



Viera East CDD's Board of Supervisors Workshop Meeting

**Thursday
February 9, 2023
7:00 p.m.**

**Faith Lutheran Church: Multi-purpose Room
5550 Faith Drive
Viera, Florida**

1. Roll Call
2. Discussion of New POS System
3. Discussion of Course Paving
4. Discussion of Grand Re- Opening- Saturday, February 11th
5. General Manager's Report
6. Restaurant Report
7. Lifestyle/ Marketing Report
8. Supervisor's Requests
9. Adjournment

SECTION III

SECTION A



Burton Asphalt and Services
 447 Riverview Lane
 Melbourne Beach, FL 32951
 Phone: 321-508-2153
 E-mail: info@burtonasphalt.com
 Website: www.burtonasphalt.com

PROPOSAL/ CONTRACT

Date	Estimate #
1/31/2023	5291

Customer Name / Address
Viera East Golf Club 2300 Clubhouse Dr Viera 321 794 5088 Jim Moller jmoller@vieraeastcdd.com

Property Location

Mill and pave

Description	Qty	Total
PREPARE 11,809 SQUARE YARD OF PARKING LOT FOR PAVING. MILL THE EXISTING ASPHALT 1 INCH. PICK UP AND STOCK PILE EXISTING CARSTOPS.(247) TACK AREAS WITH A DOT APPROVED PRIMER TACK COAT. INSTALL 1" AVERAGE OF HOT PLANT MIXED ASPHALT, TYPE S-III. ROLL AND COMPACT USING A 3-5 TON ROLLER. HAUL AWAY ANY RELATED DEBRIS REPIN CARSTOP LAYOUT AND STRIPE HOW IT WAS WITH PARKING LOT STRIPING PAINT NO MILLING JUST OVERLAY PLEASE TAKE OFF \$40,000.00. YES ___ NO ___ *THE CONTRACTOR CAN NOT GUARANTEE ELIMINATION OF STANDING WATER. *NEW PAVEMENT WILL SCUFF AND MARK UNTIL IT HAS PROPERLY CURED. *CARSTOP BREAKS DURING HANDLING. ANY BROKE CARSTOP WILL BE REPLACED AT AN ADDITIONAL COST OF \$125.00 PER CARSTOP. *CONTRACTOR IS NOT RESPONSIBLE FOR FAILED BASE. ACCEPTANCE OF PROPOSAL Signature _____ Date _____		189,695.00
Payment: Net Upon Completion	Total	\$189,695.00

* Job site will be barricaded during work. The contractor will not be responsible for persons breaking through barricades, tracking of materials, paint, damages to cars, or persons trespassing in designated areas. *Permit, procurment fees & any additional work required by the permit will be extra to the contract amount. *In the event of any litigation or other proceeding arising out of this agreement the prevailing party shall be entitled to collect its attorney's fees and all cost of litigation from the other party, including appellate attorney's fees. *All irrigation must be turned off during the entire project. * The contractor cannot work around vehicles or dumpster. Additional rate increase applies for each additional mobilization requested over the written contract number. * Management is responsible for towing when owners fail to comply with the contractors schedule.

* By executing this contract, Customer hereby binds him, her, or itself, his co-owners, heirs, partners, affiliates, subsidiaries, agents, officers, successors, assigners, & legal representatives to the terms, recitals, covenants, agreements, & obligations contained here within. Both parties (contractor & customer) agree by binding this contract, that Burton Asphalt & Services is not responsible for injuries as a result of asphalt sealer, paint, or any other products used for this project.

SECTION B

Pavement Maintenance Proposal

Viera East CDD

Jim Moller

Project:

Viera East Golf Club

2300 Clubhouse Dr
Rockledge, Florida 32955



Gordon Young
General Manager- Central Florida

Your Pavement Contractor

Company Info



Atlantic Southern Paving and Sealcoating
460 Cox Road
Cocoa, Florida 32926

P: 321-256-4020
F: 954-581-0465

<http://www.atlanticsouthernpaving.com>

Contact Person

Gordon Young
General Manager- Central Florida
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Office 321-256-4020

About Us

We Solve Problems and Make Complicated Simple!

We understand that as a manager, owner or investor of properties all over the United States, you need a partner to develop a strategic plan that will preserve your investment for the long term for the least amount of money.

Atlantic Southern Paving & Sealcoating provides pavement design, maintenance & construction services to the residential, commercial, recreational and industrial markets throughout the United States.

Please find the enclosed proposal and do not hesitate to call us with any questions.

Watch a Video About Us: [CLICK HERE](#)

FDOT Certified Contractor

Mill and Pave Entrance Road and Parking Lot

1. The area under consideration for milling comprises of approximately 11,138 square yards at an average depth of 1.5 inch(es).
2. Removal and disposal of all excavated material.
3. The area under consideration for paving comprises of approximately 11,138 square yards.
4. All surfaces to be paved will be cleaned of all loose materials, dirt etc.
5. Apply a DOT approved tack coat to promote adhesion between existing asphalt base and the new pavement surface we are installing.
6. **New Pavement Installation:** Apply SP 9.5 hot mix asphalt compacted to an average of 1.5 inch(es).
7. **Compaction:** Rolling and compaction of asphalt using 3-5 ton Vibratory Roller.
8. **Compaction:** Rolling of entire new asphalt pavement with Rubber Tire Traffic Roller.
9. **Car Stops:** This proposal includes the setting aside and reinstalling 203 existing Car Stops. We will do everything possible not to damage any car stops, however if they are currently damaged moving them will cause possible future damage, of which will be an additional charge.
10. **Barricading:** All areas will be barricaded before, during and after the project. It is the owners responsibility to make sure all barricades remain effective after our crews leave the jobsite.
11. **Mobilization(s):** This project includes 2 mobilization(s).

Total Price: \$181,260.00

Line Striping Detailed

1. All work will be performed so that there is minimal interruption to your facility.
2. **STRIPING:** Apply DOT approved latex paint, restriping the parking lot area as per the existing layout.
3. **197** Single Line Parking Stalls
4. **6** Handicap(ped) Stall(s)
5. **335** LF of 6" Line, Yellow
6. **216** LF of 12" Line, White
7. **50** LF of Curbing Top/Face, Yellow
8. **Barricading:** All areas will be barricaded before, during and after the project. It is the owner's responsibility to make sure all barricades remain effective after our crews leave the jobsite.
9. **This price INCLUDES, removing and disposing of the existing car stops AND Replacing and re-installing all new concrete car stops.**
10. **Also Includes replacing Blue RPM near Fire Hydrant and also any RPMS needed around Gore Area.**

Total Price: \$25,495.00

Thermoplastic Striping - Gore Area(See Map Below)

Optional Service

1. Clear away loose dirt and debris.
2. Pour thermoplastic road marking materials to include:
3. Thermoplastic will be applied at a rate of 90 wet mils.
4. Glass beads will be incorporated in the material for retro-reflectivity.
5. **335** LF of 6" Solid Line(s)

Total Price: \$1,950.00

Map: Site Map



Notes:

Gore Area Mentioned In Thermo Option



Notes:

Existing ADA Stalls



Notes:

Existing Pedestrian Cross Walks



Notes:

Current Conditions



Notes:

Price Breakdown: Viera East Golf Club



Please find the following breakdown of all services we have provided in this proposal.

This proposal originated on January 25, 2023.

Item	Description	Cost
1.	Mill and Pave Entrance Road and Parking Lot	\$181,260.00
2.	Line Striping Detailed	\$25,495.00
Total:		\$206,755.00

Optional Services:

Item	Description	Cost
1.	Thermoplastic Striping - Gore Area(See Map Below)	\$1,950.00

Authorization to Proceed & Contract

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. When signed, this document becomes a contract. E&OE

We understand that if any additional work is required different than what is stated in this proposal/contract, it must be in a new contract or added to this contract. The parties also acknowledge that the time for performance of the work may be impacted by market conditions beyond contractor's control in which event the contract time shall be extended.

Please see all attachments for special conditions that may pertain to aspects of this project.

This price of this contract is based upon completion of the work within thirty days from the date hereof, thus the price is good for a period of up to 30 days from the date listed herein. If the work is not completed within thirty days, and the contractor experiences price increases for materials in excess of those upon which the price of this contract were based as of the date hereof, the contract price shall be increased by the amount of the documented price increase.

Proposal: Viera East Golf Club

Acceptance

We agree to pay the total sum or balance in full upon completion of this project.

40% deposit upon contract.

(A signed proposal and deposit are required prior to scheduling of the work)

Date: _____



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Gordon Young | General Manager- Central Florida
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Contract Terms & Conditions

1. The owner is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.
2. 90% of contract amount and change orders must be paid prior to completing punch list items and/or any changes for additional work required by cities or municipalities.
3. It is understood and agreed that all work is performed "weather permitting".
4. Towing fees, if necessary, billed as actual. Any vehicles left in the construction area at commencement of the work will be relocated on site and billed to the Owner/Authorized Agent
5. Permit fees billed as actual. Processing fees billed in addition to the cost of permit: \$525

This proposal does not include the cost of permit fees, inspection fees or impact fees which may be required from the various agencies or municipalities having jurisdiction. If Owner/Authorized Agent directs this work to be completed without required permitting, all costs including, but not limited to, fees, expediting and fines are the responsibility of the Owner/Authorized Agent.

6. Change orders, additions or extras requested by Owner, Contractor or Municipality will be invoiced as an addition to the contract and shall not delay payment of the original contract sum. All Change Orders must be approved and signed by Management/Board President/Building Owner (whichever applies.)
7. **Line Striping:** If there are existing car stops on the property, the new line striping of the parking stalls will not be installed beyond the car stop(s) unless they are removed. The striping machine cannot fit between the car stops. If you would like the existing car stops removed during the striping phase, there will be additional costs associated with this scope of work. It is the owner's responsibility to inform ASP if this is desired prior to commencement of the project.
8. Additional mobilization(s) to be billed at \$5,000 each for **Paving**. This charge may be billed due to, but not limited to: site unavailability for commencement of the work due to vehicles encroaching on the work area, change of schedule by Owner/Authorized Agent without prior consent of contractor or repairs to work caused by trespassing. Atlantic Southern Paving will provide a schedule to be approved by Owner prior to any additional mobilizations
9. Atlantic Southern Paving & Sealcoating, LLC cannot guarantee 100% drainage in areas where the design grade is less than 1% fall.
10. **ATLANTIC SOUTHERN PAVING & SEALCOATING, LLC will not accept responsibility for reflective cracking of new asphalt overlay due to the cracked condition of the existing asphalt pavement.**
11. All underground utilities including electrical, plumbing and irrigation lines if damaged or broken are the responsibility of the owner and not Atlantic Southern paving. If Atlantic Southern Paving needs to repair damages, the costs will be billed to the owner as a change order.
12. Atlantic Southern Paving and Sealcoating, LLC will not be responsible for trafficking, paint tracking or damage to cars or persons trespassing in designated construction areas.
13. Plans, engineering, layout, testing, bonds and as-builts by others.
14. The prices used in this proposal are based on the condition that all work quoted will be accepted in total.
15. This proposal, including all terms and conditions, shall become a legally binding attachment to any contract entered into between Atlantic Southern Paving & Sealcoating, LLC and the financially responsible company for which the work will be performed.
16. In the event of a dispute regarding this contract, the prevailing party agrees to pay reasonable attorney fees, collection costs and all related costs incurred until such dispute is settled.
17. Atlantic Southern Paving & Sealcoating, LLC will add a 1½% finance charge to any unpaid proper invoice past due at least (30) thirty days.
18. This proposal is based on work being completed during the hours of 8:00AM and 5:00PM, Monday through Thursday, excluding Friday, holidays and weekends.
19. **Asphalt Price Index:** Proposal is based on the current price of liquid asphalt. If there is a price increase in liquid asphalt, there will be additional charge for the difference.
20. No warranties are honored unless payment is made in full. Atlantic Southern Paving and Sealcoating will provide a

one year warranty, starting on the last day of substantial completion, on materials and workmanship. Normal wear and tear is not covered under this warranty.

Paving Commercial | Owner Responsibility & Conditions

1. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work. Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles. ***There will be additional costs if we are unable to access the work area billed at a minimum of (\$5,000 for Paving)***
2. **Site Services:** The property is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.
3. **Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.
4. **Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival. Areas where the newly sealed pavement is wet may wear prematurely.
5. **Drainage:** Atlantic Southern Paving and Sealcoating cannot guarantee 100% drainage in areas where the design grade is less than 1% fall.
6. **Reflective Cracking:** Atlantic Southern Paving and Sealcoating will not accept responsibility for reflective cracking of new asphalt overlay due to the cracked condition of the existing asphalt pavement
7. **Asphalt Price Index:** Proposal is based on the current price of liquid asphalt. If there is a price increase in liquid asphalt, there will be additional charge for the difference.
8. De-mucking and removal of unsuitable materials not included.
9. **Driving on Surface:** Once you start driving on paved/sealed surface, avoid turning your wheels unless your car is moving. We understand this may be difficult to do, but understand that when wheels are turned on a freshly paved/sealed asphalt surface, scuffing and turn marks will be evident, ***no worries in time they will blend in with surrounding surface.***

Line Striping & ADA Conditions

1. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work. Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles. ***There will be additional costs if we are unable to access the work area billed at a minimum of (\$500 for Striping)***
2. Line striping will match all existing pavement markings unless approved changes are made by owner(s) or an authorized owner's representative.
3. THE DISABLED PARKING STALLS ARE BEING RESTRIPE AS THEY PRESENTLY EXIST. THIS CONTRACTOR MAKES NO CLAIM THAT THEY WILL MEET LOCAL, STATE AND FEDERAL REQUIREMENTS FOR DISABLED PARKING.
4. Atlantic Southern is not responsible for any tracking of paint caused by any vehicles and/or pedestrians if the barricades are moved prematurely or without authorization. The project manager will remove the barricades once the material has cured properly.
5. If existing curbs are flaking, it is not recommended to re-paint them without sand-blasting or power-washing them first. Atlantic Southern Paving will not be held responsible for flaking if proper procedure is not taken prior to painting.

Please click any of the links below to view and print all documents.

Company Attachments

[COI 2023](#)

SECTION IV

Viera East Golf Course / Hook & Eagle Tavern

Grand Re-Opening Schedule, February 11, 2023

Time	What's Happening	Who's Responsible
7:30a – 1:00p	Coffee truck vendor	Michelle
7:30a	H&E Eagle put under 4 club golf carts When Nora out, she checks cart and if they have an eagle, they get free drink from beverage cart/Nora takes eagle with her and writes down cost of beverages served.	Michelle to make Eagles for carts Cart Barn put under selected carts Nora to follow through checking carts when out on course
8:30a – 10:00a	Vendor and DJ Check-in and Set-Up	Michelle
9:00a – 11:00a	Long Drive Contest for ages 41-up	Eddie/EFSC Volunteers
10:00a - noon	Putting Contest Begins Interested parties go into Pro-shop to sign up and get a ticket to qualify. They head out to the putting area. If qualify they return at 5:00p for final putt-off	Kyle
10:00a – 2:00p Or until gone	Free Hot Dogs for Golfers who pay for 18 holes, get ticket in pro-shop when pay for round. (Jeff to order 200 hotdogs/buns with condiments) Set up at starter shack with hotdog rotisserie – Customers to pick up in shack	H&E/Jeff Who is to manage the hotdog give away in starter hut on golf side?
10:00a to 4:00p	Vendor Booths, DJ, Kid's area open (Michelle) Corn/chipping hole areas open (Jim)	Michelle & Jim Michelle to recruit volunteers to help with games and kids' areas
11:00a	First raffle	Michelle/DJ
11:00a – 7:00p	\$6 Burger offered	H&E / Jeff
11:30a	Award Ceremony for Long Drive Contest 41-up	Jim & DJ
Noon to 2:00p	Long Drive Contest for ages 19-40	Eddie/EFSC Volunteers
12:00 noon	2 nd Raffle	Michelle/DJ
Noon – 3:00p	Taste trays come out of kitchen for patrons to try	H&E / Jeff
2:00p – 4:00p	Pro-Shop % discount chances	Eddie/Shaina
1:00p to 3:00p	Putting contest continues Interested parties go into Pro-shop to sign up and get a ticket to qualify. They head out to the putting area. If qualify they return at 5:00p for final putt-off	Kyle
1:00p	3 rd Raffle	Michelle/DJ
1:00p – 4:00p	Jello-Shots and Jungle Juice offered	H&E/Jeff
2:00p	4 th Raffle	Michelle/DJ
2:30p	Award ceremony for Long Drive Contest winners 19-40	Jim & DJ
3:00p	5 th Raffle	Michelle/DJ
3:00p until when?	Foam Party begins – weather permitting for kids It will probably be too cold for this activity, because kids will get wet. We might just need other games or activities instead.	Michelle
3:00p to 5:00p	Long Drive Contest for under age 18	Eddie/EFSC Volunteers
3:30p to 5:00p (Advertised 4-6 for under 18 but going to end at 5 depending on turn out, maybe start 3:30p?)	Putting contest Continues Interested parties go into Pro-shop to sign up and get a ticket to qualify. They head out to the putting area. If qualify they return at 5:00 for final putt off.	Kyle

4:00p	6 th Raffle Vendors begin cleaning up Tables put back in cart barn (Cart barn staff to help break down tables)	Michelle/DJ
4:00p to 8:00p	Hook & Eagle – Frank Rios to being playing live music / DJ ends at 4:00 (Michelle going to see if DJ will extend until 5:30 awards.)	Jeff
5:00p	7 th Raffle	Michelle/DJ
5:00p to 5:30p	Putt-Off	Kyle
5:30p	Award Ceremonies for Long Drive up to age 18 and Putting	Jim/DJ
6:00p – 8:00p	Glow Golf Putting Eddie/Kyle to set up Michelle/Rob to take down	Eddie/Kyle Michelle/Rob

Happening throughout the Day

- Raffles every hour on the hour. To enter raffle, buy something from Pro-Shop, Hook & Eagle or enter contest. Need not to be present to win. We will contact the winners who are not present.
- Play corn hole and chipping corn hole, no sign-up, but may need a volunteer to monitor for those waiting and explain the game
- Kids games – side area from Hook & Eagle – Kiddie Raffle (tickets given when they participate in kid games)

To Do Prior to Event

- Eddie to confirm when TaylorMade will be doing club fitting. Will it be the entire time of vendor booth from 10a-4p?
- Michelle to order tickets for golf contests, hot dogs? raffle. She will also bring container(s) for patrons to put their raffle tickets in. **Will the raffle ticket drop box be at CDD table? And/or somewhere else?**
- Michelle to order banners/signs/balloons, Jim, Eddie, Kyle and team to help put all this up. 1st banner up will be coming soon Grand-Opening – **Michelle will bring 2/6 to be put up asap.**
- Jennifer to put together a schedule for Board members to be at CDD board table before or at 2/9 meeting.
- Jim, Eddie, Kyle and team will set-up 8 vendor tables by 8:30a on 2/11
- Jim, Get prize gift cards in order for Long Drive 1st place \$50, 2nd place, \$30, 3rd Place \$20 each division/gender. Putting contest \$25 gift cards for winning levels.
- Michelle needs a VECG hat & VEGC cup for one of the baskets. Michelle will get beer from H&E for coolers in raffle.
- Michelle is purchasing lanyards and name tags for staff and volunteers who work the event.
- Eddie to recruit and schedule college and high school volunteers for golf contests and monitoring corn/chipping hole. Give list to the volunteer check-in table. Volunteers should arrive 30 mins prior to start time for assigned task.
- Eddie and all will have adult and child putters available for putting event.
- Set-up volunteer check in table to direct volunteers and give them instruction – We will put Golf Course and CDD tables together. The volunteers at these tables can check-in and direct volunteers.
- **Set-up Viera East Golf Club table for kid’s club, associate membership, platinum membership information – Who will run table?**
- Set-up table for Viera East CDD to host information for the Farmer’s Market, Dog Park & Playground as well as CDD board meeting calendars and other activities around the VECDD. – Board members to help run
- Document instruction for Pro-Shop to know what to do with Putting Contest/Long Drive/ Raffle Tickets etc- Michelle will put together.

- Document instruction for all volunteers. Who will do this?
- All Team members: Contingency planning for rain.

Other Notes

- Michelle will need a radio for day of event