

**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, **October 26, 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:

Vinoo Naidu
Daniel Hilburn
Ryan Watkins
Mark Savino
Joseph Long

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also Present were:

Amanda Ferguson
Brian Young
Dreama Long

District Manager, GMS
GMS
Amenity Manager, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Ferguson 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**

A resident asked for an update on the trail status and erosion issue in the neighborhood. The resident commented on the pond's pollution as well as the bad odor coming from the ponds. She stated that she hoped these issues are addressed.

A resident asked about the budget. Ms. Ferguson responded that they already adopted the budget for Fiscal Year 2024.

THIRD ORDER OF BUSINESS

**Approval of the September 14,
2023 Meeting Minutes**

Ms. Ferguson presented the regular Board meeting minutes from September 14, 2023. There were no corrections to the minutes.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Minutes of the September 14, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation Letter from Supervisor Long

Ms. Ferguson presented the resignation letter from Supervisor Long.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Resignation Letter from Supervisor Long, was approved.

B. Review of Letters of Interest

Ms. Ferguson presented the letters of interests to the Board. The first candidate presentation was from Joseph Long. The next candidate was Wenyi Zhong who was not present for this meeting. The next candidate presentation was from Stephen Hanily. After Board discussion of the candidates, the majority vote was for Joseph Long.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with Mr. Naidu, Mr. Hilburn and Mr. Savino in favor and Mr. Watkins opposed, Appointing Joseph Long as a Board of Supervisor to Seat #1, was approved 3-1.

C. Oath of Office for Newly Elected Supervisor

Ms. Ferguson administered the oath of office to Joseph Long. She briefly reviewed the Sunshine Law and the Form 1 with Mr. Long.

D. Consideration of Resolution 2024-01 Election of Officers

Ms. Ferguson presented Resolution 2024-01 to the Board. It was decided to have Mr. Vinoo Naidu serve as Chairman, Mr. Daniel Hilburn serve as Vice Chairman, and Mr. Mark Savino, Mr. Ryan Watkins, Mr. Joseph Long serve as Assistant Secretaries. Also, Sharyn Henning and Darrin Mossing will serve as Assistant Treasurers, Jordan Lansford will serve as Secretary, Amanda Ferguson will serve as Assistant Secretary and Jason Greenwood will serve as Assistant Secretary and Treasurer.

On MOTION by Mr. Naidu, seconded by Mr. Long, with all in favor, Resolution 2024-01 Election of Officers with Mr. Vinoo Naidu to serve as Chairman, Mr. Daniel Hilburn to serve as Vice Chairman, and Mr. Mark Savino, Mr. Ryan Watkins, Mr. Joseph Long to serve as Assistant Secretaries. Also, Sharyn Henning and Darrin Mossing will serve as Assistant Treasurers, Jordan Lansford will serve as Secretary, Amanda Ferguson will serve as Assistant Secretary and Jason Greenwood will serve as Assistant Secretary and Treasurer, was approved.

FIFTH ORDER OF BUSINESS

**Acceptance of Engagement
Letter from Grau & Associates
for Fiscal Year 2023 Audit**

Ms. Ferguson presented the Engagement Letter from Grau & Associates for the Fiscal Year 2023 audit.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Engagement Letter from Grau & Associates for Fiscal Year 2023 audit, was approved.

SIXTH ORDER OF BUSINESS

**Discussion of HOA Social
Committee Request**

Ms. Ferguson opened the discussion of the HOA social committee request. There was a question on the March 23rd event regarding security and if it would be a neighborhood volunteer or if GMS would provide that. The response was that it's whatever the Board prefers. Discussion ensued on the HOA event, and it was decided to approve

the HOA event schedule. The Board is going to find out from the health inspector whether or not they need the porta-potty and will bring that back to the next meeting.

On MOTION by Mr. Watkins, seconded by Mr. Hilburn, with all in favor, the HOA Event Schedule, was approved.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. Sitex Aquatics

Ms. Ferguson noted that Sitex Aquatics report was included in the agenda package for review. The aggressive treatment was noted. It was requested that one of the Board members be present for the next treatment so they can see and walkthrough what the aggressive treatment is.

D. Field Manager

1. Action Item List

Mr. Young presented the action item list to the Board.

2. Consideration of Proposals for Pool Services

i. Aqua Sentry

ii. West Coast Aquatics

This item was tabled. The current pool maintenance company picked up their service and it will be visited if necessary.

3. Consideration of Cardinal Proposal for Tree Trimming

Mr. Young presented the proposal for tree trimming. Discussion ensued and this item was noted to have already been approved.

E. Amenity Manager

1. Report

Ms. Long reviewed the Amenity Manager report. The report included the number of unique users from September 1 to September 30 and totaled 427 not including residents who brought guests. The report also included a note that H2O Pools worked on sump pump connecting sail to prevent pump area from flooding and damaging electrical. She continued reviewing the report which included the fire extinguishers being inspected, three pest control proposals for the Amenity Center, Incidents at the Amenity Center, Keeping Mick updated with the trail, recommendations provided of items that need addressed at the Amenity Center, and an upcoming event Fall Party on October 28 hosted by Crossing Church coordinating with amenity staff.

The list of recommendations by Ms. Long included the gate between the playground and pool is not always shutting and needs to be adjusted, pergola wood is rotting in two places on the top, an ant infestation in the cabana, a needed repair to the cabana where a trim piece fell down, the paint is peeling on the cabana and it needs to be repainted, the fence on the playground side needs to be power washed due to mold, the gutter at the pool needs to be cleaned out, the fan switch on the playground side needs to be replaced because it isn't working, the gutters at the main entrance need to be cleaned out, pest and insects at the Amenity Center, the irrigation lines need to be looked at and either repaired or replaced, the thirteen dead plants on the east side perimeter of the pool need to be replaced once the irrigation is fixed, the knock out roses around the shower need to be trimmed back or removed because of the thorns, cracks in three of the pool deck tables and the glass needs to be replaced and the other five tables have stress fractures around the edging and need to be looked at for replacement, and the pavers at the front entrance need to be power washed due to mold. Discussion ensued on the recommendation list.

Ms. Long noted that the concrete work on the trail has been completed, but they need to go back and fill in some spots on the sides. She noted that it was suggested in three sections where water was coming down from the homes a two-foot retaining wall. She noted that proposals would be presented at the next meeting for the two-foot retaining wall. It was recommended that signage needs to be removed and proper signage needs to be put up on the trail, so no one steps off and twists an ankle. Discussion ensued on

the trail safety. The pool pump was also discussed briefly, and the pool vendor will be asked if the pool pump needs to run all night.

The pest control proposals were presented to the Board. After discussion, the Board decided to approve Hometown Pest Defense for pest control services for the Amenity Center. The first service is \$395 and is \$120 a month thereafter.

On MOTION by Mr. Naidu, seconded by Mr. Watkins, with all in favor, the Hometown Pest Defense for Pest Control Services for the Amenity Center with the cost of \$395 for the First Service and \$120 a Month thereafter, was approved.

2. Incident Report (To Be Provided Under Separate Cover)

Ms. Long noted two incidents in her report. The first incident was on September 22, 2023 and involved teenagers at the playground with drug paraphernalia. They made a police report, and the police collected all the drug residue. She suggested that a camera go in on that side of the playground in the kitchenette area. The second incident was a woman who got agitated over the Amenity Center closing at 7.

3. Consideration of Complete IT Proposal to Install Camera at the Amenity Center

The proposal to install a camera at the Amenity Center was presented to the Board. Discussion ensued on the camera installation.

On MOTION by Mr. Hilburn, seconded by Mr. Savino, with all in favor, a Complete IT Proposal to Install Camera at the Amenity Center, was approved.

F. District Manager

There being no report, the next item followed.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Ms. Ferguson presented the check register and asked for a motion to approve.

On MOTION by Mr. Naidu, seconded by Mr. Long, with all in favor, the Check Register, was approved.

B. Balance Sheet & Income Statement

C. Special Assessment Receipt Schedule

Ms. Ferguson presented the balance sheet and income statement.

NINTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

Supervisor Naidu requested a soft wash on the roof because it's getting moss on it. He commented on the pergola repair. He requested a pool life ring on the north side of the pool. He requested looking into two more table and eight chairs like they currently have to go on the other side of the Amenity Center. He also requested adding two bar height tables and four chairs each with umbrellas for both. He noted that three trees need to be removed because they are dying. He requested mail kiosk for Phases Three and Four. He commented that there was a door on the outside of the Amenity Center with no working keys. He also commented on the cracks in the sidewalks and requested to review contract with Cornerstone to see if they fix them. He requested a timeline start and end date. He also commented on the dead plants on Legacy Trail and requested that they be replaced. He commented on the thorns behind the shower at the pool.

Audience Comments

A resident asked if a non-resident could get a membership to the Amenity Center and the cost of a non-membership fee. The response was yes, and the cost would be \$2,500. This resident was referred to the policies and procedures regarding non-resident membership.

A resident pointed out two areas along the trail that could be a serious safety concern if someone goes off the trail. The resident also asked for a timeframe on the ponds and if they were still working on them. The response was yes. They are going to get with Sitex Aquatics about the high-water level in the ponds. The resident commented on the dead trees on Park Creek Boulevard. The Board commented that this was being addressed. The resident commented on the tables with broken glass tops. She asked if

it would be more cost effective in the long run to get tables with a solid surface rather than replacing just the glass tabletop. The resident suggested metal tables. The response was that they could look into getting quotes for new metal tables. She also asked to paint the lips on the zero-entry pool gate because they are a trip hazard. The response was that this would be addressed.

Resident James thanked Mr. Naidu for bringing up the issue on getting a new pool ring on the north side. He commented that he was not impressed with Cardinal and how they were doing their ponds and landscaping. He requested that they look at other companies. He asked about the pool lights. The response was that they put solar lights, but it wasn't enough. He asked if they ever got the bathrooms fixed. The response was that Mr. Sheppard said that there was a proposal coming for the tile. He requested installation of a flag and flagpole. He asked for a breakdown of the CDD taxes. The response was that they would provide him with tax breakdown. Ms. Ferguson responded that the adopted budget was on the Park Creek CDD website. Resident James asked about some way to advertise for the CDD meetings. Signs will be ordered to be put out for advertising CDD meetings. He also commented on the trail.

A resident asked why they were paying so much for the light poles. The response was that some of the costs for the light poles includes the electricity and some of the costs includes the maintenance of the light poles, which TECO takes care of. It was explained that they were not in a position to maintain their own light poles. The question was asked what it would cost to change the streetlights over to LED. After discussion, it was decided to request for an energy audit from TECO. Security costs were discussed. The resident asked the best way to present ideas to the Board. The response was that residents could present ideas through the emails listed on the Park Creek CDD website or through Board meetings.

A resident noted that her son owned a pond and landscaping business. The Board requested getting a quote from this company for pond maintenance services.

A resident asked about solar panels for electricity. The response was that this was being looked into.

TENTH ORDER OF BUSINESS

Next Regularly Scheduled Meeting is November 9, 2023 at 6:00 p.m. at Fairfield Inn & Suites, Riverview

Ms. Ferguson reported the next regularly scheduled meeting will be held on November 9, 2023 at 6:00 p.m. at the Fairfield Inn & Suites, Riverview.

ELEVENTH ORDER OF BUSINESS Adjournment

Ms. Ferguson asked for a motion to adjourn the meeting.

On MOTION by Mr. Naidu, seconded by Mr. Hilburn, with all in favor, the meeting was adjourned at 7:49 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman