

**Barefoot Bay Recreation District  
Regular Meeting of the Board of Trustees**

**Tuesday, April 26, 2016**

**7:00 PM**

**1225 BAREFOOT BOULEVARD, BUILDING D/E**



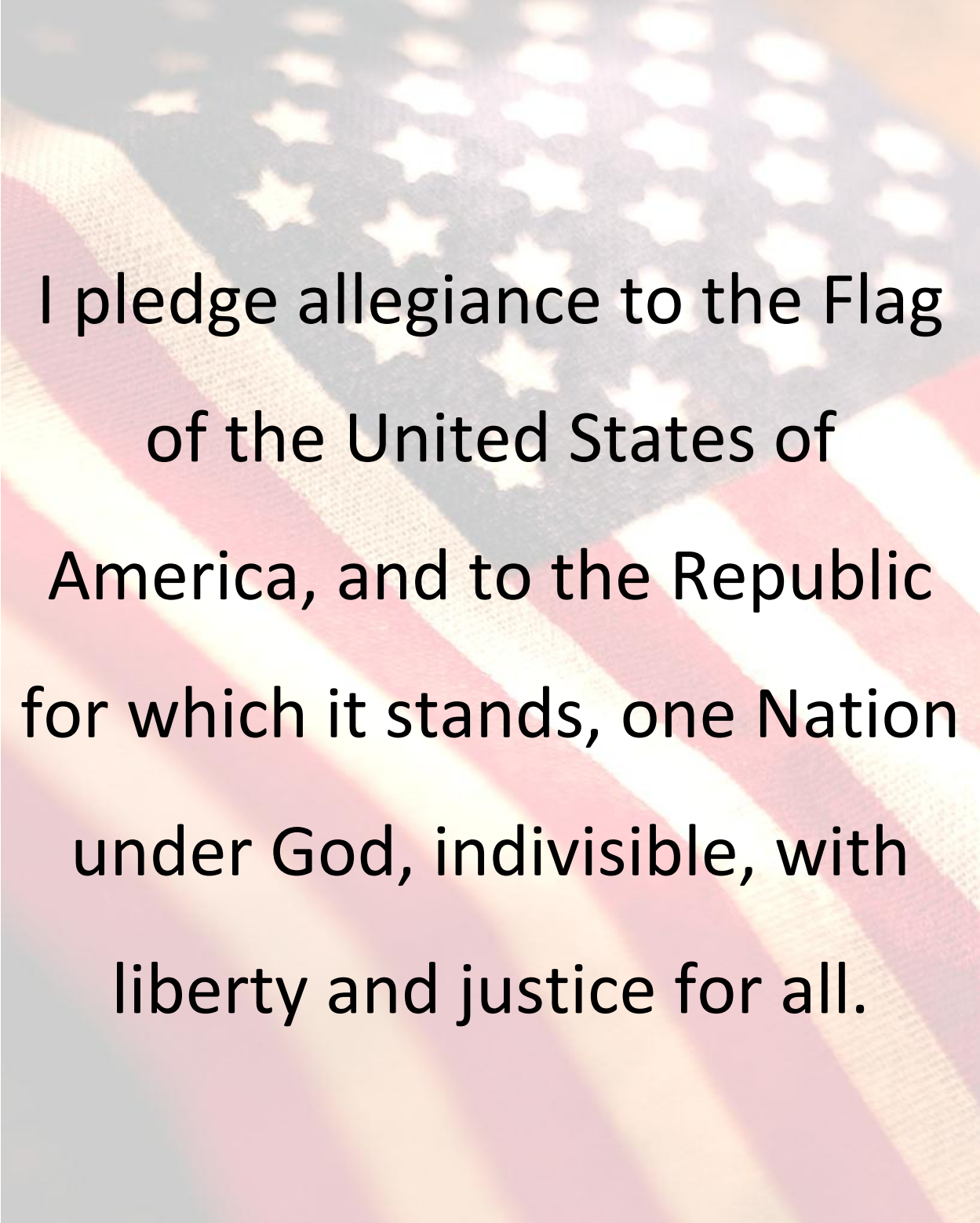
# BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting  
Tuesday, April 26, 2016 7 P.M.  
Building D&E

## AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience comment on Agenda Items
8. Unfinished Business
9. New Business
  - A. Review of Trustee Newspaper Articles by General Counsel
  - B. Replacement Oven for 19<sup>th</sup> Hole
  - C. Parliamentary Training for BOT
  - D. Security Committee Resignation and Appointment
  - E. D/E Ceiling Mounted Projector and Retractable Screen
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment



I pledge allegiance to the Flag  
of the United States of  
America, and to the Republic  
for which it stands, one Nation  
under God, indivisible, with  
liberty and justice for all.

# Roll Call

## **Trustees**

Chairman - Mr. Klosky

1<sup>st</sup> Vice Chair - Ms. Wright

2<sup>nd</sup> Vice Chair - Mr. Lavier

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

## **Also Present**

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers



# Approval of Minutes



# BAREFOOT BAY RECREATION DISTRICT

## Board of Trustees Regular Meeting Friday, April 8, 2016 1 P.M. –Building D&E

The Barefoot Bay Recreation District held a Regular Meeting on April 8, 2016 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1:00 P.M.

### **Thought for the Day**

Mr. Klosky asked for a moment of silence to honor our service personnel both past and present who have helped protect our country. He also asked that we remember our Barefoot Bay residents.

Ms. Wright led the Pledge of Allegiance to the Flag.

### **Roll Call**

Present: Mr. Klosky, Ms. Wright, Mr. Lavier, Mr. Diana and Mr. Cavaliere. Also present: John W. Coffey, Community Manager, Jason Pierman, SDS, General Counsel Cliff Repperger and Dawn Myers, District Clerk.

### **Minutes**

*Mr. Lavier made a motion to approve the minutes from March 22, 2016 with one correction. Second by Mr. Cavaliere. Motion carried unanimously.*

### **Treasurer's Report**

Mr. Cavaliere presented the Treasurer's Report for April 8, 2016.

*Mr. Diana made a motion to accept the Treasurer's Report with corrections. Second by Mr. Lavier. Motion carried unanimously.*

### **Audience Participation** (Agenda items only)

Mr. John Nyhan gave a critique of the current Board approved 5yr Plan. He commended Mr. Coffey on his work creating the plan but stated that it is presented as little more than a 'wish list' and a plan for facilities. He asked that the Board consider working together and establish a Planning committee so the community would have a true vision to work towards.

### **Old Business**

#### **Appointment to Security Committee**

Mr. Greg Deslandes recommended Mr. Jeff Dunham to the Security Committee based on his extensive background in law enforcement.

*Mr. Cavaliere made a motion to appoint Mr. Jeff Dunham to the Security Committee's alternate seat for a term of three years. Second by Mr. Diana. Motion carried unanimously.*

#### **Appointment to Facilities Planning Committee**

Mr. Diana stated he was in receipt of a letter of interest from Mr. Brian Belanger recommended by the Facilities Planning Committee. He requested the Board approve the recommendation from the Facilities Planning Committee.

*Mr. Diana made a motion to appoint Mr. Brian Belanger to the Facilities Planning Committee alternate seat for a term of three years. Second by Mr. Lavier. Motion carried unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## **Discussion of BBRD Bulletin Board Limitations**

Upon the Board's request, General Counsel Repperger discussed the legalities of limiting the option to place ads to rent single rooms on the District Bulletin Boards and, furthermore, at the Board's request, to discuss the topic of rentals in Barefoot Bay. General Counsel clarified that renting of rooms or units are illegal if the rental is under 90 days. He discussed the state tourist tax in effect now.

*Florida Statute 212.11 requires Tourist Tax Dealers to file tax returns and pay tax electronically in order to receive a collection allowance. Tourist Development Tax (Resort Tax) is a 5% tax on the total rental amount collected from every person or other party who rents, leases, or lets for consideration living quarters or accommodation in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, rooming house, mobile home park, recreational vehicle park, or condominiums for a period of 6 months or less. This tax is collected by the Brevard County Tax Collector pursuant to Brevard County Code, Chapter 102, "Taxation," Article III, as authorized by Florida Statute 125.0104. The local Tourist Development Tax is in addition to the 6.5% State of Florida Sales and Use Tax remitted to the Florida Department of Revenue.*

He recommended two options to the Board; 1.) Restrict the placing of rental ads on the District bulletin boards to those seeking to rent rooms less than 90 days or 2.) Enforce the requirement that those residents looking to rent their homes for less than 6 months must fill out an affidavit stating that they have a registered resort tax account with the County Tax Collector as required by law. Mr. Diana withdrew his motion from the previous meeting. *(Mr. Diana made a motion to remove the room for rent submissions to the bulletin board and only allow homes for rent submissions. Second by Ms. Wright.)* Ms. Wright withdrew her second.

*Mr. Diana made a motion to require all potential landlords renting under 6 months who wish to post rental ads to the BBRD bulletin boards must provide a signed affidavit stating the term of lease and confirming that they have a registered Tourist Tax account with the County Tax Collector. Second by Mr. Cavaliere. Motion passed unanimously.*

## **New Business**

### **Community Manager and Special District Services Evaluation**

Mr. Diana read the results of the SDS Performance Evaluation. Scoring sheet results attached to these minutes.

*Mr. Cavaliere made a motion to accept the SDS Performance Evaluation as presented. Second by Mr. Lavier. Motion carried unanimously.*

Mr. Diana read the Community Manager Performance Evaluation. Scoring sheet results attached to these minutes.

*Mr. Cavaliere made a motion to accept the Community Manager Performance Evaluation. Second by Mr. Lavier. Motion carried unanimously.*

### **Capital Department Project for Reshaping #12 Tee Box on Golf Course**

Mr. Coffey discussed Ernie Cruz's recommendation to reshape the #12 tee box on the golf course in an effort to make allowance for those golfers who play from the middle tees a shorter distance when aiming across the lake without penalizing the golfers playing from the back tees.

*Mr. Diana made a motion to award the contract to ABM for Reshaping #12 Tee Box on Golf Course for \$8,769. Second by Mr. Lavier. Motion carried unanimously.*

### **Facilities Planning Committee (FPC) Recommendations**

- FPC to investigate implementation of a Capital Improvement Program (not including Replacement Building F)



# BAREFOOT BAY RECREATION DISTRICT

*Mr. Diana made a motion that FPC investigates implementation of a Capital Improvement Program. Second by Ms. Wright. Motion carried unanimously.*

- FPC Vice-Chairman Pellegrino to customize the attached capital improvement documentation to Barefoot Bay standards for submission to the Board.

*Mr. Diana made a motion to table this item as Mr. Len Pellegrino could not be present at this meeting and would like to discuss his plan in detail with the Board. Second by Mr. Lavier. Motion passed unanimously.*

- Appointment of Dawn Myers, E.J. Wright, Tom Nelson & Harold Wortman to a subcommittee to review CCTV video when needed and to report findings to the Community Manager. Purchase of new laptop is required purchase to allow for this full recommendation.

*Mr. Diana made a motion to approve. Second by Ms. Wright. Motion passed unanimously.*

- FPC to investigate implementation of a Capital Improvement Program Recommendation to use electronic devices in future FPC meetings

*Ms. Wright made a motion to accept the recommendation to use electronic devices in future FPC meetings. Motion died for lack of second.*

## **Recreation Committee Recommendations**

- Change Community Center amenities hours of activities from 9am-10pm to 7am-10pm.

Mr. Chuck Sabol of the Horseshoe Club requested the hours remain open earlier than later.

Mr. Rich Schwatlow voiced his concern about all amenities at the community center having to start and end at a specific time. He stated that he was present in the horseshoes area and did not hear any noise from the horseshoe players.

Ms. Louise Crouse also voiced a concern of altering the hours for all activities if the time is adjusted.

*Mr. Diana made a motion to change community center amenities hours of activities from 9am-10pm to 7am-10pm. Second by Mr. Lavier. Motion carried unanimously.*

- Resurface (4) shuffleboard courts now at an estimated cost of \$800 in lieu of waiting for FY17 Budgeted \$13,000. Ms. Wright stated that the recommendation is just for repainting the surface. Mr. Diana was opposed to doing “patchwork” repair and strongly recommended waiting until the FY17 budget year as planned. Mr. E.J. Wright voiced his support of repairing the (4) courts. He mentioned the lawn bowling project that was also moved up from FY17 to FY16 and requested a similar consideration for the shuffle boarders. Mr. Coffey offered that the shuffleboard resurfacing project planned in FY17 is scheduled for early October, the beginning of the fiscal year and would make sure it is top priority with the Property Services department.

*Mr. Cavaliere made a motion that the Board not approve resurfacing the shuffleboard. Second by Mr. Diana. Motion carried unanimously.*

- BBRD to host a children’s swim event at Pool#2

Louise Crouse clarified that the Recreation Committee’s intention, as a first step into this event, was to inquire if the Board would consider waiving the passes for non-resident children for the day so they could participate in the swim party along with other details still to be researched.

*Mr. Cavaliere made a motion to authorize the Recreation Committee to work out the details of this event and bring back to the Board for approval. Second by Mr. Diana. Motion carried unanimously.*



# BAREFOOT BAY RECREATION DISTRICT

## **Manager's Reports**

The structure on 635 Hyacinth was scheduled for demolition and removal on April 6<sup>th</sup> but has now been pushed back to next week. Adjacent property owners have been notified via mail and the property has been posted.

To reduce the number of “returned undeliverable” items when District Communications are mailed to the homeowners, Resident Relations staff will be using the attached form to update our database and to increase the accuracy of homeowner information. Additionally, homeowners and residents will have the opportunity to add their e-mail addresses to specific distribution lists to receive blind-copy notices related to their topics selected. Copies of the blank forms can be picked up at the pools, Bldg. F and/or Resident Relations. Homeowners and residents are encouraged to complete the form prior to visiting the Resident Relations Office to decrease wait times when renewing badges.

Mr. Coffey thanked the Board for their vote of confidence and for the suggestions on improvement. He stated that it was an honor to work for the Board. Mr. Diana thanked Mr. Coffey as well and also for the move to improve the communications in the Bay. Mr. Klosky thanked Mr. Coffey on his work and also thanked management company SDS for a great job.

## **Attorney's Report**

General Counsel gave an update on the entrance wall. He recently provided the insurance company with detailed invoice information and will wait to hear back from them to update the Board. Regarding 710 Barefoot Blvd., General Counsel reported that his office has moved for a Clerks Default and is waiting on a response within the next day or so. A Summary Judgment is being prepared and as soon as we get a response to the Clerk's Default we can schedule a court date hearing. He anticipated a resolution will occur in the next couple of weeks.

## **Trustee Liaison Report**

Mr. Klosky presented the ARCC committee report. They received twenty permit applications, nineteen were approved and one extended for three months. The Violations Committee saw seventeen cases all deemed in violation.

Ms. Wright gave the Food and Beverage Report. Monday is Music Bingo, Tuesday, Karaoke and \$1 Taco until sold out. Mothers Day's Brunch tickets go on sale on April 11<sup>th</sup> tickets are \$10 available at Resident Relations.

Mr. Cavaliere reported on the Finance Committee. They recently met and are reviewing the FY17 Budget Decision Points. The committee has tentatively scheduled another Finance meeting in the next two weeks.

Mr. Diana reported on his work with the District Clerk to complete the evaluations for the Community Manager and General Counsel. Facilities Planning Committee offered their report earlier in tonight's meeting.

Mr. Lavier gave the Property Services report. Two new lights were installed in the center island outside of the Building A courtyard. Two more security cameras are to be installed and additional lights in the playground as well. The racquetball courts have been repainted.

## **Trustee's Incidental Remarks**

Mr. Cavaliere addressed Mr. Jack Reddy's statement from the previous meeting regarding the District's position on referendums. He read from Article IV - Powers of the District:



# BAREFOOT BAY RECREATION DISTRICT

*As provided in Section 36 of Chapter 83-204, Laws of Florida, the Barefoot Bay Recreation District shall have the following powers... To acquire, purchase, construct, improve, equip and maintain streets and lights, recreation facilities and other common areas of all types, including real and personal property within the area set forth in Article III above, whether such acquisition is by purchase, lease, gift or otherwise...*

*...enter into contracts involving the purchase, lease, conveyance or other manner of acquisition of common real or tangible personal property. In any instance when the cost, price or consideration for such acquisition exceeds Twenty-five Thousand Dollars (\$25,000.00), including all obligations proposed to be assumed in connection with such acquisition, such purchase, lease, conveyance or acquisition shall not be approved unless and until:*

*(a) The trustees, by two-thirds (2/3) vote, have approved the terms and conditions of such acquisition by written resolution;*

*(b) Within not less than thirty (30) nor more than sixty (60) days after the date of the resolution, the trustees certify the resolution to the Supervisor of Elections of Brevard County for a referendum election;*

*(c) A majority of the qualified electors of the district approve the resolution by referendum election.*

He asked that the Board to take a formal position for the record, stating that they will continue to abide by the opinion of the District Attorney and the *Mulhearn Case*. He asked that this position should be sent to the HOA asking for their support on the Board's position and to request an answer and their position if they do not.

He stated his position on restoration of the District buildings and does not advocate demolishing any buildings. He reiterated that his platform while running for trustee was only to repair the existing infrastructure before building anything new. Ultimately, he will respond to the final decision which should come from the homeowners.

Ms. Wright thanked Greg Deslandes for all his help as they worked to get a vicious dog in Barefoot Bay labeled as such. Mr. Deslandes accompanied her on several trips to the county offices in Viera and with letters sent as well. She explained that their work with the officials had an unfortunate twist as the letter that should have deemed the dog as vicious was sent out as only a warning letter instead. The dog will now have to attack another dog or be seen running without a leash to move forward with the citing. Ms. Wright will visit the homes and appeal to the neighbors in the vicinity to please watch out for the dog should it be seen running loose illegally and try to get a picture if possible.

Mr. Diana thanked staff for a great job this weekend at the Sunday pool party, the event was well attended. He thanked Ms. Donna Bond for raising the interest with her work on the neighborhood watches.

Harold Wortman delivered the HOA report. The next meeting will be on Tuesday April 12<sup>th</sup>. After discussion HOA will hold their annual ice cream social one month early with ice cream provided by Flip Flop ice cream shop.

## **Audience Participation**

Ms. Jeanne Osborne thanked Property Services for installing the additional lighting in the Building A courtyard. She cautioned the Board not to consider them not to consider themselves as advisors but elected policy makers on behalf of the homeowners and residents of Barefoot Bay.

Mr. Ken Reed commented on when the extended hours will begin and if this applies to the pool as well.



# BAREFOOT BAY RECREATION DISTRICT

Ms. Kathryn Lesh asked Frank Cavaliere about his comment in the evaluations stating he would like to abolish the HOA. He stated that he misspoke when he wrote the word “abolish” however the HOA has recently made it clear that they are not working with the BOT. He informed Ms. Lesh that he will speak in detail with her after the meeting if she is inclined to do so.

Mr. Greg Deslandes gave his opinion regarding the recent article in the Barefoot Tattler written by Mr. Cavaliere regarding the ownership of Barefoot Bay. He maintained that the information in the article stating that the County would acquire Barefoot Bay should the District be dissolved was false, as he called the County Property Appraisers Office to confirm and was told that the homeowners have ownership of Barefoot Bay. He voiced his concern with any trustee who would state their position as facts in the Trustee column without verifying the accuracy of those statements. Mr. Deslandes requested the remaining Trustees encourage Mr. Cavaliere to print a retraction in the Tattler and stated that he will address the topic further at the next HOA meeting.

Ms. Mary Weller distributed information to the Board regarding training on Robert’s Rules of Order. She asked that the Board approve an investment of \$1000 into this company for training on parliamentary procedure. Board consensus was made to put this item on the next agenda for consideration. She announced a Panel Discussion scheduled for Thursday, May 5<sup>th</sup> 7-9Pm in Bldg E. The panel will consist of experienced residents knowledgeable in the procedure for running for trustee; a former campaign manager, yard sign and door to door coordinator, the Barefoot Tattler and representation from the Supervisor of Elections. Everyone is invited.

## **Adjournment**

Mr. Klosky announced the next meeting scheduled for Tuesday, April 26, 2016 in Building D/E at 7PM. *Mr. Diana made a motion to adjourn. Second by Mr. Cavaliere. Meeting adjourned 2:50 p.m.*

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Steve Diana, Secretary

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Dawn Myers, District Clerk

# Treasurer's Report



**Barefoot Bay Recreation District**  
**Treasurer's Report**  
**April 26, 2016**

**Cash Balances in General Fund**

as of 4/18/2016

*Bank of America:*

Operating Account	\$ 1,927,335.83
Money Market Account	\$ 105,594.86
<b>Total Cash Balances @BOA in General Fund:</b>	<b>\$ 2,032,930.69</b>

*SBA:*

as of 4/18/2016

Capital Improvement Account	\$ 83,175.77
Reserve Account	\$ 449,459.03
<b>Total Cash Balances @SBA in General Fund:</b>	<b>\$ 532,634.80</b>

**Total Cash Balances in General Fund: \$ 2,565,565.49**

**Cash Balance in Debt Fund**

as of 4/18/2016

*SBA:*

Debt Account	\$ 692,518.13
<b>Total Cash Balance in Debt Fund:</b>	<b>\$ 692,518.13</b>

\* Participant Return for SBA in March 2016 was 0.57%

**Total Cash Balances in All Funds: \$ 3,258,083.62**

**Total Cash receipts from April 1 to April 15, 2016:**

Daily deposits:	\$ 83,017.95
Assessments received:	\$ 279,415.03
	<b>\$ 362,432.98</b>

**Expenditures over \$5,000 from 4/1/16 to 4/18/16**

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages	\$ 67,414.00
Federal and State Payroll Taxes	Employer Tax Liabilities	\$ 6,315.11
Special District Services	Management Fee Feb 2016	\$ 11,447.65
Sysco Southeast Florida	19th Hole alcohol	\$ 5,495.15
Preferred Government Insurance	Worker Comp. Ins. installment pmt	\$ 5,338.75
Special District Services	Management Fee Mar 2016	\$ 11,536.41
TLC	Engineering services for Bldg. F	\$ 5,155.00
UnitedHealthcare Insurance	Employees Health Insurance	\$ 17,036.12
<b>Total of Expenditures over \$5,000</b>		<b>\$ 129,738.19</b>

# Audience Participation Agenda items only

# Unfinished Business

# New Business

<b>Meeting Date</b>
Apr. 26, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>A</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Review of Trustee Newspaper Articles by General Counsel

**Dept/Office:** Administration: District Clerk

<b>Requested Action:</b> Discussion and Direction to Staff
<p><b>Summary Explanation and Background:</b></p> <p>Due to concerns over the spreading of inaccurate information under the guise of official Trustee communications (with the BBRD logo) in the local newspaper, a trustee requested this agenda item be placed on the next available agenda. Proposed for amendment to the BOT rules is the following language:</p> <p>“Other than the Chairman of the BOT’s monthly column, any trustee wishing to submit an article, with the use of the BBRD seal, to a newspaper for publication shall obtain written verification of factualness of contents from BBRD General Counsel prior to submitting said article for publication. Exempt from this requirement are opinion pieces that are printed in “Letters to the Editors” and/or “Sound Off” sections that do not contain the BBRD seal.”</p> <p>Staff requests direction from the BOT regarding this matter.</p>
<b>Exhibits Attached:</b> N/A
<b>Contact:</b> Lee Wright, Trustee; Dawn Myers, District Clerk; or John W. Coffey, Community Manager
<b>Fiscal Impact:</b> Unknown
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager’s Approval:</b>

<b>Meeting Date</b>
Apr. 26, 2016



<b>Agenda</b>
<b>Section 9</b>
<b>Item No B</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Replacement Oven for 19<sup>th</sup> Hole

**Dept/Office:** Food & Beverage

**Requested Action:** Authorization for staff to Proceed with Procurement and to Bring Back a Budget Amendment to Fund Project

**Summary Explanation and Background:**

The current oven in the 19<sup>th</sup> Hole is over 10 years old and recently the left hinge on the door broke. Staff coordinated with Property Services personnel to remove the oven on a weekend and attempt to weld the hinge back in place. Due to the current condition, multiple trustees have suggested that the oven be replaced.

The cost to procure a replacement oven is within the authority for the Community Manager but not currently budgeted in FY16. If the BOT wishes for the unit to be replaced, staff will procure a replacement unit and bring back a budget amendment to fund the project. Staff obtained two quotes:

\$5,498.03 Complete Restaurant  
 \$4,474.23 Suppliesonthe-fly.com

Authorization from the BOT is needed to identify and authorize the funding source. The following sources are available:

- \$5,000 D/E Bathroom (FY11) Project
- \$2,000 Signs, Entrance/Micco Road (FY10) Project
- \$862 Building A Canopy (FY12) Project
- Capital Contingency (\$395.16 available balance)
- Administration: Finance Contingency (\$14,261.06 available balance)
- Fund Balance

Staff requests direction from the BOT regarding this matter.

**Exhibits Attached:** N/A

**Contact:** Kathy Mendes; Food & Beverage Manager; or John W. Coffey, Community Manager

**Fiscal Impact:** \$4,475 (would require a budget amendment)

**Contract/Agreement Reviewed by Attorney:** N/A

**Community Manager's Approval:**

<b>Meeting Date</b>
Apr. 26, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>C</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Parliamentary Training for BOT

**Dept/Office:** Administration: District Clerk

<b>Requested Action:</b> Discussion and Direction to Staff
<p><b>Summary Explanation and Background:</b></p> <p>At a recent BOT meeting a homeowner presented an informational brochure to the BOT advocating the use of said service for parliamentary training. BOT consensus was for staff to research the service and bring the details back to the BOT at a future meeting.</p> <p>Per the attachments from Perfect Rules, Inc., the estimated cost for a three hour minimum seminar at BBRD would be \$1,000.00.</p> <p>Staff requests direction from the BOT regarding this matter.</p>
<b>Exhibits Attached:</b> Estimate, information packet, outline of basic course and creditionals sheet for Tim Wynn.
<b>Contact:</b> Dawn Myers, District Clerk; or John W. Coffey, Community Manager
<b>Fiscal Impact:</b> \$1,000.00 (source TBD)
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>



## Estimate

**Perfect Rules Inc.**

P.O. Box 24

Lake Helen, FL 32744

386-228-2242

answers@PerfectRules.com

Date	Estimate No.
04/18/16	1223

Client
Barefoot Bay Recreation District 625 Barefoot Blvd Barefoot Bay, FL 32976

[illegible]

SERVICE: This Estimate is for a Training Seminar, to be held at the location designated by the client.

ADDITIONAL HOURS: The client may request additional hours, and any such hours will be billed at a rate of \$200 per hour.

CONTENT: Training Seminars are based on Common Parliamentary Law and Robert's Rules of Order Newly Revised, unless otherwise indicated. Seminars based on the specific rules of a particular organization may require additional research and preparation time.

**RETAINER:** A Retainer in the full amount of the Estimated Fee is due before any work or travel begins.

Visit us online at <a href="http://www.PerfectRules.com">www.PerfectRules.com</a>	Total	\$1,000.00
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## FREQUENTLY ASKED PARLIAMENTARY QUESTIONS:

1. Is it true that the President only votes to break a tie?
2. How can we amend our bylaws?
3. Can members speak at Board Meetings?
4. Who has the right to vote?
5. Who is in charge, the board or the members?
6. Do abstention votes count?
7. What do we do if there is a tie in an election?
8. If a motion is defeated, can it be brought back up again?
9. Can a member with a conflict of interest vote?
10. Should proxy votes be counted?

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### **Better Meetings**

Proper procedure can turn chaos into order and provide for smoother and more efficient meetings, allowing every member to be heard and to participate fully.

### **Fair Practices**

Parliamentary Law is based on the preservation of the rights of members and balancing the needs of the majority, the minority, the individual, and the absentees.

### **Happier Members**

Knowledge is power, and members who learn how to exercise their rights are able to participate and get the most out of their membership.

### **Improved Functionality**

Learn how to make rules that work for the members, instead of the members working for the rules.

### **Confident Officers**

When officers are well trained on their duties and fully understand their roles, they are able to perform more efficiently, more effectively, and to a higher standard.

### **Resolved Problems**

Settle disputes quickly, fairly, and in accordance with the rules, with practical advice on how to avoid similar situations in the future.

# Services

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## **Training Seminar:**

Perfect Rules offers group training on parliamentary procedure, designed to empower and inform members who are unfamiliar with parliamentary procedure, by giving them the skills and confidence to fully participate in meetings, while making the meetings themselves run more smoothly.

## **On-site Meeting Parliamentarian:**

Perfect Rules can provide each of your meetings with a parliamentarian, who can assist the presiding officer and secretary with their duties, answer questions on procedure, provide references from Robert's Rules of Order, ensure that members' rights are protected, and help your meetings run smoothly.

## **Professional Presiding Officer:**

Perfect Rules can provide your organization with a professional presiding officer for contentious or complicated meetings where an impartial professional is needed.

## **Parliamentary Opinion:**

Perfect Rules can provide your organization with a written parliamentary opinion based on the rules of your organization and the specific matter in question.

## **Bylaw Revision:**

Perfect Rules can review bylaws, special rules of order, and standing rules, to ensure compliance with common parliamentary law and make recommendations for amendments.

## **Officer/Board Training:**

Perfect Rules offers specialized training for officers and boards to help with the understanding of these roles and the performance of the required duties. From meeting preparation to taking minutes to giving a treasurer's report, officers are more efficient, more confident, and more organized when they have a full understanding of the rules and their roles.

## **On-call Telephone or e-mail consultation:**

Perfect Rules can set up an account to allow telephone or e-mail consultation, providing an organization with access to a virtual in-house parliamentarian to answer questions on procedure, record keeping, notices, voting, members' rights, committee work, et cetera.

## **Annual Meeting/Convention Parliamentarian:**

Perfect Rules can provide a parliamentarian to assist with the preparatory work for an annual meeting or convention, to assist the officers and committees with their reports and duties, to answer questions on procedure, to advise on potential problem areas, and to serve as the parliamentarian in the annual meeting or convention.

### **Perfect Rules Inc.**

*P.O. Box 54 | Lake Helen, FL 32744*  
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**MAKING  
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RUN  
SMOOTHLY**

**TIMOTHY WYNN, PRP  
PRESIDENT**

P.O. Box 24  
Lake Helen, FL 32744

386.228.2242  
answers@PerfectRules.com

[PerfectRules.com](http://PerfectRules.com)

## **“The Basics” Course Outline**

**Summary:** “The Basics” is an introductory course on parliamentary procedure.

**Objective:** The objective of this Educational Program is to give participants the ability and confidence to take part in a meeting and to understand and exercise their rights as members.

**Level:** This Educational Program is appropriate for individuals who have no familiarity with parliamentary procedure as well as those who want a thorough refresher on proper procedure.

**Process:** Participants engage in interactive training and simulated meeting situations to learn in a hands-on environment.

**Questions and Answers:** Questions are encouraged throughout the seminar, to allow participants to learn at their own pace and to provide real-world solutions to problems and concerns that are of particular interest to the participants.

**Content:** While the exact content of the course may be adjusted to better suit the needs of the organization, the standard headings covered are listed below:

What is Parliamentary Law?  
What is the Purpose of a Meeting?  
The Role of the Chairman  
What Rights do Members Have?  
What is an Order of Business?  
Seven Things You Need to Know How to Say  
Making Motions  
Debate  
Amending Motions  
Voting

**Course Time:** 3 to 4 hours.



**MAKING  
MEETINGS  
RUN  
SMOOTHLY**

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## Credentials

Timothy Wynn, PRP has received the highest credential awarded by the National Association of Parliamentarians, having attained the designation of Professional Registered Parliamentarian, which is bestowed only upon those who have demonstrated the highest levels of prowess in Teaching, Presiding, Opinion Writing, and serving as Meeting Parliamentarian.

He currently serves in the following positions:

Head Parliamentarian for the United States Conference of Mayors.

President of the Florida State Association of Parliamentarians.

President of the Central Florida Unit of Parliamentarians.

Editor of the 2014-2015 National Parliamentarian

Some of his larger clients include the following organizations: The Amateur Athletic Union; The International Association of Insurance Professionals; The American Academy of Pediatric Dentists; The American Mathematical Association of Two-Year Colleges; The Associated Alumni of the Sacred Heart; The National Community Pharmacists Association; The Church of God; The National Active and Retired Federal Employees of Florida; and The Florida Minority Supplier Development Council.

He has served as a Judge for International Parliamentary Competitions, including HOSA, TSA, and FBLA.

He has assisted in over 3,000 parliamentary cases on the official International *Robert's Rules of Order* Forum, working alongside the world's premier parliamentary minds, including the authorship team of *Robert's Rules of Order*.

He is a fully insured member of the National Association of Parliamentarians, serving clients across the country. And he is President of Perfect Rules Inc., a Parliamentary Consulting Company that he founded with his brother Todd.

<b>Meeting Date</b>
April 26, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>D</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject:** Resignation and Appointment to Security Committee

**Dept/Office:** Administration: District Clerk's Office

<b>Requested Action:</b> Acceptance of Resignation and Appointment to the Security Committee
<p><b>Summary Explanation and Background:</b></p> <p>On Tuesday, February 23, 2016 The Board of Trustees appointed Mr. Ted Firlein to a 3-year term on the Security Committee.</p> <p>On Friday, April 8, 2016 Mr. Firlein submitted his resignation to the Committee Chair and District Clerk thereby, leaving an open voting seat on the committee. The Security Committee recommends approving Mr. Firlein's resignation and appointing current alternate on the committee, Mr. Peter Divergilio, to Mr. Firlein's remaining unexpired term.</p>
<b>Exhibits Attached:</b> Mr. Firlein's Resignation E-mail
<b>Contact:</b> Dawn Myers, District Clerk; and John W. Coffey, Community Manager
<b>Fiscal Impact:</b> N/A
<b>Contract/Agreement Reviewed by Attorney:</b> N/A
<b>Community Manager's Approval:</b>

**Dawn Myers**

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**Subject:** FW: Security Committee Resignation

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**From:** Ted Firlein [<mailto:tedfirlein@hotmail.com>]

**Sent:** Friday, April 08, 2016 9:45 AM

**To:** Dawn Myers; Greg Deslandes

**Subject:** Security Committee Resignation

Dawn,

My schedule has not been conducive with the Security Committee of Barefoot Bay and I find it necessary to step aside and resign as a member at this time. I understand there are several individuals available to fill the position and I wish the Committee all success for a productive and effective organization.

Sincerely,

Ted Firlein

<b>Meeting Date</b>
Apr. 26, 2016



<b>Agenda</b>	
<b>Section</b>	<b>9</b>
<b>Item No</b>	<b>E</b>

Agenda Report  
*Barefoot Bay Recreation District Board of Trustees*

**Subject: D/E Ceiling Mounted Projector and Retractable Screen**

**Dept/Office:** Administration: District Clerk

**Requested Action:** Authorization for Staff to Proceed with Procurement and to Develop a Budget Amendment to Fund Project

**Summary Explanation and Background:**

Over the past few years, staff has increased transparency of operations and BOT meetings/workshops agenda items by adding said detail to BBRD's website, providing paper copies on a bulletin board by Pool#1 and using a portable projector to display items on the wall and/or on a projector in D/E. Problematic is the time intensive set up of the portable system and limited size screen currently owned by BBRD. Alternately, staff has used the right-side wall as a display unit, however, resulting in limited visibility for home owners seated in the rear of the audience.

Recognizing the desire of homeowners for greater understanding of agenda items, Trustee Wright obtained BOT consensus for staff to research the cost and funding options to procure a ceiling mounted projector and retractable screen to be displayed behind the dais. Below are the costs obtained from two vendors:

	<b>Premier</b>	<b>Hoover</b>
screen, projector & mount	3,548.99	3,974.00
wires and accessories	1,084.89	794.00
labor	1,317.00	1,200.00
<b>Total</b>	<b>5,950.88</b>	<b>5,968.00</b>

Not included in the proposals are permitting costs (if needed, unknown at this time) and cost of electrician (unknown if needed at this time). BBRD, as a practice, requires vendors to obtain building permits to hold the vendor responsible for said work to pass inspection before final payment is made.

Since the above two quotes are within the Community Manager's spending authority, no action is needed from the BOT to procure the system.

Additionally, a laptop computer (cost \$750.00) would be needed as there are no spare units currently available.

Authorization from the BOT is needed to identify and authorize the funding source. The following sources are available:

- \$5,000 D/E Bathroom (FY11) Project
- \$2,000 Signs, Entrance/Micco Road (FY10) Project



- \$862 Building A Canopy (FY12) Project
- Capital Contingency (\$395.16 available balance)
- Administration: Finance Contingency (\$14,261.06 available balance)
- Fund Balance

Based on the larger screen and more powerful projector, staff would procure the system from Hoover if the BOT provides direction to proceed.

Staff requests direction on whether to proceed with procurement and which funding source(s) to use if system is procured.

**Exhibits Attached:** Quotes from vendors, quote for laptop

**Contact:** Lee Wright, Trustee; Dawn Myers, District Clerk; or John W. Coffey, Community Manager

**Fiscal Impact:** \$6,718 plus cost of permitting and electrician (if needed)

**Contract/Agreement Reviewed by Attorney:** N/A

**Community Manager's Approval:**



## AUDIOVISUAL RENTAL & STAGING

**Client:** Barefoot Bay Recreation District  
**Contact:** Dawn Meyers  
**Project:** Screen and Projector Purchase  
**Venue:** Building D-E  
**Dates:** TBD

Proposal #032316-1 Prepared Tuesday, April 19, 2016

*Supercedes all prior dated proposals*

Qty	EQUIPMENT REQUESTED	DAYS	Unit	\$	Total
<b>Barefoot Bay Building D-E</b>					
<b>Video</b>					
1	150" (16:9) Electric Tensioned Screen	1	\$	1,849.00	\$ 1,849.00
1	4700 Lumen Hi Def Projector	1	\$	1,750.00	\$ 1,750.00
1	Projector Mount	1	\$	375.00	\$ 375.00
1	Wall Plate	1	\$	95.00	\$ 95.00
1	Cable Package	1	\$	285.00	\$ 285.00
1	Assorted Hardware	1	\$	125.00	\$ 125.00
1	Shipping	1	\$	289.00	\$ 289.00
<b>Labor</b>					
2	Install Technicians	1	\$	600.00	\$ 1,200.00
<b>Grand Sub Total</b>					<b>\$ 5,968.00</b>
<b>Video</b>					
1	135" (16:9) Electric Tensioned Screen	1	\$	1,499.00	\$ 1,499.00
1	4700 Lumen Hi Def Projector	1	\$	1,750.00	\$ 1,750.00
1	Projector Mount	1	\$	375.00	\$ 375.00
1	Wall Plate	1	\$	95.00	\$ 95.00
1	Cable Package	1	\$	285.00	\$ 285.00
1	Assorted Hardware	1	\$	125.00	\$ 125.00
1	Shipping	1	\$	289.00	\$ 289.00
<b>Labor</b>					
2	Install Technicians	1	\$	600.00	\$ 1,200.00
<b>Grand Sub Total</b>					<b>\$ 5,618.00</b>

\*\*\*Applicable Sales Tax Not Included\*\*\*

Initial: \_\_\_\_\_

### Payment Terms:

Signed PO to order, Balance Due upon Completion

### Special Conditions:

**Definitions:** Hoover Audio Visual Inc. also known as "Hoover AV", Barefoot Bay Recreational District also known as the "Customer."

All information and concepts contained herein remain the sole property of Hoover AV and any use thereof is strictly prohibited without the written permission of Hoover AV.

It will be the responsibility of the Customer to provide all high voltage electrical circuits and hook ups for the AV equipment as required.

Due to the specific needs and use of this system, any and all structural modifications to the building with regard to installing the AV equipment proposed, will be the responsibility of the Customer. This includes but is not limited to: moving any ductwork, conduit or water pipes; ceiling, wall or lighting modifications; any other non customary modifications or changes to existing building systems for the purpose of accommodating AV equipment as proposed.

**PAYMENT TERMS-** Signed PO to order. Balance due upon completion.

**DELIVERY** – All shipments are mode FOB the manufacturer’s warehouse. The buyer is responsible for any facility modification of requirements, which are necessary to accommodate the hardware requirements of this order. Delivery will be deemed complete and the risk of loss or damage will pass to customer upon delivery to a common carrier or delivery by Hoover Audio Visual, Inc. (Hoover AV) vehicles to the customer’s site.

**SECURITY INTEREST** – The buyer, for valuable consideration, receipt whereof is hereby acknowledged, hereby grants to Hoover AV a security interest in the Buyer’s equipment heretofore or hereafter acquired by the buyer from Hoover AV (all hereinafter called the “Collateral”) and in contract rights with respect thereto, and all proceeds of the collateral and such contract rights. The security interest granted hereby is to secure payment of all liabilities of the buyer to Hoover AV now existed or hereafter arising, including but not limited purchase money obligations for the purchase of Collateral. Buyer agrees they will execute an UCC-1 Financing Agreement if required.

**RETURNS** – Products may not be returned without Hoover AV’s express written authorization and a return materials authorization (RMA) number. Any returns authorized and accepted by Hoover AV must have shipping prepaid and are subject to a restocking fee. Special or custom orders shall not be returned for any reason whatsoever nor shall Hoover AV be liable for full or partial refund.

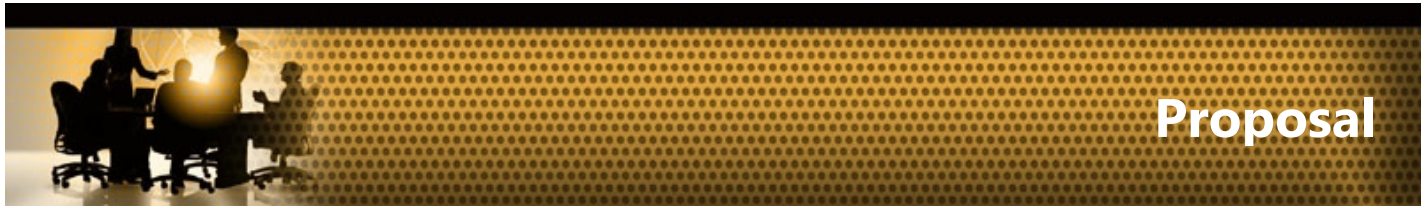
**TAXES AND DUTIES** –The buyer is responsible for any applicable federal, state municipal, sale, use, property, and import or like taxes.

**FORCE MAJEURE** – Hoover AV shall not be liable for any delay or suspension or cancellation of performance or other failure of performance hereunder due to any cause beyond its control, including but not limited to acts of God or government, labor disputes or inability to secure materials, labor or transportation. In event of such delay, Hoover AV’s time for delivery shall be extended for a period equal to the duration of such delay.

**INDEMNIFICATION AND HOLD HARMLESS** – The customer agrees to indemnify and hold harmless Hoover Audio Visual Inc. (Hoover AV), and its officers, from any and all claims, demands, actions, costs, and liabilities (including attorneys fees) arising from, but not limited to, any and all contractors and sub contractors not employed or hired by Hoover AV and all actions or results of those actions not under the direct control of Hoover AV. In no event shall Hoover AV be liable for any consequential, incidental, indirect, exemplary or special damages, whether in contract or in tort, in any action, in connection with any goods or services provided by Hoover AV. This section shall survive the termination of this agreement.

The undersigned by his/her signature below acknowledges and agrees that he/she has read and agrees with the terms and conditions above.

_____	_____	_____
Company Name	Individual’s Name	Authorized Signature Date



## **Projector, Screen and Sound**

### **Barefoot Bay**

1225 Barefoot BLVD  
Micco, FL



#### **Presented By:**

##### **Premier Electronic Solutions**

3716 N. Wickham Rd.  
Suite 1  
Melbourne, FL 32935  
(321) 622-8981



Modified: 4/4/2016  
Revision: 0



CONFERENCE ROOM

The conference room will have a new projector and motorized retractable screen installed.. A Crestron Air Media System will be installed and connected to the main network.

The Air Media piece and amplifier will be installed in the equipment closet and use existing speakers and speaker wiring.

The screen will be mounted above the storage rooms to the ceiling. Due to the apex of the ceiling's angle, the screen will be suspended from the ceiling in a secure manner.

Projector and Screen



- 1 DRAGONFLY™  
DRAGONFLY MOTORIZED 110 INCH HIGH CONTRAST PROJECTION  
SCREEN (16:9 ASPECT RATIO)



- 1 NEC  
4000-LUMEN 1080P PROJECTOR WITH DUAL HDMI INPUT AND 1.7X  
OPTICAL ZOOM



- 1 STRONG™  
STRONG UNIVERSAL FINE ADJUST PROJECTOR MOUNT, BLACK

Projector and Screen Total: \$3,548.99

Wires and Accessories



- 1 BINARY™ CABLES  
BINARY B6A-SERIES GRIPTEK HIGH SPEED HDMI CABLE WITH  
ETHERNET, 15 METER

- 50 PESLN  
WIRING FOR EXTENSION KIT.



- 1     **PREMIER1**  
INSTALLATION PARTS AND CONNECTIONS
- 1     **STRONG™**  
STRONG 2 X 2 SUSPENDED CEILING TILE REPLACEMENT 1-1/2 INCH  
NPT THREADING, WHITE
- 2     **WATTBOX™**  
POWERLINK2™ KIT IN-WALL POWER EXTENSION SYSTEM.
- 100    PESLN  
WIRING FOR EXTENSION KIT.
- 100    **WIREPATH™**  
CAT 6 SHIELDED 23/4 SOLID CMG-RATED WIRE
- 2     BINARY™ CABLES  
SHEILDED CAT6 CONNECTOR

<b>Wires and Accessories Total:</b>	<b>\$1,084.89</b>
<b>CONFERENCE ROOM Total:</b>	<b>\$4,633.88</b>

\* Price Includes Accessories

Presented By: Premier Electronic Solutions  
Project Name: Projector, Screen and Sound

Project No.: PREMI-0626

4/18/2016  
Page 3 of 6



# Premier Electronic Solutions



## SCOPE, SPECIFICATIONS AND REQUIREMENTS

*\*CHANGES TO PROPOSAL CAN ONLY BE MADE WITH A SIGNED CHANGE ORDER APPROVING CHANGES AND ANY ADDITIONAL COSTS.*

*\* INTERNET SERVICE IS REQUIRED FOR FIRMWARE UPDATES AND STREAMING CAPABILITIES OF COMPONENTS. INTERNET MUST BE FUNCTIONAL UPON INSTALL FOR PROPER FUNCTION & TESTING.*

*\* PREMIER WILL NEED ACCESS TO NETWORK SECURITY SETTINGS FOR CONFIGURING THE NETWORK.*

*\* EXISTING COMPONENTS, SPEAKERS, AND WIRING ARE ALL ASSUMED TO BE IN GOOD WORKING ORDER. PREMIER ELECTRONIC SOLUTIONS CANNOT BE HELD LIABLE AND PAYMENT CANNOT BE WITHHELD IF THIS IS NOT THE CASE.*

*\* AS PREMIER ELECTRONIC SOLUTIONS IS NOT A PROVIDER OF INTERNET OR CABLE TV SERVICES, PREMIER ELECTRONIC SOLUTIONS CANNOT BE HELD LIABLE FOR ISSUES RELATED TO THOSE SERVICES (I.E. SERVICE OUTAGES, WEAK OR POOR SIGNAL, OR DISCONTINUATION OF SERVICES).*

*\*ALL MATERIALS IN PROPOSAL ARE CUSTOM ORDER. NO RETURNS ACCEPTED WITHOUT RETURN AUTHORIZATION FROM PREMIER ELECTRONIC SOLUTIONS. ALL RETURNS SUBJECT TO RESTOCKING FEE PER MANUFACTURER AND SUPPLIER POLICIES.*

*\*PREMIER ELECTRONIC SOLUTIONS CANNOT BE HELD LIABLE AND PAYMENT CANNOT BE WITHHELD FOR ISSUES RELATED TO OR EFFECTED BY PARTS, MATERIALS, EQUIPMENT, SERVICES, ETC, THAT ARE NOT PROVIDED BY PREMIER ELECTRONIC SOLUTIONS.*

### Terms and Warranty

#### 1 PESLN

*\*PAYMENT FOR EQUIPMENT AND MATERIALS IS DUE PRIOR ORDERING.*

*\*LABOR FOR INSTALLATION IS DUE IN FULL AT SUBSTANTIAL COMPLETION WHICH SHALL BE DEFINED AS PROVIDING THE FEATURES DESCRIBED IN THE PROPOSAL WITHIN LIMITATIONS SET FORTH IN "SCOPE, SPECIFICATIONS, & REQUIREMENTS".*

#### 1 PESLN

*\*INSTALLATION IS BACKED BY A ONE-YEAR WARRANTY COVERING ISSUES RELATED TO IMPROPER INSTALLATION.*

*\*ALTHOUGH PREMIER IS NOT A MANUFACTURER, PREMIER WILL GLADLY ASSIST CUSTOMER WITH MANUFACTURER WARRANTY RELATED ISSUES.*

**Terms and Warranty Total: \$0.00**

\* Price Includes Accessories

Presented By: Premier Electronic Solutions

Project Name: Projector, Screen and Sound

Project No.: PREMI-0626

4/18/2016

Page 4 of 6





**SCOPE, SPECIFICATIONS AND REQUIRMENTS Total:** \$0.00

**Project Subtotal:** **\$4,633.88**





# Premier Electronic Solutions

## Project Summary

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**Equipment:** **\$4,633.88**

**Labor:** **\$1,317.00**

**Grand Total:** **\$5,950.88**

---

**Client:**

---

**Date**

---

**Contractor:** **Premier Electronic Solutions**

---

**Date**

---

\* Price Includes Accessories

Presented By: Premier Electronic Solutions

Project Name: Projector, Screen and Sound

Project No.: PREMI-0626

4/18/2016

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### HP - Spectre x360 2-in-1 13.3" Touch-Screen Laptop - Intel Core i5 - 4GB Memory - 128GB Solid State Drive - Natural Silver

Model: 13-4001dx | SKU: 4568047

#### Only at Best Buy

- Windows 8.1, upgrade to Windows 10 for free
- Technical details: 5th Gen Intel® Core™ i5 processor; 13.3" display; 4GB memory; 128GB solid state drive
- Special features: Bluetooth; touch screen; backlit keyboard; HDMI output; voice recognition

★★★★☆ 4.4 (15 Reviews)

**\$749.99**

**SAVE \$150** (Reg. \$899.99)

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- [Free 1-Year Internet Security: See How](#)

# Manager's Report



## Barefoot Bay Recreation District

625 Barefoot Boulevard, Building "F"  
Barefoot Bay, FL 32976-9233

Phone 772-664-3141  
Fax 772-664-1928

**Memo To:** Board of Trustees

**From:** John W. Coffey, Community Manager

**Date:** April 26, 2016

**Subject:** Manager's Report

1. **635 Hyacinth Structure Removal Update** – The structure was removed the week of 11Apr16. Sue Cuddie, Resident Relations Manager with work with General Counsel Repperger to resolve outstanding liens and taxes before staff lists the property for sale.
2. **Tamarind Circle and Cherokee Stormwater Projects Update** – Staff received the project designs the week of 18Apr16 and after verifying site conditions will hold a conference call with TLC and the civil engineering sub-contractor to determine next steps.
3. **Stormwater Maintenance Equipment Agenda Item Update** – Property Services staff obtained a leasing and purchase quote (based on state contract pricing) and is seeking clarification of information obtained from Brevard County of mowing services. However, sufficient detailed information to bring this issue back to the BOT for this agenda was not available. Staff will be prepared to speak to the specifics at the next three budget workshops (that occur prior to the next BOT meeting).
4. **Replacement Building F Update** – Per the previous email, staff will process (the week of 18Apr16) checks and paperwork necessary for BSE (TLC civil engineer sub-contractor) to submit site plan and concurrency review paperwork to Brevard County. Additionally, staff is working with the architect and BBRD's safety consultant (employee of BBRD's insurance company Public Risk Underwriters of Florida, Inc.) to determine specific flooring types throughout the new building.

# Attorney's Report

# Trustees Liaison Reports

# Incidental Remarks from Trustees

# Audience Participation



# Adjournment