

**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, December 5, 2012 at 6:30 p.m. at the Meadow Pointe II Clubhouse; 30051 County Line Road; Wesley Chapel, Florida.

Present and constituting a quorum were:

Michael Cline	Chairman
Brian Shahin	Vice Chairman
Renee Glassman	Assistant Treasurer
Glen Aleo	Assistant Secretary
James Bovis	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
David Starkey	Interim Property Manager
Yolanda Bush	ARC/DRC
Briana Michel	Simply B Healthy
Jim White	Simply B Healthy
Kevin Carter	Resident
Carol Gassler	Resident
Roland Gassler	Resident
Mark Glassman	Resident

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Mendenhall called the meeting to order; Supervisors introduced themselves.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Organizational Matters

The Board proceeded to nominate and appoint officers of the District.

Mr. Bovis NOMINATED Mr. Michael Cline to serve as Chairman; and Mrs. Glassman seconded the nomination. There being no further nominations with all in favor, Mr. Michael Cline was appointed as Chairman.

Mr. Bovis NOMINATED Mr. Glen Aleo to serve as Vice Chairman; Mr. Aleo declined the nomination and nominated Mrs. Renee Glassman to serve as Vice Chairperson. There being no further nominations with all in favor, Mrs. Renee Glassman was appointed as Vice Chairperson.

- Mr. James Bovis announced he will step down as Assistant Treasurer.

Mrs. Renee Glassman DECLINED the appointment as Vice Chairperson; and nominated herself as Assistant Treasurer. There being no further nominations with all in favor, Mrs. Renee Glassman was appointed as Assistant Treasurer.

Mr. Bovis NOMINATED Mr. Brian Shahin to serve as Vice Chairman. There being no further nominations with all in favor, Mr. Brian Shahin was appointed as Vice Chairman.

A. Election of Officers – Resolution 2013-1

On MOTION by Mr. Bovis seconded by Mrs. Glassman with all in favor, Resolution 2013-1 Designating Officers of the District with Mr. Michael Cline to serve as Chairman; Mr. Brian Shahin to serve as Vice Chairman; Mr. Andrew Mendenhall to continue as Secretary; Mr. Robert Koncar to continue as Treasurer; Mrs. Renee Glassman to serve as Assistant Treasurer; and Mr. Glen Aleo and Mr. James Bovis to serve as Assistant Secretaries was adopted.

Mr. Michael Cline chaired the remainder of the meeting.

FOURTH ORDER OF BUSINESS

Public Comment Period

- Mr. Mark Glassman of Morningside suggested a *strong* letter be sent to all Commissioners indicating the Board is not in favor of opening the Kinnen Boulevard/Mansfield connection.
- Mr. Starkey will ensure the Board is provided copies of the article Ms. Fran Jarkowski presented regarding this issue.
- Ms. Arlene Fordanski of Longleaf commented on potential pedestrian hazards on Mansfield Boulevard.

FIFTH ORDER OF BUSINESS

Guest Speakers

- Ms. Briana Michel and Mr. Jim White of Simply B Healthy presented a proposal to utilize the multi-purpose court to conduct a fitness boot camp; a copy of which will be entered into the official record.

On MOTION by Mrs. Glassman seconded by Mr. Aleo with all in favor, the Proposal from Simply B Healthy to conduct a fitness boot camp on the multi-purpose court with revenue to the CDD of 10% was approved.

SIXTH ORDER OF BUSINESS

Committee Reports

B. Deed Restrictions

A. Architectural Review

- Home was painted without an ARC file – DR-22.
- Deck extends to conservation area and installed without approval – DR-22, DR-29.
- Re-painting house in Color #89 – Recommend approval.
- Re-painting house in Color #54 with a slightly different color on the trim – Recommend approval.
- Re-Painting house in Color #55 – Recommend approval.

On MOTION by Mr. Shahin seconded by Mr. Bovis with all in favor, the recommendations from the Deed Restrictions and Architectural Review Reports were accepted as presented.

Mr. Shahin MOVED to allow painting without Board approval as long as approved color schemes are used, with any deviations requiring Board approval; and Mrs. Glassman seconded the motion.

Upon further discussion,

On MOTION by Mr. Bovis seconded by Mrs. Glassman with all in favor, the prior motion was amended to proceed pending attorney review.

- C. Government Liaison**
- Mr. Lynn has resigned.

SEVENTH ORDER OF BUSINESS

District Manager’s Report

- A. Consideration of Engagement Letter with McDirmit Davis & Company, LLC to Perform the Audit for Fiscal Years 2012 Through 2014**
- The attorney reviewed and recommended Board approval.

On MOTION by Mr. Shahin seconded by Mr. Bovis with all in favor, the Engagement Letter with McDirmit Davis & Company, LLC to perform the Audit for the Fiscal Years ending September 30, 2012 through 2014 was approved.

- Procedures regarding an impending lawsuit were discussed.
 - The attorney will update the Board further after the holidays.

EIGHTH ORDER OF BUSINESS

New Business

James Bovis

- Mr. Bovis distributed a spreadsheet regarding *Robert’s Rule* for the Board’s information.
- Mr. Bovis believes Mr. Lynn should be commended in the next newsletter.
- Mr. Starkey’s position should be clarified in the newsletter.
- The impending employee manual should be addressed by the attorney at an upcoming meeting.

Renee Glassman

- Maintenance and ownership of sidewalks was briefly discussed.
- Pool furniture was addressed.

Mrs. Glassman MOVED to authorize purchase of pool furniture using \$14,000 which is budgeted for this item; and Mr. Aleo seconded the motion.

- Funds may come from *Capital Outlay-Pool Furniture*.

There being no further discussion,

On VOICE vote with Mr. Cline, Mr. Shahin, Mr. Aleo and Mrs. Glassman voting aye; and Mr. Bovis voting nay, the prior motion was approved as discussed.

- Mrs. Glassman will work with Mr. Starkey to purchase the furniture with appropriate warranties.

Brian Shahin

- The ponds were addressed.
 - Mr. Starkey will follow up with the pond contractor to ensure the test ponds for vegetation growth are inspected.
 - Mr. Starkey will reevaluate the current assessment system on the ponds to accurately determine services being rendered to the District.

Renee Glassman (Continued)

- Purchase of furniture for the clubhouse was addressed.
 - Funds may be used from the following allocations:

Mrs. Glassman MOVED to approve an expenditure in an amount not to exceed \$15,000 to refurbish the clubhouse as discussed pending receipt of all assessments; and Mr. Aleo seconded the motion.

- Mr. Shahin cannot support the motion without checking the budget.

Mr. Cline MOVED to amend the prior motion and authorize the Property Manager to proceed with painting the clubhouse.

- The Property Manager should decide on the paint color.

Mr. Shahin SECONDED the prior motion.

On VOICE vote with Mr. Cline, Mrs. Glassman and Mr. Aleo voting aye; and Mr. Shahin and Mr. Bovis voting nay, refurbishment of the clubhouse in an amount not to exceed \$15,000 pending receipt of all assessments was approved.

There being no further discussion,

On VOICE vote with all in favor, the Property Manager was authorized to paint the interior of the clubhouse as soon as holiday decorations are taken down.

Michael Cline

- The CDD cannot expend funds for an employee holiday party; and the Board was directed to see the Property Manager to make a donation for such a party.
- Turkeys will be purchased for clubhouse employees for the holiday, as done in the past.
- Mr. Starkey was directed to prepare a detailed project list for submission at the December 19th meeting.
- Mr. Cline distributed copies of Heritage Isles CDD's employee manual for Meadow Pointe II to adopt until a new employee manual is prepared and presented for discussion and approval.

Mr. Cline MOVED to adopt the Heritage Isles Community Development District's Employee Manual as an interim Employee Manual for Meadow Pointe II pending the attorney's review; and Mr. Aleo seconded the motion.

- Mrs. Glassman's believes the attorney should review it.

Mr. Cline called for an individual roll call vote.

Mr. Bovis VOTED nay.

Mr. Shahin VOTED nay.

Mr. Aleo VOTED aye.

Mrs. Glassman VOTED aye.

Mr. Cline VOTED aye.

On VOICE vote with Mr. Cline, Mrs. Glassman and Mr. Aleo voting aye; and Mr. Shahin and Mr. Bovis voting nay, adoption of the Heritage Isles Community Development District's Employee Manual as an interim Employee Manual for the Meadow Pointe II Community Development District was approved pending review by the District Attorney.

- Mr. Starkey was directed to provide the following:
 - Look into the possibility of uniforms for employees
 - Present job descriptions for each employee at the next meeting
- Mr. Cline would like to have the Board and staff to investigate the possibility of having meetings with other Meadow Pointe Districts.
- The Mansfield Boulevard opening was discussed.
 - Mr. Cline will draft a Protest Letter to all Commissioners opposing the opening.
 - Mr. Cline will draft a letter to each Chair of the Meadow Pointe Districts asking for their participation.
 - Mr. Mark Glassman will write and submit an article for the newsletter no later than December 10, 2012.
 - Mr. Cline and Mr. Bovis will contact Mr. Dennis Smith of Meadow Pointe I to set up a meeting since Mr. Smith is also on the Planning Commission and all of the Meadow Pointe Districts will be affected.
- Mr. Starkey was directed to ensure the mules are identified and numbered as Meadow Pointe II property.
- Mr. Cline asked for the following modifications to committee assignments:

- Government Relations/Newsletter Mr. Aleo
- Budget Ad Hoc Chairperson Mrs. Glassman
- Assistance with the Budget Mr. Bovis
- Clubhouse/Staff Personnel Mr. Cline/Mr. Starkey
- ARC/DRC Mr. Shahin
- Sheriff’s Department Liaison Mr. Cline
- Engineering Ad Hoc Committee Mr. Mark Glassman

- Mr. Cline clarified the Ad Hoc Committee is available for Mr. Starkey to go to for suggestions on how to handle various items. He is there as a reference tool, not Mr. Starkey’s boss, but there for suggestions.

- Utility Issues Mr. Bovis

- Mr. Aleo distributed a spreadsheet of MPII Supervisor Areas of Specialization; which was modified to include the new Board members and interested staff.
- Draft policies and procedures are to be e-mailed to the Board.
- All meeting documents should be sent to the Board prior to the meeting.
- Mr. Starkey was directed to create a contractor chart.
- Mr. Aleo was directed to find out the cost to add two more pages to the newsletter.
- Mr. Aleo was directed to update the staff directory by the next meeting.
- Mr. Cline discussed promotion of an employee to handle administrative duties reporting to the Property Manager, including ARC/DRC.

Mr. Cline MOVED to approve promotion of Ms. Sheila Diaz to a newly-created position of Office Administrator reporting to the Property Manager as discussed; and Mr. Aleo seconded the motion.

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

NINTH ORDER OF BUSINESS

Property Manager

Mr. Starkey distributed the Property Manager’s Report for discussion; a copy of which will be entered into the official record.

- Opening of facilities on holidays will be addressed at the next meeting when the attorney is present.
- The Board will discuss Mr. Starkey’s spending authority at the next meeting.
- Mr. Cline asked Mr. Starkey to hold off on hiring any new employees.
- Mr. Starkey was directed to ensure the District Engineer appropriately inspects the pool before it is filled.
- Electricity for holiday decorations was discussed.
 - Electrical installations should be done by a licensed electrician; and Mr. Starkey was directed to seek quotes.
 - The Board will check with the attorney to determine whether or not CDD funds can be expended to purchase and hang the same decorations for each Village.
 - All employees should have ID badges.
 - Mr. Starkey was directed to seek deterrents to eliminate the hogs.

On MOTION by Mr. Bovis with all in favor, the Property Manager’s Report was accepted.

TENTH ORDER OF BUSINESS

Status Reports – Supervisor Areas of Specialization and Comments

Glen Aleo

- Mr. Cline clarified for Mr. Aleo that Board members may attend the Residents’ Council Meetings as long as no CDD business is discussed.

ELEVENTH ORDER OF BUSINESS

Approval of Minutes

A. October 17, 2012

On MOTION by Mr. Shahin seconded by Mr. Aleo with all in favor, the Minutes of the October 17, 2012 Meeting were approved.

B. November 7, 2012

On MOTION by Mr. Shahin seconded by Mr. Aleo with all in favor, the Minutes of the November 7, 2012 Meeting were approved.

TWELFTH ORDER OF BUSINESS

Other Business

Renee Glassman

- There should be signage with a contact telephone number to attract more people to the Residents' Council Meetings.

James Bovis

- The Wells Fargo statement should be sent to Mrs. Glassman.

THIRTEENTH ORDER OF BUSINESS

Approval of Financial Statements as of October 31, 2012

Mr. Aleo MOVED to approve the Financial Statements as of October 31, 2012; and Mr. Shahin seconded the motion.

- Mr. Starkey has hard copies of the Financial Statements available for anyone interested in receiving them.

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

FOURTEENTH ORDER OF BUSINESS


Public Comment Period

- The Board confirmed signage for Residents' Council Meetings is not a good idea.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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



Michael Cline
Chairman