

**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, February 27, 2019 at 3:37 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
Armand Houze	Vice Chairman
Lauren Kessler	Assistant Secretary
Ernst Ruppert	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Brandon Romine	Field Manager
University Place residents.	

*The following is a summary of the discussions and actions taken at the February 27, 2019 University Place Community Development District's Board of Supervisors of Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

- Mr. Ingrassia called the meeting to order. Supervisors introduced themselves, a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

- None.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Jane Lange, Seat #1**

- Mr. Ingrassia presented the resignation letter from Jane Lange from the Board.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, the resignation of Ms. Jane Lange was accepted. 3-0
---

**B. Discussion and Appointment to Vacant Seat #1**

- Mr. Ingrassia opened discussion regarding appointment to the vacant seat and offered the seat to Mr. Ruppert, a resident who came in second in the general elections.
- Mr. Ruppert accepted the nomination and provided a brief summary about himself.

On MOTION by Mr. Houze seconded by Mr. Ingrassia with all in favor, Mr. Ernst Ruppert’s appointment to the vacant seat #1 was approved. 3-0

**C. Oath of Office**

- Mr. Nanni being a notary of the State of Florida administered the Oath of Office to Mr. Ernst Ruppert.

**D. Consideration of Resolution 2019-02, Designation of Officers**

- The designation of officers will remain the same just adding Mr. Houze as Vice-Chair and Mr. Ruppert Assistant Secretary.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, resolution 2019-02 designating Mr. Armand Houze as Vice-Chair and Mr. Ruppert as Assistant Secretary and keeping all other officers the same was adopted. 3-0

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of January 23, 2019 Meeting**

**B. Financial Statements, Check Run Summary and Invoices as of January 31, 2019**

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

**FIFTH ORDER OF BUSINESS**

**District Manager’s Report**

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

- Mr. Nanni reviewed the task list with the Board. Discussion ensued with questions and suggestions made by the Board.
- The Board received the collection agency agreement and it was decided to have Mr. Ingrassia review and sign this agreement.

On MOTION by Mr. Ingrassia seconded by Ms. Kessler with all in favor, authorizing Mr. Ingrassia to review and sign the collection agency agreement. 4-0

**B. Presentation of the Preliminary FY2020 Budget**

- Mr. Ingrassia introduced the 2020 draft working budget and reviewed the budget process with the Board.
- Mr. Ingrassia mentioned it is important to keep the reserve account up-to-date with what has been expensed and what funds have been added. He discussed the excel spreadsheet of the reserves from last year, and asked Inframark staff to keep it up to date.

**C. Acceptance of the FY2018 Financial Audit**

- The Board reviewed the FY2018 financial audit report.

On MOTION by Ms. Kessler seconded by Mr. Houze with all in favor, the financial audit report for FY2018 was accepted. 4-0

**SIXTH ORDER OF BUSINESS**

**Old Business**

**A. RFP for Pump Maintenance**

- Mr. Ingrassia discussed the status of the pump repair bid. He stated the attorney is working on the bid document. Mr. Nanni suggested the Board authorize Mr. Ingrassia to complete the bid document approval and advertise the sealed bid.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, authorizing the Chairman to complete the pump bid documents between meetings was approved. 4-0

**B. Gate Arm Backup Team**

- The Board approved using two residents as back up for the existing part-time maintenance tech to repair and reset the barrier arm when it is hit. This will require training.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, two back up persons at a rate of \$20 per hour to repair and reset the barrier arm when it is hit was approved. 4-0

**SEVENTH ORDER OF BUSINESS**

**New Business**

**A. Speeding Problem on UP Streets**

- Mr. Ingrassia discussed the speed bump options provided by the Engineer with the Board, and the placement option selected by the Engineer or Planters Knoll Terrace.

**B. “Who to Call” post card update**

- Item is tabled for next meeting.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- None.

**B. Engineer**

- None.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests & Comments**

- Ms. Kessler asked that they have the street lights on Charleston as they were all on after daylight. As well, the street light on the first right after the front gate entrance on Spring Marsh is out.
- Mr. Houze and Ms. Kessler will be responsible for the budgets and reserves.
- Ms. Kessler and Mr. Ruppert will be responsible for the contracts. Mr. Ingrassia has asked Mr. Nanni to provide the Board with all the contracts for all their vendors. Mr. Nanni will summarize the type of termination clauses, whether it be 30 days, six months, with cause or without cause. This process will make them aware when they have to renew these contracts and how much lead time is needed. This is something they will start working on at the next workshop.
- For the garage sale which is on Saturday, Mr. Ingrassia has arranged with Envera to keep the gates open from 9:00 to 2:00.
- Mr. Ingrassia mentioned an article regarding the Lakewood Ranch which was posted in the Observer. It discussed all the problems the CDDs were having with the visitor gates being operated by physical people. They also have some issues similar to University Place as it relates to the roads and parking.
- Mr. Ingrassia discussed the unexpected passing of Ms. Vicki Kahle (Seat 5), after a brief illness. Ms. Kahle’s seat will be filled at the next Board meeting in April. It is planned that a joint HOA/CDD Dedication of the Children’s Playground will take place in her honor at a later date.
- CDD Tree Trim/Removal list has been submitted for further study and action by Inframark, with recommendation that most critical items be undertaken this year.

**TENTH ORDER OF BUSINESS**

**Public Comment Period**

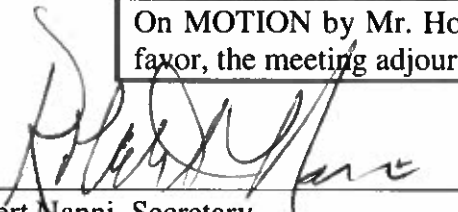
- Comments were received.
  - The pump repair bid process was reviewed; Mr. Ingrassia detailed the process.

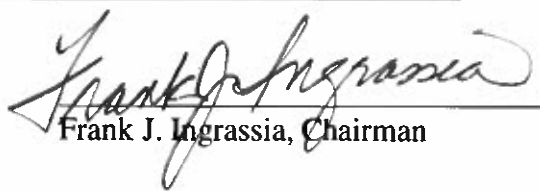
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further discussion,

On MOTION by Mr. Houze seconded by Mr. Ruppert with all in favor, the meeting adjourned. 4-0

  
Robert Nanni, Secretary

  
Frank J. Ingrassia, Chairman