

Bluewater Bay Municipal Services Benefit Unit

Board of Directors Meeting | January 09, 2018

Attendees:

The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public Annual meeting at Bluewater Association Management's Conference Room, located at 4400 Hwy. 20, Ste. 311, on Tuesday, January 09, 2018 at 5:30 pm. Board Members present were Felix Beukenkamp, David Costa, Steve Boswell and Judy Griffin. David Vardaman was absent. Also present were Mike Kent and Sabine Henry from Progressive Management of America. See sign in sheet for guests and members present.

Call to Order:

The meeting was called to order at 5:30 pm; a quorum was established with four (4) members present.

Announcements

Next public Board Meeting will be held February 13, 2018 at 5:30 PM. In addition, there will be a budget workshop at 5:00PM prior to the regular meeting.

Approval of prior meeting minutes:

Steve Boswell motioned to approve minutes from December 12, 2018 Board of Directors Meeting: seconded by Judy Griffin. Motion approved.

Committee Reports:

Finance – Steve Boswell reported on financial status as of December 2017. \$50,833 Assessments & Interest were collected in December. \$8,593 of expenses were incurred in December.

Judy Griffin motioned to approve the December 2017 financials. David Costa seconded. Motion carries.

Felix Beukenkamp asked the Board Members opinion about using the format from the County compared to the PMA Spread Sheet. Steve Boswell asked for the past spread sheet for the Budget Workshop. Mike Kent explained that everything will be laid out by line items for the Budget Workshop.

Steve Boswell mentioned the FYE 2019 Budget Schedule and pointed out that the draft budget has to be presented to the Board by April 10 for review and requested a budget work shop to begin thirty minutes (5pm) before the Board Meeting in February.

Managers' Report

Sabine Henry reported that Berry's Well and Drilling has drilled the new Well at Lakeside and used the previous motor in the new well. The previous motor shaft was stripped and therefore not working. Sabine presented the quote from Berry's for a new 2 horse motor in the amount of \$800 with a one-year warranty.

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Judy Griffin proposes to accept Berry's Well and Drilling's proposal in the amount of \$800 to install the new motor. Steve Boswell seconded. Approved

David Costa stated, this is not a discussion but we need to find a way where it will tell us where the money is coming from and how much is available. Judy Griffin stated that the money will come out of the irrigation budget. Judy Griffin said that the PMA report showed what the available current amount is in the monthly financials but difficult to see on the County Financials. She asked, if it can be put on a spread sheet.

Mike Kent stated PMA will have this information at the next meeting.

Sabine Henry also reported on the repair and the re-paint of the Lido Village, Hidden Lakes, and Oakmont – Windward signs which were all completed by Chris from J's. The repair and re-paint gave extended life for another 1 ½ - 2 years.

Mike Kent reported on the BP Grant and asked the Board to assign someone from the Board who would help him in this matter. Mike Kent talked about the Median on SR20 and that we will have a chance combined with BrightView's Certificate in the amount of \$12,000. Danny Willcox (BrightView) stated that the Certificate in the amount of \$12,000 was planned for the landscaping project on SR20 from Range Road to Bluewater Blvd. for the existing landscaping.

Sabine Henry further reported on the January 6, 2018 Community Clean up day which was a great success. 33 people in the ranging age between 7 and 70 years of age participated in the cleanup. The board was represented by David Vardaman and Felix Beukenkamp. The team worked on the lake on Bay Drive. Pictures of the clean up day were posted on the Bluewater Bay MSBU website.

Landscape

Judy Griffin informed everyone about the promotion from Danny Willcox to District Manager and that the Bluewater Bay MSBU has a new representative which is Markus Garcia. Judy Griffin and Danny Willcox did a drive through on Monday, January 8, 2018. Plans were discussed for SR20 landscaping with the BrightView donations certificate in the amount of \$12,000. Danny Willcox presented the Bluewater Bay MSBU SR20 Median Project Plant Pallet which showed; Purple Muhly Grass, Black Eyed Susan, Super Blue Liriope and Snow White Indian Hawthorn plants in pictures. The install date for the plants would be late March – early April.

Judy Griffin motioned to fill in SR20 with the plants in BrightView's proposal, Purple Muhly Grass, Black Eyed Susan, Super Blue Liriope and Snow White Indian Hawthorn as proposed and to be combined with the BP Grant as leverage if the grant is awarded. Steve Boswell seconded. Approved.

Judy Griffin reported on the Florida Club to median landscaping areas and asked if the BP Grant could be used for this. Danny Willcox will get with the BrightView Landscape designer to plan for those areas and present a total cost estimate to Progressive Management.

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On the Prestwick Neighborhood planting, Danny presented a proposal for plants and irrigation in the amount of \$2,763. Judy Griffin proposed to get irrigation established for the planting half-moon planting bed areas on both sides of the street including irrigation repairs since irrigation was turned off for years. This will be City water not well water.

Judy Griffin motioned to accept the Prestwick project proposal from BrightView in the amount of \$2,763. Steve Boswell seconded. Approved.

Judy Griffin reported Southwind Drive there are still decayed and fallen trees in that area. Danny Willcox and Judy Griffin brought up the idea to have to someone mulch all the fallen and decayed trees instead of remaining all the debris out. Judy Griffin suggested to take the cost out of the tree budget. Felix Beukenkamp offered flag the areas so that no private property is included. Judy Griffin stated that there has been some cleanup on some of the natural areas like the Lido Estates/Island. Danny Willcox reported that most of it was mulched

Judy Griffin will prepare a spreadsheet with areas which will be marked when they were last cleaned and to rotate every few years to keep these Islands looking good. Felix Beukenkamp asked Judy Griffin to share the spread sheet with Sabine Henry.

Judy Griffin proposed, not to exceed the amount of \$850 for a new irrigation repairs on Prestwick/Bay Drive. This is for the distribution system. Steve Boswell seconded. Approved.

Felix Beukenkamp proposed periodic maintenance on the MSBU right of way along the abandoned Golf Course from Magnolia Plantation to the Florida Club. Felix Beukenkamp asked Danny Willcox to work with Judy Griffin and Sabine Henry to come up with a plan and a budget for this area.

Communications

Felix Beukenkamp mentioned to the Board that Newsletters can be difficult, time consuming and how do you distribute them. Felix Beukenkamp would like to propose instead of having a Newsletter Tab, just to have a section for articles which would be real time. Once the article is done, submit it, have someone at PMA check it and post it on the website. The board agreed to this idea.

Unfinished Business:

Felix Beukenkamp shared new information he had received from AVCON engineering on the Storm-Water report. FEMA is backlog due to significant events in 2018 has delayed the process. The grant expires in November Once Phase II is awarded the County will ask for an extension. Phase II should be awarded by February or March. The local share will be paid from the MSBU Budget.

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New Business:

David Vardaman was not present to discuss Musical Events. **Tabled.**

Felix Beukenkamp discussed the review of election of director's process and deadline.

Public Comments:

Residents was stating that in the past, the Bluewater Bay MSBU website had listed under "Documentation", the MSBU Ordinance, it is not there anymore. The ordinance will be posted on the website.

The next meeting will be on February 13, 2018 at 5:30pm following a Budget Workshop which will start at 5pm.

Adjournment

With there being no further business Felix Beukenkamp adjourned the meeting.

Respectfully Submitted,

Sabine Henry, CAM, On Behalf of the Board of Directors