

Bluewater Bay Municipal Services Benefit Unit Board of Directors Meeting | January 8, 2019

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, January 08, 2018 at 5:30 pm. Board Members present were, Judy Griffin, Debbie Stretch, David Costa Jr., 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. Steve Boswell was not present due to pre-coordinated excused absence.

Approval of prior meeting minutes

Judy Griffin motioned to approve minutes from December 11, 2018; seconded by Debbie Stretch. Motion Approved Unanimously.

Financial Report

Clinton Moomey reported on financial status as of December 2018. In the month December \$98,168.00 assessments were collected. \$27,565.00 expenses occurred in the month of December. In the General fund there is \$26,828.96 and in the reserve fund there is currently \$9,527.80.

Judy Griffin motioned to approve the report; Debbie Stretch seconded. Motion Approved Unanimously.

Clinton Moomey Stated that Progressive Management has been working with Okaloosa County on the breakdown of expenses. Their account structure has been pretty limited so the county had a few accounts created. Based on the expenses that the county has for the MSBU, the County created additional expense accounts to classify the expenditures in more detail, rather than lump them all into one expense account. This transfer is only to re-allocate expenses to the new expense accounts. The board will need to approve the transfer. A more detailed/ technical description from the County is as follows. This transfer does not change any expenditures and does not change the approved budget. Budget Transfer is to allocate approved budget to more accurate expense categories.

Judy Griffin Motioned to approve the Intrafund Budget Transfer that was presented from the county to transfer funds and reallocate them to the new accounts created. Debbie Stretch seconded. Motion Approved Unanimously. The associated county document was signed.

Communications Report

David Costa Jr. reported the current website is functional but there are a few things that need to be worked on. The website needs some work towards being mobile responsive and also work on getting the new letter function working. He requested feedback from board on how to have a newsletter put out after each meeting and also how the project list could be enhanced. Judy Griffin suggested creating a new website. David Vardaman stated he would like to tailor the project list follow the monthly minutes. Mike Kent

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suggested following the committed funds list from the financials. David Costa Jr. stated he would get with management and have more ideas at the next meeting.

Landscape Report

Judy Griffin reported it was a busy December with tree limbs and cleanup. Judy stated an owner requested additional tree trimming on Woodlands and White Point Rd. Board requested management contact the county and request them to limb up the areas. Judy also suggested this work be completed by CHELCO when they come out. The MSBU property managers will review the board's previously approved CHELCO priority list to see if this potential effort falls into one of those categories. David Vardaman also stated he would contact the fire district no later than January 11th to see if they would send a supporting message. Debbie Stretch also requested trimming around multiple lights in Bluewater. Management will contact the county about trimming around the lights as well.

Judy Griffin stated at the last meeting there was discussion about the Holly bushes at the circle. The line of sight has become a major safety hazard and suggest that the bushes be trimmed up and make the bushes look like trees. Board requested management contact the county and request a meeting onsite to determine what should be done to help elevate the safety issue at the location. Judy Griffin, management, and Brightview will meet onsite at 9am on January 16th to come up with other ideas as well.

Judy Griffin presented a design for the Monuments that was previously approved for \$2500 but the design presented was going to cost additional funds; more likely ~\$4,000. The revised cost has not been updated but at the February meeting a proposal will be presented for additional funding to complete the work. Pending approval, the work will commence in March to enhance the north and south monuments on Bluewater Blvd.

Clinton Moomey stated an owner emailed him and requested the flags at the circle be replaced. Clinton stated the flags would cost an estimated cost of \$300 and would need board approval to do so.

Judy Griffin motioned to replace the three flags at the circle - the cost will be taken from the Signs R and M line item from the budget. The property managers will check with the vendors to see if advance ordering second BWB flag is cost efficient and warranted. The overall cost for 3 or 4 flags will not exceed an average of \$100 each [i.e. \$300 for three flags, \$400 for four]. Debbie Stretch seconded. Motion Approved Unanimously.

Unfinished Business

Mike Kent stated that Greg Stewart responded to the Oaklake sidewalk issue. Stewart stated there are two lot owners that own a portion of the land that the sidewalk is on. He suggested contacting the two owners and ask if they grant an easement for the MSBU come on the property to repair. Greg Stewart would draft the easement to get the repair done. Board requested management contact the two owners and ask if they would be willing to sign an easement to get the repair done. Board also requested management obtain bids to repair the sidewalk as well.

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Judy Griffin stated last month a request was put in to the county to bring in dirt were there are washouts occurring. Judy stated there was another washout at the Southwinds entrance and asked management contact the county on this issue as well.

Mike Kent stated there was additional items that would need to be completed before the HWY 20 grant could be completed and submitted. One of the items that would need to be done is a survey done of the area to locate all utilities that are in the area. Brightview contacted Sunshine 811 and they stated they would not do the service locate until three days prior to construction. A proposal was presented in the amount of \$1,537.50 to have the survey done by a company called Blood Hound. This company will perform the service now and give a digital image to submit with the agreement.

Judy Griffin motioned to approve the proposal of \$1,537.50 from Blood Hound to perform the utility location. The money will come out of the reserves account and be reimbursed out of the grant. Debbie Stretch seconded. Motion Approved Unanimously.

Brightview will work on the irrigation plans and work with management to complete the rest of the requests by the 18th of January.

David Vardaman stated the Woodlands Park Playground is back in the works and there will be a Town Hall meeting February 7th at 6PM at 1470 Cedar St. in Niceville. David encouraged public to sit in on the meeting to give county their input. Debbie Stretch stated she worked previously on this project and had a design that she would send to David Vardaman to present to the county.

Public Comments

Owner stated she has been dealing with flooding on her property from the golf course for the past 14 years. She stated John Wilson from the county did visit the home and is currently looking into the issue. She asked if there was anything the MSBU could do. Board stated because the issue is on private property the MSBU could not do anything. Mike Kent stated management could look into seeing if AVCON might have some storm drain plans for this area.

Debbie Stretch advised the board that she would be out of town during February's monthly meeting.

Adjournment

Judy Griffin motioned to adjourn meeting. Debbie Stretch seconded the motion. Meeting was adjourned at 6:40 PM.

Respectfully Submitted
for the Board of Directors,

Clinton Moomey

Clinton Moomey, CAM