

**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, August 26, 2015 at 6:30 p.m. in the Community Room; 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 Cash	Assistant Secretary
Victoria Kahle	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Andrew Cohen	District Counsel
Lynn Jackson	Operations Manager
Nathan Varn	Envera
Paul	Envera
Greg	Envera
Numerous Residents	

The following is a summary of the discussions and actions taken at the August 26, 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.

The Board made the following changes to the Agenda:

- Under item *D* of the *District Manager's Report*, add *Paving Project Information*.

There being no further amendments,

On MOTION by Ms. Cash seconded by Ms. Kahle with all in favor, the Agenda for this meeting was approved as amended.
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SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

- Richard from ME TV is video recording the meeting.
- Mr. Eric Gustafson commented on Item 5Di, asking what it has to do with that item. The full Agenda Package should be made available to all residents and this was not fulfilled.
- Ms. Shelly Bishop commented many residents cannot attend the 3:30 p.m. meetings and asked for consideration for evening meetings. The Board said they would re-examine the schedule and add some evening meetings.
- Ms. Bishop commented on safety issues with tailgating. She is requesting the videos be reviewed and inquired about a policy for tailgating.
- Ms. Bishop commented there is no consistency with gate service.
- Ms. Cammy Milner of the HOA sent an e-mail to Ms. Jackson asking why the gates on Honore would be left open for an entire week during the process of installing new pavers at the Cooper Creek entrance, and never received a formal response.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the June 24, 2015 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of July 31, 2015**

Mr. Romanoff 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 a MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, the Consent Agenda which includes the Minutes of the June 24, 2015 Meeting and the Financial Statements, Check Run Summary and Invoices as of July 31, 2015, was approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2016

- A. Fiscal Year 2016 Budget**

A motion to recess this meeting and open the Public Hearing is in order.

There being no comments or questions,

On MOTION by Mr. Romanoff seconded by Ms. Cashi with all in favor, the regular business meeting was recessed and a Public Hearing to consider adoption of the Fiscal Year 2016 Budget commenced.

- Mr. Mina Ajrab distributed a packet of his written statements. This set of written statements shall be included as an attachment to these Minutes. Mr. Ajrab wanted to discuss the Envera contract, but was told this item will be addressed later in the meeting after the Budget is adopted.
- Mr. Eric Gustafson distributed a packet of his written statements. This set of written statements shall be included as an attachment to these Minutes.
- Ms. Shelly Bishop indicated her CDD fees are 14% of her monthly mortgage expense and would like to see this expense decrease.
- Mr. Ed Raad commented there has been discussion as to whether or not there is a better way to care for the front entrance gate and all parts relating to the Envera contract.
- Mr. Raad commented there is a mechanism on the pump station on his property. There are three budgeted line items regarding irrigation. He would like to know if there are agreements for those line items and what they cover in order to clarify expectations.
 - Mr. Romanoff commented there are several devices in the irrigation boxes including a decoder which communicates with the irrigation computer system. The CDD is responsible for bringing water to homeowners' lots and the communications with the decoder. The zone solenoids are the homeowner's responsibility.
- Ms. Patti Zabell commented for the record she is disappointed the resident who was asking to see the contracts received three different contracts, none of which appeared to be valid and legally binding, since they are all different.
- Ms. Zabell appreciates the work which got done to get the roads re-paved. She is requesting speed bumps on the roads in her neighborhood.
- Ms. Zabell requested more evening meetings.

There being no further comments,

On MOTION by Mr. Romanoff seconded by Ms. Cashi with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2016 Budget was closed and the regular meeting was reconvened.

- Mr. Ingrassia held a presentation regarding the Fiscal Year 2016 Budget.
 - This year's budget has \$640,612 compared to last year at \$712,638, representing a decrease of \$74,026.
 - Engineering and Legal Services were decreased due to resolution of the roads lawsuit.
 - There is a 10% increase anticipated for most insurances.
 - Advertising costs were decreased.
 - Miscellaneous Services increased slightly to handle web services.
 - Landscaping replacements were increased, but overall expenses declined.
 - Reserves are decreasing 25% across the board, with the exception of roads which will decrease further, by 33%.
 - Property insurance will increase by 10%.
 - There was a slight decrease in electric.
 - Reserves decreased 25% for gate maintenance.
 - Roaming Patrols is a new line item for Public Safety, in anticipation of Sheriff patrols through the Interlocal Agreement.
 - Irrigation Services Reserves decreased by 25%.
 - The contract for irrigation services is up for renewal and the Board will solicit bids. The Board will investigate the benefits of combining irrigation repair and maintenance with landscaping maintenance into one contract to be competitively solicited.
 - Road Reserves decreased by 33%.
 - Debt service payments will be the same as last year.
 - There are 23 years remaining on the bonds which finance the CDD.
 - All neighborhoods had their fees reduced by -10.4%, and by -7.2% after accounting for debt service (the bonds).

On MOTION by Ms. Kahle seconded by Ms. Lange with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2016 Budget was re-opened.

- A resident commented the gates by the pool are run well and perhaps use of a “fob” for the entry gates is possible.
 - Although the Board may look into this possibility, it would not work well for the children coming home from school. A successful solution has yet to be found.
- A resident asked that the line item description from *Community Security* under *Public Safety* be changed as it appears to be confusing. The Board declined, noting it must maintain consistency with previous budgets and records.
- The same resident discussed CDD and HOA fees.
- There is a metal gutter at the intersection of Drayton and Charleston that needs repair as well as a depression in the sewer to be repaired.
- Mr. John Keirwin (HOA) is appreciative of the CDD, but would rather save less and activate the County’s old irrigation pump to bring water to new HOA areas. The pump is presently not operational. Landscaping may also need to be replaced.
- Ms. Cami Milner (HOA) wants to know what is in the reserves for irrigation.
 - A total of \$173,000 will be available for repairs and replacement of the irrigation system’s components.
 - The possibility of installing another pump might be cost prohibitive.
- Mr. Nick Mastro (HOA) will have to get back to the HOA Board regarding specific areas which the HOA actually wants to irrigate. The HOA will meet with Mr. Lutley and get back to the CDD.
- Mr. Erik Gustafson requested listing of vendors for all categories on the budget.
- Mr. Ed Raad would be happy to save 6.9% not to feel *nickel and dimed* to replace solenoids. He feels he has overpaid multiple times for these items. Mr. Romanoff commented that things which happen on private property can affect the solenoids.

There being no further comments,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2016 Budget was closed for a second time.

Representatives from Envera have joined the meeting.

B. Consideration of Resolution 2015-06 Adopting the Fiscal Year 2016 Budget
There being no comments or questions,

On MOTION by Ms. Cashi seconded by Ms. Kahle with all in favor, Resolution 2015-06 Relating to the Annual Appropriations of the District and Adopting the Budget for the Fiscal Year Beginning October 1, 2015; and Ending September 30, 2016; and Referencing the Maintenance and Benefit Special Assessments to be Levied by the District for Said Fiscal Year, was adopted.

C. Consideration of Resolution 2015-07 Levying Assessments for the Fiscal Year 2016 Budget
There being no comments or questions,

On MOTION by Ms. Lange seconded by Ms. Cashi with all in favor, Resolution 2015-07 Levying and Imposing a Non-Ad Valorem Maintenance Special Assessment for the District for Fiscal Year 2016, was adopted.

FIFTH ORDER OF BUSINESS

District Manager’s Report

A. Discussion of Follow-up Items

- The process regarding the Interlocal Agreement with Manatee County is ongoing. Unfortunately, the boundary map needs to be cleaned up first which will be done by the Traffic and Engineering Department. Also, there is a question regarding an emergency access road for traffic enforcement. Mr. Nanni will discuss with the county to determine the area they are referring to.
- Some logos at the Cooper Creek entrance/exit were missing and someone tore the foam off. New ones were ordered. The new logos have fluorescent tape which make it better for cars to see them. Completion will be within the next couple of days.
- Some control structures will be cleaned out. The constant rains has delayed this job.

B. Fiscal Year 2016 Meeting Schedule

- In consideration of residents' requests, the January and May meetings will meet in the evening, along with the August meeting. The library may be available starting in January if the bank is not available, since they follow a calendar year schedule. Locations are forthcoming.

There being no further discussion,

On MOTION by Ms. Lange seconded by Ms. Cashi with all in favor, the Fiscal Year 2016 Meeting Schedule was approved as amended, with the January and May Meetings to commence at 6:30 p.m.

- Ms. Jackson will try to ensure that the CDD meets at the bank.
- C. Consideration of Engagement Letter with Grau & Associates to Perform the Fiscal Year 2015 Audit**
- The fee is \$6,000. Grau & Associates has been performing the audit for the past few years.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the Engagement Letter from Grau & Associates to Perform the Audit for the Fiscal Year Ending September 30, 2015, was approved.

D. Consideration of Engagement Letter with LLS Tax Solutions, Inc. to Perform Arbitrage Rebate Services for the Series 2008 Assessment Refunding and Improvement Bonds

- No additional money was earned on the bonds.
- This report is required every year.
- They are charging the CDD \$1,800 for three years.

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Engagement Letter from LLS Tax Solutions, Inc. to Perform Arbitrage Rebate Services for the Series 2008 Assessment Refunding and Improvement Bonds, was approved.

i. Paving Project Information

Mr. Nanni distributed a letter from Besterman Hardscapes, Inc.; a copy of which is attached hereto and made part of the public record. The newly paved and sealed entrance at Cooper Creek was vandalized by someone prior to the scheduled opening of the entrance, thereby nullifying the guarantee of the vendor performing the work.

- Mr. Nanni read the letter into the record and provided an explanation.
- Staff will talk to the contractor to get all of the facts and get the work scheduled to reseal the pavers.
- Staff will determine who removed the cones which caused this problem. The cameras are being reviewed.
- Mr. Gustafson asked for the record, for a copy of the different solicitations and bids for this project as well as the contract.
- School bus pick-up issues at the entrance were also discussed. Again, the Board reminded residents not to park in the entrance, or block traffic.
- Mr. Gustafson asked whether or not there were any complaints related to the vendor on the public pavers project.
- Mr. Romanoff would like a motion from the Board relating to this event as discussed, to pursue the person(s) responsible for damages and recover the cost of resealing the entrance for the community. Law enforcement has a case number filed, one from the contractor and one from the District. A motion is in order to ratify that the CDD will pursue the action with the Manatee County Sheriff's Department to find the perpetrator.

Ms. Cashi MOVED to ratify the Chairman's action of having the CDD pursue action with the Manatee County Sheriff's Department to find the perpetrator who removed the cones at the Cooper Creek entrance; and Ms. Kahle seconded the motion.

- The gates will have to be closed again for the re-sealing and Ms. Kahle suggested the CDD charge the person with the cost of the patrols needed, if any.
- Mr. Ingrassia suggested only half of the gates needs to be closed for each portion of the project, leaving the other half open for two-way traffic (with cones).

- Mr. Gustafson inquired about the length of the warranty.
- Re-sealing may need to be done every couple of years, which needs to be budgeted.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

E. Discussion of Policy for Distribution of Video Recordings

- Residents have been asking for access to the Envera video recording system. There currently is no policy in this regard.
- Mr. Cohen commented on the Attorney General's opinion stating those tapes are confidential and exempt from public inspection. Therefore, these recordings should not be provided.
- Mr. Ingrassia commented this may be considered a violation of privacy since people coming through the gate are not aware they are being recorded.
- The exception is any situation in which the law is broken.
- Mr. Romanoff suggested a written policy.
- Mr. Romanoff indicated the Board has been discussing the idea of modifying the entrance to prevent tailgating.
- Mr. Cohen suggested handling this issue on a case by case basis, as opposed to establishing a policy.
- Mr. Ingrassia suggested establishing a policy indicating recordings are released on a case by case basis.

Mr. Ingrassia MOVED to establish a policy in which video recordings may only be released to the public on a case by case basis; and Ms. Kahle seconded the motion.

Upon further discussion,

On VOICE vote with all in favor, the prior motion was approved as discussed.

- Ms. Shelly Bishop suggested making the resident aware that he or she is tailgating. A letter may be sent to the resident.

- Ms. Sherry Suggs thought Severn Trent was asked to establish a policy and was told the motion was to adopt a policy not to provide video recordings in conformance with the Attorney General's opinion, but to allow a review on a case by case basis, as an exception to the policy.
 - Mr. Gustafson was told this does not include review by the Board of Supervisors.
 - Mr. Romanoff and Ms. Jackson are designated to view the recordings, but the information is accessible to the entire Board.
 - The recordings are not routinely reviewed, only upon a request by someone, whether it be a resident or Board member.
 - The Board will take action on any tailgating issues as requested by a resident in writing.
- F. Discussion of Creation of White Papers Explaining Board Actions to be Posted on the Website**
- There is a wealth of information available from past Board members and long-time residents. Mr. Romanoff suggests a white paper to be published on the website to explain getting from point A to point B regarding different topics affecting the District.
 - Mr. Romanoff requests making a public announcement in an e-mail blast to the community asking for suggestions on topics for which white papers can be prepared.
 - Mr. Ingrassia is asking for the following:
 - This item should be undertaken at the next workshop, and each Board member should bring a suggested topic regarding past decisions on that particular topic.
 - The Board would like to hear from residents through e-mail on suggested topics.
 - Ms. Jackson was asked to prepare a broadcast for the community.
- G. Summary of Public Information Requests**
- Of late, there have been many public information requests. These are time-consuming as well as labor intensive.
 - These items may require research, or access to archives.
 - There is also a cost associated for retrieving these records.

- The information will be provided at a reasonable time, but there is no definitive timeframe.

H. Review of Post Orders/Gate Procedures

Representatives from Envera are present for this discussion.

- The post orders need to be revised as follows:
 - Mr. Frank Lange is listed as a Board member and his title needs to be changed.
 - Mr. Romanoff is the third back-up for notification.
- Envera representatives gave a brief overview of the system and services provided.
- It takes approximately 30 seconds for a representative to answer a call.
- There are multiple ways to search data provided by the homeowners.
- Residents asked questions and made suggestions to Envera.
- Some residents commented they have had no problems with the gates and how they are contacted.
- Residents should not be contacting any vendors. Severn Trent Services should be contacted instead.
- Envera has services which the CDD does not subscribe to, which was described by one of the representatives.
 - They have an access control product allowing people easier access through the pedestrian gate.
 - There is a new process to automate processing of visitors.
- A representative described their service discounts to residents for private security.

SIXTH ORDER OF BUSINESS

Old Business

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

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

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

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Romanoff discussed the Rules of Procedure. This document should be reviewed with potential updates to be presented at the next meeting. Items which are obsolete should be removed or changed. It will first be discussed at the Workshop.
- Mr. Romanoff discussed CDD roads. Requests to block roads for events such as a block party need to be presented before the Board. Mr. Romanoff would like to establish a procedure. This should also be discussed at the Workshop.
- Ms. Kahle discussed the differences between guards' and gate attendants' charges.
 - This information can be found on the website.

NINTH ORDER OF BUSINESS

Public Comment Period

- Ms. Patti Zabell discussed the need for speed bumps. She was told there is no need to revise the budget, as there is enough money in reserves for road repairs. The Interlocal Agreement will allow the Sheriff's Department to enforce traffic regulations within the community. That will be the preferred first step in the process of slowing down traffic.
- Mr. Frank Lange commented that there are no rain gutters on the gatehouse over the top of the kiosk. The rain is running off of the roof and going onto the windows of cars. He is suggesting a single gutter and downspout. Ms. Jackson will get an estimate for this.
- Ms. Sherry Suggs thanked the Board for the job they are doing. The paint on the fence on the east boundary of Pond #2 is fading. It should be re-painted. Ms. Jackson will investigate.
- Ms. Suggs wants to know if something can be planted in front of the fence. Ms. Jackson commented the area cannot be mowed. However, she will investigate a possible solution.
- The Palm Tree at the Cooper Creek entrance, which was diseased, was removed and will be replaced.
- Ms. Suggs commented on the fact there is an armed police officer at the meeting, and was told it was because the meeting was going to be extremely crowded.
- Ms. Suggs volunteered to work on the white papers.

EIGHTH ORDER OF BUSINESS

**Supervisor Requests & Comments
(Continued)**

- Ms. Cashi discussed the emergency access gate. The firemen cannot get through the gate in an emergency on Meeting Street. It was not designed to be used as a street and there has been some discussion to extend the wall across the street entrance.
- The notes submitted from two residents (Ajrab, Gustafson) will be analyzed and answered in the next meeting packet.

NINTH ORDER OF BUSINESS

Public Comment Period (Continued)

- Mr. Gustafson commented the Board should have a historian to prepare these white papers. Mr. Ingrassia will work in this regard.
- Mr. Gustafson commented positively on the website, which is currently a work in progress.
- Mr. Gustafson suggested a list of FAQs for the white papers.
- Mr. Gustafson asked the Board to consider the Audit Report include a written opinion as to whether or not the Envera contract violated Florida Statutes regarding competitive solicitation.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Ingrassia MOVED to adjourn the meeting; and Mr. Romanoff seconded the motion.

- Mr. Romanoff requested the time and location of the meeting be included on the agenda.

There being no further business,

On VOICE vote with all in favor, the meeting was adjourned at approximately 10:00 p.m.
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Robert Nanni
Secretary

Richard Romanoff, Jr.
Chairman

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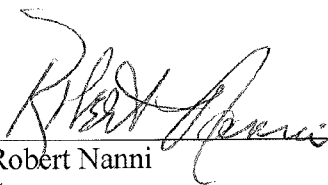
Adjournment

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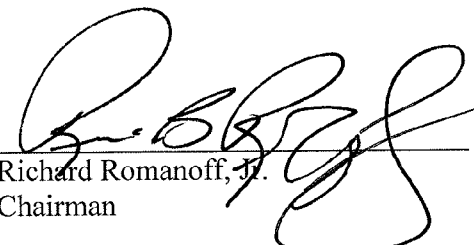
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There being no further business,

On VOICE vote with all in favor, the meeting was adjourned at approximately 10:00 p.m.



 Robert Nanni
 Secretary



 Richard Romanoff, Jr.
 Chairman