

# **PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT**

**May 25, 2016 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 25, 2016 at 6:30 p.m.** at the Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569.

### **1. CALL TO ORDER/ROLL CALL**

Brian Howell called the Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District to order on **Wednesday, May 25, 2016 at 6:33 p.m.**

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

Board Members Present:

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

Staff Members Present:

Brian Howell	District Manager, Meritus
Celia Nichols	Nichols Landscape Architecture

No Audience Members Present

### **2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS**

There were no audience members present.

### **3. VENDOR/STAFF REPORTS**

#### **A. District Counsel**

Brian Howell stated District Counsel believes he has tracked down the address for the owner encroaching onto CDD land and therefore a letter can be sent.

#### **B. District Engineer**

Mr. Howell stated that the District Engineer had nothing to report at this time. Supervisor Ward asked for the District Engineer to check the weirs for erosion and report back at the next meeting.

43 **4. BUSINESS ITEMS**

44 **A. Consideration of Resolution 2016-04; Approving Proposed Fiscal Year 2017**  
45 **Budget & Setting Public Hearing**  
46

47 MOTION TO:	Open Public Hearing on Proposed Fiscal Year 2017
48	budget.
49 MADE BY:	Supervisor Ward
50 SECONDED BY:	Supervisor O'Connor
51 DISCUSSION:	None further
52 RESULT:	Called to Vote: motion PASSED
53	3/0 – Motion passed unanimously.

54  
55 Mr. Howell stated the goal for this meeting was to decide on whether to raise assessments for  
56 2017 or not. If the District decided to raise assessments there is a noticing to all owners required.  
57 Mr. Howell stated based on their past history, surpluses from previous years and the fact the  
58 District was tracking under budget to date staff recommends assessments be kept the same for  
59 2017 as they were for 2016. The Board discussed the budget, possible purchase of a parcel to  
60 construct an amenity center in the future and current operations. The Board agreed with  
61 recommendation from staff.  
62

63 MOTION TO:	Close Public Hearing on Proposed Fiscal Year 2017
64	budget.
65 MADE BY:	Supervisor O'Connor
66 SECONDED BY:	Supervisor Ward
67 DISCUSSION:	None further
68 RESULT:	Called to Vote: motion PASSED
69	3/0 – Motion passed unanimously.

71 MOTION TO:	Adopt Resolution 2016-04 keeping assessments the
72	same for 2017 and set public hearing on budget for
73	August.
74 MADE BY:	Supervisor Ward
75 SECONDED BY:	Supervisor Kunke
76 DISCUSSION:	None further
77 RESULT:	Called to Vote: motion PASSED
78	3/0 – Motion passed unanimously.

79  
80 **B. Annual Disclosure of Qualified Electors**  
81

82 Mr. Howell announced there were 1,904 qualified electors in the District.  
83

**C. 2016 Election Process**

Mr. Howell reviewed the election process with the Board for seats that will be up for election this fall. Supervisor Ward had a question on District and Circuit number spaces on election forms. Mr. Howell is to have staff review and email information to the Board.

**D. Requisition for Payment – Freedom Sky Construction**

**This item was discussed after District Manager Reports**

Celia Nichols then went over the new monument and advised the Board it was completed and she was satisfied with final product and the Board agreed.

MOTION TO:	Approve requisition for payment for completion of monument to Freedom Sky Construction.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 - Motion passed unanimously

Celia Nichols stated the County had approved the permit for removing trees and the District needed to obtain ROW permit. Mr. Howell will reach out to the engineer to assist.

**E. LMP Landscape Enhancement Proposals**

Celia Nichols then went over the bids submitted by LMP for installation of new landscape at the Riverview Drive and Falkenberg Road locations. She stated the pricing for the tree was reasonable and less than what she expected; however the smaller material, boulders, demo, soil and irrigation was higher than anticipated. The estimates were under the \$100,000.00 cap set by the Board but in her opinion the estimates were high and needed to be reworked. The Board discussed plans, some possible minor revisions and directed Ms. Nichols and Mr. Howell to have a meeting with LMP to see if cost can be brought down. If prices can be lowered to a level staff is comfortable with then the project will move forward with LMP. If an agreement cannot be reached with LMP then Ms. Nichols will bid out the project. In either case staff will let the Board know the outcome of the meeting with LMP which will look to be scheduled the week after Memorial Day.

**F. Capital Improvement Project Update**

**G. General Matters of the District**



126 **5. CONSENT AGENDA**

127 **A. Consideration of Minutes of Board of Supervisors Meeting April 27, 2016**

128  
129 MOTION TO: Approve April 27, 2016 minutes.  
130 MADE BY: Supervisor Ward  
131 SECONDED BY: Supervisor O'Connor  
132 DISCUSSION: None further  
133 RESULT: Called to Vote: motion PASSED  
134 3/0 – Motion passed unanimously.

135  
136 **B. Consideration of Operations and Maintenance Expenditures May 2016**

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138 MOTION TO: Approve O&M's for May 2016.  
139 MADE BY: Supervisor Ward  
140 SECONDED BY: Supervisor Kunke  
141 DISCUSSION: None further  
142 RESULT: Called to Vote: motion PASSED  
143 3/0 – Motion passed unanimously.

144  
145 There was a question on audit and insurance invoices which Mr. Howell answered.

146  
147 **C. Review of Financial Statements through March 31, 2016**

148  
149 The financials were accepted and Mr. Howell noted that 100% of tax funds had been collected  
150 and the District was 5% under budget for the first six months of operations. He also stated there  
151 was \$30,000.00 still left in construction funds.

152  
153 **6. MANAGEMENT REPORTS**

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

155 **B. Field Manager**

- 156 **1. District Inspection Report**  
157 **2. Staff Action List**  
158 **3. Aquatic Systems Report**  
159 **4. Spear Security Reports**

160  
161 Mr. Howell stated painting for the Riverview Drive wall (backside) will commence on June 20<sup>th</sup>  
162 and would be wrapped up by July 2<sup>nd</sup>. Staff will mail a letter to the affected owners advising of  
163 these work dates and to leave access etc. for contractors.

164 Mr. Howell also stated letters to owners would be going out soon in order to dissolve the  
165 remaining streetlight district that is still left. The goal is to have all signatures by August so they  
166 can be submitted to BOCC and be dissolved at the fall BOCC meeting.

167  
168 **7. SUPERVISOR REQUESTS**

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

9. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED
	3/0 - 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 June 22, 2016.

Signature

Signature

Printed Name

Printed Name

Title:

☒ Chairman

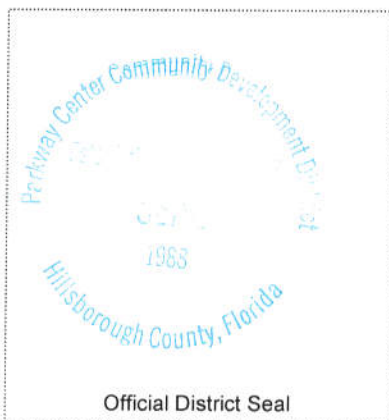
☐ Vice Chairman

Title:

☐ Secretary

☒ Assistant Secretary

Recorded by Records Administrator



Signature

Date