

**BLUEWATER BAY MSBU
BOARD of DIRECTORS
Public Meeting
January 20, 2015**

I. Call to Order

Vice Chairman Felix Beukenkamp called the meeting to order at 6:00 p.m. Present were Directors Judy Griffin, Debbie Stretch and Jonathan Tallman. Steve Hall will be attending a little late. The presence of a quorum was confirmed. Also attending were Chris & Jane Olsen, Betty Severino, Kathy Dillon, Mike Griffin with the Bay Beacon, Tammy Robbins, Kelly Humphrey with the Northwest Florida Daily News, Steve Pearce, Jason Connor and Danny Wilcox with Valleycrest Landscaping, Mary Tiaht, JVO Weaver, William Cooper, James Buchanan, Robert Grigsby and Kris Snyder. Brad Davis, Landscape Architect was also in attendance. Representing Bluewater Management Services were Darlane Landsberger and Meredith Collins.

II. Announcements

A. Organizational Meeting:

Ms. Stretch, Communication Chair, reported that the current MSBU Board of Directors are:

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| 1. Seat One (1) | Judy Griffin – Term 2012-2016 |
| 2. Seat Two (2) | Felix Beukenkamp – Term 2014-2018 |
| 3. Seat Three (3) | Steve Hall – Term 2012-2016 * |
| 4. Seat Four (4) | Debbie Stretch – Term 2014-2018 |
| 5. Seat Five (5) | Jonathan Tallman – Term 2012-2016 * |

*Steve Hall replace Dale Blanchard, upon resignation and will serve out his four-year term

*Jonathan Tallman replaced Doug Burgess, upon resignation and will serve out his four-year term

Ms. Stretch distributed Board of Director books to each Board member, which includes the County Ordinance, By-Laws, Roberts Rules, Sunshine Statute, etc. and reported that no Board member has more authority than another and may not act without Board approval.

Board members may not discuss or make decisions, outside a public meeting, on any agenda item.

Communication with news media should be factual.

An attorney should be retained to give legal guidance. Mr. Hall is working on a RFP for this purpose.

Ms. Stretch reported on all officer positions, they are as follows:

Chairman - The Chairman shall be elected from among the board of directors and shall preside over its meetings. The chairman shall function as the chief executive officer and shall supervise execution of the BWB MSBU general business, insuring that all directives and resolutions of the board of directors are carried into effect. The chairman shall perform such communications or interface with the Okaloosa Board of County Commissioners as may be required from time to time. The chairman, in conjunction with the board of directors may create committees as deemed necessary to fulfill

unique or exigent requirements and/or responsibilities. The chairman shall perform such other duties as may from time to time be delegated by the board of directors.

Vice-Chairman – The vice-chairman shall be elected from among the board of directors and will preside over its meetings in the absence of the chairman. The vice-chairman shall, in the absence or disability of the chairman, or at the direction of the chairman, perform the duties and exercise the powers of the chairman. The vice- chairman shall act as a liaison for community concerns and report same at board meetings. The vice-chairman shall perform such other duties as may from time to time be delegated by the board of directors.

Finance Chairman – The board shall elect the finance chairman. The finance chairman shall make financial reports to the board of directors and chairman upon request. The finance chairman shall act as oversight for management who shall perform such interface with Okaloosa County financial authorities as may be required to maintain sound financial records for the MSBU. Finance chairman must review invoices and requisitions' prior to submission to the county. The finance chairman shall perform all duties as may be assigned from time to time by the board of directors.

Landscape Maintenance Chairman – The landscape maintenance chairman shall be elected by the board. The chairman shall develop, supervise, and oversee the general maintenance, level of appearance, and overall condition of the common areas within the BWB MSBU. Management shall prepare, maintain, and update an ongoing "Special Projects List" and chairman shall review and report same at each board of directors meeting. The chairman shall in conjunction with the board develop common area improvement projects for presentation and approval. Chairman will work in close coordination with the Management Services Contractor in overseeing preparation of requests for proposal within the guideline set forth in the Procurement Procedure Guidelines. The landscape maintenance chairman will review all completed work and approve the release of payment to the contractor performing the project. The community services chairman shall perform all other duties as may be assigned to him from time to time by the board of directors.

Communications Chairman – The communications chairman shall be elected by the board. The communications chairman will be responsible for the oversight the posting, communicating and reviewing all notices of meetings, minutes of meetings and all other public records of the MSBU with newspapers, webmasters, and all other public media organizations in conjunction with the management team. The communications chairman is responsible to insure that the board of directors are cognizant of the State of Florida and Okaloosa County "Sunshine Statutes," and will make such recommendations to the board that are necessary for it to comply. The communications chairman shall perform those duties that from time to time are directed by the board of directors.

Ms. Stretch reported that any items added to the agenda should be sent to Staff one week before the public meeting. Ideally, setting the agenda should be done as the last item of business at the public meeting.

Staff will communicate with the Board using a blind copy email. All such emails should be sent to Meredith Collins at admin@bwms.gccoxmail.com in turn she will be responsible for distribution.

The Board should not send anything directly to the other members.
Staff will maintain an archive of email activity specifically for the MSBU.

Minutes will be sent to the Communication Chair for review and the revised minutes will be sent by staff to the Board after this process.

Minutes should be placed on the website as a draft until the next meeting to ensure the public is aware of actions taken by the Board.

No funds outside the budget or ordinance may be committed by the MSBU Board, independently or corporately.

The MSBU Board of Directors Organizational Meeting convened at 6:32 p.m. on January 20, 2015. Present were directors Felix Beukenkamp, Debbie Stretch, Jonathan Tallman and Judy Griffin. Steve Hall was absent.

Debbie Stretch was elected Chairman with a motion from Ms. Griffin and seconded by Mr. Beukenkamp, none opposed.

Jonathan Tallman was elected Vice Chairman with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

Felix Beukenkamp was elected Finance Chairman with a motion from Mr. Tallman and seconded by Ms. Stretch, none opposed.

Judy Griffin was elected Landscape Maintenance Chairperson with a motion from Ms. Stretch and seconded by Mr. Tallman, none opposed.

Steve Hall was elected Communications Chairperson with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

B. Next Public Board Meeting

The next Public Board Meeting will be held on February 17, 2015 at 6:00 p.m. in the Conference Room of Bluewater Management Services, located at 4400 Hwy 20, East, Suite 311 (Directly Behind the Bluewater Post Office), Niceville, Florida.

C. Public Comments

Ms. Humphrey of the Northwest Florida Daily News reported that there is nothing that prohibits a MSBU member from speaking with the media or a constituent.

Ms. Severino reported that she is having a problem with accessing the website, it's not working. Mr. Tallman reported that it is somewhat hard to find on a Google search and Mr. Beukenkamp reported that the website is www.bluewaterbay.org

D. Approval of Minutes

The December 16, 2014 Board of Directors Meeting minutes were approved with a motion from Ms. Griffin and seconded by Ms. Stretch, none opposed.

Mr. Beukenkamp asked the Board if he can report on the Lake Flooding next vs. the Landscape Report.

III. Committee Reports

Ad Hoc Lake Flood Committee Report – Mr. Beukenkamp:

Mr. Beukenkamp reported that there was a Committee Meeting that was properly noticed on December 15, 2014 and provided the minutes to Ms. Landsberger.

Mr. Beukenkamp reported that at the Ad Hoc Lake Flood Committee Meeting he and Mr. Hall reviewed the Florida Emergency Management grant application to be submitted for review by the Board of County Commissioners at the December 16, 2014 meeting in Ft. Walton Beach. AVCON Engineering found the grant which is a 75% contribution from the state, however, requires at 25% matching contribution. The County Commissioners Board reviewed and it was the only submission within the County and if the money is going to be available, we should get it. The total budget is \$400,000.00 with an expanded Scope of Work. It may take as long as six (6) months to receive a status. Mr. Beukenkamp reported that \$16,500 in cash contributions was included in the application as follows: \$5,000 from the Bluewater Bay Resort, \$5,000 from the homeowners from around the lake that flooded and \$6,500 from the MSBU. The MSBU had to be the lead agency to submit the grant for approval and the submission deadline was January 6, 2015. Mr. Olsen reported that this is not a binding grant until it's approved and that the MSBU nor the homeowners will get stuck with a bill. Mr. Beukenkamp reported that the Bluewater Resort has pledged \$5,000 and the homeowners are confident that they can raise their \$5,000. The MSBU has not approved the \$6,500 pledge.

Ms. Griffin asked if the meeting was noticed for December 15, 2014. Mr. Beukenkamp reported yes, it was posted on the website. Ms. Griffin reported she was perplexed that Mr. Beukenkamp approached the County Commissioners without notifying the MSBU Board and moving forward on soliciting the grant. Mr. Beukenkamp reported that he de facto notified the board by notifying the Chair, and providing the Chair with a report. Mr. Beukenkamp reported that the application is completed and we can table the MSBU pledge until a later date and reported that there was no intent of any wrong doing. Ms. Griffin reported that committee's do committee work and then bring it to the Board for approval.

An owner at Chantilly Circle reported that the MSBU Board needs to understand that something needs to be done and a figurehead is needed to be an advocate for the community. He also reported that his home flooded in April 2014 and then again in July. Ms. Stretch reported that the MSBU Board is governed by an ordinance.

Mr. Olsen thanked the Board and reported that the flooding affects all of the community. His neighbors asked him to speak this evening and that the area affected, Curacao Drive appears to be within the boundaries of the ordinance; some of the areas affected are on private property, however, the water comes from the Resort and the County right of ways. We need to protect property from storm water and that if the grant is approved, it will benefit all impacted and resolving this issue will make Bluewater Bay a better community.

An owner from Chantilly Circle reported that he is a military member and deployed quite often and that this is a huge issue for him as he has a wife and four (4) children. Mr. Tallman reported that \$6,500 is a small price to pay and encourages the Board to move forward.

Ms. Stretch reported that she watched the County Commissioners meeting on video and they did not report that they would pay the \$83,500.00. Mr. Beukenkamp reported that once the grant is approved, we should move forward and discuss further. Mr. Beukenkamp also reported that the County Attorney reviewed this issue twice now and would like to invite the County Attorney to come to the next meeting. He also reported that the \$6,500 can come from the reserves, however, do not need to take action at this time.

A. Landscape – Judy Griffin

Ms. Griffin introduced Mr. Brad Davis, Landscape Architect/Designer who is working on the Bluewater Bay landscape plan to report. Mr. Davis reported that the Board asked him to evaluate the following:

1. Signage
2. Recommended plants for the medians
3. Sidewalk layout for Winged Foot Drive

Mr. Davis reported that there is already beautiful vegetation already in place and that the seasonal color plantings that Valleycrest has planted pops with color. Some plantings recommended are:

- Oak Leaf Hydrangea
- Red Florida Anise
- African Iris which is a very resilient plant
- Saw Palmetto which is a great natural plant
- Evergreen Giant Liriope, which only needs to be cut back annually
- Fringe Tree and Red Bud (native plant) which will blend with what is already in place
- Beautyberry
- Long Leaf Pine

Mr. David asked the Board and the homeowners in attendance if they had any input

Ms. Severino reported that she like the Whoon Holly plantings. Mr. Davis reported that they are a great planting.

Mr. Tallman asked about palm trees and cabbage palms. Mr. David reported that they are about \$250.00 per tree.

Ms. Griffin reported that she would like to eliminate as much grass as possible, particularly the small strips in the medians.

Mr. Davis reported that he googled the pending sidewalks on Winged Foot Drive. A homeowner in attendance asked when the sidewalks on Winged Foot Drive were going to be completed. Mr. Beukenkamp reported that he believes that the labor will be utilized in the summer months, however, the MSBU was hoping to have it completed in spring of 2015. Ms. Griffin asked if lighting has been evaluated for Winged Foot Drive. Ms. Landsberger reported that Chelco can come out and perform a lighting survey.

Mr. Davis reported on the signage and reported that the MSBU has a great logo and he can take the existing signs and retrofit them with a more modern signage and provided samples to all in attendance. (see attached)

Mr. Beukenkamp and Mr. Tallman would like to see additional ideas on the signage, Mr. Davis reported that he will provide. Mr. Connor from Valleycrest Landscaping recommends that the new signs also be equipped to hold meeting notices. The Board thanked Mr. Davis for his presentation.

Ms. Robbins of Whitetail Circle asked when the dead and missing shrubs were going to be addressed behind her home. Ms. Griffin reported that she and Mr. Wilcox of Valleycrest will look at the area next week.

Ms. Griffin reported that she is trying to plan a Community Volunteer Event Day for some time in March. Mr. Tallman also recommended contacting Chelco to see if they would sponsor a median for beautification. Ms. Severino also recommends having people donate Memorial Plaques.

Ms. Griffin reported that Valleycrest is doing a lot of cutting back of the bushes and that the next project is a lot of fallen timbers. They will need to get large gravel trucks to pick up all of the debris which will cost an estimated \$800.00. Mr. Wilcox of Valleycrest reported that the Bay Drive limbs are approaching 12-15 feet and he would like to trim those back if the MSBU will agree to pay to haul it off, all together it will be about two (2) forty yard loads. Ms. Griffin made a motion to approve the \$800.00 proposal from Valleycrest to remove all of the debris using the Landscape Enhancement line item (4420), this was seconded by Ms. Stretch, none opposed.

B. Financials – Jonathan Tallman

Ms. Landsberger reported an overview from October to December of 2014 and reported that she needed to add a Tax Collector Commission line item, which is two (2) percent for all collections. Mr. Beukenkamp asked about line item 4428. Ms. Landsberger reported that at the beginning of the year we thought we had \$79,000, however, only had \$36,000 because the budget was adjusted by the County. Ms. Griffin reported that there will be a lot less money to do what is needed. Mr. Tallman reported that he contacted the County and they could not give him any answers. He will contact them again to try to get some answers, the reserve budget is ten (10) percent.

Ms. Landsberger reported that a new U.S. Flag and Florida flags were ordered and all financials are in order, we only have the county money numbers to prepare the monthly financials. Ms. Griffin made a motion to accept the financials, this was seconded by Ms. Stretch, Mr. Beukenkamp opposed, as the budget is being manipulated by the county based on their errors. Mr. Hall asked Mr. Beukenkamp if he thinks that the financials need to be discussed further or amend the motion. Ms. Griffin made a motion to accept the financials, but review further with the County, not accepting the County's amendment within the adopted 2015 budget, none opposed.

C. Communication – Debbie Stretch

Ms. Stretch reported that she received an email from a homeowner regarding the vehicles proceeding North on Bluewater Boulevard from the golf clubhouse, that cars do not slow down to 10 mph when entering the roundabout at the flags. Recommend that the MSBU make the roundabout a Stop in all directions instead of a Yield. Mr. Beukenkamp reported that area is an area of concern, however, you do not stop at a yield sign. Mr. Hall asked Ms. Stretch to send the email to the County.

Community Events

Ms. Stretch reported that she and Ms. Griffin are working on a Community Day for residents who wish to participate. There will be cook-out/BBQ and a chance to adopt a tree, etc. Tentatively scheduled for Saturday, March 28, 2015.

IV. Unfinished Business

Association Board Assignments:

Mr. Beukenkamp reported that this has taken about a year to get done and asked what happens next. Ms. Griffin reported that she would like to be a point of contact, not attend all meetings. Mr. Tallman reported that he would like to contact the Board members vs. attending each meeting.

Mr. Beukenkamp reported that the website is behind on posting of financials. Ms. Collins reported that the financials have not been posted as they were not yet approved.

New Business:

Discuss MSBU Attorney Engagement:

Mr. Hall reported that he is still working on the RFP, however, believes it will cost an estimated \$5,000 for engagement and the budget may not warrant. It was asked if the MSBU can utilize the County attorney. Ms. Griffin reported she contacted the county to ask the question, however, never got a response. Mr. Hall reported that he will contact the County attorney in writing, the Board agreed. Mr. Beukenkamp also recommended that the County attorney attend the next Board meeting.

Establish February 17, 2015 MSBU Board Meeting Agenda:

Mr. Tallman made a motion to approve the MSBU pledge in the amount of \$6,500 for funding the lake flooding issues, Mr. Beukenkamp seconded the motion.

Discussion:

Mr. Beukenkamp reported that it may be premature to vote on this at this time and some Board members are not comfortable with the issue and recommends tabling. Mr. Hall reported that this is an important issue and would vote against it this evening. Ms. Griffin reported that she isn't trying to be the bad guy, however, it's not within the MSBU Scope and recommends tabling this until the next scheduled Board meeting. Mr. Beukenkamp made a motion to table until the next meeting this was seconded by Ms. Griffin, Mr. Tallman opposed, motion passes.

Mr. Beukenkamp reported that he would like to change the formatting for the agenda to move Finance Report underneath the approval of the minutes.

Review the Scope under the Board's Authority for Drainage.

Mr. Beukenkamp would like to do a formal review of the Management Company. Ms. Griffin recommends putting an order together for Budget, preliminary, contract proposals, etc. to also include expiration dates of all contracts.

Mr. Beukenkamp reported that he would like to invite Randy Wise to come to the next meeting to discuss possible building within Magnolia Plantation, none opposed. Ms. Stretch reported she will contact him to see if he will attend.

V. Adjournment

The meeting was adjourned at 8:25 p.m. with a motion from Ms. Stretch.

Submitted by: Meredith Collins

Approved by: Debbie Stretch