

**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, October 28, 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
Victoria Kahle	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Andrew Cohen	District Counsel
Lynn Jackson	Operations Manager
Nick Mastro	University Place Neighborhood Association
Numerous Residents	

The following is a summary of the discussions and actions taken at the October 28, 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. Eric Gustafson commented on Resolution 2016-01. He asked that that two additional items be included:
 - Adding the ability for the HOA management to view the surveillance.
 - Adding a document log which should be kept by authorized individuals or agencies logging the respective time period reviewed or released, with the log to be subject to Florida's public records law.

- Mr. Romanoff announced the agenda will run quickly, as there will not be a quorum in one hour.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the September 30, 2015 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of September 30, 2015**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes the items as listed 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 September 30, 2015 Meeting and the Financial Statements, Check Run Summary and Invoices as of September 30, 2015 was approved.

FOURTH ORDER OF BUSINESS

District Manager's Report

- A. Discussion of Follow-up Items**

There being nothing to report, the next item followed.

- B. Update on Manatee County Interlocal Agreements**

- The Agreement has been approved, but staff still has to process paperwork and do final sign-offs.
- Mr. Cohen commented the Sheriff's Department has to sign off on an Off-Duty Patrol Agreement.
- There will be no further changes to what was already agreed upon.

- C. Discussion of Public Hearing with Board of County Commissioners**

- Riva Trace applied for a vacation of the right-of-way at the Meeting Street gate. Mr. Nanni sent a letter on behalf of the Board and community basically supporting this vacation. The CDD is not considered an applicant. The HOA is in support of this.

- D. Motion to Assign Fund Balance**

- The document indicates the current numbers in the reserve accounts.
- Mr. Ingrassia is in agreement.

Ms. Kahle MOVED to approve assignment of the fund balance as of September 30, 2015; and Mr. Ingrassia seconded the motion.

- Information regarding the funds are published in the budget and on the website.
- Mr. Ingrassia read the details of the motion into the record.
- Reserves are healthy.

There being no further discussion,

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

E. Consideration of Resolution 2016-01 Implementing a Surveillance Camera Video Policy

- The policy was discussed previously. The Resolution adopts the policy.
- The following comments were requested:
 - Inclusion of a document log;
 - Add UPNA staff along with the management and/or Board of Supervisors on a case by case basis.
- Mr. Cohen commented the CDD is not required to create a document log, but if one were created, it would become a public record.

There being no further discussion,

On MOTION by Ms. Kahle seconded by Mr. Ingrassia with all in favor, Resolution 2016-01 Implementing a Surveillance Camera Video Policy; Providing a Severability Clause; and Providing an Effective Date was adopted as discussed to include extending courtesies to the UPNA, in which they may delegate a person to review it on their behalf; and requested surveillance footage to be documented, without modifying said document.

F. Consideration of Resolution 2016-02 Amending the Fiscal Year 2015 General Fund

- This is a requirement due to road expenses.
- It should be indicated the Board opted to do all of the roads in one year as opposed to budgeting the work over a four-year cycle.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, Resolution 2016-02 Amending the General Fund Budget for Fiscal Year 2015 was adopted as discussed.

FIFTH ORDER OF BUSINESS

Old Business

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

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no report, the next item followed.

B. Engineer

- Ms. Jackson reported on the culverts. SWFWMD requires 12 inches below the skimmer, but the engineer requested 18 inches. There will be 10 inches of clearance for future build-up.

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, repairs to the storm water drains by Site Masters in an amount not to exceed \$15,000 was approved.

- On Charleston and Drayton Circle, the drain is going to be removed and re-done with a steel drain and outlet. The current one is collapsing. The CDD may just have to pay for materials.
- The re-sealing of the pavers will commence on Monday; at which time the warranty will be reinstated.
- There are no trees to be cut.
- The Sylvester Palm will be planted next week.
- Holiday decorations will be done right before Thanksgiving.
- Ms. Jackson has not heard back from USA Fence.
- Ms. Jackson is waiting to hear from two other bidders regarding the gutters.
- Alternate speed bumps are still outstanding.
- The gates will be open on Halloween from 5:00 p.m. to 8:00 p.m. A motion was made to do this last year.
- Ms. Curtis asked to have the bulletin board at the Cooper Creek Gate moved inside the median because it is being destroyed by the sun.

- Ms. Jackson was asked to look at the pole in the area of the Cooper Creek Gate with nothing on it and make a recommendation or take some type of action.
- Mr. Romanoff discussed the fence and gutter issue. How long is the CDD obligated to get multiple bids when no one is responding? Mr. Cohen responded the District should just use their best judgment in these types of situations. Mr. Ingrassia requested getting another fence company.

SEVENTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Ms. Kahle commented two residents were approached by a female stranger who tried to hug them. The woman entered the neighborhood, but could not be found. Mr. Romanoff suggested it may be someone in the neighborhood who suffers from dementia. The children were advised to snap a photograph of the person if they are approached again.
- The CDD does not recognize the *Next Door Website* as a means of communication. The CDD is working on its own website.
- The Board is also working on the white papers and most are in draft and will be posted on the website when they are complete.

EIGHTH ORDER OF BUSINESS

Public Comment Period

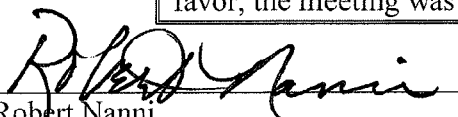
- Mr. Mastro was told the final executed Interlocal agreement should be out very shortly. Mr. Romanoff believes it should not be more than 30 days.
- A resident discussed parking issues.
- The workshop on November 18, 2015 is at 3:30 p.m.
- A resident discussed the video camera policy with regards to insurance. Ms. Curtis is not covered by insurance as she is not authorized to review the content.

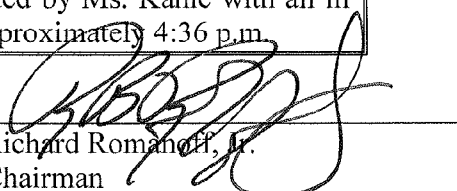
NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the meeting was adjourned at approximately 4:36 p.m.
--


 Robert Nanni
 Secretary


 Richard Romanoff, Jr.
 Chairman