

**MINUTES OF MEETING
MEADOW POINTE II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe II Community Development District was held Wednesday, April 20, 2011 and called to order at 6:32 p.m. at the Meadow Pointe II Clubhouse; 30051 County Line Road; Wesley Chapel, Florida.

Present and constituting a quorum were:

Linda Straw	Chairperson
Mark Glassman	Vice Chairman
James Bovis	Assistant Treasurer
Glen Aleo	Assistant Secretary
Brian Shahin	Supervisor

Also present were:

Andrew Mendenhall	District Manager
Rolando Santiago	District Counsel
Joseph Payne	District Engineer
Yolanda Bush	ARC/DRC
Renee Glassman	ARC/DRC
Gerald Lynn	Sheriff's Department & Government Liaison
Aaron Smith	Deputy
Michael Becbolt	Resident
Merrill Connor	Resident
Carol Gassler	Resident
Roland Gassler	Resident

The following is a summary of the discussions and actions taken at the April 20, 2011 Meadow Pointe II Community Development District's Board of Supervisors Meeting. Due to a failure of the recording equipment, the remainder of the meeting from the end of the TENTH ORDER OF BUSINESS was not recorded. Therefore, this portion is based solely on the District Manager's notes.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Straw called the meeting to order and Supervisors and staff identified themselves.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

- Mr. Lynn introduced Mr. Aaron Smith, the new Deputy for the community.
- Mr. Lynn discussed concerns regarding paving in Lettingwell.
 - Mr. Lynn sent an e-mail to Ms. Straw; a copy of which will be entered into the official record; and read it into the record.
 - The associated issue continues; as Ms. Straw told Mr. Lynn the work would commence on Monday, but Mr. Glassman left notices for residents that the work would start tomorrow.
 - Ms. Straw and Mr. Glassman discussed and it was decided the work will commence on Friday; barricades will be removed on Saturday; final follow-up work will be done on Monday, weather permitting; and barricades will be removed after 4:00 p.m. on Tuesday.
- A Resident agreed with Mr. Lynn's comments and asked him for his opinion on the paving work, as it appeared to be bumpy.
 - Ms. Straw reminded the resident they are re-sealing, not re-paving.
 - Some residents received notices; and others did not.
 - Ms. Straw spoke to Mr. Glassman and Francis from Pro Way.
 - o Francis confirmed that all residents were given 24 as opposed to 48 hours notice.
 - o One-third of the road is going to be closed on Saturday.
 - o There will be no trash pick-up on Saturday, but should be open for Wednesday's pick-up.
 - Ms. Straw confirmed the project must be managed to accommodate residents.
- Only one side of the road in Longleaf was done because the other side did not show excess signs of wear.
- Mr. Payne inspected the jobs and determined the goal of re-sealing has been met.

- Asphalt roads tend to require reconstruction after 12 to 15 years; and he is not certain where the roads are in that regard.

FOURTH ORDER OF BUSINESS

Guest Speakers

There being no guest speakers in attendance, the next item followed.

FIFTH ORDER OF BUSINESS

Resident Council Representative

Mr. Aleo attended the last meeting and summarized it for the Board.

- Three residents attended, but there were no action items.

SIXTH ORDER OF BUSINESS

New Business

Linda Straw

- There was an issue with the credit card limit.
 - A recent purchase was declined because the account was at or close to the maximum line of credit.
 - It was determined that the CDD has one account with one line of credit as opposed to three individual accounts with three lines of credit.
 - Mr. Mendenhall contacted Wachovia Bank and they have agreed to increase the credit limit from \$15,000 to \$30,000, based on the CDD's needs.
 - o The appropriate paperwork was filed and the CDD is awaiting approval.
 - The limits set for Mr. Snyder and Mr. Glassman are for emergencies.
 - o Mr. Snyder should cut check requests for scheduled purchases, providing the vendor will accept them.
 - Mr. Bovis questioned the need for an increase in the credit line or for more than one card.
 - o He recalls that the CDD operated with an impress fund which contained an amount of money allowing for operating with cash or the ability for Mr. Snyder to write checks for certain items.
 - o Mr. Mendenhall does not believe this was in effect from the time he started with Severn Trent over five years ago.

- o Ms. Straw clarified that the credit card is a matter of convenience, especially for on-line purchases.
- o A Board member needs to be authorized in the event Mr. Snyder is unavailable.
- Mr. Shahin commented for the record that he does not believe a credit card limit of \$30,000 is necessary.
 - o Ms. Straw confirmed that the credit card represents a guaranteed form of payment when necessary.
 - o The limit does not have to be increased; as it is a matter of policy.

The record reflects Mr. Santiago has joined the meeting.

- Ms. Straw presented a job description for a part time Assistant Property Manager for the Board's discussion and approval; a copy of which will be entered into the official record.
 - Mr. Snyder is absent from the meeting due to health issues; for which he is under a doctor's care.
 - The salary is not included with the 2011 budget, but still believes this is necessary under the circumstances.
 - The salary will be \$12 to \$15 per hour.
 - The person will shadow Mr. Snyder for a period of time and Mr. Snyder can determine a work schedule.

Ms. Straw MOVED to pursue hiring of an Assistant Property Manager at a starting salary of \$12 to \$15 per hour; and Mr. Shahin seconded the motion.

- Mr. Bovis would like to review the draft job description.
 - o Ms. Straw does not want the review to delay advertisement of the position.

There being no further discussion,

On VOICE vote with all in favor, the prior motion was approved.

- Mr. Shahin wants to know if there needs to be a specific line item in the budget where the funds for the salary are coming from.
 - The salary line item will run over budget and be adjusted; at which time a budget amendment can be done.
- Mr. Shahin asked Ms. Straw to provide an explanation of the hiring process at the next meeting; to which Mr. Mendenhall provided some input.
 - The advertisement for the position would be placed.
 - Once a pool of resumes is received, they are narrowed to a handful of individuals.
 - Interviews are conducted; and more than one Supervisor may participate in the interview.
- Mr. Glassman believes Mr. Snyder should look at resumes first and decide who is qualified for an interview.
- Mr. Bovis indicated that the interviews should be structured to ask the same questions of all applicants.
- Ms. Straw asked Mr. Mendenhall to work with Mr. Snyder on coming up with an interview questionnaire; which will be reviewed by Ms. Straw.

SEVENTH ORDER OF BUSINESS

Committee Reports

A. Architectural Review

Ms. Bush presented the Architectural Review Report for the Board's review and acceptance; a copy of which will be entered into the official record.

- 2011-08 – Paint house – Recommend approval.
- 2011-09 – Paint House – Recommend return for inclusion of the door color.

There being no further discussion,

On MOTION by Mr. Bovis seconded by Mr. Shahin with all in favor, the recommendations from the Architectural Review Report were accepted as presented; with approval granted to 2011-09 as soon as the door color is submitted.

- The owner can call the office with the door color, which Ms. DiPeri should document.

B. Deed Restrictions

Ms. Bush presented the Deed Restrictions Report for the Board's review and acceptance; a copy of which will be entered into the official record.

- 2011-014 – Lot is not properly cared for; water softener on side of home is visible from the street; overgrowth of weeds; bushes need trimming – DR-10 for the water softener; DR-14 for the overgrowth.

There being no further discussion,

On MOTION by Mr. Shahin seconded by Mr. Aleo with all in favor, the recommendations from the Deed Restrictions Report were accepted as presented.

C. Government Liaison

- Mr. Lynn presented a letter he sent to Ms. Ann Hildebrand, Chairperson of the Pasco County Board of Commissioners regarding opening Mansfield Boulevard to Kinnan Street; a copy of which will be entered into the official record.
- Mr. Lynn discussed the PACA meeting.
 - No one from Meadow Pointe attended.
 - The guest speaker did not show up, but was substituted by an engineer who works specifically on storm water systems.
 - Mr. Lynn distributed the latest PACA Newsletter; a copy of which will be entered into the official record.
 - o The Board asked each member organization to prepare a headline article for a future newsletter.
 - Mr. Lynn discussed the state-funded alligator program.
 - o If the CDD gets a certification, up to four CDD or HOA Board members will have the authority to contact a designated trapper assigned to the community without having to go through the state agency.
 - o Mr. Lynn will find out if this can also be done via e-mail.

- o The CDD must write a formal request; and the state will send the application and other necessary information.
- o The Board was in consensus for Mr. Lynn to obtain the application and other necessary information.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Santiago discussed collections.
 - His office issued checks for approximately \$8,400.
 - An additional \$2,100 is to be disbursed.
 - The three major outstanding delinquencies have been closed out.
- A final summary judgment on Aqua Pools was received in the amount of \$45,000 plus approximately \$7,000 in attorney fees.
- The personal injury claim to be joined with the Verizon claim was served.
 - The two cases will be consolidated for purposes of discovery.
 - There is a significant degree of liability on Verizon.
 - The parties will be brought to the table to negotiate a resolution which satisfies both the CDD and the woman who was injured.
- The Wright Pavement case was discussed.
 - Verizon was indemnified, but they refused to respond.
 - The CDD filed a claim against them, which should be resolved quickly unless they try to increase the damages issue over \$5,000.
- Mr. Santiago presented for discussion a proposed resolution establishing fines for covenant violations along with the legislative summary responsible for creating this authority; a copy of which will be entered into the official record.
 - This amendment expanded the authority to levy fines and foreclose.
 - This resolution must be formally adopted by the Board via public hearing.
 - This represents a means of covering costs to the District for enforcement.
 - It provides the ability for the CDD to record a lien on the property if necessary, but the fines must reach a maximum of \$1,000 before the lien can be placed.

- o Ms. Straw wants the resolution to specify how the process is going to be addressed in order to ensure it is consistent across the board.
- If the Board adopts this resolution, \$100 per day accumulates after the 14-day notice on each violation.
 - o The Board may change this amount.
 - o The CDD collects on a lien only if it is enforced or the property sells.
- The statute allows the CDD to recover attorney fees.
- The monthly Deed Restrictions Report from Mr. Santiago was discussed.
 - They usually disburse checks once per month.
- Mr. Bovis wants to know which line item recovered funds appear on the financial statements and where the specific accounting of those amounts is; to which Mr. Mendenhall responded.
 - This information is under the Deed Restriction Reinforcement Fund which is behind the General Fund in the revenue section.
 - Any settlements appear as revenues of the General Fund under the *Other Miscellaneous* line item.
 - Mr. Bovis wants to ensure all of these items are specified.
 - o Each item will be included with the receivables only if funds are coming in.
- Ms. Straw outlined the next steps regarding the resolution.
 - The Board will review the document along with the legislative information; and make a decision regarding the Public Hearing at the next meeting.
 - The Public Hearing must be scheduled once the Board decides to proceed; and Mr. Mendenhall will ensure notification is published.
 - The hearing is held at which time a decision is made and the resolution is possibly adopted.

TENTH ORDER OF BUSINESS

Other Business

The new Deputy, Aaron Smith, addressed the Board before he had to leave.

- There has been an increase in auto break-ins in Wrencrest on a sporadic basis.

- People should be sure to lock their vehicles at all times.
- Items such as GPS and other electronics devices and wallets should be kept out of view.
- Driveways should be well lit.
- Keeping the car in the garage is the best way to avoid this.
- Residents should call 911 if any suspicious characters are seen in the neighborhood.

SEVENTH ORDER OF BUSINESS

Committee Reports (Continued)

B. Engineer

- Mr. Payne is handing over the plats per the Board's request at the last meeting.
 - DVDs of the scanned images were distributed.
- Staff coordinated with SWFWMD to complete the necessary inspections.
 - Staff now has an Excel file which contains all of the District's permits and due dates.
 - There are approximately six inspections coming due this summer.
 - Mr. Payne's staff will have these inspections done by the end of the month since everything is in good condition and before the rainy season starts.
 - Mr. Payne will work with Mr. Snyder regarding anything which needs to be repaired.

D. Property Manager

Mr. Snyder did not attend the meeting, but Ms. Straw addressed some issues he was concerned with.

- Remote performance at the gates in Glenham
 - Receivers at the gates should be replaced with higher frequency receivers.
 - Another receiver should be added to the operators at each village.
 - Reception will improve.
 - Residents will still be able to use their old remotes or purchase a new one at the same cost.
 - The expense to each gated village will be \$39.

- The Board was in consensus to approve purchase and installation of receivers at Glenham and clarify whether or not the other gates need to be taken care of.
- Mr. Snyder submitted the pond report and two sod invoices for discussion.
 - Mr. Bovis indicated Invoice #31588 from LMP in the amount of \$15,000 for mulch from November 2010 is considered past due.
 - The sod invoices submitted are from about the same time.
 - One invoice is for sod replacement at Chatsworth Island and Colehaven in the amount of \$364.
 - The other invoice is for sod replacement on Solitude and Morningside in the amount of \$975.
 - Mr. Bovis believes these invoices are from the transition period from the former landscaper.
 - Mr. Bovis believes these invoices should be billed to the prior landscaper.
 - Ms. Straw believes all issues with the old landscape company were handled and asked Mr. Mendenhall to check on it.
- Mr. Snyder indicated that Robert took photographs of the area in Wrencrest regarding alleged drug activity.
 - The photographs did not indicate that any of this was taking place.
 - He still needs to e-mail the photographs.
 - Mr. Lynn recommended that the path going to the back be cleared out.
 - Ms. Straw will ask Mr. Snyder to investigate and determine how far back the CDD is allowed to clear, since the back of the property is a SWFWMD mitigation area.
- The pool deck is complete.
 - The fact that staff did the work saved the District approximately \$10,000.
 - Mr. Shahin indicated that it appears the colors in the sealing are bleeding through.
 - Mr. Glassman indicated that the original coating was not smooth and the new top coat picked this up.

- It was critical to get the pool opened, but Ms. Straw will ask Mr. Snyder if there are any plans to repair this.
- Mr. Shahin discussed algae issues in the ponds.
 - It appears some work was done since the green color is now brown.
 - The pond is also an aqua plant test pond.
 - o He recommends that this effort be revisited under the circumstances.
 - o It appears that the pond plants have died as a result of the algae treatment.
 - Ms. Straw asked that this be an agenda item for discussion at the next meeting.
- The items which were oversprayed will be cleaned up.

D. District Manager

i. Ratification of Landscape Addendum

Mr. Mendenhall presented Addendum #1 to the Exterior Landscape Maintenance Services Agreement with Landscape Maintenance Professionals, Inc. (LMP) for the Board's review and approval; a copy of which will be entered into the official record.

- There were typographical errors in the original contract related to the irrigation price.
- The total read \$33,000 instead of \$13,000.
- The charges were always based on \$13,000.
- This addendum will correct that item.
- The date was also incorrect.
- The cost per square foot in line item eight should read 65 cents instead of \$65.

There being no further discussion,

<p>On MOTION by Mr. Bovis seconded by Mr. Glassman with all in favor, Addendum #1 to the Exterior Landscape Maintenance Services Agreement with Landscape Maintenance Professionals, Inc. (LMP) was approved as presented.</p>
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Mr. Mendenhall presented the finalized Agreement with Severn Trent Environmental Services, Inc. for Management Services for the Board's review and approval; a copy of which will be entered into the official record.

- The original contract with Gary Moyer was transferred over to Severn Trent and needs to be updated.
- The accepted changes discussed at the last meeting were made to the current contract.
- Mr. Mendenhall e-mailed the finalized contract to the Board today.
- The Board would like to review the finalized document and Mr. Mendenhall will present the contract for Board approval at the next full staff meeting.

NINTH ORDER OF BUSINESS

**Approval of the Minutes of the
March 16, 2011 Meeting**

Ms. Straw stated each Board member received a copy of the Minutes of the March 16, 2011 Meeting and requested any additions, corrections or deletions.

Mr. Shahin MOVED to approve the Minutes of the March 16, 2011 Meeting.

- On Page 11 in the sixth paragraph, \$1,200 should replace \$12,000.

Mr. Bovis SECONDED the prior motion as amended.

There being no further additions, corrections or deletions,

On VOICE vote with all in favor, the Minutes of the March 16, 2011 Meeting were approved as amended.

TENTH ORDER OF BUSINESS

Other Business (Continued)

Linda Straw

Ms. Straw presented the Tennis – Pickleball Court Policy for the Board's review and approval; a copy of which will be entered into the official record.

- The corrections were discussed in detail at the last meeting, but Mr. Shahin summarized them for the Board.

- The courts are open daily from 7:00 a.m. to 9:50 p.m.
- The words, *users* and *residents* was replaced by *members* throughout the document.
- All instances of *Tennis* was replaced by *Tennis – Pickleball*.
- Mr. Shahin added the following sentence under *COURT RESERVATIONS*: *RESERVATIONS WILL BE ACCEPTED UP TO EIGHT (8) DAYS IN ADVANCE OF THE ACTUAL DAY TO PLAY GAME.*
- Peak hours should be defined throughout the document.

James Bovis

- Longleaf Village HOA will be responsible for trimming overhanging tree limbs which may hit the new Pasco County fire engines.

ELEVENTH ORDER OF BUSINESS

**Approval of March 31, 2011
Financial Statements**

Ms. Straw presented the March 31, 2011 Financial Statements for the Board's review and approval; copies of which will be entered into the official record.

There being no indication of comments or questions,

On MOTION by Mr. Glassman seconded by Mr. Aleo with all in favor, the March 31, 2011 Financial Statements were approved.

TWELFTH ORDER OF BUSINESS

Audience Comments

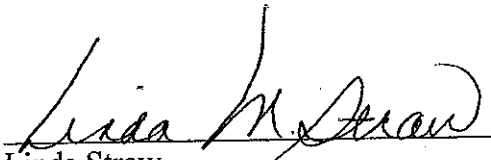
- Ms. Victoria Broder discussed 20 CDD complaints for lawns.
- Ms. Merrill O'Conner of Lettingwell Island discussed an issue with dead grass.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Shahin seconded by Mr. Aleo with all in favor, the meeting was adjourned.


Linda Straw
Chairperson