

**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 Tuesday, December 9, 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
Victoria Kahle	Assistant Secretary
Tamara Cash	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Lynn Jackson	Operations Manager
Numerous Residents	

The following is a summary of the discussions and actions taken at the December 9, 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 public, the next order of business followed.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. **Minutes of the October 28, 2015 Meeting**
- B. **Financial Statements, Check Run Summary and Invoices as of October 31, 2015**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes a copy of the Minutes of the October 28, 2015 Meeting and the Financial Statements,

Check Run Summary and Invoices as of October 31, 2015; and requested any additions, corrections or deletions.

Mr. Ingrassia MOVED to approve the Consent Agenda which includes the Minutes of the October 28, 2015 Meeting and the Financial Statements, Check Run Summary and Invoices as of October 31, 2015; and Ms. Lange seconded the motion.

- There is a small payment in the amount of \$9.20, which was a shared FedEx package cost with Bobcat Trail CDD for mailing of documents for both Districts.

There being no further discussion,

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

FOURTH ORDER OF BUSINESS District Manager's Report

- The gate incident was discussed. The Board viewed the video as to how the situation was handled by Envera. An Incident Report is attached for the record. The driver drove through the gate arm. The person has been identified. Ms. Jackson will have the owner of the vehicle pay for the repairs. The gate arm cost will be included. No other penalties will be incurred. The approximate cost is \$350. Since the vehicle is privately-owned, staff will approach the vehicle's owner and possibly the company named on the vehicle if the person refuses to pay. Law enforcement prefers situations like this be handled civilly. The Board discussed what could have been done to prevent this incident.

- The resident should have registered this person as a guest.
- A security code should never be given to a vendor, as this resident suggested.

A. Notification of Estoppel Letter Cost

- Mr. Nanni reported Severn Trent is going to charge \$75 for estoppel letters. This is not a charge to the Board. It is between Severn Trent and a business, such as a mortgage company. A motion that the Board was told about this is required. Anything which Severn Trent manages will be charged this fee. Severn Trent

performs all searches with regards to assessments. The estoppel letter verifies the following:

- The fees.
- The assessment.
- Delinquencies which the Assessment Department is aware of.

There being no further discussion,

On MOTION by Ms. Lange seconded by Ms. Kahle with all in favor, the Board was notified of the fact Severn Trent Services will charge a fee of \$75 for estoppel letters, as discussed.

B. Discussion of Proposals for Speed Bumps

Ms. Jackson distributed proposals for discussion; copies of which are attached hereto and made part of the public record.

- Speed bumps are less expensive than speed humps.
- Cars must stop before approaching a speed bump.
- Cars should slow down to 15 to 20 miles per hour when approaching a speed hump.
- Mr. Romanoff prefers poured asphalt, as opposed to speed humps or bumps. Signage is still required and they have to be painted. They should be a standard size of approximately three inches high. Ms. Jackson will contact Superior Asphalt to order and determine the exact size.
- Mr. Nanni, Ms. Jackson and Mr. Romanoff met with Sergeant Kenyon, the District 1 Traffic Sergeant for the Manatee County Sheriff's Office. Mr. Nanni discussed the meeting.
 - The Interlocal Agreement for Traffic Enforcement has been approved.
 - Speed trailers may be rented or purchased. They cost approximately \$2,700.
 - Distance and time tubes may be installed on the street, which Mr. Nanni explained.
 - They will meet with the Captain to determine what the District may be provided free of charge.
 - These items may be provided in lieu of speed bumps or humps.

- These items are useful to determine the time at which there is the most traffic.
- Mr. Ingrassia suggested staff obtain prices for the tubes; and find out the cost to rent the speed trailer.
- The Board recommended posting of additional Stop Signs. A Traffic Study may be necessary. Ms. Jackson will investigate the process.

C. Discussion of Follow-up Items

- Ms. Jackson discussed the Meeting Street gate. The gate belongs to Riva Trace, but the road belongs to the CDD. There is a daily penalty for putting anything on that gate. Mr. Romanoff and Mr. Nanni will meet with the county Fire Marshall within the next week. Code Enforcement is waiting for permits.
- The price to refurbish the code reader is \$6,459 from Action Security. The defective bar code reader should be returned to the District and staff will seek more pricing.
- A tour of Envera revealed new equipment. An Envera representative will attend the next Board meeting.
- Mr. Ingrassia asked Ms. Jackson to get pricing from the Courtyard Marriott for future meetings. The District is required to meet in Manatee County.
- The white papers were uploaded to the website. The Board would like to possibly come up with a better design for the website. For the record the website is titled, Universityplacecdd.org. It is also noted on the agenda.
- The pressure washing of sidewalks and gutters were done. There were some issues with the vendor. The price was budgeted at \$28,000.
- The holiday decorations look good.
- The debris will be cleared from the stormwater drains and canals the week of December 21st. The expected completion date is no later than January 10, 2016.
- There are issues with the two vendors regarding removal of the Sylvester Palm at the Cooper Creek entrance. However, it will be done soon.
- The sign at the Cooper Creek entrance got bent again. The new sign will be double aluminum and will be made smaller. It was suggested to change the post from wood to aluminum.

- The fence repair at the end of Planters Knoll was discussed. The fence will be painted, which requires sanding and pressure washing prior to painting it.
- Mr. Ernst Ruppert discussed e-mails to Mr. Knowlton regarding the high water table and the preserve; copies of which are attached hereto and made part of the public record. The preserve has expanded to his yard. The lawn is sinking as a result of the recent heavy rains. SWFWMD will look into the situation; after which they will submit a recommendation. Mr. Ruppert will e-mail the name of the representative from SWFWMD to Ms. Jackson. The swale has filled in and the yard has eroded. Most of the accumulating water is coming from the lots out to the swale, but the swale cannot divert the water. The HOA may need to get involved with this issue.

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. Discussion of Civil Action

- The Board is aware of this action.
- B. Engineer**
- The two e-mails regarding Mr. Ruppert's issue are attached as part of the minutes.

SEVENTH ORDER OF BUSINESS

Supervisor Requests & Comments

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

EIGHTH ORDER OF BUSINESS

Public Comment Period

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

UNIVERSITY PLACE
COMMUNITY DEVELOPMENT DISTRICT

SIGN-IN SHEET

MEETING DATE: Wednesday, January 27, 2016

Please print your name(s) and address:

PRINT NAME:

ADDRESS:

TERENCE LS & CHRISTA WILLIAMS

7428 Sea Island Lane

HAL & GRECKY SUPERIOR

7351 WILKETING ST

FRANK LANGE

7605 Alston Ct

Shirley Romanoff

8203 Plaster's Knoll Ter.

Mina Ajrab

7718 EDMONSTON CIR.

Armed & Sandy P. R. H.

Michaelene & Armand Houze

7719 Charleston St

1/27/16

Item 3B: Besterman line item described inaccurately / inappropriately as "reseal due to vandalism"

I am a concerned University Place Owner with regards to growing costs of the paver project. There was a written claim by the paver vendor provided to the CDD that a 48-hour dry time retained a manufacturer warranty of the sealer which the vendor was passing along as part of his contract to the CDD. The vendor claims that since the road was reopened by an 'unauthorized person' before the 48-hour dry time, they could no longer honor that warranty. The Board made a decision to incur the costs described as a 'reseal' with a public meeting justification to ensure that a vendor warranty would be put back in place. In addition, they validated the Chairman's initial action to engage the Sheriff for investigation of possible criminal misdoing.

There was no damage to the first coat of sealer that required a 'reseal'. The definition of vandalism is a deliberate act of destruction or physical damage to property. Richard's Paint the sealer's warranty holder has indicated visual tire-track lift is needed to confirm sealer damage actually occurred. In that event only those specific tire-track areas without sealer would then be resealed. In public meetings, no evidence of this was provided to the CDD Board by its staff or the vendor prior to the decision to proceed with an optional second coat of sealer over the entire entrance. Two coats of sealer on the entrance pavers have now been applied. This has extended the protective life of the paver sealer beyond that of only one coat. I ask that the CDD Board correct the official record of the wording and justification for this improvement project and describe it accurately and appropriately as an:

- "Optional second coat of sealer"

The Board and District staff has a fiduciary duty to residents to judicially and prudently investigate repair claims made by every vendor, actual costs incurred and warranty revocations. The facts are that the manufacturer warranty was not included in our contract and would have been voided even if traffic had not commenced Sunday evening. Nobody in a position of responsibility took any action to close the road to mitigate or prevent the risk of damage after they learned it had been opened. To unnecessarily report in official documents that the neighborhood is prone to acts of vandalism is a disservice to everyone concerned about property values.

Background research: After personally reaching out to the sealer's manufacturer Richard's Paint (holder of Belgard product warranty), the confirmed requirement for dry-times for manufacturer assurance is a minimum of 72 hours not the contracted 48-hours. I personally witnessed that the first application of sealant was not finished until approximately noon on Saturday 8/22/15. The CDD Board has stated during public meetings the entrance was going to be open Monday morning, first day of school, by 7 AM thus 43 hours of dry time would have occurred. The vendor would not have met its wrongly assumed 48-hour dry time in with the CDD and is not even close to actual 72 hour manufacturer minimum. The CDD Board or management staff could have directed employee Frank Lange to re-establish the closing off of the entrance when they were notified by the paver vendor of the re-opening on Sunday night. The CDD and the paver vendor did not attempt to protect the community from the potential risk of damage up to the assumed dry time of Monday morning at 7 AM.

Sincerely,



Mina Ajrab
University Place Owner
7718 Edmonston Circle

1/27/16



CONTRACT CHANGE ORDER

"Client":	University Place Community Development District	Agreement Date:	January 18, 2016
"Community":	University Place	Contract #:	323
"Premises":	Back Entrance at 7900 Charleston Street, Lakewood Ranch, FL 34211		

Equipment to be Taken Out or Deleted from prior order

	None		

Equipment to Be Added

2	12' Magnetic Toll Barrier Arm	2	Boom Contact
2	Ethernet Module	1	Misc Parts & Fittings
100	Wire		Labor

Customer Request (describe in detail work to be performed): Install (2) High Speed Barrier Arms at Resident Entrance Entry Lanes.

Increase / (Decrease) in Monitoring & Database Services Rates:	\$ 0.00
Increase / (Decrease) in Service & Maintenance Plan Rates: Effective beginning with invoice for services performed in the month of March, 2016	\$ 195.00
Increase / (Decrease) in Installation Fee: 50% due upon signing & 50% due upon completion of installation	\$ 9,496.00

Client hereby authorizes and directs Envera to make change(s) to the above project as set forth above and agrees to pay the additional amounts provided by this Change Order. The work contemplated by this Change Order shall be performed under the same terms and conditions as the Services set forth in the original Agreement between the parties.

HIDDEN EYES, LLC d/b/a Envera Systems:		CLIENT:	
Signature		Signature	
Print Name		Print Name	
Title / Position		Title / Position	
Date		Date	

1/27/16

"Client":	University Place Community Development District	Agreement Date:	January 18, 2016
"Community":	University Place	Contract #:	322
"Premises":	Main Entrance at 7706 7 Oaks Drive, Bradenton, FL 34201		

Equipment to be Taken Out or Deleted from prior order

	None		

Equipment to Be Added

2	12' Magnetic Toll Barrier Arm	2	Boom Contact
2	Ethernet Module	1	Misc Parts & Fittings
100	Wire		Labor

Customer Request (describe in detail work to be performed): Install (2) High Speed Barrier Arms at Main Entrance Entry Lanes.

Increase / (Decrease) in Monitoring & Database Services Rates:	\$	0.00
Increase / (Decrease) in Service & Maintenance Plan Rates: Effective beginning with invoice for services performed in the month of March, 2016	\$	195.00
Increase / (Decrease) in Installation Fee: 50% due upon signing & 50% due upon completion of installation	\$	9,496.00

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HIDDEN EYES, LLC d/b/a Envera Systems:		CLIENT:	
Signature		Signature	
Print Name		Print Name	
Title / Position		Title / Position	
Date		Date	

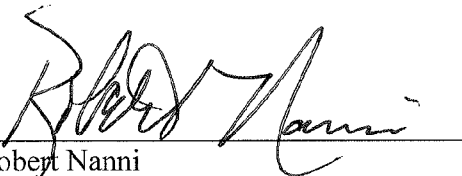
NINTH ORDER OF BUSINESS

Adjournment

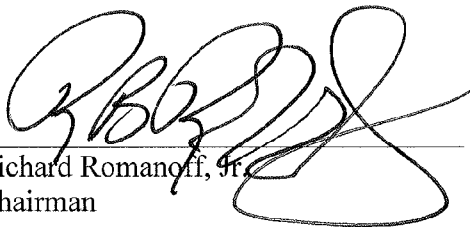
- The next meeting will commence at 6:30 p.m. The Board may revert to afternoon meetings if more people do not attend the evening meetings.

There being no further business,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, the meeting was adjourned at approximately 5:04 p.m.



Robert Nanni
Secretary



Richard Romanoff, Jr.
Chairman