

1 **MINUTES OF MEETING**
2 **UNIVERSITY PLACE**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5
6 The regular meeting of the Board of Supervisors of the University Place Community
7 Development District was held Wednesday, December 6, 2017 at 3:30 p.m. in the Community
8 Room of the Northern Trust Bank, located at 6320 Venture Drive, Lakewood Ranch, Florida
9 34202.

10
11 Present and constituting a quorum were:

12		
13	Richard Romanoff, Jr.	Chairman
14	Frank Ingrassia	Vice Chairman
15	Jane Lange	Assistant Secretary
16	Victoria Kahle	Assistant Secretary
17		

18 Also present were:

19		
20	Robert Nanni	District Manager
21	Lynn Jackson	Operations Manager
22	Jack Knowlton (via phone)	District Engineer
23	Numerous Residents	
24		

25 *The following is a summary of the discussions and actions taken at the December 6, 2017*

26 *University Place Community Development District's Board of Supervisors of Meeting.*

27
28 **FIRST ORDER OF BUSINESS**

Call to Order and Roll Call

29 Mr. Romanoff called the meeting to order at 3:38 p.m. Supervisors and staff introduced
30 themselves.

31
32 **SECOND ORDER OF BUSINESS**

Public Comment on Agenda Items

33 There being none the next item followed.

34
35 **THIRD ORDER OF BUSINESS**

Approval of the Consent Agenda

- | | | |
|----|----|--|
| 36 | A. | Minutes of the October 25, 2017 Meeting |
| 37 | B. | Financial Statements, Check Run Summary and Invoices as of |
| 38 | | October 31, 2017 |
| 39 | | |

On MOTION by Ms. Lange seconded by Ms. Kahle with all in favor, the consent agenda was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

B. Engineer

Let the record reflect, Mr. Ingrassia joined the meeting.

- Mr. Romanoff expressed his concerns to Mr. Knowlton for the need to do a sealing coat on their roads and it was recommended when they resurface that the sealing be done every two years. They have received some quotes but they wanted his expertise and recommendation on what the Board should do.
- Mr. Knowlton indicated when they had discussed about doing the sealing a couple of years ago and the best materials at that time were a poly modified cold tar similar to what Driveway Maintenance is proposing. As you are aware, they give the District a one-year warranty.
- There are the new products which have come out in the last few years and are more durable and long-lasting. The new product from Whitaker Contracting is offering a five-year warranty and they are also offering to come out after a year and do touch up on areas which get messed up.
- The District is probably looking at twice the cost but you get a five-year warranty versus a one-year warranty. He went and looked at the new Whitaker product in an application on a roadway in South Florida and a parking area at Wesley Chapel and it is holding up much better than the cold tar with the modified product unit. This is why he recommended doing this and getting the warranty from the company keeps us from having to do it every couple of years.
- Ms. Lange asked Mr. Knowlton to provide an explanation of what MOT is. Mr. Knowlton indicated it is maintenance of traffic. When the District did the milling and resurfacing it was all done when people were trying to go in and out and they had to rope off the area and have someone directing traffic, which adds to the cost of the work. Where as in the parking lot situation, they just rope off an area and don't have to worry about moving traffic through. This is why the maintenance of traffic can be an expensive cost.

- 71 • Mr. Romanoff asked if Mr. Knowlton has had an opportunity to look at their roads
72 recently. Mr. Knowlton indicated that he had. Mr. Romanoff continued to state the
73 cost of making repairs to cracks was not included in the price and could he provide an
74 estimate of what crack repairs will add to the cost. Mr. Knowlton indicated Whittaker
75 had indicated to seal those cracks is primarily on the two circles in the south west
76 corner; they estimated that would be about \$5,000. It is not a major expense but it is
77 one of those things you need to get done.
- 78 • Mr. Romanoff stated if they are going to do the sealing they must repair the cracks
79 beforehand. He asked Mr. Knowlton if he had seen the latest addendum they had come
80 out with from Whittaker. Mr. Knowlton indicated he had not. Mr. Romanoff read the
81 information on the addendum which states it was going to segregate the cost for the
82 parking lots which would be HOA and so on and something about crack fill not being
83 included. But as he looked at the map that they have, they have delineated the Districts'
84 roads in red but the redline does not cover everything. He is assuming they intend to
85 cover all the roads not just where the redline occurs. Mr. Knowlton indicated it was all
86 the roads.
- 87 • Mr. Ingrassia asked Mr. Knowlton whether they should start now or wait a while. Mr.
88 Knowlton suggested now would be a good time to do it because of the weather. During
89 the dry season the material adheres better to dry asphalt than being done in the summer
90 when you are dealing with moisture, but from the standpoint on needing to seal it; the
91 cracks from the original asphalt have been reflected throughout the overlay that they
92 put on, so now is the time to seal them. All the research that he has read lately says the
93 sooner you get a topping on it the more resistant you make your asphalt and should
94 minimize deterioration down the road. He does not see a whole lot of benefit in waiting.
- 95 • Mr. Ingrassia asked whether they could wait another year. Mr. Knowlton stated he
96 does not believe that University Place has a big seasonal population but if they do, he
97 would say they could wait until April which is another dry part of the year to do the
98 work. Mr. Romanoff indicated whether it would be this year's budget or next years'
99 budget. Mr. Knowlton does not believe they can wait until then as the roads will
100 continue to crack a little more in the meantime and obviously the oxidation of the
101 surface is going to happen more.

- 102 • Mr. Nanni was unsure whether the Whittaker price will hold for a year and this is
103 something they would have to look into, as we are piggybacking onto a municipal
104 contract in Orlando.
- 105 • Discussion ensued regarding the various cracks on the roadway.

106
107 **FOURTH ORDER OF BUSINESS**

District Manager’s Report

108 **A. Discussion of Follow-up Items**

- 109 • Ms. Jackson presented the following:
 - 110 ○ Anything to do with fencing via H and Y Fencing cannot be done until the end
111 of January or the beginning of February due to lack of supplies since hurricane
112 Irma. The work order, however, has been placed.
 - 113 ○ The new gate arms will be received by the end of next week and installed the
114 following week.
- 115 • The next item on the list was related to the resealing of the roads. Mr. Romanoff
116 indicated they have listened to their engineer and now is time to make a decision.

117
118 On MOTION by Ms. Lange seconded by Ms. Kahle with all in
119 favor, the Whittaker proposal in the amount of not to exceed
120 \$175,000 starting at the first of the year, as schedule permits, was
121 approved.

- 122
- 123 • Discussion ensued as to when they wanted to have this process started. The suggestion
124 was made for April and questioned whether they would still be provided the piggyback
125 price. Mr. Romanoff stated if they approve this proposal at this price, the price is firm.
- 126 • Discussion ensued regarding where the funds would come from and it was discussed
127 whether they would use the funds in the reserves, which was the obvious answer
- 128 • Item six on the list has been deferred to the next meeting.
- 129 • Item seven on the list is completed.
- 130 • Item eight: Reserves advisors’ proposal was signed and submitted along with the
131 deposit. This study will be done sometime in January. They will need the date so they
132 can meet with them to walk through this process.
- 133 • Item nine is the “no parking signs” which were previously addressed earlier in the
134 meeting.

- 135 • Item 10. Discussion regarding the fence due to the accident. The question arose
136 whether they were getting reimbursed. Ms. Jackson indicated there was no update on
137 this item. Mr. Romanoff questioned what is the obstacle. Ms. Jackson will follow-up
138 and get back to the Board regarding this issue.
- 139 • Pressure washing has been done and Ms. Jackson has received good reviews thus far.
140 The gatehouse and the monuments have been done.
- 141 • Item 14. The website update will be done. The new name Inframark was launched on
142 December 4, 2017, renaming Severn-Trent management company in the US. They
143 have to go through every single website alphabetically by each District and change
144 everything and so she was asked if they could wait as the emails are incorrect.
- 145 • Mr. Romanoff shared with the residents present at today's meeting that Severn Trent
146 Service sold off their North America operations and are now called Inframark. All the
147 same staff, same organization remains the same, just the name has been changed. Mr.
148 Nanni stated they are now called Inframark, Infrastructure Management Services.
- 149 • The calendar events have been updated as discussed at the previous meeting.
- 150 • Mr. Romanoff received a message from TLC regarding the lake levels and whether or
151 not irrigation should be changed from one day to two days a week. Mr. Ingrassia had
152 a question regarding this with all the rain we had and the hurricane and the county
153 report saying that the aquifer are pretty much filled up at their normal levels. He also
154 questioned why should we have low levels in our lakes and ponds because we replace
155 that with what we use for irrigation by pumping it back out of the aquifer into the lake;
156 so unless that process is not working properly he does not feel that they are going to
157 have a significant drop. Mr. Romanoff indicated that evaporation plays a great part in
158 some of the lake levels. The request is whether we are going to change the irrigation
159 schedule and he believes supervisor Lange is the irrigation representative and wondered
160 if she is prepared to change the irrigation schedule from twice a week to once a week.
161 We are in a dry season and he believes that they are just being proactive not reactive.
162 Ms. Lange ordered the irrigation to be set to ONCE a week.

163
164
165

166 **B. Consideration of Audit Engagement Letter with Grau and Associates for Fiscal**
167 **Year 2017 Audit**

- 168 • Mr. Nanni indicated the audit engagement letter is standard and done annually. The
169 price is \$6,000 exactly what they budgeted for. This audit is for the 2017 fiscal year

170
171 On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all
172 in favor, to engage Grau and Associates to perform the audit for
173 fiscal year 2017 was approved.

174
175 **C. Parking Violations**

- 176 • Mr. Romanoff asked Mr. Knowlton if he wanted to weigh in on the no-parking signs.
177 Mr. Knowlton spoke with Ms. Jackson and sent her an email regarding these signs and
178 stated the signs with the white background and the red text those are enforceable. You
179 can always put the signs up and not enforce them but if you put those signs up they
180 would be enforceable and you would have to ask the Sherriff to do so.
- 181 • Mr. Knowlton and Ms. Jackson were discussing this and he states you can have no
182 parking, no parking on right-of-way, no parking on pavement signs, no parking means
183 no parking anywhere and probably similar to no parking on right-of-way that would
184 mean on the asphalt or the grass swale because your right-of-way goes to the sidewalk
185 and he is not a lawyer who can tell you how to set it up but how it is enforceable will
186 be written into the CDD rules.
- 187 • Placement of the no parking signs are very vague in the MUTCD but basically their
188 comment was they need to be visible from one sign to the next. You can put the signs
189 at the entrance that say no parking on pavement and no parking on right-of-way within
190 University Place so that everyone is notified that is a community-wide restriction and
191 then you can just put them on each stop sign, but if you want to put it on one side only
192 then you have to be more specific on where you are allowing it and where you are not
193 allowing it.
- 194 • Further discussion ensued regarding the signs and the number of signs to purchase.
- 195 • Mr. Romanoff suggested sending out a mailing with the parking rules to the resident.

196
197 On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all
198 in favor, purchasing the \$1,700 of signs on the condition the HOA
199 increases their participation to \$500 was approved.

- 200
- 201 • Lauren from the HOA discussed with the Board the letter which they wish to send out
- 202 to the repeat parking violation offenders. The letter will be from the HOA and CDD
- 203 boards.

204

205 On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all

206 in favor, Stephanie from HOA sending out a parking violation letter

207 on behalf of the CDD was approved.

208

209 **FIFTH ORDER OF BUSINESS** **Old Business**

210 There being none, the next item followed.

211

212 **SIXTH ORDER OF BUSINESS** **Staff Reports**

213 **A. Attorney**

214 There being none, the next item followed.

215

216 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests & Comments**

217 • There being none, the next agenda item followed.

218

219 **EIGHTH ORDER OF BUSINESS** **Public Comment Period**

220 • There being no public, the next agenda item followed.

221

222 **NINTH ORDER OF BUSINESS** **Adjournment**

223 There being no further discussion,

224

225 On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in

226 favor, this meeting adjourned.

227

228

229 

230 _____

231 Robert Nanni

232 Secretary/Assistant Secretary

233



Richard Romanoff, Jr.

Chairman