

**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, **December 13, 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  
Vivek Babbar *by Zoom*  
John Monahan  
Mick Sheppard *by Zoom*  
Tonja Stewart *by Zoom*

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

**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**

Ms. Hendrix complimented the Christmas lights and complimented staff on a job well done.

### **THIRD ORDER OF BUSINESS                      Organizational Matters**

#### **A. Consideration of Resolution 2023-02 Declaring Vacancy on the Board**

Mr. Greenwood reported that the vacant seat is Seat # 2 that did belong to Mr. Hilburn who was unable to get his paperwork in time to reup his Board seat. Because of this they need to pass a resolution to declare the seat vacant and asked for a motion of approval.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, Resolution 2023-02 Declaring Vacancy on the Board, was approved.

Mr. Greenwood then explained that it was time to give the Board the opportunity to appoint a new Board member while explaining that Daniel Hilburn has expressed interest in being reappointed to fill the vacancy. Mr. Greenwood asked advice from District counsel, and Mr. Babbar said there was no concern from his end, so the Board agreed to reappoint Mr. Hilburn while Mr. Greenwood asked for a motion of approval.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, Appointing Daniel Hilburn to Seat 2, was approved.

#### **B. Oath of Office for Newly Elected Supervisors**

Ms. Greenwood noted that the Oath of Office has already been administered to Ms. Long. Mr. Greenwood administered the oath to Mr. Hilburn.

#### **C. Consideration of Resolution 2023-03, Election of Officers**

Mr. Greenwood asked the Board to offer a slate of officers and the Board agreed to appoint Ms. Long as Chairwoman, Mr. Naidu as Vice Chairman, and Mr. Hilburn, Mr. Savino, and Mr. Watkins as Assistant Secretaries.

On MOTION by Mr. Savino, seconded by Mr. Hilburn, with all in favor, Resolution 2023-03 Election of Officers as slated above, was approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes of October 11, 2022 Meeting**

Mr. Greenwood presented the meeting minutes from the October 11, 2022 meeting and asked for any comments or corrections from the Board members. There being none, he asked for a motion of approval.

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, the Minutes of the October 11, 2022 Meeting, were approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Proposals for Pool Furniture**

- A. Admiral Furniture**
- B. Florida Patio**

Mr. Greenwood presented two proposals for pool furniture. Ms. Long stated that she believes Admiral Furniture priced themselves out of the consideration and suggested scaling the Florida Patio purchase to 5 extra tables and 20 chairs so it's not such a big hit on the District. The Board looked over the proposals together and discussed the best options. Mr. Greenwood stated that the approximate cost should be \$5,010. Staff will reach out to Florida Patio to see the exact price of that amount of table and chairs.

On MOTION by Ms. Long, seconded by Mr. Naidu, with all in favor, the Proposal from Florida Patio for 5 Tables and 20 Chairs with Limelight and Snappy Colors, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Acceptance of the Audit Committee's Recommendation**

Mr. Greenwood noted that the Audit Committee met prior to the regularly scheduled meeting and the Board agreed on the audit requirements and authorized staff

can send out an RFP. He asked for a motion to accept the criteria for the audit selection so staff can advertise and send it out to seven different audit firms.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, Acceptance of the Audit Committee's Recommendation, was approved.

**SEVENTH ORDER OF BUSINESS      Discussion      of      Fence  
Replacement**

Mr. Greenwood stated that there have been several fence panels that have been damaged throughout the District. There needs to be an identification of what the CDD is responsible for and what the homeowners should be responsible for. Mr. Naidu added that the fence along Legacy Bright St. is not CDD fence because it is set two feet back into Sanctuary property and was placed there by Sanctuary. Mr. Sheppard will collaborate with the maintenance crew, but he believes that it is not very much fence they will have to be responsible for. Ms. Long noted that there are some extra slats in the closet at the amenity center.

**EIGHTH ORDER OF BUSINESS      Discussion      of      Resident  
Requested Use of Green Area  
Near Entrance for New Years  
Eve**

Mr. Greenwood presented a letter that residents are requesting to use a green area for New Year's Eve. Ms. Long was concerned about the 1:00 a.m. completion time due to the Hillsborough County noise ordinance. Mr. Naidu also commented that he's not against the use of the space as long as there is no music outdoors and no fireworks being shot off and they are done by 11:00 p.m. Mr. Babbar noted that if the Board did allow the use of this space that there should be a waiver written up. He also warned about this setting a precedent for future usage. Inevitably, it was decided to deny the request. Mr. Greenwood will reach out to the resident to inform them of the Board's decision.

A second request was a request for a reservation of the amenity center on December 28, 2022 from 1:00-3:00 p.m. for a "family fun day" for residents and families to paint rocks. The Board agreed to allow the activity.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, Allowing the use of the Amenity Center on December 28, 2022 from 1:00-3:00 p.m., was approved.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Facility Use Agreement with the Park Creek HOA**

Mr. Greenwood noted that this is the facility use agreement for renting the amenity facility to have signed before usage. There were no changes to the document that has been previously presented and there being no questions, Mr. Greenwood asked for a motion of approval.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Facility Use Agreement with Park Creek HOA, was approved.

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Babbar introduced himself to the Board and informed them that the previous counsel has left their firm taking a job with the city of Tampa. Prior counsel will be available to the District for anything they may need in the transition and he looks forward to working with the Board.

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

##### **1. Discussion of Updates to the Trail**

Ms. Stewart provided information from last year's mass stormwater event in regards to doing the 20-year analysis as bringing all stormwater ponds up to best management practices including trying to educate, acknowledge, and understand elicit discharges. She gave a summary of what is going on with the washout for the pedestrian path that is being affected by steep slopes and downspouts that are directed straight across the areas. She added that her and Mr. Smith have met with a contractor and have looked at some options for repair. She believes that the erosion problem started in a predevelopment situation and does not believe it happened necessarily as a result of the actual development. She would like to get the residents on board with trying to reduce the

velocity of the water coming out of the downspouts because long-term, that will continue to be problematic. The next few months will bring more conversations about what the Board might want to do in repair and improvements. Ms. Stewart spent time answering questions as the Board discussed the issue. Mr. Stewart concluded that the goal the contractor will have options and pricing by January for the Board's review.

### **C. Field Manager**

#### **1. Report**

Mr. Sheppard presented the field manager's report to the Board. Completed items included:

- Culvert hole has been repaired by the county and they are waiting on an update of the completion date of the overall project.
- Parking lot paving is complete, and lines were painted.
- The trail has been cleaned up by Cardinal.
- Park Meadowbrook tree trimming is complete.
- The roof repair at the amenity in the women's restroom replaced part of the shingle that was missing.

In progress items include:

- Bench replacement: the benches have arrived, and maintenance staff is working to install them.
- The message center has been removed and painted and staff is scheduling an install date.
- Vinal fencing installation will occur after the holiday.

Mr. Sheppard answered some questions from the Board about mulch installation at the playground and how much it will take. Rubber mulch is almost impossible to get at the time per Mr. Sheppard's research so they will go with the mulch that is currently there for the time being and continue to look into the possibility of rubber mulch.

### **D. District Manager**

Mr. Greenwood updated the Board on the previous security vendor that was with the District stating that there is an outstanding invoice. The CDD is claiming that they do

not owe them any money and both legal teams have been in correspondence. If there are any further updates, Mr. Greenwood will make them aware to the Board.

## **ELEVENTH ORDER OF BUSINESS      Financial Reports**

### **A. Approval of Check Registers**

- 1. October**
- 2. November**

Mr. Greenwood presented the check register for the months of October and November and asked for any questions from the Board. There being none, he asked for a motion of approval.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, the Check Registers, were approved.

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

There were no further questions.

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

There were no further questions.

## **TWELFTH ORDER OF BUSINESS      Supervisors Requests and General Audience Comments**

### **Supervisors Requests**

- The Board thanked staff for all the hard work that happened throughout the year.
- Mr. Naidu asked for an update on the policy of pool usage at night. Ms. Long updated that there is no permit for pool usage at nighttime due to low light levels. If there are any events after hours, the pool must be barricaded off long with the playground. It was asked who to contact in Hillsborough County to find out how to acceptably barricade off the pool and what type of signage is required. Ms. Long will look into this for the District while Mr. Greenwood will contact the insurance company to find out what is needed on the CDD side.

**Audience Comments**

- Melanie Hendrix asked about the fencing on Park Creek Boulevard and asked if that is CDD property. And they answered that it is the Florida Department of Transportation property.
- Lucy Gustavo (10512 Park Middlebrook Drive) brought up two points. One was about the mulch because her son has a landscaping company, and they can provide rubber mulch, but they need to know how much and if the current mulch there would need to be removed. As they were there measuring, someone seemed upset and was video taping them. Secondly, the HOA social committee are putting together the first six-months proposals for next year and will provide them to the Board before the January meeting.
- James Borths (10611 Park Middlebrook Drive) complimented the Board on a hard year's work. He asked if the pool furniture will be able to be stored in the current storage space in preparation for Hurricanes. She reminded him that the chairs are stackable, not foldable, and they will fit depending on what is in there. He then mentioned that there are grass clippings being thrown into the ponds and saw someone spraying a liquid into the pond. The grass clippings in the pond are an eye sore and would like to know what they can do, if anything, to eliminate that in the future.

**THIRTEENTH ORDER OF BUSINESS    Next    Regularly    Scheduled  
Meeting is January 12, 2023 at  
6:00 p.m. at Fairfield Inn &  
Suites, Riverview**

Mr. Greenwood reported that the next regularly scheduled meeting will be held on January 12, 2023.

**FOURTEENTH ORDER OF BUSINESS Adjournment**

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

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



December 13, 2022

Park Creek CDD

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman