

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | September 12, 2017

Attendees: The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting at Bluewater Association Management's Conference Room, located at 4400 Hwy. 20, Ste. 311, on Tuesday, September 12, 2017 at 6 pm. Board Members present were Judy Griffin, David Vardaman, David Costa, Jr. and Steve Boswell; Mike Kent, Sabine Henry, Jennifer Fillmore, 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 four members present.

Approval of prior meeting minutes:

David Vardaman motioned to approve minutes from August 8th Strategic Planning Meeting; seconded by David Costa, Jr. Motion approved unanimously.

Steve Boswell motioned to approve minutes from August 8th Board of Directors Meeting; seconded by David Vardaman. Motion approved unanimously.

Announcements

Next public Board Meeting will be held October 10, 2017 at 6pm.

Committee Reports:

Finance – Steve Boswell reported on financial status as of August 2017. Steve Boswell requests that the Board to approve the inter-fund transfer in the amount of \$14,259 for the Winged Foot Sidewalk Project from the Reserve/ Cash Carryforward Account to the Winged Foot Sidewalk Project Account. **David Vardaman motioned the Board to approve the financial statements as stated and the inter-fund transfer in the amount of \$14,259 for the Winged Foot Sidewalk Project. David Costa seconded. Motion approved unanimously.**

Landscape – David Costa reported that Brightview got caught up on their scope of work and will start with the cleaning of the Woodland Islands next week. David Costa mentioned that he will meet with Danny from Brightview to discuss plans for the medians and the pine straw application for next month's meeting.

Communications – Mike Kent reported on the Website Re-Design and the email setup. Emails are now going to an admin email that Sabine will monitor and forward any emails to the specific Board Members as it relates to their committee. Judy Griffin requested to have more web server information. Judy will bring alternative ideas to the next meeting for a possible replacement website. Corrections have been made to the existing website.

Unfinished Business:

1. Red Bay Tree Removal

Judy Griffin discussed the open Invoice from DMV Tree Service, in the amount of \$8,000. David Volz, Owner of DMV Tree Service was present at the meeting and explained to the board the scope of work he had done; climbing trees, removal of the debris, rent of dumpsters and man hours. David Volz brought up the original Proposal which did not include a Red Bay Tree count. David explained that he had invested more than the original estimate of \$8,000 in the job and he requested full payment. **David Vardaman motioned to satisfy and pay the invoice in full for DMV Tree Service in the amount of \$8,000. Steve Boswell second. Motion approved.**

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For the remainder of the Red Bay Trees which still need to be removed Management presented three bids to remove additional Red Bay Trees. **David Vardaman motioned to accept the proposal from Backridge Tree Service Inc. in the amount of \$8,800 with the proposal to be revised including the instruction to remove the work requirement for the tree company to no longer “store in a large dump on site for 2 weeks” but with either, the same level of work (51) trees removed ought to cost less than \$8,800. The board is willing to spend up to \$8,800 provided that more trees can be removed, along with a requirement to be completed before October 10th. Motion seconded by Steve Boswell. Motion approved unanimously.**

2. Tree Removal Bid Proposals

Management presented 3 Proposals for the removal of – Chantilly (4) Popcorn Trees, Southwind – 1 Pine Tree, Woodlands – 2 Pine Trees.

David Vardaman motioned to accept Coastalscapes proposal for the removal of the trees as identified in the amount of \$2,350 with the work to be completed before October 3rd. Steve Boswell second. Motion approved unanimously.

3. Bluewater Blvd. Irrigation Pump – South Proposals

Management presented 3 Proposals on the replacement of a broken 3 horse power, 4 inch pump.

Judy Griffin recommended to stay with Berry’s Well Drilling Inc. since they had been doing work in the past. **David Costa motioned to accept the proposal from Berry’s Well Drilling Inc., in the amount of \$3,000 With a bid revision to ask for one-year warranty. David Vardaman second. Motion approved unanimously.**

4. Lake Flood Committee Report

Felix Beukenkamp was not able to attend the meeting but provided Management with information on the Bluewater Bay MSBU Lake Flood Committee Report by email, which was attached to the Board Meeting Package and discussed by Mike Kent and the Board Members. Final state evaluation and approval will not be completed for several months.

5. Lights and Sign at the Woodlands Entrance

David Vardaman opened the discussion about a new Sign for Woodland Drive/White Point Rd., with a new sign with high density material with wood finish – painted or un-painted to be placed in the median of the entrance. Pictures and an estimated Cost from Accent Signs in the amount of \$1,366.59 un-painted and painted \$1,786.88 plus tax painted for a new sign was presented by David Vardaman. David Vardaman discussed that BrightView’s proposed lighting in the amount of \$1,337.50, where the wiring will have to be installed. Judy Griffin discussed that many of the signs are past their useful life and that a lot of money has been spent to maintain the signage already and requested that 3 Bids with options on the design for the Woodlands should be provided by Management at the next meeting. Woodlands signs discussion was tabled at this time.

6. Woodlands Islands – Clean Up

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Judy Griffin stated that the Woodlands – Islands – Clean-up Project was already agreed to in the last meeting.

7. White Point Sidewalk Project Update.

This project is still on going and bids are in process to add side walk from White Point Road to Woodlands Park.

8. Winged Foot Sidewalk Safety Rail

Felix Beukenkamp who was not present at the Meeting provided Management with an email regarding the Safety Rail for the new sidewalk on Winged Foot. Felix had contacted Danny Bennett from Public Works about the sidewalk rail who stated in his email that they do not have a welder who could do the job and is asking the road department for help on this project.

9. Website Consulting Invoice

Jennifer Fillmore talked to the board about an open invoice and email from David Collins who claimed per email that there was an outstanding invoice in the amount of \$2,200 for website security and maintenance services performed in support of bluewaterbay.org with the question on how to justify this invoice. Judy Griffin said that David Collins was never hired by the Bluewater Bay MSBU and that there is no contract between David Collins and the Bluewater Bay MSBU. David Costa asked for proof of contract. **Steve Boswell motioned to turn down payment on invoice. David Vardaman second the motion. Motion approved anonymously.**

10. BWB MSBU Color Update

David Vardaman surveyed the various signs in Bluewater Bay and came up with a blue color for the signs which we will call Bluewater Bay Blue. The board voted to adopt that color for the signs. Judy Griffin had called the developer and was told that the original blue for Bluewater Bay was PMS 300 which is a print color.

Steve Boswell motioned to accept the Bluewater Bay Colors. Second by David Costa. Approved unanimously.

11. Project List

Mike Kent informed the board about some changes with the county for Purchasing Policies. (Three) 3 Bids have to be submitted and the Vendor has to be approved by the County prior to any payments being processed.

New Business:

Stump Grinding

Board asked Progressive to obtain bids to grind stumps. Felix will also ask county to grind stumps as well. Brightview will also look at sprinkler system in this area to determine required repairs.

Florida Club Letter

Mike Kent stated regarding the Letter from Burg Law Firm which is representing the Florida Club at Bluewater Bay Condominium Association Inc. within the Bluewater Bay MSBU. Florida Club is requesting the County to agree to allow their association to withdraw from the MSBU. Judy Griffin spoke about the Bluewater Bay MSBU as a whole community and being part of the

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MSBU has value to all the members. Steve Boswell was not in favor of the Bluewater Bay Condominium Association Inc. to be released. Judy offered to write a letter. Mike Kent requested from Judy Griffin to draft a letter and send it to Jennifer Fillmore, who will send it to the County stating that the MSBU is not in favor of the withdrawal request.

David Vardaman motioned that we would tell the county that we were not in favor of the Florida Club leaving the MSBU. **Second by David Costa. Approved Unanimously.**

David Vardaman motioned for a letter to be drafted by Judy Griffin, send to Jennifer Fillmore and then send to the County. **Second by David Costa. Approved Unanimously.**

Flood Issues

Questions were asked by Community Residents about the flood issues on the lower and upper Lake and the Dam and the work which needs to be done and to maybe do a Special Assessment to get these issues resolved. The Board may consider a special assessment for improvements in the future.

Signs

Board requested the entrance signs to be painted and letters straightened now that color has been established. Also, the sign at Samana Way is to be painted. A bid will be requested and the sign will be repainted. **Motion was made by David Vardaman** to approve the painting of the sign at Samana Way in the approx. amount of \$250.00. **Second by David Costa. Approved Unanimously.**

Adjournment

Judy Griffin motioned to adjourn meeting. **David Costa seconds. Approved Unanimously**

Respectfully Submitted for the Board of Directors,

Sabine Henry

Sabine Henry, CAM