

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Annual Meeting | December 12, 2017

Attendees:

The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public Annual meeting at Bluewater Association Management's Conference Room, located at 4400 Hwy. 20, Ste. 311, on Tuesday, December 12, 2017 at 6 pm. Board Members present were Judy Griffin, David Vardaman, Felix Beukenkamp, David Costa and Steve Boswell. Also present was Mike Kent, Sabine Henry and Clinton Moomey from Progressive Management of America. See sign in sheet for guests and members present.

Call to Order:

The meeting was called to order at 6 pm; a quorum was established with five (5) members present.

Announcements

Next public Board Meeting will be held January 09, 2017 at 5:30 PM.

Approval of prior meeting minutes:

Steve Boswell motioned to approve minutes from November 14, 2017 Board of Directors Meeting: seconded by Felix Beukenkamp. Motion approved.

Committee Reports:

Finance – Steve Boswell reported on financial status as of November 2017. Steve Boswell reported that \$17,686 Assessments & Interest were collected in November. \$38,389 of expenses were incurred in November that included \$2,000 Management Fees for November. Monthly Landscape Contract Services (\$30,332) and irrigation Repairs (\$227). Electricity Expense for October 2017 Usage Period (\$1,720). Insurance – Directors & Officers Premiums (\$2,166) (Original Check issues in July became stale dated & returned. A new check was issued).

4th Quarter Commissions to Property Appraiser (\$1,073). Tax Collector Commission (\$354).

Office Supplies – Purchase of Flags (\$518).

The final year-end reconciliation has been provided by Okaloosa County and will be presented in January to the Board for final review & approval for any required transfers/amendments to the budget.

Steve Boswell motioned the Board to approve the November 2017 financials. Felix Beukenkamp seconded. Motion approved.

Landscape

David Costa reported that he had talked to Danny Wilcox from Brightview about the Irrigation systems, which most of the irrigation are back up and one is being worked on. The pine straw which was laid out by BrightView looks good. David Costa said that the next step which will be worked on will be the Median on Hwy 20 and Danny Wilcox will provide ideas and plans in January. He added that most of the Irrigation is not running right now because of the weather.

A Resident was asking for the cleanup of trees in the Bluewater Bay Area – Bluewater Blvd. and Southwind Drive. David Costa said that there are still items on the Project List which need to be done and they will be addressed again in January related to tree trimming and removal.

David Vardaman asked to join the discussion and mentioned that there will be a volunteer cleanup day in January where issues like that can be worked on and invited everyone to join.

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Communications

Felix Beukenkamp reported that the special Project button has been added to the website and that pictures of the completed Southwind Drive have been posted. He said that he and Sabine Henry had talked about the Newsletter. Felix Beukenkamp said that he wrote an article about the Coyote Issue and the completed work on Southwind Drive. He also requested, after receiving one call and one email on information about covenants to post the covenants under a new button saying "Covenants" instead of under "Association". Judy Griffin talked about the MailChimp she signed up with, which can be used to send out Newsletters. Articles can be sent to her and she will send those out to the Newsletter Subscribers per MailChimp. She will try to get the newsletter out on a monthly basis.

Managers' Report

Sabine Henry presented 1 quote for the new Woodland Signage from David Vardaman and was awaiting 2 additional quotes from CJ's Signs & Designs and A world of Signs. CJ's Signs & Designs requested further information by email on who will remove the bushes, the old sign and who will get the permit.

She also presented three Lighting quotes which were tabled because the Design of the new Woodland Sign was not determined.

Unfinished Business:

Felix Beukenkamp reported on the Winged Foot Sidewalk Rail update where he and Sabine Henry had contacted Roy Petrey to gain information on requirement for the guard rail. He also reported on the State of Florida Flood Mitigation Grant (see email attachment) and stated that the Grant will be awarded by the end of the year. The Grant expires on December 31, 2018 and we may have to extend it.

David Vardaman talked about a previous discussion with the Board where the Board would like to update the signs for the Woodlands. We looked at lighting options but we did not have a sign yet. David Vardaman brought back his original proposal in the amount of \$1,936.50.

Discussion by Judy Griffin, Felix Beukenkamp, David Costa and David Vardaman if the Sign will be placed in the middle and road to be cut to lay electricity. David Vardaman stated that there are many Signs in the Bluewater Bay area which do not have the Bluewater Bay Logo. After discussion **Felix motioned to approve the Sign for the Woodlands to be placed in the middle by the median in the amount of \$1,936.50 per attached sketch. Motioned approved by four, one opposed. Approved**

Judy Griffin talked about the Project List, stating that a project for this year was to do some street signs. There are many signs which need to be painted and repaired.

Judy Griffin asked if the Board would like to see options for new street signs. The proposed design could be started on the primary roads; Make an investment of 2-3 signs and public opinion. Judy Griffin will work with Management to come up with a design. Felix Beukenkamp asked the Board about the Project List. Mike Kent said, once we have all the details on the projects they will be posted on the website. That will give everyone an idea on what is proposed to be completed.

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New Business

Judy Griffin stated that this is the time for elections and opened up the floor for nominations for Chairman. David Vardaman nominated himself for Chairman. Felix Beukenkamp said he would serve as chairman. David Vardaman removed his name as nominee. Felix became the only candidate.

All in favor. Motion carries.

Felix Beukenkamp nominated David Vardaman for Vice Chairman. Judy Griffin nominates David Costa for Vice Chairman. David Vardaman removed his nomination for Vice Chairman. David Costa became the only candidate.

All in favor. Motion carries.

Steve Boswell nominated Judy Griffin for Landscaping Chairman. Felix Beukenkamp nominated David Vardaman for Landscaping Chairman. Two votes for David V., three votes for Judy Griffin.

All in favor. Motion carries.

Judy Griffin proposes David Vardaman for Vice Chairman of Landscaping. David Vardaman declines.

Judy Griffin nominated Steve Boswell for Finance Chairman. Felix Beukenkamp seconded.

All in favor. Motion carries.

Judy Griffin nominated David Vardaman for Communication Chairman.

All in favor. Motion carries.

David Vardaman reviewed the MSBU Sign Survey and Policy which was included in the Package to determine which signs are Bluewater Bay MSBU Signs.

Judy Griffin talked about the commercial sign which includes the Tennis Center, Marina, Golf Shop and Resort.

She suggested either to eliminate the sign or to repair it.

Judy Griffin said we can get an estimate to repair the sign and ask Commercial Owners to contribute to repair or to remove the sign.

David Vardaman will contact the commercial property owners.

David Vardaman proposed for Property Management to repair signs up to the amount of \$500.

After discussion David Vardaman motioned for signage that the Property Manager is allowed to spend up to \$500 per episode and to report afterward. If the amount is over \$500 needs approval from the Board. Felix Beukenkamp seconded with an amendment that the overall amount will not exceed the budget. All in Favor. Motion Carries.

Judy Griffin talked about the Sign David Vardaman had brought up in the last meeting, which is the Oakmont Sign and questioned if the sign is necessary. And if the Sign should be maintained or removed. David Vardaman said that there is little lighting in Bluewater Bay at night. The signs stand out, are white and people know where they when they see the sign. David Vardaman said

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that he did not inspect all the signs yet but will leave it up to management to determine if the signs need to be repaired and repainted. Management will access the signs and report.

Judy Griffin spoke on street sign Maintenance. Many street signs are damaged. Judy Griffin talked about dual functions on the street signs and that she will bring some ideas to the next meeting.

For the Median on Hwy 20 Judy Griffin asked David Costa about ideas on improvement for the median. David Costa said that plans for medians will be submitted at the next meeting.

Sabine Henry gave an update on the Irrigation at Lakeside and explained that Berry's Well and Drilling has not received the Permit from the State yet but that they do have the Pump and are ready to start as soon the permit is issued.

Felix Beukenkamp gave an update on the Coyote issue in the Bluewater Bay Area and stated that Coyotes are a nuisance breed/species and can be killed without a permit. If they present themselves as a threat, Trappers can be hired but Trappers will charge for this service.

David Vardaman commented on the subject that he knows a resident who can help but the traps need to be furnished by the residents. Traps also need to be checked every day.

On the Prestwick Neighborhood, a homeowner stated that there is no irrigation on the corner. Everything what is planted, dies. Judy Griffin replied that she will get with Landscaping to get ideas what can be planted there and will bring it up at the next month's meeting.

New Agenda

Prestwick – Neighborhood Plants

Signage

David Vardaman spoke about the upcoming community clean-up day on January 6, 2018

8AM – 11AM. Meeting will be on Bay Drive. Management was asked to organize the Roll Off to dispose of debris.

Judy Griffin said that she will get a Newsletter out in the next 2 weeks prior to the cleanup day and will also publish it on the Volunteer.Net Website. Judy Griffin will check on the right information.

The Meeting time was changed from 6:00PM to 5:30PM monthly. Approved.

Judy Griffin motioned to adjourn the Meeting. David Vardaman seconded. Motion approved unanimously. Meeting adjourned 7:30PM

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Respectfully Submitted,

Sabine Henry

Sabine Henry, On Behalf of the Board of Directors

APPROVED