

1 **Bluewater Bay Municipal Services Benefit Unit**
2 **Board of Directors Meeting June 08 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 June 8, 2021. Board Members present were
6 David Vardaman, Diane Minks and Debbie Stretch, Joe Moran; Board members not
7 present were Pam Ragnoli ;Tony Burriss, Amanda Sitcer, David Lauderbaugh, Hunter
8 Morrison, Brett Hinelt, Linda Varden, Jan Reams. Mr. Moran served as acting Chairman.
9 Representing Management Laura Landsberger and Kathy Friesen.

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11 **Call to Order:** The meeting was called to order at 5:30 a quorum was established with 4
12 of 5 Board Members present.

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14 **Approval of Prior Meeting Minutes:**

15 Ms. Minks motioned to Approve the May 11, 2021 minutes as written with Mr.
16 Vardaman's changes; seconded by Ms. Stretch; No further discussion; All in Favor;
17 Motion Carries Unanimously.

18
19 **Financial Report:**

20 Mr. Vardaman stated that the street sign line item from May was not included in the
21 current financial packet. Mr. Vardaman motioned to approve the May financials from the
22 last board meeting; Ms. Minks seconded; No discussion; All in Favor, Motion Carries
23 Unanimously. Mr. Vardaman stated that there were no changes to the Accounts
24 Payables line item. Mr. Vardaman motioned to approve Accounts Payable as presented.
25 Ms. Minks seconded the motion. No discussion; All in Favor; Motion Carries
26 Unanimously.

27
28 Mr. Vardaman motioned to approve the budget review, Ms. Stretch seconded; No
29 Discussion; All in Favor; Motion Carries Unanimously.

30
31 Mr. Vardaman stated that the budget needs to be approved and submitted to the county.
32 Mr. Vardaman motioned to approve the fiscal year 2022 budget as previously discussed
33 and approved during the MSBU meeting on April 13, 2021, which incorporates a 5%
34 increase in the assessment rate. As previously stated and unanimously agreed upon
35 the proposed budget includes a 3% increase in landscaping in accordance with the
36 previous contract, biannual election advertising for approximately \$1,600, and \$450 for
37 the webmaster fee; Ms. Minks seconded; Ms. Stretch abstained; No discussion; the
38 Motion Carries.

39
40 **Landscape Report:**

41 Ms. Stretch stated that during the month of May BrightView preformed the routine Spring
42 maintenance. Mowing, blowing, removal of leaf debris and removal of dead branch
43 debris.

44 The native area cleanups for both Bay & Troon have been completed.

45 Spray treatments in the various medians that were affected by Sedge Weed have been
46 successful and we will continue to monitor them.

47 Follow-up color bed services were performed, and included replacing any dead flowers,
48 weeding, fertilizing, & bed maintenance
49 The Miller Run Hedge was pruned and treated.
50 Because of the heavy rains last month, weed treatments were less effective than normal,
51 but we are continuing to treat the beds and walks and are already seeing improved
52 results during the recent increased temperatures and dry weather.

53 The vine removal process is was completed, as well as the following enhancement
54 projects:

- 55 o Winged Foot Dr. Entry Beds
- 56 o Hwy 20 Median Tips
- 57 o Oakmont Dr. Entry Sign Bed
- 58 o Hwy 20 Island North of the Kangaroo Gas Station
- 59 o Chantilly Entry Beds

60 The two remaining enhancement projects

- 61 o Range Road
- 62 o Tennis 3 way

63 were pushed back due to plant supply delays, but are currently scheduled to be
64 completed on June 11th.

65

66 Ms. Stretch motioned to accept landscape report as written; Seconded by Mr.
67 Vardaman; No Discussion; All in Favor; Motion Carries Unanimously.

68

69 **New Landscape Items:**

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71 Ms. Stretch motioned to repair irrigation head on the Kangaroo side not to exceed
72 \$100.00; Mr. Vardaman seconded; Discussion, Mr. Vardaman requested that this
73 expense will be added to the irrigation line item on the budget; Motion Carries
74 Unanimously.

75

76 Ms. Stretch motioned to replace the rotor heads in the Bay Drive flower bed with spray
77 heads not to exceed \$100.00; Ms. Minks seconded; No Discussion; Motion Carries
78 Unanimously.

79

80 There was a discussion about the tree on Bay Drive by Garden Oaks that's hanging over
81 the sidewalk. It's believed that the County will cut down the tree. Ms. Landsberger will
82 follow up with the County to verify. Ms. Stretch asked Brightview to place caution cones
83 to deter traffic. Mr. Vardaman motioned to allocate two thousand dollars for tree removal
84 or clean up by Garden Oaks; Ms. Stretch seconded; Discussion, Mr. Vardaman
85 requested for this expense to be added to the tree removal line item of the budget; All in
86 Favor; Motion Carries Unanimously.

87

88 Ms. Stretch motioned to accept the Landscaping RFP as written with Ms. Minks
89 changes; Mr. Vardaman seconded; No Discussion; All in Favor; Motion Carries
90 Unanimously.

91

92 **Communications Report:**

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94 Ms. Minks stated that Google Maps can use the map files that she submitted, however
95 they are behind schedule. Ms. Minks stated that she is going to add a search function
96 for the pdf files to the MSBU website. She is adding this functionality free of charge.
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98 **Chairman and Board Member Comments: None**

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100 **Management Report:**

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102 Ms. Landsberger stated that the County needs to know how the Board wants to
103 advertise to the public about the assessment increase. It was decided to let Bluewater
104 Association Management handle.

105

106 Ms. Minks suggested that the Board should schedule a workshop to discuss the MSBU
107 Standard Operating Procedure (SOP). Ms. Minks motioned to hold the SOP workshop
108 for 5pm, just before the next MSBU meeting; Ms. Stretch seconded; No Discussion; All
109 in Favor; Motion Carries Unanimously.

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111 **Unfinished Business: None**

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113 **New Business: None**

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115 **Public comments:**

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117 It was mentioned that the MSBU Board should be able to enforce the upkeep of
118 commercial signs on the common areas. Ms. Landsberger will contact the County on
119 guidance on how the Board should implement.

120

121 It was mentioned that the North Bay Fire hall has a meeting room which could possibly
122 be rented at a reduced fee.

123

124 **Adjournment:** Ms. Minks motioned to adjourn at 6:55; Mr. Vardaman seconded; No
125 Discussion; All in Favor; Motion Carries Unanimously. Next Scheduled meeting is July
126 13, 2021 at 5:30PM. The SOP workshop is on July 13, 2021 at 5pm and will be held at
127 the Crosspoint Church in Bluewater Bay.