

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

Friday, September 8, 2017

1:00 PM

1225 Barefoot Boulevard, Building D/E



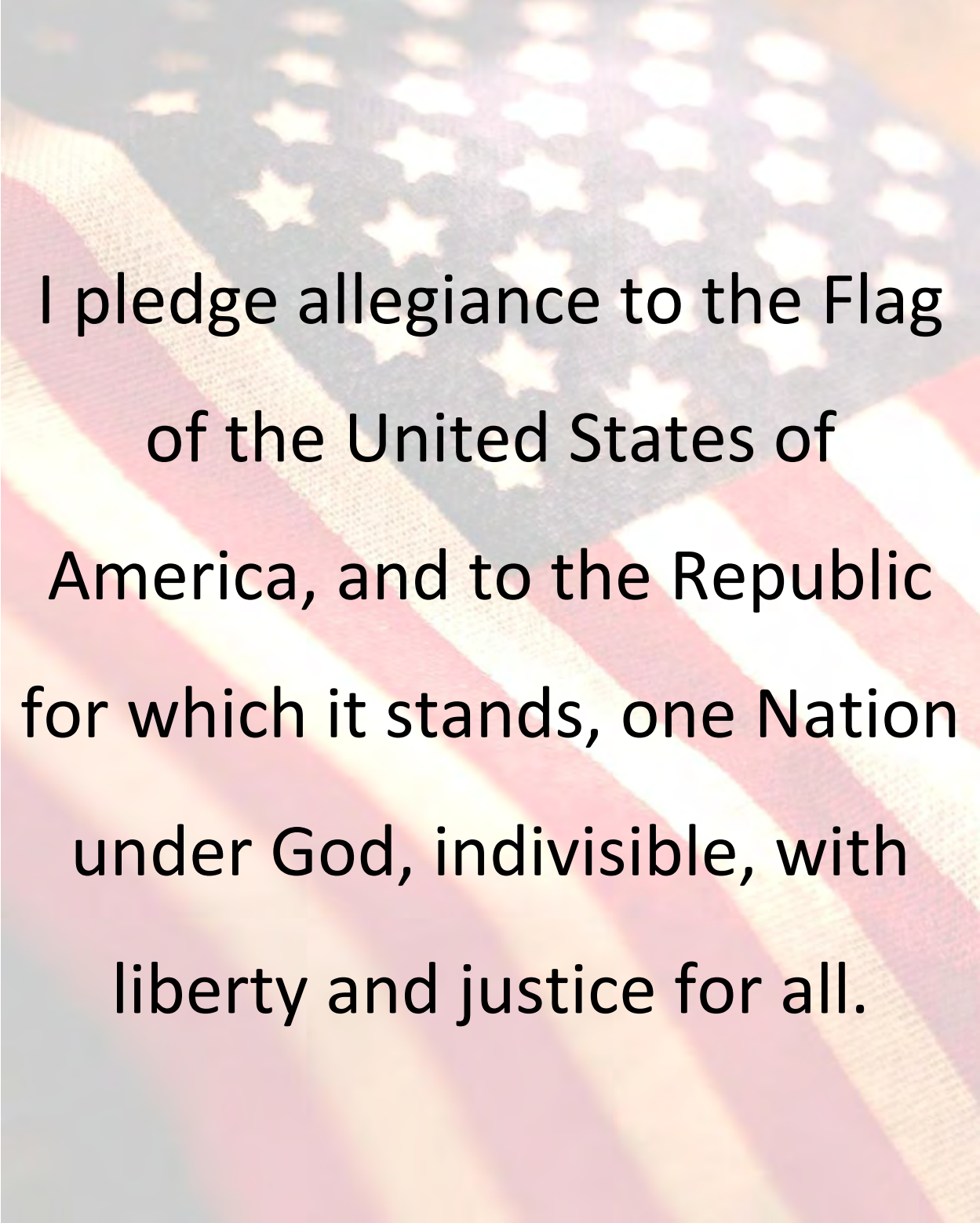
BAREFOOT BAY RECREATION DISTRICT

Barefoot Bay Recreation District Regular Meeting
Friday, September 08, 2017 at 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. Youth Swim Volunteer Proclamations
5. Approval of Minutes
6. Treasurer's Report
7. Audience Participation
8. Unfinished Business
 - A. DOR Violation 17-001058 581 Tarpon Drive
9. New Business
 - A. DOR Violation 17-002427 932 Sequoia Street
 - B. Liddy Request of Social Membership Fee Waiver
 - C. Deck the Halls Request for Direct Payment of FY18 Funds
 - D. Liability Insurance Renewal
 - E Employee Insurance Renewal
 - F. DOR Ballot Results
 - G. Discussion of Pool #2 Pit Replacement Project
 - H. FY18 Budget Preparation Calendar
10. Manager's Report
11. Attorney's Report
12. Incidental Trustee Remarks
13. Adjournment



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

Roll Call

Trustees

Chairman - Mr. Diana

1st Vice Chair - Mr. Lavier

2nd Vice Chair – Mr. Cavaliere

Secretary - Mr. Klosky

Treasurer – Mr. Geier

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 August 22, 2017 7 P.M. –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on August 22, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 7:00 P.M.

Thought for the Day

Mr. Diana 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.

Pledge of Allegiance to the Flag

Led by Mr. Klosky

Roll Call

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

Presentations

Mr. Cavaliere made a special presentation to the youth summer softball volunteers for all their help this summer. He commended volunteers Robert Shepard, Rich Moran, Heather, Joe Zegler, Brian Belanger, Tony Biondillio, Joe Drosey and John the Catcher.

Mr. Brian Belanger spoke on the fun and the extreme benefits of the youth softball. He stated that it was a lot of fun and much improved from last year. Mr. Belanger acknowledged that he will be moving out of the Bay but will be back next year to help with softball again.

Mr. Diana on behalf of the Board of Trustees, presented Ms. Kimi Cheng with an Award of Excellence to recognize her efforts in the Finance Department. Ms. Cheng recently announced she was leaving her position as the Finance Manager for Barefoot Bay. He commended her on the vast improvements to the Finance Department while in her role as Manager and let her know that she will be missed.

Minutes

Mr. Klosky made a motion to approve the minutes dated July 25, 2017. Second by Mr. Lavier. Motion carried unanimously.

Treasurer's Report

Mr. Geier presented the Treasurer's Report for August 22, 2017.

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



BAREFOOT BAY RECREATION DISTRICT

Mr. Diana recognized and wished a Happy Birthday to Ms. Jeanne Osborne.

Audience comment on Agenda Items

Ms. Jeanne Osborne acknowledged Ms. Barbara Glaeser who is celebrating her 100th birthday this Saturday. She requested that the Board recognize Ms. Glaeser as a respected and treasured long term resident of Barefoot Bay who was in the original Welcome Wagon Club over forty years ago.

Mr. Geier made a motion to send a letter acknowledging Ms. Barbara Glaeser for her 100th birthday. Second by Mr. Lavier. Motion carried unanimously.

Ms. Kathy Tocci asked what can be done to bring discussion regarding constructing a fourth pool in the Barefoot Bay area south of Micco Road Back to the table. She stated that she lived in the Bay between the years 1988 and 1998 when project was discussed and voted on by the residents. She believed that the topic was vastly approved by the residents at the time. Mr. Diana suggested Ms. Tocci bring the topic up at the upcoming budget hearings scheduled for early next year.

Ms. Nancy Eisele stated that the referendum for the pool was voted down by the residents due to potential costs for the construction and maintenance.

Ms. Jeanne Osborne stated that the proposal for a fourth pool was voted down twice as she was on the Board during one period that a referendum was submitted and turned down by the residents.

Mr. Powell stated that he is frustrated with people cutting through the cul-de-sac on his street and tearing up the open lot nearby.

Mr. Geier stated that Barefoot Bay roads are under county ordinance. He and Mr. Lavier maintained that this Board does not condone that behavior but there is little that can be done to alleviate the frequent cut through. Mr. Powell can contact the District's representative, Mr. John Tobia, to see if they will erect No Throughway signs.

Assessment Roll Approval

Staff presented the FY 18 Certificate to Non-Ad Valorem Assessment Roll and Resolution for review and approval.

Mr. Lavier made a motion to accept the assessment roll. Second by Mr. Geier. Motion carried unanimously.

Memorial Donation Request

Mrs. Rosemarie Nevader requested donation of \$100 to planting of a Jacaranda tree with a suggestion that it is planted in the vicinity of the 19th Hole or shopping center in memory of her late husband John "Jack" Nevader (who passed away in 2007). Staff researched the cost for the tree and found one for \$95 from Valkaria Gardens. Due to landscaping limitations staff received agreement from Ms. Nevader to plant the tree at the shopping center along Barefoot Blvd.

Mr. Lavier made a motion to confirm the memorial donation request. Second by Mr. Geier. Motion carried unanimously.

Stormwater Project Change Order #2

Mr. Coffey discussed his inspection of Cherokee Court and Pocatella Drive noting that new piping installed was approximately 80% full of water behind Pocatella Drive. Mr. Coffey called for a meeting to



BAREFOOT BAY RECREATION DISTRICT

inspect the area with the District Engineer's Civil Engineer Subcontractor, BSE and requested he inspect the situation. He suggested either doing nothing as the past flooding should not occur or replace the piping that runs under the BBRD entrance road to the northern end of West RV lot that is approximately 90% above the water line. Staff recommended the Board approve the change order with funding to come from Fund Balance or ensure maximum drainage.

Mr. Klosky made a motion to approve the change order to JoBear Construction for \$53,567.80. Second by Mr. Geier. Motion carried unanimously.

Approval of Violation Committee Member Resignation

The Board acknowledged the resignation of Mr. Ed Dunham from the Violations Committee.

Mr. Klosky made a motion to accept Mr. Ed Dunham's resignation from the Violations Committee. Second by Mr. Lavier. Motion carried unanimously.

Appointment to Violations Committee

The Board reviewed resumes from Mr. Jeff Grunow, Mr. Jim Tirone and Mr. Hurrol Brinker as candidates for the open seat on the Violations Committee. Mr. Hurrol Brinker withdrew his resume prior to this meeting.

Mr. Cavaliere made a motion to appoint Jeff Grunow to the open seat on the Violations Committee. Second by Mr. Geier. Motion carried unanimously.

Approval of ARC Committee Member Resignation

The Board acknowledged the resignation of Mr. Dusty Rhodes from the ARC Committee.

Mr. Klosky made a motion to accept the resignation of Mr. Dusty Rhodes resignation from the ARC Resignation. Second by Mr. Lavier. Motion carried unanimously.

Approval to Procure Food & Beverage Department Equipment

Staff recommended the Board authorize execution of a budget transfer from the Golf Pump House project to the Food & Beverage Miscellaneous Equipment project (within the R&M/Capital Department for \$6,984 and procure the needed Commercial outdoor grill (\$4,410), 19th Hole POS Server (\$1,129) and the balance of the Lounge Ice Maker (\$1,435).

Mr. Klosky made a motion to authorize staff to process the budget transfer of \$6,984 from the Golf Pump House project to the Food & Beverage Miscellaneous Equipment project for the commercial outdoor grill, the POS Server and the balance of the Lounge Ice Maker. Second by Mr. Cavaliere. Motion carried unanimously.

Manager's Report

Food and Beverage

Annual Island Escape Party –Last chance for Island Escape tickets for this Saturday, 26Aug17. A tropical buffet will start at 4:30pm. There is a change in the music. A medical emergency prevents Dreamer from playing; however, Collins & Company will take their place from 5-9pm. Tickets may be purchased in the Lounge, the 19th Hole or Resident Relations.

Annual Summer Games and Chili Cook Off – On Sunday, 17Sep17 will be a full afternoon of fun which kicks off with the chili cook off in the pavilion at noon. There are prizes for 1st, 2nd and 3rd place. There is no fee to enter. A variety of games will be played all afternoon including a watermelon



BAREFOOT BAY RECREATION DISTRICT

relay, balloon toss and corn hole tournament. You also get a chance to dunk a Trustee, DOR Officer or your neighbor from 2-6pm in the dunk tank. Music will be provided by, appropriately named, *Three Ring Circus*. The grill will open at noon. Flyers with all the details are posted.

Resident Relations

ARCC Updates:

- On 08Aug17 13 permits were on the agenda and 12 were approved at that meeting. One was denied, and will be revised and brought back at another meeting. Additional discussion at the meeting included fire pits, and excessive vegetable gardens.
- On 22Aug17 15 permits were on the agenda to be reviewed. All were approved at that meeting.
- The next meeting will be 05Sep17 at 9am in the BFBHOA Office.

Violations Committee Updates:

- On 28Jul17 there were 13 cases on the agenda 4 came into compliance prior to the meeting and 9 were found in violation.
- On 11Aug17 there were 31 cases on the agenda, 15 came into compliance prior to the meeting and 16 were found in violation.
- The next VC meeting is 25Aug17 at 10:00 AM in D/E. 31 cases are on the agenda.

Neighborhood Revitalization Program Sub-Committee Update – Staff is ready for the newly formed BOT sub-committee (Trustees Cavaliere, Klosky and Geier) to meet. Options for meeting dates and times include:

- Tues., 5Sep17, Bldg. D/E, 2:30pm
- Wed., 13Sep17, Bldg. D/E, 2:30pm
- Tues., 19Sep17, Bldg. D/E, 2:30pm

Board Consensus to hold the first NRP Committee meeting on September 5th at 2:30 PM in Building D/E.

Golf-Pro Shop

Special Projects

- Driving range basin work in progress. Estimated completion 8Sep17.
- ABM awarded drainage work will begin 28Aug17. Estimated completion 8Sep17.
- Pump house: Architect design is completed. Awaiting permitting.
- #13 Tee Box is completed. Increased size by 25% and should be open 27Aug17.
- Bunker restoration continues. Five bunkers completed so far.

Miscellaneous

- Only 125 shopping days left before Christmas. Ernie says “*Get your early Christmas shopping done at the Pro Shop.*”

Property Services

Routine work

- Repaired rusted off lights on the pier
- Cleaned and installed new plumbing in front water fountain
- Addressed all DOR grass violations



BAREFOOT BAY RECREATION DISTRICT

Special Projects

- New Veterans' Service Office Update – Waiting on carpet replacement before completing build out,
- Stormwater Project Update – Tamarind final grading and sodding is completed. Cherokee swale cleaning is completed. Clean up of both sites remain.
- Bocce Ball Courts Update – Staff will begin shortly the replacement of the four courts. Two courts will be replaced at a time thereby allowing residents the use of two courts at all times.

Beach Project Update:

Grand Re-opening Ribbon Cutting Ceremony was held on Tuesday, 15Aug17 at 9am at the beach. Thank you to Matt Goetz, Property Services Manager and his team for all their work.



Replacement Building F Project Update – Staff received the preliminary 100% design plans and once they are reviewed to ensure all requested elements are included, copies (ledger size) will be provided to the Trustees upon request. Residents may review the plans at Building F if interested. Staff will be seeking a proposal from TLC for the architect of record to conduct the RFP process.

Building A and 19th Hole Kitchen Design Updates – TLC subcontractors were on-site the second week of August making final measurements and verifying electrical loads prior to finalizing their designs.

Employee Health Insurance Renewal Update – Staff received a preliminary renewal quote from United Health Care for a 29% increase. Staff is currently working with our new broker to seek other quotes and options which will be presented at the 8Sep17 BOT meeting.

2015 Completed LWCF Comm. Center Grant Reimbursement Update – DEP kicked back our latest submittal requesting various documents to be revised. Staff and the grant writer are currently working on the requested items.

Community Center and Golf Grants – Mr. Ruskay, BBRD's grant writer, informed me today there is a \$750 close out paperwork charge per grant unless BBRD wants to compile the paperwork and submit the required documentation. Former Community Manager Yarborough authorized said service for the 2015 completed grant (still in limbo). Understanding how unsatisfied some of the Trustees are with our grant experiences, staff requested direction regarding if the BOT wishes to incur these costs? Board Consensus to move forward with pursuing the grant.



BAREFOOT BAY RECREATION DISTRICT

FY18 R&M/Capital Project Prioritization – Staff estimates BBRD has between \$2.5-3.0 million in projects scheduled for next year (see attachment list). Although some are simple procurements, many are complex projects and staff requests BOT direction in prioritizing them. Options include scheduling a workshop or placing this on the next agenda for discussion. Dates and times for a workshop include:

- Tues., 5Sep17, Bldg. D/E, 2:30pm
- Wed., 13Sep17, Bldg. D/E, 2:30pm
- Tues., 19Sep17, Bldg. D/E, 2:30pm

Board Consensus to hold the financing workshop on Sept 5th after the NRP Workshop.

Costing of Projects Identified by BOT for Possible Financing – Only 7 of the 37 projects identified remain to be costed out by TLC. Staff will schedule a workshop as soon as the remaining information is received.

ABM-BBRD Contract – Mr. Cruz and I request permission from the BOT to negotiate a revised contract between ABM and BBRD for maintenance of the golf course, softball field and the lawn bowling court. Mr. Matt Hill of ABM is in agreement with this request and states ABM will not be seeking any change in compensation or duration of the current contract. Both sides are interested in modifying scope of services (copy is attached) to permit ABM flexibility in staffing (i.e. additional seasonal help during the busy summer months). Board Consensus to move forward with amendments to the ABM contract.

Attorney's Report

General Counsel Repperger gave an update regarding the status of the referendum. The County Commissioners approved the resolution approving the referendum which will be forwarded to the Supervisors of Elections Office. The DOR Ballot results were received and the DOR is currently being amended. General Counsel will bring the amendments back to the Board at the next meeting.

Incidental Trustee Remarks

Mr. Frank Cavaliere announced that touch football will start on the first Sunday in September at 1PM at the field behind the shopping center. Anyone is welcome to come out and enjoy the fun.

Mr. Klosky gave praise to Mr. Coffey and his staff; Ernie Cruz, Kathy Mendes and Matt Goetz for their dedication to various projects. He recognized Ms. Kimi Cheng's resignation as Finance Manager and acknowledged that she will be missed.

Mr. Ed Geier stated that he would like to bring the topic of realtor registration regarding DOR enforcement to a workshop for discussion.

Mr. Lavier wished a happy birthday to Mr. Diana last week, Mr. Klosky tomorrow and Ms. Jeanne Osborne tonight. He also wished Ms. Barbara Glaeser a happy 100th birthday.

Mr. Diana thanked Mr. Goetz and Property Services staff for all their hard work at the Beach. Mr. Lavier added his gratitude Property Services in behalf of the entire Board.

Adjournment

The next meeting will be on Friday, September 8, 2017 at 1PM in Building D/E.

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

Meeting adjourned 8:25 PM.



BAREFOOT BAY RECREATION DISTRICT

Joseph Klosky, Secretary

Dawn Myers, District Clerk

Treasurer's Report

Barefoot Bay Recreation District

Treasurer's Report

September 8, 2017

Cash Balances in General Fund

as of 8/14/2017

Bank of America:

*to be updated prior to 090817 BOT meeting

Operating Account	\$	393,764.22
Money Market Account	\$	105,637.05
Total Cash Balances @BOA in General Fund:	\$	499,401.27

Marine Bank & Trust

Operating Account	\$	1,213,453.47
Total Cash Balances @Marine Bank & Trust in General Fund:	\$	1,213,453.47

SBA:

as of 8/31/2017

Reserve Account	\$	556,576.31
Total Cash Balances @SBA in General Fund:	\$	556,576.31

Total Cash Balances in General Fund: \$ 2,269,431.05

* Participant Return for SBA in August 2017 was 1.32%

Total Daily Deposits and Assessments Rec'd (from County Only) from August 14 to August 30, 2017

Daily deposits:	\$	116,677.02
Assessments received (from County only):	\$	-
	\$	116,677.02

Expenditures over \$5,000 from August 14 to August 30, 2017:

<u>Vendor</u>	<u>Description</u>	<u>Check Amount</u>
Employees	Employees Salaries and Wages 8/24/17	\$ 65,554.95
Federal and State Payroll Taxes	Employer Tax Liabilities 8/24/17	\$ 5,170.92
ABM Landscaping	Golf Course, Softball and Lawn Bowl Maintenance	\$ 37,954.84
Jobear Contracting	Stormwater Project (Tamarind & Cherokee)	\$ 56,344.50
Atlantic Roofing	BLDG A Roof Replacement Deposit	\$ 12,703.75
Gray Robinson	Legal Fees July 2017	\$ 8,423.23
Special District Services	Management Fee August 2017	\$ 11,656.02
UnitedHealthcare Insurance	Medical, dental and vision insurance	\$ 14,771.13
Total of Expenditures over \$5,000		\$ 212,579.34

Audience Participation Agenda items only

Unfinished Business

Board of Trustees Meeting Agenda Memo

Date: September 8, 2017

Title: **DOR Violation 17-001058**
581 TARPON DRIVE

Section & Item: 8A

Department: Resident Relations: DOR Enforcement

Fiscal Impact: N//A

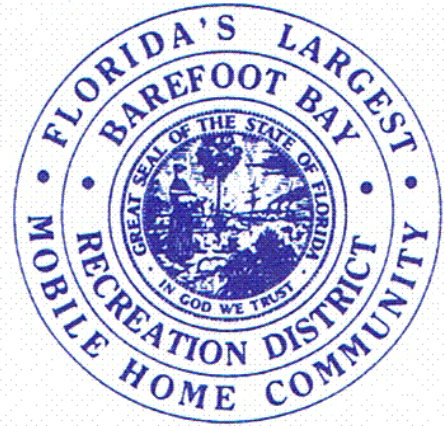
Contact: Susan Cuddie, Resident Relations Manager

Attachments: Order and Notice and Pictures

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT:

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.

Background and Summary Explanation:

- The Violations Committee met on 05/12/2017 and found 581 TARPON DRIVE in violation of ARTICLE III, SECT. 5 Nuisance. The respondent has been given until May 19, 2017 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.
- Pursuant to the Violations Committee Order, the property was inspected and found to be still in violation.
- The owner has reported his intention to comply, however, as of August 31, 2017, he has failed to do so.
- This case was Tabled by the Board until the meeting of Friday, September 9, 2017

Research:

- There are no delinquent taxes on the property.
- There are no liens on the property.
- Notices and correspondence have not returned

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-001058

#3365

STURGIS, WILLIAM C,

581 TARPON DR

BAREFOOT BAY, FL 32976

Respondent(s),

**RE: 581 TARPON DRIVE
Barefoot Bay, FL 32976**

AFFIDAVIT OF NOTICES

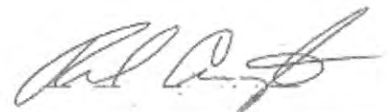
STATE OF FLORIDA
COUNTY OF BREVARD

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

1. That on or about the 23rd day of August 2017, 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 _____ 2017, 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 _____ 2017, 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 _____ 2017, 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.

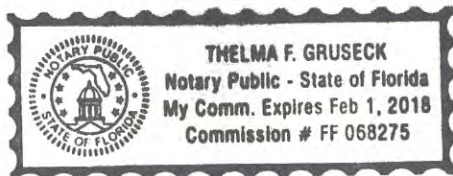
FURTHER AFFIANT SAYETH NOT.

Dated this 23rd day of August 2017.



Richard Armington, DOR Inspector

The Foregoing instrument was acknowledged before me on 23 day of August 2017 by Richard Armington, who is personally known to me and did take an oath.



Notary Public
State of Florida at Large

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-001058

#3365/ 17-001058

STURGIS, WILLIAM C,
581 TARPON DR
BAREFOOT BAY, FL 32976

Respondent(s),

BOARD OF TRUSTEES FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER

THIS CAUSE having come on for the public hearing before the Board of Trustees on July 14, 2017 after due notice to the Respondent and the Board of Trustees having heard testimony under oath and receiving evidence, thereupon issues this Finding of Fact, Conclusion of Law, and Final Order as follows:

FINDINGS OF FACT AND CONCLUSIONS OF LAW

- A. The Respondent(s) STURGIS, WILLIAM C, et. al. is/are the owner(s) of that certain parcel of real property located at 581 TARPON DRIVE , Barefoot Bay, FL 32976 ("Property")
- B. Notice of Violation was provided to the Respondent(s) by certified U.S. Mail, Return Receipt Requested, and the Respondent(s) were not present for the hearing
- C. Based upon the testimony heard and the evidence presented, the Board of Trustees concluded that there is a violation of ARTICLE III, SECT. 5, ARTICLE III, SECT. 5, Nuisance of the Deed of Restriction of Barefoot Bay Recreation District in that the Respondents home has not been corrected.

ORDER

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

ORDERED AND ADJUDGED THAT:

- A. The Respondent(s) is advised that the matter was Tabled until the next Hearing on September 8th, 2017
- B. The Respondent is further advised that he/she shall contact the DOR staff and schedule an inspection to confirm compliance. Upon compliance, an Affidavit of Compliance shall be issued and the Respondent shall be deemed in compliance with the violation(s) cited herein.
- C. 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 07/14/2017 at Barefoot Bay Recreation District Brevard County, Florida.

Board of Trustees of the Barefoot Bay
Recreation District Brevard County, Florida


Steve Diana, Chairperson

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-001058

#3365/17-001058

STURGIS, WILLIAM C,

581 TARPON 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 05/12/2017 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) STURGIS, WILLIAM C, et. al. is/are the owner(s) of that certain parcel of real property located at 581 TARPON 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. 5, Nuisance, Palm fronds falling on neighbors house

ORDER

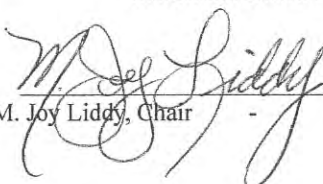
Based upon the foregoing finding of fact and recommended order, it is

ORDERED AND ADJUDGED THAT:

1. Respondent(s) shall by May 19, 2017 come into compliance with the violation cited herein by removing dead palm fronds.
2. Should the Respondent(s) fail to comply with this Recommended Order by May 19, 2017 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 05/12/2017 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 **July 14, 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.

June 19, 2017

Deed of Restrictions STAFF



Richard Armington

Jun 16, 2017



Photo:

Date Taken:08/18/2017
Address:581 TARPON DRIVE

Taken by:Richard Armington
Case Number:17-001058

New Business

Board of Trustees Meeting Agenda Memo

Date: September 8, 2017

**Title: DOR Violation 17-002427
932 Sequoia Street**

Section & Item: 9A

Department: Resident Relations: DOR Enforcement

Fiscal Impact: N//A

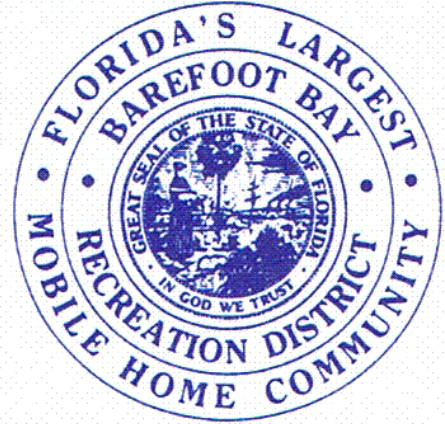
Contact: Susan Cuddie, Resident Relations Manager

Attachments: Order and Notice and Pictures

Reviewed by

General Counsel: N/A

Approved by:



Requested Action by BOT:

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.

Background and Summary Explanation:

The Violations Committee met on 07/28/2017 and found 932 SEQUOIA STREET in violation of ARTICLE II, SECT. 3 (A)(15) ADIR (Lamp Post) The respondent has been given until August 11, 2017 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.

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

Research:

There are delinquent taxes on the property for 2015 \$1667.76.

There are no liens on the property.

Some Certified notices and correspondence have returned, 1st class mail has not.

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-002427

#0848/ 17-002427

BOYSTAK, MARGARET,

932 SEQUOIA STREET

BAREFOOT BAY, FL 32976

Respondent(s),

RE: 932 SEQUOIA STREET

AFFIDAVIT OF NON-COMPLIANCE

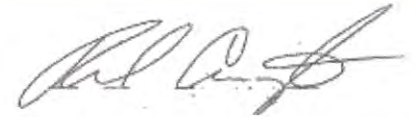
STATE OF FLORIDA
COUNTY OF BREVARD

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

1. That on the 07/28/2017 the Violations Committee held a public hearing and issues its Order in the above-styled matter.
2. That, the pursuant to said Order, Respondent was to have taken certain corrective action to bring the property into compliance.
3. Said Order further provided for a recommendation of a Review before the Board of Trustees of the Barefoot Bay Recreation District for further action if the required corrective action has not been taken as ordered.
4. That pursuant to said Order, a re-inspection was performed.
5. That the re-inspection revealed that the corrective action ordered by the Violations Committee has **not** been taken.

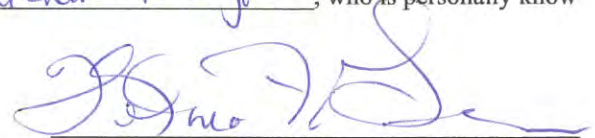
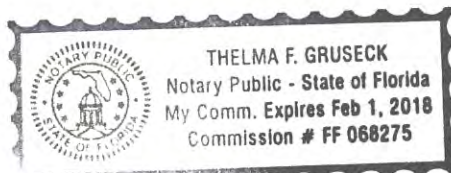
FURTHER AFFIANT SAYETH NAUGHT.

Dated August 11, 2017.



Richard Armington, DOR Inspector,

The forgoing instrument was acknowledged before me on August 11, 2017, by Richard Armington, who is personally know to me and who did take an oath.



Notary Public
State of Florida at Large

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-002427

#0848

BOYSTAK, MARGARET,

932 SEQUOIA STREET

BAREFOOT BAY, FL 32976

Respondent(s),

**RE: 932 SEQUOIA STREET
Barefoot Bay, FL 32976**

AFFIDAVIT OF NOTICES

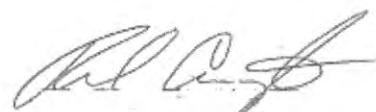
STATE OF FLORIDA
COUNTY OF BREVARD

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

1. That on or about the 28 day of July 2017, 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 28 day of July 2017, 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 _____ 2017, 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 _____ 2017, 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 28 day of July 2017.



The Foregoing instrument was acknowledged before me on 28 day of July 2017 by Richard Armington, DOR Inspector personally known to me and did take an oath.





Notary Public
State of Florida at Large

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 17-002427

#0848/17-002427

BOYSTAK, MARGARET,
932 SEQUOIA STREET
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 07/28/2017 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) BOYSTAK, MARGARET, et. al. is/are the owner(s) of that certain parcel of real property located at 932 SEQUOIA STREET , 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

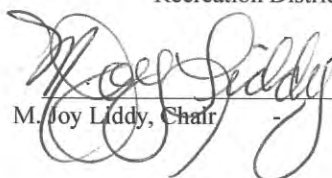
ORDER

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

1. Respondent(s) shall by August 11, 2017 come into compliance with the violation cited herein by making lamppost operational from dusk to dawn..
2. Should the Respondent(s) fail to comply with this Recommended Order by August 11, 2017 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 07/28/2017 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 **September 8, 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.

July 27, 2017

Deed of Restrictions STAFF



3.17-002427 - ADIR (LAMPPOST) 14 days comply by 8/11/17

Richard Armington

Jul 14, 2017



Photo:

Date Taken:08/11/2017
Address:932 SEQUOIA STREET

Taken by:Richard Armington
Case Number:17-002427

Board of Trustees Workshop Agenda Memo

Date: September 08, 2017

Title: Request for Waiver of Social Membership Fee: 412 Papaya Circle

Section & Item: 9B

Department: Finance

Fiscal Impact: TBD

Contact: Anika Knight, Acting Lead Accountant;
Cliff Repperger, General Counsel or John
W. Coffey, Community Manager

Attachments: Letter from Ms. Liddy, e-mails among
staff

Reviewed by
General Counsel: Yes

Approved by:



Requested Action by BOT

Direct to staff regarding Ms. Liddy's request.

Background and Summary Information

Ms. Liddy is requesting the waiver of multiple social membership fees regarding title transfers on the home that has been her residency since 1996.

Ms. Liddy's request of waiver of fees is attached along with e-mail correspondences between General Counsel Repperger and former Finance Manager Cheng.

If the BOT wishes to waive these fees, there is a strong possibility of other residents seeking refunds for payment and/or waiver of payment of social membership fees for similar situations.

Staff seeks direction from the BOT regarding this matter.

M. JOY LIDDY
412 PAPAYA CIR.
BAREFOOT BAY, FL 32976

AUGUST 29, 2017

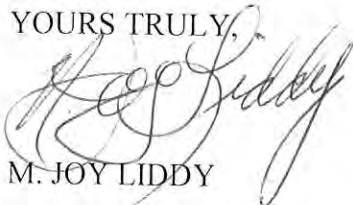
REF: ACCOUNT #2071 412 PAPAYA CIR. B.B.

I BRING MY CASE BEFORE YOU AT THIS TIME TO ASK THAT YOU LOOK AT THE HISTORY OF MY HOME @ 412 PAPAYA CIR. I ASK YOU TO PLEASE WAIVE ANY SOCIAL MEMBERSHIP FEES, THAT HAVE SHOWN UP IN THE PAST 20 YEARS. THE FACT THAT I HAVE LIVED IN THIS HOME SINCE NOVEMBER OF 1996.

MY HUSBAND PURCHASED THE HOME ON SEPTEMBER 12TH OF 1995, ALL SOCIAL MEMBERSHIP FEES WERE PAID AT THAT TIME. IN 1997 MY NAME WAS ADDED TO THE DEED. IN 2002 WE DREW UP TRUSTS AND PUT THE DEED IN THE TRUST ACCORDING THE GUIDELINES. (NO SALE) MY HUSBAND PASSED AWAY ON OCTOBER 14, 2012 THE TRUST WAS ADMINISTERED ACCORDING TO THE INSTRUCTIONS AND CLOSED. IN ORDER TO FOLLOW THE LETTER OF THE TRUST, IN 2013, THE DEED FOR THE HOME AT 412 PAPAYA CIR, WAS THEN PLACED INTO MY TRUST (MARGARET M. DANGLER-LIDDY TRUST)

I'M NOT SURE WHICH DEED IS IN QUESTION. SEEMS ACCORDING TO THE NEW D.O.R, THERE IS A 5 YEAR PERIOD IN WHICH THE DISTRICT CAN GO BACK, LOOKS LIKE WE'RE 1 MONTH FROM THAT DATE. THIS HAS BEEN MY HOMESTEAD FOR 20 YEARS. I ASK, DUE TO THE CIRCUMSTANCE, ANY OLD MEMBERSHIP FEES THAT HAVE COME UP RECENTLY, BE WAIVED.

YOURS TRULY,



M. JOY LIDDY

John Coffey

From: Clifford R. Repperger, Jr., Esq.
Sent: Monday, July 31, 2017 7:50 PM
To: John Coffey; Kimi Cheng
Cc: Dawn Myers (dawnmyers@bbrd.org)
Subject: RE: Authorization for you to Speak to Ms. Liddy about social membership issue

John/Kimi,

I spoke to Ms. Liddy last week. I explained the statute of limitation issue and the application to the current balance on the social membership fees (being applicable to all but the December 31, 2012 transfer) as explained in my email to Kimi dated July 20, 2017. Ms. Liddy understood my position.

I advised Ms. Liddy that she could request to appear before the Board to ask for a waiver based on the nature of the December 31, 2012 transfer. Ms. Liddy indicated that she would like to do that. Ms. Liddy stated that she is unavailable until the Board meeting scheduled for Friday, September 8, 2017. As such, I told Ms. Liddy that I would ask Dawn to reserve a spot on that Agenda for her to make a request to the BOT. Until then, I informed Ms. Liddy that BBRD would take no action.

Dawn., please reserve a spot on the September 8, 2017 for a New Business item titled "Request for Waiver of Social Membership Fee 412 Papaya Circle." Ms. Liddy said she would write up a brief letter or summary of the request. If you or Kimi can reach out to her as the meeting approaches to request that for inclusion in the package, I would appreciate it. If you need me to communicate further with Ms. Liddy, please let me know and I will do it. Also, if you have Ms. Liddy's email address, I would appreciate you forwarding that information to me since I do not have it.

If you have any additional questions or concerns, please let me know.

Best regards,

Cliff

Clifford R. Repperger, Jr., Esq. | Shareholder
GRAY | ROBINSON

1795 West NASA Blvd. | Melbourne, Florida 32901

T: 321-727-8100 | **F:** 321-984-4122

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From: John Coffey [mailto:jcoffey@bbrd.org]
Sent: Thursday, July 20, 2017 1:10 PM
To: Clifford R. Repperger, Jr., Esq.

Cc: Kimi Cheng

Subject: Authorization for you to Speak to Ms. Liddy about social membership issue

Cliff,

Please accept this email as authorization, per BOT directive requiring pre-approval for residents to speak to you, for you bill BBRD for the time involved in speaking with Ms. Liddy and any associated research or work needed related to the issue of her outstanding social membership fee.

Sincerely,

John W. Coffey

Community Manager
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
Phone: 772.664.3141
Fax: 772.664.1928

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John Coffey

From: Kimi Cheng
Sent: Thursday, July 20, 2017 12:46 PM
To: Clifford R. Repperger, Jr., Esq.
Cc: John Coffey
Subject: RE: #2071 412 Papaya Cir

Thank you Cliff.

Best Regards,

Kimi Cheng, CGFO

Finance Manager
Barefoot Bay Recreation District
Phone: 772-664-3141
Fax: 772-664-1928
kimicheng@bbrd.org

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From: Clifford R. Repperger, Jr., Esq. [mailto:Cliff.Repperger@gray-robinson.com]
Sent: Thursday, July 20, 2017 12:04 AM
To: Kimi Cheng
Cc: John Coffey
Subject: RE: #2071 412 Papaya Cir

Kimi,

You are correct. At the time of these transfers, the Social Membership Fee would have been required to have been paid since the DOR and Policy Manual changes did not occur until after the last deed transfer on December 31, 2012. However, given the length of time that has passed since the recording of the deeds, I believe placement of a Claim of Lien or action to collect the same is likely barred by the statute of limitations under Chapter 95, Florida Statutes, which I believe to be five (5) years pursuant to Sec. 95.11(2)(b), Florida Statutes. Therefore, the only possible transfer for which BBRD could seek recovery would be the one that occurred on December 31, 2012. That action will also be limited on December 31 of this year. If Ms. Liddy does not agree that she should have to pay the Social Membership fee for the December 31, 2012 transfer, I would suggest that she make a request to appear before the Board of Trustees to request a waiver.

If you have any questions or concerns, please feel free to contact me.

Best regards,

Cliff

Clifford R. Repperger, Jr., Esq. | Shareholder
GRAY | ROBINSON

1795 West NASA Blvd. | Melbourne, Florida 32901

T: 321-727-8100 | **F:** 321-984-4122

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From: Kimi Cheng [<mailto:kimicheng@bbrd.org>]

Sent: Tuesday, July 18, 2017 12:29 PM

To: Clifford R. Repperger, Jr., Esq.

Subject: #2071 412 Papaya Cir

Importance: High

Good afternoon Cliff,

Our Sage shows Frank Liddy as the homeowner on above account, he paid social membership fee in 1995. However, Mr. Liddy passed away in 2013. When I researched Brevard County record, it shows that there were three Warranty Deeds recorded (in 1997, 2002 & 2012). Ms. Liddy is challenging the social membership fees on these three WDs because she claimed that she transferred them under Trusts. Please note that the language of DOR at the time of recording is different than the current version of DOR. Please advise if any social membership fees are due for these three WDs. She is expecting the reply as soon as possible. Thank you.

Best Regards,

Kimi Cheng, CGFO

Finance Manager

Barefoot Bay Recreation District

Phone: 772-664-3141

Fax: 772-664-1928

kimicheng@bbrd.org

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Board of Trustees Workshop Agenda Memo

Date: September 08, 2017

Title: Deck the Halls Request for Direct Payment of FY18 Funds

Section & Item: 9C

Department: R&M/Capital

Fiscal Impact: \$7,000

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

Attachments: E-mail from Betsy Davis, President of
Deck the Halls

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Direct to staff regarding disposition of FY18 Budget for Christmas Decorations.

Background and Summary Information

The BOT adopted the FY18 Budget with a \$10,000 budget for Christmas decorations in the R&M/Capital Department. Due to the number and size of decorations planned for purchase by the Deck the Halls club, staff recommends using \$3,000 of said funding toward the purchase of an additional storage shed. As attached, Deck the Halls club requests the release of the remaining \$7,000.00 in the first check run of FY18 to procure the decorations in time for the 2017 Christmas season.

Staff seeks direction from the BOT regarding this matter.

John Coffey

From: Elizabeth Davis
Sent: Monday, August 28, 2017 4:56 AM
To: jcoffey@bbrd.org
Subject: Deck the Halls

John, thank you for your time last week. As discussed, please add Deck the Hall's FY2018 funding to the 9/8 Trustees meeting agenda.

I would request that a storage building be purchased for Deck the Halls at a cost of approx. \$3000 . That amount is to be deducted from the \$10,000 in the budget for Deck the Halls FY2018 and the balance of approx. \$7,000 be released after October 1, 2017 to Deck the Halls so we can purchase additional Christmas decorations for The Bay, adding to the decorations purchased last year.

Please note that I have to order the decorations from Clark Displays by 9/15/17 and pay the final payment to them around 10/15/17.

I will coordinate with Matt Goetz for the timing of placing the decorations, preferably week of November 13th if possible.

Thank you,
Betsy Davis
President - Deck the Halls

Board of Trustees Meeting Agenda Memo

Date: September 8, 2017

Title: Liability & Workers' Compensation Insurance Award

Section & Item: 9D

Department: Office of District Clerk

Fiscal Impact:

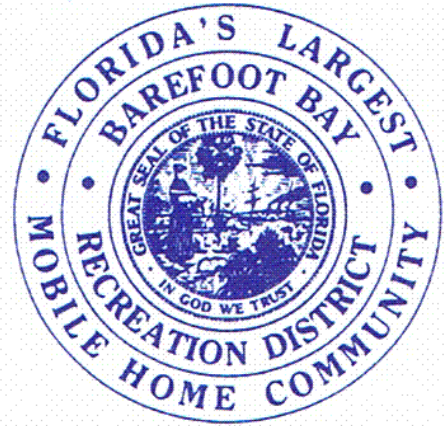
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager

Attachments: PRIA and FMIT quotes, email clarifying liquor liability insurance coverage

Reviewed by

General Counsel: Will be by meeting date

Approved by:



Requested Action by BOT

Award Liability & Workers' Compensation Insurance coverage to Florida Municipal Insurance Trust (FMIT) for FY18

Background and Summary Information

Staff received quotes from Florida Municipal Insurance Trust (FMIT) and Public Risk Insurance Agency (PRIA) for FY18 Liability and Workers' Compensation Insurance. Worker's Comp quotes reflect reduced rates due to decreased experience modifier from FY17 - 1:67 to FY18 - 1.24.

The following components highlight the differences in the two proposals:

- The current PRIA Public Officials Liability and Employment Practices Liability coverage is "Claims made and reported" which means if BBRD switches carriers in FY18 any claim submitted after 01Oct17 for an incident occurring prior to 01Oct17 will not be covered by PRIA. FMIT does offer an optional prior acts coverage going back to 01Oct13 for \$9,792 which would be billed over a three-year period.
- Several lines of coverage are increased under FMIT with lower deductibles.
- FMIT offers an optional "wind storm" coverage for the pier (fire damage is covered under the general property insurance line).
- FMIT offers a 2-year fixed rates guarantee for General Liability, Auto and Property Coverage.
- FMIT does not offer liquor liability as part of its basic plan but can facilitate a separate policy using same sub-contractor as PRIA. See attached e-mail for details.

Due to the tight time line of the receipt of insurance proposals and the agenda publication deadline, General Counsel Repperger was not able to provide a detailed analysis and recommendation at the time of the drafting of this memo. Mr. Repperger will provide any pertinent comment and recommendations at the BOT meeting

A table on the following page details the two proposals as compared to the FY18 Budget.

		FY18 Budget	PRIA	FMIT
Base Policy				
Property (Blanket Real & Personal Property)		N/A	55,249	31,102
Inland Maine		N/A	incl.	incl.
Crime		N/A	1,000	incl.
Liquor Liability		N/A	7,461	N/A
General Liability		N/A	53,040	45,824
Auto		N/A	6,138	2,977
Public Officials/Employment Practices		N/A	24,569	6,064
Liability Sub-total		151,000	147,457	85,967
Worker's Comp		74,705	58,159	45,220
Base Policy Total		225,705	205,616	131,187
optional				
Pier Wind Damage			N/A	31,767
Public Off./Emp. Practices Prior Acts Coverage				3,264
Total		225,705	205,616	166,218
3rd party Liquor liability (approx. cost)				7,461
Difference from Budget			(20,089)	(52,026)

Unless Mr. Repperger opines to the contrary, staff recommends the BOT award liability and workers' compensation insurance coverage to Florida Municipal Insurance Trust, including optional prior act and pier coverage, for \$166,218 plus the cost of liquor liability insurance.



Department of Insurance
and Financial Services

FLORIDA MUNICIPAL INSURANCE TRUST
Proposal for 2017-2018

Barefoot Bay Recreation District

PROPERTY COVERAGE

Limit

Blanket Real & Personal Property

\$7,155,690

Note: The FMIT will conduct an Asset Valuation for the District at no charge.

Electronic Data Processing:

- Equipment:	Included in Contents
- Software:	Included in Contents
- Equipment Breakdown:	Included in Contents

Coinsurance:

Agreed Amount

Valuation Basis:

Replacement Cost

Coverage Form:

Special

Deductibles:

\$500 Per Occurrence - Real & Personal Property, Other Property

Named Storm Deductible is 3% of the scheduled Building, Personal Property, Other Property (including property in the open) and Business Income. The percentages are calculated using the Schedule of Values on file with FMIT. The Named Storm deductible is calculated separately and applied individually to each Building, Personal Property, Other Property and Business Income per occurrence.

Business Income waiting period is 72 hours.

PROPERTY COVERAGE EXTENSIONS:

➤ Excess Flood Coverage	\$5,000,000
o Flood Zones A & V deductible is excess of NFIP (\$500,000 per building)	
o Other Flood Zones - AOP deductible or other flood limits purchased, whichever is greater, per occurrence	
➤ Terrorism	\$5,000,000
➤ Newly Acquired or Constructed Property	\$2,000,000
➤ Newly Acquired Business Personal Property	\$500,000
➤ Business Income	\$500,000
➤ Extra Expense	\$1,000,000
➤ Valuable Papers & Records	\$500,000
➤ Signs - Not attached to Buildings	\$25,000/\$100,000
o Vehicular damage to signs	\$10,000 Maximum
➤ Accounts Receivable	\$500,000
➤ Police Dogs & Horses	
o Death in line of duty	\$15,000
o Annual Maximum	\$30,000
➤ Electronic Data Processing Equipment (Software)	\$250,000
➤ Antiques & Objects of Art	
o Per Item	\$15,000
o Annual Maximum	\$250,000
➤ Off Premises Power Failure	\$100,000
➤ Pollutant Clean Up & Removal	\$100,000
➤ Fungus Clean Up & Removal	\$25,000
➤ Personal Property Off Premises	\$250,000
➤ Personal Property of Others	\$50,000
➤ Preservation of Property	\$100,000
➤ Service Interruption Coverage	\$100,000
➤ Property In Transit	\$250,000
➤ Recertification of Equipment/Fire Extinguisher Recharge	\$250/Day
➤ Debris Removal	25% of Loss
➤ Building Ordinance Coverage, Including Demolition	25% of Loss
➤ Leasehold interest	\$100,000
➤ Arson Reward	\$5,000
➤ Unintentional Errors & Omissions (Excluding PITO)	\$100,000
➤ Unscheduled Property in the Open	\$100,000.00

SCHEDULED INLAND MARINE EQUIPMENT - Items over \$15,000	Limit:	\$240,080
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BLANKET INLAND MARINE EQUIPMENT - Items \$15,000 or Less	Limit:	\$1,000,000
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Blanket Inland Marine coverage is defined as: Coverage for all unscheduled Inland Marine equipment, Emergency Portable Equipment and Communications Equipment valued at \$15,000 or less is subject to \$500 deductible.
(Note: All Watercraft must be scheduled.)

Deductible: Applies per occurrence

➤ Rental Reimbursement for Contractor's Equipment for Covered Loss	\$5,000
➤ Limited Contractor's Equipment Replacement Cost	\$250,000
➤ Installation Floater - Member's Building Materials	\$100,000

EQUIPMENT BREAKDOWN COVERAGE

Subject to any applicable limits on the Property, Allied Lines and Crime Declarations, the Equipment Breakdown Limit is the most we will pay for loss or damage arising from any "one accident."

These coverages apply to all locations covered on the policy, unless otherwise specified.

I. Coverages

Limits

Equipment Breakdown	Subject to the Real and Personal Property Limit described in proposal or \$50,000,000, whichever is less.
Business Income	Subject to the Business Income Limit described in proposal.
Extra Expense	Subject to the Extra Expense Limit described in proposal.
Expediting Expense	\$1,000,000
Hazardous Substances	\$500,000
Spoilage	\$500,000
Data Restoration	\$500,000
"Fungus," Wet Rot, Dry Rot And Bacteria	\$25,000
Service Interruption*	Subject to Business Income, Extra Expense, and Spoilage Limits
Water Damage	Included in Property Coverage.

II. Deductibles

Direct Coverages	Subject to the Real and Personal Property deductible described in proposal.
Indirect Coverages	Subject to the Time Element deductible described in proposal.

III. Other Conditions

*Unless the interruption exceeds 24 hours, we will not pay for any loss under Service Interruption.

"Covered equipment" does not include "electrical generating equipment"; however, this exclusion does not apply to emergency generators.

GENERAL LIABILITY COVERAGE

Comprehensive General Liability

Limits

Limit Per Occurrence:	\$5,000,000
Annual Aggregate:	Unlimited
Deductible:	\$0

Public Officials E & O / Employment

Limits

Practices Liability

Limit Per Occurrence:	\$5,000,000
Annual Aggregate:	Unlimited
Deductible:	\$0

Note: For Members that choose a deductible - Members are **only** responsible for the deductible if a judgment or settlement occurs. Legal expenses are outside the deductible and paid solely by the Trust for General Liability and / or Automobile Liability.

Important Note: The deletion of any of the above coverages does not automatically reduce the premium. These premiums are based on all of the above coverages. Any deletions of coverage will alter the experience modification factor originally used and may result in a higher premium.

ADDITIONAL BENEFITS:

- Defense Costs paid in addition to policy limits
- Premises Operations
- Products/Completed Operations
- Contractual Liability (Designated Contracts Only)
- Owners & Contractors' Protective Liability
- Personal Injury Liability
- Host Liquor Liability
- Incidental Medical Malpractice Liability
- Watercraft Liability
- Fire Legal Liability - Maximum \$500,000 in any one Trust Year
- Broad Form Property Damage - Maximum \$500,000 in any one Trust Year
- Advertising Injury Liability
- Skate Facility Liability
- Employment Practices Liability
- Employee Benefits Program Administration Liability
- Extra Contractual Legal Expense - \$100,000 Aggregate Limit
 - (EEOC, Florida Commission on Human Relations, Ethics)
- No-fault Sewer Backup Expense - \$100,000 Aggregate Limit
- Crisis Intervention
- HR Helpline - Full Legal Support and Online Services
- Herbicide/Pesticide Spraying
 - Limit is the General Liability limit or \$1,000,000 aggregate per fund year, whichever is the lesser amount.
- Bert Harris Act/Inverse Condemnation - \$300,000 Limit Per Occurrence/Aggregate. Limit includes Defense Costs.
 - Deductible is \$5,000 or the policy deductible, whichever is greater.
- Cyber Coverages including Privacy, Network Security and Data Breach - \$500,000 Annual Aggregate. Claims Made.
- Cyber Risk Management Tools Web Site.

AUTOMOBILE COVERAGE

Limits

Comprehensive Automobile Liability	\$1,000,000
Deductible:	\$0
Personal Injury Protection	\$10,000
Deductible:	\$0
Medical Payments	\$5,000
Deductible:	\$0

Automobile Physical Damage

Comprehensive Coverage	\$500 Deductible
Collision Coverage	\$500 Deductible

Note: "Vehicles with \$0 value on schedule provided were not included in the quote for APD."

Coverage Includes:

- Hired & Non-Owned Liability
- Rental Reimbursement - scheduled vehicles
- Lease Differential - scheduled vehicles
- Limited Replacement Cost - owned private passenger vehicles, SUVs, Pickup Trucks
- Member's Personal Effects

Note: For Members that choose a deductible - Members are **only** responsible for the deductible if a judgment or settlement occurs. Legal expenses are outside the deductible and paid solely by the Trust for General Liability and / or Automobile Liability.

CRIME & BOND COVERAGE**Limits****Bond Coverage:**

Employee Theft - Per Loss	\$250,000
Deductible:	\$500

Faithful Performance - Per Loss	\$250,000
Deductible:	\$500

Finance Director	\$250,000
Deductible:	\$0

Crime Coverage:

Money - Loss Inside	\$10,000
Deductible:	\$500

Outside the Premises	\$10,000
Deductible:	\$500

Computer and Funds Transfer Fraud	\$100,000
Deductible:	\$500

Forgery or Alteration	\$100,000
Deductible:	\$500

WORKERS' COMPENSATION PAYROLLS

	Limit
Workers' Compensation	Statutory
Employers Liability	\$1,000,000 / \$1,000,000 / \$1,000,000

CODE	DESCRIPTION	PAYROLL
8742	SALESPERSONS, COLLECTORS, MESSENGERS	94,951
8810	CLERICAL	426,538
9015	BUILDINGS - OPERATION BY OWNER	307,032
9060	CLUB - COUNTRY, GOLF, FISHING	214,820
9084	RESTAURANT NOC	344,112
9102	PARK NOC	446,615
TOTAL PAYROLL		\$1,834,068

Deductible: \$0

Experience Modification Factor: 10/1/2017 1.24

Safety Credit: Yes

Drug Free Credit: Yes

Premium calculation includes 5% Drugfree Credit and 2% Safety Credit - Requires receipt of approved applications.

Payrolls and Premium are subject to Final Audit

PREMIUM SUMMARY

Coverage Line	Annual Premium
Blanket Real & Personal Property	\$31,102
Inland Marine	INCLUDED
Equipment Breakdown Coverage	INCLUDED
Crime & Bond Coverage	INCLUDED
General Liability Coverage	\$45,824
Public Officials E&O / Employment Practices Liability	\$6,064
Automobile Coverage	\$2,977
Workers' Compensation Coverage	\$45,220

Total FMIT Premium	\$131,187
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GRAND TOTAL PREMIUM

\$131,187

Note: Coverage summaries provided herein are intended as an outline of coverage only and are necessarily brief. In the event of loss, all terms, conditions, and exclusions of actual Agreement and/or Policies will apply.

FMIT will offer a fixed 2-year rate guarantee for General/Professional Liability, Automobile and Property coverage lines. Changes in exposure information, coverage lines and limits, or scope of risks will impact the premiums. In the event of Member cancellation of any line of coverage within the current coverage year or subsequent coverage year, Member shall owe the greater of sixty (60) days of fully earned premium for all cancelled line(s) of coverage or the amount calculated pursuant to any other cancellation provisions specified in the coverage agreement.

Please Read the following Important Notes

The premiums quoted above are priced according to the coverage lines presented. Any change or deletion of coverages may result in re-pricing of remaining coverage lines.

INTEREST FREE INSTALLMENT PLAN

First InstallmentSecond InstallmentThird InstallmentFourth Installment

25% minimum due

25% minimum due

25% minimum due

25% minimum due

October 1, 2017

January 1, 2018

April 1, 2018

July 1, 2018

Payment will be forwarded to the Florida League of Cities in Tallahassee

OPTIONAL PRIOR ACTS COVERAGE

	<u>DEDUCTIBLE</u>	<u>LIMIT</u>	<u>NET PREMIUM</u>
- Public Officials E & O Prior Acts Coverage			
Retroactive Date: October 1, 2013	*	\$1,000,000	\$3,264

Note: This premium is in addition to the Total FMIT Premium shown.

The total E&O Prior Acts Coverage Net Premium is \$9,792, which will be billed over a three year installment period. The amount shown as Net Premium above (\$3,264) represents the first year's installment. If the City awards FMIT for coverage, including E&O Prior Acts Coverage, and cancels or non-renews coverage within three (3) policy years, the City will be obligated to pay the remaining balance of the total E&O Prior Acts Coverage Net Premium within 30 calendar days of policy cancellation.

Prior Acts

Coverage for prior acts is retroactively extended for claims that occurred but were not reported to the designated member or to the Florida Municipal Insurance Trust until the effective date of coverage, whether or not reported to the prior insurer. No coverage will be provided for any occurrence that may cause a potential claim that the insured was aware of prior to the effective date of this endorsement and which was not reported to the prior insurer.

This Prior Acts Coverage will be cancelled automatically if the member's liability coverage through the Trust is cancelled or not continuously renewed for a period through and including the number of years provided under the retroactive date shown above.

* The deductible is \$10,000 or the policy deductible, whichever is greater.

Claims arising out of Prior Acts coverage are not included in the StopLoss Amount.

DEDUCTIBLE / LIMIT OPTIONS

	<i>Limit</i>	<i>Deductible</i>	<i>Annual Premium</i>	<i>Check Accepted</i>	<i>Option Rejected</i>
<i>Property - Real and Personal Property</i>					
Option 1 -			\$31,767	<input type="radio"/>	<input type="radio"/>
Piers, Wharves, Docks coverage for fishing pier at 7900 US HWY 1, Barefoot Bay, FL					
The deductible is 5% of the total insured value per location or a minimum of \$10,000, whichever is greater.					
<i>General Liability</i>					
Option 1 -	\$5,000,000	\$0	\$51,888	<input type="radio"/>	<input type="radio"/>
Option 2 -	\$1,000,000	\$0	\$44,399	<input type="radio"/>	<input type="radio"/>

Important Note: The premiums quoted above are priced according to the coverage lines presented. Any change or deletion of coverages may result in re-pricing of remaining coverage lines.

Covered Party:	Barefoot Bay RD
Effective Date:	10/1/2017



LINE OF COVERAGE	2016/2017			2017/2018			Changes in Exposures	
	LIMIT	DEDUCTIBLE/SIR	ANNUAL PREM	LIMIT	DEDUCTIBLE/SIR	ANNUAL PREM	2016/2017	2017/2018
Property:								
Preferred								
Buildings & Contents	\$ 7,161,590	\$ 5,000	\$ 58,911	\$ 7,175,990	\$ 5,000	\$ 53,238	Property	
Equipment Breakdown	\$ 7,161,590	\$ 5,000		\$ 7,175,990	\$ 5,000		Exposure Difference	\$ 14,400
Flood	\$ 1,000,000	\$ 5,000		\$ 1,000,000	\$ 5,000			0.20%
Earthquake								
Terrorism								
Windstorm	\$ 7,161,590	3%/\$20,000 minimum		\$ 7,175,990	3%/\$20,000 minimum		Premium Difference	\$ (5,673)
Accounts Receivable	\$ 250,000	\$ 5,000		\$ 250,000	\$ 5,000			-9.63%
Additional Expense	\$ 100,000	\$ 5,000		\$ 100,000	\$ 5,000			
Business Income	\$ 100,000	\$ 5,000		\$ 100,000	\$ 5,000			
Errors & Omissions	\$ 250,000	\$ 5,000		\$ 250,000	\$ 5,000			
Demolition & Increased Cost of Construction	\$ 500,000	\$ 5,000		\$ 500,000	\$ 5,000			
Inland Marine:							Inland Marine	
Communications Equipment	In Blanket Unscheduled		\$ 2,160	In Blanket Unscheduled		\$ 2,011	\$ 516,067	\$ 498,213
Mobile Equipment	\$ 128,967	\$ 5,000		\$ 111,113	\$ 5,000		Exposure Difference	\$ (17,854)
Electronic Data Processing	In Blanket Unscheduled			In Blanket Unscheduled				-3.46%
Emergency Services Portable Equip	In Blanket Unscheduled			In Blanket Unscheduled				
Fine Arts	In Blanket Unscheduled			In Blanket Unscheduled			Premium Difference	\$ (149)
Other Inland Marine	\$ -			\$ -	\$ 5,000			-6.90%
Rented Borrowed Leased Equipment	\$ 50,000	\$ 5,000		\$ 50,000	\$ 5,000			
Valuable Papers	In Blanket Unscheduled			In Blanket Unscheduled				
Watercraft	\$ 337,100	\$ 5,000		\$ 337,100	\$ 5,000			
Blanket Unscheduled Inland Marine		Sub-Total	\$ 61,071		Sub-Total	\$ 55,249		
Crime:								
Preferred								
Employee Dishonesty	\$ 250,000	\$ 1,000	\$ 1,000	\$ 250,000	\$ 1,000	\$ 1,000		
Theft, Disappearance & Destruction In/Out	\$ 10,000	\$ 1,000		\$ 10,000	\$ 1,000			
Funds Transfer	\$ 10,000	\$ 1,000		\$ 10,000	\$ 1,000			
Computer Fraud	\$ 10,000	\$ 1,000		\$ 10,000	\$ 1,000			
Forgery/Alterations	\$ 10,000	\$ 1,000		\$ 10,000	\$ 1,000			
		Sub-Total	\$ 1,000		Sub-Total	\$ 1,000		
General Liability:							Payroll	Payroll
Preferred							\$1,711,756	\$1,834,068
General Liability	\$ 1,000,000	\$ -	\$ 50,762	\$ 1,000,000	\$ -	\$ 53,040	Exposure Difference	\$ 122,312
Employee Benefits	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ -		Premium Difference	\$ 7.15%
								2.278
								4.49%
		Sub-Total	\$ 50,762		Sub-Total	\$ 53,040		

This proposal is intended to give a brief overview. Higher limits may be available. Please refer to coverage forms for complete details regarding definition of terms, exclusions and limitations.

LINE OF COVERAGE	2016/2017			2017/2018			Changes in Exposures	
	LIMIT	DEDUCTIBLE/SIR	ANNUAL PREM	LIMIT	DEDUCTIBLE/SIR	ANNUAL PREM	2016/2017	2017/2018
Automobile:								
Preferred							Vehicles	Vehicles
Auto Liability	\$ 1,000,000	\$ -	\$ 3,138	\$ 1,000,000	\$ -	\$ 2,862	11	10
Uninsured Motorist	rejected	-		rejected	-		Exposure Difference	-9.09%
Comprehensive/Collision	Symbol 10.8	1,000	\$ 2,199	Symbol 10.8	1,000	\$ 3,276	Premium Difference	\$ 801
Hired Physical Damage	\$ 35,000	1,000		\$ 35,000	1,000			15.01%
Medical Payments	None			None				
Other - Please Specify								
		Sub-Total	\$ 5,337		Sub-Total	\$ 6,138		
Public Officials:							Payroll	Payroll
Preferred							\$1,711,756	\$1,834,068
Public Officials Liability	\$ 5,000,000	2,500	\$ 24,516	\$ 5,000,000	2,500	\$ 24,569	Exposure Difference	122312
Employment Practices Liability	\$ 5,000,000	2,500		\$ 5,000,000	2,500			7.15%
		Fees			Fees		Premium Difference	\$ 53
		Sub-Total	\$ 24,516		Sub-Total	\$ 24,569		0.22%
Workers' Compensation:							Payroll	Payroll
Preferred							\$1,711,756	\$1,834,068
			16/17 Payroll: \$1,711,756				Exposure Difference	122312
Workers' Compensation	Statutory	-	\$ 70,329	Statutory	-	\$ 58,159	Premium Difference	7.15%
Employers Liability	\$1m/\$1m/\$1m	-		\$1m/\$1m/\$1m	-			\$ (12,170)
		Sub-Total	\$ 70,329		Sub-Total	\$ 58,159	Receipts	-17.30%
Liquor Liability:							Receipts	Receipts
							\$586,935	\$641,839
Liquor Liability	1,000,000/2,000,000	\$ -	\$ 6,790	1,000,000/2,000,000	\$ -	\$ 7,426	Exposure Difference	54904
Assault & Battery	300,000/600,000			300,000/600,000			Premium Difference	9.35%
Fees & Surcharges			\$ 35			\$ 35		636
		Sub-Total	\$ 6,825		Sub-Total	\$ 7,461	Difference	9.32%
TOTAL PREMIUM			\$ 219,840			\$ 205,616	Difference	-6.47%

PUBLIC ENTITY

PUBLIC OFFICIALS LIABILITY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE FORM (Claims Made and Reported)

In consideration of the payment of the premium, in reliance upon the **Application**, and subject to the Declarations and the terms and conditions of this **Coverage Agreement**, the **Covered Parties** and the **Trust** agree as follows:

SECTION I - COVERAGE AGREEMENTS

A. Public Officials' Liability

The **Trust** will pay on behalf of the **Covered Party** all sums in excess of the Deductible that the **Covered Party** shall become legally obligated to pay as **Damages** and **Claim Expenses** because of a **Claim** first made against the **Covered Party** and reported to the **Trust** during the **Agreement Period** or, if exercised, the **Extended Reporting Period**, by reason of a **Wrongful Act** in the performance of or failure to perform duties for the **Public Entity**. The **Wrongful Act** must have been committed on or subsequent to the **Retroactive Date** specified in the Declarations and before the end of the **Agreement Period**.

B. Employment Practices Liability

If coverage is granted pursuant to the Declarations, the Trust will pay on behalf of the Covered Party all sums in excess of the Deductible that the **Covered Party** shall become legally obligated to pay as **Damages** and **Claim Expenses** because of a **Claim** first made against the **Covered Party** and reported to the **Trust** during the **Agreement Period**, or if exercised, the **Extended Reporting Period**, by reason of a **Wrongful Act**, if such **Claim** is brought and maintained by or on behalf of any past, present or prospective full-time, part-time, temporary or leased employee(s) of the **Public Entity**. The **Wrongful Act** must have been committed on or subsequent to the **Retroactive Date** specified in the **Declarations** and before the end of the **Agreement Period**.

SECTION II - SUPPLEMENTARY PAYMENTS

A. Pre-Termination

If during the **Agreement Period** you report a potential termination of any employee to us prior to the time the termination is made, we will pay for consultation with legal counsel of our choice to provide:

1. Legal analysis concerning the appropriateness of the termination; and
2. If applicable, legal assistance in handling the termination.

The most we will pay is \$2,500 for each potential employee termination, subject to an **Agreement Period** aggregate of \$5,000.

B. Non-Monetary claims

The **Trust** shall defend a claim seeking relief or redress in any form other than monetary damages, provided said claim is not otherwise excluded, or **Claim Expenses** for a claim seeking such non-monetary relief, subject to the following conditions:

1. Defense costs under this section have an annual aggregate limit of liability of \$100,000;
2. The Trust defends the Claim from first notice to **Covered Party**.

SECTION III - DEFINITIONS

When used in this **Coverage Agreement**:

- A. **Agreement Period** the period of time specified in the Declarations, subject to prior termination pursuant to PGIT MN-090 A. Cancellation of the **Coverage Agreement**.

John Coffey

From: Dawn Myers
Sent: Friday, September 01, 2017 2:06 PM
To: John W. Coffey
Subject: FW: Question on coverage for the Pier

In his own words FYI...

From: John Ligon [mailto:JLigon@flcities.com]
Sent: Friday, September 1, 2017 11:48 AM
To: Dawn Myers
Subject: RE: Question on coverage for the Pier

Good morning Dawn,

The selling of alcohol is excluded in both policies. There is no dollar amount included in our proposal for liquor liability. It is a separate policy with its own premium. You should use the premium you are currently paying and add it to our proposal for comparison. The Florida League of Cities and Brown and Brown use the same companies for almost all there outside coverages where coverage is not provided in the General Liability or Property policies. Policies we write outside the Trust include Storage Tank Liability, Pollution, Accidental death for police and fire, Executive Travel, Aviation insurance, Liquor Liability and many others. If you wish to change coverage over to the Florida League of Cities you have the option of leaving the liquor policy with the current agent or we will send you a letter that you must sign to transfer the exiting policy over to our office and we will handle the renewals going forward for the District which is what all our new members in most cases do. It is a common practice done frequently called an agent of record letter. Please let me know if you have any questions.

Have a great weekend,

John Ligon
Florida League of Cities
386-479-3129

From: Dawn Myers [mailto:dawnmyers@bbrd.org]
Sent: Friday, September 1, 2017 9:42 AM
To: John Ligon <JLigon@flcities.com>
Subject: RE: Question on coverage for the Pier

Thanks John. I do have another question. So to be clear, the premium summary did not list liquor liability seperately and I wanted to be sure it is covered under GL correct?

Dawn Myers
District Clerk
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
O (772) 664-3141

F (772) 664-1928

www.bbrd.org



PUBLIC RECORDS NOTICE: Barefoot Bay Recreation District is governed by the State of Florida public records law. This means that the information we receive online including your e-mail address might be disclosed to any person making a public records request. If you have any question about the Florida public records law refer to Chapter 119 Florida Statutes. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: John Ligon [mailto:JLigon@flcities.com]

Thanks,

Dawn Myers
District Clerk
Barefoot Bay Recreation District
625 Barefoot Blvd.
Barefoot Bay, FL 32976
O (772) 664-3141
F (772) 664-1928
www.bbrd.org



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		Renewal Increase %	Monthly per emp. Premium	BBRD %	Monthly per emp. BBRD Cost	Monthly Employee Cost	# Emp.	Annual BBRD Total Cost	Budget minus Renewal Rate
Standard Plans									
	FY 18 Budget*	15.0%	1,017.11	75%	762.83	254.28	23	209,365.00	N/A
	UHC AHNQ (renewal)	29.0%	1,140.95	75%	855.71	285.24	22	225,908.10	(16,543.10)
	UHC AHNQ (renewal)	29.0%	1,140.95	80%	912.76	228.19	22	240,968.64	(31,603.64)
	POS HFHP VC5 6105	5.6%	933.81	75%	700.36	233.45	22	184,894.38	24,470.62
	POS HFHP VC5 6105	5.6%	933.81	80%	747.05	186.76	22	197,220.67	12,144.33
Obamacare Affordable Plans									
	UHC \$5,000 Deduct. AHNG (renewal)	29.0%	836.82	84%	702.93	133.89	Unk.	Unk.	Unk.
	HFHP HDHMO 6600 w/Copay 6020	-34.6%	424.38	75%	318.29	106.10	Unk.	Unk.	Unk.
	HFHP HDHMO 6600 w/Copay 6020	-34.6%	424.38	80%	339.50	84.88	Unk.	Unk.	Unk.
	HFHP HDHMO 2500/80 Copay 6003	1.5%	658.33	75%	493.75	164.58	Unk.	Unk.	Unk.
	HFHP HDHMO 2500/80 Copay 6003	1.5%	658.33	80%	526.66	131.67	Unk.	Unk.	Unk.
	* A Scribner's error resulted in \$1,176.08 less being budgeted than actual calculation.								

The FY18 Budget was based on 23 participating employees. Current projections indicate 22 participating employees at the start of FY18. A review of FY17 health insurance costs coupled with informal discussions with employees revealed that the vast majority of hourly employees saw a net decrease in their pay last year as the health insurance increase on their 25% premiums outstripped the 3% maximum raise they could earn.

To address employee morale while not exceeding the established budget for FY18, staff recommends the BOT adopt the following three plans for a maximum cost of \$197,221 (which is a savings of \$12,144 from the FY18 Budget):

- Health First's POS HFHP VC5 6105 plan at 80% BBRD costs
- Health First's "affordable" HFHP HDHMO 6600 w/Copay 6020 at 80% BBRD costs
- Health First's "affordable" HFHP HDHMO 2500/80 Copay 6003 at 80% BBRD costs

Dental Insurance

At the time of the drafting of this memo only one quote from United Healthcare was received. Staff anticipates additional quotes to be received prior to the BOT meeting (at which time this memo will be revised and distributed).

	Renewal Increase %	Monthly per emp. Premium	Monthly per emp. BBRD Cost (75%)	# Emp.	Annual BBRD Total Cost	Budget minus Renewal Rate
FY 18 Budget	3.0%	34.33	25.75	22	6,797.34	N/A
UHC Renewal F3387 PPO	-4.0%	35.95	26.96	22	7,118.10	(320.76)

The FY18 Budget was based on 23 participating employees. Current projections indicate 22 participating employees at the start of FY18. A recommendation will be made by staff once additional quotes are received.

Vision Insurance

BBRD currently offers an optional employee paid vision plan with United Healthcare. At the time of the drafting of this memo only one quote was received. Staff anticipates additional quotes to be received prior to the BOT meeting (at which time this memo will be revised and distributed).

- UNC Plan V1008 \$5.59 per employee per month (0.0% increase from FY17)

The FY18 Budget was based on 100% employee funding of this optional insurance plan. A recommendation will be made by staff once additional quotes are received.

Other Insurance Lines

Staff did not receive the quotes for the other lines of insurance (BBRD paid life & AD&D, employee paid life & AD&D, and employee paid short-term disability). Staff anticipates these quotes to be received prior to the BOT meeting (at which time this memo will be revised and distributed).

Summary

A summary of BBRD costs as compared to the FY18 Budget will be provided with the updated memo prior to the BOT meeting.

BAREFOOT BAY RECREATION DISTRIBUTION

Medical Proposed Rates and
Alternate Plans

UnitedHealthcare

Medical Proposed Rates with Alternate Plan Designs

Customer Name: BAREFOOT BAY RECREATION DISTRIBUTION
Medical Policy: 01U9116
Renewal Date: October 1, 2017

*The numbers below are on an illustrative basis. Rates are subject to Underwriting approval.

	Option 1: Current	Option 2: Current	Option 3: Current	Option 4: Current
	AHNQ (Legacy HMO) Rx Plan: 121	AHNG (Legacy HMO) Rx Plan: 120	AQQH (Legacy HMO 2017) Rx Plan: 121	AQP8 (Legacy HMO 2017) Rx Plan: 121
Plan Name	Choice+ Legacy HMO *	Choice+ Legacy HMO *	Choice+ Legacy HMO *	Choice+ Legacy HMO *
Product	01U9116	06W3864		
Option	Dual Option	Dual Option	Dual Option	Dual Option
Plan Offering	Option(s) 2 ONLY	Option(s) 1 ONLY	Option(s) Blended Census	Option(s) Blended Census
Multiple Option with:	No	No	No	No
HRA or HSA				
Benefits*	Network Single/Family	Network Single/Family	Network Single/Family	Network Single/Family
Office Copay (PCP/SPC)	PCP \$15, SPC \$30	PCP \$25, SPC \$50	PCP \$15, SPC \$30	PCP \$25, SPC \$50
Hospital Copays	OP N/A, IP N/A	OP N/A, IP N/A	OP N/A, IP N/A	OP N/A, IP N/A
UC/ER/Major Diag Copay	UC \$100, ER \$350, MD N/A	UC \$100, ER \$350, MD N/A	UC \$100, ER \$350, MD N/A	UC \$100, ER \$350, MD \$400
Other	N/A	N/A	N/A	Fails Min Value with Rx 132
Deductible	N/A	\$5,000/\$10,000 (Emb)	N/A	\$5,000/\$10,000 (Emb)
Coinsurance	80%	70%	80%	70%
Out-of-Pocket	\$1,500/\$3,000	\$6,600/\$13,200	\$1,500/\$3,000	\$6,600/\$13,200
Pharmacy	\$10/\$35/\$60/\$100; 2.5 MO (Adv PDL)	\$10/35/60/100, 2.5 MO (HGH=30%)	\$10/\$35/\$60/\$100; 2.5 MO (Adv PDL)	\$10/\$35/\$60/\$100; 2.5 MO (Adv PDL)
	Out of Network Single/Family	Out of Network Single/Family	Out of Network Single/Family	Out of Network Single/Family
Deductible	\$400/\$1,000 (Emb)	\$10,000/\$20,000 (Emb)	\$400/\$1,000 (Emb)	\$10,000/\$20,000 (Emb)
Coinsurance	60%	50%	60%	50%
Out of Pocket	\$3,500/\$7,000	\$15,000/\$30,000	\$3,500/\$7,000	\$15,000/\$30,000
Enrollment				
Employee	14	0	14	14
Employee + Spouse	3	1	4	4
Employee + Child(ren)	0	0	0	0
Employee + Family	0	0	0	0
Total	17	1	18	18
	Rates (Billed)	Rates (Billed)	Rates (Billed)	Rates (Billed)
	Current	Proposed	Current	Proposed
Rates				
Employee	\$884.46	\$1,140.95	\$648.70	\$836.82
Employee + Spouse	\$1,892.75	\$2,441.64	\$1,388.22	\$1,790.80
Employee + Child(ren)	\$1,804.30	\$2,327.54	\$1,323.35	\$1,707.12
Employee + Family	\$2,706.45	\$3,491.31	\$1,965.02	\$2,560.67
Monthly Cost	\$18,061	\$23,298	\$1,388	\$1,791
Annual Cost	\$216,728	\$279,579	\$16,659	\$21,490
Change from Current				

*High level benefit summary. Please see your plan summary for more detailed benefit description.

POD = Benefit paid as follows: Per Occurrence Deductible, then plan deductible and coinsurance.

LTD # = the number of services covered at that copay, after the limit plan deductible and coinsurance will apply, note PCP and SPC may be combined (see benefit summary)

Day x# = the max number of days the copay will apply

For markets moving to service fees, current rates (for renewals only) include commission expenses. Proposed rates, for your convenience, include any applicable producer service fees. Producer service fees are not a contingency of obtaining insurance coverage but are fees agreed to between you (client) and your producer/service provider for service rendered on behalf of client.

For markets continuing to pay commissions, both the current (applicable for renewals only) and proposed rates include commissions.

BAREFOOT BAY RECREATION DISTRIBUTION

Medical Quote Assumptions

UnitedHealthcare Medical Quote Assumptions

Customer Name: BAREFOOT BAY RECREATION DISTRIBUTION
Medical Policy: 01U9116
Renewal Date: October 1, 2017

The rates quoted here are based on the following assumptions. Changes to these assumptions may result in an adjustment to rates.

Medical Quote Assumptions

- Rates are guaranteed for the contract period of 10/1/17 through 9/30/18.
- Rates are based on your submitted census. UnitedHealthcare reserves the right to adjust the rates from audit date back to effective date if any of the following changes:
 - Enrollment +/- 10%
 - Area Factor +/- 7.5%
 - Any Material Changes
 - Average Contract Size +/- 10%
 - Age/Sex Factor +/- 10%
 - Cobra enrollees are more than 10% of enrollment
- Employer contributes a minimum of toward the employee only rates and toward the dependent rates.
- Requires a minimum participation level of <Enter>.
- Renewal assumes no out of area or retiree lives.
- Unless otherwise stated, this offer replaces and renders all previous offers null and void.
- INS-Choice plans are not available for subscribers in AL, AR, AZ, HI, LA, MN, MS, MT, NC, NM, or OK.
- Your broker must request and provide the SBCs to you, the employer, for final plans selected; SBCs must be delivered by the employer to the members as required by reform law.
- NHP Network is only available in select counties in Florida.
- Must live and work in Florida to enroll on an HMO license product.
- UnitedHealthcare reserves the right to adjust the rates and/or fees (i) in the event of any changes in federal, state or other applicable legislation or regulation; (ii) in the event of any changes in Plan design required by the applicable regulatory authority (i.e. mandated benefits) or by the Plan Sponsor; and (iii) as otherwise permitted in our policy.
- This premium may include state and federal taxes and fees.
- Premium rates and/or product forms included herein are subject to approval by regulators. If rates or product forms offered herein are subsequently modified by regulators we will immediately advise you of the change in plan design and retroactively adjust premium in subsequent billings.
- Plan design and corresponding premium rates offered herein represent a coverage option that is consistent with your current group size (based on most recent census or survey information) and closely matches your current coverage. Additional coverage options may be available to you.
- At your request, a service fee to be paid to your producer/service agent of \$25.00 PEPM has been added as an expense item where service fees apply.
- Agents may receive commissions and other compensation from us and these costs may be reflected in your premium or fee. Separately, you may have contracted with producers to provide services directly for your group and have agreed to pay them a 'service fee'. Since 'service fees' are not a contingency of the purchase of health insurance such fees are not part of your premium but may be included in your bill under total amount due.
- The UBundle program is available in select states and on select UHC platforms for both new and existing fully insured Key Account (non-community rated accounts with 101-3000 eligible employees) medical and specialty business adding a specialty line of qualified UHC coverage. Groups must meet qualification requirements and are subject to prior UHC underwriting approval. The UBundle Program can result in up to a 2.5% savings in medical premium. United Healthcare retains sole and complete discretion to revise or terminate the UBundle program at any time. Sold coverage notification of medical and ancillary lines along with receipt of specialty UBundle Underwriting Acceptance Form (UAF) by the UHC Sales Representative is required prior to implementing rates. UBundle cannot be combined with any other discount program.

PAYCHEX

Barefoot Bay Recreation District					
Effective Date: 10/1/2017					
Plan Name	Health First	Health First	Health First	Health First	Health First
	HDHMO 6600 w/Copay 6020	HEHP HDHMO 2500/80 copay 6003	HMO VP5 6048	POS HFHP VCS 6105	
Benefits	In-Network (Single/Family)	In-Network (Single/Family)	In-Network (Single/Family)	In-Network (Single/Family)	In-Network (Single/Family)
Office Copay (PCP/SPC)	\$50/\$DED+0%	\$35/\$50	\$15/\$30	\$15/\$30	
Other Copays (IP/ER/UC)	DED + 0%/DED+20%/\$75	DED + 20%/Visit 1- \$300 Visits 2+ \$500/\$75	DED +20%/\$150/ \$30	DED + 20%/\$150/\$40	
Deductible	\$6,600/\$13,200	\$2,500/\$5,000	\$0	\$0	
Coinurance	0%	20%	20%	20%	
Out-of-Pocket Max	\$6,600/\$13,200	\$5,500/\$11,000	\$2,000/\$4,000	\$2,000/\$4,000	
Pharmacy (PG/NPG/PB/NPB/Sp)	5/15 Generic Only 2x MO	2/15/45/90/20% 2x MO	2/15/45/90/20% 2x MO	2/15/45/90/20% 2x MO	
Vision	No Coverage	No Coverage	No Coverage	No Coverage	
	Out-of-Network (Single/Family)	Out-of-Network (Single/Family)	Out-of-Network (Single/Family)	Out-of-Network (Single/Family)	Out-of-Network (Single/Family)
Deductible	N/A	N/A	N/A	N/A	\$500/\$1,000
Coinurance	N/A	N/A	N/A	N/A	40%
Out-of-Pocket Max	N/A	N/A	N/A	N/A	\$4,000/\$8,000
Rates	Renewal	Renewal	Renewal	Renewal	Renewal
	Proposed	Proposed	Proposed	Proposed	Proposed
Single	\$836.82	\$836.82	\$1,140.95	\$1,140.95	\$933.81
Employee + Spouse	\$1,790.80	\$1,790.80	\$2,441.64	\$2,441.64	\$1,998.37
Employee + Child(ren)	\$1,707.12	\$1,707.12	\$2,327.54	\$2,327.54	\$1,904.98
Family	\$2,560.67	\$2,560.67	\$3,491.31	\$3,491.31	\$2,857.47
HSHP Gym Membership	Included	Included	Included	Included	Included

* Final rates will be based upon the enrolled census.

Dental Renewal Rate Exhibit
BAREFOOT BAY RECREATION DISTRI
#01U9116
Effective Date: 10/1/2017

Based on current enrollment, UnitedHealthcare is pleased to offer the following renewal terms:

DENTAL PLAN

F3387

	F3387 Current Rates	F3387 Renewal Rates
Employee Only	\$33.29	\$35.95
Employee + Spouse	\$66.58	\$71.90
Employee + Child(ren)	\$67.19	\$72.56
Employee + Family	\$103.58	\$111.86

Renewal Action

8.0%

Assumptions:

- Rates are effective for 12 months.
- Rates are based on maintaining current employee participation level.
- Rates are based on maintaining current employer contribution level.
- Rate assumes standard exclusions & limitations.
- Rates assume no changes in legislation or regulation that affects the benefits payable, eligibility or contract.



Vision Renewal Rate Exhibit
BAREFOOT BAY RECREATION DISTRI

#01U9116

Effective Date: 10/1/2017

Based on current enrollment, UnitedHealthcare is pleased to offer the following renewal terms:

CURRENT PLAN

Plan Code V1008

	<u>Current Rates</u>	<u>Renewal Rates</u>
	<u>V1008</u>	<u>V1008</u>
Employee Only	\$5.59	\$5.59
Employee + Spouse	\$10.62	\$10.62
Employee + Child(ren)	\$12.41	\$12.41
Employee & Family	\$17.49	\$17.49

Renewal Action 0.0%

Assumptions:

- Rates are effective for 24 months.
- Rates are based on maintaining current employee participation level.
- Rates are based on maintaining current employer contribution level.
- Rates assume no changes in legislation or regulation that affects the benefits payable, eligibility or contract.



Board of Trustees Meeting Agenda Memo

Date: September 8, 2017

Title: Certification of Amended and Restated DOR

Section & Item: 9F

Department:

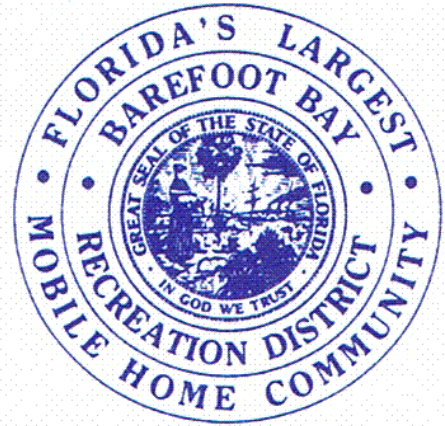
Fiscal Impact: N/A

Contact: Sue Cuddie, Resident Relations Manager; Dawn Myers, District Clerk; John W. Coffey, Community Manager; or Clifford Repperger, General Counsel

Attachments: To be provided prior to meeting.

Reviewed by
General Counsel: Yes

Approved by:



Requested Action by BOT

Approve and Certify 2017 DOR Ballot Results and Amended and Restated Deed of Restrictions with incorporated amendments.

Background and Summary Information

On November 15, 2016 the BOT reviewed proposed changes to the DOR and instructed the DOR and Charter Review Committees to develop specific questions to address the proposed changes.

On February 10, 2017, ballot questions were brought to the Board for authorization and to commence mail ballot outreach election project with the Supervisor of Elections (SOE).

The SOE coordinated the ballot mail out and ballot questions were mailed out to the residents via Southwest Printing on June 2, 2017 with a deadline for ballot return by noon August 1, 2017.

At 5:37pm on August 1, 2017 SOE released the results to the DOR Ballot mail out. Results received confirmed a majority of votes cast approved all proposed amendments. General Counsel began work amending the DOR and will send the completed Amended and Restated Deed of Restrictions with incorporated amendments to the Trustees separately prior to the next meeting.

Staff requests Certification Approval of the Amended and Restated Deed of Restrictions.

Board of Trustees Meeting Agenda Memo

Date: September 08, 2017

Title: Discussion of Pool #2 Pit Replacement Project

Section & Item: 9G

Department: R&M/Capital

Fiscal Impact: \$40,000

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

Attachments: History of effort to obtain bids

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Direct to staff regarding course of action in obtaining bids for this project.

Background and Summary Information

The BOT adopted the FY18 Budget with a \$40,000 budget for Pool #2 Pit Replacement in the R&M/Capital Department. Per the attached document, Property Services staff attempted to obtain bids for the project since January without success.

With a typical permitting and lead time of one to two months from award of bid to start of project, staff believes there are two options BBRD could pursue:

- Continue to solicit for bids (with the possibility of a winter season commencement date)
- Wait until the first of 2018 to re-start soliciting bids for a non-winter season commencement date.

Staff seeks direction from the BOT regarding this matter.

Pool efforts (supplied by Property Services 29Aug17)

- All pro pool and spa – January 12,2017 9am , January 13 2017 9:30am No response
- Kissimmee pools – January 12,2017 930am , March 17 2017 Too far away not interested
- Pool professionals – January 13 2017 9am , March 17 9am, April 7 2017 930am , Not interested
- Aqua vida – March 17 2017 10am Not interested
- Blue oasis pools – March 17 2017 1030am, April 7 2017 9am, Not interested
- Brevard pools - April 7 2017 930am , Too backed up not interested
- Crystal pools – April 10 2017 9am, Not interested
- Paradise pools – April 10 2017 9am , Meeting on April13 discussed options vendor said he would return with quote. April 18 2017 3pm vendor working on it , May 10 2017 vendor waiting on prints, May 23 2017 no response, June 6 2017 no response, July 12 2017 vendor working on it have it prepared soon, August 1 2017 no response, August 23 2017 left message to call us back, August 25 2017 Vendor called to let us know he needed an engineer to be involved and the approval from the state on the prints
- Demand star – After exhausting most local resources we decided to post the pool pit replacement on Demand star August 15 2017 where it currently stands with no interest.

Please note there were many other companies not listed that just didn't do this type of work

Board of Trustees Meeting Agenda Memo

Date: September 08, 2017

Title: FY19 Budget Preparation Calendar

Section & Item: 9H

Department: Office of District Clerk

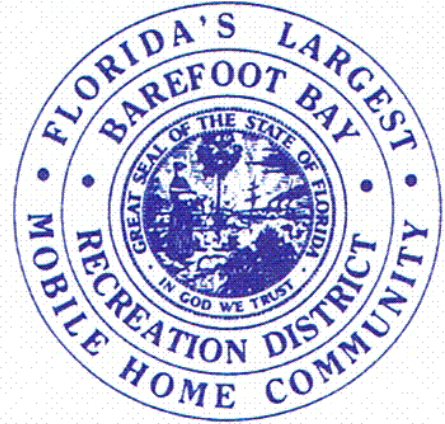
Fiscal Impact: N/A

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

Attachments: Proposed FY19 Budget Preparation Calendar

Reviewed by
General Counsel: N/A

Approved by:



Requested Action by BOT

Approval of FY19 Budget Preparation Calendar.

Background and Summary Information

This agenda memo is used as a means of communicating to the BOT and residents staff's budget preparation schedule and the BOT's review and adoption schedule of the FY19 Budget beginning in two months. The schedule is substantially the same with the addition of a kick-off townhall style meeting of the BOT for residents to provide their input to the BOT and staff regarding the development of the FY19-23 5yrFM&CIP. Significant dates are listed below while the entire calendar is attached.

- BOT sponsored FY19-23 5yrFM&CIP Townhall Meeting: Thurs., 30Nov17, 7-9pm
- BOT workshop: 5yrFM&CIP review: Tues, 30Jan18, 2:30-4:30pm:
- FY19 Working Draft Proposed Budget review workshops:
 - Tues., 17Apr18, 7-9pm
 - Thurs., 19Apr18, 2:30-4:30pm
 - Tues, 01May18, 2:30-4:30pm
 - Thurs., 03May18, 7-9pm
- BOT authorization of mail out of the FY19 Proposed Budget: Tues., 22May18, 7pm
- BOT adoption of FY19 Assessment and Budget: Tues., 26Jun18, 7pm

The public is strongly encouraged to attend the early meetings rather than wait until the date of the budget approval in June to provide input to the BOT.

Staff recommends the BOT approve the FY19 Budget preparation calendar as attached.

FY18 Budget Prep Calendar

Task #	Description	Due Date
1	BOT approves FY19 Budget Prep. Calendar	8-Sep
2	Budget prep. Forms developed by Comm. Mgr.	Oct-Nov
3	FY19-23 FM&CIP Townhall Meeting	30-Nov
4	Management Team Budget Preparation Kick-off Meeting (staff only)	11-Dec
	Trustees, HOA, residents & Department Managers individually develop and submit list of CIP (Capital Improvement Plan) ideas for FY19-23 to the Comm. Mgr.	27Nov- 15Dec
6	BBRD staff develops cost proposals for non-staff CIP ideas	15Dec-5Jan
	FY19-23 Five Year Financial Model and CIP (5yrFM&CIP) finalized by Comm. Mgr. and Finance Mgr. and distributed to BOT, Finance Comm. & Facilities Comm.	11-Jan
7	Department Managers' FY19 narrative information (dept. description, goals, objectives and perf. measures) due to Community Manager	03-24Jan
9	Dept. Mgrs. prepare FY18 year-end est.'s, FY19 projected revenues, and FY19 requested expenditures	25Jan-16Feb
10	BOT FY19-23 5yrFM&CIP workshop	30-Jan
	Dept. Mgrs.' FY18 year-end est.'s, FY19 projected revenues, and FY19 requested expenditures reviewed by Comm. Mgr. and Fin. Mgr.	26Feb-01Mar
12	Additional meetings between Dept. Mgrs. and Comm. Mgr. (and Fin. Mgr.), if needed.	05-14Mar
13	Comm. Mgr. balances FY19 revenues and expenditures	15-Mar
14	Final drafting of FY19 Working Draft Proposed Budget (WDPB).	12-21Mar
15	Final editing, printing and assembly of FY19 WDPB.	22-28Mar
	Prior fiscal year Financial Statement and FY19 WDPB submitted to Trustees, Finance Comm. & Facilities Comm. Public inspection copies placed in BBRD offices and electronic copy placed BBRD.org	28-Mar
17	BOT Budget workshops as established by BOT	Apr-May
18	Publish prior fiscal year Financial Statement in generally circulated newspaper within Brevard County.	23-27Apr
19	BOT adopt proposed draft (line-item budget) for mail out to property owner of record and set Public Hearing date (must be 21 days after notice is published).	22-May
	Publish notice of Public Hearing in newspaper of general circulation (must be 21 days prior to hearing). Mail proposed budget (line-items), proposed assessment rate, and prior year financial statements to all property owners of record.	5-Jun
21	Public Hearing, for community input, on proposed budget and proposed assessment. BOT will consider two resolutions: one to adopt the FY19 Budget and one to set the assessment rate.	26-Jun
22	BOT certifies the Non-Ad Valorem Assessment Roll to Brevard County Tax Collector.	28-Aug
23	Deadline for staff to transmit the certification of the Non-Ad Valorem Assessment Roll to Brevard County Tax Collector.	15-Sep
24	FY18 ends.	30-Sep
25	FY19 begins.	1-Oct

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: September 08, 2017 Revised
Subject: Manager's Report

Food and Beverage

- **Annual Summer Games and Chili Cook Off** – On Sunday, 17Sep17 will be a full afternoon of fun which kicks off with the chili cook off in the pavilion at noon. There are prizes for 1st, 2nd and 3rd place. There is no fee to enter. A variety of games will be played all afternoon including a watermelon relay, balloon toss and corn hole tournament. You also get a chance to dunk a Trustee, DOR Officer or your neighbor from 2-6pm in the dunk tank. Music will be provided by, appropriately named, *Three Ring Circus*. The grill will open at noon. Flyers with all the details are posted.

Resident Relations

- **ARCC Updates:**
Will be provided prior to the meeting in the revised Manager's Report.
- **Violations Committee Updates:**
Will be provided prior to the meeting in the revised Manager's Report.

Golf-Pro Shop

- **Special Projects**
 - ABM-BBRD Contract: Met with General Counsel Repperger and anticipate proposed amended agreement to be on the 13Oct17 BOT agenda for consideration.
 - Golf course drainage ABM (Supplies arrived 28Aug17 and work started 29Aug17) Estimated project time 2 weeks from start date.
 - #13 Tee Box completed. Increased size by 25% and should be open 7Sep17.
 - Restoration of second bunker on hole #10 began 29Aug17
 - Resume deadline for Associate Golf Professional was 01Sep17 with interviews beginning the week of 11Sep17. Two members will assist in the hiring process: John Armstrong and Joanne Plasse.

- Final Junior Grant paperwork was submitted to state on 30Aug17.
- **Miscellaneous**
 - Only 108 shopping days left before Christmas. Ernie says “*Get your early Christmas shopping done at the Pro Shop.*”



Property Services

- **Routine work**
 - Repaired loose pavers around pool #1
 - Removed Palm Tree in the soccer/football field
 - Addressed all DOR grass violations
- **Special Projects**
 - New Veterans' Service Office Update – Scheduled carpet replacement (estimated mid-September). Final build-out to follow.
 - Bocce Ball Courts Update – Staff began site preparation for the replacement of the four courts. Two courts will be replaced at a time thereby allowing residents the use of two courts at all times.

Attorney's Report

Incidental Remarks from Trustees

Adjournment