

# **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

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

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

#### **i. Discussion on Tree Survey and Long Term Planning**

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

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

#### **4. BUSINESS ITEMS**

##### **A. Discussion on Sod Installation Proposal - LMP**

Ms. Chamberlain explained the proposal.

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

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

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

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

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

Ms. Chamberlain reviewed the Resolution with the Board.

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

**D. Consideration of Resolution 2017-03; Re-Designating Qualified Public Depository**

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

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

**E. Annual Disclosure of Qualified Electors**

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

**F. Appointment of Audit Committee**

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

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

**G. General Matters of the District**

**5. CONSENT AGENDA**

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

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

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

**B. Review of Financial Statements through April 30, 2017**

The Board reviewed and accepted the financials. The Board also discussed that the financial notes are confusing; they would like an explanation.

**6. MANAGEMENT REPORTS**

**A. District Manager's Report**

**B. Field Manager**

**i. District Inspection Report**

175 **ii. Staff Action List**

176 **iii. Aquatic Systems Reports.**

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178 Ms. Chamberlain reviewed the reports with the Board.  
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181 **7. SUPERVISOR REQUESTS**  
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183 The Board brought up the security company and said they are not entirely happy with the service  
184 the company is providing. The Board discussed obtaining new security bids.  
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186 Supervisor O'Connor brought up that the volunteer form on the web doesn't have anything that  
187 tells volunteers what they will be doing. She would like for the site to inform volunteers that they  
188 will be provided with safety equipment and state that they need to have a form from the County  
189 to document hours. Supervisor O'Connor would also like to make sure that the age limit on the  
190 form says 13 and up.  
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193 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**  
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195 There were no audience questions, comments, or discussion at this time.  
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198 **9. ADJOURNMENT**  
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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

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*\*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 6-28-17.

Signature

JoAnn Ward

Printed Name

Title:

☐ Chairman

☐ Vice Chairman

Signature

Brian Homy

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

Recorded by Records Administrator

Signature

7-5-17

Date

