

**MINUTES OF MEETING
PALM BAY
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Palm Bay Community Development District's Board of Supervisors was held on Thursday, January 11, 2018 at 9:00 a.m., at the Courtyard by Marriott Tampa/Oldsmar, 4014 Tampa Road, Oldsmar, Florida 34677.

Present and constituting a quorum were:

Rob Bergman	Chair
Joe Aschenbrenner	Vice Chair
Stacy Turner	Assistant Secretary
Gary Miller	Assistant Secretary
Win Williamson	Assistant Secretary

Also present:

Chuck Adams	District Manager
Daryl Crawford	Resident
Martha Nadar	HOA President
Jeff Lynn	Resident
Wendy Popielarcheck	Resident
Judy Anderson	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:01 a.m. Supervisors Bergman, Aschenbrenner, Miller and Williamson were present in person. Supervisor Turner was not present at roll call.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Daryl Crawford, a resident, asked about the water and sewer billing process, as one homeowner reported that payments were not being posted in a timely manner and changes were to have been made in July. Mr. Adams stated this item would be covered during the Third Order of Business.

Ms. Martha Nadar, a resident and HOA President, asked if the paving contractor was paid in full. Mr. Adams replied that the contractor was paid for the original job. Ms. Nadar read on the website about the District trying to get EC to repair the pavers. Mr. Adams stated that Mr.

Williamson would give an update. Ms. Nadar felt that the water company issue has gone on too long.

Mr. Jeff Lynn, a resident, stated that he had two months of bills, reaching \$1,038, and reluctantly paid, because the person he spoke to was extremely forceful and told him that there was no mistake. Despite installing a pool and sod during various months, he felt he was billed for more gallons than he should have and questioned the accuracy of the bills. The house was in foreclosure for a year prior to purchase and, even though he challenged the meter reads, they still wanted him to pay back water bills for that year. Mr. Adams stated that water bills were based on usage; if a high bill is received, the water meter should be checked to ensure it is performing accurately. Costs are calculated using a tier structure and, once the base amount is exceeded, charges are steep, in terms of cost per 1,000 gallons.

******Supervisor Turner arrived at the meeting at 9:07 a.m.******

Ms. Wendy Popielarcheck, a resident, felt that the frequency and timing of meetings were inconvenient and asked about moving meetings to a more realistic time, such as after work, so more residents could attend. Mr. Adams stated the CDD meetings were held quarterly and it would be up to the Board to change the time. Discussion ensued regarding the best time to schedule the meetings. Ms. Popielarcheck asked about the CDD's responsibilities and whether the financials were posted on the CDD website. Mr. Adams confirmed the CDD website contains a plethora of current and historical information, including minutes, audits, budgets, schedules, agendas, Board Member contact information and the CDD's responsibilities. The duty of the CDD is to manage the infrastructure. The CDD issued bonds to pay for the initial infrastructure, which were paid in full and the District was now in the process of reinvesting in the infrastructure before reducing operating assessments. Ms. Nadar stated, as HOA President, her time is consumed with CDD issues such as water, pavers, gates, decals. Mr. Adams stated that Ms. Nadar should direct people to the CDD website. Mr. Lynn believed that was because of CDD meeting schedule and time; he was in favor of increasing the budget to hold evening meetings and combining the HOA and CDD meetings; communication between the HOA and CDD should be synced. A Board Member stated an increase in fees was not warranted but improving communication between the HOA and CDD and information between the HOA and residents were needed. In response to a suggestion to send the minutes, via email, Mr. Adams suggested sending them to Ms. Nadar who would send them to residents, via HOA e-blast. Because Sunshine Law applies to information being public, the CDD does not have an email

database. The email message should encourage residents visit the CDD website to review minutes and to learn more about the CDD. A Board Member stated he attended past HOA meetings and gave snippets of CDD updates and, in return, brought certain resident concerns or future projects to the CDD. Mr. Adams stated having a CDD liaison at the HOA meeting was common; however, they must be careful, as, under the Sunshine Law, two or more CDD Board Members cannot discuss CDD-related items outside of a public CDD meeting.

Ms. Judy Anderson, a resident, was attending to gain a better understanding of the differences between the CDD and the HOA. She asked how to get on the email list and offered to volunteer her services. Ms. Nadar advised her to attend the next HOA meeting on January 25, 2018 at 5:30 p.m., at the library. Mr. Adams stated changing the frequency and time of the meetings should be discussed during the May budget meeting. Mr. Lynn asked if leftover receipts for power washing and re-staining the deck area could be submitted for reimbursement. Mr. Adams would review them to determine whether those could be reimbursed. Going forward, before performing any work on CDD assets, it should first be discussed at a CDD meeting.

THIRD ORDER OF BUSINESS

Update: Online Utility Bill Payment Initiation

Mr. Adams presented a timeline of the issues causing delays in the online utility bill pay process. Severn Trent's central processing center, in Houston, Texas, was shut down due to Hurricane Harvey, thus delaying processing payments; normal services returned in October. More delays occurred in December, when Severn Trent North America was acquired by Inframark. Further delays were caused by the recent Federal Regulation changes in banking, in regard to online payment services requiring additional information from Management, who, as a private entity, was not willing to provide. This issue resulted in having to create a direct agreement between the Bank and the CDD so that payments could be made through Management, solely as their treasury service provider. Within 30 to 45 days, residents should be able to pay online. Once residents begin paying online, likely no later than July, and, with the new language added to the irrigation rule, which states bills would be considered past due when it is 20 days past the date on the actual statement, a decline in late fees should occur.

Mr. Adams stated that Hillsboro County supplies water and sewer and bulk services for the CDD. He explained that Hillsboro County stops services on the CDD side of the Master meter. The CDD owns the lift station and everything internal to the community, in terms of

water and sewer. Severn Trent provides meter reading and addresses line breaks, sewage back-ups at the connection points to the home, raising meters, and emergency response when there are issues with the lift station. In response to a question, Mr. Adams stated residents may contact Severn Trent directly to replace a water meter box and they, in turn, submit an invoice to the CDD for payment. The budget is funded for those types of repairs and maintenance. Mr. Crawford asked if Severn Trent would continue to waive late fees for all residents until the online payment process was finalized. Mr. Adams replied affirmatively; however, once online payment is active, residents must begin using that process to insure there are no further late fee charges. The cost to offer online payment services is \$3,000 and \$4,000, annually. From his recent discussions with the Vice President of the Bank, the documents were being fast tracked; and Inframark is ready with a template to set up and create the CDD's website. Once the process is finalized, an informational package would be sent to residents. Ms. Nadar suggested using Midway Services as their online services provider. Mr. Adams stated that, until the online payment process is set up, the District should wait before considering any other options.

FOURTH ORDER OF BUSINESS

Update: New Dock Project

Mr. Turner stated the new design plans for the dock should arrive soon; he expects the permits to be pulled using the Construction Contractor's license. Regarding awarding a contract, Mr. Adams stated that the first step is the Request for Proposals (RFP) process and, once selected, it would become an exhibit to the Construction Contract. The additional dock and sea wall project is expected to cost less than \$70,000, which would require an open, as opposed to closed, RFP. Mr. Adams suggested asking the Construction Contractor to seek a few contractor leads for the boat lift. Mr. Turner stated that, once the dock and lift installation were complete, there were plans to install a fish cleaning station, with water and power. He would present further details of this project at the next HOA meeting; these were the types of projects that the HOA and CDD should work on together to get community input, before beginning discretionary projects. Discussion ensued regarding rumors about building a community pool near the beach, work needed at the beach area and, as a community, investing in the area. Ms. Anderson asked if the beach was sprayed for bugs. It was suggested that she ask the County to spray the area before holding an event, since spaying does not last long.

▪ **Supervisors' Requests**

******This item, previously the Eighth Order of Business, was presented out of order.******

Mr. Williamson presented an overview of the paver project; proposals were submitted and it was now in the contract stage. Collectively, there are at least 30 cracked pavers. The project consists of repairing the broken pavers, replacing, sanding and beginning the sealing process. Mr. Adams would send the deposit to the Contractor. It was noted that a new contract was required because the original contractor went out of business. Discussion ensued regarding the previous contractors efforts in returning twice to make repairs and that the damages were mainly due to heavy trucks, spacing issues and the use of aggregate concrete versus smooth. Mr. Adams expected completion in February. In response to a question, Mr. Williamson stated that, once a project timetable is developed, the intent was to present it at an HOA meeting. Residents would be notified when the project would begin, the areas being closed off and how long the sealing process would take. Once the contract is executed, the project should start in February and would be broken down into stages; certain roads will be portioned off, hopefully resulting in as little inconvenience as possible. Between repairing and sealing the pavers, it will take a number of days. He preferred the project be completed before the rainy season.

Mr. Aschenbrenner stated the installation of the virtual guard entry system went better than expected. Repairs to the pedestrian gate were made; however, someone removed parts that prevent it from shutting automatically, so it is broken again. It would be inspected again and the combination lock was being removed. Discussion ensued regarding installing a tougher spring, welding it so that it does not go past 90°, changing the design by flipping the arm to go right to the left, whether the tampering was captured on camera and residents prying it open. Temporary repairs would be made while obtaining quotes for a new gate. Mr. Adams confirmed these costs could be allocated from the maintenance budget.

Mr. Aschenbrenner stated the virtual guards were given a stacking protocol to follow, which allows opening the gate when four or more vehicles are waiting for entry. Protocol would be reduced to three, which was necessary because they were not able to see past the larger trucks entering the development. All vehicles are still monitored by the cameras. Discussion ensued regarding delays caused by the Amazon and Uber drivers using private vehicles, which resulted in adding them and other standard delivery service providers to the protocol list, asking residents to install the Uber App, the speediness of the system reading licenses in under 10 seconds and asking residents to add delivery providers to their temporary visitors list. Some residents were requesting more than four decals; however, when the decals were purchased, it was decided that each household would only receive two and was limited to obtaining up to four; they would be

charged \$25 per decal, beyond the first two. The CDD purchased the decals for \$12. Since residents cannot remove decals when changing vehicles, he offered to show how to link the decal to the App; those instructions are also on the website. Discussion ensued regarding trash and it was noted that, not only is the trash to be removed at the Marina but they were also asked to remove trash from the beach.

Mr. Aschenbrenner reiterated that the vendor for the pedestrian gate considered the project complete; because residents tampered with it, he would confirm if the warranty would cover those repairs. Mr. Adams stated repairs would likely result in additional charges. Discussion ensued regarding residents using key fobs, since the lock was being removed, issues with the combination lock, concerns about removing the lock, since it is useful for those with younger children, the number of people knowing the combination, fewer vehicles were broken into or stolen this year because of the lock and that the HD cameras should help with that issue.

FIFTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of November 30, 2017

Mr. Adams presented the Unaudited Financial Statements as of November 30, 2017. Assessment revenue collections were at 17% and expenditures were at 9%. Some of the proprietary funds could be used to offset some of the costs associated with the dock. In response to the question, Mr. Adams stated that a not-to-exceed amount of \$60,000 was approved for the dock. The design process was almost complete; the next step would be the RFP and then determining how to fund it. Funding was allotted; however, unrestricted surplus funds were available if there is a need to offset some of the costs.

SIXTH ORDER OF BUSINESS

Approval of October 12, 2017 Regular Meeting Minutes

Mr. Adams presented the October 12, 2017 Regular Meeting Minutes and asked for any deletions, additions or corrections.

On MOTION by Mr. Miller and seconded by Mr. Bergman, with all in favor, the October 12, 2017 Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager

i. NEXT MEETING DATE: April 26, 2018 at 9:00 A.M.

- **Approve Fiscal Year 2018/2019 Proposed Budget**
- **Accept Audited Financial Report for Fiscal Year 2017**

The next meeting will be held on April 26, 2018 at 9:00 a.m., at this location.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

Supervisors' requests were presented, in part, following the Fourth Order of Business.

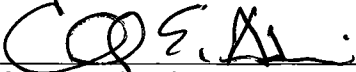
Mr. Turner stated the HOA asked him to go over some items with the Board relating to the broken pavers and the dock project, which were discussed earlier in the meeting. The HOA was also concerned about the stacking stones, outside the walls and beyond the pond at the entrance, falling down. Mr. Adams suggested setting the stones in concrete or using an epoxy. Residents were pleased with the mail box project and were now concerned with the white street and stop sign posts not being black. Discussion ensued regarding painting the posts, funding the project, whether paint would adhere, maintenance of the posts, etc. Mr. Aschenbrenner would request bids for this project. In response to a question, Mr. Adams stated there was enough in the maintenance budget to purchase and install more mounted garbage cans at the Marina.

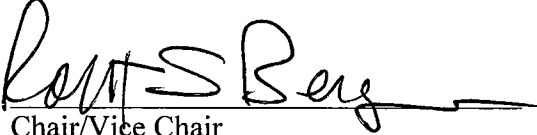
NINTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Aschenbrenner and seconded by Mr. Miller, with all in favor, the meeting adjourned at 10:07 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair