

**MINUTES OF MEETING
UNIVERSITY PLACE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the University Place Community Development District was held Wednesday, February 25, 2015 at 3:30 p.m. in the Community Room of the Northern Trust Bank; 6320 Venture Drive; Lakewood Ranch, Florida 34202.

Present and constituting a quorum were:

Richard Romanoff, Jr.	Chairman
Frank Ingrassia	Vice Chairman
Jane Lange	Assistant Secretary
Tamara Cashi	Assistant Secretary
Victoria Kahle	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Mark Vega	Former District Manager
Lynn Jackson	Operations Manager
Stephanie Curtis	Community Association Manager
John Kerwin	University Place Neighborhood Association
Nick Mastro	University Place Neighborhood Association
Cami Milner	University place Neighborhood Association
Numerous Residents	

The following is a summary of the discussions and actions taken at the February 25, 2015 University Place Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Vega called the meeting to order; Supervisors and staff introduced themselves.

The HOA Chairman called their meeting to order; Supervisors introduced themselves.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

Hearing no comments from the public, the next order of business followed.

THIRD ORDER OF BUSINESS

**Joint Meeting with the University Place
Neighborhood Association**

- A. Discussion of the Cooperation Between the CDD and HOA Boards**
- Mr. Mastro commented the lines of communication must stay open.
 - Mr. Romanoff commented all must recognize they serve everyone in the community and should work together for the betterment of the community.
- B. Discussion of Request from the HOA for the Creation of an “On Street Parking” Ordinance for University Place**
- The HOA and CDD Boards prepared an Ordinance, which was almost approved, but the HOA discovered some details of their documents which would have precluded the two Boards from proceeding.
 - The HOA re-did their documents and withdrew the restrictions and would like to proceed with a parking ordinance.
 - Mr. Ingrassia read the parking restriction into the record.
 - Vehicles may now park on the driveway as long as it is not blocking the sidewalk.
 - An HOA Board member commented vehicles should not be parked on the grass or on both sides of the street.
 - Mr. Ingrassia commented the two Boards need to agree to a common approach. Perhaps a person from each Board may be designated to go through the neighborhoods street by street and map it out.
 - The Sheriff’s Department will not enforce parking.
 - The HOA Board does not want any parking from 11:00 p.m. to 7:00 a.m. There should be no commercial vehicles at night; no wheels on the grass at any time, no parking in front of mailboxes, or no parking across the street from another car. Parking should only be in the garage, on the driveway or on the street.
 - It has not been determined whether or not there will be signage.
 - The HOA is to provide enforcement, as the CDD cannot take on any policing authority.
 - The penalty will be towing, but there will be a warning prior to the actual towing.
 - The CDDs own the roads which is why it may adopt rules.
 - The HOA expressed there are many narrow roads which do not allow for parking.
 - All roads are the same width according to Mr. Romanoff.

- Mr. Ingrassia and Mr. Kerwin will walk through the community and draft a Resolution.
- Mr. Romanoff believes this item needs to be voted upon.

Mr. Frank Ingrassia of the University Place Community Development District and Mr. Nick Mastro of the University Place Neighborhood Association MOVED to approve Exhibit A for parking restrictions and enforcement, pending review from the CDD and the HOA participating in a walk-through within the community; and Mr. Richard Romanoff, Jr. of the University Place Community Development District seconded the motion.

There being no further discussion,

On VOICE vote with Mr. Richard Romanoff, Jr., Mr. Frank Ingrassia, Ms. Jane Lange, Ms. Tamara Cashi and Ms. Victoria Kahle of the University Place Community Development District; and Mr. Nick Mastro voting aye; Mr. John Kerwin of the University Place Neighborhood Association voting nay; and Ms. Cami Milner of the University Place Neighborhood Association abstaining from voting, the prior motion was approved by the University Place Community Development District.

C. Revisit the Issue of “As Built” Recorded Drawings of the Community

- The engineer stated in the December 13, 2011 Minutes, they may not exist, may not be accurate and no one has them.
- The HOA may not approach the developer based on a settlement agreement with Neal over the water rights, but the CDD is not bound to the agreement.
- The developer turned over all drawings they had to the CDD.
- The CDD has everything the county has.
- Nothing else can be done.

D. Revisit the Maintenance Responsibilities of the Common Area Property of Both the CDD and the HOA

E. Request of the HOA to Ask the CDD to Provide Irrigation to their Common Area Property

- Bids for some areas will be received from TLC.
- Pump 6 was repossessed by the CDD from the County, and may possibly be used to provide irrigation throughout the community.

- The pumps are running at 100% with irrigation to the lots and common areas.
 - There is no additional capacity to add new irrigation areas without seeking other additional water sources.
 - The CDD asked TLC to submit a quote to refurbish the pump and tie in the additional capacity, but there is no tie between the two irrigation systems. They each stand alone.
 - Utilization of the water from the pump station requires laying lines in excess of \$100,000.
 - The project may be done if there is enough water.
 - The landscape committee may identify all areas within the community in order to make the project a reality.
 - The pumps are from 2004.
 - Both the CDD and the HOA have contracts with TLC.
 - Some residents' homes are not being fertilized.
- F. Discussion of the Need for a Noise Study Due to the Increased Traffic on I-75**
- A noise study was done before Riva Trace was built and in 2012.
 - Anyone would have to cite a tangible reason for another noise study to be done.
- G. Discussion of the Joint Landscape Committee to Prepare Specification for Bidding out Landscape and Irrigation Contracts**
- The representatives from the CDD are Ms. Cashi and Ms. Jackson. Ms. Jackson suggested Ms. Lange also act as a representative. The representatives from the HOA are Ms. Curtis, Mr. Mastro and Ms. Cheryl Anderson.
 - The HOA wants to schedule a meeting of both committees to compile a set of specifications for review by both Boards and will be done after the paving project is complete.
 - Mr. Romanoff suggested the same company should serve the CDD and the HOA and specifications should match.
 - The meeting will be held Thursday, March 12, 2015 at 10:00 a.m. in Ms. Curtis' office.
 - The next Joint Meeting will be held Wednesday, April 22, 2015 at 3:30 p.m.
- There being no further discussion,

On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all in favor, the joint meeting between the University Place Community Development District and the University Place Neighborhood Association was adjourned.

FOURTH ORDER OF BUSINESS

Approval of the Consent Agenda

- A. **Minutes of the January 28, 2015 Meeting**
- B. **Financial Statements, Check Run Summary and Invoices as of January 31, 2015**

Mr. Vega stated each Board member received a copy of the Consent Agenda which includes the items as stated above; and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Consent Agenda which includes the Minutes of the January 28, 2015 Meeting; and the Financial Statements, Check Run Summary and Invoices as of January 31, 2015 was approved.

FIFTH ORDER OF BUSINESS

District Manager's Report

- A. **Discussion of Follow-up Items**
 - The agreement is being finalized by the District Attorney, with minor changes.
 - The work is scheduled for completion by next week.
 - The paperwork for the SWFWMD petition should be received any day.
 - Mr. Romanoff determined from a document showing distribution of responsibilities that the HOA is in charge of SWFWMD permits, and this was after the CDD took over management of the irrigation system.
 - Mr. Romanoff suggested the District Engineer should look over the District maps to ensure it is appropriately divided and that the documents be distributed to both the CDD and the HOA.
 - The permit should not be permitted to lapse in the future.
 - There are asphalt issues which need to be repaired by Superior Asphalt.
 - The potted plants for Meeting Street need a pad under the pots so as to avoid damaging the asphalt underneath.

- A process for irrigation on the lot involves contacting TLC. Residents should not attempt to make any changes to their system. This is all handled by TLC.
- Residents should not disturb areas which belong to SWFWMD.
- The road work is ongoing.
- Mr. Vega presented Resolution 2015-3 removing him as Secretary and replacing him with Robert Nanni, for adoption; a copy of which will be entered into the official record.
 - A discussion of the pros and cons of the move, proposed by Severn Trent, was held during the Workshop.
 - There have been some organizational changes at Severn Trent Services, who requested the change in managers to align their Districts along regional boundaries.
 - Mr. Vega will continue following up on different issues until Mr. Nanni is comfortable with the District.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, Resolution 2015-3 removing Mark Vega as Secretary and Designating Robert Nanni as Secretary of the District was adopted.

B. Consideration of Resolution 2015-2 Designating a Records Management Liaison Officer and Adopting a Records Retention Schedule

Mr. Vega presented Resolution 2015-2 for adoption; a copy of which will be entered into the official record.

- This is an administrative Resolution to ensure records are maintained in accordance with the Florida Statutes.
- Ms. Ashton approved the document.

There being no further discussion,

On MOTION by Ms. Cashi seconded by Mr. Ingrassia with all in favor, Resolution 2015-2 Designating a Records Management Liaison Officer and Adopting a Records Retention Schedule was adopted.

C. Acceptance of the Audit by Grau & Associates for Fiscal Year 2014

Mr. Vega presented the Fiscal Year 2014 Audit for acceptance; a copy of which will be entered into the official record.

There being no comments or questions,

On MOTION by Mr. Romanoff seconded by Ms. Kahle with all in favor, the Audit by Grau & Associates for the Fiscal Year ended September 30, 2014 was accepted.

D. Discussion of Bond Transfers

- CDs are expiring. Funds may be transferred to a Money Market Account.
- There was consensus amongst the Board to transfer the 12-month and 18-month CDs to a Money Market Account.

SIXTH ORDER OF BUSINESS

Old Business

There being no old business, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Ms. Ashton will review the parking agreement and resolution passed earlier.
- The CDD is following the state Statute for website management.

B. Engineer

- Staff from the District Engineer's office has been on site to oversee the road work.
- Staff will have to submit a punchlist of items which need to be addressed.
- The asphalt is coarse and needs to be addressed as part of the punchlist.

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

Hearing no requests or comments from Supervisors, the next order of business followed.

NINTH ORDER OF BUSINESS

Public Comment Period

- Ms. Curtis wants to know if the entryway pavers are going to be replaced and was told something is going to be done to clean up this area.
- Ms. Curtis is working on the welcome packet and will be putting some documents on a disk. Ms. Jackson will assist her in obtaining any information regarding the CDD.

February 25, 2015

University Place CDD

TENTH ORDER OF BUSINESS

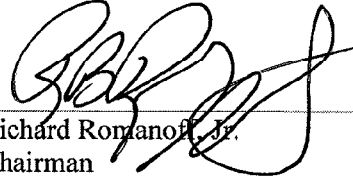
Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the meeting was adjourned at 6:20 p.m.



Robert Nanni
Secretary



Richard Romanoff, Jr.
Chairman