

1 **Bluewater Bay Municipal Services Benefit Unit**  
2 **Board of Directors Meeting May 11 2021**  
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4 **Attendees:** The Board of Directors for the Bluewater Bay Municipal Services held their  
5 scheduled public meeting on Tuesday May 11, 2021. Board Members present were Pam  
6 Ragnoli, David Vardaman, Diane Minks and Debbie Stretch, Joe Moran; Tony Burris,  
7 Carolyn McAllister, Bran McAllister, James Fulton, Laura Fulton, Toni High, Dan Grose,  
8 Jan Reams, Chris Olson, Pat Fralix, Matt Higginbotham. Representing Management  
9 Laura Landsberger and Kathy Friesen.

10  
11 **Call to Order:** The meeting was called to order at 5:30 a quorum was established with  
12 5 of 5 Board Members present.

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14 **Approval of Prior Meeting Minutes:**

15 Ms. Stretch motioned to Approve the April 13, 2021 minutes as written; seconded by Ms.  
16 Minks; No further discussion; All in Favor; Motion Carries Unanimously.

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18 **Financial Report:**

19 Mr. Vardaman stated that the spreadsheet he prepared was not included in the Board  
20 package. Mr. Vardaman presented the report Ms. Landsberger included in the package.

21 Mr. Vardaman stated that there were no changes to the Accounts Payables line item.

22 Mr. Vardaman motioned to approve Accounts Payable as presented. Ms. Minks  
23 seconded the motion. No discussion; All in Favor; Motion Carries Unanimously.

24 Mr. Vardaman stated there are no changes to date for the 2021 budget except for  
25 adding the cost of a \$32 light bulb. Also, that there's no changes to the reserves. Please  
26 see the attached financial reports.

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28 Mr. Vardaman motioned to approve the budget review, Ms. Stretch seconded; No  
29 Discussion; All in Favor; Motion Carries Unanimously.

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31 **Landscape Report:**

32 Ms. Stretch stated that During the month of April BrightView continued to preformed the  
33 routine Spring maintenance. Mowing, blowing, removal of leaf debris and removal of  
34 dead branch debris. Pruning of the hedges, removal of vines, removal of dead plant  
35 material from beds, and overspray of shrub materials to kill any invasive grasses. The  
36 medians were spray treated for weeds and larger weeds were pulled. Bed detail has  
37 begun and will continue through May and June until completed. The retaining wall  
38 portions of the raised planters have been sprayed for weeds and will continue to be  
39 treated as needed.

40  
41 The native area in the center of Troon way is undergoing it's bi-annual weed spray and  
42 underbrush thinning.

43  
44 The irrigation timer at the corner of Oakmont and Bluewater Blvd (Timer 5) that was  
45 approved for replacement last month has been replaced and now working properly.  
46

47 The vehicle damage to the Round-About appears to be filling in, we will continue to  
48 monitor it.

49

50 We are continuing to spray treat the center median in front of CVS for Sedge Weed.

51

52 The Spring pine straw application was completed in early May.

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54 The Color beds were also completed in early May.

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56 The vine removal process is over 75% completed. Because of continued heavy rains,  
57 the equipment got stuck and was damaged during the removal process. It has since  
58 been repaired and we are ready to complete the job as soon as it gets dry enough to get  
59 the equipment on-site. We estimate that the remainder of the job can be completed in  
60 one day when accessible.

61

62 Ms. Stretch motioned to accept landscape report as written; Seconded by Ms. Minks;  
63 Discussion; Ms. Stretch asked BrightView when will the native area along Bay Drive be  
64 sprayed and the underbrush trimmed? Mr. Burris stated that he would check the  
65 schedule and report back.; All in Favor; Motion Carries Unanimously.

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#### 67 **New Landscape Items:**

68

69 Ms. Stretch mentioned that her and Ms. Landsberger are currently working on the  
70 landscaping RFP. Once completed they will submit to the board for review to be ready  
71 for discussion at the next Board meeting. County Commissioners will need to approve  
72 the RFP. It was decided that the Board members will submit their comments to Ms.  
73 Landsberger so she can consolidate and present at the next Board meeting.

74 Ms. Stretch mentioned that owners from Oak Lake Lane have been asking for  
75 assistance in landscaping maintenance. Ms. Stretch stated that the current ordinance  
76 does not include Oak Lake Lane. Ms. Stretch advised homeowners to organize a  
77 neighborhood landscaping project that would be in alignment with what Bluewater Bay  
78 has done. No permanent structures are allowed.

79 An owner mentioned that the more mundane areas that MSBU are responsible for need  
80 attention. Ms. Stretch asked Mr. Burris when improvements on Bay Blvd are happening.  
81 Mr. Burris mentioned that Bay Blvd. is next on the schedule.

82 Ms. Stretch stated that drought resistant plants will be added to the area in front of the  
83 tennis center.

84

#### 85 **Communications Report:**

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87 Ms. Minks stated that the grand opening pictures of Abrams Park are on the new  
88 website called Parks and Playground.

89

#### 90 **Chairman and Board Member Comments:**

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92 Ms. Ragnoli stated that there was a glitch in the budget that was previously approved at  
93 the April meeting. Three line items were approved in one motion. The County requires

94 that there needs to be one motion per line item. Ms. Ragnoli stated that she needs a  
95 motion to rescind the previously approved budget. Mr. Vardaman motioned to rescind  
96 the 2022 budget that was passed at the April 13, 2021 Board meeting in order to satisfy  
97 County requirements; Ms. Minks seconded; No discussion; All in Favor; Motion passed  
98 unanimously.

99 Ms. Stretch motioned to pass to raise the MSBU homeowner assessments by 5%  
100 resulting in \$82.68 per unit. Ms. Minks motioned to approve; Mr. Moran seconded the  
101 motion; No discussion; All in Favor; Motion passed unanimously.

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103 **Management Report:**

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105 Ms. Landsberger stated she spoke to Greg Stewart about the format of the Financial  
106 spreadsheet. The current format being used has not been approved by the County. The  
107 County would need to approve the format first or the Board can utilize the County format  
108 that was used in the past. Ms. Landsberger mentioned that several line items are  
109 missing in the current format. For example, the meeting room, webmaster and election  
110 items. Also, line items still need to be included even if they have been zeroed out.

111

112 Ms. Ragnoli suggested tabling approval of the budget until the July meeting. There was  
113 a discussion if rescinding the approved budget will alter the July budget. Mr. Vardaman  
114 was concerned that the County will need the approved budget in May. Ms. Stretch  
115 mentioned that the County only needs to know that there's going to be an increase. Ms.  
116 Ragnoli stated another reason they needed to rescind the budget is that the landscaping  
117 RFP has to go out for bid. Mr. Moran asked if the bids will be received in time to approve  
118 the budget. Ms. Ragnoli stated that the timeline is listed in the SOP under review by the  
119 MSBU that was included in the board packet. Ms. Minks asked if advertising is included  
120 in the budget. Advertising was included in the budget for \$200. The County is in charge  
121 of advertising for the RFPs. Ms. Landsberger will verify with the county that they are  
122 aware of the budgeted amount.

123 Ms. Ragnoli stated that the Board needs to table the discussion on the MSBU Standard  
124 Operating Procedures until the next Board meeting.

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126 **Unfinished Business: None**

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128 **New Business:**

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130 Mr. Vardaman recommended supplying fifteen copies of the Board package for all future meetings  
131 (five copies for the board members and ten copies for homeowners).

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133 **Public comments: None**

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135 **Adjournment:** Mr. Vardaman motioned to adjourn at 6:30; Ms. Stretch  
136 seconded; No Discussion; All in Favor Motion Carries Unanimously. Next Scheduled  
137 meeting is June 11, 2021 at 5:30PM.