

BLUEWATER BAY MSBU BOARD of DIRECTORS

Public Meeting March 11, 2014

I. Call to Order

Chairman Steve Hall called the meeting to order at 6:08 p.m. Present were Directors, Steve Hall, Jonathan Tallman, Judy Griffin, Debbie Stretch and Felix Beukenkamp. The presence of a quorum was confirmed. Also attending were Jason Connor, Charlie Bland, Danny Wilcox and James Mills with Valleycrest Landscaping, Mike Griffith, Steve Duresky and James and Jane Rainwater. Representing Bluewater Management Services were Darlane Landsberger, Meredith Collins and Laura Cohen.

II. Announcements

Next Public Board Meeting

The next Public Board Meeting will be held on April 8, 2014 at 6:00 p.m. at the Regency Inn, 4577 Hwy 20 in Niceville, Florida.

Public Comments

Mr. Steve Duresky presented the Board with some documentation from the National Wildlife Federation. Mr. Duresky reported that he has had his yard certified for years and that Southwind is also certified as a “green” community. Recommending this to all of the residents of Bluewater Bay could make the difference on who purchases homes within the community or who does not. The only guideline in acquiring certification is to prove to the Wildlife Federation that you can provide for wildlife within your yard or community. Mr. Duresky also volunteered to help with this project, however, does not wish to lead it and recommends a volunteer step up to educate the community. Ms. Griffin volunteered to research and discuss at the next meeting.

III. Approval of Minutes

The February 11, 2014 Planning Meeting Minutes and Board of Directors meeting minutes were approved with a motion from Ms. Griffin and seconded by Mr. Beukenkamp. The motion was approved with a unanimous voice vote.

IV. Committee Reports

A. Financials – Jonathan Tallman

Mr. Tallman reported that a new expense center for 2014 is the Tax Collectors 2% commission the county instructed Management to reduce the reserve expense to compensate for the \$5,330 annual fee. The result is reflected on the financial report.

The phone service billing was in arrears from 2011. We will pay the balance and the account will be considered closed.

The final County statement has not been provided but the finance manager gave us the information which allowed an in house report to be completed.

The MSBU collected \$18,452.61 in tax revenue in February for a total of \$245,614.91 for the year. There is a balance of \$20,725.09 due from taxpayers. This does not include our reserves and savings. Our expenses for

February totaled \$51,388.60 which included the December holiday lights. Expenses for October through February total \$172,091.50. This does not include the sidewalk project which will come out of our reserves.

I have met with Darlane and reviewed the financials, invoices and check requests for disbursements. Everything is in order. Mr. Tallman made a motion to approve the February 28, 2014 financials for distribution, this was seconded by Ms. Stretch, none opposed.

B. Communication – Debbie Stretch

Website Status

The website status is operational but will need a few updates as we move forward. We recently posted photos depicting the progress on the new Southwind sidewalks along with the renovation of the Woodlands Park. The Parks Department is installing irrigation and new sod and should be finished by next week. We are still looking for volunteers to collect photos of our community for inclusion on the website.

Parks and Recreation

Ms. Stretch reported that Ms. Paige Floyd Hart, Zone 5 Representative for the Citizens Advisory Committee to the Okaloosa County Board of County Commissioners recently attended a meeting to move forward on the installation of the fitness park for our area. The MSBU was asked to provide a sketch for next month's County Commissioners Meeting and hope to get the park approved at that time. Mr. Tallman asked if the fitness park can also incorporate some equipment for children. Ms. Stretch reported that hope to have all design specifics for the next MSBU Board Meeting.

Community Events

Ms. Stretch reported that the Easter Egg Roll is scheduled for Saturday, April 12, 2014 from 9:00 a.m. to 11:00 a.m. to be held at the Woodlands Park. We are still looking for sponsors for the event. There will be four (4) age groups with gift baskets presented to the Top three (3) per age group.

C. Landscape Maintenance – Judy Griffin

Landscape Report

Ms. Griffin reported the following:

- A lot of pruning within the community has taken place
- Painting of the curb and installation of reflectors at the Bluewater Boulevard Circle has been completed to deter drivers from damaging the circle
- Several other areas on Bay Drive coming out of Garden Oaks will be addressed
- The reflectors at Southwind have been removed by the County. We need to find an alternative to bring to the County's attention on replacement to alleviate accidents in that area.
- The posts at the median on Bay Drive need to be replaced, possibly with a different type.
- The tree trimming on the north side of Bluewater Boulevard has been completed and hope to get the south end completed soon.
- Concerned with a lot of the neighborhood homeowners associations that currently just have dirt, would like to clean them up to be more presentable. I recommend tackling a couple each month and Valleycrest has presented the following proposals.
 - Woodlands/Greenwood Cove Roundabout Clean up to remove and dispose of cross ties, clean up vegetation and apply bales of pine straw for a total of \$510.00
 - Woodlands/Greenwood Cove East Roundabout Island clean up to remove unwanted vegetation and grooming of the palmetto and apply bales of pine straw \$275.00

Mr. Beukenkamp made a motion to approve the proposals for a total of \$785.00 using Landscape Other Funds, this was seconded by Mr. Tallman, none opposed.

Mr. Hall recommended creating and installing a sign where work has been done within the community to read “Another Improvement by the MSBU”. All agreed and the signs can be reused for future projects.

Sidewalk Status

Ms. Griffin reported that she and Ms. Landsberger met with Clay Simmons of the Okaloosa County Public Works Department on site at the Southwind sidewalk site due to many calls from the community on drainage issues. Mr. Simmons reported that the drainage will be completed after the sidewalk installation and will include a swale on both sides of the road.

Mr. Beukenkamp reported that on March 4, 2014 he met for 30 minutes with Clay Simmons, P.E. of the Okaloosa County Public Works Department and James Puckett of the County Parks Department (James is managing the labor portion of the sidewalk construction.)

We reviewed the horizontal alignment of the sidewalk in relation to the edge of pavement from Bluewater Blvd. to Dominica Way. The sidewalk for the most part will be aligned more than 2 ft. off the edge of pavement; however, on each side of the intersection of Turnberry Way and Southwind Drive, the sidewalk will need to be located no closer than 2 ft. from the edge of pavement.

We also discussed why the sidewalk was located on the East side of Southwind Drive, vs. the West (lake side) of the road. Grading the area near the water well to conform to the Americans with Disabilities Act would have increased the cost of construction. The width of the sidewalk will be 5 ft.

The sidewalk will be located behind the landscape berm at the intersection of Southwind Dr. and Bluewater Blvd. At the intersection of Woodlands Dr. and Southwind Dr. however, the sidewalk will be located in front of those landscaped berms. Apparently, according to Mr. Simmons, the MSBU will need to remove the retaining wall on these berms.

The solution to the standing water will be for the most part resolved by grading the swales on both sides of Southwind Drive. Grading will take place after the sidewalks are built. There will be one drain inlet added to the intersection of Southwind Drive and St. Andrews. Mr. Simmons believes that with these improvements and perhaps some other minor adjustments to the existing drainage structures at this intersection the standing water problem in this location will be resolved.

Mr. Beukenkamp reported that in 2012 the project was approved in the amount of \$35,723.35, however, it's the county's intent to come in under that figure as the prisoners are performing the work. All of the prisoners are non-violent offenders and are closely monitored.

Mr. Beukenkamp asked the Board for permission to contact the county to use a concrete mix with a fiber mesh, this will increase the project an estimated \$1,000.00, the Board agreed.

Mr. Hall reported while recently signing invoices for payment, he noticed there were several small items that were done without Board permission. Ms. Griffin reported that the small everyday maintenance items do not need approval and Bluewater Management Services scheduled the work as needed. Mr. Hall reported that perhaps Bluewater Management should be notified before scheduling small jobs as they may have a more reasonable contractor to do the work in a timely fashion. Mr. Hall asked Ms. Landsberger for a vendor listing, she will provide to the Board via email.

Mr. Hall asked the Board if \$1,000 is enough for Bluewater Management to be authorized to perform day to day maintenance issues without Board approval. Mr. Beukenkamp reported yes, and if a large emergency expense comes up, then the Board can call an emergency meeting.

Ms. Griffin made a motion to establish a policy authorizing Management up to \$1,000 per expense for day to day maintenance items to be approved with Management and Ms. Griffin, and to be reported and ratified at the next scheduled Board of Directors meeting, this was seconded by Ms. Stretch, none opposed.

Ms. Griffin reported that pressure washing of the curbs and entrances needs to be scheduled and recommends getting separate estimates for review and approval. Mr. Beukenkamp reported that he is against power washing, it makes the concrete rougher which feeds more mold and recommends cleaning with chemicals vs. power washing.

Ms. Cohen reported that the wall on Bluewater Boulevard by CVS has been removed and it looks great.

Valleycrest Report:

Mr. Danny Wilcox with Valleycrest reported that all items that were approved last month have been completed, however still working on irrigation and the following two proposals are submitted for the Board's review.

- There are repairs needed on the controller at Lakeside and Bay Drive. The \$950.00 that was approved and billed in February will be deducted from this billing and the total to replace the rain sensor, raise lower and adjust for coverage, replace inoperable sprinkler head rotors, 1.5" valve to be replaced, replace inoperable solenoids, replace valve boxes 10", wire splice connectors, 1.25" pressure relief valve and brushings, technical service time to troubleshoot will be a total of \$1,377.68.
- An inspection was done at Curacao and repairs for a medium lateral line break, raise lower and adjust heads for coverage, replace broken rotors, 1.5" valve replacement, replace solenoid, replace 10" valve boxes, replace wire connections and timer control modules for a total of \$2,798.36.

Ms. Griffin made a motion to approve the two proposals from Valleycrest in the amount of \$4,176.04 using the landscape other funds, this was seconded by Ms. Stretch, none opposed.

Mr. Danny Wilcox reported that spring application of pine straw is scheduled to be completed. Currently the pine straw is very sparse and should be cleaned up as there is no chance of grass growing in those areas. The Board agreed to allow Ms. Griffin to coordinate with Valleycrest to get completed. The entrance to Gleneagles Drive and the lift station needs to be rejuvenated, Mr. Wilcox recommends adding some grasses with some height. Ms. Griffin reported that the entire area needs to be redone and will discuss at the April Board meeting.

V. Management

VI. Old Business

Meeting Date Change – Tabled until the April Board Meeting

VII. Unfinished Business

VIII. New Business

Adjournment

The meeting was adjourned at 7:20 pm with a motion from Mr. Beukenkamp.

Submitted by: Meredith Collins

Approved by: Steve Hall