



**BAREFOOT BAY  
RECREATION DISTRICT**

Barefoot Bay Recreation District Regular Meeting  
May 10, 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**
- 6. Treasurer's Report**
- 7. Audience Participation**
- 8. Unfinished Business**
  - A. Relocation of Pool #1 Smoking Area
  - B. Lounge Project Referendum
  - C. CVO Donated Pavilion Change Order #1
- 9. New Business**
  - A. Community Center Parking Study Proposal
  - B. Building A Renovations Construction Drawings Proposal
  - C. Foreclosure of properties with excessive liens
- 10. Manager's Report**
  - A. Community Manager 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  
April 23, 2019  
7PM –Building D&E**

## **Meeting Called to Order**

The Barefoot Bay Recreation District Board of Trustees held a Meeting on April 12, 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 Mr. Wheaton.

## **Roll Call**

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

## **Minutes**

*Mr. Henderson made a motion to approve the minutes for March 26, 2019 and March 8, 2019. Second by Mr. Loveland. Motion carried unanimously.*

## **Treasurer's Report**

*Mr. Diana made a motion to approve the Treasurer's Report for April 23, 2019 as read. Second by Mr. Wheaton. Motion passed unanimously.*

## **Audience Participation**

Mr. Paul Preston discussed an issue he has with the Over 60 Softball League regarding his suspension from the team. He asked the Board for assistance in his case against the League.

Mr. Jack Reddy shared a concern about the articles in the Tattler by Mr. Frank Cavaliere concerning his dissatisfaction of the Board's actions while encouraging them to borrow money to support the various proposed projects in the Bay. He suggested the Trustees respond with their own articles in the Tattler stating all their positive accomplishments thus far.

Ms. Nancy Eisele announced the National Bay of Prayer on May 2<sup>nd</sup> at 12pm under the Oaks by the old administration building.

Mr. Doug McGrath voiced his dissatisfaction regarding the nets that have been down on the golf course for (4) months. He shared his dissatisfaction with the fact that other amenities such as the pools get regular attention, but the golf course has been waiting for the nets for months.

## **Unfinished Business**

### **Golf Course Lake Bank Restoration**



# BAREFOOT BAY RECREATION DISTRICT

At the April 12, 2019 BOT meeting, staff requested the award of contract for lake bank stabilization be tabled until the May 10th meeting. Mr. Ernie Cruz explained that geo tubing is needed on hole's 14, 10, 12 and 17. He stated that he was informed from one of the tubing vendors that he other areas previously believed to have needed the geo tubing already has the tubing installed.

*Mr. Diana made a motion to Award contract for all geo-tubing sections to American Shoreline Restoration for \$104,882. Second by Ms. Henderson. Motion carried unanimously.*

## **Over 60 Softball League Donation**

The Board accepted a donation of \$250 from the Over 60 Softball Association for the purchase of two Rainbow Eucalyptus trees for the landscaping at the new Administration Building.

*Mr. Diana made a motion accept the donation of \$250.00 from the Over 60 Softball Association for the purchase of two Rainbow Eucalyptus trees to be planted once the Old Administration Building is removed and the site graded. Second by Mr. Loveland passed unanimously.*

## **Building A RFP Committee Recommendation**

Mr. Coffey and the rest of the Building A Renovation RFP Committee met twice to open and evaluate two bids. The bids were submitted by Reynolds Construction (contractor for the New Administration Building) and Parkit Construction. As a result of the evaluation, the committee has determined that neither bid meets the desired requirements stated in the RFP. Mr. Coffey recommended the BOT instruct staff to solicit a proposal from TLC to develop detailed construction plans for the project for consideration at a future BOT meeting.

*Mr. Loveland made a motion to accept the recommendation from the Building A RFP Committee not to move forward with either of the bids received and release another RFP in November 2019. Second by Ms. Henderson. Motion carried unanimously.*

## **Location of Pool #1 New Pit, Heater Building and Possible Relocation of the Smoking Area**

Mr. Coffey provided several options for the relocation of the new pool pit for Pool 1 currently out for proposal. Board discussion relating to the best placement of the new pool pit ensued.

*Mr. Loveland made a motion to put the pit in the current smoking section and relocate the smoking area within reasonable distance from the Lounge at another meeting. Second by Ms. Henderson. Mr. Diana opposed. Motion passed 4-1.*

## **Selection of RFP Evaluation Committee Member for Pool #1 New Pit, New Heater Building and Pool #2 New Pit**

Mr. Loveland volunteered to fill the seat on the Pool #1 New Pit, New Heater Building and Pool#2 New Pit RFP Committee. Ms. Henderson made a motion to select Mr. Loveland to the Trustee seat on the RFP Committee. Mr. Coffey announced that Mr. Roger Compton will be the resident voting member, Mr. Matt Goetz, Property Services is the staff voting member. Mr. Coffey and Mr. Klosky will be the two non-voting members on the committee.



# BAREFOOT BAY RECREATION DISTRICT

## Manager's Report

### Resident Relations

- ARCC Update
  - April 16th meeting: 11 consent approved, 14 non-consent (10 approved, 2 approved with stipulations & 2 denied).
  - April 30th is the next meeting (New Administration Conference Room at 9am) with 30 permits on the agenda (13 consent and 17 other)
- Violations Committee Update
  - April 26th meeting has 12 cases on the agenda
  - May 10th is the next meeting

### Food & Beverage

- **Mother's Day Brunch** – Tickets are on sale for a Mother's Day Brunch at the Lounge, the 19th Hole and the New Administration Building. The brunch will be Lakeside of the Lounge from 9am until noon. The Dave Capp Jazz duo will perform.
- **Father's Day Clam Bake** – Tickets go on sale May 13<sup>th</sup>.

Flyers with all the details are posted.

### Golf-Pro Shop

- Course has been sprayed with aggressive weed killing chemicals to assist Bermuda transition. This process WILL turn the golf course yellow, brown, and white. It will not kill the grass, but it may look dead.
- Employee Golf Tournament May 18th: Course closed until 1:30pm that day as in the past.
- May 23<sup>rd</sup>: UEC Invitational Tournament. 8:30am Shotgun start (Full)
- Jr. Camp will begin in June. Exact dates will be determined on May 1st. Look for signup sheets in pro shop May 6th.
- Completed reimbursement paper work for 100% reimbursement \$50,000 state grant and submitted said paperwork to the State of Florida.

### Property Services

- Began excavation of test pit sites (3 of 5 complete)
- Replaced missing/damaged hurricane straps at the beach property
- Misc. beach maintenance
- Replaced LED fixture in Building A parking lot
- Replaced burned out light at the tennis courts
- Began restriping of the traffic circle in front of Building A
- Made repairs to all 3 A/C units in building A
- Replaced burned out lights at the shopping center
- Continued solicitation of quotes/bids for various projects



# BAREFOOT BAY RECREATION DISTRICT

- Facilitated site inspection for CVO donated pavilion. Revised quote for installation (with permitting cost included) is \$41,197.00 which is \$803.00 less than previously approved by the CVO and BOT.
- Still waiting on FPL and Spectrum for relocation of pedestals and OAB FPL disconnect and NAB cable connection

## General Information

- **FY20 Working Draft Budget (WDPB):**
  - BOT Budget Workshop are scheduled as follows:
    - ~~Tues., April 30<sup>th</sup> in Building D/E at 9am~~ is canceled
    - Tues., May 7<sup>th</sup> in Building D/E at 7pm
    - Thurs., May 9<sup>th</sup> in Building D/E at 2pm (if needed)

## **Attorney Report**

General Counsel Repperger discussed the item from the previous meeting regarding nuisance flags. He stated that though there are no restrictions on nuisance flags in the DOR there are restrictions on flying multiple flags on one flagpole.

## **Trustee Incidental Remarks**

Mr. Loveland had no comment at this time.

Mr. Diana announced that he received a violation letter which proves that there is no favoritism here in the Bay.

Mr. Wheaton playfully commented on investigating nuisance laws pertaining to longwinded Trustees.

Ms. Henderson stated that she is thrilled about the installation of the lake banks. She also announced that she will hold a golf meeting on Thursday, April 24, 2019 at 10am in Building D/E.

Mr. Klosky requested the Trustees please give advance notice about absences from the Budget meetings and Board meetings.

## **Adjournment**

Next meeting will be on May 10, 2019 at 1pm in Building D/E.

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

Meeting adjourned at 8:15pm.

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Steve Diana, Secretary

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Dawn Myers, District Clerk

# Barefoot Bay Recreation District

## Treasurer's Report

April 23, 2019

### Cash Balances in General Fund as of 4/16/19

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

### Operating Cash in Banks

MB&T Operating Account 2,897,271.25

**Total Operating Accounts:** 2,897,271.25

### Interest Bearing Accounts

SBA Reserve Account 682,033.09

**Total Interest Bearing Accounts** 682,033.09

**Total Cash Balances in General Fund:** \$ 3,581,804.34

### Total Daily Deposits and Assessments Received for 4/5 - 4/16/2019

Daily deposits: \$ 79,713.08

Assessments received (from County only): -

**Total Deposits Received** \$ 79,713.08

### Expenditures over \$5,000 for 4/5 - 4/16/2019

Check Number	Vendor	Description	Check Amount
52624	Brevard County Tax Collector	NPR Payments - 824 Tamarind & 944 Pecan	6,198.28
52619	ABM Landscape & Turf Services	Golf Course, Softball Field & Lawn Bowling Maint.	38,691.16
	Florida Department of Revenue	Sales Tax - March 2019	19,279.10

**Total Expenditures over \$5,000** \$ 64,168.54

## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
Title: **Relocation of Pool #1 Smoking Area**  
Section & Item: 8.A.  
Department: R&M/Capital Projects  
Fiscal Impact: TBD  
Contact: John W. Coffey ICMA-CM, Community Manager, Matt Goetz,  
Property Services Manager  
Attachments: Pool smoking area attachment Pool 1 map  
Reviewed by  
General Counsel: No  
Approved by:



### Requested Action by BOT

Selection of new location for the smoking area at Pool #1.

### Background and Summary Information

On April 23, 2019, the BOT selected the current smoking area at Pool #1 as the desired location for the new pool pit and heater building. Part of the motion made was deferral of the selection of the new smoking area. Chairman Klosky asked that this item be placed back on the agenda to determine the new smoking area prior to considering award of contract for the replacement of the pool pit and heater building. The text from the April 23rd agenda is provided below.

*The following agenda item is the selection of the Trustee to serve as a voting member of the RFP evaluation Committee, the announcement of the committee members and the start of the 30 period for proposals to be received. To issue the RFP, staff needs to BOT to select specific locations for the new pit and heater building. Staff identified 5 possible locations (as attached) and has provided pros and cons of each location. Staff recommends either option #1 or option #5 as shown on the attached maps.*

*Additionally, the planned relocation of the current heater building will make the area adjacent (north side) to the current smoking pit a more populated area during live music events lakeside of the Lounge. The increased use of this area will likely lead to greater numbers of complaints of smoke from the smoking area bothering non-smokers (staff is currently receiving periodic complaints about the smoking area with the majority of complainants requesting smoking be banned from all BBRD areas.*

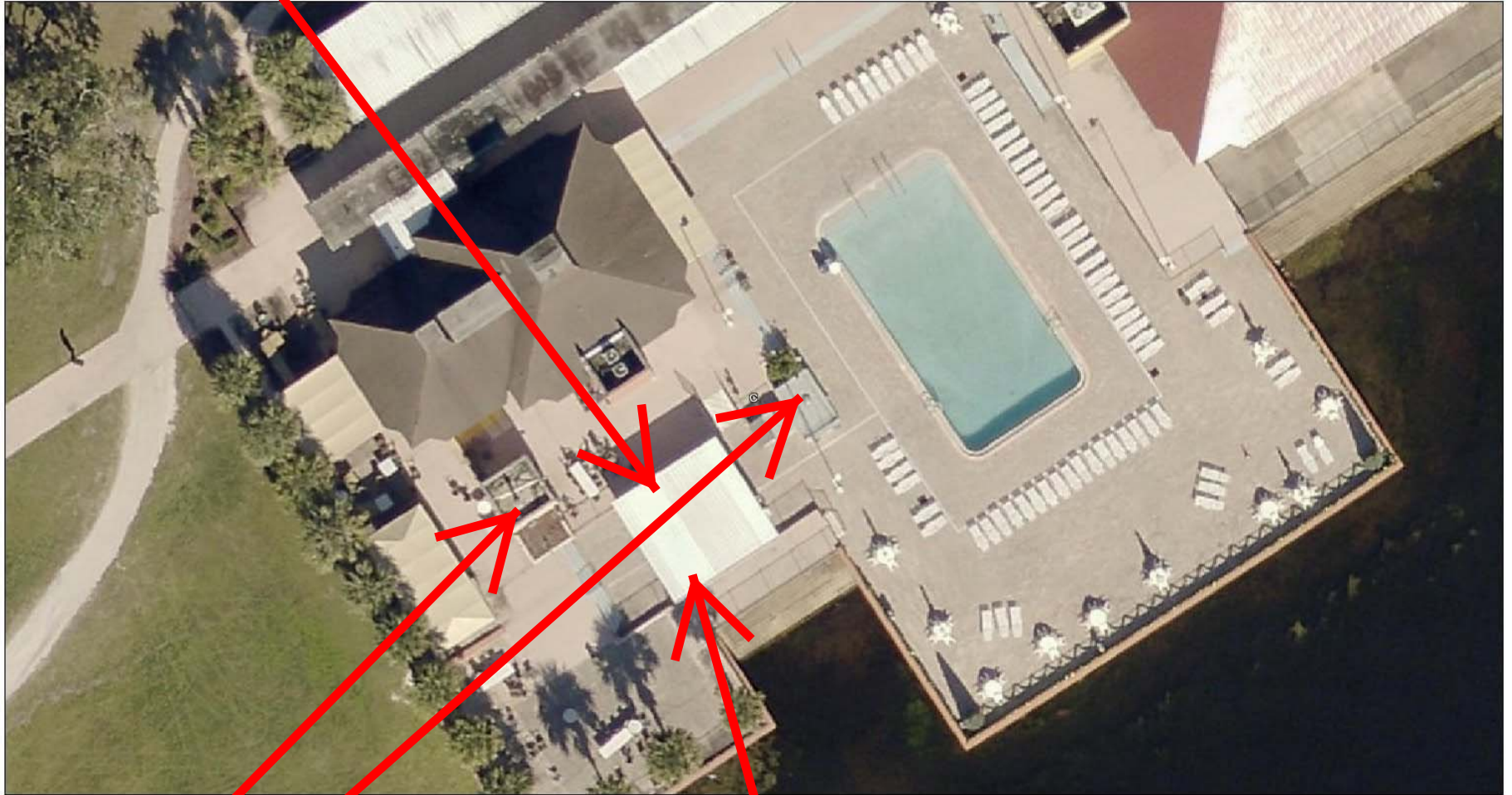
*To maximize the number of residents who wish to be south of the Lounge, while providing an area where smoking is allowed, but away from the most densely attended spots, staff proposes to relocate the smoking area to the southeast corner of the pool area as marked on the attached map. Conversely, the BOT could choose to keep the smoking area in the current location or move it elsewhere.*

*Staff recommends the BOT provide direction to staff regarding the above detailed choices for the new pool pit, heater building and smoking area.*



Current smoking area

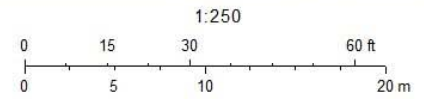
### Brevard County Property Appraiser



April 8, 2019

Current location of pool pit  
Current location of heater building

Area for new pit and heater building  
as selected by BOT on April 23, 2019



For illustration only. Not a survey. Map layers may not precisely align.  
© BCPAO 2015

## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
**Title:** Lounge Project Referendum  
 Section & Item: 8.B.  
 Department: Administration, District Clerk  
 Fiscal Impact: TBD  
 Contact: John W. Coffey ICMA-CM, Community Manager, Luann Henderson, Trustee, 2nd Chair



Attachments:  
 Reviewed by  
 General Counsel: No  
 Approved by:

### Requested Action by BOT

Formal direction to staff regarding if a charter referendum will be placed on the November 2019 election ballot regarding the planned Lounge Expansion project.

### Background and Summary Information

The FY20-24 Five-year Financial Model and Capital Improvement Plan contains the following budget for an approximately, 4,000 square foot expansion.

Lounge Expansion	Budget	Phase
FY20	145,000	Design
FY21	1,380,000	Construction
FY22	375,000	Construction
<b>Sub-Total</b>	<b>1,900,000</b>	
Other Planned Site Work	Budget	Phase
FY22	59,500	Replace Concrete and Pavers west of Lounge
FY22	33,600	Expand Paver Area west of Lounge by 20 Feet
FY22	11,900	Upgrade Golf Cart Parking at the Lounge
FY22	21,200	New Awning and Panels west of Lounge
<b>Sub-Total</b>	<b>126,200</b>	
<b>Total</b>	<b>2,026,200</b>	

At the April 16, 2019 BOT Budget Workshop, staff was directed to seek a comprehensive parking analysis of the Community Center area, including all amenities, to establish a baseline of parking needs before the BOT makes the final decision on the scope of the expansion project (i.e. award of contract for design and construction drawings). Additionally, at said workshop, the BOT reached a consensus not to place a charter referendum on the November 2019 ballot. Subsequently, Trustee Henderson requested this topic be placed on a meeting agenda so the BOT could formally vote on the question of placing a referendum on the ballot in lieu making of the decision in a workshop via an informal consensus.

Staff recommends the BOT formally approve or deny a motion to place the Lounge expansion project on the November ballot as related to the \$25,000 Charter requirement.

## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
Title: **CVO Donated Pavilion Change Order #1**  
Section & Item: 8.C.  
Department: R&M/Capital Projects  
Fiscal Impact: N/A  
Contact: John W. Coffey ICMA-CM, Community Manager  
Attachments: pavilion attachment request from CVO President, pavillion bids, old pavilion email from CVO President  
Reviewed by  
General Counsel: No  
Approved by:



### Requested Action by BOT

Approval of Change Order #1 to Pavilion purchase and acceptance of additional donation from the Barefoot Bay Civic Volunteer Association (CVO).

### Background and Summary Information

Per BBRD Policy Manual, the party requesting to donate the item must pay BBRD the cost and staff will procure the donation. Costs for the project includes the following:

- On December 7, 2018, the BOT approved the donation and awarded contract for the procurement of a 40' Hexagonal Duo-Top Structure to be placed on the concrete pad behind Building A.
- On April 12, 2019, the BOT to accept the additional donation for the installation (and awarded a contract for the installation).
- On May 3, 2019, CVO President Compton stated the CVO would like to upgrade the structure for "a tongue and groove ceiling and spruce diagonal supports" and will pay for the cost of the change order.

Hence, staff recommends, the BOT approve change order #1 in the amount of \$5,065.95 to Superior Recreational Products for upgrades to bracing and a metal roof while also accepting the same amount in donations from the CVO.

## John Coffey

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**From:** Xxxdate.club  
**Sent:** Friday, May 03, 2019 2:20 PM  
**To:** jcoffey@bbrd.org  
**Cc:** apmanzo@yahoo.com; evanberschot6@yahoo.com  
**Subject:** CVO pavilion

John,  
The CVO would like to request approval for a \$5,065.95 addition to our pavilion donation in order to upgrade it to a tongue and groove ceiling and spruce diagonal supports.

Thank You  
Roger Compton  
Pres. BFBCVO



1050 Columbia Dr.  
Carrollton, GA 30117

1.800.327.8774  
superiorrecreation.com

QUO0165641

CREATED: 11/14/2018  
EXPIRES: 12/14/2018

PROJECT NAME

NOTES

BILL TO

SHIP TO  
Elaine B.  
Sebastian FL 32976

TERMS  
Prepaid

QTY	ITEM	UNIT PRICE	EXTENDED PRICE
1	Custom Shelter Design - 40' (AS) Hexagonal Duo-Top Structure; 4:12 Pitch; 6 Standard Column Design; Standard 4" Sub Surface Mount	\$24,859.20	\$24,859.20
	<b>Surcharge</b> - Due to the rise in commodity material cost a 3% surcharge was implemented on 5/3/18.	3%	\$745.78
1	IN:EQ-INSTALL - Installation of Equipment *Based on a flat, level, accessible area *Does not include removal of existing equipment *Unless specifically noted this does NOT include prevailing wage rates or fees *Permitting is not included unless specifically noted on a separate line item	\$23,300.00	\$23,300.00
1	Engineering: Sealed Drawings & Fees - Engineering: Sealed Drawings & Fees	\$1,100.00	\$1,100.00
1	Freight: Freight Out Billable and Handling - Freight: Freight Out Billable and Handling	\$621.00	\$621.00
	<b>Subtotal</b>		\$50,625.98
	<b>Tax (6.58%)</b>		\$3,260.77
	<b>Net Total</b>		\$53,886.75

Thank you for the opportunity to quote your upcoming project! If you have any questions, please contact our Customer Service Department at 1.800.327.8774. Quotes do not include installation or safety surfacing unless otherwise noted. In the event of any inconsistencies in regards to terms, the terms stated on this quote shall control.

PREPARED BY: Michael Derbecker  
Page 1 of 1



The Play & Recreation Experts

Pro Playgrounds  
8490 Cabin Hill Road  
Tallahassee, FL 32311

**Quote**

Date	Estimate #
4/16/2019	5622

<b>Project Name</b>
2019 Metal Shelter



WE WILL BEAT ANY PRICE BY 5%!

<b>Customer / Bill To</b>
Barefoot Bay Recreation District Matthew Goetz 625 Barefoot Blvd Sebastian, FL 32976

<b>Ship To</b>

Item	Description	Qty	Cost	Total:
	Furnish labor, materials and permitting to install metal shelter purchased by customer.			
	<b>**RAW MATERIALS**</b>			
RBAR5	No. 6 Rebar	425	2,236.12	950.35
RMC	Ready Mix Concrete 3000 PSI MIN PUMP MIX	12	195.00	2,340.00
FBLOCK	Footer Blocks	24	2.00	48.00
	<b>**RENTALS**</b>			
Dumpster Rental	Dumpster Rental	3	650.00	1,950.00
FLIFTWK	Telescopic Fork Lift Weekly Rental	1	3,390.90	3,390.90
SSLIFTWK	Scissors Lift Weekly Rental	2	552.45	1,104.90
	<b>**PERMITS**</b>			
PERMIT	Permitting Costs - Site Plans and Submittals	1	1,695.00	1,695.00
	<b>**LABOR AND INSTALLATION**</b>			
LBRSS	Labor and Installation of Shade or Shelter	1	28,517.85	28,517.85
MISC	Adjustment per site visit - additional floor protection	1	1,200.00	1,200.00

**AGREED AND ACCEPTED:**  
If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Name / Title Date

<b>Subtotal:</b>	\$41,197.00
<b>Sales Tax: (7.5%)</b>	\$0.00
<b>Total:</b>	<u>\$41,197.00</u>

Terms and Conditions - By signing this document, client agrees to the following terms and conditions: 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect or damage at time of delivery and inventory parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs in relationship to any cancelled or missed delivery appointment. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness.



1050 Columbia Dr.  
 Carrollton, GA 30117  
 1.800.327.8774  
 superiorrecreation.com

**SO0147567**

CUSTOMER PO: email 12/17  
 QUOTE: QUO0166839  
 DATE: 12/17/2018  
 TERMS: Prepaid

BILL TO	SHIP TO
Elaine VanBershot@630-788-8734 Barefoot Bay Recreation District 625 Barefoot Blvd Sebastian FL 32976	Matt Goetz 772-494-9985 Barefoot Bay Recreation District 895 Falcon Drive Barefoot Bay FL 32976

EXPECTED SHIP DATE	REVISED SHIP DATE	CUST. REQUESTED SHIP DATE
04/11/2019		

CUSTOMER REF. NUMBER	FOB OUTBOUND	MEMO
		shelter

BUYING CONTRACT	PREPAID DEPOSIT REQ.
	100%

QTY	ITEM	UNIT PRICE	EXTENDED PRICE
1	<b>CSTSO0147567</b> - 40' (SF) Hexagonal Duo-Top Structure; 4:12 Pitch; 6 Standard Column Design; Standard 4" Sub Surface Mount T&G w/ 29 Ga. 36" Wide Max-Rib  OPTIONAL Add To Main Price - Diagonal Column Support Struts <b>OPTIONS:</b> Metal: Bronze Textured (Chick-Fil-A, Shade, Shelter, Site Amenities) Metal Roof: Colonial Red	\$29,777.60	\$29,777.60
	<b>Subtotal.</b>		\$29,777.60
	<b>Surcharge</b> - Due to the rise in commodity material cost a 3% surcharge was implemented on 5/3/18.	3%	\$893.33
1	<b>Freight: Freight Out Billable and Handling</b> - Freight: Freight Out Billable and Handling	\$621.00	\$621.00
	<b>Subtotal</b>		\$31,291.93
	<b>Tax (0%)</b>		\$0.00
	<b>Net Total</b>		\$31,291.93

Thank you for your order! Please review this confirmation for accuracy and content. If you have any questions, please contact our Customer Service Department at 1.800.327.8774. Revisions or changes must be reported within 24 hours. In the event of any inconsistencies in regards to terms, the terms stated on this sales order shall control.

PREPARED BY: Ellie Broom  
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*play. relax. live.*



1050 Columbia Dr.  
 Carrollton, GA 30117  
 1.800.327.8774  
 superiorrecreation.com

SO0147566

CUSTOMER PO: email 12/17  
 QUOTE: QUO0166839  
 DATE: 12/17/2018  
 TERMS: Prepaid

BILL TO	SHIP TO
Elaine VanBerschot@630-788-8734 Barefoot Bay Recreation District 625 Barefoot Blvd Sebastian FL 32976	Matt Goetz 772-494-9985 Barefoot Bay Recreation District 895 Falcon Drive Barefoot Bay FL 32976

EXPECTED SHIP DATE	REVISED SHIP DATE	CUST. REQUESTED SHIP DATE
03/12/2019		

CUSTOMER REF. NUMBER	FOB OUTBOUND	MEMO
		engineered sealed drawings

BUYING CONTRACT	PREPAID DEPOSIT REQ.
	100%

QTY	ITEM	UNIT PRICE	EXTENDED PRICE
1	<b>Engineering: Sealed Drawings &amp; Fees</b> - Engineering: Sealed Drawings & Fees: 40' (SF) Hexagonal Duo-Top Structure; 4:12 Pitch; 6 Standard Column Design; Standard 4" Sub Surface Mount T&G w/ 29 Ga. 36" Wide Max-Rib OPTIONAL Add To Main Price - Diagonal Column Support Struts	\$1,100.00	\$1,100.00
		<b>Subtotal</b>	\$1,100.00
		<b>Tax (0%)</b>	\$0.00
		<b>Net Total</b>	\$1,100.00

Thank you for your order! Please review this confirmation for accuracy and content. If you have any questions, please contact our Customer Service Department at 1.800.327.8774. Revisions or changes must be reported within 24 hours. In the event of any inconsistencies in regards to terms, the terms stated on this sales order shall control.

PREPARED BY: Ellie Broom  
 Page 1 of 1

*play. relax. live.*



## John Coffey

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**From:** Xxxdate.club  
**Sent:** Friday, May 03, 2019 2:20 PM  
**To:** jcoffey@bbrd.org  
**Cc:** apmanzo@yahoo.com; evanberschot6@yahoo.com  
**Subject:** CVO pavilion

John,  
The CVO would like to request approval for a \$5,065.95 addition to our pavilion donation in order to upgrade it to a tongue and groove ceiling and spruce diagonal supports.

Thank You  
Roger Compton  
Pres. BFBCVO

## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
Title: **Community Center Parking Study Proposal**  
Section & Item: 9.A.  
Department: R&M/Capital Projects  
Fiscal Impact: \$7,500.00  
Contact: John W. Coffey ICMA-CM, Community Manager  
Attachments: Parking Study attachment TLC Feb 28th schematic study finding,  
Parking Study attachment TLC proposal  
Reviewed by  
General Counsel: No  
Approved by:



### Requested Action by BOT

Approval of proposal.

### Background and Summary Information

The BOT has discussed an expansion of the Lounge for the past few years. Earlier this year a conceptual design exercise was completed based on a 4,000 square foot expansion of the Lounge. As part of the exercise, TLC provided a basic schematic parking study indicating possible ranges of needs for the buildings in the area. However, as stated below (excerpt from said study) a detailed analysis is required to properly calculate parking requirements when recreational areas are included.

*“Parking calculation by the Brevard Statutes does not include parking requirements for adjacent outdoor recreation/park areas. In accordance with §62-3206 Part 24 the number of parking spaces required for parks and recreation areas must be determined through a parking study considering the functionality of the space (passive/active) and the parks development plan.”*

Funding for the design and construction drawings are currently budgeted in the FY20 Proposed Budget. At the April 16, 2019 Budget Workshop the BOT reached a consensus to have staff request a proposal to definitively determine the current parking requirements which will then aid the BOT in determining the scope of the expansion prior to determining how to select the design team next fiscal year.

Staff recommends the BOT approve the Community Center parking study proposal from TLC in the amount of \$7,500.00 and authorize staff to prepare a budget amendment for a future agenda recognizing the use of fund balance as the funding source.



Project: Barefoot Bay Lounge Enlargement  
 TLC #: 518143  
 By: CGD  
 Date: 28-Feb-19  
 Subject: Schematic parking study based on BC Statutes

Building	Occupancy	Square Footage	Parking Req'd		Brevard County Statute (\$62-3206 Parking and Loading Requirements)
			Statute*	RoT**	
Administration Building	35	4,000	16	12	(26) Professional Office Building: 1 space / 250 sf
Building A	300	10,000	50	100	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
Building C	70	3,000	15	24	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
Current Lounge	118	2,500	13	40	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
<b>Total Req'd</b>			<b>94</b>	<b>176</b>	

Additional Parking by Lounge Expansion	Occupancy (Total)	Add'l SF	Parking Req'd		Brevard County Statute (\$62-3206 Parking and Loading Requirements)
			Statute*	RoT**	
Option 1	175	2,640	14	59	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
Option 2	180	2,800	14	60	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
Option 3	250	3,250	17	84	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area
Option 4	300	4,000	20	100	(25) Private Clubs/Clubhouses: 1 space / 200 sf floor area

Summary		
Current Parking Provided	189	
Total Future Needs	Statute	RoT
Current Parking Req'd	94	176
Exist + Option 1	108	195
Exist + Option 2	108	196
Exist + Option 3	111	220
Exist + Option 4	114	236

\*Note: Parking calculation by the Brevard Statutes does not include parking requirements for adjacent outdoor recreation/park areas. In accordance with §62-3206 Part 24 the number of parking spaces required for parks and recreation areas must be determined through a parking study considering the functionality of the space (passive/active) and the parks development plan.

\*\*Note: Rule of Thumb (RoT) parking is 1 space per 3 occupants of an assembly space. This may be more stringent than the parking required by the Brevard County Statutes in some instances.

Note: Study is based on total number of parking spaces provided. Additional study would be required to determine if enough handicap parking spaces are provided.



May 2, 2019

Mr. John W. Coffey  
Community Manager  
Barefoot Bay Recreation District  
625 Barefoot Blvd  
Barefoot Bay, FL 32976  
Delivered via e-mail: [jcoffey@bbrd.org](mailto:jcoffey@bbrd.org)

**Re: Barefoot Bay Recreation District Parking Study  
Professional Engineering Services Proposal**

Dear Mr. Coffey:

TLC Engineering Solutions is pleased to submit the following proposal to provide Civil engineering services for the project referenced above. The scope and proposal is based on e-mail correspondence between John Coffey and Colin Doyle, PE dated April 16, 2019. We appreciate your consideration and look forward to working with you and your team on this project.

**PROJECT SCOPE**

We understand the project is to consist of a parking study to determine if the main parking lot adjacent to Building A, located just off of Barefoot Boulevard in Barefoot Bay, Florida, is adequately sized to service the central recreation and administration complex.

**BASIC SCOPE OF SERVICES**

Basic Scope of Services shall be as outlined in AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 3 and the terms of our current continuing services contract. TLC shall provide professional Civil engineering services through BSE Consultants, Inc. The parking study shall evaluate the following:

- a. Conduct an inventory of existing parking spaces.
- b. Conduct and inventory of the existing parking layout including entrances and exits.
- c. Depict distance from parking spaces to destination.
- d. Identify occupancy legal capacity of administration and recreation facilities serviced by the parking lot.

In order to complete the parking study, the following assumptions in terms of peak usage and assembly will be made:

- a. Utilize an effective peak design rate of 90% - 95% parking space occupancy.
- b. Assume 1.8 people per vehicle.

- c. Assume Barefoot Bay is a completely built-out community.

Findings and conclusions of the parking study, including recommendations for any modifications to increase parking capacity if deemed necessary, will be provided in a written report.

Design services and development of construction documents to implement any recommended parking expansions or modifications is excluded from the scope of work.

### **INFORMATION TO BE FURNISHED BY THE OWNER**

In addition to Owner's Responsibilities defined in AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 5, specific information and material that impacts the design shall be provided to TLC as shown in ATTACHMENT A.

### **ADDITIONAL SERVICES**

Additional services, when requested in writing by the Barefoot Bay Recreation District, shall be performed for additional compensation. Additional Services are as defined in AIA Document B101– 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 4. Additional Services also include those items shown in ATTACHMENT B.

TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

### **FEE**

We propose to provide the above-described basic scope of services for a lump-sum fee of **\$7,500.00** plus reimbursable expenses at 1.0 times direct cost.

Reimbursable expenses include all out-of-county, travel-related costs, (TLC's Cocoa, Florida office to be considered point-of-origin for all trips), mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail.

Billing will be monthly, based upon percent of services completed and reimbursable expenses. Payment is due within 15 days of OWNER's receipt of invoice.

If this proposal is acceptable, your signature below will confirm TLC's authorization to proceed. Retain one copy and return one copy to TLC Engineering Solutions, Inc. at the address on page 1 of this proposal. This authorization constitutes OWNER's commitment to pay the fee and reimbursable expenses. Alternatively, TLC can enter into a contract agreement with OWNER using AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect. Please refer to ATTACHMENT D for Special Conditions to the Agreement.

**Barefoot Bay Recreation District Parking Study**  
**Professional Engineering Services Proposal**  
Page 3

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Yours truly,

TLC ENGINEERING SOLUTIONS, INC.

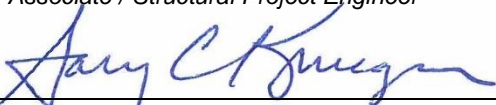
BAREFOOT BAY RECREATION DISTRICT



By: \_\_\_\_\_

Colin G. Doyle, PE  
*Associate / Structural Project Engineer*

\_\_\_\_\_  
Print Name and Title



Gary C. Krueger, PE, LEED AP BD+C, CM  
*Principal / Division Director*

\_\_\_\_\_  
Date

## **ATTACHMENT A**

### **INFORMATION TO BE FURNISHED BY THE OWNER**

#### Professional Engineering Services Proposal

1. Legal building capacity as defined in the per fire code for the Administration Building, Building A, the Lounge (including the proposed addition), Building C, and other administrative/recreational facilities serviced by the parking lot.
2. Total number of players for all recreational activities serviced by the parking lot (i.e. shuffleboard, tennis courts, handball, etc.)
3. Types of recreational activities serviced by the parking lot.
4. Total number of administration and service staff.
5. Estimation of other modes of transportation for the site such as walking, bicycles, and golf carts.

## **ATTACHMENT B**

### **ADDITIONAL SERVICES**

Professional Engineering Services Proposal

July 16, 2014

1. AIA Document B101 – 2007 Edition – Abbreviated Standard Form of Agreement Between Owner and Architect, Article 4.
2. Attendance at review meetings as requested by OWNER to review or present the findings of the report. and subsequent engineering services to develop construction documents for any proposed revisions or modifications.
3. Change in applicable code, resulting in redesign effort or expenses.
4. Civil engineering, landscape design, and/or irrigation design services for the development of construction documents for any proposed revisions or modifications.
5. Document reproduction beyond those required for in-house coordination and submittals as outlined above.



## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
Title: **Building A Renovations Construction Drawings Proposal**  
Section & Item: 9.B.  
Department: R&M/Capital Projects  
Fiscal Impact: \$28,400.00  
Contact: John W. Coffey ICMA-CM, Community Manager  
Attachments: Bldg A renovations design attachment TLC proposal  
Reviewed by  
General Counsel: No  
Approved by:



### Requested Action by BOT

Approval of proposal.

### Background and Summary Information

Earlier this year staff issued a request for proposal (RFP) for Building A Renovations which was comprised of three separately budgeted projects:

- \$159,500 Upgrade of Electrical Infrastructure
- \$110,000 HVAC Repair/Replacement
- \$206,323 Kitchen Expansion

The RFP contained three scoping documents previously completed by TLC:

- Kitchen construction drawings from 2017
- Electrical infrastructure assessment
- HVAC assessment

Two proposals were received with one being 80 plus percent higher than budget and the other not meeting established requirements (did not contain cost for design). On April 23, 2019 the BOT instructed staff to seek a proposal from TLC to update the Kitchen design to the current building code and add the electrical and HVAC components to the construction drawings in anticipation of re-issuing the RFP in November for a summer 2020 project.

Staff recommends the BOT approve the Building A Renovations construction drawings proposal from TLC in the amount of \$28,400.00 and authorize staff to prepare a budget amendment for a future agenda recognizing the use of fund balance as the funding source.



May 2, 2019

Mr. John W. Coffey  
Community Manager  
Barefoot Bay Recreation District  
625 Barefoot Blvd  
Barefoot Bay, FL 32976  
Delivered via e-mail: [jcoffey@bbrd.org](mailto:jcoffey@bbrd.org)

**Re: Building A Renovations  
Professional Engineering Services Proposal**

Dear Mr. Coffey:

Thank you for reaching out regarding the proposed renovations to Building A. We look forward to working with the Barefoot Bay Recreation District (OWNER) on this project. As we discussed, TLC Engineering Solutions, Inc. (TLC) proposes to provide Mechanical, Plumbing, Electrical, and Structural engineering services, in addition to Architectural design services, for the project with proposed scope and fee as outlined below.

## **PROJECT SCOPE**

We understand the project is to consist of conducting a code update to the kitchen renovation drawings dated December, 22, 2017, and expanding the project scope to incorporate upgrades to the existing electrical and mechanical infrastructure in accordance with the recommendations provided in electrical and mechanical property condition assessments previously issued by TLC. The project scope is based on information provided by John Coffey in e-mails to Colin Doyle, PE on April 26, 2019.

## **BASIC SCOPE OF SERVICES**

Basic Scope of Services shall be as outlined in AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 3 and our current continuing services agreement. TLC shall provide professional engineering and design services for:

- a. Heating, Ventilating and Air-Conditioning (HVAC) Engineering
- b. Plumbing Engineering
- c. Electrical Engineering: lighting, power, and electrical distribution
- d. Structural Engineering
- e. Architectural (Dave Nagrotsky Associates)

TLC anticipates submittals at the following design stages:

- Design Development
- 50% Construction Documents
- 100% Construction Documents

Due to the time elapsed between the initial mechanical and electrical property condition assessments, and that the building codes have changed since they were initially issued, one site visit for Mechanical, Electrical, and Architectural services is included in the scope of work to assess the existing conditions relative to the recommendations provided in the initial to determine their compliance with current building codes.

Up to three (2) design review meetings are included in TLC's proposed work scope.

Design modifications may occur during the design and construction process, because it is impossible to foresee or anticipate every design issue until the design work is completed. Modifications can result in increases or decreases in actual construction cost. Therefore, it is important that a reasonable allowance or contingency be included in the bid to accommodate any changes in design as developed for this proposal.

### **CONSTRUCTION PHASE SERVICES**

Construction Phase Services are excluded from the scope of services.

### **INFORMATION TO BE FURNISHED BY THE OWNER**

In addition to Owner's Responsibilities defined in AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 5, specific information and material that impacts the design shall be provided to TLC.

### **ADDITIONAL SERVICES**

Additional services, when requested in writing by the Barefoot Bay Recreation District, shall be performed for additional compensation. Additional Services are as defined in AIA Document B101– 2007 Edition – Standard Form of Agreement Between Owner and Architect, Article 4. Additional Services also include those items shown in ATTACHMENT A.

TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

### **FEE**

We propose to provide the above-described basic scope of services for the following fee structure plus reimbursable expenses at 1.0 times direct cost.

• HVAC/Plumbing Engineering Fee	\$	9,500.00
• Electrical Engineering Fee	\$	12,900.00
• Structural Engineering Fee	\$	2,200.00
• <u>Architectural Fee</u>	\$	<u>3,800.00</u>
<b>TOTAL</b>	<b>\$</b>	<b>28,400.00</b>

Reimbursable expenses include all travel-related costs, (TLC's Cocoa, Florida office to be considered point-of-origin for all trips), mileage, meals, lodging, plotting and printing (except as required for in-house coordination), photography, courier services, shipping and express mail.

Billing will be monthly, based upon percent of services completed and reimbursable expenses. Payment is due within 15 days of OWNER's receipt of invoice.


If this proposal is acceptable, your signature below will confirm TLC's authorization to proceed. Retain one copy and return one copy to TLC Engineering Solutions, Inc. at the address on page 1 of this proposal. This authorization constitutes OWNER's commitment to pay the fee and reimbursable expenses. Alternatively, TLC can enter into a contract agreement with OWNER using AIA Document B101 – 2007 Edition – Standard Form of Agreement Between Owner and Architect. Please refer to ATTACHMENT D for Special Conditions to the Agreement.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

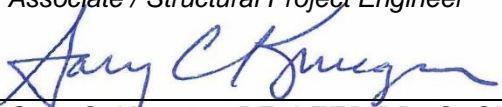
Yours truly,

TLC ENGINEERING SOLUTIONS, INC.

BAREFOOT BAY RECREATION DISTRICT

  
\_\_\_\_\_  
Colin G. Doyle, PE  
*Associate / Structural Project Engineer*

By: \_\_\_\_\_

  
\_\_\_\_\_  
Gary C. Krueger, PE, LEED BD+C, CM  
*Principal / Division Director*

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

## **ATTACHMENT A**

### **ADDITIONAL SERVICES**

#### Professional Engineering Services Proposal

1. AIA Document B101 – 2007 Edition – Abbreviated Standard Form of Agreement Between Owner and Architect, Article 4.
2. Construction Administration services including, but not limited to, response to bidder questions, response to local permitting official's comments, response to contractor's request for information (RFI) during the construction period, site visits, and review of submittals and shop drawings.
3. Attendance at design review meetings, as requested by the OWNER, in excess of the number of meetings defined in this proposal.
4. Value Engineering meetings and subsequent engineering or design revisions to incorporate accepted value engineering items, including changes to system design after construction documents have been completed.
5. Significant revisions to the program, design philosophy or Architectural plans after Design Development approval, or to systems selected following schematic phase, and which result in redesign expenses.
6. BIM Modeling level of detail, Model deliverables and TLC's role in the coordination process beyond the scope identified in ATTACHMENT D.
7. Detailed project phasing, preparation of multiple phasing plans, or preparation of multiple sets of construction documents or document packages.
8. Change in applicable code, resulting in redesign effort or expenses.
9. Design of smoke-control systems if required by Section 909 of the Florida Building Code, and /or design of smoke-management systems for atria and other large spaces.
10. Electrical Circuit Breaker Coordination Study.
11. Design of emergency power, UPS, or generator systems.
12. Energy modeling or preparation of systems life cycle cost analysis (LCA).
13. Civil engineering, landscape design, and irrigation design services.
14. Currently unidentified specialty electrical, lighting or communication systems, including voice/data, audio/visual, security, or other low voltage electronic systems.
15. Acoustical consulting.
16. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
17. Design of site features and amenities outside of building footprint and not directly attached to the building.
18. Development of "as-built" or record drawings.
19. Detailed cost estimating services.
20. Threshold Inspection Services.
21. Commissioning of building systems.
22. Renovation of existing building restrooms to comply with ADA requirements as required by the local building official

## Board of Trustees Meeting Agenda Memo

Date: Friday, May 10, 2019  
Title: **Foreclosure of properties with excessive liens**  
Section & Item: 9.C.  
Department: Resident Relations, DOR  
Fiscal Impact: TBD  
Contact: John W. Coffey ICMA-CM, Community Manager, Richard Armington,  
Resident Relations Manager, Dave Wheaton, Trustee, 1st Chair  
Attachments: Foreclosure attachment detail  
Reviewed by  
General Yes  
Counsel:  
Approved by:



### Requested Action by BOT

Formal direction to staff regarding initiating foreclosure proceedings against non-homesteaded properties with excessive liens.

### Background and Summary Information

Multiple non-homesteaded properties in BBRD have excessive levels of liens placed on them for DOR abatement costs with no effort being made by the owners to clear the liens. Trustee Wheaton requested this topic be placed on the agenda to discuss the feasibility of starting foreclosure actions to obtain the properties through the Neighborhood Revitalization Program. Once properties are acquired and County taxes and liens paid, they would be sold via on-line auctions to encourage the installation of new homes thereby revitalizing neighborhoods and decreasing the amount of lot mows currently being performed by Property Services staff.

## Property with Excessive Liens

	Address	Owner's Name	Home- sted	Lot or home	On- going lot mow by BBRD	Due BBRD as of 4/30/2019	Taxes Due Brevard County	Total Due	Assessed Value	Estimated value	Estimated profit/loss (sale at 75% of Est. value)
1	815 BEECH COURT	Allan & Amy Tyler	N	lot	Y	5,132	8,883	14,016	13,000	17,333	(1,016)
2	893 PECAN CIRCLE	Kurt Widowson	N	lot	Y	5,370	10,731	16,101	13,000	17,333	(3,101)
3	419 EGRET CIRCLE	Margaret Hall & Guy Bugbee	N	lot	N	5,490	843	6,333	13,000	17,333	6,667
1	958 LAUREL CIRCLE	Richard Winckel	N	lot	Y	5,787	10,802	16,589	13,000	17,333	(3,589)
1	923 FRANGI PANI DRIVE	Constructure Inc Suite B	N	lot	Y	5,790	10,890	16,680	13,000	17,333	(3,680)
1	919 CASHEW CIRCLE	Richard O & Pamela E Winckel	N	lot	Y	5,860	10,956	16,816	13,000	17,333	(3,816)
1	942 PECAN CIRCLE	Southard, Barry; Gallo, Valerie	N	lot	Y	5,860	10,875	16,736	13,000	17,333	(3,736)
1	516 ROYAL TERN DRIVE	Lisa M Houle	N	home	N	5,680	3,559	9,239	63,650	84,867	54,411
1	517 EGRET CIRCLE	Ron Witt	N	lot	Y	6,210	10,636	16,846	13,000	17,333	(3,846)
1	402 RAVEN DRIVE	Glenn Goodman	N	lot	Y	6,350	10,928	17,279	13,000	17,333	(4,279)
1	1213 CHIPEWA DRIVE	Alan & Carol Riggins	N	lot	Y	6,603	10,840	17,442	13,000	17,333	(4,442)
1	422 BAREFOOT BLVD	Edmund Sweeney	N	lot	Y	6,751	-	6,751	13,000	17,333	6,249
1	614 PUFFIN DRIVE	Honore Investments & Property Mgmt				7,145	8,883	16,028			
	614 PUFFIN DRIVE	Isidore & Kathleen Anahory				6,087	-	6,087			
		sub-total:	N	lot	Y	13,232	8,883	22,116	13,000	17,333	(9,116)
1	423 SEA-GULL DRIVE	Emelie A Sarakas (Diane Legere & LuAi	N	home	Y	7,794	23,219	31,013	87,610	116,813	56,597
1	857 LAUREL CIRCLE	Francisco & Angela Gonzalez	N	lot	Y	8,368	10,890	19,257	13,000	17,333	(6,257)
1	619 OLEANDER CIRCLE	Dorothy Markland	N	lot	Y	8,844	10,943	19,787	13,000	17,333	(6,787)
1	733 HYACINTH CIRCLE	Peter Unger	N	lot	Y	8,746	10,943	19,689	13,000	17,333	(6,689)
1	969 LAUREL CIRCLE	Bonnie J. Arsenault	N	home	Y	9,140	7,233	16,373	55,920	74,560	39,547
1	919 VIREO DRIVE	Louise Meserve	N	lot	Y	9,634	10,890	20,524	13,000	17,333	(7,524)
1	804 BEECH COURT	Angel & Daisy Cosme Sr.	N	lot	Y	9,794	10,956	20,749	13,000	17,333	(7,749)
1	401 RAVEN DRIVE	Sauternes V				10,014	10,175	20,189			
	401 RAVEN DRIVE	Patrick Currior				8,153	-	8,153			
		sub-total:	N	lot	Y	18,167	10,175	28,343	13,000	17,333	(15,343)
1	413 PLOVER DRIVE	Sauternes V	N	lot	Y	10,144	10,228	20,372	13,000	17,333	(7,372)
1	853 LAUREL CIRCLE	Kimberly Hayes	N	lot	Y	10,128	10,802	20,930	13,000	17,333	(7,930)
1	881 CASHEW CIRCLE	Sauternes V	N	lot	Y	10,224	10,175	20,399	13,000	17,333	(7,399)
1	416 BAREFOOT BLVD	Sauternes V	N	lot	Y	10,308	10,228	20,536	13,000	17,333	(7,536)
<b>28</b>						<b>205,407</b>	<b>245,510</b>	<b>450,916</b>	<b>467,180</b>	<b>622,907</b>	<b>171,990</b>



## Barefoot Bay Recreation District

625 Barefoot Boulevard, "New 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:** May 10, 2019  
**Subject:** Manager's Report

### District Clerk

- **Building C Bulletin Boards Makeover** – Thanks goes out to Office of the District Clerk Administrative Assistant Whitney Hodges for her efforts in updating the look of the Bulletin Boards on Building C. They now have a new updated look and are easier to read.
- **Website Update** – The new updated ADA compliant BBRD website is close to completion and is scheduled to be launched in June.

### Finance

- **FY19 Assessment Collection Update** – \$3,445,557.96 (gross) or 92.8% of the FY19 Budget has been received as of May 1st (see attached for details).

### Resident Relations

- **ARCC Update**
  - o April 30th meeting: 14 consent approved, 17 non-consent (16 approved and 1 denied).
  - o May 14th is the next meeting (New Administration Conference Room at 9am).
- **Violations Committee Update**
  - o May 10th meeting has 24 cases on the agenda
  - o May 24th is the next meeting

### Food & Beverage

- **Mother's Day Brunch** – Tickets are on sale for a Mother's Day Brunch at the Lounge, the 19th Hole and the New Administration Building. The brunch will be Lakeside of the Lounge from 9am until noon. The Dave Capp Jazz duo will perform.
- **Memorial Day Street Dance** – A special street dance will be held on Monday, May 27th from 2-6pm with the Hatley Band.
- **Father's Day Clam Bake** – Tickets go on sale May 13<sup>th</sup> at the Lounge, the 19th Hole and the Administration Building

Flyers with all the details are posted.



### Golf-Pro Shop

- **Employee Golf Tournament** May 18th: Course closed until 1:30pm
- **UEC Invitational Tournament.** May 23<sup>rd</sup>, 8:30 Shotgun start (Full)
- **Jr. Camp** signup has begun. See attached or Pro Shop for details

### Property Services

- Completed excavation of test pits for TLC inspections and facilitated inspection by TLC. Pits will remain open for further testing
- Inspected all fire extinguishers
- Painted walkway roof repair at pool 1
- Began removing overgrowth behind the garden club at Dottie Ln.
- Stripped and re waxed floors at D&E
- Removed old transformer from “old green piece of garbage (OAB)”
- Completed the cleanup of the “old green piece of garbage (OAB)” after demolition
- Replaced shower valve at pool 3
- Continued painting parking lot stripes
- Serviced all A/C units
- Straightened out parking stops at the shopping center
- Replaced/straightened out white poles on BBRD grounds
- Made repairs to walking bridge between the shopping center and the bank
- Addressed all current grass violations
- Continued solicitation for quotes/bids for various projects

### General Information

- **Facilities Assessment Update** – Staff participated in a 90 minutes plus conference call reviewing the draft report and expect the final report to be available within the next two weeks.
- **Old Administration Building Site Restoration Update** – Over the next several weeks the following tasks will be accomplished:
  - Re-grading the site (including new fill to level the site)
  - Installation of irrigation (including conversion of the Veterans’ Monument area from potable water to lake water)
  - Installation of sidewalk from walkway along the Traffic Circle to the front of the New Administration Building
  - Installation of sod and landscaping
- **Brightline – Virgin Trains USA Meeting:** Representatives of Brightline – Virgin Trains USA requested a meeting with Chairman Klosky and me to brief us on construction activities for the Phase 2 segment of the express railway between West Palm Beach and Orlando (work in the Barefoot Bay area occurring in early stages, estimated later this year). The purpose of the meeting is to introduce BBRD personnel to Brightline – Virgin Trains USA Construction Management team and Public Information Officer in order to establish a communication conduit between the company and BBRD. Brightline – Virgin Trains USA Construction Management Team will lay out the general scope of work and its sequence, establish protocols for public notification of closures, and needed coordination. This meeting is a courtesy of Brightline – Virgin Trains USA and is not open to the public.





## **2019 BAREFOOT BAY JUNIOR GOLF PROGRAM**

Junior Golf Program to begin June 11<sup>th</sup>

The program is free of charge to all kids ages 6 – 17 that live in or have family members that live in Barefoot Bay Recreation District.

### **This year the Junior Golf Program will be in two (2) Sessions**

#### **Juniors may attend 1 or both sessions.**

The first two days the junior golfers will be given golf lessons and instruction on safety, golf etiquette, rules, golf course upkeep while playing, and golf course management. This is mandatory for all beginners if they wish to play in weekend family day or Jr. Golf Tournament.

The following weeks, the juniors will have weekly lessons every Tuesday and Thursday. They will learn skills in long game, short game, bunkers, putting and the rules of the game as well. At the end of the season (July 30<sup>th</sup>) there will be an Awards Ceremony and Banquet for junior golf participants and their immediate family member guests. Additional guest(s) may attend for a nominal fee.

In addition, Saturdays during camp may be used for family outing tournament days. Juniors that are deemed ready for play on the course by me will meet the coaches at the Pro Shop porch at 8:00am. Please remember appropriate attire, hat and sunblock. Parents or guardians will be paired with their children for a 9-Hole Scramble.

The emphasis on this program is to teach the kids how to play golf and give them ample opportunities to play during the summer. The kids are also taught lessons through golf that help them in many different situations that they will face throughout their life. These include Courage, Perseverance, Self Control, Fairness, Honesty, and Creativity. The lessons of golf should help improve their self-esteem.

Program participants are encouraged to come out and play golf all week long to improve their skills. Any child under 14 years of age will not be allowed use of the facility without a parent or guardian. There will be no charge for juniors to play golf. They will have opportunities to play on the Golf Course when deemed ready by myself.

Junior Golf Program agendas and registration information may be obtained now at the Pro Shop. Please return completed registrations to Pro Shop as soon as possible. Late entry applications will be handled on a case-by-case basis.

Ernie J. Cruz, PGA  
Golf Operations Manager



# 2019 SUMMER GOLF CAMP At BAREFOOT BAY GOLF COURSE

Learn to play golf and have fun!

## Summer Golf Camp - Two Sessions

With Ernie Cruz, Certified PGA Professional

Bill Balash, PGA Professional

**Session 1 Tuesday & Thursday June 11, 13, 18, 20, 25, 27**

**Session 2 Tuesday & Thursday July 9, 11, 16, 18, 23, 25**

**Child may attend both sessions if desired**

**Time: All sessions begin at 1 pm & end at 3 pm: 12 hours total of instruction**

**Ages: 6-17** (Children ages 6-7 must have parent present at all times)

**Cost: FREE**

**Save the Date: July 27<sup>th</sup> at 8:30 am Jr. Golf Tournament**  
**July 30<sup>th</sup> at 4:00 pm Award Ceremony**

Juniors will work on developing skills with the full swing, pitching, chipping and putting strokes. Each week, the campers will go on the course to play and to work on applying their skills and knowledge of rules and etiquette.

### Students do not need to have their own clubs or golf shoes.

*Appropriate attire (shorts, shirt, hat & tennis shoes) is required. Don't forget sunscreen and water bottle.*

**For more information, call 772-664-3174**

**Barefoot Bay Golf Course, 1225 Barefoot Blvd, Barefoot Bay, FL 32976**

**Session 1 (June 11 - 27)**

**Session 2 (July 9 - July 25)**

**Child's Name** \_\_\_\_\_ **Parent's Name** \_\_\_\_\_

**Child's Age** \_\_\_\_ **Child's Shirt Size** \_\_\_\_\_

**Need Golf Equipment?** No Yes (L-Handed) (R-Handed) **Height** \_\_\_\_\_

**Award Ceremony Attendance:** Yes \_\_\_ No \_\_\_ **Number of Immediate Family Guest(s)** \_\_\_\_\_

**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Cell Phone** (\_\_\_\_) \_\_\_\_\_

**Email** \_\_\_\_\_ **Address** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Medical or Dietary Needs Requires Parent Attendance at All Times:** \_\_\_\_\_

**Parent or Legal Guardian Signature:** \_\_\_\_\_