

**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, May 25, 2016 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 Cashi	Assistant Secretary
Victoria Kahle	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Numerous Residents	

The following is a summary of the discussions and actions taken at the May 25, 2016 University Place Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Nanni 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 April 27, 2016 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of April 30, 2016**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda, which includes the Minutes of the April 27, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of April 30, 2016; and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the Consent Agenda, which includes the Minutes of the April 27, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of April 30, 2016, were approved.

FOURTH ORDER OF BUSINESS

District Manager’s Report

A. Discussion of Follow-Up Items

- Mr. Nanni spoke with Mr. Robin Meyer, the head of the Development and Code Enforcement Department regarding gate options on Meeting Street. Mr. Meyers’ office sent a letter to the Riva Trace developer requesting a timeline for their remote gate controller installation. Mr. Meyer indicated there are ongoing discussions. There is no timeline for completion at this time. The hinges will not be repaired by Riva Trace until such time as the remote gate controller is installed. The lock was removed. The CDD may be able to file a formal complaint with the County Commission. Mr. Nanni will investigate and speak to Mr. Meyer. Commercial vehicles have been coming through.
- With regards to the Sheriff’s Office patrol and determining what types of reports can be received from them, Mr. Nanni will speak to the deputies to make them aware of any random information. Patrols will continue in the meantime.
- Sitemasters cleared drainage debris from the culvert pipes on Alston Court. The District Engineer will be checking and approving all work done by Sitemasters.
- The sound barrier work will not be considered until after the I-75 interchange construction work has been done.
- Mr. Nanni will check prices on trees or other vegetation which may serve as a sound barrier. This will not provide a good sound barrier and will likely be expensive. A

resident suggested the CDD install a wall, which will also be very expensive. Also, a wall will just push the noise over to another area within the community. The roadwork should be completed in 2017, at which time the CDD will proceed with requests for sound mitigation with the State (FDOT).

- Sitemasters removed all roots from the drain on Heyward Circle.
- Violation stickers were received. Mr. Ingrassia commented that placards should have been ordered, without the sticky backing. For the record, Mr. Romanoff has spoken to a few residents and is totally dismayed at an attitude from people who believe they do not have to follow rules. They park in front of the mailboxes or park in the wrong direction, in total disregard of the parking rules.
- The Charleston Street and Drayton Circle drains are being worked on, and should be completed in one week.
- There will be a landscape walk-through on the first Wednesday of each month. The individuals involved are Ms. Cashi, Ms. Rahman from the HOA and Ms. Jackson with Mr. Rich Lutley and Mr. Nevadomski from TLC. The HOA has prepared a bid specification package soliciting bids from four vendors, and the District shall announce an advertised bid opportunity.
- There was discussion regarding two crosswalks and some speed bumps. For the record, staff was directed to put crosswalks by the Charleston pool and to the gate near the bus stop on Honore Avenue. Speed bumps will be installed in the same area near the Charleston pool in front of the median, one on Sea Island Lane (between Meeting and Green Streets). Speed bumps will also be installed at both the Cooper Creek and Honore entrances, after the barrier arm to prevent tailgating. The Engineer will have to determine exact placement of the speed bumps.

Mr. Romanoff MOVED to approve installation of speed bumps and crosswalks, as described, at a height of four-inches.

- Mr. Ingrassia commented it should be four inches for the gates and three inches for the rest of the neighborhood, as three inches is sufficient throughout the community.

Mr. Ingrassia SECONDED the prior motion as amended to install four-inch speed bumps at the gates and three-inch speed bumps within the community.

- There was a discussion as to where all of the crosswalks should be located. The locations were pointed out on a map.
- Mr. Nanni reviewed the motion.

There being no further discussion,

On VOICE vote with all in favor, installation of four-inch speed bumps at the entrances and three-inch speed bumps at the other locations, installation of crosswalks at the different locations, as discussed, and signs to warn motorists of these crosswalks was approved, subject to review and approval by the District Engineer, Chairman and Envera staff, with cost to be within reasonable parameters.

- License plate readers were installed by Envera free of charge. Mr. Romanoff suggested Envera prepare an announcement for the community in this regard. If they do not do this, the CDD shall prepare the announcement. Residents must maintain their list of approved guests for Envera.
- The spare Tucor controller was discussed. Board approval is required to have a rebuilt spare controller as a spare. New controllers have not been available for the past two years. A newly-upgraded controller will cost approximately \$12,000. Tucor provides factory re-built controllers which are compatible to the one the CDD currently has for \$5,000. The Board decided to approve an expenditure of \$3,000 to proactively rebuild an old defective controller, with the same warranty.

Ms. Cashi MOVED to approve having Tucor provide a re-built controller to serve as a spare in the amount of \$3,000, and Ms. Lange seconded the motion.

- The costs are coming out of Reserves. The price includes shipping.

There being no further discussion,

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

B. Distribution of the Proposed Fiscal Year 2017 Budget and Consideration of Resolution 2016-04 Approving the Budget and Setting the Public Hearing

- This is the high water mark budget, which cannot be increased, only decreased. The budget is higher than last year. Mr. Ingrassia described the following recommendations:
 - Some items charged to R&M should be charged to Rescrvcs, such as pumping station items, irrigation controllers and gatehouse modifications including gutters and new loops in the streets.
 - Consulting fees will be increasing for the first time since Severn Trent has been managing the CDD and will cover field operations, among other items.
 - There is a small increase in insurance allocated.
 - Public Safety has a new category called, *Roving Patrols*.
 - There is a 5% increase on the general landscaping contract since the CDD is now going out for bid for landscaping services. Three or four vendors will present bids, and R&M-Landscaping will be increased by \$3,000 in anticipation of possible higher prices.
 - Irrigation services and costs may well increase.
 - Repair & Maintenance for the irrigation system will increase for pump stations, based on history, wear and tear.
 - There is a small increase in R&M for roads and alleyways for maintenance.
 - There is a slight increase in the maintenance of common areas.
 - The budget last year was \$640,612; and this year it is projected to be \$685,640, which will represent a 7% increase in assessments.
- Mr. Nanni presented Resolution 2016-04 for adoption and read the Resolution into the record.

There being no comments or questions from the Board,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, Resolution 2016-04 Approving the Budget for Fiscal Year 2017 and Setting a Public Hearing Thereon Pursuant to Florida Law to be held Wednesday, August 24, 2016 at 6:30 p.m. in the Community Room of the Northern Trust Bank, located at 6320 Venture Drive; Lakewood Ranch, Florida 34202, was adopted.

FIFTH ORDER OF BUSINESS

Old Business

- Mr. Romanoff discussed the landscape bid process.
 - The Board is in favor of doing a formal advertisement for an RFQ for landscape services.
 - It is in the best interests of the District to work with the HOA and obtain the services of one contractor for landscaping and irrigation.
 - The HOA bids are expected on June 1, 2016.
 - The contract for the HOA expires on October 1, 2016.
 - The low bid is not necessarily the best bid.
 - Any bidder must have experience with Tucor equipment.
 - The process takes approximately 30 days for the bidders to respond. The due date for the bids is July 15, 2016.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no attorney present or any issues for discussion, the next item followed.

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. Cashi inquired about the work to be done for the homeowners at Planters Knoll. A contractor has been engaged to do the drainage work. This is an HOA project. All homes on the south side of Spring Marsh will be affected. Mr. Romanoff believes the work is inadequate.
- Mr. Ingrassia asked about the electric bill for the Coates Row pumping station #4. The bill this month was \$1,050, when generally it is approximately \$650. Mr.

Ingrassia wants to know if there is an issue with this pump. It appears the well pump is running continuously.

- Mr. Ingrassia commented that Microsoft Office 365 needs to be renewed. Mr. Nanni will ensure this is done.
- The Verizon bill had a \$7 late fee. Mr. Nanni will investigate.

EIGHTH ORDER OF BUSINESS

Public Comment Period

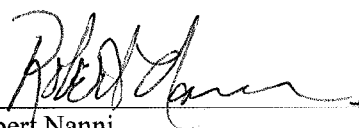
Hearing no comments from the public, the next order of business followed.

NINTH ORDER OF BUSINESS

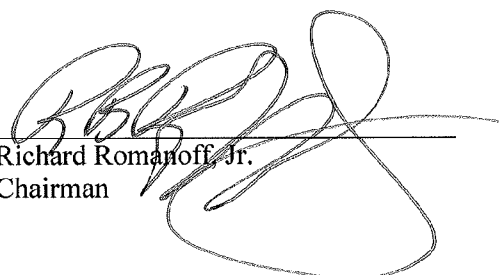
Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the meeting was adjourned at approximately 7:55 p.m.



Robert Nanni
Secretary



Richard Romanoff, Jr.
Chairman