

1 **Bluewater Bay Municipal Services Benefit Unit**
2 **Board of Directors Meeting January 12, 2021**
3

4 **Attendees:** The Board of Directors for the Bluewater Bay Municipal Services held their
5 scheduled public meeting January 12, 2021. Board Members present were Pam Ragnoli,
6 Debbie Stretch, David Vardaman, Diane Minks, and Joe Moran. Others in attendance Greg
7 Stewart Okaloosa County Attorney, Mike Griffin, Felicia Moran, Chris Olson, Marcus Garcia, Jan
8 Reams, Raymond Wainwright, Matt Higginbotham, Rick Andujar, and Linda Vardaman.

9
10 Representing Management were Laura Landsberger, Toni High and Denise Fuller
11

12 **Call to Order:** The meeting was called to order at 5:30PM a quorum was established with five
13 of members present. Ms. Ragnoli welcomed Ms. Minks and Mr. Moran to the Board
14

15 **Introduction of Deputy County Attorney:**

16 Pam Ragnoli thanked and Introduced Greg Stewart Okaloosa Deputy County Attorney. One
17 important thing for the MSBU County Board are the Sunshine Law and The Public Record Law
18 has to be followed by MSBU. Transparency is essential to the MSBU. Sunshine Law states all
19 meetings which matters involve the public must be discussed in public. In meetings is the only
20 place that MSBU business is to be conducted. If you are at a social event or not in the meeting
21 do not discuss public business with other board members. Sunshine law covers emails, text
22 messages, and social media. It does not apply to discussions with the management team, but
23 you cannot use the management to go to other board members. All MSBU business is to wait
24 until the following reasonable noticed meeting.
25

26 Public Records Law. Public documents must be maintained, preserved, and protected. Paper
27 documents, electronic documents, voice messages, and text messages. The county IT team
28 can help if you need help preserving these things.
29

30 Social Media- Private Facebook accounts can be called upon for access to inspect or copy, if
31 you use that account to post information regarding the MSBU. You need to be able to preserve
32 what you have posted. A better way is to not use those platforms for public business.
33

34 Criminal Sanctions can be taken if these laws are violated. If you have any questions please
35 reach out to the County. Understand what you can and cannot do.
36

37 General Principals that apply:
38

39 You have absolutely no power except as a Board member. This is an opportunity to work for the
40 good of the Bluewater Bay area. As you work together you will have agreements and
41 disagreements.
42

43 Ms. Stretch stated board members have worked outside of the board and management in the
44 past. Mr. Stewart stated The Board as a whole is the only authority to make decisions for the

45 MSBU. The Chairman or the Vice Chairman run the meetings. MSBU operate as a team of 5
46 and no one operates as a single member. Ms. Ragnoli asked how this relates to an emergency.
47 Mr. Stewart stated if you have an emergency situation you need to follow and emergency
48 procedure. As a Board you can set up an emergency decision procedure. If you had to do
49 something in case of an emergency you could bring it to management and ratify at the next
50 meeting. Mr. Vardaman asked about a few years ago that the Board came up with a procedure
51 that if you could spend up to \$500.00 in the area that you chair.

52
53 As long as there are guidelines as to what can be done. That money has to benefit the property
54 owners. Any purchases are brought back to the board and reported.

55
56 Mr. Vardaman asked about increasing revenue. Mr. Stewart stated you are allowed to increase
57 the assessments by 5% each year. In terms of increasing the threshold. The county would
58 probably require a vote of the voters.

59
60 Mr. Vardaman asked under Roberts Rules of Order- Can the Board Chairman make a motion-
61 Mr. Stewart said the County commission uses a modified Robert's Rules. The County does not
62 allow a Chairman or presiding Vice Chairman to make a motion or second. The Chairman can
63 vote. Mr. Stewart stated that if you want to set up your own procedures the MSBU Board has
64 that ability.

65
66 The Board thanked Mr. Stewart for his time to come out and speak.

67 **Approval of Prior Meeting Minutes**

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69
70 Ms. Stretch motions to Approve the December 8, 2020 Minutes Mr. Moran seconded No
71 Discussion; All in Favor Motion Carries Unanimously.

72 **Financial Report –**

73
74
75 Mr. Vardaman stated during the month of December that \$21,303.99 of routine expenses
76 occurred. The Woodlands Park will be expensed in January 2021.

77
78 When we meet again in February to go over showing in graphically report.

79
80 Mr. Moran asked about the Woodlands Sidewalk project. Ms. Landsberger stated it has not
81 been done due to the Covid Restrictions on the County Inmates.

82
83 Mr. Vardaman Motioned to approve the Finance report as submitted Ms. Stretch Seconds All in
84 Favor Motion Carries Unanimously

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88

89 **Landscape Report:**

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91

92 Ms. Stretch stated during the month of December BrightView performed the routine winter
93 maintenance; Blowing, leaf and debris removal along with treating winter weeds throughout the
94 property. At the beginning of the month BrightView performed the quarterly cutback of the
95 Southwinds lake bank, and pruned and detailed the Bluewater Blvd entrance on hwy 20 along
96 with the hwy 20 medians. BrightView has also begun their winter cutbacks of perennial plant
97 material.

98

99 For the rest of January and into February BrightView will continue with winter cutbacks including
100 performing the hard cutbacks of the Yaupon and Camellias in the Southwinds traffic circle.

101

102 The Hwy 20 Beautification project has been awarded to BrightView by the county. BrightView is
103 in the middle of getting the required paperwork back to the county and the project has a
104 projected start time of February/March.

105

106 Irrigation has been turned off for the winter and will only be turned on for seasonal color on an
107 as needed basis.

108

109 Ms. Stretch motioned for approval of the Landscape report as submitted Ms. Minks Seconded;
110 Mr. Moran asked about the Beautification project. Brightview was awarded the project. Mr.
111 Garcia stated it is the Landscape from Lancaster to Range Road. All in Favor.

112

113 Add quality assessment report to the Minutes.

114

115

116 Ms. Stretch Motions to Install Blue Daze, Variegated Flax, Cala Lily and Pine Straw at Range
117 Road monument for a cost of \$1,941.72 Mr. Moran seconds (Expense form common area
118 enhancements) All in Favor none oppose Motion Carries Unanimously.

119

120 Ms. Stretch motions Install Lantana and Pine Straw at the 3 way stop on Bay Drive by the
121 Tennis Center for \$364.69 Drought Resistant Plants, Mr. Moran seconds. All in Favor Motion
122 Carries Unanimously.

123

124 Ms. Stretch stated that Woodlands Drive still has a lot of overhanging vegetation. Directed
125 management to have Arbor Barber come out and do the trimming.

126

127 The Board received an email from Juli Kostelny to put a garden on an easement of drought
128 resistant area in honor of Raimund Herden. The board discussed.

129 Ms. Stretch makes a motion not to proceed Ms. Minks seconded. The Board discussed that part
130 of the garden would be on private property. All in Favor Motion Carries Unanimously

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133 **Communications Report:**

134 Ms. Minks spent some time putting together BluewaterMSBU@gmail.com. Login will be the
135 same across the board and has been shared with management. Google has been verified.
136 Domain being transferred from Ms. Mink's personal account to MSBU Go Daddy Account.
137 Facebook has a Bluewater Bay. On the Facebook Page is linked to a website. It hasn't been
138 posted on since 2016, do we manage who can use the logo and links? Ms. Stretch stated that
139 the main purpose of the website were to get meeting information to the public, financials,
140 Meeting minutes. Could Nextdoor be used to put out information? Ms. Landsberger said that we
141 should not be answering Nextdoor personally. They need to be sent to proper channels. Ms.
142 Minks has tried to contact the GIS office to see if we can get Bluewater Bay on the Map.
143 Bluewater Bay searches currently the golf course is what comes up.

144
145 Domain name renewal- That is part of the Budget

146
147 Mr. Vardaman asked if the Current month Minutes with previous Financials on the Website? Ms.
148 Minks said that was not a problem.

149
150
151 **Chairman and Board Member Comments:**

152 Pam Ragnoli- No comments, Mr. Moran walked the walkways off Bluewater Blvd. A lot of mess.
153 Mounds of vines. Who owns the Land? Will the county help? Ms. Stretch Stated that the county
154 was working on the area before Hurricane Sally. Ms. Landsberger will follow up with the county.
155 Mr. Moran and Felicia Moran had looked up grants for applying to help with beautification, there
156 were a few things out there. Sidewalk has some damage. Ms. Landsberger said that she would
157 contact the county to see what they would be willing to do. Ms. Stretch asked Ms. Landsberger
158 to get an estimate on repair. Ms. Minks asked who she would be getting bids from. Ms.
159 Landsberger stated that they are contractors that she uses on other properties will give her a
160 bid. Ms. Stretch motioned to add a management as an agenda item, Ms. Minks seconded, All in
161 Favor Motion Carries Unanimously.

162
163 **Unfinished Business:**

164 None. Mr. Moran asked about FDEM Mitigation. Nothing has been done. Mr. Olson stated
165 Friends of Bluewater has money tied up as well. Covid had displaced the project and then
166 Hurricane Sally

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177 **New Business:**

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179 Ms. Landsberger brought up a project list on Priority

180 **Project List**

181 Clean up trees

182 Remove Bradford trees

183 Traffic circle has been completed

184 Walkways on Bay Drive and Southwind.

185 Power washed curbing Owners see immediately.

186 Monuments Update

187 Benches around community has been done

188 Gravel on Southwind was last done in 2016.

189

190 Ms. Stretch asked that Ms. Landsberger get an estimate on pressure washing Curbing.

191

192 Ms. Stretch motioned to add pine straw to the spring application to match the fall application.

193 Not to exceed \$10,000. Ms. Minks Seconds. Mr. Vardaman has questions as what line item it

194 will come out. Ms. Stretch said Common Area Enhancement. Ms. Stretch Amended her Motion

195 not to exceed \$10,700 after Mr. Garcia looked up the fall costs. Ms. Minks Seconded. All in

196 Favor None opposed Motion Carries Unanimously that the pine straw be brought back to

197 previous levels of Application and will be installed sometime in late March early April.

198

199 Ms. Vardaman asked if the dead trees on Bay Drive and Bluewater Blvd can be removed. Ms.

200 Stretch stated we will see what can be done.

201

202

203 **Public Comments:**

204 **None**

205 **Adjournment-** Ms. Stretch motions to adjourn at 6:55 seconded by Ms. Minks Next Scheduled
206 meeting is February 9, 2021

207

208 Respectfully Submitted by Toni High

209 For the Board of Directors

210

211 **Upcoming Events**

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213 ○ February/March- Installation of Spring Pine Straw

214 ○ March- Validation of Tax roll for the County

215 ○ March- Prepare next year's budget

216 ○ April- Ribbon Cutting Ceremony for Abram's Park

217 ○ April-Approve Fiscal year 2022 budget and submit to the County

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