

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

June 27, 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, June 27, 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, June 27, 2018 at 6:30 p.m.**

Board Members Present and Constituting a Quorum:

JoAnn Ward	Chair	
Earl Kunke	Vice Chair	<i>arrived at approximately 6:40 p.m.</i>
Daniel Fleary, Jr.	Supervisor	
Tanya O'Connor	Supervisor	
Suzanne DeCopain	Supervisor	<i>arrived at approximately 6:40 p.m.</i>

Staff Members Present:

Brian Howell	Meritus	
Scott Steady	District Counsel	
Steve Sanford	Bond Counsel	<i>via conference call</i>

There were several 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

A. District Counsel

B. District Engineer

Mr. Howell directed the Board to skip ahead to the Consent Agenda to give the other Board members time to arrive at the meeting before they begin discussing all of the Business Items.

5. CONSENT AGENDA

A. Consideration of Minutes of Board of Supervisors Meeting May 23, 2018

The Board reviewed the minutes.

MOTION TO: Approve the May 23, 2018 meeting minutes.
MADE BY: Supervisor O'Connor
SECONDED BY: Supervisor Ward
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion passed unanimously

B. Consideration of Operations and Maintenance Expenditures May 2018

The Board reviewed the O&Ms and had a question about the TECO credits. Mr. Howell answered.

MOTION TO: Approve the May 2018 O&Ms.
MADE BY: Supervisor Ward
SECONDED BY: Supervisor O'Connor
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion passed unanimously

C. Review of Financial Statements through May 31, 2018

The Board reviewed and accepted the financials.

6. MANAGEMENT REPORTS

A. District Manager's Report

i. Discussion on Tree Trimming – Anthony Penta

B. Field Manager

i. District Inspection Report

ii. Staff Action List

iii. Aquatic Systems Reports

Mr. Howell updated the Board. He stated that the lighting project is almost finished and should be completed the first week of July. Mr. Howell also said that Ms. Nichols could go ahead and put some construction plans together for the landscaping at the monuments if the Board gives her the go-ahead. Ms. Nichols could skip the concept plan and go ahead and present to cut down on fees. The Board agreed to have her proceed. Mr. Howell will direct Ms. Nichols to present her plans to the Board in the August meeting.

Supervisor Kunke and Supervisor DeCopain arrived at the meeting.

4. BUSINESS ITEMS

Mr. Steady stated that he will recommend a continuance of the meeting. However, he wants to go over all of the documents with the Board so that they will have plenty of time to review them. Mr. Sanford will also go over some of the bond documents.

A. Consideration of Purchase and Sale Agreement with South Tampa, LLC

Mr. Steady went over some issues with the right of way at Falkenberg Rd. He has asked the Engineer to look at which land has to be given to the County for the road and right of way and which land the District can still use.

The full discussion is available on audio recording.

B. Consideration of Appointment of Bond Counsel – Greenberg Traurig, PA

C. Consideration of Appointment of Investment Banker – FMS Bonds

D. Consideration of Engineer's Report

E. Consideration of Assessment Methodology for Recreational Facility

F. Consideration of Assessment Methodology for Refinancing Series 2004A Bonds

G. Consideration of Resolution 2018-04; Authorizing the Issuance of Bonds to Refinance Series 2004A Bonds and Issuance of New Bonds for Recreational Facility

Mr. Steady and Mr. Sanford briefly went over Resolution 2018-04 and Bond documents with the Board. The Board asked a few questions, and Mr. Steady and Mr. Sanford answered.

The full discussion is available on audio recording.

Mr. Steady and the Board discussed the 2004 bonds. He explained that they are refinancing and reissuing the bonds.

Mr. Steady also went over why he wants the Interlocal Agreement with the County on the agenda as soon as possible so that it can get approved. He thinks it will be ready by mid-July, or at the latest, the first of August.

The Board and Mr. Steady reviewed the Purchase Agreement. The Board was concerned about the \$30,000 nonrefundable deposit that the seller requested. Mr. Steady went over the terms of the agreement in detail. The Board and Mr. Steady continued to discuss the issue with the right-of-way and Falkenberg Road and how to proceed.

The full discussion is available on audio recording.

Mr. Steady also briefly went over the Bond Counsel agreement and fees with the Board.

H. Consideration of Resolution 2018-05; Declaring Special Assessments

Mr. Steady went over the resolution and associated exhibits. The Board asked about the details of the improvements in the resolution. Mr. Howell said it is a general description and there will be a workshop with the residents and concept plan to determine the specific amenities. Mr. Steady then went over the assessment methodology. The Board asked some questions, and Mr. Steady answered. Mr. Steady then provided a handout to the Board and went over the assessment numbers in detail.

The full discussion is available on audio recording.

I. Consideration of Resolution 2018-06; Setting Public Hearing to Consider Levying Special Assessments

Mr. Steady went over mailing the assessment notices to the community. The Board and Mr. Steady discussed how it should be handled and how much it would cost. Mr. Howell recommended doing a separate mailing to detail what is going on. The Board was concerned about confusion plus the community's reaction to the 2004 bonds being refinanced and the savings with the refinance vs. the 2008 bonds that are not being refinanced. Mr. Howell said they can do separate letters for the sections in addition to the required mailing. Mr. Steady reiterated that he doesn't want to rush through the process.

The Board discussed continuing the meeting to July 10, 2018 at 6:30 p.m. at the same location. Mr. Howell also asked if the Board would like to schedule a special meeting after the budget meeting in August as a backup. The Board said they would like to schedule a special meeting on Wednesday, September 5, 2018 at 6:30 p.m. at the same location. Mr. Howell said the informal letters could probably be mailed out the second or third week of July. The formal letters need to be mailed out before August 5, 2018.

Mr. Steady left the meeting.

J. Discussion on Vegetation Proposal – Aquatic Systems

Mr. Howell noted that Ms. Stewart could not make the meeting this evening and he will ask her to attend and go over the proposal with the Board at the July 10, 2018 meeting.

K. Review of RFQs for Architectural and Design Services

Mr. Howell went over the RFQ with the Board. He recommended going with Windward because they are a design/build. Mr. Howell also went over the process and time frame.

MOTION TO: Engage Windward.
MADE BY: Supervisor Fleary
SECONDED BY: Supervisor Ward
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion passed unanimously

L. General Matters of the District

Mr. Howell went over an issue with a homeowner regarding tree limb encroachment. The CDD landscaping company has already come out twice to trim the limbs as far as they can trim them without damaging the trees. The Board agreed they should not reimburse the homeowner.

MOTION TO: Deny the request.
MADE BY: Supervisor Ward
SECONDED BY: Supervisor O'Connor
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion passed unanimously

7. SUPERVISOR REQUESTS

Supervisor O'Connor asked about the status of the trees off of Falkenberg.

Mr. Howell stated that he spoke to Jeff about the mail kiosk area. He will have Mr. Steady draft an agreement to shift the maintenance and care of the mail kiosk to the HOA.

Supervisor Kunke asked about the dead palm trees.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were no audience questions or comments at this time.

9. ADJOURNMENT

MOTION TO:	Continue the meeting to Tuesday, July 10, 2018 at 6:30 p.m. at the same location.
MADE BY:	Supervisor Kunke
SECONDED BY:	Supervisor Ward
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 July 25, 2018.

Signature

Printed Name

Title:

☒ Chairman

☐ Vice Chairman

Signature

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

Recorded by Records Administrator

Signature

Date

