

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

May 23, 2018 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 23, 2018 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 23, 2018 at 6:30 p.m.**

Board Members Present and Constituting a Quorum:

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

Staff Members Present:

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| Brian Howell | Meritus |
| Scott Steady | District Counsel |
| Trevor Sas | Windward Building |

There were three audience members present.

2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items at this time.

3. VENDOR/STAFF REPORTS

Trevor Sas of Windward Building went over his company's biography and the amenity projects have worked on in the Tampa area. Mr. Sas discussed the mock budget he put together for the District, which was based on feedback from Mr. Howell that had been received from the Board. Mr. Sas explained that the Board could make changes as they went through the design process, and this was only a template to work from. The Board asked many questions about the construction process, features they could add, the parcel in general, construction concerns, and the construction timeline.

The entire discussion is available on audio recording.

Mr. Howell explained that the next step would be to do a request for qualifications for architectural and design services for the projected amenity center and pool. There would be an advertisement in the paper, and the Board would then review any submissions at the next meeting and select a firm to work with.

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| MOTION TO: | Proceed with the next steps. |
| MADE BY: | Supervisor O'Connor |
| SECONDED BY: | Supervisor Fleary |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - Motion passed unanimously |

A. District Counsel

Mr. Steady went over his report. He stated that the County was in the process of approving the interlocal agreement, and he had sent a draft purchase agreement over to the parcel owner for him to review. Mr. Steady said he was waiting on the parcel owner's comments. He also said that everything is progressing well, and at this point, if the Board felt comfortable, the next step would be to engage the investment banker and bond counsel. Mr. Steady said the Board could approve the resolutions for this at the next meeting. The Board agreed that they want to keep moving forward.

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| MOTION TO: | Proceed with pursuing the bond refinancing and financing for the amenity center. |
| MADE BY: | Supervisor Fleary |
| SECONDED BY: | Supervisor DeCopain |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - Motion passed unanimously |

B. District Engineer

Mr. Howell and the Board discussed the projected budget for the capital improvement project, which would be around \$4 million. The approximate increase should be between \$6 and \$15 per month.

4. BUSINESS ITEMS

A. Consideration of Resolution 2018-02; Approving Fiscal Year 2019 Proposed Budget & Setting Public Hearing

Mr. Howell went over the proposed budget for 2019. He went over the budget line items and also stated that the critical step for this meeting was to determine whether to raise assessments or not

for the next fiscal year. Based on the past performance of the District and its current financial position, the recommendation of staff was to keep the assessment level the same for 2019 as it was for 2018. Mr. Howell explained that over the summer, the budget line items could be moved around prior to the final adoption of the budget in August. Mr. Howell answered questions on the new debt for the amenity center and parcel and stated that the increase for these items would not hit until November 2019. Also, any potential O&M increase would not hit until November 2020.

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| MOTION TO: | Approve Resolution 2018-02. |
| MADE BY: | Supervisor O'Connor |
| SECONDED BY: | Supervisor Kunke |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - Motion passed unanimously |

B. Annual Disclosure of Qualified Electors

Mr. Howell announced that as of April 15, 2018, Parkway Center CDD has 2,600 qualified electors.

C. 2018 Elections Process

Mr. Howell went over the memo about the process for the upcoming election season and the open Board seats for the November 2018 election.

D. Consideration of Resolution 2018-03; General Elections, November 2018

The Board reviewed the resolution.

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| MOTION TO: | Approve Resolution 2018-03. |
| MADE BY: | Supervisor Fleary |
| SECONDED BY: | Supervisor DeCopain |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - Motion passed unanimously |

E. General Matters of the District

5. CONSENT AGENDA

A. Consideration of Minutes of Board of Supervisors Continued Meeting April 12, 2018

B. Consideration of Minutes of Board of Supervisors Meeting April 25, 2018

The Board reviewed the minutes.

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| MOTION TO: | Approve the April 12, 2018 and April 25, 2018 minutes. |
| MADE BY: | Supervisor O'Connor |
| SECONDED BY: | Supervisor Kunke |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 5/0 - Motion passed unanimously |

C. Consideration of Operations and Maintenance Expenditures April 2018

The Board reviewed the O&Ms.

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| MOTION TO: | Approve the April 2018 O&Ms. |
| MADE BY: | Supervisor Ward |
| SECONDED BY: | Supervisor O'Connor |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 5/0 - Motion passed unanimously |

C. Review of Financial Statements through April 30, 2018

The Board reviewed and accepted the financials.

6. MANAGEMENT REPORTS

A. District Manager's Report

B. Field Manager

- i. District Inspection Report
- ii. Staff Action List
- iii. Aquatic Systems Reports

Mr. Howell stated that the landscape improvements had been completed, and the lighting project would start next Wednesday and be finished within two weeks. The gate and fence area were repaired, and Taylor Morrison offered to remove the pine trees that had been discarded on CDD property. The aquatics proposal will be in the book next month, and Ms. Stewart will be available to review the proposal with the Board.

7. SUPERVISOR REQUESTS

Supervisor Fleary asked if the buffer area was being dedicated to the CDD. Mr. Howell responded that yes, it is, and they have that in writing.

Supervisor Ward requested for Taylor Morrison to let the CDD know when they have surveyors in the area so the community has prior warning. She also asked if they had received the gate code yet from the HOA.

Supervisor DeCopain mentioned that there have been tortoises on the road by the townhomes on Castle Creek. She wondered if it was construction related.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were audience comments about the HOA marque signs, the palm tree farm, and pond areas. A resident also wanted to know why Taylor Morrison wants to give the new area with the mail kiosk to the CDD.

9. ADJOURNMENT

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| MOTION TO: | Adjourn at 7:43 p.m. |
| MADE BY: | Supervisor Ward |
| SECONDED BY: | Supervisor O'Connor |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - 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.*

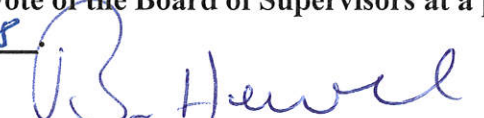
Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on June 27, 2018.


Signature

JO ANN WARD
Printed Name

Title:

- ☐ Chairman
☐ Vice Chairman


Signature

Bill Howell
Printed Name

Title:

- ☐ Secretary
☒ Assistant Secretary

Recorded by Records Administrator


Signature

June 28, 2018
Date

