

**Bluewater Bay Municipal Services Benefit Unit
Board of Directors Meeting August 13, 2024**

Attendees: The Board of Directors for the Bluewater Bay Municipal Services held their scheduled public meeting on Tuesday August 13, 2024. Board Members present were Mathew Higginbotham, Debbie Stretch and Pam Ragnoli. Jeffrey Rocque and Steve Boswell were unavailable. Tony Burriss with Brightview Landscaping was present. Bluewater Bay residents present were Jacqueline Crimmins, Elizabeth and John Larkin, James Johnson, Jan Reams, Rick Andujar, and Lynne Whittenmore. Representing OCSO was Anthony Abel. Representing Management Laura Landsberger and Denise Fuller.

Call to Order: The meeting was called to order at 5:30 pm. A quorum was established with three of five Board Members present.

Public Comments:

Ms. Crimmins was interested in how to proceed removal of her HOA's island and replacing the sign. She also was interested in a sidewalk near the Fates Landing subdivision.

Ms. Whittenmore wants the vines removed and killed in a different manor than the Board and current landscape company have approved and are completing. The Oakmont sidewalk has some damaged areas that are tripping hazards.

Approval of Prior Meeting Minutes:

Ms. Stretch motioned to Approve the July 9, 2024 minutes as written; seconded by Mr. Higginbotham All in Favor; Motion Carries Unanimously.

Chair Report:

Met with two realtors regarding the conflict between the Okaloosa County sign ordinance and open house signs being left out after the events are completed.

Financial Report:

For period 10 - MSBU is underspent by \$65,934.06 year to date. This is up from the prior month by \$10, 236.74. The prior year to date underspent balance was \$55,697.32. The biggest underspend line item is account 534900 CS - Other which is underspent on a YTD basis of \$70, 156.40 which accounts for a majority of the underspend. Not sure if there is any project in the pipeline, and if not, we need to initiate new projects.

There are a number of accounts that are underspent. categories include Utilities, underspent by \$4.8k, legal advertising by \$1.6k, Office supplies by \$1.8k, and Sign Materials \$3.2k. A review should be undertaken to accelerate spending in these areas, or follow-up with the county or vendors to understand when the MSBU will be billed Prior to the September 30, 2024 fiscal year end.

There has been some progress with the county accounting staff to provide a reconciliation of account 599010 - Reserve/Cash Carryforward. The value reported by the county in period 10 - July is \$84,071. This has been the same value for the past months. Although the county has informed me that the adjusted value in this account shows the following activity. The current

balance will be changed from \$84,071.00 to an adjusted balance of \$144,400. This will give the MSBU and additional \$60,329.00 in reserves. None of the adjustments they found were passed into the period 10 financials.

The county has confirmed this adjusted balance, but they have not shared the reconciliation and how the adjustment happened. Further follow-up with the county is underway to finalize this adjustment, understand when they will be posted into the financials, and how the MSBU will apply the additional reserves of \$60,329. We could potentially use for street signs, just a thought!

Landscape Report:

During the month of July 2024, Brightview performed the routine maintenance including, Mowing, blowing, removal of leaf debris and removal of dead branches.

The following tasks were also completed:

1. Nature Trail was serviced for debris and encroaching plants cutback.
2. Pump was pulled and cleaned at the Circle
3. Hwy 20 beds between Bluewater Blvd and Bay Drive were sprayed for weeds and foreign plant material removed.
4. Medians in Woodlands pruned (still have some touch-up to complete).
5. Sprayed median beds and tree rings on Bluewater Blvd North and South of Hwy 20.
6. Woodlands Southwest entry bed remodel completed.
7. Woodlands Southeast hill turf completed.

The following tasks are scheduled to be performed in the month of August:

1. Continued pruning of Medians in Woodlands
2. Sidewalk clearance and vine cutback continued.
3. Sidewalks sprayed for weeds in the cracks.
4. Irrigation work around the Circle.
5. Bay Drive Turf improvements.

Ms. Stretch motioned to approve the landscape report as presented; Mr. Higginbotham seconded; All in Favor; the Motion Carries Unanimously.

New Landscape Items:

1. Replace two dying Holly Trees on Bay Drive and in the Circle. Ms. Stretch made a motion to remove and replace the two trees at a cost of \$3279.00. Mr. Higginbotham seconded. All in Favor.
2. Three bids were received to pressure wash to includes curb washing for all requested areas such as: Bluewater Bay and Hwy 20 North and South, Entrances and Exits, curbing all the way to the end of the first island. Bay Drive and Hwy 20, North Entrance and Exit,

curbing to Garden Oaks Cove. Woodlands and White Point Road, East and West, Entrances and Exits, curbing all the way to the end of the first island. Bluewater Bay Blvd and Range Road, Entrance and Exit, curbing all the way down to the end of the first island. 4 triangles at the main entrances to Bluewater Bay. The curbing around the Bluewater Bay Blvd circle. Ms. Stretch made a motion to approve the bid form Patriot Pressure Wash at a cost of \$2705.45. Mr. Higginbotham seconded. All in Favor.

3. Ms. Stretch made a motion to approved two days of underbrush removal at a cost of \$22,420.80. Mr. Higginbotham seconded. All in Favor.
4. Ms. Stretch motioned to approve the renovation of Pinehurst Bed at a cost of \$2,110.70. Mr. Higginbotham seconded. All in Favor.
5. Ms. Stretch motioned to approve the removal of both beds at the end of Southwind Drive and replace with Turf seed at a cost of \$1,985.13. Blocks will be used in a different location. Mr. Higginbotham seconded. All in Favor.
6. Ms. Stretch motioned to approve the Troon Drive at Bluewater Blvd. Frontage Renovation at a cost of \$7,002.99. Mr. Higginbotham seconded. All in Favor.
7. Ms. Stretch motioned to approve the Corner Enhancement on Bluewater Blvd. not to exceed \$16,657.57 (nine Beds). Mr. Higginbotham seconded. All in Favor.
8. Ms. Stretch motioned to replace lost plants from the circle not to exceed \$3,200.53. Mr. Higginbotham seconded. All in Favor.
9. Ms. Stretch motioned to use the removed the blocks from the Southwind Beds to create a circle within the main circle for winter color. Not to exceed \$5,000. This would only be exposed in the winter when the current plantings are cut back and dormant. Mr. Higginbotham seconded. All in Favor.
10. Ms. Stretch stated that the grass seed that was placed on Bay Drive near Prestwick is keeps getting washed out. She made a motion, not to exceed \$2,000 to again repair and move the irrigation pipe that keeps getting run over near the sidewalk and plant sod similar to Woodlands Drive. Mr. Higginbotham seconded. All in Favor.
11. Ms. Stretch spoke with the owner of the pond on Bluewater Blvd about clearing the overgrowth on our current Projects List. The owner does NOT want us to proceed. They have their own plans for their land. This will be removed from the project list.
12. Bluewater Blvd. retention pond screening and boring for irrigation is also on private property and will be removed from the project list. Monies will be better spent on areas within MSBU control. Portions of Bay Drive do not currently have irrigation which prevents those neighborhoods from having enhanced entrance beds.

Communications Report:

None at this time. Mr. Higginbotham would like to replace the street signs down Bluewater Blvd and Bay Drive so that they are refreshed while the discussion carries on as to whether MSBU will chose to change the signage at a different time.

Management Report:

Ms. Landsberger reported she received an email regarding graffiti on a private business within Bluewater. This was forwarded on to County for their assistance. This was the response: "This is not an item that the County would address. From what I can discern from the message below this could/should be taken up with law enforcement as a vandalism issue. Furthermore, if the actions are on private property the MSBU funds cannot be used for those purposes."

The new Chelco light has been staked and billed. This should be installed this month.

Woodland Drive is scheduled to be striped next week. Several potholes have been reported to the county for repair. Oakmont and Southwind sidewalk have been marked for repair by the county.

A bid was requested by the local handyman to repair a few of the book boxes that are in disrepair in the community. Unfortunately, he was unable to get the information to management in time for this meeting.

New flags have been ordered and delivered to our flag volunteer for replacement.

Public comments:

Ms. Whittenmore does not want to have the standard green street signs in Bluewater Bay. She would like for MSBU to contract with someone else to handle vine mitigation that uses granular chemicals.

Mr. Johnson would like to know what happened when MSBU was formed and it did not include some homes in Bluewater Bay. Why were things allowed to go downhill years ago? He has been counting signs for a potential replacement and has found 120 to 130 signs so far.

Adjournment: Mr. Higginbotham motioned to adjourn; Ms. Stretch seconded; No Discussion; All in Favor; Motion Carries Unanimously.

Next Scheduled meeting is September 10, 2024.