

**BLUEWATER BAY MSBU
BOARD of DIRECTORS**

**Public Meeting
July 15, 2014**

I. Call to Order

Chairman Steve Hall called the meeting to order at 6:02 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, Libbie Gradolph, Dick Smith, Jane Rainwater, Charlie Bland with ValleyCrest Landscaping, and Marcia Sanders with the Bay Beacon. Representing Bluewater Management Services were Darlane Landsberger, Megan Alford and Christoph Landsberger

II. Announcements

A. Next Public Board Meeting

The next Public Board Meeting will be held on August 19, 2014 at 6:00 p.m. at the Regency Inn, 4577 Hwy 20 in Niceville, Florida.

B. Public Comments

Mr. Hall opened up the floor for audience comments.

Ms. Libby Gradolph, living at the corner of Woodlands and Southwind, reported that there has been a problem with the pond water overflowing during heavy rains. She wanted to know who was responsible for the pond area. Ms. Stretch stated that the Bluewater Bay Resort is responsible for maintaining the ponds. Ms. Gradolph reported that she contacted the Resort and they claimed they are only responsible for the golf course areas. She also reported that the drainage is not working for the roads or golf courses. The drainage is clogged and no one seems to know who to contact or what to do to get it fixed. Ms. Stretch stated that the drainage issue was brought up in a January meeting and it was determined that the area is outside the service area of the MSBU. Only the County right-of-ways are the responsibility of the MSBU. The Resort handles everything else except the roads. Ms. Stretch recommended the neighborhood form a group of homeowners to meet with Bluewater Bay Resort to resolve the problem.

III. Approval of Minutes

The June 17, 2014 Budget Workshop Meeting Minutes were unanimously approved with a motion from Mr. Beukenkamp, and a second from Ms. Stretch.

The June 17, 2014 Board of Director Meeting Minutes were approved with a motion from Ms. Stretch and a second from Judy Griffin.

Mr. Beukenkamp asked for the following changes before voting to approve the June 17, 2014 Board meeting minutes.

- Page 3, under Sidewalk, before the second sentence, it needs to be changed to: *The Crew hopes to have the work cleared up in the next couple of weeks*
- Page 3, under Sidewalk, strike: *Ms. Landsberger reported that the elevated sidewalk was being worked on today.*
- Page 4, Correct spelling: Mr. *Tiehart*

Motion approved as amended, none opposed.

The July 1, 2014 Budget Workshop Meeting Minutes were unanimously approved with a motion from Ms. Griffin and a second from Mr. Beukenkamp with the following revisions.

- Page 4, bottom of page: *What is water and sewer charge for, not why it was so high.*
 - Ms. Griffin stated that Ms. Landsberger reported that it was for irrigation and did not involve a sewer charge.

The July 1, 2014 Board of Directors Meeting Minutes were unanimously approved with a motion from Ms. Griffin and a second from Ms. Stretch after the following revisions from Mr Beukenkamp.

- Page 2 at top of page: He did not recall making a motion to approve the five percent annual assessment.
 - Mr. Hall recalled discussion, it was decided that after discussing the increase that the \$14,742 would be allocated to funding the master plan.
 - Ms. Landsberger stated that the motion should read: *Mr. Beukenkamp made a motion to use the additional \$14,742 for funding the master plan.*

IV. Committee Reports

A. June Financials – Jonathan Tallman

Mr. Tallman stated that management provided a cash basis report to provide a better tool for the Board and the following June 30, 2014 financial issues were discussed:

- Collected a total of \$4,816.11 of tax revenue for a total of \$270,349.54 for the year.
- There is a positive balance of \$4,009.54 over budget revenue collected from tax payers.
- Expenses for June 2014 only total \$6,009.75 because of late pay out from county. Expenses from October through June totaled \$222,260.80 not including allocations for the 2014 reserves supplemental contingency. The county will bill the MSBU for the sidewalk construction once completed. The project will be paid from reserve funds and will not be reflected in the operating budget.

Ms. Griffin stated that the Valley Crest invoice was not paid for June 2014, which is why the expenses for June were low. Ms. Landsberger reported that the processing of the invoice took longer than expected. The June 2014 invoice was paid by the County on July 2, 2014. No allocation method is used to accrue services. Reports are based on actual payments from the County.

Mr. Tallman reported that the 2015 budget was submitted to Okaloosa County but was rejected because revenue should reflect the County policy allowing up to a four (4%) percent discount rate for early payment. Ms. Landsberger stated that they would allow the budget revenue income to reflect up to 97% of the actual tax revenue which resulted in some expense adjustments.

Mr. Tallman reported that changes include revenue, website maintenance fees, advertising, landscape irrigation, common area enhancements, and the supplemental reserves.

Mr. Hall asked if the budget revision was approved by the Clerk's office or by a coordinator. Ms. Landsberger stated that it was approved by a coordinator, and it just needs to be approved by the Board. Budget revisions can be made in early September if there are changes on the landscape service contract.

Ms. Griffin made a motion to approve the amended 2015 budget that accepts the revenue revisions based on the Clerk of Courts recommendations for the required margins. Ms. Stretch seconded.

Mr. Beukenkamp asked about water under expense utilities. He wanted to know why it has been increased. Ms. Landsberger stated that it is based on the actual 2014 rate. Ms. Griffin wants to know what the public water is being used for. Ms. Landsberger stated that management will look into it. Mr. Hall stated that there are specific bills, one is for common area, which does not specify exactly where. Mr. Hall reported that with all the new attention to maintenance and upkeep to irrigation systems there might be savings. Mr. Beukenkamp asked about investing in a well. Ms. Griffin stated that it would be a good idea. Mr. Hall stated that any irrigation concerns need to be passed along to staff to get facilitated.

Motion approved as amended, none opposed.

B. Communication – Debbie Stretch

Parks & Recreation

Ms. Stretch reported that she went to a July 2, 2014 Parks & Recreation meeting where they voted to approve a park at the Woodlands. The proposal will be presented to the County Commissioners, soon. Everyone was encouraged to write to their County Commissioner telling him how much the park is needed and wanted by the Bluewater Bay residents.

Ms. Griffin asked if equipment is being added to existing park. Ms. Stretch reported that additional equipment will be added and a plan will be sent for the MSBU Board to review.

Community Events

Ms. Stretch reported:

- There was only one inquiry about sponsoring movie night. It was from Biffy's By the Beach. They volunteered to provide cups, spoons and sprinkles. Ms. Stretch asked if the Bay Beacon could help spread the word.

- Ms. Stretch asked if the Bay Beacon could write an article encouraging residents to email their County Commissioner supporting the park at the Woodlands.
- New internet site called: Next Door. It has been being used for communications for MSBU, trying to update community with MSBU happenings, referencing Facebook page and the website.

Ms. Stretch reported about the number of signs all over Bluewater Bay. With elections coming up and election signs being displayed in many neighborhoods a firm policy needs to be enacted. Ms. Griffin suggested the signs be removed from the County right-of-way. The existing policy clearly states that signs are not allowed on the right-a-way. Mr. Hall stated that he has seen garage sale, open house and real estate signs all over Bluewater Bay. Ms. Stretch stated that only open house signs have been approved to stay up over weekend but must be taken down Monday morning. Mr. Hall requested to not allow signs to be put up on the point of the flower beds at Bluewater Boulevard. Ms. Stretch recommended supporting a monthly or quarterly community garage sale for Bluewater Bay to eliminate garage sale signs. Ms. Griffin stated that it should be put up on “Next Door” website and see what residents have to say about it. Mr. Hall requested putting the information on Facebook and that the funding for signage should be included in Master Plan portion of the budget.

Ms. Stretch stated that it was reported to her that cars are speeding around Chantilly Lake where there are a lot of children playing in the area. Children at Play signs have been requested and is the County responsible. Ms. Griffin reported there are a lot of new families that have moved-in and they may not know about ordinances regarding signs, but it needs to be investigated. Ms. Griffin stated that if signs are only put up at Chantilly, then people are going to want signs on their street. Mr. Tallman reported on a portable sign with flags for parents who are worried about their children playing along roadways. Parents could purchase the signs. The children can put them out when playing and when they are done then can pick them up and take them inside the house. He thinks it is a good idea, because those signs catch people’s attention. Mr. Beukenkamp stated that cones could be put out instead of a sign. Mr. Hall stated that the website could be used to get the word out about the using cones and signs for children playing.

C. Landscape Maintenance – Judy Griffin

Landscape Report

Ms. Griffin reported that the tree trimmers have been removing trees on Bluewater Boulevard. It will be a different look, more like a park rather than a forest. The reason to remove trees is to let sunlight in, allowing them to thrive. Valley Crest is doing a lot of underbrush clearing along the right-of-ways of Bay Drive to give the area a neater appearance.

Sidewalk Status Report

Ms. Griffin reported that the berm along the Southwind Drive sidewalk at Woodlands is starting to erode. The recommendation is to reinstall the blocks and build it up, so that soil over time does not erode and ruin the sidewalks. Ms. Griffin volunteered to recommend a plan at the next meeting.

Wildlife Federation Update

Ms. Griffin gave an update on the Wildlife Federation application status which would allow Bluewater Bay to be designated as a wildlife community. The process is very difficult when trying to make a

payment to complete the application. She is researching a way to facilitate the process through the Federation and will report the outcome at the next meeting.

Landscape Architect RFP

Ms. Griffin discussed the possible approval of hiring a landscape architect. She recommended advertising a request for proposal (RFP) which would allow the Board to select a contractor based on the various factors. Mr. Beukenkamp asked if the Board wanted to seek submissions from licensed architects or a landscape professional not licensed as an architect. Ms. Griffin stated that the RFP can request detailed information on the individual or company experience and would like to see samples of their work before approving anything. Mr. Hall asked if she wanted an on-call architect or one who will be the go-to person. Ms. Griffin stated that she wants one person who will be able to see the whole project through. The architect will have to work in phases, due to budget constraints. Mr. Hall would like to see an adaptation with an hourly fee and number of hours to be worked. Ms. Griffin stated that she talked to Brad Davis and he suggested using aerial pictures from Google Earth. The pictures can then be used to draw a map, providing a plant palette and planting locations. She also stated that the master plan will take care of the areas that need to be renovated, such as the main entrances, help to improve the monument signs and redesign the plant beds. Ms. Stretch would like for the architects to attend a meeting or workshop and talk with the Board. Mr. Hall stated that he still favors the idea of giving a proposal or scope of work, meeting with the Board and allowing the architect to propose various ideas. Mr. Beukenkamp stated that the Board can ask for a rate structure and a portfolio. Ms. Griffin wants the RFP to ask for creative vision, restructure and the ability to provide a presentation at a public meeting. Ms. Griffin volunteered to write the RFP and would like everyone on the Board to review the RFP before it is published.

Master Plan Update

Mr. Beukenkamp discussed the update on the master plan. He stated that he has received written proposals from two engineering firms. He requested a proposal for an electronic map and a printed version of a map of the MSBU boundaries and right-a-ways. One proposal came in at \$2,800 and the other at \$4,300. Ms. Griffin reported that the one requested from Brad Davis was for \$3,600.

Mr. Beukenkamp made a motion for notice of set qualifications to be submitted by next meeting from contractors. Ms. Griffin seconded. None opposed.

Mr. Beukenkamp reported that at the end of Bluewater Boulevard by Range Road the sign needs to be moved closer to the street and the plants need to be trimmed lower.

Ms. Stretch asked about the plants by the monument side by CVS. Mr. Landsberger reported that there was an irrigation issue and replacement plants will be coming within the week.

D. Management – Darlane Landsberger

Ms. Landsberger reported the pre-bid landscape meeting was very successful. There were multiple representatives present from each contractor which included Bayou Lawn, Grass Roots, Valley Crest, Russell Landscape and Dogwood. The meeting did not last long, all representatives had read the bid package and came prepared. Ms. Griffin stated that everyone in attendance was very upbeat and that they all know the timeline and when everything needs to be submitted. Ms. Landsberger stated that she will send out email reminders to all contractors regarding the deadlines:

- August 01, 2014 Sealed bids are due no later than 4:00 pm.
- August 08, 2014 Sealed bids will be opened at a 6:00 pm, public meeting.
- August 19, 2014 Proposals will be discussed and a contractor selected
- August 26, 2014 The three year contract beginning October 1, 2014 will be executed.

V. Unfinished Business

Christoph Landsberger reported:

- The work on Hwy 20 should be completed by Sunday night, contingent on the weather. The crew will be working at night.
- He is talking to Clay Simmons with Public Works about replacing the old traffic signs.
- Community sign repairs
 - St. Andrews sign meets the criteria for repair by the MSBU
 - Lido Village sign is beyond repair and needs to be replaced. A policy needs to be adopted which outlines a definition of what is classified as “beyond repair”. In this case the neighborhood residents must fund the replacement. It is not the responsibility of the MSBU.

Mr. Hall discussed the adopted sign policy, which was done many years ago, and provides the criteria that states that the MSBU maintains certain signs in Bluewater Bay. There is a list of locations of the signs and surveys of associations who maintain signs and commercially maintained signs.

Mr. Hall reported that the replacement or repair of the Lido Village Sign will be tabled and discussed at the August BOD meeting.

VI. Adjournment

The meeting was adjourned at 8:05 p.m. with a motion from Ms. Griffin.

Submitted by: Megan Alford

Approved by: Steve Hall