

**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 26, 2017 at 3:30 p.m. in the Community Room, Northern Trust Bank, located at 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
Armand Houze	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Andrew Cohen	District Counsel
Lynn Jackson	Operations Manager
Stephanie Curtis	University Place Neighborhood Association
John Kerwin	University Place Neighborhood Association
Catherine Murphy	University Place Neighborhood Association
Sandra Rahman	University Place Neighborhood Association
Terry Williams	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 April 26, 2017
University Place Community Development District's Board of Supervisors Meeting.*

FIRST ORDER OF BUSINESS

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

A. Introduction of University Place Neighborhood Association

Mr. Romanoff called the Joint Meeting to order. Supervisors from both Boards introduced themselves, and a quorum was established.

B. Discussion of Mutual Community Issues

Mr. Romanoff indicated the two issues for discussion are as follows:

- Parking issues.
- Water issues.

The Boards addressed water issues.

- The CDD and HOA have separate items for which they are responsible in this regard.
- Aquatic Systems is currently treating the water and trying to control the algae, which becomes difficult as the pond level decreases.
- The ponds will be re-supplied with Grass Carp.
- Pond 14 supplies the most water to the community.
- Mr. Ingrassia reminded everyone that the community is limited by SWFWMD as to how much water can be pumped out of the wells per day to replenish the ponds.
- The pump wells in Pond 14 has collapsed and the CDD is in the process of getting bids to replace that well. The water is not pumping out sufficiently from that well. Remediation on the existing well will be done as necessary by the permits. A decision whether to try to reopen the existing well or drill a new one will be made during the regular CDD meeting.
- Mr. Romanoff discussed his attendance at the Florida Water Resources Conference. The consensus between the state regulators and the water people is that the priority is to ensure a healthy and safe potable water supply.
 - The state's priority regarding aesthetics of maintaining ponds or irrigation of yards and plantings is at the lowest end of the spectrum.
 - There should be no problems being able to permit the replacement of the well because it was preexisting.
 - There are likely to be delays in applying for a new well due to the drought conditions.
 - Permits must be issued to cap off the old well and install the new one. It may take up to 90 days to install the new well. The most major delays will be with Manatee County and the permitting process.

- Ms. Lange suggested the HOA contact TLC, and ask them what they can do with the grass and plants in the meantime.
- There is no evidence that any other community is tapping water from the University Place ponds.
- The aquifer pump has been running constantly.
- The pump on Pond 14 has already been made deeper to 320 feet.
- Notice has been sent to residents not to do any new planting, thus limiting watering needs.
- Mr. Romanoff advised the fountain on Pond 14 be shut off. As a matter of fact, he is not opposed to turning off all the fountains now. The only problem is algae growth.
- A resident expressed that the District Engineer was supposed to investigate this problem. A water engineer should have been consulted. Mr. Ingrassia recalled that the main issue was whether another community was stealing water from Pond 14 – which our Engineer investigated and found no outlets.
- The resident suggested reclaimed water, which is not an option in this community because it is so close to a major body of water.
- A communication will be sent to the community indicating the issues regarding Pond 14.

The Boards addressed parking issues.

- The CDD is unable to impose fines, but the CDD may enact regulations. The streets are owned by the District and vehicles can be towed.
- Mr. Romanoff believes there should be a joint policy in this regard to avoid safety violations. Sometimes emergency vehicles have not been able to pass through.
- The HOA may impose fines. However, the fining ability is limited. The car would have to be sitting for a certain period before receiving a notice, for a total of three notices, after which there is a hearing in front of the HOA Board to determine whether to impose the fine.
- Most residents usually park responsibly on the appropriate side of the street.
- Better signage is needed. Mr. Williams suggested double-yellow lines, which was not favored.

- A *No Parking* Sign is required for towing and is supplied by the towing company.
- A lengthy discussion ensued regarding towing. There are chronic abusers who should be towed. It is difficult for some people to get out of their driveways safely even though other cars are legally parked. It has likely been determined this is happening mostly on weekends.
- Mr. Ingrassia commented that towing is difficult because the towing companies must determine which vehicles are parked inappropriately.
- Mr. Cohen advised the District may have signage stating, *No Parking Permitted on District-Owned Streets*. However, this suggestion was not acceptable in the past.
- Mr. Cohen recommended the following language for parking rules: *No Parking Permitted on District-Owned Streets Unless There is a Necessity. Personal property and/or vehicles shall be located in the garage or on the driveway, not blocking the sidewalk right-of-way. Overflow parking for a large number of visitors may use the community pool parking lots. Any personal property and/or vehicle parking on District-owned streets must be in the direction of normal traffic flow. It must be on the opposite side of the street from where the mailboxes are located. Blocking mailboxes, driveways or fire hydrants is prohibited at all times. Parking on either side of medians is prohibited. Parking on District streets is prohibited where posted No Parking. Vehicles over a half ton and other commercial vehicles including, but not limited to, recreational vehicles, campers, motorhomes, trailers, boats of any kind, vehicles and commercial signage details are prohibited from parking on District streets between the hours of 8:00 p.m. and 7:30 a.m., unless they are being used while performing after hours or emergency work. Moving vans on the day of the move are exempt from this requirement. Residents showing forth with contractors are not to park on both sides of any street while providing their services. Contractors also need to observe the same parking restrictions above. All State of Florida, Manatee County and applicable HOA rules apply as well within the community unless otherwise stated herein.*
- Mr. Cohen also presented signage for other District common areas, which includes exceptions. There is also an appeal process in which the person whose vehicle was towed may appeal the removal and seek a cash reimbursement.

- Ms. Wilson recommended the use of simple *No Parking This Side* signs, of which she showed an example from another community, framed in wood. A number of these signs would have to be installed on all streets where no parking was desired.

On MOTION by Ms. Wilson seconded by Mr. Williams with all in favor, the HOA shall try implementing the signage, as discussed, with regards to parking enforcement, and await results, but also continue using the stickers.

- Mr. Romanoff suggested the HOA may want to share in the costs for these signs (up to \$100 each), which the HOA was not in favor of.
- There was further discussion from the CDD.

Mr. Romanoff MOVED to adopt a policy in which signs are posted which state, *No Parking on This Side of the Street*, approve posting of the appropriate signs needed and implement a towing policy if said signs are not effective, and Mr. Houze seconded the motion.

- The signs and towing procedure require two different motions.
- The CDD wants the HOA to determine whether there should be a towing policy from their perspective. The HOA is currently not in favor of towing.
- Mr. Ingrassia is not in favor of a towing policy.
- Ms. Lange does not believe the community's money should be spent on signs if there is not going to be any enforcement. She is not in favor of towing.
- Ms. Kahle is not in favor of towing.
- There are many details involved with this issue.
- The *No Parking* signs will cost between \$75 and \$100 each installed.

On VOICE vote with Mr. Romanoff and Mr. Houze voting aye, and Mr. Ingrassia, Ms. Lange and Ms. Kahle voting nay, the prior motion failed.

Ms. Kahle MOVED to agree with the signage policy which the HOA recommends and add more signs and determine whether this will be effective.

There being no SECOND, the prior motion failed.

- The HOA indicated it is now in favor of cost sharing for the signs.
- Ms. Curtis will check with another community to determine costs of the signs.

The Boards addressed pedestrian gate locks.

- Gate locks are not feasible for small children.
- This discussion was requested by members of the community.

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, the pedestrian gates shall not be locked, as discussed.

Addition of more trash cans was discussed.

- The trash cans were ordered by the HOA.
- The CDD Board concurred at the workshop not to add trash cans outside of the property.

A recent vandalism episode was discussed.

- Ms. Jackson did not see anything on the security camera. However, the HOA has camera view from owners which show a specific vehicle coming through. It was likely a van, SUV or truck. The gates were wide open at the time.

The Honore Avenue Access Gate was briefly discussed.

- This gate seems to be open all the time. Perhaps a padlock should be used or the lock can be changed and TLC workers may be denied access through this gate.

There being no further business,

On MOTION by Ms. Curtis seconded by Mr. Romanoff with all in favor, the joint meeting portion between the University Place CDD and the University Place Neighborhood Association was adjourned.

SECOND ORDER OF BUSINESS

Call to Order and Roll Call for Regular Business Meeting

Mr. Romanoff called the Regular Business Meeting to order, with roll call previously done during the CDD/HOA portion of this meeting.

THIRD ORDER OF BUSINESS

Public Comment on Agenda Items

- A resident discussed the quotes for gate attendants, and indicated that each quote was inaccurate by approximately \$100. Mr. Ingrassia indicated these quotes are not incorrect. They just require an explanation which will be handled later in the meeting, as they include other costs.

FOURTH ORDER OF BUSINESS

Approval of the Consent Agenda

- A. **Minutes of the February 22, 2017 Meeting**
- B. **Financial Statements, Check Run Summary and Invoices as of March 31, 2017**

Mr. Romanoff stated each Board member received a copy of the Consent Agenda which includes the Minutes of the February 22, 2017 Meeting and the Financial Statements, Check Run Summary and Invoices as of March 31, 2017, and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Ingrassia seconded by Ms. Kahle with all in favor, the Consent Agenda, which includes the Minutes of the February 22, 2017 Meeting and the Financial Statements, Check Run Summary and Invoices as of March 31, 2017, was approved.

FIFTH ORDER OF BUSINESS

District Manager's Report

- A. **Discussion of Follow-Up Items**
 - The perimeter fence was supposed to be repaired today by Gate Pros, but the contractor did not show up. They took measurements on the hinges which were away from the gates on the monuments. They are filling in when they do not have large projects such as installing new fences.

Mr. Ingrassia MOVED to have remaining safety bumps shaved down approximately two inches to be consistent with the remaining safety bumps throughout the District; and Ms. Kahle seconded the motion.

Upon further discussion,

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

- New pumps are needed and proposals will be presented at the next meeting to be done with the Fiscal Year 2018 Budget. The District may obtain the services of a water engineer, as opposed to using Mr. Knowlton since he does not have this type of experience. Ms. Jackson will investigate. Mr. Romanoff suggested obtaining the services of the hydrogeologist engineer which the HOA has used in the past to secure the necessary permitting.
- Ms. Kahle volunteered to investigate gate arm incidents via video review.
- Sidewalk repairs are scheduled to be done next Monday by the County.
- The irrigation on Honore was also addressed.
- The Board discussed different duties for the Board members. Ms. Lange handles irrigation, Mr. Houze handles grounds, Ms. Kahle will handle gates and video, Mr. Ingrassia handles the financial issues of the District, everything else will be handled by Mr. Romanoff. Mr. Romanoff recused his duties regarding the pumps since his company does the work, and they are handled by Mr. Ingrassia.
- The bids for repairs at Pond 14 were addressed.

Mr. Ingrassia MOVED to accept the proposal from Parrish Well Drilling & Pump Service in the amount of \$19,500 to do well cap and drill replacement well at Pond 14; and Ms. Kahle seconded the motion.

- The CDD has worked with Parrish in the past. Their quality of workmanship makes them the desirable company to use. A deposit will be required before the work commences. They will commence the permitting once they receive the deposit.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved as amended to include a deposit for the work to commence.

- The topic of bringing back gate attendants on a 12- or 24- hour basis for the Cooper Creek entrance was addressed. Mr. Ingrassia distributed a preliminary cost spreadsheet for a manned gate person for discussion; a copy of which is attached hereto and made part of the public record.

- The services of Envera will still be necessary overnight and at the Honore Gates, plus video camera support.
- Mr. Ingrassia suggested a detailed proposal and coordination with Envera for them to understand which duties are left for them to handle.
- Mr. Nanni indicated a detailed proposal will be necessary for Board approval.
- The gate attendants will wear uniforms if this option is implemented.
- The Board concurred to ask OSA Global Security to provide a more detailed proposal and references. Mr. Ingrassia asked for more detailed proposals and references from the top three low cost gate bidders
- Ms. Jackson and TLC were looking at the plants around the monuments and they appeared to be old and tired. Ms. Jackson submitted photos; copies of which are attached hereto and made part of the public record. The replacement work will be covered under the maintenance budget.
- Ms. Lange would like to propose changing the lock on the Honore Access Gate and provide TLC a touch code since it is constantly left open. The Board concurred to have the gate removed and the fence closed off. Ms. Lange requested that Envera change their caller ID to “Envera” as opposed to an 800 service number.
- There will be a joint Reserve Study between the CDD and the HOA sometime in the near future to update replacement costs for all CDD permanent facilities.
- B. Fiscal Year 2018 Budget for Informational Purposes Only**
- Mr. Ingrassia will schedule a meeting with Mr. Nanni to review the Budget for the next Fiscal Year.

SIXTH ORDER OF BUSINESS

Old Business

There being no old business, 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

All requests and comments were made during the District Manager's Report.

NINTH ORDER OF BUSINESS

Public Comment Period

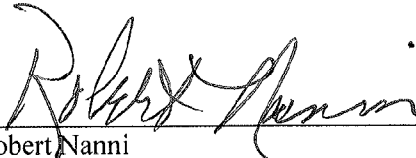
Hearing no comments from the public, the next order of business followed.

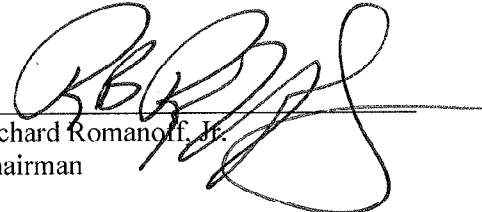
TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, the meeting was adjourned at approximately 7:10 p.m.


Robert Nanni
Secretary


Richard Romanoff, Jr.
Chairman