fire Department on White Point and Jonathan Tallman also recommended the Catholic Church on White Point. Felix Beukenkamp reported he would contact the Catholic Church. Darlane recommends discussing at the January meeting. Motion fails.

A homeowner in attendance asked if the vandalism at the round about was reported to the Sheriff's Department. Darlane Landsberger reported that it was.

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

#### **Cell Tower Status**

Jonathan Tallman reported that the proposed construction of cell tower in the Bay Drive boat storage area will not happen. Judy Griffin asked if there was any new information on the golf course, Jonathan reported no. A homeowner in attendance reported that if you visit the Magnolia Plantation golf course website, there is information listed.

V. **New Business**

**Discussion of Re-Allocation and Job Descriptions for Various Committees**

This will be tabled until the January 2014 Board meeting. Judy Griffin reported that this needs to be revisited and she would like some feedback and asked that all Board members send recommendations to Darlane Landsberger to compile. Judy Griffin also made a motion to have a workshop one hour prior to the next scheduled meeting, this was seconded by Jonathan Tallman, none opposed.

VI. **Public Comments**

A homeowner in attendance from the Turnberry South area reported that the drainage issues need to be taken care of, it looks terrible. Darlane Landsberger reported that it will be addressed.

Felix Beukenkamp reported that he believes the new Board terms are only until the next election. Steve Hall said that is not correct.

The Board thanked Joan McCarthy for her service as this would be her last meeting.

VII. **Adjournment**

A motion to adjourn was made by Joan McCarthy and the meeting was adjourned at 11:10 am.

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Submitted by: Meredith Collins

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Approved by: Joan McCarthy