

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | November 14, 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, November 14, 2017 at 6 pm. Board Members present were Judy Griffin, David Vardaman, Steve Boswell and Felix Beukenkamp. David Costa was absent. 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 four (4) members present.

Announcements

Next public Board Meeting will be held December 12, 2017 at 6:00 PM.

Approval of prior meeting minutes:

Steve Boswell motioned to approve minutes from October 10, 2017 Board of Directors Meeting: seconded by David Vardaman. Motion approved.

Committee Reports:

Finance – Steve Boswell reported on financial status as of October 2017. Steve Boswell reported that \$0 Assessments & Interest were collected in October. \$13,050 of expenses were incurred in October that included the expenses of: Management Fee Expense, Landscape Expense, Irrigation Pump Repair, Red Bay Tree Removal & Additional Tree Removal. In addition, there is a Intra-Fund Transfer Request for the Winged Foot Sidewalk Project, Invoices from earlier in the year in the amount of \$4,672.00.

Steve Boswell motioned the Board to approve the financial statements and the Intra-Fund transfer in the amount of \$4,672.00. David Vardaman seconded. Motion approved.

Landscape – Sabine Henry reported that she had talked to Danny Willcox (BrightView), who had confirmed that the Irrigation System Checks were completed and did not exceed the maximum amount of \$1,000. She also reported on the Drive Through with Danny Willcox and Judy Griffin who checked on two Islands which desperately need some work done due to overgrown and tree debris as well as trash. One of the smaller Islands is the Muirfield Island and the bigger Island is the Lido Circle Island. Judy Griffin talked about the sod which was put down on Bay Drive but did not take because of irrigation issues. Danny Willcox recommended to use Hydroseed for those areas in Bluewater Bay where the sod is not taken. He stated during the Drive-Thru that more areas can be covered on Bay Drive, The Woodlands, and Bluewater Blvd. using Hydroseed for the same amount of money and that the best time to Hydroseed is in the spring. It should be discussed in January or February and be done by March.

Communications

Felix Beukenkamp asked if the Button on the Website was complete. Judy Griffin answered that it was. Judy Griffin said that the Special Project Button is still in process and that the Newsletter Button is on the Website. Judy Griffin reported that people have already signed up for the Newsletter.

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Judy Griffin will get with Felix Beukenkamp on the Newsletter and Judy Griffin will draft one for the next meeting. Felix Beukenkamp said it would be good to have David Costa write something about landscaping, Steve Boswell about Finances, and David Vardaman about Special Projects for the newsletter.

Managers' Report

Stump Removal

Sabine Henry presented 4 bids for the removal of (14) fourteen stumps on Sunningdale Court.

Sabine Henry recommended Bayou Lawn Services with their bid in the amount of \$350.

David Vardaman motioned to accept the recommendation from Management to accept the proposal from Bayou Lawn Service for the grinding of 14 stumps in the amount of \$350. Felix Beukenkamp seconded. Motion approved.

Well at Lakeside

Sabine Henry presented 1 bid from Berry's Well Drilling to pull sub pump from abandoned well, drill new well and reinstall same pump in the amount of \$2,400.

Felix Beukenkamp motioned to accept Berry's Well Drilling Inc. proposal to install a new Well in the amount of \$2,400. Steve Boswell seconded. Motion approved.

Southwind Drive Parking Area

Sabine Henry presented 3 bids for the Southwind Drive Parking Area.

Sabine Henry recommended CSC Construction Service in the amount of \$1,875.

David Vardaman motioned to accept CSC Construction Services proposal in the amount of \$1,875 with the additional guidance by Sabine Henry or Felix Beukenkamp to assure clear communication with the vendor that the water will drain away from the roads. Steve Boswell seconded. Motion approved.

Lighting for the Woodlands

Sabine Henry presented 3 Bids for the Lighting in the Woodlands.

Sabine Henry recommended BrightView and their proposal in the amount of either \$926.20 for one light or \$1,337.50 for two lights.

Judy Griffin said that the Woodland Sign is still in development and at this point David Vardaman requested to table this discussion.

1 year and 3-year contract for Christmas Lights

Sabine Henry presented the 1 year and 3-year Christmas Light Contract Proposal from Property Innovations, Inc., in the amount of \$4,465 for a 1-year contract and \$3,715 per year for a 3-year contract.

David Vardaman recommended for next years Budget to have the Christmas Lights as a separate line item instead of in the Common Area Enhancement.

After discussion Felix Beukenkamp motioned to approve the 3-year contract with Property Innovations, Inc. for the Christmas Lights in the amount of \$3,715 per year with one

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additional condition that the Christmas lights will not be put up until after Thanksgiving. Steve Boswell seconded. Motion approved.

Clearing of Island/Lido Circle

Sabine Henry presented a proposal from BrightView for the clearing of the Lido Circle Island in the amount of \$1,850.

Judy started the discussion on how bad those islands look that the Islands clean up should go on a rotation basis every few years and questioned if those Islands can be added to the January Cleanup day and also have the Residents involved. Some Islands were cleared 2 years ago and 5 other islands in the Woodlands were cleared by BrightView in the last quarter. Judy Griffin will get with Danny Willcox to establish a list of all the islands and label the ones which have been done. David Vardaman said that it may can be done in the future but not for January's Clean up Day.

Management was asked to draft a letter to the residents and to be reviewed by Felix Beukenkamp, which will go out after the island is cleaned, asking residents to keep it clean and not to dump or park Trailers in that area.

David Vardaman motioned to accept the proposal from BrightView for cleaning the Lido Circle Island in the amount of \$1,850. Felix Beukenkamp seconded. Motion approved.

David Vardaman motioned to accept the proposal from BrightView for cleaning the Muirfield Island in the amount of \$200. Steve Boswell seconded. Motion approved.

Unfinished Business:

Felix Beukenkamp reported on the State of Florida Flood Mitigation Grant and stated that he talked to Jason Autrey and asked him to review local match to possibly increase it. The grant should be approved in the next few months.

David Vardaman talked about the Community Clean Up Day of common areas on Saturday, January 6th, 2018 from 8:00 AM until 11:00 AM (Rain Date Jan 7th, same time) for certain areas in Bluewater Bay – See attached Community cleanup for common areas information sheet.

He also asked for recommendations on how to advertise the Community Clean Up Day and how to spread the word to other Associations.

Judy Griffin recommended Facebook Page to spread the word about the Community Clean up.

Felix Beukenkamp mentioned that many HOA Associations have their annual meetings coming up and that would be a great time to announce the Community Clean up. Management will contact other HOA Managers in the Area to announce Community Cleanup day.

Judy Griffin said that it also can be posted on the website.

New Business

Judy Griffin stated that elections are coming up for November 2018 and that two seats will open up, Felix Beukenkamp and David Vardaman.

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Judy Griffin passed out the Bluewater Bay MSBU Job description and recommended to all Board Members review at the requirements of the Job description.

She added the new Bylaws with the Board officer positions are changed from January to December. 2018 Officer Elections will be conducted at the December Board Meeting.

Public Comments

A resident, raised a concern of the coyote population in the area. People do not feel safe and she asked for advice from the Board on this issue.

The MSBU will contact the Wildlife Habitat and ask for info on how this can be controlled.

Steve Duresky from the HOA Southwind Association introduced himself to the public and was asking permission from the Board to give out literature about getting Bluewater Bay certified as National Habitat. He explained that you will have to get 150 points to become certified and we are far away from those points. He is asking for Home Owners to get qualified. The cost to become certified is \$20. He added that the School with the Butterfly Garden already are certified. The Golf Course and the Marina are also certified.

A resident reported a problem with the Sprinkler heads on Bluewater Bay/Range, stating that many times now, after picking up the kids from school, the sprinklers were on and build big puddles which kids and parents had to cross. He also brought up the irrigation system on Bay Drive (South)/Lido which is not working.

Additional wells and irrigated areas are being reviewed.

Another Residence talked about updating Signage throughout Bluewater Bay.

They are wooden signs and need some work, either replaced or repaired.

David Vardaman said that some signs have already been repainted and that periodically the signs will be repainted if it is determined that they are structurally sound.

David Vardaman motioned to repaint 2 directional signs for the Oakmont/Winged Foot signs in the amount of \$250, 2 signs total in the amount of approx., \$500, with approval by Judy Griffin or Management provided that the signs are structurally sound. Felix Beukenkamp seconded.

Judy Griffin asked to table this discussion until the next meeting, saying she would like to look at those signs first.

David Vardaman stated that motion has been made and seconded.

Motion failed – 2 in favor, 2 opposed.

Judy Griffin asked to table it until next meeting.

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Agenda for Meeting December 12, 2017

- A. Woodlands Sidewalk Project Update
- B. Winged Foot Sidewalk Rail Update
- C. Election of Officers
- D. Improvement of the Medians on Hwy 20
- E. Signs for the Woodlands & Lighting
- F. Street Sign Maintenance
- G. Repaint of the Oakmont/Winged Foot Directional Signs
- H. Irrigation Update
- I. Update on Coyote Issue in Bluewater Bay

Adjournment

Judy Griffin motioned to adjourn the meeting. Steve Boswell seconds. Motion approved unanimously

Respectfully Submitted for the Board of Directors,

Sabine Henry

Sabine Henry, CAM