

**BLUEWATER BAY**  
**MUNICIPAL SERVICES BENEFIT UNIT**  
**STANDARD OPERATING PROCEDURE**

**PURPOSE**

The purpose of the Bluewater Bay Municipal Services Benefit Unit (BWB MSBU) is to maintain the quality of life for the Owners of the Parcels in the Benefit Unit at the level of quality they desire. In order to achieve and maintain this purpose, the BWB MSBU has determined to utilize the Community Service Master Plan. This plan broadly defines objectives for the common areas that the BWB MSBU operates under.

The BWB MSBU plans to provide improvements, subject to available budget, in accordance with the following guidelines:

- Entrance signs at the major entrances into Bluewater Bay residential areas.
- The traffic circle at the intersection of Bluewater Blvd and Southwind Drive.
- A consistent theme for landscaping along the Benefit Unit Roads, where there are intersecting roads, side right-of-ways, including medians.
- Irrigation systems along Benefit Unit Roads where the sunlight is adequate to support grass.
- Naturalized areas in medians along Benefit Unit Roads where existing tree cover precludes grass growth.
- Environmental/Greenbelt areas free of invasive plants.
- Seasonal planting areas for annuals in high visibility areas.
- Improvements to MSBU Common areas and approved by the MSBU Board as outlined in the January 14, 2014 meeting minutes.

**BWB MSBU BOARD MEMBERS**

Board of Directors will follow the Officer Job Descriptions as written in the MSBU Ordinance, Ordinance No. 02-16.

Each Board member is of the same importance.

Board members will follow and adhere to the Sunshine Law.

Communication between board members must be emailed to the Management Company and the Management Company will distribute.

## **BWB MSBU BOARD MEMBERS (Cont'd)**

Board Members will not solicit any vendors.

All contracted work over \$3500.00 will be done through a RFP and given to the County to put out for bid.

The Board agrees to have the Management Company field any repairs under the amount of \$1500.00 to speed the process.

The Management Company is the liaison for the MSBU Board and Okaloosa County. Board members do not contact the county with items that pertain to the MSBU. The Management Company handles this as described in their contract. The Management Company will follow Summary of MSBU Process (see attached). Budgets will be created by the Management Company and reviewed/changed and approved by the MSBU Board. Any format changes will need to be approved by the County and the Board of Directors.

## **MSBU MEETINGS**

Meetings run in accordance with Roberts Rules.

Meetings are run per the Agenda. Any board member wanting to add to the agenda must do so at the prior board meeting.

Guest speakers need to talk about the scope of work the MSBU does per Ordinance No. 02-16.

Agenda items coincide with the MSBU scope of work per Ordinance No. 02-16.

Director reports should not exceed 5 minutes.

Each guest of the public is allowed 3 minutes to speak.

Questions not pertaining to the topic at hand need to be "parked" to a more appropriate time.

If a board member has questions about different components of the MSBU they need to be asked of the Management Company outside of a meeting.

Management Company will conduct meetings during any elections within the Board.