

# Neighborhood Revitalization Program (NRP) Report



By

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and  
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Submitted to the Board of Trustees  
on August 5, 2020

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## INTRODUCTION AND PURPOSE

The genesis of this report was a request by a Trustee for financial data related to the Neighborhood Revitalization Project (NRP) in relationship to a Board of Trustees (BOT) discussion regarding placing a charter referendum on the November 2020 ballot to raise the spending cap from \$25,000.00 to \$50,000.00. Community Manager John W. Coffey, ICMA-CM decided to expand the scope of this report to include a concise explanation of the origins of the NRP and its evolution over the past five years. This clarity is needed as Barefoot Bay Recreation District (BBRD) has an unusually high rate of annual home sales (and correspondingly new residents) as compared to other communities and cities in Florida. Hence, this report shall serve as a response to the request for information from a Trustee and also informally serve as a historical marker of how the NRP was developed, evolved over the first five-years, and challenges facing the NRP going forward. This report is not meant to be read as an exhaustive, academic style analysis of the NRP, but a concise review with a comprehensive set of appendices which contain all the applicable data the reader may elect to delve into if so interested.

## METHODOLOGY AND LIMITATION OF AVAILABLE DATA

Information contained within this report was exclusively drawn from BBRD resources. Where information is lacking, the reader will note annotations explaining the reason for said omissions. While 100% accumulation of data is always desirable, the time constraints in producing a timely issued report prohibit some external data collection. Additionally, some narrative comments are provided from personal observation of John W. Coffey, ICMA-CM, Community Manager as he was the originator of the concept of the NRP back in early 2014. Rich Armington, Resident Relations/H.R. Manager, also contributed some information regarding his perspective (was promoted to his current position in early 2018) in staff level work of the NRP that may not be common public knowledge. General Counsel Cliff Repperger contributed specific language regarding the evolution of the understanding of the charter limitation on new acquisitions and said applicability to the NRP as found on pages 5 and 6.

Finally, the text of this report was written in a third-person perspective due to the joint authorship of Mr. Coffey, Mr. Armington, and Mr. Repperger. When not specified, the reader should assume the text originated from Mr. Coffey with considerable review and editing by Mr. Armington; while the data was obtained from the Finance and Resident Relations Departments and analyzed by Mr. Armington with input from others while reviewed and formatted by Mr. Coffey. Language directly provided by Mr. Repperger is so noted at the beginning of each paragraph.

## EVOLUTION OF PROGRAM

Although not politically popular to state, most people will agree that mobile/modular/manufactured homes have a shorter useful economic life span than traditional site-built homes. One obvious way market forces confirm this reality is in the level of available homeowners' insurance and annual premiums paid by homeowners of non-site-built homes versus site-built homes. Even though the sturdiness of non-site built homes has improved over the years, older non-site built homes can deteriorate quickly if the homeowners do not maintain them as they age. The hurricanes (that made landfall 50 and 55 miles south of BBRD in 2004) damaged approximately 10% of BBRD's housing stock resulting in respective insurance companies and other entities "totaling" them. Ultimately these homes were either replaced or some just being removed and the lots remaining empty until a future homeowner/builder acquired the property and emplaced new homes.

In late 2013, when Community Manager Coffey began working at BBRD, the community contained a mixture of homes of all ages (oldest dating back to early 1970's) with an equally varied range of well-maintained homes to some being in very poor conditions. In 2013, many homes were still vacant from the

Great Recession of the late 2000's further contributing to the perception of a declining housing stock in the community. As common with site-built neighborhoods, BBRD increasingly has a mixture of a majority owner occupied homes and rental properties. Impacting the long-term stability of BBRD is the increasing number of older homes being purchased and converted into rental properties. On average, renters, due to their typical shorter length of residency, have less interest in the long-term maintenance of their home than homeowners (and/or their heirs) who have a financial interest in the eventual sale of the property. Hence, in 2014 as part of the FY15 Budget preparation process, staff proposed a new project entitled "removal of undesirable homes" to be funded annually with the express purpose of purchasing abandoned homes that were in poor condition, removing the structures, and reselling the lots to facilitate renewal of housing stock. The BOT, based on resident input at budget workshops, removed funding for this project from the budget that was ultimately adopted for FY15.

In 2015, as part of the FY16 Budget preparation process, staff again proposed a project for funding called "removal of undesirable homes" which was included in the BOT adopted FY16 Budget. The annual budgetary funding is listed below:

<b>NRP Budget</b>	
<b><u>Fiscal Year</u></b>	<b><u>Original Budget</u></b>
16	8,200.00
17*	10,000.00
18	100,000.00
19	25,000.00
20	25,000.00
21	25,000.00
<b>Total</b>	<b>193,200.00</b>

\* Indicates the project name changed to "Neighborhood Revitalization Program" and formalized within the BBRD *Policy Manual and Rules for the BOT*

Additionally, when proceeds from the sale of properties are received, a budget amendment is processed (after BOT approval) to recognize said monies within the R&M/Capital Department's "sale of fixed assets" revenue/use account and return a corresponding amount of budget to the NRP general ledger account. This infusion of additional budgeted monies provides the funding for additional acquisitions.

Although the NRP was originally developed to address abandoned properties, four expansions of the program have occurred:

1. Formalization and renaming of the program to "Neighborhood Revitalization Program" occurred in 2017. At this time a BOT sub-committee was established to provide oversight, a "target list" of properties was adopted, and language was added to the *Policy Manual and Rules for the BOT* to provide a level of transparency to acquisitions without having purchases pre-approved by the BOT in an open meeting.
2. Originally geared toward only abandoned homes, due to requests by adjacent homeowners and approved by the BOT, staff using NRP funds began purchasing vacant homes, not technically abandoned by homeowners starting in 2018.
3. In response to adjacent homeowners and at the direction of the BOT, staff using NRP funds purchased the remnants of a fire damaged home on Tamarind Circle in 2019.
4. As proposed by staff and approved by the BOT on July 12, 2019 (see Appendix K for details), NRP funds were used to purchase tax certificates to force the sale of tax deeds (mainly empty lots) with the hope



that future owners would either emplace new homes on them or sell them to others interested in emplacing homes.

- Procedurally, when an individual or entity purchases a tax certificate, if the certificate is more than 2 years old, the owner of the certificate can call for tax deed sale. If the minimum bid for the property is not met, the owner of the tax certificate becomes the owner of the property. Likewise, any owner of a tax certificate that is at least two years old (properties often have multiple tax certificates available for purchase) may call for a tax deed sale. The purchase price of the tax certificates plus interest will be paid to the certificate owners not calling for the tax deed sale. This is considered a “redemption.”
- To call for a tax deed sale, all outstanding tax certificates must be purchased. The owner(s) of each certificate (not calling for the tax deed sale) will be given the notice of the certificate being redeemed and refunded the cost of the tax certificate plus interest prior to the tax deed sale.

#### PROGRAM SUMMARY

The NRP has largely been successful in stabilizing distressed neighborhoods by the removal of blighted and undesirable homes and the sale of vacant property to encourage the private sector to emplace new homes as a means of micro urban renewal. Although neighborhood wide perspective pictures are not available for easy before and after comparisons (largely because no one thought to do so before this report was commissioned) Appendix N contains site specific before and after pictures that demonstrate the poor conditions of homes that were removed by the NRP.

The NRP’s evolution from inception and growth into the current program can be viewed in the expenditures per fiscal year table below.

NRP Expenditures	
<u>Fiscal Year</u>	<u>Expenditures</u>
16	7,531.32
17	-
18	28,958.69
19	103,514.83
20	80,075.35
<b>Total</b>	<b>220,080.19</b>

Although the initial years of the NRP saw little activity, the groundwork for future success was being laid by staff in developing the framework of the program and successfully acquiring the first property thereby demonstrating the effectiveness of expenditures by BBRD. The turnover in the Resident Relations/H.R. Manager position in 2018 was also the turning point in the NRP as Mr. Armington brought a renewed vigor and passion for the program. Having previously worked as a DOR/ARCC Inspector and a nighttime Community Watch Officer, Mr. Armington knew first-hand how a problem home could impact a neighborhood and suppress the willingness of the private sector to emplace new homes on vacant lots.

#### Expenditure Summary

Due to coding errors in the accounts payable function, some minor expenses related to the NRP were not coded to the NRP general ledger account in prior fiscal years. Said expenditures are included in the following summary and shown in Appendix K, but are not reflected in the general ledger detail as shown in Appendix L. Year-end numbers for the NRP general ledger account, if someone were to compare data from this report to financial data available in the annual BBRD Budget documents, will demonstrate this

variance. Coding errors for FY20 were corrected prior to the issuance of this report, but corrections to prior years is not possible after the completion of each year's audit.

Three categories of expenditures are listed below. While the previous expenditure per fiscal year chart demonstrates the aggregate expenditures, due to the disparate nature of activities within the NRP a simple analysis of the expenditures is meaningless. The following analyses are provided based upon three separate categories of 1) procurement and disposition of lots directly from owners, 2) non-lot specific legal fees, and 3) purchase of tax certificates and sale tax deeds:

- Procurement and disposition of lots directly from owners
  - 8 properties
    - 6 lots with homes
    - 1 lot with a fire damaged structure
    - 1 empty lot
  - 3 properties were acquired at no cost
  - All lots had back taxes/assessments (which were paid by BBRD)
  - 2 lots had Brevard County Code Enforcement fines (which were paid by BBRD after Brevard County denied requests to waive them). One lot had fines of \$550.00 while another had fines of \$5,500.00.
  - 5 lots had BBRD liens totaling \$27,487.84 for lot mows which were written off once BBRD took ownership of the properties
  - Average purchase price of the 5 lots with homes (excludes homes acquired for free but includes the lot with a fire damaged structure) was \$13,997.95
  - Average demolition cost of \$4,378.71
  - Average back taxes/assessments of \$5,263.95, of which approximate average of \$3,125.00 per lot in past due assessments (plus a significant amount of interest) were returned to BBRD and credited to the Finance Office's Assessment general ledger account (specific amount per property is unknown due to how Brevard County transmits assessment receipts to BBRD)
  - Total expenditures (purchase price, demolition costs, taxes/assessments, advertising, Brevard County fines, and BBRD attorney fees) by BBRD for the 8 lots total \$157,528.65 or an average of \$19,691.08. Specifically, the following elements include:
    - \$9,898.09 average total expenditures for (2) lots with homes procured for \$0.00 costs
    - \$27,768.13 average total expenditures for (4) lots with homes BBRD purchased at a cost
    - \$16,162.91 total expenditures for (1) lot with a fire damaged structure
    - \$10,497.07 total expenditures for (1) empty lot
  - Total expenditures applicable to the charter limitation of \$25,000.00 on new acquisitions (only includes purchase price, back taxes/assessments, and Brevard County Code Enforcement liens)
    - Average expenditures of \$14,768.92 per property
    - 944 Pecan Circle was the only property that exceeded the \$25,000.00 limitation
      - Per BBRD General Counsel Repperger, the reader should note that post-purchase curative costs (demolition), pre-auction advertising costs, and legal fees are not included in the amounts counted toward the acquisition spending limit in Article IV, Section 13 of the BBRD charter. There is some ambiguity as to whether BBRD's post-purchase payment of back taxes and assessments should be included in the amounts counted toward the acquisition spending limit. The determination of whether the payment of back taxes and assessments should be included depends on the interpretation of whether those payments constitute "consideration" to the former property owner (seller). "Consideration" is defined by *Black's Law Dictionary*, in part, as "[t]he cause, motive,

price, or impelling influence which induces a contracting party to enter into a contract.” Although some sale and purchase agreements for NRP properties have noted BBRD’s intent to pay back taxes and assessments, such payment has been specifically noted to be outside of the purchase price and is not required to be paid prior to deed transfer. As such, an argument can be made that the payment of back taxes and assessment by BBRD are outside of “consideration” to which the acquisition spending limit applies.

- Additionally, per General Counsel Repperger, if BBRD’s payment of back taxes and assessment does constitute “consideration,” the acquisition spending limit in Article IV, Section 13 would have been slightly exceeded by the amount of the back taxes and assessments paid in one purchase: 944 Pecan Circle. At the time of purchase of 944 Pecan Circle in 2019, General Counsel Repperger took the position that payment of back taxes and assessments did not constitute “consideration.” In fact, Paragraph 21 of the Agreement for Sale and Purchase of 944 Pecan Circle was specifically drafted to read, “Taxes and recording fees are outside of the purchase price of the property” to illustrate the fact that such payments were not intended to constitute “consideration” at that time.
  - Finally, Per General Counsel Repperger, in 2020, BBRD was negotiating the sale and purchase of 714 Barefoot Blvd. The proposed purchase terms required BBRD to pay legal fees and costs associated with an ancillary administration litigation necessary to obtain title to the property. Due to the fact that the payment of litigation legal fees and costs benefitted the seller, General Counsel Repperger opined that those costs, when combined with the sale price for the property, should be interpreted to constitute “consideration” subject to acquisition spending limit in the *BBRD* charter. As a result of this interpretation, General Counsel Repperger adopted a revised and more conservative interpretation of “consideration” that included the payment of back taxes and assessments since the payment of those amounts by BBRD could be found to similarly be a sale inducement benefit to the sellers. Although this conservative interpretation has never been tested or challenged, BBRD staff has since followed General Counsel Repperger’s direction and included the amount of back taxes and assessments in the acquisition spending limit of \$25,000.00 and has not exceeded that amount on any subsequent NRP purchase.
- Non-lot specific legal fees
    - \$14,926.10 in legal fees not applicable to a specific property and some legal fees that prior to mid-FY18 were coded to the Office of the District Clerk’s legal fees general ledger account (in mid-2018 staff decided to code all applicable legal fees to the R&M/Capital Department’s NRP general ledger account to better reflect the true cost of the NRP.)
  - Purchase of tax certificates and sale of tax deeds
    - Tax certificates for 12 properties were purchased by BBRD in December 2019 at a cost of \$48,244.92
      - Tax certificates for 3 properties cost \$35,088.02 or an average of \$11,696.01
        - BBRD called for the tax deed sale which will occur in September 2020. If the minimum bid for each property is not met, ownership of the properties will revert to BBRD.
      - Tax certificates for 9 properties cost \$13,156.90 or an average of \$1,461.88
        - An owner of other tax certificates on these properties then called for the tax deed sale which resulted in the certificates owned by BBRD being redeemed for the cost of the tax certificates and applicable interest.

### Revenue Summary

BBRD receives revenue through the NRP via two means:

- Sale of property  
Once BBRD has acquired a property through the NRP, removed the structure, and paid all back taxes/assessments and Brevard County code enforcement fines, the property is sold via an on-line auction in accordance with Florida state law. Specifically, for the 9 lots acquired from private owners, BBRD received a total of \$90,740.00 in sales proceeds with an average sale amount of \$11,342.50.
- Redemption of Tax Certificates
  - 9 of the 12 properties BBRD purchased tax certificates for were redeemed when other tax certificate holders called for tax deed sales. Appendix K shows a “sales price” of \$13,916.19 for these properties. Of this amount, \$13,156.90 was the refund of the cost of purchasing the tax certificates while the “profit” of \$759.29 is actually interest income that (while shown in Appendix K) was credited to the Finance Department’s Interest Income general ledger account.
  - 3 of the 12 properties are currently scheduled for tax deed sale in September 2020 and the final sale prices are unknown.

### Profit/Loss Summary

Although the NRP was never established to make a “profit” on the acquisition and eventual disposition of lots, many residents are still interested in the net financial outcome of aggregate transactions for each property. The following analysis only covers lots actually procured and excludes tax deed certification acquisitions.

Although two properties returned a “profit”, the reader is reminded that regardless of net outcome monies spent on each property has an intangible positive impact upon the respective neighborhoods and BBRD as a whole by encouraging micro urban renewal of new homes replacing distressed properties. Specifically, the following net “profit/loss” statistics help illustrate the cost of the NRP on a lot by lot basis (procurement and disposition of lots directly from owners and purchase and sales tax deed are analyzed separately):

- Procurement and disposition of lots directly from owners
  - Overall loss of \$66,788.84 for the 8 properties
  - Overall average loss of \$8,348.58 for the 8 properties
    - Average profit of \$305.83 for the 2 lots with homes BBRD acquired at no cost
      - Profit of \$2,364.81 on 1 lot
      - Loss of \$2,058.98 on 1 lot
    - Average loss of \$16,458.63 on the 4 lots with homes
    - Loss of \$812.91 on 1 lot with a fire damaged structure
    - Loss of \$447.07 on 1 empty lot
- Purchase tax certificates and sale of tax deeds
  - BBRD realized \$759.29 in “profit” for 9 of the 12 properties for which BBRD purchased tax certificates. This is a combination of the redemption of the purchase price of the tax certificate plus interest. As previously detailed, the “interest” earned on these properties was credited to the Finance Department’s Interest Income general ledger account but shown in Appendix K for transparency. Hence, there is actually zero profit or loss on these properties.

#### CURRENT CHARTER LIMITATION

As of the date of this report, the BOT was in the process of placing a charter amendment referendum on the November 3, 2020 general election ballot seeking authorization from the electorate to increase the cap on new acquisitions from \$25,000.00 (amount included in the original 1984 charter) to \$50,000.00. Three times within the last ten years similar referendums to increase the cap have failed. Without an increase in the cap or a considerable decrease in property values, future NRP acquisitions appear to be limited to uninhabitable/damaged structures or purchasing tax certificates, thereby, effectively ending the program as designed to revitalize distressed neighborhoods and spur new home emplacement.

#### IMPORTANCE OF “TARGET LIST” OF PROPERTIES

The “target list” was developed and is reviewed and updated, by the BOT NRP Sub-committee at each meeting, to contain the addresses of homes that “if the current level of maintenance changed for the worse then the home might need to be replaced within a few years.” During the initial development of the target list, there was very little opposition to its use. Without such a list, the public might infer the NRP could acquire any property within BBRD. Homeowners should remember that staff can only acquire a property if the owner is willing to sell, if the acquisition cost is under the \$25,000.00 charter cap on acquisitions, and the Chairman of the BOT NRP Sub-committee authorizes the transaction. Fear of homeowners being forcibly removed from their homesteaded properties via the NRP is unfounded and against Florida State law.

#### CONCLUSIONS AND ACKNOWLEDGEMENTS

Sincerest thanks and appreciation go to those individuals who have helped with this report: Charles Henley, Finance Manager for his production of financial data and herculean efforts to work with Mr. Armington to sift through raw data to be able to format the data in a presentable manner; Sally-Ann Biondoillo, DOR/ARCC Administrative Assistant for her part in assembling the program activity data; General Counsel Repperger, for his assistance in explaining the complexity of the charter limit of new acquisitions in simple yet detailed terms; and Kathy Mendes, Food & Beverage Manager for her proof reading and willingness to help wherever she can during this time of reduced pandemic staffing. Of course, any errors, omissions, or inaccuracies are solely the responsibility of Community Manager Coffey.



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Property Damage Liability Insurance; and, (iv) Explosion, Collapse, and Underground Hazards (Deletion of the X,C,U Exclusions), if such exposure exists):

Bodily Injury: \$1,000,000 per occurrence  
Property Damage:\$1,000,000 per occurrence;

Automobile Liability Insurance:

Bodily Injury: \$1,000,000 per occurrence

Property Damage:\$1,000,000 per occurrence

If a Combined Single Limit is provided, the total coverage shall not be less than \$2,000,000 per occurrence;

Professional Liability Insurance (For professional services as defined pursuant to Florida Law, environmental contractors, or as otherwise specifically required by BBRD): \$1,000,000 per occurrence

The most recent Rating Classification Financial Size Category of the Insurer regarding any coverage's as required herein, as published in the latest edition of AM Best's Rating Guide (Property-Casualty), shall be a minimum of A.

3. Obtain all permits required for the nature of the work.
4. Have the completed job inspected by appropriate staff to affirm correctness of the job before submitting the invoice for payment

### **Hiring or Use of Employment Service Workers-Temporary Employees**

The contract for services or use of an Employment Agency for temporary employees, that can be funded through an existing departmental available budget, shall have the approval of the Community Manager. Any contract requiring a budget amendment to recognize additional monies for said use will be brought to the Board of Trustees for approval.<sup>36</sup>

### **Purchase or Sale of Properties by BBRD Using Neighborhood Revitalization Program (NRP) Funding**

The Chairman of the NRP BOT Sub-Committee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT.

The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees.

The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation.

Any proceeds from sale of properties acquired through the NRP shall be added back into the NRP expenditure account via a budget amendment at the next available meeting after receipt of proceeds for said sale.

### **Unacceptable Purchasing Practices**

The following practices are prohibited:

1. Purchase of a product or service prior to obtaining an approved purchase order.

## Appendix B

2. Is responsible for ensuring the Community Manager provides notice of all meetings and that minutes are taken by as required by Florida Statutes;
3. Reviews draft copies of minutes and oversees the necessary corrections before they are issued to the Board of Trustees or public;
4. Performs the regular duties of a Trustee; and
5. Takes roll call at the meetings and determine that a quorum is present.

### Section 4

**Treasurer.** The Treasurer shall be responsible for ensuring that the Community Manager maintains accurate accountings of receipts and disbursements of monies to the operation of the District and shall direct the Community Manager to prepare all financial reports required by the Florida Statutes and any rules or regulations of any state of Florida or federal agency.

Notwithstanding the foregoing, a Trustee who does not have the authority to sign any checks for the District shall be appointed by the Board to review the monthly bank statements of the District for accuracy.

1. The Treasurer or designee shall review all payments and supporting documents for accuracy and sign the Recreation District checks for payment of invoices. In the absence of the Treasurer, the second signature required for all checks over \$5,000 may be any Trustee authorized with signing authority.
2. In the case of any emergency action, the Treasurer or designated person shall act with the Community Manager in the best financial interest of the Recreation District and bring the issue to the Board for approval at the next scheduled meeting.
3. The Treasurer shall initiate any actions approved by the Board for withdrawal and deposit of any funds from the SBA and Money Market accounts of the District.
4. The Treasurer shall prepare reports for the regular scheduled board meetings which accurately reflect the most recent balances of the accounts held by the District. The Treasurer shall prepare a monthly summary report after each close of business and review the bank statement monthly along with the list of deposits and disbursements reflected in that bank statement.

### Section 5

The Trustee who is elected Chairperson of the Neighborhood Revitalization (NRP) Program BOT Sub-committee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT.

The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees.

The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the



Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation.

**ARTICLE VII**  
**CONFLICT OF INTEREST**

**Section 1**

“A code of ethics for all state employees and non-judicial officers prohibiting conflict between public duty and private interest shall be prescribed by law.” (Article III, Sec. 18, Fla. Const.) This mandated Code of Ethics is found in Chapter 112 (Part III) of the Florida Statutes.

**Section 2**

Immediate family members of a Trustee shall be prohibited from formal employment or serving in a volunteer capacity (i.e. Golf-Pro Shop Player Assistants, Courtesy Golf Cart Drivers, etc.) with the District during the term(s) of service of said Trustee. This prohibition shall begin upon the post-election or post-appointment formal commencement of the term of the Trustee. Any family members of a Trustee classified as a current employee (whether working or on approved leave) as of August 9, 2019 will be exempt from this prohibition until the employee separates employment. Immediate family members falling within this prohibition shall be eligible for reemployment with District upon the expiration of the term(s) of the Trustee to which they are related. For purposes of this prohibition, “immediate family member” is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

**ARTICLE VIII**  
**ADMINISTRATIVE DUTIES**

**Section 1**

The Board of Trustees employs a Community Manager who is the chief appointed officer responsible for the daily operations and management of all BBRD personnel and functions. The Board of Trustees, as a group in public meetings, provides direction to the Community Manager regarding policy and operational activities. The Board of Trustees is responsible for the selection, evaluation and termination of the Community Manager and/or management company (in lieu of directly hiring a Community Manager). Individual Trustees may discuss any specific issue with the Community Manager in private, but shall not provide specific direction regarding District administrative operations of BBRD, including the operation of individual departments or and management of employees.

**Section 2**

# Appendix C

## Barefoot Bay Recreation District

FY15 Proposed Budget

Decision Point

Title: Removal of Undesirable Homes  
Department: Comm.Ctr./Resident Relations  
Sub-Dept: \_\_\_\_\_  
FY15 Costs: \_\_\_\_\_

### Justification:

The District has a number of homes that are abandoned. They are in disrepair and are uninhabitable. To avoid the transfer of the homes to a new owner, which history has shown results in homes that are purchased for investment, leading to an absent landlord, with not concern for the BBRD DOR.

Based upon recent research, the cost to conduct an asbestos survey, probable asbestos removal and demolition on-site would cost an estimated \$4,100 per double wide home. This Decision Point includes the cost to remove two homes.

### Budget Detail:

Code Enforcement Expenses

8,200

Total:

8,200

# Appendix D

## FY16 Budget

Dept.	Sub-Department		FY 15	FY 15	FY 16	FY 16	FY 16
	Category	FY 14	Current	Est.	Base	Decision	Approved
	Description	Actual	Budget	Year-end	Budget	Points	Budget
Revenues							
Capital							
	Other Income						
	Prior Year Carry-Over Balances	-	86,541	-	-	-	-
	Transfer From Other Departments	193,500	-	-	-	-	-
	Sub-Total:	193,500	86,541	-	-	-	-
	<b>Total Revenues:</b>	<b>193,500</b>	<b>86,541</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenditures							
Capital							
	Contingency						
	Contingency	-	2,251	-	-	50,000	50,000
	FY16 D.P.: For emergency, unplanned and/or projects that require additional funding.						
	Sub-Total:		2,251	-	-	50,000	50,000
	Capital Outlay						
	FY 14 Other Completed Projects	129,436	-	-	-	-	-
	Sound Boards Bld. A	-	14,000	11,374	-	-	-
	Repair Pool #1 Pit & Leak Abate.	8,823	33,936	44,515	-	-	-
	Pool 2 Bottom Repair	2,943	5,058	5,058	-	-	-
	P.S. Roof & Gutter Replacement	-	12,000	12,000	-	-	-
	Shed Replacement - Custodial	-	3,000	3,000	-	-	-
	Golf Cart Path Replace. Ph. 2	-	15,000	15,000	-	-	-
	Sand Pro (Used) Replacement	-	6,500	5,159	-	-	-
	Bld. A Microphone Replacement	-	2,000	2,000	-	-	-
	Truck Replacement - DOR	-	18,000	16,552	-	-	-
	Beach Project - Ph. 1	-	20,000	4,458	-	-	-
	Entrance Wall Replacement	-	-	11,410	-	-	-
	Beach Crossover	35,538	2,792	2,792	-	-	-
	Signs at Entrances/Micco Rd.	-	2,000	-	-	-	-
	Pool 2 Resurface Deck (pavers)	-	24,500	42,843	-	-	-
	New Doors & Shutters - Blds. A&C	13,505	14,505	27,010	-	-	-
	Building F Replacement	-	56,673	10,000	-	-	-
	Repay Reserves (Parking Lot Repave)	-	-	-	50,000	-	50,000
	Removal of undesirable homes (2 x yr.)	-	-	-	8,200	-	8,200
	Replacement lawnmower	-	-	-	30,000	-	30,000
	Replace damaged concrete	-	-	-	25,000	-	25,000
	Upgrade elec. Infrast. in Bld. A	-	-	-	30,000	-	30,000
	Replace shed for garden club	-	-	-	4,000	-	4,000
	Lawn Bowling Gutters	-	-	-	4,000	-	4,000
	Restoration of bunkers Ph. 1	-	-	-	30,000	-	30,000
	Expansion of #11 Tee Box	-	-	-	8,800	-	8,800
	Sub-Total:	190,245	229,963	213,171	190,000	-	190,000
	<b>Total Expenditures:</b>	<b>190,245</b>	<b>232,214</b>	<b>213,171</b>	<b>190,000</b>	<b>50,000</b>	<b>240,000</b>
	<b>Total Revenues over Expenditures:</b>	<b>3,255</b>	<b>(145,673)</b>	<b>(213,171)</b>	<b>(190,000)</b>	<b>(50,000)</b>	<b>(240,000)</b>

## Board of Trustees Meeting Agenda Memo

Date: July 14, 2017

**Title: Purchase at 916 Pecan at Tax Deed Sale**

Section & Item: 9B

Department: Resident Relations: DOR Enforcement

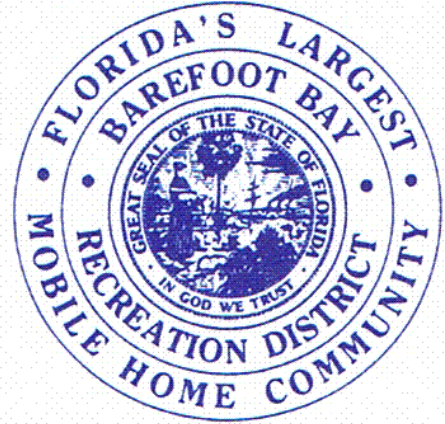
Fiscal Impact: N//A

Contact: Susan Cuddie, Resident Relations Manager

Attachments: N/A

Reviewed by  
General Counsel: N/A

Approved by:



### Requested Action by BOT

Consideration of purchasing 916 Pecan Circle at the July 20, 2017 Tax Deed Sale, Estimated Minimum Bid is \$8,352.92.

### Background and Summary Information

The owner of 916 Pecan passed away a number of years ago. The home has been unoccupied since. Barefoot Bay has been maintaining the property since July 2013. The home is going to a tax deed sale on July 20, 2017.

The R&M/Capital Department budget for removal of undesirable homes has a current available budget of \$10,668.68 and a FY18 Budget of \$100,000.00.

Staff Recommends the BOT authorize staff to purchase the home at the Tax Deed Sale and set a limit of \$\_\_\_\_\_ for the procurement of the abandoned home.





# Appendix E **BAREFOOT BAY RECREATION DISTRICT**

## **Board of Trustees Regular Meeting July 14, 2017 1 P.M. –Building D&E**

### **Meeting Called to Order**

The Barefoot Bay Recreation District held a Regular Meeting on July 14, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 1:00 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. Lavier.

### **Roll Call**

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

### **Presentations**

#### **Employee Milestones**

Mr. Diana presented Ms. Lauren Nero with a Certificate of Appreciation and 10 year pin for her dedicated service to the Barefoot Bay Food and Beverage Department.

Also recognized but not present:

Martin Sills, Property Services – 25 years

Rebecca Santisi, Pools – 5 years

### **HOA Helping Hands**

Mr. Roger Compton, President of the HOA presented his proposal to expand the Helping Hands Program to the Board. Helping Hands has served the community for the past few years by assisting those residents that are not physically capable of keeping up maintenance to their homes by assisting with painting the house numbers on homes, changing light bulbs in the outdoor lighting, etc. Mr. Compton explained that the Helping Hands program is implementing new expanded services that will include reaching out to help remedy violations for homeowners that have been served with violations letters from the DOR office but are unable to resolve them for various reasons. He explained that the proposal will be funded by the proceeds from Bingo Night starting this month and other fundraising opportunities.

Mr. Cavaliere and Mr. Geier applauded Mr. Compton and the HOA for moving forward with the Helping Hands expansion of services. Mr. Diana thanked Mr. Compton for making strides to work together with the District and for his leadership in the HOA, as he is optimistic about the direction in which they are headed.



# Appendix F BAREFOOT BAY RECREATION DISTRICT

## **Minutes**

*Mr. Lavier made a motion to approve the minutes dated June 27, 2017. Second by Mr. Geier. Motion carried unanimously.*

## **Treasurer's Report**

Mr. Geier presented the Treasurer's Report for July 14, 2017.

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

## **Audience comment on Agenda Items**

None brought forward

## **New Business**

### **Confirmation of DOR Ballot Change Order #1**

Due to a number of returned undeliverable ballots after the initial mail out of the 2017 DOR Ballot, a second printing and mail out of ballots was required. The District, working hand in hand with the Supervisor of Elections office, researched and corrected the undeliverable addresses and authorized the ballot printing company Southwest Printing to resend the first wave of undeliverable ballots on June 2, 2017. Staff requested confirmation of change order #1 to Southwest Printing for \$868.38.

*Mr. Lavier made a motion to confirm the change order to Southwest Printing for \$868.38. Second by Mr. Klosky. Motion carried unanimously.*

### **Confirmation of Crushed Concrete Award of Contract**

The Board of Trustees previously authorized Mr. Diana to execute the lowest bid for crushed concrete as it became available rather than delaying for a formal vote at the next District meeting. Staff solicited and received two quotes, Golf Specialties, Inc. for \$13,600 and Team Waterbury, Inc. for \$15,200. Staff recommended approval of the quote from Golf Specialties.

*Mr. Geier made a motion to confirm award of contract to Golf Specialties, Inc. in the amount of \$13,600 for delivery of crushed concrete to the beach. Second by Mr. Klosky. Mr. Diana abstained. Motion carried 4-1.*

### **Confirmation Award of Color for Building A Roof Replacement**

At the previous District meeting the Board directed staff to inquire about a color for the Building A Replacement Metal Roof Project. The vendor requested the Board make a determination on the color for the roof prior to issuing a change order. Mr. Coffey provided a sample pallet of colors for the Board to make a determination.

*Mr. Cavaliere made a motion to go with the Colonial Red coating on the metal roof. Second by Mr. Klosky. Motion carried unanimously.*



Appendix E  
**BAREFOOT BAY  
RECREATION DISTRICT**

**DOR Violations**

**Case# 17-001376 516 Egret Circle**

The Violations Committee met on 05/12/2017 and found 516 Egret Circle in violation of ARTICLE III, SECT.11 Exterior Maintenance. (Siding damage on front of home)

Ms. Sue Cuddie, Resident Relations Manager, asked for a continuance on behalf of the homeowner so he can remedy the siding issue.

*Mr. Geier made a motion to extend Case 17-001376 516 Egret Circle to the first District meeting in August. Second by Mr. Cavaliere. Motion carried unanimously.*

*Mr. Geier amended his motion to extend Case 17-001376 516 Egret Circle to the first District meeting in August after the ballot vote is complete. Second by Mr. Cavaliere. Motion carried unanimously.*

**Case# 17-001058 581 Tarpon Drive**

The Violations Committee met on 05/12/2017 and found 581 Tarpon Drive in violation of ARTICLE III, SECT. 5 Nuisance. (Palm tree fronds fall on neighbor's property)

Ms. Cuddie asked for a continuance on behalf of the homeowner so he can remedy the palm frond issue.

Mr. Cavaliere stated that this case seems to be a civil matter not a Board issue as the homeowners regularly have conflict with each other over the palm fronds falling into the other's yard. General Counsel Repperger explained that as the case makes its way through the violations process staff will determine whether it is an actual violation or not and the civil issue will become irrelevant to the case.

*Mr. Klosky made a motion to extend Case# 17-001058 581 Tarpon Drive to the first District meeting in August to allow the homeowner time to remedy the violation. Second by Mr. Geier. Motion carried unanimously.*

**Case# 17-000812 927 Cashew Circle**

The Violations Committee met on 05/12/2017 and found 927 Cashew Circle in violation of ARTICLE III, SECT. 2 (C) Condition of Prop. (C) Unauthorized items.

Ms. Cuddie requested the Board approve forwarding the case to General Counsel's office for legal, equitable and other appropriate action.

*Mr. Lavier made a motion to send Case# 17-000812 927 Cashew Circle to the attorney's office for legal, equitable and other appropriate action. Second by Mr. Geier. Motion carried unanimously.*

**Purchase of 916 Pecan**

Ms. Cuddie requested direction from the Board regarding the property at 916 Pecan Circle which will go to Tax Deed Sale on July 20, 2017 with an estimated minimum bid of \$9,346.67. The home has been vacant for several years and the District has maintained lot mows on the property since 2013. Ms. Cuddie requested the Board provide a maximum bid for her to offer at the tax deed sale, authorize purchase of the property and procure the home under the Neighborhood Revitalization Program. Board discussed the value of the home and maximum bid. Mr. Cavaliere recommended establishing an offer high enough to ensure acquisition while safeguarding against potential buyers who are not serious about updating the property. He stated that higher bidders are more likely to invest in upgrades to the home and property. General Counsel Repperger informed the Board that the assessed value, according to the county appraiser's office, is \$29,820. He cautioned about bidding an amount which may exceed the District purchasing cap of \$25,000 as this is considered new property that the District does not currently own. Mr. Geier recommended a maximum bid of up to 50% of the value of the property at approximately \$15,000.





## Appendix E BAREFOOT BAY RECREATION DISTRICT

Mr. Richard Schwatlow commented that once the home is removed, the property is worth approximately \$7,000. He maintained that after state fees, the Board may be authorizing \$15,000 for a piece of property worth much less.

Mr. Diana stated that any decision from the Board is in the best interest of the community as these homes are in dire need of removal and updates.

*Mr. Geier made a motion to authorize, not to exceed, a \$15,000 maximum bid at the Tax Deed Sale on July 20, 2017 for the property at 916 Pecan Circle. Second by Mr. Lavier. Motion carried unanimously.* General Counsel Repperger recommended the Board authorize pulling the title commitment to ensure there are no other liabilities against the property. The fee to run that report is under \$100.

*Mr. Geier made a motion to authorize, not to exceed, a \$15,000 maximum bid at the Tax Deed Sale on July 20, 2017 for the property at 916 Pecan Circle and to have General Counsel Repperger pull a title commitment to ensure there are no other liabilities against the property. Second by Mr. Lavier. Motion carried unanimously.*

Mr. Cavaliere requested General Counsel Repperger research the District's rights and limitations regarding the District's \$25,000 spending cap for the purchase of future tax lien homes.

### **Policy Manual Clarification**

Historically, first come first serve has been the standard for event scheduling of facilities with the calendar coordinator. Mr. Coffey stated that recently, the Board re-established a priority schedule based on certain groups and clubs. He requested clarification on maintaining the priority schedule by establishing a cutoff date prior to "bumping" a reservation or continue the first come first serve standard. Mr. Lavier stated that the Board by no means intended the priority schedule to mean "bumping" a reservation out of a scheduled time slot because another group on the priority list requested the same timeslot. He stated the first come, first serve standard should be maintained. Mr. Klosky agreed with maintaining the first come first, serve standard.

Mr. Roger Compton voiced his concern for ongoing scheduling conflicts on the calendar as the HOA is currently in a conflict right now with the Italian American Club for use of a facility that he allegedly reserved months in advance. Unfortunately, he did not sign for any paperwork confirming the reservation. Ms. Kathy Lesh, HOA Secretary, also alleges that she has never received paperwork confirming her facility reservations in the past.

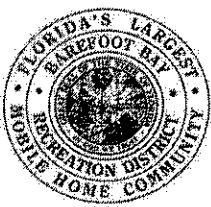
Mr. Cavaliere acknowledged that the priority scheduling section of the Policy Manual is convoluted and needs to be addressed. He stated that the bumping issue in particular does need to be clarified.

*Mr. Cavaliere made a motion that any group, event or club will not have the authority to bump any other group, event or club for use of the facilities. Second by Mr. Geier. Motion carried unanimously.*

Ms. Louise Crouse voiced opposition to the priority schedule in the Policy Manual and recommended the Trustees change it. She stated that this is a staff issue and the Trustees should not be involved with club/group prioritization.

An Italian American Club member offered to schedule their club meetings on an alternate day and time in order to facilitate the HOA/Italian American Club scheduling conflict in question.

*Mr. Cavaliere made a motion that staff send a letter on behalf of the Board of Trustees to the Italian American Club thanking them for their willingness to choose an alternate date for their monthly meeting. Second by Mr. Geier. Motion carried unanimously.*



# Appendix E BAREFOOT BAY RECREATION DISTRICT

## **Manager's Report**

### **Resident Relations**

#### **ARCC Update:**

- 27Jun17 had 13 permits reviewed and approved.
- The next ARCC meeting is scheduled for 11Jul17 with 13 permits on the agenda.

#### **Violations Committee Update:**

- 23Jun17 had 22 cases on the agenda and 8 came into compliance prior to the meeting.
- The next meeting is scheduled for 14Jul17 with 28 cases on the agenda.

### **Food and Beverage**

Independence Day Extended Weekend Events Update – The holiday street dance party on Sunday and the All American Dollar Dog day party on the 4<sup>th</sup> of July were a big league success. There were 2 fun options offered to provide optimal service while reducing expenses this year. Over 900 residents and their guests attended the two events.

Stoli, Soul and Slider Night – BBRD will present a unique event on Saturday, 22Jul17 from 5-9pm Lakeside of the Lounge. Stoli vodka drink specials, Ladies of Soul and grilled sliders. Flyers with all the details are posted.

Annual Island Escape Party – The event of the summer will be held Saturday, 26Aug17. Tickets are on sale now at the Lounge, the 19th Hole and Resident Relations. Flyers with all the details are posted.

### **Golf-Pro Shop**

#### **Special Projects**

- Grant Projects
  - Range Tee Box and Hitting Cage are completed. Driving range will open on Monday 17Jul17
- Holes #1 & #3 drainage repairs are completed. A Big League thanks to Property Services for their assistance in lowering the drainage pipe on Hole #3.



- #13 Tee box is temporarily closed. A temporary tee is in use while the tee box is re-sodded.

### **Property Services**

#### **Routine Work Update:**

- Cut all DOR grass violations
- Removed large 60 foot long drain pipe across hole # 3 and replaced pipe deeper to insure proper drainage

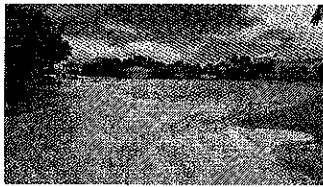


# Appendix E BAREFOOT BAY RECREATION DISTRICT

- Addressed roof issues at the shopping center
- Repaired damaged drain lines on the roof of the shopping center
- Built 2 new picnic tables and installed grill in the new grassy area by the basketball court

## **Special Projects**

- Received new shed for hurricane supplies and installed lighting and electric service
- Daily site inspections of the beach and stormwater drainage projects.
  - Beach:
    - Bern is sodded
    - CCTV system is completed and operational
    - Open area is graded
    - Installation of crushed concrete began on 13Jul17



- Stormwater:
  - Grading of Tamarind portion of project has resumed. Water flowed downhill during rains on 12Jul17.

## **General**

Replacement Bldg. F Update – Staff met with the interior design consultant to finalize flooring selections. She will return in the near future to present staff with wall coloring options.

## **Attorneys Report**

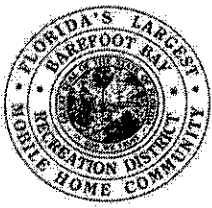
General Counsel stated that the term limits resolution will be on the next agenda. Mr. Diana voiced his satisfaction on the success of the term limit bill he initiated. He explained that after going through the entire legislative process and approval by the Governor's office, the resolution to change the Charter is the next step.

## **Incidental Trustee Remarks**

Mr. Cavaliere reminded the residents of how imperative it is that they not feed the alligators. He asked that they please adhere to the posted signs as he does not want any one and, in particular, a small child getting hurt.

Mr. Klosky stated that an anonymous caller questioned him about Mr. Diana's use of the phrase, "What we meant by this topic..." when addressing the audience at a previous workshop. He stated that the implication was that Mr. Diana discussed the topic with the Trustees prior to the workshop which is a breach of the Florida Sunshine Law. Mr. Diana stated that he was unclear at what meeting this took place but would refrain from being too "familiar" when addressing the residents in the future.

Mr. Diana on behalf of the Board, thanked Mr. Lavier for running the BOT Workshop yesterday in his absence.



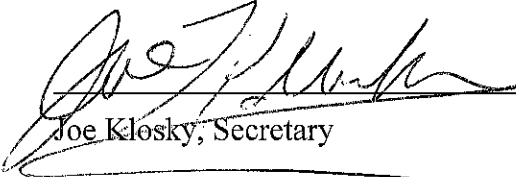
Appendix E  
**BAREFOOT BAY  
RECREATION DISTRICT**

**Adjournment**


The next meeting will be on Tuesday, July 25, 2017 at 7PM in Building D/E.

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

Meeting adjourned 2:45PM.



Joe Klosky, Secretary



Dawn Myers, District Clerk

## Board of Trustees Meeting Agenda Memo

Date: July 25, 2017  
**Title: Revised Rules for the BOT**  
Section & Item: 9C  
Department: Resident Relations: DOR Enforcement  
Fiscal Impact: N/A  
Contact: Dawn Myers, District Clerk; John W. Coffey, Community Manager  
Attachments: Resolution 2017-12 and Exhibit A (Draft revised *Rules for the BOT*)  
Reviewed by  
General Counsel: N/A  
Approved by:



### Requested Action by BOT

Adopt revised *Rules for the BOT* thereby allowing creation of a BOT Sub-Committee under Agenda Item 9D.

### Background and Summary Information

At the 13Jul17 BOT workshop, a consensus was reached by the BOT to form a sub-committee which will provide guidance to staff regarding the Neighborhood Revitalization Program and any needed recommendations to the BOT for Policy Manual changes needed to facilitate the efficient and cost-effectiveness of the NRP. Upon closer examination of the *Rules for the BOT*, staff realized the current document does not allow for the creation of a BOT sub-committee.

Required changes to permit the establishment of a BOT sub-committee are shown (with underlined and strike through methodology) under Article V, Section 8 of the attached draft revision to the *Rules for the BOT*.

.....

Staff recommends the BOT approve Resolution 2017-12 thereby revising the Rules of the BOT.

## Board of Trustees Meeting Agenda Memo

Date: July 25, 2017

Title: **Establishment of a BOT Sub-Committee for the Neighborhood Revitalization Program**

Section & Item: 9D

Department: Office of the District Clerk

Fiscal Impact: N/A

Contact: Dawn Myers, District Clerk; Susan Cuddie, Resident Relations Manager; or John W. Coffey, Community Manager

Attachments: Draft Rules of the NRP

Reviewed by  
General Counsel: N/A

Approved by:



### Requested Action by BOT

Review draft rules for Neighborhood Revitalization Program (NRP), select three Trustees for membership in the NRP BOT Sub-Committee and establish said committee.

### Background and Summary Information

The NRP (formerly known as the "removal of undesirable homes program") was established in FY16 and has a FY18 Budget of \$100,000.00. The BOT held a workshop on 13Jul17 to discuss how to better formalize the program to maximize the effectiveness and efficient use of BBRD resources. The BOT reached a consensus to form a Sub-Committee of the BOT consisting of the following Trustees:

- Frank Cavaliere
- Joe Klosky
- Ed Geier

Said Sub-committee would operate similarly to an advisory committee and would follow the attached proposed rules unless otherwise amended.

Staff recommends the BOT establish a Sub-Committee of the BOT for the Neighborhood Revitalization Program consisting of Trustees Cavaliere, Klosky and Geier.



# Appendix F BAREFOOT BAY RECREATION DISTRICT

## Board of Trustees Regular Meeting July 25, 2017 7 P.M. –Building D&E

### Meeting Called to Order

The Barefoot Bay Recreation District held a Regular Meeting on July 25, 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. Lavier.

### 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

None brought forward.

### Minutes

*Mr. Klosky made a motion to approve the minutes dated July 14, 2017. Second by Mr. Lavier. Motion carried unanimously.*

### Treasurer's Report

Mr. Geier presented the Treasurer's Report for July 25, 2017.

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

### Audience comment on Agenda Items

Mr. Richard Schwatlow commented on placement of the Audience Comment section of the meeting. He stated that for many years the Audience Participation agenda item was placed at the end of the meeting so that the audience would have more information from the Trustee discussion in order to give valid input. He stated his opinion on the proposed dog park regarding concerns about hiring staff for the park, cleaning of the area and the proposed location of the park taking up valuable green space. Mr. Diana stated that Mr. Schwatlow and anyone else in the audience can speak at any time during an agenda item regarding that agenda item.



Appendix F  
**BAREFOOT BAY  
RECREATION DISTRICT**

**Old Business**

**Confirmation of DOR Ballot Change Order #2**

Due to a number of returned undeliverable ballots after the initial mail out of the 2017 DOR Ballot, additional printing and mail out of ballots was required. The District, working with the Supervisor of Elections office, researched and corrected the undeliverable addresses and authorized Southwest Printing to resend additional undeliverable ballots. Staff requested confirmation of change order #2 to Southwest Printing for \$499.82.

*Mr. Lavier made a motion to confirm the change order to Southwest Printing for \$499.82. Second by Mr. Geier. Motion carried unanimously.*

**Building A Roof Replacement Change Order #1**

Staff presented the change order in the amount of \$9,095 for the change in color to the replacement metal roof on Building A for approval by the Board.

*Mr. Lavier made a motion to confirm the change order to Atlantic Roofing II in the amount of \$9,095.00 for the addition of colonial red to the metal replacement roof on Building A. Second by Mr. Geier. Motion carried unanimously.*

Trustee Cavaliere requested follow up information on the District's request submitted to the County for the placement of flashing lights on the corners of Ron Beatty and Micco Rd. he asked for the August 11, 2017 meeting to be canceled as the treasurer and Community Manager will be out of town.

*Mr. Cavaliere made a motion to cancel the first meeting in August. Second by Mr. Klosky. Motion carried unanimously.*

**New Business**

**Term Limits Referendum**

General Counsel Repperger discussed 2017 Florida Legislature approved HB 905 (Chapter 2017-202, Laws of Florida) authorizing term limits for Board of Trustees subject to approval of the registered electors of the District. He presented a Resolution calling for a Referendum Election on November 7, 2017. If approved, the proposed Ordinance to be adopted by the Board of County Commissioners will implement the amendment to the Charter.

*Mr. Klosky made a motion to confirm forwarding the Resolution calling for a Referendum Election on November 7, 2017 to the County Commissioners for approval. Second by Mr. Geier. Motion carried unanimously.*

**Shopping Center commercial Real Estate Agent Agreement Renewal**

Ms. Sue Cuddie, Resident Relations Manager, presented the request to renew the Exclusive Listing Agreement with Lightle Beckner Robinson, Inc. (LBR) for approval by the Board. Ms. Cuddie stated that LBR has been instrumental in helping fill two of the three vacated spaces in the shopping center since signing an agreement with them in February 2017. On July 31, 2017 the agreement is set to expire. She requested consideration to renew the agreement. Mr. Cavaliere suggested adding the language regarding CAM charges into the lease agreement exclusive to the 5% of the total gross rent. Ms. Cuddie stated that she would ensure the addendum is in the approved renewal.





# Appendix F BAREFOOT BAY RECREATION DISTRICT

*Mr. Geier made a motion to approve renewal of the Exclusive Listing Agreement with Lightle Beckner Robinson, Inc. with Mr. Cavaliere's changes. Second by Mr. Cavaliere. Motion carried unanimously.*

## **Revised Rules for Board of Trustees**

At a Trustee Workshop held on July 13, 2017, a consensus to form a Trustee sub-committee that provides guidance to staff regarding the Neighborhood Revitalization Program was reached. According to Article V Section 8 Transaction by the Board in the Rules for Board of Trustees, Trustees were not specified as being able to form a Board sub-committee. Mr. Coffey presented a Resolution effectively changing the Rules of Trustees by adding the language which allows for Trustees to form a sub-committee of the Board and language pertaining to organization of the sub-committee for approval.

*Mr. Cavaliere made a motion to approve the resolution approving the changes to the Rules for Board of Trustees. Second by Mr. Klosky. Motion carried unanimously.*

## **Establishment of BOT Sub-Committee for Neighborhood Revitalization Program**

Mr. Coffey presented the Rules for the establishment and organization of the Neighborhood Revitalization Sub-Committee of the Board. The Board was formed by consensus at the Trustee Workshop held on July 13, 2017 consisting of three Trustees, Mr. Ed Geier, Mr. Joseph Klosky and Mr. Frank Cavaliere. The purpose of the Neighborhood Revitalization Committee will be to advise staff and provide recommendations to the Board regarding the future acquisition and removal of distressed homes with multiple violations. The ultimate goal will be to sell the property for new construction.

*Mr. Lavier made a motion to confirm a Neighborhood Revitalization Program sub-committee consisting of Mr. Geier, Mr. Klosky and Mr. Cavaliere. Second by Mr. Klosky. Motion carried unanimously.*

## **Dog Park Discussion**

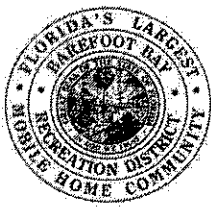
Mr. Geier discussed his proposal to establish a fee based park that could be constructed around the same time as the construction of the replacement Building F project. He suggested the area to the east of the current Building F among the Oak trees. He continued that many people already walk their dogs in this area. Expenses for the park will be brought back into the community as revenue through the membership fees for the park. Mr. Klosky stated that the dog park is not on the 5 -year plan and should not be considered. Mr. Geier stated that the 5-year plan is flexible and maintained that waiting for five years to make any new changes to the community simply because a proposal is not on the 5-year plan is shortsighted.

Ms. Mary Firlein stated that she is against the dog park in this area as it would spoil the image of Building A and Pool 1. She continued that it may be a lot of noise with dogs barking and will cause a hardship for the District trying to maintain pet licensing and shots as a prerequisite for membership.

Ms. Jeanne Osborne stated that the people should be polled about their opinion on constructing the park. She was not confident that people would pay for membership to a park when they already walk their dogs freely now.

Ms. Nancy Eisele asked why the construction would have to coincide with the construction of Building F and commented on the inability for some residents to afford membership fees.

Ms. Louise Crouse gave some historical information on previous Board's discussion regarding the installation of a dog park. The previous Board discussed the installation but many residents at the time voiced their dissatisfaction for the park and the subject was abandoned. She shared some suggestions based on past considerations should the Board decided to approve the proposal. Ms. Crouse stated that the location is ideal as it is close to a parking lot and a water source. A dog club could be established where



# Appendix F BAREFOOT BAY RECREATION DISTRICT

members could self-regulate for shots and licensing, additionally, key cards would be a safe and easy alternative to keys.

Mr. Richard Schwatlow suggested the Board maintain liability insurance for the proposed park.

Mr. Lavier stated that he is not against the park but suggested a different location as the proposed park is too close to the current walking path. Mr. Cavaliere was not opposed but voiced similar concerns about paying for a park when the residents can walk their dogs there now without the added expense of membership fees. He also shared a concern that additional expenses will arise to pay for staff would to monitor and maintain the area.

Mr. Geier made a motion to approve the dog park. Motion failed for lack of a second.

## **Manager's Report**

### **Resident Relations**

#### **ARCC Update:**

- 11Jul17 had 12 permits reviewed and approved.
- At today's ARCC meeting 19 permits on the agenda, 18 approved and one was continued to the next meeting.
- ARCC member Mr. Albert (Dusty) Rhodes (appointed by BOT in 2004) indicated to staff that he will be resigning from ARCC after the 08Aug17 meeting. An agenda item will be placed on a future meeting to fill the position.

#### **Violations Committee Update:**

- 14Jul17 had 28 cases on the agenda and 11 came into compliance prior to the meeting.
- The next meeting is scheduled for 28Jul17 with 13 cases on the agenda of which 4 are already in compliance.

## **Food and Beverage**

Annual Island Escape Party – The event of the summer will be held Saturday, 26Aug17. Tickets are on sale now at the Lounge, the 19th Hole and Resident Relations. Flyers with all the details are posted.

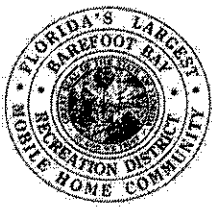
## **Golf-Pro Shop**

### **Special Projects**

- Drainage repair for holes 1, 2, 3 are completed
- Drainage work (awarded to ABM) will begin first week in August
- Pump house: Architect design completed and in permitting
- #13 Tee Box prepped for repair of damaged sod: Sod installation scheduled for this Thursday. Anticipated 10 day grow in.

### **Miscellaneous**

- Junior Camp Award Banquet 01Aug17, 4pm Bldg. D/E.
- Only 153 shopping days left before Christmas. Ernie says "Get your early Christmas shopping done at the Pro Shop."



# Appendix F BAREFOOT BAY RECREATION DISTRICT

## Property Services

### Special Projects

- New Veterans' Service Office Update – Staff is currently working on minor updates and customization of the unit.
- Stormwater Project Update: Although water is flowing downhill on Tamarind, final grading and sodding is on hold until the ground dries out. Cherokee swale cleaning also remains to be completed
- Beach Project Update:
  - Pervious driving and parking surface is installed (minor work around handicap parking spots) right.
  - Pouring of handicap parking spots and sodding of remaining disturbed areas remain before soft re-opening.
  - Extension of boardwalk to handicap parking spot to be installed next month
  - Grand Re-opening Ribbon Cutting Ceremony will be held on Monday, 14Aug17 at 9am at the beach. Water, coffee and donuts will be provided

Mr. Klosky requested moving the date up to August 15<sup>th</sup> for the grand reopening of the beach since he will not be here on the scheduled August 14<sup>th</sup> reopening. Board consensus to change the grand re-opening date to August 15<sup>th</sup> at 9AM.

## Attorney's Report

Per Mr. Cavaliere's request at the previous meeting, General Counsel Repperger gave his opinion regarding the Charter's \$25,000 purchasing limit as it pertains to the Neighborhood Revitalization Program. General Counsel explained that the referendum requirement applicable to purchases of real or tangible personal property pursuant to Article IV, Section 13 of the Charter does not apply to purchases of homes or lots within the residential platted areas of Barefoot Bay. General Counsel indicated that he would follow up with a detailed written opinion.

## Incidental Trustee Remarks

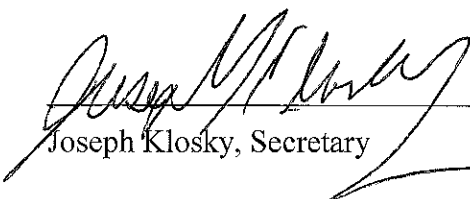
Mr. Diana read a resident letter from Mr. Jack Reddy regarding the length of time it takes to conduct the Board of Trustees meetings. He asked Mr. Diana to please shorten the meetings and referenced the meetings in his home town taking no longer than 45 minutes to accomplish their town business.

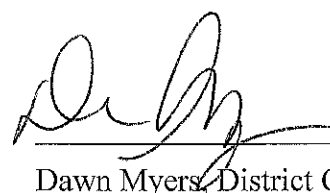
## Adjournment

The next meeting will be on Tuesday, August 22, 2017 at 7PM in Building D/E.

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

Meeting adjourned 8:19 PM.

  
Joseph Klosky, Secretary

  
Dawn Myers, District Clerk



Appendix G  
**BAREFOOT BAY  
RECREATION DISTRICT**

**Neighborhood Revitalization Program  
Sub-Committee Meeting  
September 5, 2017  
2:30 P.M. –Building D&E**

**Meeting Called to Order**

The Neighborhood Revitalization Program was called to order at 2:33PM

**Pledge of Allegiance to the Flag**

Led by Mr. Lavier.

**Roll Call**

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

**Organization- Elect a Chairman and Vice Chairman**

Committee elected Mr. Klosky as Chairman of the NRP.

Committee elected Mr. Cavaliere as Vice Chair of the NRP.

**Purpose**

Staff presented a target list of homes to be reviewed for replacement according to the purpose of the NRP. The purpose of a target list is to provide residents a level of comfort of which homes may be purchased. The target list can be updated every 6 months. The budget is \$25,000. Currently there is \$10,000 left in the account.

Mr. Cavaliere explained that the NRP committee is here to support staff by allowing them the means and authorization to purchase the most dilapidated homes in the community for future replacement. He reiterated that this program will free staff to purchase problem homes such as 710 Barefoot Blvd.

Committee discussed the benefits of the program.

**Audience comment on Agenda Items**

Ms. Louise Crouse shared a concern regarding having a discussion on repairs, power washing homes or sending letters to the owner. She continued that these properties already have been on the violations list for some time which is why they are on the list on the first place.

Mr. Geier explained that we should define why the houses are on the target list and provide some options for the owner in an effort to help them be proactive and limit the committee being reactive.

Mr. Cavaliere stated that this is not a code enforcement committee. The goal is to acquire repeated violators remove the house and replace with new homes.



# Appendix G BAREFOOT BAY RECREATION DISTRICT

Mr. Richard Schwatlow commented on the need for a more positive and detailed plan for this revitalization program. He thought the money could be spent on other recreation amenities in the Bay in order to encourage new homeowners.

Ms. Sue Cuddie stated that that she is grateful for this committee as over the years it is apparent that we could have cured repeated violation and abandoned homes if the District had the option to purchase the home when it went up for tax deed sale.

Mr. Cavaliere stated that these lists are strictly for identification they are not “hit lists” for further violations letter. But will free staff’s ability to purchase repeated violations.

Mr. Roger Compton voiced his support of this subcommittee on having the meeting and cautioned not to give too much information away before time as the homeowners may perceive the District to have unlimited funds to purchase the homes and use that as an advantage for the selling price.

Mr. Geier made a recommendation to adopt a priority list and forward to the Trustees. Committee consensus.

Mr. Geier made a recommendation to add the three homes provided by Ms. Cuddie to the list. Committee consensus.

## **Changes to the Policy Manual or the Rules of the BOT regarding NRP**

Mr. Klosky recommended the following amended language is added to the Policy Manual:

*The Chairman of the NRP BOT Sub-Committee shall be authorized to approve (as recommended by the Community Manager or designee) the ~~use~~ expenditure of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT.*

General Counsel began discussion making allowances for spending beyond simply “acquisition” as there may be a need to use the funds to pay for other things such as fees or fines. Ms. Cuddie stated that there is an example of such a need as she has been asked to help with the removal of 1073 Wren as it is in limbo due to a deceased homeowner. We may be asked to help with removal of the house but would not acquire it as it is owned by the bank. She explained we would simply be curing the violations by removal of the house.

Mr. Geier offered that we can send any recommendations outside of acquisition to the Board of Trustees for review and authorization.

Mr. Cavaliere recommended a higher cap than the established \$25,000 budget as some homes may require a higher bid. Mr. Geier stated that if negotiations get to that point we can always call a special meeting to discuss going beyond the cap.



Appendix G  
**BAREFOOT BAY  
RECREATION DISTRICT**

Mr. Dave Wheaton stated that increasing the cap will bring negative reaction from the public.

Ms. Louise Crouse questioned why there is not resident representation on the Board. She also voiced concern regarding spending in excess of \$25,000 per the Charter.

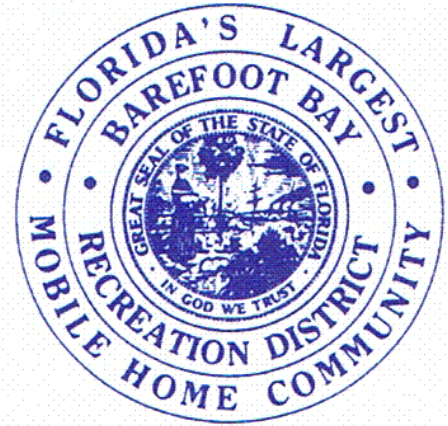
Mr. Richard Schwatlow shared a concern of delaying the purchase due to requests to go over the \$25,000 that has to go the Board. He stated that he thought most homes in the Bay will cost more than \$25,000. The Sunshine Law limits the committee members from discussing negotiations among each other thereby delaying the sale.

Committee discussed using a \$3000 cash outlay to remove homes and clean up the property as a means to accelerate the program.

Meeting adjourned at 3:10PM.

## Board of Trustees Workshop Agenda Memo

Date: October 13, 2017  
Title: **Policy Manual Revision**  
Section & Item: 9J  
Department: Office of the District Clerk  
Fiscal Impact: N/A  
Contact: Dawn Myers, District Clerk or John W. Coffey, Community Manager  
Attachments: Revised Policy Manual and Resolution #2017-14  
Reviewed by: Yes  
General Counsel:  
Approved by:



### Requested Action by BOT

Review proposed changes to the Policy Manual and adoption of accompanying resolution.

### Background and Summary Information

Multiple changes are proposed for the Policy Manual.

1. Neighborhood Revitalization Program language (page 11)

Beginning in FY16, the BOT has budgeted annually monies for the acquisition of distressed properties, the removal of the homes and the sale of the property in an effort to stabilize and revitalize neighborhoods in decline. On 25Jul17, the Neighborhood Revitalization Program BOT Sub-Committee was established by the BOT. On 05Sep17, NRP met and recommended to the BOT that the following language be added to the Policy Manual.

*Purchase or Sale of Properties by BBRD Using Neighborhood Revitalization Program (NRP) Funding*

*The Chairman of the NRP BOT Sub-Committee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT.*

*The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees.*

*The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation.*

*Any proceeds from sale of properties acquired through the NRP shall be added back into the NRP expenditure account via a budget amendment at the next available meeting after receipt of proceeds for said sale.*

2. Use of Employment Agencies and/or Temporary Employees (page 11)

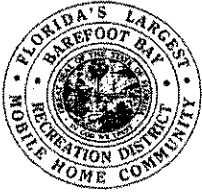
Previously, the BOT voiced a desire to amend the Policy Manual language by eliminating the BOT approval of use of said employment agencies or temporary employees unless a budget amendment is required. Currently, use of an employment agency resulting in expenditures greater than \$7,500.00 requires BOT pre approval.

## Appendix H

3. Definition of an amenity (page 16)  
On 23May17, the BOT approved the definition of “Amenity” as “something, such as a swimming pool or shopping center that is intended to make life more pleasant or comfortable for the people in a community.”
4. Removal of 6 month golf membership and cleanup of associate language (pages 23-24)  
Per BOT action to eliminate semi-annual memberships and expanded methods for payment of golf memberships, language in this section is deleted and revised to reference rules promulgated by staff.
5. Increase in one-time social membership fee (page 30)  
Per BOT action within the FY18 Approved Budget, the one-time social membership fee is raised to \$750.00 plus tax.
6. Increase in seasonal social membership fee (page 31)  
Per BOT action within the FY18 Approved Budget, the seasonal social membership fee is raised to \$25.00 plus tax.
7. Increase in annual adult renter’s social membership renewal (page 31)  
Per BOT action within the FY18 Approved Budget, the annual adult renter’s social membership renewal fee is raised to \$50.00 plus tax.
8. Addition to exception to competition (page 8)  
Addition of language *“Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by responsible department manager and approved by the Community Manager.”*  
  
The addition of this 9<sup>th</sup> exception to competition would codify the current practice of not requiring a second quote or bid for work on the golf course when the first quote or bid is from ABM. In the past, staff has tried to obtain second or third quotes only to be typically told by other vendors that they were not interested due to the competitive disadvantage they had compared to the on-site maintenance company. On rare occasions second quotes were received they rarely were competitive.
9. Deletion of redundant language under Section 2.6 “Inventories” (page 2)  
The deletion of the following sentence will eliminate confusion regarding similar language under the Section 2.7 “Fixed Assets”:  
*A listing of all equipment for each department, with a purchase price greater than \$1,000 shall be maintained. Each item received is tagged with an all-weather tag.*
10. The addition of a sub-section entitled “Use of Pre-paid credit card” under Section 2.13 Procurement Policy, immediately following the “Blanket Purchase Orders.” Said proposed language as follows will decrease staff time involved in one-time purchases from vendors who we do not have credit accounts with and will decrease the use of petty cash.  
*Department Managers may be authorized by the Community Manager to use pre-paid credit card with a maximum limit of \$1,000.00 for minor purchases where credit accounts or payment by check is not acceptable or efficient. The Finance Manager or designee shall monitor the usage of departmental pre-paid credit card. Departments shall be limited to one-prepaid credit card. Said cards shall be secured stored by the Department Managers when not in use.:*

Staff recommends the BOT approved Resolution # 2017-14 adopting the revised Policy Manual as attached.





# BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting  
October 13, 2017  
1 P.M. –Building D&E**

## **Meeting Called to Order**

The Barefoot Bay Recreation District held a Regular Meeting on October 13, 2017 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Diana called the meeting to order at 1:00 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. Geier.

## **Roll Call**

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

## **Presentations**

Mr. Diana asked for a motion to approve the Columbus Day proclamation which was presented to the Italian American Club this past Columbus Day, Monday, October 9, 2017.

*Mr. Lavier made a motion to approve the Columbus Day Proclamation. Second by Mr. Geier. Motion carried unanimously*

Mr. Joe Ogle introduced himself as the new manager of the Joe's Club Adult Day Care located on 7951 Ron Beatty Blvd next to the South Mainland Library. He invited the Board and residents to consider his club for senior activities and events noting that he staffs registered nurses, social workers, activity directors, and certified nursing assistants for the benefit and service to his clients. Mr. Ogle reinforced their specialized service in Alzheimer's and Dementia care.

## **Minutes**

*Mr. Klosky made a motion to approve the minutes dated September 15, 2017. Second by Mr. Lavier. Motion carried unanimously.*

## **Treasurer's Report**

Mr. Geier read the Treasurer's Report for October 13, 2017. He asked for a motion to transfer the remaining balance of \$390,516.90 from BOA to the current District account at MB&T and to void the final check for \$3.00.

*Mr. Klosky made a motion to move the remaining balance from Bank of America to Marine Bank & Trust. Second by Mr. Lavier. Motion carried unanimously.*



## BAREFOOT BAY RECREATION DISTRICT

### **Audience comment on Agenda Items**

Mr. Richard and Judy Valvana asked the Board to please consider providing bi-monthly movies in Building A for the enjoyment of the residents. She noted the prior outdoor movies were difficult for her to attend due to biting insects during the summer.

Ms. Valvana stated she would also like to suggest the District install a secured exercise room as a courtesy to the residents. The Valvana's offered to maintain the room if necessary.

### **Unfinished Business**

#### **DOR Violation 17-001058 581 Tarpon Drive**

The Violations Committee met on 05/12/2017 and found 581 TARPON DRIVE in violation of ARTICLE III, SECT. 5 Nuisance.

*Mr. Lavier made a motion to forward Violation 17-001058 581 Tarpon Drive to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Geier. Motion carried unanimously.*

### **New Business**

#### **DOR Violation 17-002427 932 Sequoia Street**

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)

*Mr. Geier made a motion to forward Violation 17-002427 932 Sequoia Street to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Klosky. Motion carried unanimously.*

#### **DOR Violation 16-004577 903 Wren Circle**

The Violations Committee met on 8/28/2017/2017 and found 903 Wren Circle in violation of ARTICLE III, SECT. 3 (A) (B) (C) (D) (E), Vehicle Violations (Boats/Trailer/RV/Comm. Vehicles, Etc.), boat in driveway behind lattice.

*Mr. Klosky made a motion to forward Violation 16-004577 903 Wren Circle to the attorney's office for legal and equitable action and bill the homeowner for fees. Second by Mr. Geier. Motion carried unanimously.*

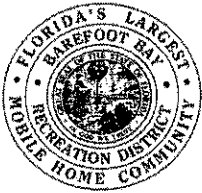
### **Approval of Replacement Building F Construction Plans**

Staff received the draft plans in August of 2017 and completed plans were received in mid-September. The plans have been available for review by Trustees since September 21, 2017. Staff recommends the BOT approve the Replacement Building F design plans.

*Mr. Klosky made a motion to approve the Replacement Building F design plans. Second by Mr. Lavier. Motion carried unanimously.*

### **RFP Process for Replacement Building F Project**

Mr. Coffey presented an RFP process for review and approval of Mr. Dave Nagrodsky, D.N.A., BBRD architect of record, to conduct the RFP process for the Replacement Building F project.



## BAREFOOT BAY RECREATION DISTRICT

By allowing Mr. Nagrodsky to run the RFP process he requested the waiver of some elements of the traditional RFP process as outlined in the Policy Manual. Mr. Coffey requested the following:

1. Use of traditional RFP document in lieu of a simplified notice letter
2. Simplified Criteria from page 11 of the Policy Manual
3. Removal of oral interviews by the RFP committee

*Mr. Klosky made a motion to approve the Modified RFP Process for Building F Project. Second by Mr. Geier. Motion carried unanimously.*

### **Replacement Building F RFP Committee**

Mr. Coffey requested input from the Board regarding composition of an RFP Evaluation committee. He noted the requirements for the selection of RFP committee members per the Policy manual as follows:

*Members of the Evaluation Committee shall consist of at least one (1) user department representative, one (1) Board member, and one (1) third-party non-employee resident chosen at the discretion of the Community Manager. The Community Manager and Board Chairman shall serve on the committee as non-voting members (Policy Manual, page 12).*

Mr. Klosky nominated himself for the required Trustee representative. Mr. Cavaliere also nominated himself for a position on the committee.

*Mr. Lavier made a motion to nominate Mr. Cavaliere to the RFP Committee. Second by Mr. Geier. Motion carried unanimously.*

Mr. Coffey announced the RFP Committee will officially consist of voting members, Mr. Cavaliere, Matt Goetz, Property Services Manager and former Trustee, Mr. Robert Peet as the 3<sup>rd</sup> voting member. Mr. Coffey and Mr. Diana will be non-voting members. The RFP will officially be released tomorrow October 14, 2017 and will be in place until closing on November 14, 2017 at 4:30PM.

### **Certification of DOR Amendment Ballot Results and Certification and Approval of Amended and Restated Deed of Restrictions.**

On August 1, 2017, the Supervisor of Elections conducted the tabulation of the Mail Ballot Election for the proposed Amendments to the Amended and Restated Deed of Restrictions for Barefoot Bay. All 17 proposed initiatives received a majority vote in favor of approval. Article V, Section 4, the Board of Trustees must accept the election results, approve of the amendments (reflected on the attached draft), and approve of the execution of the draft Certificate of Approval. A clean copy of the Amended and Restated Deed of Restrictions for Barefoot Bay will be recorded in the Public Records of Brevard County, Florida. In addition to the amendments voted on, General Counsel Repperger requested approval of the change in the social membership fee amount found in Section III Article IV from \$495 plus tax to \$750 plus tax.

*Mr. Lavier made a motion to approve the Amended and Restated Deed of Restrictions for Barefoot Bay. Second by Mr. Klosky. Motion carried unanimously.*

### **ARCC Appointment**

Staff received three letters of interest for the open seats on the ARCC committee. Mr. Geier offered to represent the Board as Liaison to the committee.

*Mr. Lavier made a motion to select Trustee Geier as liaison to the ARC Committee. Second by Mr. Cavaliere. Motion carried unanimously.*



## BAREFOOT BAY RECREATION DISTRICT

*Mr. Klosky made a motion to select Hurrol Brinker for the 2-year term. Second by Mr. Geier. Motion carried unanimously.*

*Mr. Klosky made a motion to select Melba Lochmandy for the 3-year term. Second by Mr. Lavier. Motion carried unanimously.*

*Mr. Klosky made a motion to select Al Grunow as Alternate for the 3-year term. Second by Mr. Lavier. Motion carried unanimously.*

### **Utility and Golf Cart Replacements**

Mr. Coffey explained that the FY18 R&M/Capital Budget contains \$42,600 for the replacement of one heavy duty utility cart and three golf carts used by Property Service Department personnel. He recommended purchases from WestcoTurf and Deere and Company with a saving of \$5000 to the budget. *Mr. Lavier made a motion to award contract for two Toro Workman GTX (heavy duty utility) carts from WescoTurf via state contracting in the amount \$19,027.84. Second by Mr. Cavaliere. Motion carried unanimously.*

*Mr. Lavier made a motion to approve award contract for two John Deere TX model golf carts from Deere & Company (Everglades Equipment Group) via state contracting in the amount of \$17,970.62. Second by Mr. Geier. Motion carried unanimously.*

### **D/E Video System Upgrade and Replacement**

The recording and presentation of the District meetings have suffered in the past few years with intermittent issues due to the age of the recording equipment in Building D/E. Mr. Coffey stated that there is \$50,000 available in the R&M Contingency account that can be used for the upgrade of the antiquated AV equipment. He recommended the Board approve the quote to Encore Broadcasting Solutions and waive the second quote for exception to competition per the Policy Manual.

*Mr. Klosky made a motion to waive the second quote requirement, award contract for upgrade and replacement of D/E video recording system to Encore Broadcasting Solutions in the amount of \$17,115.00 and instruct staff to transfer the monies from the FY18 R&M/Capital Contingency line-item to a new project line-item in the department. Second by Mr. Geier. Motion carried unanimously.*

### **Winter Overseeding Award of Contract**

Staff is prepared to begin the process of over seeding of the golf course fairways and lawn bowling field. Golf course maintenance vendor ABM, has submitted a proposal for the additional service for \$11,064.30. Sufficient budget exists in R&M Grounds line items in Golf-Pro Shop and Property Services: Recreation Departments for this expense. (In the next agenda item staff recommends adding a 9th exception to the Policy Manual which would apply in instances such as this where an existing vendor is requested to submit a proposal affecting long-term maintenance.)

*Mr. Lavier made a motion to waive the second quote requirement and award contract for winter over seeding of golf course fairways and lawn bowling field to ABM in the amount of \$11,064.30. Second by Mr. Geier. Motion carried unanimously.*

### **Policy Manual Revision**

Mr. Coffey briefly went over the Policy manual changes the Board has had an interest in amending.

#### **1. Neighborhood Revitalization Program language (page 11)**



## BAREFOOT BAY RECREATION DISTRICT

Beginning in FY16, the BOT has budgeted annually monies for the acquisition of distressed properties, the removal of the homes and the sale of the property in an effort to stabilize and revitalize neighborhoods in decline. On 25Jul17, the Neighborhood Revitalization Program BOT Sub-Committee was established by the BOT. On 05Sep17, NRP met and recommended to the BOT that the following language be added to the Policy Manual. Purchase or Sale of Properties by BBRD Using Neighborhood Revitalization Program (NRP) Funding The Chairman of the NRP BOT Sub-Committee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT. The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees. The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation. Any proceeds from sale of properties acquired through the NRP shall be added back into the NRP expenditure account via a budget amendment at the next available meeting after receipt of proceeds for said sale.

### ***2. Use of Employment Agencies and/or Temporary Employees (page 11)***

Previously, the BOT voiced a desire to amend the Policy Manual language by eliminating the BOT approval of use of said employment agencies or temporary employees unless a budget amendment is required. Currently, use of an employment agency resulting in expenditures greater than \$7,500.00 requires BOT pre approval.

### ***3. Definition of an amenity (page 16)***

On 23May17, the BOT approved the definition of "Amenity" as "something, such as a swimming pool or shopping center that is intended to make life more pleasant or comfortable for the people in a community."

### ***4. Removal of 6 month golf membership and cleanup of associate language (pages 23-24)***

Per BOT action to eliminate semi-annual memberships and expanded methods for payment of golf memberships, language in this section is deleted and revised to reference rules promulgated by staff.

### ***5. Increase in one-time social membership fee (page 30)***

Per BOT action within the FY18 Approved Budget, the one-time social membership fee is raised to \$750.00 plus tax.

### ***6. Increase in seasonal social membership fee (page 31)***

Per BOT action within the FY18 Approved Budget, the seasonal social membership fee is raised to \$25.00 plus tax.

### ***7. Increase in annual adult renter's social membership renewal (page 31)***

Per BOT action within the FY18 Approved Budget, the annual adult renter's social membership renewal fee is raised to \$50.00 plus tax.

### ***8. Addition to exception to competition (page 8)***

Addition of language "*Capital or R&M projects proposed by a vendor responsible for long-term maintenance when recommended by responsible department manager and approved by the Community Manager.*"

The addition of this 9<sup>th</sup> exception to competition would codify the current practice of not requiring a second quote or bid for work on the golf course when the first quote or bid is from ABM. In the past, staff has tried to obtain second or third quotes only to be typically told by other vendors that they were not interested due to the competitive disadvantage they had compared to the on-site maintenance company. On rare occasions second quotes were received they rarely were competitive.

### ***9. Deletion of redundant language under Section 2.6 "Inventories" (page 2)***

The deletion of the following sentence will eliminate confusion regarding similar language under the Section 2.7 "Fixed Assets": *A listing of all equipment for each department, with a purchase price greater than \$1,000 shall be maintained. Each item received is tagged with an all-weather tag.*

### ***10. The addition of a sub-section entitled "Use of Pre-paid credit card" under Section 2.13 Procurement Policy, immediately following the "Blanket Purchase Orders."***



## BAREFOOT BAY RECREATION DISTRICT

Said proposed language as follows will decrease staff time involved in one-time purchases from vendors who we do not have credit accounts with and will decrease the use of petty cash.

*Department Managers may be authorized by the Community Manager to use pre-paid credit card with a maximum limit of \$1,000.00 for minor purchases where credit accounts or payment by check is not acceptable or efficient. The Finance Manager or designee shall monitor the usage of departmental pre-paid credit card. Departments shall be limited to one-prepaid credit card. Said cards shall be secured stored by the Department Managers when not in use.*

General Counsel Repperger read the resolution:

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS COMPREHENSIVE REVISIONS TO THE POLICY MANUAL ADOPTED MAY 8, 2009, ASSUBSEQUENTLY AMENDED THROUGH APRIL 25, 2017; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

*Mr. Klosky made a motion to approve the Policy Manual Amendments as written. Second by Mr. Geier. Motion carried unanimously.*

### **Rules of the BOT Revision**

Mr. Coffey recommended adding a line to the Rules of Trustees effectively explaining the addition of the NRP committee language which allows for trustees to sit on a sub-committee of the Board.

### ***Duties and Responsibilities of the Chairperson of the Neighborhood Revitalization Program BOT Subcommittee (page 7-8)***

Under Article VI (Duties and Responsibilities of Officers and Trustees, a new Section 5 is proposed which reads: The Trustee who is elected Chairperson of the Neighborhood Revitalization (NRP) Program BOT Subcommittee shall be authorized to approve (as recommended by the Community Manager or designee) the expenditures of NRP funds in excess of \$7,500 and not to exceed \$25,000 by staff toward the acquisition of a target property identified by the Sub-Committee in accordance with NRP rules as established by the BOT. The purchase of the property shall be ratified by the Board of Trustees at the next scheduled regular meeting of the Board of Trustees. The Chairman of the NRP BOT Sub-Committee shall be authorized to sign any proposed contracts for sale of BBRD owned properties acquired through the NRP (as recommended by the Community Manager or designee). Once a property is under contract for sale, the transaction shall be placed on the next regularly scheduled BOT meeting agenda for confirmation.

General Counsel Repperger read the resolution:

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT; PROVIDING FOR THE ADOPTION OF VARIOUS REVISIONS TO THE RULES OF THE BOARD OF TRUSTEES; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

*Mr. Geier made a motion to accept the additional language to the Rules of Trustees as written. Second by Mr. Klosky. Motion carried unanimously.*

### **FY17 Audit Planning Communications Letter**

Mr. Coffey informed the Board of the receipt of the annual Audit Planning Communications which states the intention of BBRD independent auditor, Moore Stephens Lovelace, P.A. to commence their fieldwork in December. He stated that the final Audit presentation to the Board will likely take place in February of 2018.

*Mr. Klosky made a motion to accept the annual Audit Planning Communications Letter. Second by Mr. Geier. Motion carried unanimously.*



## BAREFOOT BAY RECREATION DISTRICT

### Employee Incentives Discussion

Mr. Cavaliere stated that this topic was brought to his attention in support of the employees that went over and beyond before, during and after the hurricane. He is asking for authorization for Mr. Coffey to implement a bonus program for employees that exceed their normal scope of duties.

General Counsel added some direction for the implementation of the bonus program. He maintained that due to Section 215.45 of the Florida Statutes, a policy has to be established to include specific mandates for a bonus program in order to establish the bonus program as requested.

*Mr. Geier made a motion to authorize the Community Manager to reward employees that go above and beyond their normal scope of duties with a monetary bonus. Second by Mr. Klosky. Motion carried unanimously.*

*Mr. Geier a made a motion to have staff develop a policy identifying an employee incentive bonus program for presentation to the Board at a future meeting. Second by Mr. Cavaliere. Motion carried unanimously.*

### Award of Bid of Cart Barn Roof Repair

Staff recommended award of contract for the golf cart barn repairs due to hurricane damages to Barefoot Services, Inc. in the amount of \$11,440.00.

*Mr. Lavier made a motion to award the contract for the golf cart barn repairs to Barefoot Services, Inc. in the amount of \$11,440.00. Second by Mr. Cavaliere. Motion carried unanimously.*

### Softball Field Fence Replacement

The softball field outfield fence was damaged during Hurricane Irma. The only vendor to submit a bid out of several vendor searches was AAA Quality Fence, LLC. Staff recommended waiving the second quote requirement and awarding the contract to AAA Quality Fence, LLC.

*Mr. Klosky made a motion to waive the second quote requirement and award the contract to AAA Quality Fence, LLC for \$14,250.00. Second by Mr. Geier. Motion carried unanimously.*

### Manager's Report

#### Office of the District Clerk

Safety Program Reimbursement – Staff received a check in the amount of \$1,620.89 from Preferred Governmental Insurance Trust for 50% reimbursement of eligible safety related expenditures.

### Food and Beverage

Summer games party canceled – Originally planned for 17Sep17, the event was cancelled due to Hurricane Irma. A winter games party will be planned later in FY18.

NFL Ticket at the 19th Hole – The 19th Hole has the NFL ticket and the games are on every Sunday with happy hour pitcher prices and a special bar menu all day.

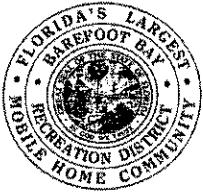
Annual Halloween party in the Lounge – Dress up for spooky fun on Friday, 27Oct17 from 7-10:30pm.

Music is by Ladies of Soul. There is a costume contest with prizes for top three best costumes and a raffle of a skull bottle full of Crystal Head Vodka.

### Resident Relations

#### ARCC Updates:

03Oct17 had 22 permits reviewed and 21 were approved. One was denied.



## BAREFOOT BAY RECREATION DISTRICT

The next ARCC meeting will be 17Oct17 at 9am in the BFBHOA Office. 29 permit applications are on the agenda.

### Violations Committee Updates:

22Sep17 had 12 cases, 4 came into compliance and 8 were found in violation.

The next meeting is scheduled for 13Oct17 at 10am in Bldg. D/E. 45 cases are on the agenda with 27 having come into compliance before the meeting.

### **Golf-Pro Shop**

#### Routine Work

Associate Professional recruitment update – Mr. Bill Balash will start 6Nov17.

Tournaments (call Pro Shop for details 664.3174)

Tuesday 7Nov17 @ 8:30 shotgun start: Ladies 9 & 18 Holes League Invitational (must be a member of the 9 or 18 hole league)

Saturday, 18Nov17 @ 8:30 shotgun start: Member/Member Only Tournament (Sign up begins 01Nov17)

Friday, 01Dec17 @ 5:00pm Shotgun start: Night Golf Tournament (Sign up begins 01Nov17)

#### Special Projects

ABM awarded drainage work update – Project is complete.

Drainage work on holes 11, 12 & 16 update – Project is complete.

Pump house: Work started this week.

Bunker restoration: Targeted seven bunkers completed. Two more planned this season weather permitting.

Cart Barn roof repair awaiting award of contract.

ABM worksite privacy fence repairs – Temporary repairs of the fence is underway. Permanent repairs/replace will be conducted as time permits later in the year.

Annual Over-seed of course update – Due to forecasted above average temperatures, overseeding of the course will be delayed until early December to ensure proper germination. New schedule is 04Dec17 (back nine and practice green) and 05Dec17 (front nine and range tee).

#### Miscellaneous

Only 73 shopping days left before Christmas. Ernie says “Get your early Christmas shopping done at the Pro Shop.”

### **Property Services**

#### Routine work

Repaired fence behind Tamarind Circle

Fixed large washout at “Guinther Bypass” (crushed concrete pathway between Egret Bridge and the Lounge)

Replaced broken basketball hoop

Addressed all DOR violations





## BAREFOOT BAY RECREATION DISTRICT

### Special Projects

New Veterans' Service Office Update – Installed carpet in the new veterans' office and continued office construction.

Irma Debris – Clean up storm damage from common areas is completed.

A/C Replacement – Installed new A/C unit in the salon/barber shop.

Building A Roof Replacement Update – The vendor has secured all permits and plans to meet with staff prior to commencement to discuss locations of dumpster, staging of equipment and access control into the Building during the project.

Pool#1 Walkway Roof Replacement Project Update – The vendor (Hough Roofing) is unresponsive to staff's efforts to determine a start date (contract signed in May). Staff will be placing cancellation of the contract and award of contract to another vendor on the 24Oct17 BOT agenda. Discussion ensued regarding the ramifications for the contracted roofing vendor essentially breaking the contract for the Pool 1 walkway roof replacement project.

*Mr. Klosky made a motion to have staff send a letter officially nullifying the contract between Hough Roofing and the BBRD. Second by Mr. Lavier. Motion carried unanimously.*

### General

Impact of recent storm at the Beach.

To paraphrase an old idiom, "if you do not like the beach, just wait a few weeks." What Irma took away, the recent tropic wave returned mostly plus a lot of seaweed. Fortunately, the seaweed is a natural part of the beach ecosystem in Florida and once it dries out and decays, nutrients are returned to the soil enhancing the vegetation on the dunes.

Of note, the sand dumped back on the beach did tilt the end of the walkover slightly to the west, but no structural damage was detected.

### **Attorney's Report**

General Counsel had no report.

### **Incidental Trustee Remarks**

Mr. Cavaliere voiced concern on the abundance of paper ads accumulating in the storm drains due to newspaper vendors throwing them in the resident yards. He asked General Counsel what our options would be to stop this practice as our storm drains are being inundated with trash.

Mr. Rich Schwatlow stated that Hometown news is a requested weekly newspaper and not dropped off arbitrarily at resident's homes.

Mr. Cavaliere discussed the projects financing workshop which will be discussed next Tuesday evening at 7PM. He asked that the residents think carefully about what it is they want specifically for the future of Building D/E complex.

Mr. Geier thanked the HOA for holding the Candidate Forum next Thursday in Building A. He voiced disappointment that it would not be televised.

Mr. Geier also encouraged the residents to think about how we will finance the projects that we will discuss at the next workshop. He maintained that identifying the amount of money we will need to finance



## BAREFOOT BAY RECREATION DISTRICT

the projects is key. Discussion ensued regarding Mr. Coffey's absence on the second meeting in October due to his annual FASD conference.

*Mr. Geier made a motion to cancel the 2nd meeting in October 2017. Second by Mr. Cavaliere. Motion carried unanimously.*

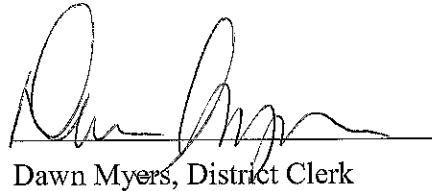
Mr. Diana reminded the audience that October is Breast Cancer Awareness Month and encouraged everyone to wear pink in honor of this very important issue.

### Adjournment

The next meeting will be on Thursday, November 9, 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.

  
\_\_\_\_\_  
Joseph Klosky, Secretary  
\_\_\_\_\_  
Dawn Myers, District Clerk



# BAREFOOT BAY RECREATION DISTRICT

Neighborhood Revitalization Program  
BOT Sub-committee Meeting  
Wednesday, May 10, 2018  
2:30PM  
Building D&E  
Minutes

- Call to Order: Trustee Joe Klosky called the meeting to order at 2:30 p.m.
- Pledge of Allegiance to the Flag: Pledge was led by Trustee Joe Klosky
- Roll Call: Trustees Joe Klosky, Frank Cavaliere and David Wheaton, Community Manager John Coffey and Resident Relations Manager Rich Armington
- Audience Present: None

**New Business:** Frank Cavaliere made the motion to nominate David Wheaton as Chairman, Second by Joe Klosky, motion carried.

The NRP list was presented to the Committee members. Rich Armington stated that he was already working on the purchase of three properties listed.

**Closing remarks:** Schedule next meeting TBD

**Adjournment:** Frank Cavaliere made the motion to adjourn, Joe Klosky seconded the motion and the meeting was adjourned at 2:38 p.m.

*Sally-Ann Biondolillo*

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Sally-Ann Biondolillo  
Administrative Assistant

10/3/2018 If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.



# BAREFOOT BAY RECREATION DISTRICT

Neighborhood Revitalization Program  
BOT Sub-committee Meeting  
Wednesday, August 8, 2018  
2:00PM  
Building D  
Minutes

- Call to Order: Chairman David Wheaton called the meeting to order at 2:00 p.m.
- Pledge of Allegiance to the Flag: Pledge was led by Trustee Joe Klosky
- Roll Call: Chairman David Wheaton, Trustees Joe Klosky and Frank Cavaliere and Resident Relations Manager Rich Armington
- Audience Present: None

**New Business:** Rich Armington opened the discussion regarding development of a priority list of target properties to be acquired under the NRP. To the list approximately 250 properties have been added to the original list that are in being watched at the moment. Frank Cavaliere asked if the ones added were considered old and dilapidated. Rich Armington explained that some were but also added to the list were all the single wide homes.

Rich Armington gave an update on 1003 Wren Circle and that the property taxes have been paid up to date and is being scheduled for demolition.

David Wheaton inquired about the property located at 637 Hyacinth Circle. Rich Armington explained that it is scheduled for demolition just pending the removal of the electrical meter which needs to be done in the next three days by FP&L.

**Closing remarks:** Schedule next meeting TBD

**Adjournment:** Frank Cavaliere made the motion to adjourn, Joe Klosky seconded the motion and the meeting was adjourned at 2:08 p.m.

*Sally-Ann Biondolillo*

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Sally-Ann Biondolillo  
Administrative Assistant

10/1/2018 If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

# Appendix I

Neighborhood Revitalization Program  
BOT Sub-committee Meeting  
Wednesday, October 10, 2018  
2:00PM  
Building D&E  
Minutes

- Call to Order: Chairman David Wheaton called the meeting to order at 2:00 p.m.
- Pledge of Allegiance to the Flag: Pledge was led by Chairman David Wheaton
- Roll Call: Chairman David Wheaton, Trustee Frank Cavaliere and David Wheaton, Community Manager John W. Coffey, Resident Relations Manager Rich Armington, and ARCC/DOR Administration Assistant Sally-Ann Biondolillo. Trustee Klosky was absent (excused).
- Approval of May 10, 2018 & August 8, 2018 minutes – Frank Cavaliere made the motion, motion carried
- Audience Present: None

**New Business:** Reviewed the target property list to be acquired under the NRP. Mr. Armington explained the list is being presented since two of the homes acquired have been demolished and removed. Mr. Cavaliere asked if any of the three lots have been placed on the market for sale. Mr. Armington explained that he would rather have “clear” titles before selling, instead of proceeding with a Quit Claim so there are no issues later on with the seller trying to obtain the titles. Mr. Armington also explained that he is in the process of acquiring two more homes by month end. Discussion on hiring a real estate attorney to handle NRP properties.

Motion by Trustee Wheaton to recommend to the BOT that BBRD should hire a real estate attorney to handle NRP and DOR issues, seconded by Trustee Cavaliere. Motion approved 2-0.

Motion by Trustee Wheaton to recommend to the BOT that BBRD should solicit bids from realtors to handle all future NRP land sales, seconded by Trustee Cavaliere. Motion approved 2-0.

**Closing remarks:** Scheduled next meeting to be held on Wednesday, April 17, 2019.

**Adjournment:** Frank Cavaliere made the motion to adjourn the meeting at 2:10 p.m., motion carried.

Sally-Ann Biondolillo  
Administrative Assistant



## BAREFOOT BAY RECREATION DISTRICT

Neighborhood Revitalization Program  
BOT Sub-committee Meeting  
Wednesday, April 17, 2019  
2:00PM  
NAB Conference Room  
Minutes

- Call to Order: Chairman David Wheaton called the meeting to order at 2:00 p.m.
- Pledge of Allegiance to the Flag: Pledge was led by Chairman David Wheaton
- Roll Call: Chairman David Wheaton, Trustee Luann Henderson, Resident Relations Manager Rich Armington and ARCC/DOR Administration Assistant Sally-Ann Biondolillo. Trustee Loveland was excused.
- Approval of October 10, 2018 – Approved as presented
- Audience Present: None

**New Business:** Reviewed the target property list to be acquired under the NRP. Mr. Armington explained the NRP process to Ms. Henderson. Mr. Wheaton is proud of the work the program has been doing.

**Closing remarks:** Next meeting to be held on February 7, 2020 in the NAB Conference Room at 9:00 am. Meeting that was scheduled for Wednesday, October 16, 2019 was cancelled.

**Adjournment:** David Wheaton made the motion to adjourn the meeting at 2:10 p.m., motion carried.

*Sally-Ann Biondolillo*

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Sally-Ann Biondolillo  
ARCC / DOR Administrative Assistant

4/10/2019 If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.



# BAREFOOT BAY RECREATION DISTRICT

Neighborhood Revitalization Program  
BOT Sub-committee Meeting  
Friday, February 07, 2020  
9:00 AM  
Building D&E  
Minutes

- Welcome: Joe Klosky welcomed Randy Loveland, Roger Compton, and Mike Maino at 9:00 a.m.
- Pledge of Allegiance to the Flag: Pledge was led by Chairman David Wheaton
- Roll Call: Trustee Randy Loveland, Trustee, Roger Compton, Trustee Mike Maino Trustee Joe Klosky, Resident Relations Manager Rich Armington, and ARCC/DOR Administration Assistant Sally-Ann Biondolillo.
- Approval of April 17, 2019 minutes: Joe Klosky made the motion, Second by Randy Loveland, Motion carried unanimously.
- Audience Present: None

## **New Business:**

**Election:** Roger Compton made the motion to elect Mike Maino as Chairman, Second by Randy Loveland, Motion carried unanimously.

Roger Compton made the motion to elect Randy Loveland as 2<sup>nd</sup> Chair, Second by Mike Maino, Motion carried unanimously.

## **Discussion regarding development of priority list of target properties to be acquired under the NRP.**

Mr. Armington explained the program it to remove homes in disrepair, have them remove and to auction the lots. He presented the list of target properties of homes in disarray or have multiple violations and liens from the Bay maintaining the properties. He also presented home he had acquired and sales that had already made through the process of auctions. He also pointed out the lots that had been auctioned now have three brand new homes installed.

Mr. Loveland expressed his concerns of a home being on the target list due to age or size. He feels this makes residents very concerned and nervous if their home is to appear on it. He explained that some people are in fear of taking over their homes and evicting them.

Mr. Maino inquired if the list was which is extensive was what they are actively intending to purchase.

Mr. Armington explain that if a home was not on the list of target property it makes it very difficult to acquire.

Mr. Compton asked if we could create a new list of homes we are pursuing now.

Mr. Loveland encouraged to set guidelines; no running water, no electric, sides are expanding, vacancy etc.

Mr. Armington and the Committee also discussed the cap of \$25,000 should be brought in front of the Board of Trustees to increase. With the price to acquire the property, pay back taxes, have the home demolished and other items to get a clear title to place on website for auction can exceed the present cap and the deal would fall through and the home could be purchased by someone not living here and not keeping it within Barefoot Bay expectations.

## Appendix I

**Closing remarks:** Scheduled next meeting to be held on Friday August 7, 2020.

**Adjournment:** Randy Loveland made the motion to adjourn the meeting at 10:12 a.m., Second by Roger Compton, motion carried.

*Sally-Ann Biondolillo*

Administrative Assistant

4/10/2019 If an individual decides to appeal any decision made by the Recreation District with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.



**Board of Trustees**  
**Meeting Agenda Memo**

Date: Friday, July 12, 2019  
Title: **Discussion of Acquisition of Specific Vacant Lots with Tax Deeds Owned by Brevard County**  
Section & Item: 9.D.  
Department: R&M/Capital Projects  
Fiscal Impact: Initial purchase of the certificates owned by Brevard County  
\$21,812.51 plus \$3,271.88 in fees and processing.  
Purchase of all certificates at tax deed sale \$92,216.75 with an additional \$13,832.51 for fees and processing.  
Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager  
Attachments: Vacant Lots



Reviewed by  
General  
Counsel: Yes  
Approved by: John W. Coffey, ICMA-CM, Community Manager

**Requested Action by BOT**

Approval for the purchase of vacant lots through the Tax Deed process.

**Background and Summary Information**

Staff recently identified the attached 12 vacant lots (addresses redacted in accordance with the spirit of the Neighborhood Revitalization Program ) procedures) with tax deeds owned by Brevard County as potential lots to be purchased to spur the construction of new homes..The 12 lots have current DOR violations for tall grass resulting in Property Services cutting the grass and liens being placed on the properties for non-payment. Purchasing these lots are outside the normal parameters of the (NRP) thereby requiring BOT approval to proceed..

Acquisition and resale of these

properties would require the following steps:

1. Purchase one County held certificate more than two years old.
2. Approximately 7 days after purchase call for Tax Deed sale.
3. At Tax Deed sale BBRD will bid the minimum to acquire all other tax deeds and take possession of the properties (if BBRD does not win the sale our original purchase money will be payed back from purchaser)
- 4.Once BBRD owns the properties they will be placed on Govdeals.com our website for all properties we auction.

Staff believes, this process will ultimately be cash flow neutral or slightly positive with the exception of associated legal fees. Staff recommends the BOT authorize staff to use the NRP and budgeted funds to pursue the acquisition and resale of the 12 identified properties.

## VACANT LOTS

ACCT. Letter	Intial Certificate Cost*	Total Tax Certificate Owed **	Balance Due To Certificate Holders***	Brevard County Total ****	Assessment Amount Returned to BBRD *****	Net Cost	15% Fees and Processing *****	Total Cost	Estimated Sale Price	Total Return *****
A	1,819.37	8,961.24	7,141.87	5,460.87	2,866.44	6,094.80	1,344.19	7,438.99	10,000.00	2,561.01
B	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
C	1,819.37	8,874.21	7,054.84	6,831.13	3,586.44	5,287.77	1,331.13	6,618.90	10,000.00	3,381.10
D	1,819.37	9,719.22	7,899.85	6,831.13	3,586.44	6,132.78	1,457.88	7,590.66	10,000.00	2,409.34
E	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
F	1,819.37	9,675.08	7,855.71	7,047.47	3,550.44	6,124.64	1,451.26	7,575.90	10,000.00	2,424.10
G	1,819.37	9,675.08	7,855.71	7,047.47	3,550.44	6,124.64	1,451.26	7,575.90	10,000.00	2,424.10
H	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
I	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
J	1,799.44	9,596.13	7,796.69	6,988.88	3,550.44	6,045.69	1,439.42	7,485.11	10,000.00	2,514.89
K	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
L	1,819.37	9,588.05	7,768.68	8,417.73	4,270.44	5,317.61	1,438.21	6,755.82	10,000.00	3,244.18
Totals	21,812.51	114,029.26	92,216.75	90,713.33	46,313.28	67,715.98	17,104.39	84,820.37	120,000.00	35,179.63

\*Purchase 1 - Brevard County Held Certificate

\*\*Total taxes owed 2012-2019

\*\*\*Balance due after initial purchase

\*\*\*\*Brevard County holds certificate not sold at auction

\*\*\*\*\*Brevard has not paid assesment on certificates held by County

\*\*\*\*\*Cost to buy liens,certificates,Deed fee,processing fee,bid fees.

\*\*\*\*\*Before any charges by Attorney Repperger.

Note: Balance added to Cash Flow



# **BAREFOOT BAY RECREATION DISTRICT**

**Board of Trustees Regular Meeting**

**July 12, 2019**

**1PM –Building D&E**

## **Meeting Called to Order**

The Barefoot Bay Recreation District Board of Trustees held a Meeting on July 12, 2019 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 1PM.

## **Pledge of Allegiance to the Flag**

Led by Ms. Henderson.

## **Roll Call**

Present: Mr. Klosky, Mr. Wheaton, Mr. Diana, Ms. Henderson and Mr. Loveland. Also, present, John W. Coffey, ICMA-CM, Community Manager, Brooke Benzio, Action General Counsel and Dawn Myers, District Clerk. General Counsel Cliff Repperger was excused.

## **Minutes**

*Ms. Henderson made a motion to approve the minutes dated June 14<sup>th</sup> and June 25<sup>th</sup>. Second by Mr. Diana. Motion carried unanimously.*

## **Treasurer's Report**

*Mr. Henderson made a motion to approve the Treasurer's Report for July 11, 2019 as read. Second by Mr. Diana. Motion passed unanimously.*

## **Audience Participation**

Mr. Ed Keeley commented on his opposition to beginning work on a new building when there are projects that currently need attending.

Ms. Jeanne Osborne was also opposed to the multi-purpose building agenda item. She requested the Board consider having a building study done before deciding to construct a new building.

Mr. Frank Cavaliere discussed the benefits of having a multi-purpose building readily available with a kitchen and rooms to hold multiple events at once. He urged the Board to consider the needs of the future residents rather than doing nothing.

Ms. Nancy Eisele agreed that a survey regarding what the community needs are should be completed before we move forward with a new building project.

## **Unfinished Business**

### **Multi-Function Building Behind Shopping Center**

Mr. Wheaton discussed the negative aspects to expanding the Lounge such as parking limitations and aging sewer systems. He proposed the Board revisit the multi-purpose building that was discussed last year as a design and build contract where the engineer firm clearly states what is available for a set amount of money. He requested the Board consider the design and build contract for a 7,000 square foot building with a proposed 5-year loan in order to hold functions every night of the week.



## BAREFOOT BAY RECREATION DISTRICT

Mr. Loveland stated he is not for or against the idea but is not thrilled about revising a budget that was just approved. He stated that we should look at our infrastructure first since there is ample issues that need to be addressed. Mr. Loveland suggested a facility use study.

Mr. Diana agreed that we should wait for the parking study to come back before we consider constructing a new building.

Ms. Henderson stated that she is not in favor of building on the limited green space in that area. She agrees we should wait for the results of the parking study before committing to a new building.

*Mr. Diana made a motion to table the topic of the multi-function building until we have a study completed regarding facility use. Second by Ms. Henderson. Motion passed unanimously.*

### **New Business**

#### **DOR Violations**

##### **Case# 18-001022 803 Beech Court**

Article III, Section 4-B, Pets (3 large dogs)

*Mr. Wheaton made a motion to refer Case# 18-001022 to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Diana. Motion passed unanimously.*

Mr. Diana requested General Counsel Repperger reach out to the resident to see if we can come to an amicable solution.

#### **Discussion Regarding How to Proceed with Shopping Center Roof Replacement**

Mr. Coffey informed the Board that an elevated truss system was installed in the shopping center in 2014. Per the Dude Solutions report, we were informed that the roof needs replacing. He provided four options for the Board to consider. Mr. Coffey recommended approval for TLC to design a construction and replacement plan for the roof, so we are not at the mercy of the roofer's plans.

*Mr. Diana made a motion that the BOT pursue Option #1 and have staff place a proposal from TLC on the next available agenda for development of construction drawings to remove the pitch roof and install a new flat roof with metal elevations on both buildings. Second by Ms. Henderson. Mr. Wheaton opposed. Motion carried 4-1.*

#### **Request for Qualifications (RFQ) Pool Construction and Consultation Services**

On May 24, 2019, BBRD released a Request for Proposal (RFP) for the relocation of the Pool #1 pit and heater building and the replacement of the Pool #2 Pit. No bids were received by the deadline. Last month, Trustee Henderson placed an item on the agenda to discuss issuing a Request for Qualifications (RFQ) for current and future pool construction services. Board consensus was to approve the RFQ and select the RFQ Committee per BBRD Policy.

*Mr. Diana made a motion have Mr. Loveland fill the Trustee seat on the RFQ Committee. Second by Ms. Henderson. Motion carried unanimously.*

Mr. Coffey stated that the committee will consist of voting members Randy Loveland, Roger Compton and Matt Goetz. Mr. Coffey and Mr. Klosky will be the non-voting members. The RFQ will be released on July 15, 2019 and deadline to submit bids August 15, 2019. The RFQ opening will take place on August 16, 2019 at 10am in the Administration Conference Room.



## BAREFOOT BAY RECREATION DISTRICT

### Discussion of Acquisition of Specific Vacant Lots with Tax Deeds Owned by Brevard County

Mr. Coffey reported that 12 vacant lots were recently discovered with tax deeds owned by Brevard County as potential lots to be purchased to promote new construction. The lots have liens placed on the properties for lawn violations which resulted in BBRD having to cut the grass. Mr. Rich Armington presented his plan to acquire the lots.

1. Purchase one County held certificate more than two years old.
2. Approximately 7 days after purchase call for Tax Deed sale.
3. At Tax Deed sale BBRD will bid the minimum to acquire all other tax deeds and take possession of the properties.
4. Once BBRD owns the properties they will be placed on Govdeals.com our website for all properties we auction.

*Mr. Wheaton made a motion to move forward with Mr. Armington's plan. Second by Mr. Diana. Motion carried unanimously*

### Shopping Center Building 2 Space 3 (old Doctor's Office) Lease Proposal

Mr. Coffey presented the lease proposal from Ralph Taylor, RN, MSN, MHA CNOR the Chief Nursing Officer/Chief Operating Officer of the Sebastian River Medical Center made the following proposal through our listing agent at Coldwell Banker Commercial with respect to the Shopping Center Building 2, Space 3 which was formally a doctor's office.

1. A 36-month lease with and annual Base Rent of \$10/sf rental rate along with the existing \$1.61/sf cam fee and the \$1.24 real estate tax fee.
2. An option to renew.
3. The right to make minor revisions including cabinet, countertop and floor repair and replacement.

*Mr. Diana made a motion to accept a 36-month lease with annual Base Rent of \$10/sf rental rate along with the existing \$1.61/sf cam fee and the \$1.24 real estate tax fee. Second by Ms. Henderson. Motion carried unanimously.*

### Budget Amendment

Beginning in 2017, the BOT has included partial funding in the annual Budget for a second position via the contract with Special District Services, Inc. (SDS). The contract with SDS has not yet been amended so a budget of \$10,000 for July and August is available for redistribution to address unplanned expenditures. Additionally, due to unforeseen problems with the Golf-Pro Shop carpet, staff recommends executing that project immediately rather than waiting for the start of FY20 on October 1st. Mr. Coffey presented a list of projects that need addressing.

Ms. Benzio read the resolution:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2018-06; AMENDING THE BUDGET.

*Mr. Diana made a motion to approve resolution 2019-05 amending the FY19 Budget and authorize staff to procure the listed projects. Second by Mr. Loveland. Motion carried unanimously.*

### Manager's Report

#### District Clerk

The New ADA compliant website is now operational.



## BAREFOOT BAY RECREATION DISTRICT

### Resident Relations

- **ARCC Update**
  - July 09th meeting agenda contains: 20 consent approved, 19 non-consent (15 approved, 3 approved with stipulations, and 1 denied), 1 old business approved, and one extension approved.
  - July 23rd is the next meeting (New Administration Conference Room at 9am).
- **Violations Committee Update**
  - July 12th meeting has 27 cases on the agenda (17 came into compliance before the meeting, 1 closed due to new homeowner, 3 deferred as working with staff, and 6 found in violation)
  - July 26th is the next meeting
- **Interesting fact of the month of June**
  - 38 homes sold
  - 45 new homeowners issued badges
- **Interesting DOR facts of FY19 (October 2018 through June 2019)**
  - 12% of properties account for approximately 59% of all DOR violations
  - 117 complaints submitted by residents were found to be invalid (i.e. no violations on the property)
- **NRP Update**
  - 517 Egret, a property on the foreclosure list was given to BBRD by the owner at no cost by Quit Claim. Mr. Armington filed the paper yesterday which was recorded by the County. Taxes in the amount of \$9,608 are due. Once the taxes are cleared up, staff will be placing the property up for sale via an on-line auction.

### Food & Beverage

- A Luau will be held Lakeside of the Lounge on Saturday, August 20, 2019. Music is by Ladies of Soul and tickets for the tropical buffet are \$10. They go sale July 15th at the Lounge, the 19th Hole, and the Administration Building.
- Flyers with all the details are posted.

### Golf-Pro Shop

- Course continues to be sprayed with aggressive weed killing chemicals to assist Bermuda transition. This process WILL turn areas of the golf course yellow, brown, and white. It will not kill the grass, but it may look dead.
- Nematode damage on greens being treated
- Assisted Property Services in development of miniature golf course rules and score cards
- Course Closure for aerification (dates changed)
  - Monday, July 29th Back Nine and Putting Green
  - Tuesday, July 30th Front Nine and Driving Range
    - Grass will NOT be cut for 7 - 10 days on greens depending on conditions
- Pro Shop flooring and carpet replacement update



## BAREFOOT BAY RECREATION DISTRICT

- Two quotes have been solicited. Plan is to remove carpet and inspect/repair flooring before having new carpet installed.
- Jr. Camp session 2 started July 9th. See or call Pro Shop at 772.664.3174 for details
- Jr. Golf Tournament
  - July 27th, 8:30am Shot Gun
  - Sign up begins July 1st: See or call Pro Shop at 772.664.3174 for details
- Jr. Golf Camp Award Banquet
  - July 30th at 4:00pm (For Jr. Golf Camp attendees and guests)

### Property Services

- Miniature Golf Course construction plans are completed
- Began running electric and water to the new miniature golf course
- NAB phase 2 irrigation system as-builts are completed
- Set up and tore down from the fireworks display
- Repainted the Veteran's monument concrete
- Rototilled and rolled the TuTu trail
- Replaced damaged shelving in the 19th hole
- Repainted numbers and lines at the Micco and West RV lots
- Repainted parking lot curb stops lines and lettering at the 19th Hole
- Addressed all current DOR grass violations
- Began repairs to railing by smoking section at Pool #1
- Continued to chase after vendors for quotes for various projects

### **Attorney's Report**

Acting General Counsel Brooke Benzio reported for excused General Counsel Repperger. DOR Violations that have been sent to his office are drafted and sent to staff for filing. Once filed a more detailed report will be provided.

### **Incidental Trustee Remarks**

Mr. Loveland commended Ms. Kathy Mendes on the 1<sup>st</sup> annual golf cart parade for the 4<sup>th</sup> of July. He thanked everyone for coming out to watch or participating in the celebration.

Mr. Diana thanked the District for the 2<sup>nd</sup> annual Barefoot Bay fireworks which were a great success. He recommended the employee who painted the stars and stripes at the veteran's memorial for an employee incentive award.

Ms. Henderson countered Mr. Cavaliere's statement that the current board is not looking ahead. She clarified that the future is the main goal of this Board.

Mr. Wheaton commended the fireworks show. He commented on a social media post that had the wrong date at posting but

Mr. Klosky informed the Board that he has provided each one of the Trustees with a thumb drive containing all the presentations from the recent Florida Association of Special Districts (FASD) conference he attended. He thanked Administrative Assistant Kary Farrow for her assistance in putting it together



## BAREFOOT BAY RECREATION DISTRICT

### Adjournment

The next meeting will be on August 09, 2019 at 1pm in Building D/E.

*Mr. Diana made a motion to adjourn. Second by Mr. Loveland.*

Meeting adjourned at 2:39PM.

Steve Diana, Secretary

Dawn Myers, District Clerk



Appendix K

Financial Summary per Property														
No.	Date Acquired	Address	Type	Purchase Price	Demo Cost	Back Taxes/ Assessments*	Advertising**	County Code	BBRD Liens***	Legal Fees	Total Expenditures	Total Expenditures (Applicable to Charter cap)****	Sales Price *****	Net Profit/Loss *****
								Enforce- ment Fines						
Purchase of Lots from Owners														
1	Nov-15	635 HYACINTH CIRCLE	Lot with home	-	3,571.00	2,282.32	154.87	550.00	4,399.84	1,128.00	7,686.19	2,832.32	10,051.00	2,364.81
2	Jun-18	637 HYACINTH CIRCLE	Lot with home	7,380.20	4,670.00	5,701.48	154.87	5,500.00	2,155.00	-	23,406.55	18,581.68	10,012.00	(13,394.55)
3	Aug-18	1003 WREN CIRCLE	Lot with home	-	4,570.00	7,262.61	154.87	-	4,553.00	122.50	12,109.98	7,262.61	10,051.00	(2,058.98)
4	Dec-18	831 THRUSH CIRCLE	Lot with home	20,610.56	4,570.00	1,824.76	154.87	-	-	2,210.19	29,370.38	22,435.32	10,001.00	(19,369.38)
5	Feb-19	944 PECAN CIRCLE	Lot with home	24,999.00	4,570.00	2,354.10	205.63	-	-	490.00	32,618.73	27,353.10	14,325.00	(18,293.73)
6	Feb-19	824 TAMARIND CIRCLE	Lot with fire damaged home	7,000.00	4,570.00	4,089.78	205.63	-	-	297.50	16,162.91	11,089.78	15,350.00	(812.91)
7	Jul-19	517 EGRET CIRCLE	Empty lot	-	-	9,608.98	184.09	-	6,490.00	704.00	10,497.07	9,608.98	10,050.00	(447.07)
8	Nov-19	969 LAUREL CIRCLE	Lot with home	10,000.00	4,130.00	8,987.60	184.09	-	9,890.00	2,375.15	25,676.84	18,987.60	10,900.00	(14,776.84)
Sub-total				69,989.76	30,651.00	42,111.63	1,398.92	6,050.00	27,487.84	7,327.34	157,528.65	N/A	90,740.00	(66,788.65)
Purchase of Tax Certificates														
18	Dec-19	919 CASHEW CIRCLE	Empty Lot	11,887.24	N/A	N/A	N/A	-	7,190.32	-	11,887.24	N/A	TBD	TBD
20	Dec-19	416 BAREFOOT BLVD	Empty Lot	11,163.97	N/A	N/A	N/A	-	11,788.02	-	11,163.97	N/A	TBD	TBD
19	Dec-19	733 HYACINTH CIRCLE	Empty Lot	12,036.81	N/A	N/A	N/A	-	10,163.67	-	12,036.81	N/A	TBD	TBD
15	Dec-19	919 VIREO DRIVE	Empty Lot	1,449.21	N/A	N/A	N/A	-	11,114.00	-	1,449.21	N/A	1,521.67	72.46
17	Dec-19	401 RAVEN DRIVE	Empty Lot	1,449.21	N/A	N/A	N/A	-	11,494.02	-	1,449.21	N/A	1,623.12	173.91
13	Dec-19	804 BEECH COURT	Empty Lot	1,449.21	N/A	N/A	N/A	-	11,273.53	-	1,449.21	N/A	1,521.67	72.46
10	Dec-19	853 LAUREL CIRCLE	Empty Lot	1,449.21	N/A	N/A	N/A	-	11,607.64	-	1,449.21	N/A	1,521.67	72.46
14	Dec-19	1213 CHIPEWA DRIVE	Empty Lot	1,501.34	N/A	N/A	N/A	-	7,862.64	-	1,501.34	N/A	1,576.41	75.07
12	Dec-19	619 OLEANDER CIRCLE	Empty Lot	1,511.09	N/A	N/A	N/A	-	10,253.62	-	1,511.09	N/A	1,586.64	75.55
11	Dec-19	857 LAUREL CIRCLE	Empty Lot	1,449.21	N/A	N/A	N/A	-	9,847.64	-	1,449.21	N/A	1,521.67	72.46
16	Dec-19	923 FRANGI PANI DRIVE	Empty Lot	1,449.21	N/A	N/A	N/A	-	7,120.32	-	1,449.21	N/A	1,521.67	72.46
9	Dec-19	958 LAUREL CIRCLE	Empty Lot	1,449.21	N/A	N/A	N/A	-	7,116.64	-	1,449.21	N/A	1,521.67	72.46
Sub-total				48,244.92	-	-	-	-	116,832.06	-	48,244.92	N/A	13,916.19	759.29
Non-Property Specific														
21	N/A	Legal Fees Not associated with a specific property			N/A	N/A	N/A	-	-	14,926.10	14,926.10	N/A	N/A	(14,926.10)
Total				118,234.68	30,651.00	42,111.63	1,398.92	6,050.00	144,319.90	22,253.44	220,699.67	N/A	104,656.19	(80,955.46)
Total minus miscodings of \$619.48 (equals cumulative NRP general ledger expenditures)											220,080.19			

\* Indicates when back taxes/assessments paid approximately \$24,048.00 returned to BBRD as past due assessment fees

\*\* Highlighted cells indicate expenditures mis-coded and not shown in NRP general ledger account

\*\*\*DOR lot mows performed by BBRD personnel not included in total expenditures calculations

\*\*\*\* Indicates demolition, advertising, and legal costs are excluded from the calculations

\*\*\*\*\* Indicates interest income included in the data but not coded to the NRP general ledger account (coded to Finance Department's Interest Income account)

\*\*\*\*\* Indicates Net Profit/Loss summation of "totals" across do not equal summation of Net Profit/Loss column due to BBRD currently holding financial interest in tax certificates for three lots.

# Appendix L

## NRP General Ledger Detail

Effective Date	Debit	Credit ID	Session ID	Session Date	Document Number	Transaction Description
1/29/2016	650.00	etsenvironment	300452	3/4/2016	012516001	Asbestos survey @ 635 Hyacinth Cir #2518 (CAPITAL)
4/15/2016	2,921.00	tropicaldemolition	300460	4/15/2016	1268452	Demolition & removal of home @ 635 Hyacinth Cir #2518
5/18/2016	550.00	brevardcountyboard	300467	5/13/2016	051816 brevardcounty	635 Hyacinth Cir #2518 charges to request reduction in fines
8/24/2016	2,282.32	BankOfAmericaCC	300493	9/16/2016	082416 brevardcounty	2014&2015 past due property taxes for 635 Hyacinth Cir (CAP)
8/30/2016	1,128.00	brevardcountyclerk	703921	9/7/2016	703921	To record payment of code enforcement fines @635 HyacinthCir
<b>FY16 Sub-total</b>	<b>7,531.32</b>					
5/31/2018	700.00	journal entry	JV1806-17 RA001	5/31/2018	053	Reclass Legal Fees
6/15/2018	7,380.20	petermkendrigan	AP1806-17	6/15/2018	180615 637 Hyacith C	637 Hyacinth Circle Barefoot Bay FL 32976
6/30/2018	700.00	journal entry	JV1807-CE01	7/31/2018	083	Reclass Legal
7/2/2018	24.70	pettycash	AP1806-34	7/2/2018	180702 RR	Petty Cash for RR - June 2018 - NRP
8/7/2018	350.00	brevardcountyboard	AP180806	8/3/2018	180807	Code Enforcement CASE NO 18CE-00859
8/7/2018	5,413.79	brevardcountytax	CDFY-1829	8/7/2018	180807	Back Taxes - 1003 Wren
8/20/2018	4,670.00	tropicaldemolition	AP180829	8/29/2018	180820	Demolition & Removal of Mobile Home - 637 Hyacinth Cir.
9/19/2018	5,150.00	BOCC	180920	9/20/2018	180919	Case 17CE-02059- Inv 559446 & 518234 - 637 Hyacinth Cir.
9/24/2018	4,570.00	tropicaldemolition	AP180925	9/25/2018	155241	Demolition - 1003 Wren Circle
<b>FY18 Sub-total</b>	<b>28,958.69</b>					
11/15/2018	1,341.50	RosswaySwan	AP181127	11/27/2018	102732	831 Thrush Circle - Purchase
11/15/2018	280.00	RosswaySwan	AP181127	11/27/2018	102897	Purchase - 969 Laurel Circle
		Rossway Swan Trust				
12/20/2018	20,610.56	Account	CDCK181220	12/21/2018	51825	Purchase of #0375 - 831 Thrush Cir (42002-014)
12/31/2018	851.00	journal entry	JV181231 190113	12/31/2018	Reclass	Reclass - Legal
1/16/2019	1,092.00	RosswaySwan	AP190123	1/23/2019	LEGAL 1901	Legal Expenses Dec 2018
2/5/2019	24,999.00	Carolyn F. Smith	CDCK190205	2/5/2019	52152	NRP purchase of 944 Pecan Cir #0884
2/12/2019	522.50	RosswaySwan	AP190215 ap	2/15/2019	190212 Rossway	Legal Fees January 2019 - NRP #0270
2/12/2019	790.69	RosswaySwan	AP190215 ap	2/15/2019	190212 Rossway	Legal Fees January 2019 - NRP #0375
2/20/2019	4,000.00	Pat Webb	CDCK190220	2/20/2019	52248	#2242 Satisfaction of Mortgage 824 Tamarind Cir NR Program
2/20/2019	1,500.00	Charles Wade	CDCK190220	2/20/2019	52249	Purchase of 824 Tamarind Cir #2242 NR Program
2/20/2019	1,500.00	Kathy Raglan	CDCK190220	2/20/2019	52250	Purchase of 824 Tamarind Cir #2242 NR Program
2/20/2019	5,701.48	brevardcountytax	CD190220	2/20/2019	032875	2016,2017,2018 Taxes 637 Hyacinth Cir. Barefoot Bay AC#3921
2/20/2019	1,848.82	brevardcountytax	CDCK190220	2/20/2019	52246	Acct# 3003054 - 2018 Taxes 1003 Wren Cir #1431 NR Program
2/20/2019	1,824.76	brevardcountytax	CDCK190220	2/20/2019	52247	Acct#3002808 - 2018 Taxes 831 Thrush Cir #0375 NR Program
3/14/2019	78.00	RosswaySwan	AP190319	3/19/2019	190314 Rossway	Legal Fees February 2019 - NRP 831 Thrush Cir
3/14/2019	1,244.20	RosswaySwan	AP190319	3/19/2019	190314 Rossway	Legal Fees February 2019 - NRP 969 Laurel Cir
3/21/2019	4,570.00	tropicaldemolition	AP190321	3/21/2019	18DMCT0018 TA	Demolition - 824 Tamarind Cir #2242
3/21/2019	4,570.00	tropicaldemolition	AP190321	3/21/2019	18DMCT0018 TH	Demolition of 831 Thrush Cir #0375
4/8/2019	2,234.80	brevardcountytax	AP190408	4/8/2019	190409PC	Property Taxes- 944 Pecan Circle, Barefoot Bay FL #0884
4/8/2019	3,963.48	brevardcountytax	AP190408	4/8/2019	190409TC	Property Taxes 824 Tamarind Circle, Barefoot Bay FL #2242

# Appendix L

## NRP General Ledger Detail

Effective Date	Debit	Credit	ID	Session ID	Session Date	Document Number	Transaction Description
4/17/2019	1,496.25		RosswaySwan	AP190417 Rossway	4/17/2019	190417 Rossway	Legal Fees March 2019 - NRP
5/10/2019	4,570.00		tropicaldemolition	AP190513	5/13/2019	190510	Demolition and cleanup - 944 Pecan Circle #0844
5/17/2019	367.50		RosswaySwan	AP190517 Rossway	5/17/2019	190517 Rossway	Legal Fees April 2019 - NRP
5/17/2019	35.00		RosswaySwan	AP190517 Rossway	5/17/2019	190517 Rossway	Legal Fees April 2019 - NRP #0270 969 Laurel Cir
6/14/2019	2,135.50		RosswaySwan	AP190620 Legal	6/14/2019	190614 Rossway	Legal Fees May 2019 - NRP
6/14/2019	17.50		RosswaySwan	AP190620 Legal	6/14/2019	190614 Rossway	Legal Fees May 2019 - NRP #0270 969 Laurel Cir
7/12/2019	9,608.98		brevardcountytax	AP190712	7/12/2019	190712 TC	Taxes for acct #3005972 - 517 Egret Cir #3067 NRP
7/12/2019	450.00		tropicaldemolition	AP 190716	7/16/2019	126336	NRP Asbestos Survey 969 Laurel Cir # 0270
7/31/2019	411.26		floridatoday	AP190830	8/30/2019	2703451	AD#3677756 NRP Auction of lots
8/1/2019	119.30		brevardcountyclerk	cd190801	8/1/2019	53354	0884 944 Pecan
8/1/2019	126.30		brevardcountyclerk	cd190801	8/1/2019	53355	2242 824 Tamarind
8/13/2019	297.50		RosswaySwan	Rosswayswan	8/13/2019	190813 Rossway	Legal Fees July 2019 - NRP
8/13/2019	94.45		RosswaySwan	Rosswayswan	8/13/2019	190813 Rossway	Legal Fees July 2019 - NRP 969 Laurel Cir #0270
9/13/2019	262.50		RosswaySwan	AP190918	9/18/2019	190913 Rossway	Legal Fees August 2019 - NRP
<b>FY19 Sub-total</b>	<b>103,514.83</b>						
10/15/2019	1,487.50		RosswaySwan	AP191021	10/21/2019	191015 rosway	Legal Fees September 2019 - NRP
10/21/2019	8,899.10		brevardcountytax	MCK191021	10/21/2019	53924	Past due taxes for 969 Laurel Cir #0270
10/22/2019	88.50		brevardcountyclerk	CD191022	10/22/2019	53925	Cash Disbursement Ck
11/12/2019	10,000.00		bonniegentile	MCK191112	11/12/2019	54020	Purchase of 969 Laurel Cir #0270 NRP
11/12/2019	211.65		RosswaySwan	AP191118 Rossway	11/12/2019	191112 rosway	Legal Fees October 2019 - NRP
12/9/2019	122.50		RosswaySwan	AP191212	12/12/2019	191209 Rossway	Legal services November 2019 - NRP, 1003 Wren Circle
12/16/2019	3,680.00		tropicaldemolition	AP191216	12/16/2019	1105410	Demolition & cleaning 969 Laurel Circle #0270 - NRP
12/18/2019	1,449.21		brevardcountytax	CD191218	12/18/2019	191218	Tax Certificate #0108 - 853 Laurel Cir
12/19/2019	1,449.21		brevardcountytax	CD191219	12/19/2019	191219 a	401 Raven Dr #1046
12/19/2019	1,511.09		brevardcountytax	CD191219	12/19/2019	191219 a	416 Barefoot Blvd #0889
12/19/2019	1,449.21		brevardcountytax	CD191219	12/19/2019	191219 a	804 Beech Ct #0229
12/19/2019	1,449.21		brevardcountytax	CD191219	12/19/2019	191219 a	919 Cashew #0108
12/19/2019	1,660.88		brevardcountytax	CD191219	12/19/2019	191219 b	733 Hyacinth Cir #2443
12/19/2019	1,449.21		brevardcountytax	CD191219	12/19/2019	191219 b	919 Vireo Dr #1083
12/20/2019	1,449.21		brevardcountytax	cd191220	12/20/2019	191220 a	0368 857 LAUREL CIR
12/20/2019	1,511.09		brevardcountytax	cd191220	12/20/2019	191220 a	2898 619 OLEANDER CIR
12/20/2019	1,501.34		brevardcountytax	cd191220	12/20/2019	191220 a	4952 1213 CHIPEWA DR
12/20/2019	1,449.21		brevardcountytax	cd191220	12/20/2019	191220 b	0541 958 LAUREL CIR
12/20/2019	1,449.21		brevardcountytax	cd191220	12/20/2019	191220 b	1504 923 FRANGI PANI DR
1/16/2020	9,971.63		brevardcountytax	CD200116	1/16/2020	200116 a	Tax Cert. - 919 Cashew Cir
1/16/2020	9,942.13		brevardcountytax	CD200116	1/16/2020	200116 b	Tax Ctrts - 733 Hyacinth Cir
1/16/2020	9,230.88		brevardcountytax	CD200116	1/16/2020	200116 c	Tax Certs - 416 Barefoot Blvd
1/30/2020		1,501.34	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 1213 Chipewa

## NRP General Ledger Detail

Effective Date	Debit	Credit	ID	Session ID	Session Date	Document Number	Transaction Description
1/30/2020		1,511.09	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 619 Oleander
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 804 Beach
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 852 Laurel
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 857 Laurel
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 919 Vireo
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 923 Fangi Pani
1/30/2020		1,449.21	brevardcountytax	DB200720	7/20/2020	ad200130	Tax Certificate redemption for 958 Laurel
1/31/2020	1,715.00		journal entry	JV200131 CE001	1/31/2020	PP Reclass	Reclass From Legal Fees
2/14/2020	1,207.50		RosswaySwan	AP200214 Rossway Swa	2/14/2020	111793	File # 42002-029 Neighborhood Revitalization Program Jan 20
2/29/2020	368.18		floridatoday	AP200720	7/20/2020	0003228628	Reclass NRP Advertising
3/11/2020	1,277.50		RosswaySwan	AP200331	3/31/2020	200311 Rossway	Legal Fees February NRP
4/16/2020	490.00		RosswaySwan	AP200417	4/16/2020	200410 Rossway	Legal Fees March 2020 Neighborhood Revital 944 Pecan Circle
5/4/2020	875.00		RosswaySwan	AP200505	5/5/2020	200504 Rossway	Legal Fees April 2020 Neighborhood Rev Program
5/31/2020	175.00		White Bird Law	AP200531 White Bird	5/31/2020	634	NRP 969 Laurel & 517 Egret Legal Fees May 2020
6/30/2020	1,233.00		White Bird Law	AP200707	7/7/2020	800	Legal Fees June 2020 517 Egret Circle 969 Laurel Circle
7/6/2020	433.80		brevardcountyclerk	MCK2000706	7/6/2020	55716	NRP Tax Cert # 201413959 - 733 Hyacinth
7/6/2020	466.40		brevardcountyclerk	MCK2000706	7/6/2020	55716	NRP Tax Cert # 201613915 - 919 Cashew
7/6/2020	422.00		brevardcountyclerk	MCK2000706	7/6/2020	55716	NRP Tax Cert # 201613915 - 416 Barefoot Blvd.
7/23/2020		1,449.21	brevardcountytax	DB200723	7/23/2020	AD200723	Tax Certificate redemption for 401 Raven
<b>FY20 Sub-total</b>	<b>80,075.35</b>	<b>13,156.90</b>					
<b>Report Total</b>	<b>220,080.19</b>						
<b>Items "netted out" of the above</b>							
6/15/2018	8,000.00		petermkendrigan	AP1806-15	6/18/2018	180615 637 Hyacinth	Purchase of 637 Hyacinth Circle
6/15/2018		8,000.00	petermkendrigan	AP1806-24	6/25/2018	180615 637 Hyacinth	637 Hyacinth
7/31/2018		24.70	journal entry	JV1807-CE01	7/31/2018	083	Reclass
7/31/2018	24.70		journal entry	JV1807-CE01	7/31/2018	083	Reclass
10/23/2018	10,000.00		Bonnie Arsenault	APCK181023	10/23/2018	51429	Purchase of 969 Laurel Cir #0270 - NRP program
4/30/2019		10,000.00	journal entry	JV190531 CE	5/31/2019	Prior period accrual	Cancel of purchase 969 Laurel
5/1/2019	10,000.00		journal entry	JV190531 CE	5/31/2019	Prior period accrual	Cancel of purchase 969 Laurel
5/15/2019		10,000.00	Bonnie Arsenault	CD190515	5/15/2019	51429	Purchase of 969 Laurel Cir #0270 - NRP program
7/16/2019		9,608.98	Mrine Bank	DB190717	7/16/2019	ad190716	Casheers Check - Taxes for acct #3005972 - 517 Egret Cir #3067 NRP
7/17/2019	9,608.98		Mrine Bank	cd190717	7/19/2019	190717 a	Casheers Check - Taxes for acct #3005972 - 517 Egret Cir #3067 NRP
9/30/2019	1,487.50		journal entry	JV190930 CE 191031	9/30/2019	Rossway Sep	Accruals
10/1/2019		1,487.50	journal entry	JV190930 CE 191031	9/30/2019	Rossway Sep	Accruals
Total	39,121.18	39,121.18					



## BAREFOOT BAY RECREATION DISTRICT DOR ENFORCEMENT/ARCC

Address: 637 Hyacinth Circle Barefoot Bay Fl 32976

Sale price: \$7380.20

Past Due taxes: \$3694.80

BC Code Lien: \$2825.00 (increasing at \$25.00 per day)

Barefoot Bay Lien: \$1100.32

Barefoot Bay Social Fee: \$802.50

Estimated cost to remove with asbestos check: \$3600



David Wheaton-NRP Chairman

## John Coffey

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**From:** John Coffey  
**Sent:** Wednesday, July 18, 2018 4:38 PM  
**To:** Rich Armington  
**Subject:** RE: 1003 Wren

Rich,

Thanks for the hard work. Although we will be technically violating the NRP procedures, the opportunity to save BBRD the cost of additional fines and admin fees from Brevard County is well worth the risk of the BOT being upset at me. I appreciate you remembering our discussion about the importance of getting these dilapidated structure removed and the need to be flexible if required. Please proceed and let me know as soon as we have the quit claim signed. I will then use this chain email to get NRP Chairman Wheaton to approve it after the fact, (have Dawn) announce it on the 24<sup>th</sup> and place it on the 10Aug18 agenda for confirmation.

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

PUBLIC RECORDS NOTICE: Barefoot Bay Recreation District (BBRD) is governed by the State of Florida public records law. This means that the information BBRD receives 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:** Rich Armington <richarmington@bbrd.org>  
**Sent:** Wednesday, July 18, 2018 4:24 PM  
**To:** John Coffey <jcoffey@bbrd.org>  
**Subject:** 1003 Wren

John

Jerrery Henn the owner of 1003 Wren came into my office today and offered to turn over 1003 Wren to us. we will be responsible for the taxes approx \$5404.00. Cliff will meet with him tomorrow as their is a Code enforcement case in Viera. He will sign a Quit claim.

Regards





## BAREFOOT BAY RECREATION DISTRICT DOR ENFORCEMENT/ARCC

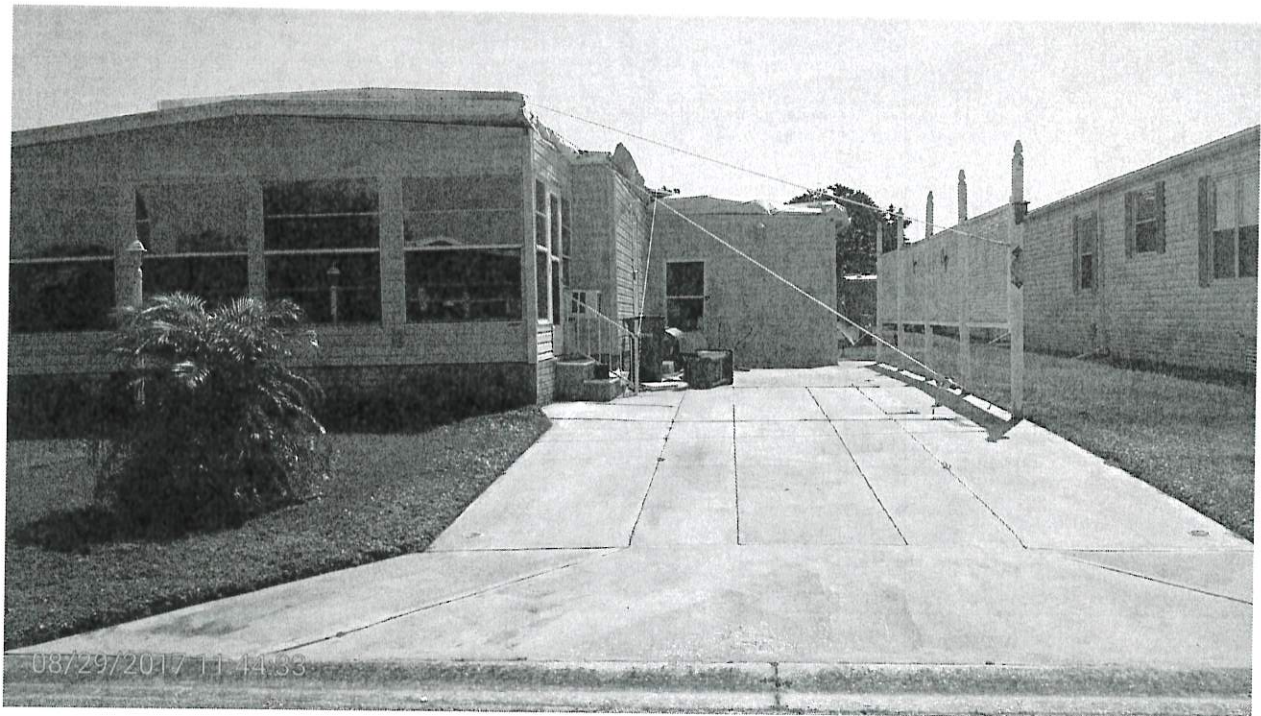
Address: 831 Thrush Circle, Barefoot Bay, FL 32976

Sale price: \$19,700.00

Past Due taxes: \$721.77

Barefoot Bay Social Fee: \$802.50

Estimated cost to remove with asbestos check: \$4,000.00

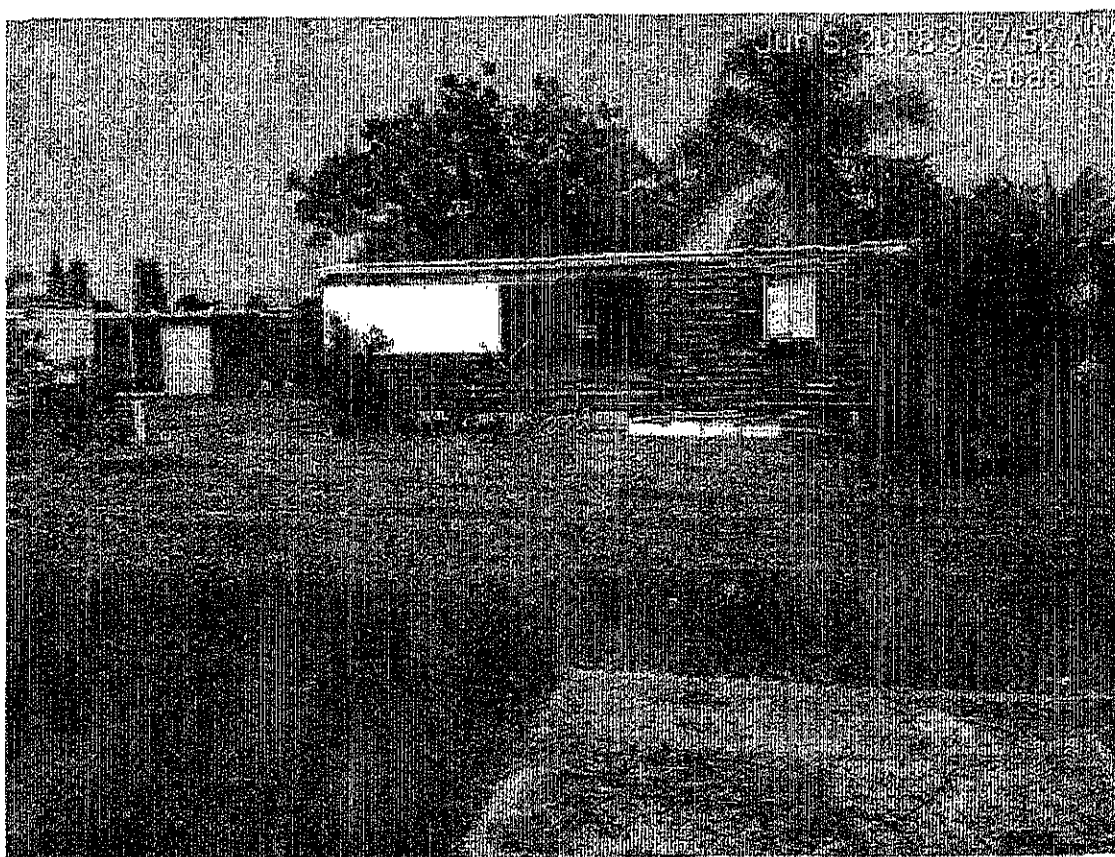


David Wheaton-NRP Chairman



## BAREFOOT BAY RECREATION DISTRICT

Address: 944 Pecan Circle  
Sale Price: \$24,999.00  
Past Due Taxes: \$2162.00  
Demo w/asbestos \$4000.00



  
David Wheaton-NRP Chairperson

Physical Address  
931 Barefoot Boulevard # 1  
Barefoot Bay, FL 32976-9233

(772)664-4839-Phone  
(772)664-7552-Fax  
[www.bbrd.org](http://www.bbrd.org)

Billing Address  
625 Barefoot Boulevard  
Barefoot Bay, FL 32976-7305





## BAREFOOT BAY RECREATION DISTRICT

Address: 824 Tamarind Circle, Barefoot Bay, FL 32976

Private Mortgage: \$4,000.00

Past Due Taxes: \$3,900.00

Estimated cost to remove with asbestos check: \$4,400.00

Purchase Price: \$3,000.00



David Wheaton – NRP Chairman

Physical Address  
931 Barefoot Boulevard # 1  
Barefoot Bay, FL 32976-9233

(772)664-4839-Phone  
(772)664-7552-Fax  
[www.bbrd.org](http://www.bbrd.org)

Billing Address  
625 Barefoot Boulevard  
Barefoot Bay, FL 32976-7305



## BAREFOOT BAY RECREATION DISTRICT

Address: 517 Egret Circle  
Sale Price: \$0  
Past Due Taxes: \$9608.98  
Owe BBRD \$6350.32



  
David Wheaton-NRP Chairperson

Physical Address  
931 Barefoot Boulevard # 1  
Barefoot Bay, FL 32976-9233

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(772)664-7552-Fax  
[www.bbrd.org](http://www.bbrd.org)

Billing Address  
625 Barefoot Boulevard  
Barefoot Bay, FL 32976-7305



## NRP BAREFOOT BAY RECREATION DISTRICT

Address: 969 Laurel Circle

Sale price: \$10,000

Past Due taxes: \$5592.00

Barefoot Bay Lien \$4546.00

Estimated cost to remove: \$4,500.00



  
David Wheaton-NRP Chairman

Physical Address  
931 Barefoot Boulevard # 1  
Barefoot Bay, FL 32976-9233

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[www.bbrd.org](http://www.bbrd.org)

Billing Address  
625 Barefoot Boulevard  
Barefoot Bay, FL 32976-7305





## Appendix N

Hyacinth Circle



























# Appendix N



