

**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, April 27, 2016 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 Cashi          | Assistant Secretary |
| Victoria Kahle        | Assistant Secretary |

Also present were:

|                    |                                   |
|--------------------|-----------------------------------|
| Robert Nanni       | District Manager                  |
| Lynn Jackson       | Operations Manager                |
| Jack Knowlton      | District Engineer (Via Telephone) |
| Richard Lutley     | Total Landscape Care              |
| Numerous Residents |                                   |

*The following is a summary of the discussions and actions taken at the April 27, 2016 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.

**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 February 24, 2016 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of March 31, 2016**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda, which includes the Minutes of the February 24, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of March 31, 2016; and requested any additions, corrections or deletions.

- The District Attorney advised any changes or recommendations for Minutes already approved should contain a disclaimer, which Mr. Nanni read aloud to the Board.
- This is the result of someone wanting to change the content of the minutes.

Mr. Romanoff MOVED to amend the Minutes of the February 24, 2016 Meeting to reflect a statement read by a resident, with the resident's changes to be attached to the approved Minutes along with wording which has been suggested by District Counsel.

There being no second, the prior motion failed.

- Mr. Cohen's disclaimer will be included with the approved Minutes.

Mr. Romanoff MOVED to approve the Consent Agenda which includes the Minutes of the February 24, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of March 31, 2016; and Mr. Ingrassia seconded the motion.

- Mr. Ingrassia discussed the TLC bill from March in the amount of \$6,125. He noticed an inspection fee of \$15.20 per home, but Mr. Ingrassia recalls from negotiating the original contract that the fee was \$8 per home. Staff was asked to research the contract in this regard. Mr. Romanoff commented this has not changed and a clarification is needed.
- An invoice for the central irrigation system in the amount of \$5,000 for a Tucor controller, appears to be excessive. Staff should investigate more reasonable alternatives.

- Ms. Lange requested a change on the Minutes on Lines 156 and Line 178 for typos. There being no further discussion,

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

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**B. Engineer**

Mr. Knowlton was contacted via telephone to discuss a few items.

- The situation regarding the pond levels was addressed by Mr. Romanoff, of which Pond 14 has a potential problem with it being down, the littoral shelf absent and the appearance of significant algae blooms. Mr. Knowlton indicated irrigation is coming from the pond, and may be causing the problem. He recommended reducing the amount used for irrigation. Mr. Knowlton is not certain whether or not SWFWMD would approve an additional well for that pond. This is a difficult proposition with SWFWMD. Mr. Knowlton will approach SWFWMD and request this before any permitting is done.
  - Ms. Stephanie Curtis, Property Manager for the HOA commented there was no irrigation coming out of those lakes for three weeks. The water level did not rise, in fact, it was lower. Mr. Knowlton indicated the ponds are not clay-lined, so they are not affected by the surrounding ground water. However, the level should not have decreased. Ms. Curtis suggested a device to determine how much water is coming in. Mr. Knowlton suggested it is difficult to check the pump since it is submerged. Mr. Romanoff commented some tests indicated that the pump is putting out the appropriate amount. It has to be under 100,000 gallons in order to be within the permit. Mr. Knowlton suggested he could put a measuring device in the pond and monitor it. This is a large pond with a lot of evaporation and transpiration from the surrounding plants.
  - Mr. Ingrassia commented the lake across the street has decreased as well and wants to know if there is a legitimate problem.

- Mr. Knowlton will install the measuring devices and come by once per week to monitor and track it against what is supposed to be pumped in.
- Benderson Park ponds were addressed. Ms. Donna Mueller wants to know the condition of the aquifer. It appears to be in distress. Mr. Knowlton will have to get with SWFWMD to determine what is going on.
- Ms. Cheryl Anderson commented the lake is at its lowest point.
- Ms. Lange requested Mr. Knowlton to determine whether or not the water from Pond 14 is going somewhere else outside of the community, such as Cooper Creek or Riva Trace. Ms. Lange asked Mr. Knowlton to check on the fact that there appears to be an irrigation pipe running south on Honore going across Cooper Creek over to Carolina Landings. Mr. Knowlton will determine whether or not it is actually being used.
- The next issue is the increased noise coming from the interstate. The widening of I-75 is a contributing factor. At this point, residents would have to contact local politicians to have the DOT install noise walls. DOT is much more responsive to a politician than an engineer. Something should have been said at the design reviews. Residents did make their concerns known at that time. Their sound study indicated noise was not going to be a problem. It will be revisited by FDOT before planned new I-75 construction occurs (2018-2020). We may just have to be patient until that time.
- Speed bumps have been installed and more may be added. A speed bump of up to five inches may be added. The higher speed bumps may cause sports cars to bottom out. The District is considering that height for entry gates only, to slow down the entry process and deter tailgating. Mr. Knowlton may provide guidelines as to their placement.
- Mr. Romanoff asked for an update on stormwater drainage which was going to be installed along Planters Knoll and Spring Marsh. Mr. Knowlton has not heard from the HOA on this. SWFWMD approved it. The contractor provides asbuilts which Mr. Knowlton will check. Ms. Curtis commented this is scheduled for the end of May and she has asked the contractor, Sitemasters, to provide the asbuilts.

**FIFTH ORDER OF BUSINESS**

**Discussion of Irrigation Plan for Seven Oaks Pool**

- Mr. Romanoff commented an e-mail proposal came in to modify some irrigation piping in order to accommodate the fitness center expansion. There are concerns with protecting the equipment, including the controllers and wiring, which Mr. Lutley from TLC was asked to address.
  - TLC staff will temporarily move the controllers and wire paths for the three controllers during construction. Mr. Lutley indicated everything needs to be in a dry space. The space does not need to be air conditioned as long as there is good air flow. There is a field to the east at Indigo Ridge at which the wiring may be temporarily relocated.
  - The HOA needs a plan and drawings.
  - Mr. Lutley pointed out the area for the wiring to be moved.
  - Mr. Romanoff suggested a temporary shed which can have air conditioning.
  - Ms. Lange suggested a camera be temporarily installed at the construction site to prevent any possible vandalism.
  - Mr. Lutley suggested the wiring can be relocated to the inside of the property's resident garages.
  - TLC and the HOA will have to make final decisions.
  - Underground pipes and valves need to be relocated.
  - Mr. Lutley discussed information regarding installation of noise barriers at the berm.
  - There have been ongoing irrigation issues at the pumps.
  - The watering schedule has already been posted on the website.
  - The spray zones run for 20 minutes and the rotor zones run for 40 to 45 minutes.

**FOURTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Discussion of Follow-Up Items**

Mr. Nanni discussed the Project/Task List; a copy of which is attached hereto and made part of the public record.

- The staff responded to the County Commission that they wanted to remain with the remote gate controller because it is the most universal for emergency vehicles for

the Meeting Street gate. Mr. Nanni is awaiting final word from Mr. Robin Meyer of Manatee County Code Enforcement. The gate hinges are still broken and chained up. Riva Trace will not repair the gate.

- The reason for the speed board was to record information regarding the time of day and the speed at which vehicles are going. The Public Works Department at the County will not give the CDD a speed trailer because they believe the CDD maintains the road. The only other option is to find a company which will install one and the CDD will have to pay for it or ask the off-duty Deputy to do a report and get feedback. Their feedback was not detailed enough to reveal what is actually needed. A request is needed which states what the CDD wants in the report to solicit the need for a speed trailer.
  - No more patrols will be authorized until feedback is received and the CDD will continue to install speed bumps. The Board discussed possible locations to install the speed bumps. Truncated domes are needed where the sidewalks dip down if crosswalks are installed. Mr. Knowlton needs to determine how fast the gate arms go down at the gates where the speed bumps will be installed.
- The vegetation has not been cleared. Ms. Jackson is trying to get this taken care of. She will follow up with Sitemasters tomorrow.
- Mr. Nanni read an e-mail from FDOT to Dr. and Ms. Kayden into the record; a copy of which is attached hereto and made part of the public record.
- Budget dollars may be allocated to purchase trees for the berm, but this will be removed from the list. The Viburnum have been planted.
- Five hundred parking violation stickers will be ordered and should come in next week for future distribution.

**B. Discussion of Pond 14 Levels**

This item was discussed earlier in the meeting under the Engineer's Report.

**C. Acceptance of the Audit for Fiscal Year 2015**

- There are no negative findings or recommendations this year or last year.
- There were no noncompliance issues.
- The District did not meet any emergency conditions.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the Audit for the Fiscal Year ended September 30, 2015 was accepted.

**D. Discussion of General Election**

**i. Qualifying Information**

**ii. Consideration of Resolution 2016-03 Confirming the District's Use of the Manatee County Supervisor of Elections to Continue Conducting the District's Election of Supervisors in Conjunction with the General Election**

- Seats 2, 4 and 5 are up for election.

There being no comments or questions from the Board,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, Resolution 2016-03 Confirming the District's Use of the Manatee County Supervisor of Elections to Continue Conducting the District's Election of Supervisors in Conjunction with the General Election, was adopted.

**E. Discussion of Fiscal Year 2017 Budget**

- Mr. Nanni and Ms. Jackson will meet with Mr. Ingrassia on Monday, May 9, 2016 at 10:00 a.m. to discuss changes to the budget. Modifications will be presented to the Board at the next Workshop on Wednesday, May 18, 2016. The Board will approve a *high water mark* budget on Wednesday, May 25, 2016.
  - There will be no extra significant need for engineering services.
  - Mr. Ingrassia requested a report of all CDD contracts with their expiration dates. A few budget items were marked for more funds:
    - Policing of the neighborhood should be increased.
    - Electricity may need to be increased.
    - Landscape renewal should be increased.
    - Ponds may need to be dredged at some point, which is expensive.
    - Utility for irrigation may need to be increased slightly.
    - R&M-Irrigation and R&M-Pump Station needs to be increased.

**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 (Continued)**

**A. Attorney**

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

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests & Comments**

- The drainage meeting with the District Engineer and residents has been tabled for the time being due to lack of interest from the HOA.
- The *No Soliciting Sign* will be moved from the residents' side to the visitors' side.
- The speed bump planned for the Cooper Creek entrance will be extended all the way across the entrance on both sides of the residents' and visitors' lanes.
- Some plants which appeared to be dead are coming back since the weather is getting better and Ms. Jackson will monitor this.
- There was a miscommunication in which Envera did not know they were authorized to install a license plate reader camera. Ms. Jackson will follow up.

**NINTH ORDER OF BUSINESS**

**Public Comment Period**

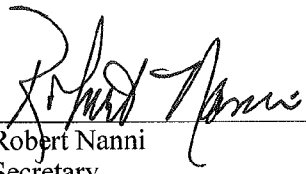
Mr. Lange will be retiring at the end of August 2016. Staff will need to find someone who will be able to work for the CDD on property approximately 10 hours per week.

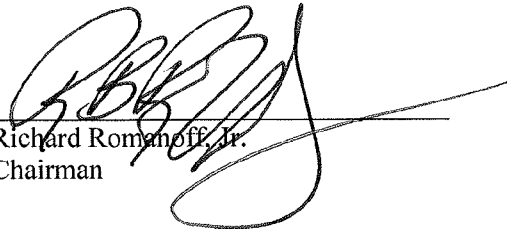
**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Romanoff seconded by Ms. Cashi with all in favor, the meeting was adjourned at approximately 6:10 p.m.

  
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 Robert Nanni  
 Secretary

  
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 Richard Romanoff, Jr.  
 Chairman