

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | October 10, 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, October 10, 2017 at 6 pm. Board Members present were Judy Griffin, Steve Boswell and Felix Beukenkamp. Mike Kent, Sabine Henry, 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 three (3) members present.

Announcements

Next public Board Meeting will be held November 14th, 2017 at 6:00 PM.

Approval of prior meeting minutes:

Steve Boswell motioned to approve minutes from September 12, 2017 Board of Directors Meeting: seconded by Felix Beukenkamp. Motion approved unanimously.

Committee Reports:

Finance – Steve Boswell reported on financial status as of September 2017. Steve Boswell reported that \$0 Assessments & Interest were collected in September. \$27,079 of expenses were incurred in September that included the expenses of: Management Fee Expense, Landscape Expense, Electricity Expense, Office Supplies and Sign Repairs. The amount of \$75.00 Disbursement that was included on the Expenditure Transaction Report to Bluewater Association for meeting room rental has been returned and will be credited to the MSBU. **Steve Boswell motioned the Board to approve the financial statements. Felix Beukenkamp seconded. Motion approved unanimously.**

Landscape – Danny Willcox from BrightView reported that the Trimming on Bay Drive was completed.

BrightView removed and cleared the storm debris from last week's storm and pointed out some fallen trees which were cut by the county on Monday and the debris was removed today. Danny Willcox also reported on the Irrigation Pump which he had discussed with Berry's Well Drilling who informed him that the Pumps production is less than 50% which is not enough to access the flower beds. Berry's Well Drilling reported to Danny Willcox (BrightView) that the same pump will be used but the well will be re-drilled

Danny requested the amount not to exceed \$1,000 to make irrigation repairs prior to planting fall colors.

Felix Beukenkamp motioned to accept the request from Danny Willcox for the Irrigation Repairs in the amount not to exceed \$1,000. Steve Boswell seconded. Motion approved unanimously.

Communications

Felix Beukenkamp requested the Website documentation be updated. Clinton Moomey told the Board that the Website is up and running. All documents were posted and that from now on Financials after approved will be posted on the website within 48 hrs. and the Board Meeting

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | October 10, 2017

minutes after approval will be posted on within 10 days of each meeting. Agenda will be posted 1 week before the next meeting.

Judy Griffin mentioned that the Sign-up button on the website for the Newsletter, Special Events etc. is done. Judy Griffin was asking if a Special Project button could be added to the website to show accomplishments.

Email addresses for all Board Members are up and running. Emails to the Bluewater Bay MSBU Website will be received, filtered and distributed to the Board Members by the Association Manager Sabine Henry. Received emails will be included in the weekly reports to the Board Members.

Managers' Report

Sabine Henry reported that Stevens Painting has completed the painting of the Bluewater Bay Monument Sign *Letters*.

The Backridge Proposal to remove Bluewater Bay Red Bay Trees was revised and the Board was informed that actually 75 trees instead of 51 have been removed. All contract terms have been completed.

The Irrigation Proposal from Berry's was revised to include a *1-year Warranty*. The Irrigation Pump on Bluewater Bay *South* has been replaced in the amount of \$1,900 instead of \$3,000 by Berry's Well and Drilling because of the smaller size of the pump needed.

Coastal Scape completed their job in the removal of the 4 Popcorn Trees at Chantilly's, 1 dead pine tree on Southwind Drive and 3 pine trees in the Woodlands.

The Islands in the Woodlands have been cleaned by BrightView.

The American Flag and Florida State Flag at the Circle on Bluewater Blvd. have been replaced and Sabine Henry informed the Board of the Bluewater Bay Flag will be replaced as soon it arrives. It was ordered over a month ago.

Unfinished Business:

Felix Beukenkamp updated the Board on the White Point Side Walk stating that the project is still ongoing and that he had talked with the County Officials and was told that the project is on the schedule for next year, and County Staff will develop an estimated cost.

Felix Beukenkamp mentioned that Proposals have been requested for the Winged Foot Sidewalk Rail, and that the rail is being bid by an outside contractor.

Felix Beukenkamp reported on the Grant and stated that he had talked to Mr. Autry and Mr. Lewis who are going over the scope of work needing to be done. Felix Beukenkamp stated that the MSBU will pay their fair share which could be between 12.5% to 25%.

Felix Beukenkamp will report back to the Board on November 14, 2017 and will talk to the County Commissioner to give him the necessary information to make sure that the local match money is there and getting transferred.

Mike Kent gave update on Beaver Dam Project. An easement has been offered by the adjacent property owner. An entity owned by the former Bluewater Developers, including Jerry Zivan. Mike Kent will work on document to obtain the easement with Greg Stewart, County Attorney.

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | October 10, 2017

Judy Griffin opened a discussion about the Woodlands Entrance Signs and Lighting, proposing the idea to remove the two old plastic signs on the block wall on each side, remove the bushes on top of the block wall on each side, set a new Woodlands Sign above the block wall where the bushes are going to be removed on each side and provide LED low voltage lighting. Management provided an Estimate from Apex and was asked for Apex to change their proposal to *Low Voltage*. Judy Griffin also requested from BrightView to update their proposal for * two signs/two lights*, one on each side of the Woodlands Entrance.

Judy Griffin said that she found some ideas for new Woodlands Sign Designs online and that she will email it to the Board Members. She will also bring the new Woodlands Sign Designs to the next meeting.

Progressive Management will obtain three bids for this project to present at the next meeting.

Woodlands Sign discussion was Tabled at this time.

New Business

1. Community Cleanup Day:

Felix Beukenkamp informed the Board about an email from David Vardaman who had requested a discussion for a community cleanup day in December or January. He recommended in his email the date: January 6, 2018.

The board discussed the date of January 6, 2018 with an approx. time 8:00AM – Noon

Progressive will add this to the website and update it after further discussion at the next meeting.

2. Christmas Lights – Color Selection

The Board was provided with a color presentation for Christmas decoration from *The Lighting Company*. After discussion, **Steve Boswell motioned to accept the color presentation Blue/Silver in the amount up to \$4,000 to purchase the described lighting. Felix Beukenkamp seconded. Motion approved unanimously.**

Board request lights operating the week after Thanksgiving and stop the week after January 1st. Progressive will talk to The Lighting Company.

3. Management was asked to obtain 3 bids for stump grinding on Sunny Dale only to remove stumps left when the company removed trees.

Felix Beukenkamp reminded the Board of the Project List items and asked Management to obtain 3 bids for the parking Area on Southwind Drive with the options of:

- a) Regrading
- b) Recycled/Crushed Concrete

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | October 10, 2017

- c) Milled Asphalt
- d) Repair/Replace Railroad ties as an option on the bid.

Items for Agenda November 14th Meeting

Sign for Woodlands and Lighting
How to activate project work list
Southwind Drive Parking Area
SunnyDale Stump Grinding
Community Cleanup Day update
Florida Club cleanup of right of way/medians

Public Comments

Owners asked for a cleanup day project list. Board asked for owners input be emailed so that a list could be created.

Julie Kostelny spoke about the undeveloped land and issues with golf courses that could be used for future development.

.Adjournment

Judy Griffin motioned to adjourn meeting. Steve Boswell seconds. Approved Unanimously

Respectfully Submitted for the Board of Directors,

Sabine Henry, CAM