

**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, April 24, 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
Tami Cashi	Assistant Secretary

Also present were:

Robert Nanni	District Manager
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University Place residents.

The following is a summary of the discussions and actions taken at the April 24, 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

- Comments on the agenda were received by the Board regarding the irrigation bid award and other items.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Discussion and Appointment to Vacant Seat #5

- Mr. Ingrassia opened discussion regarding appointment to the vacant seat of Victoria Kahle, who passed away suddenly. The Board nominated Ms. Tami Cashi, who served as a former Board member, to the vacant seat.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, Ms. Tami Cashi's appointment to the vacant seat #5 was approved. 3-0

B. Oath of Office

- Mr. Nanni being a notary of the State of Florida administered the Oath of Office to Ms. Tami Cashi.

C. Consideration of Resolution 2019-03, Designation of Officers

- The designation of officers will remain the same just adding Ms. Cashi as Assistant Secretary.

On MOTION by Mr. Ingrassia seconded by Mr. Houze with all in favor, resolution 2019-03 keeping all the officers the same and adding Tami Cashi as Assistant Secretary was adopted. 4-0

FOURTH ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of February 27, 2019 Meeting

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

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

SIXTH ORDER OF BUSINESS

Old Business

A. Award of Pump Repair Bid

- Mr. Nanni presented the two bids received from EMS and CEC which were sent to the Board electronically. The invitation to bid was advertised in the Bradenton Herald, the Sarasota Tribune as well as the University Place website.
- The two bidders were EMS, Electrical Management South and CEC Pumps and Motors, and they supplied all the documentation required in the bid forms. Both companies read the bids and understood what they were looking for. Information on insurance, qualifications, certifications and references were requested. Three references were received from each company, and a complete pricing section of what their services would cost the District. The District had requested how much the company would charge for preventative maintenance, the cost for repairs for straight regular work per hour charge and what their overtime cost would be. It was understood that both companies had the ability to respond without lengthy delays.

- Further discussion ensued regarding the bids.
- Based on discussion and review of the information submitted, CEC Motors and Pump was awarded the bid.

On MOTION by Mr. Ingrassia seconded by Ms. Cashi with all in favor, awarding the pump repair bid to CEC Motors and Pump was approved. 4-0

- Paul Rademaker from CEC introduced himself to the Board and provided a brief synopsis about the company. The Board instructed Staff to begin negotiations for a contract with CEC to take over the irrigation maintenance and service.

FIFTH ORDER OF BUSINESS

District Manager’s Report

A. Discussion of Follow-up Items

- Mr. Nanni reviewed the following items on the task list with the Board.
 - FCR contract for collections is now in place.
 - Barrier arm – lights out, light showing purple, foam on top and bottom. Mr. Ingrassia sent a work order to have these arms standardized and customized. New telephone numbers were provided for the techs of Envera.
 - Training to be provided by Mr. Pewterbaugh for the two part-time maintenance techs.
 - TLC maintenance. Mr. Nanni will contact Tammy from Biological Tree Services subcontract for TLC regarding the UP lawn care concerns.
 - Mr. Romine contacted a Street Sweeper for a quote to pick up the vegetation and leaves and sweep the community streets on a regular basis.
- Mr. Nanni will update the follow-up item list for the next meeting.

SEVENTH ORDER OF BUSINESS

New Business

A. “Who to Call” post card update

- Ms. Cashi was delegated the responsibility of updating the UP Contacts post card to be supplied to all residents. Mr. Ingrassia stated the structure of the HOA changed their management to Sunstate so this information will be updated as well, Ms. Rachel Bally will be the contact for Mr. Nanni/Inframark and her information will be provided.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- None.

B. Engineer

- None.

NINTH ORDER OF BUSINESS

Supervisor Requests & Comments

- Mr. Ingrassia had the following comments:
 - Microsoft Office license had been updated for three years and the renewal notice had been sent to all Board members.
 - Looking for a letter from Whittaker regarding the HA5 condition and the state of the road. Mr. Nanni will follow-up on this.
 - The HOA and CDD Board member went through the entire neighborhood and designated 100 trees which need to be trimmed, de-mossed or cut down. Mr. Houze was provided the list and asked to go through to see what needs to be done immediately. He indicated he had already reviewed them and they are set for activity next week.
 - Mr. Ingrassia indicated the Board will have allocated \$15 for a memorial plaque in the garden, splitting the cost with the HOA in memory of Vickie Kahle.
 - The Board has been working on the 2020 budget and discussion ensued taking a look at having more allocation to the grounds. Mr. Ingrassia stated that he is waiting for an answer regarding the proposal for per diem costs of Grounds Person/Mr. Romine. Mr. Nanni stated he sent a counter proposal with some additions to the upper management and is awaiting a response. Mr. Nanni will follow-up on this.
 - Mr. Ingrassia sent an email to Inframark regarding the Reserves and requested for them to keep an Excel spreadsheet current so they could see how much they have spent and what funds are available.
 - Mr. Ingrassia indicated the May workshop meeting will be held at the Braden River Library because the current meeting room will not be available.
- Mr. Ruppert discussed the monthly basic irrigation system inspections and the inability to know, based on the notification received, which sprinkler head is not working and requires repair. He suggested TLC flag the deficient item so that the resident would be

aware which item is in need of repair. Mr. Ingrassia felt this is a great suggestion and will follow-up with TLC to this regard.

TENTH ORDER OF BUSINESS

- Comments were received.

Public Comment Period

ELEVENTH ORDER OF BUSINESS

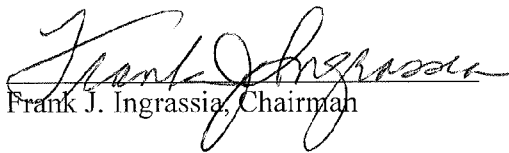
There being no further discussion,

Adjournment

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