

# PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

May 24, 2017 Minutes of the Regular 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 24, 2017 at 6:30 p.m.** at the Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569.

### 1. CALL TO ORDER/ROLL CALL

Nicole Chamberlain called the Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District to order on **Wednesday, May 24, 2017 at 6:34 p.m.**

Board Members Present and Constituting a Quorum:

JoAnn Ward	Chairman
Earl Kunke	Vice Chairman
Tanya O'Connor	Supervisor
Daniel Fleary, Jr.	Supervisor
Suzanne DeCopain	Supervisor

Staff Members Present:

Nicole Chamberlain	Meritus
Tonja Stewart	District Engineer
Celia Nichols	Nichols Landscape Architecture

There were some residents present.

Ms. Chamberlain explained that management runs the meetings but at the direction of the Chair. If the Chairperson is not present, then it would be at the direction of the Vice Chair.

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

There were no audience questions or comments on agenda items.

### 3. VENDOR/STAFF REPORTS

#### A. District Counsel

#### B. District Engineer

Ms. Stewart discussed the site plan for the amenity center. The water is going to require a lift station and tree survey. Ms. Stewart stated that the zoning is for commercial, so that is in order. The Board asked for a flow chart on how the process works. Ms. Stewart went through the process and said they should anticipate a couple of years to get to construction. Ms. Stewart said they need to start with due diligence. Supervisor Ward asked about specifics for due diligence. Supervisor Kunke asked if the land is owned by Taylor Morrison, and Ms. Stewart answered no. Supervisor Ward asked at what point they should consider financing, and Ms. Stewart said she

49 can pull something together from other communities. Supervisor Ward asked if the Board is  
50 interested in moving forward. Supervisor O'Connor answered yes and stated that they have been  
51 looking at parcels for a while. Supervisor O'Connor said this one is a good size and they are  
52 interested in selling. Supervisor Kunke liked that the parcel is by an entrance. Supervisor  
53 DeCopain asked if the area right next to the parcel has homes.  
54

55	MOTION TO:	Allow management to pursue the parcel and start
56		negotiations.
57	MADE BY:	Supervisor Ward
58	SECONDED BY:	Supervisor O'Connor
59	DISCUSSION:	None further
60	RESULT:	Called to Vote: Motion PASSED
61		4/0 – Supervisor Fleary abstained.

62  
63 **i. Discussion on Tree Survey and Long Term Planning**  
64

65 Ms. Nichols presented the plans for Belmont. The Board discussed whether to remove palms and  
66 what they would be replaced with. The Board talked about removing the palms, replacing them  
67 with crate myrtles, and adding some irrigation and lighting. Ms. Nichols also presented the plans  
68 for Hamlet. The current plan is \$24,000 but needs irrigation.  
69

70	MOTION TO:	Approve the current plans and move forward with the
71		next steps.
72	MADE BY:	Supervisor Ward
73	SECONDED BY:	Supervisor O'Connor
74	DISCUSSION:	None further
75	RESULT:	Called to Vote: Motion PASSED
76		5/0 – Motion passed unanimously.

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79 **4. BUSINESS ITEMS**

80 **A. Discussion on Sod Installation Proposal - LMP**  
81

82 Ms. Chamberlain explained the proposal.  
83

84	MOTION TO:	Approve the Sod Installation Proposal.
85	MADE BY:	Supervisor O'Connor
86	SECONDED BY:	Supervisor DeCopain
87	DISCUSSION:	None further
88	RESULT:	Called to Vote: Motion PASSED
89		5/0 – Motion passed unanimously.

90  
91 **B. Consideration of Resolution 2017-01; Approving Proposed Fiscal Year 2018**  
92 **Budget & Setting Public Hearing**  
93

94 Ms. Chamberlain went over the Resolution and budget line items with the Board. The budget is  
95 staying the same for fiscal year 2018, and the public hearing is set for Wednesday, August 23,  
96 2017 at 6:30 p.m. at the current location.  
97

98	MOTION TO:	Approve Resolution 2017-01.
99	MADE BY:	Supervisor Ward
100	SECONDED BY:	Supervisor O'Connor
101	DISCUSSION:	None further
102	RESULT:	Called to Vote: Motion PASSED
103		5/0 – Motion passed unanimously.

104  
105 **C. Consideration of Resolution 2017-02; Re-Designating Treasurer**  
106

107 Ms. Chamberlain reviewed the Resolution with the Board.  
108

109	MOTION TO:	Approve Resolution 2017-02.
110	MADE BY:	Supervisor Ward
111	SECONDED BY:	Supervisor Kunke
112	DISCUSSION:	None further
113	RESULT:	Called to Vote: Motion PASSED
114		5/0 – Motion passed unanimously.

115  
116 **D. Consideration of Resolution 2017-03; Re-Designating Qualified Public**  
117 **Depository**  
118

119 Ms. Chamberlain explained the resolution and stated that management is recommending SunTrust.  
120 Supervisor Ward said she did not feel comfortable making a motion because she works for a  
121 financial institution.  
122

123	MOTION TO:	Approve Resolution 2017-03.
124	MADE BY:	Supervisor O'Connor
125	SECONDED BY:	Supervisor Fleary
126	DISCUSSION:	None further
127	RESULT:	Called to Vote: Motion PASSED
128		5/0 – Motion passed unanimously.

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132 **E. Annual Disclosure of Qualified Electors**  
133

134 Ms. Chamberlain announced that as of April 15, 2017, Parkway Center CDD has 2,342 qualified  
135 electors.

136  
137 **F. Appointment of Audit Committee**  
138

139 Ms. Chamberlain explained the reason for the Audit Committee and the audit process.  
140

141	MOTION TO:	Appoint the Board as the Audit Committee.
142	MADE BY:	Supervisor Ward
143	SECONDED BY:	Supervisor DeCopain
144	DISCUSSION:	None further
145	RESULT:	Called to Vote: Motion PASSED
146		5/0 – Motion passed unanimously.

147  
148 **G. General Matters of the District**  
149

150  
151 **5. CONSENT AGENDA**

152 **A. Consideration of Minutes of Board of Supervisors Meeting April 26, 2017**  
153

154 The Board reviewed the minutes and noted that Supervisor O'Connor was not present at the last  
155 meeting.  
156

157	MOTION TO:	Approve April 26, 2017 minutes with the change to
158		board members present.
159	MADE BY:	Supervisor Ward
160	SECONDED BY:	Supervisor Kunke
161	DISCUSSION:	None further
162	RESULT:	Called to Vote: Motion PASSED
163		5/0 – Motion passed unanimously.

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165 **B. Review of Financial Statements through April 30, 2017**  
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167 The Board reviewed and accepted the financials. The Board also discussed that the financial  
168 notes are confusing; they would like an explanation.  
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171 **6. MANAGEMENT REPORTS**

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

173 **B. Field Manager**

174 **i. District Inspection Report**

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**ii. Staff Action List**  
**iii. Aquatic Systems Reports.**

Ms. Chamberlain reviewed the reports with the Board.

**7. SUPERVISOR REQUESTS**

The Board brought up the security company and said they are not entirely happy with the service the company is providing. The Board discussed obtaining new security bids.

Supervisor O'Connor brought up that the volunteer form on the web doesn't have anything that tells volunteers what they will be doing. She would like for the site to inform volunteers that they will be provided with safety equipment and state that they need to have a form from the County to document hours. Supervisor O'Connor would also like to make sure that the age limit on the form says 13 and up.

**8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience questions, comments, or discussion at this time.

**9. ADJOURNMENT**

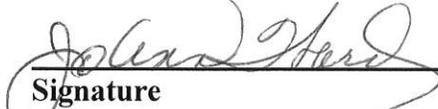
MOTION TO:	Adjourn at 8:37 p.m.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion passed unanimously

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

209 \*These minutes were done in summary format.

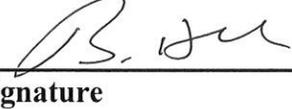
210 \*Each person who decides to appeal any decision made by the Board with respect to any matter  
211 considered at the meeting is advised that person may need to ensure that a verbatim record of  
212 the proceedings is made, including the testimony and evidence upon which such appeal is to be  
213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

214  
215 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
216 noticed meeting held on 6-28-17.

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219 Signature

220  
221 JoAnn Ward  
222 Printed Name

223  
224 **Title:**  
225  Chairman  
226  Vice Chairman

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218   
219 Signature

220  
221 Brian Honey  
222 Printed Name

223  
224 **Title:**  
225  Secretary  
226  Assistant Secretary

227  
228 Recorded by Records Administrator

229  
230  
231   
232 Signature

233  
234  
235 7-5-17  
236 Date

