

**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, December 5, 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:

Frank Ingrassia	Chairman
Jane Lange	Vice Chairman
Lauren Kessler	Assistant Secretary
Victoria Kahle	Assistant Secretary
Armand Houze	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Andrew Cohen	District Counsel

The following is a summary of the discussions and actions taken at the December 5, 2018 University Place Community Development District's Board of Supervisors of Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- Mr. Nanni called the meeting to order.
- The Board thanked Mr. Romanoff for his years of contribution to University Place CDD.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

- None.

THIRD ORDER OF BUSINESS

Administrative Matters

A. Oath of Office

- Mr. Nanni administered the Oath of Office to Jane Lange and Lauren Kessler.

On MOTION by Ms. Kahle seconded by Mr. Houze with all in favor, nominating Frank Ingrassia as Chairman was approved. 5-0

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, nominating Jane Lange as Vice Chairman was approved. 5-0

B. Resolution 2019-01, Designation of Officers

On MOTION by Mr. Houze seconded by Mr. Ingrassia with all in favor, Resolution 2019-01, designating Frank Ingrassia Chairman; Jane Lange Vice Chairman; Lauren Kessler Assistant Secretary; Victoria Kahle Assistant Secretary; Mr. Armand Houze Assistant Secretary; Stephen Bloom Treasurer; and Alan Baldwin Assistant Secretary was adopted. 5-0

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes of the October 24, 2018 Meeting

- Corrections were made and will be part of the final record.

B. Financial Statements, Check Run Summary and Invoices as of October 31, 2018

On MOTION by Ms. Lange seconded by Mr. Houze with all in favor, the consent agenda were approved. 5-0

C. Acceptance of FY2018 Audit Engagement Letter

On MOTION by Mr. Houze seconded by Ms. Kahle with all in favor, FY2018 Audit Engagement Letter was approved. 5-0

FIFTH ORDER OF BUSINESS

New Irrigation Plan/Schedule for the Common and Residential Areas

- Mr. Houze reported resident who lives at 7710 Ashley Circle, has an ongoing problem with the sprinkler system, which does not appear to work. There are too many houses being watered at the same time and there is not enough water pressure to get all of the water out. He informed the Board that TLC stated it was a pump problem and it is not their responsibility.
- Resident on Ashley Circle reported about his ongoing irrigation problem and believes it is also a pressure problem.
- Board discussed issues with sprinkler schedule, some yards retaining too much water, homes having different lawn issues, coming up with a plan to alleviate most lawn issues, and notifying homeowners of lawn updates.

- Richard Lutley (TLC President) reported they are working on an electronic system using a tablet to automate and communicate the inspection electronically, instead of having the door knockers.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Discussion of Follow-up Items

- No Parking Signs - Mr. Nanni stated he could possibly pick them up Friday if the company received their check.
- Pressure Wash and Reseal Pavers – Mr. Ingrassia reported the work is complete.
- Street Light – Mr. Ingrassia reported the work is complete.
- Mr. Ingrassia recommends paying onsite employee, Mr. Doug Pewterbaugh, that has been working for the past six months as our maintenance person, a 50% bonus.

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, to award 50% bonus to part-time employee was approved. 5-0

- Changes to Post Orders – Mr. Ingrassia stated they have seen copies. Will make changes and send a copy.
- Barrier Arm Knock Off Letters – Mr. Ingrassia reported the District will send one letter 30 days, second letter 30 days, third action collection agency.
- Street Sweeping – Mr. Ingrassia suggested they sweep the streets with the regular broom.
- Water Table Issue – Mr. Ingrassia suggested they table the issue for now because it is way too expensive for them to undertake.
- Honore Barrier Arm – Board stated it was fixed. Board member mentioned they are different colors at the back gate.
- Barrier Arm on Demand Maintenance/Repairs – Action Security provided a proposal.
 - Mr. Nanni will follow-up on this and provide the Board with an update. Suggested finding one or two people to fix barrier arms for a fixed rate instead of paying contractors to come in and fix them.
 - Ms. Kessler informed the Board the pressure washers have been knocking on people's doors again, in violation of policy.

- o Mr. Nanni informed the Board of issues with the speed bump. He states he received an estimate from Superior Asphalt for \$1,800. Marriotti Asphalt gave a proposal for \$8,300 to build a speed table instead of a speed bump. He stated the \$8,300 proposal is better. The Board agreed the \$1,800 proposal is more appropriate for the community.
- o The Board discussed contact post card for HOA & CDD issues needs to be revised.

SEVENTH ORDER OF BUSINESS

Old Business

- None.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Discussion of Arm /Gate Damage Collection Options

Mr. Cohen reported:

- Reiterated from a previous meeting, the discussion regarding the cost for when someone knocks the gate down or causes some significant damage. The general tenet was it should not be a money making procedure for the District.
- Discussed recovering attorney’s fees in Florida, (1) by statute, you sue your tenant and if successful you will recover attorney’s fees; (2) contract with landscape provider and add in attorney fee provision; or (3) proposal for settlement.
- Mr. Cohen stated if someone damages the gate you would send them a bill, if they do not pay the only recourse is to take them to small claims court. However, you can only recover your cost for the gate not attorney’s fees. You cannot fine or lien them. The District can aggregate the number of violations and then take that individual to court.
- Mr. Nanni addressed the issue of sending out multiple letters and the inability to send out of state violators letters. Stated no District appears to have used a collection agency in the past but is not sure why.
- Mr. Nanni stated a collection agency usually recovers 50 percent. Mr. Ingrassia suggests the Board should send a letter to the violator; if they do not pay in 30 days, then send another letter, stating if they do not respond the issue will be turned over to a collection’s agency. If they still do not pay, the Board will turn them over to a collection agency.
- Mr. Cohen addressed resident “deny entry” lists and how denying individuals entry is prohibited unless the person has a restraining order against them or something serious to that affect.

B. Engineer

- Mr. Nanni reported Whitacre stated street sweeping would not help with the staining on the street resurfacing. Gorilla Pressure Washing did a test and they could not get the spots out of the street. Discussed sealing the road. Mr. Ingrassia mentioned road sealing in the past resulted in the same bleeding, rust, and leakage – the only difference is the road was gray and the stains harder to see -- ultimately this will not resolve the problem.

On MOTION by Mr. Ingrassia seconded by Ms. Lange with all in favor, to table review of alternatives to water seepage and stains on roads was approved. 5-0

NINTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Ms. Lange requested maintenance look at the front and back gates, paint logo on gate, and some black posts on the gate need to be painted.
- Mr. Houze reported pedestrian gate at Honore latch is not catching.
- Ms. Kessler reported three street lights out in the front of the neighborhood inside the fence. When the lights were fixed in the past, there was an inconsistent variety of cool and warm lights (white and yellow colors). Going forward there should only be warm lights in the community. Board discussed contacting SHCS for street light replacements.
- Mr. Ingrassia requested Mr. Nanni send out two things to the Board (1) vendor list for prices we spent on each vendor last year and (2) management oversight interface roles for people on the CDD Board.
- Mr. Romanoff reported at the FASD conference, they discovered that the CDD does have the privilege of being able to tow. Encourages Mr. Houze to take the lead and help the Board develop a Towing Policy. EMS has been the pump contractor for the Board for a number of years. He states that the contract with them has not been updated since 2008, suggests it is time to re-bid pump work.

TENTH ORDER OF BUSINESS

Public Comment Period

- None

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further discussion,

On MOTION by Ms. Kahle seconded by Mr. Houze with all in favor, the meeting adjourned at 6:00 p.m. 5-0



Robert Nanni
Secretary/Assistant Secretary



Frank Ingrassia
Chairman