

**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, May 27, 2015 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
Andrew Cohen	Persson & Cohen, P.A.
Mark Vega	Severn Trent Services
Numerous Residents	

The following is a summary of the discussions and actions taken at the May 27, 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; Mr. Nanni called the roll. Mr. Ingrassia should arrive shortly.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

- A resident was told the pump item will be discussed.
- Agenda item three is incorrect, and the actual item will be discussed under the District Manager's Report.

FOURTH ORDER OF BUSINESS **District Manager’s Report**

B. Discussion of New District Counsel Services

Mr. Romanoff introduced Mr. Andrew Cohen, one of the potential candidates for the CDD’s attorney.

- For the record, the Board received three letters of interest which were reviewed at the Workshop; copies of which are attached hereto and made part of the public record.
- Mr. Cohen discussed his background and details of the firm.

The record shall reflect Mr. Ingrassia has joined the meeting.

- If chosen, Mr. Cohen would be able to provide his services immediately.
- The parking ordinance and Interlocal Agreement with Manatee County are the priorities for this District.
 - The District will need to work with the HOA regarding the parking ordinance.
 - Mr. Cohen will review the document.

THIRD ORDER OF BUSINESS **Approval of the Consent Agenda**

A. Minutes of the April 22, 2015 Meeting

B. Financial Statements, Check Run Summary and Invoices as of April 30, 2015

Mr. Romanoff stated each Board member received a copy of the Consent Agenda, which includes the Minutes of the April 22, 2015 Meeting and the Financial Statements, Check Run Summary and Invoices as of April 30, 2015; 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 April 22, 2015 Meeting, the Financial Statements, Check Run Summary and Invoices as of April 30, 2015 were approved.

FOURTH ORDER OF BUSINESS **District Manager’s Report (Continued)**

E. Discussion of Interlocal Agreement

Mr. Nanni distributed a copy of Resolution 2015-05 for adoption; a copy of which is attached hereto and made part of the public record.

- Nothing has drastically changed from prior agreements.

- This signed Resolution will be brought forward for approval by the Manatee County Board of Commissioners.
- The street map had to be changed.
- The agreement will be presented to the Board on a future date.
- Mr. Nanni will review the Interlocal Agreement.

There being no further discussion,

On MOTION by Ms. Cashi seconded by Ms. Kahle with all in favor, Resolution 2015-05 Confirming the District's Desire to Enter into an Interlocal Agreement for Traffic Enforcement with the Manatee County Sheriff's Office and Government was adopted.

On MOTION by Ms. Lange seconded by Ms. Cashi with all in favor, the Chairman was authorized to review, approve and execute the Interlocal Agreement for Traffic Enforcement and authorize staff to proceed to include said executed Agreement for inclusion as an Agenda Item before the Manatee County Board of Commissioners.

Mr. Romanoff stated for the record, if, in fact, there are changes to Ms. Maureen Secora's document again, that will make the third final document which she has provided for our approval.

A. Discussion of Follow-Up Items

- Work commenced today on cracked sidewalks.
- Ms. Jackson contacted the University of Florida Extension Service for education on irrigation. This is a free service. Representatives may be able to attend a future Board meeting.
- The cost to replace the pavers was approximately \$20,000.
- The TLC record for the flow sensors on the pumps is a permit requirement.
- For the record, the Charleston Pump Station which was designated as Pump Station 1 is running 93,000 gallons daily. Number 2 is Coates Row at 82,000 gallons. Tabbystone, which is Pump Station 3 is at 72,000 gallons and Sea Island, which is Pump Station 4 is at 76,000 gallons.
- Pump Station 6 which covers the common area grounds is not included on the chart.

- Ms. Lange and Ms. Cashi addressed landscape specifications. The existing agreement may be modified.
- Ms. Jackson was authorized to proceed with TLC to execute clean-out of the culverts. It is Ms. Lange's understanding this was done.
- The Project List should be modified with all completed projects to be deleted from the list.
- Mr. Romanoff reviewed a list from a resident and gave the following information:
 - Item 1 is waiting for the irrigation information.
 - Item 2 for the monument landscaping beds is complete.
 - Item 3 for the I-75 berm is perceived to be as complete as planned at this time.
 - Item 4 has been processed for completion.
 - Item 5 has been processed for completion.
 - Item 6 is complete.
- B. Discussion of New District Counsel Services (Continued)**
- For the record, the Board looked at Persson & Cohen, Gardner Brewer Martinez-Monfort, and Straley & Robin; copies of letters of interest are attached hereto for the public record.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the firm, Persson & Cohen, P.A., shall be chosen to provide the District with Attorney services, replacing Vogler Ashton.

- Letters will be sent to the other attorneys as well as Vogler Ashton memorializing the actions taken.
- Mr. Cohen will be asked to review the parking enforcement ordinance for any loopholes or other legal problems.
- A formal agreement will be presented for the Board's consideration at the next meeting.
- A resident has a concern regarding an easement for the new attorney to investigate.
 - A formal letter from the attorney should be sent to the resident.

- It is a public easement.
- The resident who reported on this other resident was urged to dial 911 the next time he acts up.

C. Discussion of Migration to an Electronic Format for Supervisors

- The Board decided to go with a Microsoft Info Format. They are interested in the Surface 3.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, the Chairman was authorized to approve purchase of Microsoft Surface 3 Software which will be the property of the CDD Board in an amount not to exceed \$3,000.

- New e-mail addresses and all necessary programs will be configured into the new software.

D. Discussion of Options for the Website

- Mr. Vega recommends the Board establish 10 addresses as opposed to five.
- The last five will not be activated unless it is necessary.

There being no further discussion,

On MOTION by Ms. Lange seconded by Ms. Cashi with all in favor, Severn Trent Services was authorized to purchase and install a new website for the District.

- Mr. Vega will have everything set up by the next meeting.

F. Report on Number of Registered Voters – 633

Mr. Nanni presented the report from the Manatee County Supervisor of Elections; a copy of which is attached hereto and made part of the public record.

G. Distribution of the Proposed Budget for Fiscal Year 2016 and Consideration of Resolution 2015-04 Approving the Budget and Setting the Public Hearing

- Mr. Ingrassia gave a presentation to the Board regarding the upcoming budget.
- There will be some reductions in individual neighborhoods.
- Envera was discussed.
- There will be no assessments.
- The high water mark will reflect a 10% reduction.

SEVENTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Romanoff discussed an issue with Irrigation Pump Station #4. The pump which was installed two weeks ago is running, but there is no water left in the well. The pump was shut down today. The well was dug and installed by the HOA prior to the turnover. That well is cased to 125 feet deep. The pump sits at 122 feet of depth. It cannot be dug below the well casing, as it may cave in.
 - A new well may have to be dug.
 - Mr. Romanoff requested Ms. Curtis research the records and try to find an invoice from when this well was built.

EIGHTH ORDER OF BUSINESS

Public Comment Period

- The arm was knocked off of the back gate and a new one is needed.

FOURTH ORDER OF BUSINESS

District Manager’s Report (Continued)

- G. **Distribution of the Proposed Budget for Fiscal Year 2016 and Consideration of Resolution 2015-04 Approving the Budget and Setting the Public Hearing (Continued)**
 - There will be a 10.4% reduction in the O&M.

On MOTION by Mr. Romanoff seconded by Ms. Cashi with all in favor, the Proposed Fiscal Year 2016 Budget was approved with a 10.4% reduction in O&M.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, Resolution 2015-04 Approving the Budget for Fiscal Year 2016 and Setting a Public Hearing Thereon Pursuant to Florida Law to be held Wednesday, August 26, 2015 at 6:30 p.m. in the Community Room of the Northern Trust Bank; 6320 Venture Drive; Lakewood Ranch, Florida 34202 was adopted.

FIFTH ORDER OF BUSINESS

Old Business

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

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

There being no engineer present or any issues for discussion, the next order of business followed.

SEVENTH ORDER OF BUSINESS

**Supervisor Requests & Comments
(Continued)**

- A gate arm needs to be ordered, as discussed earlier.

EIGHTH ORDER OF BUSINESS

Public Comment Period (Continued)

- Ms. Curtis is putting together a list of all mailboxes which need to be moved.

SEVENTH ORDER OF BUSINESS

**Supervisor Requests & Comments
(Continued)**

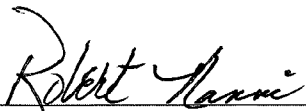
- Mr. Romanoff commented some sidewalk and culvert repairs are a result of tree roots affecting them. Homeowners are obligated to maintain their lots even though the CDD owns the sidewalk. Homeowners need to trim their roots. Terry's Tree Service is the vendor of choice to remediate these issues.

NINTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the meeting was adjourned at approximately 5:36 p.m.



 Robert Nanni
 Secretary



 Richard Romanoff Jr.
 Chairman