



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
February 8, 2024 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 Minutes January 23, 2024 and Budget Development/Townhall Minutes January 25, 2024
8. **Treasurer's Report**
 - A. Treasurer's Report
9. **Audience Participation**
10. **Unfinished Business**
11. **New Business**
 - A. Amending the Budget: FY2023 R&M/Capital Projects Roll Over to FY2024
 - B. BBRD Miniature Golf Course Turf Installation
12. **Manager's Report**
 - A. February 8, 2024 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 Meeting

January 23, 2024

1pm –Building D/E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on January 23, 2024, Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 1PM.

Thought of the Day

“There are many ways of going forward, but only one way of standing still.” Franklin D. Roosevelt

Pledge of Allegiance to the Flag

Led by Mr. Amoss.

Roll Call

Present: Mr. Amoss, Mr. Klosky, Mr. Grunow, Ms. Hansen, and Ms. Van Berschot. Also, present, Kent Cichon, Community Manager, Cynthia Mihalick, Interim District Clerk, Garrett Olsen, General Counsel, Matt Goetz, Property Services Manager, and Sally-Ann Biondolillo, DOR/ARCC Administrative Assistant.

Additions or Deletions to the Agenda

None.

Approval of the Agenda

Mr. Grunow made a motion to approve the agenda as is. Second by Ms. Hansen. Motion passed unanimously.

Presentations and Proclamation

None.

Approval of Minutes

The minutes of the Regular BOT minutes dated January 11, 2024 were approved as written.

Treasurer's Report

The Treasurer's Report for January 23, 2024 was submitted by Mr. Grunow and approved as written.

Audience Participation

Kathy Parent, 922 Evergreen St – Stated that she thought badge rules were unfair for single residents, since current rules allow two residents on the deed to obtain badges. She suggested allowing single residents to have an additional badge for guests. Mr. Olsen's opinion was that the topic could be addressed by the Board during budget discussions. Mr. Amoss suggested that Ms. Parent attend the Townhall meeting on Thursday, January 25, 2024.



Barefoot Bay Recreation District

Gaetan Manningham, a seasonal renter, asked the Board to consider fee waivers for a dependent adult child. Mr. Cichon confirmed that there are rules in place for owners and long-term renters with handicapped children and suggested the Board address the issue during budget meetings.

Unfinished Business

None

New Business

DOR Violations

DOR Violation 23-000548 - 446 Egret Circle

Ms. Hansen made a motion to refer case #23-000548 446 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 23-001219 - 510 Sea-Gull Drive

Ms. Van Berschot made a motion to refer case #23-001219 510 Sea-Gull 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. Grunow. Motion passed unanimously.

DOR Violation 23-000975 - 854 Cashew Circle

Case #23-000975 854 Cashew Circle came into compliance prior to the meeting.

DOR Violation 23-001671 - 808 Oriole Circle

Ms. Hansen made a motion to refer case #23-001671 808 Oriole 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 Ms..Van Berschot. Motion passed unanimously.

DOR Violation 23-000176 - 815 Thrush Circle

Ms. Hansen made a motion to refer case #23-000176 815 Thrush 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 23-000181 - 1025 Wren Circle

The owner of 1025 Wren Circle was present at the meeting and stated that she has rented her sunporch. The tenant refuses to clean up the items in violation and will not allow the owner or anyone else to remove them. The tenant is being served eviction documents on January 24, 2024. Mr. Olsen's recommendation is either to continue the item to the next meeting or the Board could proceed with referring the case to him. He will hold the case to give time to the owner to work with DOR and provide



Barefoot Bay Recreation District

a timeframe to get the violation resolved. Mr. Olsen said the District will not incur any cost until he starts working on this case. Brevard County Code Enforcement also has an open case for this property. Mr. Olsen recommends that the homeowner go through the normal procedure of property removal as allowed by the eviction process.

Ms. Hansen made a motion to refer case #23-000181 1025 Wren Circle to General Counsel Olsen for legal action, equitable or other appropriate action with failure to comply, with the caveat that Mr. Olsen work with Sally on the best way to move forward with it. 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.

Manager's Report

Finance

Assessment received – 77.5% collected or \$3,592,042

Resident Relations

ARCC Meeting 1/2/2024

- 2 Old Business Items – 2 approved
- 10 Consent Items – approved
- 1 Other Permit – approved

ARCC Meeting 1/16/2024

- Meeting cancelled due to lack of quorum

VC Meeting 1/5/2024

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

Food & Beverage

- The March lineup in the 2024 Winter Beats series is a Paul McCartney tribute band and Greggie and the Jets. Tickets on sale for Paul McCartney on January 23rd and Greggie and the Jets on sale January 30th. Tickets will be sold for both shows in Building A at 9am.
- The 2024 Barefoot by the Lake festival is Friday, February 9th and Saturday, February 10th from 11am - 9:30pm. Over 60 artisans and food vendors will be in attendance and 2 full days of music. There is also an expanded Kids Zone with a bounce house, face painting & fairy hair, a giant soccer/dart and baseball game, and spin art.

Property Services

- Pools
 - Installed temporary ADA ramp at Pool #1 for reconstruction of existing concrete ramp
 - Replaced the heater controller for Pool #3 heater



Barefoot Bay Recreation District

- Removed all Christmas decorations
- Repaired leaking toilet in the Lounge's ladies' room
- Repaired large gap in the Golf Course's hole number 1 cart path
- Repaired Golf Course's driving range nets
- Snaked Golf Course's hole number 6 restroom main drain
- Trimmed Golf Course palm trees (not yet occurred due to rain, ground saturation)
- Replaced burned out Pickleball Court light
- Installed safety strobes on all the mowers

Golf-Pro Shop

- On Thursday, February 1st from 10am – 2pm the golf course will be hosting a Titleist Golf Ball Education/Sampling Day for our golfers. A Titleist Golf Ball Fitter will be on hand providing participants with a free (2) ball pack that fits their game.
- The Sandy Lobello Memorial Veterans Golf Tournament, Saturday, February 3, 2024, is nearly sold-out with room for 12 players remaining. Hole Sponsor and Closest to the Pin Sponsorships are still available at \$25.00 each.
- The 6th Annual CVO Golf Tournament will be held on Saturday, March 9th. This event is a 4 Person Scramble with an 8:30am. Shotgun start. Sign-up will begin Thursday, February 8th.
- Call the Golf Pro Shop at 772-664-3174 for more information about booking tee times, tournament registration, sponsorship, or the Titleist Golf Ball Sampling
- Brightview Maintenance
 - Irrigation and drainage trouble shooting continues. A ditch has been created for the number 3 fairway to allow greater drainage.
 - The fairways were sprayed with a fungicide to treat the disease brown patch that popped up due to being wet from the high volume of rain that has been ongoing.
 - Upcoming projects: install drainage on practice putting green, trimming of yardage markers in fairways, fill tee divots, and top-dress greens.

Mr. Cichon provided project updates listed on the BBRD website and reminded residents that they can visit the website to stay updated on the progress. Brevard County has recorded the Sidewalk Assessment Agreement and approved the Sidewalk Waiver for the beach restroom project. Brevard County expects to place the Easement Indenture on the February 20th Brevard County Commissioners Meeting. Once the easement is accepted, the County should approve the major site plan. The County will schedule a pre-construction meeting for approval of our construction application. Mr. Cichon, Mr. Goetz, our Engineer and General Contractor, and Mr. Olsen will be attending. There will be additional fees required by the county for engineering inspection fees and building inspections.

The ADA Ramp and smoking area construction at Pool #1 has been delayed due to rain. Staff will have an agenda item to present next month for the sealing of Building A parking lot and repair and sealing of D/E parking lot.



Barefoot Bay Recreation District

The Administration Building repairs included sealing expansion joints (those under the stone façade have not yet been done) and leaking issues on the back door. Additional leak repairs include repainting the building to help prevent water intrusion and clearcoat over the stone façade. Staff will address a leak on the roof east side corner from the vent on the side of the building. The flooring of the conference room will be replaced with carpet and the hallways with tile planks resembling wood. Bar stools in the 19th Hole and Lounge, as well as chairs and tables in the Lounge will be replaced. Lakeside Stage electrical issues will also be addressed.

Attorney's Report

Mr. Olsen advised that a hearing took place for 512 Puffin Drive, and he was able to secure a final default judgment, which requires the owners to come into compliance within 30 days. Mr. Olsen was able to get service on 446 Marlin Circle, and the 20 days for the individual to respond has lapsed. Mr. Olsen plans to move for final default judgment. Mr. Olsen stated he will attend the February 20th Brevard County Commissioner's meeting, where the easement will be addressed.

Incidental Trustee Remarks

Mr. Grunow advised that there are now evening hours for VA type information at the Veterans Gathering Center. He also reminded the residents that the budget would be discussed at the meeting this Thursday, January 25th. He suggested that if anyone had thoughts about the budget and couldn't attend, they could email him and ask that the email be read at the meeting.

Ms. Van Berschot gave kudos to staff for handling the car show, art show, golf outing, veteran's flea market, and a music event all in the same weekend.

Ms. Hansen agrees with Mr. Grunow about the budget meeting and encourages anybody that has any input on the budget to attend the Townhall meeting.

Mr. Klosky stated that he appreciated the update on the projects by Mr. Cichon.

Mr. Amoss thanked everyone for attending the BOT meeting. The next meeting is the budget meeting on Thursday, January 25th at 6pm in Building D/E.

Adjournment

The next regular meeting will be Thursday, February 8, 2024, at 1pm in Building D/E.

Mr. Amoss adjourned.

Meeting adjourned at 1:47pm.

Elaine Van Berschot, Secretary

Cynthia Mihalick, Interim District Clerk



Barefoot Bay Recreation District

Board of Trustees Meeting Budget Development Review/Townhall Meeting

January 25, 2024
6pm –Building D/E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Townhall Meeting on January 25, 2024, Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Amoss called the meeting to order at 6pm.

Thought of the Day

“Value those people who tell you the truth not just what you want to hear.” Patricia Summit

Pledge of Allegiance to the Flag

Led by Mr. Klosky.

Roll Call

Present: Mr. Amoss, Mr. Klosky, Mr. Grunow, Ms. Hansen, and Ms. Van Berschot. Also, present, Kent Cichon, Community Manager, Cynthia Mihalick, Interim District Clerk, Kathy Mendes, Food and Beverage Manager, Charles Henley, Finance Manager, Matt Goetz, Property Services Manager, and Bill Balash, Interim Golf Manager.

FY25 Budget Development Review

Mr. Amoss began the budget discussion by explaining that this year will be challenging, with the cap on the assessments, minimum wage increases, inflation, and the infrastructure of the community is deteriorating and the District needs to have a savings account to cover the cost of major repairs. Property Services and Food and Beverage are both making changes in personnel and procedures. The golf course now has the best possible maintenance company and is gradually bringing the course back. The better it gets, the more revenue it will generate. Finance is also finding ways for cost savings and utilize income generating opportunities. Mr. Cichon is working on a management and departmental reorganization change that is underway.

Mr. Cichon reminded the residents and Trustees that due to feedback last year, the budget kickoff began three months earlier, in October 2023, which allowed input earlier in the process. The proposed budget presentation will take place on March 19th with additional workshops scheduled on April 3rd, April 18th and May 7th. It is anticipated that the Board will approve the mailout to homeowners at the regular BOT meeting on May 28th, and the budget adoption is expected at the regular BOT meeting on June 25th.

The FY25 budget principals put a pause on large new projects and focus on repairs and maintenance of existing facilities and amenities, the implementation of smaller projects and the impact of minimum wage increase to \$13, which will reach \$15 in FY27. The increased cost due to high inflation rates will be



Barefoot Bay Recreation District

addressed and fees and charges will be adjusted based on CPI and other cost pressures. The 15% reserves will be maintained for contingency and continue the building up of capital reserves.

Mr. Cichon reviewed the Five-Year Capital Improvement and Project Plan with the Trustees.

FY25

- Replacement of lounge walk-in cooler \$160,000
- Shopping center parking lot milling & replacement \$110,000
- Replacement damage concrete \$25,000
- Grounds beautification \$25,000
- Shopping center exterior doors \$15,000
- Golf course pond aeration \$9,000
- Accessibility to facilities \$8,000
- Shopping center replacement flooring \$7,000
- Lawn bowling gutter replacement \$6,500
- Veterans Gathering Center exterior doors \$3,120
- Pro shop ceiling repair/painting \$2,500
- Building D/E exterior walls repair/painting \$2,230
- Building A storage room ventilation \$1,000.
- Total \$374,350.

In FY26, the District may apply for FRDAP grants, with the consent of the Board. The grants may be used to fund upgrades to the basketball court, golf course, or potentially add new pickleball courts. A new pickleball court costs \$25,000 - \$50,000.

FY26

- Property Services replace truck \$27,400
- Replace damaged concrete \$25,000
- 19th Hole exterior door \$12,000
- Building C HVAC, Building \$8,690
- Building D/E HVAC \$8,690
- Accessibility to facilities \$8,000
- Property Services interior refurbishment \$7,000
- Building C ceiling tile replacement \$5,000
- Property services exterior walls \$2,500
- Pro Shop exterior doors \$2,000
- Pool #2 exterior doors \$2,000

FY 27

- Pool #3 resurfacing \$80,000
- Replacement damage concrete \$25,000
- Shopping center exterior doors \$14,500
- Pool #3 tool room electrical panel \$11,200
- Building C HVAC \$9,559



Barefoot Bay Recreation District

- Building D/E HVAC \$9,559
- Accessibility \$8,000
- Shopping center condensing unit \$7,350

FY28

- Food & Beverage van \$47,500
- Replacement concrete \$25,000
- Bldg C HVAC \$10,037
- Accessibility \$10,000
- Administration Building mini split \$6,850
- 19th Hole interior doors \$4,500
- Administration Building interior walls and paint \$3,750
- Veterans Gathering Center ceiling tiles \$3,415

FY29

- Shopping center sprinkler system & standpipe replacement \$59,100
- Replacement concrete \$25,500
- Lounge floor replacement \$18,000
- Lounge update fire alarm panel \$17,900
- Building A interior wall refinishing \$15,550
- Building D/E ceiling tile replacement \$15,510
- Accessibility \$10,000
- Building D/E interior wall refinishing \$5,583
- Building C interior wall refinishing \$3,031
- Pro Shop interior wall refinishing \$2,916
- Veterans Gathering Center interior wall refinishing \$1,900
- Pool #2 interior wall refinishing \$1,200
- Pool #3 interior wall refinishing \$1,200

Additional significant projects for the Trustees to consider funding:

- Golf course irrigation system TBD
Mr. Balash advised that the pipes coming from the wells may be original equipment. Brightview has also requested a full replacement of the electrical system outside the pumphouse. Many of the parts are obsolete. Mr. Cichon stated that there is a possibility that a well has collapsed.
- Golf course sod nursery \$191,000
- Building Tech II new position \$56K
- Camera system new and replacement TBD
- Pool #1 dance floor (replace pavers with concrete) TBD
- Pool #1 ambience lighting \$18,500
- Veterans Gathering Center flag display \$5,000
- 19th Hole picnic bandshell area outdoor bar \$4,500.



Barefoot Bay Recreation District

Ms. Hansen asked about the sod nursery. Mr. Cichon advised the location would be at the end of the parking lot. Brightview would put in the nursery, but the District would be funding it. The \$191,000 is the initial investment. Mr. Grunow visited local golf courses and they all have their own nursery. Mr. Balash explained that the cost-effectiveness of the nursery is that once you deplete the sod, you regrow your grass at a lesser cost instead of continuing to buy pallets of sod.

Mr. Cichon stated the new position of Building Tech II is to be focused on a list of projects and will be dedicated to the projects created by Trustees, residents, and the Community Manager. The individual would only be pulled off projects in the event of a hurricane.

Mr. Cichon has been working with the camera vendor, who is recommending additional work on the existing system. The feedback from the vendor is that the needed work will be in excess of \$25,000.

Mr. Cichon mentioned that he has received feedback from residents about the Pool #1 dance floor that pavers should be replaced with concrete to create a flat surface for safety reasons. Mr. Grunow felt it should be a priority and asked about taking some of the concrete money for the project. Mr. Cichon said the concrete funding is already designated for other projects for this year.

Two strands of LED Edison lights that are programmable have been added to Pool #1. The lights are programmable, and colors can be changed for special holidays such as Valentine's Day and Christmas. The ambience lighting project would also include uplighting palm trees. The result would transpose the Pool #1 area and create an ambience for evening entertainment.

Mr. Grunow explained that the members of the Veterans Gathering Center would like to enhance the flag display. The American Legion is going to purchase a bench by the flagpole. Concrete is needed for the flag semi-circle and families of veterans could add memorial bricks.

An outdoor bar for the 19th Hole at the bandshell/picnic area would be a modified shed to take the place of a makeshift bar with a knockdown table. This would provide a more permanent structure for events in that space.

Mr. Cichon presented an inflation rate chart. The rate has been coming down and the Federal Reserve has been raising the rates, with the last increase July 2023. It is expected that they will be meeting again in January, and that they will hold rates steady. The inflation rate continues to run high. Costs that the District is incurring is higher than an individual would see.

FY25 assessment rate & social membership fee

CPI 4.115 percent

Annual assessment \$972.49, equates to a monthly increase \$3.20 per lot

Additional assessment revenue \$186,972

Social membership fee \$50 per year \$495,900

Social membership revenue \$17,100 above FY24 projected revenue for social membership revenue



Barefoot Bay Recreation District

Mr. Klosky asked if the shopping center replacement doors would be ADA compliant. Mr. Cichon advised that the doors would be ADA compliant, but there is no plan to make them automated and is focusing on meeting areas and District facilities.

Mr. Amoss asked about the \$17,100 additional social membership. Mr. Cichon stated that this amount is above FY24 projected revenue for social membership revenue. Last year FY24 estimated budget was going to be a decrease from FY23 budget for housing sales or transfer of ownership.

Audience Dialogue with Trustees

Louise Crouse, 808 Sapodilla Drive – asked about starting a savings account and then contingency reserves. Mr. Cichon answered that the savings account is a reference to the capital reserve account brand new in 2024, which was initiated by the Chairman and the Board. The account originally started with \$100,000, but anticipated expenses, including the insurance premium being much higher, dropped the balance to approximately \$14,000. The other account is a contingency account for projects and cost overruns or unanticipated projects. The reserve account will be built up over several years to fund big projects in the future.

Susie Amoss asked approximately how much the sod farm will save in the future and how long it would take before it paid for itself. Mr. Balash responded that he is working with Brightview on a much more scaled down sod farm, possibly in a different location on the golf course. Mr. Cichon stated that we will have to do analysis and it would be difficult for it to be accurate.

Ms. Hansen asked if we could sell the sod to someone else if we do not need it. Mr. Balash responded that the sod would not be harvested until it is needed.

Ian Riley, 1453 Barefoot Circle - mentioned that the proposed sod farm location is not agricultural land, and it would be in a residential area, and was concerned about the appearance with soil eroding away. Mr. Balash responded that the nursery would not be depleted all at once. The sod nursery proposed will be used in addition as a short game area, out of site, smaller and scaled down.

Donna Collette 854 Periwinkle Circle – asked about the lawn bowling facility needing gutters. She stated that it is a huge expense for the District and asked how often is it used and noticed that it is only used three months of the year. Mr. Grunow stated that there is something for everyone. The residents using the lawn bowling are only here a few months because they are mainly Canadians. They pay annual assessment fees just like everyone else. Mr. Amoss stated that there are several facilities that are not used throughout the year, but we must maintain the facilities even if they are not used all year. Mr. Grunow said picking and choosing certain clubs would not be fair.

Kathy Parent, 922 Evergreen Street – Suggested that single residents should have an additional badge to use for guests. Mr. Amoss stated that the topic will be discussed in upcoming budget workshops.

Joanne Plasse, 1028 Barefoot Circle - asked what happens to badges when a homeowner sells a home. There are people who sell their houses and still can use them. The badges get updated each April.



Barefoot Bay Recreation District

Donna Collette asked about the dance floor at the Lounge. She stated that many events are open to the public. When there's an open event, why can't we charge a minimum of \$2 per person? She suggested the funds raised could be used to fund the dance floor. Ms. Hansen asked if we have events open to the public. Ms. Mendes said that we have a few events such as the Ethnic Festival, St. Patty's Day, and Christmas parade.

Ms. Van Berschot stated that there are many clubs and suggested that they could sponsor some of the projects that need to be done within the community.

Ms. Van Berschot asked about the CPI and if there were any plans to start a communication with Commissioner Tobia. Mr. Amoss stated that Mr. Olsen is going to investigate it. Ms. Van Berschot stated that she would like to participate in the discussions.

Donna Collette stated that at Christmas time she wanted to purchase gift cards for the golf course, but the course is not processing them. Mr. Balash is in discussions with Finance but does not have confidence that the Golf Now software can track gift cards, so the Pro Shop has discontinued the sale of gift cards.

Kathy Parent asked that the District consider purchasing new dart boards at the lounge. Ms. Mendes said they belonged to the dart board company. She is going to contact the company to advise them that they are malfunctioning and request replacement.

Louise Crouse asked why a gift card needs to be tracked. Mr. Henley stated that the auditors want to know how much money is outstanding. Ms. Crouse said she feels Food & Beverage has a very nice gift card and congratulates them on looking very attractive and professional.

Ms. Van Berschot asked what it would take to swap out ambience lighting at Pool #1 and do decking at the 19th Hole. Mr. Goetz said he has checked on this previously and it would be costly because it would require moving the sidewalk. Mr. Cichon clarified that the ambience lighting will be included if the Trustees would like to fund it. The entire lighting project would not have to be done all at the same time.

Ms. Hansen asked if there is something we can do to fix the gift card problem at the golf course. Mr. Balash is looking into the problem but has no timeline for the resolution. In comparison to the old Golf Now, the reporting software is subpar. Mr. Grunow asked if the Golf POS could be on Food & Beverage POS Upserve system. Mr. Balash stated that he would need to have tee time reservations as well as POS and is looking at other systems.

BOT FY25 Budget Development Direction to Staff

None

Incidental Trustee Remarks

Mr. Klosky thanked Mr. Cichon for the good presentation. Mr. Klosky also thanked the residents for coming out.



Barefoot Bay Recreation District

Ms. Hansen thanked everyone for coming and providing their input in the budget process and advised the residents that the trustees are trying to work in items that they want. Ms. Hansen also reminded the residents that the Quarter Auction will be on February 2nd, and the charity for this month is Gold Star families. The Quarter Auction starts at 6:30pm in Building A.

Ms. Van Berschot would love to see more people attend the meetings but is pleased with the input the Trustees have received.

Mr. Grunow thanked the audience for coming. He reminded everyone that the Board would need to be cautious, wages are going up, healthcare, liability, utilities, so the Board will need to work this all in with the CPI lid. Mr. Grunow reminded everyone about the Veterans Golf Tournament on Saturday, February 3rd. There will be parachute jumpers with smoke at 12:20pm with the American flag and service flags. The event is open to the public.

Mr. Amoss thanked everyone for attending. If anyone has questions or concerns, email one of the board members. He advised there would be no redos this year.

Adjournment

The next Townhall meeting will be Thursday, April 25, 2024, at 7pm in Building D/E.

Mr. Amoss adjourned.

Meeting adjourned at 7:34pm.

Elaine Van Berschot, Secretary

Cynthia Mihalick, Interim District Clerk

Barefoot Bay Recreation District

Treasurer's Report

February 8, 2024

Cash and Investments Balances in General Fund as of 1/29/24

Petty Cash/Cash Drawers	Total Petty Cash:	\$ 5,600.00
Non Interest Bearing Accounts		
MB&T Operating Account		215,532.65
Interest Bearing Accounts		
MB&T Money Market Account		430,343.07
Valley National Bank		2,871,607.22
FL Class		213,426.26
SBA Reserve Account		751,049.44
Investment Accounts (At Market Value)		
FL Trust - Short Term Bond Fund		113,284.38
Total Cash Balances in General Fund:		\$ 4,600,843.02

Total Daily Deposits and Assessments Received for 1/17/24 - 1/29/24

Daily Deposits:	\$	105,326.24
Interest Deposits:		
Assessments Received:		-
Total Deposits Received:		\$ 105,326.24

Expenditures for 1/17/24 - 1/29/24

Check Number	Vendor	Description	Check Amount
1090	BrightView Golf Maintenance, Inc	Golf Course Maintenance	44,915.67
1116	Brevard County Supervisor of Elections	Municipal Election November 7, 2023	20,799.98
1120	US Foods	Foodstuff and Supplies	8,828.34
1145	Florida Blue	Employee Health Insurance	32,524.32
1147	Florida Power & Light Co	Electricity	8,970.06
1157	Special District Services, Inc	Management Fees	14,641.28
1159	US Foods	Foodstuff and Supplies	6,608.45
	Florida Department of Revenue	Sales Tax	18,824.66
	Paychex	Net Payroll PPE 240114	80,142.91
	US Department of Treasury	Payroll Tax PPE 240114	21,526.30
Total Expenditures \$5,000 and above:			257,781.97
Expenditures under \$5,000:			62,957.06
Total Expenditures:			\$ 320,739.03

Board of Trustees Meeting Agenda Memo

Date: Thursday, February 8, 2024
 Title: **Amending the Budget: FY2023 R&M/Capital Projects Roll Over to FY2024**
 Section & Item: 11.A
 Department: Administration, Finance
 Fiscal Impact: \$327,406
 Contact: Charles Henley, Finance Manager, Kent Cichon, Community Manager
 Attachments: 240208 Resolution 2024-01 FY23 R&M Capital Projects Roll Over
 Reviewed by General Counsel: Yes
 Approved by: Kent Cichon, Community Manager



Requested Action by BOT

BOT approve Amendment 2024-01 and Resolution to roll over project budgets in the R&M/Capital Projects Department.

Background and Summary Information

Staff has prepared a list of R&M/Capital projects to bring forward from FY23 to FY24. Staff has determined that 2 of the projects may be eliminated, 1 project may be reduced in scope, and the estimated costs to complete 3 projects need to be increased. These revisions result in the R&M/Capital Projects FY23 Remaining Budget of \$327,406 to be sufficient to complete the projects being carried forward with the exception of the Beach Project Phase 3. Staff will prepare and present to the Board a future Budget Amendment to reflect the additional funds necessary to complete the Beach Project Phase 3. Therefore, \$327,406 of Fund Balance will be moved to the R&M/Capital Projects Department FY24 Expenditure Budget.

GL	Description	Remaining Budget	Adjustment	FY24 Rollover Estimate
572131	Neighborhood Revitalization Program (FY22 Remaining less FY23 Expenditures)	87,479	-	87,479
572167	Additional Sound Dampening Panels for Building A	8,500	(8,500)	-
572191	Replacement Backhoe (used) / Repair	40,100	(35,100)	5,000
572361	Portable 20kw Emergency Backup Generator	25,000	5,000	30,000
572362	Golf Course Maintenance Facility (Green Building) Repairs	16,600	-	16,600
572363	Pool #2 Tech Closet Electrical Panel Replacement	10,120	-	10,120
572365	Pro Shop Cart Barn Electrical Panel Replacement	6,800	-	6,800
572366	19th Hole Ceiling Air Handling Unit Replacement / Kitchen	2,530	16,470	19,000
572367	Softball Field Shed Replacement	7,000	(7,000)	-
575013	Upgrade Golf Cart Parking Area (Lounge) to Crushed Concrete	13,400	-	13,400
575035	Shopping Ctr. (937) Exterior Windows Replacement	30,000	-	30,000
575046	Beach Projects Ph. 3	79,877	29,130	109,007
		327,406	-	327,406

Staff recommends the BOT approve the accompanying Budget Amendment and Resolution 2024-01 to roll over FY23 project budgets in the R&M/Capital Projects Department budget using fund balance in the amount of \$327,406.

RESOLUTION 2024-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BAREFOOT BAY RECREATION DISTRICT AMENDING
RESOLUTION 2023-08; AMENDING THE BUDGET.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2023-08, an operating Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024; and

WHEREAS, the Board of Trustees is desirous of amending the previously adopted Budget; and

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2023/24:

An Amendment to increase the FY2024 R&M/Capital Projects Department Budget by \$ 327,406 using Fund Balance.

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

Section 1. The amendment shall be made to the operating Budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2024.

Section 2. The Community Manager and the Finance Manager are directed to adjust the FY 2023/24 Adopted Budget.

Section 3. This resolution shall become effective immediately upon adoption.

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, Joe Klosky
Trustee, Ann Hansen
Trustee, Jeff Grunow
Trustee, Elaine Van Berschot

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 8th day of February 2024.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Bruce Amoss,
CHAIRMAN

Return to: Barefoot Bay Recreation District
625 Barefoot Boulevard
Barefoot Bay FL 32976-7305

Elaine Van Berschot,
SECRETARY

Board of Trustees

Meeting Agenda Memo

Date: Thursday, February 8, 2024
Title: **BBRD Miniature Golf Course Turf Installation**
Section & Item: 11.B
Department: R&M/Capital Projects
Fiscal Impact: Not to Exceed \$6,425
Contact: Kent Cichon, Community Manager, Elaine Van Berschot, Trustee, Secretary
Attachments: Memorial-Gift Request Form, Quote from TurfDoctor, Product Specifications and Warranty
Reviewed by General Counsel: No
Approved by: Kent Cichon, Community Manager



Requested Action by BOT

Consideration of installing artificial turf on the BBRD Miniature Golf Course.

Background and Summary Information

Trustee Van Berschot requested this item be placed on the agenda for consideration of installing artificial turf on the BBRD Miniature Golf Course.

The Barefoot Bay Golf Cart Club has been requesting and receiving monetary donations in an effort to raise \$25,000 for funding the installation of artificial turf on the BBRD Miniature Golf Course and plaques and banners with the names of various donors to be installed at the BBRD Miniature Golf Course. These donated funds are in turn to be donated to BBRD for implementation of this project.

As of January 27, 2024, the Barefoot Bay Golf Cart Club has received \$18,575 in donations. The difference between the club's stated project cost of \$25,000 and the donated funds received of \$18,575 is \$6,425. The R&M/Capital Projects Reserves have a current budget available of \$14,946.

The Barefoot Bay Golf Cart Club has obtained a quote of \$17,600 from TurfDoctor to install the artificial turf. This quote is valid through February 2024. The BBRD Procurement policy states: "For purchases of \$2,000.00 to \$24,999.99 informal quotes are required from at least two sources. A "No Bid" does not constitute a quote. These quotations should be submitted in writing and kept on file in the finance office and the requesting department."

Items for BOT consideration:

1. Consider accepting a donation from the Golf Cart Club in the amount of \$18,575 toward funding the installation of artificial turf on the BBRD Miniature Golf Course and plaques and banners with the names of various donors to be installed at the BBRD Miniature Golf Course.
2. Consider providing funding from the R&M/Capital Projects Reserves in an amount not to exceed \$6,425, which will fund the balance necessary to install artificial turf on the BBRD Miniature Golf Course and plaques and banners with the names of various donors to be installed at the BBRD Miniature Golf Course, upon accepting a donation from the Golf Cart Club in the amount of \$18,575.
3. Consider waiving the BBRD Procurement Policy requiring informal written quotes from at least two sources for purchases of \$2,000.00 to \$24,999.99; award a contract to TurfDoctor in an amount not to exceed \$17,600 to install artificial turf, with a minimum 8-year manufacturer residential warranty, on the BBRD Miniature Golf Course; and authorize the BOT Chairman to sign a contract negotiated by staff.



Memorial/Gift Request Form

Select One: Memorial Bench Memorial Tree Gift

In Memory Of: n/a

Name of Donor or Representative: Barefoot Bay Golf Cart Club

Address: 912 Frangi Pani Drive City: Barefoot Bay State: FL

Phone: 207-890-2847 Email: 13debbi@gmail.com

Requested Location: BBRD Miniature Golf Course

Requested Bench Style/Tree species: n/a

Description of requested memorial/gift

If you would like a name placed on the memorial, please include it in the description below.

If you are requesting a bench, please indicate what you would like written on each plaque/plank

Donation of \$18,575.00 to BBRD for the installation of artificial turf on the BBRD Miniature Golf Course and plaques and banners with the names of various donors to be installed at the BBRD Miniature Golf Course.

A list of donors' names will be submitted by the Barefoot Bay Golf Cart Club to BBRD in February 2024, and each will be identified for placing on a plaque or banner.

By signing below, the donor acknowledges and agrees to abide by the Barefoot Bay Recreation District Gifts/Memorials Guidelines, which can be found in section 3.5 of the Barefoot Bay Recreation District Policy Manual.

X 
Signature

Please submit this form to the Office of the District Clerk, 625 Barefoot Blvd, Barefoot Bay, FL 32976 or email to Cindy Mihalick at cindy.mihalick@bbrd.org.

www.bbrd.org
625 Barefoot Blvd, Barefoot Bay, FL 32976
Administration Building Phone: 772.664.3141
Fax: 772.664.1928

Updated June 2022

TurfDoctor

1177 Hypoluxo Rd Suite 305
Lantana, FL 33462
info@turfdoctor.com
www.turfdoctor.com



INVOICE

BILL TO
Debbi Brown
Barefoot Bay
625 Barefoot Blvd
Sebastian, FL 32976

SHIP TO
Debbi Brown
Barefoot Bay
625 Barefoot Blvd
Sebastian, FL 32976

INVOICE 1700
DATE 01/31/2024
DUE DATE 03/01/2024

DATE	DESCRIPTION	QTY	DUE	RATE	AMOUNT	
	Artificial Turf & Glue Down Installation	All 18 holes Artificial Turf and Installation on current surface Including transition strips	3,200	17,600.00 of 17,600.00	5.50	17,600.00
	MISC	TurfDoctor Surgical Grade/PuttPro Turf - 8 year manufacturer warranty.	1		0.00	0.00

Note: This invoice is a contract for services. Invoices expire after 30 days. This invoice is for completing the job as described above. It is based on our evaluation and does not include unforeseen circumstances, material price increases, or actual amount of turf used, your final bill will reflect actual amount.

Payment Terms: All installations require 50% deposit and 50% upon job completion.

We accept Check, ACH Bank Transfer, and Credit/Debit card payments.

We will reach out to schedule your job within 72 hours of receiving deposit.

Thank you for your business.

SUBTOTAL	17,600.00
TAX	0.00
TOTAL	17,600.00

BALANCE DUE \$17,600.00

Estimate Summary

Estimate 1764	18,832.00
This invoice 1700	\$17,600.00
Total invoiced	17,600.00

Putt Pro

Putt Pro Golf Turf is designed for use in custom-designed putting greens. This premium turf is designed to give true ball roll and bounce reaction. Infill is required to control stint speed and ball bounce/roll. Specially designed for our Canadian climate. Lots of fun and great for training.

- Face Weight: 56 oz
- Backing: Latex
- Color: Field Green / Lime Green
- Pile Height: 0.5"
- Total Product Weight: 83 oz
- Infill required



Length (ft)



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: February 8, 2024

Subject: Manager's Report

Finance

Assessment received – 77.5% collected or \$3,592,042

Resident Relations

ARCC Meeting 1/30/2024

- 3 Old Business Items – all approved
- 22 Consent Items – all approved
- 11 Other Permits – all approved

VC Meeting 1/26/2024

- 3 Cases – all found to be in violation

The Violations Committee has two (2) vacant Alternate positions, and we are requesting residents that are interested in filling these positions submit their resumes and letters of interest to the District Clerk.

Food & Beverage

- The 2024 Barefoot by the Lake festival begins tomorrow and will continue through Saturday from 11am-9:30pm. The music lineup is great all weekend, but you don't want to miss SIRSY (Sir See) Saturday from 1 - 4pm. SIRSY was heard on Season 6 of Showtime's hit TV show "Shameless" and has played with Maroon 5, Train, Cheap Trick and more. On Saturday only, the Kids Zone is open with a bounce house, face painting & fairy hair, and a giant soccer/dart and baseball game.

Food & Beverage (continued)

- On February 12th, tickets will go on sale for corned beef dinners or sandwiches during the annual St. Patrick's Day celebration lakeside of the Lounge. Tickets for food may be purchased at the Lounge, the 19th Hole, or Administration Building. A full day of St. Paddy's events is planned and coordinated between Food & Beverage and the Irish Club on March 17, 2024.
- The 2024 Winter Beats series reaches a crescendo of excitement with the final shows in April. The country's premiere celebrity illusionists, the Edward Twins, transform themselves into a non-stop parade of stars on April 4th and Barefoot Bay's favorite Doo Wop dance night is held on April 12th. Tickets are going on sale in Building A at 9am on February 13th for the Edward Twins and February 27th for the Doo Wop.
- On February 29th there will be a bourbon tasting and cigar event at the 19th Hole from 4:30-7:30pm. Come out and sip a new bourbon, purchase a cigar, and take in our local popular musician Allen Wronko who is always on fire!

Property Services

- Repaired the ADA lift at Pool #3
- Repaired the ADA door access button in front of Building A
- Repaired a light in the Food Truck
- Repaired the BBQ grill at East Lake
- Initiated the re-stripping of the Micco Storage Lot
- Re-sodded a large area by the playground
- Replaced the fire extinguisher box on the Fishing Pier
- Assembled and replaced all of the bar stools in the Lounge and 19th Hole
- Began set up of the Barefoot by the Lake festival
- Hung Barefoot by the Lake festival sign on US1

Golf-Pro Shop

- The 6th Annual CVO Golf Tournament will be held on Saturday, March 9th. This event is a 4 Person Scramble with an 8:30am. Shotgun start. Sign-up will begin Thursday, February 8th.
- The Barefoot Bay Club Championship will be held March 22nd & 23rd. This event is open to all Barefoot Bay Gold Course members with an active GHIN Handicap. Sign-up TBD.
- For details about these events call the Golf Pro Shop at 772-664-3174.
- Brightview Maintenance
 - With fertilizer and fungicide applications combined with the warmer weather, the Putting greens are looking healthier.
 - Areas of concern on fairways 4 and 10 have been rototilled and rye and bermuda grasses were planted. The seed is beginning to germinate and will be monitored for fertilizer applications.
 - The project to build and replace the Blue, White, Green, and Red tee markers has begun. The markers will be made of wood and painted accordingly.

Golf-Pro Shop(continued)

- The drainage installation on the practice putting green was installed and appears to be working as planned. This area of the green is now drier.





