

# BLUEWATER BAY MSBU BOARD of DIRECTORS

## Public Meeting October 8, 2013

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

Chairman Joan McCarthy called the meeting to order at 10:00 a.m. Present were Directors, Judy Griffin, Debbie Stretch, Jonathan Tallman and Doug Burgess. The presence of a quorum was confirmed. Also attending were Buzz Clarke, Keith Linde, Jim Stacey, Kim Castunitta, Archie Jernigan, Jason Connor, Pat Matthews, Neville Edenborough, Jim Allen and Mike Griffith with the Bay Beacon.

### **II. Announcements**

The next regularly scheduled Board meeting will be 5:30 pm Tuesday, November 12, 2013, at Regency Inn, 4755 Hwy. 20, Niceville, FL.

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

Minutes of the September 10, 2013 Board of Directors meeting were reviewed. Judy Griffin made a motion to approve the minutes as submitted. Debbie Stretch seconded the motion. The motion was approved with a unanimous voice vote. The minutes will be forwarded to the website manager for placement on the MSBU Website.

### **IV. Committee Reports**

#### **A. Financials – Judy Griffin**

Judy Griffin reported that the September 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 vendor report gives the board a good overview of expense activity. The expense for special projects was much lower than anticipated and consideration should be made to expense unfunded but approved projects to FY 2013. The year-end P&L report provides an overview of variances, in percentages and dollar amounts, versus actual and budgeted expenses. We are under budget by \$67,477. A portion of this amount will be carried over for next year. The reason for the difference is because some anticipated projects were deferred or simply did not meet the time line for approval. Judy Griffin made a motion to accept the FY 2013 year-end financials with provisions for the appropriate level of funds, allowed by the County, to carry-over for FY 2014. Debbie Stretch seconded the motion. Motion was approved with a unanimous vote.

#### **Procurement Procedures – Judy Griffin**

A discussion of the use of a procurement procedure took place at the last meeting. An adoption of the procedure should be considered to avoid future bid conflicts. Adoption of a procedure should be based on the County Standard and the attached document reflects this premise. This protects the MSBU board and bidders from any perceptions of bias and promotes a healthy atmosphere for doing business. Judy Griffin made a motion to adopt the Bluewater Bay MSBU Procurement Procedures as amended, effective October 1, 2013 (FY 2014) and to use the document for all future bids. Jonathan Tallman seconded the motion. Motion was approved with a unanimous vote.

**B. Communication – Debbie Stretch**

**Website Consulting Agreement/Replacement**

Debbie Stretch reported that she and Darlane met with Carmen Lau to discuss the service agreement and protocol for servicing the MSBU website along with options for design. It was a surprise to find an outdated program being used to handle the website. The annual website consulting service agreement needs to be renewed with Carmen Lau. The consulting service with Carmen Lau is a necessary function. The MSBU continues to be an important part of the community and access to the website is essential to the future. The agreement includes website content changes, updates, uploading pictures, graphics, charts and files as needed. Receive inquiries from the community on the website, inform BBMSBU representative and post approved answers. Provide a quarterly report of time and subject to the management company. The BBMSBU remains the sole owner of all website content which shall be made available if transferred to a new provider. The basic fee is \$30.00 per hour. Upgrades and special requests are billed on a case by case basis. Carmen suggested moving the web hosting to GoDaddy.com from TotalChoice. The customer support of GoDaddy's is superior to TotalChoice. The Cost for the set up of the WordPress templates is \$2,400, cost for the annual hosting change from TotalChoice to GoDaddy is \$59.88 and the cost for the annual domain name service with GoDaddy is \$7.99 for a total price of \$2,467.87. Debbie Stretch made a motion to change the website program to WordPress, change the website hosting to GoDaddy including the annual domain name service for a total of \$2,467.87 for FY 2014 and an approximate cost of \$68.00 for subsequent years. Judy Griffin reported that this sound expensive and asked if Bluewater Management can maintain the website. Ms. Landsberger reported no, needs to be a professional person who works with the Communications Chair. Need to get off of the current Dreamweaver program, and she believes that the \$2,467.87 is a fair price and it will be minimal once the transition takes place. Jonathan Tallman reported that he is not in favor and the web master does not need to be local. The presented proposal is too expensive. Judy Griffin reported that three (3) bids should be solicited and table this item until the next meeting, all agreed. Joan McCarthy asked, what will happen with the current website maintenance? Ms. Landsberger recommended that the Board give a 30 day extension to Carmen Lau. Debbie Stretch made a motion to extend Carmen's contract. Judy Griffin seconded the motion. Jonathan Tallman opposed. Motion passed.

**Signage Request - Building Homes for Heroes Golf Classic**

The request is for a worthy cause and it should be considered. However, the length of the time may be problematic. We could place the signs close to the monument signs on Bluewater Boulevard at Highway 20 and another at Range Road. Signs on each side of White Point Road, at the Woodlands could probably work well. DOT does not permit any obstruction to the line of sight along State roadways and signs would need to meet the requirement. Pat Matthews reported that the tournament will not happen now until after the 1<sup>st</sup> of the year. No action taken today.

**C. Community Services – Doug Burgess**

Doug Burgess reported on the status of current projects as follows: 2013-6 – Power washing of the monument signs has been completed. Jim Allen with Bayou Landscaping hopes to start the stack blocks this week

**Annual Pressure Washing Bid Review**

Three bids were received on the original RFP which requested 3 annual cleanings. Discussion with BWMS and a re-evaluation of the project resulted in a conclusion that a quarterly cleaning will be needed to prevent deterioration between service periods. BWMS spoke to each contractor and solicited revised bids for quarterly cleaning. Additionally, all of the contractors bid on the street sign post straightening and cleaning in response to earlier discussions. The rates for signs may be prohibitive due to the numbers.

The following bids were received based on the RFP and reflect 3 and 4 times a year cleaning plus street sign maintenance:

BLU BYU Power Washing	3 X \$5,218.96	4 X \$6,425.28	Signs \$15.00 each
Bryan Sentiles Painting	3 X \$7,800.00	4 X \$10,400.00	Signs \$20.00 each
Classic Touch	3 X \$22,500.00	4 X \$30,000.00	Signs \$20.00 each

Doug Burgess made a motion to accept BLU BYU's proposal at 4 X a year, this was seconded by Debbie Stretch. Judy Griffin reported that 3 X a year seem adequate. Jonathan Tallman reported that it's \$1,200 difference doing four times. Motion failed.

Doug Burgess made a motion to accept BLU BYU proposal at 3 X a year at \$5,218.96 and only do the signs at \$15.00 each as needed. Judy Griffin seconded the motion. Motion passed unanimously.

Doug Burgess reported that he asked Ms. Landsberger to speak with the County about straightening the traffic control signs or allow the MSBU to complete the work.

### **Landscape RFP Discussion and Approval**

Revisions to the landscape RFP have been provided and all Board members received a copy and made recommended changes. Ms. Landsberger reported that Judy Griffin made some recommended changes in **green** and Doug Burgess made some recommended changes in **red**. There will be a pre-bid Conference on October 15, 2013 at 10:00 a.m. in the conference room of Bluewater Management Services. Doug Burgess reported that cannot strike the green content unless the excel spreadsheet is amended, Ms. Landsberger agreed. Judy Griffin asked Ms. Landsberger if all bidders can submit six (6) copies, one for management and one for each Board member. Ms. Landsberger asked the Board for a consensus on striking the green content as well as changing the excel sheet. Mike Griffith from the Bay Beacon asked for a copy of the documents as well as the Procurement Protocol, Ms. Landsberger reported she would email it to him. Doug Burgess made a motion to approve the revisions to the Landscape RFP and approved as revised and asked Management to forward to all interested parties, proposals must be received NLT November 8, 2013. Jonathan Tallman seconded the motion. Motion passes unanimously.

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

#### **Cell Tower Status**

Jonathan Tallman reported that he has contacted each of the commissioners and has heard from four of the five. All seemed optimistic in supporting the cell phone tower and really liked the State Park idea. Need a more definitive letter with signatures, it will be helpful. Joan McCarthy reported that yes, individual signage, all agreed. Jonathan Tallman will write and have Ms. Landsberger distribute to each member. Buzz Clarke reported it must be done prior to the next committee meeting.

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

No status was reported on the Magnolia Course. However, the President of Southwind Homeowners Association reported that members approved the purchase of Gold Books which resulted in the Resort committing to keep the Marsh Course open.

### **E. Management – Darlane Landsberger**

#### **Community Observations**

Ms. Landsberger reported that Bluewater Management has only been on Board for one week and already

receiving emails and phone calls.

Compliance with parking is an ongoing problem.

**Reporting Process**

Ms. Landsberger invited residents drop by Bluewater Management Services during business hours 9:00 a.m. to 5:00 p.m. Monday through Friday. They may also send an email or a question to the website. Management will generally respond within 24 hours. Management will do our best to stay on top of items and will work with the county to help with enforcement.

**V. New Business**

Judy Griffin reported that she spoke with Sheila Dunning of the County Extension Office to come and speak at the next meeting. Would like do a walk through Thursday before the meeting at 9:00 a.m. and possibly meet at Bluewater Management's office.

**VI. Public Comments**

A homeowner in attendance reported that her husband made some comments several months ago that the signs were in bad shape. Ms. Landsberger reported that they are County signs, cannot just repair and/or replace, permission must be obtained. Management will seek estimates to paint and rehab the commercial directional signs. A homeowner in attendance stated that she is very pleased with all of the hard work that is put in within the community, it's appreciated.

Buzz Clarke reported that the MSBU is doing a great job.

Joan McCarthy reported that she will be resigning her position from the MSBU effective January 2014. She will be out of the area for several months. Doug Burgess reported that the vacant Board position should be advertised. Mike Griffith reported he can put the notice in the Bay Beacon.

**VII. Adjournment**

A motion to adjourn was made by Joan McCarthy and the meeting was adjourned at 11:15 am.

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Submitted by: Meredith Collins

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Approved by: Joan McCarthy