

**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, October 24, 2018 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:

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
Brandon Romine	Field Supervisor

The following is a summary of the discussions and actions taken at the October 24, 2018 University Place Community Development District's Board of Supervisors of Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Romanoff called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

- None.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. **Minutes of the September 26, 2018 Meeting**
- B. **Financial Statements, Check Run Summary and Invoices as of September 30, 2018**

On MOTION by Mr. Houze seconded by Ms. Lange with all in favor, the consent agenda was approved as presented. 4-0

FOURTH ORDER OF BUSINESS

District Manager's Report

- B. **Ratification of the Proposal for Coates Row Controller**

- Mr. Nanni asked for a motion to ratify the controller replacement which had to be done in between meetings.
- Mr. Romanoff asked Mr. Nanni what is his spending limit? Mr. Nanni stated in an emergency there had not been a discussion. Mr. Romanoff stated going back into the minutes which predate Mr. Nanni’s arrival, the manager had a spending limit set by the Board in the amount of \$2,500, with the Chair’s spending authority being \$10,000. Mr. Romanoff stated this has not come up before since Mr. Nanni has come on board but he thinks it is important to revisit this in case the Board wants to amend this in any way.

Let the record reflect Mr. Ingrassia joined the meeting.

On MOTION by Mr. Houze seconded by Ms. Lange with all in favor, to ratifying the Coats Road controller replacement purchase was approved. 5-0

A. Discussion of Follow-up Items

- Mr. Nanni presented a revised copy of the project list which was emailed and received by the Board. He informed the Board there were two new items added to the end of this list, which Mr. Houze requested following the workshop.
 - No Parking Signs - Mr. Nanni received a price per foot from Fusion Powder Coatings and an agreement from Todd Greene at Fusion Powder. Mr. Romanoff presented some bids from EMSs’ vendors and indicated the District should purchase directly from the vendor, Mullets Aluminum. Mr. Nanni reviewed the presented bids with the Board.

On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all in favor, to purchase from Mullets Aluminum and Fusion Powder Coatings 8 12-foot parking sign posts in the amount of not to exceed \$1,000 was approved.

- Upon further discussion it was concluded this project should be completed within the next 30 days and it includes installation.
- Pressure Wash and Reseal Pavers – Mr. Nanni got in touch with Sarasota Home Care and they are aiming to have this completed by November 6, 2018 and are

using two different types of crews. One to do the pressure washing and the other to do the paver work, both projects will start on November 6, 2018.

- The pavers at Honoree will be replaced and sealed and will be done by a different crew and will most likely start at the same time as the pressure washing. The paver project will take approximately 7-10 days because they are looking at 3-4 days of no traffic, and weather permitting.
- Mr. Romanoff asked if they could do this in two sections and he is only talking about the Honoree gate. Can they do the entrance side and then do the exit side or vice-versa or do they have to shut down Egrass completely for that week. Mr. Nanni will follow-up.
- Mr. Nanni provided the cost to the Board. The total cost is \$4,850 to replace the cracked pavers, level the replacement pavers, use traffic control during the sealing process and the area will be blocked for 3-4 days. However, they will try to split it up to minimize the inconvenience.

On MOTION by Mr. Romanoff seconded by Ms. Kahle with all in favor, to proceed with the Honoree gate paver installation was approved.5-0

- Power washing of the curbs and sidewalks are items which will take place at the same time as the paver replacements. Mr. Nanni requested the vendor go ahead and use the chemical which was used last year throughout the community so that they have a uniform result. Mr. Romanoff stated it is their goal as it has been in the past, to have this project completed prior to the Thanksgiving holiday. Mr. Nanni stated he will reach out to the vendor to see if this can be completed prior to Thanksgiving.
- Mr. Romanoff stated since this project is commencing November 6, 2018 and it is unlikely to be completed prior to the holidays. If they are going to continue to do the project now and let it run through the holidays, or whether they are going to defer the project, or cancel it for this year. Those are the three options.

- On a board consensus it was decided to go ahead with the project and to inform the vendor not to do any side jobs which will put their project on hold, and pay attention to the troubled areas to avoid a call back.

On MOTION by Mr. Romanoff seconded by Ms. Kahle with all in favor, the community pressure washing with conditions and in the amount of \$24,000 was approved. 5-0

- It was suggested to request a schedule from the vendors to provide a notice to the residents. Mr. Ingrassia stated a basic street sequence type schedule is requested.
- Streetlight & Street Sign Poles being painted – This is complete all bottoms done still working on tops as weather permits. However, the target date for completion is November 6.
- Envera Post Orders – Mr. Romanoff suggested this be deferred until the new Board is in place and they discuss any or all changes they would like to make.
- Barrier Arm Knock Off Letters – Mr. Nanni indicated there were a couple who paid and a number where there have been no response.
- Discussion ensued regarding this issue and several ideas were presented on how to get some of the revenue back. Mr. Nanni suggested having Mr. Cohen attend the next Board meeting
- Street Sweeping – Mr. Ingrassia stated they were supposed to get a response from Whittaker about whether street sweeping is going to destroy the HA5 coating. Mr. Nanni indicated the recommendation was if they wanted to use it one time, it would probably work and not damage the HA5 coating, however if you want to use it frequently more often on a regular schedule it will damage the HA5. Mr. Nanni will follow-up with Whitaker and have a discussion about this with the Board. The Board asked if they could try to have Whitaker available at the December 5th meeting. This item is deferred until the Dec meeting.
- Water Table Issue – Mr. Nanni received an email from Jack Knowlton who has been out of the country. Upon his return, he is going to go down to SWFWMD to follow-up.

- Honore Barrier Arm – Mr. Nanni checked this arm, both of them at the entrance and exit of Honore and nothing is wrong and working well. Discussion ensued regarding the issue with the light on the gate not working.
- Replace Street Signs – The first time around the proposal was just for street signs and installation. Mr. Nanni wondered if they were making a big mistake by not upgrading all the signage. Is it going to be a big difference so he asked Image 360 to provide him a price to go ahead and do it all so it is uniform and looked good. The village signs have to be hand repaired so the additional cost will be \$1,400 with a total cost of the proposal being \$6,298.

On MOTION by Mr. Romanoff seconded by Mr. Houze with all in favor, updating all of the street signs within the community in the amount of \$6,298 was approved. 5-0

- Barrier Arm on Demand Maintenance/Repairs – Action Security provided a proposal. Discussion ensued regarding the billing especially on the weekends, double and triple time, the trip time goes up on the weekend. Discussion ensued regarding the maintenance coverage and costs. Mr. Nanni will follow-up on this and provide the Board with an update.
- Mr. Nanni presented two new items which came from Mr. Houze. One is turf that needs to be treated and the other an irrigation modification.
- Mr. Romanoff stated the irrigation modification is from the County ordinance. They have a modified agreement because they are irrigating their own property with their own water. The suggestion was made by Tammy Covar that the District seek a modification from the County to be able to reduce the time they irrigated each zone and allow them to run the irrigation more frequently. They will be using the same amount of water, but they are doing it over a more frequent schedule. This is for the common area only.

On MOTION by Ms. Lange seconded by Mr. Ingrassia with all in favor, change in the irrigation schedule for the common areas to three times a week was approved.

C. Motion to Assign Fund Balance

On MOTION by Mr. Romanoff seconded by Mr. Ingrassia with all in favor, motion to assign fund balance was approved. 5-0

FIFTH ORDER OF BUSINESS

Old Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Romanoff has been approached by resident living at Planter Knoll regarding speeding by vehicles which potentially is a safety issues for children in the neighborhood. They requested a speed bump on the curve at Planter Knoll. He requested the resident submit their request in writing and copy all of the Board members. The Board members confirmed receipt of the emails.
- Mr. Romanoff received an email from one resident opposing this and read a number of emails from residents supporting having the speed bumps installed.
- Discussion ensued regarding various methods of notification to vehicles such “*as children are at play sign*”.
- Discussion ensued regarding the placement of the speed bump.

On MOTION by Ms. Kahle seconded by Mr. Ingrassia with Ms. Lange and Mr. Romanoff voting AYE and Mr. Houze voting NAY placing a speed bump between 8222 and 8211 Planter Knoll in the amount of not to exceed \$2,500 was approved. 4-1

EIGHTH ORDER OF BUSINESS

Public Comment Period

- Comments were received.

NINTH ORDER OF BUSINESS

Adjournment

There being no further discussion,

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, the meeting adjourned. 5-0



Robert Nanni
Secretary/Assistant Secretary



~~Richard Romano, Jr.~~
Chairman *Frank J. Ingrassia*