

1 **August 15, 2016 Minutes of Regular Meeting and Public Hearing**

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3 **Minutes of the Regular Meeting and Public Hearing**

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5 The Regular Meeting and Public Hearing of the Board of Supervisors of the New River Community
6 Development District were held on **Monday, August 15, 2016 at 11:00 am.** at 5227 Autumn Ridge Drive,
7 Wesley Chapel, FL 33545.

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9 Board Members Present and Constituting a Quorum at the onset of the meeting:

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11 **Board of Supervisors**

12 Ross Halle	Chairman
13 Eric Marks	Vice Chairman
14 Stephanie Lerret	Supervisor

15
16 **District Staff**

17 Vivian Carvalho	District Manager- Leland Management, Inc.
18 Barry Mazzoni	Field Operation Manager- Leland Management, Inc.
19 Vivek Babbar	District Counsel- Straley & Robin, PA <i>(via speakerphone)</i>
20 Tonja Stewart	District Engineer- Stantec

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22 Gary van der Laan	Leland Management, Inc.
23 Lisa Dixon	Leland Management, Inc.
24 Daniel Furlow	Leland Management, Inc.
25 Angie Middleton	Leland Management, Inc.

26
27 Various Audience Members Present

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29
30 **1. CALL TO ORDER/ROLL CALL**

31
32 **Vivian Carvalho called the Regular Meeting and Public Hearing of the Board of Supervisors of the**
33 **New River Community Development District to order on Monday, August 15, 2016 at 11:10AM.**

34
35 **2. AUDIENCE COMMENTS ON AGENDA ITEMS**

36
37 **None at this time**

38
39 **Eric Marks took an opportunity to introduce Leland Management Staff to New River CDD**
40 **homeowners and how this relationship was derived. He further explained that Meritus will continue**
41 **to be involved with the Financial Management Services part for the District.**

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50 3. BUSINESS ADMINISTRATION

51 A. Consideration of the Board of Supervisors Meeting Minutes

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53 *A motion was made by Eric Marks to approve the meeting minutes from April 25,*
54 *2016 as presented. The motion was seconded by Stephanie Lerret.*

55 *No further discussion*

56 *All those in favor, the motion was carried unanimously.*

57
58 B. Consideration of Operation and Maintenance Expenditures May 2016 thru July 2016

59
60 Vivian Carvalho provided an overview that this items have not been transition to Leland
61 Management from Meritus so it will be ratified at the next Board of Supervisors Meeting.

62
63 C. Review of Financial Statements Month Ending July 2016

64
65 Vivian Carvalho provided an overview that this items have not been transition to Leland
66 Management from Meritus so it will be ratified at the next Board of Supervisors Meeting.

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69 4. BUSINESS ITEMS

70 A. Ratify the action of District Management Services Contract with Leland Management, Inc.

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72 *A motion was made by Eric Marks to ratify the District Management Services*
73 *Contract with Leland Management, Inc. The motion was seconded by Ross Halle.*

74 *No further discussion*

75 *All those in favor, the motion was carried unanimously.*

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78 B. Ratify the action of Financial Management & Dissemination/ Disclosure Services Contract with
79 Meritus.

80
81 *A motion was made by Stephanie Lerret to ratify the Financial Management &*
82 *Dissemination / Disclosure Services Contract with Meritus. The motion was*
83 *seconded by Ross Halle.*

84 *No further discussion*

85 *All those in favor, the motion was carried unanimously.*

86
87 C. Public Hearing on Fiscal Year 2016-2017 Final Budget

88
89 1. Open the Public Hearing on Adopting Fiscal Year 2016-2017

90
91 *A motion was made by Ross Halle to Open the Public Hearing on Adopting Fiscal*
92 *Year 2016-2017. The motion was seconded by Stephanie Lerret.*

93 *No further discussion*

94 *All those in favor, the motion was carried unanimously. The Public Hearing is*
95 *now open to the public.*

96
97 2. Presentation of Proposed Final Budget

98 Vivian Carvalho reviewed the Proposed Final Budget with the Board and the homeowners.
99 She emphasized that the Proposed Budget was a mirror image with the Budget that was
100 Proposed in April 2016 Meeting. She further explained that the main factor that is driving the
101 increase with Assessment for FY 2016-2017 is additional funds allocated to hiring a
102 maintenance person for part time basis and a potential to become a full time maintenance
103 employee. Lengthy discussion ensued on this topic. Vivian Carvalho explained that the
104 maintenance person once identified for the community will be a Leland employee in which
105 Leland Management will obtain all the required insurance for the employee.
106

107 **C. Public Comments**

108 Homeowner commented on the landscape line item that it looked as it was reducing. Vivian
109 Carvalho explained that most of the services are combined by different line items within the
110 Budget. In addition, she explained that the Association is in the process of submitting an RFP for
111 Landscape & Irrigation Services in which at that point all companies will be bidding the same work
112 and the Board will have proposal that can be compared easily from company to company.
113

114 **D. Close the Public Hearing on Levying Special Assessments**
115

116 *A motion was made by Stephanie Lerret to Close the Public Hearing on Adopting*
117 *Fiscal Year 2016-2017. The motion was seconded by Ross Halle.*
118 *No further discussion*
119 *All those in favor, the motion was carried unanimously. The Public Hearing was*
120 *closed to the public.*

121
122 **E. Consideration of Resolution 2016-09; Imposing Assessment & Certifying the Assessment Roll;**
123 **Adopting 2006 Project Completion Certificate**
124

125 Vivian Carvalho reviewed the Resolution with the Board. This resolution certifies the Assessment Roll
126 that will be submitted to the Pasco County Tax Collector and the parcel folio in which will directly
127 billed to the various landowners by Meritus as the Financial Management Company to the District.
128

129 *A motion was made by Ross Halle to approve the Resolution 2016-09; Imposing*
130 *Assessment & Certifying the Assessment Roll. The motion was seconded by*
131 *Stephanie Lerret.*
132 *No further discussion*
133 *All those in favor, the motion was carried unanimously.*

134 **F. Consideration of Resolution 2016-10; Annual Schedule FY 2016-2017**
135

136 Vivian Carvalho reviewed the proposed meeting schedule and per the meet & greet meeting that
137 occurred a week prior there were several residents that requested the potential of having a the CDD
138 meetings in the evenings. The Board's consensus was to have the main meetings such as the landowner
139 election, proposed budget meeting and public hearing on the proposed budget meeting in the evening.
140

141 The proposed schedule was as follows:
142

143	September 19, 2016	11:00 a.m.
144	October 17, 2016	11:00 a.m.
145	November 14, 2016	6:30pm (Landowner Election and PH for Rules & Procedures)
146	January 16, 2017	11:00am
147	March 20, 2017	11:00am
148	May 15, 2017	6:30pm (Proposed Budget FY 17-18)

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July 17, 2017 11:00am
August 21, 2017 6:30pm (Public Hearing Budget FY 17-18)

A motion was made by Eric Marks to approve the Resolution 2016-10; Annual Schedule FY 2016-2017 as presented. The motion was seconded by Stephanie Lerret.
No further discussion
All those in favor, the motion was carried unanimously.

G. Discussion Regarding District Rules, Policies, and Fees

Vivian Carvalho reviewed the draft Rules & Procedure for the District. This document is in draft form and once the Hearing is scheduled the Board of Supervisor will be Adopting the Rules & Procedure in Final Form. There will be 2 notices that will be generated in the newspaper about the Rules & Procedure and the means of obtaining a copy of the DRAFT document on the CDD website. Lengthy discussion ensued.

H. Consideration of Resolution 2016-11; Approving Rules & Procedure for the District & Setting Public Hearing

Vivian Carvalho recommended to hold the public hearing on the Rules & Procedure to coincide with the landowner meeting scheduled for November 14, 2016 at 6:30PM or immediately following the adjournment of the Landowner Election.

A motion was made by Eric Marks to approve the Resolution 2016-11; Approving Rules & Procedure for the District & Setting Public Hearing for November 14, 2016 at 6:30 PM or immediately following the adjournment of the Landowner Election. The motion was seconded by Stephanie Lerret.
No further discussion
All those in favor, the motion was carried unanimously.

I. Consideration of Resolution 2016-12; Rescinding Resolution 2006-02, and Designating Leland Management, Inc. as Registered Agent/ Registered Office

Vivian Carvalho reviewed this Resolution with the Board naming Leland Management as the Registered Agent / Agent Office for the District.

A motion was made by Ross Halle to approve the Resolution 2016-12; Rescinding Resolution 2006-02, and Designating Leland Management, Inc. as the Registered Agent/ Registered Office. The motion was seconded by Stephanie Lerret.
No further discussion
All those in favor, the motion was carried unanimously.

J. Consideration of Resolution 2016-13; Appointing Leland Management, Inc. as Assistant Secretary for the District

197 Vivian Carvalho reviewed this Resolution with the Board appointing Leland Management as Assistant
198 Secretary for the District.

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200 *A motion was made by Stephanie Lerret to approve the Resolution 2016-13;*
201 *Appointing Leland Management, Inc. as Assistant Secretary for the District. The*
202 *motion was seconded by Eric Marks.*

203 *No further discussion*

204 *All those in favor, the motion was carried unanimously.*

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206 **K. Discussion in regards to Refinancing the Bonds**

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208 Vivek Babbar reviewed this item with the Board of Supervisors. He stated that at this time
209 the marked interest rates is favorable for the District to proceed with refinancing the Bonds for
210 a potential cost savings. He stated that on platted homes would be on a house by house basis
211 and for the unplatted units there will be potential savings on interest. Lengthy discussion
212 ensued on this topic.

213
214 *A motion was made by Eric Marks to proceed of authorizing District staff to*
215 *present at the September or October meeting the information of refinancing the*
216 *Bonds. The motion was seconded by Ross Halle.*

217 *No further discussion*

218 *All those in favor, the motion was carried unanimously.*

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221 **5. STAFF REPORTS**

222 **A. District Counsel- Vivek Babbar presented the process to the Board of conveyance of the**
223 **Pocket Parks to the District.**

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225 *A motion was made by Ross Halle to proceed of authorizing District staff to*
226 *prepare a special warranty deed to convey the Pockets Parks to the District. The*
227 *motion was seconded by Stephanie Lerret.*

228 *No further discussion*

229 *All those in favor, the motion was carried unanimously.*

230
231 **B. District Engineer- Tonya Stewart was present at the meeting and provided an overview of**
232 **the roads maintenance and ownership. The District is ultimately the entity responsible for**
233 **the maintenance and is the entity that hold ownership of the roads. She stated due to the**
234 **recent storms in which the District encountered there were various areas of the community**
235 **in which the roads had an excessive amount of water creating flooding in certain points of**
236 **the community. She requested that each Developer entity during the construction of the**
237 **community and when there is an anticipated heavy rain that the drainage socks from the**
238 **street drainage culvert is removed allowing for water follow to occur.**

239
240 *A motion was made by Ross Halle to proceed with the approval of the Faulkner*
241 *Engineering Services, Inc. proposal for repairs to Suncatcher Road totaling*
242 *\$1,750.00. The motion was seconded by Stephanie Lerret.*

243 *No further discussion*

244 *All those in favor, the motion was carried unanimously.*

245

246 C. District Manager-

247 i. Review & Consideration of Request for Proposal for Landscape & Irrigation
248 Maintenance Services-

249 Vivian Carvalho provided an overview of the RFP and the RFP will be finalized in the
250 next couple of days. Ross Halle commented on the existing map that is included in the
251 RFP and requested to change the site map to the map that is included on the website.
252 Lengthy discussion ensued.

253 *A motion was made by Eric Marks to approve the RFP subject to final review of*
254 *the RFP by Ross Halle before submitted to potential bidders. The motion was*
255 *seconded by Stephanie Lerret.*

256 *No further discussion*

257 *All those in favor, the motion was carried unanimously.*

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260 ii. Review & Consideration of staffing for Janitorial & Maintenance Services for the
261 District.

262 Vivian Carvalho reviewed the different pricing options of hiring a company full time /
263 part time versus hiring a maintenance person directly. Lengthy discussion ensued in
264 regards to the cost of workers' compensation, if the Association would hire a
265 maintenance person versus a company. Vivian Carvalho stated that this employee if
266 hired would essentially be a Leland Management Employee and Leland would be
267 responsible for all the cost Associated with workers' compensation and all applicable
268 taxes.

269 *A motion was made by Stephanie Lerret to approve hiring a maintenance person*
270 *for 25 hours per week for the first 90 days and the option of going full time. The*
271 *motion was seconded by Ross Halle.*

272 *No further discussion*

273 *All those in favor, the motion was carried unanimously.*

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275 6. SUPERVISORS REQUESTS

276 Ross Halle requested that management reviews all vendor contracted services and provide
277 recommendation if current services provided by vendors are not adhering to contractual
278 obligations. Lengthy discussion ensued on this topic.

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280 7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

281 Homeowner commented that it is extremely dark in the main entrance to the community.

282
283 Homeowner wanted to know the plans of addressing the lighting issue in the main entrance.
284 Lengthy discussion ensued on this topic. The Board of Supervisor commented on looking at
285 options in which the District is able to address the concern. Some of the options discussed were
286 solar lighting, reflectors and or additional landscaping lighting. The Board of Supervisors
287 commented that by the end of the year there will be a temporary traffic light that will be
288 installed in the intersection of River Glen and State Road 54.

289
290 Homeowner commented will there be better communication between the Board and
291 Homeowners in items pertaining the community now that there is a new management
292 company. Lengthy discussion ensued on this topic. Vivian Carvalho stated that both the CDD
293 and the HOA will have a website in which the homeowners will have access as well as email
294 bulletins send out when items are occurring throughout the community.
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Homeowner commented on the status of the Town Center being built. Ross Halle indicated that the Town Center has been relocated off State Road 54. There are plans by Pasco County to widen State Road 54 and the project is to commence at the end of this Year 2016. Lengthy discussion ensued on this topic.

8. ADJOURNMENT

*A motion was made by Ross Halle to adjourn the meeting at 12:48PM. The motion was seconded by Stephanie Lerret.
No further discussion
All those in favor, the motion was carried unanimously.*

**These minutes were done in a 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 10/17/16.

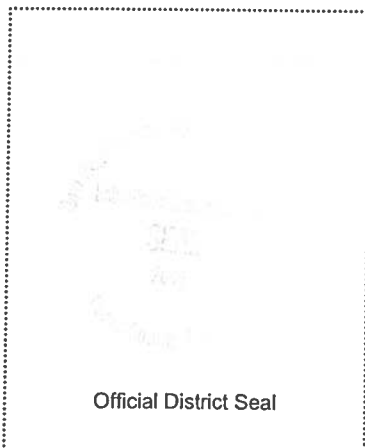
TH
Signature
Ross Halle
Printed Name

V. Carvalho
Signature
Vivian Carvalho
Printed Name

Title:
 Chair
 Vice Chair

Title:
 Secretary
 Assistant Secretary

Recorded by Records Administrator
[Signature]
Signature
10/17/16
Date



Official District Seal