

**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, **July 13, 2023** at 6:02 p.m. at the Fairfield Inn & Suites Tampa Riverview, 10743 Big Bend Road, Riverview, Florida.

Present and constituting a quorum were:

Dreama Long
Vinoo Naidu *by Zoom*
Mark Savino
Daniel Hilburn

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Brian Young
Rachel Turner

District Manager, GMS
GMS
GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Greenwood called the meeting to order and called the roll. Three Supervisors were present at the meeting constituting a quorum. Mr. Naidu participated via Zoom.

SECOND ORDER OF BUSINESS

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

Supervisors Requests

- Ms. Long stated there was a tree that needs to be addressed. Mr. Greenwood asked that this be discussed during the Field Report.
- Mr. Naidu asked if GMS could get proposals for a pavilion over the community mailboxes area. He noted this area needed to be reviewed and have the structure repaired and the boxes reviewed. He asked if the costs could be split with the HOA.

Mr. Greenwood noted they had looked at the area and the structures can be between \$10,000 and \$20,000. He noted they could look at other alternatives and could talk with HOA if they have assessed the issue. He added they would get proposals to the Board.

Audience Comments

- Mr. James Borths had already provided Mr. Greenwood with changes to the minutes.
- Mark Hendrix commented on the mailbox issues. Mr. Greenwood replied he would follow-up with the post office with some of the issues to include keys, access to the boxes, possible solar lights, and other mail area issues.
- Pool furniture looks good.
- Another resident asked about power at the amenity center. Mr. Greenwood explained the situation on the banking issues.
- Mr. Greenwood explained the timeline for repairs.
- Shrubs around the pool – Mr. Greenwood will follow up with Cardinal.
- Cardinal schedule was discussed.
- Rachel is on-site every day.

THIRD ORDER OF BUSINESS**Approval of the May 11, 2023
Meeting Minutes**

Mr. Greenwood presented the regular Board meeting minutes from May 11, 2023. Resident James Borths had previously sent in needed corrections on a date error. The correction was made.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Minutes of the May 11, 2023 Board of Supervisors Meeting, were approved.
--

FOURTH ORDER OF BUSINESS**Public Hearings**

Mr. Greenwood reviewed the public hearings for Resolution 2023-06 for adopting the Fiscal Year 2024 budget and Resolution 2023-07 for imposing special assessments

and certifying the assessment roll. He noted in the May meeting it was establishment there would be an assessment increase for the District. The reason for the increase is for continued funding of the reserve fund and an increase in utilities.

Mr. Greenwood asked for a motion to open the public hearings for public comment.

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

Mr. Greenwood asked for public comments. Mr. Borths asked how much would be added to the reserve. Mr. Greenwood noted in the budget the capital outlay is for \$40,000. He explained how money is moved to capital reserves and noted the capital reserves currently has \$192,000. He also asked about the total budget.

Mr. Greenwood asked for a motion to close the public hearings for public comment.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2023-06 Adopting the Fiscal Year 2024 Budget & Relating to the Annual Appropriations

Mr. Greenwood asked if the Board would like to make any changes to the proposed budget. Mr. Naidu stated he was fine with the proposed budget due to clubhouse needs of painting, roofing, the mailbox and pavilion, and other needed repairs.

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, Resolution 2023-06 Adopting the Fiscal year 2024 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2023-07 Imposing Special Assessments & Certifying an Assessment Roll

Mr. Greenwood presented Resolution 2023-07 and offered to answer any questions. The Board had no questions on the resolution.

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, Resolution 2023-07 Imposing Special Assessments & Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2023-08 Adopting the Annual
Meeting Schedule for FY24**

Mr. Greenwood stated the current schedule is set for meetings every other month and he proposed to keep that schedule. Ms. Long stated she was good with this schedule. Mr. Naidu asked for clarification. Discussion ensued on the months where there were meetings back-to-back. The FY 24 schedule will be for every other month, same time, and location.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, Resolution 2023-08 Adopting the Annual Meeting Schedule for FY24, was approved.

SIXTH ORDER OF BUSINESS

**Acceptance of the Annual Audit
Report for Fiscal Year 2022**

Mr. Greenwood presented the annual audit report for FY 2022 completed by Grau & Associates. He noted that it was a clean audit.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, Accepting the Annual Audit Report for Fiscal Year 2022, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Elgin
Environmental Proposal for
Environmental Services**

Mr. Greenwood stated this proposal for environmental services with some bodies of water that need to be in compliance. He added the Engineer needed to explain this further to ensure this was completed correctly and wanted their opinion.

This item was tabled until the next meeting.

EIGHTH ORDER OF BUSINESS

**Discussion of Collaboration with
the HOA to Build a Mailbox
Pavilion & Replace Mailboxes**

This was discussed earlier during Supervisor requests and audience comments.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Greenwood stated there was nothing further to report.

B. District Engineer

Mr. Greenwood noted there was nothing to report from the Engineer.

C. Sitex Aquatics

Mr. Greenwood asked for any questions from the Sitex Report.

D. Field Manager

1. Report

Mr. Greenwood reviewed the Field Manager's report and noted the two exit signs have been updated and replaced, a toilet repair, light timer in men's restroom, retaining wall and scheduled repair, playground mulch has been installed, and the trail projects will start tomorrow.

He reviewed field operations from Ms. Long. She noted the pergola has not been stained, the pool services are not appropriately completed, or the bathrooms are not completely cleaned. She also noted the power washer is still being used. Mr. Young noted that GMS will take this cleaning over the bathroom cleaning.

Ms. Long stated there was a tree on CDD property that is in major decline and needs to be taken out. She added the location (corner of Pleasant Spring Way and Riverdale Rise Drive) of the tree and noted it was losing bark. It was noted Ms. Long had sent pictures to Mr. Greenwood. Mr. Greenwood commented on the costs and recommended Board give direction to the Chair the have authority for tree removal.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, Board Direction to Give Authority to the Chair to Have the Tree Removed, was approved.

Mr. Naidu commented to allow him to talk to the owner of the pool company and that he might not be aware of the issue. Ms. Long stated the owner of the pool company does know because Mr. Young has sent complaints to him. Ms. Long stated she wanted it out for bid.

Mr. Naidu commented that Mr. Young has sent a complaint and the Board did not know. He stated this is the first time he's heard about the concerns with the pool. If he had known, he would have stepped in and talked to the company.

Mr. Young stated he was over vendor management, and he could report to Mr. Naidu every time he has a problem with the vendors. He explained he observes reports, speak with the vendor, and at the meeting he reports to the Board his findings, vendor response. He noted he has submitted two complaints to the pool company owner over the past two weeks about the services they have been providing. He added he had a response from the first one but had not received a response from the second one. He added he has talked with the owner on multiple occasions, but they have seen a decline in services, since they are on-sight now. He stated he would follow Board direction.

Mr. Naidu noted he understands they are saying there has been a decline in services. He added he would like to make a phone call to the owner first and find out what is going on with the services.

Mr. Greenwood asked the Board if they would like to give the current vendor 30 days to improve and seek proposals during this time.

The Board decided to seek proposals while the contact with the current vendor is made and allowed 30 days.

Mr. Young agreed vendor relations are important, but also agreed it was wise to seek other proposals to be prepared.

Mr. Naidu noted he thought Rachel, Mick were doing a great job. He left the meeting at this point.

Ms. Long noted the cabanas needed power washing.

Mr. Young noted he will have a report starting at the next meeting.

E. District Manager

Mr. Young added he would like to make the Board aware of an incident report from July 1st. He provided an overview of the incident. The residents made multiple policy violations to include moving pool furniture, not moving back, having an unauthorized party, no reservations or deposit was made, and disrespectful to staff. He recommended the Board suspend access for a minimum of 30 days, with a letter from the District Attorney.

After discussion of the process, options to take, and current policy the Board agreed for 30-day suspension. Mr. Greenwood stated he would speak to Counsel for direction on adding fines with the letter of notification. Discussion ensued on how staff handle these abusive situations, and report of police when necessary.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, To Provide a 30-Day Suspension to the Resident, was approved.

TENTH ORDER OF BUSINESS**Financial Reports****A. Approval of May 2023's Check Register**

Mr. Greenwood presented the check registers and asked for any questions from the Board. There being no comments, 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.

ELEVENTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

Supervisor commented on bathroom floors and discussion ensued on grinding the bathroom floor down and get the epoxy done and then tiling the bathroom.

Audience Comments

Audience suggestion was made on the possibility of installing a second bathroom for the men and women.

Other comments were made on trees, service dogs, policy on amenity center usage, and clarification of meeting schedules.

TWELFTH ORDER OF BUSINESS

**Next Regularly Scheduled
Meeting is August 10, 2023 at
6:00 p.m. at Fairfield Inn &
Suites, Riverview**

Mr. Greenwood reported that the next regularly scheduled meeting will be held on August 10, 2023 at 6:00 p.m. at the Fairfield Inn & Suites, Riverview.

THIRTEENTH 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 at 7:11 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman