



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
October 9, 2020 at 1:00 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**
- 5. Approval of Minutes**
 - A. Minutes dated September 22, 2020
- 6. Treasurer's Report**
 - A. Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
 - A. Phased Re-Opening Discussion
 - B. Violations Committee Appointments
- 9. New Business**
 - A. Appeal of DOR Violation Related Charges by Owners of 421 Kumquat Drive
 - B. Golf Course Irrigation System Design Award of Contract
 - C. Shopping Center Air Conditioning Replacement Award of Contract Confirmation
 - D. FY22 Budget Preparation Calendar
- 10. Manager's Report**
 - A. October 9th Community 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

Board of Trustees Regular Meeting (closed to the public)

September 22, 2020

7PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on September 22, 2020 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 7PM.

Pledge of Allegiance to the Flag

Led by Chairman Klosky.

Roll Call

Present: Mr. Klosky, Mr. Maino, Mr. Loveland, and Mr. Compton. 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. Ms. Henderson was excused.

Presentations and Proclamations

None

Approval of Minutes

Mr. Loveland made a motion to approve the minutes dated August 25, 2020. Second by Mr. Compton. Motion passed.

Treasurer's Report

Mr. Maino made a motion to approve the Treasurer's Report for September 22, 2020 as read. Second by Mr. Compton. Motion passed.

Audience Participation

Mr. Coffey read a letter from Cherie Schuch-Spoke in favor of extending pool hours.

Mr. Coffey read a comment from Diane Newman-spoke in favor of extending pool hours pass 3pm.

Mr. Coffey read a letter from Donna Collette-854 Perwinkle Circle-spoke in favor of lifting restrictions on pool hours.

Mr. Coffey read a letter from Rick Berndensen-920 Cashew Circle-spoke in favor of placing signs for parking in common areas and issuing tickets for vehicles violating parking rules.



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Mr. Coffey read two letters from Rich Schwatlow-636 Marlin Circle-who voiced his concern about possible closures during the Presidential Election. He also voiced his concern about BBRD following CDC guidelines regarding COVID-19. Mr. Schwatlow had various questions about the ramifications the CPI will have on future budgets and recreational fees. He spoke in favor of having a platform for residents to communicate and ask questions to trustees.

Terry Brewer-spoke in favor of revising the DOR guideline to state that a garage can serve in lieu of a utility shed. Mr. Armington responded that DOR Guidelines states you need a carport and a utility shed. He also stated that if the garage is attached, the shed can be inside the garage.

Nancy Solecki-910 Yew Street -expressed her gratitude to the BOT and staff for current Covid-19 Phase Plan. She also voiced her disapproval of opening the Lounge.

Dave Wheaton-asked questions regarding the DOR guidelines for having a garage and utility shed.

Unfinished Business

Ratification of Interlocal Agreement with Brevard County

Mr. Repperger discussed the edits made to the Interlocal Agreement.

Mr. Maino made a motion to execute the ratified Interlocal Agreement with Brevard County. Second by Mr. Compton. Motion passed. 3-1. Mr. Klosky dissents.

Discussion of Engaging Towing Service to Enforce No Parking on Common Areas

Mr. Coffey gave an overview of towing service options

Mr. Loveland spoke in favor of enforcing no parking if it applies to all common areas and placing signs for exceptions. Mr. Compton spoke in favor of enforcing no parking. Mr. Klosky agreed with Mr. Loveland. Mr. Maino asked if there would be warnings prior to having the car towed. Mr. Coffey responded DOR officers could place a warning on the vehicle. Mr. Maino also asked who would determine when car gets towed. Mr. Coffey responded that BBED staff would enforce parking rules.

Mr. Loveland made a motion for a staff to put together a proposal for consideration. Second by Mr. Compton. Motion passed.

Phased Re-Opening Discussion

Mr. Coffey gave update on the current re-opening phase and presented the proposed revised pool rules.

Mr. Maino voiced is disapproval of the exercise classes solely being at Pool 3. He spoke in favor of the revised pool rules but would like to move a class to Pool 1.



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Consensus of the Board to move an exercise class to Pool 1.

Mr. Maino spoke in favor of changing the tee times to 12 minutes.

Mr. Maino made a motion to change the tee times from 16 minutes to 12 minutes. Second by Mr. Compton. Motion passed. 3-1. Mr. Klosky dissents.

Mr. Loveland spoke in favor of take-out service only at the Lounge.

Consensus of the Board for the extended pool hours, recommendation for re-opening the Lounge for takeout service only and the 19th Hole to remain closed.

New Business

DOR Violations

DOR Violation 19-005060 820 Wren Circle

Mr. Compton made a motion to refer case #19-005060 820 Wren Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Loveland. Motion passed.

General Liability & Workers' Compensation Insurance Renewal

Staff recommends the BOT renew liability and workers' compensation insurance coverage to Florida Municipal Insurance Trust for \$147,632 plus the cost of liquor liability insurance (\$8,706).

Mr. Maino Made a motion to renew liability and workers' compensation insurance coverage to Florida Municipal Insurance Trust for \$147,632 plus the cost of liquor liability insurance (\$8,706). Second by Mr. Loveland. Motion passed.

Revised Policy Manual

Resolution 2020-12 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 FEBRUARY 25, 2020; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

Mr. Compton made a motion to adopt 2020-12 as read. Second by Mr. Maino. Motion passed.

Expansion of Employee COVID-19 Policy

Community Manager Coffey, ICMA-CM recommends the BOT confirm the expansion of the BBRD Employee COVID-19 Policy as attached.

Mr. Loveland discussed the Shaw Medical recommendations and advised Shaw Medical is giving COVID-19 testing to residents of Barefoot Bay at no cost to them.



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Mr. Maino Made a motion to confirm the expansion of the BBRD Employee COVID-19 Policy as read. Second by Mr. Loveland. Motion passed.

Violations Committee Appointments

Staff recommends the BOT appoint Mr. David Wheaton and Mr. Hurrol Brinker to the vacant voting member positions for a 3-year term.

Mr. Compton spoke in favor of Mr. Wheaton but concerned about Mr. Brinker being on more than one committee. He asked Mr. Repperger to research legality of a resident serving on two committees at the same time.

Mr. Maino made a motion to appoint Mr. Wheaton and to hold the decision of appointment for Mr. Brinker until after the election. Second by Mr. Compton. Motion passed. Mr. Loveland abstained.

Manager's Report

Finance

Finance Manager Henley reports the following one-time revenues

- \$2,112 Liquor Liability Insurance refund (as requested by staff due to the on-going COVID-19 related shut down)
- \$755 Proceeds from the sale of miscellaneous Building A surplus items

Insurance claim filed

- \$3,439 insurance claim for loss of Food & Beverage food supplies due to an inadvertent lapse in power to a refrigeration unit

Resident Relations

ARCC Meeting 9/01/20

- 16 Consent items – all approved
- 14 Other items – 11 approved
- 3 -Denied

ARCC Workshop 9/10/20

- Was canceled due to a COVID-19 exposure

ARCC Meeting 9/15/20 (Chairman reviewed and approved permits due to lack of quorum in accordance with Resolution 2020-05)

1 Old Business – Extension Request – Approved

15 Consent Items – Approved



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11 Other Items – 4 Approved, 7 Approved with stipulations

ARCC Meeting 9/29/20

- Scheduled for September 29, 2020 in Bldg. D/E at 9am
- Agenda includes:
 - 2 Old Business – Extension requested Permits are going to be closed instead
 - 13 Consent Items
 - 3 Other Items

Violations Committee Meeting 08/28/20

- Was canceled as all but three cases came into compliance prior to the meeting

Violations Committee Meeting 9/11/20

- Was canceled by the Chair

Violations Committee Meeting 9/25/20

- 24 cases are on the agenda

New Home Sales August

- 37 homes sold with 56 new homeowners received their badges

Golf-Pro Shop

- Irrigation system Design and Engineering
 - Contacted additional vendors seeking quotes
- FY21 Golf Membership sign up will begin October 1st
 - Information for sign up and new rates is now available at www.barefootbaygolf.com
 - Sign up will be done by appointment beginning Oct 1st
 - Call golf course at 664-3174 with questions

Property Services

- Completed miniature Golf Course project (final electrical work, cut in walking trails, finished painting, completed installation of the structures, installed hole numbers and installed plants)
- Continued tree and branch removal along BBRD stormwater canals
- Replaced burned out lights at the shuffleboard courts with new LED lights
- Replaced broken gates at the softball field
- Replaced wheel bearings and brakes on the DOR truck
- Filled potholes at pool 2
- Cleaned and disinfected the Pro shop due to multiple Covid-19 exposures



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- Replaced air conditioning system at RJ's 2002
- Repaired the Emergency lights in Bldg. D/E
- Completed annual inspection of the fire extinguishers
- Sprayed out weeds at the beach parking lot and ordered more crushed concrete
- Continued work on the East lake trail
- Solicited pricing for concrete for the Gunther bypass trail (to be completed as an in-house project since vendor is unresponsive in doing the job)
- Worked on replacement A1A sign for the Beach
- Began periodic maintenance on the TuTu Walking Trail
- Began implementing the use of disinfectant foggers (reduction in time to sanitize and increases thoroughness of work)
- Began work on scheduling R&M/Capital projects for FY21
- Continued daily inspections of Building A Renovation Project and participated in conference call with design team regarding HVAC specific issues raised by the vendor
- Addressed all current DOR violations

General Information

- **Miniature Golf Course Grand Opening and Ribbon Cutting Ceremony** – Thursday, September 24th at 8:30am. Residents are invited to come out and listen to Chairman Klosky's speech, meet the artisan who built the structures, meet the course designer and try out "the fastest greens in the Bay."
- **FY21 Approved Budget (comprehensive version)** – will be delivered to the Trustees on or before September 30th, placed on www.bbrd.org and a public copy made available for review at the Administration Building. The public can purchase copies at a cost of \$15.00 plus tax. Free paper copies of the Line-item FY21 Budget (Resident's version) are available at the Administration Building.
- **Pool #2 Pit Replacement Project Update** – The vendor started work yesterday but due to damage to a piece of equipment there will be a minor delay to the project as the vendor waits for delivery of new equipment.
- **Beach Walkover** – Staff is in the process of trying to schedule a site visit with the DEP field person to seek her advice on a way forward (i.e. building a switch back, more sand, etc.). Staff has verified any permitting will require an updated survey, sign/sealed plans, and is in the 30-60-day time period from DEP (one of multiple regulatory agencies involved).
- **Impact of Weekend Weather at the Beach** – Yesterday I conducted a site visit to the beach and am happy to report that although the storm that passed through the area this last weekend did create a (2 foot or more) escarpment, however subsequent wave action filled most of the sand back in especially at the end of the walkover. Sadly, foot traffic will quickly erode this new sand and the storm appears to have shortened the beach.
- **Employee Milestone Awards** – As previously emailed to the Trustees, staff is requesting permission to invite employees who have reached milestones to the December 4th meeting to receive their awards.

Consensus of the BOT permission to invite employees who have reached milestones to the December 4th meeting to receive their awards.



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Attorney's Report

Mr. Repperger stated it is important that the community understands how detrimental the referendum question on the ballot could have been if it would have passed. The ability to be able to collect revenue is critical to BBRD and he appreciates the decision that the BOT made. Mr. Repperger stated that the update on the DOR cases will be provided soon.

Incidental Trustee Remarks

Mr. Maino appreciates the BOT support on recommendations. He also expressed his gratitude to ABM for golf course plans and to give more time to make improvements on the course.

Mr. Klosky expressed his gratitude the BOT and staff.

Adjournment

The next meeting will be on October 9, 2020 at 1pm in Building D/E

Mr. Klosky adjourned.

Meeting adjourned at 9:09pm

Roger Compton, Secretary

Stephanie Brown, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

October 9, 2020

Cash Balances in General Fund as of 9/30/20

Petty Cash **Total Petty Cash:** \$ 2,500.00

Operating Cash in Banks

MB&T Operating Account 1,646,569.68
Total Operating Accounts: **1,646,569.68**

Interest Bearing Accounts

SBA Reserve Account 698,773.19
Total Interest Bearing Accounts **698,773.19**

Total Cash Balances in General Fund: **\$ 2,347,842.87**

Total Daily Deposits and Assessments Received for 9/15 - 9/30/20

Daily deposits: \$ 75,741.28
Assessments received: -
Total Deposits Received **\$ 75,741.28**

Expenditures over \$5,000 for 9/15 - 9/30/20

Check Number	Vendor	Description	Check Amount
55943	ABM Landscape & Turf Services	Nematode Control 2 Applications	5,967.00
55958	Leesburg Concrete Co Inc	Final Payment for Restroom @ Beach Property	22,970.75
55962	White Bird Law	Legal Fees: 8/20	15,300.00
55983	Florida Municipal Insurance Trust	1st Quarterly Installment FY 21 - Liability Insurance	36,908.00
55984	Florida Power & Light Co	Electricity: 8/20	7,477.39
55987	Special District Services, Inc	Management Fees: 9/20	13,284.60
55989	TLC Engineering Solutions Inc	Lounge/Patio Reno & Phase 1 Site Survey for SC	19,399.53
	Paychex	Net Payroll - PPE 9/13/20	51,152.24
	United States Treasury	Payroll Taxes - PPE 9/13/20	9,987.47
	Paychex	Net Payroll - PPE 9/27/20	51,178.31
	United States Treasury	Payroll Taxes - PPE 9/27/20	14,192.26
Total Expenditures over \$5,000			\$ 247,817.55

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 19th 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 19th Hole will open under the following conditions
 - Reduced capacity and limited hours of operations
 - Lounge: (30% capacity or 40 people including staff)
 - 19th 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
 - 19th 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 19th 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 19th Hole remain open under the following conditions
 - Relaxed reduced capacity and limited hours of operations
 - Lounge: (50% capacity or 60 people including staff)
 - 19th 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
 - 19th 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 19th 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)
 - 19th Hole
 - 102 capacity including staff
 - 19th 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.

Pool 1 – phase 2

Monday-Friday

Hours of operation: 9am-8pm

9:00am-10:00am (lap swim)

10:15am-11:15am (aquatic exercise)

11:30am-3:45pm (open swim)

4:00-8:00pm (open swim)

Saturday & Sunday

Hours of operation: 9am-8pm

9:00am-11:15am (open swim)

11:30am-3:45pm (open swim)

4:00-8:00pm (open swim)

54 pool users (including staff) will be allowed inside the gate at Pool 1 at any given time.

Pool users must stay in the area designated for pool use.

Residents/guests will be allowed in on a first-come-first-served basis.

Anyone entering the pool area MUST allow staff to take their temperature before entering the gate at the pool.

April 2020 expired badges will be permitted.

Guest passes purchased by residents with valid social membership badges are non-refundable starting June 8, 2020 and are not refundable due to capacity restrictions.

The outside shower will be the only shower available for use (Pool 1). Enclosed showers will be locked.

Masks/gloves will be provided to staff. Their use will be optional.

Between sessions, the pool will close for cleaning, disinfection, and sanitization purposes. Pool Hosts will clean the area and reposition any furniture that has been moved. The restrooms will be maintained by custodians.

Pool noodles will not be stored at the pool. Residents/guests may bring their own pool noodle.

There will be a "MAXIMUM CAPACITY" sign on the gate when the max. capacity has been met (to notify other residents/guests).

Building C will remain closed (billiards room will not be open).

Other recreational activities (bocce, shuffleboard, etc.) supplies and needs will be addressed at the gate. The Pool Host will retrieve the supplies and sanitize after use. Only staff will be allowed in the activity supply shed.

In case of inclement weather, residents/guests must leave immediately.

CURRENT SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED BY STAFF AND RESIDENTS/GUESTS.

EFFECTIVE: 9/25/2020

Pool 3 – Phase 2

Hours of operation: 9am-6pm

Monday & Friday

9:00am-10:00am (Hydrotherapy)
10:15am-2:45pm (open swim)
3:00pm-6:00pm (open swim)

Tuesday-Thursday

9:00am-10:00am (Hydrotherapy)
10:15am-1:45pm (open swim)
2:00pm-3:00pm (Zumba)
3:15pm-6:00pm (open swim)

Saturday & Sunday

9:00am-1:45pm (open swim)
2:00pm-6:00pm (open swim)

27 people (including staff) will be allowed inside the gate at Pool 3 at any given time.

Residents/guests will be allowed in on a first-come-first-served basis.

Anyone entering the pool area **MUST** allow staff to take their temperature before entering the gate at the pool.

April 2020 expired badges will be permitted.

Guest passes purchased by residents with valid social membership badges are non-refundable starting June 8, 2020 and are not refundable due to capacity restrictions.

The smoking section will be open for use, however there will be no furniture in this area.

Masks/gloves will be provided to staff. Their use will be optional.

Between sessions, the pool will close for cleaning, disinfection, and sanitization purposes.

Pool Hosts will clean the area and reposition any furniture that has been moved. The restrooms will be maintained by custodians.

Pool noodles will not be stored at the pool. Residents/guests may bring their own pool noodle.

There will be a “MAXIMUM CAPACITY” sign on the gate when the max. capacity has been met (to notify other residents/guests).

In case of inclement weather, residents/guests must leave immediately.

CURRENT SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED BY STAFF AND RESIDENTS/GUESTS.

EFFECTIVE: 9/25/2020

Board of Trustees Meeting Agenda Memo

Date: Friday, October 9, 2020
Title: **Violations Committee Appointments**
Section & Item: 8.B
Department: Resident Relations, DOR
Fiscal Impact: N/A
Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: 2020 VC Mailing List Reappointment and Expiration schedule. Rev 22Sep20, Resolution 2010-18, Vickie L Sloss-Resume 2020, Preston lees.certification, Preston additional information 1, Preston additional information 2, John Vogt resume
Reviewed by General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Appointment of Mr. Hurrol Brinker (current alternate on the Violations Committee) to the vacant voting member position for a 3-year term and appointment of two residents to alternate positions for 3-year terms.

Background and Summary Information

On August 14, 2020 staff was verbally advised of Mr. Al Grunow's resignation as a voting member of the Violations Committee. On September 8, 2020, Ms. M. Joy Liddy submitted her resignation as a voting member of the Violations Committee.

Mr. David Wheaton and Mr. Hurrol Brinker were appointed by the BOT on January 28, 2020 to alternate positions on the Violations Committee. Both gentlemen informed staff they are willing to be appointed as voting members.

On September 22, 2020, the BOT appointed Mr. Wheaton to a voting position for a 3-year term and asked General Counsel Repperger to research if the dual office holding prohibition applied to quasi-judicial committees (since Mr. Brinker is also on the Architectural Review and Control Committee). Mr. Repperger subsequently conveyed to Community Manager Coffey that said prohibition was not applicable to said situation.

The following individuals submitted resumes/letters of interest for consideration of appointment to the Violations Committee:

Vickie L. Sloss
Paul Preston
John Vogt

In keeping with past customs, staff recommends the BOT appoint Mr. Hurrol Brinker to the vacant voting member position for a 3-year term and two property owners to the vacant alternate positions for 3-year terms.

2020 VC Mailing List, Reappointment and Expiration Schedule

Arlene Maguire, Chair

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Barefoot Bay, FL 32976

arlenejm@yahoo.com

663-1617 home

828-301-3483

Appoint Date: **10/11/06**

Reappointed retro 10/11/09

2nd term ends 10/11/12

3rd term ends 10/11/15

4th term ends 10/11/18

5th term ends 10/11/21

Wilma Weglein "Member"

1204 Chipewa Drive
Barefoot Bay, FL 32976

jweglein@cfl.rr.com

772-664-6233

Appoint Date: **10/24/19**

1st term ends 10/24/22

Jeff Grunow "Member"

1160 Barefoot Circle
Barefoot Bay, FL 32976

jrgrunow54@aol.com

772-202-4926

801-920-6162

Appoint date Member – **1/28/2020**

1st term ends: 1/28/23

David Wheaton "Member"

1477 Barefoot Circle
Barefoot Bay, FL 32976
Bendavid58@yahoo.com

239-220-0948

Appoint Date: 9/22/2020

1st term ends 9/21/2023

Hurrol Brinker "Alternate"

554 Tarpon Drive
Barefoot Bay, FL 32976

Pbrinker3@cfl.rr.com

772-380-3943

Appoint Date: **1/28/2020**

1st term ends 1/28/2023

Vacant "Alternate"

- **Rich Armington, Resident Relations/H.R. Mgr.**
664-3141 Ext 208
RichArmington@bbrd.org
- **Sally-Ann Biondolillo, DOR/ARCC Administrative Assistant**
664-3141 Ext 203
sallybiondolillo@bbrd.org
- **Mary Barry, Inspector**
664-3141 Ext 204
mbarry@bbrd.org
- **Matt Goetz, Property Services Manager**
664-2063
MattGoetz@bbrd.org

RESOLUTION 2010 -18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE BAREFOOT BAY RECREATION DISTRICT;
AMENDING RESOLUTION 2008-1; PROVIDING FOR
CONFLICTS; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Barefoot Bay Recreation District has previously adopted Resolution 2008-1 regarding the processing of Deed of Restrictions violation enforcement cases; and

WHEREAS, the Board of Trustees desires to amend Resolution 2008-1 to remove term limits for members of the Violations Committee;

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

Section 1. Section 3 (f) of Resolution 2008-1 is hereby amended to read as follows:

(f) A member of the Violations Committee may be reappointed upon approval of the Board of Trustees. ~~A member of the Violations Committee may serve a maximum of two consecutive terms.~~

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed and all resolutions or parts of resolutions not in conflict herewith are hereby continued in full force and effect.

Section 4. If any provision of this resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not effect the other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared severable.

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


Chairman, Tom Guinther	Yes
Trustee, Louise Crouse	Yes
Trustee, Joseph Klosky	No
Trustee, John M. McAfee	Yes
Trustee, Charles W. Mershon	Yes

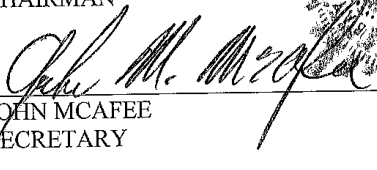
The Chairman thereupon declared this resolution Done, Ordered, and Adopted this

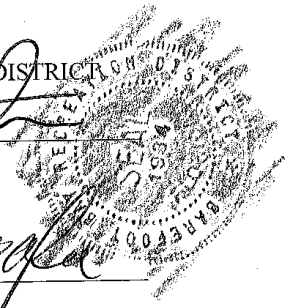
8th day of October, 2010.

BAREFOOT BAY RECREATION DISTRICT

By:


TOM GUINThER
CHAIRMAN


JOHN MCAFEE
SECRETARY



Vickie L. Sloss
625 Wedelia Drive • Barefoot Bay, FL
Cell: 908-343-7000
vlsloss1@gmail.com

BACKGROUND SUMMARY

A self-motivated Team Leader/Manager with more than 30 years of extensive experience in Telecommunications, Fleet, Logistics & Supply Chain Management, Safety and Security with expertise and results in the following are as:

- Direct Employee Supervision
- Forecasting and Inventory Planning Systems
- Material Forecasting & Expediting
- Managing Inventories
- Managing Operating Budgets
- Chairman of the Safety Committee
- Perform Security Checks of employees
- Expert Computer Skills – Microsoft Office Products
- Stocking, Shipping and Receiving of Materials
- Purchase Order Follow-up
- Delivery Point Management
- Supervising and Managing Company polices & procedures

PROFESSIONAL EXPERIENCE AND SELECTED ACCOMPLISHMENTS

Hunterdon Healthcare

Materials Technician

2015 - 2016

Work with various Departments doing inventory, stocking and makng sure all supplies are readily available as needed.

Yusen/NYK Logistics, Port Murray, NJ

2005 - 2014

Special Projects Supervisor

2010 - 2014

Serve as Special Projects Supervisor for various Customer Accounts with Yusen Logistics.

- Directly supervised four to twenty Yusen and Staffing employees at any given time. Supervise both the Warehouse Coordinators and also the Warehouse Leads and Material Handlers.
- Chair the Safety Committee and run meetings and adhere to all safety Procedures.

Customer Service Manager

2005 - 2009

Serve as Customer Service Manager for the PUMA Account with NYK Logistics.

- Directly managed five to nine NYK and Staffing employees. Handle both the Customer Service Reps and also the Outbound Shipping Area including one Shipping Lead and two – four UPS Processors.
- Serve as liaison between PUMA Customer Service Reps and NYK Warehouse for all aspects of Customer Service assuring orders are done properly and timely.
- Train employees on the Warehouse Management System.
- Assure that all employees receive the proper training to advance in their positions.

Staffing Alternatives/NYK Logistics, Port Murray, NJ

2004 - 2005

Customer Service Rep.

2004 - 2005

Serve as Customer Service Rep for the PUMA Account with NYK Logistics.

- Process daily orders for PUMA Customers.
- Serve as liaison between PUMA Reps and NYK for rush orders.

Sprint, Annandale, NJ

1972 - 2004

Supply Chain Management Administrator: LDD - Northeast

2001 - 2003

Implemented and managed the full spectrum of Supply Chain Management services, i.e. material forecasting, delivery point management, purchasing science and inventories which included 11 States in the Northeast Region.

- Supported LDD, CPE, Switch Sites & Network Installation Groups. Assisted both supervisors and technicians on researching, ordering and obtaining materials and equipment.
- Succeeded in reducing a 70 million \$ Staged Inventory down to approx. \$100,000 by the end of 2003.
- Received the SVE Sprint Values Quarterly Award for assisting in the local CWA Strike to assure all materials were received and delivered as needed to carry on business as usual.
- Prepared and researched all Lost Stolen & Damaged Reports as required.
- Trained 122 internal customers on Supply Chain Management systems, i.e. PeopleSoft, Benchmark and Sprint Procurement Online Tool for ordering materials on line.

Supply Chain Management Administrator: LTD – New Jersey**1998 - 2001**

Implemented and managed the full spectrum of Supply Chain Management services, i.e. material forecasting, delivery point management, purchasing science and inventories which included 12 major areas in New Jersey.

- Communicated SCM Policies and Procedures to all user groups within NJ.
- Achieved a goal of a grievance free warehouse operation.
- Monitored all major warehouse locations in NJ including resolving incorrect deliveries/equipment, excessive equipment and necessary repairs. Assisted all supervisors and technicians to help resolve their immediate concerns. Prepared and researched all LS&D's as needed.
- Trained 145 internal customers on Supply Chain Management systems, i.e. PeopleSoft, Benchmark and Sprint Procurement Online Tool for researching and ordering materials on line.
- Organized and served as chairperson for the NJ Southern Area Emergency Response Team.

Warehouse Operations Manager**1996 - 1998**

Improved internal customer processes, focusing on both efficient process management and the delivery of quality products and services.

- Directly supervised four Craft Material Handlers. Adhered to the bargaining agreement in place by both the CWA and IBEW. Attained extensive knowledge of the labor agreements to avoid grievances.
- Played key roll in the implementation of MYSTIC, a new software program for Procurement and Logistics.
- Managed warehouse operations in union environments and participated in grievance procedures.
- Set up and prioritized 12 new no-signature United Parcel Services accounts to eliminate unnecessary delivery turn-around.

Assistant Manager: Fleet & Warehousing**1994 - 1996**

Effectively managed the Fleet and Warehouse areas. Strengthened the company bottom line through cost savings and process improvements.

- Succeeded in developing and maintaining an annual operating budget of \$1.2 million.
- Supervised ten craft employees along with inspiring them to constantly grow through employee empowerment.
- Worked independently to make sound financial and business decisions.
- Insured service levels were not adversely affected by maintaining efficient fleet operations.

Management Assistant**1991 - 1994**

Performed necessary functions as Management Assistant to the Southern Area Manager.

- Administered the Employee ID Program for all Southern Area Employees.
- Administered the Employee Safety Eyeglass Program for all Southern Area Employees.
- Developed reports for various tracking of time/vacation, etc. to be used by all Supervisors.
- Supported and attended meetings with the Sprint Quality Teams.

Secretary/Division Staff Clerk: Network Service**1972 - 1991****Hunterdon Medical Center, Flemington, NJ****Secretary: Maintenance Department****1969 - 1972****PROFESSIONAL DEVELOPMENT COURSES**

Extensive training in all aspects of Supervision and Managerial positions. Training available upon request.

PERSONAL

1996 – 2017	Notary Public for the State of New Jersey
1987 – Present	Independent Telephone Pioneers Assoc. – Rolling Hills Club Serve as active member and also serve as Treasurer and Chair Person for the local Scholarship Committee
1997 – 2018	New Jersey Blue Knights MC Serve as active member and serve as Treasurer and also on the Board of Directors.
1990 – 1994	West End Gulf Auto Repair Co-owner of family business. Co-managed and also handled the financial side of the business.
2003 – 2017	Hunterdon Healthcare System Serve as a volunteer Installer for the Hunterdon “Lifeline” Program
2018 – Present	Brevard County Sheriff’s Office Serve as a volunteer COP for the South County of Brevard patrolling the Bay and nearby Surroundings and also work doing client Set-ups and Battery changes for Prevard Project Life Saver from South County Line to Coocoo.
2019 – Present	CVO - Vounteer to Assist Installing Smoke Alarms for BareFoot Bay Residents

State of Florida

Department of State

I certify from the records of this office that BAREFOOT BAY OVER 60 SOFTBALL INC was a corporation organized under the laws of the State of Florida, filed on April 1, 2019, effective March 28, 2019.

The document number of this corporation is P19000029400.

I further certify that said corporation filed a Voluntary Dissolution on April 23, 2019, and that its status is inactive.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of June, 2020*



Laurel M. Lee
Secretary of State

Tracking Number: 0522245613CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Affidavit
AFFIDAVIT RELATED TO BAREFOOT BAY

STATE OF __FLORIDA__ COUNTY OF __BREVARD

BEFORE ME, the undersigned authority, this day personally appeared _____ who
after being duly sworn, deposes and says: I verified the following:

1. During the August 9, 2019 BOT meeting Paul Preston revealed many Bay's clubs and organizations tax-exempt status was revoked for failing to file the mandatory 990 form 3 consecutive years. Preston asked the BOT to fix these issues.
2. During the 9.13.2019 BOT meeting Paul Preston reported the softball league committed a felony by violating 817 when the league submitted a false statement to the State claiming the shareholders voted to voluntarily dissolved the league but continues to play in violation of 817.
3. Having reviewed Florida's Secretary of State Laurel Lee's Certification declaring the league dissolved in April of 2019 does not reflect the action of the League. The League did not dissolve.
4. The league did not dissolve and according to State employees including Lee the league did not dissolve.
5. Scores were published in the Tattler proving a felony occurred.
6. 80 players can testify they played in 2019-2020, further proof a felony occurred.
7. Only one made a false statement, both can not be true. I verified Lees account is the true statement. Subjecting her to immediate discharge for refusing to execute her oath as mandated by 876.06.
8. This applies to others who violated 876-06 paid or not.
9. Other statutes showing the penalties for not report a crime or concealing a crime.
10. understand making false statements or knowingly fail to report a crime subject me to prosecution.

FURTHER AFFIANT SAYETH NAUGHT: SIGNATURE _____

For: _____

SWORN TO and SUBSCRIBED before me on this _____ day of _____ 2019.

Notary Public, State of Florida

_____ Print name of Notary Public

My commission Expires:

The statute spells out this purpose in subsection , which states:

- (a) Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully—
- (1) **falsifies, conceals**, or covers up by any trick, scheme, or device[,] a material fact;
 - (2) makes any materially false, fictitious, or fraudulent statement or representation; or
 - (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry shall be fined under this title, **imprisoned not more than 5 years or, ...**

(ii) 876.06 Discharge for refusal to execute.

--If any person required by ss. 876.05-876.10 to take the oath herein provided for fails to execute the same, the governing authority under which such person is employed shall cause said person to be immediately discharged, and his or her name removed from the payroll, and such person shall not be permitted to receive any payment as an employee or as an officer where he or she was serving.

Title 18, U.S.C., Section 241 - Conspiracy Against Rights

This statute makes it unlawful for **two or more persons to conspire to injure, oppress, threaten, or intimidate any person of any state,** territory or district in the free exercise or enjoyment of any right or privilege secured to him/her by the Constitution or the laws of the United States,

817.155 Matters within jurisdiction of Department of State; false, fictitious, or fraudulent acts, statements, and representations prohibited; penalty; statute of limitations.--A person may not, in any matter within the jurisdiction of the Department of State, knowingly and willfully falsify or conceal a material fact, make any false, fictitious, or fraudulent statement or representation, or make or use any false document, knowing the same to contain any false, fictitious, or fraudulent statement or entry. A person who violates this section is guilty of a felony of the third degree

When is it a crime not to report a crime.

Failure to Report a Crime under Federal Law (18 U.S.C. section 4)

Federal law prohibits concealing information about specific crimes. Under 18 United States Code, Section 4, you may be obligated to report a crime if you are directly asked during a criminal investigation whenever:

You have knowledge of the commission of a felony;

The felony actually occurred; and The felony is a federal offense;

If you willfully conceal the commission of a felony federal offense, you can be charged with “misprision of a felony.”

Misprision of a felony is a form of obstruction of justice. If you are convicted, you face up to a **\$250,000 fine**, imprisonment up **to three years**, or both fine and imprisonment.

What May Happen When Special Districts Fail to Comply with Certain Requirements

Since special districts are separate units of local government - not state or local programs overseen by another level of government - no single state agency or person has the authority to completely oversee special districts. The primary entity responsible for overseeing a special district is the special district's own governing board. Each governing board member is responsible for ensuring that the special district complies with all applicable laws and conducts its business as authorized by its charter and adopted budget.

Depending on the issue, when special districts fail to comply with a requirement, state and local agencies - as well as citizens - can take action. For example:

- The Governor **may suspend** or remove a special district governing body member under certain circumstances.
- The entity that created the special district can amend, merge, or **dissolve the special** district.
- The state attorney for the area can investigate and prosecute district officials who violate Government-in-the-Sunshine laws.
- The Joint Legislative Auditing Committee can **send state auditors** to a district if something warrants such action.

State of Florida

Department of State

I certify from the records of this office that BAREFOOT BAY OVER 60 SOFTBALL INC was a corporation organized under the laws of the State of Florida, filed on April 1, 2019, effective March 28, 2019.

The document number of this corporation is P19000029400.

I further certify that said corporation filed a Voluntary Dissolution on April 23, 2019, and that its status is inactive.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of June, 2020*



Laurel M. Lee
Secretary of State

Tracking Number: 0522245613CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

09/27/2020

John C. Vogt

VIOLATIONS COMMITTEE

644 Periwinkle Cir.

Barefoot Bay, FL 32976

Cell- 814-450-9923

Email- johnv52@verizon.net

D.O.B. 04/07/1949

Married; No dependents at home

Dear Stephanie Brown, District Clerk

I am very interested in the open position of Violations Committee and believe my previous work experience will be a benefit to the Barefoot Bay community.

I have been a full-time resident for 3 years and a property owner for 6+ years in Barefoot Bay.

I believe my performance at this position will be a benefit to the community and will continue the quality of life in the Bay that we all enjoy and expect.

Sincerely

John C. Vogt

Employment History

Retired; 06/01/2011

Donjon Shipbuilding and Repairs

Previously Erie Shipbuilding

220 E. Bayfront Parkway

Erie, PA 16507

814-455-6442

11/25/2006 till 06/01/2011

Electrical Dept. Foreman; supervised all electrical functions related to shipbuilding and facility maintenance. Organized shift scheduling for up to 8 electricians.

09/27/2020

John C. Vogt

I.B.E.W. Local #56

185 Pennbriar Dr.

Erie, PA 16509

814-825-5505

06/15/1998 thru 11/25/2006

Journeyman Electrician; worked on various electrical projects including a Re-fueling at Perry Nuclear Power Plant and many industrial and commercial sites.

John Vogt Remodeling Service

Self Employed

618 E. 8th St.

Erie, PA 16505

12/16/1991 thru 06/15/1998

General construction; various repairs and electrical services.

EMI Co.: Gray and Ductile Iron Foundry

603 W. 12th St.

Erie, PA 16501

Purchased and Relocated

09/10/1984 thru 12/16/1991

Project Engineer, Superintendent of Maintenance; headed all plant Engineering duties for 3 production buildings, corporate and sales offices, foundry and machine shop. Supervised and scheduled 25 maintenance workers on 3 shifts. During my tenure production was increased more than 20% through improvements and expansion.

09/27/2020

John C. Vogt

Perry Shipbuilding

Foot of Cranberry St.

Re-organized and re-named to

P.S.B. Co.

1202 W. 12th St.

Erie, PA 16501

10/05/1982 thru 09/10/1984

Industrial Construction foreman and Marine Electrician; preformed electrical maintenance and improvements to Bethlehem Steel Great Lakes fleet and supervised an industrial service crew doing repairs at various shops in the Erie area.

Enercon Builders

Erie, PA 16503

Proprietor and Partnership

2/01/1980 thru 10/5/1982

ENERgy CONservation designs and construction projects; general contractors on energy conservation projects with Patten Pending designs.

School Dist. City of Erie

148 W. 21st St.

Erie, PA 16502

814-874-6000

Journeyman Electrician; maintained all electrical equipment, HVAC, boilers and emergency power systems in up to 34 buildings.

Attended many courses and seminars about a wide variety of subjects upon request.

Board of Trustees

Meeting Agenda Memo

Date: Friday, October 9, 2020

Title: **Appeal of DOR Violation Related Charges by Owners of 421 Kumquat Drive**

Section & Item: 9.A

Department: Resident Relations, DOR

Fiscal Impact: \$619.00

Contact: Richard Armington, Resident Relations Manager, Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager

Attachments: email from property owner requesting appeal of charges, Supporting documentation

Reviewed by

General Counsel: Yes

Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Consideration of appeal by Mr. Ben Celinski (person owning Southern Land Company, LLC which is the property owner of 421 Kumquat Drive) to have his lot mow charges and lien charges of \$619 waived (staff previously denied his request for waiver).

Background and Summary Information

The lot at 421 Kumquat was purchased by Tax Deed sale on February 20, 2020 by Southern Land Co. Subsequently, the lot became in violation of the DOR for tall grass. Staff processed the violation in accordance with our practices of letters to the address of the property owner as found on the Brevard County Property Appraiser's website and on the tax deed sale document. No responses were received from either form of notification.

An Estoppel was issued by BBRD on September 16, 2020 prior to closing on the sale of the land by Southern Land Company, LLC. The property owner informed staff that "they were never notified about lot mowing" and informed staff that the county documents staff used to determine their address was incomplete. Specially, the property owner requested staff waive the \$619 for all related abatement and lien costs for the tall grass DOR violation. Staff denied the request and the property owner requested an appeal of the Decision by the BOT.

Staff recommends the BOT deny the appeal by Southern Land Development, LCC to overturn staff's decision to not waive all tall grass DOR violation related costs currently charges against the property.

John Coffey

From: Accounts Receivable <ar@bbrd.org> on behalf of Accounts Receivable
Sent: Tuesday, September 29, 2020 3:23 PM
To: John Coffey
Subject: Fwd: Appeal For The Board of Trustees - 421 Kumquat Drive - BBRD Account # 1994

----- Forwarded message -----

From: **W3X Media, LLC** <ben@w3xmedia.com>
Date: Tue, Sep 29, 2020 at 1:21 PM
Subject: Appeal For The Board of Trustees - 421 Kumquat Drive - BBRD Account # 1994
To: <ar@bbrd.org>

Hello Julie,

Thank you for your assistance this morning regarding our past due social membership fee and the grass cutting fees charged to our lot.

Below, please find our appeal to the Board regarding these charges.

As per our conversation, can you please give me a breakdown of the charges? I would greatly appreciate it.

Thank you.

Best Regards,

Ben Celinski

321-615-1143

Appeal For The Board of Trustees

Reference: 421 Kumquat Drive, Barefoot Bay, FL 32976 Tax ID#:3007745

Dear Members of The Board,

Earlier this year, my wife and I purchased a vacant lot in Barefoot Bay at a Brevard County tax deed sale. It has recently come to our attention that a lien was filed against our property for a social membership fee. We have also learned that there are additional charges levied against our property for grass cutting fees. This was quite a surprise to us, as we were never notified of any social membership fees or grass cutting charges.

Upon speaking with Julie Mackenzie, I learned that the notices were not being sent to the correct address of record for this property. For the record, our address of record is 3682 N Wickham Rd B1-120 Melbourne, FL 32935, as indicated in the official records of Brevard County. The notices that were sent to us were returned to sender as undeliverable mail because our apartment number was left off of the address, as evidenced by the returned mail.

Had we been notified of the social membership fee, we would have paid the fee immediately. Had we been notified of any property compliance violations, we would have remedied the same immediately.

We respectfully request that any grass cutting fees, late fees, penalties, interest, etc. be waived, as we were not properly notified or given the opportunity to address these issues. This will leave us a balance due of \$802.50 for our social membership fee, which we will remit immediately.

Thank you for your consideration.

Sincerely,

Ben and Jennifer Celinski

DR-506 R. 04/16
Rule 12D-16.002
Florida Administrative Code
Eff. 04/16

Tax Deed File Number: 190519
Parcel ID Number: 3007745
Formerly Assessed: RALPH K TEN EYCK

TAX DEED

Brevard County, Florida

For official use only

Tax Certificate Numbered 201712698 issued on June 01, 2017, was filed in the office of the tax collector of Brevard County, Florida. An application has been made for the issuance of a tax deed. The applicant has paid or redeemed all other taxes or tax certificates on the land as required by law. The notice of sale, including the costs and expenses of this sale, has been published as required by law. No person entitled to do so has appeared to redeem the land. On the 20th day of February, 2020, the land was offered for sale. It was sold to SOUTHERN LAND COMPANY, LLC address 3682 N WICKHAM RD MELBOURNE, FL 32935, who was the highest bidder and has paid the sum of the bid as required by law.

The lands described below, including any inherited property, buildings, fixtures, and improvements of any kind and description, situated in this County and State.

Description of lands: BAREFOOT BAY UNIT 1 LOT 7 BLK 31
GEO NUMBER 30 3815-01-31-7

On February 20, 2020, in Brevard County, Florida, for the sum of (\$13,300.00, thirteen thousand three hundred dollars and zero cents), the amount paid as required by law.

Witnesses:

L. Bannister

SCOTT ELLIS,
Clerk of Courts,
BREVARD COUNTY, FLORIDA

F. McCloud

F. McCloud

By:

Christen Postlethwaite
Deputy Clerk



Brevard County, Florida

On this 21st day of February, 2020 before me personally appeared CHRISTEN POSTLETHWAITE, Deputy Clerk of the Circuit Court or County Comptroller in and for the State and this County known to me to be the person described in, and who executed the forgoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and official seal date aforesaid:

Deanne Levine
Deputy Clerk, per F.S. 695.03(2)(b)
Scott Ellis, Clerk
Brevard County, Florida



DEANNE LEVINE

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 20-001302

#1994/20-001302

SOUTHERN LAND COMPANY LLC,
3682 N WICKHAM RD.
MELBOURNE, FL 32935

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, Section 2, (A) Condition of Property**, to wit, The lawn and landscaped areas (including all trees, shrubs and other vegetation) of each lot shall not be neglected and shall be regularly pruned and maintained at the expense of the Owner or Resident of such lot. The lawn and landscaped areas shall be maintained free from all underbrush, excessive overgrowth, all rubbish, and weeds and grass in excess of six inches in height. "Excessive overgrowth" shall mean any vegetation that is not regularly pruned in accordance with common care for such vegetation. Dead vegetation on any lot is required to be promptly removed.

LOCATION/ADDRESS WHERE VIOLATION EXISTS

Block # 31 Lot # 7
421 KUMQUAT DRIVE
BAREFOOT BAY, FL 32976

DESCRIPTION OF VIOLATION(s): High grass and weeds on property

It is requested that you come into compliance by maintaining the lawn and landscape within seven (7) days from the date of this letter and continue to maintain the lawn in good appearance. The Respondent must correct the alleged violation(s) by the date set forth herein and contact the Deed of Restrictions Enforcements Officer who signed the Statement of Violation to verify such correction.

If at the end of this period the lawn is not cut and 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 Violations Committee at 10:00 am on 06/12/2020 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida. The purpose of this Hearing will be to determined whether or not if the alleged violation(s) exist.**

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

**NOTICE OF HEARING
Hearing Date: 06/12/2020**

The **Violations Committee** 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 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 **Violations Committee** finds the property in violation, the committee will issue a Final Order directing Barefoot Bay Property Services to mow your lot. In such an event, you will be billed a minimum of **\$140.00** for an initial lot mow and general landscape maintenance (including enforcement costs), a minimum of **\$70.00** for each recurring lot mow and general landscape maintenance performed in accordance with Exhibit "A" of Resolution 2015-16 until you obtain an Order of Compliance. *In addition all social, family, and golf memberships affiliated with the property will be automatically suspended until you obtain an Order of Compliance.*
DATE OF VIOLATION FIRST OBSERVED: Jun 02, 2020

DATE OF OWNER/PERSON IN CHARGE GIVEN NOTICE OF VIOLATION:
June 02, 2020 via First Class

DATE ON/BY WHICH VIOLATION TO BE CORRECTED: June 09, 2020

IF ANY INDIVIDUAL WISHES TO APPEAL ANY DECISION MADE BY THE VIOLATIONS COMMITTEE 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 (*FS 286.0105*) 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.

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.

June 02, 2020

BBRD DEED OF RESTRICTION STAFF



421 Kumquat Dr. Lawn and landscape: high grass/weeds
Jun 02, 2020

Costs to Cure Violations

Initial Mow and General Landscape Maintenance

Equipment - Truck, lawn mower, weed eater, ear protection, safety glasses	\$20
Labor for two employees for one hour at \$10 per hour plus benefits and insurance	\$28
Code Enforcement costs of enforcement (Direct and Indirect) - at least four trips, documentation, notices and meetings	\$82
Postage and certified mail	\$10
Total	\$140

Recurring Mow and General Landscape Maintenance

Equipment	\$20
Labor per hour	\$28
Administration and Supervision	\$15
DOR Enforcement	<u>\$7</u>
Total	<u>\$70</u>

Powerwash

Contractor Invoiced Cost	TBD
Code Enforcement costs of enforcement (Direct and Indirect) (at least four trips, documentation, notices and meetings)	\$82
Postage and certified mail	<u>\$7</u>
Total	Actual contractor invoiced cost plus <u>\$89</u>

EXHIBIT "A"



Photo: 421 Kumquat Dr. Posted note

Date Taken:06/02/2020

Address:421 KUMQUAT DRIVE

Taken by:Mary Barry

Case Number:20-001302

**BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA**

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 20-001302

#1994/20-001302

SOUTHERN LAND COMPANY LLC,
3682 N WICKHAM RD.
MELBOURNE, FL 32935

Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT, CONCLUSIONS OF LAW AND FINAL ORDER

THIS CAUSE having come on for the public hearing before the Violations Committee on 06/12/2020 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact, Conclusion of Law, and Final Order as follows:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

- A. The Respondent(s) SOUTHERN LAND COMPANY LLC, et. al. is/are the owner(s) of that certain parcel of real property located at 421 KUMQUAT DRIVE , Barefoot Bay, FL 32976 ("Property")
- B. Notice of Violation was provided to the Respondent(s) by certified U.S. Mail, Return Receipt Requested, and the Respondent(s) were not present for the hearing.
- C. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE III, SECT. 2 (A) (D) Lawn and Landscape Recurring Maintenance, Condition of Prop. (A)(D) Lawn & Landscape (Recurring Mtnc.) of the Deed of Restriction of Barefoot Bay Recreation District in that the violation at Respondents home has not been corrected.

FINAL ORDER

Based upon the foregoing Finding of Fact and Conclusions of Law, it is

ORDERED AND ADJUDGED THAT:

- A. Respondent(s) shall bring the Property into compliance with the violation found above by maintaining the lawn and landscape on the property.

Should the Respondent(s) fail to comply with this Recommended Order by 06/15/2020, Barefoot Bay Recreation District Property Services shall cause the home and lot to come into compliance with the requirements of the above

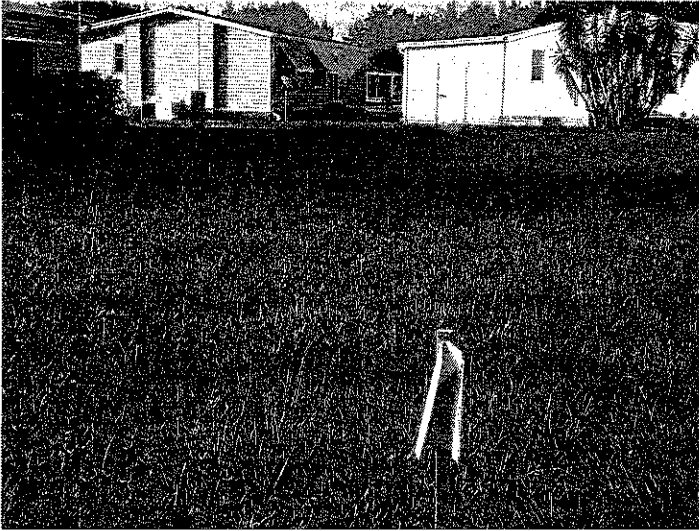
- B. articles and shall bill the expense of such action to the owner. Barefoot Bay Recreation District Property Services may continue to take repeated action to cause the home and lot to come into compliance with the requirements of the articles of the Amended and Restated Deed of Restrictions for Barefoot Bay each time a violation of the articles of the Amended and Restated Deed of Restrictions for Barefoot Bay is observed to have recurred by Barefoot Bay Deed of Restrictions Enforcement Staff until such time as an Order of Compliance is obtained by the Respondent(s).

The Respondent is further advised that it is the Respondent(s)' sole obligation and responsibility to obtain an Order of Compliance to fully resolve the violation case and avoid continuous repeated actions taken by Barefoot Bay Recreation District Property Services as referenced in Paragraph 2 of this Order to cure the recurring violation. An

- C. Order of Compliance shall be issued by the Violations Committee only after Barefoot Bay Deed of Restrictions Enforcement Staff issues an Affidavit of Compliance acknowledging that the Respondent(s) and/or Respondent(s)' agent has taken action to bring the Property into compliance with the Deed of Restrictions for Barefoot Bay. 772-664-4722

DONE AND ORDERED this 06/12/2020 at Barefoot Bay Recreation District Brevard County, Florida.

Violations Committee of the Barefoot Bay
Recreation District Brevard County, Florida



421 Kumquat Dr. Lawn and landscape: high grass/weeds
Mary Barry
Jun 09, 2020

Costs to Cure Violations

Initial Mow and General Landscape Maintenance

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Powerwash

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Code Enforcement costs of enforcement (Direct and Indirect) (at least four trips, documentation, notices and meetings)	\$82
Postage and certified mail	<u>\$7</u>
Total	Actual contractor invoiced cost plus <u>\$89</u>

EXHIBIT "A"

Barefoot Bay Recreation District
Violations Committee
 RECURRING LAWN and LANDSCAPE MAINTENANCE
 DOR Art. III, Sect. 2 (A,D) Condition of Property
 Resolution 2015-16 Exhibit "A"
 Order/Invoice # 1994/20-001302

Date: June 12, 2020

625 Barefoot Blvd
 Barefoot Bay, FL 32976
 Phone: 772-664-3141
 Fax: 772-664-1928

SOUTHERN LAND COMPANY LLC
 421 KUMQUAT DRIVE
 Case no: 20-001302
 #Acct:1994

Abatement	Condition of Property - Recurring Lawn & Landscape Maintenance	30 Days	
Qty	Description of Abatement Services	Unit Price	Line Total
1	Property Services Equipment – Truck, lawn mower, weed Eater, ear protection, safety glasses	\$20.00	\$20.00
1	Enforcement Abatement Costs (Direct and Indirect) mileage, documentation, notices and meetings	\$82.00	\$82.00
1	Postage and Certified mailing	\$10.00	\$10.00
()	Property Service Laborers(s) per hour x ()	\$14.00	\$
Total			\$

Failure to pay within 30 days will result in a lien on the property.
 Make all checks payable to **Barefoot Bay Recreation District or BBRD.**

Mary Barry

 Mary Barry

I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
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	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	
I certify that Property Services Maintained the above property on ()	_____	_____	Not Needed ()
	Date	Initial	

Customer Balances for Barefoot Bay Recreation District

Customer: 1994 - Southern Land Company, LLC

Customer Balance: 1,421.50

Lookup From: Open A/R Invoices

Invoice Number	Invoice Date	Due Date	Invoice Description	Original Amount	Outstanding Amount
Social Fee #1994	4/13/20	5/13/20	Social Fee billing	802.50	802.50
1994 Lien Fee	4/23/20	5/23/20	Lien Fee Book 8724 Page 1164	45.00	45.00
200702 421 Kumquat D	7/2/20	7/2/20	Lot Mow	70.00	70.00
Initial Lot Mow#1994	6/18/20	7/18/20	Initial Lot Mow billing Case #20-001302	154.00	154.00
200724 421 Kumquat D	7/24/20	7/24/20	Lot Mow	70.00	70.00
200807 421 Kumquat D	8/7/20	8/7/20	Lot Mow	70.00	70.00
200821 421 Kumquat D	8/21/20	8/21/20	Lot Mow	70.00	70.00
200904 421 Kumquat D	9/4/20	9/4/20	Lot Mow	70.00	70.00
200918 421 Kumquat	9/18/20	9/18/20	Lot Mow	70.00	70.00



Brevard County Property Appraiser

Titusville • Merritt Island • Viera • Melbourne • Palm Bay

PROPERTY DETAILS

Phone: (321) 264-6700

<https://www.bcpao.us>

Account 3007745
 Owners Southern Land Company LLC
 Mailing Address 3682 N Wickham Rd Melbourne FL 32935
 Site Address 421 Kumquat Dr Barefoot Bay FL 32976
 Parcel ID 30-38-15-01-31-7
 Property Use 0020 - Vacant Mobile Home Site (Platted)
 Exemptions None
 Taxing District 3400 - Unincorp District 3
 Total Acres 0.09
 Subdivision Barefoot Bay Unit 1
 Site Code 0001 - No Other Code Appl.
 Plat Book/Page 0022/0100
 Land Description Barefoot Bay Unit 1 Lot 7 Blk 31



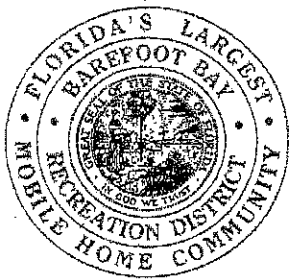
VALUE SUMMARY

Category	2019	2018	2017
Market Value	\$13,000	\$13,000	\$12,500
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$4,810	\$4,380	\$3,990
Assessed Value School	\$13,000	\$13,000	\$12,500
Homestead Exemption	\$0	\$0	\$0
Additional Homestead	\$0	\$0	\$0
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$4,810	\$4,380	\$3,990
Taxable Value School	\$13,000	\$13,000	\$12,500

SALES/TRANSFERS

Date	Price	Type	Parcel	Deed
12/10/2019	\$13,300	XD	Improved	8875/0552
06/27/1989	--	WD	--	3008/1899
11/25/1981	\$5,400	WD	--	2278/0613
11/15/1970	--	PT	--	1152/0219

No Data Found



BBRD Account #: 1994

ESTOPPEL

BAREFOOT BAY RECREATION DISTRICT
625 BAREFOOT BLVD, BAREFOOT BAY, FL 32976
Phone (772) 664-3141 Fax (772) 664-1928

**ALL ESTOPPEL REQUESTS MUST BE EMAILED TO estoppel@bbird.org*

Request Date: 9/16/2020

Requestor Name: Kelley Manney

File #: 1722020-09787

Company: Sunbelt Title Agency

Phone #: (321) 676-1378

Email: Melbourne@SunbeltTitle.com

Fax #: (303) 876-4878

Seller: Southern Land Company, LLC

Tax ID#: 3007745

Buyer: John Hursch

Buyer Mailing Address: 1240 Trexler Town Rd, Trexlertown, PA 18087

BBRD Property Address: 421 Kumquat Dr, Barefoot Bay, FL 32976

Lot/Block: 7/31

Date of Closing: on or before 9/29/2020

**THE BAREFOOT BAY RECREATION DISTRICT ANNUAL ASSESSMENT IS
COLLECTED BY BREVARD COUNTY ON THE BREVARD COUNTY PROPERTY TAX
BILL FOR EACH PROPERTY.**

Please note that BBRD is a branch of Local Government and NOT a H.O.A.

BBRD Payoff Details (valid for no more than 30 days from date of Staff Signature):

Seller Amount Due: \$1,491.50

Buyer Amount Due: \$802.50

Money Due at Closing: A onetime Social Membership Fee from Buyer plus any balance owed by Seller. The Social Membership fees (including sales tax) are \$802.50 for the first two owners on the deed and \$133.75 for each additional owner on the deed.

Notes: _____

Staff Signature: _____

Digitally signed by Julie Mackenzie
Date: 2020.09.17 10:02:26 -04'00'

Please make checks payable to **"BAREFOOT BAY RECREATION DISTRICT"**

Visit our website www.bbrd.org for more information & copy of DOR.



BAREFOOT BAY RECREATION DISTRICT

April 14, 2020

Southern Land Company, LLC
3682 N Wickham Rd
Melbourne, FL 32935

RE: Account 1994 – 421 Kumquat Dr, Barefoot Bay, FL 32976

Dear Southern Land Company,

It has come to our attention that you acquired the above listed property. As a result, you owe a one-time Social Membership Fee of \$802.50, including tax. This Social Membership Fee is due each time a property changes ownership.

Failure to pay within 10 days from today will result in additional lien fees, interest costs, attorney's fees, administrative and/or other fees. This total amount due was due at the time of your closing. Therefore, you are restricted from using the facilities of BBRD until the account is made current.

Visit our website www.bbrd.org for a copy of our Deed of Restrictions and Policy Manual.

Please submit payment to:
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976.

If you have any questions, please feel free to contact me at (772) 664-3141.

Sincerely,

Julie Mackenzie
Lead Accountant
Barefoot Bay Recreation District
juliemackenzie@bbird.org

Board of Trustees Meeting Agenda Memo

Date: Friday, October 9, 2020
Title: **Golf Course Irrigation System Design Award of Contract**
Section & Item: 9.B
Department: R&M/Capital Projects
Fiscal Impact: \$7,500.00 (5yrFM&CIP estimate of \$40,000.00)
Contact: Ernie Cruz, Golf Manager, John W. Coffey ICMA-CM, Community Manager
Attachments: Aqua Turf Intr. - IRRIGATION DESIGN Quote, Pignato Group - IRRIGATION DESIGN Quote
Reviewed by
General Counsel: N/A
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Award of contract for design of new irrigation system at the Golf Course.

Background and Summary Information

The multi-year phased redesign and replacement of the antiquated and poorly designed irrigation system on the golf course has been considered by the BOT (first as part of a planned bond issuance funded set of projects and then later as part of the annual Five-year Financial Model and Capital Improvement Plans) since FY18.

In FY20 the satellite remote irrigation controllers (Phase 1 of the overall project) were replaced in addition to funding being reserved for re-design of the irrigation system (Phase 2, originally planned for FY21 but moved up one-year per the direction of the BOT). Due to a variety of reasons, staff was unable to obtain comparable quotes for this project until recently. The budget for this project will be added to the FY21 Budget from fund balance at the November 13th BOT meeting.

Two quotes were received:

\$7,500.00 Aqua Turf International Consulting, Inc.

\$8,000.00 The Pignato Group

Staff reviewed the proposals with ABM management (who will ultimately be responsible for maintenance of the new irrigation system). Matt Hill, Sr Branch Manager, in referencing the Aqua Turf quote stated "this is exactly what you need. They are even consulting through the bid process." Additionally, Aqua Turf has worked with other area courses that many Golf Course members play at and are happy with the conditions of said courses.

Hence, staff recommends the BOT award contract to Aqua Turf International Consulting, Inc. in the amount of \$7,500.00 for design of a new irrigation system at the golf course and instruct staff to include funding for this project in the November budget amendments.

-

Aqua Turf International Consulting, Inc.

September 1, 2020

(Via Email)

Mr. Ernie Cruz

ecruz@bbrd.org

Barefoot Bay Golf Course

1225 Barefoot Blvd,

Barefoot Bay, FL 32976

Dear Mr. Cruz,

Thank you for the opportunity to submit an irrigation consultant proposal for your upcoming irrigation projects. The enclosed proposal is for the pump station, irrigation design and construction services for Barefoot Bay Golf Course 18-hole golf course & practice facility.

Aqua Turf International, ("ATI"), sets the standards in the industry for providing our customers with the highest quality product available with a team approach. We perform all our work in-house. We work with all the different manufacturers and the work we perform is based on the best interests of the club. The strength of our company is the diversity and experience of our staff.

During our design phase services, all our plans are done on AutoCAD 2020 and plotted in color for ease of use. Plans and documents are kept up to date on our Dropbox for use by the golf course superintendent, owner's representative, engineers, contractors and vendors. With our plans, we provide a complete quantity of bid items. A complete material take-off will be provided to the club as part of our design services. Therefore, an accurate comparison can be made so you are assured all parties are bidding equitably. The complete nature of the quantity makes this service extremely valuable in saving money for our clients.

I believe that our firm's experience would be valuable to your golf course irrigation needs. We have been fortunate enough to work on many projects like yours throughout Florida and around the world. Our main office is in Tequesta, Florida which is an hour away from your club. Our satellite office is in Nashville, TN and our international office is in Bangkok, Thailand. We are familiar with the unique conditions in gulf coastal areas and have over 60 years combined experience in golf course irrigation design and construction.

If we are selected, I will be the lead designer on the project. Selecting ATI will provide you peace of mind that a team of irrigation professionals are always available. Additional information on our firm can be found on our website at www.aquaturfintl.com. If you have any questions about the information I provided, please do not hesitate to call (cell: 561-310-6260). I look forward to potentially working with you on your project.

Thank you for your time and consideration.

Sincerely,



Sean Hyduk

Principal

"International Irrigation & Mapping Solutions"

19940 Mona Road, Suite 2, Tequesta, FL 33469

Ph: (561) 222-2650 Fax: (561) 666-6696

www.aquaturfintl.com

**Irrigation Consulting Proposal
Barefoot Bay Golf Course
Barefoot Bay, Florida
September 28, 2020**

Golf Irrigation Design Services

Pre-Design Consulting

ATI will coordinate & provide the following pre-design planning:

- Acquire a high-resolution aerial for a base map.
- Perform an onsite irrigation planning and review to generate a scope of work.
- Estimate golf course consumption use requirements based on acreage, local weather, turf/landscape, site conditions and management practices.
- Provide golf course irrigation system demand and planning based on projected water requirements.
- Provide owner with irrigation system options:
 - Control system: Satellite vs Decoder/IC System
 - Piping systems: Herringbone vs. Loop Lateral systems
 - Piping material: HDPE vs PC, fittings and valves
- Includes one (1) on-site visit. Travel expenses included

Preliminary Irrigation Design Services

ATI will prepare a detailed set of design documents to include the following:

- Establish sprinkler design criteria with city representative, golf course superintendent and staff. Revisions to the preliminary plan will be made at no charge.
- Prepare a preliminary sprinkler layout, coverage plan and complete mainline routing.
- Develop budget/soft cost estimates.
- Piping system hydraulic analysis.
- Establish different point of connection along golf course and common areas, *If Necessary*.
- Plans will be updated and made continually available for review online for city representative, golf course superintendent, and any other consultants in dwg. or pdf. file format via our Dropbox.
- Includes one (1) on-site visit. Travel expenses included

Finalize Irrigation Design

ATI will finalize the design documents to include the following:

- Full Irrigation plan drawing: sprinkler layout, electric auto valves, lateral pipe routing, pipe size, valve sizes and location.
- Mechanical plan drawings: one piping system HDPE **or** PVC mechanical hydraulic design.
- Electrical plan drawings: one control system design to include satellite **or** decoder-IC, placement and sizing, power source locations, wire routing and size and central communication requirements.
- Communication cable plan drawings.
- Construction material and installation details.
- Irrigation general and technical specifications.
- Full set of Bid Documents with general material quantities.
- Includes one (1) on-site visit. Travel expenses included

“International Irrigation & Mapping Solutions”

19940 Mona Road, Suite 2, Tequesta, FL 33469

Ph: (561) 222-2650 Fax: (561) 666-6696

www.aquaturfintl.com

Aqua Turf International Consulting, Inc.

Bid Process Administrations

ATI will prepare the following documents and bid administration services:

- Prepare a bid document that includes a general take-off of sprinklers, pipe, wire, satellites, valves, and other irrigation materials for the approved contractors and vendors.
- An accurate comparison can be made between contractors and vendors to assure all parties are bidding equitably.
- Bid document will include a product submittal section for the contractor and vendor.
- Attend a pre-bid meeting with contractors and vendors to ensure fair and competitive bidding.
- Prepare addendums and manage the distribution to contractors.
- Review bids to monitor compliance with the plans and specifications and submittals to prevent errors and omissions.
- Evaluate bids and make written recommendations to city representative, golf course superintendent, and any other consultants as required on the successful bidder.
- Provide value engineering of bids to accommodate budget restraints if needed.
- Includes one (1) on-site visit. Travel expenses included

Reimbursable Expenses

- All necessary travel expenses are included in the lump sum total.
- Additional plotting, printing, and lamination not included in steps previously listed above.
- Additional system designs: Decoder-IC vs Satellites and HDPE vs PVC.
- Revisions to plans after final irrigation design has been approved \$150 hour.

Terms and Conditions

Proposal valid until September 30, 2021. A service charge of 1.5% per month will be charged on all amounts due more than 30 days after the date of invoice. Fees will be billed per phase. Fees are due as follows: 25% upon commencement of work, 25% due at after 50% of the work has been completed, 25% due after 75% of the work has been completed, and the reaming balance of fees is due upon completion of work.

Insurance Limits Provided

- General Liability - Primary \$1,000,000 per occurrence/ \$2,000,000 Aggregate
- Errors and Omissions - \$ 250,000 per Claim, \$ 250,000 Aggregate
- Automobile - \$500,000 Liability Limit

Submittal

Please initial requested services, sign and return to accept the proposal. A contract will be prepared based on the proposed services.

Golf Course Irrigation Design Services (18 Holes & Practice Facility)

_____ Golf Irrigation Design Services **\$7,500**

Accepted by:

Title:

Date:

“International Irrigation & Mapping Solutions”

19940 Mona Road, Suite 2, Tequesta, FL 33469

Ph: (561) 222-2650 Fax: (561) 666-6696

www.aquaturfintl.com

Aqua Turf International Consulting, Inc.

Main Office (Principle place of business)

Lead Designer: Sean Hyduk
19940 Mona Road, Suite 2
Tequesta, FL 33469
Email: sean@aquaturfintl.com
Phone: 561-222-2650

Satellite Office:

Attn: Trevor Holman
200 Pleasant Run Rd.
Smyrna, TN 37167
Email: trevor@aquaturfintl.com
Phone: 561-371-1815

International Office:

Attn: Jim Schumacher
Suite 005, E5-11/3 Sukhumvit Rd., Klongteoy
Bangkok, Thailand 10110
Phone +66 813 092 230
Email: jbs@aquaturfintl.com

History

Aqua Turf International, ("ATI"), is an international irrigation consulting, design and GPS mapping firm founded in 1996 by Jim Schumacher. ATI has 23 years of irrigation design & construction management service experience. With three designers, ATI has designed over 180 golf course irrigation systems around the world. Our mission is to ensure quality turf and irrigation standards that meet or exceed the customers agronomic, economic and environmental needs while operating in a professional, timely and cooperative manner.

Services Offered

Irrigation system evaluations, design, hydraulic analysis, electrical plans, pump station planning, water audits, water usage reports, budget estimates, bid process administration, material take off's, sprinkler staking and layout, construction and budget management, GPS as-builts, full color wall maps and booklets, central control programming, filed data entry, and Toro/Rain Bird computer maps.

Staff Experience

Over 60 Years Combined Experience in Golf and Landscape Construction and Maintenance
Over 30 Two-Wire IC/Decoder Control Systems Designed (Timber Pines- Largest in the world)
Over 60 HDPE Piping Systems Designed (Timber Pines Golf- Largest in the World)
Landscape Architecture Degree – University of Florida, 1998
Turfgrass Management Degree – Mississippi State University, 1979
Certified Golf Course Superintendent, 1984 – 1989
Certified Texas Irrigator

Professional Affiliations

Members – American Society of Irrigation Consultants (ASCIC)
Members – Irrigation Association (IA)
Members – Palm Beach Golf Course Superintendents Association

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Aqua Turf International Consulting, Inc.

Municipal Golf Irrigation Projects

- St Johns Golf Club – St. Augustine, FL (2017-2018)
- Sandridge Golf Club 36 Holes – Vero Beach, FL
- Sebastian Municipal Golf Course – Sebastian, FL
- Lake Venice Golf Club – Venice, FL
- Pompano Beach Municipal Golf Course (36 Holes) – Pompano Beach, FL
- Miami Beach Par Three Golf Course – Miami Beach, FL
- Ironwood Golf Club – Gainesville, FL
- Springtree Golf Club – Sunrise, FL
- Palm Beach Par Three Golf Course – Palm Beach, FL
- Quail Valley Golf Course –Missouri City, TX
- Ocala Golf Club – Ocala, FL
- Royal Palm Beach Commons Golf & Park- Royal Palm Beach, FL

Florida Golf Irrigation Projects

- PGA National (Squire/Palmer-2020, Fazio/Champ 2021) – Palm Beach Gardens, FL
- Pablo Creek Golf Club – Jacksonville, FL
- Gulf Harbour Yacht & Country Club – Fort Myers, FL
- Kingsway Country Club – Lake Suzy, FL
- Stillwater Golf Club – Jacksonville, FL
- Suntree Country Club, Challenge Course – Melbourne, FL
- Seven Lakes Country Club – Fort Myers, FL
- Ponte Vedra Inn & Club – Ponte Vedra Beach, FL
- Mariner Sands Country Club – Stuart, FL
- Pelican Bay Golf Club – Naples, FL
- Hobe Sound Golf Club – Hobe Sound, FL
- Oceanside Country Club – Ormond Beach, FL
- The Grove XXIII – Hobe Sound, FL
- Fiddlesticks Country Club – Fort Myers, FL
- St. John Golf Club – Elkton, FL
- St Andrews Club – Delray Beach, FL
- White Oak Golf Course – Yulee, FL
- Banyan Golf Club – West Palm Beach, FL
- Boca Country Club – Boca Raton, FL
- Floridian Par 3 – Palm City, FL
- Lexington Country Club – Fort Myers, FL
- Sandridge Golf Club-Lakes Course– Vero Beach, FL
- Innisbrook, Copperhead Course – Palm Harbor, FL
- Aberdeen Golf & Country Club – Boynton Beach, FL
- Loxahatchee Club – Jupiter, FL
- Banyan Creek Golf Club – Palm City, FL
- Turtle Creek Club – Tequesta, FL
- The Plantation at Ponte Vedra Beach – Ponte Vedra Beach, FL
- Royal Poinciana Golf Club – Naples, FL (9 Holes)
- Golf Club of the Everglades – Naples, FL
- Sebastian Municipal Golf Course – Sebastian, FL

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www.aquaturfintl.com

Aqua Turf International Consulting, Inc.

- The Club at Admirals Cove – Jupiter, FL
- Laurel Oak Country Club – Sarasota, FL
- Country Club at Mirasol – Palm Beach Gardens, FL
- Plantation Country Club, Bobcat Course – Venice, FL
- Innisbrook, Copperhead Course – Palm Harbor, FL
- The Club at Boca Pointe – Boca Raton, FL
- Hammock Dunes Club – Palm Coast, FL
- Sandridge Golf Club-Dunes Course – Vero Beach, FL
- Bay Colony Golf Club – Naples, FL
- Omni Amelia Island Resort, Oak & Marsh Course – Amelia Island, FL
- The Great Outdoors Nature & Golf Resort – Titusville, FL
- Indigo Lakes Golf Club – Daytona Beach, FL
- “4” Seasons Resort – Haines City, FL
- Lake Venice Golf Club – Venice, FL
- Floridian Yacht & Golf Club - Palm City, FL
- Timber Pines Golf Community (63 Holes & 7 miles of common area) – Spring Hill, FL
- Palma Ceia Golf & Country Club - Tampa, FL
- Suntree Country Club, Classic Course – Melbourne, FL
- Pompano Beach Municipal Golf Course (36 Holes) – Pompano Beach, FL
- Gator Creek Golf Club - Sarasota, FL
- Gleneagles Country Club- Delray, FL
- High Ridge Country Club – Lantana, FL
- Palm Beach Country Club – Palm Beach, FL
- Ironwood Golf Club – Gainesville, FL
- Seven Bridges @ Springtree Golf Club – Sunrise, FL
- Palm Beach Par Three Golf Course – Palm Beach, FL
- West Palm Beach Golf Course – West Palm Beach, FL
- Ocean Reef Club – Key Largo, FL
- Tara Golf & Country Club – Bradenton, FL
- Ocala Golf Club – Ocala, FL
- Sawmill Creek Golf – Palm Coast, FL
- Tequesta Country Club – Tequesta, FL
- Chaguaramas - Trinidad & Tobago
- Imperial Golf Club East – Naples, FL
- Pipers Landing Yacht & Country Club – Palm City, FL
- Royal Palm Beach Commons- Royal Palm Beach, FL
- Quail Creek Villages Golf Course – Naples, FL
- Orange Tree Country Club – Orlando, FL
- Ashley Farms Golf & Country Club – Ocala, FL
- Deering Bay Yacht & Country Club – Coral Gables, FL
- Fisher Island Club – Fisher Island, FL
- Ave Maria – Naples, FL
- Gleneagles – Delray Beach, FL
- Bent Pine Golf Club – Vero Beach, FL
- The Polo Club of Boca Raton – Boca Raton, FL
- Boca West Country Club Course (36-Holes) – Boca Raton, FL

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- The Quarry – Naples, FL
- South Seas Island Resort – Sanibel Island, FL
- Fairmont Turnberry Isle Resort & Club (36-Holes) – Aventura, FL
- Tern Bay Country Club (27-Holes) – Punta Gorda, FL
- Southern Hills Plantation – Brooksville, FL
- Indian Spring Country Club – Boynton Beach, FL
- Jacaranda West Country Club – Venice, Florida
- Ibis Golf and Country Club – Palm Beach Gardens, FL
- Red Tail Run Golf Club – Decatur, Illinois
- Broken Sound Country Club – Old Course & West Course, Boca Raton, FL
- Wilderness Ridge Country Club – Lincoln, NE
- Belleair Country Club. – Belleair, FL
- Persimmon Woods Country Club – St. Louis, MO
- Eaglewood Country Club – Hobe Sound, FL
- Doral Resort and Spa – Great White Course, Miami, FL
- Bollettieri Academy – Bradenton, FL
- Dodgertown – Vero Beach, FL
- Feather Sound Country Club – Clearwater, FL
- Fishhawk Creek Golf Club – Sarasota, FL
- Quail Valley G. C. – Boca Raton, FL
- Crown Colony G. C. – Naples, FL
- Loblolly Pines G. C. – Hobe Sound, FL
- Gateway Golf and Country Club, Naples, FL
- Quail Valley Golf Club – Vero Beach, FL
- Tiburon Golf Club – Naples, FL
- Windstar Country Club – Naples, FL
- Cape Coral Golf & Tennis Club – Cape Coral, FL
- Gulf Harbor Yacht & C. C. – Bonita Springs, FL
- Imperial Country Club West – Naples, FL
- Crown Colony Country Club – Ft. Myers, FL
- Champions Gate Golf Club – Kissimmee, FL
- Quail West C. C. – Naples, FL
- Southwood Golf Club – Tallahassee, FL
- Deerfield Country Club – Deerfield Beach, FL
- Bent Pine Golf Club – Vero Beach, FL

Full list of projects below

PGA/USGA Golf Tournament Events

- Sea Island Resort, Plantation Course – Sea Island, GA
 - PGA Tour: RSM Classic
- Innisbrook Resort & GC Copperhead Course – Palm Harbor, FL
 - PGA Tour: Valspar Championship
- Albany – New Providence, Bahamas, FL
 - PGA Tour: Hero World Challenge
- El Camaleon, Mayakoba Resort – Riviera Maya, Mexico
 - PGA Tour: Mayakoba Golf Classic at Riviera Maya-Cancun
- Mission Hills – Hainan Island, China

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- PGA Tour: OMEGA Mission Hills World Cup
- The Quarry – Naples, FL
 - PGA Champions Tour: The ACE Group Classic
- The Bluffs at Ho Tram – Ho Tram Strip, Vietnam
 - Asian Tour: Ho Tram Open
- Fairmont Turnberry Isle Resort & Club (36-Holes) – Aventura, FL
 - PGA Hosted: ADT Golf Skills Challenge
- Club de Golf de Panama – Panama City, Panama
 - 2017 Latin American Amateur Championship

Firm's Management:

Sean J. Hyduk - Principal in Charge (Tequesta, FL Office)

Sean graduated from The University of Florida in 1998 with a Bachelor's Degree in Landscape Architecture. He has a vast number of years in the golf course industry including irrigation design, golf course designer, assistant project superintendent and golf maintenance. Sean's experience is advantageous to any irrigation design project. His design responsibilities include owner, architect and engineer relations, complete irrigation design and details, water use planning, material quantity take-offs, specifications and bid process administration with contractors. During construction phases, he coordinates with the contractor, provides onsite inspections, lays out the irrigation components, performs GPS mapping, performs central control system programming and provides site visit reports to the owner. Sean presides over irrigation design, specifications, bid documents, construction management, GPS mapping, as-built development plans and irrigation programming of the central computer.

Highlights of Qualifications:

- Over 21 years of experience in golf course development
- 16 years' experience in irrigation design and consulting handling over 60 projects
- Finalized over 50 GPS mapping and as-built development plans
- Completed over 50 Toro & Rain Bird central control programming and hydraulic systems
- Comprehensive academic background in landscape architecture, design, and construction
- Extensive golf course construction and maintenance experience

Project Experience:

Sean was responsible for irrigation design/consulting, construction management, GPS as-built development and irrigation central control programming of the below projects:

- St Johns Golf Club – St. Augustine, FL (2017-2018)
- Sandridge Golf Club 36 Holes – Vero Beach, FL
- Sebastian Municipal Golf Course – Sebastian, FL
- Lake Venice Golf Club – Venice, FL
- Pompano Beach Municipal Golf Course (36 Holes) – Pompano Beach, FL
- Miami Beach Par Three Golf Course – Miami Beach, FL
- Ironwood Golf Club – Gainesville, FL
- Springtree Golf Club – Sunrise, FL
- Palm Beach Par Three Golf Course – Palm Beach, FL
- Quail Valley Golf Course – Missouri City, TX
- Ocala Golf Club – Ocala, FL
- Royal Palm Beach Commons Golf & Park- Royal Palm Beach, FL
- PGA National (72 Holes) – Palm Beach Gardens, FL
- The Grove XXIII – Hobe Sound, FL (18 Holes)

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- Hobe Sound Golf Club – Hobe Sound, FL (18 Holes)
- Pablo Creek Club – Jacksonville, FL (18 Holes)
- The Club at Admirals Cove – Jupiter, FL (27 Holes)
- Sea Island Resort, Plantation Course – Sea Island, GA (18 Holes)
- Aberdeen Golf & Country Club – Boynton, FL (18 Holes)
- Timber Pines Golf Community – Spring Hill, FL (63 Holes & 7 miles of common area)
- Omni Amelia Island Resort, Oak & Marsh Courses – Amelia Island, FL (36 Holes)
- Oceanside Country Club – Ormond Beach, FL (18 Holes)
- White Oak Golf Course – Yulee, FL (18 Holes)
- Fiddlesticks Country Club – Fort Myers, FL (18 Holes)
- The Plantation at Ponte Vedra Beach – Ponte Vedra Beach, FL (18 Holes)
- Innisbrook, Copperhead Course – Palm Harbor, FL (18 Holes)
- Laurel Oak Country Club – Sarasota, FL (18 Holes)
- Palma Ceia Golf & Country Club - Tampa, FL (36 Holes)

Trevor Holman - Principal (Nashville, TN Office)

Trevor has been involved in the golf irrigation industry since 1983. His 30 years in the business have been primarily focused on golf course irrigation construction specializing in the management of new and existing irrigation construction projects. His work experience includes projects all around the world. In 1997 he founded A & F South, a golf irrigation contracting company, and served as President of that company until 2002. From 2002 to 2004, Trevor was involved in several projects throughout South America as a hands-on consultant working on challenging irrigation system projects with many golf course owners and contractors.

Jim Schumacher, Principal (Thailand Office)

Jim has over 35 years of experience in golf maintenance and construction. He prepared for his career with a degree in Turfgrass Management from Mississippi State University and began specializing in irrigation as the Deputy Director of Parks for the City of Huntsville, AL. In that position he installed and operated the first computer-controlled irrigation system used in parks maintenance with over twelve parks controlled from a single computer. From there he developed a relationship with Rain Bird working closely in the product development of the Rain Bird Maxi and Maxicom systems. That central control experience has been very helpful establishing ATI as a leader in commercial irrigation applications serving the largest developers in Florida including LandMar, Pulte Homes, Lennar Homes and WCI. Jim also spent time working as a Certified Golf Course Superintendent (CGCS). In addition, he is a member of the PGA of America – Dixie Section, American Society of Irrigation Consultants (ASIC) and is also a Certified Texas Irrigator.

Project Management Responsibilities

Sean Hyduk: Direct person in charge. Responsibilities include attending meetings, site visits, design, system evaluations, pump station planning, budgeting, bid administrations, material take-offs, on site system staking and layout, construction oversight, field GPS, as-built development, system programming and punch list.

Trevor Holean: AutoCAD and programming assistance

Jim Schumacher: Quality control

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Golf Course Irrigation Design/Consulting Project List

(2020)

(Bold Text Indicates Projects with Reverse Osmosis, Brackish or Other Water Quality Issues)

(Blue Text Indicates- HDPE Projects)

(Italics Text Indicates –Municipal/ Government Projects)

United States

- **Gulf Harbour Yacht & Country Club – Fort Myers, FL**
- The Grove XXIII – Hobe Sound, FL
- PGA National (Squire/Palmer-2020, Fazio/Champ 2021) – Palm Beach Gardens, FL
- **Seven Lakes Country Club – Fort Myers, FL**
- Pablo Creek Golf Club – Jacksonville, FL
- **Kingsway Country Club – Lake Suzy, FL**
- **Pelican Bay Golf Club – Naples, FL**
- **Stillwater Golf Club – Jacksonville, FL**
- **Oceanside Country Club – Ormond Beach, FL**
- **Fiddlesticks Country Club – Fort Myers, FL**
- Sea Island Resort, Plantation Course – Sea Island, GA
- **Ponte Vedra Inn & Club – Ponte Vedra Beach, FL**
- Suntree Country Club, Challenge Course – Melbourne, FL
- Mariner Sands Country Club – Stuart, FL
- Hobe Sound Golf Club – Hobe Sound, FL
- High Hampton Golf Resort – Cashiers, NC
- *Butternut Creek Golf Course – Blairsville, GA*
- *St. John Golf Club – Elkton, FL*
- St Andrews Club – Delray Beach, FL
- White Oak Golf Course – Yulee, FL
- Banyan Golf Club – West Palm Beach, FL
- Boca Country Club – Boca Raton, FL
- Floridian Par 3 – Palm City, FL
- Lexington Country Club – Fort Myers, FL
- *Sandridge Golf Club-Lakes Course– Vero Beach, FL*
- Aberdeen Golf & Country Club – Boynton Beach, FL
- **Indian Hills Golf Club – Murfreesboro, TN**
- Pleasant Valley Country Club– Little Rock, AR
- Loxahatchee Club – Jupiter, FL
- **Banyan Creek Golf Club – Palm City, FL**
- Turtle Creek Club – Tequesta, FL
- **The Plantation at Ponte Vedra Beach – Ponte Vedra Beach, FL**
- Royal Poinciana Golf Club – Naples, FL (9 Holes)
- Golf Club of the Everglades – Naples, FL
- *Sebastian Municipal Golf Course – Sebastian, FL*
- Georgia Tech Golf Facility – Atlanta, GA
- The Club at Admirals Cove – Jupiter, FL
- **Laurel Oak Country Club – Sarasota, FL**
- Cherokee Town & Country Club Atlanta, GA
- Country Club at Mirasol – Palm Beach Gardens, FL

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- Plantation Country Club, Bobcat Course – Venice, FL
- Innisbrook, Copperhead Course – Palm Harbor, FL
- The Club at Boca Pointe – Boca Raton, FL
- **Hammock Dunes Club – Palm Coast, FL**
- *Sandridge Golf Club-Dunes Course – Vero Beach, FL*
- Bay Colony Golf Club – Naples, FL
- **Omni Amelia Island Resort, Oak & Marsh Course – Amelia Island, FL**
- The Great Outdoors Nature & Golf Resort – Titusville, FL
- Indigo Lakes Golf Club – Daytona Beach, FL
- “4” Seasons Resort – Haines City, FL
- *Lake Venice Golf Club – Venice, FL*
- Floridian Yacht & Golf Club - Palm City, FL
- **Timber Pines Golf Community (63 Holes & 7 miles of common area) – Spring Hill, FL**
- Palma Ceia Golf & Country Club - Tampa, FL
- *Pompano Beach Municipal Golf Course (36 Holes) – Pompano Beach, FL*
- Gator Creek Golf Club - Sarasota, FL
- Gleneagles Country Club- Delray, FL
- High Ridge Country Club – Lantana, FL
- **Palm Beach Country Club – Palm Beach, FL**
- *Ironwood Golf Club – Gainesville, FL*
- *Sterling Club @ Houston National – Houston, TX*
- *Seven Bridges @ Springtree Golf Club – Sunrise, FL*
- *Palm Beach Par Three Golf Course – Palm Beach, FL*
- **Ocean Reef Club – Key Largo, FL**
- Roaring Gap Club – Roaring Gap, NC
- Tara Golf & Country Club – Bradenton, FL
- *Quail Valley Golf Course –Missouri City, TX*
- *Ocala Golf Club – Ocala, FL*
- Sawmill Creek Golf – Palm Coast, FL
- Tequesta Country Club – Tequesta, FL
- Chaguaramas - Trinidad & Tobago
- Imperial Golf Club East – Naples, FL
- Pipers Landing Yacht & Country Club – Palm City, FL
- *Royal Palm Beach Commons- Royal Palm Beach, FL*
- The Resort at Lake Conroe- Montgomery, TX
- Quail Creek Villages Golf Course – Naples, FL
- Suntree Country Club 06’ – Melbourne, FL
- Orange Tree Country Club – Orlando, FL
- Ashley Farms Golf & Country Club – Ocala, FL
- Deering Bay Yacht & Country Club – Coral Gables, FL
- Fisher Island Club – Fisher Island, FL
- Ave Maria – Naples, FL
- **Gleneagles – Delray Beach, FL**
- Gladstan Golf Course – Payson, UT
- Bent Pine Golf Club – Vero Beach, FL
- The Polo Club of Boca Raton – Boca Raton, FL

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- Boca West Country Club Course (36-Holes) – Boca Raton, FL
- The Quarry – Naples, FL
- South Seas Island Resort – Sanibel Island, FL
- Fairmont Turnberry Isle Resort & Club (36-Holes) – Aventura, FL
- Carmel Valley Ranch – Carmel, CA
- Tern Bay Country Club (27-Holes) – Punta Gorda, FL
- Briar Rose Golf Club – White Plains, Georgia
- Southern Hills Plantation – Brooksville, FL
- Indian Spring Country Club – Boynton Beach, FL
- Jacaranda West Country Club – Venice, Florida
- Ibis Golf and Country Club – Palm Beach Gardens, FL
- *Red Tail Run Golf Club – Decatur, Illinois*
- Broken Sound Country Club – Old Course & West Course, Boca Raton, FL
- Wilderness Ridge Country Club – Lincoln, NE
- Belleair Country Club. – Belleair, FL
- Persimmon Woods Country Club – St. Louis, MO
- Eaglewood Country Club – Hobe Sound, FL
- Camino Real Golf Course – Frio County, TX
- Twin Bridges Golf Course – Gadsden, AL
- Doral Resort and Spa – Great White Course, Miami, FL
- Bollettieri Academy – Bradenton, FL
- Dodgertown – Vero Beach, FL
- Feather Sound Country Club – Clearwater, FL
- Fishhawk Creek Golf Club – Sarasota, FL
- Legacy Ridge Country Club – Bonham, TX
- *Soldier Hollow Golf Course (36 Holes) – Midvale, UT*
- Quail Valley G. C. – Boca Raton, FL
- Crown Colony G. C. – Naples, FL
- Loblolly Pines G. C. – Hobe Sound, FL
- Thunder Bayou Golf Club – Blytheville, AR
- Gateway Golf and Country Club, Naples, FL
- Quail Valley Golf Club – Vero Beach, FL
- Tiburon Golf Club – Naples, FL
- Windstar Country Club – Naples, FL
- The Landings Club, Marshwood Course – Savannah, GA
- The Landings Club, Magnolia Course – Savannah, GA
- Riverchase Country Club – Birmingham, AL
- Cape Coral Golf & Tennis Club – Cape Coral, FL
- Circling Raven G.C. – Worley, ID
- Saratoga Springs Country Club – UT
- Gulf Harbor Yacht & C. C. – Bonita Springs, FL
- PGA West – Norman Course – Palm Springs, CA
- Baton Rouge C. C. – Baton Rouge, LA
- Imperial Country Club West – Naples, FL
- Crown Colony Country Club – Ft. Myers, FL
- Champions Gate Golf Club – Kissimmee, FL

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- Osprey Cove C. C. – St. Mary's, GA
- Suntree Country Club 99' – Melbourne, FL
- Burnt Store Country Club – Punta Gorda, FL
- Southwood Golf Club – Tallahassee, FL
- My Old Kentucky Home State Park – Bardstown, KY
- Deerfield Country Club – Deerfield Beach, FL
- Bent Pine Golf Club – Vero Beach, FL

International

- [Mars De Indias Golf Club - Cartagena, Columbia](#)
- Cau Doung Golf Resort - Hanoi, Vietnam
- Lotus Cam Ranh – Can Ranh, Vietnam
- Ashgabat Golf Club – Ashgabat, Turkmenistan
- The Master – Pattaya, Thailand
- Nikanti Golf Club – Bangkok, Thailand
- Sentosa Golf Club – Singapore (Serapong and Tanjong Courses)
- Empire Hotel and Resort – Brunei
- Limni Resort – Chrysochou Bay, Cyprus (Nicklaus and Player Courses)
- [Santapazienza Country Club – Itatiba-Sao Paulo, Brazil](#)
- Estancia La Paz – Ascochinga Cordoba, Argentina
- Casa De Campo, Dye Fore Course – La Romana, Dominican Republic
- [Casa De Campo, Five - Lakes Course – La Romana, Dominican Republic](#)
- [Casa De Campo, Links Course – La Romana, Dominican Republic](#)
- [Playa Nueva, Bahia Principe, La Romana – La Romana, Dominican Republic](#)
- [Casa De Campo, La Romana C. C. – La Romana, Dominican Republic](#)
- Playa Nueva, Bahia Principe, La Romana – La Romana, Dominican Republic
- Santa Maria Golf Club – Panama City, Panama
- Imperial Golf Estates – Ludhiana, India
- The Petecourse – St.Petersburg, Russia
- Meishan Island Golf – Ningbo, China
- Phoenix International Resort – Dayi, China
- Cite De La Democratie – Libreville, Africa
- Laguna Golf Club – Phuket, Thailand
- The Sanctuary Golf Resort – Chongming, China
- Dakak Golf and Resort – Dakak, Philippines
- Sanya Cheung Kong Golf Club – Sanya, China
- Royal Golf de Marrakesh– Morocco
- Ho Tram Golf Club – Vung Tao, Vietnam
- Sunrise Golf Club – Yang Mei, Taiwan, R.O.C.
- Siam Country Club – Pattaya, Thailand
- Guilin Landscape Golf Club – Guilin. China
- [Raevo Golf Club – Moscow, Russia](#)
- Pine Rock Beach Golf Club – Beidaihe, China
- Mozanaque Golf Club – (36 Holes) – Madrid, Spain
- The Peninsula – Wuhan, China

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- Sanya Olympic Park – Sanya, China
- **Albany – New Providence Bahamas**
- **Isla Viveros – Las Perlas, Republic of Panama**
- Acacia Golf Club – Karachi, Pakistan
- **Saadiyat Island Beach Course – Abu Dhabi , United Arab Emirates**
- **The Malkai – Muscat, Oman**
- Skolkovo Golf Club – Moscow, Russia
- La Colonia – Dominican Republic
- Durrat Al Bahrain – Bahrain
- **Mazagan Beach Resort – El Jadida, Morocco**
- **Agile Golf Club – Hainan Island, China**
- Mercur Golf Club – Almaty, Republic of Kazakhstan
- Mission Hill Haiku – Haiku, Hainan Island, China (Courses A-F)
- Mission Hills (9) 18-Hole Courses – Hainan Island, China
- Ritz Carlton Cairo Palm Hills Resort (27 Holes) – Giza, Egypt
- Bijao Golf Club – Panamá City, Panamá
- Grand Coral – Playa Del Carmen, Mexico
- Valle Del Golf – Cordoba, Argentina
- Shenzhen Tycoon (Dye Course) – Shenzhen, China
- Chiba National Golf Club – Japan
- Kunming Caiyunwan Golf Course – Kunming, China
- **Jinhai Golf Club – Ping Gu (Beijing), China**
- Durrat Golf Club – Bahrain
- Mercur Golf Club – Almaty, Republic of Kazakhstan
- **Skolkovo Golf Club – Moscow, Russia**
- Allegria Golf Club – Giza, Egypt
- Cu Chi Golf Club – Ho Chi Minh City, Vietnam
- Porto Mariccio Golf Club – Istria, Croatia
- **Golf Club Ibar – Sofia, Bulgaria**
- **Palm Hills Resort – Giza, Egypt**
- El Ein Golf Resort – El Ein, Egypt
- Tai Ping Lake Golf Course – Hua Shan, China
- **Le Paradis Golf Club – St. Lucia, British Virgin Islands**
- Costa Isabela – Isabela, Puerto Rico
- Los Inkas Country Club – Lima, Peru
- Playa Grande Golf Club – Dominican Republic
- Arabian Ranch G. C., Baker-Finch Course – Dubai, United Arab Emirates
- **Ritz-Carlton Resort – Grand Cayman, Cayman Islands**
- **El Camaleon, Mayakoba Resort – Riviera Maya, Mexico**
- **Puerto Los Cabos Golf Club – San Juan Los Cabos, Mexico**
- **Playa Mujeres Golf Club – Playa Mujeres, Mexico**
- **Temenos Golf Club – Rendezvous Bay West, Anguilla B.W. I.**
- **Caranage Bay Resort – Canouan, Grenadines**
- **Four Seasons Resort – Nevis, West Indies**
- **Beef Island Airport – Tortola, BVI**

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THE PIGNATO GROUP

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FEE & SERVICE PROPOSAL

Date June 11, 2020

PROPOSAL NO.: 200611-P2

Ernie Cruz
Barefoot Bay Golf Club
1225 Barefoot Blvd
Barefoot Bay, FL 32976

Agreement for Irrigation System Design & Consulting Services at Barefoot Bay Golf Club

The following proposal is being offered to Barefoot Bay Golf Club, Barefoot Bay, Florida. Acceptance of this **proposal by the Owner or the Owner's Representative, binds both parties to its' contents during the term** that it takes to satisfactorily complete the Golf Course Irrigation Project.

This proposal is being offered as a lump sum proposal. Each discipline/phase is described with fees attached. The final contract may include all or any portion of the services described herein. Each item shall be paid for as invoiced. Should the project, for any reason, halt, not receive required permits or approvals, then The Pignato Group shall be paid for all work performed to date.

The fees and scope of services being outlined are to reference a Total and Complete Irrigation System Renovation at Barefoot Bay Golf Club.

We offer the following:



PHASE ONE

MASTER PLAN DEVELOPMENT

- Develop Site Plan based on aerial photography/mapping/topography/ golf course master plan as provided by Barefoot Bay Golf Club and TPG
- Prepare an Irrigation Master Plan and Conceptual Coverage Drawing for Golf Course
- Calculate Golf Course water requirements based on approved Master Plan
- Prepare Conceptual Pump/Water Supply quantities and drawings for Golf Course
- Common Area water requirements for Clubhouse, Common Areas, etc
- **Prepare Preliminary “Working” Budget based on Approved** Irrigation Master Plan
- Calculate Golf Course water requirements for Golf Course and compare to current actual usage data acquired during visit

PHASE TWO

Irrigation Design Development, Construction Drawings, and Project Manual for Golf Course

MAINLINE DISTRIBUTION SYSTEM

- Mainline routing -**to be coordinated with Golf Course Architect and Owner’s Representative**
- Consult / confer with the Owner about the use of HDPE or PVC
- Hydraulic Calculations for mainline sizing, pipe rating, pipe classification
- Electric control valve locations for Golf Course Landscape Areas and Common Areas
- Mainline Isolation valve locations
- Mechanical Drawings/Specifications/Details

SPRINKLER DISTRIBUTION AND IRRIGATION CONTROL SYSTEM

- Sprinkler Selection/Placement -to be coordinated with Golf Course Architect and Golf Course Superintendent
- Irrigation System Hydraulics and Programming for system operation
- All Lateral Pipe sizing/specification
- Sprinkler Selection/Placement for Golf Course Landscape Areas and Common Areas
- Central Control/Software Specification
- Central / Field Controller / 2 Wire Communication Methodology/Design/Specification
- Field Control Zones Sizing/Placement/Specification
- Fairway and Green Isolation valve locations
- Mechanical Drawings/Specifications/Details

ELECTRICAL DESIGN

- 120/240 vac Field Power Wire routing/placement
- Irrigation Controller Wiring Specifications
- Communication Cable routing/placement
- Conduit Specifications (if required by N.E.C.)
- 120/240vac Field Power Conditioner/Disconnect Panel Schematics

(to be reviewed and approved by Owner's E.E., or Electrical Contractor)

- Fertigation System Electrical Requirements
- Mechanical Drawings/Specifications/Details

PROJECT MANUAL/SPECIFICATIONS

- Bid Documents
 - Irrigation Quantities
 - Manufacturer's Quantity/Pricing Proposal**
 - Contractor Qualification Statements
 - Contractor Bid Documents
- General Conditions
- Irrigation Material/Installation Specifications
- Pump Station Specifications

Phase 2 Deliverables

- **All drawings on 24" x 36" (D size) paper**
- All Phase 2 drawings, documents, and required deliverables as described herein are in pdf format and emailed or posted to FTP site for Client/Contractor Use

I, representing The Pignato Group, hereby agree to furnish all selected services and designs as detailed above. For this scope of work, the Lump Sum Contract Price is:

Eight Thousand Dollars (\$8,000.00)

The fee and payment schedule for the above shall be as follows:

Golf Irrigation Services – Barefoot Bay Golf Club

PHASE ONE / TWO

- Phases 1 & 2. \$8,000.00 Total. Irrigation Design Documents, Construction Drawings, Project Manual. Once this Phase is completed an invoice for \$8,000.00 shall be sent. Invoice shall be sent on the 25th of the month and is payable in full by the 5th of the following month.

PROJECT REIMBURSABLES:

- (1) Hotel, Airfare, Car Rental

PROJECT DELIVERABLES:

- All deliverables as stated herein this Proposal



MICHAEL PIGNATO

June 11, 2020

Accepted By The Pignato Group

Date

Accepted By BAREFOOT BAY GOLF CLUB

Date



Board of Trustees Meeting Agenda Memo

Date: Friday, October 9, 2020
Title: **Shopping Center Air Conditioning Replacement Award of Contract Confirmation**
Section & Item: 9.C
Department: Shopping Center
Fiscal Impact: \$12,166.00
Contact: Matt Goetz, Property Services Manager, John W. Coffey
ICMA-CM, Community Manager
Attachments: AC replacement invoice, Excerpt from Policy Manual
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Confirmation of award of contract to Next Generation Air & Heat, Inc. for replacement of dual air conditioning system at the Shopping Center.

Background and Summary Information

In early September 2020, the owner of RJ's Restaurant notified staff that their HVAC maintenance firm notified them that their dual air condition system was failing (tenant's lease requires her to have a maintenance contract for HVAC system and perform routine maintenance on the systems). Staff called in a repair company who recommended the replacement of the system. Using exception to competition #8 (repairs that require action within 72 hours) the Community Manager immediately approved the invoice. The vendor stated the job would require permitting due to nature of the dual system. Additionally, staff immediately informed the business owner of the approval and anticipated delay in work due to the permitting requirement.

The reader should note that the Community Manager believes BBRD has a vested interest in replacing AC and other high-priced building related (as opposed to business related) equipment even though the leases with tenants state replacement of such items are their responsibilities. Examples include the many items the former owner of 2002 restaurant did incorrectly that now cost more to fix such as grease trap line, interior water piping, floor drain trap, hood exhaust system at the roof (that is damaging our roof, etc.). This practice has been consistently applied for the past 7 years.

Although the Community Manager exceeded his purchasing authority on this procurement, he believes said action was in the best interest of the community and tenant=landlord relations. Hence, the Community Manager recommends the BOT confirm the award of contract for the replacement of the dual air conditioning system at the Shopping Center to Next Generation Air & Heat, Inc. in the mount of \$12,166.00.

-



Next Generation Air & Heat
1770 Agora Circle SE
Palm Bay, FL 32909
(321) 600-9409 Lic. #CAC1815755

Invoice 6423605
Invoice Date 9/23/2020
Completed Date 9/23/2020
Customer PO

Billing Address
Barefoot Bay Recreation District
1225 Barefoot Boulevard
Sebastian, FL 32976 USA

Job Address
937 Barefoot Blvd.
937 Barefoot Boulevard
Barefoot Bay, FL 32976 USA

Description of Work

Detach the newest condenser and move it as close to fire lines as possible.
Moving of the existing unit will be no additional cost.

Install a new 14 seer 3 and 5 ton Amana straight cool single stage systems.

New condensate pumps, float switches, thermostats and space apart as much is allowed between each condenser.

Task #	Description	Quantity	Your Price	Your Total
T650912	4 Ton 14 SEER AMANA Straight Cool System	1.00	\$5,919.00	\$5,919.00
	ASX14 UP TO 14 SEER 12.2 EER AC UNIT ARUF AIR HANDLER w/ 5KW ELEC HEAT			
	System Benefits			
	Helps save up to 43% on your cooling energy bills*			
	Provides more efficient and reliable cooling			
	Rust-resistant protection from the elements			
	Reduces greenhouse gas emissions*			
	Heavy steel insulated cabinet holds more heat in the unit			
	10-Year parts residential, 5 -Year parts commercial 1-Year labor			
	MPT:459.999960			
T650913	5 Ton 14 SEER AMANA Straight Cool System	1.00	\$6,747.00	\$6,747.00
	ASX14 UP TO 14 SEER 12.2 EER AC UNIT ARUF AIR HANDLER w/ 5KW ELEC HEAT			
	System Benefits			
	Helps save up to 43% on your cooling energy bills*			
	Provides more efficient and reliable cooling			
	Rust-resistant protection from the elements			
	Reduces greenhouse gas emissions*			
	Heavy steel insulated cabinet holds more heat in the unit			
	10-Year parts residential, 5 -Year parts commercial 1-Year labor			
	MPT:600.000000			
T001	Cash discount \$250.00 per unit = \$500.00 total	-1.00	\$500.00	\$-500.00
Sub-Total				\$12,166.00
Tax				\$0.00
Total Due				\$12,166.00
Balance Due				\$12,166.00

Payment of Sales Tax

In accordance with State law, Barefoot Bay Recreation District is exempt from paying sales tax on purchases. A copy of the District's sales tax exemption certificate shall be maintained and available at the administrative offices.

Capital Budget Expenditures

The Board of Trustees and Community Manager must approve all Capital budget purchases. Capital budget purchases or outlays are for the acquisition of or addition to fixed assets. They generally add value to the land or building, have a useful life of more than one year, are of a non-consumable nature, and must exceed \$5,000.00¹⁴ in value.

Capital Budget expenditures are classified as:

1. Land: including land acquisition cost, easements, and/or rights of way.
2. Buildings
3. Improvements other than buildings: including, but not limited to, roads, bridges, curbs and gutters, docks, wharves, fences, landscaping, lighting systems, parking areas, storm drains, and athletic fields.
4. Machinery and equipment: includes motor vehicles, heavy equipment, office furniture and equipment
5. Construction in progress: used to account for undistributed work in progress on construction projects.

General Purchasing Requirements

Community Manager shall ensure that the funds are sufficient and authorized for all expenditures. Each department/area of operation purchases supplies and inventory items according to the department's budget plan for the fiscal year. This policy has been deemed the most cost-effective, efficient approach to purchasing. The purchase of office supplies shall be coordinated through the community manager's office. The department heads/managers shall be responsible for staying within their budget as adopted by the Board of Trustees.

Department	Department Head or Designee
Administration	Community Manager or Designee

The Community Manager is authorized to approve budgeted expenditures of up to \$7,500.00 without Board authorization. All expenditures of \$7,500.00¹⁵ or more shall be authorized by the Board of Trustees and have two authorized signatures on ANY check.

Use of Purchase Orders-Competitive Pricing

The primary method of purchasing a product is through a purchase order. A purchase order ensures that proper procedures and approvals have been obtained prior to placing the order for the product. Certain items do not require a purchase order and are listed under exceptions to the use of Purchase Orders.

Approval and payments for these items will be processed using the Monthly invoices as back up. These items require the approval of the Community Manager or Designee and require separate verification that funds are budgeted and available before the expenditure can be made. If funds are not available, a budget transfer shall be made upon approval of the Board of Trustees.

Exceptions to Competition

The competitive procurement process may be waived:

1. In defined emergencies, documented in accordance with the Emergency Purchases section of these policies.
2. For sole source procurements documented and approved in accordance with the Sole Source Purchases section of these policies.
3. For seminars registrations and professional membership dues and fees.
4. For purchase of local utility services for BBRD owned or operated facilities.
5. Postage expense, when billed by a vendor at the currently prevailing postage rates established by the U.S. Postal Service.
6. Repair or services for proprietary equipment, software, hardware, etc.²⁴
7. Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by responsible department manager and approved by the Community Manager.
8. Repairs that require action within 72 hours.²⁵
9. Under other documented and justified circumstances approved by the Community Manager.

Emergency Purchases

In cases of a declared emergency which require the immediate purchase of supplies or contractual services, the Community Manager may waive normal purchasing procedures.

In the event of the need to repair existing infrastructure that impacts the health welfare and safety of residents, the Community Manager may waive normal purchasing procedures. The Community Manager shall place the contract for repairs on the next regularly scheduled BOT meeting agenda for confirmation.²⁶

Purchases from Purchasing agreements of Special Districts, Municipalities, or Counties (Piggybacking)²⁷

District purchases based on purchasing agreements from other Special Districts, Municipalities, or Counties (Piggybacking) per Sec. 189.4221 F.S. will be allowed.

Purchases from State Contract²⁸

District purchases based on the use of state contracts will be allowed.

Emergency Payment

In a declared emergency either the Community Manager and one Trustee, or two Trustees, are required to sign checks over \$7,500²⁹ to pay for needed purchases, supplies or contracted services.³⁰

Purchase of Services From a Goods and Sole Source Provider

Sole source is an award of contract to the only known source for the required goods or services. A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding. If there is more than one product or service that will perform essentially the same functions under essentially the same conditions as the requested product or service, a sole source is deemed not to exist.

Board of Trustees

Date: Friday, October 9, 2020
Title: **FY22 Budget Preparation Calendar**
Section & Item: 9.D
Department: Administration, District Clerk
Fiscal Impact: N/A
Contact: John W. Coffey ICMA-CM, Community Manager
Attachments: FY22 Budget prep calendar
Reviewed by
General Counsel: Yes
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review proposed calendar, selection of dates and times for workshops, and approval of the calendar.

Background and Summary Information

In recent years, the BOT has formally adopted the upcoming budget preparation calendar for transparency purposes and to encourage greater participation in the process prior to the final BOT meeting (adoption of the assessment rate and budget) when most homeowners proffer their ideas, complaints, and comments. Over the last several years the process evolved to the following:

- Late November or early December: budget kick-off townhall meeting to solicit input from the BOT, Trustee-elect(s), and residents
- Mid-January: Publication of a Five-year Financial (Feasible) Model and Capital Improvement Plan (5yrFM&CIP)
- Late January: BOT 5yrFM& CIP workshop
- March 31st: Publication of a comprehensive Working Draft Proposed Budget (and shortly thereafter a free line-item Residents WDPB Budget)

However, due to the recently adopted interlocal agreement with Brevard County limiting future assessment rate increases to CPI the above schedule is no longer possible given the available date of the CPI index being mid-January and staff time needed to develop a separate 5yrFM&CIP and corresponding narrative accompaniment document. Hence, the attached proposed FY22 Budget preparation calendar has the following changes:

- Deletion of the separate 5yrFM&CIP documents and workshop
- Shift of Budget kick-off townhall meeting to mid-January
- Shift date of FY22 WDPB (including the 5yrFM&CIP) to early March
- Addition of a 5-week window (situated between BOT Budget workshops) allowing time for a possible request to go above CPI for critical needs, emergency contingencies, or unfunded mandates to be considered by the Brevard County Board of County Commissioners

While all dates and times can be changed by the BOT, staff requests the BOT pick from the many possible openings for the various workshops and then adopt the FY22 Budget Preparation Calendar. Said choices include:

Townhall Meeting (select one time)

Thursday, Jan. 14th at one of the following: 1pm, 3pm, 5pm, or 7pm

-

FY22 WDPB Workshops

(selection 2 dates and times)

Tuesday, March 16th at 7pm in Bldg. D/E

Tuesday, March 23rd 3-5pm in Bldg. D/E (BOT meeting that day at 7pm)

Thursday, March 25th in Bldg. D/E at one of the following: 9am, 5pm, or 7pm

(select 2 dates and times)

Thursday, April 29th in Bldg. D/E at one of the following: 10am, 1pm, or 7pm

Tuesday, May 4th in Bldg. D/E at one of the following: 10am, 1pm, or 7pm

Monday, May 10th in Bldg. D/E at either 5pm or 7pm

FY22 Budget Prep Calendar

Task #	Description	Due Date
1	BOT approves FY22 Budget Prep. Calendar	9-Oct-20
2	Budget prep. Forms developed by Comm. Mgr.	Oct-Nov
3	Trustees, residents, & Department Managers individually develop and submit list of CIP (Capital Improvement Plan) ideas for FY22-26 to the Comm. Mgr.	09Nov- 04Dec
4	Management Team Budget Preparation Kick-off Meeting (staff only)	16-Nov
5	BBRD staff develops cost proposals for non-staff CIP ideas.	16Nov-10Dec
6	FY22-26 Five Year Financial Model and CIP (5yrFM&CIP) finalized by Comm. Mgr. and Finance Mgr. and distributed to BOT and made available to the public.	N/A
7	Department Managers' FY22 narrative information (dept. description, goals, objectives, and perf. measures) due to Community Manager.	16Nov-10Dec
8	Dept. Mgrs. prepare FY21 year-end est.'s, FY22 projected revenues, and FY22 requested expenditures.	14Dec-21Jan
9	FY22-26 FM&CIP Townhall Meeting	15-Jan-21
10	BOT FY22-26 5yrFM&CIP workshop	N/A
11	Dept. Mgrs.' FY21 year-end est.'s, FY22 projected revenues, and FY21 requested expenditures reviewed by Comm. Mgr. and Fin. Mgr.	22Jan-04Feb
12	Comm. Mgr. balances FY22 revenues and expenditures.	10-Feb-21
13	Final drafting of FY22 Working Draft Proposed Budget (WDPB).	11-24Feb
14	Final editing, printing and assembly of FY22 WDPB.	24Feb-02Mar
15	Prior fiscal year Financial Statement and FY22 WDPB (including 5yrFM&CIP) submitted to Trustees. Public inspection copies placed in BBRD offices and electronic copy placed on BBRD.org.	3-Mar-21
16	Electronic copy of FY22 WDPB and Homeowner's Version placed on www.bbrd.org.	5-Mar-21
17	BOT Budget workshops as established by BOT.	Mar-Apr-May
18	Time reserved for possible appeal to BOCC regarding setting assessment rate above CPI	Mar-Apr-May
19	Publish prior fiscal year Financial Statement in generally circulated newspaper within Brevard County.	26-30Apr
20	BOT adopt proposed draft (line-item budget) for mail out to property owners of record and set Public Hearing date (must be 21 days after notice is published).	25-May
21	Publish notice of Public Hearing in newspaper of general circulation (must be 21 days prior to hearing). Mail proposed budget (line-items), proposed assessment rate, and prior year financial statements to all property owners of record.	2-Jun

FY22 Budget Prep Calendar

22	Public Hearing, for community input, on proposed budget and proposed assessment. BOT will consider two resolutions: one to adopt the FY22 Budget and one to set the assessment rate.	22-Jun
23	BOT certifies the Non-Ad Valorem Assessment Roll to Brevard County Tax Collector.	24-Aug
24	Deadline for staff to transmit the certification of the Non-Ad Valorem Assessment Roll to Brevard County Tax Collector.	15-Sep
25	FY21 ends.	30-Sep
26	FY22 begins.	1-Oct
Shaded rows indicate public meetings or workshops		



Barefoot Bay Recreation District

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

Phone 772-664-3141

Fax 772-664-1928

Memo To: Board of Trustees

From: John W. Coffey, Community Manager, ICMA-CM

Date: October 09, 2020

Subject: Manager's Report

Resident Relations

ARCC Meeting 9/29/20

- 13 Consent items – all approved
- 3 Other items – all approved

Next ARCC Meeting

- Scheduled for October 13th in Bldg. D/E at 9am

Violations Committee Meeting 09/13/20

- 10 Cases came into compliance prior to the meeting
- 3 DOR is working with the homeowner
- 11 Cases found in violation

Violations Committee Meeting 10/09/20

- 12 cases are on the agenda

Next Violations Committee Meeting

- Scheduled for October 23rd in Bldg. D/E at 10am

New Home Sales September

- 34 homes sold with 54 new homeowners received their badges

Golf-Pro Shop

- FY21 Golf Membership sign up will begin October 1st
 - Information for sign up and new rates is now available at www.barefootbaygolf.com
 - Sign up will be done by appointment beginning Oct 1st
 - Call golf course at 664-3174 with questions
- Pro Shop Sale
 - Ends Oct 16th (While supplies last)
 - Shirts, shorts, skorts 60% off
 - Accessories 10% off

Property Services

- Information will be provided at the meeting