

BLUEWATER BAY MSBU
BOARD of DIRECTORS
Public Meeting
May 12, 2015

I. Call to Order

Chairman Debbie Stretch called the meeting to order at 6:00 p.m. Present were Directors Judy Griffin, Felix Beukenkamp, Jonathan Tallman and Steve Boswell. The presence of a quorum was confirmed. Also attending were Marcia Sanders with the Bay Beacon, Jason Connor and Danny Wilcox with Valleycrest Landscaping, John Pinnel, Paula Stokes-Kelley, Pat & Phil Fralix and Kathy Dillon. Representing Bluewater Management Services were Darlane Landsberger, Meredith Collins and Laura Cohen.

II. Announcements

A. Next Public Board Meeting

The next Public Board Meeting will be held on June 9, 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.

B. Approval of Minutes

The April 14, 2015 Board of Directors Workshop Meeting minutes were approved with a motion from Ms. Griffin and a second from Mr. Tallman, none opposed.

The April 14, 2015 Board of Directors Meeting minutes were approved with a motion from Ms. Griffin and a second from Mr. Tallman, none opposed.

III. Committee Reports

A. Finance – Felix Beukenkamp

Mr. Beukenkamp reported on the April 30, 2015 financials.

- Met with Ms. Landsberger on Monday, May 11, 2015 to discuss the current MSBU Tax Rolls and April financials
- The County was paid \$14,792 toward the Southwind Drive sidewalks and the balance of \$14,792 will be deferred until later in the fiscal year
- Would like to see the financials and minutes on the website in a more timely fashion. Mr. Beukenkamp asked the Board if they objected to putting the proposed financials on the website before the meetings, none opposed

Mr. Beukenkamp made a motion to approve the April 30, 2015 financials as presented, with a second from Ms. Griffin, none opposed.

B. Budget Worksheet – Felix Beukenkamp

- The MSBU budget is due to the County no later than June 15th.

- The budget is comprised of revenue and expenses. Expenses should be determined before setting revenue levels
- There are two budgets proposed, Budget “A” and Budget “B”. Mr. Beukenkamp recommends that the Board approve one of the budgets at the June 9, 2015 MSBU meeting although he will not be in attendance, due to travel
- A homeowner in attendance asked how many units are listed on the tax rolls. Mr. Beukenkamp reported that he and Mr. Welhart are still working on assessing the numbers. The assessment will be distributed to the Board before the next meeting. Ms. Landsberger has a spreadsheet that shows annual assessments since 2007. The current revenue of \$279,715 could increase a bit after the tax rolls are certified
- Mr. Beukenkamp asked the Board for input on the proposed budget.
- Mr. Beukenkamp reported that the sidewalk projects could be removed from the budget, in hope of receiving RESTORE Act funds which will reduce the budget by \$79,653.00. The sidewalks will get done but realistically may need to be budgeted for the next fiscal year
- Ms. Griffin reported that with no increase in the annual assessment, no projects will be able to be accomplished. A recommendation was made to remove all of the *improvement* line items with the exception of \$1,500 for replacement of the Red Tips on Bay Drive near the Marina
- Discussed recycling the plantings that are removed. Mr. Beukenkamp recommends putting them up for sale and contacting the Garden Club
- Discussed the removal of the block walls and installation of perennials. An owner in attendance reported that once the stones are removed, the plants will float away. Ms. Griffin stated that provisions will be made to prevent that from happening
- Mr. Wilcox of Valleycrest reported that 1,000 bales of pine straw, which is used on the medians, can be removed from the budget, which will save \$6,000 on landscaping

Ms. Landsberger reported that she will revise the budget for the Board’s final review with the proposed changes.

C. Landscape – Judy Griffin

Ms. Griffin reported the following:

- The County in Bluewater Bay yesterday trimming trees, they also removed several dead trees
- The seasonal planting have been installed and the flowers look great
- Mr. Wilcox did an audit of the irrigation and there were quite a few heads that need replacement, an estimated \$1,700. Ms. Fralix asked that if the County’s large trucks damaged the sprinkler heads at the entrance to the Woodlands, should seek reimbursement for the replacement of the sprinkler heads. The Board agreed and will submit invoices to the County for reimbursement. Ms. Griffin made a motion to approve the sprinkler head replacement using *Landscape* funds, with a second from Mr. Beukenkamp, none opposed.
- Ms. Griffin reported that the diseased Red Tips near the Marina will cost \$456.00 to remove which was previously approved
- Ms. Griffin reported that she and Mr. Wilcox of Valleycrest reviewed the drainage issues by Chantilly and something should be done. An owner in attendance recommended that they contact the neighboring properties before anything is done. Ms. Griffin reported that the problem is in front of 1200 Chantilly. Also, 1201 Chantilly has problems with the tree roots and Mr. Wilcox can rototill the area and build a swale. Mr. Beukenkamp asked if the County can be contacted to do the work. Ms. Landsberger reported the problem has already been reported but they have not responded. Ms. Griffin reported that no estimates have been received to do

the work. Mr. Wilcox reported that the work will cost approximately \$1,000 - \$2,000 because it's mostly hand labor.

- Ms. Griffin reported that a resident had asked her if they can remove some bricks from the stack blocks at Pinehurst Cove and Oakmont Drive. About half of the first row was removed and Mr. Wilcox will remove the remainder of the row.
- Ms. Cohen reported that the Lido lake fence was damaged and that Gatlin Lumber no longer carries the material for repair. Mr. Beukenkamp recommended contacting Hodges Brothers Lumber on Eglin Parkway. Also, the rail fence on Bay Drive in front of Marina Cove Townhomes was repaired.

D. Communication – Steve Boswell

Parks and Recreation - No Report

Community Events – Ms. Stretch reported that there will be a Community Events meeting held the first Monday of each month at 6:00 p.m. at Keller Williams next to Beef O'Brady's Restaurant.

IV. Unfinished Business

Management Review – Debbie Stretch

Ms. Stretch reported she met with Ms. Landsberger and discussed the Management Review. Ms. Stretch recommended the board review Ms. Landsberger's responses which she incorporated into the current contract. One of the weak spots identified on was the timeliness of posting minutes and financials to the website and providing good communications. Ms. Stretch reported that website management was not in the contract and she sees an improvement. Ms. Landsberger stated that she recognizes the website situation and is committed to hiring a data tech to maintain the MSBU and association websites. Ms. Stretch recommended renewing the Management Contract. Ms. Griffin reported that the prior Board insisted that their contract be used, not Bluewater Management Services contract. She would like to see the language changed to address some of the issues. Mr. Beukenkamp agreed this should be done before a contract is approved.

Ms. Landsberger reported that Management has saved the MSBU a considerable amount of money since taking over the contract.

- The Management fee has saved \$2,400 annually.
- Volunteered many hours with for community events.
- Reduced the hourly rate for maintenance from \$35 (contractually) to \$32.
- Provided oversight for the Southwind Drive sidewalk project at no cost.
- Reduced the cost of office supplies by waiving more than 50% of the reimbursable expense with the 2014-2015 Budget reflecting the adjustment.
- Provided the MSBU records in a climate controlled storage space at no charge for a saving of \$720.00 a year.
- Phone service for the MSBU was discontinued for a savings of approximately \$600.00 a year.
- Providing meeting space to hold workshops and monthly MSBU public meetings in the conference room of BWMS at no charge with a savings of \$1,200 a year.
- Maintain and manage the MSBU website with a savings of \$1,200 a year.

Mr. Beukenkamp recommended that a formal evaluation using a scoring system, which he can provide, should be done each year for all contractors. Mr. Beukenkamp also recommended looking at other Management Companies. Mr. Tallman agreed and suggested exploring all options. He warned that the MSBU should be careful and not get tied to BWMS because of the incentives such as meeting room, storage, reduced rates, etc. which is an advantage. Ms. Landsberger stated that she does not waive fees or provide meeting space and other incentives to keep the contract but does so because of her commitment to the community. As a Bluewater Bay resident for more than 20 years she wants to provide the best service possible. She agreed that improvements can always be made and will strive to do so.

Having no consensus, the Management Review was tabled until the June 9, 2015 Board meeting. Ms. Stretch asked that all Board members review Management's responses and send her any comments that they may have before the next meeting.

Flood Drainage Application with the State:

Mr. Beukenkamp reported that grant was completed in January and that the final submission was completed on April 20, 2015. Mr. Beukenkamp, Mr. Chris Olson and Mr. Lee Lewis with AVCON have been working the changes to the application. The total grant is \$400,000 and if awarded \$300,000 will be received with a \$100,000 local contribution needing to be raised. Currently a total of \$15,000 has been pledged toward the \$100,000. Ms. Stretch asked if a RESTORE Act Grant was submitted for the flooding. Mr. Beukenkamp reported that it was not submitted. Mr. Tallman reported that there will be a RESTORE Act grant presentation meeting May 27, 2015. Ms. Griffin volunteered to present the MSBU grant.

New Business:

Establish June 9, 2015 MSBU Board Meeting Agenda:

Some items for the June 9, 2015 Board meeting agenda are:

- Committee Reports
- Management Review
- Budget Approval
- Tax Roll Certification

Public Comments

Ms. Stretch reported that several letters have been received from homeowners in the last couple of months and she asked for the Board's guidance on how they should be handled and should they be given to Mr. Boswell to answer as the Communications Chair. Mr. Beukenkamp reported that depending on the subject of the letter, it should be forwarded to a specific individual on the Board or the Chairperson can delegate on who will answer. Ms. Landsberger reported that any letter received by Management will be forwarded to the appropriate person. Ms. Stretch recommended discussing at Board meetings and attaching all letters to the minutes of the meeting where it was discussed, all agreed. Ms. Stretch reported that one homeowner wanted to see all letters on the website, however, she recommend that all letters go to the Management Office, Mr. Beukenkamp disagrees. Mr. Tallman recommended going back to the County to see if they will provide the Board with email addresses. Mr. Beukenkamp recommended that all Board members contact Kelly Windes at the County to request Board email addresses, all agreed.

Ms. Landsberger reported that she received a letter from Kathy Dillon ref: Prestwick Drive and lack of irrigation. Mr. Wilcox with Valleycrest reported that there is some irrigation in that area and he will uncap several heads on the east side of Prestwick Drive. Ms. Acorn's letter was responded to and she would also like for the Board meetings to go back to morning meetings and not at the dinner hour. Mr. Beukenkamp reported that the Board is very careful to not break any Sunshine Laws.

Ms. Griffin reported that she responded to a letter from Marsha Plinske, President of the Crossings ref: the MSBU's responsibility. The MSBU has always mowed the right of way, however, Ms. Plinske had an old contract. Ms. Griffin responded to her via email with an explanation that the MSBU does not have money in the budget to furnish all of the services they would like. Management will add all of the letters to the minutes and have posted on the website as an attachment.

V. Adjournment

The meeting was adjourned at 7:32 p.m. with a motion from Ms. Stretch.

Submitted by: Meredith Collins

Approved by: Debbie Stretch