

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

Friday, January 13, 2017

1:00 PM

1225 Barefoot Boulevard, Building D/E



BAREFOOT BAY RECREATION DISTRICT

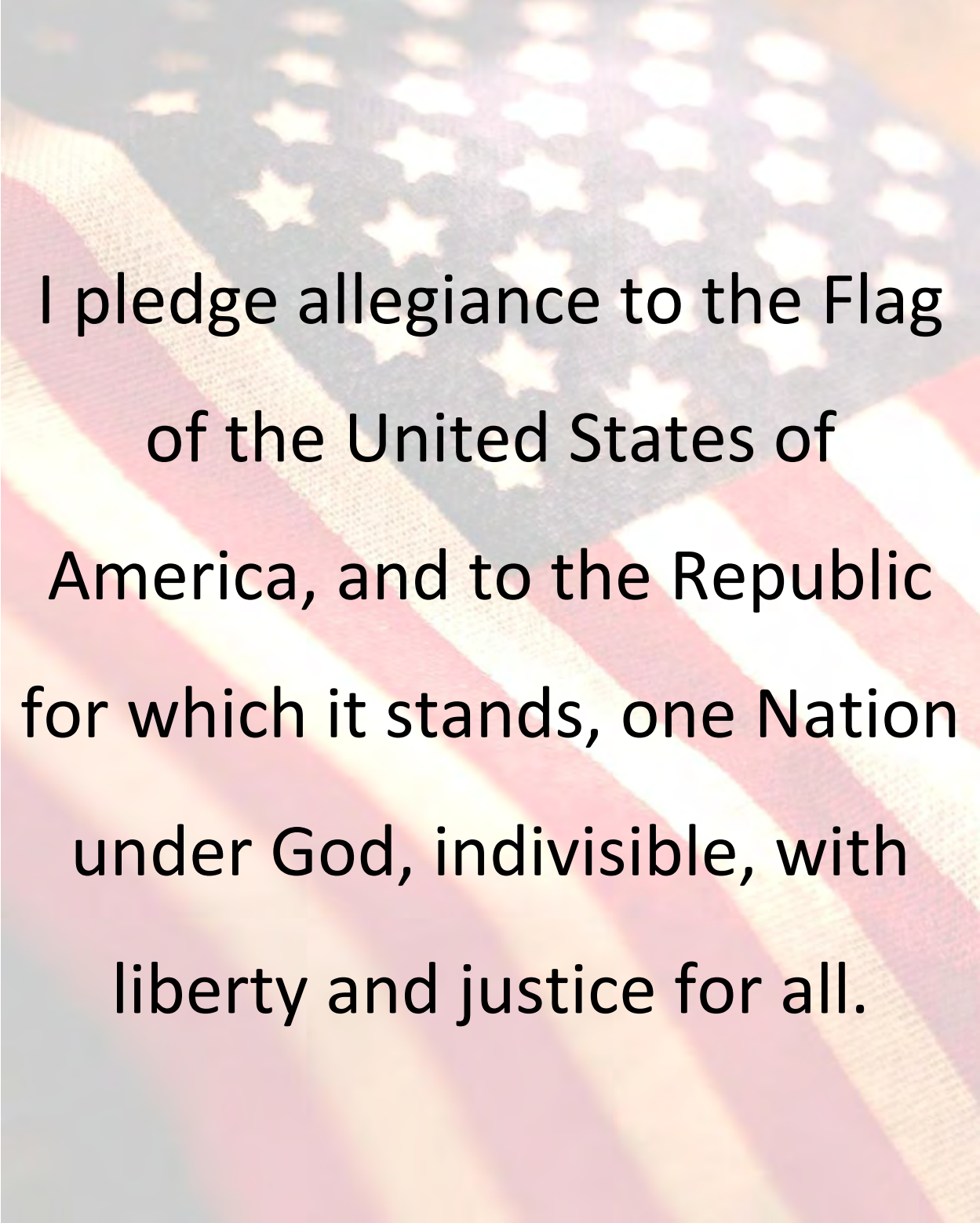
Barefoot Bay Recreation District Regular Meeting
Friday, January 13, 2017 1 P.M.
Building D&E

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
 - A. Ray Spencer Proclamation (Barefoot Bay Song)
5. Approval of Minutes
6. Treasurer's Report
 - New Trustee Oath of Office and Reorganization of the Board
7. Audience comment on Agenda Items
8. Unfinished Business
9. New Business
 - A. DOR Violations
 - i. Case # 16-004161 890 PECAN CIRCLE
 - ii. Case # 16-004253 453 EGRET CIRCLE
 - iii. Case # 16-003412 715 BAREFOOT BOULEVARD
 - iv. Case # 16-004248 890 PECAN CIRCLE
 - v. Case # 16-002290 526 PERSIMMON DRIVE
 - B. Beach Planning Discussion
 - C. Use of Vacant Shopping Center Units as Replacement Building F Discussion
 - D. Budget Amendment: FY17 Pay Plan
 - E. Confirmation of Golf Course Overseeding Contract
 - F. Acceptance of E.J. Wright's Resignation from Security Advisory Committee and Facilities Planning Advisory Committee
 - G. Donation Request: Tree for Golf Course
 - H. Confirmation of Bldg. D/E Air Conditioning Replacement Award of Contract
 - I. FY17 General Fund Transfer from Operating Account to CIP Account
 - J. FY17 General Fund Transfer from Operating Account to Debt Service Fund
 - K. Finance Advisory Committee Recommendation: Removal of Absent Member
 - L. Clerk Base Demonstration
10. Manager's Report
11. Attorney's Report
12. Committee/Liaison Reports
13. Incidental Trustee Remarks
14. Audience Participation
15. Adjournment

1/6/2017 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 December 9, 2016 1 P.M. –Building D&E

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on December 9, 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 both past and present.

Mr. Lavier led the Pledge of Allegiance to the Flag.

Roll Call

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

Presentations

Retirement Recognition

Mr. Klosky and Golf Manager, Ernie Cruz presented Luann Henderson with a plaque in recognition of her retirement and thanked her for 12 years of outstanding contribution to the golf community and to the Barefoot Bay Recreation District.

Barefoot Bay Song

Mr. Ray Spencer performed his own song written about the joy and simple pleasures of living in Barefoot Bay. Mr. Spencer stated that he would like to donate the song, giving up all rights to it in exchange for the Board adopting it as the official Barefoot Bay song. He requested an official proclamation stating the song's dedication to the Bay. Mr. Klosky asked that the song dedication get placed on the next Board agenda for a formal presentation of the proclamation.

FPL Presentation

Mr. Jeffery West of FPL Solar Development Group, presented the plan for expansion of clean solar energy in Florida as it relates to Brevard County and Barefoot Bay. He informed the residents that FPL has switched to lean natural gas resulting in lower costs and cleaner emissions. FPL plans to continue to invest in solar as a cleaner alternative for energy. Mr. West introduced colleagues, Mark Getchens and Erin Walkowiak speak on the solar facility planned for the area close to Barefoot Bay. Ms. Walkowiak discussed the facility already in Brevard near the space center and the three large scaled plants near Tampa. FPL is proposing a solar project near Barefoot Bay and wanted to introduce the plans to the residents. A seventy-four and a half megawatt (equivalent to power the entire community) facility is planned for the area near Micco and Fleming Grant Rd. She explained the plant will offer the residents some solar energy use simply by being in close proximity. The plants are quiet and are surrounded with a natural barrier so



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they are not easily seen. They would like to work with the residents of Barefoot Bay during the development of the project. Updates will appear on their website and in the Tattler in the near future. They will be back in January for further information at an open house.

Minutes

Mr. Lavier made a motion to approve the minutes November 11, 2016. Second by Mr. Cavaliere. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for December 9, 2016.

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

Mr. Klosky asked the Board to approve amending the agenda allowing for the Audience Participation section at the end of the meeting to be brought up to the Audience Comments on Agenda Items section now, move the Unfinished Business Item 8B Safety Deposit Box Location after 9E Finance Committee Recommendation: New Banking and move Item 9P Guinther v. Barefoot Bay Recreation District up to the beginning of the New Business discussion. Ms. Wright made a motion to amend the agenda. Mr. Diana clarified that item 9B is not a resolution to a lawsuit rather it is a declaratory statement. Mr. Diana was in agreement and stated a motion is not needed. Board consensus to amend the agenda.

Audience comment on Agenda Items

Mr. Tom Guinther reiterated his statement regarding the significance of maintaining the committees from the last meeting. He stated that the residents appreciate having a voice on the committees that affect their community. Mr. Guinther stated he submitted a petition of over 100 golf members in favor of keeping the Golf committee as it is to Mr. Lavier. He commented on the recent declaration on the Guinther vs. Barefoot Bay case and why he filed this claim in the first place. He stated that his intention was to further clarify the question of the \$25,000 spending limit. The judge's denial of the summary judgment has left the subject unclear in his opinion leaving many unanswered questions. He recommended moving forward with the case while gathering ideas from the trustees and residents alike. He urged discussion for multiple plans of action for Building F and to not wait until the last minute for a resolution.

Ms. Jeanne Osborne asked that the committees be left alone as the trustees just installed them within the last year. She urged the Board to give them a chance to see where they are going in the future.

Mr. Greg Deslandes commented on the Replacement Building F Project. He urged the trustees to either formulate a discussion about moving the office to the current vacant office at the shopping center or develop at least three referendum questions to present to the residents: 1. repair the building 2. replace with a similar structure or 3. build a new concrete building.



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Unfinished Business

Review of Advisory Committees

Ms. Wright read a previous statement from Mr. Cavaliere regarding the significance of the committees in designing the new replacement Building F. She reiterated that she advocates for the committees as they are beneficial to the community. She stated that among other things, they are necessary for the review of the 5 year plan, the budget and other improvements in Barefoot Bay. Mr. Cavaliere stated that he is not proposing abolishment of the committees but would like to see a greater influence and direction from the Board of Trustees about where the committees stand and when they meet. He would like to see them under the HOA. Mr. Lavier reiterated that regarding the Golf Committee, he has attended these meetings for the last two years with no significant decisions being made. He stated that the Golf by-laws are part of the Golf Manager's job description therefore the golf committee should be obsolete. Mr. Diana stated that he appreciated the role of the committees and acknowledged that, though there have been missteps, he is against abolishment of the committees. He recommended tabling this discussion until the new Board of Trustees is sworn in and the new HOA Board is in place so discussion about the future of the committees can take place.

Mr. Diana made a motion to table this item until the second meeting in January. Second by Mr. Cavaliere. Motion carried unanimously.

New Business

DOR Violations

Case # 16-003542 944 PECAN CIRCLE

ARTICLE III, SECT. 2 (C) Condition of Prop. (C) Unauthorized items Occupied

Mr. Diana made a motion to send Case # 16-003542 944 PECAN CIRCLE to the attorney's office for equal and equitable action but hold until after the tax sale. Second by Mr. Cavaliere. Motion carried unanimously.

Lounge Canopies Replacement Award of Contract

Due to age and condition of the pool and lakeside canopies, they were unable to be reinstalled after being removed in preparation for Hurricane Matthew. Staff solicited a quote for \$7,515 from ABC Awning & Canvas and is awaiting a second quote from another vendor next week. Mr. Lavier questioned the canopy still being off at the 19th Hole. Matt Goetz, Property Services Manager, stated that time constraints have prevented the maintenance crew from reinstalling the canopy. Mr. Lavier suggested getting assistance from the final selected vendor.

Ms. Wright made a motion to award the contract to the lowest cost vendor. Second by Mr. Lavier. Motion carried unanimously.



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BFBHOA Fountain Request

The HOA is requesting the Board waive Barefoot Bay Policy Guideline #2 for Gift or Memorials (page 3-22) which requires all donors to provide the financial means to staff for procurement of the intended donation and subsequent installation. On behalf of the HOA, Mr. Bob Kahl stated that he would prefer to pay directly for the fountain and subsequent installation. Mr. Cavaliere stated that the incoming officers on the HOA Board have voiced a request to table this item until they can review the purchase further and determine whether the residents actually want to spend the money on the fountain or on something else. He suggested removing this item from the agenda as requested as this is a HOA matter. Mr. Diana suggested tabling the item until the second meeting in January after the new Board is in place so they have the opportunity to discuss what they want to do.

Mr. Greg Deslandes stated that the subject will be presented to the homeowners for their input at the December 13th HOA meeting.

Mr. Randy Loveland stated that the new Board plans to reach more homeowners than just the ones that show up to the meetings thereby getting a better idea of how the majority of the homeowners would like to spend this money.

Mr. Cavaliere made a motion to remove the water fountain donation request from the agenda. Second by Mr. Lavier. Ms. Wright opposed. Motion carried.

Golf Advisory Committee Recommendation: Membership Rates

The Golf Committee addressed a resident concern regarding the disparity between single and family membership fees. The Golf Committee discussed the subject at their last meeting but declined to make a decision. Mr. Lavier reiterated that Barefoot Bay membership fees are the lowest in the area according to a number of the members and suggested keeping the rates as they are. Mr. Cavaliere clarified that the resident concern was regarding the disparity between single and family member rates not the rates themselves. He asked that the Board ensure that the specific resident concern is addressed.

Mr. Lavier made a motion to keep the rates as they are. Second by Mr. Cavaliere. Motion carried unanimously.

Finance Advisory Committee Recommendation: New Banking

The Finance Committee have heard presentations regarding alternate banking options from several banks for the last six months. The committee recommends going with Oculina Bank. Mr. Cavaliere stated that we should not lock ourselves into one bank for all banking needs and suggested we give this decision back to staff to issue a RFP.

Mr. Cavaliere made a motion to leave the decision up to staff to issue a RFP. Second by Mr. Lavier. Motion carried unanimously.

Safety Deposit Box Relocation

Mr. Cavaliere made a motion for staff to authorize moving the safety deposit box to another branch of Bank of America while staff is researching RFP options, Second by Ms. Wright. Motion carried unanimously.



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Recreation Advisory Committee Recommendation: Soccer Field

The Recreation Committee was directed to pursue the costs and feasibility for a mini soccer field by the Board. At their last meeting the Committee made a recommendation not to investigate the soccer field option any further. Mr. Cavaliere suggested the District purchase cones, soccer balls and footballs for use by the Barefoot Bay youth.

Mr. Cavaliere made a motion to accept the Recreation Committee's recommendation and also purchase cones, soccer balls and footballs for the use by the Barefoot Bay youth. Second by Mr. Diana. Motion carried unanimously.

Replacement Golf Cart Award of Contract

Staff is requesting authorization to procure a Toro Workman GTX utility golf cart as a replacement for the current 2011 utility golf cart currently in use by Property Services. State bid pricing is \$8,679.73 and 21% less than retail.

Mr. Lavier made a motion to award contract of \$8,679.73 to WestcoTurf, based on state contracting price, for a Toro Workman GTX utility vehicle. Second by Mr. Cavaliere. Motion carried unanimously.

Resident Relations Postage Machine Lease Renewal

In the past staff has utilized one-year leases for the Resident Relations' Postage machine. Current annual renewal rate is \$357.00 plus tax (property tax). Recently a staff member discovered that Neopost, offers a two-year renewal at \$267.72 plus tax saving \$89.28 per year.

Mr. Diana made a motion to approve the two-year lease renewal with Neopost for \$267.72 plus tax. Second by Ms. Wright. Motion carried unanimously.

Confirmation of 2016 CCTV Project Change Order

Additional fiber and electrical needs for a third camera at the playground resulted in a change order for the fiber installation. A quote was solicited and approved however, requirements for the approval of the change order and total cost of the fiber were not followed per Barefoot Bay policy. Staff inadvertently signed off on the change order prior to receiving Board approval. Staff recommends the confirmation of the change order approval for additional fiber optic installation to Hunter Communications in the amount of \$2,711.23. Discussion ensued regarding the project delays.

Mr. Cavaliere made a motion to approve the change order with the stipulation that we look carefully at the CCTV system budget before spending on more cameras going forward. Second by Ms. Wright. Mr. Klosky and Mr. Diana opposed. Motion carried.

Building A Sound System Upgrade

Staff is currently working with vendors to solicit quotes which are anticipated to be under \$7,500 in costs for the ongoing sound issues in Building A. Due to the lack of a specific budget for the project the Board will need to authorize either use from contingency or from another project's available budget. Matt Goetz explained that the vendors are not in agreement about what the sound issue is but he is in process of working with them to investigate further.

Mr. Jack Reddy suggested the vendors attend a large meeting to evaluate the problems with the sound in Building A firsthand.



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Mr. Cavaliere made a motion that staff proceed with research for this project not to exceed \$7500. Second by Mr. Diana. Motion carried unanimously.

19th Hole Carpet Replacement

Trustee Klosky requested staff solicit quotes for the carpet replacement and place the issue on this agenda for consideration. Staff solicited the following quotes for tile carpet: \$3,408.60 Discount Carpet & Tile, Inc. and \$3,669.00 Empire Today.

Mr. Cavaliere made a motion to approve the quote for \$3,669.00 Empire Today at this meeting but wait for installation until May at which time we will address possible replacement ceiling tiles. Second by Mr. Lavier. Motion carried unanimously.

Appointment to the Facilities Planning Advisory

Mr. Diana made a motion to table this item until the first meeting in January. Second by Mr. Lavier. Mr. Diana moved for a recess due to the absence of Mr. Cavaliere.

Appointment to the Finance Advisory Committee

Appointment to the Security Advisory Committee

Appointment to the Violations Committee

Mr. Cavaliere made a motion to put all committee appointments on hold until the second meeting in January. Second by Mr. Diana. Motion carried unanimously.

Guinther v. Barefoot Bay Recreation District

On November 28, 2016, Judge George Maxwell III executed an Order denying BBRD's Motion for Summary Judgment in the above referenced case. There are numerous strategic options available to BBRD to address the Order. General Counsel Repperger desires the Board's advice concerning the litigation. He explained the order is not a final order as it doesn't address the issues in the order. Further clarification is needed. General Counsel recommends an Attorney-Client Session which will be held on December 19, 2016 beginning at 2:30 p.m. in Building A.

Mr. Cavaliere made a motion to approve the attorney-client session, Second by Mr. Lavier. Motion carried unanimously.

Manager's Report

Finance

Independent auditors from MSL will be on-site doing fieldwork on December 13-16, 2016.

As of November 23, 2016, \$933,183.24 in net receipts were received, representing 28% of the FY17 Budget

Resident Relations

Community Watch Program Update – The program started last month and is now in operation. Hours of operations will vary according to day of week and season to avoid establishing a pattern of patrol. The additional eyes on BBRD has been well received by BCSO deputies and concerned citizens.

Violations Committee Meeting – 17 cases were scheduled for today's meeting: 14 homeowners and 3 renters (2 came into compliance before the meeting).

ARCC Update:

November 15, 2016 meeting reviewed and approved 51 applications.



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November 29, 2016 meeting reviewed 41 applications and approved 40. One was denied and is pending additional information.

Badge Renewal Update – In an effort to give seasonal residents more time to update badges prior to leaving, beginning Monday 6Feb17, Resident Relations staff will issue the new 04/2018 stickers to property owners who have paid their 2016 taxes in full and are not on the restriction list.

Food & Beverage

Christmas Eve Hours

Lounge

Saturday, 24Dec16-Closes at 6pm.

Sunday, 25Dec16-Closed all day

19th Hole

Saturday, 24Dec16-Closes at 6pm.

Sunday, 25Dec16-Closed all day

New Year Eve Events

Lounge

In response to requests by residents, this year the New Year's Eve party will be an open event without tickets. There will be a pot luck buffet with music by Bob Coleman and the Coolers.

Weather permitting; the Coolers will set up Lakeside of the Lounge. Seats in the Lounge will not be reserved.

Sunday, January 1, 2017-Open from 3:00-9:00 p.m.

19th Hole

Tickets for the New Year's Eve party go on sale Monday, 12Dec16 at 10am at the 19th Hole. A 3 course small plate meal will be served. Steve Cole is playing 7:30pm until midnight.

Sunday, January 1, 2016-Open from 7:00 a.m.-9:00 p.m.

There will be another Motown Show on Saturday, 28Jan17 in Building A from 7-10pm. Tickets will go on sale Monday, December 26, 2016 at the Lounge, the 19th Hole and Resident Relations for \$10.

New tables and chairs have been ordered for the 19th Hole and are expected to be delivered on Monday, December 12, 2016.

Golf

Golf for Tots and Sadie Hawkins Tournaments were a great success.

The Bag Drop and signs were moved to the former site of the 10 minute parking area for golf visitor convenience. The 10 minute parking area will not be relocated.

ABM has added extra watering cycles to help to cool off over-seed during the unseasonably warm weather. Unfortunately, this will result in softer turf conditions until the irrigation settings are equalized.

Parking lot and driving range netting is back up and it looks great.

Working with Attorney Repperger regarding new fleet golf cart lease and swap out of carts (ETA is December 29, 2016).

"Golf Course Member Only Sale" Will be held on Wednesday December 14, 2016 from 5-8pm.



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Holiday Closures:

Golf Course Pro Shop closes at 2pm on Christmas Eve and will re-open at 6:30am on Monday December 26, 2016.

Golf Course and Pro Shop will close at 2pm on New Year's Eve and re-open at 6:30am on Monday, January 2, 2017.

Property Services

R&M/Capital Projects Updates:

- Continued to solicit quotes for various projects.
- Constructed and installed new drain boxes for the shuffle board courts.
- Shuffle board vendor informed staff of new anticipated start date of late January.

Boat Update:

- Installed the boat in the front island at Veterans Way.
- Replaced outdated lighting in the front of Veterans Way for the boat and sign.

Routine/Special Projects Updates:

- Trimmed trees throughout the Building A lake area.
- Installed Christmas decorations with the Deck the Halls club.
- Restriped /marked pathways and cart parking around the 19th Hole and Pro Shop area.
- Placed stone around the new poles for the screens at the golf course.

ABM has added extra watering cycles to the Lawn Bowling Court help to cool off over-seed during the unseasonably warm weather. Unfortunately, this will result in softer turf conditions until the irrigation settings are equalized.

General Information

Update – The vendor who previously provided staff with e-mail quotes for hurricane repairs to the pier and beach walkover refuses to provide a detailed quote for each project. Staff continues to solicit other quotes but multiple vendors have declined to come down to BBRD citing enough work on the beaches to last several months.

The Proposed FY18-22 5yrFM&CIP document will be hand delivered to trustees and applicable advisory committee members the evening of Friday, January 6, 2017 The BOT workshop to review the model and plan is currently scheduled for Tuesday, January 13, 2017 in Bldg. D/E at 2pm.

The annual BBRD employee Christmas Party will be held from 4-7pm in the Lounge on Thursday December 22, 2016. To facilitate attendance and to limit the closure of the Lounge to residents, all BBRD offices will close at 4pm on December 23, 2016.

Administrative offices will be closed on Friday December and Monday December 26, 2016 for Christmas Eve and Christmas Holidays plus Monday January 2, 2017 for New Year's Day.

The Community Manager is happy to report that all BBRD residents are on Santa's "Good Boy and Girl list" again this year. Happy Hanukkah, Merry Christmas and Happy New Year to all BBRD residents.



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Attorneys Report

General Counsel gave a status on the terms limit initiative requested by the Board and Mr. Diana specifically. The term limit imposed offers 3-2 year terms and after a full 2 year passes the individual becomes eligible to run again. General Counsel and Mr. Diana will meet with Representative Fine to confirm the support of the bill. He would suggest Mr. Diana attend the legislative delegation meeting on December 16th. Unanimous legislative vote is needed for it to move forward. He does not foresee any issues with support of the bill. General Counsel wished the Board and Barefoot Bay a Merry Christmas. He announced his donation to the Barefoot Bay Deck the Halls Committee in the name of the Trustees.

HOA Report

Mr. Harold Wortman reported the HOA served over 200 Thanksgiving dinners and made 24 home deliveries. At the next HOA meeting on December 13th please bring badges for voting purposes. A speaker from Alert Red will be on hand to discuss the emergency notification system. New Year's Eve tickets sold out within 3 days. The Bar will open at 6:30pm and the party goes until midnight with NiteFire providing the musical entertainment. Election Day for HOA is January 10th from 9am-6pm. Absentee ballots can be obtained at the HOA office on Monday and Wednesday 1pm-3pm.

Incidental Trustee Remarks

Mr. Klosky thanked everyone that participated in the 11th Annual Barefoot Bay Christmas Parade. He wished everyone a Merry Christmas and Happy Hanukah.

Mr. Diana thanked the Deck the Halls Decorating for continuing the Christmas decorations tradition started by Tim and Jan Hannify solely based donations. He also commended them for meeting and exceeding his challenge to the residents of Barefoot Bay to expand on what we already started. He thanked Mr. Klosky for all his work on the Christmas parade and wished the residents and staff a Merry Christmas and Happy New Year.

Ms. Wright read a written statement on why she made the fateful decision to run for trustee. She realizes it will take time and invite criticism. She spoke about a need for mutual respect among the residents and trustees and especially before we speak or place words in our local periodical. She wished everyone a Merry Christmas and a Happy New Year.

Adjournment

The next meeting will be on January 13, 2017 at 1PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 3:37PM.

Steve Diana, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

January 13, 2017

Cash Balances in General Fund

as of 1/4/2017

Bank of America:

Operating Account	\$	2,719,122.73
Money Market Account	\$	105,618.66
Total Cash Balances @BOA in General Fund:	\$	2,824,741.39

SBA:

as of 1/4/2017

Capital Improvement Account	\$	32,305.66
Reserve Account	\$	552,422.55
Total Cash Balances @SBA in General Fund:	\$	584,728.21

Total Cash Balances in General Fund: \$ 3,409,469.60

Cash Balance in Debt Fund

as of 1/4/2017

SBA:

Debt Account	\$	481,361.11
Total Cash Balance in Debt Fund:	\$	481,361.11

* Participant Return for SBA in December 2016 was 0.90%

Total Cash Balances in All Funds: \$ 3,890,830.71

Total Daily Deposits and Assessemnts Rec'd (from County Only) from Dec 1 to Dec 31, 2016:

Daily deposits:	\$	223,961.43
Assessments received (from County only):	\$	1,509,207.95
	\$	1,733,169.38

Expenditures over \$5,000 from November 1 to November 30, 2016:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages 12/1/16	\$ 68,164.43
Federal and State Payroll Taxes	Employer Tax Liabilities 12/1/16	\$ 5,342.37
Employees	Employees Salaries and Wages 12/15/16	\$ 68,663.69
Federal and State Payroll Taxes	Employer Tax Liabilities 12/15/16	\$ 5,373.76
Employees	Employees Salaries and Wages 12/29/16	\$ 69,232.07
Federal and State Payroll Taxes	Employer Tax Liabilities 12/29/16	\$ 5,358.89
Brevard county Tax Collector	931 Barefoot Blvd 1&2	\$ 14,919.34
Preferred Government Insurance Trust	Worker Comp. insurance	\$ 5,844.08
Gray Robinson	Legal Fees Nov 2016	\$ 13,482.39
UnitedHealthcare Insurance	Employees Health Insurance	\$ 19,405.56
Bank of America	Small bond payment	\$ 60,064.97
ABM Landscape	Golf, Softball & Lawn Bowling Maint.	\$ 37,954.84
Special District Services	Management Fee Dec 2016	\$ 17,273.07
Total of Expenditures over \$5,000		\$ 391,079.46

Barefoot Bay Recreation District
Monthly Summary - BOT Monthly Summary Treasurer Report
From 10/1/2016 Through 12/31/2016

	10/1/2016 - 10/31/2016	11/1/2016 - 11/30/2016	12/1/2016 - 12/31/2016	Total
Revenues				
Daily Revenue/Deposits	380,966.21	182,991.18	223,961.43	787,918.82
Assessments	<u>200.00</u>	<u>973,421.36</u>	<u>1,509,319.95</u>	<u>2,482,941.31</u>
Total Revenues	<u>381,166.21</u>	<u>1,156,412.54</u>	<u>1,733,281.38</u>	<u>3,270,860.13</u>
General Fund Expenditures				
Payroll				
Salaries & Wages	73,534.43	125,874.95	205,161.83	404,571.21
Other Pay & Benefit	2,943.48	2,224.85	3,233.11	8,401.44
Payroll Taxes	5,913.20	9,925.82	16,117.56	31,956.58
Payroll Fees	<u>990.66</u>	<u>1,030.28</u>	<u>1,323.35</u>	<u>3,344.29</u>
Total Payroll	83,381.77	139,055.90	225,835.85	448,273.52
Professional Expenses				
SDS	13,916.00	11,650.57	17,273.07	42,839.64
Gray Robinson	14,514.82	13,307.39	0.00	27,822.21
Other Prof. Fees	<u>11,261.70</u>	<u>20,005.70</u>	<u>5,799.29</u>	<u>37,066.69</u>
Total Professional Expenses	39,692.52	44,963.66	23,072.36	107,728.54
Insurance				
Employees Health, Dental & Life	14,822.13	19,186.57	12,413.92	46,422.62
Liabilities Ins.	18,715.50	11,890.50	12,809.50	43,415.50
Worker Comp. Ins.	<u>17,732.25</u>	<u>5,844.08</u>	<u>5,844.08</u>	<u>29,420.41</u>
Total Insurance	51,269.88	36,921.15	31,067.50	119,258.53
Utilities				
Telephone, Internet & Cable	6,097.23	3,581.45	2,710.97	12,389.65
Electricity - FPL	6,869.79	6,723.99	0.00	13,593.78
Propane	919.45	2,225.80	0.00	3,145.25
Water & Sewer	3,248.64	3,902.97	0.00	7,151.61
Garbage & Recycling	1,846.75	3,580.23	2,079.62	7,506.60
Portable Toilets	<u>709.06</u>	<u>572.90</u>	<u>573.89</u>	<u>1,855.85</u>
Total Utilities	19,690.92	20,587.34	5,364.48	45,642.74
Operations				
Music and Entertainment	5,330.00	6,365.00	8,315.00	20,010.00
Cost of Sales	<u>33,307.14</u>	<u>27,010.42</u>	<u>2,259.71</u>	<u>62,577.27</u>
Total Operations	38,637.14	33,375.42	10,574.71	82,587.27
Repairs and Maintenance				
Golf Course - ABM	36,252.13	36,252.13	36,252.13	108,756.39
Canal/Lake	479.00	0.00	0.00	479.00
Other R&Ms	<u>25,714.26</u>	<u>13,631.19</u>	<u>8,822.58</u>	<u>48,168.03</u>
Total Repairs and Maintenance	62,445.39	49,883.32	45,074.71	157,403.42
Stormwater Loan Expenditures				
Loan Principal	2,624.44	2,619.96	2,633.59	7,877.99
Loan Interest	<u>274.20</u>	<u>278.68</u>	<u>265.05</u>	<u>817.93</u>
Total Stormwater Loan Expenditures	2,898.64	2,898.64	2,898.64	8,695.92
Property Taxes	0.00	15,711.48	14,919.34	30,630.82
Bank Fees	1,085.88	4,030.11	0.00	5,115.99
Capital Expenses	23,287.73	23,227.28	10,129.87	56,644.88
Other Misc. Expenditures	<u>35,868.02</u>	<u>67,504.06</u>	<u>149,090.74</u>	<u>252,462.82</u>
Total General Fund Expenditures	<u>358,257.89</u>	<u>438,158.36</u>	<u>518,028.20</u>	<u>1,314,444.45</u>
Debt Service Fund Expenditures				
Debt Service Principal	0.00	0.00	58,768.86	58,768.86
Debt Service Interest	<u>0.00</u>	<u>0.00</u>	<u>1,296.11</u>	<u>1,296.11</u>
Total Debt Service Fund Expenditures	<u>0.00</u>	<u>0.00</u>	<u>60,064.97</u>	<u>60,064.97</u>

*PLEASE NOTE THAT BBRD FINANCIAL STATEMENTS ARE REPORTED USING THE MODIFIED ACCRUAL BASIS OF ACCOUNTING.
ALL EXPENDITURES IN THIS REPORT REPRESENT EXPENDITURES RECORDED ON OR BEFORE 1/4/2017.

Audience Participation Agenda items only

Unfinished Business

New Business

Meeting Date
January 13, 2017



Agenda
Section 9
Item No. A i.

Agenda Report
Barefoot Bay Recreation District Board of Trustees

#0547

Subject: Case # 16-004161 890 PECAN CIRCLE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 12/09/2016 and found ARTICLE II, SECT. 3 (A)(15) ADIR (Lamp Post) The respondent has been given until December 23, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are delinquent taxes on the property. 4 years, \$ 5,426.52. There is a BBRD Lien on the property. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Stephane Fecteau, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A Community Manager approval:_____

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT
Petitioner

Vs

Case no. 16-004161

#0547/16-004161
ESSA, JEFFREY WILLIAM,
890 PECAN CIR
BAREFOOT BAY, FL 32976
Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 12/09/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) ESSA, JEFFREY WILLIAM, et. al. is/are the owner(s) of that certain parcel of real property located at 890 PECAN CIRCLE , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE II, SECT. 3 (A)(15), ADIR (Lamp Post), Lamppost must be operational from dusk to dawn

ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by December 23, 2016 come into compliance with the violation cited herein by making lamppost operational..
2. Should the Respondent(s) fail to comply with this Recommended Order by December 23, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 12/09/2016 at Barefoot Bay Recreation District Brevard County, Florida.

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

M. Joy Liddy, Chair - Al Grunow, Vice Chair

BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA

NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS
COMMITTEE

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a Hearing will be conducted before the Barefoot Bay Board of Trustees at 1:00 P.M. on January 13, 2017 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.

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

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

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

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

December 02, 2016
Deed of Restrictions STAFF



890 Pecan Circle
Richard Armington
Dec 02, 2016



Photo: 890 Pecan

Date Taken:01/06/2017
Address:890 PECAN CIRCLE

Taken by:Richard Armington
Case Number:16-004161

Meeting Date
January 13, 2017



Agenda
Section 9
Item No. Aii

Agenda Report Barefoot Bay Recreation District Board of Trustees

#3774

Subject: Case # 16-004253 453 EGRET CIRCLE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 12/09/2016 and found ARTICLE II, SECT. 3 (A)(15) ADIR (Lamp Post) The respondent has been given until December 23, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are delinquent taxes on the property. Cert. ltr returned 12/7/16, BBRD lien, 3 yrs Taxes Due \$3,512.97

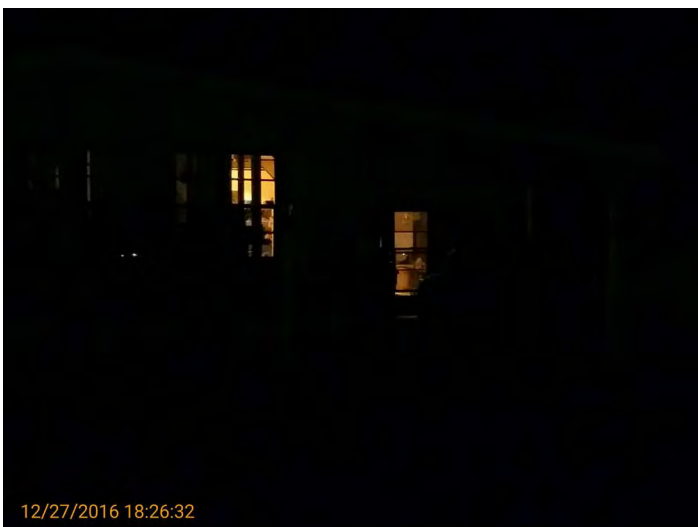
Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Stephane Fecteau, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A Community Manager approval:_____



453 Egret Ip
Dec 27, 2016



Photo: 453 Egret Ip

Date Taken: 12/27/2016
Address: 453 EGRET CIRCLE

Taken by: Stephane Fecteau
Case Number: 16-004253

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT
Petitioner

Vs

Case no. 16-004253

#3774/16-004253
TAYLOR, MARIA ELENA,
453 EGRET CIR
BAREFOOT BAY, FL 32976
Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 12/09/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) TAYLOR, MARIA ELENA, et. al. is/are the owner(s) of that certain parcel of real property located at 453 EGRET CIRCLE , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE II, SECT. 3 (A)(15), ADIR (Lamp Post), lamppost must be illuminated from dusk to dawn

ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

- 1. Respondent(s) shall by December 23, 2016 come into compliance with the violation cited herein by lamppost must be illuminated from dusk to dawn.
- 2. Should the Respondent(s) fail to comply with this Recommended Order by December 23, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
- 3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
- 4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 12/09/2016 at Barefoot Bay Recreation District Brevard County, Florida.

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

M. Joy Liddy, Chair - Al Grunow, Vice Chair

BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA

NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS
COMMITTEE

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a Hearing will be conducted before the Barefoot Bay Board of Trustees at 1:00 P.M. on Friday, January, 13, 2017 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.

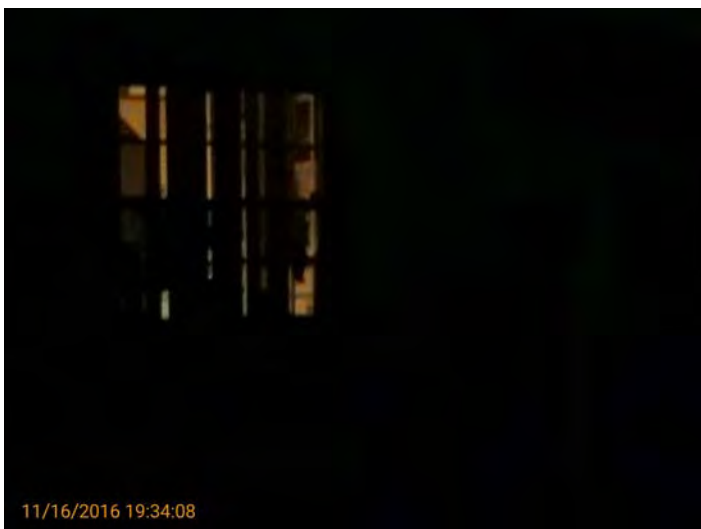
The purpose of this Hearing will be to consider the Recommended Order of the Violations Committee to the Board of Trustees for your Case.

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

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

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

December 02, 2016
Deed of Restrictions STAFF



453 Egret lp
Stephane Fecteau
Nov 16, 2016

Meeting Date
January 13, 2017



Agenda
Section 9
Item No. A IV

Agenda Report Barefoot Bay Recreation District Board of Trustees

#0123

Subject: Case # 16-003412 715 BAREFOOT BOULEVARD
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 01/13/2017 and found ARTICLE III, SECT. 2 (C) Condition of Prop. (C) Unauthorized items. The respondent has been given until December 6, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are no delinquent taxes on the property.

Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Stephane Fecteau, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A Community Manager approval: _____



715 BFB
Dec 27, 2016



Photo: 715 BFB

Date Taken: 12/27/2016
Address: 715 BAREFOOT BOULEVARD

Taken by: Stephane Fecteau
Case Number: 16-003412

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT
Petitioner

Vs

Case no. 16-003412

#0123
CLARK, CHARLES LIFE ESTATE,
715 BAREFOOT BLVD
BAREFOOT BAY, FL 32976
Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 12/09/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) CLARK, CHARLES LIFE ESTATE, et. al. is/are the owner(s) of that certain parcel of real property located at 715 BAREFOOT BOULEVARD , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE III, SECT. 2 (C), Condition of Prop. (C) Unauthorized items Occupied, Unapproved items in and around carport

ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by December 16, 2016 come into compliance with the violation cited herein by Unapproved items in and around carport.
2. Should the Respondent(s) fail to comply with this Recommended Order by December 16, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 12/09/2016 at Barefoot Bay Recreation District Brevard County, Florida.

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

M. Joy Liddy, Chair - Al Grunow, Vice Chair

BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA

NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS COMMITTEE

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a Hearing will be conducted before the Barefoot Bay Board of Trustees at 1:00 P.M. on January 13, 2017 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.

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

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

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

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 771-664-4722.

December 02, 2016
Deed of Restrictions STAFF



715 BFB
Stephane Fecteau
Nov 03, 2016



Photo: 715 BFB

Date Taken: 12/27/2016
Address: 715 BAREFOOT BOULEVARD

Taken by: Stephane Fecteau
Case Number: 16-003412

Meeting Date
January 13, 2017



Agenda
Section 9
Item No. A iii

Agenda Report
Barefoot Bay Recreation District Board of Trustees

#0547

Subject: Case # 16-004248 890 PECAN CIRCLE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 12/09/2016 and found ARTICLE III, SECT. 2 (C) Condition of Prop. (C) Unauthorized items Occupied The respondent has been given until December 16, 2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are delinquent taxes on the property. Taxes due: 4 yrs \$5,426.52, BBRD Lien, 12/17/16 Cert. Mail returned. Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Stephane Fecteau, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A Community Manager approval: _____



890 Pecan
Dec 27, 2016



Photo: 890 Pecan

Date Taken:01/06/2017
Address:890 PECAN CIRCLE

Taken by:Richard Armington
Case Number:16-004161

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT
Petitioner

Vs

Case no. 16-004248

#0547/16-004248
ESSA, JEFFREY WILLIAM,
890 PECAN CIR
BAREFOOT BAY, FL 32976
Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 12/09/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) ESSA, JEFFREY WILLIAM, et. al. is/are the owner(s) of that certain parcel of real property located at 890 PECAN CIRCLE , Barefoot Bay, FL 32976 (the "Property")
- B. Notice of Violation was provided to the Respondent(s) by certified U.S. Mail, Return Receipt Requested/Hand Delivery/Posting, and the Respondent(s) were/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, Section 2(C) of the Deed of Restrictions of Barefoot Bay Recreation District in that the Respondents have debris on the Property. Specifically, there are unapproved items on the property.

ORDER

Based upon the foregoing finding of fact and recommended order, it is

ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by December 16, 2016 come into compliance with the violation cited herein by unapproved items in front of the house and inside carport.
- 2.

Should the Respondent(s) fail to comply with this Recommended Order by December 16, 2016 the Respondent(s) is advised that Barefoot Bay Recreation District shall cause the home and lot to come into compliance with the requirements of the above articles and shall bill the expense of such action to the respondent.

3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 12/09/2016 at Barefoot Bay Recreation District Brevard County, Florida.

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

M. Joy Liddy, Chair - Al Grunow, Vice Chair

Case # 16-004248

Site Address: 890 PECAN CIRCLE

Your case has been referred to the Board of Trustees for further action. If the Recreation District brings legal action to enforce the provisions of the Barefoot Bay Recreation District Deed of Restrictions, the Recreation District shall be entitled to an award of attorney's fees and court costs.

Barefoot Bay Recreation District Deed or Restrictions

Article III Section 12. (C) Penalties. In the event that the Recreation District determines that the Owner or Occupant of the Lot to whom such notice of violation has been given has not corrected the violation within the time set forth in the notice, the Recreation District may, in its discretion, consider the issue of such violation at a regular meeting of the Board of Trustees of the Recreation District. If the Board of Trustees concurs that legal action is necessary to cause the alleged violation to be corrected, the Recreation District shall thereafter have the authority to bring an action for injunctive or other appropriate relief in a Court of-competent jurisdiction in Brevard County, Florida. If the Recreation District brings such legal action to enforce the provisions of this Instrument, the Recreation District shall be entitled to an award of attorney's fees and court costs incident to such action.

Your case which is set to be heard by the Board of Trustees, may than be forwarded to the District's attorney for legal action at that meeting. The Recreation District shall be entitled to an award of attorney's fees and court costs incident to such action.
Call 772-664-4722 if you have any questions.

**BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA**

**NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS
COMMITTEE**

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a Hearing will be conducted before the Barefoot Bay Board of Trustees at 1:00 P.M. on January 13, 2017 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.

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

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

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

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-4722.

December 02, 2016
Deed of Restrictions STAFF



890 Pecan Cir
Stephane Fecteau

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 16-004248

#0547

ESSA, JEFFREY WILLIAM,

890 PECAN CIR

BAREFOOT BAY, FL 32976

Respondent(s),

RE: 890 PECAN CIRCLE

Barefoot Bay, FL 32976

AFFIDAVIT OF NOTICES

STATE OF FLORIDA

COUNTY OF BREVARD

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

1. That on or about the _____ day of _____ 2016, a Findings of Fact and Recommended Order and Notice of District Hearing/Final Order was mailed to the respondent at the above address by First Class mail.
2. That on or about the _____ day of _____ 2016, a Findings of Fact and Recommended Order and Notice of District Hearing/Final Order was mailed via Certified mail, return receipt requested, to the respondent's address of record with Brevard County Property Appraiser, a copy of which is attached hereto.
3. That on or about the _____ day of _____ 2016, a Findings of Fact and Recommended Order and Notice of District Hearing/Final Order was Posted at the above referenced address a copy of which is attached hereto.
4. That on or about the _____ day of _____ 2016, a Findings of Fact and Recommended Order and Notice of District Hearing/Final Order was emailed to the Mortgage Servicer for above referenced address, a copy of which is attached hereto.

FURTHER AFFIANT SAYETH NOT.

Dated this _____ day of _____ 20____.



Stephane Fecteau, DOR Enforcement Officer

The Foregoing instrument was acknowledged before me on _____ day of _____ 20____ by Stephane Fecteau, who is personally known to me and did take an oath.

Notary Public
State of Florida at Large



Photo: 890 Pecan

Date Taken: 12/27/2016
Address: 890 PECAN CIRCLE

Taken by: Stephane Fecteau
Case Number: 16-004248

Meeting Date
January 13, 2016



Agenda
Section 9
Item No. A. v

Agenda Report Barefoot Bay Recreation District Board of Trustees

#2852

Subject: Case # 16-002290 526 PERSIMMON DRIVE
Dept/Office: Resident Relations/DOR Enforcement

Requested Action: To consider the Violations Committee's finding and recommendation to bring an action for legal, equitable or other appropriate action with failure to comply.
If the Board of Trustees brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien.

Summary Explanation and Background: The Violations Committee met on 01/13/2017 and found ARTICLE III, SECT.11 Exterior Maintenance. Home needs to be painted. The respondent has been given until September 23,2016 to bring the property into compliance.

Staff has signed Affidavit of Notices, First Class and Certified mailing of Order of Finding and Recommended Order and Notice of Hearing and Affidavit of Non-Compliance.

There are no delinquent taxes on the property.

Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.

Exhibits Attached: *Findings of Fact of Recommended Order Issued by the Violations Committee * Notice of Board Hearing * Photographs

Contact: Susan Cuddie, Stephane Fecteau, Thelma Gruseck, Thomas O'Donnell, Rich Armington

Fiscal Impact:

Contract/Agreement Reviewed by Attorney ___ YES ___ NO ___ N/A Community Manager approval:_____



526 persimmon
Jan 06, 2017

BAREFOOT BAY VIOLATIONS COMMITTEE
BREVARD COUNTY, FLORIDA

BAREFOOT BAY RECREATION DISTRICT
Petitioner

Vs

Case no. 16-002290

#2852/16-002290
FRALEY, BARTHOLOMEW M,
526 PERSIMMON DR
BAREFOOT BAY, FL 32976
Respondent(s),

VIOLATIONS COMMITTEE FINDINGS OF FACT AND RECOMMENDED ORDER
AND
NOTICE OF DISTRICT HEARING

THIS CAUSE having come on for the public hearing before the Violations Committee on 09/09/2016 after due notice to the Respondent and the Violation Committee having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact and Recommended Order as follows:

- A. The Respondent(s) FRALEY, BARTHOLOMEW M, et. al. is/are the owner(s) of that certain parcel of real property located at 526 PERSIMMON DRIVE , Barefoot Bay, FL 32976 (the "Property")
- B. Based upon the testimony heard and the evidence presented, the Violation Committee concluded that there is a violation of ARTICLE III, SECT. 11, Exterior Maintenance, The exterior of the home is in need of painting and must be maintained in good condition.

ORDER

Based upon the foregoing finding of fact and recommended order, it is
ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by September 23, 2016 come into compliance with the violation cited herein by painting exterior of home..
2. Should the Respondent(s) fail to comply with this Recommended Order by September 23, 2016 the Respondent(s) is advised that the matter will be forwarded to the Board of Trustees with the Violation Committee's findings and recommendations along with a status report from DOR Enforcement Staff for the Board of Trustees to make a determination as to whether to proceed with legal action. Based on the nature of the violation found to exist in this matter, should the violation not be corrected within the time provided herein, the Violations Committee does recommend legal or equitable action, or other appropriate action, be taken by the Board of Trustees.
3. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm the compliance with this Order has been achieved. Upon compliance, an Order of Compliance shall be issued by the Violations Committee and the Respondent shall be deemed in compliance with the violation(s) cited herein.
4. The Respondent(s) are further advised that should a repeat violation occur, the Respondent(s) will not be given notice to cure and will be brought before the Violations Committee.

DONE AND ORDERED this 09/09/2016 at Barefoot Bay Recreation District Brevard County, Florida.

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

M. Joy Liddy, Chair - Al Grunow, Vice Chair

BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA

NOTICE OF HEARING
OF
FINDINGS OF FACT AND RECOMMENDED ORDER ISSUED BY THE VIOLATIONS
COMMITTEE

Pursuant to Resolution 2008-1 of the Board of Trustees of The Barefoot Bay Recreation District adopted the 22nd day of January, 2008; Section 7: Enforcement Procedure.

Notice is hereby given that a Hearing will be conducted before the Barefoot Bay Board of Trustees at 1:00 P.M. on January 13, 2017 at 1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.

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

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

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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 772-664-4722.

September 07, 2016
Deed of Restrictions STAFF



Exterior of home must be maintained (needs painting) - 14 Days - Comply by Sept. 23, 2016

Richard Armington
Sep 02, 2016



Photo: 526 persimmon

Date Taken:01/06/2017
Address:526 PERSIMMON DRIVE

Taken by:Richard Armington
Case Number:16-002290

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: Beach Planning Discussion

Section & Item: 9B

Department: R&M/Capital

Fiscal Impact: TBD

Contact: Matt Goetz, Property Services Manager;
or John W. Coffey, Community Manager

Attachments: Minutes from FPAC 15Sep16 meeting,
27Sep16 BOT meeting; Conceptual Site
Plan; Rough Magnitude of Costs from
TLC; and Materials supplied by Mr. Jim
Riggs

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Direction to staff on how to proceed with beach grant funded projects.

Background and Summary Information

Last month, Trustee Kloksoy asked that this topic be placed on the next available agenda for discussion.

History

FY14-15 BBRD expended \$58,940.92 at the beach for R&M/Capital projects that included but not limited to the dune crossover, observation deck, pump house renovation, electrical connection, new well and associated electrical and plumbing work

In January 2016 BBRD was awarded a \$200,000 50% LWCF grant.

In August 2016 BBRD was awarded a \$60,000 50% CPI grant.

On 16Aug16, BBRD hosted a town hall style meeting to provide a design team with community priorities for the development of a conceptual site plan and cost estimates of specific projects. The following is the number of votes each item received, thereby illustrating priority.

<u>Active Recreation Projects</u>		<u>Support projects</u>	
Large Pavilion	27	Electronic access gate	42
Natural trail	23	Non-paved parking spots	41
educational signage	19	restrooms	38
Multiple pavilions	9	more natural look	37
exercise points	4	security/CCTV cameras	32
Pavilion with water and electricity	2	maintain tent camping use	24
volleyball courts	2	keep it simple	21
miniature golf	2	Eliminate RV/camping	10
basketball courts	1	designated RV hookup spots	3
		paved parking spots	0
		leave it alone	0

On 15Sep16, the Facilities Planning Advisory Committee, reviewed the conceptual site plan and recommended the following projects to the BOT.

Recommended Projects	Estimated
Signage (required)	1,000
Electronic gate access	20,000
Exotic removal	5,000
Berm (landscaped along A1A)	24,000
Water access modification (required)	2,000
Educational signage	2,000
Design	6,000
Total	60,000

On 27Sep16, the BOT authorized Chairman Klosky to sign the Costal Partnership Initiative \$60,000, 50% match grant agreement. Said grant is based on specific projects and deviation from said list will require BBRD to submit a grant modification proposal prior to proceeding with projects. All projects within the CPI grant funded program must be completed by 30Jun17 (a 6 month extension is possible but not guaranteed).

Staff received information from the grant writer that FDEP officials have indicated the electronic access gate would not be approved and suggested BBRD revise the modification request to include other elements to total the maximum \$60,000. Staff submitted the following revised list to FDEP on 6Jan17.

Revised CPI Modification Requested Scope of Work	
Signage (required)	2,500
Exotic removal	6,000
Berm (landscaped along A1A)	24,000
Nature/Walking trail	7,500
Non-paved parking spots	10,000
Educational signage	2,000
Design	8,000
Total	60,000

Issues

- Charter Referendum Requirement for new items costing over \$25,000
General Counsel Repperger's previously opined that any new permanent structure (where such a structure has not previously existed) which costs over \$25,000 would require a referendum approval. This suggests the construction of a restroom (by either expanding the current pump house or procuring a stand-alone building) would likewise not be possible without a referendum being approved (Mr. Repperger was not available at the time of the drafting of this memo. He may clarify this matter at the meeting).
- Impact of Guinther lawsuit on new amenities/structures
The recent denial for summary judgment decision based on the judge's opinion that "complete construction of a new concrete building, from the foundation up" requires a referendum approval of projects costing over \$25,000 (paraphrased) suggests that the construction of the large pavilion (estimated cost of \$32,000) is not possible without a referendum being approved (Mr. Repperger was not available at the time of the drafting of this memo. He may clarify this matter at the meeting).

- Prior Expenditures and Budgeted/Planned Funding
 - A. Since FY14, BBRD has expended \$67,240.92 in R&M/Capital projects at the beach for various projects that include but are not limited to the crossover, observation deck, pump house renovation, electrical connection, new well, associated electrical and plumbing work and conceptual site planning and research.
 - B. FY16 expenditures of \$4,980 began the design phase of the grant funded programs.
 - C. FY17 Budget of \$75,000, FY18 Projected Budget \$75,000 and FY19 Projected Budget of \$75,020 will equal the \$230,000 in grant funded programs (of note, the same local match dollars can be used for both grant programs since they are from different granting agencies).
- Site Plan Finalization

The next immediate step is the finalization of the conceptual site plan. BBRD needs to have TLC finalize the site plan and submit it to FDEP before proceeding with the CPI funded projects. Staff suggests the Facilities Planning Advisory Committee review it on 19Jan17 and forward their recommendation to the BOT for approval on 24Jan17.
- Timeline for Completion of Projects

Staff received notification from FDEP that an extension past the 30Jun17 deadline will not be granted. Staff believes if the site plan is finalized by 24Jan17, that the elements of the revised scope of work can be completed by this deadline. The LWCF program has a three year window with one year optional extensions available so time is not of the essence on LWCF funded projects.
- Alternate Opinion of Project Priorities and Regulatory/Cost effectiveness of Projects

Mr. Jim Riggs has voiced his opinion to staff (and at least one trustee) that a different course of action and project priorities should be used for the grant programs. Staff anticipates Mr. Riggs will be at the 13Jan17 BOT meeting to state his opinions directly to the BOT.

Options Going Forward

1. Continue with current process based on town hall meeting priorities
 - a. Approval of final site plan by BOT based on FPAC review and recommendation (need to be done before any work commences)
 - b. Execute as many applicable (CPI and LWCF grant programs) projects as possible with priority given to CPI projects
 - i. Grubbing of exotics (CPI)
 - ii. Installation of privacy berm and landscaping along A1A (CPI)
 - iii. Educational and identification Signage (CPI)
 - iv. Nature trail (CPI)
 - v. Parking (CPI)
 - vi. Installation of electronic gate access system (LWCF)
 - vii. Restrooms (requires referendum – LWCF)
 - viii. Other projects in order of priority (some require referendums – LWCF)
2. Alternate direction to staff(i.e. Mr. Rigg's proposal or other)

Staff requests direction from the BOT regarding how to proceed.



BAREFOOT BAY RECREATION DISTRICT

Facilities Planning Committee
Thursday, September 15, 2016
10AM–Building C

Welcome

E.J. Wright called the meeting to order at 10AM

Roll Call

Committee Members Present: E.J. Wright, Len Pellegrino, Hurrol Brinker, Al Grunow, Brian Belanger, Forrest Banta, Bill English and Jeanne Osborne. Greg Deslandes was excused. Also present: Steve Diana, John W. Coffey, Matt Goetz, Ernie Cruz and Dawn Myers.

Minutes

Jeanne Osborne made a motion to accept the minutes with corrections. Second by Len Pellegrino. Motion carried.

Add discussion regarding committee consensus about concrete repaving and remove language stating E.J. "recommended" ceiling fans in the Lounge. Hurrol Brinker disagreed with the expansion of repaving discussion.

District Facilities Monthly Update

Motion Tracker

Hurrol Brinker made a motion to accept the motion tracker. Second by Len Pellegrino. Motion carried unanimously.

Discussion on Bocce Ball Benches and Covers FY18

Committee consensus to table the discussion until Matt can bring back options for bench covers.

Update Status on Air Conditioners at 19th Hole

Matt has two phases he will look into. 1) Ventilating the attic when the weather cools down and 2.) Installing a new ac unit.

Lightning Rods in the RV Lots

Len suggested perhaps an electrical contractor may know a company that specializes in lightning rods. Ernie will share the information with Matt that he received from the vendor he used when his pump was hit by lightning over the summer.

Update on the Outdoor Tent

The catering tents Ernie researched cannot be anchored down permanently as required by the District. When the District engineer comes out to look at the pumphouse project he will have him look into options for a structure and update the committee when he has more information.

Fans/Air Conditioning Lounge

Matt stated that ceiling fans will sit too low in the lounge and is a safety hazard. Fans on the wall will take away from the aesthetics of the interior of the Lounge. The opening and closing of the windows and doors will not help keep the air in even if we install the portable AC units. Matt will look into new service windows that are designed to conserve energy and bring the information back to the Board.

CIP Assignments/Support Staff

Len discussed the items the CIP committee would work with based on in the current 5 Year Plan. He stated that he would work with the projects concerning the metal roofs, vehicle purchases, conversion of



BAREFOOT BAY RECREATION DISTRICT

shuffle board courts to miniature golf court and four additional pickle courts as examples. He stated that documenting the background information for these projects are examples of how he would use the CIP to organize and document the progress of these projects. Committee discussed the status of the skate park. Mr. Coffey stated that it is listed in FY19. Len inquired about the fountain outside of Building A. The HOA is considering the fountain item and still has not received Board approval. Wilma Weglein stated that she will bring it to the Board for approval at the next Board meeting. She mentioned a concern for maintenance after installation as the District would be responsible for the upkeep. Len stated that some additional research is needed to get an accurate scope of the project including placement, pricing and maintenance.

Beach Plan Conceptual Design

Mr. Coffey presented a beach site plan from TLC. He explained the grant requirements for the 50% 200,000 grant is based on 50% active and non-active projects and offers 3 years to complete with options to apply for a 5 year extension. The second \$60,000 grant is less flexible than the \$200,000 grant, is project specific and under a time constraint of only 1 year to complete the projects. There is \$75, 000 in the FY17 and FY18 budget designated for this project. The Board will need some direction on how to proceed. He discussed the plan to clear out the exotics. E.J. suggested the committee wait to discuss a direction to go on this issue as it should be brought up at the Survey Workshop to get the opinion from the residents. Mr. Klosky stated that we have to be cautious that some projects will require a referendum. Jim Rigg commented on the site plan and the estimates for the projects. He stressed that the Coastal Initiative Grant is time sensitive. He recommended a handicapped unisex bathroom in the CBS building already there now. He stated that someone from the county is currently reviewing the inside of the building now for feasibility. He also asked the committee to consider the entrance way and parking needs. Mr. Diana suggested focusing on things that only need repairing which do not require the referendum such as the gate and add on to the walkover. Len agreed with Mr. Diana that we should take advantage of items that do not require a referendum or a large consensus and asked if all exotics will have to be removed in order to pursue this option. Mr. Coffey agreed all exotics would have to be removed which would use most of the grant money. Committee considered a pavilion, gate, a berm, bathrooms or a walking trail. Forrest suggested listing what the committee thinks are most important in that order, example the Gate, bathrooms, beach access, beach sign. Committee consensus to recommend as follows:

Signage 1,000

Electronic gate access 20,000

Exotic removal 5,000

Berm (landscaped along A1A) 24,000

Water access modification (required) 2,000

Educational signage 2,000

Design 6,000

Total 60,000

Len Pellegrino made a motion to bring the projects as presented to the Board for approval. Second by Forest Banta. Motion carried unanimously.



BAREFOOT BAY RECREATION DISTRICT

Audience Participation

Rich discussed the tennis courts bathroom referendum, he suggested notifying the residents that they are part of a bigger concept in an effort to elicit a more informed and positive response when the time comes. Mr. Diana suggested placing the information in the Tattler on behalf of the Facilities Planning Committee. Ms. Wright offered the idea to configure the shopping center offices for the new Building F once the Medical business and the other lease soon to be expired leaves. Mr. Klosky stated that we will be giving up future revenue if we use these spaces for the District. Jeanne stated that a lot of time and discussion has happened over the years to have the proposed Building F in the area that has been approved and this should not change. Mr. Diana agreed with Jeanne as this project has been recommended and approved by the Facilities Planning Committee and should be left where it is. Forrest and Hurrol offered that Ms. Wright is only suggesting a backup plan in the event we do not triumph in the court case against the District.

Brian Belanger discussed the ongoing vandalism at the softball field. The recent incident included severing the PA system wires. He stated that in speaking to the deputies he learned that they may have the name of the perpetrator, a minor, and he hopes to have a resolution to these incidents as they have been going on consistently for the last 3 months.

E.J. asked if the committee would like to consider a motion to put the Building A kitchen upgrade in the 5 Year Plan. Mr. Coffey asked for clarification on the plan for an outdoor kitchen at the 19th Hole. Discussion ensued.

Adjournment

The next meeting will be on Thursday, October 20, 2016 at 10AM.

Hurrol Brinker made a motion to adjourn. Second by Forrest Banta.

Meeting adjourned 11:30AM



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting Friday, September 27, 2016 7 P.M. –Building D&E

Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on September 27, 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 both past and present.

Mr. Lavier led the Pledge of Allegiance to the Flag.

Roll Call

Present: Mr. Klosky, Ms. Wright, Mr. Lavier, Mr. Diana, and Mr. Cavaliere. Also present: General Counsel Cliff Repperger, Dawn Myers, Acting Community Manager and Sue Cuddie, Acting Recording Secretary

Minutes

Mr. Cavaliere made a motion to approve the minutes of September 9, 2016. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Cavaliere presented the Treasurer's Report for September 27, 2016.

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

Audience comment on Agenda Items

None brought forward

Unfinished Business

DOR Violation

Cases 16-000497 (Lamppost), 16-000989 (Skirting), 16-000959 (Exterior maintenance) - 879 Hawthorn Circle were brought to the Board for direction on May 13, 2016. The Board approved a motion to accept the Violations Committee recommendation to forward the cases to the attorney's office.

General Counsel Repperger proceeded to bring court action against the property owner. The court granted an order on September 6, 2016 allowing the property owner seven days from the date of the order to bring the property into compliance. The owner has gone past the seven days with no corrective action and General Counsel now recommends the Board make a motion to pursue contempt



BAREFOOT BAY RECREATION DISTRICT

proceedings with the Court rather than have the District get involved with contentious items. The Court would probably grant an order to show cause and a hearing date. He explained that in the event the owner does not show up in court, the judge may issue a bench order for the owner. Whereas the resident will have to explain why he has not brought the property into compliance.

Mr. Cavaliere made a motion that we issue a contempt of court order with General Counsel Repperger's office. Second by Ms. Wright. Motion carried unanimously.

Aqua Zumba Pool #3 Schedule

On May 24, 2016, the Board directed staff to allow Aqua Zumba to retain their Tuesday, Wednesday and Thursday 2-3pm schedule (previously was Tuesday, Thursday and Saturday). Additionally, the Board instructed staff to place the issue on the agenda for review in four months. Mr. Cavaliere maintained that this is a staff issue, as scheduling classes should not be placed on an agenda for Board direction.

Mr. Cavalier made a motion to forward the issue to staff to determine what the best schedule should be for the residents. Second by Mr. Lavier. Motion carried unanimously.

Sunshine Rentals Lease Renewal

Sunshine Rentals lease expires on September 30, 2016. On August 23, 2016 the Board approved a motion to execute the lease at a square footage rate that is no lower than the lowest in the shopping center (monthly rent would be \$503.78 for first year) and to meet \$10 a foot rate within one year. The tenant has countered the lease offer with a new proposal. This proposal would put the tenant at the Board directed \$10 a square foot rate within two years. The tenant has also requested the ability to opt out at the end of the first and second year. Board discussed precedence in the case of another lessee whose rates were considered two years ago.

Mary Vanderhoof was available to speak for her mother, Joy Liddy, owner of Sunshine Rentals. She asked that the Board consider a step scale to the recommended \$10 per square foot over time rather than the full 30% increase to their rent amount in one year as this will be a hardship on the business.

Mr. Cavaliere commented on the previous Board decision where the leases went up to \$10.00 a square foot and he is not willing to change what passed last year. In an effort to maintain similar rates for all the vendors in the shopping center, the Board considered the step scale for Ms. Liddy's business.

Mr. Cavalier made a motion that Sunshine Rentals lease amount for the first year will reflect \$8.27 per sq.ft, second year \$9.27 per sq.ft., with the third, fourth and fifth year at \$10 per sq. ft. Second by Ms. Wright. Motion carried unanimously.

Mr. Cavaliere was not in favor of adding an escape clause and requested Ms. Cuddie not add this to the lease.

Audience Comment

Mr. Ernest Loening spoke regarding an e-mail he received from John Coffey regarding off duty deputy presence at the Board of Trustees meetings. He requested adding an agenda item for discussion at the next meeting.



BAREFOOT BAY RECREATION DISTRICT

ARCC Guidelines Revisions

Ms. Sue Cuddie presented the ARCC Guidelines revisions based on the Deed of Restriction stipulations. *Pursuant to the Article II, Section 2 of the Deed of Restrictions: The ARCC shall have the authority to promulgate regulations relating to all construction and landscaping for lots within Barefoot Bay. Such regulations may, without formal amendment of this Deed of Restrictions, be created, amended, modified, altered or changed by a majority vote of the ARCC, provided, however, that notice of any such amendment, modification, alteration or change to the regulations shall be given in writing to the Recreation District as soon as practicable after adoption thereof by the ARCC. A copy of any such amendment, modification, alteration or change to such a regulation shall be maintained in the offices of the Recreation District and shall be made available on request to any interested party upon payment of a reasonable copying fee.*

Revisions presented as follows:

Landscaping & Privacy Materials

Landscaping with appropriate plants, grass, shrubs and/or trees in compliance with regulations adopted by the ARCC. Landscaping in accordance with the Brevard County Landscape Ordinance.

A. Privacy Landscaping materials defines a barrier or opaque screen which is utilized on the side of carports, around decks, or runs along any lot line or parallel to any lot line. Such barrier or opaque screen may not exceed six (6) feet in height and may be constructed of vinyl panels, painted wood, vinyl lattice, powder coated aluminum, steel or other ARCC approved materials. 1) No cumulative total of feet for all barriers on any one property may exceed thirty two (32) feet. 2) Said barrier or opaque screen shall comply with the provisions of Sec. 62-2109 Code of Ordinances of Brevard County, Florida. 3

Skirting Material

Definition of Skirting material- material that is sufficient to enclose the entire base of the home.

It is constructed of stucco, stone, stucco finished concrete block, outdoor Hardi Board skirting or other ARCC approved material. 4 (Hardi Board bolts & seams have to be concealed with Stucco type finish) Wood framing is not allowed. Vinyl skirting is not allowed.

Mr. Cavaliere made a motion to approve the ARCC Revisions recommendation with a stipulation that once a material is approved, it remains approved going forward regardless of the requestor. Second by Mr. Lavier. Motion carried unanimously.

Offer by Owner of 2002 Restaurant

Board discussed the offer by Mr. Ray Macht, owner and operator of 2002 Restaurant located in the Barefoot Bay Shopping Center, for the District to consider buying him out of his lease at an asking price of \$125,000. Mr. Cavaliere commented that if he wants to leave the equipment and the building, we can work with him, however we will need more information before considering early termination. Mr. Lavier agreed that we can look into this as an alternative location to the 19th Hole for larger events such as Pasta Night and other Food and Beverage events that bring large crowds. He stated we should seriously consider the offer and negotiate with Mr. Macht. If he wants to leave the equipment we can examine the possibility. Ms. Wright was in agreement, as it would largely free up the 19th Hole up for the golfers.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere made a motion to have General Counsel send a letter to Mr. Macht thanking him for his offer, however we will not consider his offer at this time unless the equipment is included and inspected and found to be in good condition, then the Board would be willing to negotiate a deal. Second by Mr. Diana. Motion carried unanimously.

19th Hole Flooring Replacement Authorization

The flooring in the 19th Hole is damaged and in need of replacement. Staff solicited two quotes from Home Depot at \$4,774 Home Depot and Empire Today at \$7,032. Although the Mr. Coffey has the authority to authorize the project and transfer the funds (only within a single department), the approval of the Board is sought prior to the project for transparency of the use of budgeted funds within the Capital Department.

Mr. Cavalier inquired if the floor was commercial grade, Mr. Matt Goetz, Property Services Managers stated that is was. Mr. Diana asked if the floor will be placed behind the bar as well and Mr. Goetz confirmed the flooring will be placed in the back and front of the bar and entryways.

Mr. Lavier made a motion to authorize proceeding with the project and to transfer the required budget from the balance of the FY16 Lawn Mower Replacement project. Second by Mr. Cavaliere. Motion carried unanimously.

Finance Committee Recommendation

At the September 8th Finance Advisory Committee Meeting, the committee forwarded the following recommendations to the Board:

1. To reallocate \$50,000 Community Watch Officers funding to General Fund Contingency.
The Finance Committee discussed and agreed that reallocation of the fund to Contingency until the need of Community Watch Officers arise in the future.
2. To reallocate \$27,000 Golf Project expenditures to General Fund Contingency. The Finance Committee discussed and agreed that reallocation of the fund to Contingency until the Golf Manager asks for it at a later time. Also, reallocation of the fund will benefit the bottom line of the Golf Department.
3. To reallocate \$17,740 Management Analyst position to General Fund Contingency.
The FAC members discussed and agreed that the reallocation of the fund to Contingency until the need arises and can be justified.

The Community Manager recommended the Board reject the three recommendations for the following reasons:

1. The Board added the community watch program to the FY17 Proposed Budget, mailed the FY17 Proposed Budget to homeowners with it contained therein and adopted the FY17 Budget on June 28, 2016 which included the community watch program.
2. The Board added the off-setting expenditure of the 10% golf membership increase to the Administration-Finance Contingency line-item account in the FY17 Proposed Budget which later was approved in the FY17 Budget.
3. The Finance Committee reviewed the Management Analyst decision point in March and April 2016 and did not make a recommendation at that time. The Board adopted the FY17 Budget to include funding for the Management Analyst position.



BAREFOOT BAY RECREATION DISTRICT

Mr. Cavaliere made a motion to reject the Finance Committee recommendations per staff recommendation. Second by Mr. Diana. Motion carried unanimously.

Ballot Committee Rules Revision

Mr. Klosky recommended forming an Ad hoc committee to create a resident survey on direction for the Bay and the census.

Ms. Wright inquired if the current Ballot Committee applications submitted will be accepted. Mr. Cavaliere stated that we need to make sure the committee knows what we want to accomplish.

Mr. Diana made a motion to pursue an Ad Hoc committee to develop the proposed census and survey. Second by Ms. Wright. Motion carried unanimously.

Facilities Planning Advisory Committee Recommendation: Beach Grant Projects

At the September 15th Facilities Planning Advisory Committee Meeting, the committee reviewed the specific projects for the recently approved Coastal Partnership Initiative \$60,000, 50% match grant agreement. They also reviewed the conceptual site plan for the Beach and recommended the following projects to the BOT:

- Signage (required) 1,000
- Electronic gate access 20,000
- Exotic removal 5,000
- Berm (landscaped along A1A) 24,000
- Water access modification (required) 2,000
- Educational signage 2,000
- Design 6,000

For a Total of \$60,000,

Mr. Diana made a motion to accept the Finance Committee recommendations and authorize staff to submit a modification request to DEP for the CPI grant. Second by Mr. Cavaliere. Motion carried unanimously.

Direction to Committees

Due to some recent issues and concern regarding the direction the committees are taking, Mr. Cavaliere recommended the Board take responsibility for the topics the committees are researching. He suggested the Board give each committee a list of things they want them to work on and bring information back to the Board for approval. He suggested the liaisons should request that we get a report from the committee regarding what they are working on. Ms. Wright stated she feels we should do a better job of helping the committees rather than starting all over again.

Mr. Harold Wortman stated that he thinks the committees are worthwhile, and believes that we should have a strong liaison to guide the committee Chairs. The committee members are very experienced and capable. They should bring problems with solutions to the Board.

Mr. Lavier agreed that the Board needs to give direction to the committees rather than the committees directing the Board.

Ms. Jeanne Osbourne voiced her dissatisfaction with the direction of this topic as it is offensive to the committee members. She stated that if there is a problem, it should be addressed with the committees.



BAREFOOT BAY RECREATION DISTRICT

The committees have tried to live up to the duties assigned to them. She stated the Liaison should work closer with the committee to tell them what they want to work on.

Ms. Carol Joseph stated that everyone wants the same thing, and it is a communication issue.

Ms. Wright stated that she feels we are working well together. The committees are much better now that the Board no longer chairs the committees. Mr. Klosky stated he feels the committee liaisons are doing what they should be doing. Mr. Diana stated that he was ready to call for the abolishment of a particular committee and reappointment of certain members. In his opinion, if the Board gave more direction to the committees the recent controversy in the Security Committee would not have happened. He pointed out in particular, the recent committee recommendation regarding placement of four armed guards working for the District.

Mr. Cavaliere made a motion that the Trustee liaisons instruct the committees on what information they need back from that committee, and the liaison brings the recommendations back to the Board. Second by Mr. Diana. Motion carried unanimously.

Common Area Designation

At the Board's meeting held on September 9, 2016, the Board voted to move forward with designation of the BBRD common areas and facilities consistent with applicable laws prohibiting sexual offenders and sexual predators General Counsel Repperger is in the process of drafting a Resolution as appropriate. He is planning to discuss the issue with staff and representatives of the Brevard County Sheriff's Office to ensure that designations are consistent with what is needed for effective and legal enforcement against such sexual offenders and sexual predators on the property of the Barefoot Bay Recreation District. He plans to have further information for the next agenda.

Mr. Diana made a motion to table this item until the next meeting. Second by Mr. Lavier. Motion carried unanimously.

Manager's Report

Staff request direction from the Board regarding the District working with and coordinating a fire prevention campaign with Mr. Mike McElrath, Disaster Program Specialist of the American Red Cross, Space Coast Chapter or whether this should be a function of HOA. Typically, Red Cross volunteers, volunteer firefighters, and other community members go out in teams of 3 or 4 and go door-to-door offering to check existing alarms, install brand new ones, and educate residents about fire safety, escape plan, etc.

Ms. Wright made a motion that we have the HOA work with the Red Cross for the Fire Safety Campaign. Second by Mr. Cavaliere. Motion carried unanimously.

Staff will be hosting a Bobcat demonstration of our newly purchased stormwater equipment on Thursday, October 13, 2016 off of Falcon Drive location at 8:30AM.

All taxes and fees are now paid and staff has listed the surplus property at 635 Hyacinth with ReMax for \$18,000.

Chairman Klosky, Community Manager Coffey and District Clerk Myers were present to receive two checks for \$348.51 and \$473.43 from BBRD's insurance company last week. The checks were for reimbursement for safety improvements of the steps at the Golf Course and the repair of irregular flooring in the 19th Hole walk-in cooler.

Beginning in early October the eastern shuffleboard court will be closed to repairs. Staff will be posting signage in advance of the specific closure date.



BAREFOOT BAY RECREATION DISTRICT

Attorneys Report

No report

Committee/Liaison Reports

Ms. Wright stated that the Recreation Committee met on September 15th and discussed croquet, soccer field and playground on other side of Micco. She stated that the committee is collecting ideas and prices for those projects. Anyone with ideas or information on these topics are welcome to share with the committee at anytime. The DOR and Charter are in the final stages of finalizing project. Food and Beverage announced a new trivia game on Wednesdays in the Lounge from 6-30-8:30PM. Saturday night Ladies of Soul was fantastic, and Building A looked amazing.

Mr. Lavier reported on the Golf Phase 1 bunker project now complete. Breast Cancer Golf Tournament is coming up on October 15th more information available at the Proshop, The irrigation controller has been received and Mr. Cruz is preparing the courser for overseeding. The Proshop will be closed Friday September 30th for annual inventory. Mr. Lavier gave the update on Property Services. They completed installation of the replacement sidewalk at Egret Circle and the bridge, installed 260 feet more conduit for the security camera upgrade at the playground, repaired a large piece of floor and water heater behind the bar in the lounge, installed a new irrigation system for lawn bowling and are also continuing training on the new bobcat stormwater equipment.

Mr. Cavaliere stated that the Finance Committee has not met since his last report. The committee is currently working on scheduling bank presentations for the next meeting.

Mr. Diana reported on the Facilities Committee and working to provide better direction and District Clerk office is running smoothly.

Mr. Klosky provided the ARCC and Violation report for the last month.

ARCC Meeting - 9/20/2016

Total ARCC Permits Reviewed	15
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Total ARCC Permits Approved	14
-----------------------------	----

Completed ARCC Inspections	15
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Violations Committee Hearing - 9/23/2016

Cases in Violation	18
--------------------	----

Cases Complied	9
----------------	---

Total Cases	27
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BAREFOOT BAY RECREATION DISTRICT

Incidental Trustee Remarks

Mr. Cavaliere shared a resident suggestion regarding acquiring a tornado siren. Ms. Wilma Weglein stated she will check into it.

Ms. Weglein gave a report on HOA. The Homeowner Orientation was very successful, about 40 homeowners attended. The HOA Board Meeting occurs on October 4th at 7PM in Building D. At the November 11th HOA meeting the speaker will be the Brevard County director of Natural Resources on the lagoon. HOA will host the National Candidate Forum on October 16 from 2-5PM in Building A. A Country Western Dance will be held in Building A from 7-10PM on October 22nd. Bar opens at 6PM.

Ms. Wright referred to a recent letter from a resident regarding the timeline for the stormwater project. General Counsel Repperger stated that he was aware of it and is working closely with Mr. Coffey regarding finalizing the contract. Mr. Diana commented on a drainage project on his street through the County, that has been extended to three months from the initial three weeks proposed. He stated that though it can be frustrating sometimes these projects do take time.

Audience Participation

Mr. Harold Wortman commented on a dialogue from the Board of Trustee Workshop last Tuesday regarding his suggestion that the District budget additional funds to buy and replace dilapidated houses in the Bay. He stated he suggested reserving \$100,000 for the venture by carefully monitoring spending, not raising the assessment fee as Mr. Cavaliere subsequently suggested. Mr. Cavaliere responded that the budget is already accounted for and Mr. Wortman will have a difficult time finding an additional \$100,000.

Mr. Ernest Loening addressed the letter from Ms. Wright regarding his intent to malign her name. Ms. Connie Bennett questioned whether amenities in the Bay are making money. She suggested that there should be a break-even point. Mr. Cavaliere gave his definition of amenity in the Bay and explained the concepts from the Food and Beverage Principles of Operations Report which can be found on line or the hard copy in Building F.

Ms. Nancy Eisele spoke regarding the roads on Periwinkle and Silverthorne being under construction for some time now. She asked that someone please look into this.

Adjournment

The next meeting will be on October 14, 2016 at 1PM in Building D/E.

Mr. Cavaliere made a motion to adjourn. Second by Mr. Lavier. Motion carried unanimously.

Meeting adjourned 4:03PM.

Steve Diana, Secretary

Dawn Myers, District Clerk



COCOA DIVISION
874 Dixon Blvd
Cocoa FL 32922-5809
321-636-0274 • Fax 321-639-8986

MEMORANDUM

TO:	John Coffey Community Manager Barefoot Bay Recreation District 625 Barefoot Blvd Barefoot Bay, FL 32976	PROJECT:	Barefoot Bay Beachside Property Conceptual Site Plan
FROM:	Colin Doyle, PE	PROJECT #:	516124
RE:	Beachside Property Improvements	DATE:	September 13, 2016

Per your request, TLC and BSE have developed the attached rough order of magnitude cost estimate for the beachside property development project as defined on the conceptual site plan developed by BSE Consultants, Inc. The scope of work is based on the community input received at the August 16, 2016 planning meeting in Barefoot Bay. The rough order of magnitude cost estimate is based on a combination of current working estimates from vendors, historical data from similar projects, and our professional experience. Rough order of magnitude estimates do not include soft costs associated with permitting, design, restricted working hours, incidental site work, and other costs associated with site limitations.

The rough order magnitude cost is based on the following scope:

- Electrically monitored access gate
- Security cameras and monitoring for the site
- Parking
- Restroom facility
- Pavilion
- Walking trail
- Minimal landscaping as required for permitting
- Existing exotics removal as required for permitting
- Demo and removal of existing pump house building and access gate to accommodate new septic drain field and new access gate.

Unit costs for each item and total RoM cost are provided in the attached worksheet.

If you have any additional questions or concerns, please feel free to contact our office.

Regards,

Colin Doyle, PE
Associate / Project Engineer

cc: Scott M. Glaubitz, PE, PLS



Project	Barefoot Bay Beachside Property Development
TLC #	516124
By	CGD/SMG
Date	13-Sep-16
Subject:	Beachside Property Development RoM

Location: Barefoot Bay, Florida

Construction: Commercial

Access gate				
Description	Unit	Unit Cost	Qty	Total
12' Wide Aluminum Electric Operated Gate with Access Control	LS	\$ 4,500.00	1	\$ 4,500.00
20"x20" Gate Columns	EA	\$ 1,600.00	2	\$ 3,200.00
Electric Service to Gate	LS	\$ 4,500.00	1	\$ 4,500.00
Commerical Gate Operator	LS	\$ 7,000.00	1	\$ 7,000.00
Siren Operated Opener	LS	\$ 550.00	1	\$ 550.00
			Subtotal	\$ 19,750.00

Security Cameras				
Description	Unit	Unit Cost	Qty	Total
Two (2) Security Cameras Connected for Monitoring	LS	\$ 5,500.00	1	\$ 5,500.00
One (1) UPS	LS	\$ 18,000.00	1	\$ 18,000.00
One (1) Stainless Steel Conditioned NEMA Enclosure				
Server (Harddrive/Network)- Beachside				
Server - Monitoring Side				
Internet Connection/Circuiting				
			Subtotal	\$ 23,500.00

Other				
Description	Unit	Unit Cost	Qty	Total
Asphalt Millings 6" Thick	CY	\$ 60.00	20	\$ 1,200.00
Landscape Berm	CY	\$ 30.00	600	\$ 18,000.00
Landscape Berm Irrigation Pump, Drip Hose, and Conduit	LS	\$ 2,500.00	1	\$ 2,500.00
Landscape Plants (Sea Grapes)	LS	\$ 7,500.00	1	\$ 7,500.00
20'X40' Pavillion, Charcoal Grill, Benches/Tables	LS	\$ 32,000.00	1	\$ 32,000.00
2" Temporary Jumper	EA	\$ 2,000.00	1	\$ 2,000.00
Restrooms - Septic with Plumbing, Electrical	LS	\$ 70,000.00	1	\$ 70,000.00
Demo Existing Buildig and Gate	LS	\$ 7,500.00	1	\$ 7,500.00
Walking Trail	LS	\$ 3,600.00	1	\$ 3,600.00
Clearing and Disposal	AC	\$ 4,500.00	1	\$ 3,150.00
6" Coquina Stabilize Parking	SY	\$ 15.00	2,300	\$ 34,500.00
			Subtotal	\$ 181,950.00

Total	\$ 225,200.00
Contingency (20%)	\$ 45,040.00
Total (Including Contingency)	\$ 270,240.00

Note:

1	RoM cost associated with pavilion and restroom construction is based on historical information for a similar project at Grand Valkaria. Specific site conditions and limitations may affect actual cost of construction. Historical costs have not been adjusted for inflation or current market value of materials.
2	RoM cost estimate assumed existing metered power at site is sufficient for loads associated with restroom lighting, ventilation fans, access gate, and camera operations, and no additional power is required. Additional FPL hookup to site may have significant affect on construction cost.
3	RoM cost estimate does not include contractor overhead/profit, permitting fees, and design fee.



321-308-8008

2893 N Harbor City Blvd,

Quote BSCQ3881**Prepared For:**

BSE Consultants Inc
 Scott Glaubitz
 Phone: (321) 725-3674
 sglaubitz@bseconsult.com

Prepared By:

Brian Saunders
 President
 Phone: 321-308-8008
 Fax:
 Email: bsaunders@bscconsult.com

Below is the interactive version of the quote, you can choose options and see the quote totals.

Line Item Detail

QTY	Description	Picture	Ext Price
Barefoot Bay Beach Access Gate Provide turn key installation for electric operated gate with access control White aluminum 12' wide Swing Gate. Welded and Marine treated powdercoating. Optional 20X20 Concrete stucco columns (caps to be decided) Electric Commercial Operator with battery backup Gate entry keypad for access Vehicle sensing exit loop Swing gate shadow, reverse, and safety entrapment beam Siren Operated Opener for emergency vehicles access			

1	White Marine treated powdercoating and hardware 12" wide installed by American Fence		\$4,160.00
1	Optional 20"X20" concrete stucco finish coulombs installed by TRC Inc. 321-725-2721		\$2,860.00
1	ESTIMATED electrical to gate including trenching and conduit. 2 circuits (1 for gate system the other for lighting) Installed By Home run electric		\$3,900.00

Gate Operator and Vehicle Loops (Exit, Shadow, Interrupt)
Gate operator battery backup will off 100+ cycles
Auto Open on power or battery fail
Loops will be lay-in not saw cut.
Prepaver installed only

Commercial DC Swing Gate Operator with battery backup \$6,735.25

(Qty 1) - LiftMaster High-Cycle Commercial DC Swing Gate Operator



(Qty 3) - LiftMaster LOOPDETLM Plug-In Loop Detector



(Qty 4) - 4x12 or 6x10 direct burial loop with 100' lead-in wire



(Qty 1) - Ground Rod, Copperbonded, Pointed, High Strength 1035 Cold Drawn Steel, Plating Thickness 10 mil, Diameter 1/2 in, Length

10 ft, Average Tensile Strength 80000 psi, Straightness
Tolerance .010 in/Linear ft, UL Listed



(Qty 1) - Power - Surge Arresters



(Qty 20) - Ground wire stranded 6 gauge per foot.



MISC Materials & Hardware included operator pad conduits ect.
Aluminum brackets to attach gate to arm
Gate 24"x24"X30 in operator concrete pad



Installation Labor



1

Call Box for gate intercom and key code entry features.
Trench in 3/4 conduit from gate operator to pedestal
Install Pad and Pedestal
Ground pedestal to operator ground.
Program unit and train home owner

\$2,833.20

(Qty 1) - Elite EL25 Residential and Commercial Telephone Entry
System with Expanded Capacity and Enhanced Versatility



(Qty 1) - Internet Gateway for Liftmaster MyQ 2.0 operators



(Qty 1) - Gooseneck Pedestal - In Ground - Modular Tube Design
This black powder coated aluminum pedestal



(Qty 100) - Direct burial cat5e cable 4 pair



(Qty 100) - Ground wire stranded 6 gauge per foot.



MISC Materials & Hardware included Conduit from gate operator to
goose neck pedestal



Installation Labor
Trench in 3/4 conduit from gate operator to pedestal
Run communication cable to house
Integrate with home phone for gate intercom and gate control
Install surge protector between call box and house
Ground pedestal to operator ground.
Program unit and train home owner



1

Siren-Operated sensor



\$453.70

Update

SubTotal: \$20,942.15
Shipping: \$0.00
Sales Tax: \$709.80
Total: \$21,651.95

Deposit Required: \$10,825.98**Ready to Accept?****Order Confirmation**

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

☐ I agree to the terms and conditions of the above document with an electronic signature below.

IP Address 71.43.174.186**PO Number***(Optional: Enter PO Number as your reference only.)***Comments****Email****Address****Printed Name****Signature***"signatures" could include: /John smith/; /js/; /js123/, etc**(Note: After accepting you will have the opportunity to provide payment.)***Have Questions?****Not Ready To Accept? Have Questions?***(Note, you will receive a copy of your message by email.)***No questions posted yet.***Time expressed in Eastern Daylight Time UTC-04:00*

Scott Glaubitz

From: Rick Hood <townadmin@grantvalkaria.org>
Sent: Monday, September 05, 2016 10:03 AM
To: Scott Glaubitz
Subject: RE: Town Park Costs

FYI

From: Scott Glaubitz [mailto:SGlaubitz@bseconsult.com]
Sent: Friday, September 02, 2016 6:45 AM
To: Rick Hood (TownAdmin@grantvalkaria.org); rhood@cfl.rr.com
Cc: Julie Bernal; Brooke Higgins
Subject: Town Park Costs

Rick;

BSE is designing a beach access for Barefoot Bay. Off the top of your head or Monday (Tuesday) can you recall the costs for:

- 1) 20' x 40' Pavilions (purchase and install price) Purchase - \$18,360 (30 X 40), \$9,785 (20 X 28) , Install - \$ 23,350 (INCLUDED ALL CONCRETE AND BOTH PAVILLIONS, ALSO INCLUDED 2 10 X 10'S)
- 2) Cooking Grill - Purchase - \$250.00 , Installed by volunteers
- 3) Benches used inside of the Pavilion - Made by volunteers, material costs approximately \$100.00 each for tables, \$50.00 each for benches.
- 4) Restrooms and septic (I probably have those somewhere in our file) Restrooms - \$ 59,950 plus electric service(\$2,500) , Septic - \$ approx. \$4,600 (we bid both the restroom and the security trailer as one bid. Total was \$9,120.00)

Thanks.

Scott M. Glaubitz PE, PLS
BSE Consultants, Inc.
312 South Harbor City Blvd
Melbourne, Fl. 32901
321-725-3674 Office
321-403-1436 Cell
sglaubitz@bseconsult.com
Website; www.bseconsult.com

1 VALUE TO BUDGET-----FY17----\$75,000

2 What are the goal/goals for each line item example the" CBS
3 Bldg.conversion"

4 BSE Consultants want to demolish the bldg.(which also houses the
5 pump station) at a price tag of \$7,000 and replace it with a
6 prefabricated dual restrooms their cost projection \$70,000 combine the
7 previous of\$7000 for a total of \$77,000. + the cost to build a new pump
8 station.....

9 I was told that the CBS. BLDG. would not pass the code requirements,
10 by BSE at the town meeting ..

11 I went to the Brevard county (w/engineered drawings by Tech
12 Art)and spoke on two different occasions to....two different people in
13 the Planning& Development Dept. (their cards are attached). Each of
14 these gentlemen told me that the conversion was fine!

15 A copy of the conversion cost is presented for your inspection

16 VALUE TO BUDGET

17 In my power point presentation,I will demonstrate... line item goals..an

18 The criteria used to achieve those goals

19 Thank you for this opportunity.....Jim Riggs



BOARD OF COUNTY COMMISSIONERS
Planning & Development Department

Brevard County Government Center
2725 Judge Fran Jamieson Way A114
Viera, Florida 32940

FRANK PICCIRILLI
BUILDING PLANS EXAMINER IV
BUILDING CODE

P: 321-633-2072
EXT. 52677

F: 321-633-2087
frank.piccirilli@brevardcounty.us
www.brevardcounty.us



BREVARD COUNTY
PLANNING & DEVELOPMENT DEPARTMENT

JOHN CONNELLY
BUILDING INSPECTOR V

Planning & Development/Bldg Code
2725 Judge Fran Jamieson Way, A-115
Viera, FL 32940

OFFICE: (321) 633-2072, Ext. 52677
CELL: (321) 863-0800
E-MAIL: john.connelly@brevardcounty.us

CBS unisex bathroom Conversion Cost...

Septic System

1000+ septic tank,...."d" box.....Drainage field \$6,500 - \$7,000

Fixtures:

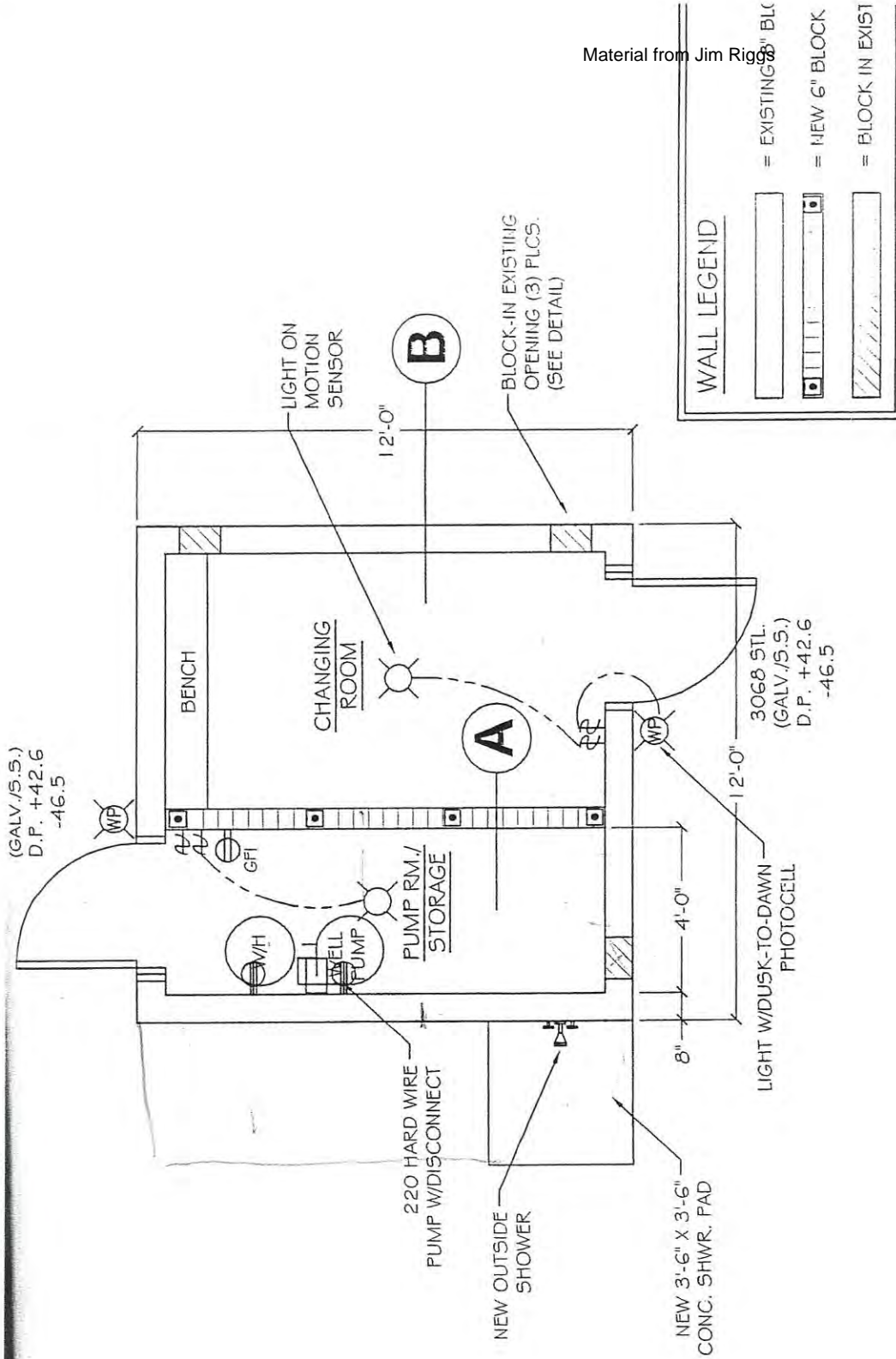
Chair height water saver toilet _____ \$300.00

Single sink w/ water flow control faucets _____ \$600.00

Electric controlled hand dryer _____ \$400.00

Plumbing labor cost__inc. installation of fixtures & hook-up to the
septic tank+ misc. items _____ \$3,000.

Total \$10,200 - \$11,300



"CBS"

REMODELED FLOOR PLAN

SCALE: 1/4" = 1'-0"

NEE WALL
WOOD/T-1111.
@ 48" O.C.
X 3"
35

1'-0" 3'-6"

Material from Jim Riggs

BAREFOOT BAY BEACH PARCEL

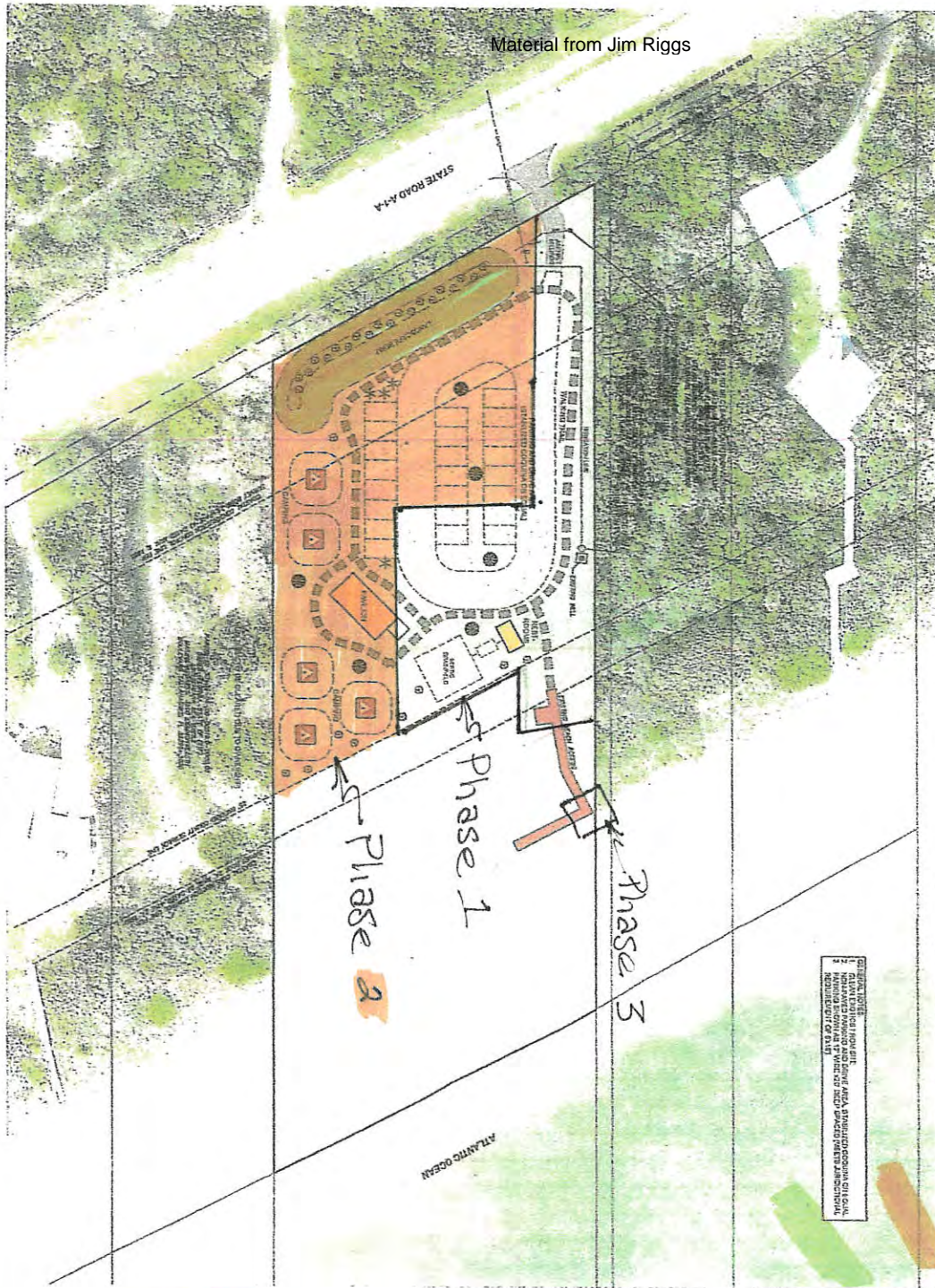


B.S.E. CONSULTANTS, INC.
CONSULTING - ENGINEERING - LAND SURVEYING
111 SOUTH WINDY CITY BOULEVARD, SUITE 110
MEMPHIS, TENNESSEE 38119
901.525.1119
WWW.BSECONSULTANTS.COM



CONCEPT PLAN "A"

ASIAL PHOTO PROVIDED BY BAREFOOT BAY BEACH PROPERTY AND LANDSCAPE
ELEMENTS & DESIGN PROVIDED TO MATCH AVAILABLE VISUAL DATA FOR ENVIRONMENT



UNIMPAVED
PAVED
LANDSCAPE
LANDSCAPE BIRM ADJACENT TO STATE ROAD A-1-A
REQUIREMENT OF 1:1.5

ATLANTIC OCEAN

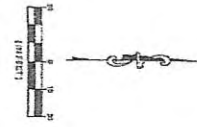
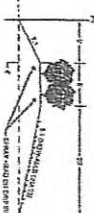
Phase 2

Phase 1

Phase 3



LANDSCAPE BIRM ADJACENT TO STATE ROAD A-1-A
REQUIREMENT OF 1:1.5



PROPOSAL**Florida Door Control of Orlando, Inc**

658-2 Washburn Road

Melbourne, FL 32934

1-800-321-6487 (FL Only) (321) 254-8011

FAX: 321-259-8725

Email:

PROPOSAL SUBMITTED TO Barefoot Bay		PHONE 917-699-1507	DATE 12-28-16
STREET 8705 Florida A1A		FAX	
CITY, STATE and ZIP CODE Melbourne Beach FL 32951		JOB LOCATION 8705 Florida A1A	
ATTENTION: Mike Rosenthal	DATE OF PLANS NA	Proposal Number EM27101	Client Email:
Page 1			

We Propose hereby to furnish material and/or labor— complete in accordance with specifications below, for the sum of:**Eighteen Thousand, Seven Hundred Forty-Five Dollars.....\$18,745.00**

Payment to be made as follows:

50% Deposit Required with signed Proposal Order. Balance Due Upon Substantial Completion.

All material is guaranteed to be as specified. All work to be completed in a workmen like manner according to standard practices. Any alteration or deviation from specification involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 45 days.

Signature: *Eris Marrero***Material to Install and Furnish:**

- 1 EA Bosch License Plate Camera- entry only
 - 2 EA Bosch Varifocal Dome Camera- overview of gate and building
 - 2 EA Cam Pole Mount Adapter
 - 1 EA Cam Wall Mount Adapter
 - 1 EA Gang box Adapter LPR cam
 - 1 EA 4 Channel DVR Divar 1 TB HD
 - 1 EA Siamese Wire for Cameras
 - 6 EA BNC Connectors
 - 3 EA BNC Surge Suppression
 - 4 EA Power supply- cams & keypad
 - 1 EA Monitor for DVR
 - 1 EA UPS for DVR
 - 1 EA DTK120HW Surge Protector
 - 3 EA Ground Rod
 - 2 EA Acorn Clamp
 - 4 EA #4 Ground Wire
 - 8 EA Wedge anchors
 - 2 EA Northstar loop detector 24VAC
 - 2 EA MCM Detector base - narrow
 - 2 EA Loop in conduit (free Exit and Center)
 - 1 EA J Box 8x8x8
 - 1 EA Strongweld FDC Ornamental Aluminum Swing Gate design 12' x 5' - See design
 - 1 EA Concrete for Gate Posts and operators pads
 - 1 EA Click 2 Enter emergency management access
 - 1 EA Hysecurity Swing Smart DC 20 swing gate operator with 5 year manufacturer warranty
 - 1 EA Remote Control Receiver- Dip Switch Sec+2.0 (see next line item for cost per each remote)
 - 1 EA Remote Transmitter- ADD \$18 for each remote transmitter required
 - 1 EA Antenna Kit
 - 1 EA Keypad
 - 1 EA 3" Aluminum Pedestal
 - 1 EA Photoelectric Beam Set
 - 1 EA Hood Set for beam set
- NOTE:** Gate frame is 2x2x.125" aluminum with 1x1x.090" pickets (primed with 2 coats of black powder coat)

THANKS FOR REQUESTING A QUOTE FROM FDC!

NOTE: The above price includes cost of installation, applicable taxes and freight.
FDC has not included for 120VAC electrical and conduits to building as required.
One year warranty on installation and against manufacturers defect.

Acceptance of Proposal- The above prices, specification and conditions are satisfactory and are hereby accepted
You are Authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Fifthroom.com™

home • garden • leisure

5410 Route 8 Gibsonsia, PA 15044

1-888-293-2339/FX: 1-724-444-5301

Quote #:	3010119
Date:	9/15/2016
Good Until:	11/15/2016

Quote:

Company	Barefoot Bay Beach Development		
Name	James Rigg		
Address	415 Papaya Circle		
City	Barefoot Bay	State: FL	Zip: 32976
Phone	772 202 7514	Fax:	
Email	riggpfld@yahoo.com		



Mark Winkelman
 Mark@Fifthroom.com
 1-888-293-2339 x238
 Fax: 1-724-444-5301

Qty	Description	Unit Price	TOTAL
1	LWG1628-03 - 16' x 28' Wood Gable Rectangular Savannah Pavilion	\$10,799.00	\$ 10,799.00
	Treated Glue Laminated Columns		\$ -
	Unstained		\$ -
	Ash Grey Metal 26 Gauge Roofing <i>Blue</i>	\$2,799.00	\$ 2,799.00
	3:12 Roof Pitch		\$ -
	No Cupola		\$ -
	Roof Deck: #1 2x8 T&G SYP		\$ -
	Beams: glued laminated SYP		\$ -
	Fasteners: HDG annular ring nails		\$ -
	Delivery: to an accessible site - Unloaded by Others		\$ -
	Drawing Certification by State Registered Professional Engineer	\$750.00	\$ 750.00
	Drawings: includes standard foundation design		\$ -
			\$ -
	Installed By Independent Sub-Contractor on a Prepared Site	\$4,800.00	\$ 4,800.00
			\$ -

Subtotal	\$ 19,148.00
Shipping	\$ 1,500.00
Discount	\$ (3,500.00)
TOTAL	\$ 17,148.00

**Winter Install Sale****Notes:**

Ships As Kit via Motor Freight

Estimated 8 Weeks Delivery

After Order Confirmation

Ships As Kit, Engineered Drawings For Permit
 2-4 Weeks After Order Confirmation. Shipping
 Of Kit 8-10 Weeks After Permit Is Granted

Ship To:

Company:	Barefoot Bay Beach Development		
Name:	James Rigg		
Address:			
City:	Barefoot Bay	State: FL	Zip: 32976
Phone:	772 202 7514	Email:	riggpfld@yahoo.com



50% Deposit Required to Begin Order Construction.

- Over -

B S E Consultants value to budget OURS

No Phase-total site plan

Phase 1 of three (3)

SECURITY TOTAL \$43,250

Security cameras (2) \$23,500

Electric gate \$19,750

Demo existing bldg. & gate \$7,500

SECURITY TOTAL \$18,745

Security cameras (3)

Electric Gate

Per "FDC" proposal

PARKING

6" Coquina parking stability \$34,000

PARKING

Parking lot north clear & structural fill graded, Approximately 250'

Asphalt millings delivered & spread

Exotic s removal \$5,000.

A1A to Walk-over, 3 loads TOTAL \$8,000.00

Restrooms (2) turn- key, inc. septic \$70,000

CBS Unisex bathroom; conversion \$ 10,200.00----\$11,300.00

Asphalt millings \$60.00cu—entrance \$1200

(inc. septic)

20'X 40' Pavilion w/ benches and grill \$32,000

16'x28' Pavilion installed **\$23,148**

SUMMARY: By dividing the site plan into "phases" we gain control over the amount of dollars spent on exotic's removal and the berm.

The true berm cost is\$27,000. If the **goal** for the berm is to create a visual barrier between A1A and our property, you have to include all the related costs....**exotic** removal \$1000, **berm construction** and sea grape planting is \$24,000, **Irrigation** system \$2000, ..**TOTAL \$27,000.**
Our phase 1 plan would include a parking lot on the north inc. ADA parking, unisex bathroom , a 16'x28' pavilion, elec. Gate, with cameras all within our 2017 budget of \$75,000.

Team Waterbury LLC

550 Valkaria Rd.
Palm Bay, FL 32909
Phone (321) 984-7200
Fax (321) 768-2792

Estimate

NAME / ADDRESS
Jim Riggs

DATE	ESTIMATE #
1/6/2017	1189

DESCRIPTION	QTY	COST	TOTAL
Barefoot Bay 8705 A1A Melbourne Beach, FL			
PRELIMINARY BID FOR BUDGET PURPOSES ONLY			
North Parking			
Clearing Approximately 250' x 20' Front North Side Per SF	5,000	0.40	2,000.00
Clean In Between Sea Grapes		1,200.00	1,200.00
Move And Trim Sea Grapes Per Tree	2	500.00	1,000.00
Millings Delivered And Spread Per Load	3	750.00	2,250.00
Structural Fill Delivered And Graded Per Load	5	280.00	1,400.00
		TOTAL	\$7,850.00

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Use of Vacant Shopping Center Units as Replacement Bldg. F**

Section & Item: 9C

Department: Administration: District Clerk

Fiscal Impact: Unknown

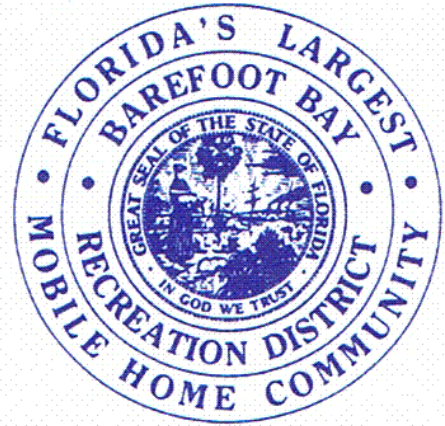
Contact: Dawn Myers, District Clerk; or John W. Coffey, Community Manager

Attachments: Dimensions of Vacant Shopping Center units and Conceptual Use of Said Units

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Direction to Staff

Background and Summary Information

In 2014, the Facilities Planning Advisory Committee reviewed staffing needs for a new consolidated administration building and ultimately recommended to the BOT the procurement of a 3,000 square foot modular building capable of housing staff currently working out of Building F, Resident Relations Office and the Building A Food & Beverage office. The BOT adopted said recommendation and later revised the project to be a concrete block stucco building. An ad hoc committee expanded the size of the building to enlarge the public conference room into a small meeting room. Currently, the project has an approved site plan from Brevard County and design is 75% complete, but is halted due to the Guinther lawsuit and. After the motion for summary judgment was denied, Trustee Wright asked that staff explore the feasibility of relocating staff to the vacant units at the shopping center and place the issue on the next available BOT agenda.

The current building sizes, staff contained therein and vacant unit sizes are summarized below:

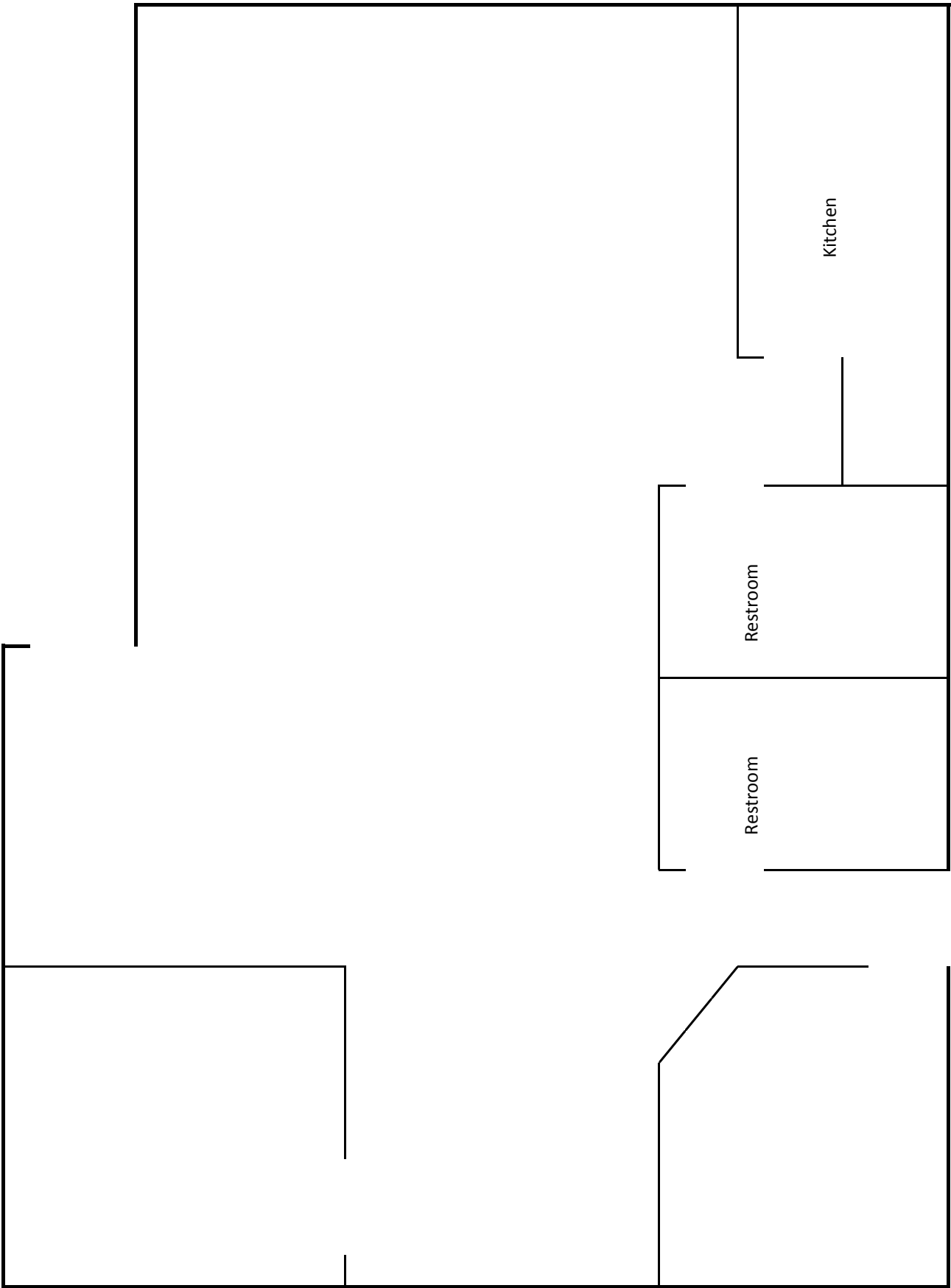
Current		Replacement Building F (modular)	
Bldg F	1,485	Bldg F	N/A
Food & Bev. Office (Bldg. A)	153	Food & Bev. Office (Bldg. A)	N/A
Sb-total	1,638	Resident Relations Office	N/A
		Total	3,000
Resident Relations Office	1,099		
Total	2,737	Replacement Building F (CBS)	3,855
		Bldg F	N/A
		Food & Bev. Office (Bldg. A)	N/A
		Resident Relations Office	N/A
		Total	3,855
		Vacant Shopping Center Units	
		Front	1,560
		Back	1,077
		Total	2,637

Due to the two shopping center units having a combined square footage less than the original combined (modular) replacement Building F proposal, relocating all administrative staff to these two units is not possible. Attached are rough layouts of the two units as currently constituted and as proposed to house occupants of Administration Department (plus budgeted position of Management Analyst) and Food & Beverage Departmental administrative staff. Resident Relations Office staff would have to remain in their current location if the BOT wishes to vacate the current Building F (and the Food & Beverage Office in Building A) in favor of these two units.

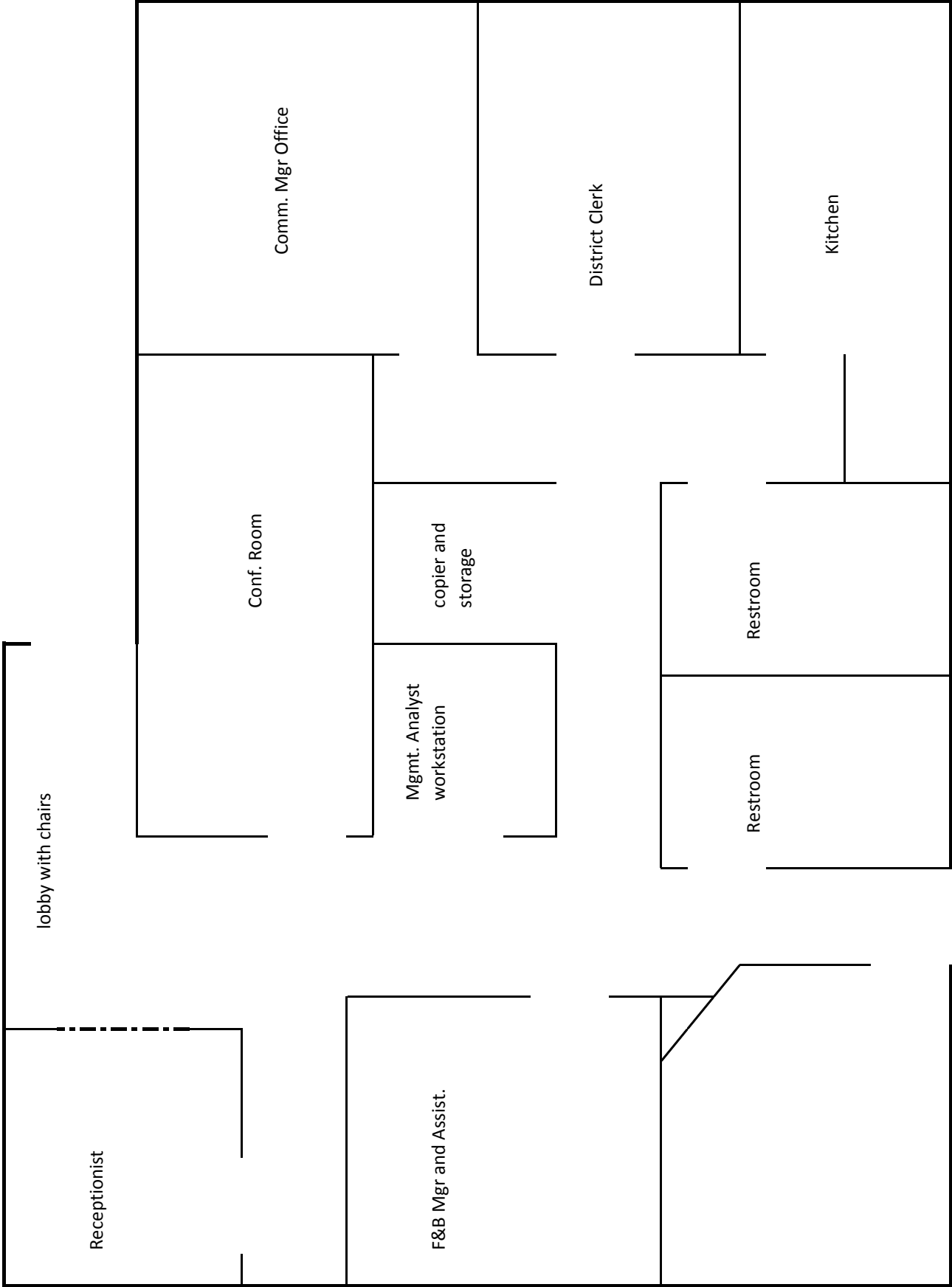
The cost to modify and build out the two units is unknown at this time due to need for engineered drawings which will require architectural, mechanical, electrical and HVAC elements. Additionally, due to the changing use of the units (professional/retail to governmental) an energy use study is required to ensure the proposed use of said units meet current energy codes. Additional costs include the building out of walls, installation of telephone/data lines and relocation of HVAC venting (Impacting these costs will be whether the relocation of staff is temporary until a permanent replacement Building F is constructed or a permanent move.).

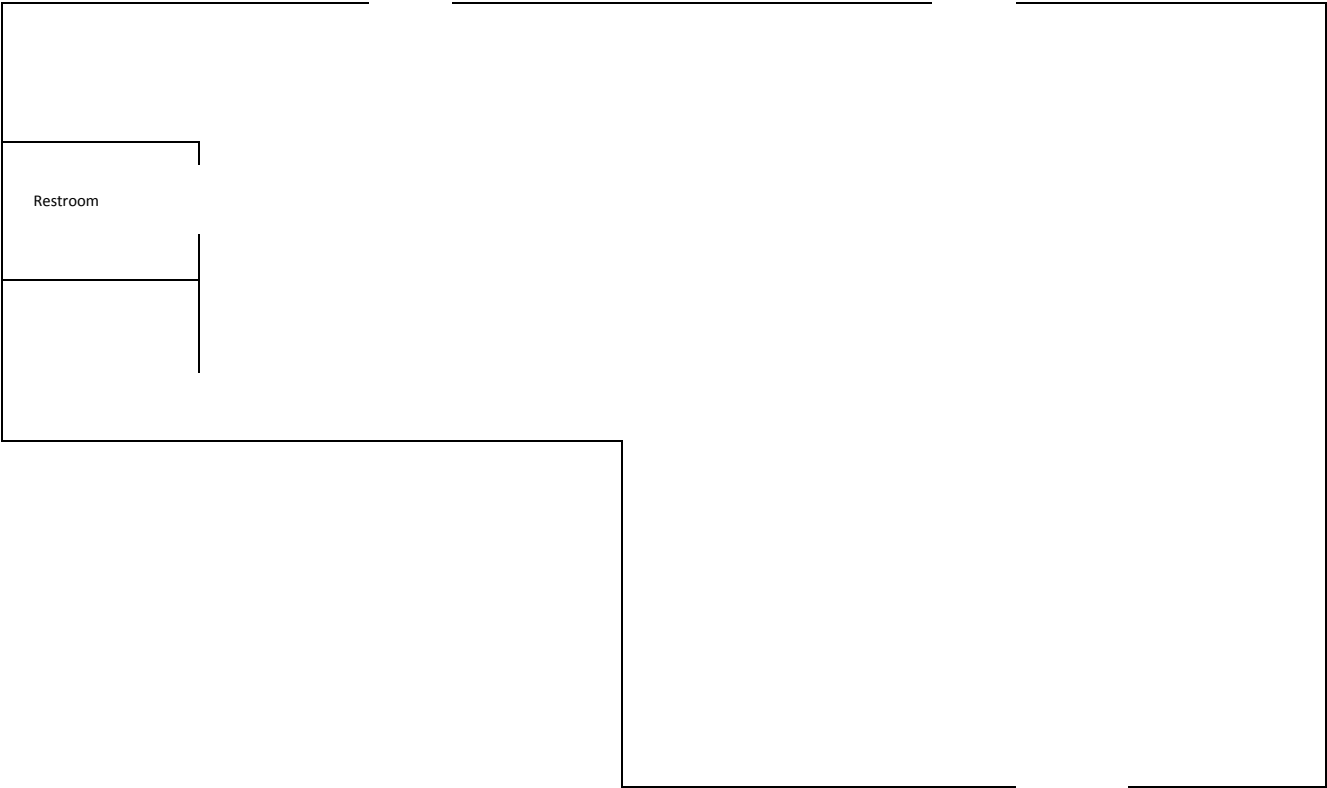
Staff request direction from the BOT regarding this issue.

front Shop Center current

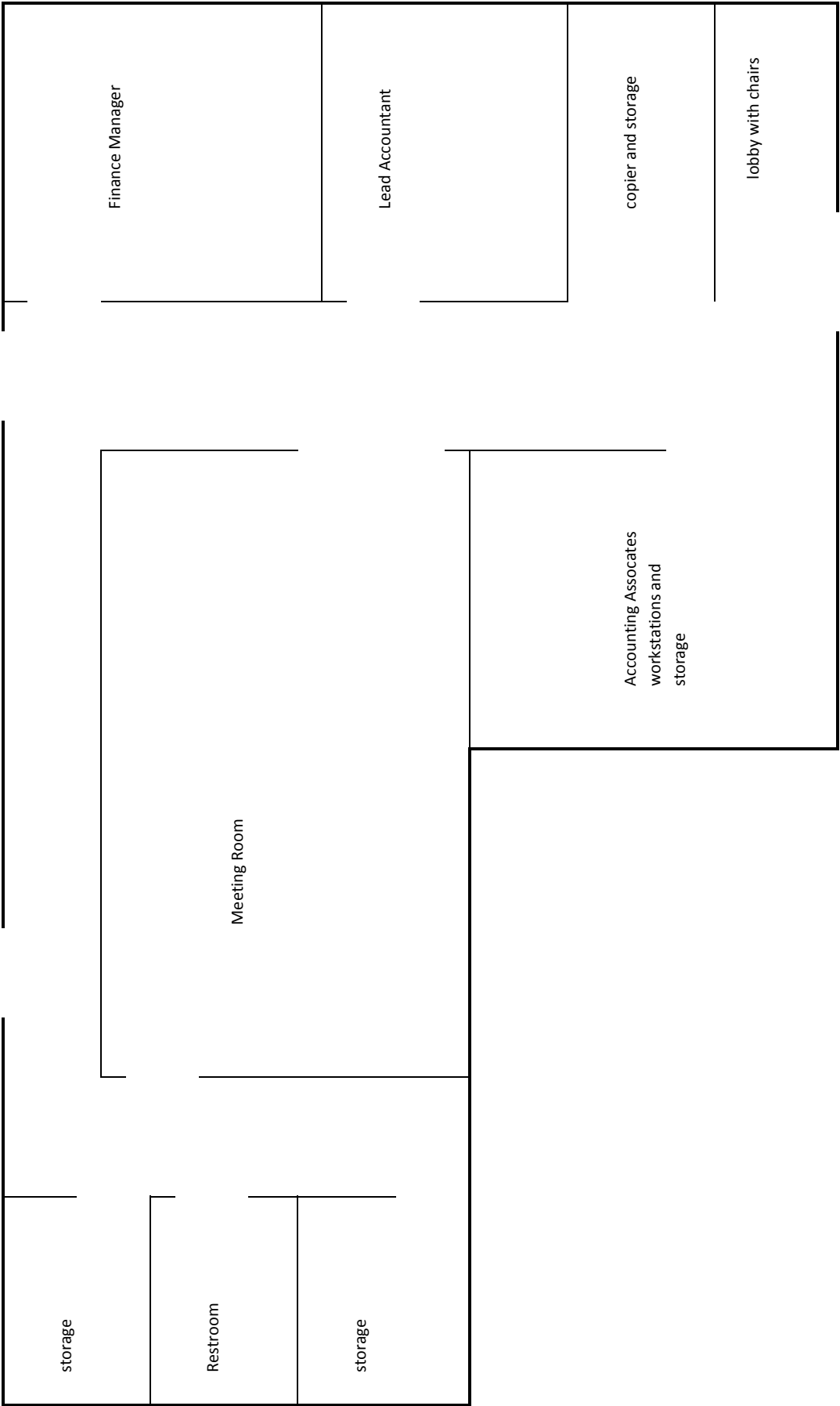


front Shop Center remodel





back shopping center remodel



Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: Budget Amendments: FY17 Pay Plan

Section & Item: 9D

Department: Administration: Finance

Fiscal Impact: N/A

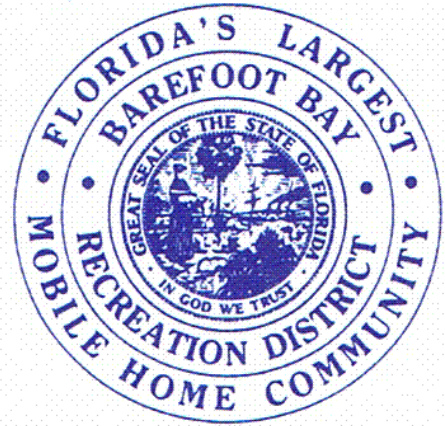
Contact: Kimi Cheng, Finance Manager

Attachments: Resolution and FY17 Capital Department Adopted Budget

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Approval of Budget Amendments and its Resolution

Background and Summary Information

On June 28, 2016, the Board approved Resolution 2016-10 to adopt fiscal year 2017 Budget, which contained 14 expenditures/uses decision points. One of the decision points was for the adoption of a formal employee pay and classification plan.

On November 10, 2016, the Board approved Resolution 2016-25 to adopt an Employee Pay and Classification Plan. The following budget amendments to Fiscal Year 2016/17 Adopted Budget are required to be approved based on the adopted Employee Pay and Classification Plan:

- An Amendment in the amount of \$14,851 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in Finance Sub-Department
- An Amendment in the amount of \$7,342 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in District Clerk Sub-Department
- An Amendment in the amount of \$806 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Lounge Sub-Department
- An Amendment in the amount of \$127 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in 19th Hole Sub-Department
- An Amendment in the amount of \$10,046 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in F&B Admin Sub-Department
- An Amendment in the amount of \$4,224 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in Customer Service Sub-Department
- An Amendment in the amount of \$2,661 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Customer Service Sub-Department
- An Amendment in the amount of \$2,815 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in DOR Sub-Department
- An Amendment in the amount of \$1,860 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in DOR Sub-Department
- An Amendment in the amount of \$958 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Golf Department

- An Amendment in the amount of \$424 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Buildings Sub-Department
- An Amendment in the amount of \$134 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Grounds Sub-Department
- An Amendment in the amount of \$2,287 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Custodial Sub-Department
- An Amendment in the amount of \$4,688 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Pools Sub-Department

The total amount for the above budget amendments is \$53,223.

Staff recommends the BOT approve the above budget amendments reallocating the funding in different departments/sub-departments and approve the accompanying Resolution.

RESOLUTION 2017-

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE BAREFOOT BAY RECREATION
DISTRICT AMENDING RESOLUTION 2016-10;
AMENDING THE BUDGET; PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2016-10, an operating Budget for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017; and

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

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2016-17:

An Amendment in the amount of \$14,851 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in Finance Sub-Department

An Amendment in the amount of \$7,342 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in District Clerk Sub-Department

An Amendment in the amount of \$806 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Lounge Sub-Department

An Amendment in the amount of \$127 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in 19th Hole Sub-Department

An Amendment in the amount of \$10,046 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in F&B Admin Sub-Department

An Amendment in the amount of \$4,224 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in Customer Service Sub-Department

An Amendment in the amount of \$2,661 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Customer Service Sub-Department

An Amendment in the amount of \$2,815 to be allocated from Employee Incentive line item in Finance Sub-Department to F/T Salaries line item in DOR Sub-Department

An Amendment in the amount of \$1,860 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in DOR Sub-Department

An Amendment in the amount of \$958 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Golf Department

An Amendment in the amount of \$424 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Buildings Sub-Department

An Amendment in the amount of \$134 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Grounds Sub-Department

An Amendment in the amount of \$2,287 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Custodial Sub-Department

An Amendment in the amount of \$4,688 to be allocated from Employee Incentive line item in Finance Sub-Department to P/T Wages line item in Pools Sub-Department; and

WHEREAS, the Board of Trustees has considered these amendments in a public meeting.

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

THAT the amendments shall be made to the operating Budget for the Fiscal Year beginning October 1, 2016 and ending September 30, 2017.

THAT the Community Manager and the Finance Manager are directed to adjust FY 2016/17 Adopted Budget.

THAT this resolution shall become effective immediately upon adoption.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 13th day of January 2017.

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

BAREFOOT BAY RECREATION DISTRICT

By:

JOSEPH KLOSKY,
CHAIRMAN

STEVE DIANA,
SECRETARY

1/13/17 BOT Meeting Agenda 9D: FY17 Pay Plan Budget Amendment

<u>Dept</u>	<u>Sub-Dept</u>	<u>Accounts</u>	<u>GL Code</u>	<u>BA</u>
Admin	Finance	F/T Salaries	1300-510121-06	\$ 14,851
	District Clerk	F/T Salaries	1300-510121-07	\$ 7,342
Food and Beverage	Lounge	P/T Wages	7210-510122-01	\$ 806
	19th Hole	P/T Wages	7210-510122-02	\$ 127
	Admin.	F/T Salaries	7210-510121-08	\$ 10,046
Resident Relations	Customer Service	F/T Salaries	7220-510121-09	\$ 4,224
		P/T Wages	7220-510122-09	\$ 2,661
	DOR	F/T Salaries	7220-510121-10	\$ 2,815
		P/T Wages	7220-510122-10	\$ 1,860
Golf	Golf	P/T Wages	7230-510122	\$ 958
Property Services	Buildings	P/T Wages	7241-510122-11	\$ 424
	Grounds	P/T Wages	7241-510122-12	\$ 134
	Custodial	P/T Wages	7241-510122-13	\$ 2,287
	Pools	P/T Wages	7241-510122-14	\$ 4,688
Total Budget Amendment from Admin-Finance Employee Incentive Line Item				\$ 53,223

**1/13/17 BOT Meeting Agenda 9D: FY17 Pay
Plan Budget Amendment By Position**

<u>Position</u>	<u>FT/PT</u>	<u>Pay Plan Adjustment</u>
Food and Beverage Manager	Full Time	\$ 10,046.40
Lead Accountant	Full Time	\$ 8,332.80
District Clerk	Full Time	\$ 7,341.60
Resident Relations Manager	Full Time	\$ 7,039.20
Finance Manager	Full Time	\$ 4,922.40
Pool Host	Part Time	\$ 4,326.00
Customer Service Clerk	Part Time	\$ 2,661.12
Custodian or AV Tech	Part Time	\$ 2,116.80
Accounting Associate II	Full Time	\$ 1,596.00
DOR Inspector	Part Time	\$ 991.20
(Golf) Clerk	Part Time	\$ 957.60
Cook	Part Time	\$ 900.90
DOR Administrative Assistant	Part Time	\$ 869.40
Custodian	Part Time	\$ 594.72
Pool Tech	Part Time	\$ 361.20
Groundskeeper	Part Time	\$ 134.40
Server	Part Time	\$ 31.50
		\$ 53,223.24

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Confirmation of Award of Contract for Golf Course Overseeding**

Section & Item: 9E

Department: Golf – Pro Shop

Fiscal Impact: \$9,622.50 (FY17 Budget of \$9,500.00)

Contact: Ernie Cruz, Golf Operations Manager; or John W. Coffey, Community Manager

Attachments: Quote from ABM

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Confirmation of Award of Contract and Waiver of 2nd Quote Requirement

Background and Summary Information

The FY17 Budget contains funding for the annual overseeding of the golf course, which the BOT authorized beginning in FY16. Due to ABM being responsible for the growth and maintenance of the overseed and their stellar performance in overseeding the Golf Course last year, I authorized Mr. Cruz to only solicit one quote from ABM. Unfortunately, I inadvertently had Chairman Klosky sign the quote from ABM for \$9,622.50 for the annual golf course overseeding work in October without taking it the BOT for their approval as required for all expenditures of \$7,500 or greater and waiver of the 2nd quote. I accept full responsibility for this oversight.

To ensure that this type of oversight does not continue to re-occur, I have instituted the following procedures to create redundant checks to monitor the status of quotes and bids signed for R&M/Capital projects costing over \$1,000 and for all change orders:

- Creation of a spreadsheet to track each quote/bid signed per R&M/Capital projects costing over \$1,000 which a copy will be provided to you each month along with the current project tracker
- The addition of the Finance Manager's (or her designee in the case of her absence) review and initials on all quotes/bids for projects over \$1,000.

The Finance Manager currently tracks all invoices paid for R&M/Capital projects and these steps will add a layer of tracker that should identify problems before quotes and/or bids are signed and provide a double check against her invoice tracker.

Sufficient FY17 Budget exists in Golf-Pro Shop Department to fund this activity.

Staff recommends the BOT confirm the award of contract to ABM for \$9,622.50 for annual overseeding of the golf course and waive the 2nd quote requirement.



Date: 09/28/16 Job # 52360062
Cust # 6470114
f. 10/1/2016 Work Order # _____

City Barefoot Bay FL Zip Code 32976

Phone No. (772) 664-3174 Fax No. (772) 663-0318

Supply equipment and materials to apply 300 lbs per Acre of Perennial Ryegrass on the fairways.
This also includes a pre-plant fertilizer application for seed germination and long term health.

[illegible]

Nine thousand six hundred twenty two & 50/100 dollars.

Proposal submitted by: Matt Hill , ABM Branch Manager

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to proceed with the new work specified. Payment will be made as outlined above.

Oct 1, 2016
Date of Acceptance

For Office Use Only:		Date work completed _____	Reviewed by _____	Yes _____
Branch Manager Approval _____				No _____
		Date Billed _____		

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Resignation of Mr. E.J. Wright from Facilities Planning Advisory Committee & Security Advisory Committee**

Section & Item: 9F

Department: Administration: District Clerk

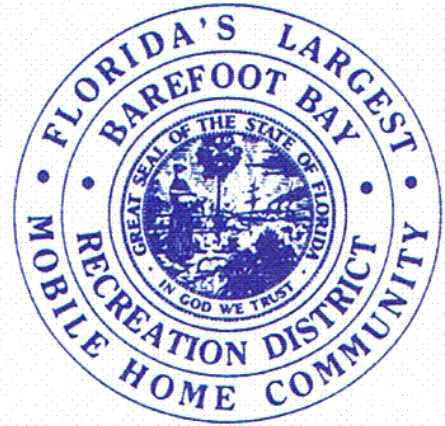
Fiscal Impact: N/A

Contact: Dawn Myers, District Clerk; or John W. Coffey, Community Manager

Attachments: Resignation Letter from Mr. Wright

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Acceptance of Mr. Wright's resignation from the Facilities Planning Advisory Committee and Security Advisory Committee.

Background and Summary Information

On 19Dec16, Mr. Wright submitted his resignation letter to Community Manager Coffey and District Clerk Myers. Said letter was promptly forwarded to the BOT and this agenda item is needed to officially accept Mr. Wright's resignation.

Staff recommends the BOT accept E.J. Wright's resignation and authorize staff to seek a replacement for the vacant positions.

E.J. Wright
1227 Chipewa Drive
Barefoot Bay, FL. 32976

December 19, 2016

Dear Dawn and John;

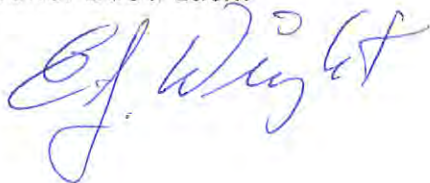
After three years of attending meetings, chairing and co-chairing committees, listening to others and making recommendations to improve our "Bay", I have decided to resign my positions on the Facility and Security Committees immediately. I have made my suggestions on these committees based on my 45 years of experience in business and trying to help getting things done correctly. It is very clear to me this has been a dramatic waste of my time. Recommendations which are thinking outside of the box or contrary to what the Trustee's want, is ridiculed and accusations of micro-managing are leveled against me and other qualified committee members.

The most frustrating of the projects I have become involved in has been the security cameras. After the decision was made to hire ATP for this project, I asked the company how long would it take for completion? The answerone month. It has been a year and we are still waiting. As John stated at the last Board meeting, it is not the fault of ATP. From the very beginning they have not been given the correct information.

We are now in the midst of another survey/census whatever name you want to put on it, to see what direction to pursue. This is the third time in as many years we are wasting time trying to find answers that are already available. I have asked people one question; when you purchased your home in Barefoot Bay did you like what you saw or did you want to change things? The answer is always the same. They liked what they saw that's why they bought!

I'm done. Good Luck!

E.J.



Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Donation Request: Tree for Golf Course**

Section & Item: 9G

Department: Golf-Pro shop

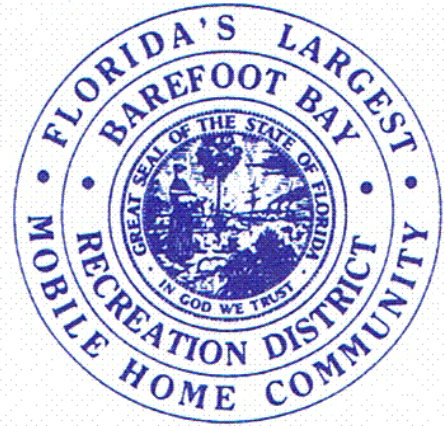
Fiscal Impact: N/A

Contact: Ernie Cruz, Golf Operations Manager; or John W. Coffey, Community Manager

Attachments: Donation form (old), quote and email from Ernie Cruz clarifying issues.

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Acceptance of donation from Ms. Lesley Nulty

Background and Summary Information

Golf Operations Manager Ernie Cruz received a donation request form (old version) from Ms. Nulty and worked with her to identify her desired location (on hole #8), type and cost of the tree. Per the attachments, Ms. Nulty requests to donate \$450 to fund BBRD's installation of a Christmas Palm (see right for example).

Of note, Ms. Nulty completed an old donation form and rather than have her complete another form, Mr. Cruz verified her willingness to accept the terms of BBRD's Policy Manual donation requirements.

Staff recommends the BOT accept Ms. Nulty's donation request.



Barefoot Bay Golf Course Tree Donation Program

Tree Donations in memory of a loved one or just as a donation are always appreciated by the Barefoot Bay Golf Course. It is a beautiful way to help beautify your Course.

There are areas that are in need of trees for various reasons such as: outlining fairways, to protect golfers from balls coming from adjacent holes, loss of trees to storms, and for shade reasons.

Trees being planted must be indigenous to this area and fit in with the landscaping of the area in which it is planted.

Palm Trees are the desired plant for the Barefoot Bay Golf Course.

- The exact location of the tree will be decided by the Golf Operations Manager as it must be determined its effect on play and the effect on the maintenance of the golf course.
- All trees must be at least 6 feet tall and healthy.
- You will be responsible for all costs associated with buying and planting the tree.
- Donated trees become the property of the Barefoot Bay Recreation District.

Plaques on Tree/s or on the ground are not allowed, however, an engraved plate will be displayed on a Plaque in the Pro Shop in appreciation of your donation.

Thank you for donating a tree to enhance the aesthetics of Barefoot Bay Golf Course.

If interested in donating a Palm Tree, please complete the Tree Donation Form below.

.....

Tree Donation Form

Date 10-31-16

Name of person making donation LESLEY MULRY Phone # 772 664 5391

Name to be engraved on plaque PETE LAYDEN

Preferred location of planting HOLE 8

I agree to all of the above (signature) Lesley Mulry

Submit this form to the Pro Shop

John Coffey

From: Ernie Cruz
Sent: Thursday, January 05, 2017 5:22 PM
To: John Coffey
Subject: Re: FW: Scanned image from C6754 Barefoot Bay Recreation District

She accepts, please add to agenda. I will get with Dawn about form.

Ernie

On Jan 5, 2017 2:21 PM, "John Coffey" <jcoffey@bbrd.org> wrote:
Ernie,

Dawn has the updated form. The resident needs to understand that she will provide us the money and once the BOT accepts it and she pays us we will buy it and have it installed. We can use the form but I need to be she she understands that she has to pay us verse buying the tree directly. We can get it on the 13Jan17 agenda if you can confirm she agrees to the terms.

John

On Thu, Jan 5, 2017 at 2:05 PM, Ernie Cruz <ecruz@bbrd.org> wrote:
John,

Ms. Nulty wants to donate a tree. She said she doesn't need a plaque. I have attached what Kormandy used to use. Not sure if this is still valid, but I would love to get a tree on the course. Please advise.

-----Original Message-----

From: admin [mailto:golfscanner@bbrd.org]
Sent: Thursday, January 05, 2017 3:15 PM
To: erniecruz@bbrd.org
Subject: Scanned image from C6754 Barefoot Bay Recreation District

Reply to: admin <golfscanner@bbrd.org>
Device Name: C6754 Barefoot Bay Recreation District Device Model: MX-2615N
Location: C6754 Barefoot Bay Recreation District

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
Adobe(R)Reader(R) can be downloaded from the following URL:
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Confirmation of Building D/E Air Condition Replacement Award of Contract**

Section & Item: 9H

Department: Property Services: Buildings

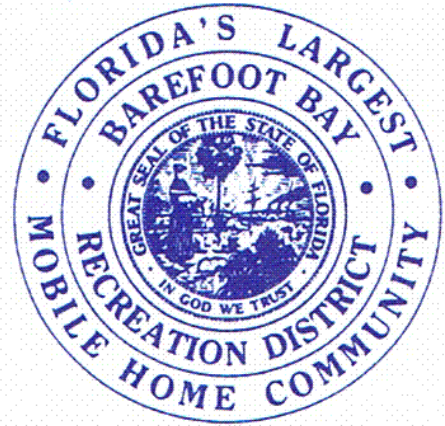
Fiscal Impact: \$8,900.00

Contact: Matt Goetz, Property Services Manager;
or John W. Coffey, Community Manager

Attachments: Quote from Florida Breeze and Excerpts
from Policy Manual

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Confirmation of Award of Contract to Florida Breeze.

Background and Summary Information

Currently, D/E is cooled by two residential 4 ton units outside and a 10 ton commercial air handler in the ceiling. These units run on an outdated refrigerant which can no longer be installed. One of the 4 ton units has failed and needs replacing. Florida Breeze, an A/C vendor who BBRD has had good experience within in the last year, recommends replacing both 4 ton units with a new 10 ton unit and is willing to replace a problematic unit in the 19th Hole with the remaining 4 ton unit from D/E.

The cost from Florida Breeze for the replacement of the two 4 ton units (D/E) with one 10 ton air conditioning unit while replacing the problematic unit in the 19th Hole ceiling with the functional unit from D/E is \$8,900.00. Staff believes this will provide staff with some time to evaluate the long-term solution to the 19th Hole (venting and A/C work is currently scheduled for late Spring to address the summer time condensation issue).

Sufficient FY17 Budget exists in Property Services: Building Department R&M Buildings line-item to fund this purchase.

Normally procurement of this amount, requires pre-approval by the BOT. Due to the heavy use of the building during this time of year, coupled with anticipated warm weather in mid-January, the Community Manager elected to immediately approve the quote by using Exception to Competition #7 "Repairs that require action within 72 hours" (p. 2-7) to waive the 2nd quote requirement and the Emergency Purchases powers that permits the waiver of procurement rules under certain circumstances (p. 2-8) but requires BOT confirmation at the next meeting.

Staff recommends the BOT confirm the award of contract in the amount of \$8,900.00 for the replacement of the D/E air conditioning unit and the swap out of the units in the 19th Hole.



D+E A/C unit

6928-B VICKIE CIRCLE, W. MELBOURNE 32904

WWW.FLORIDABREEZE.COM

(C) 321-266-2353, (W) 321-951-8767, (Vero Bch) 772-783-5563

scottfrench1153@gmail.com

Proposal	Date	Due Date	SP:
4704-107230	12/19/2016	1/18/2017	

BAREFOOT BAY RECREATION DISTRICT
1225 BAREFOOT BLVD
BAREFOOT BAY, FL 32976

772-664-2063

321-890-7019 MATT

We Hereby Submit Specifications And Estimates For:

Florida Breeze Air & Heat will provide a 10.0 ton Daikin 11.00 Seer air conditioner with r410 refrigerant model (DX11SA1203). Inside, a Daikin air handler model (DAR1204) with NO heat strip. System will be hooked to existing electrical and ductwork or as stated. This also includes taxes, permits and the following:

~Honeywell programmable thermostat, easy to use.

~We will use new 1-1/8", 5/8" Heavy Duty copper refrigerant lines, drain line and low voltage wire. Refrigerant line cover.

~Air handler to be installed back in ceiling with new drain pan.

~We will install outside unit to existing concrete pad, add 3" risers to allow bottom to air out and secure to pad with Hurricane anchors. Emergency overflow switch, clean-out "T" installed in drain line.

~Use existing smoke detector.

~Warranty: (05) Five years all parts, (01) One year labor

Total: \$8,900.00 (Balance due upon completion)

*2nd quote waived per Policy Manual
Exception to Competition # 7 (p. 2-7) "Repairs
that require action within 72 hours"*

*BOI prior authorization also waived per Emergency
Purchase section (p. 2-8) and will be placed on
13 Jan 17 agenda for confirmation.*

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: \$8,900.00

*Repairs needed before 13 Jan 17 + 14 Jan 17 due
to planned use of building and anticipated
warm weather. J.W. Offey*

12 Months Same As Cash OR payments of 2% at 9.9% interest rate (W.A.C.)

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date. All sales final after installation.

Authorized
Signature _____

Acceptance
Signature _____

Date 5 Jan 17

3. For purchases in the amount of \$20,000.00 to \$49,999.99¹⁹ written, signed bids are required from at least three sources. A "No Bid" does not constitute a bid. These bids should be kept on file in the accounts payable office and the requesting department.
4. For all purchases in the amount of \$50,000²⁰ or more, sealed bids are required and the Request for Proposal or Invitation to Bid Process must be followed (see Section 2.14).

If staff is unable to obtain more than one quote or bid after a reasonable time, the Community Manager may authorize the procurement based on the Department Manager's recommendation and use of Exception to Competition, #8 "Under other documented and justified circumstances approved by the Community Manager." When this exception to competition (a second quote cannot be found in a reasonable time)²¹ is used, the Community Manager shall notify the Board of Trustees at the next regularly scheduled Board meeting and notate the date, vendor and price on an "Exception to Competition log" as maintained by the District Clerk.²²

Blanket Purchase Orders

Blanket purchase orders may be used for small repetitive specified goods or services from the same vendor that requires numerous orders / shipments over specified periods of time. The use of blanket purchase orders to by-pass the competitive pricing or bid policies is not allowed.

Exceptions to the use of Purchase Orders

Some recurring obligations, which are exempt from the competitive bidding process and the purchasing approval process, are as follows:

- Utilities
- Travel and Training (reimbursements are handled through A/P)
- Insurance Premiums
- Debt Service Costs
- Certain refunds and reimbursements
- Inventory purchases for retail sale ²³

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. Repairs that require action within 72 hours.²⁵
8. 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.

Some of the factors considered to qualify as a sole source are:

1. The stated vendor is the only producer of the product or service, and no commercial substitute is available.
2. The information or data is proprietary.
3. The maintenance or repair requires specialized equipment or expertise, which is available only from the original vendor, or vendor representative.
4. If the District currently has a continuing service contract with the vendor.³¹

Sole source items must be justified and contain the following information:

1. How was a determination made, that the goods or services being purchased, are only available from one source.
2. What contacts, (if any), were made in an attempt to identify alternate sources.
3. What is the rationale that the goods or services being purchased cannot be substituted with similar goods or services from other sources.

Awards Quotes/Bids under \$50,000³²

Award recommendations exceeding \$7,500.00³³ will be submitted by the Community Manager for approval by the Board of Trustees, unless previously exempted or approved.

Suppliers shall be selected based on total cost, which considers delivery, freight costs, prices, quality, life cycles costs, warranty, services, terms and conditions. Awards to other than the low bidder, shall be

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: FY17 General Fund Transfer from Operating Account to Committed Fund Balance-CIP and its Resolution

Section & Item: 9I

Department: Administration: Finance

Fiscal Impact: N/A

Contact: Kimi Cheng, Finance Manager

Attachments: Resolution and FY17 Capital Department Adopted Budget

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Approval of Resolution

Background and Summary Information

On May 8, 2015, the Board adopted Resolution 2015-09 for establishing Committed Fund Balance for Capital Improvement Projects.

On June 28, 2016, the Board adopted Resolution 2016-10 to adopt fiscal year 2017 Budget, which included the amount of \$644,500 for Capital Improvement Projects. The following is the list for FY17 Adopted Budget CIP:

Capital Contingency	\$82,000
Removal of undesirable homes	\$10,000
Replace damaged concrete	\$25,000
Replace 19 th Hole Tables & Chairs	\$12,000
Shuffleboard Concrete/Curbs	\$6,500
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs & Replace Bocce Ball Courts	\$21,500
Upgrade Elec. Infrast. in Bldg. A	\$70,000
Replace Pit at Pool #2	\$40,000
Replace Roof on Bldg. A	\$60,000
Misc. F&B Equipment	\$9,500
Replace PS Dump Truck (used)	\$55,000
Replace PS Golf Cart (2011)	\$9,000
Comm. Ctr. Projs.: Replace 4 Bocce Ball Courts	\$15,000
Bleachers for Softball Field (2)	\$6,000
Golf Course Drainage	\$16,500
Restoration of Golf Course Bunkers Ph.2	\$30,000
Hi-Def CCTV Cameras	\$25,000
Upgrade Golf Cart Parking Area to Crushed Concrete	\$11,000
Long-term Records Storage Unit	\$5,500
Golf Course Pump House	\$60,000
Beach Projects Ph.2	\$75,000

Formal approval of a resolution is required to establish, modify or rescind committed fund balance. After the approval of the accompanying Resolution, staff will prepare a check request to transfer \$644,500 from BBRD BOA operating account to SBA Capital Account.

Staff recommends the BOT approve the accompanying Resolution to commit \$644,500 of General Fund Unassigned Fund Balance for the purpose of FY17 Capital Improvement Projects purpose.

RESOLUTION 2017 -

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; APPROVING AND AMENDING COMMITTED FUND BALANCES FOR CAPITAL IMPROVEMENT PROJECTS IN FISCAL YEAR 2016-2017; AND AUTHORIZING THE TRASFER OF SIX HUNDRED FORTY FOUR THOUSAND AND FIVE HUNDRED DOLLARS FROM THE DISTRICT'S OPERATING ACCOUNT TO SBA CAPITAL IMPROVEMENT ACCOUNT; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Barefoot Bay Recreation District has determined to commit additional \$644,500.00 of General Fund Unassigned Fund Balance for the purpose of Capital Improvement Projects as listed below in fiscal year 2016-2017; and

Capital Contingency	\$82,000
Removal of undesirable homes	\$10,000
Replace damaged concrete	\$25,000
Replace 19 th Hole Tables & Chairs	\$12,000
Shuffleboard Concrete/Curbs	\$6,500
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs & Replace Bocce Ball Courts	\$21,500
Upgrade Elec. Infrast. in Bldg. A	\$70,000
Replace Pit at Pool #2	\$40,000
Replace Roof on Bldg. A	\$60,000
Misc. F&B Equipment	\$9,500
Replace PS Dump Truck (used)	\$55,000
Replace PS Golf Cart (2011)	\$9,000
Comm. Ctr. Projs.: Replace 4 Bocce Ball Courts	\$15,000
Bleachers for Softball Field (2)	\$6,000
Golf Course Drainage	\$16,500
Restoration of Golf Course Bunkers Ph.2	\$30,000
Hi-Def CCTV Cameras	\$25,000
Upgrade Golf Cart Parking Area to Crushed Concrete	\$11,000
Long-term Records Storage Unit	\$5,500
Golf Course Pump House	\$60,000
Beach Projects Ph.2	\$75,000

WHEREAS, The Barefoot Bay Recreation District has recognized a need to transfer funds in the amount of Six Hundred Forty Four Thousand and Five Hundred Dollars (\$644,500.00) from the District's Operating Account to SBA Capital Improvement Account for the benefit of District operations; and

WHEREAS, The Barefoot Bay Recreation District maintains the District's Operating Account which has a current balance of \$2,719,122.73 as of January 4, 2017; and

WHEREAS, on January 13, 2017 the Board of Trustees considered the above referenced transfer and directed that such transfer be approved by Resolution.

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

Section 1. The Barefoot Bay Recreation District hereby allocates additional \$644,500 to Committed Fund Balance for CIP in General Fund for fiscal year 2016-17.

Section 2. A transfer of funds in the amount of \$644,500 is authorized from the District's Operating Account to be allocated to SBA Capital Improvement Account.

Section 3. This Resolution shall become effective immediately upon its adoption.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 13th Day of January, 2017.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOSEPH KLOSKY
CHAIRMAN

STEVE DIANA
SECRETARY

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Approved Budget
Revenues						
R&M/Capital Projects						
Other Income						
Donations	2,600	-	-	-	-	-
Use of Fund Balance	-	-	-	-	287,000	287,000
FY17 DP: One-time use of fund balance to reduce fund balance to minimum fund balance policy of 20%						
Prior Year Carry-Over Balances	-	65,566	-	-	-	-
Sub-Total:	2,600	65,566	-	-	287,000	287,000
Total Revenues:	2,600	65,566	-	-	287,000	287,000
Expenditures						
R&M/Capital Projects						
Professional Expenses						
Professional Fees	-	-	22,800	-	-	-
FY16 Year-end Est.: D/E complex conceptual design and renders						
Sub-Total:	-	-	22,800	-	-	-
Contingency						
Contingency	-	50,000	-	82,000	-	82,000
Sub-Total:	-	50,000	-	82,000	-	82,000
Repair & Maintenance Projects						
Softball Field Scoreboard	6,305	-	8,900	-	-	-
Repay Reserves (Parking Lot Repave)	-	50,000	-	-	50,000	50,000
Removal of Undesirable Homes	-	8,200	8,200	-	10,000	10,000
Replacement Lawnmower	-	30,000	30,000	-	-	-
Replace Damaged Concrete	-	25,000	25,000	-	25,000	25,000
Replace Shed for Garden Club	-	4,000	4,000	-	-	-
Restoration of Bunkers Ph. 1	-	30,000	30,000	-	-	-
Lawn Bowling Gutters	-	4,000	5,980	-	-	-
Expansion of #11 Tee Box	-	8,800	8,800	-	-	-
Replace Res. Relations Golf Cart	-	3,300	3,200	-	-	-
Replace 19th Hole Tables & Chairs	-	-	-	-	12,000	12,000
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs (grant match)	-	-	-	-	6,500	6,500
Comm. Ctr. Projs.: Resurface Shuffleboard Concrete/Curbs & Replace Bocce Ball Courts (grant)	-	-	-	-	21,500	21,500
Sub-Total:	6,305	163,300	124,080	-	125,000	125,000

FY17 Budget

Dept.

Sub-Department

Category

Description

FY 15
Actual

FY 16
Revised
Budget

FY 16
Est.
Year-end

FY 17
Base
Budget

FY 17
Decision
Points

FY 17
Approved
Budget

Capital Outlay

Upgrade Elec. Infrast. in Bldg. A	-	30,000	30,000	-	70,000	70,000
FY 15 Other Completed Projects	228,178	-	-	-	-	-
P.S. Roof & Gutter Replacement	4,830	7,170	3,480	-	-	-
Replace Egret Bridge Safety Rail	11,363	2,768	2,768	-	-	-
Signs at Entrances/Micco Rd.	-	2,000	-	-	-	-
Building F Replacement	9,157	53,628	512,000	-	-	-
Replace Pit at Pool #2	-	-	-	-	40,000	40,000
Replace Roof on Bldg. A	-	-	-	-	60,000	60,000
Misc. F&B Equipment	-	-	-	-	9,500	9,500
Replace P.S. Dump Truck (used)	-	-	-	-	55,000	55,000
Replace P.S. Golf Cart (2011)	-	-	-	-	9,000	9,000
Comm. Ctr. Projs.: Replace 4 Bocce	-	-	-	-	-	-
Ball Courts (grant match)	-	-	-	-	15,000	15,000
Bleachers for Softball Field (2)	-	-	-	-	6,000	6,000
Golf Course Drainage (1,345 linear	-	-	-	-	-	-
ft.)	-	-	-	-	16,500	16,500
Restoration of Golf Course	-	-	-	-	-	-
Bunkers Ph. 2	-	-	-	-	30,000	30,000
Hi-Def CCTV Cameras	-	-	25,000	-	25,000	25,000
Upgrade Golf Cart Parking Area	-	-	-	-	-	-
(Lounge) to Crushed Concrete	-	-	-	-	11,000	11,000
Long-term Records Storage Unit	-	-	-	-	-	-
(replaces rental unit)	-	-	-	-	5,500	5,500
Golf Course Pump House	-	-	-	-	60,000	60,000
Beach Projects (grant/match) Ph. 2	-	-	17,000	-	75,000	75,000
Sub-Total:	253,527	95,566	590,248	-	487,500	487,500
Total Expenditures:	259,832	308,866	737,127	82,000	612,500	694,500
Total Revenues over Expenditures:	(257,232)	(243,300)	(737,127)	(82,000)	(325,500)	(407,500)

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **FY17 General Fund Transfer from Operating Account to Debt Service Fund and Resolution**

Section & Item: 9J

Department: Administration: Finance

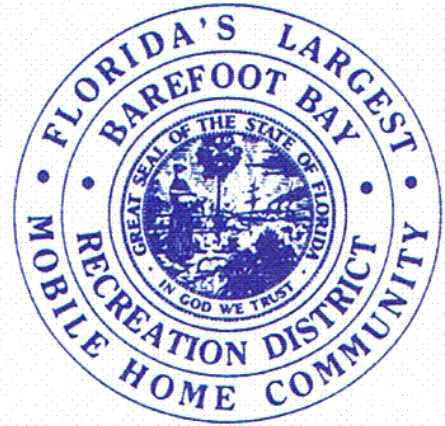
Fiscal Impact: N/A

Contact: Kimi Cheng, Finance Manager

Attachments: Resolution and FY17 Administration
Department Adopted Budget

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Approval of Resolution

Background and Summary Information

On June 28, 2016, the Board adopted Resolution 2016-10 to adopt fiscal year 2017 Budget, which included the amount of \$430,000 for FY17 debt payments:

For transparency, staff prepares this agenda memo to notify the Board of upcoming check request to transfer \$430,000 from the District's Operating Account to SBA Debt Account.

Staff recommends the BOT approve the accompanying Resolution to authorize the transfer of \$430,000 from General Fund BOA Operating Account to Debt Service Fund SBA Debt Account.

RESOLUTION 2017 -

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE BAREFOOT BAY RECREATION DISTRICT;
AUTHORIZING THE TRANSFER OF FOUR HUNDRED
THIRTY THOUSAND DOLLARS (\$430,000.00) FROM THE
DISTRICT'S OPERATING ACCOUNT TO THE
DISTRICT'S STATE BOARD OF ADMINISTRATION
DEBT ACCOUNT; PROVIDING FOR CONFLICTS;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, The Barefoot Bay Recreation District Board of Trustees has adopted fiscal year 2017 budget, which approved \$430,000 to be transferred to the District's State Board of Administration Debt Account for the Benefit of District operations; and

WHEREAS, The Barefoot Bay Recreation District maintains the District's Operating Account which has a current balance of \$2,074,622.73 (after Resolution CFB-CIP transfer in the amount of \$644,500) as of January 4, 2017; and

WHEREAS, on January 13, 2017 the Board of Trustees considered the above referenced transfer and directed that such transfer be approved by Resolution.

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

Section 1. A transfer in the amount of Four Hundred Thirty Thousand Dollars (\$430,000.00) from the District's Bank of America Operating Account to the District's SBA Debt Account.

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed

Section 3. This Resolution shall become effective immediately upon its adoption.

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

Chairman, Joseph Klosky
Trustee, Lee Wright
Trustee, Steve Diana
Trustee, Brian Lavier
Trustee, Frank Cavaliere

The Chairman thereupon declared this resolution Done, Ordered, and Adopted this 13th Day of January, 2017.

BAREFOOT BAY RECREATION DISTRICT

By: _____
JOESPH KLOSKY
CHAIRMAN

STEVE DIANA
SECRETARY

FY17 Budget

Dept. Sub-Department Category Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Approved Budget
Revenues						
Administration						
Assessments						
District Assessment Fee	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
Sub-Total:	3,365,491	3,519,360	3,527,200	3,516,480	-	3,516,480
Interest						
Interest Income	11,647	3,000	4,500	3,500	-	3,500
Sub-Total:	11,647	3,000	4,500	3,500	-	3,500
Other Income						
NSF Fees	480	-	200	-	-	-
Sales Tax Discounts	360	360	360	360	-	360
Delinquent Fee Collections	7,250	12,000	6,150	5,760	-	5,760
Lien Fee Reimbursement	3,420	2,000	2,250	2,000	-	2,000
Legal Fee Recovery	4,393	2,500	2,300	2,300	-	2,300
Postage Revenue	417	300	266	300	-	300
Insurance Proceeds	7,961	35	9,748	3,000	-	3,000
Donations from Private Sources	100	-	-	-	-	-
Miscellaneous Income General	10,727	1,500	2,375	5,385	-	5,385
Sub-Total:	35,108	18,695	23,649	19,105	-	19,105
Total Revenues:	3,412,246	3,541,055	3,555,349	3,539,085	-	3,539,085
Expenditures						
Administration						
Personnel Expenses						
F/T Salaries	179,608	166,203	165,964	165,964	32,240	198,204
P/T Wages	15,711	40,379	39,891	39,891	(21,866)	18,025
Overtime	175	757	633	545	-	545
Special Pay	425	1,000	3,375	1,250	-	1,250
Payroll Taxes	14,689	18,266	18,881	18,681	798	19,479
401 A Benefit	554	4,248	4,017	4,017	-	4,017
Medical/Dental/Life Insurance	34,448	31,335	29,868	33,320	8,330	41,650
Sub-Total:	245,610	262,188	262,628	263,668	19,502	283,170
Professional Expenses						
Payroll Fees	6,839	20,820	18,263	14,308	-	14,308
Professional Fees	41,799	94,880	90,940	70,329	-	70,329
Legal Fees	103,154	130,000	110,000	128,000	-	128,000
Management Fees	138,932	150,800	150,800	154,892	17,740	172,632
Management Fees/Tax Roll	5,000	5,000	5,000	5,000	-	5,000
Accounting & Auditing Fees	31,500	30,500	24,500	32,500	-	32,500
Software Renewal/Support Fees	4,434	5,000	5,051	5,304	-	5,304
Sub-Total:	331,658	437,000	404,554	410,332	17,740	428,072

FY17 Budget

Dept. Sub-Department Category Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Approved Budget
Supplies						
Operating Supplies	11,094	11,800	11,250	11,440	-	11,440
Fuel	240	550	350	390	-	390
Sub-Total:	11,334	12,350	11,600	11,830	-	11,830
Other Gen. & Admin. Expenses						
Collection Fees	64,338	66,500	64,800	66,000	-	66,000
Collection Discounts	103,411	107,000	108,500	114,000	-	114,000
Property Taxes	14,088	15,500	14,142	15,200	-	15,200
Sales Taxes	350	-	-	-	-	-
ICMA Retirement	1,000	1,000	1,000	1,000	-	1,000
Employee Incentive	4,373	5,172	5,052	54,490	66,500	120,990
Employee Recruitment	526	300	-	100	-	100
Lien & Recording Fees	3,661	3,800	3,200	3,550	-	3,550
Travel and Training	3,211	7,210	7,010	8,470	-	8,470
Telephone, Internet, Cable	6,738	5,415	4,560	5,025	-	5,025
Postage	8,823	11,700	6,200	9,450	-	9,450
Utilities/Electricity	4,111	4,660	4,400	4,680	-	4,680
Equipment Leasing	5,844	7,075	6,565	6,800	-	6,800
Insurance	137,726	142,076	140,754	140,754	-	140,754
Workers Compensation Insurance	2,838	2,761	2,549	2,614	-	2,614
Printing	4,839	4,650	3,900	5,130	-	5,130
Advertising	4,135	4,200	3,900	4,140	-	4,140
Bank Charges	20,630	23,000	26,000	28,800	-	28,800
Bad Debt	(2,052)	-	-	-	-	-
Dues and Subscriptions	441	330	464	464	4,400	4,864
Election Expenses	2,158	8,300	8,400	2,300	-	2,300
Sub-Total:	391,189	420,649	411,396	472,967	70,900	543,867
Maintenance & Repairs						
R & M - Misc.	-	300	197	200	-	200
R & M Buildings	53	3,490	1,941	2,500	-	2,500
R & M Equipment	3,370	5,050	3,925	10,150	1,500	11,650
Sub-Total:	3,423	8,840	6,063	12,850	1,500	14,350
Contingency						
Contingency	-	23,362	-	13,055	27,000	40,055
Sub-Total:	-	23,362	-	13,055	27,000	40,055
Miscellaneous						
Cash Over/Short	10	-	-	-	-	-
Miscellaneous Expenditures	99	-	-	-	-	-
Sub-Total:	109	-	-	-	-	-

FY17 Budget

Dept.						
Sub-Department						
Category						
Description	FY 15 Actual	FY 16 Revised Budget	FY 16 Est. Year-end	FY 17 Base Budget	FY 17 Decision Points	FY 17 Approved Budget
Transfers						
Transfer to Debt Service Fund	800,000	570,000	570,000	430,000	-	430,000
Transfer to Reserve	-	50,000	-	-	-	-
Sub-Total:	800,000	620,000	570,000	430,000	-	430,000
Total Expenditures:	1,783,322	1,784,389	1,666,241	1,614,702	136,642	1,751,344
Total Revenues over Expenditures:	1,628,923	1,756,666	1,889,108	1,924,383	(136,642)	1,787,741

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: **Finance Advisory Committee
Recommendation: Removal of
Absent Member**

Section & Item: 9K

Department: Administration: Finance

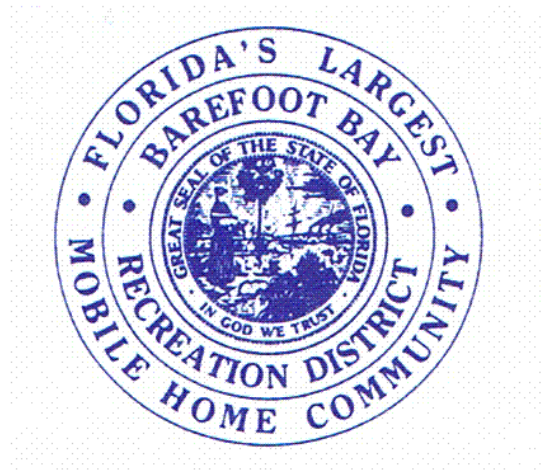
Fiscal Impact: N/A

Contact: Kimi Cheng, Finance Manager; or John
W. Coffey, Community Manager

Attachments: Advisory Committee Roster

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Removal of Linda Pellegrino from Finance Advisory Committee.

Background and Summary Information

At the 5Jan17 Finance Advisory Committee (FAC) meeting the committee voted to recommend the BOT remove Ms. Pellegrino from her 3 year term (began 23Feb16) due to excessive absenteeism. The motion passed 4-0.

Staff recommends the BOT remove Ms. Pellegrino from the Finance Advisory Board and seek a replacement to fill her unexpired 3-year term.

BBRD Commitees & Board Appointments

Last Name	First Name	Committee	Seat	Term Years	Original Appointment	Re-Appointment
Bond	Donna	Recreation	Chair	3	Tuesday, February 23, 2016	
Peet	Grace	Recreation	Vice Chair	3	Tuesday, February 23, 2016	
Crouse	Louise	Recreation	CM	1	Tuesday, February 23, 2016	
Schwatlow	Richard	Recreation	CM	2	Tuesday, February 23, 2016	
White	Susie	Recreation	CM	1	Tuesday, February 23, 2016	
Manzo	Ann	Recreation	CM	3	Tuesday, February 23, 2016	
Estok	Bob	Recreation	CM	2	Tuesday, February 23, 2016	
Rich	Moran	Recreation	Alt	3	Tuesday, July 26, 2016	
Lesh	Kathryn	Recreation	Alt	3	Tuesday, March 22, 2016	
Taylor	Liz	DOR/Charter	Chair	3	Tuesday, February 23, 2016	
Wortman	Harold	DOR/Charter	Vice Chair	3	Tuesday, February 23, 2016	
Deslandes	Gregory	DOR/Charter	CM	3	Tuesday, February 23, 2016	
Kahl	Lynne	DOR/Charter	CM	1	Tuesday, February 23, 2016	
Peet	Bob	DOR/Charter	CM	2	Tuesday, February 23, 2016	
Gundling	Bonnie	DOR/Charter	CM	1	Tuesday, February 23, 2016	
Crouse	Louise	DOR/Charter	CM	2	Tuesday, February 23, 2016	Friday, October 14, 2016
Weglein	Wilma	DOR/Charter	Alt	3	Tuesday, February 23, 2016	
Grunow	Al	DOR/Charter	Alt	3	Tuesday, February 23, 2016	
Deslandes	Gregory	Security	Chair	1	Tuesday, February 23, 2016	Friday, March 11, 2016
		Security	Vice Chair	3	Tuesday, February 23, 2016	
Divergilio	Peter	Security	CM	3	Tuesday, February 23, 2016	Tuesday, April 26, 2016
Nelson	Tom	Security	CM	2	Tuesday, February 23, 2016	
Schwatlow	Richard	Security	CM	3	Tuesday, February 23, 2016	
Grant	Jeff	Security	CM	2	Tuesday, February 23, 2016	
Weglein	Wilma	Security	CM	1	Tuesday, February 23, 2016	
Gallagher	Jim	Security	Alt	3	Tuesday, July 26, 2016	
		Security	Alt	3	Friday, April 08, 2016	
		Facilities	Chair	1	Tuesday, February 23, 2016	
Pellegrino	Leonard	Facilities	Vice Chair	3	Tuesday, February 23, 2016	
Osborne	Jeanne	Facilities	CM	3	Tuesday, February 23, 2016	
Deslandes	Gregory	Facilities	CM	2	Tuesday, February 23, 2016	
		Facilities	CM	3	Tuesday, February 23, 2016	
Banta	Forrest	Facilities	CM	2	Tuesday, February 23, 2016	
Grunow	Al	Facilities	CM	1	Tuesday, February 23, 2016	
		Facilities	Alt	3	Tuesday, February 23, 2016	
Belanger	Brian	Facilities	Alt	3	Friday, April 08, 2016	
Geier	Ed	Finance	Chair	2	Tuesday, February 23, 2016	Thursday, November 10, 2016
Osborne	Jeanne	Finance	Vice Chair	2	Tuesday, February 23, 2016	
Pellegrino	Linda	Finance	CM	3	Tuesday, February 23, 2016	
Weglein	Wilma	Finance	CM	3	Tuesday, February 23, 2016	Thursday, November 10, 2016
Peet	Bob	Finance	CM	1	Tuesday, February 23, 2016	Friday, March 11, 2016
		Finance	Alt	3	Tuesday, March 22, 2016	
		Finance	Alt	3	Tuesday, March 22, 2016	
Liddy	Joy	Violations	Chair	3	Sunday, February 08, 2015	
Grunow	Albert	Violations	Vice Chair	3	Tuesday, June 23, 2015	
Maguire	Arlene	Violations	CM	3	Sunday, October 11, 2015	
Firlein	Mary	Violations	CM	3	Friday, May 09, 2014	
Atta	John	Violations	CM	3	Monday, September 12, 2016	
Dunham	Ed	Violations	Alt	3	Tuesday, July 28, 2015	
		Violations	Alt	3	Friday, August 28, 2015	
Klosky	Joe	ARCC	Chair			
Rhodes	Albert	ARCC	Inspector			
Cuddie	Sue	ARCC	Secretary			
Reed	Ken	ARCC	Inspector			
Voit	Paul	ARCC	Alternate			
Gruseck	Thelma	ARCC	R.Secretary			

Board of Trustees Meeting Agenda Memo

Date: Jan. 13, 2017

Title: ClerkBase Demonstration

Section & Item: 9L

Department: Administration: District Clerk

Fiscal Impact: N//A

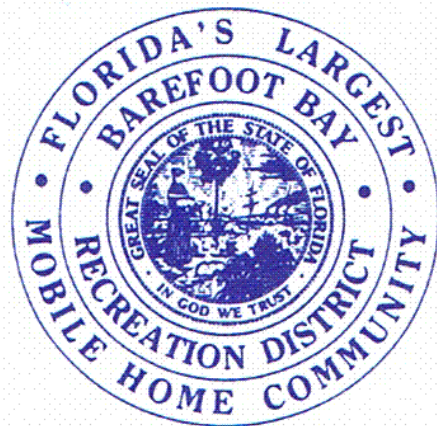
Contact: Dawn Myers, District Clerk; or John W. Coffey, Community Manager

Attachments: N/A

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT

Allow District Clerk Myers to demonstrate how homeowners, residents and other concerned citizens can easily access BOT meeting and workshop information via BBRD's new web-based document key word search service.

Background and Summary Information

As part of the FY17 Budget, BBRD contracted with a web-based documents key word search service (ClerkBase) to increase resident's ease of obtaining documents related to BOT meetings and workshops from their home computers. Previously the only way to find specific information was to open each meeting/workshop agenda package and/or minutes and read through them looking for a specific topic. ClerkBase is a service that allows a person to search for a topic via key words (e.g. Google, Bing, Yahoo). The annual cost of the service is \$3,945. Staff believes Clerk Base will allow greater ease of access to information by the public thereby increasing the transparency of historical information concerning BOT actions.

ClerkBase can be accessed by going to www.bbrd.org and clicking on the ClerkBase Searchable Board of Trustees Agenda and Minutes link.

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: January 13, 2017

Subject: Manager's Report - revised

District Clerk

1. **C.O.P.S. Authorization to Patrol RV Lots** – Per the request of the Security Committee, staff will contact BCSO to see what type of authorization is needed to allow the C.O.P.S. to patrol the RV lots.
2. **FEMA meeting** – Staff will meet with a FEMA representative on 10Jan17 regarding funding for Hurricane Mathew damages.
3. **Insurance Coverage Research** – Staff is soliciting quotes for wave damage coverage for the pier. After Hurricane Matthew, staff learned the pier is not currently covered for damages except by fire.
4. **Project Updates:**
 - A. **Long-term Records Storage Unit** – Staff is currently soliciting quotes.
 - B. **CCTV System Change Order** – Per the request of Trustee Wright, staff is soliciting a quote for a change order to add additional cameras. This proposed change order will be placed on the next available BOT agenda.

Finance

5. **Assessment Receipts Update** – As of 12Dec16, \$2,182,188.18 in net receipts were received, representing 65% of the FY17 Budget (see attachment for details).

Resident Relations

6. **ARCC Update:**
 - A. **Meeting of 13Dec16** – 19 Permits were reviewed and 18 were approved. One permit was tabled for need of additional information.
 - B. **Meeting of 27Dec16** – 34 Permits were reviewed and approved. The majority of the permits were for repairs to hurricane damage. The Committee will meet on 10Jan17 to review 19 new applications and the application tabled on 13Dec16.
 - C. **Next meeting** – 23Jan17 at 9am in the Lounge. The ARCC Committee meets every second week. Permits must be received by noon the Tuesday prior to the meeting.

7. DOR Update:

- A. **Meeting of 09Dec16** – 17 Violations were on the agenda. 3 came into compliance prior to that meeting. 14 were found in violation.
- B. **Next Meetings** – The Violation Committee is back to its regular schedule of meeting on the 2nd and 4th Friday of each month at 10am in D/E.

Food & Beverage

- 8. **19th Hole New Tables & Chairs** – Were received and set out.
- 9. **Motown Show** – Tickets are sold out.
- 10. **Wednesdays @ the 19th Hole** – \$1 grilled hot dog days from 11-3 p.m.

Golf-Pro Shop

- 11. **Fleet Golf Cart Update** – Received Yamaha cart fleet (awaiting storm covers [back-ordered] and decals to be installed). Covers and decals should arrive next week.
- 12. **January Golf Course Tournaments** (Contact Pro Shop at 772.664.3174 for information):
 - A. **Veteran's Tournament** – 21Jan17...Even if you're not a golfer, come out and watch the Sebastian Sky Dive Team perform a spectacular tribute to our veterans at 12:30pm.
 - B. **Bayside High School Football Program Benefit** – 28Jan17. This is your chance to play golf scramble style, help your local high school sports program and meet some potential future NFL players.
- 13. **R&M Projects Update:**
 - A. Driving Range netting improvements are complete (hitting bay for long shots), and drainage will be completed during the off-season.
 - B. Restroom on hole #16 is closed for emergency sewer line repairs.
- 14. **Pro Shop News:**
 - A. Hat sale while supplies last (Buy 1 get 10% off and/or Buy 2 get 20%off)
 - B. Tervis Tumblers and license plate frames are now available.

Property Services

- 15. **R&M/Capital Projects Updates:**
 - A. Continued to solicit quotes for various projects.
 - B. Installed new bleachers at the softball field and added stone around them
- 16. **Routine/Special Projects Updates:**
 - A. Procured New rototiller for the Kubota and tilled the softball infield.
 - B. Straightened fence at the tennis courts and reset them with new concrete. Windscreens will be reinstalled soon.

- C. Removed all Christmas decorations and built brackets to hang them up in the new sheds.
- D. Reinstalled canopy at the 19th Hole.
- E. Repaired broken shower at pool 1 and repainted the stall. Second shower will be repainted soon.
- F. Repainted Property Service office and replaced ceiling tiles.
- G. Prepared the Bobcat for canal/lake bank mowing which will begin Tuesday 17Jan17.

General Information

- 17. **Hurricane Repairs to Pier Update** – Staff obtained sufficient detail from a vendor to sign a quote for repairs to the pier 22 Dec16. Per BOT consensus in November, I signed the quote and will place it on the 24Jan17 BOT agenda for confirmation.
- 18. **Hurricane Repairs Beach Walkover Update** – Due to shifting sand and Brevard County's emergency sand replenishment scheduled for the next two months, an extension of the walkover is no longer needed.
- 19. **American Red Cross Home Fire Campaign Offer** – A representative of the American Red Cross has inquired if the BOT would be interested in BBRD partnering with them and Brevard County Fire Department to host a Home Fire Campaign where volunteers go door to door offering to install free smoke detectors (see attachment for details). Staff seeks direction from the BOT regarding this proposal.
- 20. **Joint BOT-HOA meeting date** – In response the BOT wanting to schedule a joint workshop with the new HOA Executive Board, the following dates and times were sent to the BOT.
 - 07Feb17 at 1pm or 21Feb17 at 1pm

Staff requests direction from the BOT regarding which date to use.
- 21. **5-Year Financial Model and Capital Improvement Plan Review Meetings Update:**
 - Facilities Planning Advisory Committee
 - ~~16Jan17, D, 1-3pm (canceled)~~
 - 19Jan17, C, 10am-noon
 - 24Jan17, D, 10am-noon
 - Finance Advisory Committee
 - 18Jan17, D, 1-3pm
 - 26Jan17, D, 10am-noon
 - BOT
 - 31Jan17, D&E, 2-4pm

DISTRICT ASSESSMENT FYE 2017

Date Received	Gross	Interest	Discount	Penalty	Annual Collection Fee	Postage	Net
10/21/2016	\$ -	\$ 446.32	\$ -	\$ -	-	\$ -	\$ 446.32
11/9/2016	\$ 162,773.96	\$ 148.18	\$ 8,344.87	\$ -	-	\$ -	\$ 154,577.27
11/23/2016	\$ 810,447.40	\$ -	\$ 32,287.75	\$ -	-	\$ -	\$ 778,159.65
12/12/2016	\$ 1,300,998.62	\$ -	\$ 51,993.68	\$ -	-	\$ -	\$ 1,249,004.94

TOTAL: \$ 2,274,219.98 \$ 594.50 \$ 92,626.30 \$ - \$ - \$ 2,182,188.18

Assessment BUDGET in FY 2017: \$ 3,516,480.00
 %: 65%



MAKE A DIFFERENCE

Join our home fire preparedness campaign team

Seven times a day, someone in this country dies in a home fire. The American Red Cross is launching a nationwide campaign to reduce the number of home fire deaths and injuries by 25 percent over the next five years.

We're joining with fire departments and community groups nationwide to canvass neighborhoods, install smoke alarms and deliver fire prevention information in places we know have high numbers of fires.

The Red Cross also is asking every household in America to join us in taking the two simple steps that can save lives: checking their existing smoke alarms and practicing fire drills at home.



Join the Home Fire Preparedness Team today and start making a difference in your community. Choose from any of the exciting positions below:

- **Pre-Event Canvasser** – In small teams you will go door-to-door to notify residents in targeted neighborhoods for installation of the upcoming rally in their area.
- **Neighborhood Captain** – Coordinates teams, meetings, routes, communications protocols, training, reporting and closeout on event day.
- **Support Lead** – Ensures all needed locations, materials, and equipment are acquired, ready and in place for the event. In addition, helps coordinate vehicles, staging areas, refreshments, supplies and other needed logistical support.
- **Smoke Alarm Installer** – Conduct home visits, test existing smoke alarms in homes, replace batteries as needed, and install smoke alarms within the home according to manufacturer's instructions.
- **Disaster Safety Educator** – Provide education to residents on fire safety and additional local hazards, and assist residents in completing a home fire escape plan.
- **Documenter/Reporter** – Document resident information, including the services provided. Complete all acknowledgement forms and reports for campaign tracking.

Upcoming Home Fire Preparedness Events



**American
Red Cross**

Partnership Opportunities

Home Fire Campaign— Help Save Lives

A home fire can strike anywhere, anytime—devastating families. On average, more lives are lost to home fires every year than to all other major disasters combined. But, *collectively*, we can change that.

Working together in communities across the nation, the Red Cross, fire departments, houses of worship, businesses, schools, nonprofits, social service agencies, neighborhood leaders and others are forming coalitions to mobilize resources and volunteers to stamp out needless fire deaths.

Your organization can become a part of this community-wide Home Fire Campaign. Possibilities include:

Make households more safe. Just one working smoke alarm can reduce the risk of dying in a home fire by half, yet about 25% of homes lack even one working alarm. Join the door-to-door community effort to conduct in-home safety visits in one or more ways:

1. identify volunteers or resources to help residents learn home fire safety and create fire escape plans, install life-saving smoke alarms, and document services provided and additional needs;
2. provide expertise about community groups that will most benefit from these services; and
3. lead smoke alarm installation rallies to provide large numbers of homes with in-home safety visits through day-long events.
4. facilitate the installation of smoke alarms and fire safety education for at-risk people your organization serves

Engage youth in making our community safer. Youth learn how to be safer themselves and can take that information home. Join the effort to educate youth on disaster safety in one or more ways:

1. identify volunteers to become presenters or presentation assistants for The Pillowcase Project, a program that empowers kids to take preparedness actions and become advocates for preparedness
2. work with local schools, afterschool programs, summer camps, and other groups to schedule and organize fire safety presentations; and
3. promote awareness about youth-oriented, fire safety smart phone apps and a national youth challenge aimed at harnessing the creativity of our local young people to solve the complex problems around home-fire prevention.



On average, **7** people die every day from a home fire.



60% of home fire deaths occur in homes that lack working smoke alarms.



190 times a day, Red Cross workers help a family affected by a home fire or other disaster.



Every year, the survivors of nearly **70,000** disasters rely on the Red Cross for immediate help—the vast majority of these are home fires.

Spread the word. Surveys show that many people have misunderstandings about fire safety. Join the community effort to be sure that everyone knows how to be safe in one or more ways:

1. encourage your family and your neighbors to practice fire drills at home—and keep practicing until everyone can get out in under 2 minutes;
2. make sure everyone knows the importance of working smoke alarms on every level of a home, and that alarms need to be replaced every 10 years.

Help others in their time of greatest need. Unfortunately, home fires will continue to affect our community. Be there when tragedy strikes to extend hope, compassion, and relief to families in their time of greatest need. Help meet the urgent needs of home fire survivors by:

1. identifying volunteers to become trained Disaster Action Team (DAT) member, which provides support to families immediately after a home fire;
2. providing resources and referrals that expand the services our community can offer home fire survivors;
3. offering your facility as a location to shelter home fire survivors in advance of a multi-unit apartment fire or other disasters

**In a home fire, can
your family safely escape
in just 2 minutes?**

**More lives are lost every
year to home fires than to
all major disasters.**

You can keep your family
safe with 2 simple steps.



**Practice your
2-minute drill.**



**Test your smoke
alarms monthly.**

**Learn more at
[redcross.org/homefires](https://www.redcross.org/homefires)**



**American
Red Cross**



**American
Red Cross**

Home Fire Preparedness Campaign

Endorsing Organizations*

Black Emergency Managers
Association

Buddhist Tzu Chi Foundation

Catholic Charities USA

Church of the Brethren
Disaster Ministries

Common Voices

Congressional Fire Services
Institute

Corporation for National and
Community Service

Delta Sigma Theta Sorority
Inc.

Electrical Safety Foundation
International (ESFI)

Fire Department Safety
Officers Association

Habitat for Humanity
International

HOPE *worldwide*

International Association of
Black Professional Fire
Fighters

International Association of
Fire Chiefs (IAFC)

International Association of
Fire Fighters (IAFF)

International Code Council

Lott Carey

Meals On Wheels America

Metropolitan Fire Chiefs
Association

National Association of
Hispanic Fire Fighters

We, the undersigned, join the American Red Cross in support of the Home Fire Preparedness Campaign and its goal to reduce the number of deaths and injuries caused by home fires by 25% in five years. Achieving this goal is beyond the means of any one organization. Together, we need to build and strengthen existing coalitions of local fire departments, houses of worship, businesses, schools, public health departments, social service agencies, neighborhood leaders, private sector and additional stakeholders to target campaign efforts and reach households most likely to experience a fire.

Home fires kill an average of seven people every day. Every 40 minutes, an injury from a home fire is reported. Roughly 1,000 times every day, fire departments are called to a home fire. Home structure fires cause roughly \$7 billion in direct property damage per year, or an average of more than \$20,000 per fire.

We have an opportunity to make a difference in our communities and save lives tragically lost due to home fires. We agree to work together to support the fulfillment of the cornerstone elements of this strategy below and look forward to supporting the formation of local coalitions.

- 1) Door-to-door installation of smoke alarms and completion of a home-safety checklist and plan in vulnerable neighborhoods;
- 2) Engagement of youth in classrooms and after school with technology, challenges, and science-based education;
- 3) A marketing and public relations campaign to motivate people to take action to save themselves, their families, and their neighbors by checking smoke alarms and practicing evacuating when the alarm goes off.

Smoke alarm installation is critical to reducing home fire deaths. Working together, we will support the formation of local coalitions to identify and reach neighborhoods most vulnerable to experiencing a home fire and install up to 500,000 smoke alarms across the country each year. National Fire Protection Association estimates that the 4% of homes without smoke alarms represent more than one quarter of reported home fires and more than one-third of home fire deaths. Working smoke alarms cut the risk of dying in a fire in half.

Youth engagement will include school- and after-school-based programs aimed at educating young people about fire safety, a youth-oriented smart phone app that will make learning about disasters fun and a youth challenge aimed at harnessing the creativity of America's

National Association of State Fire Marshals

National Council Society of St. Vincent de Paul, Inc.

National Disability Rights Network

National Fallen Firefighters Foundation

National Fire Protection Association

National Fire Sprinkler Association

National Manufactured Home Owners Association

National Native American Fire Chiefs Association

National Volunteer Fire Council

Phoenix Society for Burn Survivors

Points of Light

Portlight Strategies, Inc.

Project Paradigm

Rebuilding Together

Society of Fire Protection Engineers

State Farm

Team Rubicon

The National Council on Independent Living

The Salvation Army

ToolBank USA

UL

United States Fire Administration

Vision 20/20

YMCA of the USA

**As of November 27, 2015*

young people to solve the complex problems around home-fire prevention.

Finally, the marketing campaign will support the strategy by encouraging individuals who feel responsible for others to test their smoke alarms and know their escape plans. NFPA reports almost one-quarter of home fire deaths resulted from fires in which smoke alarms failed to operate, usually due to missing, disconnected or dead batteries. Fire science further reveals that people may have as little as two minutes to evacuate after a fire starts.

We are committed to work together to seek and provide the collective resources needed to fulfill the cornerstone elements of this strategy and look forward to supporting the formation of local coalitions to implement the outreach to households, youth, and the community to realize the goal of reducing the tragic loss of life from home fires.

Home Fire Campaign





Why is it important?

American Red Cross

Home Fires in the United States

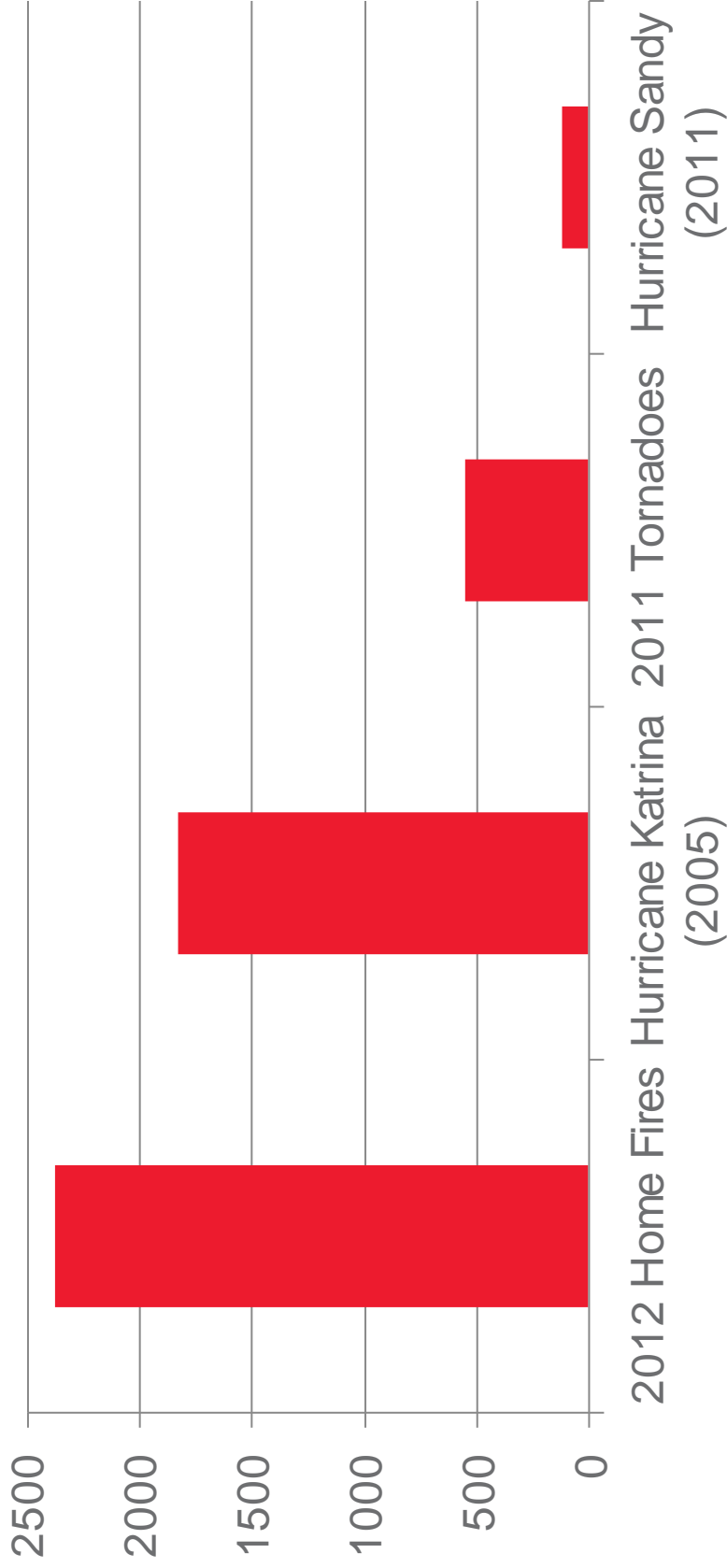
- Seven times a day someone dies in a home fire
- Every 40 minutes a fire injury is reported
- Home fires cause, on average, 2,500 deaths and roughly \$7 billion in property damages every year



Source: National Fire Protection Association (M. Ahrens, 2013)

Home Fires: The Biggest Disaster Threat to American Families

Reported Deaths





What is our goal?

American Red Cross

Campaign Objectives

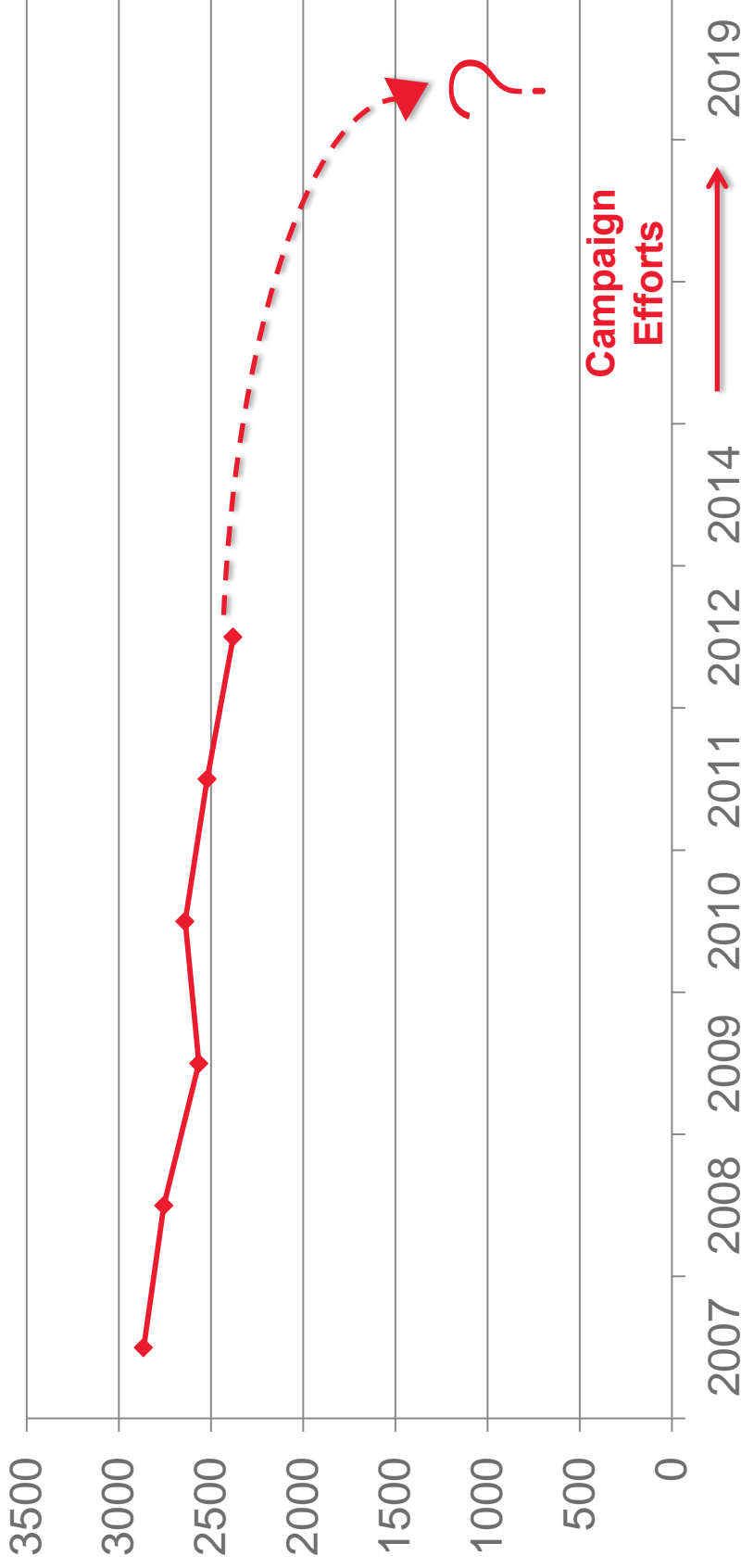
Save Lives • Reduce Injuries • Build Resilient
Communities

**NATIONAL
GOAL**

25 percent reduction in home
fire deaths and injuries in 5 years

Campaign to Save Lives

Civilian Home Fire Deaths



Source: National Fire Protection Association (M. Karter, 2013)



How will we achieve it?

American Red Cross

*A nationwide effort by the
Red Cross and partners,
in collaboration with local fire departments and
aligned with existing preparedness initiatives, to
convene community coalitions and mobilize
resources to
save lives and reduce injuries
from home fires*



Campaign Cornerstones

1

Door-to-door installation of smoke alarms and completion of home-safety checklists and plans in vulnerable neighborhoods

2

Youth engagement in classrooms and after school with technology, challenges, and science-based education

3

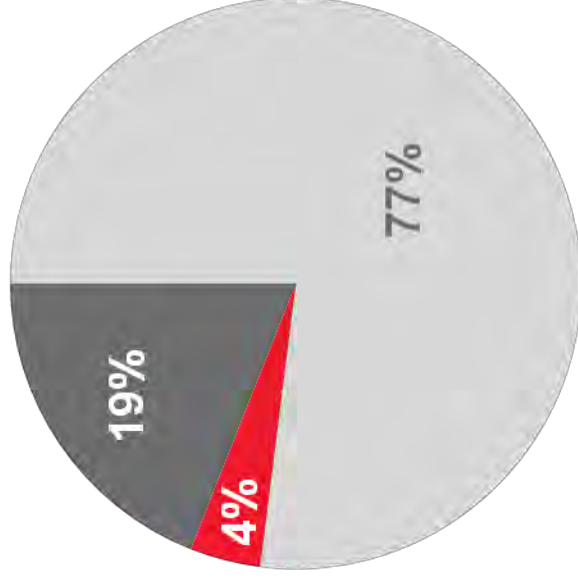
Marketing campaign to **motivate individuals to take action** to save themselves, their families and their neighbors by testing smoke alarms and practicing escape plans



American
Red Cross

Why Smoke Alarms Matter

Smoke Alarms
in US Households



● Households with at least one working alarm

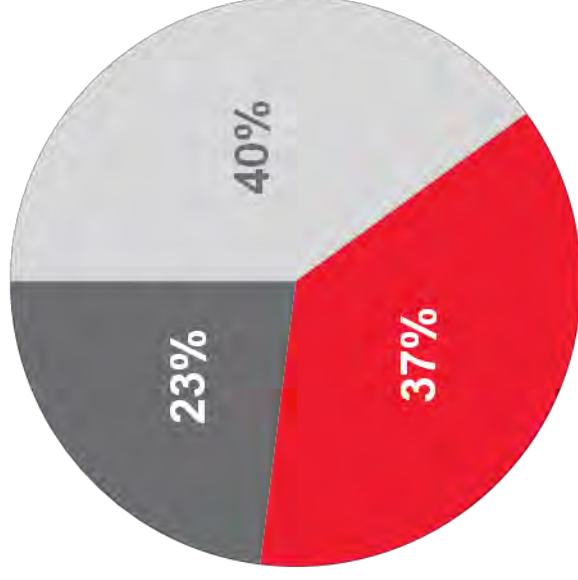


● Households with no alarms



● Households with non-working alarms

Home Fire Fatalities
in US Households



Source: National Fire Protection Association (M. Ahrens, 2014)



How can we work together?

American Red Cross

1	Join your [name] Community Home Fire Preparedness Coalition
2	Participate in community home fire preparedness activities
3	Help support, promote or implement community efforts to increase working smoke alarms in at-risk neighborhoods
4	Take steps in your own home and neighborhood to prevent fires and increase preparedness
5	Donate to support home fire preparedness

Helping with Coalition Activities

There are many different ways to support coalition preparedness efforts in your community, such as:

- Signing on as a coalition partner
- Sharing knowledge of local neighborhoods and making local connections
- Helping plan and coordinate campaign events
- Developing ideas for new campaign activities
- Promoting campaign activities
- Contributing and recruiting event volunteers
- Supplying resources (for example: financial support, smoke alarms, or install equipment)
- Raising awareness and educating constituents about home fire preparedness

Why Become a Coalition Partner?

- To help save lives and reduce fire-related property loss in your community
- To build a more resilient community
- To demonstrate your organization's commitment to community health and safety
- [List specific local benefits, for example: To increase awareness of your organization's brand by having your name and logo included in local campaign materials]

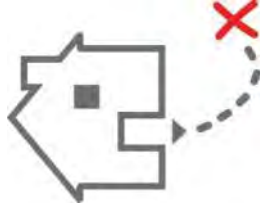
In Your Own Home and Neighborhood

Key steps you can take in your own home, and assist your neighbors with, to become better prepared:

**Check batteries
and test smoke
alarms**



**Create and
practice home fire
escape plan**

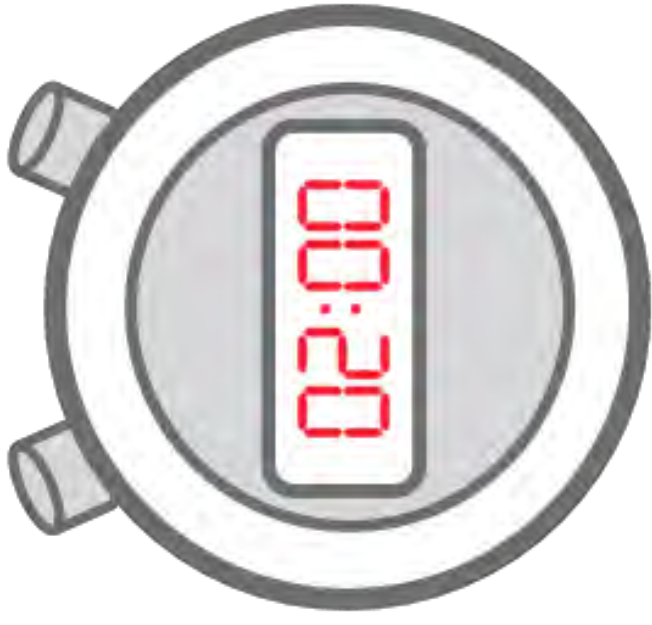


**Complete Red
Cross Fire Safety
and Prevention
Checklist**



What's Your Escape Time?

- How long do you have to escape from a home fire?
- People tend to over-estimate how much time it can take
- If a fire starts, you may have just **two minutes** to get to safety!





Our Local Efforts

American Red Cross

Target Neighborhoods



- [List neighborhoods you plan to target]
- [List key points about how you identified the location to target]
- [Request input from partners]

Local Partner Engagement

- [List groups that have agreed to support the local efforts]



Planning Timeline



- [List upcoming activities, meetings, key dates, etc.]



Questions?

American Red Cross

Learn More

Contact

[\[local chapter contact info\]](#)

or visit [\[appropriate
campaign webpage\]](#)





Thank You

American Red Cross



John Coffey <jcoffey@bbrd.org>

Home Fire Campaign

1 message

McElrath, Mike <mike.mcelrath@redcross.org>

Wed, Sep 14, 2016 at 12:39 PM

To: "JCoffey@bbrd.org" <JCoffey@bbrd.org>

Hello Mr. Coffey, and good afternoon. I apologize if you are not the proper person to reach out to. My name is Mike McElrath and I am the Disaster Program Specialist for the American Red Cross here in Brevard County. I'm not sure what interaction (if any) that the Red Cross has had with Barefoot Bay in the past, so pardon me if you are already familiar with this. The Red Cross has an ambitious *Home Fire Campaign* which is a national effort to reduce deaths from home fires, which has been a great benefit to communities all throughout the country. We partner with local fire departments and other businesses and organizations in the community to go out and install free smoke alarms in neighborhoods (mostly mobile home communities) and I thought that Barefoot Bay might be a prime area to host an event. Typically, Red Cross volunteers, volunteer firefighters, and other community members go out in teams of 3 or 4 and go door-to-door offering to check existing alarms, install brand new ones, and educate folks about fire safety (escape plan, etc.). We can do this through a national partnership with Kidde Smoke Alarms who supply us with the alarms so that they can be free of charge to the residents. The alarms have a built-in 10-year lithium battery which never needs to be changed. For deaf or hearing-impaired residents, we have the ability to order hearing-impaired bedside alarms, also free of charge. To date, because of the national effort, many lives have been saved. A local fire chief told me recently that, on average, a mobile home can be completely engulfed in flames in as little as 5 minutes....leaving people precious little time to escape unless they are alerted very quickly. A community the size of Barefoot Bay would take quite some time to complete, but I believe it would make your community safer. If you think that this might be something that your community would welcome, we would love to coordinate and make it happen. Feel free to call me anytime, or I can meet in person....whatever is convenient for you. Thank you for your time, and have a wonderful afternoon.

Mike McElrath

Disaster Program Specialist

American Red Cross - Space Coast Chapter

Central Florida Region

[321-745-2706](tel:321-745-2706) (office)[321-261-1523](tel:321-261-1523) (cell)[321-890-1016](tel:321-890-1016) (fax)

“Great things can be achieved with small forces.” ~ Sun Tzu

Attorney's Report

Trustees Liaison Reports

Incidental Remarks from Trustees

Audience Participation

Adjournment