

Bluewater Bay Municipal Services Benefit Unit
Board of Directors Meeting | November 13, 2018

Attendees: The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting at Crosspoint Church, located at 4400 Hwy. 20, Ste. 600, on Tuesday, November 13, 2018 at 5:30 pm. Board Members present were, Judy Griffin, Debbie Stretch, Steve Boswell, David Costa Jr., David Vardaman, and Felix Beukenkamp (Previous Chairman) Clinton Moomey from Progressive Management of America.

Call to Order:

The meeting was called to order at 5:30 pm; a quorum was established with five members present.

There was confusion on whether Felix Beukenkamp's term expired in September or in December. County attorney was contacted and it was noted Felix's term ended September 30th. Felix offered to Chair the meeting and not vote. All members of the new board approved Felix to run meeting.

Approval of prior meeting minutes

**Judy Griffin motioned to approve minutes from September 11, 2018; seconded by Steve Boswell
Motion Approved Unanimously.**

Financial Report

Steve Boswell reported on financial status as of September 2018. In the month September \$0 assessments were collected with a total year to date of \$319,120. Assessments are now 100% collected. \$27,446 available in the reserve fund.

Steve Boswell motioned to approve the report; Judy Griffin seconded. Motion Approved Unanimously.

Steve Boswell reported on financial status as of October 2018. In the month October \$0 assessments were collected. All assessments were invoiced November 1st. \$18,133 expenses occurred in the month of October.

Steve Boswell motioned to approve the report; Judy Griffin seconded. Motion Approved Unanimously.

Landscape Report

Judy Griffin reported that several of the Bradford Pear trees have split and there is a need to remove them. Judy asked to have board discussion to determine what to do with the Bradford Pear Trees. Judy suggested removing the trees in stages and replace them as the islands are renovated. The landscape committee is currently working on a plan to renovate all islands on Bluewater Blvd.

Judy Griffin Motioned to amend the estimate for the tree removal on the walking trail (\$750) and include the removal of three Bradford Pear trees that are in one of the islands on Bluewater Blvd. A day rate of \$1650.00 to remove the trail tree and the three Bradford Pears would be the amendment to the proposal. Debbie Stretch seconded the motion. David Vardaman asked that the tree removal be done in January when all of the leaves have fallen. The Bradford Pear trees must be flush cut. Motion Approved with 4 members yes vote and 1 member against.

Judy Griffin motioned to approve the sod proposal of \$4,391.17 from Bermuda Circle to Prestwick Dr. In addition she wanted to add Laurel Petaluma to the proposal in front of the raised beds at Bermuda Circle. The motion was to approve a not to exceed \$5,600.00 to complete sod and planting. Debbie Stretch seconded the motion. After board discussion the motion was withdrawn.

Judy Griffin motioned to approve the sod proposal of \$4,391.17 from Bermuda Circle to Prestwick Dr. Debbie Stretch seconded the motion. Motion Approved Unanimously.

Judy Griffin announced the next landscape committee meeting will be at the Keller Williams office in Bluewater Bay on November 27th at 10am.

Judy asked that the meeting be posted on the website. Judy also requested the board meet at 5pm prior to the January board meeting to have a landscape committee workshop.

Judy Griffin motioned to approve a not to exceed \$925.00 to cleanup around the well on Southwind Drive. Additional bids shall be obtained before approving Brightview's proposal. David Costa Jr. seconded the motion. Motion Approved Unanimously.

Clinton Moomey stated that Arbor Barber would be back on Bay Drive on November 28th and 29th. They had some setbacks with the hurricane and all work will be completed that was approved in the August meeting.

Chairman Report

Felix Beukenkamp stated the Chelco Tree Trimming Priority List is complete and Chelco would be trimming in the first quarter of next year. A representative of the MSBU will need to meet Chelco to go over the list. Felix requested the board find a location in Bluewater to store the mulch. He suggested Troon Island and allow community to come and use it.

Felix stated he received an email from Roy Petrey in regards to the FEMA flood grant. Petrey stated the grant has been extended and will expire in January 2020. The project is in queue and will be bid early next year. They have had some setbacks with some staffing issues and are working on catching all projects up.

New Business

Felix stated a management contract renewal addendum for 1 year would need to be signed by the board. He also asked the board to complete performance evaluation for Progressive Management.

After board discussion David Costa Jr. motioned to accept the contract addendum. David Vardaman seconded the motion. Motion Approved Unanimously.

Board requested the contract be reviewed next year when the budget is prepared.

Felix stated he also prepared a performance evaluation for Brightview. He asked the board to complete the evaluation and discuss the results at the next board meeting.

Clinton Moomey stated the Bluewater Bay Christmas lights will be installed very soon and they will be turned on after Thanksgiving.

Debbie Stretch requested that the website be updated with emails and phone numbers. Also a list of special projects be updated.

Unfinished Business

Mike Kent stated the FL DOT HWY 20 Grant plans have been submitted to Scott Bitterman at the county. Scott has stated the plans are next in line for him to review. After the review of the plans and approved the project can be put out for bid and a final submittal presented to the FL DOT.

Felix announced that the Woodlands sidewalk project is scheduled for the spring of 2019 and the MSBU board would need to approve the transfer of funds to complete the project. The total funds to be transferred would be \$31,288.20. The funds would need to be transferred after an audit is completed by the county and after the sidewalk is completed.

David Vardaman motioned to approve the transfer of \$31,288.20 upon completion of the project in order to move forward on the Woodlands sidewalk project. David Costa Jr. seconded the motion. Motion Approved Unanimously.

Felix stated the county has contacted Chelco and determined that Chelco had been charging the MSBU sales tax. Chelco is issuing a credit of all sales tax from the past three years. This refund will reflect on the invoices moving forward.

Judy Griffin requested management send out email and ask board what officer position each member would like to be nominated for. Each member would email management back and the choices would be reported at the December meeting.

Public Comments

Owner asked that someone look into a bus stop near Parkwood. The bus stop is located on Bluewater Drive in the county right-a-way. Board requested management contact Jean Phillips at the county to see if it is allowed and what restrictions apply to construction on row.

Debbie Stretch asked if Progressive Management had an office in Bluewater Bay. Progressive Management stated they had multiple offices in Bluewater Bay. David Costa stated he had meet at the Sunset Beach office location many times before. Clinton Moomey stated they also have an office at Golf Villa's Apartments. This office is located at 1940 Bluewater Blvd. The office is used for meeting purposes only and if anyone would like to make an appointment they could do so.

Steve Duresky stated the Wildlife Habitat still needs 70 points to have the Bluewater Bay community as a certified community.

Adjournment

Judy Griffin motioned to adjourn meeting. Debbie Stretch seconded the motion. Meeting was adjourned at 6:52 PM.

Respectfully Submitted
for the Board of Directors,

Clinton Moomey

Clinton Moomey, CAM

APPROVED