



BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
July 13, 2023 at 1:00 PM

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Additions or Deletions to the Agenda**
- 5. Approval of the Agenda**
- 6. Presentations and Proclamations**
- 7. Approval of Minutes**
 - A. BOT regular meeting minutes dated June 27, 2023
- 8. Treasurer's Report**
 - A. Treasurer's Report
- 9. Audience Participation**
- 10. Unfinished Business**
- 11. New Business**
 - A. Resolution 2023-10 - Records Management
- 12. Manager's Report**
 - A. July 13, 2023 Manager's Report
- 13. Attorney's Report**
- 14. Incidental Trustee Remarks**
- 15. Adjournment**

If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

Barefoot Bay Recreation District Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

June 27, 2023

1PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on June 27, 2023, Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

Pledge of Allegiance to the Flag

Led by Mr. Cichon.

Roll Call

Present: Mr. Grunow, Mr. Amoss, Mr. Brinker, Mr. Klosky, Ms. Hansen. Also, present, Kent Cichon, Community Manager, Cindy Mihalick, Administrative Coordinator to the District Clerk, Garrett Olsen, General Counsel, Rich Armington, Resident Relations/HR Manager Charles Henley, Finance Manager, Kathy Mendes, Food and Beverage Manager and Matt Goetz, Property Services Manager.

Additions or Deletions to the Agenda

Fees & Charges for Specific Passes to revisit certain fees as Item 11G requested by Mr. Amoss.

Approval of the Agenda

Mr. Klosky made a motion to approve the agenda adding item 11G (Fees & Charges for Specific Passes). Second by Ms. Hansen. Motion passed unanimously.

Presentations and Proclamation

None.

Approval of Minutes

Regular BOT minutes dated June 8, 2023, were approved as submitted.

Treasurer's Report

Mr. Brinker submitted the Treasurer's Report for June 27th, 2023, approved as written.



BAREFOOT BAY RECREATION DISTRICT

Audience Participation

Rob Allen-1385 Barefoot Circle – read excerpts from the upcoming front page article of the Tattler.

Linda Gannon-504 Royal Tern Drive – spoke of an ongoing problem with neighbor and was seeking assistance.

Janice Kirwan-924 Cypress Street – spoke against the increase of non-resident guest pass fees.

Dick Lepage-1037 Royal Palm Drive – asked about the legal responsibility for clubs and club members with the new forms that must be completed for Resident Relations. Attorney Olsen offered to speak with the resident after the meeting but stated he would be unable to give legal advice.

Richard Schwatlow-636 Marlin Circle – suggested residents take an active part in what takes place in the community.

Joanne Kubasek-867 Tamarind Circle- spoke against the increase of non-resident guess pass fees.

Don Smythe-490 Marlin Circle – spoke against the increase of non-resident guest pass fees. He also spoke in favor of renters paying the same fee as all other guests.

Kris Kline-556 Dolphin Circle-spoke about inconsistencies in the cost of guest passes sold by staff members.

Larry Burke-966 Laurel Circle – inquired about what research was done for the basis of increase of fees.

Katrina Greenwood- Egret Circle – requested clarification of whether fee structure increase is monthly or annually. The BOT responded that \$467 is a yearly fee. Mr. Amoss stated that the fee is 67 percent of what an owner pays.

Regina Ryan-1348 Barefoot Circle – spoke against the increase of non-resident guess pass fees.

Mary Anne Corwin- 554 Marlin Circle – spoke against the increase of non-resident guess pass fees. She also voiced her concern about budget meetings being held during the day with only one evening option.

Bill McGrail- 636 Puffin Drive-asked if there was a projection on how much revenue will be generated with the guest pass increase. Mr. Grunow responded that staff researched projected revenues and presented it to the BOT.



BAREFOOT BAY RECREATION DISTRICT

Louise Crouse-808 Sapodilla Drive – thanked the trustees for listening to everyone’s concerns. She also reminded residents that the Computer Club is going to host a class to navigate the BBRD website on July 21st at 6:30 pm. Pre-registration is required.

Michael Rosenthal -1375 Barefoot Circle – spoke against the increase of non-resident guess pass fees and suggested that the increase apply to golf fees.

Mr. Grunow read an email from resident Desiree Delaroca – who disagreed with increase of the adult resident and daily use fee. He also voiced his concern about water fees being too high. Mr. Grunow stated that he did respond to the resident and advised that water usage costs are the responsibility of Brevard County.

Mr. Cichon read a letter from Rick Berndsen 920 Cashew Circle – who spoke in favor of eliminating staff positions and reducing Food and Beverage costs.

Unfinished Business

None.

New Business

Adoption of FY 24 Budget

Resolution 2023-08 read by Mr. Olsen:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Grunow made a motion to approve resolution 2023-08 as read, with a right to modify at a later date. Second by Ms. Hansen. Motion passed 4-1. Mr. Klosky dissents.



BAREFOOT BAY RECREATION DISTRICT

Public Hearing and Adoption of FY 24 Assessment Rate

Resolution 2023-09 read by Mr. Olsen:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT ESTABLISHING AN ASSESSMENT OF \$934.05 FOR EACH IMPROVED RESIDENTIAL LOT WITHIN THE SAID DISTRICT TO FUND THE 2023/24 FISCAL YEAR OPERATING BUDGET OF THE DISTRICT; PROVIDING FOR THE COLLECTION OF SAID ASSESSMENT IN THE MANNER PROVIDED FOR AD VALOREM TAXES PURSUANT TO SECTION 197.363, FLORIDA STATUTES; PROVIDING THAT SAID ASSESSMENT SHALL BE A VALID LIEN UPON EACH IMPROVED RESIDENTIAL LOT SO ASSESSED UNTIL SUCH ASSESSMENT HAS BEEN PAID IN FULL; PROVIDING THAT SAID ASSESSMENT SHALL BE CONSIDERED PART OF THE COUNTY TAX SUBJECT TO THE SAME PENALTIES, CHARGES, FEES, AND REMEDIES PROVIDED FOR THE ENFORCEMENT AND COLLECTION OF COUNTY TAXES; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

Mr. Brinker made a motion to approve resolution 2023-09 as read. Second by Mr. Grunow. Motion passed unanimously.

Bill McGrail- 636 Puffin Drive – asked if the assessment is the maximum assessment fee. Mr. Grunow advised the resident that it is an 8.003 increase, which is the maximum allowed by the interlocal agreement with the county, which does not allow the district to raise the assessment more than the adjusted consumer price index.

Copier Lease Award of Contract

Staff recommends awarding the 5-year copier lease to Dex Imaging and authorize Chairman Amoss to execute the agreement.

Mr. Grunow made a motion to award the 5-year copier lease to Dex Imaging and authorize Chairman Amoss to execute the agreement. Second by Mr. Klosky. Motion passed unanimously.

Exceptions to Competition and Emergency Purchases - Building A Broken Sewer Line

Staff recommends the BOT confirm the emergency purchase to repair the Building A broken sewer line.

Mr. Brinker made a motion to confirm the emergency purchase to repair the Building A broken sewer line. Second by Mr. Klosky. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Acceptance of Donation Request

Staff recommends the BOT accept the donation in the amount of \$938.10 from Ms. Levesque Briscoe for a memorial bench near the tennis courts.

Mr. Grunow made a motion to accept the donation in the amount of \$938.10 from Ms. Levesque for a memorial bench near the tennis courts. Second by Mr. Klosky. Motion passed unanimously.

DOR Violations

DOR Violation 22-003186 909 Hemlock Street

Ms. Hansen made a motion to refer case #22-003186 909 Hemlock Street to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Brinker. Motion passed unanimously.

DOR Violation 22-002191 400 Raven Drive

Ms. Hansen made a motion to refer case #22-002191 400 Raven Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 22-000072 400 Raven Drive

Ms. Hansen made a motion to refer case #22-000072 400 Raven Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 21-001035 453 Egret Circle

Ms. Hansen made a motion to refer case #21-001035 453 Egret Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

DOR Violation 23-000430 453 Egret Circle

Ms. Hansen made a motion to refer case #23-000430 453 Egret Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 23-000760 808 Waterway Drive

Ms. Hansen made a motion to refer case #23-000760 808 Waterway Drive to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 21-001729 337 Egret Circle

Ms. Hansen made a motion to refer case #21-001729 337 Egret Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 22-003369 309 Avocado Drive

Ms. Hansen made a motion to refer case #22-003369 309 Avocado Drive to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

DOR Violation 22-001114 361 Dolphin Circle

Ms. Hansen made a motion to refer case #22-001114 361 Dolphin Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Klosky. Motion passed unanimously.

Fees & Charges for Specific Passes

Mr. Amoss advised that in his opinion the board had discussed adding other considerations such as a certain number of free guest passes included with the yearly renewal. He suggests modifying these fees and reducing the one-day guest pass to \$5, weekly guest pass to \$15 purchased at pool \$20, and adding a grandchild aged 5-17 weekly pass \$5 or \$7. Grandchildren under 5 are free and will remain that way. Changes to the fees may be discussed, but the budget cannot be amended until a later meeting. Anyone who has already paid the higher fee will be refunded. Guest pass fee was set originally at \$3 and \$5 a week 39 years ago.



BAREFOOT BAY RECREATION DISTRICT

Mr. Grunow suggested that an evening workshop should be scheduled and asks residents to send their suggestions by email.

Ms. Hansen made a motion to extend the effective date of the fee increase from July 1, 2023, to October 1, 2023, giving time to hold a workshop and adjust them accordingly. Second by Mr. Grunow. Motion passed unanimously.

Manager's Report

Finance

Assessment received – 95.52% collected or \$4,021,247. Balance to collect \$188,794.

Resident Relations

ARCC Meeting 6/6/23

- 2 Old Business - approved
- 9 Consent Permits – 8 approved and 1 denied
- 10 Other Permits – 10 approved

Food & Beverage

- The annual Independence Day celebration in the Bay is Sunday, July 2nd. Due to the Pool #1 projects, the schedule has changed. The Patriotic golf cart parade starts at 4pm behind the Shopping Plaza in the field behind RJs and Holy Cannoli. Line up is at 3:30pm. Prizes for best carts under the oaks immediately following the parade. The SoulTime band will play from 5 - 9pm lakeside of the lounge with a spectacular firework display at 9pm.
- The 19th Hole is now holding Pizz-Asta night from 4-7pm every Wednesday. The menu is a mix of flatbread pizzas and pasta specials. Breakfast is also available at the 19th Hole on Sundays from 7am - noon. We continue to hold our successful Rustic Roast every Thursday in Building A from 4 - 7pm. These are all summer hours.

Flyers with all the details are posted.

Property Services

- Continued work on the Pool #1 projects
- Began pressure washing the upper deck at Pool #1 to prepare for fresh paint
- Repainted the shower at Pool #1
- Addressed warranty issues with the ADA lifts at the pools
- Ordered umbrellas for all three pools



BAREFOOT BAY RECREATION DISTRICT

- Removed the awning frame from the front of the lounge
- Replaced the air conditioner on the storage unit a West RV lot
- Replaced broken gates at the lawn bowling field
- Repaired a cut open section of the West RV lot fence

Golf-Pro Shop

- RFP for Golf Cart Fleet
 - Deadline for submission of proposals is June 23rd
 - First RFP Evaluation Committee Meeting is scheduled for June 26th
- 2023 Jr. Golf Camp
 - Grant application submitted
 - Scheduled for July 10th to July 27th
 - Participant applications available at the Pro Shop
 - Free to BBRD residents and their family only
- John McCarthy Memorial Golf Tournament
 - Scheduled for July 17th
 - 8:30am Shotgun Start
 - Sign up in Pro Shop (664-3174)
- Golf Course Maintenance Schedule
 - June 7th – Second total course chemical weed treatment was applied (yellowing and browning may appear as result of these treatments)
 - June 19th – Second course aerification (Back Nine and Putting Green Closed)
 - June 20th – Second course aerification (Front Nine and Driving Range Closed)

Attorney's Report

Mr. Olsen advised that there will be several contract addenda that will be submitted along with the vendor agreements. He is working with Mr. Goetz to create a pool accommodation policy as well as finalizing the volunteer policy. Mr. Olsen provided an update on DOR cases and stated a 15-day extension has been given to homeowners of 526 Persimmon Drive, he is working on a lawsuit for 512 Puffin Drive, and default judgements are being filed in five violation cases. Courtesy letters are also still being sent out to homeowners with DOR violations.



BAREFOOT BAY RECREATION DISTRICT

Incidental Trustee Remarks

Mr. Klosky stated he voted against the budget due to the emphasis on fees and was not in favor of the budget as is. He stated that some projects will need to be eliminated after the fee workshop due to a decrease in revenues. Mr. Klosky wished everyone a happy 4th of July.

Ms. Hansen thanked everyone who attended the meeting and sent emails to her for their input and is looking forward to resident participation at the fee workshop.

Mr. Grunow asked Mr. Olsen about trustee email replies to the public. Mr. Olsen responded that trustees cannot hit "reply all" and if other trustees were cc'd on an email, it could create Sunshine Law issues. Mr. Olsen suggested replying individually and adding the District Clerk on the email so it can be recorded in public record. Mr. Grunow also thanked everyone for sending emails and encouraged residents to email each of the trustees with their ideas.

Mr. Amoss invited everyone to attend the townhall meeting being held on July 27th at 6pm. He stated that he appreciated the resident emails and that he does not use social media. He also asked residents to please use official BBRD email, be polite and do not hesitate to call him. Mr. Amoss thanked everyone for coming.

Adjournment

The next regular meeting will be on July 13, 2023, at 1pm in Building D/E.

Mr. Amoss adjourned.

Meeting adjourned at 3:06pm.

Jeff Grunow, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

July 13, 2023

Cash and Investments Balances in General Fund as of 6/30/23

Petty Cash	Total Petty Cash: \$	2,500.00
Non Interest Bearing Accounts		
MB&T Operating Account		377,675.06
Interest Bearing Accounts		
MB&T Money Market Account		2,046,908.81
Valley National Bank		50,300.38
FL Class		206,991.99
SBA Reserve Account		727,127.99
Investment Accounts		
FL Trust - Short Term Bond Fund		109,004.84
Total Cash Balances in General Fund:	\$	3,520,509.07

Total Daily Deposits and Assessments Received for 6/10/23 -6/30/23

Daily Deposits:	\$	96,237.36
Assessments Received:		144,169.16
Total Deposits Received:		240,406.52

Expenditures for 6/10/23 - 6/30/23

Check Number	Vendor	Description	Check Amount
61722	BSE Consultants, Inc	Stormwater Analysis	5,533.28
61757	BrightView Golf Maintenance, Inc	Golf Course Maintenance	44,915.67
61762	Civic Plus	Annual Fee	5,617.54
61765	Current Electrical Solutions Inc	Final #13 SC Electrical Upgrades	19,657.50
61767	Florida Blue	Employee Health Insurance: 7/23	31,572.32
61769	Florida Power & Light Co	Electricity: 5/23	11,659.31
61784	Special District Services, Inc	Management Fees: 6/23	14,450.05
61811	Family Pools Inc	#1 Pool 1 Pit & Heater Project	48,410.00
61833	Zambelli Fireworks	Final Fireworks Display 7/3/23	6,000.00
61839	FiberBuilt Umbrellas and Cushions	Umbrellas for Pools	7,893.12
	Florida Department of Revenue	Sales Tax: 5/22	15,995.16
	Paychex	Net Payroll PPE 230618	70,252.95
	US Department of Treasury	Payroll Tax PPE 230618	20,284.50
Total Expenditures \$5,000 and above:			302,241.40
Expenditures under \$5,000:			83,324.96
Total Expenditures:			\$ 385,566.36

Board of Trustees

Meeting Agenda Memo

Date: Thursday, July 13, 2023
Title: **Resolution 2023-10 - Records Management**
Section & Item: 11.A
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: Kent Cichon, Community Manager, Stephanie Brown, District Clerk
Attachments: Records Management Resolution 2023-10
Reviewed by General Counsel: Yes
Approved by: Kent Cichon, Community Manager



Requested Action by BOT

Adoption of Resolution 2023-10.

Background and Summary Information

Resolution 2023-10 provides for the appointment and duties of the Records Management Liaison; records retention policy; and determining the electronic record to be the official record.

The most notable action that the Board of Trustees will take through the approval of this resolution is found within Section 4. In accordance with Florida Statutes, the District will be able to reduce the use and storage of great amounts of paper through electronic scanning of records and retention of those records in an electronic format. In addition, this should allow for greater efficiency in record searches. However, there are some limitations due to record retention requirements of paper copies for periods of up to 10 years, which is reflected in Exhibit A of the resolution.

Staff recommends the BOT approve Resolution 2023-10.

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Barefoot Bay Recreation District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 418, Florida Statutes; and

WHEREAS, Chapter 418, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District; and

WHEREAS, the District desires to authorize the District’s records custodian or the District Manager to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer as provided for in the District’s rules and policies, and provide for the assignment of additional duties as may be amended from time to time by the District Manager or the District records custodian, as applicable; and

WHEREAS, the District’s Board of Trustees (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT, BREVARD COUNTY, FLORIDA, that:

Section 1. The District hereby authorizes the District’s records custodian or the District Manager to appoint a Records Management Liaison Officer and report such an appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District. The Board of Trustees, District Manager, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian or District Manager shall appoint a replacement Records Management Liaison Officer.

Section 2. The duties of the Records Management Liaison Officer shall include the following:

- a. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- b. Coordinate the District's records inventory;
- c. Maintain records retention and disposition forms;
- d. Coordinate District records management training;
- e. Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- f. Participate in the development of the District's development of electronic record keeping systems;
- g. Submit annual compliance statements;
- h. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- i. Such other duties as may be required in the future, including, but not limited to, future amendments to District policy, required by the District Manager, and, as applicable, by the District's records custodian.

Section 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

Section 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record

and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule, or resolution.

Section 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

Section 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

The foregoing resolution was moved for adoption by Trustee _____. The motion was seconded by Trustee _____ and, upon being put to a vote, that vote was as follows:

Chairman, Bruce Amoss
Trustee, Joseph Klosky
Trustee, Ann Hansen
Trustee, Jeff Grunow
Trustee, Hurrol Brinker

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 13TH Day of July 2023.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Bruce Amoss
CHAIRMAN

Jeff Grunow
SECRETARY

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

FINANCIAL TRANSACTION RECORDS: DETAIL (Item #435)

The District shall retain the record copy of records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL TRANSACTION RECORDS: SUMMARY (Item #436)

The District shall retain the record copy of records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for four (4) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for two (2) anniversary years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after termination of agency's ownership of the real property. The record copy of deeds and easements shall be kept permanently.



Barefoot Bay Recreation District

625 Barefoot Boulevard
Administration Building
Barefoot Bay, FL 32976-9233

Phone 772-664-3141
www.bbrd.org

Memo To: Board of Trustees

From: Kent A. Cichon, Community Manager

Date: July 13, 2023

Subject: Manager's Report

Finance

Assessment received – 99.88% collected or \$4,204,852. Balance to collect \$5,189.

Resident Relations

ARCC Meeting 6/20/23

- 1 Old Business - approved
- 18 Consent Permits – 18 approved
- 4 Other Permits – 4 approved

VC Meeting 06/09/2023

- 18 Cases – came into compliance prior to the meeting
- 3 Cases – DOR is working with the homeowners
- 9 Cases – found to be in violation

VC Meeting 06/23/2023

- 25 Cases – came into compliance prior to the meeting
- 1 Case – DOR is working with the homeowner
- 16 Cases – found to be in violation

Food & Beverage

- The 19th Hole is now holding Pizz-Asta night from 4-7pm every Wednesday. The menu is a mix of flatbread pizzas and pasta specials. Breakfast is also available at the 19th Hole on Sundays from 7am - noon. We continue to hold our successful Rustic Roast every Thursday in Building A from 4 - 7pm. These are all summer hours.

Flyers with all the details are posted.

Property Services

- Set up and removed the fireworks display
- Solicited bids for fire monitoring services
- Completed installation of one set of doors in Building A
- Patched holes in the lounge walls where the awning was removed
- Began patch work in the lounge in preparation for painting
- Replaced the main pump at Pool #2
- Continued pressure washing and preparation of the Pool #1 upper deck for painting
- Repaired loose bricks around the Pool #1 deck
- Repaired Golf Course steps on multiple greens and tees
- Worked with Brightview to address various issues with the Softball Field

Golf-Pro Shop

- 2023 Jr. Golf Camp
 - July 10th to July 27th
 - Monday, Wednesday, and Friday (10am – 12pm)
 - Applications available at the Pro Shop
 - Free to BBRD residents and their family only
- Jr. Golf Tournament and Award Ceremony
 - July 17th
 - 8:30am Shotgun Start
 - Sign up begins on July 10th in Pro Shop
 - Call 664-3174 with any questions
- July Golf All Day & Lunch Special (Monday through Saturday)
 - Call Pro Shop at 664-3174 to reserve your tee time
 - Includes Green Fees, cart, and lunch at the 19th Hole
 - Lunch is choice of hamburger, cheeseburger, chicken salad, tuna salad, turkey or ham sandwich, or World Famous Belly-buster Hot Dog
 - All meals include chips and a soft drink
- RFP for Golf Cart Fleet
 - Evaluation Committee meetings underway