



**BAREFOOT BAY
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting
July 12, 2019 at 1:00 PM
Building D&E

Agenda

Please turn off all cell phones

- 1. Thought of the Day**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Presentations and Proclamations**
- 5. Approval of Minutes**
 - A. June 14, 2019
 - B. June 25, 2019
- 6. Treasurer's Report**
 - A. July 12, 2019 Treasurer's Report
- 7. Audience Participation**
- 8. Unfinished Business**
 - A. Multi-Function Building Behind Shopping Center
- 9. New Business**
 - A. DOR Violations
 - i. DOR Violation 18-001022 803 Beech Court
 - B. Discussion Regarding How to Proceed with Shopping Center Roof Replacement
 - C. Request for Qualifications (RFQ) Pool Construction and Consultation Services
 - D. Discussion of Acquisition of Specific Vacant Lots with Tax Deeds Owned by Brevard County
 - E. Shopping Center Building 2 Space 3 (old Doctor's Office) Lease proposal
 - F. Budget Amendment
- 10. Manager's Report**
- 11. Attorney's Report**
- 12. Incidental Trustee Remarks**

13. Adjournment

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

Barefoot Bay Recreation District Regular Meeting



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Regular Meeting
June 14, 2019
1PM –Building D&E**

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on June 14, 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 Mr. Wheaton.

Roll Call

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

Minutes

Ms. Henderson made a motion to approve the minutes for May 28, 2019. Second by Mr. Wheaton. Motion carried unanimously.

Treasurer's Report

Mr. Diana made a motion to approve the Treasurer's Report for June 14, 2019 as read. Second by Ms. Henderson. Motion passed unanimously.

Audience Participation

Mr. Rich Schwatlow suggested a fun community project to design a flag or come up with a slogan for the Bay.

Ms. Jeanne Osborne thanked the staff for displaying the flags this morning for Flag Day. She addressed Mr. Schwatlow's request for a flag by stating that we did at one time have a Barefoot Bay Flag.

New Business

DOR Violations

Case# 19-000402 947 JACARANDA DRIVE

ARTICLE III, SECT. 3 (A) (B) (C) (D) (E) Vehicle Violations (Boats/Trailer/RV/Comm. Vehicles, Etc.)

Mr. Wheaton made a motion to refer Case# 19-000402 947 JACARANDA DRIVE 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 Ms. Henderson. Motion passed unanimously.



BAREFOOT BAY RECREATION DISTRICT

Case# 18-002248 1022 Wren Circle

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

Mr. Diana made a motion to refer Case# 18-002248 1022 Wren Circle to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Ms. Henderson. Motion passed unanimously.

Case# 19-000416 516 EGRET CIRCLE

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

Mr. Diana made a motion to refer Case# 19-000416 516 EGRET CIRCLE to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien if the violations still exist upon inspection. Second by Mr. Loveland. Motion passed unanimously.

19-000417 516 EGRET CIRCLE

ARTICLE III, SECT.11 and SECT 2(D) Exterior Maintenance

19-000418 516 EGRET CIRCLE

ARTICLE III, SECT.10 and SECT. 2(D) Condition of Skirting

Mr. Diana made a motion via consent agenda to refer 19-000417 and 19-000418 516 EGRET CIRCLE to General Counsel Repperger for legal action, equitable or other appropriate action with failure to comply. If the BOT brings any such action to enforce the DOR, the charge for such action shall be charged to the Respondents account and shall constitute as a lien. Second by Mr. Loveland. Motion passed unanimously.

Case# 18-004845 710 LARK DRIVE

ARTICLE III, SECT.11 and SECT 2(D) Exterior Maintenance

Case# 18-004613 710 LARK DRIVE

ARTICLE III, SECT. 2 (A) (D) Lawn and Landscape Recurring Maintenance Condition of Prop. (A)(D) Lawn & Landscape (Recurring Maintenance)

Mr. Diana made a motion via consent agenda to refer Case# 18-004845 and Case# 18-004613 710 LARK DRIVE 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 Ms. Henderson passed unanimously.

NAB Emergency Generator Installation Award of Contract

The New Administration Building (NAB) was designed to be the BBRD Emergency Operations Center (EOC) during hurricane and other emergencies and thus planned to have a propane fueled emergency generator installed after the building was completed. Mr. Goetz solicited the following quotes:

\$56,960.00 Complete Eclectic (100 KW unit)

\$29,337.00 US Generator (48 KW unit)



BAREFOOT BAY RECREATION DISTRICT

Mr. Coffey stated that the US Generator quote will not be enough wattage and we did not receive a response by a third vendor, Eau Gallie Electric. As a result, based on the language in the Policy Manual which allows the Community Manager to waive the 2nd quote due to lack of a vendor.

Mr. Coffey stated that the system would use an underground storage tank for fuel and would not be tied into the existing propane line across Veteran's Way.

Mr. Diana made a motion use the exception provided within the Policy Manual to waive the second bid and award contract for the installation of an emergency backup generator for the New Administration Building to Complete Electric in the amount of \$56,960.00. Second by Ms. Henderson. Motion passed unanimously.

Discussion on Issuing a Request for Qualifications to Select Pools Construction Vendor of Record

Ms. Henderson stated that this issue is critical, and this may be the only way to ensure we can resolve the problems with the pool pit and the pool heater. Mr. Klosky commented on completing the project in phases.

Ms. Henderson made a motion to place the Pools RFQ on the agenda for the first meeting in July. Second by Mr. Loveland. Motion carried unanimously.

General Counsel, SDS and Community Manager Evaluations

Mr. Klosky stated that one evaluation was submitted after the due date of June 10th and asked the Board if the evaluation that was turned in late should be accepted. Mr. Wheaton voiced his dissatisfaction regarding the way this was handled as he was not contacted to inquire why the evaluation was late. He stated he would have brought it in however, he had a medical procedure in the prior week that prevented him from bringing it in on Monday. Consensus not to accept the late submission. Combined scores were as follows:

Community Manager 88.48%

SDS 86.67%

General Counsel 80.28%

Mr. Klosky read the results of the evaluations as presented on the screen. Ms. Henderson commented that the month of May or before is very early to do these evaluations. She stated that they should be done at the end of the year, so the trustees have had ample enough time to assess and fill out the evaluations appropriately.

Manager's Report

Resident Relations

- **ARCC Update**
 - May 28th meeting had 13 consent (1 denied) and 5 non-consent approved (1 denied)
 - June 11th is the next meeting (New Administration Conference Room at 9am).
- **Violations Committee Update**
 - May 24th meeting had 16 cases on the agenda (10 came into compliance before the meeting, 3 were found in violation).



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- o June 14th is the next meeting

Food & Beverage

- **Father's Day Clam Bake** – Tickets are on sale at the Lounge, the 19th Hole and the Administration Building. Flyers with all the details are posted.

Golf-Pro Shop

- **Jr. Camp** signup has begun. See Pro Shop or this week's *Peek at the Week* for details
- **Course Closure for aerification**
 - o Tuesday, May 28th Back Nine and Putting Green
 - o Wednesday, May 29th Front Nine and Driving Range
 - o Grass will NOT be cut for 7 to 10 days on greens depending on healing conditions

Property Services

- Replaced rusted gate at the beach
- Repaired softball field gates
- Replaced pool circulation pump at pool #1
- Resumed installation of the walkway extension at the beach
- Power washed and painted the back porch of the 19th Hole
- Repainted steps to the Pro Shop
- Cleared water closet drain issue at the golf maintenance facility
- Replaced hot water heater at the 19th Hole
- Repaired and repainted railings at the 19th Hole
- Addressed all current DOR grass violations
- Continued solicitation for quotes/bids for various projects

General Information

- **New Administration Building Project Update:**
 - o Irrigation and partial landscaping will be installed next week
 - o Veterans Monument and Traffic Circle will be converted to NAB lakewater system
 - o Veterans Monument area landscaping will be removed and updated as part of the project
 - o Remainder of landscaping (sans spot reserved for Petals and Palms autumn project) and sod will be installed after the new sidewalk is installed

Attorney Report

Blissful things transfer to circuit court is complete. Motion for summary judgment should be in by next week approximately. General Counsel Repperger has (22) cases that he is actively working on. He is planning to work closely with DOR department to get those cases resolved. General Counsel Repperger spoke to the District Broker regarding the Lease agreement which is in its final stages. He anticipates completion of the agreement in July.



BAREFOOT BAY RECREATION DISTRICT

Trustee Incidental Remarks

Mr. Loveland discussed his recent trip to the Florida Association of Special Districts (FASD) conference in Ft. Myers this week. He congratulated Mr. Klosky on achieving credit for the Certified District Officer classes he attended at the FASD Conference.

Mr. Diana wished all fathers a Happy Father's Day. He commented on the topic of removing the assessments from the county tax roll as Commissioner Tobia has suggested. He distributed copies of a breakdown of the District assessments if we were to increase with the State CPI as recommended by Commissioner Tobia. His handout illustrated how the assessment fee would have steadily increased if we followed the state CPI to \$883.43. He voiced his dissatisfaction with Commissioner Tobia's attempt to criticize the District regarding raising taxes as we have clearly remained under the state CPI over the last 10 years.

Ms. Henderson expressed her wish to all fathers to have a Happy Father's Day, to Mr. Loveland a Happy Birthday and to Mr. Klosky congratulations on obtaining his certification at the recent FASD conference.

Mr. Wheaton had no comments.

Mr. Klosky wished Mr. Loveland a Happy Belated Birthday.

Mr. Klosky requested feedback from the Trustees regarding their opinion about whether the topic of the new smoking area should be a Board issue or left to staff to make that decision. Board consensus to cancel the upcoming workshop on the topic of smoking area at Pool 1 and leave the matter in the hands of staff for a resolution.

Adjournment

The next meeting will be on June 25, 2019 at 7pm in Building D/E.

Mr. Wheaton made a motion to adjourn. Second by Ms. Henderson.

Meeting adjourned at 2:20 P.M.

Steve Diana, Secretary

Dawn Myers, District Clerk



BAREFOOT BAY RECREATION DISTRICT

Board of Trustees Regular Meeting
June 25, 2019
7PM –Building D&E

Meeting Called to Order

The Barefoot Bay Recreation District Board of Trustees held a Meeting on June 25, 2019 Building D&E 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Klosky called the meeting to order at 7PM.

Pledge of Allegiance to the Flag

Led by Resident Relations Manager Rich Armington.

Roll Call

Present: Mr. Klosky, Mr. Wheaton, Mr. Diana, and Mr. Loveland. Also present, John W. Coffey, ICMA-CM, Community Manager, Cliff Repperger, General Counsel and Rich Armington Acting District Clerk. Ms. Henderson was excused.

Minutes

Mr. Klosky stated that the minutes will be presented at the next scheduled meeting on July 12, 2019 due to the short period of time since the last meeting.

Treasurer's Report

Mr. Diana made a motion to approve the Treasurer's Report for June 25, 2019 as read. Second by Mr. Wheaton. Motion passed unanimously.

Audience Participation

Ms. Patricia Fagioli voiced her opinion concerning a comment she heard regarding the old Resident Relations office will be turned into a night club/bar. Mr. Coffey explained that this building will be used by the Veterans. General Counsel, Mr. Repperger stressed that liquor could not be sold due to the licensing.

New Business

Adoption of FY20 Annual Budget

Started November 27, 2018 with budget was mailed out to residents was authorized last month. This is based on an annual assessment of \$772.00 a balanced budget of \$6,544,578. Resolution 2019-03 read by General Counsel, Mr. Repperger.

Mr. Diana made a motion to approve the resolution and adoption of the budget. Second by Mr. Loveland. Motion carried unanimously.

Public Hearing: Adoption of FY20 Assessment Rate

Proposed assessment \$792, bringing in \$3,863,365 does require a public hearing. Resolution 2019-04 read by General Counsel, Mr. Repperger.



BAREFOOT BAY RECREATION DISTRICT

Public comments: Nancy Eisle – 944 Barefoot Blvd. – would like the board to consider the \$.50 cut off for rounding down the fee as well as up.

Mr. Loveland made a motion to approve the resolution 2019-04 for the increase and assessment fees.

Second by Mr. Diana. Motion carried unanimously.

Manager's Report

Finance

- **FY19 Assessment Collection Update** – \$3,710,414.00 (gross) or 99.3% of the FY19 Budget has been received as of June 18th (see attached for details).

Resident Relations

- **ARCC Update**
 - June 25th meeting: 14 consent approved, 12 non-consent approved, and 2 extensions were requested under new business
 - July 9th is the next meeting (New Administration Conference Room at 9am).
- **Violations Committee Update**
 - June 28th meeting has 36 cases on the agenda
 - July 12th is the next meeting
- **Interesting fact of the month of June**

DOR Enforcement staff have increased their efforts to resolve past due accounts. Three responses from residents recently. One account over 10 years old was settled (\$398 collected). An account 5 years old for lot mows and power washes was fully collected in the amount of \$3,241.50. A case only a year old but a repeat offender (for lot mows) paid his outstanding \$770 when staff informed him of contractors that do this at a much-reduced cost.

Food & Beverage

- **Independence Week Celebrations**
 - *Music, food, drinks and fireworks* - Sunday, June 30th is a big day with afternoon DJ music by the pool from 1-5pm and the big band T.C. and Sass playing lakeside of the Lounge from 5-9pm. The official BBRD Fireworks display will start at 9pm over the field on the west side of the Lounge. Food will be available from noon-8pm.
 - *Inaugural Patriotic Golf Cart and Character Parade* – Will start on July 4th at 1:30pm down Veteran's Way. Line up is at 1pm. Gift Certificates will be given to the winners! Music by the pool from 2-6pm. and All-American hot dogs will be available from noon-5pm.

Flyers with all the details are posted.



BAREFOOT BAY RECREATION DISTRICT

Golf-Pro Shop

- Nematode damage on greens being treated
- July 4th Course closes at 2:00pm...Last cart out 10:00am
- Course Closure for aerification
 - Wednesday, July 10th Back Nine and Putting Green
 - Thursday, July 11th Front Nine and Driving Range
 - Grass will NOT be cut for 7 to 10 days on greens depending on healing conditions
- Jr. Camp session 2 starts 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

- Continued restriping of the parking lots
- Began construction of drainage boxes for the miniature golf project
- Reviewed draft construction drawings for miniature golf project
- Set up and tore down for the Flag day ceremony
- Rototilled the softball field
- Constructed and installed a new gate for the pier
- Completed work on the NAB irrigation system. Sidewalk and sod in bidding process.
- Cleaned out the gutters on Building A
- Addressed all current DOR grass violations
- A friendly reminder about Pool umbrellas, We are in storm season, pop up thunderstorms are a regular occurrence in this area please remember that the pool host has direction from their manager to drop/remove the umbrellas in inclement weather and wind situations please follow pool host direction to prevent personal injury or property damage

General Information

- **Bldg. C Project Update** - The contractor reports there are only a couple issues remaining before Brevard County issues the building permit and the project commences.
- **CVO Donated Pavilion Update** - The survey crew was on-site last week and once the survey is delivered, the contractor will submit the building permit to Brevard County.



BAREFOOT BAY RECREATION DISTRICT

Attorney's Report

General Counsel, Mr. Repperger, is in the process of analyzing how to proceed with legislature to raising the cap of \$25,000. Would like to set up a meeting with Randy Fine. Trustee Wheaton agreed to participate with this meeting.

Incidental Trustee Remarks

Mr. Loveland had no comment at this time.

Mr. Diana wished a healthy happy 4th of July. He then presented a spreadsheet showing we will have \$4,866,000 if we followed the CPI for the last eight years. He will ask District Clerk Myers to make it into a public record.

Mr. Wheaton stated the median income is \$34,000 in Barefoot Bay. They need to take that into consideration for the next budget.

Mr. Klosky said he has created a booklet from the conference and will be handing it out to the Trustees. He also wished everyone a happy 4th of July.

Mr. Diana wanted a discussion on canceling the second meeting in July and August.

Mr. Diana made a motion to cancel the Tuesday meetings in July and August 2019. Second by Randy Loveland. Motion passed unanimously.

Adjournment

The next meeting will be on July 12, 2019 at 1pm in Building D/E.

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

Meeting adjourned at 7:25PM.

Steve Diana, Secretary

Dawn Myers, District Clerk

Barefoot Bay Recreation District

Treasurer's Report

July 12, 2019

Cash Balances in General Fund as of 7/2/19

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

Operating Cash in Banks

MB&T Operating Account 2,437,698.65
Total Operating Accounts: 2,437,698.65

Interest Bearing Accounts

SBA Reserve Account 686,432.60
Total Interest Bearing Accounts 686,432.60

Total Cash Balances in General Fund: \$ 3,126,631.25

Total Daily Deposits and Assessments Received for 6/18 - 7/2/2019

Daily deposits: \$ 81,517.55
 Assessments received (from County only): 118,549.73
Total Deposits Received \$ 200,067.28

Expenditures over \$5,000 for for 6/18 - 7/2/2019

Check Number	Vendor	Description	Check Amount
53158	Special District Services, Inc	Management Fees: June 2019	13,107.27
53136	Florida Power & Light Co	Electricity: May 2019	6,557.74
53125	Complete Electric Inc.	NAB Generator: Deposit	17,088.00
53098	Rossway Swan et. al	Legal Fees: May 2019	11,050.36
53091	Health First Health Plans	Employee Health Insurance: July 2019	22,185.66
	US Treasury	Payroll Tax: PPE 6/23/19	16,901.22
	Paychex	Net Payroll: PPE 6/23/19	58,968.91
Total Expenditures over \$5,000			\$ 145,859.16

Board of Trustees

Meeting Agenda Memo

Date: Friday, July 12, 2019
Title: **Multi-Function Building Behind Shopping Center**
Section & Item: 8.A.
Department: R&M/Capital Projects
Fiscal Impact: Approximately \$3 Million or more
Contact: Dave Wheaton, Trustee, 1st Chair, Dawn Myers, District Clerk, John W. Coffey ICMA-CM, Community Manager
Attachments: attachment old list of projects to be financed November 2018, attachment FY20-24 list of projects
Reviewed by
General Counsel: No
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion of Trustee Wheaton’s proposal alterations to the FY20 Budget and FY20-24 Five-year Financial Model and Capital Improvement Program (FY20-24 5yrFM&CIP) and direction to staff.

Background and Summary Information

The Board of Trustees (BOT) held a budget kick-off townhall style meeting on November 27, 2018 to solicit input from the public regarding the development of the FY 20 Budget and FY 20-24 Five-Year Financial Model and Capital Improvement Plan (5yrFM&CIP). The BOT then met once in a workshop to review the FY 20-24 5yrFM&CIP on January 31, 2019. The BOT held three budget workshops in April and May of 2019.

On May 28, 2019, the BOT authorized the mail out to property owners of the FY 20 Proposed Budget and proposed assessment of \$792.00 per lot. The Approved FY 20 General Fund Budget, as adopted by the BOT on a 4-0 vote on June 25, 2019, is balanced at \$6,544,578.00, containing \$103,244.00 in non-capital decision points, \$754,500.00 in R&M/Capital projects, funding for 70.75 full-time equivalent positions (33 full-time and 37.75 part-time), 2 full-time positions within the contract with Special District Services, Inc. and uses \$33,975.00 in fund balance (to off-set the cost of one-time R&M/Capital projects).

The following 25 projects were approved for FY20:

FY20 Budget	Project Name
145,000	Lounge enlargement
95,700	Beach projects, Ph. 3 (Restrooms)
75,000	Lake bank repairs
66,000	Pool 1 walkway roof replacement, Ph. 2
60,000	Irrigation system replacement, Ph. 1 (6 satellite boxes)
40,000	Installation of mechanical pool covers at Polls #2 & #3

35,000	Replace Property Services truck (2006 F-250 size)
32,000	Replace lawnmower
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Pool 2 restrooms roof replacement (w/metal)
25,000	Pool 3 restrooms roof replacement (w/metal)
25,000	Neighborhood revitalization program
24,000	Additional Property Services Truck
24,000	Bench covers for (26) benches at Shuffleboard courts
21,800	Replace sidewalks at Bldg. D/E and the 19th Hole
20,000	Bandshell lakeside of Lounge
8,500	Additional utility cart for custodian supervisor
7,500	Pro Shop carpet and floor replacement/repair
754,500	FY20 Sub-total

FY20 Use of Fund Balance	Project Name
247,600	Building A kitchen expansion
191,400	Upgrade electrical infrastructure in Building A
132,000	Building A HVAC replacement/upgrade
104,882	Lake bank restoration, Ph. 6 (holes 10, 11, 12, 14, 15, 16 & 17)
82,400	Replace electrical infrastructure in Shopping Center
50,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
19,100	Additional parking lights at Shopping Center
827,382	FY20 Use of Fund Balance Sub-total

Additionally, FY21 contains a \$2.5 Million loan to fund a \$1.9 Million expansion of the Lounge (\$140,000 in FY20 for design and the balance split over FY21 and FY22 for construction costs). The \$600,000 of the loan that is in excess of

anticipated construction cost is the capitalized portion of the repayment costs (i.e. the payments that typically are required during the construction phase).

The Building Behind the Shopping Center project”, originally discussed by the 2018 BOT, was not part of the proposed FY20-24 5yrFM&CIP nor was it requested to be added to the FY20-24 5yrFM&CIP during any of the workshops held this year.

Of note, on May 10, 2019, the BOT approved a proposal from TLC in the amount of \$7,500.00 to conduct a parking needs analysis of the Community Center area. Staff anticipates the report from this analysis by the end of this month.

On July 01, 2019, Trustee Wheaton verbally requested this item be placed on the agenda. Below is the text of an email from District Clerk Myers summarizing his request.

Dave Wheaton would like an agenda item placed on the July 12th meeting agenda regarding the multifunctional building in the green space behind the shopping center. He would like the Board to reconsider this item, initially brought up by Frank Cavaliere, in place of the Lounge project. He stated that this project should resolve the various issues with upgrading the Lounge such as the length of time and parking. Dave believes we should attribute the 3 million bank loan over 5 years to this project.

Staff requests direction regarding this matter.

List of Projects being considered for Financing (subject the change by BOT)

	Original	Maint.	Long-term
1 Repave West RV lot	132,565	132,565	
2 Repave Micco RV lot	285,632	285,632	
3 Repave shopping center parking lot	168,431	168,431	
4 Replacement Admin. Bldg.	935,748		250,000
5 D-E/ 19th Hole/Pro Shop complex Project (SOW TBD)	4,998,644		350,000
6 Upgrade elect. infrastr. in Bldg. A	159,500	159,500	
7 Bldg. A HVAC Replace/Upgrade	110,000		110,000
8 Bldg. A kitchen expansion	206,323		206,323
9 Lounge Enlargement	350,000		1,500,000
10 Replace electrical infrastructure in Shopping Center	80,000	80,000	
11 Beach Projects, Ph. 3 (Restrooms)	93,870		93,870
12 Beach Projects, Ph. 4 (Pavilion)	53,270		53,270
13 Beach gate access card system	28,272		28,272
14 Lake bank restoration, Ph. 6 (left of 11 tee box, right of 16 green)	87,000	87,000	
15 Lake bank restoration, Ph. 7 (between holes 10 & 12)	87,000	87,000	
16 Lake bank restoration, Ph. 8 (right of 6, right of 2, right of 3 & behind 5)	87,000	87,000	
17 Lake bank restoration, Ph. 9 (right of 15, right of 14 & right of 14 green)	87,000	87,000	
18 Irrigation System Repairs	500,000		500,000
19 ABM Worksite upgrade Ph. 1 (canal fill)	265,267		265,267
20 ABM Worksite upgrade Ph. 2 (consolidated new building)	454,230		454,230
Subtotal	9,169,751	1,174,128	3,811,232
21 Building behind the Shopping Center	2,131,672		2,499,416
Total	11,301,423	1,174,128	6,310,648
Shaded numbers indicate budget based on a Trustee's estimate and not a RoM.			7,484,776

Approved FY20-24 General Fund 5-Year Financial Model and Capital Improvement Plan

FY20 Budget	Project Name
145,000	Lounge enlargement
95,700	Beach projects, Ph. 3 (Restrooms)
75,000	Lake bank repairs
66,000	Pool 1 walkway roof replacement, Ph. 2
60,000	Irrigation system replacement, Ph. 1 (6 satellite boxes)
40,000	Installation of mechanical pool covers at Polls #2 & #3
35,000	Replace Property Services truck (2006 F-250 size)
32,000	Replace lawnmower
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Pool 2 restrooms roof replacement (w/metal)
25,000	Pool 3 restrooms roof replacement (w/metal)
25,000	Neighborhood revitalization program
24,000	Additional Property Services Truck
24,000	Bench covers for (26) benches at Shuffleboard courts
21,800	Replace sidewalks at Bldg. D/E and the 19th Hole
20,000	Bandshell lakeside of Lounge
8,500	Additional utility cart for custodian supervisor
7,500	Pro Shop carpet and floor replacement/repair
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754,500	FY20 Sub-total
FY20 Use	Project Name
of Fund Balance	
247,600	Building A kitchen expansion
191,400	Upgrade electrical infrastructure in Building A
132,000	Building A HVAC replacement/upgrade
104,882	Lake bank restoration, Ph. 6 (holes 10, 11, 12, 14, 15, 16 & 17)
82,400	Replace electrical infrastructure in Shopping Center
50,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
19,100	Additional parking lights at Shopping Center
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827,382	FY20 Use of Fund Balance Sub-total

Approved FY20-24 General Fund 5-Year Financial Model and Capital Improvement Plan

FY21 Budget	Project Name
82,500	Electronic resident badging system and scanning stations at pools
1,380,000	Lounge enlargement
113,900	Repave shopping center parking lot
60,800	Repave/reconstruct 19th Hole/Bldg. D/E parking lot
55,400	Beach Projects, Ph. 4 (Pavilion)
50,000	Restroom trailer by pickle ball/tennis courts
40,000	Irrigation system replacement, Ph. 2 (design, engineering, etc.)
35,000	Replacement backhoe (used)
30,000	Westside Rec. area pathways
28,800	Beach gate access card system
28,000	Replace Property Services truck (2006 full-size)
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Neighborhood revitalization program
1,954,400	FY21 Sub-total

Approved FY20-24 General Fund 5-Year Financial Model and Capital Improvement Plan

FY22 Budget	Project Name
375,000	Lounge enlargement
250,000	Irrigation system replacement, Ph. 3 (front nine, range and practice green piping/heads)
59,500	Replace concrete & pavers Lounge (west side)
33,600	Expand paver area west of Lounge by 20 feet
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Neighborhood revitalization program
21,200	New awning and panels west of Lounge
19,000	Replacement Resident Relations truck (2015 mid-size)
11,900	Upgrade golf cart parking area (Lounge) to crushed concrete
10,000	Replace HD utility cart (2008) used by softball association
830,200	FY22 Sub-total

Approved FY20-24 General Fund 5-Year Financial Model and Capital Improvement Plan

FY23 Budget	Project Name
223,600	Repave/reconstruct Micco RV lot
250,000	Irrigation system replacement, Ph. 4 (back nine piping/heads)
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Neighborhood revitalization program
22,700	Portable 20kw emergency backup generator
8,000	Replace Resident Relations golf cart (2013)
4,400	Beach volley ball court (by Pool #1)
<hr/>	<hr/>
558,700	FY23 Sub-total

Approved FY20-24 General Fund 5-Year Financial Model and Capital Improvement Plan

FY24 Budget	Project Name
99,300	Repave/reconstruct West RV lot
25,000	Replace damaged concrete sidewalks/assembly areas (Location TBD)
25,000	Neighborhood revitalization program
<hr/>	
149,300	FY24 Sub-total

Board of Trustees

Meeting Agenda Memo

Date: Friday, July 12, 2019
 Title: **DOR Violation 18-001022 803 Beech Court**
 Section & Item: 9.A.i.
 Department: Resident Relations, DOR
 Fiscal Impact: N/A
 Contact: Richard Armington, Resident Relations Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: 803-5, 803-4Beech, 803-3, 803-2, 18-001022
 Reviewed by
 General Counsel: No
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Review violation and referral to General Counsel Repperger.

Background and Summary Information

Violation to Article III, Section 4-B, Pets(3 large dogs). Case was opened 3/3/2018. Eight inspections have been performed on this property. Six pictures have been taken, four are attached. Staff has had three interactions with the homeowners. Staff has signed affidavit of notices.Statement of violation has been sent. Property is under social membership suspension. Property was found in violation by the Violations Committee on July 13, 2018. Respondent was notified by First Class mail, certified mail and property was also posted.

Staff recommends that the BOT refer this Violation 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.









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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 18-001022

#0401/ 18-001022

MARCEAU, ANN MARIE and GEORGE T RUSSEL
803 BEECH COURT
BAREFOOT BAY, FL 32976

Respondent(s),

STATEMENT OF VIOLATION

PURSUANT to the Article(s) listed below, of the Barefoot Bay Deed of Restrictions, the undersigned DOR Enforcement Officer hereby gives notice of a violation or violations of the Deed of Restrictions of the Barefoot Bay Recreation District, described herein.

SECTION(S) OF DEED OF RESTRICTION VIOLATION(S)

• **ARTICLE III, SECT. 4 (A) (B) (C) (D) Pets**

(A) Property Owners and their lessees, tenants, guests and invitees shall be responsible for the control of any pets owned by them while such pets are within Barefoot Bay. All pets shall be on a leash while being walked or exercised within Barefoot Bay outside the confines of the Owner's residence or completely enclosed fenced areas of a residential lot. The Owner of any pet shall be responsible for the immediate removal and proper disposal in accordance with any local, state or federal law of any bodily waste deposited by a pet on any property within Barefoot Bay. (B) Animals, livestock, or poultry of any kind shall not be raised, bred, or kept on any lot, except that two (2) dogs or two (2) cats or one (1) dog or one (1) cat or other small domesticated household pets which are kept inside the home provided they are not boarded, stabled, kenneled, or bred for commercial purposes. Swine, fowl and livestock (cows, horses, sheep, goats, etc.) shall not be kept on any lot in Barefoot Bay. No feral cat colony shall be maintained by any lot in Barefoot Bay. (C) No dog houses, kennels or animal cages of any kind shall be allowed outside of any home on any Lot within Barefoot Bay. (D) No Dangerous Dogs, as classified by the Brevard County Animal Services and Enforcement, pursuant to Sec. 14-49, Code of Ordinances of Brevard County, Florida, or as such section may be amended, shall be allowed to be maintained on any lot in Barefoot Bay.

LOCATION/ADDRESS WHERE VIOLATION EXISTS

Block # 105 Lot # 18
803 BEECH COURT
BAREFOOT BAY, FL 32976

DESCRIPTION OF VIOLATION(s): more than two animals: (3) dogs

DATE OF VIOLATION FIRST OBSERVED: Mar 03, 2018

DATE OF OWNER/PERSON IN CHARGE GIVEN NOTICE OF VIOLATION:

March 05, 2018 via First Class
June 27, 2018 via Certified return receipt requested.

DATE ON/BY WHICH VIOLATION TO BE CORRECTED: 07/9/2019



Stephane Fecteau, DOR Inspector
772-664-3141

July 03, 2019



803 beech 3 dogs
Stephane Fecteau
Jun 10, 2019



803 Beech
Stephane Fecteau
Mar 03, 2018

**BAREFOOT BAY RECREATION DISTRICT
BREVARD COUNTY, FLORIDA
NOTICE OF HEARING
OF
BOARD OF TRUSTEES**

Notice is hereby given that a **Hearing** will be conducted before the Barefoot Bay Board of Trustees at **01:00 PM** on **July 12, 2019** at **1225 Barefoot Boulevard, Building D&E, Barefoot Bay, Florida.**

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

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

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

THIS IS A PUBLIC MEETING. ALL INTERESTED PARTIES MAY ATTEND. THE FACILITY WHEREIN THIS PUBLIC MEETING WILL BE HELD IS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED. IN ACCORDANCE WITH AMERICAN DISABILITIES ACT, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE DEED OF RESTRICTIONS ENFORCEMENT OFFICE AT 772-664-3141.

July 03, 2019

Deed of Restrictions STAFF

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

BAREFOOT BAY RECREATION DISTRICT

Petitioner

Vs

Case no. 18-001022

#0401 / 18-001022

MARCEAU, ANN MARIE and GEORGE T RUSSEL,
803 BEECH COURT
BAREFOOT BAY, FL 32976

Respondent(s),

**RE: 803 BEECH COURT
Barefoot Bay, FL 32976**

AFFIDAVIT OF NOTICES

STATE OF FLORIDA
COUNTY OF BREVARD

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

1. That on or about the _____ day of _____ 2019, a Statement of Violations and a Notice of Hearing was mailed to the respondent at the above address by **First Class mail**.
2. That on or about the _____ day of _____ 2019, a Statement of Violations and a Notice of Hearing was mailed to the above respondent by **Certified mail**, return receipt requested, a copy of which is attached hereto.
3. That on or about the _____ day of _____ 2019, a Statement of Violations and a Notice of Hearing was **Posted** at the above referenced address a copy of which is attached hereto.
4. That on or about the _____ day of _____ 2019, a Statement of Violations and a Notice of Hearing was emailed to the Mortgage Servicer for above referenced address, a copy of which is attached hereto.

FURTHER AFFIANT SAYETH NOT.

Dated this _____ day of _____ 20_____.



Stephane Fecteau, DOR Inspector

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

Notary Public
State of Florida at Large

Board of Trustees

Meeting Agenda Memo

Date: Friday, July 12, 2019
 Title: **Discussion Regarding How to Proceed with Shopping Center Roof Replacement**
 Section & Item: 9.B.
 Department: R&M/Capital Projects
 Fiscal Impact: TBD
 Contact: Matt Goetz, Property Services Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: attachment July 11, 2014 BOT agenda memo shopping ctr roof replacement, attachment BOT July 12, 2014 BOT minutes
 Reviewed by
 General Counsel: No
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Discussion and decision regarding how to proceed with replacement of the Shopping Center Roof.

Background and Summary Information

On July 11, 2014, the BOT selected a vendor to replace the roof on the Shopping Center Building 935 Barefoot Blvd.). The vendor selected by the BOT installed trusses which created a pitched roof (toward the center of the formerly flat roof). Although most of the leaks were resolved, a small number of minor leaks persisted despite multiple abatement efforts by the contractor during the warranty period and other roofers after the warranty period. As part of the recent Facility Dude assessment of BBRD buildings and amenities, the pitched roof installed in 2014 was deemed “expired” due to “a roof design and/or materials which do not facilitate proper drainage.” Additionally, the report stated “An engineering study is highly recommended to properly address possible changes of roof pitch and the modification of the internal roof drainage system.”

Staff identified the following options, advantages and disadvantages:

Option	Advantages	Disadvantages
1. Have TLC develop construction plans for removal of existing roof and installation of new roof	Maximum assurance new roof will meet modern design standards and not leak.	Increased cost and time delay due to development of construction drawings
1. Skip design and issue RFP for removal of pitched roof and installation of new flat roof	Lower cost	Less assurance new flat roof will not leak and possible delay in bidding due to RFP process
1. Skip design and RFP process and solicit bids for removal of pitched roof and installation of new flat roof	Lower cost	Less assurance new flat roof will leak
1. Continue to seek roofers to attempt to locate and seal source of leaks	Lowest cost	Low probability of identifying all sources of minor leaks based on past 4 years effort to address leaks

Staff recommends 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.

Meeting Date
Jul 11, 2014



Agenda	
Section	8
Item No	C

Agenda Report
Barefoot Bay Recreation District Board of Trustees

Subject: Shopping Center Roof Replacement (updated)
Dept/Office: Administration/Property Services/Shopping Center

Requested Action: Waiver of RFP policy under Exception to Competition #7 and award of contract to the most appropriate bidder

On 24Jun14, the BOT approved the FY15 Budget which contains \$55,500 in the Shopping Center R&M Buildings line item for the roof replacement project to address the leaking roof on the east side of the complex.

Unexpectedly heavy rains on 21Jun14 caused increased infiltration into the convenience store which staff has attempted to address through multiple patches and repairs. Due to the increased amount of water coming into the long-term tenant's business, staff recommends proceeding with the FY15 Budget project immediately to abate the situation. Subsequent rainfall has continued to pour into the tenant's area causing disruptions to his business and loss of merchandise.

This action would require the BOT to waive the RFP process via the exception to competition #7 and to approve a budget amendment to fund the project. Said budget amendment will use available fund balance from the SBA Capital Improvement account within the General Fund which had a balance of \$609,942.86 as of 16Jun14. If approved, the corresponding amount of budgeted funds in FY15 will not be spent and will replenish the SBA account.

Staff contacted 5 vendors and so far (as of 8Jul14) has acquired three written, signed bids:

- JAG Enterprises & Associates \$61,800 (can start work within 3 days)
- Leeward Roofing \$78,520 (combination of two separate bids of \$56,777 & \$21,743) (can start work within 2 weeks)
- All Brevard Roofing, Inc. (bid to be revised by COB 10Jul14 as owner believes he may have inaccurately-measured the work site resulting in an inaccurate bid price)

Based on the received bids, staff recommends waiver of RFP policy under exception to competition #7 and award of contract to the lowest bidder.

Exhibits Attached: Bids from JAG Enterprises & Associates, Leeward Roofing and BBRD Policy Manual language regarding competitive pricing requirements and waiver of competition.
Contact: John W. Coffey, Community Manager; Sue Cuddie, Resident Relations & Shopping Center Manager; and John Morris, Property Services Manager
Fiscal Impact: TBD, cost of recommended quote
Contract/Agreement Reviewed by Attorney: N/A
Community Manager's Approval: Yes



BAREFOOT BAY RECREATION DISTRICT

**Board of Trustees Board of Trustees Regular Meeting
Friday, July 11, 2014
1 PM –Building D&E**

The Barefoot Bay Recreation District held a Regular Meeting on Friday, July 11, 2014 in Building D&E, 1225 Barefoot Boulevard, Barefoot Bay, Florida. Mr. Guinther called the meeting to order at 1:00 P.M.

Thought for the Day

Mr. Guinther asked for a moment of silence to honor our service personnel both past and present who have helped protect our country.

Pledge of Allegiance

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

Roll Call

Present: Mr. Guinther, Ms. Crouse, Mr. Klosky, Mr. Diana. Mr. Peet was excused. Also present John Coffey, Community Manager, Jason Pierman, SDS, Amanda Smith, Gray and Robinson and Dawn Myers, Recording Secretary. Attorney Repperger was excused.

Minutes

Minutes dated June 24, 2014.

Mr. Klosky made a motion to approve the minutes from June 24, 2014 as read. Second by Mr. Diana. Motion carried unanimously.

Treasurer's Report

Ms. Crouse presented the Treasurer's Report dated July 11, 2014

Operating Account, Bank of America			\$673,938.00
	Interest		
SBA Capital Improvement Fund	\$ 81.37	\$610,024.23	
	Interest		
SBA Emergency Reserve Fund	\$ 84.23	\$631,413.99	
	Interest		
SBA Debt Fund	\$ 89.35	\$670,039.23	
SBA B Fund (restricted)	5/31/2014	\$4,592.53	
Bank of America Money Market		<u>\$347,139.11</u>	
Total Designated and Reserve Funds		\$2,263,209.09	
Total of all Accounts			\$2,937,147.09
All checks written from 6/17/14 to 7/3/14	\$	165,667.90	
Expenditures Over \$10,000 From 6/17/14 through 7/3/14			
Payroll	19-Jun		\$42,438.87
Payroll Taxes			\$12,065.55
Payroll	7/3/2014		\$42,769.37
Payroll Taxes			\$12,172.45
Health First Employee Health Ins.			\$14,992.54
Special District Services			\$11,028.86
Gray Robinson			\$12,857.58
One Source			<u>\$37,493.00</u>
Total Large Expenditures			\$185,818.22

Mr. Diana asked Mr. Coffey about the present condition of the golf course and Bocci ball areas. Mr. Coffey stated One Source is currently providing a maintenance schedule for the golf course, Bocci ball court and softball field. Mr. Coffey continues to work with Jim Kormondy and One Source to improve the conditions of the greens and the lawn bowling area. Mr. Guinther stated the aerification process began on the greens yesterday.



BAREFOOT BAY RECREATION DISTRICT

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

Audience Participation

Mr. Richard Bleau asked if our insurance would cover the Roof Replacement at the shopping center. Mr. Guinther and Mr. Coffey commented that the roof issue is due to normal wear and tear and typically is not covered by insurance; however Mr. Coffey will revisit the policy to verify.

Unfinished Business

Case # 1281-04-14 604 Tarpon Drive

Carried over from June 13th District Meeting. Has come into compliance.

Case # 1283-04-14 1000 Oriole Circle

Carried over from June 13th District meeting. Has come into compliance.

Mr. Guinther reported that the property at 804 Thrush Circle sold at a tax sale, has been removed and thus, has come into compliance.

New Business

Case # 1290-06-14 728 Hyacinth Circle

Case # 1291-06-14 490 Papaya Circle

Case # 1292-06-14 910 Pecan Circle

Case # 1293-06-14 602 Seagull Drive

Violation of Article III, Section 2 Condition of Property (Power wash).

Specifically, the respondent has mold, mildew and dirt on the exterior of the home on the property that is in need of power washing. The respondent has been given until June 20, 2014 to bring the property into compliance by power washing the home.

Ms. Crouse made a motion to powerwash the properties at 728 Hyacinth Circle, 490 Papaya Circle, 910 Pecan Circle, 602 Seagull Drive and lien the properties. Second by Mr. Klosky. Motion carried unanimously.

Case # 1298-06-14 & Case # 1308-07-14 1209 Gardenia Drive

Violation of Article III, Section 3 Parking of Vehicles

Violations Committee met today and has recommended curative action to remove the vehicle from the property. Ms. Cuddie stated the van will be towed by the District tow company Firehouse Towing.

Mr. Klosky made a motion to accept the Treasurer's Report as read. Second by Mr. Diana.

Motion carried unanimously.

Emergency Management Plan

Mr. Coffey discussed the requested emergency management plan that he has been working on for some time. He stated that Ms. Cuddie is the second in command in the event of an emergency and Ms. Myers will be the Public Information Officer. The plan is geared towards staff but is a plan that covers everyone in the community.

Mr. Diana made a motion to continue the emergency management plan to the next District meeting on July 22, 2014 for further time to review. Second by Mr. Klosky. Motion carried unanimously.

Shopping Center Roof Replacement

Staff requests waiving the RFP process under the BBRD Policy #7 exception to competition, due to ongoing water coming in the tenant's store and the fact that we are in the hurricane season. Staff has acquired three quotes but recommends the contract be awarded to Jag Enterprises.



BAREFOOT BAY RECREATION DISTRICT

Mr. Richard Bleau commented on Jag's work in 2005-2006 while working on a different roof in the shopping center. He stated the work was poor and recommended adding a line in the contract to include frequent visits to check progress during the length of the project.

Mr. Bob Kahl stated that Jag is a contractor we should award the project to a roofing company rather than a general contractor. Discussion ensued regarding the submitted bids.

Mr. Klosky made a motion to award the contract to All Brevard Roofing. Second by Mr. Diana. Motion carried unanimously.

Shopping Center Budget Amendments and Resolution

Ms. Amanda Smith was present in Attorney Repperger's absence and read the resolution.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BAREFOOT BAY RECREATION DISTRICT AMENDING RESOLUTION 2013-10; AMENDING THE BUDGET; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Diana made a motion to waive the RFP process under BBRD Policy #7 exception to competition. Second by Mr. Klosky. Motion carried unanimously.

Mr. Klosky made a motion to approve resolution 2013-10 amending the budget with corrections. Second by Mr. Diana. Motion carried unanimously.

Engineering Services Discussion

Mr. Coffey explained the current contract with MBV is not exclusive. They do not represent the District they simply do design work for us. Mr. Diana raised the topic of Mr. Moia's involvement on the county Boards creating a conflict of interests.

Mr. Klosky made a motion to extend the MBV contract. Second by Mr. Diana for discussion.

Mr. Ernest Loening stated his disapproval with MBV due to the fact that he represents new developers which may conflict with the desires of the Barefoot Bay community.

Ms. Crouse and Mr. Guinther reminded the residents that we locked in our pricing with MVB not the freedom to use other firms.

Ms. Amanda Smith reiterated that we can choose our firms on a project by project basis we are not obligated to use MBV if the contract is extended.

Mr. Rick Geselle commented on some holes on the decking at Pool 1 which should be addressed.

Mr. Diana stated we should go out to RFP as Mr. Moia's work is consistently delayed and is not satisfied with jobs with work not being returned on a timely basis.

Mr. Jason Pierman reminded the Board that if we go through the CCNA process it will be a bidding process based on qualifications not price.

Mr. Klosky amended his motion to not extend MBV's contract and send the District's engineering services out to RFQ. Second by Mr. Diana Motion carried unanimously.

Manager's Report

Mr. Coffey stated the parking lot RFP has had seven downloads on the online procurement site DemandStar. The pumphouse renovation is in progress. The RFP for Pool 2 deck and pavers will be ready next Friday. Mr. Coffey needs a recommendation for a resident voting member and a trustee voting member. Mr. Klosky volunteered for the seat as trustee voting member. Attorney Repperger and SDS will have the SDS contract ready for discussion at the July 22, 2014 meeting. Mr. Diana suggested installing security cameras at the pools in response to the recent vandalism at the pools. Mr. Guinther suggested a District wide plan for security at all the pools. Ms. Crouse requested that residents who overhear any noise please report it.

Attorney Report



BAREFOOT BAY RECREATION DISTRICT

Amanda Smith reported on behalf of Attorney Repperger. He is currently working on the DOR ballot language and the Policy changes to include the parking on the grass for inclusion on the August 8th agenda.

Trustee Liaison Report

Mr. Guinther reported that August 1st will be the next scheduled Golf Review meeting 9AM in building D/E. Ms. Crouse thanked the HOA executed Board for the involvement in the community meetings and most recently the hurricane awareness meeting which was opened to the Barefoot Bay community and local residents. Drive in movie this Saturday is the movie UP. She discussed the Sheriff's Department program Safe Kids Academy for kids ages 5-12 will take place in Building A on August 2, 2014. Mr. Guinther read the Violations Committee report 35 cases were reported, 17 in compliance. Klosky commented on the projects from the Maintenance department. Building C floors and walls are complete, The problem with the gates at the RV lots is now resolved.

Mr. Diana presented the Food and Beverage report. The Fourth of July event was a success with over 500 in attendance.

Trustee Incidental Remarks

Mr. Klosky asked about the tennis court cracks and the vendor accountability. Ms. Crouse discussed the new brochures that will supply a summary of the DOR rules and regulations. The brochures are printed and ready for pick up and will be available through the Resident Relations office. Mr. Diana stated that he has requested copies of some checks that are in question.

Audience Participation

Mr. Bob Kahl discussed the history of the security cameras at the pools. They were donated by a former resident. Mr. Kahl read the resolution from 2008-01 stating the violations committee should have legal representation. He stated the attorney for the violations committee has not had any communication with the attorney in years. Mr. Kahl requested authorization for the HOA attorney and the Violations Committee Attorney to discuss the rights for HOA fining process.

Ms. Crouse made a motion to allow staff to investigate if Mr. Karl Bohne is available and interested in talks with the attorney for the Violations Committee. Second by Mr. Klosky. Motion carried unanimously.

Mr. Richard Dempsey stated his dissatisfaction with two particular employees at the establishments in the District. He recommends cameras be installed in the Lounge and the 19th Hole.

Mr. Ernest Loening asked about the social membership fee and is dissatisfied with the tennis courts lights being on at 5am in the morning.

Ms. Wilma Wegelin followed up on Mr. Kahl's statements regarding legal representation for the HOA to discussing the fining process with legal representation for the Violations committee. She mentioned the candidate forum sponsored by the HOA on August 17, 2014 in Building A beginning at 2PM.

Mr. Rick Geselle asked about management coverage on the weekends. Mr. Guinther stated we are currently working on the schedule to ensure coverage on the weekends.

Adjournment

Mr. Guinther announced the next District meeting Tuesday, July 22, 2014 at 7PM in Building D/E.

Mr. Klosky made a motion to adjourn. Second by Mr. Diana. Motion carried unanimously. Meeting adjourned at 3:30 p.m.



BAREFOOT BAY RECREATION DISTRICT

Robert Peet, Secretary

Dawn Myers, Recording Secretary

Board of Trustees Meeting Agenda Memo

Date: Friday, July 12, 2019

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

Section & Item: 9.C.

Department: Administration, District Clerk

Fiscal Impact:

Contact: Matt Goetz, Property Services Manager, John W. Coffey
ICMA-CM, Community Manager

Attachments:

Reviewed by

General Counsel:

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



Requested Action by BOT

Selection of Trustee voting member so the Community Manager can announce the evaluation committee membership and release date of the RFQ.

Background and Summary Information

On May 24, 2019, BBRD released a Request for Proposal (RFP) for the relocation of the Pool #1 pit and heater building plus the replacement of the Pool #2 pit. One vendor attended the required pre-submittal site inspection but did not submit a proposal. Additionally, staff has been unable to obtain a bid for replacement of the Pool #2 pit replacement for the last two years. Reasons for pool construction firms not bidding on BBRD projects appear varied but the difficult political and social climate in BBRD coupled with the very hot economy are probably the two main factors.

Last month, Trustee Henderson placed on the June 14, 2019 agenda a discuss the merits of issuing a request for qualifications (RFQ) for current and future pool construction services. A RFQ, as opposed to an RFP, is a competitive bidding process where vendors are evaluated by a committee on qualifications and price is excluded initially. Only after the BOT has voted for a ranking (i.e. #1, #2, #3, etc.) of vendors does staff then negotiate with the highest ranked firm to attempt to reach an agreement for services that does include price (typically hourly rates for specific positions and any percentage of overhead and profit). If staff and the top ranked firm cannot reach an agreement, then staff can end negotiations with that firm and start negotiations with the second firm. Under no circumstances can staff reconsider the higher ranked vendor once negotiations have ceased. When an agreement with a vendor is reached, the terms are placed on an agenda for the BOT to consider approval of a "continuing services contract" with said vendor at the terms agreed upon by both parties. Consensus of the BOT was for staff to prepare a RFQ and place it on the next available agenda.

The Policy Manual requires an evaluation committee for RFQs which shall consist of three voting members (one Trustee, one employee from the user department and one non-employee resident as selected by the Community Manager) plus two non-voting members (Chairman of the BOT and the Community Manager).

The anticipated schedule is listed on the following page.

Order	Task	Date (and Time if applicable)
1	Florida Today Advertisement	July 15, 2019
2	Publication Date	July 16, 2019
3	Advertisement	July 16, 2019 through Aug. 15, 2019

4	Deadline for Written Questions	Aug. 8, 2019
5	Responses/Addendum Issued	July 17, 2019 through Aug. 9, 2019
6	Submission Deadline (RFQ close date)	Aug. 15, 2019 (4:30pm)
7	RFQ Opening and Evaluation Committee Meeting Date (Discussion & Review).	Aug 16, 2019 (10:00am Administration Conference Room)
8	Additional Evaluation Committee Meetings (Short listing, if needed, otherwise vote to recommend award to Board of Trustees)	Aug 23, 2019 (10:00am Administration Conference Room)
9	Evaluation Comm. Interviews (if needed) and vote to recommend the top respondents to Board of Trustees	Date & Time TBD, no later than Sep 5, 2019.
10	Board of Trustees authorization to negotiate with top respondent(s)	Sep. 13, 2019 (1:00pm, Bldg. D/E)
11	Comm. Mgr. negotiation with top respondent(s)	Sep. 18-26, 2019
12	Board of Trustees award of contract	Oct. 11, 2019 (1:00pm, Bld. D/E)

Weighted criteria to be used by the evaluation committee to rank the respondents shall be as follows:

Summary of Qualifications: 60%

Technical Qualifications: 40%

Hence, the BOT needs to select one Trustee to serve as a voting member. Afterwards, the Community Manager will announce the 5 persons who will serve on the RFQ evaluation committee and the start and end dates for the RFQ.

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

Board of Trustees Meeting Agenda Memo

Date: Friday, July 12, 2019
Title: **Shopping Center Building 2 Space 3 (old Doctor's Office)
Lease proposal**
Section & Item: 9.E.
Department: Shopping Center
Fiscal Impact: TBD
Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM,
Community Manager
Attachments: attachment lease proposal
Reviewed by
General Counsel: Yes
Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Consideration of Sebastian River Medical Center (SRMC) proposal for Shopping Center Space Building #2, unit #3.

Background and Summary Information

On June 20, 2019 Ralph Taylor, RN, MSN, MHA CNOR the Chief Nursing Officer/Chief Operating Officer of the Sebastian River Medical Center – A Steward Family Hospital made the following proposal through our listing agent (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 an 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.

Staff recommends the BOT accept the lease proposal for Building #2, Unit #3.

John Coffey

From: Charles Henley
Sent: Wednesday, July 03, 2019 2:20 PM
To: John Coffey
Subject: Support - SRMC Proposal FW: [EXTERNAL] Re: Barefoot Bay Property

From: Charles Henley <charleshenley@bbrd.org>
Sent: Thursday, June 20, 2019 4:30 PM
To: John Coffey <jcoffey@bbrd.org>
Subject: FW: [EXTERNAL] Re: Barefoot Bay Property

From: Terry Calhoun <terrycalhouncam@aol.com>
Sent: Thursday, June 20, 2019 4:22 PM
To: charleshenley@bbrd.org
Subject: Fwd: [EXTERNAL] Re: Barefoot Bay Property

Terry Calhoun
Coldwell Banker Paradise
Schlitt Community Management
1209 U.S. Highway 1
Sebastian, FL 32958
E-mail: terrycalhouncam@aol.com
Direct: 772-388-6378
Fax: 772-388-1227

Dear Charles,

Below is the client that would like to rent the medical office. Please see if you can get this on the agenda for their meeting.

They would be an excellent tenant for this space, and so beneficial for the community!

Hope you agree!

Sincerely,

Terry Calhoun, Realtor

From: Terry Calhoun <terrycalhouncam@aol.com>
Sent: Thursday, June 20, 2019 3:32 PM
To: Taylor, Lonnie (Ralph) <lonnie.taylor@steward.org>
Subject: [EXTERNAL] Re: Barefoot Bay Property

Terry

Sent from my iPhone

On Jun 20, 2019, at 2:28 PM, Taylor, Lonnie (Ralph) <lonnie.taylor@steward.org> wrote:

Terry,

Sebastian River Medical Center is interested in leasing the available space located at 935 Barefoot Bay Blvd, #1, Barefoot Bay 32976 to provide a medical walk in clinic at the price discussed during our walk through. We are looking at a 36 month lease with an option to renew. We would possibly like to do some minor renovations to include upgrading cabinets, counters, paint and some floor work.

Rent \$10 sq ft CAM 2.87 and Real Estate Taxes TBA

Thanks

Ralph Taylor, RN, MSN, MHA CNOR
Chief Nursing Officer/Chief Operating Officer
13695 US Highway 1 Sebastian, Florida 32958
Tel: 772-581-2042 | Cell 352-587-4972 | Fax 772-388-3689
Lonnie.taylor@Steward.org
Sebastian River Medical Center – A Steward Family Hospital

Board of Trustees Meeting Agenda Memo

Date: Friday, July 12, 2019
 Title: **Budget Amendment**
 Section & Item: 9.F.
 Department: Administration, Finance
 Fiscal Impact: \$21,947.00
 Contact: Charles Henley, Finance Manager, John W. Coffey ICMA-CM, Community Manager
 Attachments: attachment BA Resolution
 Reviewed by
 General Counsel: No
 Approved by: John W. Coffey, ICMA-CM, Community Manager



Requested Action by BOT

Approval of Resolution # 2019-05.

Background and Summary Information

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 was not amended nor was the position filled as there was no room for the Management Analyst in the Old Administration Building. On June 25, 2019, by a 4-0 vote, the BOT adopted the FY20 Approved Budget fully funding the position. Additionally, the FY19 Budget contains funding for the position starting July 1, 2019. As of the date of this memo, the contract with SDS has not yet been amended so the budget for said position (\$10,000 for July and August) is available to be re-distributed to address unplanned yet import one-time 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.

Hence the following table details the recommended amendment to the FY19 Budget to re-distribute the July and August Management Analyst costs while using a portion of the remaining operating contingency budget within the Administration: Finance sub-department.

Department	Transaction Description	Increase	Decrease
Administration - District Clerk	Management Analyst	-	10,000.00
Administration - Finance	Contingency	-	11,947.00
RM/Capital	Pro Shop Carpet and Flooring Replacement	7,500.00	
RM/Capital	Utility Trailer	2,500.00	-
RM/Capital	5 Row 27 ft. Aluminum Bleacher	7,325.00	-
RM/Capital	AED with Cabinet & Accessories	1,495.00	-
RM/Capital	POS for Bldgs. A & D/E	1,778.00	-
RM/Capital	19th Hole Replacement Sandwich Station	1,349.00	-
Total:		21,947.00	21,947.00

Staff recommends the BOT approve resolution #2019-05 amending the FY19 Budget and authorize staff to procure (following standard BBRD purchasing policies) the listed projects.

RESOLUTION 2019-05

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

WHEREAS, the Barefoot Bay Recreation District Board of Trustees adopted Resolution 2018-06, an operating Budget for the Fiscal Year beginning October 1, 2018 and ending September 30, 2019; and

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

WHEREAS, the Board of Trustees has ascertained that the following amendments are necessary to provide for the operation of the District for the Fiscal Year 2018-19:

An Amendment in the amount of \$10,000 to reduce to the Administration Department Budget by the savings of not filling the Management Annalist position

An Amendment in the amount of \$11,947 to reduce to the Administration Department Contingency Budget

An Amendment in the amount of \$7,500 to be added to Pro Shop Flooring Replacement line item in the R&M Capital Department Budget.

An Amendment in the amount of \$2,500 to be added to Utility Trailer line item in the R&M Capital Department Budget.

An Amendment in the amount of \$7,325 to be added to Softball Bleacher line item in the R&M Capital Department Budget.

An Amendment in the amount of \$1,495 to be added to Tennis Court Automated External Defibrillator line item in the R&M Capital Department Budget.

An Amendment in the amount of \$1,778 to be added to F&B Bldgs. A & D/E POS systems line item in the R&M Capital Department Budget.

An Amendment in the amount of \$1,349 to be added to 19th Hole Sandwich Station line item in the R&M Capital Department Budget.

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

Section 1. The amendment shall be made to the operating Budget for the Fiscal Year beginning October 1, 2018 and ending September 30, 2019.

Section 2. The Community Manager and the Finance Manager are directed to adjust FY 2018/19 Adopted Budget.

Section 3. This resolution shall become effective immediately upon adoption.

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

Chairman, Joseph Klosky
Trustee, David Wheaton
Trustee, Luann Henderson
Trustee, Steve Diana
Trustee, Randy Loveland

The Chairman thereupon declared this Resolution Done, Ordered, and Adopted on this 12th day of July 2019.

BAREFOOT BAY RECREATION DISTRICT

By: _____
Joseph Klosky,
CHAIRMAN

Steve Diana,
SECRETARY



Barefoot Bay Recreation District

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

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

Memo To: Board of Trustees
From: John W. Coffey, ICMA-CM, Community Manager
Date: July 12, 2019
Subject: Manager's Report

Office of the District Clerk

New ADA complaint website is operation.

Resident Relations

- **ARCC Update**
 - July 09th meeting agenda contains: 20 consent approved, 19 non-consent approved and an extension request plus a discussion of why a specific permit was denied
 - July 23rd is the next meeting (New Administration Conference Room at 9am).
- **Violations Committee Update**
 - July 12th meeting has 27 cases on the agenda
 - July 26th is the next meeting
- **Interesting fact of the month of June**
 - 38 homes old
 - 45 new homeowners issued badges

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 15 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
 - Wednesday, July 10th Back Nine and Putting Green
 - Thursday, July 11th Front Nine and Driving Range
 - Grass will NOT be cut for 7 to 10 days on greens depending on healing conditions
- 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

- Began running electric and water to the new miniature golf course
- 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
- Continued to chase after vendors for quotes for various projects