

**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 15, 2015 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
James Bovis	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Bob Nanni	Severn Trent Services
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.

SECOND ORDER OF BUSINESS

Roll Call

The roll was called and a quorum was established.

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.

FOURTH ORDER OF BUSINESS

Additions or Corrections to the Agenda

Ms. Glassman requested the addition of a Resolution regarding tree plantings in the lawn area and landscaping quotes for work on the sprinkler systems.

SIXTH ORDER OF BUSINESS

Consent Agenda

- A. Minutes**
March 4, 2015
March 18, 2015
- B. Financials**
March 31, 2015
- C. Deed Restrictions**

On MOTION by Mr. Cline seconded by Mr. Bovis to accept the Minutes of February 4, 2015 and February 18, 2015 and the Financial Statements dated March 31, 2015 and the Deed Restriction Report dated April 13, 2015 as presented in the Consent Agenda.

Ms. Glassman asked for clarification and correction on several Deed Restriction violations.

On VOICE VOTE with all in favor to accept the Minutes of March 4, 2015 and March 18, 2015 and the Financial Statements dated March 31, 2015 and the Deed Restriction Report dated April 13, 2015 as amended. **5-0**

SEVENTH ORDER OF BUSINESS

Non-Staff Reports

- A. Sheriff's Department**

Deputy Troy provided an update on activity in the community and reported the past two weeks was an active period with higher than usual call volume and four arrests. There has been improvement with the traffic in the school zone areas.

FIFTH ORDER OF BUSINESS

Audience Comments on Agenda Items
(Comments will be limited to three minutes)

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Non-Staff Reports (continued)

- B. Resident's Council**

Ms. Cline reported they are still looking for vendors and volunteers for the Spring Fling.

EIGHTH ORDER OF BUSINESS

Reports

- A. Architectural Review**

Ms. McCrary presented a report from the Architectural Review committee dated April 15, 2015. The cases submitted were reviewed and discussed. The recommendations were accepted as recommended.

On MOTION by Ms. Glassman seconded by Mr. Bovis with all in favor the Architecture Review Applications Log was accepted as presented. 5-0

B. Status of Court Filings

Ms. McCrary reported filing 7 claims in Small Claims Court to recover fines for deed restriction violations. The Process Server was contacted to pick up the documents from court and serve the papers on the homeowners. Three payments were received: #2015-11 in the amount of \$99.60; #2014-272 in the amount of \$500.00; and 2014-328 in the amount of \$112.18.

There are 24 cases awaiting DRC review. They were rescheduled due to the lack of a committee to review the cases. Volunteers are needed to continue the committee reviews. Consideration will be given to scheduling different days and times when the committee meets.

C. District Manager

Mr. Mendenhall presented information regarding the FY 2016 budget process. The Preliminary Budget will be presented for adoption at the May 20, 2015 and the date for the Public Hearing will be set. Adoption of the final budget for FY 2016 will occur after the Public Hearing. Review of the FY 2015 budget trends indicates the District is operating under budget and will have money left over in the fund balance. There will be a review of the reserves for the villages and consideration will be given to increasing the assessments which have been flat for the past 3 years. Many options will be considered.

Mr. Mendenhall reported his role within Severn Trent is changing and Mr. Nanni will be transitioning into the role of District Manager for Meadow Pointe II and they will work in tandem to provide continued support to the District.

Mr. Nanni provided information on his qualifications and previous experience as a District Manager with Severn Trent in the Orlando area. Other positions he held in his career were as a City Manager, Assistant County Manager and Public Works Director in Florida.

Mr. Nanni presented the renewal form for the Pasco Alliance of Community Associations (PACA) for consideration.

On MOTION by Mr. Bovis seconded by Ms. Sanchez with all in favor to renew the \$50 membership with the Pasco Alliance of Community Associations (PACA). **5-0**

Mr. Cline reported receiving notice from Andy Cohen, District Counsel regarding the negotiated cost of living adjustment in the contract with Persson & Cohen, P.A. This item will be addressed at the next meeting.

D. Operations Manager

Ms. Dias and Ms. McCrary presented information on the ARC/DRV Position time study breakdown. The amount of time spent reflects the time it takes to perform each task and the number of tasks varies based on the number of cases being processed.

Ms. Diaz presented a draft letter prepared by Ms. Glassman on behalf of the Board which is addressed to Mike Moore, Pasco County Commissioner regarding safety concerns regarding school crossings at Mansfield and Wrencrest. Edits and changes to the letter were discussed.

Mr. Bovis will meet with the middle school principal to discuss safety concerns and the possibility of using the School Resource Officer to assist in enhancing safety in the streets. The letter will be held until after the meeting.

Ms. Diaz reviewed the request from the Tullamore HOA to plant palm trees on CDD property around the pond. Consideration of the following concerns should to be given before permitting trees on CDD property. The trees become the responsibility of the CDD to maintain and replace and they present an obstacle to accessing the pond for maintenance. There will be an increase in landscaping maintenance costs along with concern for tree debris going into the pond.

Mr. Cline temporarily left the meeting and Mr. Mendenhall assumed the Chair.

On MOTION by Ms. Glassman seconded by Ms. Sanchez to deny the request from the Tullamore HOA to plant trees around the pond on CDD property.

Discussion followed and Ms. Glassman and Ms. Sanchez agreed to withdraw the motion.

On MOTION by Mr. Bovis seconded by Mr. Aleo with all in favor to table the previous motion. **4-0**

Ms. Diaz reported the Village of Glenham was overlooked in the tree trimming project. LMP was contacted to identify the trees needing work and a proposal for the work to complete the work on 37 trees was provided.

On MOTION by Ms. Sanchez seconded by Mr. Aleo to accept the proposal from LMP to trim 30 trees in Glenham as a continuance of the original proposal that was previously approved.

Ms. Glassman requested verification of the number of trees listed.

On VOICE VOTE with all in favor the proposal from LMP to trim 30 trees in Glenham was approved. **4-0**

NINTH ORDER OF BUSINESS

Action Items for Board Approval/Disapproval

A. Purchase of new truck

Ms. Diaz reviewed information on the purchase of a new truck.

Mr. Cline returned to the meeting and resumed the Chair.

On MOTION by Ms. Glassman seconded by Mr. Cline to purchase a new truck with the additional purchase of an extended warranty on the vehicle.

Discussion followed on the purchase of an extended warranty.

On VOICE VOTE with Mr. Cline and Ms. Glassman voting AYE and Ms. Sanchez, Mr. Bovis and Mr. Aleo voting NAY the motion failed. **2-3**

On MOTION by Mr. Cline seconded by Ms. Sanchez to purchase a new truck without the extended warranty on the vehicle.

On VOICE VOTE with all in favor the motion passed. **5-0**

On MOTION by Ms. Sanchez seconded Mr. Bovis by to purchase the F-150 from Parks Ford of Wesley Chapel model year 2014 in the amount of \$20,123.87 without the extended warranty on the vehicle.

On MOTION by Mr. Cline to AMEND the previous motion and accepted by Ms. Sanchez by to purchase the F-150 from Parks Ford of Wesley Chapel model year 2014 in the amount of \$20,123.87 without the extended warranty on the vehicle and in the event the vehicle is no longer available to purchase the F-150 from Parks Ford of Wesley Chapel model year 2015 in the amount of \$21,933.45 without the extended warranty on the vehicle.

On VOICE VOTE with all in favor the AMENDED motion was approved. **5-0**

B. Increase in hours for ARC/DRC staff to 50 hours with a time study to be done

On MOTION by Mr. Cline seconded Mr. Bovis to increase the hours for ARC/DRC staff to 50 hours per week.

A final time study will be presented at the next meeting.

On VOICE VOTE with all in favor the motion to increase the hours for ARC/DRC staff to 50 hours per week was approved. **5-0**

C. Purchase of a new treadmill

Mr. Cline reviewed proposals for the purchase of a new treadmill verses the purchase of a 3 year old refurbished model.

On MOTION by Ms. Sanchez seconded Mr. Bovis with all in favor to purchase the new treadmill from FitRev in the amount of \$3,053.99 was approved. **5-0**

D. Proposal to trim 37 trees on County Line Road by Deer Run at a cost of \$8,000.00

On MOTION by Ms. Glassman seconded Mr. Aleo to accept the proposal from LMP to trim 37 trees on County Line Road by Deer Run at a cost of \$8,000.00.

Discussion followed.

On VOICE VOTE with all in favor the motion to accept the proposal from LMP to trim 37 trees on County Line Road by Deer Run at a cost of \$8,000.00 was tabled. **5-0**

Mr. Foran District Engineer reported on issues with trees in the community and how to approach the immediate problem of trip hazards. Several options were presented and discussed.

On MOTION by Ms. Glassman seconded Ms. Sanchez to direct the District Engineer to complete a study in amount not to exceed \$2,500 wherein all trees of significant size affecting CDD property are identified, documented and the sidewalks being affected by the trees are recorded.

On VOICE VOTE with all in favor the motion to direct the District Engineer to complete the study was approved. 5-0

Ms. Glassman reviewed a draft resolution she prepared to address Establishing Standards for Tree Planting in the Area Between the Street and Sidewalk. District Council will review the document and the final Resolution will be presented for consideration.

Ms. Glassman addressed issues regarding separating out landscaping sprinklers in Vermillion, Colehaven, Longleaf, Morningside and the front of the clubhouse. This item will be placed on the next workshop agenda for further discussion.

E. Proposal to treat grass on Wrencrest as a test case cost of \$650.00

No action was taken on this issue and it was determined it was not an issue for consideration at this time.

F. Proposal to charge sidewalk cleaning to general fund reserves and to include Morningside and Deer Run. CDD will reimburse to the village HOA's that clean sidewalks the cost of cleaning sidewalks, aprons and gutters only based on the price given to us by our contractor. HOA's will present invoice to CDD operations manager. This is a onetime event.

On MOTION by Mr. Cline seconded Ms. Aleo to charge sidewalk cleaning to the General Fund and to include Morningside and Deer Run. The CDD will reimburse to the village HOA's that clean their sidewalks the cost of cleaning public sidewalks, aprons and gutters only based on the price given to us by our contractor. The HOA's will present the invoice to CDD Operations Manager. This is a onetime event only.

Discussion followed.

On VOICE VOTE with all in favor the motion to charge sidewalk cleaning to the General Fund as stated above was approved. 5-0

Mr. Cline reported on information received from District Council on the procedure for Revision and Vote for Change in Deed Restrictions for Manor Isle. The process has been started and homeowners are being notified by mail.

G. Adopt Board Policy on requirements to be followed for proposals and work to outside contractors.

Mr. Cline reviewed the following proposed policy for Board consideration.

- A detailed "Scope Of Work" must be prepared prior to soliciting proposals. Coordination of any proposal must be made with the Supervisor who has that Area of Responsibility. (Landscaping, facilities, utilities, etc.)
- At least three (3) proposals must be received for the "Scope Of Work" when possible.
- The Operations Manager or designee will accompany the vendor to the area or areas that the proposal is to cover to insure that the vendor fully understands the "Scope Of Work". The vendor must sign the proposed scope of work so they fully understand what is required.
- All proposals for services must be approved by a majority vote of the MPII Board of Supervisors before commencing work. An emergency is an exception.
- The Operations Manager or designee will approve final work. The approval must be coordinated with the Supervisor who has that particular area of responsibility. (Landscaping, facilities, utilities, etc.) before payment is made.
- All legal contracts must be reviewed by the MPII District Attorney.

On MOTION by Mr. Cline seconded by Ms. Sanchez to adopt the Board Policy Requirements on Proposals and Work to Outside Contractors.

Discussion followed.

On VOICE VOTE with all in favor the Board Policy Requirements on Proposals and Work to Outside Contractors was adopted. **5-0**

Ms. Glassman requested discussion on the request from the Tullamore HOA to plant palm trees on CDD property around the pond be continued.

On MOTION by Mr. Bovis seconded by Mr. Aleo with all in favor to remove the tabled motion to deny the request from the Tullamore HOA to plant trees around the pond on CDD property.

Discussion on the issue continued and a vote was taken on the original motion.

On MOTION by Ms. Glassman seconded by Ms. Sanchez to deny the request from the Tullamore HOA to plant trees around the pond on CDD property.

On VOICE VOTE with Mr. Cline, Ms. Sanchez and Ms. Glassman voting AYE and Mr. Bovis and Mr. Aleo voting NAY the MOTION to deny the request from the Tullamore HOA to plant trees around the pond on CDD property passed. 3-2

The HOA will be notified their request has been denied. They are welcome to present more detailed information for consideration by Board but planting around the pond is not an option.

TENTH ORDER OF BUSINESS

Supervisor’s Remarks

- **Mr. Aleo:**
Questioned the vote tabulation reporting in the minutes and inquired why the number of votes reported throughout the meeting varied.
- **Ms. Glassman:**
Questioned the authority of the CDD to deny pavers in a driveway in Morningside. They may need to get authorization/permit from the County.
- **Mr. Cline:**
Commented on following legal advice and other professional opinions.
- **Ms. Sanchez:**
Clarified her comments on the need for parents to come together with the school to solve the traffic crossing problems.
- **Mr. Bovis:**
Reiterated that by statute, Board members are required to vote on issues with the exception of conflict of interest.

ELEVENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bovis seconded by Ms. Glassman with all in favor the meeting adjourned at 9:30 p.m. 5-0



Michael Cline
Chairman