

**MINUTES OF MEETING
BAYTREE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Baytree Community Development District was held on Wednesday, May 2, 2018 at 1:30 p.m. at Baytree National Golf Links, 8207 National Drive, Melbourne, Florida.

Present and constituting a quorum were:

Carol Witcher	Chairman
Melvin Mills	Vice Chairman
Richard Bosseler	Assistant Secretary
Jerry Darby	Assistant Secretary
Richard Brown	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
Mary Ellen Samitas	District Engineer
Alan Scheerer	Field Operations Manager
Mark Sweat	Chesley Brown
Valerie Scott	DSI Security
Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order at 1:30 a.m., called the roll and the Pledge of Allegiance was recited.

SECOND ORDER OF BUSINESS

Community Updates

A. Security

Mr. Showe: I don't see anyone here from Universal. Are there any resident questions about security, at this point?

Mr. Mills: They still aren't doing what they need to do.

Mr. Showe: We have an item on the agenda for their contract.

Mr. Mills: I know.

Ms. Witcher: Did they rebid?

Mr. Mills: Yes.

Mr. Showe: Yes, they did. We will proceed to the BCA update.

B. BCA

Mr. Wilkerson: Yes. Wayne Wilkerson, President of the BCA. The BCA had its annual meeting two weeks ago. I would like to summarize what occurred at the meeting. I thanked the CDD and its directors for the close cooperation that we received. We have six beautiful park benches in various places in Baytree. Residents asked for them and they were provided by the CDD and we appreciate that. The residents asked for better pool maintenance. Mel Mills reported that a new irrigation company was hired. Tables, chairs and other items were incorporated into the pool. It's really a nice pool, a nice facility and everything has been taken care of. Thank you for that. Residents asked for more police patrols and we received them. Speeding still happens, but the police are issuing more tickets. The residents asked for cleaner sidewalks and the CDD has provided those. The residents asked for a common meeting place for picnics and family gatherings. CDD Director, Jerry Darby attended our annual meeting and reported a summary of what's going on with our new pavilion. It's very encouraging. The list goes on-and-on, but the voices of the residents have been heard. They were heard through the bonding of the BCA and CDD and we appreciate that.

Mr. Mills: Thanks Wayne.

Mr. Wilkerson: When Jerry Darby was elected to the CDD Board, Mel Mills appropriately handed him the reins of the pavilion project. We formally recognized Mel at our meeting for his efforts and wished Jerry the very best going forward. Jerry worked on our side for a while and is now on your side. I think that is going to be a perfect handoff. As far as the golf course, Jeff Mauldin, the General Manager, just celebrated his first year as a General Manager here. During the year, Jeff has been closely acquainted with our residents, and he and his wife are putting on theme dinners every other Thursday. Many of you have come to those, which are a success. About 35 to 40 people on average attend. We talked about the golf course and I don't know if you have that on your agenda. Let me touch on that briefly, because we've been involved in golf course maintenance. The golf course is parched, because there was a problem with one of the pumps. It took them three extra weeks to replace it. I played this morning and it's pitiful. They are re-doing all of the tees with sod. I think they are going to lose

several fairways, because I don't know if they are going to come back. Rick, would you like to elaborate?

Mr. Brown: Yes, Number 8 is awful.

Mr. Wilkerson: The owner, Charlie was out there today and I stopped and talked to him. I said, "*As President of the BCA, I want you to know that our home values depend on the condition of this golf course.*" He said, "*I am fully aware of that.*" I don't know how old Charlie is. He is no "*spring chicken*," but he was out there working. They fired the old greenskeeper and have a brand new greenskeeper out there now. I just spoke with him and he's going to try his best to get this golf course back into shape. I think our Social Chair, Martha Scholz has done a great job. She put together several events, including the food truck event. We are having another Friday night event.

Mr. Mills: I will be there.

Mr. Wilkerson: Please come out to support these events. How many of you plan to come to the food truck event?

Ms. Witcher: I'm leaving this afternoon.

Mr. Wilkerson: Martha has done a terrific job. Our Directors have done a good job. We had an election, but nothing changed. We had a woman who ran, named SusanHodgers. She was elected unopposed. She is our new Secretary. Phil Ruhlman was elected as Vice President. I remained as President. Richard Mather is Treasurer. Thank you.

Mr. Mills: Thank you.

Ms. Witcher: Can you emphasize in your next newsletter about who is paying for the pavilion? People want to know and it needs to be emphasized that we are not taking money away from the HOA. Its money that was left over from the builders. They need to know this, because they are complaining that we are spending their money on the pavilion. It's the builders' money, not assessment funds.

Mr. Darby: I will speak to that issue. At Francesca Mariani's request, I authored an article, which will appear in the next issue, addressing all of those points, as well as other points. I have the renderings for the pavilion. The design work is still in process. We are waiting for drawings from the design company. Once we have those drawings, we will submit them to the builder. Bella Construction will then file for permits. We expect that to happen sometime next

week. Once the permits are issued, we will break ground on construction very shortly thereafter. We are still targeting the middle of July for completion, but it depends on the materials.

Ms. Witcher: Thank you.

i. Discussion of Plaque Language for Pavilion

Mr. Showe: As part of the Shared Cost Agreement or Joint Participation Agreement, there is a section requiring that we commemorate the building by having a plaque. The cost would be shared by the BCA and the CDD. Jerry and Wayne worked on some language that was provided as part of your agenda package. As long as the Board is okay with that language, I think we have the direction to proceed.

Mr. Darby: Do you want me to read the language?

Mr. Showe: You can if you would like.

Mr. Darby: It will look something like the rendering. It says, *“This Pavilion is Provided for your Enjoyment through the Cooperative Efforts of the Baytree Community Association and the Baytree Community Development District.”* That’s simple enough. It will be in bronze colored aluminum and the cost will be \$239. We budgeted \$250.

Mr. Wilkerson: Perfect. Thank you for doing that.

Mr. Mills: Are we going to apply lacquer to it? If we don’t, saltwater will get to it.

Mr. Showe: Good point.

Mr. Mills: We might want to have it lacquered.

Mr. Darby: I will look into it.

Mr. Scheerer: Do you want to put a date on it?

Mr. Mills: That might be a good idea.

Mr. Showe: Is there anything else for discussion under the BCA? Hearing none,

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 4, 2018 Meeting

Mr. Showe: The minutes from the April 4, 2018 meeting were included in your agenda package. We received comments from several Board Members, which will be incorporated into the final version. We can take any other changes at this time.

Mr. Brown: On Page 19, Mr. Brown said, *“I ran hospitals for four years.”* It should be *“40 years.”* On Page 52, I said, *“If we are going to start enforcing what we are allowed to do*

with security, relative to the front gate, we might want to consider posting a sign that says, 'Be Prepared to Show a Photo ID' coming into the area," not Mr. Bosseler.

Mr. Showe: With you being new on the Board, obviously the Transcriptionist does their best to try to recognize voices, but may not get your voice at first.

Mr. Brown: That's all I had.

Mr. Showe: Are there any other changes?

Mr. Bosseler: On Page 11, in the sixth line down, "*a bill*" should "*it built*." On the bottom of Page 17, I didn't appoint Mel. I made a motion on the appointment. That's it.

Mr. Showe: If there are no other changes, we need a motion to accept the minutes, as amended.

On MOTION by Mr. Brown seconded by Ms. Witcher with all in favor, the minutes of the April 4, 2018 meeting were approved, as amended.

FOURTH ORDER OF BUSINESS

New Business

A. Presentation and Ranking of Proposals for Security Services and Selection of Contractor

Mr. Showe: At the last meeting, the Board requested proposals for security services. We prepared the Request for Proposals (RFP) and sent it to five vendors. We received three bids. I don't believe that representatives of Universal Allied are here, but we have representatives from DSI Security and Chesley Brown, so the Board can ask questions. We provided new scoring sheets. Is there any preference on which vendor you would like to ask questions to first?

Mr. Darby: Go alphabetically.

Mr. Bosseler: Can we have them introduce themselves?

Mr. Showe: Sure. We have Mark Sweat of Chesley Brown.

Mr. Sweat: Chesley Brown is based in Atlanta. At my prior position, I was headquartered in Orlando and remember most of you. It is good to see all of you again. I would be happy to answer any questions you have.

Mr. Showe: Are there any questions from the Board?

Mr. Mills: I have one. I noticed in your proposal that you go through a vigorous training program, which seems to help alleviate the situations that we have been having with consistency

among the guards. For the benefit of the audience, explain to them how you select and train candidates.

Mr. Sweat: Sure. Generally, we want to make sure that all of our candidates have at least one year of experience in the field. That is one point. The other is to make sure that their capabilities are detailed or outlined. If you are taking a person who is familiar with our gatehouse security for any length of time, or have been accustomed to working in a warehouse or in a parking lot, it is not going to coincide with guarding a community like Baytree. When you have vendors and visitors coming in and taking their licenses, deal with those who don't have their licenses and who have not been called in, there is a particular mentality that goes into the way that we hire them. When we are sitting down and actually interviewing those candidates, we score them based on their experience in the field, especially gatehouse experience.

Mr. Darby: How does your visitor tracking system work?

Mr. Sweat: We use a licensescanner. I know that in the past, we had situations of where it either worked or didn't work, but at any point, we are able to manually input information. It is helpful when you can integrate systems. Our system is actually set up to do that and take requests from your residents to retain in our system, or we are able to pinpoint visitors that are going to be visiting the property. What normally happens is that we are going to get a call, because a contractor is going to a particular resident. It is great to be able to store that information in our system. The way that the system will work, is if it's going to be populated in the system, our officers will be able to reference that, versus waiting for someone to come in or make additional calls. The type of system that we are using is able to tie calls that are coming into the gatehouse and allows for officer input, whether resident input or integrated technologies such as a license scanner to capture information.

Mr. Darby: So, if somebody is coming in with these technologies, you could potentially scan the license. Would it cross reference to any permanent visitor or vendor list?

Mr. Sweat: One of the keys in a community such as this one, is that there are repeat vendors or someone who actually doesn't have to be called in. You want to make sure that you can status them in a way, where if an uncle, aunt or grandson is going to show up, we have their names saved in our system, so they are allowed to get a free pass, versus us calling the house or waiting for a call from a resident. We want to make it fluid for them to be able to come in and get access, but at the same time, the system should be set up to identify who is a grandson and

who is a contractor. If a plumber is going to be here for a week, there's no reason for a resident to call each day. We should be able to include that person in our system. That way we understand that they are at your particular property for a specific length of time.

Mr. Darby: In your proposal you mentioned that you were going to manage pedestrian traffic coming into the facility. How would you do that?

Mr. Sweat: Any person who is at the gatehouse, the same way that you have traffic coming in, there should be some type of system to address bicycle riders or pedestrians coming through that gate. They should be stopped just like a vehicle. I had a property in Daytona who had a sidewalk going into the community. Generally, you have walkers that want to walk into the community and there should be some type of barrier access control, beyond the ones that are in the street. We should be able to figure out a way to institute a policy of how we handle or address those who were either biking or walking into the community.

Mr. Darby: I'm concerned about the logistics of doing that, from the standpoint of having a line of cars coming in. The visitor or vendor has to be approved, but then the guard has to go over and approve somebody who is walking or biking on the sidewalk. I just don't know if that works.

Mr. Sweat: I think for the safety of the community, you have a barrier arm that is protecting the traffic entering. Where you don't have a barrier arm, a walker or biker can access. A precedent would be set on a person who is either walking or biking in. You should have a guard addressing the walker or biker, because that person has free access into the community.

Mr. Darby: Part of the problem is that walkers and bikers probably don't have IDs on them.

Mr. Sweat: Correct.

Mr. Darby: That could be problematic.

Mr. Sweat: That is correct.

Mr. Darby: We don't have similar security services on the back gate, so that's also wide open.

Mr. Sweat: Right.

Mr. Mills: But if the guard is doing his job correctly, he should be able to address the issue about why are you visiting, who are you visiting or whether you are just walking through the community and have their name.

Mr. Sweat: Correct.

Mr. Darby: How do you respond to absences, especially unplanned absences?

Mr. Sweat: Generally, we set up a Supervisor in that capacity. That way we are filtering our process. An officer having a broken-down car is going to happen, but saying that they are all going to show up, that's not true. Our system should be set up in a way where we understand that someone can't come in. If someone isn't coming in on that previous shift, they should obligate another four hours, so we can provide or get back particular coverage to come in. There should never be a situation where we have no officers in the gatehouse.

Mr. Bosseler: Do you have any other customers in Brevard County?

Mr. Sweat: Not in this County.

Mr. Bosseler: What do you propose to do for a Supervisor? Are you going to have a Supervisor monitor from Orlando?

Mr. Sweat: There will be one during the day.

Mr. Darby: This person will also be the first shift guard?

Mr. Sweat: That's correct.

Mr. Darby: That's the same individual?

Mr. Sweat: That's correct. They are going to see the overnight guard, in addition to the person on second shift. Any type of correspondence or reference in terms of property will be part of the scope of their duties.

Mr. Bosseler: Would we have a meeting?

Mr. Sweat: Generally meetings will be run by me, because I handle onsite personnel and any policies.

Mr. Mills: One of the concerns that I have currently is with our current vendor. It seems to be an on the job training situation where they bring in a new guard, who is alone, fending for themselves, basically not reading the Post Orders, not being trained and doing what they want to do. That way is inconsistent. I think it's imperative that both companies know that we must have consistency. We cannot have one guard doing one thing and another guard doing another. The sad part is that we are also going to have to train residents to call into the gatehouse and say, "*I have guests coming.*" What concerns me is that I don't think that as a community, we want on the job training people at the front gate.

Mr. Sweat: It is supposed to be industry standard, if I'm letting them have someone getting on the job training or a person that is trained for the position. They should be working with that established Supervisor.

Mr. Mills: Absolutely.

Mr. Sweat: Or a dedicated trainer that is going to provide that particular trained person. Basically, there should be some type of required time, whether a day or two or specified hours, to make sure that they understand. I will honestly say that you can't learn this particular gate in one day. You won't get all of the concepts, but at the same time, you still have people who are coming in, such as early golfers. Things like that are going to transpire and everyone has to understand that either the Supervisor or trainer will spend time on the property.

Mr. Brown: You mentioned in your proposal about the Chesley Ground Report. Is that part of the agreement or extra?

Mr. Sweat: No, it is not an extra. Generally, whatever person you allocate to these particular reports, we can assign to go to court for you. We perform assessments and consultations, so if there was ever something that came up where you need to get a Chesley Ground Report completed, all I have to do is contact my boss in Atlanta and he will come down. It doesn't interrupt the flow of business, because we are providing the security. It doesn't interrupt the guards from doing their jobs or from me providing support to them. We will have an outside entity, but internally, I provide that support.

Mr. Brown: Okay, so you have an entire section on advanced technology?

Mr. Sweat: Yes.

Mr. Brown: What reports come with our agreement?

Mr. Sweat: It is a combination of the end of one report. From a reporting perspective, our office provides a daily log. Anyone that you want to receive these reports, will be sent to that individual. That way, you can have a recap for a particular day. The other portion is the visitor log. All of these reports will have the Chesley Brown name, date, time and everything else when it comes to the traffic that's coming through our gates.

Ms. Witcher: How long do you keep the information?

Mr. Sweat: It's all saved within our server. We actually hold it for statistical purposes, so if there are times that we have more traffic and if there are ways that we can improve the process, we go back to you and say, *"Maybe we need to do something different."*

Mr. Mills: If an incident takes place in the community, how long does the guard have to respond and log it?

Mr. Sweat: The reports should be done in real time. There should be a process in which they are either contacting the Field Manager or GMS, to make sure that they understand what occurs in the community. If they make a call to us, that documentation goes back to that allocated individual who is going to receive that incident report.

Mr. Mills: So it's real time?

Mr. Sweat: Yes.

Mr. Brown: Do you perform a drug screen on your employees before they are employed?

Mr. Sweat: Yes. We also do random drug screens. We just did one two weeks ago. We have to be mindful that it's not a selected process, because that could backfire and it would almost appear that we are pinpointing individuals. If there's ever suspicion, that option is available.

Mr. Darby: In your pricing, is the cost per hour for holidays, one and a half times the base rate?

Mr. Sweat: Yes.

Mr. Darby: Then it's wrong in your proposal. You had \$23.68. One and a half times of \$17.94 is \$26.91. We would like for that to be corrected.

Mr. Wilkerson: What is your annual turnover for employees?

Mr. Sweat: Right about 65%.

Mr. Wilkerson: What was it this year?

Mr. Sweat: This year it was 99% or even over 100%.

Mr. Mills: That's tremendous.

Mr. Wilkerson: Why are you lower than the national average?

Mr. Sweat: Because of our treatment of our employees. The trend of the industry itself is that we are no longer competitive amongst each other. The competitors are coming from the outside. Everyone on the outside was talking about raising the rate. Wal-Mart is our competitor. Taco Bell is our competitor. The other security company is no longer our competitor, because there's a cost to being a security officer now. You have to pay a licensing cost. As a company, we pay that cost for our employees, so we don't have to worry about that. We also try to achieve

a higher rate for them, so they are not looking to change companies. Just for a nickel, they will change companies.

Mr. Wilkerson: Do you allow the use of tobacco products?

Mr. Sweat: No. They should not be smoking in that building.

Mr. Wilkerson: We wrote a letter to SCCU, complaining about smokers at the front gate. The President of the company wrote me back and said, "*You are absolutely right*," and then took them off of the street. Are your guards as dressed as you are?

Mr. Sweat: I have an expectation. I hope that when we issue uniforms, the first thing that they do is try it on. We also have self-checks. The Supervisor should be making sure that each guard is dressed appropriately.

Mr. Wilkerson: Absolutely. Our best asset is when our visitors see our guard. Thank you.

A Resident: This proposal of stopping people on foot, even on bicycles and asking them about why they are coming into Baytree, is overkill. Secondly, its offensive. My wife and her friend go out walking in the morning. They go out the back gate and come in through the front gate. I don't want the guard to ask them who they are and what their business is. Even if they are not a resident, what are they going to do, walk in here, break into a house and steal the television? This is overkill. Let's let the guards do their job of controlling traffic and not stopping bicyclists and pedestrians from coming into this neighborhood. Its offensive.

Mr. Mills: That's a good point; however, I can tell you that I've had about five or six people tell me, "*Why don't we stop people from walking in here?*" I understand where you are coming from, but there are always two sides. The other side of the coin is, when we have some issues, it's usually at night and usually people walking in through the front or back gate.

The Resident: If they come in from the back gate, who is going to stop them?

Mr. Mills: Nobody.

Mr. Showe: Are there any other questions from the Board? Hearing none,

Ms. Witcher: Thank you for your presentation.

Mr. Showe: We have Valerie Scott with DSI.

Ms. Scott: Good afternoon. Thanks for having me. I'm Valerie Scott, Regional Sales Manager for DSI. We are headquartered out of Alabama, but have four Florida offices; Tampa, Miami, Jacksonville and in the Panhandle. I worked with GMS in the past and we recently

resumed communication with Jason. I'm very pleased to be here and I'm happy to answer any questions. I also brought our technology partner, Tray Sivell, of Continental Field Systems with me to address specific questions that you might have with the Visitor Management System.

Mr. Bosseler: To make it easy, you probably heard some of the questions. Perhaps you can respond to some of them.

Ms. Scott: Sure. Obviously, we are all in the same industry, so much of what Mark said would and should be applicable to each and every security provider. Mark and I used to work at the same company. I noticed a couple of things. Some of the questions were about training. I think that training is dependent upon the community itself. There is certainly pre-site training that is going to include incident reporting and the proper way to do that, such as documenting for potential litigation purposes, etc. In my company, no one is going to remain unsupervised. They are going to have to be released to duty. There's some testing involved in that. There are probably a couple of full days with the Site Supervisor. Our proposal also proposes a Working Site Supervisor in the daytime shift. As Mark said, that gives that person an opportunity to see the morning, nighttime shift as its coming on and provide conversation and training as needed with the third-shift person, as they are transitioning. You were talking about the guard maintaining traffic flow. When we talk about the Visitor Management System, there are a lot of bells and whistles and a lot of different modules that can be added to this. When it comes to the potential for a bicycle rider or a pedestrian, we can go completely mobile, where we walk over with a tablet in hand and try to speed up the access process, if in fact that's something that you as a community decide that you want to do, including anyone coming in on foot or on bicycle. We also have the ability to send QR codes and you can pre-register your visitors, either as a resident or call and talk with security. Say that you have a dog walker that comes every day or a couple of times a day or a housekeeper that comes once a week, those can be scheduled as permanent and recurring visitors. Then they don't have to go through the entire screening process. For example, say your housekeeper is always going to come on a Wednesday between Noon and 5:00 p.m. We can have them pre-registered, so when they come in, we scan their driver's license with a mobile scanner, which will tell us that, that person is allowed between 8:00 a.m. and 5:00 p.m. on Wednesday and to let them go through. One year's prior security experience would be required with DSI as well. We have three client sites within 30 miles, which are Melbourne, Rockledge and Vero Beach. We would be doing cross training. Selection is very keen, because

as Mark said, I might have someone in an industrial environment that would not be suited for the customer service concierge approach that you would want at the front gate. You want someone to be able to de-escalate a situation, especially if you are implementing new procedures. I think the Visitor Management System or at least the use of it, is going to be new. It's going to take residents some time to get on board with it. They are going to potentially be a little aggravated by the delay, but it's probably going to be quicker, because in my day, a guard came out and wrote down my license and took my name and everything was being handwritten. That is probably going to take much longer than its going to take with the Visitor Management System. We want to be able to say "*I understand*" and we are trying to help you do that. It takes the right personnel, so we create job profiling. We would identify the characteristics that we think are needed to be successful here, in the role of that front gate position. Everybody goes through at least three levels of an interview process, as well as testing. They are going to be shown the site to get a good or bad picture of what their job entails. We are not always going to be 100% perfect in our personnel selection. When you talk about turnover, Mark was being kind. In the industry, the turnover is probably closer to 300%. Our client retention rate is 97%, which we are proud of and I think that our turnover rate, is also within the mid 60s percentile. Our CEO preaches every Monday morning that we are an equal opportunity employer and we need to treat our people fairly. I firmly believe that if you are being treated fairly, you are going to do more than is expected of you. I think that's true of me. I've been in this business for 18 years and I heard some operation folks out there on the phones to their subordinates and officers and I've been called. It creates turnover. It's not productive for your Management Company, for you as a Board, for us as a company or for the residents to be treated that way and watch the turnover. You want people to recognize the folks as they come in. That also speeds things up. I think its identifying the right person, treating them fairly, paying them an equitable wage, giving them an above industry standard benefit package, being their open door, listening to them, addressing their needs and supporting them, not putting them out there to perform and learn with no help. We are not expecting them to know the job without being trained for the job.

Mr. Mills: Define your benefit package for your employees.

Ms. Scott: We have major medical and a supplemental medical plan, a retirement plan, vision, 401K, vacation, dental and disability for all employees.

Mr. Mills: I have questions for both of you. If I approach the gate and you ask for my driver's license and I refuse to give it to you, how do you handle that?

Ms. Scott: We are going to handle it according to the Post Orders and the expectations of the community, but that brings up a good point, when it comes to training. Part of what we do is to run scenarios with our candidates. We will ask them the same question. Before they know our expectations and our rules and philosophies within our company, we will ask them to give us an initial understanding of the type of person that we are talking to. If they are going to say, "*I am going to tell them that they can't come in,*" then we don't want them. It depends on their answer and whether they can be schooled and taught the right approach.

Mr. Mills: Okay. Mark?

Mr. Sweat: If its established in the community that you must present identification to enter, then right there we have our answer. There's no entry without identification. If that's not established, then we need to ask for some other form of identification, whether that is the presentation of business cards or something else, to allow them to verify who they actually are. If we establish here that they must present an identification, then there's no entry.

Ms. Scott: Again, that's part of that de-escalation in teaching people how to say that they understand the dilemma and try to do their job. In your CDD, you have a soft gate, which is a different subject altogether. Everyone would have to be trained and we would have to clearly define the level of entry or denial of entry.

Mr. Mills: How much more per hour do you pay a daytime guard versus nighttime guard?

Ms. Scott: We don't. We have no shift differential.

Mr. Mills: What about you, Mark?

Mr. Sweat: We don't have a differential, but the Supervisor who is working during the night would receive more.

Mr. Mills: Okay.

Mr. Breitner: Art Breitner, 8042 Kingswood Way. I'm listening to this and it's my understanding that the entrance to Baytree is a public road.

Mr. Showe: Correct.

Mr. Breitner: So a person coming in, can refuse to provide any identification or anything else, and we have no right to stop them and must let them in.

Mr. Showe: Correct.

Mr. Breitner: I don't know whether that happens very often, but obviously the people that are in these positions can't give explicit information on how to handle it.

Mr. Showe: That is addressed in the contract as far as the scope of services. It clearly identifies that we have what is called a "*soft gate*" and all guards are active in accordance with that.

Mr. Breitner: That depends on where we position the camera.

Mr. Showe: You can get a video of the car, but you still have to let them in.

Mr. Mills: At the same time we can make it difficult by the questions that we ask. Their job is going to be to train their officers on how to handle this particular individual to make it difficult for them to want to continue pursuing whether they want to come in here or not.

Mr. Pawelczyk: We are not trying to prevent someone from coming in. You are trying to gather information. If someone comes through and does not want to provide any information or refuses to provide their information, as a guard, I should be writing down, the model and make of the car, what time they come in, as well as their hair color, license plate, whatever distinguishing features they have, such as a goofy goatee, just to gain information, so in the event that something does happen, we can use that information. Jason and I go through hundreds of these communities. It is all about how the guard handles it. More importantly, if they can gain enough information, if I'm there for ill intent, they have all of my information, so there's no way that I'm going to get out of here after robbing a house.

Ms. Witcher: We are going to have a picture of them in the video.

Mr. Pawelczyk: If it's on video, you have a picture.

Ms. Scott: Our uniform here would be military style. We have a code for appearance. Our Field Supervisors and our Site Supervisor have the task of making sure that those standards are upheld on a regular basis. Our officer at the front gate is the first thing that your visitors and guests are going to see and our reputation is on the line. We want to be your investment.

Mr. Mills: They still need to be de-escalating disagreements at the front gate. Can you tell us about a recent incident where your guard de-escalated an incident fully on his training?

Ms. Scott: I can tell you that the most recent incident that comes to my mind was not in a gated community environment; however, there was a situation where we were in a lobby and we had a camera that was positioned at the security desk. We were trying our best to allow someone

who did not want to provide their identification, to get on the elevator and go where they wanted to go. The guard said *"Please understand that I am trying to do my job. Please just show me the identification that I need."* They were adamant that they weren't going to do that and we alluded to the fact that everything was on camera and would be provided to the Management Team. It was very professional. The person was frustrated when asked to present their identification because they had to go to their car to get it. The key is staying professional and apologizing for the inconvenience.

Mr. Darby: Can a resident call into your Vantage Time and Attendance System from anywhere?

Ms. Scott: No. It would have to be a dedicated phone line. In this case it would be a dedicated line associated to the gatehouse.

Mr. Darby: You also indicated in your proposal that you were going to use four full-time and two part-time individuals. How are they going to be deployed?

Ms. Scott: I want to apologize. We are having our Managers meeting in Alabama today, so my operations team is not here. They do the scheduling, so I am going to speak to that as best as I can. I should've asked them to put a mock schedule together. Our ideal situation would be to have four 40 hour individuals assigned, for a total of 160 hours. Actually, we are going to have three individuals assigned to cover 120 hours, and then we are going to make up the 48 weekend hours with probably two 12 hour employees.

Mr. Darby: So you are going to have three full-time and two part-time employees. Is that correct?

Ms. Scott: Yes. That's probably more accurate.

Mr. Darby: How does that effect the proposed cost? If you proposed four employees and provided three, it should reduce our costs.

Ms. Scott: No, because it still part of the same number of hours. We are still covering 168 hours and absorbing the same equipment in those hourly rates.

Mr. Darby: One final question. You referenced a Track Tik system for \$125 per month in your proposal. What is it?

Ms. Scott: Right now, there aren't any roving patrol duties in the community. It's a 24/7 gatehouse, unless field supervision is here or during shift change, when the community can be patrolled. A lot of communities like yours will have an eight-hour shift, 56-hour roving patrol

program. There are specific places that the community wants the security officer to be checking. Those could include locking doors and checking thermostats in different locations. This is a system where we have bar codes and take this equipment with us. It's a phone that scans, like the Visitor Management System. It can give you a graph and all kinds of beautiful reports for tracking purposes and history. It's just one more tool to verify that the security officers are doing what they are supposed to be doing, when they are supposed to be doing it.

Mr. Darby: Okay. Thank you.

Mr. Brown: Can you explain the Visitor Management System?

Mr. Sivell: Sure. Approximately 75 communities so far use our Visitor Management System. The Visitor Management System allows residents to log into the system, via a web browser and mobile app. It also allows residents, if they don't want to use the web browser, to text the visitor by the first and last name and the system verifies that text and links it to the account. Our officers at the gate have access to that same system. They see all of the visitors that your residents input and all of the visitors that the Property Manager inputs or anyone else who has administrative access to the system. If a visitor comes off of the street and isn't on the visitor list, the officer will add that visitor to the system. The officer has contact information for all of the residents onsite, based on the Post Orders. A lot of Post Orders will say if a visitor is not on the list, the officer needs to call the resident to verify the identity of that visitor. It has an integrated voice system on the side of it, so the officer can call that resident. The resident identifies the identity of that visitor and says "*Yes they can come*" or "*No, they can't come.*" However, that is handled in the Post Orders, our system will allow for that. Then the visitor is admitted into the community. Once we admit a visitor into the community, all residents have the ability to get text or email alerts. That will essentially tell the resident that John Smith just passed through the front gate, to let you know that John Smith is probably two or three minutes away. We have reports on all of that data in the system. All of those reports can be emailed to Property Management and the Board Members or whoever needs to see those reports.

Ms. Scott: You were asking Mark earlier about daily activity and incident reports. There is an integrated tool within the Visitor Management System that we can use to provide you with real time information on incidents. A daily activity can be emailed, but we can also integrate it directly with this system and use the tools there.

Mr. Brown: What process do we have with you or our competitor, if we have a guard that we have a lot of complaints about and we want them removed?

Ms. Scott: You tell us.

Mr. Brown: What if we have a guard who everybody seems to like, does the job appropriately and all of a sudden, we find out that you transferred that guard to some other location?

Ms. Scott: We are going to speak with you before we remove people. We don't want to hold anyone back from an opportunity that would be an advancement for them, but we will speak with our client and let you know when we found a reason to terminate someone on our own, not simply because you said "*Joe is not doing a good job and we are getting a lot of complaints.*" We are going to let you know that. In communities, oftentimes we will take over existing security officers that transition from one company to another. I don't know the circumstance in this community. That's often what we run into in any community where people are used to Joe or Susy and they hesitate to make a change because they don't want them. By the flip side, we have a process in place for any valued incumbents. If there are valued incumbents, we offer each incumbent an opportunity to apply with us. There are a couple of reasons for that. When a security officer learns that the company is changing, they might start looking and you might find yourselves without coverage with their existing provider. One of the things that we do is to let them know that we are interested in talking with them about employment with us. We have a formal process for doing that. Maybe we know that there's only one person that the community would raise their hand for and say that they want to retain. We are not going to pick and choose that way. We are not going to give one person an invitation to apply with us. We are giving it to everyone and they will have no idea why they were or were not offered the job.

Mr. Showe: Are there any other questions from the Board?

Mr. Darby: We are good.

Mr. Bosseler: Did Mark want to add anything?

Mr. Sweat: No sir, unless any other questions come up.

Ms. Witcher: I think every homeowner in here, once we do get a new system, should fill out a form of who their vendors are.

Mr. Showe: That was one thing that I was going to mention. As part of the entire process, I think it would benefit the community if we start fresh, instead of trying to take the

system that is not working well. I could work with Wayne on getting something out to the residents. If the new systems have web access, it should be a lot easier for folks to log right in. We can also work with the Isles of Baytree.

Ms. Scott: We offer training on that and the system has a tutorial.

Mr. Sivell: We will do resident training on our system and teach them how to do the web access, mobile app and text features.

Ms. Witcher: Does your company have a system like this that you can log into?

Mr. Sweat: Yes. It's very similar.

Mr. Showe: If the Board is amenable, you can take a few minutes and fill out your scoring sheet.

Ms. Wagner: Joanne Wagner, Isles of Baytree. I will be giving my residents forms and I will get an updated list from the residents. Right now, nobody is getting called.

Ms. Scott: We can provide resident training and when you get your login credentials, we can have them take a tutorial. We will provide demo training for residents as well as administrators.

Mr. Showe: At this point, we are going to let the Board do their rankings. If the vendors would not mind, please step outside. We can't make you because it's a public meeting, but that will give the Board some time to discuss it. If the Board completed their scoring sheets, they can pass those down and I will tally them up.

Ms. Wagner: Did the Board have time to see these proposals?

Ms. Witcher: We received them.

Mr. Mills: We received them last Wednesday.

Mr. Showe: The current company provided a bid, but were not here today, even though they were invited. As part of the bid, they were supposed to be here.

Mr. Darby: That speaks volumes.

Mr. Bosseler: My only concern about the second company is that they had two pages of references, but none of the references were for Brevard County or Viera.

Mr. Pawelczyk: You are referring to DSI.

Mr. Bosseler: Correct.

Mr. Brown: I did call one reference in Miami and spoke to Mr. Delgado who spoke highly of the company. They had them as their security contractor for 10 years and could not

speak more highly of DSI. I didn't call anyone about Chesley Brown, because their references were all in Alabama. DSI was slightly less expensive. Chesley Brown was the highest.

Ms. Witcher: But there was not much difference.

Ms. Wagner: Were there similar products?

Mr. Mills: They are both compatible. One thing that I liked about Chesley Brown, was that their employee benefits seem to be much better than DSI's. I worked with Mark when I first joined this Board. He was with the first group that we had. Whenever we gave him a complaint, he was on it immediately. That to me speaks volumes. Jason and Alan both can tell you, when we had a guard that was not doing what he was supposed to do, before he left Mark said, "*You will do this or you will not have a job.*"

Mr. Showe: I have the rankings. Based on the rankings, three Board Members selected DSI as number one and two Board Members selected them as number two. Two Board Members selected Chesley Brown number one and four Board Members selected Universal as number three. Based on that, DSI would be ranked number one, Chesley Brown number two and Universal number three. You can still discuss and make changes to that ranking as a Board, based on what you heard today, or you can accept the ranking and allow us to negotiate with the number one company. If that doesn't work, then we move to number two.

Ms. Wagner: You worked with different communities. Do you have a preference?

Mr. Showe: In this case the only one that I had direct experience with was Universal who is your current provider. DSI works at Lake Ashton II, which is also a CDD, so they have some familiarity of CDDs. We don't work with them directly. We worked with one in the past, but not under this company. We don't have direct experience with anyone in this bidding process, other than Universal. I think you have an idea of how that quality is.

Ms. Witcher: Does anyone want to try to persuade anybody to change their mind?

Mr. Showe: As far as the cumulative rankings, DSI would be number one, Chesley Brown number two and Universal number three. I can tell you that as part of the budget, when we received the bids, I used the price provided by DSI, because they were the lowest bidder. That's the price that is in your budget now, so if you went with Chesley Brown, we obviously would have to re-work the budget to include the higher rate.

Ms. Witcher: How much higher?

Mr. Showe: There is a \$12,000 difference.

Mr. Darby: Actually Brown will probably be more.

Mr. Showe: I based it on the regular hourly rate, but it is probably \$12,000 to \$15,000 more.

Mr. Darby: It's probably closer to \$20,000, because DSI came in at \$140,000 and Chesley Brown came in at \$156,000, which was rounded off to \$160,000.

Ms. Witcher: I understood that we were going to get the same quality that we have right now. Valerie didn't make me feel confident that she was going to have a higher quality of person in here working for the same way that he did. He made me feel like, "*Ok. This guy knows what he's doing.*"

Mr. Darby: For both of these companies, the wages that they pay their employees are about the same. I think that's an important point.

Mr. Showe: What you find is that it's pretty much the same across the board, depending on the industry standards. DSI was \$16.07.

Mr. Darby: Chesley Brown was \$17.94 and Universal was \$16.37.

Mr. Brown: Chesley Brown is going to provide a better quality person.

Mr. Darby: I think you are right.

Ms. Wagner: Jerry, you said that the hourly amount should be \$20,000.

Mr. Darby: No. I said that the difference between DSI and Chesley Brown was \$20,000 per year, based on the calculation.

Mr. Bosseler: I read the proposals. Are the services that they are proposing essentially the same?

Mr. Showe: Yes. All three companies received the exact same bid package and the same instructions, which included a draft contract and draft Scope of Services. It was up to them to price that proposal in accordance with our scope.

Ms. Witcher: Was the technical portion the same?

Mr. Mills: Yes.

Ms. Witcher: One was not better than the other?

Mr. Darby: I didn't see anything that distinguished one company from another, but for \$20,000 and a budget that we are going to push for another assessment, I wouldn't want to absorb that \$20,000 for no clear benefit.

Mr. Showe: For the Board's benefit, all of these contracts have a termination clause, just like the one you have now. Even if you choose one and it's not your number one ranked firm, and in six months you feel that they are terrible, you already know what the competitor's price is and it is likely that they will hold it. We have a number two ranked firm that we can go to immediately without going through this process again.

Mr. Brown: I got the sense in going through Chesley Brown's proposal, that they had a lot of bells and whistles, but everything seemed to be excluded, as opposed to being included in the contract, whereas DSI told us exactly what was in the contract. The basis of their contract was their Visitor Management System. I called the guy who was responsible for the Visitor Management System, yesterday, which they told me that I could do, and I was very impressed with what I heard. I was even more impressed with the way that this gentleman described the management system that they have. The key is that he didn't even blink when he said, *"If a visitor comes in and they say that they are going to Rick Brown's house and it's not on the list, they would call Rick Brown. If Rick Brown says 'No,' then they don't get in."* I think that's a big issue today, especially with some of the residents who live in Baytree. I thought that was excellent. The other thing that I picked up on, is they described how they recruit security guards. The number one thing was that company didn't say that. They didn't even have veterans in their list of vehicles that they go after. I'm a veteran, so that stuck out at me.

Mr. Wilkerson: I was impressed that she brought the IT officer with her. That was very impressive and shows that they have one.

Mr. Brown: The Supervisor from DSI was ex-military police with 10 years' experience, according to the resume that they provided.

Mr. Showe: Just in looking at the scoring sheet again, if you take the Board Members that did the full ranking, DSI has the highest score.

Mr. Darby: Do you need a motion?

Mr. Showe: We can take one.

Mr. Mills: Jerry, what are you comfortable with?

Mr. Darby: I like DSI. I thought that they had a very good Visitor Management System. That is going to expedite the processing of visitors and vendors through our gate. To Jason's point, it sounds well and good when they are making presentations, but the devil is in the details when they get into that guard shack.

Mr. Showe: Everything looks good on paper.

Mr. Darby: I didn't see that Chesley distinguished themselves so well that we want to pay a \$20,000 premium, particularly when we are fighting budget increases. That made sense to me.

Mr. Mills: I move that we hire DSI.

Mr. Showe: The proper motion would be to rank DSI as the number one ranked vendor, and allow staff to negotiate that contract, which would start on July 1. If there are any issues, is the Board okay with moving on to the number two ranked firm, which is Chesley Brown?

Mr. Mills: What are you negotiating?

Mr. Showe: They would have to agree to the terms that are in their proposal.

Mr. Darby: There has to be a contract.

Mr. Showe: We will bring a contract back to the Board on June 6, in an executable form. We included a form of an agreement in the proposal.

Mr. Pawelczyk: Let's make sure that if smoking is an issue, and it's not in the RFP, let's make sure that there is no smoking. We will add into the contract "*No smoking while in uniform or on the property or in the vicinity.*"

Mr. Mills: No smoking or drinking of alcoholic beverages.

Mr. Pawelczyk: I think that's already in there, but we will double check. If there's anything else that you can think of that is not in in RFQ, we will bring it back.

On MOTION by Mr. Mills, seconded by Mr. Darby, with all in favor, DSI Security Services was ranked number one to provide District security services, and staff was authorized to negotiate a contract.

A Resident: Is a drive through part of their proposal?

Mr. Showe: At this stage, they haven't taken any action on that yet, but it sounds like you have that option.

B. Consideration of Resolution 2018-04 Approving the Proposed Fiscal Year 2018 Budget and Setting a Public Hearing

Mr. Showe: This is the start of our budget process. The Resolution starts with approving the Proposed Budget, which is attached as Exhibit A. It does not have to be in final form and doesn't mean that we can't make changes to it. We likely will make changes, between now and

your June meeting. It also sets a Public Hearing for August 1, 2018 at 1:30 p.m., and directs us as a Management Company, to transit it to Brevard County 60 days prior to your final hearing, which is required by Florida Statutes. The budget is in the same form that you discussed at the last meeting. We made changes based on your recommendations. The Administrative Budget on Page 1, is almost identical to the prior year.

Mr. Bosseler: Jason, this is the first time that I looked at this. I know that some of the line items look the same, but what gets me is that we go from one year to the next and errors are going to happen all the time; however, there are about 10 line items that have 25% to 30% differences from last year to this year. It would make it so much easier for somebody who is not living with these numbers on a day-to-day basis, if there was a footnote on the bottom explaining what the differences are. "*Maintenance Assessments*" increase from \$695,000 to \$852,000.

Mr. Showe: Correct.

Mr. Bosseler: That is a significant increase.

Mr. Showe: It's detailed on Page 15. The assessment increase is currently proposed at \$347. If I can walk through the budget with the Board, I think it will answer some of your questions.

Mr. Bosseler: This is just a suggestion, but it would make things so much easier with a footnote on the bottom of the page.

Mr. Showe: We tried to include all of the backup. Pages 3 through 9 shows you every account line that is in the General Fund and what comprises it.

Mr. Bosseler: To see what's in it, doesn't explain why it changed from last year.

Mr. Showe: We would have to take direction from the Board. This is the standard form that we typically do.

Mr. Bosseler: Why don't you go through your process.

Mr. Showe: The Admin side is typically the same. The biggest flexibility that you have in your Admin account line, is for District Engineer and District Counsel costs. We project those, but it's important to note that you are only charged for what's actually spent on those items. We like to budget for those, so we have those services available when needed, and you are not stressing on other funds.

Mr. Darby: Jason, with regards to Engineering, you are projecting \$18,400 to \$18,500, but yet we are budgeting \$25,000 for next year. Is that something you are anticipating over and above or would we have an opportunity to decrease it to \$20,000?

Mr. Showe: You can bring it down, if that's the Board's direction, but the challenge you have with that, is if you decrease the \$25,000 down to \$20,000 and you allocate that \$5,000 somewhere else and a major project occurs next year, you are going to have to dig through the rest of your budget to try to find that \$5,000, because you are going to want their services.

Mr. Darby: No, I understand.

Mr. Brown: Why did it increase from \$18,000 to \$25,000?

Mr. Showe: \$18,000 is a current projection. We are projecting six months of expenses. We try to be incredibly conservative on our projections, so we don't short change the Board with their carry forward. We have the lake bank and paving projects.

Mr. Mills: The lake bank project is the main one.

Ms. Witcher: Most of them increased in price.

Mr. Showe: We could adjust that line item and we may, between now and your final budget. At this stage, it's important to also know, that we are projecting this budget with only six months of actuals in the bank. We try to be conservative at this stage. We don't want to shortchange you and allocate those funds somewhere else, if we don't need to. On your operations and maintenance (O&M), the major changes were increasing the security line item to accommodate the new vendor. We still have security speed control. I will note that it is up to the level of the Board. That is where we bring the Sheriff in to do speed enforcement. I looked at a year's worth of reporting, and I think they wrote eight tickets in the last year. That's a decision to be made by the Board, as far as how much you want them to be there. We kept that amount at two times per week.

Mr. Mills: He only wrote eight tickets?

Mr. Showe: Yes.

Ms. Witcher: Even though we talked to them and asked them to issue tickets, they are just giving warnings.

Ms. Wagner: I see them stopping people.

Mr. Mills: We need to tell them to fine them.

Mr. Pawelczyk: We told them.

Mr. Showe: We can't compel the Sheriff to come out and write tickets, but we asked numerous times. If he picks up your overtime, you are going to have tickets written. If he doesn't, you are going to have warnings. You don't have to make that decision now, but that is one source that you may want to look at. Even if you reduce it slightly, it may help offset some of that increase in security.

Ms. Witcher: I would like to talk to the Sheriff.

Mr. Showe: You can't talk to the Sheriff. There is a coordinator at the office that posts the hours. Whoever is available can pick it up. You can't directly talk to the folks that perform the service.

Mr. Brown: Can't we tell them what our expectations are?

Mr. Showe: We made that very clear multiple times. I will do it again for the rest of the year and maybe we will keep an eye on the next couple of reports and see what happens.

Mr. Mills: I spoke to Sheriff Ivey about it when I was in charge of security. He said what we don't want to do is to show a black eye to the Sheriff. We are basically saying to them "*You need to slow down, we are going to warn you, but the next time we will issue you a ticket.*" One woman received a ticket for \$117.

Mr. Brown: I can tell you that Old Tramway Drive is still a speedway.

Mr. Mills: It is. There's no question. The Sheriff spends most of their time on Baytree Drive.

Mr. Showe: That's just one line item that may help you with the offset of the increase in costs. We can do whatever level you would like for him to do. We are going to bring back another budget for you in June. That's the meeting when you will need to make the final determination on what level of assessments you want to use, because we will need to send out mailed notices for August. You don't have to make any final decisions today, but this gives you an idea of what the budget looks like after your changes. The only other item that I will point out on the maintenance side, is "*Sidewalk/Curb Cleaning.*" We kept that at \$11,000. That was on account of our agreement that we talked about before, with having us do one light cleaning a year and one full pressure washing.

Mr. Mills: The sidewalks look much better.

Mr. Showe: The major increase is under Reserves. We continue to increase your Paving Program by 8% a year. It is now up to \$94,000 or slightly over \$180. I think that caps out at

\$100,000, if I read the report correctly. At some point in the future, the increases on that will cap out. We added \$110,000 to your Capital Project Reserves, and allocated \$100 per home to the Community Beautification Fund. Because of the hurricanes and using some of those old carry forward money, we allocated \$24,000 to replenish your first quarter operating. That sounds like good financial practice. We want to make sure that you have enough funding, so you are not short those first three months.

Ms. Witcher: Hurricane season is coming again.

Mr. Showe: Having two in the last fiscal year, hurt that more than typical. Pages 3 through 9 detail all of those account lines. We try to include as much detail in all of those. You can see exactly where we get those numbers from. Page 10 details your operating reserves. Page 11 is your Capital Project Fund. In talking with the District Engineer, instead of what you had previously, we decided to have a flat \$30,000 per year for lake bank restorations. We think that will still get us through the program in an appropriate amount of time, without absorbing all of those costs in just a couple of years. We still included sidewalk and gutter repairs. For drainage maintenance, we always allocate \$10,000, because if we have a drainage issue, we want to make sure that we repair it. We don't do any of that work unless it's absolutely necessary, so those funds may be in there, going forward. We want to allocate those in case we have some issues. The same with the curb, tree trimming and replacements. The tennis court resurfacing, along the fence and benches is \$16,200. The Board wanted to add \$7,500 for pool furniture. We added \$3,000 for next year for the new LED gate arms, which would be at the back gate.

Mr. Mills: Don't we have enough money in this year's budget to do the back gate?

Mr. Showe: We could move it from one fiscal year to another, if the Board were to choose to do that.

Ms. Witcher: Is the money still in the budget?

Mr. Mills: Yes.

Mr. Showe: We can pay for it out of your capital projects. There should be funding at the end of the year.

Mr. Mills: Let's go ahead and install the LED gate arms and take it out of capital projects.

On MOTION by Mr. Darby, seconded by Mr. Mills, with all in favor, installing LED gate arms at the back gate, removing the \$3,000 budgeted for this item and paying out of the Capital Projects Fund, was approved.

Mr. Showe: I will move the funds from next year to this year.

Ms. Witcher: Did they break more arms in the back or the front?

Mr. Showe: It's probably about even.

Mr. Mills: The back gate is the worst. If the LED lights are shining into windows, please tell residents to pull their blinds down, because we received a letter stating that residents were glad that the LED gate arms were not at the back gate, because they didn't want them shining into their windows.

Mr. Bosseler: The gate on the right, goes up very slowly.

Mr. Scheerer: At the back gate or front gate?

Mr. Bosseler: The front gate.

Mr. Scheerer: The vendor was out here today. There is a different mechanism inside of that gate, as opposed to the inside gate. The contractor made a small adjustment, but that was all he was able to do. Take your time going over the speed hump.

Mr. Brown: How much would it cost residents if they knocked down an LED gate arm?

Mr. Showe: If its knocked down and we can catch them, the cost is \$150. I believe that's what the agreement says. If we have to buy a new one, it's the cost of the arm plus 10%.

Mr. Brown: For the LED gate arms?

Mr. Scheerer: For any gate arm.

Mr. Showe: We haven't had to replace one yet.

Mr. Scheerer: We don't know the cost for the LED gate arm, but the regular gate arm cost around \$350.

Mr. Mills: It is probably closer to \$900.

Mr. Scheerer: If they damage the operator, there's an additional cost.

Mr. Brown: Do they get charged for labor and travel?

Mr. Scheerer: Yes. We will work those numbers up. We haven't had any issues as of yet.

Ms. Witcher: It would be nice to have them for the next meeting.

Mr. Brown: Jason, you may want to put a sign on the back gate saying, "*Let The Gate Close Before Proceeding.*"

Ms. Witcher: They are not going to do that. They've never done that.

Mr. Scheerer: If we put a sign up that says, "*Residents Only,*" guess what happens?

Mr. Mills: I can't tell you how many people tailgate.

Mr. Showe: In your Capital Projects Fund, we budgeted \$4,000 for a new camera system at the rear gate. We have been happy with how our front gate camera system has been working so far. When the one at the rear gates starts to go, at some point next year, it's probably going to age itself out and we would like to put the new system in.

Ms. Witcher: Is that going to be compatible with the new security company?

Mr. Showe: It's a separate system.

Ms. Witcher: So they don't have their own cameras and would have to use ours?

Mr. Showe: They don't use cameras. They are separate from the cameras. We try not to have the guards play with the toys. We included \$20,000 for the pavilion parking.

Mr. Darby: This is a shared cost with the BCA.

Mr. Showe: Correct. On Page 12, we have a three-year program of additional capital projects. Based on this program, the \$110,000 you would be putting into capital, should cover you for the next three years, so you shouldn't have to look at another increase going forward.

Mr. Mills: We spread the lake bank out over a period of 10 years. Correct?

Ms. Samitas: I took it out to 2025, to stay under that \$30,000 limit.

Mr. Showe: Then we have our Pavement Management Fund. I will note that we included their original estimate for the 2018 funds, which was \$62,000. We will get those costs, as we get closer to doing that work, but it does factor into that expense. Page 14 is your Community Beautification Fund. Page 15 details your assessment calculations, which is an increase of \$347.21 over the previous year.

Mr. Breitner: That is a 22.5% increase. I'm telling you guys right now that the people in this community are going to go nuts. They are going to go absolutely bonkers, because they don't like paying \$1,500, and now you are going to go up 22.5%. This is just a suggestion but do what you want. If I was sitting up there, I would go back and get it down to no more than 10%. You are going to have a problem with this community paying an additional 10%, but with an increase of 22.5%, they are going to go bananas. This is just my opinion.

Mr. Mills: I hear what you're saying. We have issues that are facing this community. I talked to residents. We have a family that's moving from here to Viera, the 55 and older community. Their fees will be \$680 a quarter, which is still less than what ours would be with a 22.5% increase. In addition, they pay \$135 a year, to the Duda Corporation for all of the beautification of all of Viera. I think we have a bargain. I really, truly do.

Mr. Breitner: You are not going to sell that to the people that have been paying \$1,500 a year for the last four years. I'm not trying to be an annoyance, I'm just trying to bring up what residents are complaining about.

Mr. Mills: I understand.

Mr. Breitner: The average person, doesn't come to these meetings. I see the same 10 people every time we have a meeting. They go through a gate that is manned by a guard. Every once in a while, the sidewalks get cleaned. It looks the same. It doesn't look any different from what they saw last year or a year-and-a-half ago, but with a 22.5% increase. I don't care if other communities are paying twice as much. The people that live in here only know what they are paying here and don't care about the other communities.

Mr. Mills: Art, we've got to raise the elevation of our community up. If we don't, our home values are going to go down.

Mr. Breitner: Are you saying that everything in this budget has been scrubbed to the nth degree and this is the best we are going to do?

Mr. Mills: I'm not saying that it's the best that we can do, but if we are going to be competitive with the rest of the communities in this neighborhood, we have got to spruce it up. We don't have a choice. We have old infrastructure. It's just like when Wayne was talking about the pump for the golf course. I'm sure that they didn't have it budgeted, and we don't want to do is come to you as a homeowner and say, "*Sorry, this year your assessment is going to be \$600 whether you like it or not,*" because we've had this happen to us. We haven't raised assessments for five years. The last increase was \$100.

Mr. Brown: Didn't our assessment go down after the bonds were paid off?

Mr. Mills: Yes.

Mr. Showe: It is still less than what you were paying with the bonds.

Mr. Brown: It wasn't that long ago.

Mr. Breitner: I'm just saying that 22.5% to the person that lives here, is sticker shock.

Mr. Mills: I understand that. We all understand that. I was wondering last night, at home, what I was getting for \$1,885? I would rather live here than at Viera. Our homes are built better here than they are over there. A home in Viera is \$485,000 and it looks awful. Homes in this community are very well built, but we have to keep the standards up.

Mr. Breitner: I don't disagree.

Ms. Witcher: The homeowners also come in here make requests. We weigh it and decide to do it and they like it. They want the tennis courts to be resurfaced. They want the pool to be redone. They want new equipment. It costs money to do all of this.

Mr. Showe: The main purpose of the increase is for lake bank restoration, which we previously did at \$15,000. Now it is increased to \$30,000. You used to have your roadway project at \$60,000 and now we are up to almost \$95,000. That's been escalating for the last five years or so and you haven't increased assessments. We have been able to absorb that.

Mr. Breitner: It might be a good idea to have somebody put together a short synopsis of what the major drivers are.

Mr. Showe: We will do that.

Mr. Breitner: Not just something that you stick on a bulletin board someplace, but something that is communicated to every homeowner, so it's not sticker shock when they receive their bill.

Mr. Showe: As a requirement of the Florida Statutes, we are required to send mailed notices to every property owner regarding the increase.

Mr. Mills: And the reason why there was an increase.

Mr. Showe: You don't have a lot of flexibility in the language of the letter. There are statutory requirements, but we can direct them to the website where they can look at the budget.

Mr. Mills: That's not good enough.

Mr. Darby: We could include an addendum.

Ms. Witcher: We can put something in the newsletter.

Mr. Mills: We can have a cover letter.

Mr. Showe: We will also prepare a presentation.

Mr. Mills: I don't like it either. Believe me.

Mr. Breitner: I understand that, but if you had a meeting here, I think you need a bigger building.

Mr. Mills: You are right. There's no question.

Mr. Breitner: We are a lot better off as an organization, explaining it, rather than just dropping this on them.

Mr. Brown: How do you feel if we were sitting here and Space Coast Credit Union was building a beautiful building across Kingswood Way and we didn't have the money to spend \$30,000 for additional landscaping along Kingswood Way?

Ms. Witcher: Kingswood residents would volunteer.

Mr. Mills: It doesn't matter. It's still money that we had to spend.

Mr. Breitner: You have reserves and some of these reserves in some of these budgets are pretty large.

Mr. Mills: For example, we had a well last summer that crashed. We didn't budget for it. We have to use our reserves to dig a new well and put in a new pump.

Mr. Breitner: That's what they are for. I understand that's normal. The point I'm bringing up is that Joe Blow is going to see that there's a 22.5% increase. I know that I sound like a broken record, but residents will ask, "*What am I getting for this that I didn't get last year?*" They figure \$300 for 450 residents. They do the math.

Mr. Mills: I hear you.

Mr. Breitner: I'm just saying. I have a better understanding, because I come to the meetings, but Joe Blow won't know that.

Mr. Mills: I understand.

Mr. Breitner: The other 450 residents won't know anything about this.

Mr. Wilkerson: Speaking for the residents of Baytree, I think this will be eagerly accepted, but not by everyone. I can tell you that the BCA Board will be very much in favor of this and will appreciate it. Baytree is 20 years old and is getting turn over. We are out there busting our butts through our Social Committee and the Management Company to re-beautify this community. We are making it easier for residents. The infrastructure has to keep up with the residents. It has to and I don't know how you do it with the budget you have. If you told me that we have 464 homes in here that have these kinds of facilities, and you ask for \$1,895, I would laugh in your face. I don't know any other community that can even come close.

Mr. Mills: I agree.

Mr. Showe: We can bring it back to the Board. We expect to bring you back another budget in June for final approval, so we can get start the process on the mailed notices and everything that's required with the assessment increase.

Mr. Mills: I think that Art has a point. We need to include a cover letter with the documentation that is going out, and basically tell the homeowners why we have to do this.

Mr. Showe: We can work on something with the Board.

Mr. Wilkerson: I don't think you should throw it out there to those people that are going to be negative.

Mr. Showe: We are required to send them something anyway, explaining that there's an increase.

Mr. Pawelczyk: It's going to take some thought on how to do it.

Mr. Mills: I agree.

Mr. Darby: I just want to speak to Art's point. In the first submission of the budget, these capital projects were actually \$154,200. The District Engineer projected that we had to spend \$63,000 in 2019 and nearly \$100,000 in 2020 for lake bank repairs. We took that down to \$30,000. \$30,000 is inadequate for the lake bank repairs. We all recognize that, but in order to avoid some of the sticker shock, we took it down from there. We took the pool furniture from \$20,000 to \$7,500. We just eliminated the LEDs. It is going to be completed this year. In addition, we included another \$20,000 in for security services. All of these things add up. It's not that we are indifferent to the increase. We can take down this year's budget and eliminate half of the capital projects, but I don't think we want to do that.

Mr. Showe: Your General Fund is pretty tight, but I will modify that to allocate as much to capital projects.

Mr. Mills: One of my goals is to redo the entire front entrance and it is not going to be cheap. It's going to take a lot of money to make that look nice, but we have to do it. We have no choice.

Mr. Pawelczyk: I just want to point out that we have clients that are in similar situations to you, where your infrastructure is aging. The Board has to make a decision on whether or not to allocate money on an annual basis over the next 10 years to maintain the infrastructure? What you have done with the various reports that our Engineer prepared, is we kept the capital improvement, whether for paving, drainage or lake banks. Some Districts decide to add debt to

the property. You could say, *“Five years from now, we are going to need \$1 million,”* so we borrow that money. By doing that, you are adding debt to your property, which will increase your assessments more than it is now. Some Districts decide to do that, but I know that this District, in fairness to you, at least to the Board Members that have been here awhile and those who recently resigned, said *“No, we want to have that capital.”*

Mr. Mills: Pay as you go.

Mr. Pawelczyk: Yes, rather than borrow more money. We still have that Line of Credit that we could borrow from.

Mr. Showe: We could, but we try to use it for emergency only purposes.

Mr. Pawelczyk: Exactly, because you don’t want to borrow if you don’t have to. That’s another thing that you can point out as you are approaching the budget with any increase.

Mr. Mills: The key is that we are operating with no debt.

Mr. Kane: Jack Kane, 322 Sandhurst Drive. As I see it right now, the budget is going to be refined and the required legal notification, will include the letter that states the age of the infrastructure, the new improvements and what problems we see coming down the road. I think that’s where we are right now.

Mr. Showe: We can still take any comments from the Board on any changes that you would like to see in the budget. At your June meeting, we will bring you a final budget for your blessing. We will note that whatever we present you in June, is likely to be used for mailed notices, but that doesn’t mean you still can’t reduce the assessment at your public hearing. You can still do that, but the amount in your mailed notices is your ceiling.

Ms. Witcher: So we can’t get more.

Mr. Showe: You can’t get more after you do the mailed notice, but you can reduce it if you find some savings or you have some change of heart on any of those projects. If there are no other questions, we need a motion to approve the resolution.

On MOTION by Ms. Witcher, seconded by Mr. Mills, with all in favor, Resolution 2018-04 Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing for August 1, 2018 at 1:30 p.m. at this location, was adopted.

C. Discussion of District Rules and Setting a Public Hearing

Mr. Showe: As part of the pavilion process, Jerry and District Counsel worked on the Pavilion Rules. Since we are looking at the Pavilion Rules, we decided to look at all of the other Recreation Facility Rules. We've made some small changes. If the Board wants to go through the rulemaking process, you have to authorize that today, if you want to do it at your June meeting, which would give us time to make the sufficient notifications. If you want time to review them further, we can do that as well. It's up to the Board's pleasure.

Ms. Witcher: Whoever handles the pools, can look at the Pool Rules, if they have any problems.

Mr. Brown: I didn't see anything in there regarding accompanied minors. Should there be a rule on minors?

Mr. Showe: I'm going to answer for Mike. You can put that in there as a rule, but there's no one to enforce them.

Mr. Pawelczyk: That's true.

Mr. Showe: As part of looking at these rules, we've had these facilities for a long time and enforcement is always a challenge. If you put too many rules into place, it generates more problems for you; especially, if you have no way to enforce those rules. There are Health Department Codes that are required, no matter what rules you have.

Mr. Wilkerson: We ran that by our Social Committee and Board and there are no suggested changes, other than typos.

Mr. Pawelczyk: To follow-up on what Jason said, you have a different community than a 2,500 unit community in Homestead. Your pool use is not even close to what happens in these other communities, for whatever reason. I think it's because you have single-family homes that are spread out. You have large lots and a lot of people that are transient and retired, so you don't need as many rules as these other communities. That doesn't mean that we shouldn't monitor it, whether through the BCA and the committees that they have, their Board Members and their Rec Person, just to keep them updated. When Jerry and I worked on the Pavilion Rules, we both said, "*Should we look at the other ones?*" We talked about the rental of the pavilion facility and whether that would extend to any other areas of the District. Not knowing the answer, we just raised the issue. Then we looked back and those rules haven't been changed since I have been here and since Jason has been here. We never changed the Pool and Tennis Court Rules, because they policed themselves. It's really up to you on how to proceed. I'm not speaking for

Jerry, but I think one of the things that he wants to do, is to get these Pavilion Rules going. You can always come back later if you think that we want to consider the Pool and Tennis Court Rules, if we need changes.

Mr. Darby: Mike, it would be good to do it all at once. Would it not?

Mr. Pawelczyk: It would save on advertising. We can adopt them at the August meeting.

Mr. Showe: My only challenge with the August meeting is if we are doing a mailed notice, there are going to be a lot of residents here.

Mr. Mills: The only comment that I have with the pool is with radios. Can we ask that people with radios wear headphones? The point that I'm trying to make is if I have my radio and someone near me has their radio on, you have a calamity of music all over the place. Instead of having radios, we can say, "You must have radios with headphones."

Mr. Bosseler: Mel, we don't have anyone to police it.

Mr. Mills: That's true.

Ms. Witcher: Do you want to police that?

Mr. Mills: No.

Mr. Pawelczyk: Nobody has a radio anymore.

Mr. Mills: Okay. I'm talking about an iPhone or iPad.

Mr. Pawelczyk: I know what you are saying. If you want to see a revision to that particular provision, we can update it. I think policing is a problem, but I think we can come up with some better language that we used in other Districts. We will just bring that back if we need to make changes.

Mr. Mills: Change "*radios*" to "*audio sources*."

Mr. Pawelczyk: If you are asking me, I think we should change Section 6 to have the same intent and make it better. It will be up to you to approve it or not. I'm not going to volunteer changes, but if we are going to make a change, we might as well change the entire sentence.

Mr. Darby: Have Mike or Jason explain the concept of the annual fee user that is in the Pool Regulations and the Pavilion Rules and why we have to include that.?

Mr. Showe: The only way to restrict access to a public facility is to allow a way for all members of the public to have access to that facility. So, the annual fee user is the way that you do that in a CDD. Essentially, it is a way for someone who doesn't live in Baytree to gain access

to the facility, which requires them to pay a fee that is similar to your O&M assessment. That would be a one-time fee for one year. They would have to pay that in order to get an access card to the pool.

Mr. Darby: And the pavilion.

Mr. Showe: There's no access card to the pavilion.

Mr. Darby: I mean access for private parties to use the facility.

Mr. Showe: In our experience, even though we have these in nearly every District, we have no annual fee users. When somebody calls to say that they want to rent it and you tell them that because they don't live here, the fee is \$1,800 plus the rental fee, they will find another place to go.

Mr. Pawelczyk: We have very few in our Districts.

Mr. Showe: In order to restrict it to just residents using that facility, you have to say "*Residents and annual fee users*" and provide some method to have that annual fee user.

Mr. Wilkerson: I agree with Michael. Is there any reason that the Board can't approve this and move on with something else?

Mr. Showe: What the Board would have to do today, is to approve us to set a Rulemaking Hearing for the June meeting.

Mr. Wilkerson: Let's do that.

Mr. Showe: It's up to the Board.

On MOTION by Mr. Darby, seconded by Ms. Witcher, with all in favor, approving the proposed Pavilion Rules and setting a Rulemaking Hearing for the June meeting, was approved.

D. Presentation of Number of Registered Voters - 952

Mr. Showe: We are required each year to announce the number of registered voters within Baytree. At this time, there are 952 registered voters. That doesn't do anything to this District. It's simply an annual announcement. The seats on this Board transitioned to general elected seats.

E. Discussion of Qualifying Period and Procedure

Mr. Showe: For those that want to run for the Board, we will note that Seats 3, 4 and 5 are up for election this year. Mr. Brown is in Seat 3, Jerry is in Seat 4 and Carolyn is in Seat 5.

The document in your agenda gives you all of the directions on how and when you want to qualify. Should you choose to get petitions, you need to get 25 signatures and turn it in by May 21, 2018 at Noon. If you choose to not get petitions, there is a \$25 qualifying fee, which is due with all of forms between Noon on June 18, 2018 to Noon, on June 22, 2018. That is all done through the Supervisor of Elections Office, but we can always assist if you have any questions.

FIFTH ORDER OF BUSINESS

CDD Action Items/Staff Reports

A. CDD Action Items

Mr. Showe: For the fountain LED light replacement, we are still waiting on prices. They had a family emergency, but are going to service on the fountain and provide us with a quote this week. The front monument lighting was approved. Alan is talking to the vendor today.

Mr. Scheerer: They are ordering the lights now. They will be here tomorrow to start some of the work on the electrical boxes. They are in process.

Mr. Mills: In this particular area, I would like to see that we create some kind of timeline, instead of saying that it's in progress, it should have a date to be completed, if any way possible. The reason I am saying that is to add to Jerry's comment. I have a lot of residents asking me when it is going to get done. We as Supervisors need to know, so when constituents call us, we can say to them that it's on the agenda to be completed on such and such a date. We talked about this the other day.

Mr. Showe: The painting of the rear gate was completed as of your last meeting. The pool and electrical box improvements will be completed by the same vendor and will follow the same schedule that we already approved.

Ms. Witcher: The gate looks good.

Mr. Showe: That's all that I have an Action Items List.

B. Additional Staff Reports

i. Attorney

Mr. Pawelczyk: Just a reminder, send your Form 1 in the mail by July 1st. You will receive the form in the mail. For those of you who are up for election and get qualified, I would take that form with you, completed and turn in to the Supervisor of Elections. Regarding the Pavilion, in addition to the rules, we circulated an initial draft of a Pavilion Management Agreement between the CDD and BCA for the BCA to manage that rental process. Hopefully,

that will come back by the June meeting. One of the things that we will also need to do, in connection with pavilion rentals, is to come up with a rental form, which I just mentioned to Jerry last week. We can provide you with something that we used in the past or Jason has something as well. That would include having alcohol and naming the CDD as an insurer and some additional protections, that they will indemnify the District for any negligent acts that they are responsible for during the rental. I don't have anything further to report, unless there are any questions.

ii. Engineer

1. Discussion of Lake Bank Contract for Fiscal Year 2018

Ms. Samitas: There was discussion at the meeting, to restructure the schedule for the lake banks, which we addressed earlier. The existing spreadsheet had 2018 through 2020. I took it out until 2025. I am trying to stick with a \$30,000 budget number. The one thing that I need to do this month, prior to next month's meeting, is to confirm that unit priced cost, because as you can imagine, as you go out further, the cost may increase. Right now, I think we are around \$39,000 or \$40,000. I will confirm that this month. I've already been in touch with the contractor. We need to make progress on the proposal. We made some progress this past month. I submitted Exhibit A for the specification. It is basically a scope of work. That's been submitted to GMS and to the contractor and I am awaiting the receipt of a proposal from the contractor. It is important to note that he may help me establish a unit cost for these extended years between 2019 and beyond. He's not contractually obligated to that. It's an estimate. I just want to make that point.

Mr. Mills: If we say, "*We can give you this for the next seven years,*" is there pricing that you can provide to us if we guarantee you that we are giving you the job?

Mr. Showe: It's a little tough. From what I understand, there are only about three people in the state that do this type of work.

Ms. Witcher: It's hard to get them to show up.

Ms. Samitas: I can explain that with him. I will talk to him about it, have a conversation and feel it out to see what options we have.

Mr. Mills: Could he give us a price break, if we give him all of the business?

Ms. Samitas: I could ask him if he would be interested in signing a contract for all of this?

Mr. Mills: There you go. For a period of the next seven years.

Ms. Witcher: It would be income for him.

Mr. Pawelczyk: Watch your bidding threshold.

Mr. Scheerer: Talk to him and see if we can work something out.

Ms. Samitas: There are only three guys in the state who do this work.

Mr. Showe: If it goes over \$200,000, you have to bid it.

Mr. Pawelczyk: I wouldn't recommend entering into a long-term contract like that. The way that I found these to work, is to award the first two years of the contract, but if he does a good job and you pay him on time, and everybody is happy with the work, he's more than willing to come out in the next two years. It is all about their relationship building, because there could be a time where you could have a particular Supervisor that causes problems. That contractor is going to say, *"There's no way that I want to work with him."* I'm speaking from experience. I would be concerned about a long-term type contract. Under Florida Law, we can only agree to pay for what we budgeted. We only budget on an annual basis. We can't bind ourselves to future budgets, when next year's Board might decide to not do lake restoration.

Ms. Samitas: I will try to get an accurate number for what he's seen in the past and we will just extrapolate it from there. Rich was nice enough to do a site walk with me today. We will also be doing one with the contractor when he's in town. We did a survey of conditions in 2017. It was initially a three-year plan schedule, but now it's much longer. We can talk about when it would be appropriate. We will give our recommendation on when it would be appropriate to re-survey it. I won't go into the details, but there are priorities in terms of the measurements that we've taken on the property lines.

Mr. Mills: Hurricanes can change all of that.

Ms. Samitas: There is some logic to which ones we are doing first. There was a comment at the last meeting about the visibility of the lakes. We were planning on doing Lakes 1, 4 and 5 in September, but he may be able to make it out earlier. He mentioned something about possibly July, so it would be sometime between July and September. As long as it's okay with the Board, we will go ahead and schedule that.

Mr. Showe: Once we get that proposal, we have a form from District Counsel already, so we can put that together and have it ready for the June meeting.

Ms. Samitas: Regarding the paving, I followed along with the budget process and things were in good shape for planning purposes. If you need a proposal from the contractor, I can get one.

Mr. Showe: I think we need whatever the next phase is.

Mr. Samitas: I will put that on my list to reach out to him and make that connection.

Mr. Darby: When is the paving scheduled?

Mr. Mills: I believe it's in August.

Mr. Showe: Typically we do it sometime in the fall. They don't want to do it when it is so hot.

Mr. Darby: The reason I ask the question is one of the things that we discussed last time was combining the pavilion parking lot paving with this paving. The pavilion is scheduled to be in next month's budget, which begins on September 1.

Mr. Showe: It begins on October 1.

Mr. Darby: Should we consider doing it this year in August?

Mr. Showe: The nice thing is with your Paving Fund, it's one fund. Either you do it in 2018 or 2019. You also have the flexibility of moving it around. It's not an issue either way.

Mr. Darby: I just want to make sure that the street paving and parking lot paving are coordinated.

Mr. Showe: Correct.

Ms. Witcher: Are we doing the paving in 2019 also?

Mr. Showe: I think we tried to separate it.

Ms. Samitas: It was every other year. I don't have any schedule for 2019.

Ms. Witcher: Okay, so it will either be this year or next year.

Mr. Showe: We can do it in 2019. It will just be the 2018 work.

iii. District Manager's Report

1. Field Manager's Report

Mr. Scheerer: There is not a lot to report. Staff straightened up the pool furniture when we were onsite and inspected the restrooms. I noticed on Monday that the chrome rings around the base of the handrails and ladders on the pool deck were missing, so I contacted the pool contractor. He was going to bring those out and install them. The new pool gate was installed. We also reached out to the contractor to get a soft closure to help close that gate. As soon as we

get that, we can process it. The gates are operating with minor repairs. The new camera system that was installed at the main gate is doing well. The new LED gate arms were installed and seem to be working well. We had some minor repairs to the cameras at the rear gate. The back gate was painted, as was discussed earlier. ECOR is working on the lakes. As far as the landscaping, there was a meeting out here on Monday between myself, Jason, the owner of Tropicare and Mr. Mills, to discuss the concerns with the current condition of some of the new landscaping. We will hopefully put together a plan to remedy those in a timely fashion. The timer on the main fountain was not working. We asked for it to be repaired. I noticed when I came in today that the fountain was on, so it appears to be resolved. We tested all of the monument lights and we will continue to replace them with LEDs as they fail. We touched base on the knee walls at the corner of Wickham/Baytree Drive during Action Items, as well as some electrical repairs.

Mr. Showe: We also received a letter to the Supervisors from Windsor residents, which I forwarded to the Board. Since you haven't had the opportunity to review it, when I return to the office, I will scan it out to the Board and you can have further discussions, if the Board chooses to do so.

Mr. Bosseler: I didn't see the bill for the new pool gate. Did you receive one?

Mr. Scheerer: I haven't seen it yet.

Mr. Showe: It looks very nice. If you haven't been out there to see it, it's a big improvement over what was there before.

Ms. Witcher: Do the codes still work?

Mr. Scheerer: Absolutely. Everything still works the same. There is a free-standing button that is attached to the gate that you can push to exit. There's no door knob any more. It is actually secure. We will put a self-closure, with a magnetic lock. There is a delay with the gate, so it kind of bounces. We will get a self-closure on that and it will keep it closed until it energizes again and the magnets kick in.

Ms. Witcher: Is this the same gate that we are going to put on the other side?

Mr. Showe: At this stage, I think the Board decided to pull that out.

Mr. Bosseler: I noticed that the magnet is slightly loose.

Mr. Scheerer: If we install the self-closure, we will save on a trip charge.

SIXTH ORDER OF BUSINESS**Treasurer's Report****A. Consideration of Check Register**

Mr. Showe: In your General Fund, we have checks 53179 through 53157 for \$40,258.05, Check 73 from the Capital Projects Fund for \$11,097 and Check 1 from the Pavilion JPA Fund, for a total of \$61,348.75. Alan and I can answer any questions about those invoices, if you have any.

On MOTION by Mr. Mills, seconded by Mr. Darby, with all in favor, the Check Register was approved.

B. Balance Sheet and Income Statement

Mr. Showe: No action is required by the Board. There were no surprises. You are 98% collected on your assessments, so probably one tax certificate is still due. Once received, we will be well over 100%.

SEVENTH ORDER OF BUSINESS**Supervisor's Requests**

Mr. Mills: I would like to ask Mike his opinion regarding some VMs at these meetings, which we discussed with the potential budgetary assessment increase. Can we ask that not be relayed to residents until a letter is given to them?

Mr. Pawelczyk: I don't think you should. It's a public meeting and the information is public. I think the VMs need to be careful, because it is only a proposed budget. At the next meeting, Jason can provide the final number and say, "*This is what it's going to be,*" because the Board has not made their final decision.

Mr. Darby: Jason, at the last BCA meeting, the BCA Board decided to give \$8,000 to the CDD for picnic tables. Jan Hill is responsible for identifying that. I don't know whether you received that money yet.

Mr. Showe: I have not received it. If she plans to purchase them from another vendor, the lead time on that is pretty long.

Mr. Darby: That's why we are starting the process now.

Mr. Showe: I have not seen, nor had communications that it was coming.

Mr. Darby: I will follow-up with her. I just want to make sure that the money makes it over.

Mr. Pawelczyk: Since we haven't talked about this in the past is the Board being amenable to accepting the donation in the amount of approximately \$8,000 for benches, for the BCA's benefit, as well as the CDD?

On MOTION by Mr. Darby, seconded by Mr. Mills, with all in favor, the donation from the Baytree Community Association, in the amount of \$8,000 for benches, was accepted.

Mr. Darby: You were kind enough to send me the information on the decoration lighting. There was discussion at the last BCA meeting, about seeing what decorations the matching CDD funds would provide for the season. I haven't contacted any individual, but I will. I think the next meeting is in July. The intention is to have them there and the BCA will make their recommendations on how to proceed. Finally, I think Rick brought up last month, the idea of putting a sign at the front gate that says "*Be prepared to show ID.*" Are we moving on that?

Mr. Showe: Yes.

Mr. Darby: That's all I have.

Mr. Mills: Can we get a price on a solar light for the "*Resident Only*" sign?

Mr. Showe: We can. It's supposed to be reflective at night.

EIGHTH ORDER OF BUSINESS

Public Comment Period

Mr. Showe: At this time, we will take audience comments. Please state your name and address and try to keep your comments to three minutes. Hearing none, we need a motion to adjourn.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Mills, seconded by Ms. Witcher, with all in favor, the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / ~~V~~ice Chairman