Bluewater Bay Municipal Services Benefit Unit
Board of Directors Meeting | May 9, 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, immediately following the scheduled Budget Workshop. Board Members present were David Vardaman, Steve Boswell. Present by teleconference were: Judy Griffin. Residents present were: Mike Griffith, Steve Duresky, Bran McAllister, Tami Rhodes, Steve Rhodes, James Johnson, June Johnson, Norm Cibula, Chris Olson. Also present were Mike Kent, Sabina Henry, and Jordan Hernandez from Progressive Management of America.

Call to Order:
The meeting was called to order at 6:02 pm; a quorum was established with three (3) members present.

Approval of prior meeting minutes:
Judy Griffin motioned to approve minutes from April 11 Budget Workshop with requested edits from Mr. Vardaman; seconded by Steve Boswell. Motion approved unanimously. Amended minutes are attached

Judy Griffin motioned to approve minutes from April 11 Board of Directors meeting; seconded by Steve Boswell. Motion approved unanimously.

Committee Reports:
Finance - Steve Boswell reported that invoices have not been received, as County's approval of PMA contract was delayed; April invoices have therefore been accrued. Complete financial report will be presented at the June, 2017 meeting. Steve Boswell motioned to accept financial report for April; seconded by Judy Griffin. Motion approved unanimously.

Landscape: Judy Griffin spoke with current landscaper regarding additional need for irrigation repairs on well at Bay Drive near where new sod had been laid; additional repairs necessary to Bluewater Blvd. near the monument sign. Judy Griffin motioned to allocate no more than $3,000 from current budget supplement by Master Community Plan budget for irrigation repairs; seconded Steve Boswell. Motion approved unanimously.

Communications: PMA working on upgrades to Web site; continuing to work on existing edits to ensure functionality.

Unfinished Business:
2017-2018 Budget – Judy Griffin motioned to approved the 2017-2018 budget as presented; seconded by Steve Boswell. Motion approved unanimously. This draft budget will be submitted to Okaloosa County for final approval.

Judy Griffin motioned to approve the Bluewater Bay MSBU Preliminary Assessment Resolution to increase assessments by $3 to $69 for Fiscal Year commencing October 1, 2017; Steve Boswell seconded. Motion approved unanimously. This increase is less than the maximum allowable annual increase of 5 percent.

Management Contract – Mike Kent explained that the Board is required to ratify the final management contract that has been reviewed and approved by the County Attorney. Judy Griffin motioned to approve the final management contract; seconded by Steve Boswell. Motion approved unanimously.

Tree Removal – Management reported on the multiple bids and vendors for the removal of diseased Red Bay Trees. Judy Griffin motioned to allocate no more than $8,000 for removal of diseased Red Bay Trees with open selection of vendors based on availability and pricing; seconded by Steve Boswell. Motion approved unanimously.

Lake Flood Committee – Mike Kent reported minimal updates from State on when funding will be available and at what levels. Grant requires approximately $75,000 in combined funds from Okaloosa County and MSBU; County is committed to cover 25 percent of required funding provided that MSBU assumes responsibility for the remaining 75 percent. County and State willing to work with the MSBU during the next few years to pay for the costs of MSBU contribution, with $15,000 from 2017 Reserves, $20,000 from 2018, $20,000 from 2019. County would cover the money up front, so long as MSBU is committed to paying our share by end of FY 2019. Project would need to be completed by June 2018. Judy Griffin motioned to approve Phase 2 of Grant with installments during the next three years to finish payments at Sept. 2019; seconded by Steve Boswell. Motion approved unanimously.

APPROVED

Judy Griffin motioned to approved invoice from AVCON for Phase 1 engineering work; seconded by Steve Boswell. Motion approved unanimously. This invoice will be paid from grant funds.

Woodlands Lighting – Recommendation from management to table decision as only one bid received, additional bids to be recieved, along with proposed solutions. Board directed management to provide solutions in advance of meeting (by June 1) to consider design and cost options.

Landscaping RFP – Mike Kent reviewed details of proposed base RFP for submission to County. Recommendation to remove certain items from last RFP 2014; County needs a 60-day window for bid process implementation. Judy Griffin motioned to submit RFP to County Purchasing department for landscaping contractor; Steve Boswell seconded. Motion approved unanimously. The new contract will become effective October, 2017.

New Business:
Web site – management working with Felix Beukenkamp; some solutions investigated were too expensive. Sourcing additional vendors for re-design within a smaller expense.

Sod in front of Mr. Prichard's home on Winged Foot – request from homeowner to add sod in front of home after new sidewalk has been installed sod was damaged by contractor. Judy Griffin motioned to allocate no more than $500 to sod in front of home on Winged Foot Drive; seconded by Steve Boswell. Motion approved unanimously.

Corner Cul-de-Sac on Winged Foot – Jordan Hernandez received a call from homeowner regarding sod on right of way abutting her property which has been torn up by both contractors on Winged Foot Sidewalk project and by contractors for neighboring private parcel's renovation. Homeowner desiring either sod, seed, pine straw, and/or "No Parking" signs on area, as contractors continuing to park on grass. Board members to inspect site, Jordan Hernandez to send pictures from site for board to further evaluate.

314 Oaklake Lane – resident reported on overgrowth from green area across street from his property; desire for MSBU Board to investigate potential jurisdiction of area. Board would like to inspect site to see options.

June 13 Meeting Agenda – Review of Winged Foot Damage Control, Oaklake Lane overgrowth, Woodlands lighting bids, Bay Drive sod/seed/irrigation solutions between Hwy 20 & Tennis Center.

Public Comments:
Woodlands Cul-de-Sac Islands – to be added as agenda item for June meeting. Mr. Vardaman reported on 11 islands in Woodlands, additional in Caribbean that require upgrades/repairs.

Code Enforcement on Curacao – concerns regarding lack of maintenance of private parcels on non-HOA affiliated neighborhoods. Potential solution could be a letter from Board to homeowners encouraging them to maintain their property, there is no jurisdiction for enforcement, but homeowners did sign covenants as owners owning Bluewater Bay.

Adjournment:
Judy Griffin motioned to adjourn the meeting; seconded by Steve Boswell. Motion approved.

APPROVED

Respectfully Submitted
for the Board of Directors,

Jordan D. Hernandez, CAM