

Bluewater Bay Municipal Services Benefit Unit
Board of Directors Meeting | December 11, 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, December 11, 2018 at 5:30 pm. Board Members present were, Judy Griffin, Debbie Stretch, Steve Boswell, and, David Vardaman. Mike Kent and 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 four members present. David Costa Jr. was not present due to pre-coordinated excused absence.

Election of Officers

David Vardaman opened with the election of officers and stated the order of election would start with the chairman.

Judy Griffin nominated David Vardaman to be Chairman. Debbie Stretch seconded the motion. Motion Approved Unanimously.

Judy Griffin nominated Debbie Stretch to be Vice Chairman. David Vardaman seconded the motion. Motion Approved Unanimously.

David Vardaman nominated Judy Griffin to be Landscaping Chairman. Debbie Stretch seconded the motion. Motion Approved Unanimously.

David Vardaman nominated Steve Boswell to be Financial Chairman. Judy Griffin seconded the motion. Motion Approved Unanimously.

David Vardaman nominated David Costa Jr. to be Communications Chairman. Judy Griffin seconded the motion. Motion Approved Unanimously.

Approval of prior meeting minutes

Judy Griffin motioned to approve minutes from November 13, 2018; seconded by Debbie Stretch Motion Approved Unanimously.

Financial Report

Steve Boswell reported on financial status as of November 2018. In the month November \$6,254.00 assessments were collected. All assessments were invoiced November 1st. \$43,475.00 expenses occurred in the month of November.

David Vardaman questioned the invoice for landscaping that was not received on time in August. It seems that the invoice would be paid out of the 2018 budget. Mike Kent stated the county will not go back into the 2018 budget to reallocate. The surplus will offset prior year expense and will roll over into the 2019 budget. Mike Kent stated he would make sure it was corrected with the county if possible.

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

Landscape Report

Judy Griffin reported there has been a lot of cleanup over the past month. Brightview has been dead heading all the plants in the medians. Someone has driven through the median in front of the car wash on HWY 20 and Brightview has made some improvements to fix the area. Judy also stated the tree company has been out trimming trees. Marcus from Brightview stated there are a few areas on Bay Drive that have washed out and are in need of dirt to correct issue. Progressive Management stated they would contact the county to ask them to bring dirt in to fill washouts. Marcus also stated the sod has been installed on Bay drive. Marcus stated they are keeping an eye on the weather and if it gets colder they would drain the irrigation pumps as needed. The system is currently running one to two days per week. Judy also report the cleanup around the pump house on Southwind Drive has also been completed.

Judy Griffin reported the Landscape committee has met and has some ideas that they would like to present to the board at the workshop. Judy asked that the workshop be moved to the February meeting in 2019 at 5pm prior to the regular meeting.

Judy stated the Holly bushes around the south side of the circle (i.e. Southwind Dr. portion) have grown very tall and there is a bad line of sight in this area. Judy asked to have a discussion at the next board meeting on how to improve the line of sight. One suggestion would be to trim the bottoms up to make them look like trees.

David Vardaman also stated he would look into a traffic control option for this area in order to separate pedestrians from traffic.

Clinton Moomey stated the flag poles ropes had broken and management had to replace all three ropes and hardware. A lift was required to restring the poles and fix what had been broken. The cost to do this project was \$900.00 for materials and labor. The board stated it was something that had to be done because the flags are an important aspect of Bluewater Bay. The board approved the work unanimously.

Judy Griffin reported that the county has contacted Parkwood Estates and notified them that the bus stop structure that was built had to be removed from the right of way.

Debbie Stretch stated the plants on HWY 20 by the entrance into Merchant Walk are in need of trimming to help with the line of sight. Marcus with Brightview stated he would get these areas all trimmed back.

Owner asked who was responsible for maintaining Commercial Lane behind CVS. Judy Griffin stated that the road is not maintained by the county. Judy suggested contacting CVS and also contact the HOA behind CVS to clean up the fence that was left alongside the road. Management was tasked to determine who is responsible for the lane. David Vardaman asked that management also contact CVS and see if they would be willing to partner with the MSBU and clean up the lane.

Unfinished Business

David Vardaman stated the FL DOT Grant Agreement must be signed by the MSBU. Mike Kent stated the contract needed to be signed between the MSBU and the county. The county attorney has reviewed the contract. The contract solidifies previously agreed upon roles and responsibilities between the County and the MSBU. The next step of getting formal bids to submit.

David Vardaman stated there were minor spelling correction but could be approved to be signed contingent on spelling correction, address correction, and Chairman David Vardaman correction.

Judy Griffin motioned to approve the signing of the contract with above said corrections. Steve Boswell seconded the motion. Motion Approved Unanimously and the document was signed. PMA will forward to the appropriate county office.

David Vardaman stated this contract states that the grant can be rescinded at any time and that the MSBU will move very quickly on this project so that does not get rescinded.

David Vardaman reviewed the Performance Review reports for Brightview and Progressive Management. He stated there was no need to have any lengthy discussion needed with these reports. Mike Kent stated the intent was to establish a bench mark to set and review each year to see if there is any need of improvement from year to year for each vendor.

Public Comments

Owner stated the DOT did striping on Bluewater but did not complete through the circle. The board stated the DOT does not give any notice when they are coming and they do not tell you where they will start and stop. This is a county responsibility.

Owner asked what the MSBU is willing to do to common areas in non HOA's in Bluewater. Judy Griffin stated the MSBU tries to help in these areas each year and she would look into doing some more this year.

Judy Griffin stated she received a call from a resident in Oak Lake about a sidewalk that is on his property and someone fell due to broken concrete. The sidewalk was put in prior to the formation of the MSBU and was installed on the resident's property. The resident was told it was not the MSBU responsibility to repair this sidewalk. Mike Kent stated management would contact the county attorney to determine whether or not an easement could be drawn up to allow the MSBU to have an easement across the resident's property. The residence is located at the end of Oak Lake Lane.

Adjournment

Steve Boswell motioned to adjourn meeting. Judy Griffin seconded the motion. Meeting was adjourned at 6:19 PM.

Respectfully Submitted
for the Board of Directors,

Clinton Moomey

Clinton Moomey, CAM