

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

Tuesday, February 23, 2016

7:00 PM

1225 BAREFOOT BOULEVARD, BUILDING D/E



BAREFOOT BAY RECREATION DISTRICT

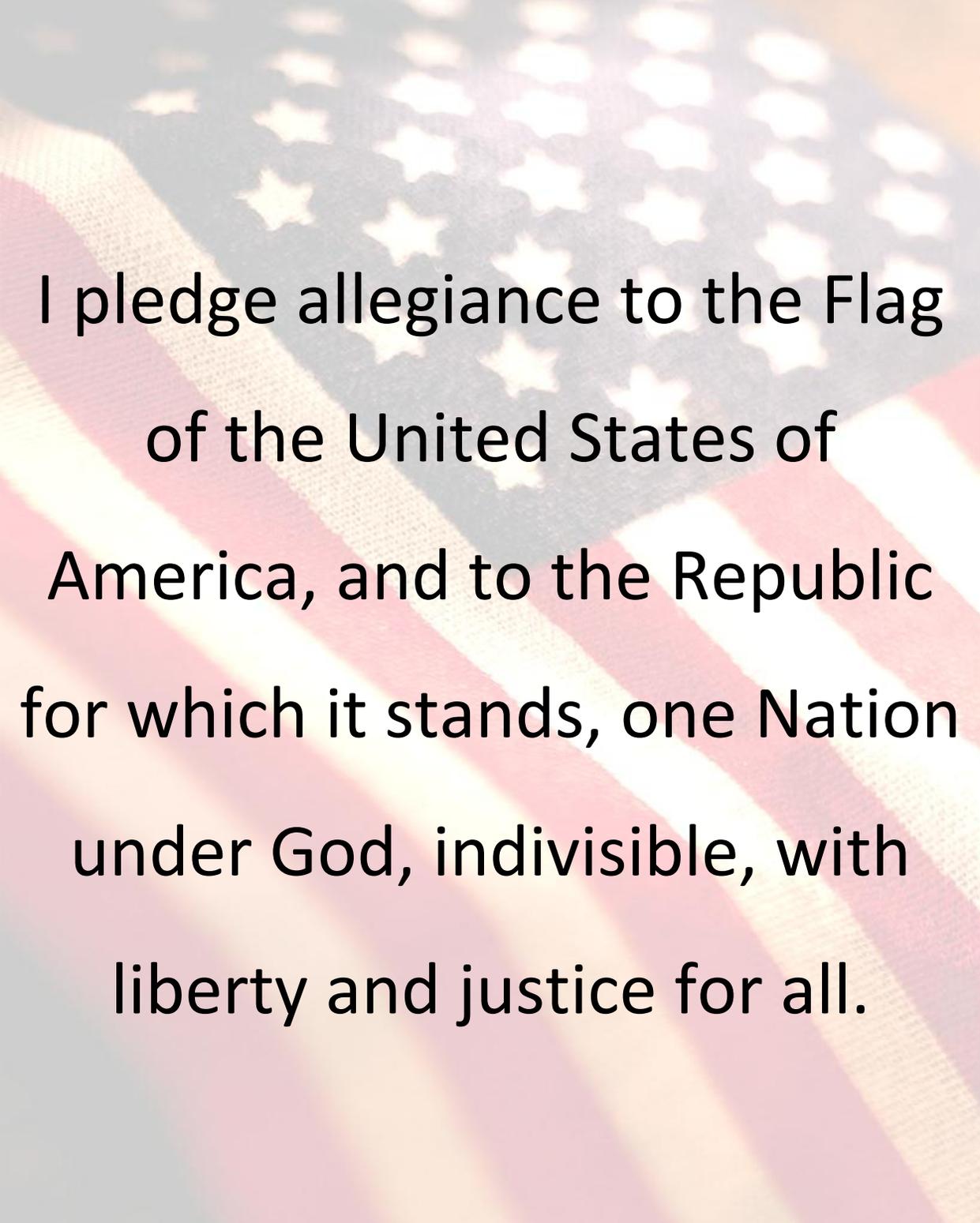
Barefoot Bay Recreation District Regular Meeting
Tuesday, February 23, 2016 7 P.M.
Building D&E

AGENDA

Please turn off all cell phones

1. Thought for the Day
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Presentations and Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience comment on Agenda Items
8. Unfinished Business
9. New Business
 - A. Advisory Committee Adoption of Rules
 - I. ARCC
 - II. Golf
 - III. Recreation Committee
 - IV. DOR and Charter Review
 - V. Security
 - VI. Facilities Planning
 - VII. Ballot
 - VIII. Finance
 - IX. Landscaping
 - B. Advisory Committee Appointment of Members
 - I. Recreation Committee
 - II. DOR and Charter Review
 - III. Security
 - IV. Facilities Planning
 - V. Ballot
 - VI. Finance
 - VII. Landscaping
10. Attorney's Report
11. Committee/Liaison Reports
12. Incidental Trustee Remarks
13. Audience Participation
14. Adjournment

2/16/2016 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.



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

Roll Call

Trustees

Chairman - Mr. Klosky

1st Vice Chair - Ms. Wright

2nd Vice Chair - Mr. Lavier

Secretary - Mr. Diana

Treasurer - Mr. Cavaliere

Also Present

General Counsel- Cliff Repperger, Jr., Esq.

Community Manager - John W. Coffey

District Clerk - Dawn Myers

Approval of Minutes



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting Friday, February 12, 2016 1 P.M. –Building D&E

The Barefoot Bay Recreation District held a Regular Meeting on February 12, 2016 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1:00 P.M.

Thought for the Day

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

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

Roll Call

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

Employee Milestone Recognition Award

Mr. Klosky recognized the employees reaching 5, 10 and 15 year milestones this quarter. Each employee received a certificate of recognition, Barefoot Bay pin and Barefoot Bay Bucks to be redeemed for one day off per every 5 year milestone achieved.

| | |
|-----------------|----------|
| Rose Lohr | 15 years |
| John Morris | 10 years |
| Pat Pfohl | 10 years |
| Stephen Ledoux | 10 years |
| Robert Whittier | 10 years |
| Robert King | 5 years |
| Phillip Wheeler | 5 years |

Minutes

Mr. Cavaliere made a motion to approve the minutes from January 26, 2016. Second by Mr. Diana. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for February 12, 2016.

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

Audience Participation (Agenda items only)

None brought forward

Old Business

None brought forward



BAREFOOT BAY RECREATION DISTRICT

New Business

BOT/HOA Workshop Follow-up Discussion

The Board of Trustees met in a joint workshop with the HOA on February 2, 2016 to continue the discussion that took place on April 23, 2014 regarding cooperation to implement DOR fining. At the workshop, the Board of Trustees requested the topic be placed on the next agenda for discussion and possible action.

Tom Guinther commended both the Board of Trustees and the HOA for keeping Barefoot Bay the community we can be proud of, however he is not favor of the HOA implementing the fining process as this is not the answer to the problem of enforcement. He noted how the DOR Enforcement office has improved operations to the highest possible level and even HOA Attorney Klemm stated at the workshop that "fining is not the answer". Mr. Guinther asked that the HOA respectfully decline their offer to introduce fining to the current DOR Enforcement process.

Carol Joseph urged the Board to try a different approach. Most people follow the rules. A small number are still non-compliant and this must be addressed. She reminded the Board that the residents voted for change. The HOA has the authority to fine why not try this method to bring the small minority into compliance.

Nancy Eisele was in favor of allowing the DOR Enforcement office the opportunity to continue making progress with the violations. She commended the HOA for their efforts in other aspects of maintaining Barefoot Bay but recommended that DOR Enforcement operations remain as they are without fining from the HOA.

Richard Schwatlow stated the HOA is not legally set up to collect fines. They would have to take the time to set up a charter to allow for it. He is not in favor of allowing the HOA to pursue authorization to fine for violations.

Leonard Pelligrino stated his opinion that the best way to approach the enforcement problem is to allow the HOA to fine. The Board of Trustees have the ability to grant the fining authority and should at least try this option. If the option does not work after a period of time the Board can always revoke the authority. He stated that the HOA should have fining capability with input from the Board to edit the DOR to protect the residents

Mr. Diana stated there were too many unanswered questions and there needed to be a collaboration to find out how the fines will be set up, how much we will fine, etc. before a decision could be reached.

Ms. Wright commented that we cannot move forward to seek answers until the Board gives the authority to proceed.

Mr. Lavier stated that the violation are at a 95% compliance rate now. He requested feedback from the HOA regarding what guarantee can be provided to make that 100%. Mr. Cavaliere stated that he is not in favor of HOA fining. It will confuse the situation in the eyes of the residents. He stated that the HOA Attorney commented on the fact that some legal issues may arise if the fines cannot be collected and the current 95% success rate is a great accomplishment.

Mr. Cavaliere made a motion to not proceed with amending the DOR to allow for fining from the HOA. Second by Mr. Lavier. Ms. Wright and Mr. Klosky opposed. Motion passed 3-2

Mr. Diana stated that he would like to table this agenda item until the Board and the HOA discuss the matter further. He would like to see the trustees and the HOA come together to work out the issues. Harold Wortman stated that the workshop was established to discuss the topic. The Board needs to make a decision today. After a decision is made we can proceed with unanswered questions. The HOA attorney did state that the DOR should be expanded and clarified at the workshop.



BAREFOOT BAY RECREATION DISTRICT

Adoption of Amended Rules of Trustees

Ms. Wright made a motion to reconvene the workshop to address the issues that have not been discussed thoroughly.

Mr. Cavaliere was not in favor of having another workshop as we have deliberated on these items already and the public had already had a right to speak.

Mr. Klosky requested the existing committee members and any interested parties please send a resume or letter of interest to the District Clerk's office stating the committee on which you would prefer to be considered. He requested General Counsel please add this language as part of the Rules of Trustees.

General Counsel recommended the added language be placed under the Revision in Section 8 of the Rules of Trustees.

Mr. Lavier inquired about the particulars of the items Ms. Wright wanted to discuss further. Ms. Wright clarified that the language under Section 5 should be reviewed. Discussion ensued regarding clarification on Trustees chairing workshops and not being seated advisory committees. General Counsel recommended an exception to add the ARCC committee as it is in the DOR that a Trustee sit on that board. General Counsel read the resolution:

RESOLUTION OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING AND SUPERSEDING RESOLUTION 2015-07, BY ADOPTION OF A REVISED SET OF RULES FOR THE BOARD OF TRUSTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT WITH OTHER PROVISIONS; AND, PROVIDING FOR AN EFFECTIVE DATE.

Mr. Cavaliere made a motion to approve the resolution to amend the Rules of Trustees. Second by Mr. Lavier. Ms. Wright opposed. Motion passed 4-1.

Tom Guinther advised the Board to rethink the use of Robert's Rules at District Meeting. Mr. Guinther reminded the Board that it has functioned without Robert's Rules for 25 years. Ms. Wright asked for General Counsel's opinion. General Counsel stated that the Board loosely follows Robert's Rules currently. Though it may add a bit more formality into the meetings, he does not see a problem with its adoption into the Rules of Trustees.

Review of Guest Pass Policy

Mr. Diana stated that the \$1 guest pass is being abused and we should discuss revising the amount to \$3 a day and \$7 a week pass. He provided the Board with a copy of a recent facebook post from a resident inviting non-residents to a Food and Beverage event as long as they had a \$1 to cover the guest pass fee. Mr. Cavaliere agreed with Mr. Diana about misuse and about raising the fee to \$3 or even \$5.

Ms. Wright recommended the topic be discussed at a workshop. She stated that we could get important feedback from staff and residents regarding this topic.

Richard Schwatlow stated he was against raising the fees.

Mary Weller requested we move the topic to a separate committee to ensure more time for research and fact finding opportunities.

Ethel Ratnor stated that she has been in Barefoot Bay for 30 years and is in agreement with raising the fees to \$3. She has seen the misuse of the guest pass over time.

Carol Joseph requested a workshop as in the past to discuss this topic. We need staff input in order to make an informed decision as this is not a simple solution.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere suggested moving the option to purchase a pass from the pools to the office of Resident Relations as it was in the past. Mr. Lavier also agreed that there is abuse of the \$1 guest pass and agreed on the increase to \$3.

Mr. Cavaliere made a motion to raise the daily guest pass amount to \$3 and weekly pass to \$7 and take this topic to a workshop to discuss further. Second by Mr. Lavier. Motion passed unanimously.

Offer on 406 Raven.

General Counsel Repperger stated that he has acquired an offer for \$3000 to purchase this property from Mr. Diego Mederos. He requests approval to proceed with closing.

Mr. Diana made a motion to accept the offer. Second by Mr. Cavaliere. Motion passed unanimously.

Establishment of FY17 Budget Workshops Schedule

Staff began the annual budget preparation with the goal of a March 1, 2016 distribution date. At the May 24, 2016 the Board of Trustees are required to adopt a proposed budget for mail out to property owners and set a public hearing date. Per the Approved FY17 Budget Schedule budget workshops are needed for the Trustees to evaluate, revise if necessary and approve the FY17 Working Draft Proposed Budget. Staff has provided proposed dates for the Board to consider.

Apr 04, 2016 Bldg. A 2:30pm -4:30pm

Apr 20, 2016 Bldg. D/E 9am-noon

Apr 28, 2016 Bldg. D/E 9am-noon

May 03, 2016 Bldg. A 9am-noon

May 10, 2016 Bldg. D/E 9am-noon

Mr. Lavier made a motion to accept the workshops. Second by Mr. Diana. Motion carried unanimously.

Manager's Report

The DNA Architect for the Replacement Building F Project, believes he will be ready to present the floor plan and renders to BBRD in early to mid-March. Currently, three meeting room options are reserved. Trustee consensus was to reserve the date of March 14, 2016 Bldg. A 2:30-4:30pm for a joint Trustee and Facilities Planning Committee. The contract for the \$200,000 50% match grant was received from the Florida Department of Environmental Protection. Chairman Klosky will sign the contract and they will be returned for full execution by the DEP. Per the FY16 budget workshop discussions, Mr. Coffey requested that TLC develop a proposal for a parcel development plan. As approved by the Board on the FY17 Budget Calendar, copies of the FY17 WDPB will be delivered to Trustees, and members of the Finance and Facilities Planning Committees on March 1, 2016. Paper copies for public inspection will be available in Building F and Resident Relations Office. An electronic copy will be posted on bbrd.org.

Attorney Report

No report

Trustee Liaison Report

Violations/ARCC Liaison - Mr. Klosky reported on the recent Violation's Committee Meeting with 17 cases in violation. Since January 1, 2016, 421 cases have been closed. At the ARCC committee Mr. Klosky noted 2 new home package permits.



BAREFOOT BAY RECREATION DISTRICT

Property Services/Golf Liaison - Mr. Lavier reported on a successful Bayside High School Football Booster Club fundraiser with approximately \$4500 raised. He thanked everyone that participated for with the tournament. A great time was had by all. Tomorrow the Couples Gala Tournament will be held with dinner and dancing to follow in Building D/E. March 18, 19 and 20 BBRD Golf will hold the Club Championship Tournament at \$35 per person with tee times beginning at 7:30am. Sign up begins on March 1st in the Pro Shop. Property Services reported one of the two sheds ordered has been delivered, handicap door on Building A repaired, nature signs installed on the walking trail, the pump in lawn bowling has been replaced and the kayak storage is in place at the pier.

District Clerk Liaison - Steve Diana reported the District Clerk's office is working diligently.

Finance/HOA Liaison - Mr. Cavaliere reported on the success of the HOA Sock Hop. The HOA Card Party is scheduled for February 27th tickets are \$3 with snacks provided and subs provided by Subway. On March 1st tickets go on sale for the Ladies Luncheon and Style Show. Lunch will be by Flip Flop Ice Cream. Tickets are \$8 per person. The HOA ice cream social will take place in April at the HOA general meeting. The recent Finance Committee was presented informative bank financing options by SDS with more information to follow.

Food and Beverage Liaison - Ms. Wright stated in an effort to ensure resident enjoyment and comfort, local favorite Dreamer, will play on Feb 12th and on March 25th in Building A from 7-10:30PM. Tickets are now available for the "Foods You Love" musical event and buffet lakeside on February 27th. Tickets can be purchased at the 19th Hole, the Lounge and Resident Relations for \$10 each. On February 22nd tickets go on sale for the St. Patrick's Day event. Every Sunday through March there will be music at the pool and food available.

Trustee's Incident Remarks

Mr. Cavaliere discussed the problem with seating at the 19th Hole on Pasta Night. He reminded residents that there is limited space available in the 19th Hole. Mr. Cavaliere stated that the 19th Hole was created to serve golfers coming off the course. He suggested assessing the room we currently have and coming to a hard decision. He also discussed defining what is and isn't an amenity.

Ms. Wright asked that Building A be locked when not in use due to the recent misuse of this building by groups of young people.

Audience Participation

Leslie Felson commented on the residents that are not picking up after their dogs. She stated that she has been picking up after other people's dogs consistently. She asked that the trustees please do something about this.

Rich Schwatlow discussed the proposed buildings for Building D/E. He does not believe this is an unreachable goal. He urged the Board and residents to think about looking at it as an improvement to the Bay.

Resident James discussed videoing any misconduct by troublesome young people. He commented on the 19th Hole and leasing the space to another company.

Nancy Eisele reminded residents to come out to the Mw Homeowner's Orientation on the last Sunday of the month on Feb. 28th.



BAREFOOT BAY RECREATION DISTRICT

The next meeting is scheduled for Tuesday, February 23, 2016 in Building D/E at 7PM.
Mr. Diana made a motion to adjourn. Second by Mr. Cavaliere. Meeting adjourned 2:52 p.m.

Steve Diana, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District
Treasurer's Report
February 23, 2016

Cash Balances in General Fund

as of 2/11/2016

Bank of America:

| | | |
|--|----|------------------------|
| Operating Account | \$ | 1,683,690.09 |
| Money Market Account | \$ | 105,589.67 |
| Total Cash Balances @BOA in General Fund: | | \$ 1,789,279.76 |

SBA:

| | | |
|--|----|----------------------|
| Capital Improvement Account | \$ | 83,100.01 |
| Reserve Account | \$ | 449,049.72 |
| Total Cash Balances @SBA in General Fund: | | \$ 532,149.73 |

Total Cash Balances in General Fund: **\$ 2,321,429.49**

Cash Balance in Debt Fund

as of 1/31/2016

SBA:

| | | |
|---|----|----------------------|
| Debt Account | \$ | 691,887.41 |
| Total Cash Balance in Debt Fund: | | \$ 691,887.41 |

* Participant Return for SBA in Jan 2016 is 0.48%

Total Cash Balances in All Funds: \$ 3,013,316.90

Expenditures over \$5,000 from 2/1/16 to 2/11/16

| <u>Vendor</u> | <u>Description</u> | <u>Check Amount</u> |
|---------------------------------|------------------------------|---------------------|
| Employees | Employees Salaries and Wages | \$ 65,539.09 |
| Federal and State Payroll Taxes | Employer Tax Liabilities | \$ 6,594.32 |
| SDS | Management fee | \$ 11,644.63 |
| Sysco Southeast Florida, LLC | Food & Bev inventory | \$ 5,418.97 |
| E-Z Go Textron | Courtesy Golf Cart | \$ 9,653.70 |
| Moore Stephens Lovelace | Final Audit Bill | \$ 5,500.00 |
| Public Risk Insurance | Auto, Liab, Comm. Prop Ins. | \$ 33,938.50 |

Total of Expenditures over \$5,000 \$ 138,289.21

Audience Participation Agenda items only

Unfinished Business

New Business

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|---------------------|
| Meeting Date |
| Feb. 23, 2016 |



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|----------------|------------|
| Agenda | |
| Section | 9 |
| Item No | A 1 |

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of ARCC Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt ARCC Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the ARCC.</p> <p>Staff recommends the BOT <u>adopt the ARCC rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>The selection of ARCC members is currently governed by the DOR and ARCC Guidelines so no additional action is required under the revised BOT Rules.</p> |
| Exhibits Attached: Draft ARCC Rules |
| Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager and/or Sue Cuddie, Resident Relations Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the ARCC Committee

Purpose (ARCC)

- The ARCC Committee reviews and approves or denies ARCC permit applications.
- The Committee also has the authority to promulgate regulations relating to all construction and landscaping for lots within Barefoot Bay, provided, however, that such rules may not be inconsistent with the provisions of the DOR.

Duties/Responsibilities

- An Architectural Review Control Committee (ARCC) shall be established to enforce the Deed of Restriction (DOR) provisions.
- Review all ARCC permits to assure that the application fits within the regulations established by the Barefoot Bay Recreation District Deed of Restrictions and the ARCC guidelines.
- Attend ARCC bi-weekly meetings called for the purpose of reviewing applications and promulgating regulations relating to construction and landscaping.

Number of Members (per the DOR)

Five voting members

Two alternate members who can vote in meetings where a regular member is not in attendance

Quorum and Conduct of Meetings

1. In order to conduct the business of the committee, a quorum must be present. A quorum will exist when a simple majority (3) voting members are present. A simple majority of those present is needed to pass a vote.
2. The meeting shall be chaired by a member of the Board of Trustees.
3. The ARCC shall hold an organizational meeting each year as soon after January 1st as is practical to select a vice-chairman from its membership; the vice-chairman will chair the meeting when the chairman is absent.
4. Each member of the committee shall have one (1) vote on each permit application.
5. The ARCC shall also adopt such rules and procedures as it may deem appropriate; provided, however, that such rules may not be inconsistent with the provisions of the DOR.

Terms of Appointment

- The Board of Trustees for the Recreation District shall appoint a member of the Board of Trustees to serve as the Chairman of the ARCC.
- Three additional members of the ARCC shall be appointed as follows: one (1) by the Board of Trustees and two (2) by the Homeowners Association, all of whom shall be lot owners.
- The fifth member shall be a management employee of the Recreation District and shall serve as secretary.
- Two alternates shall be appointed as follows: One (1) by the Board of Trustees and one (1) by the Association, who shall both be Lot owners. Alternates shall only be permitted to vote when needed to establish a quorum as provided in the ARCC rules and procedures.
- The terms of the members of the ARCC shall be for an indefinite period.
- Each member shall serve at the pleasure of the authority which made his or her appointment, and each member shall serve on the ARCC until he or she is replaced, resigns or otherwise leaves office.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The Resident Relations Department shall retain original copies of all minutes and handouts from the meetings and shall publish an agenda 3 days prior to each meeting.

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| Meeting Date |
| Feb. 23, 2016 |



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| Agenda | |
| Section | 9 |
| Item No | A 2 |

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of Golf Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Golf Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Golf Committee.</p> <p>Staff recommends the BOT <u>adopt the Golf Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>The selection of Golf Committee members is currently governed by The Barefoot Bay Golf Committee By-Laws dated 03/03/2006 so no additional action is required under the revised BOT Rules.</p> |
| Exhibits Attached: Draft Golf Committee Rules |
| Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager and/or Sue Cuddie, Resident Relations Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Barefoot Bay Golf Committee

Purpose

The Barefoot Bay Golf Committee serves as an advisory group to the Golf Operations Manager and the BOT regarding the golf course.

Duties/Responsibilities

- Act as a liaison between members and Golf Operations Manager/Head Professional
- Meet with the Golf Professional in the fall of each year and make recommendations regarding improvements to the Golf Course. The scope of the recommendation will determine if it must be presented to the BOT for consideration. This will be done on an annual basis.
- Work with all golf groups
- Help enforce golf etiquette is observed: (a) Courtesy..(b) Rules...(c) Proper Attire

Number of Members

Seven regular voting members

Quorum and Conduct of Meetings

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the BOT and/or the majority of the committee.

Terms of Appointment

- The BOT delegates the appointment of committee members to the respective leagues/associations active within the BBRD Golfing Community.
- Only members in good standing may serve as a committee member.
- Seasonal golf members must physically reside in Barefoot Bay for 8 months of the year to serve as a committee member.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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| Meeting Date |
| Feb. 23, 2016 |



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| Agenda | |
| Section | 9 |
| Item No | A 3 |

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Adoption of Recreation Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Recreation Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Recreation Committee.</p> <p>Staff recommends the BOT <u>adopt the Recreation Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Recreation Committee Rules |
| Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager and/or Matt Goetz, Property Services Transitional Crew Leader |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Recreation Committee

Purpose

The Recreation Committee reviews and provides recommendations to the Board of Trustees regarding the future needs of BBRD amenities (excluding the Golf Course), including but not limited to

- Coordination of special recreational events
- Condition, use and/or potential changes to current amenities
- Rehabilitation/repair/replacement of amenities
- Siting of new or replacement amenities
- Need of pursuing potential recreational grant opportunities
- Componential elements of proposed or awarded recreational grant programs
- Additions/deletions/modifications to recreation related budgeted items

Duties/Responsibilities

- Be knowledgeable in one or more the fields of recreation, leisure services, management, etc.
- Ability to comprehend complex projects and timelines
- Review annual recreational programs and amenities and proffer recommendations to the Board of Trustees

Number of Members

Seven regular voting members

Two alternate members who can vote in meetings where a regular member is not in attendance

Quorum and Conduct of Meetings

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the Board of Trustees and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.
4. The Committee may reorganize each January by electing a Chair and Vice-Chair as needed.
5. Conduct meetings monthly or as needed.
6. The committee through the Board Liaison shall report any recommendations to the Board of Trustees for final decision making.

Terms of Appointment

1. After the adoption of the revised Board of Trustees Rules on February 12, 2016, as soon as possible, the Board of Trustees shall appoint the following members:
 - 3 members for 3 year terms
 - 2 members for 2 year terms
 - 2 members for 1 year term
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, a new member will be recommended to the Board of Trustees by the Board Liaison for a term of 3 years.
3. If a member resigns before the expiration of his/her term, a new member will be recommended to the Board of Trustees by the Board Liaison to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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| Meeting Date |
| Feb. 23, 2016 |



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|----------------|------------|
| Agenda | |
| Section | 9 |
| Item No | A 4 |

Agenda Report
Barefoot Bay DOR and Charter District Board of Trustees

Subject: Adoption of DOR and Charter Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt DOR and Charter Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the DOR and Charter Committee.</p> <p>Staff recommends the BOT <u>adopt the DOR and Charter Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft DOR and Charter Committee Rules |
| Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager and/or Sue Cuddie, Resident Relations Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the DOR/Charter Review Committee

Purpose

Review the Barefoot Bay Recreation District Deed of Restrictions and Charter. Proposed changes will be forwarded to the Board of Trustees for their consideration.

Duties/Responsibilities

- Review the Deed of Restrictions and Charter.
- Openly discuss and suggest possible changes to the documents to facilitate the needs of the Barefoot Bay Community.
- Compose and adopt language for suggested revisions to the DOR and/or Charter.
- Have Counsel present at all meetings.

Number of Members

Seven regular voting members

Two alternate members may be appointed who can vote in meetings where a regular member is not in attendance

Quorum and Conduct of Meetings

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the Board of Trustees and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.
4. The Committee will convene at the direction of the Board of Trustees. Committee's task is formulation of a comprehensive recommendation for presentation to the Board of Trustees for final decision making.
5. At its initial meeting, the Committee will elect a Chair and Vice Chair.

The Committee Terms of Appointment

1. After the adoption of the revised Rules of Trustees on February 12, 2016, the Board of Trustees shall appoint the following members:
 - 3 members for 3 year terms
 - 3 members for 2 year terms
 - 2 members for 1 year terms
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, a new member will be recommended to the Board of Trustees by the Board Liaison for a term of 3 years.
3. If a member resigns before the expiration of his/her term, a new member will be recommended to the Board of Trustees by the Board Liaison to fill the open seat and serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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| Meeting Date |
| Feb. 23, 2016 |



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| Agenda | |
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Agenda Report
Barefoot Bay Security District Board of Trustees

Subject: Adoption of Security Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Security Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Security Committee.</p> <p>Staff recommends the BOT <u>adopt the Security Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Security Committee Rules |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Security Committee

Purpose

Review, analyze and make recommendations for security of Barefoot Bay Recreation District residents.

Duties/Responsibilities

- Conduct meetings monthly or bi-monthly depending on the need.
- Work with local members of the BCSO as a source of information about current issues in Barefoot Bay.
- Identify any current or potential security issues in Barefoot Bay or the surrounding area.
- Research and review established security measures for potential implementation in Barefoot Bay.
- Work with Neighborhood Crime Watch programs in BBRD

Number of Members

Seven regular voting members

Two alternate members may be appointed in the event a regular member is not in attendance.

Quorum and Conduct of Committee

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the Board of Trustees and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.
4. At the initial meeting the Committee will elect a Chair and Vice Chair.
5. The Committee may reorganize each January by electing a Chair, as needed.
6. The Committee through the Board Liaison shall report any recommendations to the Board of Trustees for final decision making.

The Committee Terms of Appointment

1. After the adoption of the revised Rules of Trustees on February 12, 2016, as soon as possible, the Board of Trustees shall appoint :
 - 3 members for 3 year terms
 - 3 members for 2 year terms
 - 2 members for 1 year term
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, a new member will be recommended to the Board of Trustees by the Board Liaison for a term of 3 years.
3. If a member resigns before the expiration of his/her term, a new member will be recommended to the Board of Trustees by the Board Liaison to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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| Meeting Date |
| Feb. 23, 2016 |



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| Item No | A 6 |

Agenda Report
Barefoot Bay Facilities Planning District Board of Trustees

Subject: Adoption of Facilities Planning Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Facilities Planning Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Facilities Planning Committee.</p> <p>Staff recommends the BOT <u>adopt the Facilities Planning Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Facilities Planning Committee Rules |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Facility Planning Committee

Purpose

The Facilities Planning Committee reviews and provides recommendations to the BOT regarding the future needs of BBRD facilities, including but not limited to

- annual 5-year Financial Model and Capital Improvement Plan (5yrFM&CIP)
- building rehabilitation/repair/replacement
- siting of new or replacement structures
- cost effectiveness of componential elements of current, replacement or new facilities

Duties/Responsibilities

- Re-organize the Committee each January by electing a Chair and Vice-Chair.
- Be Knowledgeable in one or more the fields of construction, facilities management, project management, etc.
- Ability to comprehend complex projects and timelines
- Review annual 5yrFM&CIP and proffer recommendations to the BOT

Number of Members

Seven regular voting members

Two alternate members who can vote in meetings where a regular member is not in attendance

Quorum and Conduct of Meetings

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the BOT and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.

Terms of Appointment

1. After the adoption of the revised BOT Rules on 12Feb16, as soon as possible, the BOT shall appoint the following members:
 - 3 members for 3 year terms
 - 2 members for 2 year terms
 - 2 members for 1 year term
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, the BOT shall make all subsequent appointments for a term of 3 years.
3. If a member resigns before the expiration of his/her term, the BOT shall appoint a resident to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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Agenda Report
Barefoot Bay Ballot District Board of Trustees

Subject: Adoption of Ballot Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Ballot Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Ballot Committee.</p> <p>Staff recommends the BOT <u>adopt the Ballot Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Ballot Committee Rules |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Ballot Canvassing Committee

Purpose

Verify and tabulate the returned ballots of the electors of Barefoot Bay Recreation District for the purpose of deciding the majority vote. The Committee is a non-regular scheduled Committee. It will convene at the direction of the Board of Trustees as needed.

Duties/Responsibilities

- Compose procedures for the current ballot canvassing process.
- Verify and organize each return envelope by street address.
- Review and decide on approved and rejected ballots
- The Committee shall report said results to the Board of Trustees

Number of Members

Seven regular voting members

Three alternate members may be appointed in the event a regular member is not in attendance or if additional tabulators are necessary due to the amount of ballots received.

Quorum and Conduct of Committee

1. Four members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the BOT and/or the majority of the committee.
3. At its initial meeting, the Committee will elect a Chair and Vice Chair.

Terms of Appointment

1. After the adoption of the revised Rules of Trustees on February 12, 2016, as soon as possible, the Board of Trustees shall appoint :
 - 3 members for 3 year terms
 - 3 members for 2 year terms
 - 2 members for 1 year term
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, a new member will be recommended to the Board of Trustees by the Board Liaison for a term of 3 years.
3. If a member resigns before the expiration of his/her term, a new member will be recommended to the Board of Trustees by the Board Liaison to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings.

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| Meeting Date |
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Agenda Report
Barefoot Bay Finance District Board of Trustees

Subject: Adoption of Finance Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Finance Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Finance Committee.</p> <p>Staff recommends the BOT <u>adopt the Finance Committee rules as presented</u> or modify (as directed) and then adopt said rules.</p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Finance Committee Rules |
| Contact: Dawn Myers, District Clerk, John W. Coffey, Community and Valeria Owens, Acting Finance Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Finance Committee Rules

Purpose:

The Finance Committee reviews and provides recommendations to the Board of Trustees (BOT) regarding use of finances throughout Barefoot Bay Recreation District (BBRD).

Duties & Responsibilities:

- Be knowledgeable of the nature of finance terms and basic accounting. A resume may be provided to the BOT before being appointed.
- Review the financial reports provided by staff on a quarterly basis.
- Review and recommend to BOT any decisions needed to be made concerning BBRD finances.
- Upon initial meeting, committee must elect a Chair and Vice-Chair.
- Re-organize the Committee each January by electing a new Chair and Vice-Chair.
- Chair & Vice-Chair must have good understanding of Roberts Rules of Order.

Number of Members:

Five (5) voting members.

Two alternate members may be chosen for voting purposes in the event that a member(s) is/are not in attendance.

Quorum and Conduct of Meetings:

1. Three (3) members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules preferred by the BOT and/or the majority of the committee.

Terms of Appointment

1. After the adoption of the revised BOT Rules on February 12, 2016, as soon as possible, the BOT shall appoint members accordingly:
5 member committee
2 members for 3 year terms
2 members for 2 year terms
1 members for 1 year terms
2 alternate members for 3 year terms
2. Upon the expiration of the initial term, the BOT shall make all subsequent appointments for a term of 3 years.
3. If a member resigns before the expiration of his/her term, the BOT shall appoint a resident to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings.

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| Meeting Date |
| Feb. 23, 2016 |



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Agenda Report
Barefoot Bay Landscaping District Board of Trustees

Subject: Adoption of Landscaping Committee Rules

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Review and Adopt Landscaping Committee Rules |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Attached are the proposed rules for the Landscaping Committee.</p> <p>Staff recommends the BOT <u>adopt the Landscaping Committee rules as presented or modify (as directed) and then adopt said rules.</u></p> <p>A later agenda memo will address the appointment of committee members.</p> |
| Exhibits Attached: Draft Landscaping Committee Rules |
| Contact: Dawn Myers, District Clerk; John W. Coffey, Community and Matt Goetz, Property Services Transitional Crew Leader |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Rules of the Landscape Committee

Purpose

The landscape Committee reviews and provides recommendations to the BOT regarding the future needs of BBRD grounds, including but not limited to

- Condition, use and/or potential changes to current landscaping
- Rehabilitation/repair/replacement of landscaping
- Additions/deletions/modifications to landscape related budgeted items

Duties/Responsibilities

- Re-organize the Committee each January by electing a Chair and Vice-Chair.
- Be Knowledgeable in the field of landscaping for the Florida climate
- Review and recommend any changes for the landscaping
- Ability to comprehend complex projects and timelines
- Review proposed landscape designs and proffer recommendations to the BOT

Number of Members

Five regular voting members

Two alternate members who can vote in meetings where a regular member is not in attendance

Quorum and Conduct of Meetings

1. Three members shall constitute a quorum for the purposes of holding a meeting.
2. All meetings shall be run by Robert's Rules of Order and any other rules proffered by the BOT and/or the majority of the committee.
3. Abide by Florida Sunshine and Public Records Laws.

Terms of Appointment

1. After the adoption of the revised BOT Rules on 12Feb16, as soon as possible, the BOT shall appoint the following members:
 - 2 members for 3 year terms
 - 2 members for 2 year terms
 - 1 member for 1 year term
 - 2 alternate members for 3 year terms
2. Upon the expiration of the initial term, the BOT shall make all subsequent appointments for a term of 3 years.
3. If a member resigns before the expiration of his/her term, the BOT shall appoint a resident to serve the balance of the unexpired term.

Staff Support

1. The Community Manager shall assign a BBRD employee to serve as support staff responsible for the recording of notes and drafting of minutes.
2. The District Clerk shall retain original copies of all minutes and handouts from the meetings and shall work with the Chair and support staff to publish an agenda 7 days prior to each meeting.

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| Meeting Date |
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Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Appointment of Recreation Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Recreation Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 7 members plus 2 alternates comprise the newly reconstituted Recreation Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 3 members for 3 year terms 2 members for 2 year terms 2 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: N/A |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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Agenda Report
Barefoot Bay DOR and Charter District Board of Trustees

Subject: Appointment of DOR and Charter Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of DOR and Charter Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 7 members plus 2 alternates comprise the newly reconstituted DOR and Charter Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 3 members for 3 year terms 2 members for 2 year terms 2 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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| Meeting Date |
| Feb. 23, 2016 |



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Agenda Report
Barefoot Bay Security District Board of Trustees

Subject: Appointment of Security Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Security Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 7 members plus 2 alternates comprise the newly reconstituted Security Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 3 members for 3 year terms 2 members for 2 year terms 2 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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| Meeting Date |
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| Item No | B 4 |

Agenda Report
Barefoot Bay Facilities Planning District Board of Trustees

Subject: Appointment of Facilities Planning Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Facilities Planning Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 7 members plus 2 alternates comprise the newly reconstituted Facilities Planning Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 3 members for 3 year terms 2 members for 2 year terms 2 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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| Meeting Date |
| Feb. 23, 2016 |



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| Item No | B 5 |

Agenda Report
Barefoot Bay Ballot District Board of Trustees

Subject: Appointment of Ballot Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Ballot Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 7 members plus 2 alternates comprise the newly reconstituted Ballot Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 3 members for 3 year terms 2 members for 2 year terms 2 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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| Meeting Date |
| Feb. 23, 2016 |



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| Item No | B 6 |

Agenda Report
Barefoot Bay Finance District Board of Trustees

Subject: Appointment of Finance Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Finance Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 5 members plus 2 alternates comprise the newly reconstituted Finance Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 2 members for 3 year terms 2 members for 2 year terms 1 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Manager |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

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| Meeting Date |
| Feb. 23, 2016 |



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| Item No | B 7 |

Agenda Report
Barefoot Bay Landscaping District Board of Trustees

Subject: Appointment of Landscaping Committee Members

Dept/Office: Administration: District Clerk's Office

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| Requested Action: Appointment of Landscaping Committee Members |
| <p>Summary Explanation and Background:</p> <p>On 12Feb16, the BOT adopted the Revised BOR Rules which requires the BOT to adopt rules and responsibilities for each advisory committee and then appoint residents to specific terms on each committee.</p> <p>Per the proposed committee rules, 5 members plus 2 alternates comprise the newly reconstituted Landscaping Committee. Staff recommends the following terms of appointment:</p> <ul style="list-style-type: none"> 2 members for 3 year terms 2 members for 2 year terms 1 members for 1 year term 2 alternate members for 3 year terms <p>Copies of resumes received as of 16Feb16 will be provided separately to the BOT. Copies of additional resumes received, after 16Feb16 and before the BOT meeting, will be provided to the BOT as they are received. A summary of residents' names who have submitted resumes will be updated daily at bbrd.org and provided to the BOT.</p> |
| Exhibits Attached: Resumes received by 16Feb16 |
| Contact: Dawn Myers, District Clerk and John W. Coffey, Community Coffey |
| Fiscal Impact: N/A |
| Contract/Agreement Reviewed by Attorney: N/A |
| Community Manager's Approval: |

Manager's Report



Barefoot Bay Recreation District

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

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

Memo To: Board of Trustees

From: John W. Coffey, Community Manager

Date: February 23, 2016

Subject: Manager's Report

- 1) **FY17 Assessment Receipts Update** – As of the date of this report, \$2,804,818.28 (or 80%) of gross receipts were received by BBRD (see attached for details).
- 2) **Christmas Decoration and Replacement Lawn Bowling Sheds Update** – The shed for Christmas decorations (as authorized by the BOT) and a replacement for a wind damaged shed for lawn bowling were scheduled for delivery on 17Feb16.
- 3) **Retirement of Property Services Manager John Morris** – Mr. Morris, a 10 year employee will retire from full-time service to BBRD on 6Mar16. After a brief respite, Mr. Morris will return to work at BBRD as a part-time Building Tech. Matt Goetz, currently Transitional Property Services Crew Leader, will be appointed as Acting Property Services Manager effective 7Mar16. Mr. Goetz will have a six month probationary period in which I will evaluate his ability to permanently serve in the position.

Attorney's Report

Trustees Liaison Reports

Incidental Remarks from Trustees

Audience Participation

Adjournment