

**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, **October 11, 2022** at 6:04 p.m. at the Fairfield Inn & Suites Tampa Riverview, 10743 Big Bend Road, Riverview, Florida.

Present and constituting a quorum were:

Dreama Long
Vino Naidu *by Zoom*
Daniel Hilburn
Mark Savino
Ryan Watkins

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Dana Collier *by Zoom*

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. Mr. Naidu participated by Zoom.

SECOND ORDER OF BUSINESS

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

- **Supervisors Requests**
There were no Supervisor requests.

- **Audience Comments**

There were no audience members at the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of
September 13, 2022 Meeting**

Mr. Greenwood presented the September 30, 2022 regular meeting minutes and asked for any comments, corrections, or changes.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Minutes of the September 13, 2022 Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2023-01 Adopting an Updated
Amenity Facility Policy**

Ms. Collier provided a quick summary to update the Board on the amenity facility policies. Ms. Collier noted the rental fee has been removed and they are referred to as reservations. She added they had revised the language to allow the CDD to keep 50% of the deposit if the event is cancelled within 15 days, they allowed 2 access cards per household, and removed the ability for the household to get additional cards. She noted they reduced the guests to 1 person or 4 per household. (This was reduced from the previous 4 per person or 16 per household) She also noted the Amenity Center is capped to 25, and pool hours adjusted with Board discretion. Mr. Naidu asked for clarification on resident/house allowed guest. She clarified a household could not exceed 4. He asked if they had the ability to ask a guest to leave if pool capacity has reached limit. There was discussion on how to add the language to not exceed pool capacity. He suggested limiting the household to only 2. Mr. Greenwood noted the pool capacity is 47. Ms. Collier clarified 25 if for the amenity center party or event. After Board discussion they agreed to make the amendment and change the wording in the policy to state the Amenity Center capacity limit shall not be exceeded 25 persons at any time for a party or event. Another question was asked about the rental reservation and security deposit. Mr. Naidu stated the pool belonged to the resident and he wanted it noted he knew there would be an issue with the number of guest and residents using the pool. He added he was against having 4 guest

per household. Mr. Greenwood clarified the motion would be to approve the resolution with the amendment.

**Mr. Naidu dropped off of the call prior to the motion.*

On MOTION by Mr. Watkins, seconded by Mr. Hilburn, with all in favor, Resolution 2023-01 Adopting an Updated Amenity Facility Policy, were approved, as amended.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Collier noted they had worked on the policies and talked with the insurance company for recommendations. She noted they had recommended the CDD, and HOA enter into a facility use agreement. She added they are finalizing the draft that allows for the HOA to provide a schedule of when they want to use the facility. This would release the CDD of liability. She added this is a typical agreement but unique to the Park Creek in the way the center is structured, and they added language that would require the HOA to barricade off the pool area and playground area during events. She also asked the Board if they wanted a provision to allow alcohol on the property. This was not recommended by the insurance but wanted the CDD to do it on a case-by-case basis so that the HOA can get an event policy. Mr. Greenwood noted that version 2 drafted by Ms. Collier was highly recommended. She further explained the provisions for alcohol. Another question was asked about schedule of events that would need to be signed. She clarified that residents could use pool or facilities during events. Mr. Greenwood clarified approval of the HOA Agreement and the draft approval would be sent to Board and HOA and ratified at the next meeting.

B. District Engineer

Mr. Greenwood noted that the engineer has been seeking the prior company to clear the trail. She is also looking into the probability of adding a boardwalk to the area.

**Mr. Naidu rejoined the meeting at this time.*

C. Field Manager

1. Field Report

Mr. Greenwood discussed the installation of pergolas and having vendor provide the varnish and staining. He discussed the storm damage and the response of Mr. Sheppard's review and the clean-up efforts. The amenity chairs are in progress

2. Consideration of Illuminations Holiday Lighting Proposal for Holiday Lights.

Mr. Greenwood stated the Christmas lighting vendor bids have been received. He suggested the proposals are competitive and he urged approval for timing.

On MOTION by Mr. Savino, seconded by Ms. Long, with four in favor and Mr. Watkins opposed, the Proposal from Illuminations Holiday Lighting for Holiday Lights, was approved 4-1.

3. Consideration of Cardinal Landscaping Proposal for Landscape Clean Up

Mr. Greenwood stated this is for the damage caused by Hurricane Ian. Mr. Naidu commented on a resident at 1203 Riverdale Lines Drive issue and email on a tree from the Preserve that fell into his yard. He noted the pictures were sent to management. Ms. Collier added that he was permitted to cut this on his property and what's left on the sidewalk pictures were sent to Mr. Greenwood. Ms. Collier added that a tree that uprooted and it was taken down, but the stump was not removed. She asked about the playground area and the damage the stump has created to the fence. Mr. Greenwood noted these are 2 separate matters. He noted that the fence repair could fall on the homeowner and the CDD could ask for the costs. Mr. Greenwood stated a decision was needed on the proposal on clean-up of the trail. Ms. Collier added comments about the specifics of the contract.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, the Proposal from Cardinal Landscaping for Landscaping Clean Up for \$8,500, was approved.

D. District Manager

Mr. Greenwood stated the audit services were up for renewal. He noted they will advertise and seek proposal for audit services.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, to Appoint the Board of Supervisors as the Audit Committee and the Audit Committee to be held on November 10th at 6:00p.m., was approved.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. Greenwood presented the check register and asked if the Board had any 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.

SEVENTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

- Mr. Watkins noted there was a \$100 fine for over watering. Mr. Greenwood will look into that further. He also noted the trees that have not been trimmed and will send pictures to Mr. Greenwood.
- Moisture issues with women's restroom roof leak.

Audience Comments

- There were no audience members in attendance.

EIGHTH ORDER OF BUSINESS

Next Regularly Scheduled Meeting is November 10, 2022 at 6:00 p.m. at Fairfield Inn & Suites, Riverview

Mr. Greenwood reported that the next meeting will be held November 10, 2022 at 6:00 p.m., at Fairfield Inn & Suites, Riverview. Mr. Greenwood asked for legal guidance on making an amendment to the notice for the Audit Committee as a part of this meeting.

NINTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, the meeting was adjourned at 6:57p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman