

1  
2  
3  
4  
5  
6  
7  
8  
9

**MINUTES OF MEETING  
UNIVERSITY PLACE  
COMMUNITY DEVELOPMENT DISTRICT**

10  
11  
12  
13  
14  
15

The regular meeting of the Board of Supervisors of the University Place Community Development District was held Wednesday, June 26, 2019 at 3:30 p.m. in the Community Room of the Northern Trust Bank, located at 6320 Venture Drive, Lakewood Ranch, Florida 34202.

16  
17  
18  
19  
20

Present and constituting a quorum were:

21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

Frank Ingrassia	Chairman
Armand Houze	Vice Chairman
Ernst Ruppert	Assistant Secretary
Lauren Kessler	Assistant Secretary

33  
34  
35  
36

Also present were:

Robert Nanni  
University Place residents.

District Manager

*The following is a summary of the discussions and actions taken at the June 26, 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**

- One item was added to the agenda, a resolution. This resolution designated the Districts' attorney as the registered agent for any legal documents as it relates to the District.
- Mr. Ingrassia asked if there are any comments on the agenda. There being none, the next agenda item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Minutes of May 22, 2019 Meeting**
- B. Financial Statements, Check Run Summary and Invoices as of May 31, 2019**

37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67

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

**FOURTH ORDER OF BUSINESS**

**District Manager’s Report**

**C. Consideration of Resolution 2019-05, Registered Agent**

- Mr. Ingrassia read the resolution which designates Mr. Andrew Cohen as the Districts’ registered agent and registered office. The Florida Statue requires every District to have a registered agent and office. The Board is designating Mr. Cohen as the registered agent for University Place.

On MOTION by Ms. Kessler seconded by Mr. Houze with all in favor, resolution 2019-05 designating Mr. Andrew Cohen as the District’s registered agent and Persson and Cohen the District’s registered office was adopted. 4-0

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

- Mr. Nanni provided his update on some follow-up items:
  - An inquiry was made regarding the delivery date of the portable speed bumps. The speed bumps are anticipated to be delivered by Saturday at which time Sarasota Homecare will come to the community and install the speed bumps. Mr. Nanni will follow-up with the Chair to make certain of the exact location for the installation of the speed bumps.
  - A proposal was presented from Site Masters for the four areas which have culverts under the street. There are about 400 square feet of area at the inlet and the exit of each culvert which is part of the cleaning. There are four of them, and one has an outlet which is cattycorner to a house and feeds the inlet. The appraisal cost is approximately \$8,500 and the work will start next week providing the Board accepts the proposal. Site Masters is a company which has done good work in the District before.

68 On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in  
69 favor, the proposal from Site Masters to clean up the culverts was  
70 approved. 4-0  
71

- 72
- 73 • Mr. Ingrassia reviewed a number of items on the task list.
    - 74 ○ Mr. Ingrassia stated they have hired a company to look after the barrier arm knock  
75 off letters. Therefore, this task will be removed from the list going forward.
    - 76 ○ Mr. Ingrassia questioned whether the wiring and the LED on the barrier arms is  
77 something Envera is looking at. He requested having the middle light up and was  
78 told it was not compatible with their system. Mr. Houze stated Mr. Ingrassia had  
79 mentioned at the last meeting about the gates not closing simultaneously. Mr.  
80 Ingrassia stated the front at Cooper Creek entrance closes at 7 pm like it is  
81 supposed to, but the exit remains open until about 8 pm. The explanation he  
82 received was the loops in the ground need to be changed, but this appears to be  
83 a timer problem. Further discussion ensued regarding this matter. Mr. Nanni will  
84 follow-up with Envera on this matter. In addition, the magnetic braces at base of  
85 the arms are rusting and need painting.
    - 86 ○ The turf common areas are being dropped since TLC has dropped their biologic  
87 provider of pesticide and fertilizer due to multiple complaints and other issues.  
88 Mr. Houze followed up on this matter stating he spoke with Tom and was  
89 informed Tammy was let go as far as it relates to the Districts' work is concerned.  
90 They have a new provider in the pipeline but have not signed anything as yet.  
91 Things are moving forward to improve their turf and Tom acknowledged a liquid  
92 nitrogen treatment was done in the middle of May followed by a granular  
93 treatment at the end of May, which will carry them through the summer. This  
94 item will be removed from the task list.
    - 95 ○ The resident information post card: Ms. Cashi has mocked up what they should  
96 look like but they thought since the HOA side has a generic email address, they  
are asking Mr. Nanni to set up a general email like [UPCDD@inframark.com](mailto:UPCDD@inframark.com).

- 97           ○ Street Sweeper swept the neighborhood and it was good and this will now be done
- 98           quarterly and this item will be removed from the task list.
- 99           ○ The fence repairs along Honore Avenue: they were waiting on H & Y. They were
- 100           supposed to check in with Mr. Houze who has not heard from them as yet but will
- 101           follow up.
- 102       • Mr. Ingrassia asked if there were any new things to be added to the task list. At the
- 103           moment there was nothing except for Mr. Punched's swale.
- 104       • Mr. Houze questioned if they need to add to the task list and an item brought up by Ms.
- 105           Kessler at the last meeting as it relates to Jasmine plantings on a fence along Honore. This
- 106           item has been added to the task list.
- 107       • Ms. Kessler stated the problem they are having on the HOA side is the Viburnum is
- 108           thinning in the spring marsh area and looks right into those backyards. Mr. Ingrassia
- 109           suggested looking at the whole picture and look along both streets to see what the
- 110           perimeter needs.
- 111       • Mr. Ingrassia discussed the protruding metal from the drain on Indigo where the drains
- 112           stick out. Mr. Nanni stated he drove around to see others like that but had not seen
- 113           anything like that. This one in particular the concrete could be out too far and you can't
- 114           make the metal recess enough and it might be costly to get done. Further discussion
- 115           ensued regarding this matter. This item will be placed on the task list.
- 116       • Mr. Nanni discussed one more project which is in the early stages without enough
- 117           information to be placed on the task list. The item relates to the street lights at Honore
- 118           and Cooper Creek. Discussion ensued regarding the lights coming on at the same time
- 119           and the light color. Mr. Ingrassia asked Mr. Nanni to obtain a bid before putting this item
- 120           on the task list.
- 121       • Mr. Ingrassia stated another item which he copied Mr. Ruppert about Sharon Woods
- 122           house on Coates Row where there are some cracked concrete. Mr. Nanni received the
- 123           notice and Sarasota Homecare is going out there today to see if they can fix it.

124  
125

126 **FIFTH ORDER OF BUSINESS** **Old Business**

127 **A. "Who to Call" Post Card Update**

- 128 • Discussed earlier in the meeting. The Board is waiting on Mr. Nanni to provide a generic  
129 email.

130  
131 **SIXTH ORDER OF BUSINESS** **New Business**

- 132 • Mr. Ingrassia shared that Mr. Ruppert and Mr. Houze attended the FASD Annual  
133 Conference. This conference is for public organizations such as Districts and they brought  
134 back some interesting information. He asked for them to give a short report.
- 135 • Mr. Ruppert indicated they were newcomers to the conference and were informed of the  
136 following:
- 137 ○ There are 1600 Special Districts in Florida
  - 138 ○ Major ones are CDD's of which there are approximately 600
  - 139 ○ There is also the Fire, Hospital and Water Districts
  - 140 ○ Six other states have Special Districts
  - 141 ○ Each District, in particular the CDD's must have a website and the websites  
142 have to be ADA compliant.
- 143 • Mr. Houze discussed with the Board the ADA compliant part. What is happening is they  
144 have a lot of people who are gamers who are filing suit against all kinds of Districts  
145 throughout the State of Florida and under the Sunshine Law the CDD is mandated to pay  
146 for the attorney on both sides. There are punitive damages for not complying.
- 147 • There have been 275 lawsuits filed throughout the State on this. As a result, the upcoming  
148 legislative season which starts January to June will be taking up this question and trying  
149 to fix it. This is a serious issue to be concerned about. They mentioned in order to create  
150 compliant minutes for the website and to adequately disclose things for both the blind  
151 and deaf, there are companies who will make documents ADA compliant at a charge of  
152 approximately \$60,000 a year. The district does not have \$60,000 in their budget for that.
- 153 • Mr. Ingrassia mentioned Windows 10 can read a file to you so as far as ADA disabilities is  
154 concerned he does not think it is an insurmountable computer problem. But it is an  
155 opportunist who is trying to sue CDDs to get some money out of them for something

- 156 which is not even their disability on behalf of others which is a class action, but hopefully  
157 the government will put an end to it at the next session.
- 158 • Mr. Ruppert suggested they keep in contact with other CDDs because they are obviously  
159 facing the same exposure.
  - 160 • Further discussion ensued regarding the FASD conference.
  - 161 • Mr. Nanni informed the Board on the management side they are aware of the ADA  
162 problem. He is currently working on getting some proposals regarding ADA compliance  
163 to present to the Board. Mr. Ingrassia mentioned all the items posted on their website  
164 is there to inform their community. He asked if there were additional new business items.  
165 He noted there are four bids for tree trimming.
  - 166 • Ms. Kessler stated she and Mr. Houze assessed what trees really needed attention. Mr.  
167 Houze and Ms. Kessler thought the Sylvester Palms behind the monuments at both  
168 entrances needed to be trimmed and the one at Cooper Creek and Honore. There is a  
169 total of seven Sylvester Palms at each entrance.
  - 170 • The first bid she received was from:
    - 171 ○ Apex – they recommended to trim all the Cabbage Palms which are at each  
172 entrance. There are a total of 34 of them at the Cooper Creek entrance  
173 and 34 at the other entrance.
    - 174 ○ Ultimate Tree Service is less expensive for trimming of the Sylvester Palms  
175 which Ms. Kessler believes is the priority. She does not think that they  
176 necessarily have to do the Cabbage Palms immediately. Because the total  
177 quotes for both areas is almost \$4,000 from both companies.
  - 178 • Ms. Kessler reviewed the proposals and Apex charges \$125 for each tree, while Ultimate  
179 Tree charges \$85 per tree. If they wanted to do all the Sylvester Palms at both areas, they  
180 can get that done for just under \$1,200.
  - 181 • Mr. Houze mentioned other Oak trees which need to be cleaned over and above the  
182 Cabbage Palms.
  - 183 • On a Board consensus, they authorized Ultimate Tree Service to trim the seven Sylvester  
184 Palms at each entrance at a cost of \$595 and a total cost of \$1190.

- 185 • Mr. Houze questioned Mr. Nanni if the billing from Apex had come in for the cleaning of  
186 the Oak Tree. Mr. Nanni will follow-up.
- 187 • Mr. Ingrassia requested they get a bid for the rest of the Oaks and have this information  
188 available for discussion at the workshop to be included in next year' budget.
- 189 • Mr. Ruppert mentioned the problem with the controllers at the Sea Island irrigation. This  
190 has since been fixed but there was a 5-inch main pipe break at Indigo Ridge for the  
191 commons and this will be replaced tomorrow.
- 192 • Mr. Ingrassia discussed with the Board the CEC contract. He questioned whether the start  
193 date had been set for July 1, 2019. Mr. Nanni stated he does not believe it is in the  
194 contract, but they can put that date in when the contract is signed.
- 195 • Mr. Ruppert requested EMS make a final inspection and prepare an inventory of all major  
196 components of the irrigation system together with an assessment on the remaining life  
197 expectancy of major components for use when we switch over to the new contractor.  
198 Mr. Romanoff will provide the information from the request prior to July 1, 2019.
- 199 • Ms. Kessler discussed with the Board the number of active barcodes. Currently there are  
200 2700 active barcodes in a community of 403 homes. The direction Ms. Kessler has given  
201 is for barcodes not used in over two years will be deactivated. Of note, vendors such as  
202 Sarasota Homes Services, TLC have barcodes and Mr. Ingrassia feels the vendors that do  
203 work often within the community should have a barcode to enter. However, vendors who  
204 have not done work within the community in over a year, those barcodes should be  
205 deactivated. Ms. Kessler will prepare a list of all the vendors and provide them to Mr.  
206 Ingrassia to review to determine who should have a barcode. Further discussion ensued  
207 regarding barcodes.
- 208 • Mr. Nanni stated the CEC contract will be signed in between meetings and there should  
209 be a motion from the Board to do so. Considering the CEC contract has been rewritten,  
210 and reviewed by the attorneys, they will execute the contract on July 1, 2019 as they  
211 would like a monthly boundary to start the process and give them some time to finish  
212 up some things.
- 213

214  
215  
216  
217

On MOTION by Mr. Ruppert seconded by Ms. Kessler with all in favor, authorizing the Chairman to execute the CEC contract in between the Board meetings was approved. 4-0

218 **SEVENTH ORDER OF BUSINESS**

**Staff Reports**

219 **A. Attorney**

- 220 • None.

221

222 **B. Engineer**

- 223 • None.

224

225 **EIGHTH ORDER OF BUSINESS**

**Supervisor Requests & Comments**

- 226 • Mr. Ruppert questioned whether the HOA and CDD had an umbrella policy. Mr. Nanni confirmed they do.

- 228 • Ms. Kessler had three homeowner issues which she presented to the Board.

- 229 • Mr. Ingrassia asked Ms. Kessler about the status of the HOA TLC Carriage Run situation. Ms. Kessler stated they are bidding out the contract in July.

231

232 **NINTH ORDER OF BUSINESS**

**Public Comment Period**

- 233 • Public comments were received.

234

235 **TENTH ORDER OF BUSINESS**

**Adjournment**

236 There being no further discussion,

237

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

238

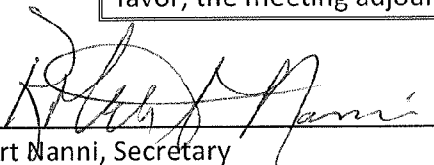
239

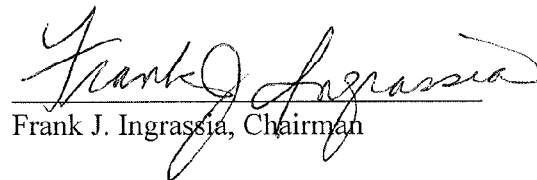
240

241

242

243

  
Robert Nanni, Secretary

  
Frank J. Ingrassia, Chairman