

**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, May 22, 2019 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
Armand Houze	Vice Chairman
Ernst Ruppert	Assistant Secretary
Lauren Kessler	Assistant Secretary
Tami Cashi	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Alan Baldwin	Accounting Manager, Inframark
University Place residents.	

The following is a summary of the discussions and actions taken at the May 22, 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

Approval of the Consent Agenda

- A. Minutes of April 24, 2019, 2019 Meeting
- B. Financial Statements, Check Run Summary and Invoices as of April 30, 2019

On MOTION by Ms. Cashi seconded by Mr. Ruppert with all in favor, the consent agenda was approved as presented. 5-0

FOURTH ORDER OF BUSINESS

District Manager's Report

- C. Distribution of the Proposed Fiscal Year 2020 Budget and Consideration of Resolution 2019-04 Approving the Budget and Setting the Public Hearing

- Mr. Ingrassia introduced Mr. Baldwin and asked that he inform them of his role at Inframark and answer any questions that the Board may have.
- Mr. Baldwin is the Accounting Manager at Inframark. He informed the Board the senior accountant overseeing the Districts' account is Ms. Gina Irving and she reports to him. He shared that Ms. Irving will also attend a board meeting the next time Mr. Baldwin attended one at University Place.
- Mr. Houze presented his overview of the budget and indicated the areas of concern. Discussion ensued regarding the reserves and he questioned why Inframark had not been charging expenses to the reserves when resolutions were passed to spend those dollars. Mr. Baldwin was uncertain what specifics Mr. Houze was speaking of but will have to look at the invoices to see if the invoices directly stated they were to be using money from the reserves. The Board was informed that Mr. Fernand Thomas is the Districts day-to-day accountant. Mr. Baldwin provided the detailed process and guidelines for the reserves.
- Discussion ensued regarding whether the reserve study spread sheet is being maintained and kept up to date. If this spread sheet is maintained and kept updated, it provides the Board a roadmap of where their reserves are going, and can be used as an additional piece of data when preparing the budget. Mr. Houze stated this can be a huge problem having to go through a whole years' worth of data for a whole flood of different accounts and find the stuff that should go to reserves.
- Mr. Ingrassia stated they have not had many replacement projects but have used Reserves for roads, irrigation systems, fences and monuments in prior years. This past year UP has not really done anything, except that we replaced the gate arms with lighted gate arms at both entrances at the beginning of this fiscal year.
- Mr. Ingrassia requested if Mr. Baldwin could commit to have Ms. Irving and Mr. Thomas update the reserve spread sheet and asked when this can be made available. Mr. Baldwin indicated he had received an updated copy but did not wish to provide it until he has had an opportunity to review it.
- Mr. Houze asked if they can direct Ms. Irving and Mr. Thomas to move dollars that they see in their everyday accounting to the reserve when they spot it. Mr. Baldwin

informed him that they should go through Ms. Irving as she will disburse it to Mr. Thomas.

B. Report on Registered Voters

- Mr. Nanni shared with the Board that the District currently has 673 registered voters within the community.
- Discussion ensued regarding the Board members' terms. Mr. Ingrassia term ends November 2020 along with Ms. Cashi and Mr. Houze, while Mr. Ruppert and Ms. Kessler terms end in November 2022.

C. Distribution of the Proposed Financial Year 2020 Budget and Consideration of Resolution 2019-04 Approving the Budget and Setting the Public Hearing

- Mr. Houze and Ms. Kessler presented the fiscal year 2020 budget to the Board.
- Mr. Houze reviewed the expenses and pointed out the management consultant services which is Inframark had a projected three percent increase in their fees since they have been working at the old number of \$46,400 for the last three years and are due for an increase.
- The discussion regarding insurance arose and Mr. Ingrassia suggested going out to bid to ensure that they are paying competitive rates. He stated it is good to do a review periodically to ensure that University Place has a good carrier and coverage. Mr. Nanni indicated that the pool of insurers is small since not all the insurers insure Community Development Districts.
- Mr. Nanni stated with respect to any increase in insurance, there is a timing problem for estimates as insurance companies cannot tell what the changes in rates are going to be in the Spring, as this happens later at the end of September/October which is too late for us to make accurate in the early Budget process.
- Discussion ensued regarding repairs, maintenance and the gatehouse as it relates to the barrier arms. As well, continued discussion ensued regarding landscaping and ground problems. They have some major landscape and grounds problems which have been accumulating over the years.
- TLC is their current landscape provider but they are more focused on big commercial work versus residential communities and have outsourced a lot of the work to various

contractors. The CDD and HOA will be meeting with TLC next week to discuss the number of issues and to have a better understanding of where they stand and what path they need to take going forward.

- Discussion ensued regarding the irrigation and the estimated cost. Mr. Ruppert stated there is a lot of equipment in the pond which is very old and they have to determine what is going to be out of the reserve in terms of capital improvement versus what are repairs.
- The final high water mark for the budget presented is \$722,563 which is \$20,000 over the previous year and, including their debt services, it is a 1.8% increase.

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor resolution 2019-04 approving the FY2020 high-water budget \$722,563 as presented with a 1.8% increase from last year and setting the public hearing for August 28, 2019 at 6:30 pm was adopted. 5-0

A. Discussion of Follow-up Items

- Mr. Nanni reviewed and comments were received regarding the follow-up items.
 - Barrier arms knock off letters. Collections, they have collected over \$1,200.
 - Honore Barrier Arm
 - Turf Common Area
 - Speed Table
 - Resident Information Post Card
 - Street Sweeper
 - Gate repairs along Honore

On MOTION by Ms. Kessler seconded by Ms. Cashi with all in favor for repairs along Honore in the amount not to exceed \$8,000 was approved. 5-0

- The Board requested Mr. Nanni obtain a copy of the drainage report done in 2014 by Mr. Knowlton on Spring Marsh behind Cooper Creek gate. Mr. Nanni will follow-up and provide an update to the Board.
- Mr. Nanni shared that he has been in discussion with Mr. Houze regarding getting LED lighting on all the street lights. He received a proposal from Owen Electric in the

amount of \$4,000. However, they both had a number of questions, therefore, Mr. Nanni will follow-up with Owen Electric for responses to their questions and report back to the Board.

FIFTH ORDER OF BUSINESS

Old Business

A. "Who to Call" Post Card Update

- Discussed earlier in the meeting.

SIXTH ORDER OF BUSINESS

New Business

- None.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- None.

B. Engineer

- None.

EIGHTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Cashi had the following comments:
 - FASD - Mr. Houze and Mr. Ruppert will be attending FASD Annual Meeting in June 2019.
- Ms. Kessler had the following comments:
 - Area of fence with Jasmine which looks good. She questioned whether we would be interested in adding some more where the Viburnums on the inside of the hedge which has thinned out and some of the homes which back out will have less visibility to the street.
- Mr. Ingrassia stated the CDD, HOA, TLC and management if necessary will be having a joint meeting on May 29, 2019 at 4:00 pm at TLCs office. Mr. Ruppert will be the representative attending this meeting for the CDD. The main objective of the meeting is:
 - Notification system
 - Locking of gates
 - Field services deal
 - Progress on the CEC contract

NINTH ORDER OF BUSINESS

Public Comment Period

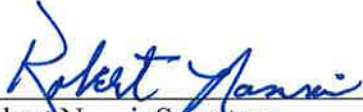
- No relevant comments were received.

TENTH ORDER OF BUSINESS

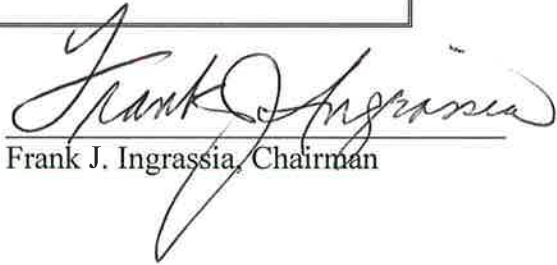
Adjournment

There being no further discussion,

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



Robert Nanni, Secretary



Frank J. Ingrassia, Chairman