

**PARKWAY CENTER  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
DECEMBER 14, 2022**

# **PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT AGENDA**

**WEDNESDAY, December 14, 2022, AT 6:30 p.m.**

The Parkway Center Clubhouse,  
Located at 7461 S Falkenburg Rd Riverview, FL 33578

<b>District Board of Supervisors</b>	Chairman Vice Chairman Supervisor Supervisor Supervisor	Koko Miller JoAnn Ward Tanya O'Conner Linda Bell Charlotte Hazlewood
<b>District Manager</b>	Inframark, LLC	Gene Roberts
<b>District On-Site Manager</b>		
<b>District Attorney</b>	Burr Forman	Scott Steady
<b>District Engineer</b>	Stantec, Inc.	Tonja Stewart

***All cellular phones and pagers must be turned off while in the meeting room***

The Regular Meeting will begin at **6:30 p.m.** with the third section is called **Vendor/Staff Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the district. **Management Reports** allows the District Administrator to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the district. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the district. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Fifth section called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The sixth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the district's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the district. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

**Parkway Center Community Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District will be held on **Wednesday, December 14, 2022, at 6:30 p.m.** at the Parkway Center Clubhouse, located at 7461 S Falkenburg Rd Riverview, FL 33578. **Please let us know 24 hours before the meeting if you wish to call in for the meeting.**

Following is the agenda for the meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 7979718#**

**1. CALL TO ORDER/ROLL CALL**

**2. PUBLIC COMMENT ON AGENDA ITEMS**

**3. VENDOR/STAFF REPORTS**

- i. District Counsel
- ii. District Engineer
- iii. District Manager.....Tab 01
  - i..Community Inspection Report

**4. BUSINESS ITEMS**

- A. Consideration of Resolution 2023-01; Change in Authorized Agent for Cancellation of Verizon Account ..... Tab 02
- B. Consideration of Resolution 2023-02; Declaring a Vacancy for Seat (4)..... Tab 03
- C. Consideration of Appointment of Supervisor(s) to fill Vacancy ..... Tab 04
  - i. Charlotte Hazlewood Letter of Intent
- D. Oath of Office for Newly Elected Supervisor(s)
- E. Consideration of Resolution 2023-03; Re – Designation of Officers ..... Tab 05
- F. Discussion on Fixture Replacement for Belmont Entrance Proposal ..... Tab 06
- G. General Matters of the District

**5. SUPERVISOR REQUESTS**

**6. AUDIENCE QUESTION, COMMENTS AND DISCUSSION FORUM**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,  
Gene Roberts  
District Manager

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

**Site:** Parkway Center

**Date:** Wednesday, December 7, 2022

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
<b>LANDSCAPE MAINTENANCE</b>				
TURF	5	3	-2	<u>Turf is recovering</u>
TURF FERTILITY	10	8	-2	<u>Fair</u>
TURF EDGING	5	4	-1	<u>Some more needed</u>
WEED CONTROL - TURF AREAS	5	4	-1	<u>Dollarweed</u>
TURF INSECT/DISEASE CONTROL	10	9	-1	<u>Anthills</u>
PLANT FERTILITY	5	4	-1	<u>Fair</u>
WEED CONTROL - BED AREAS	5	3	-2	<u>Better - Falkenburg/Still River</u>
PLANT INSECT/DISEASE CONTROL	5	3	-2	<u>Whitefly/Spider Mites identified</u>
PRUNING	10	8	-2	<u>Several areas need pruning</u>
CLEANLINESS	5	4	-1	<u>Fair</u>
MULCHING	5	3	-2	<u>Mulch needed soon</u>
WATER/IRRIGATION MGMT	8	7	-1	<u>Repairs made</u>
CARRYOVERS	5	4	-1	<u>Weeds and pests</u>

### SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	7	0	
INSECT/DISEASE CONTROL	7	7	0	
DEADHEADING/PRUNING	3	3	0	

**SCORE**

100	81	-19	81%
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**Contractor Signature:** \_\_\_\_\_

**Manager's Signature:** Clay Wright

**Supervisor's Signature:** \_\_\_\_\_

## Parkway Center December 2022 Field Report



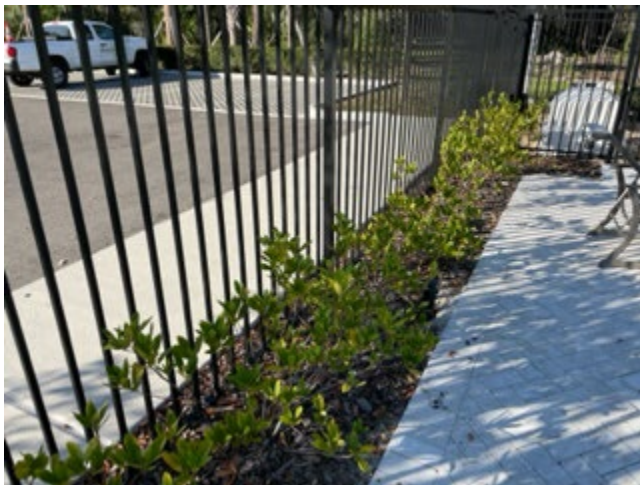
Lilies and Sweet Potatoes around the pool have been trimmed back properly and are showing good color.



Lilies that were growing through the fence and into the pool equipment have been trimmed back.



Blue Daze that are growing through the fence and into the pool equipment were missed and will be trimmed back at next visit. The rocks in the pool equipment and throughout the amenity center are to be sprayed with Gravel Binder – the first application was not enough and so another application is needed.



Bayberry plants along the fence are showing better color and fertility than last month.



All Plumbago that were growing through the fence have been cut back properly.



The Bulbine that are growing adjacent to the Crinum Lilies will be removed and transplanted to the area by the hose spigot.





Still some work needed on the Plumbago outside the fence, Yellowstone will be cutting out the dead areas and creating a better separation between them and the Crinum Lilies.



This is the area the Bulbine will be transplanted to.





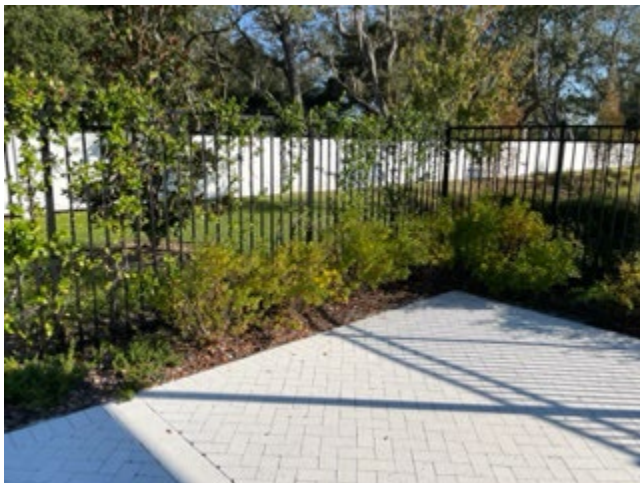
Whitefly has spread to all of the Muhly grass along the back fence line. The grasses are being cut back and sprayed today.



The Blue Daze, Aloe, and Sweet Potatoes in this corner are growing great, they will need to be cut to the edge of the landscaping bed so they do not grow into the pool.



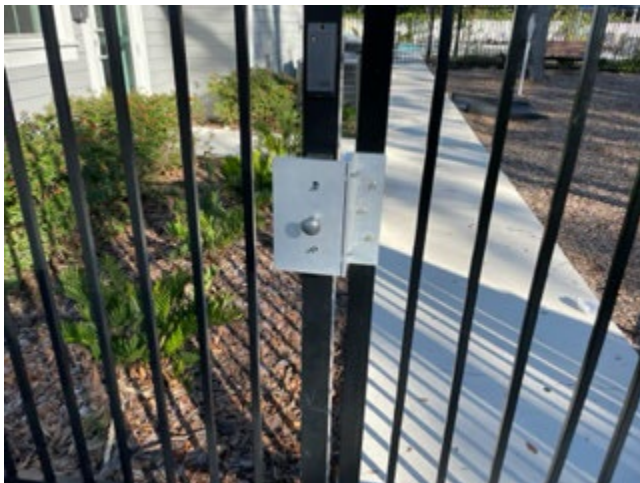
Blue Daze will be removed by the fountain and filled with mulch because the chlorine from the splashing pool water appears to be killing them. The Aloe will be straightened.



Thryallis is showing great fertility in the corner of the amenity center and the Jasmine is climbing the fence nicely.



Firebush that is out of place in the playground will be transplanted to this empty area along the fence.



The magnetic lock on the gate appears to have broken off – Yellowstone screwed it back on temporarily at their last visit but it will need to be repaired properly.





Area outside of the amenity center bordering the conservation area has been cleaned up significantly.



Fakahatchee grasses and trees have all been trimmed around the retention pond. These landscape beds will be edged at Yellowstone's next visit.



Landscape bed in front of the amenity center looks great, new annuals are in and all vegetation is trim and full of color.



Invasive grasses have engulfed the Holly tree here and will all be removed at next visit.



Palm tree at the front of the clubhouse is yellowing/browning and will be diagnosed by Yellowstone's pest/fertility manager



Anthills will be treated by Yellowstone at next visit.





The Plumbago here are showing signs of life – they will be cut back, fertilized, and allowed to grow back.



Oak Creek monument is looking great all around, the palm tree behind it still has its fronds tied up and will be released by Yellowstone as well as having the bottom dead fronds cut.



Debris has been removed from the drainage grate.



The Juniper has a lot of Dollar Weed and oak sprouts growing in it, Yellowstone will focus on the detail work here to remove invasive plant material.



The Liriope and Azaleas are growing great here, some are even blooming out of season. Detail work is still needed and the Spanish moss will be removed.



The Jasmine are struggling at the end of the median, it will be fertilized and hopefully will recover.





Broken sprinkler head – will be inspected by irrigation technician.



Multiple broken landscape lights were spotted throughout the property, the lighting technician will need to come and diagnose.





The Jasmine and annuals are growing great at the front of the Belmont monument.



The Juniper is encroaching on the Liriope and will be cut back.





There appears to be an irrigation leak at the southwest corner of Deer Chase Dr, it will be inspected by the irrigation technician.



The conservation area is encroaching over the Fakahatchee grass and will be cut back and the landscaping bed will be properly edged.



The conservation area is growing over the bank of the retention pond and will be cut back.



The landscaping along the east side of S Falkenburg Rd is looking better but still needs a lot of detail work, the Hawthorne is covered in vines and there are many oak saplings sprouting. Yellowstone is clearing it all out one section at a time and this area will be done next week.



The Pine Ridge monument is looking great but there is some weed growth in the corner that will be addressed, the turf will be edged to create some distance between it and the Jasmine.



Dead pine trees and palm trees throughout the property are being inventoried and quoted for removal.





The banks around pond 8 will be cleaned up by Yellowstone. A bigger buffer will be left when they mow the area as well, the shoreline appears to have eroded away from the culvert and may need to be inspected by the district engineer.



All the weeds will be sprayed between the Coontie Palms and the curb.



The area near the south entrance to Still Creek Dr has been cleaned up significantly and the holiday lights are up on the trees.



Limbs that are growing over the fence will be cut back.



The monument looks good, construction debris will be removed and the Powderpuff Mimosa between the annuals and the Coontie palms will be left to grow and weeded as much as possible.



The White Star Jasmine along Riverview Dr is growing nicely and will be shaped properly at Yellowstone's next visit.

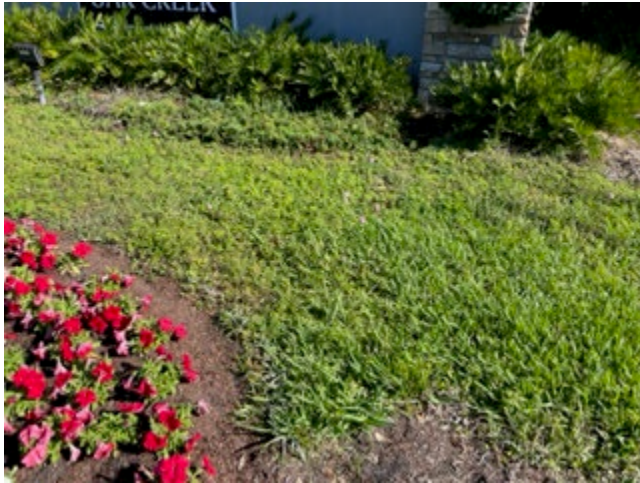




The corner between the hedge line and the monument is still covered in weeds that will be removed at Yellowstone's next visit.



The vines and weeds will be removed from the Jasmine which is otherwise growing great here.



Yellowstone will create a proper edge between the turf and the Powderpuff Mimosa at the other entry monument.



Coontie Palms will be trimmed down for better visibility of the Oak Creek monument.



A quote has been requested to replace the dead birch at the monument.



Hamlet monument looks great other than the Cardboard Palm that will be pruned back.





There is a section of dead Coontie Palms at the corner that have been cut down and will hopefully grow back.



It is being investigated as to whether this section of turf is CDD or Oak Creek Master Association property – it is overgrown and needs to be mowed and treated for weeds.



This area will be cleared out, weeded, and edged by Yellowstone on the north side of Still River.



Yellowstone will start removal of this dead tree limb at their next visit.



Stressed Fakahatchee grass has been diagnosed with Spider Mites, Yellowstone will treat for pests.



Two more dead palms at the Sanctuary Entry will be quoted for removal.





Copperleaf will be cut back to improve visibility for traffic.



Oak sprouts will be removed from the Jasmine within the roundabout.



Palm tree appears to be dying at the corner of Castle Creek Dr and S Falkenburg, it will be diagnosed by Yellowstone.



Last bits of remaining Jasmine will be pulled out here and a quote has been requested to replace it.



The Oak Creek monument looks great, the Coontie Palms will be trimmed to allow for better monument lighting.





Dead Juniper will be inspected for pests or fungus. Weeds will also be removed.



Possible irrigation break spotted, will be diagnosed at next irrigation check.





Palmetto bush will be trimmed by Yellowstone at next visit.



New annuals are in and wreaths are up at the Baywood/Summerwood monument.



Quote has been requested to pull out and replace old dead Hawthorne behind the Baywood/Summerwood Monument.



This dead Hawthorne will also be quoted for replacement, and the dead turf in front of it will be diagnosed for pests/fungus and quoted for replacement if needed.



Conservation area will be cut higher along the sidewalk on Deep Maple Dr.



Grass is coming back along S Falkenburg where the irrigation repairs were made.



Travelers and weeds are being pulled from the Hawthorne, Jasmine, Ligustrum, etc. all along S Falkenburg. Dried out plants are coming back to life.





No issues spotted on the corners of S Falkenburg and Still River.



New annuals are in, Jasmine and Liriope are growing great.



Some of the Muhly grass is growing over the curb and will be cut back.



All plant material is dead and will be pulled/quoted for replacement at the ends of the medians on Blue Beech Dr.





Pocket park was missed by the mowers on Round Leaf Ln and will be mowed at next visit.





Palms will need a trim soon at the Round Leaf Ln roundabout. Fountain grass will be trimmed as well at next visit from Yellowstone.

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT  
CANCELLING THE VERIZON ACCOUNT; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Parkway Center Community Development District (“District”) had previously established an account for services with Verizon through the District’s former Manager, Brian Howell; and

**WHEREAS**, the District wishes to cancel Verizon Account Number 623590921-00001 (the “Verizon Account”) as the services are no longer desired or needed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT:**

1. The District appoints Lori Tipson of Burr & Forman LLP as the authorized agent of the District to cancel the Verizon account on behalf of the District.
2. This Resolution shall be effective upon its adoption.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of December 2022.

ATTEST:

**PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT:**

\_\_\_\_\_

Assistant Secretary

By: \_\_\_\_\_

\_\_\_\_\_  
Chairman/ Vice Chairman

## RESOLUTION 2023-02

### **RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCY IN SEAT 4 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Parkway Center Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, on November 8, 2022, two (2) members of the Board of Supervisors (“**Board**”) are to be elected by “**Qualified Electors**,” as that term is defined in Section 190.003, *Florida Statutes*; and

**WHEREAS**, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

**WHEREAS**, at the close of the qualifying period, no one qualified to run for Seat 4

**WHEREAS**, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare Seat 4 vacant, effective the second Tuesday following the general election; and

**WHEREAS**, a Qualified Elector is to be appointed to each vacant seat within 90 days thereafter; and

**WHEREAS**, the Board finds that it is in the best interests of the District to adopt this Resolution declaring that Seat 4 will become vacant and open for appointment.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The following seats are hereby declared vacant effective as of November 22, 2022:

Seat #4 (currently held by Charlotte Hazlewood)

**SECTION 2.** Until such time as the District Board nominates a Qualified Elector to fill the vacancy declared in Section 1 above, the incumbent Board Supervisor of the respective seat shall remain in office.

**SECTION 3.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of December 2022.

ATTEST:

**PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair of the Board of Supervisors



Begin forwarded message:

**From:** Charlotte Hazlewood <[charlotte.hazlewood@myoakcreekcommunity.net](mailto:charlotte.hazlewood@myoakcreekcommunity.net)>

**Date:** November 29, 2022 at 7:13:32 PM EST

**To:** Gene Roberts <[Gene.Roberts@inframark.com](mailto:Gene.Roberts@inframark.com)>

**Cc:** Monica Alvarez <[Monica.Alvarez@inframark.com](mailto:Monica.Alvarez@inframark.com)>

**Subject: Re: Supervisors Seat**

Hi Gene,

I do intend to keep my seat for next the up coming year and would like to have this put on the next agenda so I can remain on the board.

Thanks

**RESOLUTION 2023-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF PARKWAY  
CENTER COMMUNITY DEVELOPMENT DISTRICT  
AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Parkway Center Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Hillsborough; and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF PARKWAY CENTER  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Gene Roberts</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 14<sup>TH</sup> DAY OF December, 2022.**

**ATTEST:**

**PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_

Don Harrison Enterprises

2510 Priscilla Court

Lutz, FL 33559

(813) 363-6286

EC13010124

To: Gene Roberts

Job Name: Parkway Center C.D.D.

Job Address: Riverview, FL.

Description: Fixture replacement for Belmont entrance.

Proposal / Estimate

All labor and materials to replace (11) smaller LED flood fixtures & mounting supports as needed located at the entrance area. Also, to replace (2) Larger LED sign fixtures for the main sign, and to replace the electronic photo-cell control. \$ 3,975.00 (Vandalism)

To replace the 15-minute spring wound timer for the spa located at the amenity center, to include a weatherproof cover for timer from weather. \$ 275.00

To replace (1) fixture for sign located at the Amberly entrance. \$ 200.00

We hereby propose to furnish materials and labor-complete in accordance with the above specifications or scope of work for the sum of \$ 4,450.00  
Four thousand, four hundred, fifty dollars.

Payment to be made as follows: 15 Day net term billing, upon completion.

All material is guaranteed to be as specified. All work to be done in a workmanlike manner according to standard practices. Any alteration or deviation from the above specification or scope of work involving extra cost will be executed only upon a written change order and will become an extra cost over the above estimate. All agreements contingent upon strikes, Accidents, or delays beyond our control. Owner to carry fire, Tornado, and other necessary insurance. All invoices are due and payable 30 days of date of invoice. Any delinquent accounts will be subject to a monthly service charge of 12% per month. Should we incur any cost or expense in collecting per the terms of this agreement, the undersigned agrees to pay all cost and expenses including reasonable attorney fees.

Acceptance of proposal: The above prices, Specification and conditions are satisfactory and hereby accepted. You are authorized to proceed with the work as specified. Payment will be outlined above.

Signature\_\_\_\_\_Date\_\_\_\_\_

Authorized Signature\_\_\_\_\_Date\_\_\_\_\_