

**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, **August 10, 2023** at 6:09 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*
Ryan Watkins
Mark Savino
Daniel Hilburn

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Brian Young
Rachel Turner
Michael Broadus *by Zoom*

District Manager, GMS
GMS
GMS
District Counsel

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 joined via Zoom.

SECOND ORDER OF BUSINESS

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

Supervisors Requests

- There were no Supervisors requests.

Audience Comments

- There were no audience comments.

THIRD ORDER OF BUSINESS

**Approval of the July 13, 2023
Meeting Minutes**

Mr. Greenwood presented the regular Board meeting minutes from July 13, 2023. There were no corrections to the minutes.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, the Minutes of the July 13, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

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

Mr. Greenwood stated this proposal was brought to the last meeting. The Engineer is still in discussion and investigating this topic. He suggested this be tabled until the Engineer can provide further information. Mr. Greenwood has asked for a cost per event on a yearly basis. It was asked If it is a requirement on a 3-year basis could it be a 3-year contract. There was no action on this item. Mr. Greenwood will report at the next meeting.

FIFTH ORDER OF BUSINESS

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

Mr. Greenwood stated this was collaboration with HOA. There were some issues with maintenance with the boxes and the residents have complained. The HOA has not responded yet.

Mr. Naidu will bring to the HOA for the budget to factor in this maintenance. He hope they can work with the HOA to correct this issue. Mr. Watkins asked how we determined this was partially an HOA issue. Mr. Greenwood noted it was brought up in the last meeting and he reached out to the HOA, and he felt the boxes were the HOA responsibility and the pavilion would be the CDD's responsibility.

Discussion ensued on who was responsible. Mr. Naidu stated the community boxes would be the HOA and they would have to work with the budget. Mr. Ryan felt it would be a CDD issue and they should move to repair them. Mr. Greenwood stated he

felt like the HOA could pay for the repairs. Mr. Naidu noted that the residents pay dues, and he would like to work with both entities. He will go to USPS to get more information.

District Counsel's comments were mostly inaudible for the record. He asked where the boxes were located, and if this was inside the amenity center. Ms. Long noted it was not and the location was on CDD property. He added that a license agreement could be formed for maintaining the mailboxes. Typically, if it's on CDD property it will be CDD responsibility.

Mr. Naidu commented that Phase 1 and Phase 2 have individual mailboxes. Phases 3 and 4 have the centralized mailbox location. He feels when the community was built it started out that the HOA would be responsible for the mailboxes. The bottom-line issue is who is responsible. Mr. Greenwood is waiting for an HOA response.

After discussion the Board decided to table this until a later meeting.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Broadus 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 noted there was information on all 10 ponds and asked for any questions from the Sitex Report. It was noted that Pond 9 has algae, and it was reported it was the worst it has been in many years. Discussion ensued on the ponds and the depth of the pond. It was asked that Mr. Sheppard follow-up to correct.

D. Field Manager

1. Report

Mr. Greenwood reviewed the report to include that Cardinal removed two problematic trees and the stumps need to be removed, and the trail has made progress and slabs have been removed. Ms. Long commented on some of the equipment they've had back there has cracked some of the sidewalks and will need to be addressed in

several locations. Ms. Long asked if there was a completion date. Mr. Greenwood noted they are passed the 2 weeks and he will follow-up with the company to see when they will finish and find out if they take responsibility of the concrete.

Mr. Greenwood noted the AC has been installed in the Amenity center, pressure washing completed at the Amenity center, the landscape enhancements have been installed, the playground mulch has been installed and we are in compliance, and the pergola staining has been purchased by GMS and will be completed. The amount of days needed without rain was discussed.

Mr. Sheppard was not in attendance, so Mr. Greenwood took concerns from the Board. Mr. Long stated the area where the DUI driver ran over has not been repaired and we now have sprinkler issue. She noted she talked with Mr. Sheppard about sodding the area. She explained the bare spots and other landscaping issues.

Other issues were the bids for completing the cleaning of the bathroom and the bathroom improvements such as the need for paint, and the sprinkler not working, and better service at the pool area.

Mr. Naidu was asked about the cleaning of the pool. He referred to an email with Mr. Young. Mr. Young addressed the issues and work of the vendor. Mr. Naidu stated again the issues he saw and wanted the vendor to address the chemicals and other issues.

2. Consideration of Proposal for Pool Services

i. Aqua Sentry

ii. West Coast Aquatics

After discussion this decision was tabled until the October meeting.

E. Amenity Manager

Mr. Young reviewed the Amenity Manager report to include the number of users for July was 763 and does not included guests. He noted the work to get the pool back up and running, the trail inspections, general cleaning supplies, solutions for the bathrooms and getting quotes, the AC unit, the computer for Rachel, and the park mulching completed.

Mr. Young noted some issue with the family the Board suspended at the at the last

meeting. He added they have used another access card to gain access. Ms. Long noted her conversation with the family. She noted they were upset they didn't get a letter and explained the conversation with the family. Discussion ensued on the issue and what had occurred since the suspensions.

Mr. Greenwood commented this is a violation of the policies. He noted the letter was sent certified mail over a week ago. It was noted there are now 2 violations, the family that is allowing usage of their card and the family suspended. After discussion the Board decided to provide a phone call of a verbal warning to the family providing their card to the suspended family. The suspended family will be suspended indefinitely until they come to the next meeting in October. Mr. Young noted the family had not contacted him.

Mr. Naidu asked if this was the first issue with this family. Mr. Young noted they had multiple infractions.

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, to Suspend Indefinitely Until They Show Up to the October 1st Meeting, was approved.

F. District Manager

Mr. Greenwood made comments about accomplishments in the field.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. Greenwood noted they have a healthy Reserve. He noted at the last meeting there was 9.2% increase in the budget that was approved. He noted he didn't receive complaints from the community because of the Board's transparency.

He presented the check register and balance sheets. He 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. Savino, with all in favor, the Check Register, were approved.

B. Balance Sheet & Income Statement

There were no further questions.

C. Special Assessment Receipt Schedule

There were no further questions.

EIGHTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

Supervisor Hilburn commented on VOB CDD removed.

Supervisor Watkins commented on the tree overhanging on Park Creek has been missed and needs to be addressed. Mr. Greenwood noted there are street tree trimmings by the contractor and the bigger trees are not included in the vendor responsibility.

Supervisor Naidu commented on a resident's commented on Cardinal's work. He asked Mr. Young on the rental fee and deposit of the amenity center. Ms. Long stated no deposit for residents and \$25/hour for non-residents. He asked the non-resident fee to be increase to \$50. It was noted that will require a hearing. Mr. Greenwood suggested a public hearing and Board discretion. He asked for Counsel input on a range. Counsel noted they would need a hearing and pass the resolution with a range.

After discussion the Board decided to add this to the October meeting.

He asked about deposit for clean-up. It was noted it was \$300.

Audience Comments

Audience comments were made on guidelines on clubhouse area and events. She asked about an activity on the front lawn with tents for an adult party. Discussion ensued on issues. Mr. Naidu was concerned about what had been allowed and going against prior actions. Mr. Greenwood noted this was not on the agenda and asked if the Board would like to discuss or put on the future agenda. It was noted this could be possible for Board approval. District Counsel brought up the issue of insurance for vendors on CDD property.

Another resident commented on the pavilion costs and issues with the mailboxes.

Another resident clarified the next meeting date.

NINTH ORDER OF BUSINESS

**Next Regularly Scheduled
Meeting is September 14, 2023 at
6:00 p.m. at Fairfield Inn &
Suites, Riverview**

Mr. Greenwood reported the next regularly scheduled meeting will be held on September 14, 2023 at 6:00 p.m. at the Fairfield Inn & Suites, Riverview.

TENTH 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 7:35 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman