

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

May 27, 2015 Minutes of Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Parkway Center Community Development District was held on Wednesday, May 27, 2015 at 6:30 p.m. at the Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569.

1. CALL TO ORDER/ROLL CALL

Mr. Howell called the regular meeting of the Board of Supervisors of the Parkway Center Community Development District to order on Wednesday, May 27, 2015 at 6:45 p.m.

Mr. Howell led the Board in The Pledge of Allegiance.

Board Members Present:

JoAnn Ward	Chairman
Corey Murphy	Vice Chairman
Earl Kunke	Supervisor
Tanya O'Connor	Supervisor

Staff Members Present:

Brian Howell	District Manager, Meritus
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No Audience Members

2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments.

3. VENDOR/STAFF REPORTS

A. District Counsel

Mr. Howell discussed with the Board the policy of issuing deposits with vendors. Mr. Howell stated he would not support that for small jobs but he would for larger jobs of \$20,000.00 or higher. Mr. Howell explained every District is different on how they prefer to approach this issue and by not having any deposits it may limit the contractor pool available to the District. The Board had a lengthy discussion on what the boundaries should be and the maximum amount the District would approve. The Board directed Mr. Howell to prepare a Resolution for the next meeting stating that the District will only issue deposits for projects that exceed \$25,000 and the maximum deposit the District will issue is 25%.

B. District Engineer

Mr. Howell advised that there is nothing to report regarding the Engineer.

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51 **4. CONSENT AGENDA**

52 **A. Consideration of Resolution 2015-03; Approving Fiscal Year 2016 Proposed**
53 **Budget & Setting Public Hearing**
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55 Mr. Howell advised the Board the main goal for this evening was to set the assessment level
56 for 2016. If the Board chooses to raise assessments there is a noticing process that must be
57 completed. Mr. Howell stated line items can be adjusted over the summer as the Board sees fit. It
58 was recommended by the Staff to keep the assessments for 2016 the same as 2015 due to the
59 healthy financial position of the District and historical data.
60

MOTION TO:	Approve Resolution 2015-03.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Murphy
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 – Motion passed unanimously.

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68 **B. Consideration of Minutes of the Board of Supervisors Meeting, April 22, 2015**
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70 In line 1004 should be Spears, strike line 52, line 101/102 - \$5.00 fee (need discretion for
71 Verizon late charge, line 122/123 – location of lights, line 188/189 should state the resident
72 ignored the Board and the District manager.
73

MOTION TO:	Approve April Minutes with Revisions
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Kunke
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 4/0 – Motion passed unanimously.

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80 **C. Consideration of Operations and Maintenance Expenditures, May 2015**
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82 Mr. Howell explained the bill for website maintenance, tax check recommended by Counsel,
83 Stantec bills, vortex and irrigation invoices. Mr. Howell is to check on the cell phone charge by
84 Spears (Board did not remember seeing that billed before) and late fee credit for Verizon.
85

MOTION TO: Approve O&M's May 2015.
MADE BY: Supervisor Ward
SECONDED BY: Supervisor O'Connor
DISCUSSION: None further
RESULT: Called to Vote: motion PASSED
4/0 – Motion passed unanimously

C. Review of Financial Statements through March 31, 2015

The March financials were accepted.

D. Acceptance of Fiscal Year 2014 Audit

MOTION TO: Accept Fiscal Year 2014 Audit
MADE BY: Supervisor Ward
SECONDED BY: Supervisor Kunke
DISCUSSION: None further
RESULT: Called to Vote: motion PASSED
4/0 – Motion passed unanimously.

5. BUSINESS ITEMS

A. Nichols Landscape Monument and Column Uplighting Installation Walk through Report

B. Premier Outdoor Lighting Proposal

Supervisor Ward went over the report submitted by Celia Nichols and she complimented Ms. Nichols on the thoroughness of the night time light check that was conducted. During the inspection it was noted that a few more lights could be added to some of the monuments. The vendor will be sending another proposal after the final inspection for adding some lighting to the Falkenberg monument.

MOTION TO: Approve Proposal with a cap not to exceed \$3,000.
MADE BY: Supervisor O'Connor
SECONDED BY: Supervisor Murphy
DISCUSSION: None further
RESULT: Called to Vote: motion PASSED
4/0 – Motion passed unanimously.

127 **C. Annual Disclosure of Qualified Electors**

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129 Mr. Howell disclosed that there are 1811 qualified electors in the District.
130

131 **D. Capital Improvement Project Update**

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133 Mr. Howell stated the painting and initial light installations are complete. The sign work is to be
134 completed by the end of the week and the construction on the new monument is to commence
135 within the next week. Mr. Howell will contact LMP after the signage is done so the landscape
136 proposals that have been executed can begin. The project is under budget. Supervisor O'Connor
137 would like to attend the next nighttime light inspection.
138

139 **E. General Matters of the District**

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142 **6. MANAGEMENT REPORTS**

143 **A. District Manager's Report**

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145 The proposal from Aquatic Systems has been received and Mr. Howell reviewed the report and
146 suggested pond locations for planting. The bid came in at about \$1100 less than what was
147 budgeted. The planting will commence in June when the rainy season starts. The Board was
148 happy with the pond conditions overall. Mr. Howell will have more buttons ordered for the
149 deggy system as the security report shows a number of check points are out. Mr. Howell has a
150 meeting scheduled with Taylor Morrison on May 28, 2015 so he can discuss the possibility of
151 the District obtaining a parcel from them to potentially construct an amenity center.
152

153 **B. Field Manager**

- 154 **1. District Inspection Report**
155 **2. Staff Action List**
156 **3. Aquatic Systems Report**
157 **4. Spears Security Log and Calendar**
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159 **7. SUPERVISOR REQUESTS**

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161 Touch up paint needs to be done on Riverview. This will be done when the signs are back up so
162 all the touch ups can be completed.
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164 Supervisor Murphy needs to receive the concept plan for the monument and contractor proposal.
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166 The Board needs a copy of the Spears contract.
167

168 Supervisor O'Connor needs the CDD email to work and a charger for the iPad.
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170 Supervisor Kunke needs MDH to check spam on the iPad.
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172 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

173 **9. ADJOURNMENT**

MOTION TO: Adjourn.
MADE BY: Supervisor O'Connor
SECONDED BY: Supervisor Kunke
DISCUSSION: None further
RESULT: Called to Vote: motion PASSED
4/0 - Motion passed unanimously

**Please note the entire meeting is available on disc*

**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on July 22, 2015.

Signature

Printed Name

Title:

☒ Chairman

☐ Vice Chairman

Signature

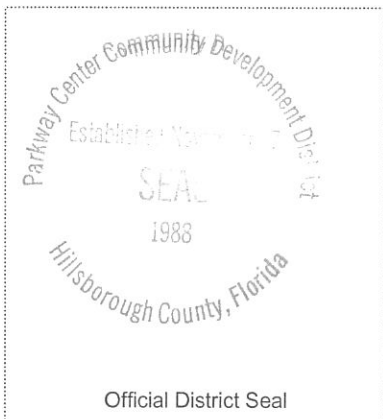
Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator



Signature

Date

July 23, 2015