

# **BLUEWATER BAY MSBU BOARD of DIRECTORS**

## **Public Meeting June 17, 2014**

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

Chairman Steve Hall called the meeting to order at 6:04 p.m. Present were Directors, Steve Hall, Jonathan Tallman, Debbie Stretch, Judy Griffin and Felix Beukenkamp. The presence of a quorum was confirmed. Also attending were Sandra Adair, Kathy Dillon, Jim Stacey, John & Paula Radke, Jason Connor, Mike Griffith, Danny Wilcox from Valleycrest and Richard Reed. Representing Bluewater Management Services were Darlane Landsberger and Meredith Collins.

### **II. Announcements**

#### **Next Public Board Meeting**

The next Public Board Meeting will be held on July 15, 2014 at 6:00 p.m. at the Regency Inn, 4577 Hwy 20 in Niceville, Florida.

#### **Public Comments**

Ms. Kathy Dillon reported that at the corner of Bay Drive and Highway 20, there is still concrete and asphalt that needs to be addressed from the work that was done. Ms. Landsberger reported that the project is not yet completed.

A homeowner in attendance asked about covenant enforcement. He has lived on Troon West for 35 years and there is no covenant enforcement happening. He reported that he spoke with Mr. Zivan on several occasions on issues. The way the covenants read is that I will have to sue my neighbors to get anything done, can the Board do anything. Mr. Hall reported that the difficulty in Bluewater Bay is that there is no Master Association and that covenant enforcement is beyond the scope of the MSBU Board of Directors. Mr. Hall did report that owners have legal means to enforce within individual neighborhoods. Mr. Hall reported that the developer also has the power to transfer those duties, however, as it stands right now, the MSBU Board is very limited on enforcement.

A homeowner in attendance reported that a sidewalk is needed at Winged Foot Drive and was glad to see it was addressed at the last meeting.

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

The May 20, 2014 Board of Directors meeting minutes were approved with a motion from Mr. Beukenkamp and seconded by Mr. Tallman. The motion was approved with a unanimous voice vote.

### **IV. Committee Reports**

#### **A. Financials – Jonathan Tallman**

Mr. Tallman reported on the May 31, 2014 financials:

We collected \$1,302.08 in tax revenue in May for a total of \$265,533.43 for the year. There is a balance of \$804.57 due from tax payers. Our expenses for May totaled \$30,557.32. Expenses for October through May total \$273,706.44 which includes the \$13,882.06 2014 Reserve Allocation and the \$33,333.36 supplemental contingency allocation. The county will bill the MSBU for the sidewalk construction when completed. The project will be expensed to the reserve

account and will not be reflected in the operating budget. Review the “Expense by Vendor Report” for detailed information on disbursements.

I have met with Darlane and reviewed the financials, invoices, and check requests for disbursements. Everything is in order. Mr. Beukenkamp made a motion to approve the May 31, 2014 financials, this was seconded by Mr. Tallman, none opposed.

**B. Communication – Debbie Stretch**

**Parks and Recreation:**

Ms. Stretch reported that she will be attending a meeting on July 2, 2014 with the county to submit a letter requesting the fitness park.

**Community Events:**

Ms. Stretch reported that the golf course reported that they could do a movie night. We need to get some sponsorships, as it will cost an estimated \$800.00 to have the event. Mr. Hall recommended that Ms. Stretch solicit for volunteers to help her with putting the Movie Night together.

Ms. Stretch reported that the website is fully functional.

**C. Landscape Maintenance – Judy Griffin**

**Landscape Report April 2014**

Ms. Griffin gave the following report:

Downey Tree was on Bluewater Bay South this week and reported a lot of dead trees and braches. The tree removal was already approved at a prior meeting and Downey Tree Services is charging \$1,650 per day.

The soft washing for the block walls was approved prior to have it done three (3) times a year. The entrances are in need of being done with a soft wash at this time and I propose to redirect funds from the block wall line item to task and accomplish. This was approved with a motion from Ms. Griffin and seconded by Mr. Beukenkamp, none opposed.

The plants at the entrance to Bluewater Bay have not yet been planted and Valleycrest will credit what has not been planted. Ms. Griffin asked Mr. Wilcox about moving forward on having the two entrances mirror each other. Ms. Griffin reported that the underbrush on Bay Drive is being worked on by Valleycrest.

Ms. Griffin reported that more pine straw needs to be applied at the traffic circle and Valleycrest submitted a proposal for \$600.00. Ms. Griffin made a motion to approve using landscape other funds, this was seconded by Ms. Stretch, none opposed.

Ms. Griffin reported that Valleycrest on their monthly irrigation inspection submitted the following proposals:

- South Main Entrance of Bluewater Bay, replace damaged nozzle and screen, move, raise, or lower sprinkler head to grade for proper coverage and replace 6” spray, total \$689.50
- Replace damaged nozzle and screen, move, raise, or lower sprinkler heads to grad for proper coverage. Replace 6” spray, replace 4” rotor, add 6” spray for proper coverage, replace broken or missing 10” valve box and replace rain sensor, total \$1,118.50

Ms. Griffin made a motion to approve the above proposals, this was seconded by Ms. Stretch, Mr. Beukenkamp opposed, motion passes.

Ms. Stretch asked what is the problem at Bluewater Boulevard and Caribbean, it seems to flood every morning around 9:00 a.m. Mr. Wilcox of Valleycrest reported that perhaps some roots grew in the line or some freeze damage, he will have it evaluated.

Mr. Hall asked about the Valleycrest monthly audit and maintenance and should the Board budget for more irrigation repairs for the 2014-2015 budget cycle. Mr. Wilcox reported yes, that there are 120 zones of irrigation and miles of plastic piping and it's possible that there will be repairs needed monthly.

Mr. Tallman asked if planting at the south entrance of Bluewater Boulevard will be done. Ms. Griffin reported no, the concrete is still being worked at this time.

Ms. Griffin reported on several other items that Valleycrest recommended. They submitted a proposal to redo all of the irrigation in front of the Bay Drive entrance on the west side, not getting enough irrigation in the amount of \$2,738.00. Ms. Griffin made a motion to approve, this was seconded by Ms. Stretch, Mr. Beukenkamp, Mr. Tallman and Mr. Hall opposed. Motion dies.

### **Landscape RFQ for Distribution:**

Ms. Griffin reported that all Board members received a copy of the Landscape RFQ at the last Board meeting for review. It was reported that the Manager is responsible for soliciting and doing the pre-bid meetings. Ms. Griffin recommends giving all of the landscape contractors thirty (30) days to submit a proposal after the pre-bid meeting. Mr. Beukenkamp reported that if a contractor does not attend the pre-bid meeting, they will be disqualified, it should be a mandatory requirement that they attend.

Mr. Hall reported that Section 5E, Typical Weather Cleanup, Contractor shall be responsible for removing all debris deposited along curb side by Owners on day of lawn service in bold, was this added. Ms. Griffin reported that this is a homeowner responsibility and she will edit the content. Ms. Griffin put emphasis to all in attendance to please not leave yard debris on the right of way, it will NOT be picked up. The MSBU has paid to have it removed from the big storm in April. Mr. Beukenkamp recommends allotting an estimated \$5,000 for removal, Mr. Hall recommends putting a supplemental cost associated with debris removal. Ms. Griffin will edit the RFQ. Mr. Hall asked about Section 9A in the RFQ, Irrigation Inspection and Management. Ms. Griffin reported that yes, an audit on the irrigation would need to be completed within the first fifteen (15) days of Commencement of Contract. Mr. Hall asked if this is just a Scope of Work to be submitted to the landscape company. Ms. Griffin reported, yes, which will accompany a cover letter with all of the deadline dates. Ms. Griffin made a motion to approve the RFQ as amended, this was seconded by Ms. Stretch, none opposed.

Ms. Stretch made a motion to have Management move forward on putting together the timeline, this was seconded by Mr. Tallman, none opposed.

Ms. Griffin also reported that ordering a digital map has been discussed at several meetings and that Brad Davis submitted a proposal for \$3,500, this needs to be accomplished. Mr. Griffin reported that recently Mr. Beukenkamp highlighted some areas of trees that need to be trimmed, she believes these are the Golf Course trees, however, if we had a map, we would know exactly what we are responsible for. Ms. Griffin made a motion to approve the Brad Davis proposal in the amount of \$3,500, this was seconded by Ms. Stretch, none opposed.

### **Sidewalk Status Report:**

Mr. Beukenkamp reported that delays with the weather a labor have put the project behind. The crew hopes to have the work cleaned up in the next couple of weeks. Mr. Beukenkamp reported that he spoke with the county and the Winged Foot Drive sidewalk project will be the priority for the next fiscal year.

### **Management Report:**

Ms. Landsberger reported that Megan worked on the website and got all of the documents loaded in a timely fashion. Ms. Landsberger introduced Christoph to all in attendance and reported that he has been very visible within the community.

Christoph reported that all of the tree trimming discussed at the last meeting has been accomplished. Mr. Hall asked about the sign audit, Christoph reported that it is being worked on.

Mr. Beukenkamp reported that Mr. Tiehart was at the last Board meeting and reported on the flooding from all of the recent rain. Mr. Beukenkamp spoke with Clay Simmons with the County as well as Mr. Ziven, however, the issue is still unresolved at this time.

**V. Old Business**

**VI. Unfinished Business**

**V. New Business**

It was discussed that there will be two (2) seats up for re-election, Ms. Stretch and Mr. Beukenkamp's positions will expire. The two seats elected will serve a four (4) year term.

**Adjournment**

Management will send some alternative dates for another Budget Workshop and Board meeting to the Board of Directors. The meeting was adjourned at 7:42 pm with a motion from Mr. Hall.

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Submitted by: Meredith Collins

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Approved by: Steve Hall