

**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, September 28, 2016 at 3:30 p.m. in the Community Room of the Northern Trust Bank, located at 6320 Venture Drive; Lakewood Ranch, Florida 34202.

Present and constituting a quorum were:

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|-----------------------|---------------------|
| Richard Romanoff, Jr. | Chairman |
| Frank Ingrassia | Vice Chairman |
| Jane Lange | Assistant Secretary |
| Tamara Cashi | Assistant Secretary |
| Victoria Kahle | Assistant Secretary |

Also present were:

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| Robert Nanni | District Manager |
| Lynn Jackson | Operations Manager |
| Stephanie Curtis | University Place Neighborhood Association |
| Gabe Fabbraio | University Place Neighborhood Association |
| John Kerwin | University Place Neighborhood Association |
| Sandra Rahman | University Place Neighborhood Association |
| Lauren Wilson | University Place Neighborhood Association |
| Numerous Residents | |

The following is a summary of the discussions and actions taken at the September 28, 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. Each CDD and HOA Board member, and staff members introduced themselves.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

- Mr. Eric Gustafson suggested putting the management and operations contracts out to bid.

- Mr. Gustafson requested a report on the status of the website and indicated the website, in his opinion, is out of compliance as of October 1, 2016.

THIRD ORDER OF BUSINESS

**Joint Meeting with the University Place
Neighborhood Association**

On MOTION by Ms. Cashi seconded by Mr. Ingrassia with all in favor, the Joint Meeting between the University Place Community Development District and the University Place Neighborhood Association was declared to be open.

B. Discussion of Landscape Maintenance Proposals

- Mr. John Kerwin commented his community is not happy with Yellowstone.
- Ms. Stephanie Curtis commented the HOA Board had a workshop to review proposals, which were narrowed down to TLC and Yellowstone. The others were non-responsive.
- TLC has stepped up on their pending work. It is the desire of the HOA Board to continue with TLC.
- Mr. Ingrassia commented Yellowstone was slightly lower in price, but would increase their prices in a year. There would be a learning curve for Yellowstone if they were to be selected. The CDD Board also is in favor of approving TLC.

Ms. Cashi MOVED to approve the proposal from Total Landscape Care (TLC) for landscape maintenance services for both the HOA and the CDD properties; and Ms. Wilson of the HOA seconded the motion.

- There is a sense of continuity in selecting TLC.
- Mr. Ingrassia commented that having a single landscaper for the entire community makes much more sense.
- There will be a monthly walk-through with both the HOA and the CDD.

There being no further discussion,

On VOICE vote with all CDD and HOA Board members in favor, the prior motion was approved.

The record shall reflect that the HOA Board does have a quorum with only Mr. Michael Wackerbauer being absent.

A. General Discussion Regarding Community Business

- Mr. Ingrassia discussed expansion of the fitness facility near the old pool. It may be appropriate for the CDD and HOA Boards to meet and approve a Reserve Study for this property. It has been eight years since the last Reserve Study. Both Boards were in concurrence to do this. The fitness facility should be done sometime in 2017.
- Ms. Cashi discussed communication with the community to determine what each individual handles on both the CDD and HOA Boards. Either a post card or magnet will be sent. However, most people do not use magnets on their refrigerators. This information will also be included in the welcome packets. Ms. Jackson and Ms. Curtis will review the information.

On MOTION by Mr. Romanoff seconded by Ms. Lange with all CDD and HOA Board members in favor, staff will prepare and send out to the community post cards which include information as to the duties of each CDD and HOA Board member, along with their contact information.

- A resident requested a bike rack at the Cooper Creek entrance similar to the one on the Honore side. They are also asking for a tree to provide shelter from the sun.
 - Ms. Sandra Rahman believes there should be one or two park benches underneath the shady tree for those pedestrians waiting for their children to get off the school bus.
 - There is a bike rack at the pool.
 - The corner at the pedestrian gate could have some foliage removed and replaced with the bike rack and benches.
 - Ms. Kahle and Ms. Jackson will investigate further and come back with a proposal.

- Parking issues were briefly addressed.
 - Ms. Kahle clarified with the CDD Board that Manatee County does not allow school buses to enter the community.
 - Signage is needed at the entrance prohibiting parking or standing while waiting for children to come out of school.
 - The Board concurred to direct Sheriff's Deputies to enforce traffic at the entrance on school days from 7:00 to 7:30 a.m. and 3:00 to 3:30 p.m.

There being no further business,

On MOTION by Ms. Lange seconded by Ms. Cashi with all in favor, the Joint Meeting between the University Place Community Development District and the University Place Neighborhood Association was adjourned.

The Board recessed at 4:18 p.m. for a short period.

The Board reconvened the regular meeting.

FOURTH ORDER OF BUSINESS Approval of the Consent Agenda

- A. Minutes of the August 24, 2016 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of August 31, 2016**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes the Minutes of the August 24, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of August 31, 2016, 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 August 24, 2016 Meeting and the Financial Statements, Check Run Summary and Invoices as of August 31, 2016 was approved.

FIFTH ORDER OF BUSINESS**District Manager's Report****A. Discussion of Follow-up Items**

- The Medallion Homes agenda item was not addressed due to the County Land Use Commission Meeting being cancelled as a result of the hurricane warning. It has been tentatively rescheduled for December 1, 2016. Mr. Nanni will continue to monitor this and will send an e-mail to Ms. Curtis if anything changes before that date. The CDD would appreciate support from residents to attend that meeting in hopes of getting the Meeting Street Gate abandoned by the Board of County Commissioners. Some residents do not want the gate removed.
- An e-mail blast and newspaper ad were placed for Mr. Frank Lange's job due to his retirement. Mr. Roger Kocijan was hired to replace him. He is a resident and this is a second job for him. If there are problems with the gate arms, it will have to wait until he has returned from his regular job. Mr. Kocijan will be trained for his new position.
- The speed bumps were installed. There have been questions arising from the fact there are only two lines rather than crisscrossing in between the cross walks. That is the new ruling by the DOT. The striping makes it more identifiable for vehicles. Ms. Jackson will obtain a price for the diagonal striping. The striping should be white as opposed to yellow.
- Ms. Jackson is having difficulty finding a good fence contractor to repair the fence. There are many posts which are bent. New posts are also needed. Mr. Romanoff would like a listing of locations and necessary repairs from the inspection and identify whether it is age- or vandalism-related.
- The swales are the responsibility of the HOA.
- Mr. Knowlton indicated all of the outfall structures have been taken care of. Mr. Knowlton has no indication on the maps that it is not potable water. It is not an irrigation pipe. A permit would be needed as well as Board approval to tie into the pipe to irrigate.
- Mr. Ingrassia indicated there is an area of raised sidewalk on Cooper Creek near Honore at the entrance. This needs to be repaired. It appears that tree roots are raising it.

B. Consideration of Resolution 2016-07 Designating Mr. Andrew Cohen as Registered Agent

- Any legal action or items to serve the District will go to Mr. Cohen. This is in compliance with Florida Statute 189.014.

Mr. Ingrassia MOVED to adopt Resolution 2016-07 Designating Andrew Cohen of Persson & Cohen, P.A. as the District's Registered Agent, and Further Designating the District's Registered Office for Service of Process as Persson & Cohen, P.A., 6853 Energy Court, Lakewood Ranch, Florida 34240, and Ms. Cashi seconded the motion.

- Mr. Cohen has accepted this Resolution.

There being no further discussion,

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

C. Consideration of Engagement Letter with Grau & Associates to Perform the Fiscal Year 2016 Audit

- This is part of the contract and done on an annual basis. There is no Master Agreement. An audit is required every year and the price has not changed in eight years.

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, the Engagement Letter with Grau & Associates to Perform the Audit for the Fiscal Year Ended September 30, 2016, was approved.

D. Report on Number of Registered Voters (613)

- This is submitted to the District on an annual basis for notification purposes.

E. Review of Contract List

- Mr. Nanni provided the list to the Board, which goes back to 2001.
- The Board will let Mr. Nanni know which contract they are interested in reviewing.
- A resident requested this report be made available on the website.

Mr. Nanni discussed the Fiscal Year 2017 Meeting Schedule.

- The original schedule has December 28, 2016 as the December meeting and December 21, 2016 as the workshop. It should be December 14th for the meeting and December 7th for the workshop. This will be re-advertised correctly.
 - Ms. Cashi should attend the November 16th workshop.
- Florida Statute 189 was discussed.

- Mr. Gustafson indicated some items were missing from the website to be in compliance as of October 1, 2016. Mr. Nanni was directed to ensure the District is in compliance.
- The Agenda Package must be ready to post 10 days prior to the meeting.

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 attorney present or any issues for discussion, the next item followed.

B. Engineer

Ms. Jackson discussed related items earlier in the meeting.

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Ms. Cashi discussed the postcard and will give Ms. Jackson the invoice.

NINTH ORDER OF BUSINESS

Public Comment Period


- A resident commented on an issue regarding the Honore Gate. It was recently repaired. There are telephone issues with Verizon. Ms. Jackson will contact Envera's technical department.

TENTH ORDER OF BUSINESS

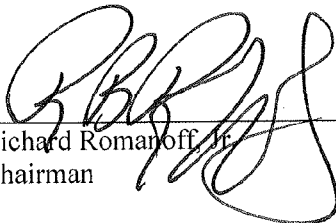
Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, the meeting was adjourned at approximately 4:58 p.m.



 Robert Nanni
 Secretary



 Richard Romanoff, Jr.
 Chairman