

**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 Thursday, **May 11, 2023** 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
Mark Savino
Ryan Watkins

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Vivek Babbar *by phone*
Brian Young
Mick Sheppard

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

SECOND ORDER OF BUSINESS

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

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

- **Audience Comments**

Mr. James Borths commented on Section 3 and the date of December 13. He asked who the current Treasurer for the District was. Mr. Greenwood replied that he was the Treasurer. He added he would like more information on the location of landscaping plants under staff reports.

THIRD ORDER OF BUSINESS Approval of Minutes for the:

A. December 13, 2023 Audit Committee Meeting

Mr. Greenwood stated the meeting was on Tuesday, December 13th and the agenda reflected December 12th. He noted that correction would be made.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Audit Committee Minutes of the December 13, 2023 Meeting, were approved as amended.

B. March 9, 2023 Audit Committee Meeting

Mr. Greenwood presented the minutes of the March 9, 2023 Audit Committee meeting minutes. A change was made on the day.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Audit Committee Minutes of the March 9, 2023 Meeting, were approved as amended.

C. March 9, 2023 Board of Supervisors Meeting

Mr. Greenwood presented the regular Board meeting minutes from March 9, 2023. Resident James Borths noted on page 1 in the top paragraph they needed to change the date and name.

On MOTION by Ms. Long, seconded by Mr. Naidu, with all in favor, the Minutes of the March 9, 2023 Board of Supervisors Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

**Acceptance of the Audit
Engagement Letter with Grau &
Associates to Perform the Fiscal
Year 2022 Audit**

Mr. Greenwood noted the Audit Committee meeting was held before the meeting and the committee elected Grau & Associates to perform the audit.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Audit Engagement Letter with Grau & Associates to Perform the Fiscal Year 2022 Audit, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2023-04 Approving the
Proposed Budget for Fiscal Year
2024 & Setting a Public Hearing
for Adoption**

Mr. Greenwood asked the Board to discuss the amenity management staff. Mr. Young stated the amenity management was growing and he explained what he did for other Districts. He reviewed the focus of following rules and procedures, the staff needs to have Rachel as a permanent employee. Mr. Naidu commented on summer months for 7 days a week and the rest of the year for weekends. Ms. Long commented the need for Wednesday through Sunday. Further discussion ensued on the need for security coverage, options available for a year-long staff, and winter month security,

After discussion Mr. Young recommended to do a year contract with 40 hours a week for more coverage and immediate responses for the community. Discussion ensued on hours, times, schedules, scope of services, benefit to the community, and communication.

Mr. Greenwood reviewed the reserves, the current amounts, and the proposed budget. Mr. Young noted they were currently at 16 hours a week and clarified the Board was proposing to go to 40 hours a week. He added the 2023 budget had \$24,400 allocated for the amenity center attendant. The proposal is for fulltime, and GMS provides benefits.

Mr. Greenwood noted this would be a \$80,000 contract for the fulltime position with benefits. Mr. Naidu added comments about the costs.

Mr. Greenwood continued review of the overall budget and dropping landscape enhancements from \$23,000 to \$12,000 and amenity repairs and contingency could be reduced. Continued discussion on revising the budget, line items, possible reductions to other areas, Mr. Greenwood added reductions could be made in reserves, and \$40,000 could be lowered by \$10,000. He added with the proposal for amenity contract increase, removing landscape enhancements, this would be a 9.3% increase. This would result in the 50 units for \$135/year, 60's at \$162, and 70's at \$189. It was reiterated this would be a high-water mark and there would be time before August to make changes. Mr. Greenwood added this is \$11 extra a month for the 50' unit, \$13.50 for the 60' lots, and \$15.75 for the 70' lots. He added this would mean the District would still replenish \$40,000 into reserves. He added this would include an increase streetlighting, electricity, and utilities.

Mr. Naidu commented on budget increases and community thoughts and the trail work and it not being open. Ms. Long ask when the trail revamping would start and be back open. Mr. Young added the trail turnaround time for work completed at 2 weeks. Mr. Greenwood added the not to exceed amount approved by the Board went over and now there were proposals.

Mr. Greenwood noted the replenished reserve balance was at \$200,000. When GMS took over there was \$7,000 in the general fund.

Mr. Watkins repeated if they do not approve an increase tonight, they could not come back and change to an increase.

Mr. Greenwood suggested with the increase approval the residents would receive notices.

After discussion the Board agreed to approve an increase of 9.27% as the high-water mark and notify the community, and this will give us the option if needed.

Mr. Watkins requested the public hearing for July 13, 2023 at 6:00 p.m. at the same location.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, Resolution 2023-04 Approving the Proposed Budget for Fiscal Year 2024 with a 9.7% Increase and Setting the Public Hearing for July 13, 2023 at 6:00 p.m. in the Same Location, was approved.

Mr. Greenwood added they would send notices for the potential increase to the community. He asked if the contract with amenity management should be retroactive to Memorial Day weekend to 40 hours per week.

Mr. Naidu asked if there was room in the amenity center to set up an office area. Mr. Young replied the closet area is small but could be used. Discussion ensued on options for an office.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-05 Designating Darrin Mossing as an Assistant Treasurer of the District

Mr. Greenwood presented the resolution that would designate Darrin Mossing as an Assistant Treasurer. He provided some background on Mr. Mossing and noted it would provide additional options.

On MOTION by Mr. Naidu, seconded by Ms. Long, with all in favor, Resolution 2023-05 Designating Darrin Mossing as an Assistant Treasurer of the District, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Amenity Management Contract

Mr. Greenwood stated this contract was discussed previously. He added this would start on Memorial Day.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Babbar provided an update on the legislative session and the two bills that will have an impact on CDD Supervisors. He added House Bill 119 requires all Special District

officers to undergo four hours of ethics training each year beginning January 1, 2024. He reviewed options with the Board for this training. He noted House Bill 774 will increase the civil penalty for violations of the Code of Ethics from \$10,000 to \$20,000. Mr. Naidu asked that Counsel keep the Board updated on options in a future memorandum.

B. District Engineer

1. Consideration of Cornerstone Proposal to Repair & Modify the Nature Walk

Mr. Sheppard provided an update to the proposal from Cornerstone to repair the nature walk. He explained the three areas and options for a total cost of \$21,443. He added a report was provided. Mr. Sheppard noted this proposal would get the trail open with concrete sidewalks. Discussion ensued on specifics and costs of the modifications. The Board ask about on-going upkeep maintenance annually. Mr. Sheppard replied this would have potential future maintenance, but no warranty. He added a quarterly report could be added for the Board. Mr. Sheppard added this is a good price for the work to be done. Mr. Greenwood reviewed the process of this proposal.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Proposal From Cornerstone to Repair & Modify the Nature Walk, was approved.

Mr. Naidu asked if he could be notified if the trail is a walking trail. Mr. Greenwood suggested to get the trail up and running and if this would be a potential amenity policy for no bikes and other options. Discussion ensued on options. Ms. Long asked about mulch for the playground.

C. Sitex Aquatics

Mr. Greenwood noted a visual was provided to all the ponds.

D. Field Manager

1. Report

Mr. Sheppard reviewed the Field Manager's Report to include the moving of the bike rack, delivery of patio chairs, tree trimming, palm pruning, Cardinal cleanup, pressure washing, signage at main gates for no alcohol, culvert repair, fencing project in progress, security gate, and mulching,

There was discussion on an approved proposal for mulch on the playground. The Board recalled approval for American. Mr. Greenwood verified the proposal was approved to move forward with American mulch.

Ms. Long commented on the canopy that needs cleaning on the playground. Mr. Sheppard outlined the options for cleaning to include outsourcing or using the GMS maintenance staff to pressure wash.

Ms. Long commented on Cardinal. Mr. Naidu commented on shrub issue, specifics and costs were discussed. Mr. Sheppard would get a new proposal.

2. Consideration of Cardinal Landscaping for Plants

Mr. Greenwood reviewed the Cardinal proposal for landscaping enhancements. Further discussion on specific plants, location, irrigation, and costs. After discussion the Board decided on approval of a not to exceed amount.

On MOTION by Mr. Naidu, seconded by Ms. Long, with all in favor, the Proposal from Cardinal with a Not to Exceed Amount of \$15,000, was approved.

Mr. Greenwood open the topic for Board discussion and audience comments. Location of plants were further discussed. It was noted this project would be scheduled. Other topics discussed were the culvert to be fixed.

E. District Manager

1. Number of Registered Voters in District – 679

Mr. Greenwood stated there were 679 registered voters residing in the District currently.

NINTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Registers

1. **March 2023**

2. **April 2023**

Mr. Greenwood presented the check registers for March and April of 2023 and asked for any questions from the Board. There being no comments, he asked for a motion of approval.

On MOTION by Mr. Naidu, seconded by Mr. Savino, 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.

TENTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

Ms. Long commented on some community event requested to include an adult trivia night for July 28th from 7:00p.m to 8:00p.m. Family Bingo for June 23rd, August 25th, from 7:00p.m. – 8:00p.m. It was noted the August 25th times would need to be moved to 6:00p.m. – 7:00p.m. A fall festival on September 16th from 4:00- 7:30p.m. There was discussion on other events to be sponsored by the CDD or the church. It was noted the times would need to be 3:00p.m – 6:00p.m. Also requested was a holiday celebration on December 17th from 2:00- 5:00p.m. It was noted the date should be December 16th and the times should be moved up to 1:00-4:00p.m. Another event was the Family Fun Day from June 10th to July 15th from 1:00- 5:00p.m.

The Board was good with all the events, dates, and times with changes as noted. Ms. Long will send the events to Mr. Young.

On MOTION by Ms. Long, seconded by Mr. Naidu, with all in favor, the Events subject to Mr. Young's approval, was approved.

Mr. Greenwood noted he had a case together on code enforcement due to the violations that have been received. Mr. Greenwood noted the semi-truck belonged to a resident who owned a business, and a letter was sent to them.

Ms. Long commented on follow up with the pool vendor for the chair's screws.

Mr. Naidu commented on the 4 high tops with umbrellas,

Audience Comments

Mr. Borths commented on the 9.27% increase for the new budget and wanted clarification on this being the high mark.

Another question was asked on an estimated start date for trail. Mr. Greenwood noted they would circulate updated information.

Another comment was made on the landscaping plants.

ELEVENTH ORDER OF BUSINESS Next Regularly Scheduled Meeting is July 13, 2023 at 6:00 p.m. at Fairfield Inn & Suites, Riverview

Mr. Greenwood reported that the next regularly scheduled meeting will be held on July 13, 2023 at 6:00 p.m. at the Fairfield Inn & Suites, Riverview.

TWELFTH ORDER OF BUSINESS Adjournment

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

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the meeting was adjourned at 7:40 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman