

**MINUTES OF MEETING
PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Park Creek Community Development District was held on Friday, **April 16, 2021** at 6:00 p.m. at the Fairfield Inn & Suites Tampa Riverview, 10743 Big Bend Road, Riverview, Florida.

Present and constituting a quorum were:

Ryan Watkins
Vino Naidu
Doug Draper

Chairman
Vice Chairperson
Assistant Secretary

Also Present were:

Jason Greenwood
Dana Collier

District Manager, GMS
District Counsel, Straley Robin Vericker

FIRST ORDER OF BUSINESS

Roll Call

Mr. Greenwood called the meeting to order and called the roll. Three supervisors were present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

**Supervisors Requests and
Audience Comments on Specific
Items on the Agenda**

- **Supervisors Requests**

There were no comments pertaining to the agenda items.

- **Audience Comments**

Resident (1408 Hampton Meadow Way) asked if there is a way to go through the ethics commission to report Mr. Lawson for not attending meetings. She has issue about a foyer request submitted back in October. Mr. Greenwood offered her his contact information so they can talk one on one about her specific issue.

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Resident (James Borts, 10611 Park Meadowbrook Drive) asked about item eight on the agenda, review of the amenity policy. He wants to know if it is a review of the current policies and wants to be sure nothing new passes. Mr. Greenwood said that it is a review and will address what they discovered in the amenity policies regarding discrepancies about things that may not apply to Park Creek.

THIRD ORDER OF BUSINESS

Approval of Minutes of March 25, 2021 Meeting

Mr. Greenwood presented the March 25, 2021 regular meeting minutes and asked for any comments, corrections, or changes. There were no comments or corrections from the Board.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with all in favor, the Minutes of the March 25, 2021 Board of Supervisors Meeting, were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Potential Developer Seat(s) Resignation(s) & Recruitment of Supervisor(s)

Mr. Greenwood stated that this was brought up at the last meeting. The developer has the right to remain in their seat and Mr. Draper reached out via email noting that if there is a qualified elector living in the District that wants to take his seat, he would not mind stepping down. There are two possible developer seats that could be filled.

Mr. Watkins asked how they would go about advertising the empty seats and Mr. Greenwood explained that typically a resume would be provided to the Board. They could advertise it on the website.

Mr. Naidu wants to make sure the seat would be filled by a resident that lives in the community. He also mentioned he would like to recommend the woman who ran against him and received over 100 votes. Mr. Watkins would like to see if there are any other residents who might be interested in filling the seat.

Mr. Greenwood will post something on the Park Creek CDD website and apply a deadline date to be sure interested candidates have their resumes in by a certain date so they can be added to the agenda for the Board members to go over.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2021-06 Adopting a Policy
Regarding Parking Restrictions
and Trespassing on District
Owned Property**

Mr. Greenwood noted that this was brought up at the last board meeting and Dana put the resolution together.

Ms. Collier explained that the concern that was brought up at the last meeting is that people are parking for long periods of time at the parking area that are intended for the use of residents using the amenity. She created a resolution that adopts a policy regarding those parking spots allowing for people to not be allowed to park in those spots overnight. Adopting the resolutions means asking the sheriff of Hillsborough County to issue and enforce trespass warnings. It also allows the Board members to issue trespass warnings as well.

Mr. Watkins asked if the residents should reach out to the sheriff's office personally and Ms. Collier said that is an option.

Mr. Naidu asked if there are certain hours written into the language of the resolution and Ms. Collier said no because hours may fluctuate giving the time of year but the idea that vehicles may not be parked overnight.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with all in favor, Resolution 2021-06 Adopting a Policy Regarding Parking Restrictions Trespassing on District Owned Property, was approved.

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SIXTH ORDER OF BUSINESS

**Discussion of Security
Surveillance at the Amenity
Center**

Mr. Greenwood reported that Complete IT is present via Zoom to pitch a proposal to the Board regarding security surveillance at the amenity center. The Board requested a new vendor be brought in after an issue with the previous vendor came to light after an incident at the amenity center. Thomas Jones had two proposals to present to the Board.

Mr. Jones stated that there is an analog camera system that runs off BNC. The original thought that it was an old system with old wiring and after further inspection it is an older system with newer Ethernet wiring. The initial proposal given to the Board was an estimate consisting of replacing the wires and cameras with newer ones. The other proposal that Mr. Jones did not have in front of the Board consisted of the needs with the new information that he has concerning the newer wires. 99% of the troubleshooting with Complete IT is done remotely but there are some offices close by if need be. GMS has worked with this company before.

Mr. Greenwood added that the amenity needed video recording and it is probably needed to move forward quickly. Mr. Naidu asked how much camera storage will come with a system like this and Mr. Jones stated that with getting the best resolution and following the Florida statute of 30 days storage they make sure they offer as high of a definition as possible. That usually means starting with 10 ADP resolution. The Board and GMS will have complete access to footage and download it directly as oppose to getting footage from the company.

The Board and staff continued discussion about the type of security and recording Complete IT can offer. Mr. Jones went over details and answered questions about the system and services to best serve the District.

The proposal includes \$102 monthly charge with the purchase of updated cameras to go with the newer wiring. The Board will revisit the idea of an updated card access system at a later date. Mr. Jones will also provide a quote for the extra cameras needed to bring some other wanted areas online for surveillance. Mr. Greenwood stated the cost break down as an estimated project cost of \$6,894.50 with a yearly cost of \$1,224 at \$102 per month.

On MOTION by Mr. Watkins, seconded by Mr. Naidu, with all in favor, Proposal from Complete IT Totaling \$8,118.50, was approved.

**SEVENTH ORDER OF BUSINESS Discussion of Transfer of
Records from DPFG**

Mr. Greenwood discussed the transfer records from DPFG. The records from DPFG are in electronic form and are going to be transferred to a GMS server. Also, hard copies of the DPFG records were provided. For the record, GMS is still waiting from invoicing from DPFG to settle all the past financials. He is having a little bit of an issue getting responses from them and they have recorded correspondence going back to March with no response. They will continue to work on this item and keep the Board updated. This was for informational purposes and there was no required action.

**EIGHTH ORDER OF BUSINESS Review of Amenity Policies and
Procedures for the Pool**

Mr. Greenwood noted that he wanted to bring these things to the Board's attention due to some conflicting items in the policies. Ms. Ferguson has made some edits to the policies for the Boards consideration. Some of the changes include changing the ages of allowed guests in the amenity and Ms. Collier will go over and approve as well. Staff will work with the Board to make sure the policies are appropriate and meet the District's needs as best they can.

Ms. Collier added that it is a process starting with a workshop to go over changes and then they will have a public hearing for residents to go over the changes. Only after the public hearing will the new policies be adopted and implemented. This being the beginning of the process, no action was required.

**NINTH ORDER OF BUSINESS Discussion of GMS Introduction
Letter**

Mr. Greenwood provided an introduction letter to the Board under separate cover. It will go out to the community with contact information of appropriate staff to make sure

residents know who the new District management company is. He also created a CDD email address. The Board gave staff the go-ahead to send the letter to the community.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with all in favor, GMS Introduction Letter to be Sent to Residents, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Collier had nothing to report to the Board.

B. District Engineer

Mr. Greenwood had nothing to report from the engineer.

C. District Manager

Mr. Greenwood stated he continues to transfer everything and will work to get accurate financials as soon as possible

D. Field Manager – Report

Mr. Smith provided a field manager's report. Completed items include:

- Thorough walk through of the amenity center
- Creation of a maintenance list that included several maintenance items that will be completed and added to continuously
- A review of all contracts and the meeting of all vendors

Upcoming items include:

- Playground mulching
- Major trail overhaul
- Pressure washing amenity pool area
- Addition of doggy stations

Included with the field manager's report was a quote for mulch and installation to bring the playground back online. Mr. Naidu asked if the quote included rubber mulch and Mr. Greenwood said that the rubber mulch will be a significant cost increase. The Board

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decided that this is a pressing issue that needs to be resolved as quick as possible and they will investigate rubber mulch if it fits within the budget but will move forward with the current proposal.

On MOTION by Mr. Watkins, seconded by Mr. Naidu, with all in favor, the American Mulch Proposal Totaling \$3,250, was approved.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and General Audience Comments

- **Supervisors Requests**

- Vinoo Naidu**

- Would like the website to be updated with the most current information including the GMS information. Mr. Greenwood insured that it is in process and Campus Suites has a ticket created and they will look into the timeline soon.

- **Audience Comments**

Resident (Mark Vander Haiden, 12004 Legacy Bright Street) asked about the security surveillance and wants to know what is wrong with the current system. Mr. Greenwood explained that the current system was being run by a company that is no longer in business. GMS has only taken over management as of March of 2021, so they don't have all the updated information of when exactly the service stopped. Staff has been in correspondence with the resident regarding a situation that happened on Easter Sunday and they are working on it.

Resident (10408 Hampton Meadow Way) asked if the security company was still being paid after they went out of business. Mr. Greenwood stated that they are still looking into it and the financials are being looked into and once they have all the information from the previous management company and will move forward accordingly.

Resident (James Borts, 10611 Park Meadowbrook Drive) requested as a user of the website who can he report issues resolved with misinformation. He said discrepancies

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should not take that long to fix. Mr. Greenwood ensured they they are working through all of the issues and they will get them fixed.

TWELTH ORDER OF BUSINESS

**Next Scheduled Board Meeting
is May 21, 2021 at Fairfield Inn &
Suits**

Mr. Greenwood reported that the next meeting will be held May 21, 2021 at 6:00 p.m., at Fairfield Inn & Suits.

THIRTEENTH ORDER OF BUSINESS Adjournment

Mr. Greenwood asked for a motion to close the meeting.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with
all in favor, the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman