

40 **THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the
April 4, 2012 Meeting**

41
42 Ms. Straw stated each Board member received a copy of the Minutes of the April 4, 2012
43 Meeting; requesting any additions, corrections or deletions.

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45 **Mr. Glassman MOVED to approve the Minutes of the April 4,
46 2012 Meeting; and Mr. Aleo seconded the motion.**

- 47
48 • On Page 7 in the second bullet under Mr. Glassman’s report, *electric* should
49 replace *gas*.
50 • Mr. Starkey was asked to ensure the letter mentioned on Page 7 was sent to each
51 HOA President.
52 • The statement under the last arrow on Page 4 should be clarified.
53 • Mr. Bovis would like the sentence on Page 7 in the first bullet under the Ninth
54 Order of Business clarified.

55 There being no further discussion,

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57 **On VOICE vote with all in favor, the Minutes of the April 4, 2012
58 Meeting were approved as amended.**

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61 **FOURTH ORDER OF BUSINESS**

Audience Comments

- 62 • Ms. Amanda Wagner of Wrencrest would like to form a committee to recognize
63 the best looking homes in the community.
64 ➤ The CDD Board is willing to support this request, but cannot sponsor or
65 manage the committee.
66 ➤ Mr. Glassman asked Ms. Wagner to submit an article for the next
67 newsletter describing the program and requesting volunteers from the
68 other communities to serve as representatives.
69 • Ms. DiPeri announced it was her last day of employment at the clubhouse and
70 expressed her gratitude to the Board, staff and residents for assistance and
71 courtesies provided to her over the years.

- 72 ➤ Ms. DiPeri resigned and gave Mr. Snyder two weeks’ notice, but her
- 73 potential employment was rescinded because she did not have a required
- 74 license.
- 75 ➤ She requested withdrawal of the resignation in writing at Mr. Snyder’s
- 76 request, and was rejected.
- 77 ➤ Mr. Glassman and Mr. Aleo requested for the record Mr. Snyder provide a
- 78 reason Ms. DiPeri was not re-hired under the circumstances.
- 79 ➤ Ms. Straw clarified Mr. Snyder is authorized to make decisions regarding
- 80 clubhouse employees.
- 81 ➤ Mr. Aleo asked Mr. Starkey to find out how Mr. Snyder plans to ensure
- 82 the job requirements are fulfilled until a new employee is hired.

83
84 **FIFTH ORDER OF BUSINESS**

Guest Speakers

85 There being no guest speakers present, the next item followed.

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87 **SIXTH ORDER OF BUSINESS**

Committee and Management Reports

88 **C. Architectural Reviews/Deed Restrictions**

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

- 91 • 2012-026 – Motorcycle engine on driveway – N/A; mailbox door missing – DR-
- 92 18; fence in need of repair – N/A; dead grass in need of trimming – DR-14.

93 There being no comments or questions,

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

98
99 Ms. Bush presented the Architectural Review Report for the Board’s review and
100 acceptance; a copy of which will be entered into the official record.

- 101 • 2012-23 – New landscaping; re-sodding; removal of a tree; planting of small
- 102 flowers – Pasco County approval is required for tree removal; the remaining items
- 103 do not require CDD approval.
- 104 • 2012-24 – Painting of home; replacement of sidewalk and widening of driveway –
- 105 Recommend approval.

- 106 • 2012-25 – Repair and replacement of existing fence with white PVC –
107 Recommend approval.
- 108 • 2012-26 – Painting of home with approved neutral colors – Recommend approval.
- 109 • 2012-27 – Install pool per submitted documents – Requires Pasco County
110 approval, a plan for appropriate caging around the pool should be submitted to the
111 CDD for approval.
- 112 • 2012-28 – Painting of home – Do not recommend approval, as the color is
113 inappropriate.

114 There being no further discussion,

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116 On MOTION by Mr. Glassman seconded by Mr. Aleo with all in
117 favor, the recommendations from the Architectural Review Report
118 were accepted as presented.
119

120 *The record reflects Mr. Shahin joined the meeting a short time ago.*

121 **A. Sheriff's Department**

- 122 • Deputy Aaron Smith discussed results from the speed trailer which was set up on
123 County Line Road.
- 124 • The Deputy commented there is no specific law for shooting a pellet rifle in
125 residential neighborhoods, as they are not considered firearms, but use by a
126 juvenile under the age of 18 must be supervised by a parent.
- 127 • The recent burglary on Stetson appeared to be a dispute issue.

128 **D. Government Liaison**

- 129 • Mr. Lynn discussed responses from the County Commission regarding the
130 Iverson property.
 - 131 ➤ Commissioner Mulieri responded she will try to assist the District to
132 correct the issue.
 - 133 ➤ The Senior Assistant to the Board of County Commissioners responded
134 the DEP informed the County all demolition paid for with government
135 funds must have an asbestos survey.
- 136 • Three County representatives will attend the next PACA Meeting to discuss
137 parking issues, mainly parking in gated communities.

138 ➤ Ms. Straw cannot attend, and requested at least one or all Board members
139 do so.

140 • There have not been many vandalism issues in the park lately.

141 • The speed limit signs were ordered.

142 ➤ Mr. Lynn commented additional signs are needed at other entrance
143 roadways which require them; and Mr. Starkey will follow up with Mr.
144 Snyder.

145 ➤ Mr. Starkey was directed to continue with the article for the newsletter.

146 **B. Property Manager**

147 • The playground was re-mulched for the summer season.

148 • The signage for the Manor Isle Wall construction will be installed next week;
149 after which Mr. Payne will do a final inspection and planting will be done.

150 • Staff has been deterring kids away from the mitigation area.

151 • Mr. Starkey submitted his hours of unpaid working time to the Board as
152 requested.

153 ➤ Mr. Shahin commented it is appropriate for Mr. Snyder to acknowledge
154 approval by signing this form.

155 ➤ Mr. Bovis commented the procedure for hiring and salaries needs to be
156 modified; and offered several suggestions.

157 Upon further discussion,

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159 On MOTION by Mr. Bovis seconded by Mr. Aleo with Mr.
160 Glassman, Mr. Bovis, Mr. Aleo and Mr. Shahin voting aye and
161 Ms. Straw voting nay, the Property Manager and Assistant
162 Property Manager were directed to punch in a time card at the start
163 and end of their working hours commencing May 3, 2012.

164
165 Mr. Bovis MOVED to restrict employees from taking CDD-owned
166 laptop computers out of the office during the work shift, but allow
167 removal at the end of the shift as necessary.

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169 ➤ Ms. Straw is concerned this cannot be enforced.

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171 Mr. Glassman SECONDED the prior motion.

- 172 ➤ Mr. Starkey discussed the clubhouse work schedule.
- 173 ➤ Mr. Bovis does not believe the Property Manager and Assistant Property
- 174 Manager should be working the same hours and suggested staggering the
- 175 work hours.
- 176 ➤ The legal ramifications regarding payment for hours worked needs to be
- 177 considered.
- 178 ➤ Payment of additional work hours can possibly be ratified at a Board
- 179 meeting, but needs to be clarified by District Counsel.

180 There being no further discussion,

181

182 On VOICE vote with Mr. Glassman, Mr. Bovis, Mr. Aleo and Mr.

183 Shahin voting aye, and Ms. Straw voting nay, clubhouse

184 employees shall be restricted from taking CDD-owned laptop

185 computers out of the office during their work shift, but will be

186 allowed to do so at the end of the shift as necessary.

187

- 188 • Mr. Starkey clarified a person 15 years of age was hired as a lifeguard; and Mr.
- 189 Bovis wants to ensure this is legal.
- 190 ➤ A person may be certified as a lifeguard at this age as long as he or she is
- 191 working under parental permission.
- 192 ➤ There are limitations to working hours.
- 193 ➤ Mr. Shahin suggested a parent submit a letter acknowledging their
- 194 permission; and Mr. Starkey was asked to ensure all state laws are being
- 195 followed.
- 196 • Mr. Bovis requested clarification of job responsibilities for the positions held by
- 197 Mr. Snyder, Mr. Starkey, Ms. Diaz and Ms. DiPeri.

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199 **SEVENTH ORDER OF BUSINESS**

Supervisors' Status Reports (Reports on
Supervisors' Areas of Responsibility)

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201 **James Bovis**

- 202 • A decrease in the trash pick-up contract was negotiated; and Mr. Bovis requested
- 203 Board approval of the new contract.

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Ms. Straw MOVED to accept the terms of the trash pick-up contract and authorize the Chair to execute said contract; and Mr. Shahin seconded the motion.

209 Upon further discussion,

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

213 ➤ Ms. Straw asked Mr. Bovis to provide copies of the executed contract to
214 the appropriate staff.

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SIXTH ORDER OF BUSINESS

**Committee and Management Reports
(Continued)**

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218 **B. Property Manager (Continued)**

- 219 • Mr. Glassman wants to know if the price quoted for the sidewalk repairs is firm.
- 220 ➤ Mr. Starkey is certain Mr. Snyder identified all areas in need of repair; and
221 he received two bids.
- 222 • Mr. Starkey will verify with Mr. Snyder whether or not signage for the lightning
223 sirens was ordered.
- 224 • Mr. Starkey will check on pricing for the speed limit signs.
- 225 • Board members expressed concern regarding responses to these items; and a
226 couple of options were presented.
- 227 ➤ The Property Manager and Assistant Property Manager should facilitate
228 all Board requests during the meetings.
- 229 ➤ Both the Property Manager and Assistant Property Manager should attend
230 all Board meetings.
- 231 ➤ Any action items from a Board meeting can be handled by Mr. Starkey
232 and he can report back to Mr. Snyder.
- 233 ➤ Mr. Snyder can give Mr. Starkey a status report if he cannot attend the
234 meeting.

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EIGHTH ORDER OF BUSINESS

Old Business

236 **A. Fiscal Year 2013 Budget Review**

- 237 • A 15% increase is projected for the CDD’s General Liability Insurance.
- 238

- 239 • There is a slight increase in Miscellaneous Collection costs.
- 240 • *Contracts-Solid Waste Services* can be decreased.
- 241 • *Utility – Reclaimed Water* was decreased based on actual usage from this year.
- 242 • Mr. Glassman advised not to decrease *R&M-Irrigation* in the event of an
- 243 emergency, but Ms. Straw commented contingencies will cover emergencies.
- 244 • *R&M-Mitigation* should remain the same even though the District was recently
- 245 cleared of mitigation responsibilities.
- 246 • Ms. Straw wants to know the reason Severn Trent needs more information for
- 247 *R&M-Landscape Renovations* as it represents a contract with a set monthly fee.
- 248 • Ms. Straw would like to see tracking for *Communication – Telephone* based on
- 249 the new cell phone plans.
- 250 • The Board asked for a trial balance on *R&M-Clubhouse*.
- 251 ➤ The wall repair should not be booked to this item.
- 252 • The pool renovation project and all associated expenses are booked to *Capital*
- 253 *Outlay*.
- 254 • *R&M-Fitness Equipment* needs to be looked at regarding potential ADA
- 255 expenses.
- 256 • A Trial Balance was requested for *Op Supplies – General*.
- 257 • *Contracts-Security Services* may be increased based on the new Deputy contract.
- 258 • An audit of the timecards for the Deed Restriction position should be done to
- 259 determine whether or not additional dollars should be booked to Payroll/Salaries.
- 260 ➤ Mr. Shahin commented working hours should be checked occasionally
- 261 throughout the year.

262
263 **NINTH ORDER OF BUSINESS**

New Business

264 **Mark Glassman**

- 265 • Options for Ms. DiPeri’s position were discussed.
- 266 ➤ Ms. DiPeri can do the job temporarily until someone is hired.
- 267 ➤ Mr. Snyder and Mr. Starkey should report on their procedures regarding
- 268 employment.
- 269 ➤ Mr. Shahin will ensure Ms. DiPeri’s job requirements are being fulfilled in
- 270 the meantime.

271 > Ms. Straw suggested staff should have considered training someone since
272 Ms. DiPeri gave two weeks' notice.

273 > Mr. Bovis asked Mr. Starkey to advertise the position.

274 **Brian Shahin**

275 • An entrance code at the gate is needed for people moving into the community on
276 weekends.

277 > Mr. Lynn is concerned such a code may be released to the public.

278 > The delivery code is available for everyone.

279 > Mr. Starkey was asked to find out if a temporary code with an expiration
280 date can be distributed.

281 • Mr. Starkey confirmed the patching by the pool has been cured.

282 • Mr. Shahin believes tables are needed in the clubhouse.

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284 **TENTH ORDER OF BUSINESS** **Audience Comments**
285 Hearing no comments from audience members, the next item followed.

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287 **ELEVENTH ORDER OF BUSINESS** **Adjournment**
288 There being no further business,

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290 On MOTION by Mr. Glassman seconded by Mr. Aleo with all in
291 favor, the meeting was adjourned at 10:08 p.m.

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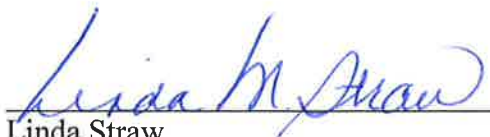
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Linda Straw
Chairperson