

**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, August 24, 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
Andrew Cohen	District Counsel
Lynn Jackson	Operations Manager
Numerous Residents	

*The following is a summary of the discussions and actions taken at the August 24, 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. 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 June 22, 2016 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of July 31, 2016**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda, which includes the Minutes of the June 22, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of July 31, 2016, and requested any additions, corrections or deletions.

- Mr. Ingrassia raised concerns with the fact the District is not 100% collected and wants to know the reason. These financial statements do not reflect the most up to date information. Mr. Nanni will check on this.
- The Cash and Investment Report was discussed. US Bank is charging a large amount of money to provide these services without a good return on the investment. Mr. Nanni will investigate different options. Mr. Cohen advised the District may not be able to switch to another bank under the circumstances, but can possibly negotiate a better rate.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Mr. Romanoff with all in favor, the Consent Agenda which includes the Minutes of the June 22, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of July 31, 2016 was approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2017

- A. Fiscal Year 2017 Budget**
- A motion to open the Public Hearing is in order.

On MOTION by Ms. Kahle seconded by Ms. Cashi with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2017 Budget was opened.

Mr. Ingrassia made a presentation.

- There were remarks regarding a comparison of each Budget since 2010.
- The budget goal is to keep general operating costs as reasonable as possible while accounting for potential increases in costs of services.

- Community reserves have been built up.
- There have been slight increases in the following categories:
 - Administrative – Management Company, field services of approximately 5%. Mr. Ingrassia suggested looking at all service contracts to determine whether or not they are keeping up with current pricing.
 - Public Safety
 - Landscaping – new bids have been received, which will be reviewed at the September meeting.
 - Irrigation – there are going to be major repairs, which presents the largest increase in the budget.
 - Roads
 - Common Areas
 - Insurance Liability
 - Debt Service
- The District will be spending approximately \$45,000 more than last year.
- Mr. Ingrassia discussed the debt service.
- Assessments were discussed. There is a 4.8% increase over last year.
- Reserves were discussed. The District has spent half of the amount which the last Reserve Study indicated. Reserves are quite adequate for the near future and will be funded at a reduced level for hopefully the next 10 years. A new Reserve Study should be prepared jointly with the HOA for the long-term view.
- Residents commented on the budget.
- Money may be borrowed from other accounts, but will have to be replaced.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2017 Budget was closed.
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B. Consideration of Resolution 2016-05 Adopting the Fiscal Year 2017 Budget
There being no comments or questions,

On MOTION by Ms. Lange seconded by Ms. Kahle with all in favor, Resolution 2016-05 Relating to the Annual Appropriations of the District and Adopting the Budget for the Fiscal Year Beginning October 1, 2016; and Ending September 30, 2017; and Referencing the Maintenance and Benefit Special Assessments to be Levied by the District for Said Fiscal Year, was adopted.

C. Consideration of Resolution 2016-06 Levying Assessments for the Fiscal Year 2017 Budget

There being no comments or questions,

On MOTION by Ms. Cashi seconded by Ms. Kahle with all in favor, Resolution 2016-06 Levying and Imposing a Non-Ad Valorem Maintenance Special Assessment for the District for Fiscal Year 2017, was adopted.

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

Mr. Romanoff discussed the upcoming election of Supervisors.

- There are three Seats which will be voted on. Due to a lack of competition on the votes, Mr. Ingrassia and Ms. Kahle will be elected on November 22, 2016. Ms. Cashi will not run for her expiring Seat. The Seat will be filled by Mr. Armand Houze.
- Mr. Cohen reminded Mr. Houze that the Sunshine Law does apply to him at this time.

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Discussion of Follow-up Items

- There were issues updating the Project List due to office computer issues resulting from a Frontier FIOS outage in Tampa.
- The date of the Hearing with Medallion Homes regarding the Meeting Street Gate was changed to September. One of the County Attorneys likely made this decision, but Mr. Nanni will investigate and ensure the issue is on their agenda. Mr. Nanni should also have a broadcast sent out to make the entire community aware.
- Two speed bumps were installed, one on Charleston near the children's pool and the other one on Sea Island Lane. They are being covered with thermoplastic paint which takes two to three days to dry. The cost was approximately \$3,000 per speed

bump. Ms. Jackson will obtain the actual amount. These are CDD roads, so no County approval was needed.

➤ *Mr. Romanoff stated for the record, that contract was let on June 25th to have the speed bumps installed. It took that long for the contractor to work that into his scheduling as a fill-in job to get it done for us.*

- Mr. Lange will be retiring. An e-mail blast was sent out for a part-time handyman. Three people responded. Interviews will be done. The Board asked that this be advertised in the Business Observer and the Herald Tribune on Sunday. The Board requested closed applications three days after the ad has been placed. Mr. Ingrassia suggested a Board member be designated to work with Ms. Jackson in this regard.
- A street light is out on Seven Oaks and Charleston. Ms. Jackson is seeking concurrence to have the light repaired without Board approval. The cost is \$125. The Board concurred this can be done.
- Ms. Jackson recommended a CDD/HOA Meeting take place on September 28, 2016 to discuss the landscaping and irrigation bids. The Board expressed concurrence to have this meeting at the start of the regular CDD meeting at 3:30 p.m. Mr. Romanoff requested the Board send in any items for an agenda for the joint meeting over the next week.
- Ms. Cashi suggested a post card be mailed to each resident regarding contacts for different types of repairs and other items. Ms. Jackson and Ms. Cashi will investigate costs to do this mailing. This information is given to each new owner when they move in. This information should be posted on the website.

B. Fiscal Year 2017 Meeting Schedule

- Mr. Nanni suggested the only evening meeting be the Budget Meeting. There has not been enough attendance at these evening meetings.
- Mr. Houze can be administered the Oath of Office at any time after November 22, 2016, instead of waiting for the December 28th meeting to do so. Mr. Houze may attend the November 16th Workshop, but not as a Board member.

Mr. Romanoff MOVED to approve the Fiscal Year 2017 Meeting Schedule as amended, and Ms. Kahle seconded the motion.
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- Ms. Jackson reminded the Board she can only get the meetings approved through December with the Bank. They do business via the calendar year.

There being no further discussion,

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

- C. Acceptance of the Arbitrage Rebate Report**
- This report establishes the fact that the District did not earn any extra money on their bonds.

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Arbitrage Rebate Report for the Series 2008 Special Assessment Refunding and Improvement Bonds was accepted.

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

A. Attorney

There being no report, the next item followed.

B. Engineer

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

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Romanoff discussed flooding within the community due to the recent heavy rains. The District Engineer should look at the existing swales because many of them have become eroded and are no longer flowing as they should be. Ms. Jackson will speak to Mr. Knowlton in this regard.
- Ms. Cashi expressed concern regarding cleaning of the culverts. It was recently done, but the rains have made it necessary to be cleaned again. Mr. Romanoff requested this item be added to the project list.
- Mr. Romanoff asked that the HOA consider having the common area swales reviewed.