

**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, **November 9, 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
Dreana Long
Daniel Hilburn
Mark Savino

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Mark Straley (via Zoom)
Mick Sheppard (via Zoom)
Jordan Lansford
John Duffy

District Manager, GMS
District Counsel
Field Manager, GMS
GMS
GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Greenwood called the meeting to order and called the roll. Five 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 being none, the next item followed.

- **Audience Comments**

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of October 7, 2021 Meeting

Mr. Greenwood presented the October 7, 2021 regular meeting minutes and asked for any comments, corrections, or changes. Mr. Greenwood noted that there was an amendment to the minutes to correct a spelling error of a resident's name.

On MOTION by Mr. Naidu, seconded by Ms. Long, with all in favor, the Minutes of the October 7, 2021 Meeting, were approved as amended.
--

SEVENTH ORDER OF BUSINESS

Staff Reports

**This item was taken out of order.*

A. Field Manager

1. Report

Mr. Sheppard reviewed his Field Manager's report for the Board. The Board asked Mr. Sheppard to work with Yellowstone on the tree stump issues. Mr. Young will work on the blockage in the gutter overflowing by the downspouts. Maintenance will fix the Hazard opposite of the pool pavers. Mr. Sheppard will work with Yellowstone on trash pickup and will work with ITS to check irrigation tech repairs.

2. Proposal for Gutter Installation

Mr. Sheppard noted the cost for the gutta installation was \$875.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Gutter Install for \$875, was approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2022-01 Designating a
Registered Agent & Registered
Office of the District**

Mr. Greenwood presented Resolution 2022-01 and noted that the new registered agent would be Dana Crosby and the office would be the Straley, Robert, and Vericker office. Hearing no questions from the Board, he asked for a motion to approve.

On MOTION by Mr. Hilburn, seconded by Mr. Watkins, with all in favor, Resolution 2022-01 Designating a Registered Agent & Registered Office of the District, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2022-02 Authorizing the Chair or
Vice Chair & the District Manager
to Enter into Emergency
Contracts & Disburse Funds for
Payment of Certain Expenses
without Prior Approval of the
Board of Supervisors**

Mr. Greenwood noted that Resolution 2022-02 authorizes the Chair and Vice Chair and District Manager to enter into emergency contracts and disburse funds for payments for unexpected items. The prices for the agreements were as follows; \$3,000 for the District Manager alone, \$3,000 for the Chair or Vice Chair, \$5,000 for the District Manager and the Chair or Vice Chair.

On MOTION by Mr. Hilburn, seconded by Mr. Naidu, with all in favor, Resolution 2022-02 Authorizing the Chair, Vice Chair, and the District Manager to Enter into Emergency Contracts and Disburse Funds for Payment of Certain Expenses without Prior Approval of Board of Supervisors as stated above, was approved.

November 9, 2021

Park Creek CDD

SIXTH ORDER OF BUSINESS

Discussion of Draft Landscape Scope of Services (to be provided under separate cover)

Mr. Greenwood opened up discussion for the draft landscape scope of services. After Board discussion, they agreed to move forward with the informal RFP process for landscape services.

On MOTION by Mr. Naidu, seconded by Mr. Hilburn, with all in favor, Moving forward with the informal RFP Process for Landscape services, was approved.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Straley had nothing further to report.

B. District Engineer

Mr. Greenwood noted that they would move the engineer and AllJaxx findings to the January meeting.

C. Field Manager

1. Report

2. Proposal for Gutter Installation

**This item was addressed out of order and discussed immediately after the third order of business.*

D. District Manager

There being none, the next item followed.

EIGHTH 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 Mr. Hilburn, seconded by Mr. Savino, 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.

NINTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

- **Supervisors Requests**
 - Look at heating the pool and see if there is a handicap lift
 - Pool attendant, can they get a number of people attending the pool
 - Address sign that swings
- **Audience Comments**
 - Jim Borths – Would like the pool fountains turned off
 - Joe at Sitex – Can the pond vendor look to see when the fountains are running and can they have them running at the same time.

TENTH ORDER OF BUSINESS

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

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

ELEVENTH ORDER OF BUSINESS Adjournment

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

On MOTION by Ms. Long, seconded by Mr. Naidu, with all in favor, the meeting was adjourned at 6:45 p.m.

November 9, 2021

Park Creek CDD



Secretary/Assistant Secretary



Chairman/Vice Chairman