

**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, September 30, 2015 at 3:30 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
Lynn Jackson	Operations Manager
Andrew Cohen	District Counsel
Numerous Residents	

The following is a summary of the discussions and actions taken at the September 30, 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

- Mr. Gustafson thanked Severn Trent Services for responding to his records requests.
- On Page 8 of the Minutes it should state, *Mr. Gustafson asked whether or not there were any complaints related to the vendor on the public pavers project.* He requests modification of Minutes.

- Mr. Gustafson wants to know how the attorney came to the opinion the Envera contract is not a maintenance service contract.
- Mr. Gustafson would like the Envera addendum to properly reference the client.
- Ms. Donna Mulig is concerned with costs associated with the number of public information requests.
- Mr. Mina Ajrab suggested the Board look at the benefits of combining irrigation related repair and maintenance and landscape contracts into one contract and competitively solicit for one company to manage all of these areas.
- Mr. Mina Ajrab wants to know the reason it is necessary to have the Chairman's open letter on the home page of the CDD's website.
- Mr. Mina Ajrab thanked Mr. Cohen for his analysis. There was no explanation as to the reason there was more than one contract for Envera.
- Mr. Mina Ajrab urged the Board to direct the District Manager to create a new policy instructing all future contracts or renewals over \$50,000 per year require a competitive solicitation process. He is willing to assist in this endeavor.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the August 26, 2015 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of August 31, 2015**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes the Minutes of the August 26, 2015 Meeting and the Financial Statements, Check Run Summary and Invoices as of August 31, 2015; and requested any additions, corrections or deletions.

- The requests from the two residents to change the Minutes will be addressed.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the Consent Agenda which includes the amended Minutes of the August 26, 2015 Meeting and the Financial Statements, Check Run Summary and invoices as of August 31, 2015 were approved as discussed.

FOURTH ORDER OF BUSINESS

District Manager's Report

- A. Discussion of Follow-up Items**

- Mr. Ingrassia requests all documents which are e-mailed be named.
- The logo on the gate was installed.
- The stormwater inlets and gutters are almost complete. A walk-through will have to be done with the engineer.
- The fence at the end of Planters Knoll is buckling. Ms. Jackson called USA Fence, but has not heard back from them.
- The pavers are almost done. Staff is waiting to hear back from Besterman as to when they are going to re-seal.

On MOTION by Mr. Romanoff seconded by Ms. Lange with all in favor, the proposal from Besterman Hardscapes, Inc. to re-seal pavers in order to put the warranty back in place in accordance with said bid was approved based on the warranty provisions as outlined in Besterman's letter to the CDD for the damage done.

- The front entrance will have to be shut down when this work is done.
- It makes the most sense to re-seal all of the pavers at once.
- Deputy fees to guard the area were discussed. They recently raised their rates. Mr. Romanoff proposes the CDD pay for this during the resealing, since the HOA paid last time.
- The warranty should come from the contractor who did the work.
- The costs of re-sealing are considered damage.
- The Board will solicit bids for irrigation and landscaping.
 - The process shall likely commence after the first of the year.
 - The contract expires October 2016, but the Board may terminate the current contract at any time.
- Not all of the 25 Oak Trees may need to be cut.
- The dates for pressure washing of the sidewalks before the Thanksgiving holiday were satisfactory to the Board. Ms. Jackson will approach the contractor.
- Staff is going to review the site to ensure the outfall structures are cleaned. Staff will have to wait for the dry season to accomplish this. Mr. Romanoff asked Ms. Jackson to check these structures on a regular basis. The Engineer should inspect on an annual basis.

- Ms. Jackson presented three proposals:
 - Screenco Inc.
 - D&D Seamless Gutters
 - Bishop's Aluminum Service, Inc.
- D&D wants to install four downspouts, which is the reason it is \$770.
- The bids are not for the same services and need to be redone with consistency.
- The Board suggested that Ms. Jackson clarify the three bids.

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, the repair of the outfall structures was approved in an amount not to exceed \$500; the Operations Manager will approach the three bidders and clarify the exact repairs; and the Chairman was authorized to execute the final bid from either Screenco Inc., D&D Seamless Gutters or Bishop's Aluminum Service, Inc.

- Ms. Jackson discussed repair of the code reader.
 - Ms. Jackson presented an estimate from C-Squared Certified General Contractor, Inc. in the amount of \$32,400 for speed bumps.
 - The Board is not in favor of this estimate.
 - Perhaps the current speed bumps can be raised higher.
 - Once the Interlocal Agreement is passed, the sheriff's department may provide a series of radar trailers at no cost as well as traffic enforcement.
- Mr. Romanoff would like the Project list to be numbered.
- Ms. Jackson presented a proposal from Total Landscape Care, Inc. for treatment of Palm Trees.
 - A Sylvester Palm was diseased, and this proposal for treatment will help prevent the spread of the disease to other Palms.
 - This is for four quarterly treatments.

On MOTION by Ms. Cashi seconded by Ms. Kahle with all in favor, the proposal from Total Landscape Care, Inc. in the amount of \$1,625 to treat the Palm Trees in order to stop spreading the disease which is killing them was approved.

- The stump also needs to be removed, which will cost approximately \$1,000.
- The tree has to be replaced.
- A Sylvester Palm costs approximately \$1,500.
- Ms. Jackson is able to get prices for other less expensive trees which may look nice at the entrance.
- Maintenance should be considered.

On MOTION by Ms. Cashi seconded by Mr. Romanoff with all in favor, the Operations Manager was authorized to purchase and have planted a Sylvester Palm Tree, as a replacement for the one which was removed.

B. Ratification of Manatee County Interlocal Agreement Agenda Documents

- This is an ongoing process for the past three years.
- The District needs an Interlocal Agreement with the County in order to obtain traffic enforcement through the Sheriff's Department.
- Traffic enforcement will be an extra cost to the budget.
- The target date for the CDD to be on the County Commission Agenda is October 20, 2015, under their Consent Agenda.
- There has been assurance from their staff all necessary documents were received.
- Mr. Romanoff commented he does not believe there will be a problem with approving this agreement as long as it is not pulled from their agenda.
- Mr. Romanoff recommends residents of the community try to attend this meeting if it is pulled from the agenda, which will be known a few days prior, to try to force this issue.
- Mr. Romanoff stated for the record, *it is my belief that once we have this agreement in place, the Manatee County Sheriff's Office owes the CDD a certain amount of enforcement action without special fees. I know that we can and will request specific times and details, and this hiring of officers to patrol and that is at our option, but even right now if the Sheriff were to have a Deputy in the community and if they were to observe someone running a Stop sign, they will not issue a citation for that. Once this Interlocal Agreement is in place, they will be able to and will issue a citation for violations they witness in their presence.*

- Residents may e-mail the Commission in this regard.
- Mr. Cohen is confident this item will pass and will not be pulled from the agenda.
- C. Discussion of Policy for Use of Video Cameras**
 - This was discussed at a workshop and the Board determined to bring to consensus action that a policy would be instituted, basically one which would allow video camera recordings to be available to Board members, Severn Trent and at the request of any law enforcement agency, but not for use in any other purpose.
 - Mr. Romanoff will prepare a draft policy regarding viewing the Envera videos.
- D. Ratification of Revised Fiscal Year 2016 Meeting Schedule**
 - Both workshops and regular meetings will commence at 3:30 p.m. to avoid any confusion, with the exception of the meetings to be scheduled at 6:30 p.m.
 - There will be no meeting in the months of November, March and July.
 - There will be no workshop in August.
 - The schedule may have to be re-done commencing with the January meeting because the bank operates their schedule on a calendar year, and no arrangements for meetings for 2016 may be made at this time.

There being no further discussion,

On MOTION by Ms. Lange seconded by Mr. Ingrassia with all in favor, the revised Fiscal Year 2016 Meeting Schedule was approved.

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

i. Opinion Regarding Contract Bid Requirements

Mr. Cohen presented his Letter of Opinion regarding the Envera Contract; a copy of which is attached hereto and made part of the public record.

- Under Public Information, the Board must provide any available information that has been requested within a reasonable timeframe, if it exists.
- The CDD is entitled to charge for an excessive amount of information.
- A document does not have to be created if it does not exist.

- Invoices for any District services are entitled to be given to anyone requesting them.
- Mr. Nanni addressed the policy to fulfill information requests.
- Mr. Mina Ajrab suggested posting contracts on the website.
- A resident suggested another resident who may be a computer expert post items on the website, but Mr. Cohen advised Severn Trent should facilitate this information.

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

- Ms. Lange requested that TLC check the pumps every Monday, since there have been many lightning strikes and power surges over the weekend.
 - They may do this on the day they do irrigation repairs, in which Monday would be the preferable day.
 - Ms. Jackson will speak to Mr. Lutley.
- Mr. Ingrassia commented the cost of the roads should be allocated to the R&M-Roads line item.
- Mr. Ingrassia discussed the white papers which will be prepared on the following subjects, based on discussion at the workshop:
 - Water Rights
 - Bond Structure
 - CDD/HOA Property Discussion
 - Budget Process
 - Envera/Gates
 - Interfacing with Various Levels of Management
 - There is no specific timeframe for these items.

EIGHTH ORDER OF BUSINESS

Public Comment Period

- Mr. Frank Lange commented from researching FPL bills, that one meter was being charged without usage at the corner of University and Honore.
 - Ms. Jackson will ensure this gets cancelled immediately.

- Ms. Stephanie Curtis commented the HOA will meet at 6:00 p.m. on October 21, 2015, at which the Board will discuss the budget and expansion of the community center.
- Mr. Mina Ajrab commented on public access protocol. Another CDD raised questions regarding restriction of access to their gate. They asked two attorneys to come up with a public opinion as to whether or not it was in compliance with Florida Statutes and County Ordinance. Can this CDD prepare a similar document as to what is to be expected upon entry at the gate? Is there any case where someone is refused entrance? Mr. Cohen confirmed people cannot be denied access. The resident would like there to be a white paper on public access protocol.
- Mr. Mina Ajrab commented the roads in certain areas remain wet when others are dry with dozens of cracks in the pavement. Can the Board direct the engineer to report on the roads?
- Mr. Mina Ajrab commented on security and the necessity for questions at the gate.
- Mr. Gustafson wants to know if the Board would consider implementing a new policy that any contract which exceeds a certain amount per year, require the bid solicitation process. He is willing to present a draft policy.
 - Mr. Cohen commented there are operating rules for the District, which follow the Statutes. The District has the ability to rule that a contract over a certain amount has to go through the bid solicitation process.
- Residents commented on the “illusion of security” at the gates.

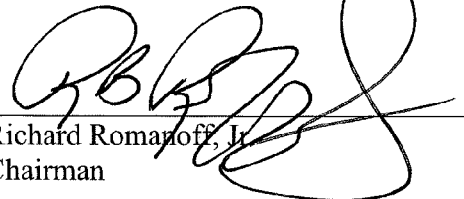
NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, the meeting was adjourned at approximately 5:38 p.m.


Robert Nanni
Secretary


Richard Romanoff, Jr.
Chairman