

# PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

September 25, 2019 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, September 25, 2019 at 6:30 p.m.** at the Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569.

### 1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### 2. CALL TO ORDER/ROLL CALL

Gene Roberts called the Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District to order on **Wednesday, September 25, 2019 at 6:30 p.m.**

Board Members Present and Constituting a Quorum:

Daniel Fleary, Jr	Chair
Lawrence T. Hollis	Vice Chair
JoAnn Ward	Supervisor
Koko Miller	Supervisor

Staff Members Present:

Gene Roberts	Meritus
Scott Steady	Burr & Forman

There was one audience member present.

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

There were no audience questions or comments on agenda items.

### 4. VENDOR/STAFF REPORTS

#### A. District Counsel

Scott Steady explained to the Board that the contract awarded to Windward for the amenity center was for design only. He went over the process to bid for construction and stated that the lowest responsive and responsible bid would be chosen. The contractor chosen will have to submit a performance bond because the sub-contractors cannot file a lien against Parkway Center. He needs to obtain the bid specifications from Windward before he can finalize the bid package.

49 A committee consisting of Vice-Chair Larry Hollis, District Engineer Tonja Stewart, District  
50 Counsel Scott Steady and District Manager Gene Roberts will score the bids to select the  
51 contractor.

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53	MOTION TO: Authorize staff to proceed with preparing and
54	publicizing bids for amenity center construction.
55	MADE BY: Supervisor Hollis
56	SECONDED BY: Supervisor Ward
57	DISCUSSION: None further
58	RESULT: Called to Vote: Motion PASSED
59	4/0 - Motion passed unanimously

60  
61 The Board continued to discuss the process for bids for the amenity center construction.

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63	MOTION TO: Approve in substantial form the bid package and
64	contract, and appoint the Vice Chair, District
65	Counsel, District Engineer, and District Manager to
66	receive and approve the bid proposals.
67	MADE BY: Supervisor Hollis
68	SECONDED BY: Supervisor Ward
69	DISCUSSION: None further
70	RESULT: Called to Vote: Motion PASSED
71	4/0 - Motion passed unanimously

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73 The annexation letter for the Eagles Nest HOA that was received by Parkway Center residents  
74 was discussed in length. The Board's consensus was that they did not want to confuse HOA  
75 issues with the CDD. Supervisor Fleary asked Supervisor Ward to act as a liaison for the CDD  
76 and HOA since she was aware of the history.

77  
78 Mr. Steady told the Board he is still waiting on the deed from Taylor Morrison for the wooded  
79 buffer around the perimeter of Eagles Nest and the ponds. The Board asked for Mr. Steady to get  
80 a signed agreement from Taylor Morrison for the conservation fence next to the wooded buffer,  
81 aquatic plantings, fish stocking in Ponds 1 and 2 as promised, and to correct the damage from  
82 when the water levels in the ponds were lowered for construction purposes. Mr. Roberts was  
83 asked to check on who will have ownership of the proposed fence along the entrance road to  
84 Eagles Nest.

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86 **B. District Engineer**

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88 There were no updates from the Engineer at this time.

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91 **5. BUSINESS ITEMS**

92 **A. Discussion on Board Authorization of Staff to Proceed with Preparing and**  
93 **Publicizing Bids for Amenity Center Construction**

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95 This item was addressed earlier in the meeting.

96  
97 **B. Discussion on Entryway Monuments Proposal**

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99 Mr. Roberts reviewed the proposal with the Board.

MOTION TO:	Accept Spearem’s proposal to pressure wash and paint all of the community’s monuments and signs.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Miller
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

108  
109 **C. General Matters of the District**

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112 **6. CONSENT AGENDA**

113 **A. Consideration of Minutes of Board of Supervisors Meeting August 28, 2019**

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115 The Board reviewed the minutes and noted a correction to line 97.

MOTION TO:	Approve the August 28, 2019 meeting minutes with the change to line 97.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Fleary
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

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125 **B. Consideration of Operations and Maintenance Expenditures August 2019**

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127 The Board reviewed the O&Ms.

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MOTION TO:	Approve the August 2019 O&Ms.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Hollis
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

**C. Review of Financial Statements through August 31, 2019**

The Board reviewed and accepted the financials. Mr. Roberts let the Board know that as of August 31, 2019, the account had \$67,323. With average monthly expenditures of \$46,000, a bridge loan may be required until assessment revenue starts to come in.

MOTION TO:	Secure a bridge loan if necessary.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Hollis
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

**7. MANAGEMENT REPORTS**

**A. District Manager’s Report**

**B. Field Manager**

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

Mr. Roberts went over the management reports and told the Board that the new aquatics vendor will begin on the first of October. The final walk-through for the landscape enhancement project is scheduled for October 4, 2019. The electrician is waiting on delivery of the warranted lights from the distributor to repair the lights that are not functioning at some of the entry monuments. Herring Electric will provide a proposal to repair the up-lighting at the two roundabouts.

**8. SUPERVISOR REQUESTS**

The Board asked to have Nichols Landscape Architecture look into adding a column at the Summerwood/Willow Beach entrance similar to the one at Harvest Glen entrance. They also said the landscape in the medians on Still River and Castle Creek off of Falkenburg needs to be enhanced.

172 Supervisor Miller asked if there is a plan to replace the diseased Holly trees that were removed  
173 along Falkenburg. Mr. Roberts was asked to get recommendations form Ms. Nichols.

174  
175 Supervisor Hollis stated that there are errors on the District map and he would like for Stantec to  
176 update it. He also said there are areas in Parkway Center that need crosswalks, curb cutouts, and  
177 ADA ramps and asked if Taylor Morrison would be receptive to providing financial assistance.  
178 Mr. Roberts will check with Taylor Morrison and ask the District Engineer to also check with the  
179 County. Supervisor Hollis also asked that the Brazilian Pepper trees at Town Lake and Castle  
180 Creek as well as along Eagle Palm be removed.

181  
182 Supervisor Ward asked for signs to be installed along sidewalks to mark the distance for runners  
183 and walkers.

184  
185 Supervisor Hollis stated that he attended a recent County meeting regarding the changes being  
186 made to the Riverview Drive and 301 intersection. He said when it is completed, it will benefit  
187 Parkway Center.

188  
189 Supervisor Fleary asked why the web servers for the Supervisor emails were switched. He then  
190 asked that Supervisor Hollis and Supervisor Ward coordinate who will attend the monthly  
191 community inspections. Supervisor Ward will attend the October inspection. Supervisor Fleary  
192 also asked that Supervisor Miller assist on suggestions for security at the planned amenity center.

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## 195 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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197 There was a resident question on the bid process for the amenity center construction.

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## 200 **10. ADJOURNMENT**

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MOTION TO:	Adjourn at 7:55 p.m.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Fleary
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

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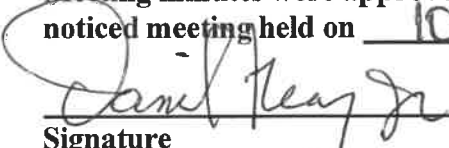
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210 *\*Please note the entire meeting is available on disc*

211 *\*These minutes were done in summary format.*

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

216  
217 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
218 noticed meeting held on 10-23-19.

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220 \_\_\_\_\_  
221 Signature

222 Daniel Henry Jr  
223 \_\_\_\_\_  
224 Printed Name

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226 Title:  
227  Chairman  
228  Vice Chairman

  
\_\_\_\_\_  
Signature

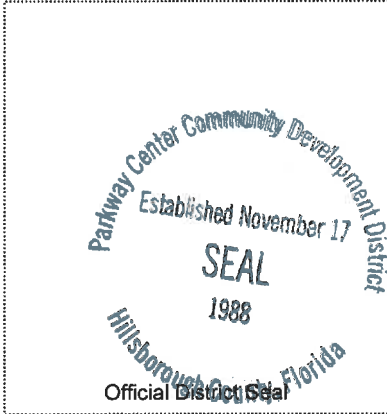
Grant Roberts  
\_\_\_\_\_  
Printed Name

226 Title:  
227  Secretary  
228  Assistant Secretary

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230 Recorded by Records Administrator

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232 \_\_\_\_\_  
233 Signature

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236 10/25/19  
237 \_\_\_\_\_  
238 Date



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