

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

November 17, 2021 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, November 17, 2021 at 6:30 p.m.** at The Rivercrest Clubhouse located at 11560 Ramble Creek Drive, Riverview, FL 33569.

1. 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, November 17, 2021 at 6:35 p.m.**

Board Members Present and Constituting a Quorum:

Koko Miller	Chair
JoAnn Ward	Vice-Chair
Tanya O'Connor	Supervisor
Linda Bell	Supervisor
Charlotte Hazlewood	Supervisor

Staff Members Present:

Gene Roberts	District Manager, Meritus
Scott Steady	District Counsel, Burr Forman
Tonja Stewart	District Engineer, Stantec
Scott Carlson	LMP
Garth Rinard	LMP
Jon Souers	Yellowstone Landscape

There were approximately eight resident audience members in attendance.

Supervisor Miller led the Pledge of Allegiance.

2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

Mr. Roberts read a brief note from Mr. Howell congratulating the Board on the opening of the amenity facility and explaining his absence.

46 **3. VENDOR/STAFF REPORTS**

47 **A. District Counsel**

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49 Mr. Steady asked if the amenity security system was being monitored. Mr. Roberts explained
50 that they have been having issues getting a provider to install internet and phone. Mr. Steady
51 recommended continuing the meeting for two weeks to allow staff to get bids in place for
52 monitoring.

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54 **B. District Engineer**

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56 There were no additional updates from the Engineer.

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59 **4. BUSINESS ITEMS**

60 **A. Discussion on Amenity Center Project**

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62 Mr. Roberts briefed the Board on the turnover walk through that was held on November 16th. He
63 also told the Board that the access fobs were mailed out today.

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65 **B. Discussion on RFP Landscaping Services**

66 *i. LMP - Landscape Maintenance Professionals, Inc.*

67 *ii. Russell Landscape*

68 *iii. Yellowstone Landscape*

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70 The Board reviewed the landscaping services proposals. Supervisor Ward told the Board she was
71 impressed with the landscape conditions since the change in account managers was made. The
72 Board discussed the deficiencies of the landscape previous to the change.

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MOTION TO: Award the landscape contract to Yellowstone.

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MADE BY: Supervisor O'Connor

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SECONDED BY: Supervisor Hazlewood

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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4/1 – Supervisor Ward opposed.

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81 Yellowstone will begin on January 1, 2022.

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83 The Board was told that LMP has presented a proposal for the winter annuals rotation in the
84 amount of \$2,672.25.

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MOTION TO: Approve the winter annuals proposal for \$2,672.25.

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MADE BY: Supervisor Ward

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SECONDED BY: Supervisor Miller

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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5/0 – Motion passed unanimously.

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C. Consideration of First Amendment to the Development Agreement for Amenity Center

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Mr. Steady and Ms. Stewart went over the agreement with Windward that would extend the warranty for the facility sewer lift station. Ms. Stewart also recommended to have a plumber do periodical maintenance to flush the lines due to the slope of the lines being so minimal.

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MOTION TO: Approve the First Amendment to the Development agreement for the Amenity Center.

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MADE BY: Supervisor Miller

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SECONDED BY: Supervisor Ward

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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5/0 – Motion passed unanimously.

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D. Consideration of Settlement Agreement and Release

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Mr. Steady went over the proposed settlement offer from Taylor Morrison related to the impacts incurred due to the construction in the Sanctuary.

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MOTION TO: Approve the Settlement Agreement.

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MADE BY: Supervisor Miller

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SECONDED BY: Supervisor Bell

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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5/0 – Motion passed unanimously.

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E. Consideration of Special Warranty Deed – Taylor Morrison of Florida

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Ms. Stewart went over the request to tie into the District's existing pipe for stormwater drainage for the new subdivision of off Riverview Drive. SWFWMD is requiring this agreement as a

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125 permit requirement. The Board asked Mr. Steady to draft up a letter that will protect the District
126 from any liability, and Ms. Stewart will distribute the drainage plans to the Board.

127
128 Supervisor Miller asked Ms. Stewart if the permanent water main to the clubhouse was installed.
129 She stated that she believed the District would not have received the CO if it was not. Supervisor
130 Ward asked about the canal slope in Willow Beach. Ms. Stewart stated she is working on it and
131 would have bids for a future meeting.

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133 Ms. Stewart also went over that she is working with the County to complete paperwork for the
134 stormwater system along the Falkenburg extension to assure that the District would not be
135 responsible for the maintenance of it.

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137 *Ms. Stewart and Mr. Steady exited the meeting.*

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140 **5. CONSENT AGENDA**

141 **A. Consideration of Board of Supervisors Continued Regular Meeting Oct. 6, 2021**

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The Board reviewed the minutes.

MOTION TO:	Approve the October 6, 2021 meeting minutes.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Miller
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously.

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B. Consideration of Operations and Maintenance Expenditures September 2021

154 The Board reviewed the O&Ms. Supervisor O'Connor asked about the invoice from Aqua Pros
155 for pool maintenance. Mr. Roberts stated that they are a reputable vendor that Meritus uses at
156 other communities. Supervisor O'Connor asked staff to obtain other bids for comparison.

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MOTION TO:	Approve the September 2021 O&Ms.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Miller
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously.

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166 **C. Review of Financial Statements Month Ending September 30, 2021**

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168 The Board reviewed and accepted the financials.
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171 **6. MANAGEMENT REPORTS**

172 **A. District Manager**

173 **i. Action Item List**

174 **ii. Community Inspection Reports**
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176 Mr. Roberts went over the action items and staff reports with the Board.
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179 **7. SUPERVISOR REQUESTS**
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181 Supervisor Ward stated that the District is in need to replace the resident that was authorized to
182 call the Sheriff's office to report trespassers. The Board discussed.
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MOTION TO:	Authorize Brian O'Connor for the responsibility.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Miller
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Supervisor O'Connor abstained.

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191 Supervisor Ward commented that she had heard of the Meritus/Inframark merger. Mr. Roberts
192 confirmed.
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194 Supervisor Miller asked that the playground mulch be turned over to make it look fresh and for
195 the amenity clubhouse be pressure washed better. He also noted he would like to get an
196 appreciation plaque for former Board member Suzanne DeCopain and that the clubhouse needs a
197 sign stating the capacity.
198

199 Supervisor Bell asked if monitoring the security system was part of the initial installation. She
200 also requested for the parking limitations be added to the clubhouse rental agreement.
201

202 Supervisor O'Connor noted that the current rental agreement states no alcohol allowed, but the
203 Board had agreed alcohol was permitted in the clubhouse and would like the agreement to be
204 changed.
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207 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
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209 Resident Brian O'Conner commented on the parking limitations and asked about the capacity of
210 people using the pool.

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9. ADJOURNMENT/CONTINUATION

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MOTION TO:	Continue the meeting to Wednesday, December 1, 2021 at 6:30 p.m.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Bell
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

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223 **Please note the entire meeting is available on disc*

224 **These minutes were done in summary format.*

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

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230 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
231 noticed meeting held on 12/15/2021.

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234 Signature

235 Koko L. Miller

236 Printed Name

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238 Title:

- 239 Chairman
240 Vice Chairman

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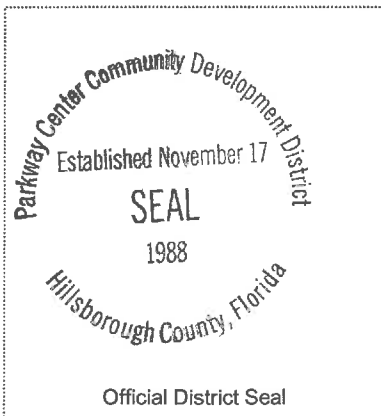
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233 

234 B. M.

235 Printed Name

238 Title:

- 239 Secretary
240 Assistant Secretary

Recorded by Records Administrator



Signature

12/20/2021

Date