

**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 Tuesday, **August 10, 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 *by phone*  
Dustin Cooper  
Dreama Long  
Daniel Hilburn

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also Present were:

Jason Greenwood  
Dana Collier  
Tonja Stewart  
Mick Sheppard

District Manager, GMS  
District Counsel, Straley Robin Vericker  
District Engineer  
Field Manager, GMS

**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. Mr. Naidu attended via phone.

**SECOND ORDER OF BUSINESS**

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

- **Supervisors Requests**

- Mr. Naidu: Requested posting the link for the meeting on the main website page. Ms. Ferguson will add that to the website moving forward.
- Ms. Long: Brought up a trash issue and Mr. Greenwood asked that the supervisors forward any images they receive from residents, and they will take care of it.

**August 10, 2021**

**Park Creek CDD**

- Mr. Naidu: Brought up a trespassing issue and wants to know where the trespassing authorization is filed in case another issue like this arises for residents. Mr. Greenwood stated that the trespass agreement was filed back in May and reached back out to the Sheriff's department to be sure they were aware of the miscommunication. Mr. Naidu asked if all the Board members could get a copy of the agreement and a place they could display the agreement on a board somewhere in the amenity center.
- **Audience Comments**
  - Jim Bortios (10611 Park (inaudible) Drive): Asked if the documents in the agenda package are available prior to the meeting. Mr. Greenwood told him that he can access the agenda on the website a week prior to the meeting.
  - Doreen Province (10409 Pleasant Spring Way): Asked if residents still able during the weekdays to utilize the pool using their pin number. The Board will decide how they want to move forward with the access cards and pin numbers during this meeting. During the week there is no security coverage, and the current Board is working on the best method to get the pool area to its best version for the residents.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of July 13, 2021 Meeting**

Mr. Greenwood presented the July 13, 2021 regular meeting minutes and asked for any comments, corrections, or changes. Hearing no changes,

On MOTION by Mr. Hilburn, seconded by Mr. Naidu, with all in favor, the Minutes of the July 13, 2021 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing for the Budget for Fiscal Year 2022**

- A. Consideration of Resolution 2021-10 Adopting the Budget and Relating to Annual Appropriations**

**August 10, 2021**

**Park Creek CDD**

Mr. Greenwood explained the process of how staff and the Board worked together to create a proposed budget. There was a consensus to not raise the assessment until GMS has been in management for at least a full year. One capital project that they have been working on is the purchase of cameras and putting in an access card system that they hope to implement in the next couple of weeks. Mr. Greenwood then asked for a motion to open the public hearing.

On MOTION by Mr. Watkins, seconded by Ms. Long, with all in favor, the Public Hearing was Opened.

Resident Amber Singer (12018 Myrtle Rock Drive) asked a question about the keycard system and Mr. Greenwood stated that they are moving to an access card only system and eventually the access codes will expire.

Doreen Province (10409 Pleasant Spring Way) asked if the budget included additional funding for opening the trail. Mr. Greenwood stated that the district engineer will be addressing concerns on the trail later in the meeting but for safety issues it will continue to stay closed until those issues are addressed. There being no other public comments, Mr. Greenwood asked for a motion to close the public hearing.

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

The Board had no further discussion about the budget. Mr. Greenwood asked for a motion to approve the resolution.

On MOTION by Mr. Naidu, seconded by Ms. Long, with all in favor, Resolution 2021-10 Adopting the Budget for Fiscal Year 2022 and Related to Annual Appropriations, was approved.

**B. Consideration of Resolution 2021-11 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Greenwood asked for a motion of approval.

On MOTION by Ms. Long, seconded by Mr. Watkins, with all in favor, Resolution 2021-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

## **FIFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Collier noted that the July 13<sup>th</sup> minutes referenced District counsel under the discussion of district engineer and would like for that to be amended for public record. The minutes will be reflected as amended. Ms. Collier had nothing further for the Board at this time.

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

Ms. Stewart joined the meeting and presented her engineer's report. The update on the trail is that GPR testing is not recommended and that the areas that are undergoing the worst erosion should be removed and replaced. To avoid future washout, they are going to have to address the transition grade between the lot and the sidewalk. The discussion at last month's meeting which was to try to keep the path in place by backfilling and restabilizing it is not the ideal solution based on current discussions. Moving forward, the Board will have to decide how they would like to continue. It may be hard to get pricing due to lack of access, and that is something the Board will have to consider along with restoration costs associated with any damage due to having to get access. There are some legal questions as to who is responsible for the damage of the trail and staff will have to investigate deeper into that. The first step will be to get some cost estimates and then go from there. Ms. Stewart will also investigate a pond issue that Mr. Watkins brought up.

**C. District Manager**

**1) Number of Registered Voters in the District – 564**

Mr. Greenwood stated that the number of registered voters in the District is currently 564.

**2) Approval of Annual Meeting Schedule for Fiscal Year 2022**

Mr. Greenwood noted that the proposed meeting date and locations can be found in the agenda packet, and he would like to keep the location where it is currently as it is a cost savings for advertisement purposes. The proposed date and time are the second Tuesday of each month at 6:00 p.m.

On MOTION by Mr. Watkins, seconded by Mr. Hilburn, with all in favor, the Annual Meeting Schedule for Fiscal Year 2022, was approved.

**3) Field Manager – Report**

Mr. Sheppard reviewed the Field Manager's Report. Completed items include:

- County project: Survey has been completed and the county inspected the area for completion.
- Pool clock: Clock has been purchased and will be installed by the next meeting.

In progress items include:

- Message board: Proposals are being gathered.
- Outdoor library: Proposals are being gathered.

Upcoming projects include:

- Pressure washing pool furniture along with possibility of pressure washing pool deck and common area curbs.
- Adding doggy stations.

The landscape issues are being addressed with staff and Yellowstone. They are having some staffing issues, but Mr. Sheppard has been on top of that. The Board asked to remove dog stations from the to do list. Mr. Greenwood presented a few proposals that

**August 10, 2021**

**Park Creek CDD**

did not come in on time for agenda purposes. The first is a quote to aerate the bermuda grass in front of the amenity center.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with all in favor, the Aeration Proposal from Yellowstone for \$676.50, was approved.

The second proposal Mr. Sheppard presented was for the replacement of dead sod along the main entrance. It is approximately 2,800 square feet of St. Augustine sod for \$3,643.92.

On MOTION by Mr. Naidu, seconded by Mr. Hilburn, with all in favor, Proposal from Yellowstone for Saint Augustine Sod for \$3,643.92, was approved.

Staff was notified about fountain issues. The aquatic management team would like to add services for quarterly maintenance on all the fountains within the District. Sitex Aquatics has provided a proposal at a cost of \$1,200 for the year. The cost breaks down to about \$100 per fountain for the year. The Board decided to hold off on moving forward with this proposal for the time being.

Mr. Greenwood reported on the access card system and where the District stands. Amanda Ferguson is currently working to provide access cards and will be onsite to do so. In the coming years, they will entertain the idea of more security coverage. It is recommended that the District purchases a computer, printer, and filing cabinet to keep everything on site. The question is how long the Board think they need to give residents to secure their access card before turning off the ability to use the pin codes. Mr. Naidu is against having a printer and computer on site. The rest of the Board agreed. They also decided to go ahead and post the forms for the access card to the website and to send an email blast to the residents. Then they will go ahead and print the two card per household to hand out to available residents. If residents are unavailable, their card can be provided to them via mail with proof of residents provided to staff. Staff will work on all

the logistics to get this item taken care of. For the next three weeks the pin codes will still be useable.

## **SIXTH ORDER OF BUSINESS**

### **Financial Reports**

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

Mr. Greenwood noted all financials were provided to the Board. The Board had no further questions.

On MOTION by Ms. Long, seconded by Mr. Cooper, 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.

## **SEVENTH ORDER OF BUSINESS**

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

- **Supervisors Requests**

Vinoo Naidu:

- Wants Mr. Sheppard to look at the GFI outlets that are uncovered and where the Christmas lights will be plugged into.

- **Audience Comments**

- Jim Bortios (10611 Park (inaudible) Drive): Asked why we are still advertising Metro Places in the community and would like for the sign to be taken down. GMS maintenance will go by and remove the branding. Legal counsel will investigate it to make sure there is not an advertisement agreement.
- Scott Ellis (12215 Avondale Hope Place): Asked if there is a determination by the engineer to whether the original plan was adequate or if they found any errors or omissions in the plan. If there was, would it be easier to go through insurance rather than litigate with Metro? Mr. Greenwood stated

**August 10, 2021**

**Park Creek CDD**

once the actual cost is vetted, every option of how the District will pay for it will be brought to the table for the best interest of the District.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Board Meeting  
is for September 14, 2021 at 6:00  
p.m. at Fairfield Inn & Suites,  
Riverview**


Mr. Greenwood reported that the next meeting will be held September 14, 2021 at 6:00 p.m., at Fairfield Inn & Suites, Riverview.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

On MOTION by Mr. Hilburn, seconded by Ms. Long, with  
all in favor, the meeting was adjourned.

  
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Secretary/Assistant Secretary  
\_\_\_\_\_  
Chairman/Vice Chairman