

## Bluewater Bay Municipal Services Benefit Unit Board of Directors Meeting | June 9, 2020

**Attendees:** The Board of Directors for the Bluewater Bay Municipal Services Benefit Unit held their scheduled public meeting telephonically via Zoom, on Tuesday, June 9, 2020 at 5:30 pm. Board Members present were; David Vardaman, Steve Boswell, Debbie Stretch, Pam Ragnoli and Rich Johnson. Also attending the meeting were; Mike Griffith, Branford McAllister, David Howard, Laura Landsberger, Lynn Whittmore, Chris Olson and Marcus Garcia. Also present were; Mike Kent & Dan Simpson from Progressive Management of America.

### **Call to Order:**

The meeting was called to order at 5:40 pm; a quorum was established with five of five members present.

### **Approval of prior meeting minutes**

**Pam Ragnoli moved to approve minutes from May 12<sup>th</sup>, 2020; seconded by Debbie Stretch Motion Approved Unanimously.**

### **Financial Report**

Steve Boswell reported on the May financial report showing assessments & interest collections of \$2,578.50 (\$344,260.18 year total) and \$488.31 of Chelco capital credits in May and expenses of \$20,810.11. General Fund balance of \$192,273.96 and Reserve Fund balance of \$2,027.80.

**Steve Boswell moved to approve the May financial report; Debbie Stretch seconded the motion. Motion Approved Unanimously.**

### **Landscape Report**

Debbie Stretch discussed that during the month of May Brightview performed our routine spring maintenance; mowing, edging, blowing, debris removal and weed spraying throughout the property. At the beginning of the month Brightview pruned and detailed the raised planters along Bluewater Blvd, Oakmont and Southwinds and later detailed the center medians along with the main entrance beds on Hwy 20. Brightview also donated the labor and debris disposal it took to clear the 700' of lake bank along Southwinds and has dedicated to clearing this lake bank every three months. Brightview has also started cutting the stretch of turf south of hwy 20 between Bluewater Blvd and Bay Drive entrances every other week in an effort to make the use of the sidewalk safer and more appealing to pedestrians. All plant material was pruned surrounding the Southwinds traffic circle and the new plant material was installed inside the traffic circle. Note, the Camellias came in larger than normal for a 7 gallon plant and once the plants begin to establish they will be pruned a foot to a foot and a half lower than they currently are. The Dwarf Yaupon Holly will also be cut back a foot lower to provide a tier effect. Due to the irrigation issue on the zone that irrigated the seasonal color bed at the Tennis Area three way stop on Bay Drive, that seasonal color wasn't installed in the spring. If approved we can move that square footage to the traffic circle, installing a bed in front of the Bluewater Bay Sign. This bed would then become a part of the seasonal rotation with the cost already included in the contract. The Blue Plumbago currently in front of the sign can then be relocated to another bed on the property.

In June the entrance beds/raised planters along Bay Drive will be pruned and detailed along with the Redtips at the end of the road. The top of the hedge along Miller's run will be pruned where needed and the beds will be detailed, removing unwanted plants. Brightview will also knockdown and spray out the native areas in the center of Troon entrance and along the Lake leading up to Lakeside on Bay Drive.

Debbie Stretch instructed management to include the presented Quality Site Assessment provided by Brightview into the minutes.

**Debbie Stretch moved to approve the Landscape report. Pam Ragnoli seconded the motion. Motion Approved Unanimously.**

*New Landscape Items* – Debbie Stretch discussed recent tree that fell on Bay Drive over the weekend and that management called the Fire Department to get cleared from the road and that public works was scheduling to complete the removal. Discussion on keeping an eye on dry median area in front of Taco Bell due to lack of

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irrigation and possibly utilizing pine straw as a solution. Debbie Stretch discussed washouts along roadways where weak or no turf is present. Some of these areas are starting to undermine the road and cause road pieces to break off. These areas will require soil to be installed to build them back up and turf to be planted on top of the soil for stabilization. Discussion on Brightview proposal to repair several of these washouts on Oakmont Drive and Bluewater Boulevard where working irrigation has been confirmed.

**Debbie Stretch moved to accept proposed bid of \$2,892.40 from Brightview to repair washout areas along Oakmont Drive and Bluewater Boulevard. Pam Ragnoli seconded the motion. Approved Unanimously.**

**Communications Report**

Pam Ragnoli discussed the website redesign project and would have preview items ready to show at next meeting. In process of gathering pictures for the new site. Management will assist in finding high resolution Bluewater Bay logo for use. The project continues to be on track for launch in July.

**Chairman & Board Member Comments**

Discussion on status of deer camera. Steve Boswell will assist in getting it operational. Discussion on contract renewal of Christmas decoration contract and need to update decorations. Debbie Stretch discussed raising the holly trees at the Bluewater circle. Discussion on possible future meeting sites.

**Unfinished Business**

*Abram's Park update:* Chris Olson from the Friends of Bluewater discussed that donation goals were achieved (\$30,000) through the Friends of Bluewater gofundme site and other additional donations also being collected.

*Highway 20 Beautification:* David Vardaman discussed that the County had sent out for bids in May.

*Woodlands Drive sidewalk:* No additional updates. Status of project is ongoing pending COVID-19 situation.

*Woodlands Park Shade installation update –* David Vardaman discussed that Okaloosa County Parks Department has entered the purchase requisition and that the order is to be placed in the next week or two with installation hoped to be completed in mid-August.

**New Business**

- *Grant proposal (Friends of Bluewater Bay)* – Chris Olson from the Friends of Bluewater discussed request for letter of support for applying for local grants to be used for providing items such as; fitness stations, pavement markers, park and bus stop benches for the Bluewater area.

**Rich Johnson moved to provide a letter of support for Friends of Bluewater in applying for local grants. Pam Ragnoli seconded the motion. Motion Approved Unanimously.**

- *Management RFP* – Debbie Stretch discussed process for RFP for management.

**Debbie Stretch moved to schedule a workshop at 5pm prior to July meeting (July 14<sup>th</sup>) to discuss scope of work for management RFP. Pam Ragnoli seconded the motion. Motion Approved Unanimously.**

**Public comments**

Discussion on being pleased with previous year's Christmas decorations.

**Adjournment**

**Debbie Stretch moved to adjourn meeting. Pam Ragnoli seconded the motion.**

**Meeting was adjourned at 6:27pm.**

The next meeting is scheduled to be held on July 14<sup>th</sup>, 2020

Respectfully Submitted  
for the Board of Directors,  
**Dan Simpson**  
Dan Simpson, CAM

# Quality Site Assessment

## General Information

**Property Name:** Bluewater Bay MSBU

**Date:** Monday, June 01, 2020

**Next Inspection Date:** Monday, July 06, 2020

**Client Attendees:** Daniel Simpson, Debbie Stretch

**Brightview Attendees:** Marcus Garcia

## CUSTOMER FOCUS AREA:

### MAINTENANCE ITEMS:

- 1) Pruned and detailed Oakwood Circle medians.
- 2) Cut back native area along woodlands dr and Southwinds dr.
- 3) Donated labor and debris removal to clear the lake bank on Southwinds Dr.!
- 4) Prune all of the plant material around the Southwinds traffic circle including the Holly Trees. The new traffic circle install is complete!
- 5) In June we will prune the top of the Millers Run hedge and detail the base.
- 6) Palmettos thinned in areas where visibility was blocked.
- 7) The entrances to Bluewater Blvd on Hwy 20 were both pruned and detailed.
- 8) The stretch of turf south of the sidewalk on Hwy 20 was mowed twice during May. This section of turf will be mowed every other week during the growing season.
- 9) The median along Hwy 20 was detailed.

### RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS:

- 1) Repair the washouts on Oakmont Dr.
- 2) Repair the washouts on Bluewater Blvd between Oakmont and Troon.

### NOTES TO OWNER/CLIENT:

# Quality Site Assessment

## Maintenance Items

Pruned and detailed Oakwood Circle medians.



[1/7]

## Maintenance Items

Cut back native area along woodlands dr and Southwinds dr.



[2/7]

## Maintenance Items

Donated labor and debris removal to clear the lake bank on Southwinds Dr.!



[3/7]

## Maintenance Items

Prune all of the plant material around the Southwinds traffic circle including the Holly Trees. The new traffic circle install is complete!



[4/7]

# Quality Site Assessment

## Maintenance Items

In June we will prune the top of the Millers Run hedge and detail the base.



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## Maintenance Items

Palmettos thinned in areas where visibility was blocked.



[ 6 / 7 ]

## Maintenance Items

The entrances to Bluewater Blvd on Hwy 20 were both pruned and detailed.



[ 7 / 7 ]

# Quality Site Assessment

## Recommendations for Property Enhancements

Repair the washouts on Oakmont Dr.



[ 1 / 2 ]

## Recommendations for Property Enhancements

Repair the washouts on Bluewater Blvd between Oakmont and Troon.



[ 2 / 2 ]