



**BAREFOOT BAY  
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting  
May 25, 2021 at 7:00 PM  
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
  - A. Memorial Day Proclamation
- 5. Approval of Minutes**
  - A. Minutes dated May 14, 2021
- 6. Treasurer's Report**
  - A. Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
  - A. Phased Re-Opening Discussion
- 9. New Business**
  - A. DOR Violations
    - i. DOR Violation 20-002913 641 Royal Tern Drive
    - ii. DOR Violations 20-002666 910 Cashew Circle
    - iii. DOR Violation 20-002026 523 Puffin Drive
  - B. FY22 Proposed Budget Mailout
- 10. Manager's Report**
  - A. Manager's Report
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**
- 13. 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*

## PROCLAMATION

**WHEREAS**, on Monday, May 31, 2021, in cities and towns throughout our nation, Americans will join together to honor the fallen heroes of our Armed Forces on Memorial Day; and

**WHEREAS**, in May 1868, Major General John A. Logan called for a nationwide day of remembrance to pay tribute to those who gave their lives serving our country, which would officially be designated Memorial Day by Congress; and

**WHEREAS**, over 1.6 million veterans of the United States Armed Forces currently reside in Florida; and

**WHEREAS**, our men and women in uniform have sacrificed their lives to maintain the security of our great Nation and the liberties we hold so dear; and **WHEREAS**, members of our Armed Forces continue to work toward peace and prosperity in the world; and

**WHEREAS**, we must pledge to never forget the men and women of the Armed Forces who gave the ultimate sacrifice in defending our freedoms; we should express our gratitude to the families of our fallen warriors; we must keep faith with all those who have died for our country in the fight for permanent peace; and we must honor our unwavering commitment to all members of the Armed Forces.

**NOW, BE IT RESOLVED**, by the Board of Trustees of Barefoot Bay Recreation District that Wednesday, May 25, 2021, it is hereby proclaimed:

## MEMORIAL DAY

That Monday, May 31, 2021, as Memorial Day in Barefoot Bay in recognition of all those who have made the ultimate sacrifice in service to our Nation; and additionally ask all residents of Barefoot Bay to pause for a moment of silence at 3:00 p.m. on Monday, May 31, 2021; and finally direct all National and State flags in Barefoot Bay to be lowered to half-staff from sunrise until noon on Monday, May 31, 2021, in memory of the fallen heroes of our Armed Forces.

**PASSED AND ADOPTED** by the Board of Trustees of Barefoot Bay Recreation District this 25<sup>th</sup> of May 2021.

**BOARD OF TRUSTEES  
BAREFOOT BAY RECREATION DISTRICT  
BAREFOOT BAY, FLORIDA**

**BY:** \_\_\_\_\_

**Michael Maino, Chairman**



# BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting

May 14, 2021

1PM –Building D&E

## Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on May 14, 2021 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Maino called the meeting to order at 1PM.

## Pledge of Allegiance to the Flag

Led by Mr. Grunow.

## Roll Call

Present: Mr. Maino, Mr. Grunow, Mr. Nugent, Mr. Morrissey. Also, present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel, Stephanie Brown, District Clerk, Matt Goetz, Property Services Manager and Rich Armington, Resident Relations Manager. Mr. Loveland was excused.

## Presentations and Proclamations

None.

## Approval of Minutes

*Mr. Nugent made a motion to approve the BOT Regular Meeting minutes dated April 27, 2021 and Quarterly Townhall Meeting minutes dated April 29, 2021. Second by Mr. Morrissey. Motion passed.*

## Treasurer's Report

*Mr. Grunow made a motion to approve the Treasurer's Report for April 27, 2021 as read. Second by Mr. Morrissey. Motion passed.*

## Audience Participation

James Ling-738 Periwinkle-was not in favor of canopy over his shuffleboard seats. He also spoke in favor of shuffleboard area renovation and equipment upgrades.

Michael Santos, Real Estate Investor-requested reconfirmation of liens on 8 of the Barefoot Bay properties he acquired Mr. Coffey gave clarification on the issue. Mr. Repperger advised tabling the issue to a future BOT meeting.

Megan Russell-803 Beech Court-expressed how she felt about the outcome of case regarding BBRD v. Ann Marceau and George Russell.



# BAREFOOT BAY RECREATION DISTRICT

## Unfinished Business

### FY22 Proposed Budget Review

Mr. Coffey gave a review of previous changes made to the FY22 Working Draft Proposed Budget.

Mr. Maino asked various questions about the Lounge canopy. Mr. Coffey responded with pricing. He also spoke in favor of gradually increasing the one-time social membership fee to \$1,500 with the condition that 5 projects will be prioritized (new stove, range hood, and walk-in cooler at the 19<sup>th</sup> Hole, Pool #3 parking lot pavement and lake bank restoration on holes 6, 2, 3, 5, 9, 12, and 13) with the funds. Mr. Grunow spoke in favor increasing the one-time social membership fee without increments. He also spoke in favor of taking out a loan to be able to cover and prioritize projects. Mr. Morrissey spoke in favor of an increase to the one-time social membership fee. Mr. Nugent spoke in favor of the one-time social membership fee and making it effective July 1, 2021 with incremental increases starting in FY23.

*Mr. Maino made a motion to increase one-time social membership fee to \$1300, effective FY22, with \$50 increments over the next 5 years until \$1500 is reached with the condition that 5 projects (new stove, range hood, and walk-in cooler at the 19<sup>th</sup> Hole, Pool #3 parking lot pavement and lake bank restoration on holes 6, 2, 3, 5, 9, 12, and 13) are prioritized with the funds. Second by Mr. Nugent. Motion passed.*

### Phased Re-opening Discussion

Staff recommends cessation of the 30-minute mid-day closure of the Administration Building for sanitation purposes and checking for high temperatures prior to entrance effective May 17, 2021.

Mr. Maino asked if face masks will still be required moving forward for future BOT Meetings. Mr. Coffey responded that BOT is the only place where masks are required, and staff would be comfortable with removing the facial mask requirement. He also asked about the status of going back to two people to a golf cart. Mr. Coffey responded that it has not been addressed as of yet.

*Mr. Grunow made a motion to approve cessation of the 30-minute mid-day closure of the Administration Building for sanitation purposes and checking for high temperatures prior entrance effective May 17, 2021. Second by Mr. Morrissey.*

*Mr. Grunow amended the to approve cessation of the 30-minute mid-day closure of the Administration Building for sanitation purposes, checking for high temperatures prior entrance and removing face mask requirements for the Board of Trustee Meetings, effective May 17, 2021. Second by Mr. Morrissey. Motion passed.*



# BAREFOOT BAY RECREATION DISTRICT

## **New Business**

### **Adoption of Amended Policy Manual: Revising swimming rules and additional rules for remote control boat usage**

Resolution 2021-08 read by Mr. Repperger:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF A REVISION TO THE POLICY MANUAL ADOPTED MAY 8, 2009, AS SUBSEQUENTLY AMENDED THROUGH APRIL 09, 2021; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

*Mr. Grunow made a motion to accept Resolution 2021-08 as read. Second by Mr. Nugent. Motion passed.*

## **Rules for the Board of Trustees Amendment**

Resolution 2021-06 read by Mr. Repperger:

A RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING AND ADOPTING A REVISED SET OF RULES FOR THE BOARD OF TRUSTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

*Mr. Nugent made a motion to accept Resolution 2021-06 as read. Second by Mr. Grunow. Motion passed.*

## **Accounting and Audit Services Renewal Agreement**

Staff recommends the BOT approve a 5-year extension to the contract with Moore, Stephens & Lovelace P.A. for Accounting and Auditing services.

*Mr. Grunow made a motion to approve a 5-year extension to the contract with Moore, Stephens & Lovelace P.A. for Accounting and Auditing services. Second by Mr. Nugent. Motion passed.*

## **Shuffleboard Bench Covers Award of Contract**

Staff recommends the BOT award contract for the purchase of 24 bench covers to Benson Outdoors for \$29,452.00, waive the second bid requirement, and authorize staff to prepare a budget amendment for the overage.

Mr. Maino spoke in favor of tabling the purchase of bench covers. Mr. Morrissey agreed with Mr. Maino.

*Mr. Maino made a motion to award contract for the purchase of 24 bench covers to Benson Outdoors for \$29,452.00. Second by Mr. Nugent. Motion failed.*



# BAREFOOT BAY RECREATION DISTRICT

## **19th Hole Walk-in Cooler/Freezer Site Design**

Staff recommends the BOT approve the design proposal in the amount of \$7,600.00 from TLC for the 19th Hole walk-in cooler/freezer design services.

*Mr. Morrissey made a motion to approve the design proposal in the amount of \$7,600.00 from TLC for the 19th Hole walk-in cooler/freezer design services. Second by Mr. Nugent. Motion passed.*

## **FY21 Budget Amendment: Trimming of Palm Trees on the Golf Course**

Resolution 2021-07 read by Mr. Repperger:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2020-08; AMENDING THE BUDGET.

*Mr. Grunow made a motion to accept Resolution 2021-07 as read. Second by Mr. Morrissey. Motion passed.*

## **Manager's Report**

### Office of the District Clerk

**Veterans' Kiosk Update** – The unit is scheduled to be shipped by the end of the month with up to one week for delivery. Set up and data loading will follow after the unit is in place.

### Finance

**FY21 Assessment update** – As of May 6, 2021, BBRD has received \$3,811,149.61 (gross) or 95.8% of budgeted receipts. Taxes/assessments have not yet been paid on approximately 204 homes in BBRD. Please see the attached for details.

### Resident Relations

#### **ARCC Meeting Agenda 05/11/2021**

- 22 consent permits approved
- 7 other permits approved
- 5 old permits continued till the next meeting

#### **Next ARCC Meeting 05/25/2021**

- Will be held in Administration Building Conference Room at 9am.

#### **VC Meeting 05/14/2021**

- 19 cases are on the agenda
- 10 cases to be presented
- 6 cases were tabled as the property owner is working with staff toward voluntary compliance
- 3 cases came into compliance prior to the meeting



# BAREFOOT BAY RECREATION DISTRICT

## Next Violations Committee Meeting

- Scheduled for May 28th in Bldg. D/E at 10am

**Badge Renewal Update** – Beginning June 1, 2021, residents must have their valid homeowners or renters badge or a guest pass to use BBRD facilities. The Administration Building will be open on Saturday, May 22, 2021 for homeowners who need to obtain updated badges and have trouble getting to the Administration Building during normal business hours. Furthermore, homeowners needing special accommodations to renew their badges should call the Administration Building and Mr. Armington or one of his staff will work with their scheduling limitations to facilitate their badge renewal.

## Food & Beverage

- **50<sup>th</sup> Anniversary of Barefoot Bay Celebration update** - An orientation for the event will be held on Tuesday, May 18<sup>th</sup> at 10am for all Club representatives. If you have not contacted a member of the planning group to participate, you may attend the orientation to get involved.
- **Entertainment News** - This Saturday is Highway #1 from 6-10pm on the lakeside stage. Boxed lunches and hot dogs will be available for purchase.

## Property Services

- Painted and prepped the Custodian storage room in Building A for the CCTV equipment (relocated from old server closet)
- Began servicing all A/C units
- Painted the concrete under the Pavilion behind Building A
- Poured concrete sidewalks behind Building A (to eliminate trip hazard in areas where retaining wall repair project will excavate in winter 2022)
- Picked up the new trailer for Property Service (roll forward R&M/Capital project from FY20)
- Continued soliciting bids for various projects
- Repaired damaged gate at Micco RV Storage Lot
- Fixed the cameras at Micco RV Storage Lot
- Rototilled the Softball infield
- Replaced burned out light in the Building A parking lot
- Sealed the roof on the Pool #1 heater building
- Made repairs to Pool #1 heater
- Removed old wall A/C unit in the Building A old server room and blocked off the wall
- Trained fellow staff and O60SA personnel on the use of the softball field irrigation system
- Replaced cable at the pier
- Made repairs to the prep station at the 19<sup>th</sup> Hole
- Installed bollards and rope on Midway and Hawthorn
- Cut and painted more bollards for replacement
- Installed power in the CVO Office for new IT equipment
- Replaced the facia on the Shopping Center storage shed
- Addressed all current DOR violations

## Golf-Pro Shop





# BAREFOOT BAY RECREATION DISTRICT

- **Golf Course Aerification and Tree Trimming**
  - Back Nine and Putting Green Closed (May 17<sup>th</sup> & 18<sup>th</sup>) (Mon. & Tues.)
  - Front Nine and Range Closed (May 20<sup>th</sup> & 21<sup>st</sup>) (Thurs. & Fri.)
- **Jr. Golf “COVID-19 safe” Camp details**
  - Two Sessions
  - Sign up begins May 1st
    - Pick up Application at Golf Course Pro Shop or Administration Building
    - June 15 – July 1
    - July 6 – July 22
  - Jr. Golf Tournament on Saturday July 17<sup>th</sup>
  - Award Banquet July 22 @ 4pm
- **July 3, 2021 – Save the Date!**
  - “Celebrating 50 years at BBRD” golf tournament
  - First 24 people to sign up will receive a free gift

## General Information

- **2021 Legislative Session Impact** – As the State Legislative session ends, staff continues to monitor bills and/or new laws that will impact BBRD. Currently, the following bills likely to be signed into law that will impact BBRD include:
  - House Bill (HB) 1103 will increase reporting requirements of the Finance Department during the Audit process
  - HB 35 may reduce advertising costs for the Office of the District Clerk
  - HB 53 is a question mark that may require BBRD to conduct a 20-year needs assessment of our stormwater system if we qualify as “a special district providing stormwater services”
- **Shopping Center Vacancy Update** – On May 6<sup>th</sup>, a tenant at the Shopping Center notified staff of his interest in renting the current VSO space once the unit is empty. Hence, the agenda item originally planned for this agenda was removed to allow staff time to negotiate with the interested party.

**Shopping Center Re-roofing Project Update** – The vendor obtained the building permit in late April, but requested a 37-day extension to the start date (new date is June 7, 2021) due to difficulties in obtaining specific materials and time needed for a response to a request for information from the design team regarding the replacement of the exhaust vent pipe above the restaurant. Specifically, the testing of the exhaust motor indicated the motor is not working sufficiently. Completion of the designed work require the motor to be balanced and an underperforming motor cannot be properly balanced. The owner of the restaurant has been notified of the need for her to replace the motor. The design team is researching if the final building inspection requires a functioning exhaust motor. One option available to BBRD is deleting the vent pipe relocation portion of the project and requiring the business owner to relocate the pipe if she is unwilling to replace the motor.



# BAREFOOT BAY RECREATION DISTRICT

## Attorney's Report

Mr. Repperger gave an update on (2) DOR cases. The BBRD v. Ann Marceau and George Russell dog case was found in favor of BBRD, and the homeowners now have to come into compliance. 1025 Wren Circle came into compliance, but the litigation is still active. BBRD has two options, move forward with the Final Judgment, or dismiss the lawsuit, waiving costs and fees (estimated \$1800). Mr. Repperger received a response from TLC Engineering concluding that in their opinion, piles are required for the Beach Restroom Project. Mr. Repperger will get a package together to present to Brevard County Building for a variance. The Stewart Medical Lease will be tentatively set for June 11, 2021 BOT Meeting agenda.

## Incidental Trustee Remarks

Mr. Grunow asked for status on Building A renovations. Mr. Coffey responded that renovations are estimated to be completed by the end of June. Mr. Grunow also expressed his gratitude to CVO for Meet and Greet event. He reminded residents that Barefoot Bay Memorial Day Ceremony will be on May 31, 2021.

Mr. Morrissey expressed his gratitude to staff for addressing the neighborhood speeding issue and to the CVO for the Meet and Greet event.

Mr. Nugent expressed his gratitude to the CVO for the Meet and Greet event.

Mr. Maino provided a more detailed explanation on surplus funds and social membership fee amounts.

## Adjournment

The next meeting will be on May 25, 2021 at 7pm in Building D/E

Mr. Nugent made a motion to adjourn. Mr. Maino adjourned.

Meeting adjourned at 2:38pm

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Jeff Grunow, Secretary

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Stephanie Brown, District Clerk

# Barefoot Bay Recreation District

## Treasurer's Report

May 25, 2021

### Cash Balances in General Fund as of 5/17/21

Petty Cash Total Petty Cash: \$ 2,500.00

### Operating Cash in Banks

MB&T Operating Account 530,028.81  
**Total Operating Accounts: 530,028.81**

### Interest Bearing Accounts

MB&T Money Market Account 2,600,000.00  
SBA Reserve Account 699,513.38  
**Total Interest Bearing Accounts: 3,299,513.38**

**Total Cash Balances in General Fund: \$ 3,832,042.19**

### Total Daily Deposits and Assessments Received for 5/7/21 - 5/17/21

Daily Deposits: \$ 58,484.26  
Interest Received: Money Market Account -  
Interest Received: SBA Account -  
Interest Received: Other Interest -  
Assessments Received: -  
**Total Deposits Received: \$ 58,484.26**

### Expenditures for 5/7/21 - 5/17/21

Check Number	Vendor	Description	Check Amount
57017	ABM Landscape & Turf Services	Golf Course & Ball Field Maint. - 5/21 & Nematode Control	44,886.02
57073	Family Pools Inc	Final Payment for Pool 2 Pit Replacement & Resurface	36,010.88
57080	United States Treasury	Payroll Taxes - Covid Credit	27,099.37
	Paychex	Net Payroll - PPE 5/9/21	60,751.01
	United States Treasury	Payroll Taxes - PPE 5/9/21	17,530.22

**Total Expenditures \$5,000 and above: \$ 186,277.50**

**Expenditures under \$5,000: \$ 47,886.56**

**Total Expenditures: \$ 234,164.06**

## Board of Trustees

Date: Tuesday, May 25, 2021  
Title: **Phased Re-Opening Discussion**  
Section & Item: 8.A  
Department: Administration, District Clerk  
Fiscal Impact: N/A  
Contact: John W. Coffey ICMA-CM, Community Manager  
Attachments: BBRD reopening timeline, Re-opening history  
Reviewed by  
General Counsel: N/A  
Approved by: John W. Coffey, ICMA-CM, Community Manager



### Requested Action by BOT

Assessment of current conditions and consideration of further re-openings based on the conditions-based re-opening timeline.

### Background and Summary Information

(Actions taken by the BOT and staff from Friday, May 8, 2020 through Tuesday, January 26, 2021 are listed as an attachment to this agenda memo.)

February 12, 2021 (meeting was canceled)

February 23, 2021

#### *Pools*

- The BOT confirmed staff's recommendation to implement Phase 4 (full capacity) at Pools 1 & 3 effective Wednesday, February 24, 2021 and at Pool #2 as soon as the pit replacement and resurfacing work are completed and Brevard County Health Department inspector authorizes resumption of use.

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March 12, 2021

#### *Food & Beverage*

- The BOT confirmed staff's recommendation to shift Saturday street dances from afternoon to evening (6-10pm) effective May 1st.

March 23, 2021

No action was taken

April 9, 2021

The BOT confirmed staff's recommendations as follows:

#### *Food & Beverage*

- Resume weeknight entertainment Lakeside of the Lounge effective April 22, 2021
- Outside only
- Will initially only consist of karaoke on Thursday nights but may be gradually expanded based on demand and nightly receipts
- Bar service only

#### *Building Usage*

- Expand building capacities to approximately 75% effective May 1, 2021. Specifically, the chart below illustrates current, proposal, and full capacities:

Building	Capacity		
	Current	Proposed (75% of full capacity)	Full
A (tables/chairs)	75	150	200
A (chairs only)	75	225	300
D/E	50	102	136
Lounge	60	89	119
19th Hole	51	76	102
Pro Shop	10	19	25
Billiards Room	4	9	12
Card Room	0	30	40
Admin. Conf. Room	10	16	21
* Assumes all Admin. Bldg. staff are at their work areas (total building capacity is 35 persons).			

April 27, 2021

No action taken

May 14, 2021

*Administration Building*

- Cessation of the 30-minute mid-day closure of the Administration Building for sanitizing purposes effective May 17, 2021. Protocols allow for sanitizing the building while remaining open (as was the pre-COVID-19 practice).

*All Facilities*

- Cessation of checking for high temperatures prior to entrance effective May 17, 2021. While this was an advisable practice early on during the pandemic, the effectiveness of such practice is highly questionable as staff has not detected a single person with an abnormally high temperature since the practice was begun.

*BOT Meetings*

- Cessation of facial covering requirement for audience members.

For consideration by the BOT at the May 25, 2021 meeting:

Staff recommends the following changes:

*Golf Course*

- Return to two-riders per cart rule and removal of COVID-19 dividers effective Sunday, May 30, 2021

*Assembly and Food & Beverage Buildings*

- Return to 100% capacity effective July 1, 2021. This would provide the public with sufficient notification and allow the BOT to reverse course during the two June meetings if conditions warrant.

*Food & Beverage Operations*

- Cessation of staff facial covering requirement effective immediately. Gradual return to indoor entertainment as demand (sales, not residents' preferences) justify. Per the FY22 WDPB, indoor entertainment will be confined to Building A and the Lounge only.

If these recommendations are enacted by the BOT, all BBRD restrictions will be lifted effective July 1, 2021.

Underlying the choices is probability that the more open BBRD buildings and amenities become the more likely future COVID-19 exposures will occur requiring temporary closures. The reader should note that under current BBRD Employee COVID-19 policies, all employees who are sent home for work related testing and/or who miss work for work related COVID-19 illnesses will be paid their scheduled hours. Therefore, the more COVID-19 exposures that occur, there will be a corresponding higher personnel cost to BBRD.

The following information (in italic) was contained within the May 8, 2020 agenda memo.

*Due to the impact of the Coronavirus pandemic, Chairman Klosky and staff incrementally closed amenities and buildings starting on March 16th in accordance with state and federal guidelines and executive orders. Staff developed the attached conditions-based re-opening timeline that is based on the 3-phase re-opening guidance from the White House last month and being followed loosely by Governor DeSantis. Readers should infer any specific dates and should understand the proposed timeline is not meant to be rigidly implemented but was developed to provide a transparent means of the multi-steps staff will take in re-opening specific amenities and buildings.*

*The likelihood of subsequent spikes in infections in Florida and/or Brevard County may necessitate the temporary reversal of openings (i.e. restricting or closing specific amenities/buildings that were in one of the early phases of re-opening. Additionally, the public should not confuse BBRD phases with elements of phases identified by national, state or local leaders. While the four-phase proposal for BBRD is built upon the White House's three-phase proposal, the overwhelming number of residents who fall within the "vulnerable population" category requires a more cautious and graduated approach in re-opening to ensure maximum personal protection from the spread of the virus to staff and the public. Hence, staff developed the attached conditions-based timeline for re-openings in an attempt to provide maximum use of facilities while following guidelines to ensure the safety of residents, guests and staff.*

*Lastly, the reader should clearly understand that staff will not under any circumstances make the decision to re-open specific amenities/buildings without direct BOT approval in a public meeting. Most people understand the diverse range of opinions in BBRD regarding closures and re-opening and it is simply poor public policy for staff to make a decision (which will be poorly received by one side or the other in this issue) and then flood the individual Trustees with complaints and attend the next scheduled BOT meeting to seek a reversal of staff's actions. The BOT by pre-approving all re-openings will allow the public to participate in the initial decision-making process rather than seek to the BOT to later reverse a decision by staff.*

## A Conditions Based “Reopening BBRD” Timeline

The following BBRD re-opening timeline is conditions based. No specific dates are included or inferred. BBRD phases shall not occur before the corresponding State of Florida phase and may begin well after the similarly number State phase due to the demographical nature of BBRD residents. The following is meant to communicate the planned re-opening of BBRD facilities to the public. In the case of resurgence of coronavirus infections in Brevard County, closures and/or limitations of services/amenities will be in reverse order. Implementation of specific elements may be staggered depending upon conditions and staff. The Community Manager will not implement any of the phased openings without explicit BOT consent at a public meeting.

### Phase 1

- Assumes continuation of 6 feet social distancing in groups of 10 or more
- The public will be given 3-7 days’ notice of re-opening which shall only occur on a Monday, Tuesday, Wednesday or Thursday.
- All employees will be provided personal protective equipment and hand sanitizers. Their use is optional and not mandatory. Those requesting additional personal measures will be accommodated when feasible.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- 2 pools can re-open with reduced capacity and additional pool hosts
  - Pools #1 and #2 have work to be performed this summer. Each pool will be closed for the duration of the work while the other one will be open.
  - Residents/guests will have their temperatures taken prior to entrance into the pools. Entrance will be denied for those above the acceptable number
  - Capacity at pools will be the following:
    - #1: 27 people including staff
      - Pavilion, Picnic area, and Lakeside/behind the Lounge areas will remain closed
    - #2: 17 people including staff
    - #3: 17 people including staff
  - Residents/guests will be limited to 90 minutes at the pools ~~if there is a waiting line~~
  - Group activities are prohibited
  - Furniture will be spaced according to social distancing guidelines
- Beach parking will re-open
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
  - Members will continue to check in with Player Assistant
  - Entry will be limited to official business only
  - A maximum of 10 occupants and practiced social distance
  - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building remain closed to the public
- Lounge and 19<sup>th</sup> Hole remain closed
- Meeting rooms remain closed

## Phase 2

- Assumes continuation of social distancing and an increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.
- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
  - Restrictions on capacity will be relaxed to "moderate" but not eliminated
  - Capacity at pools will be the following:
    - #1: 54 people including staff (excluding other areas listed below)
      - Pavilion: 18 people (reservations only)
      - Picnic area: 29 people (reservations only)
      - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
    - #2: 27 people including staff
    - #3: 27 people including staff
  - Residents/guests will be limited to 90 minutes ~~at the pools if there is a waiting line~~
  - Group activities are prohibited
  - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule (two members of the same household may ride in the same cart)
- Pro Shop will continue to operate in a limited capacity basis
  - Members will continue to check in with Player Assistant
  - Entry will be limited to official business only
  - A maximum of 10 occupants and practiced social distance
  - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
- Administration Building re-open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19<sup>th</sup> Hole will open under the following conditions
  - Reduced capacity and limited hours of operations
    - Lounge: (30% capacity or 40 people including staff)
    - 19<sup>th</sup> Hole (30% capacity or 34 people including staff) (Chairs will not be available on the porch)
    - Staff at each site to ensure proper social distancing and that capacity is not exceeded
  - No live music or entertainment
  - Lounge will only serve beverages and pre-packaged snacks
  - 19<sup>th</sup> Hole will not have kitchen service. Very basic food items will be available on a limited basis (items that do not require a cook in the kitchen during service).
  - No Street Dances, Pasta Night or catering
- Meeting rooms remain closed with exception of Building A
  - Use of Building A will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded

## Phase 3

- Assumes continuation of social distancing and further increase in the number of people in groups exempt from guideline
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday.



- Residents/guests will have their temperatures taken prior to entrance into facilities. Entrance will be denied for those above an acceptable reading.
- A maximum of two pools will be open
  - Restrictions on capacity will be relaxed to “light” but not eliminated
  - Capacity at pools will be the following:
    - #1: 108 people including staff (excluding other areas listed below)
      - Pavilion: 37 people (reservations only)
      - Picnic area: 59 people (reservations only)
      - Lakeside/behind the Lounge areas will be open but will not have its own capacity (i.e. folks from the pool and Lounge can go there but there will be limited furniture set out)
    - #2: 37 people including staff
    - #3: 37 people including staff
  - Residents/guests will be limited to 90 minutes ~~at the pools if there is a waiting line~~
  - Group activities are allowed if proper social distancing is followed. Staff shall have discretion to halt specific group activities if proper social distancing is not followed.
  - Furniture will be spaced according to social distancing guidelines
- Golf Course will remain on reduced tee times and one person per cart rule will be relaxed (two people can ride in a single cart but golfers will have the option of riding separately if they elect)
- Pro Shop will continue to operate in a limited capacity basis
  - Members will continue to check in with Player Assistant
  - Entry will be limited to official business only
  - A maximum of 10 occupants and practiced social distance
  - Due to limited tee times, golfers will continue to be teamed up to complete a foursome
  - All picnic tables outside of the 19<sup>th</sup> Hole will be reinstalled and available for use with a maximum of 24 individuals allowed seated
- Administration Building remains open Monday through Thursday with a one-hour closure mid-day for sanitizing public areas
- Lounge and 19<sup>th</sup> Hole remain open under the following conditions
  - Relaxed reduced capacity and limited hours of operations
    - Lounge: (50% capacity or 60 people including staff)
    - 19<sup>th</sup> Hole (50% capacity or 51 people including staff) (Chairs will not be available on the porch)
  - No live music or entertainment
  - Lounge will only serve beverages and pre-packaged snacks
  - 19<sup>th</sup> Hole will not have kitchen service. Very basic food items will be available on a limited basis.
  - No Street Dances, Pasta Night or catering
- Meeting rooms usage
  - Use of Building A will be limited to 75 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
  - Use of Building D/E will be limited to 50 people with a minimum one-hour gap between set up time and end of use by previous group for sanitizing purposes. Staff will be present during usage to ensure proper social distancing and that capacity is not exceeded.
  - Building C, Pool Room and Administration Conference Room will remain closed.

#### **Phase 4**

- Assumes an end to social distancing
- The public will be given 3-7 days' notice of implementation of phase which shall occur on a Monday. Implementation of specific elements may be staggered depending upon conditions and staff.
- All pools will be open
  - Capacity at pools will be the following:
    - #1: 509 including staff in all areas within metal fencing excluding the inside of buildings
    - #2: 54 people including staff
    - #3: 54 people including staff
- Golf Course will go back to standard tee times and two-person per cart rule
  - Picnic tables will resume full capacity
- Pro Shop will resume normal operating procedures
- Administration Building resumes normal hours of operations
- Lounge and 19<sup>th</sup> Hole resumes full indoor capacity, regular hours of operations and live music and entertainment
  - Lounge:
    - 119 capacity including staff
    - Lounge will only serve beverages and pre-packaged snacks (lunch permanently discontinued)
  - 19<sup>th</sup> Hole
    - 102 capacity including staff
    - 19<sup>th</sup> Hole will resume kitchen service
    - Seating will be available on the porch
  - Street Dances, Pasta Night and Catering will resume when demand is present and events are profitable
- Meeting rooms usage
  - All rooms are open
  - Staff for crowd monitoring will be limited to Music Bingo and other events as needed.

## Board of Trustees Meeting Agenda Memo Attachment

Date: March 31, 2021  
Title: **Phased Re-Opening Discussion – Pre-February 23, 2021 Actions**

### Friday, May 8, 2020

The BOT reviewed the proposed conditions-based re-opening timeline and reached a consensus to re-open the beach, keep the pools closed, and revisit this issue at each meeting going forward.

### Tuesday, May 26, 2020

The BOT approved the remainder of Phase 1 re-opening effective June 8, 2020.

### Friday, June 12, 2020

The BOT voted to move into Phase 2 with the following specific re-opening dates and conditions:

Monday, June 15th

- Pool #1 capacity will increase to 54 including staff
- Pool #3 capacity will increase to 27 people including staff

Wednesday, June 17th

- Group exercise programs will re-start at Pool #3
  - Lap swimmers 9-10am
  - Hydrotherapy 10:15-11:15am
  - Aquatic Exercise 11:30am-12:30pm

Friday, June 19th

- The Lounge will re-open with a capacity of 40 people including staff (hours of operations to be determined). Music, live entertainment, and street dances are still prohibited. Only prepackaged snack food will be available.

Monday, June 22nd

- Pool #1 Pavilion (capacity of 18) and Picnic areas (capacity of 29) will be open to use by reservation with the Calendar Coordinator
- The Administration Building will re-open to the public Monday through Thursday with an hour closure each day (Noon to 1pm) to clean and sanitize common areas
- Building D/E will re-open for residents' use (by reservations only) with a capacity of 35 people, including staff

Friday, June 26th

- The 19th Hole will re-open with a capacity of 34 people including staff. The kitchen will remain closed, however, a daily snack special and grab and go items will be available (hours of operations to be determined). Pasta Night continues to be suspended.

On Friday, June 26th the state suspended the operations of bars and night clubs, thereby closing BBRD's Lounge and 19th Hole indefinitely.

#### Friday, August 14<sup>th</sup>

- Consensus of the BOT to add Aqua Zumba exercise classes to Pool #3 starting on September 1, 2020.
- Trustee Henderson questioned if the Golf Course could go back to 8-minute tee times (from the current Phase 2 16-minute tee times). Staff will provide the BOT with a memo from Golf Operations Manager Cruz prior to the August 25<sup>th</sup> meeting summarizing the issues so the Trustees can consider how to proceed.

#### Tuesday, August 25<sup>th</sup>

The BOT discussed moving tee times from 16 minutes intervals to 12 minute intervals. Ultimately, no changes were made to the current modified Phase 2 re-opening practices.

On Thursday, September 10, 2020, the Florida Department of Business and Professional Regulation rescinded their closure of bars effective Monday, September 14, 2020 with a re-opening capacity of 50%.

On Friday, September 25, 2020, Governor DeSantis issued an executive order lifting all previous BBRD applicable COVID-19 related restrictions (excluding ability to have closed BOT meetings).

#### Tuesday, September 22<sup>nd</sup>

The BOT voted to move tee times from 16 minutes intervals to 12-minute intervals and move at least one group exercise class to Pool #1. Additionally, the BOT reached a consensus to adopt the Food & Beverage Department recommendation to re-open the Lounge with takeout window service.

#### Friday, October 9<sup>th</sup>

The BOT voted to accept staff's recommendation to transition to BBRD Phase 3 re-opening. A summary of the changes is provided below:

- Pools
  - Pool 1 hours of operation are 9am-9pm Monday-Sunday.
  - Pool 3 hours of operation are 9am-6pm Monday-Sunday.
  - The pools will be disinfected throughout the day, however, there will be no pool closures for disinfecting during normal hours of operation.
- Golf-Pro Shop
  - Resume two-players per golf cart, with option to ride alone if sufficient carts are available
  - Expansion of group sizes and resumption of previously suspended groups
  - Picnic tables replaced outside of the 19<sup>th</sup> Hole
- Food and Beverage
  - Lounge
    - Hours of operation 2-9pm
    - Capacity inside-60 (including staff)
    - Picnic area-59 (including staff)
  - 19<sup>th</sup> Hole
    - Hours of operation 9am-7pm (changed to 11am-8pm [Mon.-Sat.] and 8am-8pm on Sundays effective November 4<sup>th</sup>)
    - Capacity-51 (including staff)
    - No seating on the porch

### Tuesday, October 27, 2020

The BOT decided by consensus to not make any changes to the re-opening status, as recommended by staff, and will re-examine the situation at the next BOT meeting.

### Friday, November 13, 2020

The BOT voted to put tables and chairs back on the 19<sup>th</sup> Hole porch and by consensus to keep the Billiards room closed. Staff stated their intent to provide at the December 4<sup>th</sup> BOT meeting a proposal to start limited lunch service at the 19<sup>th</sup> Hole and outdoor limited capacity weekend entertainment Lakeside starting in January 2021.

### Friday, December 4, 2020

The BOT, by a 3-2 vote, accepted the following recommendation of staff to commence the first week of January 2021.

#### 19<sup>th</sup> Hole

- Lunch service 11am-3pm Monday – Saturday
- Hot dogs only on Sundays
- Prepared bar snacks 3-7pm

#### Lounge

- Hot dogs, snacks, and and/or pre-packaged food 2-9pm

#### Lakeside

- Entertainment alternate Saturdays and Sundays from 2-6pm (1 per weekend) with limited capacity (approximately 250 to start)

#### Catering

- Small event (clubs/organizations) catering at Building D/E through the 19<sup>th</sup> Hole
- Catering out of Building A to start in late March 2021 (after completion of the Building A Renovations project)

### Friday, January 08, 2021

The BOT confirmed staff's recommendation to return the Administration Building to normal days of operations (has been closed on Fridays since early days of pandemic to reduce hourly employee costs) on Monday, January 11, 2020. Additionally, the BOT requested staff to develop a re-opening plan for the Billiard's Room and the Card Room in Building C (and to present it at the next regular meeting).

### January 26, 2021

The following Building C re-opening was provided in response to direction of the BOT at the January 8, 2021 Meeting.

#### *Building C re-opening plan*

- All residents/guests must see pool host for temperature check before entry to Building C.
- The door facing building A will be posted as EXIT ONLY

#### *Billiards Room Specific Rules*

- Will be open for normal hours of operation 9am-9pm with a maximum capacity of 4 persons
- Will be sanitized between users and closed for 15 minutes post fogging before reentry
- Cues sanitized by the pool host, Cues will be stored in the pool host equipment shed and issued upon request
- The center billiards table will be wrapped, caution taped and out of service until phase 4
- CDC social distancing guidelines will be encouraged to be followed

#### *Card Room Specific Rules*

- Will be open for normal hours of operation 9am-9pm
- Will be sanitized between set-ups and usage and closed for 15 minutes post fogging before reentry
- Groups will be asked to temporarily modify setups to coincide with CDC guidelines
- CDC social distancing guidelines will be encouraged to be followed

The BOT adopted the following recommendations from staff:

#### *Billiard's Room*

- Re-open effective Tuesday, February 2, 2021, keeping the Card Room closed

#### *Golf-Pro Shop*

1. Start 8-minute tee times on February 1st
  - A. Allows staff time to receive ordered dividers for our fleet
  - B. Install dividers on fleet carts
  - C. Prepare staff functions for increased traffic
2. Adjust group sizes back to the pre-pandemic levels
3. Return to a soft two riders per cart rule
  - A. Carts shall have two riders except for instances when all players in a foursome have their own cart. The Golf-Pro Shop Department is still trying to be as safe as possible so if a private cart owner wants to use his/her own cart without a rider it will be allowed until all remaining COVID-19 restrictions are lifted.
  - B. Group leaders have been asked to schedule their players in a manner that lessens the need for private cart owners to ride doubled up if they are concerned about COVID-19.

#### *Food & Beverage*

- Expand the number of Lakeside entertainment events from once a weekend to twice a weekend (i.e. Saturday and Sunday) beginning February 13, 2021.
- Limited capacity would remain at approximately 250 people. Food & Beverage has hosted multiple outdoor entertainment weekend events so far this month without any incidents or reports of COVID-19 outbreaks coming from the events.

February 12, 2021 BOT Meeting was canceled

## Board of Trustees

## Meeting Agenda Memo

Date: Tuesday, May 25, 2021  
Title: **DOR Violation 20-002913 641 Royal Tern Drive**  
Section & Item: 9.A.i  
Department: Resident Relations, DOR  
Fiscal Impact: N/A  
Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager  
Attachments: 20-002913 641 Royal Tern Drive  
Reviewed by  
General Counsel: No  
Approved by: John W. Coffey, ICMA-CM, Community Manager



### Requested Action by BOT

Review violation and referral to General Counsel Repperger.

### Background and Summary Information

First Violation occurred on 10/28/20, six follow up inspections and five pictures have been done since first Violation. Staff has signed Affidavit of Notices and attached three pictures. Respondent has been notified by First Class Mail and Property posted.

Staff recommends that the BOT refer this Violation to the General counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002913

#3378/ 20-002913

MUNDY FAMILY TRUST

641 ROYAL TERN DR

BAREFOOT BAY, FL 32976

Respondent(s),

**STATEMENT OF VIOLATION**

PURSUANT to the Article(s) listed below, of the Barefoot Bay Deed of Restrictions, the undersigned DOR Enforcement Officer hereby gives notice of a violation or violations of the Deed of Restrictions of the Barefoot Bay Recreation District, described herein.

**SECTION(S) OF DEED OF RESTRICTION VIOLATION(S)**

• **ARTICLE III, SECT. 3 (A) (B) (C) (D) (E) Vehicle Violations(Boats/Trailer/RV/Comm. Vehicles, Etc.)**

(A) No commercial vehicle, abandoned and/or inoperable vehicle, recreational vehicle, jet ski, boat, boat trailer, utility trailer, camper, motor home, camping trailer, truck camper, pickup truck with camper top OR any vehicle in excess of 25 feet in overall length as measured from the foremost projection thereof to the rearmost projection thereof, shall be parked on any lot, driveway, carport or common area within Barefoot Bay, except for commercial vehicles parked temporarily at a lot for the purpose of providing repair or other services to the occupant thereof, and (2) those vehicles described in subsection C of this section. (B) All vehicles described in subsection (A) of this section shall be parked in vehicle storage areas provided by the Recreation District or in such other areas outside Barefoot Bay as may be located by the owner. (C) 1. Notwithstanding any of the foregoing sub-paragraphs of this section, a recreation vehicle, boat, personal water craft, utility trailer, or boat mounted on a trailer may be parked in the driveway on a lot for purposes of cleaning, loading, unloading and preventative maintenance between the hours of 7 a.m. and 10 p.m. only. An owner may request that a vehicle be allowed to remain on a lot beyond the time-frame provided herein if extenuating circumstances exist, submitting a request to Recreation District Resident Relations in advance of said occurrence. No vehicle shall remain on a lot beyond the time-frame provide herein without obtaining approval from Recreation District Resident Relations in advance. 2: A commercial vehicle is defined for the purpose of this Document as any passenger and/or non-passenger vehicle designed, used, or maintained primarily for conduct or operation of a commercial business. Only one pick-up truck, passenger van or cargo van used for commercial purposes, which is the sole means of transportation of the occupant of the lot, must be kept in a garage or fully parked under a carport with visual buffering as may be approved by ARCC. A vehicle may not have signage, equipment or materials visible when parked. (D) Motor vehicles parked at or on a Lot shall be parked only on the concrete driveway or concrete parking area serving on such Lot. No vehicle shall be parked on any lawn, grass or landscaped area of a Lot. (E) Kayaks and canoes may be properly stored and secured at the rear of any residence.

**LOCATION/ADDRESS WHERE VIOLATION EXISTS**

Block # 99 Lot # 1

641 ROYAL TERN DRIVE

BAREFOOT BAY, FL 32976

**DESCRIPTION OF VIOLATION(s):** RV in driveway between 10 pm and 7 am

**DATE OF VIOLATION FIRST OBSERVED:** Oct 28, 2020

**DATE OF OWNER/PERSON IN CHARGE GIVEN NOTICE OF VIOLATION:**

October 28, 2020 via First Class

via Certified return receipt requested.

**DATE ON/BY WHICH VIOLATION TO BE CORRECTED:** May 18, 2021

Deed of Restrictions Staff

May 17, 2021





Royal Tern Dr. RV in driveway.  
Mary Barry  
Mar 09, 2021



641 Royal Tern Dr. RV in driveway.  
Cynthia Mihalick  
Dec 03, 2020



641 Royal Tern RV in driveway between 10 pm and 7 am  
Cynthia Mihalick  
Nov 09, 2020

**BAREFOOT BAY RECREATION DISTRICT  
BREVARD COUNTY, FLORIDA  
BOARD OF TRUSTEES**

**NOTICE OF HEARING**

The Respondent must correct the alleged violation(s) contained in the enclosed Statement of Violation by the date set forth therein and contact the Deed of Restrictions Enforcement Officer who signed the Statement of Violation to verify such correction. If the Respondent disputes the existence of the violation(s) and wishes a hearing, notice is hereby given that a Hearing will be conducted before the Board of Trustees at **07:00 PM** on **May 25, 2021** at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida. The purpose of this Hearing will be to determine whether or not the alleged violation(s) exist.

**If the violation(s) described in the Statement of Violation are corrected and then recur, or if the violations are not corrected by the time specified for correction, the case shall be presented to the Board of Trustees. Notice** is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **07:00 PM** on **May 25, 2021** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The Board of Trustees will receive testimony and evidence at the Hearing and make Findings of Fact as are supported by the testimony and evidence pertaining to matters alleged in the enclosed Statement of Violations. The respondent is entitled to testify and present evidence and witnesses at the Hearing, or may be represented by an attorney. If the property is found to be in violation, all social, family, and golf memberships affiliated with the property will be automatically suspended. The Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action, the Board of Trustees shall be entitled to an award of Attorney's fees and court costs incident to bringing such action.

**IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).**

**THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-3141.**

**May 17, 2021**

Board of Trustees/Deed of Restrictions STAFF

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002913

#3378 / 20-002913  
MUNDY FAMILY TRUST,  
641 ROYAL TERN DR  
BAREFOOT BAY, FL 32976

Respondent(s),

**RE: 641 ROYAL TERN DRIVE  
Barefoot Bay, FL 32976**

**AFFIDAVIT OF NOTICES**

STATE OF FLORIDA  
COUNTY OF BREVARD

BEFORE ME, the undersigned authority, personally appeared, Deed of Restrictions Enforcement Officer Mary Barry for the Barefoot Bay Recreation District, who after being duly sworn deposes and says:

1. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the respondent at the above address by **First Class mail**.
2. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the above respondent by **Certified mail**, return receipt requested, a copy of which is attached hereto.
3. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was **Posted** at the above referenced address a copy of which is attached hereto.
4. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was emailed to the Mortgage Servicer for above referenced address, a copy of which is attached hereto.

FURTHER AFFIANT SAYETH NOT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.



\_\_\_\_\_  
Mary Barry, DOR Inspector

The Foregoing instrument was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by Mary Barry, who is personally known to me and did take an oath.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

## Board of Trustees

## Meeting Agenda Memo

Date: Tuesday, May 25, 2021  
Title: **DOR Violations 20-002666 910 Cashew Circle**  
Section & Item: 9.A.ii  
Department: Resident Relations, DOR  
Fiscal Impact: N/A  
Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager  
Attachments: 20-002666 910 Cashew Circle  
Reviewed by  
General Counsel: No  
Approved by: John W. Coffey, ICMA-CM, Community Manager



### Requested Action by BOT

Review violation and referral to General Counsel Repperger.

### Background and Summary Information

First Violation occurred on 9/29/20, 10 follow ups and 11 pictures have been done since first Violation. Staff has signed Affidavit of Notices and attached three pictures. Respondent has been notified by First Class Mail, Certified Mail and Property posted.

Staff recommends that the BOT refer this Violation to the General counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002666

#2537/ 20-002666

CALDERA, FRANK

910 CASHEW CIR

BAREFOOT BAY, FL 32976

Respondent(s),

**STATEMENT OF VIOLATION**

PURSUANT to the Article(s) listed below, of the Barefoot Bay Deed of Restrictions, the undersigned DOR Enforcement Officer hereby gives notice of a violation or violations of the Deed of Restrictions of the Barefoot Bay Recreation District, described herein.

**SECTION(S) OF DEED OF RESTRICTION VIOLATION(S)**

• **ARTICLE III, SECT. 2 (C) (D) Condition of Prop. (C) Unauthorized items**

(C) The lawn, landscaped areas, driveways and carports on each lot shall be kept free of all items of personal property except for customary outdoor items such as exterior patio or porch furniture, golf carts, vehicles, and barbecue grills. The intent of this requirement is to prohibit the accumulation and/or storage of items such as indoor furniture, automotive parts, cartons, boxes, debris and similar property which causes an unsightly appearance or nuisance if left on or about the exterior of a home.

(D) In the event that any lawn, landscaped areas, driveway, carport or home is not maintained in compliance with the requirements of Section 2, Section 10, or Section 11 of Article III, the Recreation District shall have the right to enter upon the lot and take any action reasonably necessary to cause the home and lot to come into compliance with the requirement of subsections (A), (B), (C) of Section 2, Section 10, or Section 11 of Article III. The expense of such action shall be billed by the Recreation District to the owner, shall be a personal obligation of the owner, and shall be paid by the owner within thirty days after the owner is provided with written notice of such expenses. If payment is not made within the said thirty day period, the expense in question shall become a lien upon the said lot until paid, which lien shall have priority as of the date of recording of a notice thereof in the public records of Brevard county; provided, however, such lien shall not be superior to the lien for county taxes of the lien for the Recreation District's assessments and maintenance fees. The sum so due to the Recreation District may be collected by either an action of law, or the Recreation District shall have the right at its discretion to proceed to foreclose the above -described lien. In the event of such litigation, the Recreation District shall have the right to recover the costs thereof including a reasonable attorney's fee.

**LOCATION/ADDRESS WHERE VIOLATION EXISTS**

Block # 116 Lot # 18

910 CASHEW CIRCLE

BAREFOOT BAY, FL 32976

**DESCRIPTION OF VIOLATION(s):** Unapproved items / Debris

**DATE OF VIOLATION FIRST OBSERVED:** Sep 29, 2020

**DATE OF OWNER/PERSON IN CHARGE GIVEN NOTICE OF VIOLATION:**

September 29, 2020 via First Class

via Certified return receipt requested.

**DATE ON/BY WHICH VIOLATION TO BE CORRECTED:** May 18, 2021

Deed of Restrictions Staff

May 17, 2021



910 Cashew Cir. Unapproved items / Debris  
May 07, 2021



910 Cashew Cir. Unapproved items / Debris  
Mar 29, 2021



910 Cashew Cir. Unapproved items / Debris  
Oct 28, 2020

**BAREFOOT BAY RECREATION DISTRICT  
BREVARD COUNTY, FLORIDA  
NOTICE OF HEARING  
OF  
BOARD OF TRUSTEES**

**Notice** is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **07:00 PM** on **May 25, 2021** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

**The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee.** The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

**IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).**

**THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-3141.**

**May 17, 2021**

Deed of Restrictions STAFF

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002666

#2537 / 20-002666  
CALDERA, FRANK,  
910 CASHEW CIR  
BAREFOOT BAY, FL 32976

Respondent(s),

**RE: 910 CASHEW CIRCLE**  
Barefoot Bay, FL 32976

**AFFIDAVIT OF NOTICES**

STATE OF FLORIDA  
COUNTY OF BREVARD

BEFORE ME, the undersigned authority, personally appeared, Deed of Restrictions Enforcement Officer Mary Barry for the Barefoot Bay Recreation District, who after being duly sworn deposes and says:

1. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the respondent at the above address by **First Class mail**.
2. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the above respondent by **Certified mail**, return receipt requested, a copy of which is attached hereto.
3. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was **Posted** at the above referenced address a copy of which is attached hereto.
4. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was emailed to the Mortgage Servicer for above referenced address, a copy of which is attached hereto.

FURTHER AFFIANT SAYETH NOT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.



\_\_\_\_\_  
Mary Barry, DOR Inspector

The Foregoing instrument was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by Mary Barry, who is personally known to me and did take an oath.

\_\_\_\_\_  
Notary Public  
State of Florida at Large



## Board of Trustees

## Meeting Agenda Memo

Date: Tuesday, May 25, 2021  
Title: **DOR Violation 20-002026 523 Puffin Drive**  
Section & Item: 9.A.iii  
Department: Resident Relations, DOR  
Fiscal Impact: N/A  
Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager  
Attachments: 20-002026 523 Puffin Drive  
Reviewed by  
General Counsel: No  
Approved by: John W. Coffey, ICMA-CM, Community Manager



### Requested Action by BOT

Review violation and referral to General Counsel Repperger.

### Background and Summary Information

First Violation occurred on 7/28/20, 12 follow ups and 19 pictures have been done since first Violation. Staff has signed Affidavit of Notices and attached three pictures. Respondent has been notified by First Class Mail, Certified Mail and Property posted.

Staff recommends that the BOT refer this Violation to the General counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002026

#1621/ 20-002026

TARNOWSKI, BRUCE J

25 DONNA LEA DR

LANCASTER, NY 14086

Respondent(s),

**STATEMENT OF VIOLATION**

PURSUANT to the Article(s) listed below, of the Barefoot Bay Deed of Restrictions, the undersigned DOR Enforcement Officer hereby gives notice of a violation or violations of the Deed of Restrictions of the Barefoot Bay Recreation District, described herein.

**SECTION(S) OF DEED OF RESTRICTION VIOLATION(S)**

• **ARTICLE III, SECT. 2 (C) (D) Condition of Prop. (C) Unauthorized items**

(C) The lawn, landscaped areas, driveways and carports on each lot shall be kept free of all items of personal property except for customary outdoor items such as exterior patio or porch furniture, golf carts, vehicles, and barbecue grills. The intent of this requirement is to prohibit the accumulation and/or storage of items such as indoor furniture, automotive parts, cartons, boxes, debris and similar property which causes an unsightly appearance or nuisance if left on or about the exterior of a home.

(D) In the event that any lawn, landscaped areas, driveway, carport or home is not maintained in compliance with the requirements of Section 2, Section 10, or Section 11 of Article III, the Recreation District shall have the right to enter upon the lot and take any action reasonably necessary to cause the home and lot to come into compliance with the requirement of subsections (A), (B), (C) of Section 2, Section 10, or Section 11 of Article III. The expense of such action shall be billed by the Recreation District to the owner, shall be a personal obligation of the owner, and shall be paid by the owner within thirty days after the owner is provided with written notice of such expenses. If payment is not made within the said thirty day period, the expense in question shall become a lien upon the said lot until paid, which lien shall have priority as of the date of recording of a notice thereof in the public records of Brevard county; provided, however, such lien shall not be superior to the lien for county taxes of the lien for the Recreation District's assessments and maintenance fees. The sum so due to the Recreation District may be collected by either an action of law, or the Recreation District shall have the right at its discretion to proceed to foreclose the above -described lien. In the event of such litigation, the Recreation District shall have the right to recover the costs thereof including a reasonable attorney's fee.

**LOCATION/ADDRESS WHERE VIOLATION EXISTS**

Block # 91 Lot # 3

523 PUFFIN DRIVE

BAREFOOT BAY, FL 32976

**DESCRIPTION OF VIOLATION(s):** Unapproved items

**DATE OF VIOLATION FIRST OBSERVED:** Jul 28, 2020

**DATE OF OWNER/PERSON IN CHARGE GIVEN NOTICE OF VIOLATION:**

July 28, 2020 via First Class

via Certified return receipt requested.

**DATE ON/BY WHICH VIOLATION TO BE CORRECTED:** May 18, 2021

Deed of Restrictions Staff

May 17, 2021



Apr 30, 2021



Apr 30, 2021



523 Puffin Dr. Unapproved items / Debris  
Feb 25, 2021

**BAREFOOT BAY RECREATION DISTRICT  
BREVARD COUNTY, FLORIDA  
NOTICE OF HEARING  
OF  
BOARD OF TRUSTEES**

**Notice** is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **07:00 PM** on **May 25, 2021** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

The purpose of this **Hearing** will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

**The Board shall not conduct a full de novo quasi-judicial hearing on the violation, but shall consider the Finding of Fact and Recommended Order issued by the Violations Committee.** The owner may not present new or additional evidence, but shall be given an opportunity to be heard. If the Board of Trustees concurs with the Violation Committee that a violation has been established, the Board of Trustees shall have the authority to bring an action for injunctive or other appropriate legal or equitable relief in a court of competent jurisdiction in Brevard County, Florida to remedy the violation. If the Board of Trustees brings any such legal action to enforce the Deed of Restrictions and is deemed to be the prevailing party in such action, the Board of Trustees shall be entitled to an award of attorney's fees and court costs incident to bringing such action.

**IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, A VERBATIM RECORD OF THE PROCEEDING WILL BE REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED SUCH PERSON MUST PROVIDE A COURT REPORTER, COURT STENOGRAPHER OR OTHER METHOD ACCEPTABLE TO A COURT OF LAW TO PROVIDE FOR SUCH VERBATIM RECORD; THE DISTRICT DOES NOT PROVIDE SUCH RECORD (FS 286.0105).**

**THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-3141.**

**May 17, 2021**

Deed of Restrictions STAFF

**BAREFOOT BAY BOARD OF TRUSTEES  
BREVARD COUNTY, FLORIDA**

**BAREFOOT BAY RECREATION DISTRICT**

Petitioner

Vs

Case no. 20-002026

#1621 / 20-002026  
TARNOWSKI, BRUCE J,  
25 DONNA LEA DR  
LANCASTER, NY 14086

Respondent(s),

**RE: 523 PUFFIN DRIVE  
Barefoot Bay, FL 32976**

**AFFIDAVIT OF NOTICES**

STATE OF FLORIDA  
COUNTY OF BREVARD

BEFORE ME, the undersigned authority, personally appeared, Deed of Restrictions Enforcement Officer Mary Barry for the Barefoot Bay Recreation District, who after being duly sworn deposes and says:

1. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the respondent at the above address by **First Class mail**.
2. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was mailed to the above respondent by **Certified mail**, return receipt requested, a copy of which is attached hereto.
3. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was **Posted** at the above referenced address a copy of which is attached hereto.
4. That on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, a Statement of Violations and a Notice of Hearing was emailed to the Mortgage Servicer for above referenced address, a copy of which is attached hereto.

FURTHER AFFIANT SAYETH NOT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.



\_\_\_\_\_  
Mary Barry, DOR Inspector

The Foregoing instrument was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by Mary Barry, who is personally known to me and did take an oath.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

## Board of Trustees

## Meeting Agenda Memo

Date: Tuesday, May 25, 2021  
Title: **FY22 Proposed Budget Mailout**  
Section & Item: 9.B  
Department: Administration, District Clerk  
Fiscal Impact: \$1,293.80 plus postage  
Contact: Stephanie Brown, District Clerk, District Clerk, John W. Coffey  
ICMA-CM, Community Manager  
Attachments: FY22 Budget Mailout, Policy Manual excerpt, Quote-Print Depot, Quote Allegra-Rockledge, Quote - Postal Connections  
Reviewed by  
General Counsel: N/A  
Approved by: John W. Coffey, ICMA-CM, Community Manager



### Requested Action by BOT

Approve FY22 Proposed Budget Mailout and announce date/time of Public Hearing for adoption of FY22 Assessment Rate and the adoption of the FY22 Budget.

### Background and Summary Information

BBRD Policy Manual requires the BOT to adopt a proposed draft budget for mail out to property owners at the 2nd regular meeting in May.

The FY22 Proposed Budget was developed based upon:

- BOT held a townhall meeting in January 2021 to solicit input from the public
- BOT review and modification of the FY22 Working Draft Proposed Budget during two workshops and two BOT Regular Meetings

The FY22 Proposed General Fund Budget is presented with Total Revenues/Sources of \$7,058,141 and Total Expenditures/Uses of \$7,039,273 (a surplus of \$18,868). Unless the BOT reaches a consensus on additional expenditures/uses, the surplus will be added as "reserves" to provide for a mailout budget of \$7,058,141.

The following revenue augmentations are included:

- \$49,068 from a total \$0.84 increase in the monthly assessment rate to \$68.84 (comprised of 1.234% increase to offset the impact of inflationary pressures on operating costs)
- \$21,000 from a \$50 increase in the one-time social membership fee from \$750 to \$800
- \$210,000 from a \$500 increase in the one-time social membership fee from \$800 to \$1,300
- An average 5.00% increase in Food & Beverage prices

The FY22 Proposed General Fund Budget contains the following Decision Points and R&M/Capital projects:

#### 3 operating decision points at a combined savings of \$438

- \$28,606 State mandated minimum wage increase (year 1 of 6)
- \$12,564 Elimination of 0.40 FTE administrative support positions
- \$16,480 Elimination of 0.85 FTE Seasonal Groundskeeper positions

#### 17 R&M/Capital projects costing \$755,500

- \$25,000 Replace Damaged Concrete Sidewalks/Assembly Areas
- \$29,000 Awning South Side of Lounge

\$109,000 Lounge Outside Bar  
 \$22,700 Replacement Sidewalks at Bldg. D/E and the 19th Hole  
 \$4,700 Lounge Bathroom Air Handling Unit Replacement  
 \$4,700 Water and Sewer Office HVAC Condensing Unit Replacement  
 \$5,900 Shopping Ctr. (937) HVAC Roof Condensing Unit Replacement  
 \$23,000 Replacement R.R. Truck (2015 mid-size)  
 \$10,000 Replacement HD Utility Cart (2008) used by Softball Association  
 \$8,900 Replacement P.S. Utility Cart (2016)  
 \$64,000 Kitchen Trailer (replaces Pool #1 grill area)  
 \$70,000 19th Hole Kitchen: New Hood/Stove  
 \$68,000 Lounge Walkin Cooler Replacement  
 \$75,000 Pool #3 Parking Lot Paving  
 \$100,000 Golf Course Lakebank Restoration: #6, #2, and #3  
 \$75,000 Golf Course Lakebank Restoration: #5, #9, and #13  
 \$60,000 Tennis Court Resurfacing

Additionally, the FY22 Proposed Budget contains Contingency budgets of \$155,571:

\$25,016 Operating (estimated cost for two employees electing health insurance coverage)  
 \$1,555 Operating (savings from converting Management Analyst from SDS contract to BBRD employee)  
 \$29,000 Operating (anticipated higher employee health insurance costs from Health First leaving group insurance market in 2022)  
 \$100,000 R&M/Capital (for unforeseen projects or higher than anticipated costs)

The FY22 Proposed General Fund Budget contains 76.61 FTEs of which 35 are full-time plus 1.0 FTE via the contract with Special District Services, Inc.

Staff solicited the following quotes for the printing, assembling and mailout of the proposed budget:

\$1,293.80 plus postage Print Depot (FY20 vendor)  
 \$1,732.00 plus postage Allegra Rockledge  
 \$4,986.74 plus postage Postal Connections

Staff selected Print Depot as the lowest costing, most responsive vendor for this project.

Hence, staff recommends the BOT approve the Proposed Budget Mailout as attached (or modify as needed and then approve it) and announce 7pm in Building D/E on June 22, 2021 as date and time of the public hearing for the adoption of the annual assessment in addition to the adoption of the FY22 Budget.



**Barefoot Bay Recreation District**  
**Proposed Budget - General Fund**  
**Fiscal Year 22 (10/01/2021 – 9/30/2022)**

The FY22 General Fund Proposed Budget is based on an assessment rate of **\$826.08 (\$68.84/month)** per year per lot.

	<b>FY20 Actual</b>	<b>FY21 Original Budget</b>	<b>FY21 Year-end Estimate</b>	<b>FY22 Base Budget</b>	<b>FY22 Decision Points</b>	<b>FY22 Proposed Budget</b>
<b>Revenues/Sources</b>						
Administration	4,094,850	4,006,703	4,020,861	3,998,292	49,068	4,047,360
Resident Relations	57,079	100,315	40,714	88,500	-	88,500
Food & Beverage	647,930	1,286,340	450,101	1,346,179	-	1,346,179
Golf-Pro Shop	609,107	649,517	552,475	691,768	-	691,768
Property Services	325,713	317,200	345,511	338,550	231,000	569,550
Vehicle Storage	160,280	157,449	168,656	179,819	-	179,819
Shopping Center	90,087	110,104	123,154	134,965	-	134,965
R&M/Capital Projects	20,950	1,000,000	2,556	-	-	-
<b>Total Revenues/Sources</b>	<b>6,005,997</b>	<b>7,627,628</b>	<b>5,704,028</b>	<b>6,778,073</b>	<b>280,068</b>	<b>7,058,141</b>
<b>Expenditures/Uses</b>						
Administration	1,106,499	1,340,490	1,167,641	1,413,630	-	1,413,630
Resident Relations	435,770	543,641	487,676	563,306	-	563,306
Food & Beverage	766,954	1,297,915	453,319	1,377,043	8,587	1,385,630
Golf-Pro Shop	859,403	917,049	931,452	974,992	1,522	976,514
Property Services	1,565,309	1,717,079	1,714,581	1,778,855	(10,547)	1,768,308
Vehicle Storage	16,352	18,516	15,856	16,497	-	16,497
Shopping Center	70,397	36,073	42,250	38,368	-	38,368
Stormwater	57,100	50,547	49,872	21,520	-	21,520
R&M/Capital Projects	889,999	1,706,318	1,604,142	100,000	755,500	855,500
<b>Total Expenditures/Uses</b>	<b>5,767,784</b>	<b>7,627,628</b>	<b>6,466,789</b>	<b>6,284,211</b>	<b>755,062</b>	<b>7,039,273</b>
<b>surplus/deficit</b>						<b>18,868</b>

**FY22 contains the following revenue enhancements:**

- \$49,068 from a total \$0.84 increase in the monthly assessment rate to \$68.84 (comprised of 1.234% increase to offset the impact of inflationary pressures on operating costs)
- \$21,000 from a \$50.00 increase in the one-time social membership fee from \$750.00 to \$800.00
- \$210,000 from a \$500.00 increase in the one-time social membership fee from \$800.00 to \$1,300.00
- An average 5.00% increase in Food & Beverage prices

**The public hearing to set the Assessment and Adopt the Budget will be held on June 22, 2021, Building D/E at 7:00pm**





**General Fund Revenues/Sources**

District Assessment Fee	4,025,436
Recreation Fees	546,000
Badge & Add. Social Membership	23,550
Guest Passes	61,955
Golf Memberships	233,075
Non Resident Golf Initiation Fees	1,050
Fleet Golf Cart Rentals	86,955
Private Golf Cart Fees	90,899
Handicap Fees	6,580
Golf Club Storage	205
Practice Range	989
Greens Fees	145,801
Golf Rental Equipment	895
Merchandise Sales	72,981
Coupons	(18,056)
Staff Discount	(1,579)
Beverage Sales	843,206
Food Sales	501,378
Building Rentals	4,560
DOR Enforcement Fees	14,000
Grants and Loans	50,000
Interest Income	12,237
Vending Machine Income	261
NSF Fees	40
Vendor Discount	212
Sales Tax Discounts	360
Delinquent Fee Collections	1,730
Lien Fee Reimbursement	675
Legal Fee Recovery	2,450
Ins. Proceeds (reimbursements)	3,000
Proceeds from Sale of Fixed Assets	1,450
(Golf) Youth Group Income	3,500
Misc. Income General	28,042
Vehicle Storage Income	177,917
Kayak Storage Income	1,422
Leasing Income	101,597
Common Area Maint. Income	20,708
Real Estate Taxes Income	12,660

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**Total G. F. Revenues: 7,058,141**

**General Fund Expenditures/Uses**

F/T Salaries	1,410,366
P/T Wages	908,577
Overtime	15,990
Special Pay	12,915
Payroll Taxes	179,134
401 A Benefit	19,665
Medical/Dental/Life Insurance	356,900
Payroll Fees	22,650
Professional Fees	79,580
Legal Fees	110,553
Management Fees	173,228
Management Fees/Tax Roll	5,000
Accounting & Auditing Fees	31,000
Software Subscriptions	50,115
Operating Supplies	54,949
Cleaning Supplies	33,878
Chlorine	33,152
Chemicals	3,903
Beverage Supplies	6,641
Paper Supplies	21,280
Small Tools & Hardware	10,118
Fuel	26,023
Collection Fees	79,560
Collection Discounts	129,391
Property Taxes	35,474
ICMA Retirement	1,000
Employee Incentive	89,620
Employee Recruitment & Testing	6,571
Lien & Recording Fees	1,360
Travel & Training	26,227
Telephone, Internet, Cable	35,392
Postage	5,756
Utilities/Electrical	87,645
Utilities/Propane	18,009
Utilities/Water	45,445
Utilities/Solid Waste-Garbage	35,799
Utilities/Portable Toilets	4,175
CVO Utilities	3,444
Equipment Leasing	70,710
Uniform Leasing	7,760

Insurance	152,061	<b>R&amp;M/Capital Project Summary:</b>	
Resident Activities	17,025	Replace Damaged Concrete	
Workers Comp. Insurance	25,373	Sidewalks/Assembly Areas	25,000
Access System Service Fee	5,625	Awning South Side of Lounge	29,000
Licenses, permits & lien fees	6,903	Lounge Outside Bar	109,000
Printing	4,213	Replacement Sidewalks at Bldg. D/E and	
Advertising	11,675	the 19th Hole	22,700
Employee Clothing Allowance	7,439	Lounge Bathroom Air Handling Unit	
Bank Charges	31,495	Replacement	4,700
Dues & Subscriptions	25,618	Water and Sewer Office HVAC	
DOR Enforcement Expenses	2,145	Condensing Unit Replacement	4,700
Election Expenses	8,980	Shopping Ctr. (937) HVAC Roof	
Golf Course Maintenance	470,472	Condensing Unit Replacement	5,900
R & M Misc	22,619	Replace. R.R. Truck (2015 mid-size)	23,000
R & M Buildings	78,664	Replacement HD Utility Cart (2008)	
R & M Grounds	149,789	used by Softball Association	10,000
R & M Equipment	68,171	Replacement P.S. Utility Cart (2016)	8,900
R & M Pools	18,466	Kitchen Trailer (replaces Pool #1 grill	
Vehicle Maintenance	6,751	area)	64,600
Contingency	155,571	19th Hole Kitchen: New Hood/Stove	70,000
Reserves	-	Lounge Walkin Cooler Replacement	68,000
Music & Entertainment	117,472	Pool #3 Parking Lot Paving	75,000
Food Costs of Sales	240,311	Golf Course Lakebank Restoration: #6,	
Beverage Costs of Sales	312,091	#2, and #3	100,000
Soft Drinks & CO2	43,877	Golf Course Lakebank Restoration: #5,	
Merchandise Cost of Sales	49,368	#9, and #13	75,000
Miscellaneous Expenditures	700	Tennis Court Resurfacing	60,000
Debt Service Principal	1,944	<b>Total R&amp;M/Capital Projects:</b>	<b>755,500</b>
Capital projects	755,500		

**Total G. F. Expenditures: 7,039,273**

**Non-Capital Decision Point Summary:**

State mandated minimum wage increase (year 1 of 6)	28,606
Elimination of 0.40 FTE administrative support positions	(12,564)
Elimination of 0.85 FTE Seasonal Groundskeeper positions	(16,480)
<b>Total Non-Capital Decision Points:</b>	<b>(438)</b>

**FY22 Personnel Summary (FTEs):**

Full-time	35.00
Part-time	41.61

**Total Positions: 76.61**

Be sure to join us for BBRD's 50th Anniversary Celebration of the first home in BBRD on July 3, 2021 at the Community Center. Details about the parade, festivities and fireworks will be in the *Peek at the Week*.

For a complete department by department line-item budget, please go to <http://bbird.org/wp-content/uploads/FY22-Proposed-Line-Item-Summary-Budget.pdf> or stop by the Administration Building for a paper copy.

Please direct any questions to:  
John W. Coffey, ICMA-CM, BBRD Community Manager  
772.664.3141  
jcoffey@bbird.org

or  
Charles Henley, Finance Manager  
772.664.3141  
charleshenley@bbird.org

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



Mr. & Mrs. Property Owner  
1313 Mockingbird Lane  
Barefoot Bay, 32978

### **Fiscal Year and Budget Process**

"The fiscal year of the district shall commence on October 1 of each year and end on September 30 of the following year. The trustees shall, on or before April 1 of each year, prepare an annual financial statement of income and disbursements during the prior fiscal year. On or before July 1 of each year, the trustees shall prepare and adopt an itemized budget showing the amount of money necessary for the operation of the district for the next fiscal year and the special assessment to be assessed and collected upon improved residential parcels of the district for the next ensuing year. Each year such a financial statement shall be published once during the month of April in a newspaper of general circulation within the county. A copy of the statement and a copy of the budget shall also be furnished to each owner of an improved residential parcel within 30 days after its preparation, and a copy of each shall be made available for public inspection at the principal office of the district at reasonable hours."

In order to meet the time frame mandated by the Charter, and the Florida Statutes, the Community Manager will begin to hold pre-budget meetings with each department of the district in order to have a draft of the proposed budget available for trustee perusal and public meetings. The Community Manager shall have a working draft available by April 1 of each year.

April 1	Prior fiscal year Financial Statement and working draft of next fiscal year's Budget to be presented to Trustees.
First Week of April	First working draft presented to the Trustees
Third Week of April	Workshop for the Trustees to give their recommendations to the Community Manager.
Fourth Week of April	Publish prior fiscal year Financial Statement in generally circulated newspaper within Brevard County.
Third week of May	Workshop to present proposed draft for mail out to community and hear comments from both Trustees and citizens.
Regular May Meeting	Adopt proposed draft for mail out to property owner of record and set Public Hearing date (must be 21 days after notice is published).
On or before Monday after May meeting	Publish notice of Public Hearing in newspaper of general circulation (must be 21 days prior to hearing). Mail proposed budget, proposed assessment rate, and prior year financial statements to all property owners of record.
June 20th to June 30th	Time frame for Public Hearing, for community input, on proposed budget, proposed assessment that was received in mail. Board will have to consider two resolutions. One to set the special assessment rate, and one to adopt the formal budget.
September 15	Deadline to certify the Non-Ad valorem Assessment Roll to Brevard County Tax Collector
September 30	Current fiscal year ends
October 1	New fiscal year starts

### **2.9 ESTABLISHING A NEW FUND**

It is the policy of the Recreation District to establish a new fund based on the criteria identified by the State of Florida in the Uniform Accounting System Manual. The manual recommends that only

# PRINT DEPOT

1480 Palm Bay Road NE • Palm Bay, Florida 32905

Phone: (321) 951-4354 • Fax: (321) 724-5307

E-Mail: [info@print-depot.net](mailto:info@print-depot.net)

## ESTIMATE

## 87205

BAREFOOT BAY RECREATION DIST.  
625 BAREFOOT BLVD  
BAREFOOT BAY FL 32976

5/7/2021

Cindy  
Phone: 772-664-3141  
Fax: 772-664-1928

4,800	BUDGET INFORMATION MAILER - 2021 PRESORT STANDARD MAIL OR CURRENT RESIDENT, 11 x 17 WHITE 60# OFFSET HUSKY, printed 1 color front in BLACK ink, 1 color back in BLACK ink	1,189.80
	PERMIT (PIP197), INKJET, CASS, & DROP	
	MAILING LIST VERIFICATION (PER THOUSAND) THIS IS A NEW POST OFFICE REQUIREMENT.	104.00
	POSTAGE STANDARD BULK MAIL RATE - BASED ON POST OFFICE RATE AT THE TIME OF MAILING - TO BE APPLIED	
	PRICES BASED ON CAMERA READY ARTWORK. ANY GRAPHICS TIME REQUIRED WILL BE BILLED AT \$75 PER HOUR.	
	2021 POSTAGE STANDARD RATE	1,294.65

Sales Tax **2,588.45**

Shipping

<b>TOTAL 2,588.45</b>
-----------------------

Received By \_\_\_\_\_ Date \_\_\_\_\_

We are pleased to provide you with the following quotation based on the specifications that you provided. Unless otherwise indicated, these prices are based on customer-supplied digital files or camera-ready art.

A proof will be furnished to you to ensure accuracy of printing. Alterations and/or changes may require design/typesetting charges.

Graphic design/typesetting charges will be based on \$90/hr (1/2 hr min).

**A PRE-PAY OF THE TOTAL ORDER IS REQUIRED AS A DEPOSIT FROM ALL NEW CUSTOMERS.**

**We accept: .pdf .eps .ai .psd digital files\* ONLY.**

**ALL FILES MUST INCLUDE LINKED ART AND APPLICABLE FONTS.**

\*MS Word (.docx), MS Publisher (.pub), Quark (.qxd), PageMaker (.pmd) files will require that PDF's be generated FROM YOUR WORKSTATION to ensure accuracy.





May 6, 2021

To Whom It May Concern,

The cost to print, fold, put first class postage on and mail 4,800 pieces, 11x17 color two sided print, folded twice is \$7,626.73. Price will adjust up or down based on actual number of pieces.

Below please find the breakout on the cost:

Printing -	\$4,320.00
Postage -	\$2,640.00
Labor -	\$ 500.00
Closure tabs -	<u>\$ 166.73</u>
Total -	\$7,626.73

We can use high resolution jpg, pdf, Microsoft Word or Microsoft Publisher files. Please note the current Barefoot Bay image on the bottom of the inside is blurry when printed. Turn-around from approved artwork to release to the US Postal Service is three business days.

Please let me know if I may answer any questions.

Thank you for the opportunity to earn your business.

*Marc J Richard*

Marc J Richard  
Owner