

## **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, **June 18, 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  
Dustin Cooper  
Dreama Long  
Daniel Hilburn

Chairman  
Assistant Secretary  
Assistant Secretary  
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. Four 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**

Mr. Watkins asked if there were any supervisors requests. Hearing none, the next item followed.

- **Audience Comments**

Mr. Watkins noted that there were no members of the public present.

### **THIRD ORDER OF BUSINESS**

#### **Approval of Minutes of May 21, 2021 Meeting**

**June 18, 2021****Park Creek CDD**

Mr. Greenwood presented the May 21, 2021 regular meeting minutes and asked for any comments, corrections, or changes. Hearing none, he asked for a motion to approve.

On MOTION by Mr. Watkins, seconded by Mr. Hilburn, with all in favor, the Minutes of the May 21, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Acceptance of Annual Audit for Fiscal Year 2020**

Mr. Greenwood stated that the point of this item was to accept the annual audit. Mr. Watkins asked if there were any current audit findings about missing documents from DPGF and if it affected the audit. Mr. Greenwood answered that had enough information based on the documents that were provided. Mr. Watkins added that it would be helpful to have it documented in the report that all the documents had not been provided if that were the case so that corrective action could be taken. Mr. Greenwood responded that he would ask the auditor about the documents and get back to the Board on the subject. The Board agreed, and Mr. Greenwood asked for acceptance of the annual audit.

On MOTION by Mr. Watkins, seconded by Ms. Long, with all in favor, the Annual Audit for Fiscal Year 2020, was accepted.

**FIFTH ORDER OF BUSINESS****Discussion of Amenity Policies and Procedures**

Mr. Greenwood stated that documented policies and procedures would help the District at the amenity center. He also added that Mr. Watkins had gone through and made corrections and additions to the procedures. His suggestion was to implement the policies and procedures. Some adjustments made included using the no trespass policy at the amenities and calling the sheriff, adding a pool monitor position with a trained GMS employee until a replacement could be found, and the termination of the security agreement with Allied Security.

**June 18, 2021**

**Park Creek CDD**

On MOTION by Ms. Long, seconded by Mr. Cooper, with all in favor, the Termination of the Security Agreement with Allied Security, was approved.

Mr. Greenwood added that the new pool monitor position would start taking place the next week, and he asked the Board what days they would like someone to be at the pool. Mr. Watkins suggested that they have someone there seven days a week since it was becoming a problem. The Board agreed that they wanted a cost proposal for camera installation in the parking lot near the pool to monitor who was using the pool after hours. They also agreed to changing the access card to prevent unwanted residents from using the pool, as well as using a pool monitor seven days a week from 12:00 p.m. to 8:00 p.m.

Mr. Greenwood explained that he would request the opening and closing of a Public Hearing for the record for the adoption of amenity policies and procedures.

On MOTION by Mr. Hilburn, seconded by Mr. Watkins, with all in favor, the Opening of the Public Hearing, was approved.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, the Closing of the Public Hearing, was approved.

Mr. Watkins asked why the date for amenity residents on page 56 of the policies wasn't the same as the date for property taxes. He also suggested on page 58 with the policy on the amount of cardholders per household to reflect that two cards were provided at no cost per household. He also noted that they needed to change the age restriction to 15 years old instead of 18 throughout the document. Mr. Watkins also made an addition on page 60 to the areas that were allowed for rental, including the outdoor covered patios in the pool and playground areas. The Board also discussed adding in restrictions to what equipment was allowed during events at the rented venues for liability purposes.

Mr. Watkins also suggested they change the policy so that vaping and smoking around the pool area were prohibited.

**June 18, 2021**

**Park Creek CDD**

On MOTION by Mr. Watkins, seconded by Ms. Long, with all in favor, the Adoption of the Amenity Policies and Procedures, was approved.

Mr. Greenwood added that he would be getting with the attorney and members of the staff to discuss the issue of one of the trails that needed to be repaired, as well as issues with Pond #3 in the area.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Collier was not present at the meeting.

#### **B. District Engineer**

There being none, the next item was followed.

#### **C. District Manager – Meeting Schedule for Fiscal Year 2022**

Mr. Greenwood stated that meeting on the third Friday of every month would not work, therefore the Board decided that the best meeting day would be the second Tuesday of every month. The next meeting date would be July 13, 2021 at 6:00 p.m. at the current location.

On MOTION by Ms. Long, seconded by Mr. Watkins, with all in favor, the Meeting Schedule for Fiscal Year 2022, Moving the Meeting Date to the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m., was approved.

#### **D. Field Manager – Report**

Mr. Greenwood presented the field manager report, stating that the amenity center locks had been changed, the mulch at the playground had been replaced, and the debris that had fallen after a storm had been cleaned up. Mr. Watkins added that they had also started to re-mulch several of the flowerbeds as well. He also asked if he could obtain the “Major Projects List” that Mr. Smith had created, and Mr. Greenwood responded that he would get a copy for him.

**June 18, 2021**

**Park Creek CDD**

## **SEVENTH ORDER OF BUSINESS      Financial Reports**

### **A. Approval of Check Register**

Mr. Greenwood noted that the checks that were written for Hamilton Engineering were not approved but that they were still included in the financials for a total of \$9,510. He asked for a motion to approve.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, The Check Register, was approved.

### **B. Balance Sheet & Income Statement**

There were no further questions.

### **C. Special Assessment Receipt Schedule**

There were no further questions.

## **EIGHTH ORDER OF BUSINESS**

## **Supervisors Requests and General Audience Comments**

### **• Supervisors Requests**

#### **Ryan Watkins**

- Status on the Reserve Study
- Clarification of the timeline for the camera installation and change of access cards.
- Concern over trespassing rules and updating the procedure at future meeting

#### **Dreama Long**

- Request for invoices from 2017 to 2019

### **• Audience Comments**

There were no audience comments.

**June 18, 2021**

**Park Creek CDD**

**NINTH TENTH ORDER OF BUSINESS Next Scheduled Board Meeting  
is for July 13, 2021 at Fairfield  
Inn & Suites, Riverview**

Mr. Greenwood reported that the next meeting will be held July 13, 2021 at 6:00 p.m., at Fairfield Inn & Suites, Riverview.

**TENTH ORDER OF BUSINESS Adjournment**

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

On MOTION by Mr. Watkins, seconded by Ms. Long, with all in favor, the meeting was adjourned at 7:11 p.m.

*Amanda Ferguson*

Secretary/Assistant Secretary

*Vinso Naidu*

Chairman/Vice Chairman