

**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, April 22, 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
Lynn Jackson	Operations Manager
Mark Vega	Severn Trent Services
Stephanie Curtis	Community Association Manager
Michael Wackerbauer	University Place Neighborhood Association
John Kerwin	University Place Neighborhood Association
Nick Mastro	University Place Neighborhood Association
Cami Milner	University Place Neighborhood Association
Richard Lutley	Total Landscape Care
Tom Miravoski	Total Landscape Care
Numerous Residents	

*The following is a summary of the discussions and actions taken at the April 22, 2015  
University Place Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Romanoff called the meeting to order; supervisors and staff introduced themselves.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

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

Monday, 5/18/15

**THIRD ORDER OF BUSINESS**

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

Mr. Romanoff called the meeting to order and both Boards agreed to discuss Item B first.

**B. Landscape Contract Progress**

- Ms. Cashi and Ms. Lange were previously authorized to work with representatives from the HOA Board to come up with a common specification in order to go out for bids.
- Ms. Cashi commented they held a meeting with representatives from the HOA Board and the HOA is working on detailed specifications. Ms. Cashi, Ms. Lange and Ms. Jackson would like to be a part of the HOA's meeting with the landscaper.
- The contract will be reviewed to determine whether or not it matches the specifications.
- The existing contract will be provided to the bidders.
- The HOA is looking at the current contract to determine what needs to be added and/or what needs to be removed from the contract.
- Specifications should be finalized by next month; at which time the representatives for the HOA and CDD will meet.
- The CDD contract expires in October.
- There is a total of four companies to look at, including TLC, ValleyCrest, USA Lawns and Xeriscapes.
- Mr. Romanoff requested an allocation for the landscaper to take over the single-family lots.
- Bids do not have to be advertised because it is under the threshold of \$195,000.

**A. Discussion of Parking Regulations**

- Mr. Romanoff distributed a photo of Ashley Circle where many cars were parked, which would not have allowed for emergency vehicle access.
- A parking ordinance is needed in order to always allow emergency vehicles access.
- There are significant differences between the HOA and CDD draft Ordinances.
- Mr. Ingrassia is hoping most residents will park their vehicles in their garages or on their driveways.
- The easiest method is to use the side of the road with the least amount of mailboxes.
- No overnight parking is an option.

Mr. Mastro MOVED to prohibit overnight parking on District streets during the hours of 12:00 a.m. to 6:00 a.m., and vehicles may be subject to being ticketed and/or towed; and Mr. Kerwin seconded the motion.

- Mr. Ingrassia commented this motion may cause further problems of animosity among residents.
- It was suggested to allow parking in the open areas, including cul-de-sacs.
- Ms. Cashi suggested not to amend this agreement.
- Mr. Ingrassia is not in favor of prohibiting overnight parking and suggested the CDD version be used, eliminating the ban on overnight parking.

On HANDRAISE and VOICE votes, the modified motion proposed by Mr. Ingrassia was approved.

- Both Boards reviewed and amended the document dated March 7, 2015; a copy of which is attached hereto and made part of the public record. Mr Ingrassia will draft and circulate a final version detailing the draft adopted by both boards.
- Criteria must be developed to determine whether to ticket or tow.
- Mr. Romanoff read the final document into the record.
- Mr. Romanoff suggested giving Ms. Curtis authority to contact emergency services or tow truck companies.

There being no further discussion,

On MOTION by Ms. Kahle seconded by Ms. Cashi with all in favor, the Parking Regulations were adopted as read by Mr. Romanoff.

**C. Irrigation Issues**

**D. Pond Maintenance Issues**

**FOURTH ORDER OF BUSINESS**

**Discussion by TLC of Upcoming Projects**

Mr. Rich Lutley of TLC made a presentation to the Board.

- All landscape proposals which were previously approved were done and everything looks beautiful.

- The key area to be irrigated is at Seven Oaks near the pond. The area can be either tied into the main line which feeds the irrigation line around Ashley Circle or the main line which feeds the irrigation on Seven Oaks Drive and Sea Island Lane.
- Mr. Romanoff commented that Mr. Lutley needs to become familiar with all SWFWMD permits which regulate how much water can be taken from the lakes. If the District exceeds the permitted allowance of 100,000 gallons per day, a different type of permit is required. Mr. Romanoff requested copies of all SWFWMD permits for Mr. Lutley.
- There is uncertainty as to whether or not the District is close to pumping at capacity since the meters are not monitored in this regard.
- Mr. Lutley stated that shrubbery will get accustomed to the amount that is being watered.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**B. Engineer**

- The engineer was asked to evaluate the levels in the wetlands in which there have been concerns from residents that the water level was rising and threatening some of their lots and trying to rationalize the fact that the ponds are low.
- Mr. Romanoff read the report into the record and announced areas which are overgrown and in need of having vegetation removed to meet SWFWMD permit requirements.
- Mr. Lutley will investigate a solution to these issues. It was suggested this become part of TLC's contract.

**THIRD ORDER OF BUSINESS**

**Joint Meeting with the University Place  
Neighborhood Association (Continued)**

**D. Pond Maintenance Issues (Continued)**

- Both Aquatic Systems and Vertex have been trying to get the algae in ponds under control. The water level is extremely low and the algae is thriving. They have been treating it for over one month, which is not alleviating the problem. More chemicals will kill the fish. More rain would be ideal in alleviating the problem.
- Ms. Curtis will work with the companies, and limit watering to once per week until the problem is alleviated.

- Mr. Romanoff expressed his appreciation to Mr. Lutley for his assistance during the workshops.

There being no further discussion,

On MOTION by Ms. Cashi seconded by Mr. Ingrassia with all in favor, the Joint Meeting with the University Place Neighborhood Association was adjourned.

- Mr. Romanoff expressed his appreciation to the HOA for their participation and cooperation.

**FIFTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Minutes of the February 25, 2015 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of March 31, 2015**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes the Minutes of the February 25, 2015 Meeting and the Financial Statements, Check Run Summary and invoices as of March 31, 2015; and requested any additions, corrections or deletions.

There not being any,

On MOTION by Ms. Kahle seconded by Mr. Ingrassia with all in favor, the Consent Agenda which includes the Minutes of the February 25, 2015 Meeting, the Financial Statements, Check Run Summary and invoices as of March 31, 2015 was approved.

**SIXTH ORDER OF BUSINESS**

**District Manager's Report**

- C. Discussion of Migration to an Electronic Format for Supervisors**
  - Mr. Ingrassia did some investigation into options at Best Buy.
  - Mr. Ingrassia proposed the Board spend some time at Best Buy during the next Workshop to select appropriate devices.
  - Mr. Vega briefly discussed the options he had explored.
- D. Discussion of Fiscal Year 2016 Budget**
  - Mr. Nanni, Mr. Vega and Mr. Ingrassia will hold a Budget working session on Tuesday, May 5, 2015 at Mr. Ingrassia's home to prepare a preliminary budget for the Board's discussion at the next meeting.

**B. Discussion of New District Counsel Services**

Mr. Nanni distributed some summaries for discussion; copies of which are attached hereto and made part of the public record.

- This should be taken care of within the next six weeks and the RFI will be advertised appropriately.
- The Ashton-Vogler law firm would like to resign as District Counsel.

**E. Discussion of Interlocal Agreement**

- The package was sent and is in the process of being considered by the county. They are comfortable with what was sent, but were unable to respond as to whether or not it will be on their next meeting agenda.
- The county will want the District to approve the Resolution.

**A. Discussion of Follow-up Items**

- The logo will be replaced throughout the community in aluminum.
- The sealing and sanding of pavers will take two weeks. They are needed in the front only.
- Replacement of pavers without resealing costs \$8,000 to \$10,000.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, the proposal from C-Squared Certified General Contractor, Inc. to repair inlets, curbs and sidewalks was approved.

- The Meeting Street fence was repaired.
- Nothing further has been heard regarding installation of a wall.

**SEVENTH ORDER OF BUSINESS**

**Old Business**

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

**EIGHTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**A. Attorney**

There being no attorney present or any issues for discussion, the next item followed.

**B. Engineer (Continued)**

**i. Discussion of District Engineer's Rate Schedule**

- The rates have increased as has been the case every year.

- Mr. Ingrassia asked that a friendly letter be sent to the engineer asking him to keep his rates the same next year and thereafter.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests & Comments**

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

**TENTH ORDER OF BUSINESS**

**Public Comment Period**

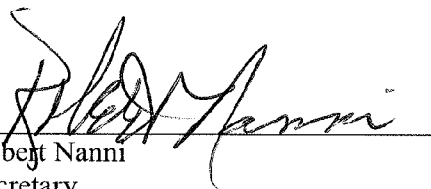
Hearing no comments from the audience, the next order of business followed.

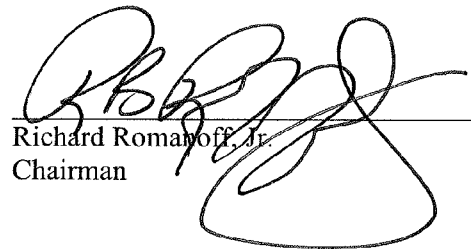
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Cashi seconded by Mr. Ingrassia with all in favor, the meeting was adjourned at 6:40 p.m.

  
Robert Nanni  
Secretary

  
Richard Romanoff, Jr.  
Chairman