

**BLUEWATER BAY MSBU
BOARD of DIRECTORS
MSBU Planning Meeting
January 14, 2014**

I. Call to Order

Vice Chairman Jonathan Tallman called the meeting to order at 4:40 p.m. Present were Directors, Judy Griffin, Jonathan Tallman, Debbie Stretch, Steve Hall and Felix Beukenkamp. The presence of a quorum was confirmed. Representing Bluewater Management Services were Darlane Landsberger, Meredith Collins and Laura Cohen.

II. Vision Document

Mr. Hall reported that the Vision Document was a great article as well as good practice. Ms. Griffin reported that the Board needs to start the year fresh and it would be better to prioritize projects for the year and look at certain projects within the budget.

III. Strategic Plan and 2014 Strategic Plan Ideas

- Lawn Maintenance – Improve weed control and add more fertilization. Fill in bare spots. Hold off on over seeding for one cycle until we have the lawn in better shape. This would also reduce the number of mowing's needed in the winter months.
- Bluewater Bay Monuments – Renovation of monuments. Seek ideas from local sign companies.
- Renovation of landscaping at main entrance. Remove and replace day lilies.
- Upgrade electricity at the monuments for lighting and irrigation.
- Chantilly Lake – Addition of irrigation and design landscape with trees and benches.
- Bluewater Bay & Bay Drive – Design landscape for the Islands west of the clubhouse.
- Bluewater Bay and Oakmont Circle – Replace old over grown bushes and trees.
- Bluewater Bay North – Addition of water loving plants, replace grass with ground cover. Less maintenance = Less cost to maintain.
- Bluewater Bay South of Monument – Eliminate grass in median in favor of a ground cover that would need less mulch, mowing and trimming.
- Winged Foot Dr. & Southwind Dr. – Plan for new sidewalk with landscaping, benches and lighting.
- Trees – Develop an annual tree trimming plan. Make plans to replace the Bradford Pear trees.
- Street Signs – Plan for replacement of street signs.
- Recreation – Identify a location for example between Troon Dr East and West. Work with county to add more to the park in the Woodlands.
- Community Garden – Great for community involvement.
- Eliminate wall at CVS.
- Better landscaping and plants and plants at block walls.
- Paint the curb at circle high reflective white.
- Pressure wash curbing and sidewalks.

Mr. Hall reported that the MSBU may be able to do without a Master Association where chartering ordinances don't really allow. Hope to do a more broad scope on how to serve the community. Mr. Hall also asked if we can investigate the authority of the MSBU beyond just maintenance of the right of ways. Ms. Stretch reported that when the initial MSBU was formed, covenant enforcement was not part of the plan when she spoke with Mr. Jerry Zivan. Mr. Beukenkamp recommended that the MSBU Board members start attending Annual membership and Board meetings of Associations within the Bluewater Bay community, all agreed. Ms. Griffin also recommends doing a survey to see what the people in the community really want.

Ms. Griffin reported that the **Mission** of Bluewater Bay MSBU is as follows:

The mission of the Bluewater Bay MSBU is to preserve and enhance the quality of life of its residents; to preserve and enhance property values and the natural environment; and to effectively manage the MSBU's mission in a cost-effective manner.

Ms. Griffin reported that the **Vision** of is as follows:

The vision of Bluewater Bay MSBU is to maintain Bluewater Bay as an outstanding residential community:

- Promote a strong sense of community and enrich the quality of life for its members;
- Ensure that the community is attractive, well-maintained and safe;
- Provide safe and attractive roads, sidewalks and park like areas for residents to enjoy;
- Contribute positively to the members' investment in Bluewater Bay by preserving property values
- Guaranteeing that pursuit of excellence in all of the Association does is its guiding principle

Ms. Griffin reported that late last year the Board started focusing on specifics and asked the Board if they have reviewed and wished to discuss ideas.

Mr. Tallman reported that the new sidewalk on Winged Foot Drive and the street sign needs to be looked at. Ms. Landsberger reported that height and reflective is standard with all signs and would have to seek permission and ensure compliance. Mr. Beukenkamp agreed and reported that perimeters and guidelines can be researched. Ms. Cohen reported that the company that used to do the Swift Creek signs is no longer in the sign business.

Ms. Landsberger reported that utility flags were put down yesterday and replacement of all signs is not financially feasible. Mr. Beukenkamp reported that all need to be assessed and prioritize what needs to be replaced now.

Ms. Griffin reported that Chantilly Lake has no irrigation on the left side and the sod is eroding into the lake and a lot of people walk and fish in that area.

Mr. Hall reported that he would like to work through the vision and then pick the Strategic Planning priorities, i.e.:

1. Recreation – Identify a location for example between Troon Drive East and West. Work with the county to add more to the park in the Woodlands
2. Better landscaping and plants and plants at block walls
3. Eliminate wall at CVS

Mr. Hall reported that we need to maximize the county's support and relationship and also recommends getting separate Legal Counsel for the MSBU to ensure the best resources for the county. Ms. Griffin reported she spoke with Mark Violette and he charges \$250.00 per hour for legal counsel. Ms. Landsberger recommends getting someone with county experience for the MSBU legal counsel. Mr. Hall recommends to form committees to research legal counsel for the MSBU and also recommends developing relationships with the Marina, Tennis Court, etc. Ms. Griffin reported that they are private entities and have no covenant enforcement. Mr. Hall reported that need to build relationships with them and recommends that Mr. Tallman contact the Marina, Tennis Center, etc.

Ms. Griffin also recommends having a Community Volunteer Day and see if the local community will donate food, etc. Mr. Hall agreed and reported that "soft programming" events build a community. Ms. Griffin agreed and reported that committees need to be formulated.

Mr. Beukenkamp recommends looking at the numbers before any decisions are made in increasing any dues.

Ms. Landsberger reported that the demographics in Bluewater Bay have changed over the years. Mr. Hall believes that the MSBU Board's vision should be to earn the community's support. It was also recommended having a workshop prior to each board meeting for the next several months, all agreed.

IV. Discussion of MSBU Board Position Duty Descriptions

Ms. Landsberger reported the below recommended changes to the MSBU Board Position Duty Descriptions:

Chairman - The Chairman shall be elected from among the board of directors and shall preside over its meetings. The chairman shall function as the chief executive officer and shall supervise execution of the BWB MSBU general business, insuring that all directives and resolutions of the board of directors are carried into effect. The chairman shall perform such communications or interface with the Okaloosa Board of County Commissioners as may be required from time to time. The chairman, in conjunction with the board of directors may create committees as deemed necessary to fulfill unique or exigent requirements and/or responsibilities. The chairman shall perform such other duties as may from time to time be delegated by the board of directors.

Vice-Chairman – The vice-chairman shall be elected from among the board of directors and will preside over its meetings in the absence of the chairman. The vice-chairman shall, in the absence or disability of the chairman, or at the direction of the chairman, perform the duties and exercise the powers of the chairman. The vice-chairman shall act as a liaison for community concerns and report same at board meetings. The vice-chairman shall perform such other duties as may from time to time be delegated by the board of directors.

Finance Chairman – The board of directors shall elect the finance chairman. The finance chairman shall make financial reports to the board of directors and chairman upon request. The finance chairman shall act as oversight for management who shall perform such interface with Okaloosa County financial authorities as may be required to maintain sound financial records for the MSBU. Finance chairman must review invoices and requisitions prior to submission to the County. The finance chairman shall perform all duties as may be assigned from time to time by the board of directors.

Landscape Maintenance Chairman – The board of directors shall elect the landscape maintenance chairman. The landscape maintenance chairman shall develop, supervise, and oversee the general maintenance, level of appearance, and overall condition of the common areas within the BWB MSBU. Management shall prepare, maintain, and update an ongoing "Special Projects List" and chairman shall review and report same at each board of directors meeting. The chairman shall in conjunction with the board develop common area improvement projects for presentation and approval. Chairman will work in close coordination with the Management Services Contractor in overseeing preparation of requests for proposal within the guideline set forth in the Procurement Procedure Guidelines. The landscape maintenance chairman will review all completed work and approve the release of payment to the contractor performing the project. The landscape maintenance chairman shall perform all other duties as may be assigned, from time to time, by the board of directors.

Communications Chairman – The communications chairman shall be elected by the board. The communications chairman will be responsible for the oversight the posting, communicating and reviewing all notices of meetings, minutes of meetings and all other public records of the MSBU with newspapers, webmasters, and all other public media organizations in conjunction with the management team. The communications chairman is responsible to insure that the board of directors are cognizant of the State of Florida and Okaloosa County “Sunshine Statutes,” and will make such recommendations to the board that are necessary for it to comply. The communications chairman shall perform those duties that from time to time are directed by the board of directors.

The Board agreed with the changes to the Job Descriptions.

Submitted by: Meredith Collins

Approved by: Steve Hall