

**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, November 19, 2014 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
Dana Sanchez	Vice Chairman
Renee Glassman	Assistant Treasurer
Glen Aleo	Assistant Secretary (via telephone)
James Bovis	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Andy Cohen	District Counsel
Brad Foran	District Engineer
Sheila Diaz	Operations Manager
Cindy McCrary	ARC/DRC
Residents	

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cline called the meeting to order.

FOURTH ORDER OF BUSINESS

Organizational Matters

Mr. Mendenhall addresses the following organizational matters:

- A. Oath of Office for Newly Elected Supervisors via the General Election
 - The Oath of Office was administered to Ms. Sanchez, Mr. Bovis and Mr. Aleo and the paperwork will be completed and notarized.
 - The Guide to the Sunshine Amendment and the Form1 Disclosure forms we also provided.
- B. Designation of Officers – Resolution 2015-1
 - Nominations for the offices of Chairman, Vice Chairman and Assistant Treasurer were presented.

- The following persons were appointed to the offices shown:
 - Chairman Mike Cline
 - Vice-Chairman Dana Sanchez
 - Secretary Andrew Mendenhall, Severn Trent Services
 - Treasurer Robert Koncar, Severn Trent Services
 - Assistant Treasurer Renee Glassman
 - Assistant Secretary James Bovis
 - Assistant Secretary Glen Aleo

On MOTION by Mr. Cline seconded by Mr. Bovis with all in favor Resolution 2015-1 Designating Officers of the Meadow Pointe II Community Development District as Mr. Cline, Chairman; Ms. Sanchez, Vice-Chairman; Mr. Mendenhall, Secretary; Mr. Koncar, Treasurer; Ms. Glassman, Assistant Treasurer and Mr. Bovis and Mr. Aleo Assistant Secretary was approved.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Cline called the roll with all Supervisors reporting present.

THIRD ORDER OF BUSINESS

Pledge of Allegiance/Moment of Silence for our Fallen Service Members and First Responders

The Pledge of Allegiance was recited; a moment of silence was held.

FIFTH ORDER OF BUSINESS

Supervisors Workshop

- Lt. Strube, 2nd District Night Shift Commander introduced the Community Policing Program
- Andy Mendenhall, District Manager provided information on the following:
 - What is a CDD
 - The Role of a CDD Supervisor
 - Attendance at Scheduled CDD Meetings
 - Telephone Attendance
 - Area of Responsibilities
- Andy Cohen, District Counsel discussed the role of the CDD Attorney covering the following topics:
 - Inquiries to the CDD Attorney go through the District Manager, except at meeting
 - Providing Legal Advice to Residents
 - Florida Sunshine Law
 - Legal Advice Concerning Deed Restriction Violations
- Mr. Mendenhall addressed the Role of the CDD District Manager:
 - Point of Contact for All Supervisors
 - Conducts Exit Interview with Employees Leaving Employment
 - Point of Contact for all Questions Relating to Budget and Expenditures

- Mr. Foran reported on the role of the CDD Engineer:
 - Provide Studies of District Owned Facilities as Requested by the Board
 - Annually Provide Input Regarding the Reserve Study for District Owned Property
 - Provide Guidance on Major Project Repairs for District Owned Property

- Ms. Diaz explained the Role of the District Operations Manager:
 - Hour of Operation
 - Employee Manual
 - Working with a Human Resources Company
 - Point of Contact for all Supervisors in Relationship to Clubhouse Activities or Work
 - Staffing
 - Administrative
 - Resident Customer Service
 - District records maintenance (files)
 - Accounts Payable/Receivables
 - Payroll, attendance and vacation
 - Custodial
 - Cleaning
 - Monitoring of pool/fitness centers
 - Set-up and tear-down of meeting rooms
 - Trash pick-up for the Clubhouse and Villages
 - Monitoring and reporting of potholes in the streets
 - Monitoring and reporting street light outages
 - Maintenance
 - Assignment of work orders
 - Safety
 - Monitoring vehicle maintenance and Log Book
 - Follow-up on work assignments
 - Order shop materials with Operations Manager approval
 - Staffing
 - ARC/DRC
 - Overview of the Program

- Mr. Mendenhall reviewed Budgeting and Finance:
 - Trim Notice
 - Annually provided to the County in July
 - Sets the limits on assessments for the upcoming budget year
 - If Assessments are to increase over the previous year, a letter must be sent to each owner announcing the increase and Public Hearing date
 - Preliminary Budget Provided in April by the District Manager
 - Each line item is reviewed and increased/decreased as necessary based on projected expenditure of the project

- Mr. Cline opened the workshop to the CDD Supervisors for questions and answers. Discussions followed.

The meeting transitioned from Workshop format to a Regular Meeting; Mr. Cohen left the meeting.

SIXTH ORDER OF BUSINESS

Committee Reports

A. Architectural Review

2014-100	Wrencrest	30707	Wrencrest Drive	replace roof	approved
2014-101	Deer Run	29530	Forest Glen Drive	paint home	approved
2014-102	Deer Run	29505	Allegro Drive	paint home	approved
2014-103	Colehaven	30422	Treyburn Loop	paint home	approved
2014-104	Iverson	1353	Baythorn Drive	remove tree	approved
2014-105	Colehaven	30447	Treyburn Loop	remove tree	approved
2014-106	Glenham	30310	Ingalls Court	paint home	approved
2014-107	Manor Isle	1316	Deerbourne Drive	replace roof	approved
2014-108	Manor Isle	1441	Deerbourne Drive	paint home	approved
2014-109	Wm Kumala	1520	Deerbourne Drive	paint home	approved

On MOTION by Ms. Glassman seconded by Ms. Sanchez with all in favor to accept the recommendations as presented by the Architectural Review Committee.

- Appeals from the Deed Restrictions Fining Committee will be set-up for the next meeting.
- In one case the homeowner cannot be in attendance at the next meeting; the Board approved to delay this appeal until the second meeting in December.
- Update on two Small Claims cases which are not being heard at this meeting:
 - One case is looking to settle – authority and perimeters have been provided for settlement which will be brought back to the Board for approval
 - Once case is looking for a dismissal

SEVENTH ORDER OF BUSINESS

Audience Comments

- Jennifer Norris, lives in Deer Run and is a teacher. Her students voiced concern they are not allowed to play on the new shuffleboard court and other areas in the community. She advocates for their outdoor activities.
- The courts can be used for shuffleboard but not for skateboarding or roller skating; the soccer ball field can be used for kick ball. The rules are posted and information will put on Facebook.

EIGHTH ORDER OF BUSINESS

Supervisor’s Remarks

Mr. Bovis:

- Follow up on Bond refinancing.

Ms. Sanchez:

- Looks forward to working with the Board, committees, staff, and the community.

Mr. Aleo:

- No remarks at this time.

Ms. Glassman:

- Inquired how the Board feels about the small claims issue involving a hardship.
 - The following comments were made by the Board:
 - The purpose of the fines is to achieve compliance – there is no objection to working with residents in need
 - Require validation of hardship
 - Why did it go so long without resolution or attempt at resolution
 - Meadow Pointe I is more firm in their fine enforcement
 - In hardship cases consider an incremental payment plan of the fine
 - Must consider the fiduciary responsibility to residents to offset costs incurred to enforce compliance
 - Strengthen the first letter to residents making them aware of the cost of fines for non-compliance

Mr. Cline:

- Review of housekeeping items:
 - There is a new Recording Secretary, Rose Hodza who will coordinate agenda items
 - Notice will be sent to Board members requesting any items you may have that you want added to the agenda
 - The first Board Meeting of the month is conducted as a semi-workshop where items can be discussed.
 - At the second meeting of the month the issues discussed at the first meeting can be presented in the form of a motion for Board approval.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Glassman seconded by Ms. Sanchez with all in favor, the meeting was adjourned at 9:00 p.m.



Michael Cline
Chairman