

PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

March 23, 2016 Minutes of Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Parkway Center Community Development District was held on **Wednesday, March 23, 2016 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, March 23, 2016 at 6:38 p.m.**

Mr. Howell led the Board in The Pledge of Allegiance.

Board Members Present:

JoAnn Ward	Chairman
Earl Kunke	Vice Chairman
Tanya O'Connor	Supervisor

Staff Members Present:

Brian Howell	District Manager, Meritus
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No Audience Members Present

2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience members present.

3. VENDOR/STAFF REPORTS

A. District Counsel

Mr. Howell went over several items from District Counsel. One was a landscape agreement for the District to maintain the drainage easement over in the Summer Wood section. Counsel had reviewed and made a few minor changes to indemnification but outside of that he recommended the Board approve as this is an area the District should maintain. The Board discussed the agreement and decided to approve.

MOTION TO:	Approve agreement and authorize Chair to sign.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor O'Connor
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED
	3/0 – Motion passed unanimously.

Mr. Howell then reviewed the request by Taylor Morrison to flip flop the proposed flood plain pond on the parcel they are looking to develop behind the school. Mr. Howell confirmed Counsel was fine with them doing this.

MOTION TO:	Approve flood plain pond being relocated and authorize Chair to sign any documents required.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

Mr. Howell then advised the Board that the property owner who abuts District property at the south end has encroached onto CDD property with his exotic animals. The Board directed Counsel to send that property owner a letter to remove any fence etc. off CDD property within 30 days.

Mr. Howell then went over the vacant Board seats and advised that a couple of owners disagreed with the Board to let the seats remain open until the elections this fall. One owner had contacted Counsel in regards to this and Counsel advised owner that he stood by his recommendation to the Board that the seats could be left unfilled until this fall.

MOTION TO:	Accept Counsel's advice and leave the two seats open until the elections this fall.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor O'Connor
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

B. District Engineer

Mr. Howell stated requisition to pay monument contractor 70% of amount due and hold 30% back until punch list was ready for approval and signed by engineer. This was the recommendation from the architect Celia Nichols. The Board will approve later in the meeting.

District Engineer also confirmed she was good with the District using the left over construction funds for revitalizing existing monuments, landscape etc.

4. BUSINESS ITEMS

A. Capital Improvement Project Update

Mr. Howell went over the construction update and stated that Ms. Nichols will be at the April meeting to go over the final landscape plans and once approved they can go out to bid. Ms. Nichols also stated she was ok with the end caps on the wall but wanted the contractor to revise the wall cap as it was not installed properly. The Board agreed with her recommendations

1. Capital Improvement Revenue Bonds Requisition for Payment

MOTION TO:	Approve requisition for payment to monument contractor.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Kunke
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

B. Landscape Improvement Updates

C. Consideration of Resolution 2016-03; Re-Designating Officers

MOTION TO:	Keep officers the same but appoint Earl Kunke as Vice Chairman.
MADE BY:	Supervisor O'Connor
SECONDED BY:	Supervisor Ward
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

D. General Matters of the District

118
119 **5. CONSENT AGENDA**

120 **A. Consideration of Minutes of Board of Supervisors Meeting February 24, 2016**
121

MOTION TO:	Approve February 24, 2016 meeting minutes with revision to state that Supervisor Coglianesi had resigned in November but her resignation letter did not reach the District due to her being overseas and that her iPad was turned in November as well.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor O'Connor
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

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133 **B. Consideration of Operations and Maintenance Expenditures March 2016**
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MOTION TO:	Approve March O&M's.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor O'Connor
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED 3/0 – Motion passed unanimously.

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142 **C. Review of Financial Statements through January 31, 2016**
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144 The financials were accepted and Mr. Howell noted that 79% of the tax revenue had been
145 collected through January 31, 2016 and 70% of the budget remained so the District was tracking
146 well.
147

148 **6. MANAGEMENT REPORTS**

149 **A. District Manager's Report**
150

151 Mr. Howell went over the pond report and the vendor will attend the April inspection and give
152 recommendations for adding carp to the ponds this fall.
153

154 Mr. Howell advised he alerted LMP to their employees weed eating beneficial plants around the
155 ponds.
156

157 Mr. Howell confirmed the engineer was working to have the County install a stop light at Blue
158 Beech Drive in Summer Wood.
159

160 The Board also agreed to have juniper removed at the intersection and just mulch for now.

Mr. Howell and the Board reviewed the surveillance signs put up by the master HOA. On the April inspection it will be determined which ones to leave in place and if they need on a standard pole that the CDD uses. Mr. Howell confirmed it was okay for them to be on CDD property.

B. Field Manager

- 1. District Inspection Report**
- 2. Staff Action List**
- 3. Aquatic Systems Report**
- 4. Spear Security Reports**

7. SUPERVISOR REQUESTS

Mr. Howell confirmed that Taylor Morrison will turn over the common areas on Falkenburg Road when they finish building out and also confirmed the process to dissolve the remaining streetlight districts would begin next month and in November they would be presented to the County Commissioners for approval.

The Board requested that the security company is to identify street lights that are out and to be on the lookout for a group that has been breaking into vehicles. Staff is to email the Board on the timeframe of when to fill out paperwork to run for the Board and post on the website to include indicating which seats are open.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

9. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Kunke
SECONDED BY:	Supervisor O'Connor
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED
	3/0 - 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 April 27, 2016.

Signature

Signature

Printed Name

Printed Name

Title:

☒ Chairman

☐ Vice Chairman

Title:

☐ Secretary

☒ Assistant Secretary

Recorded by Records Administrator

Signature

Date

