

**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, April 26, 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 (<i>via telephone</i>)	Chair
Stacy Turner	Assistant Secretary
Gary Miller	Assistant Secretary
Win Williamson	Assistant Secretary

Also present:

Chuck Adams	District Manager
Tony Grau (<i>via telephone</i>)	Grau & Associates
Jeff Lynn	Resident
Judy Anderson	Resident
Daryl Crawford	Resident and HOA President

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:00 a.m. Supervisors Turner, Miller and Williamson were present in person. Supervisor Bergman was attending via telephone. Supervisor Aschenbrenner was not present.

SECOND ORDER OF BUSINESS

Public Comments: Agenda Items

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Presentation of Audited Financial Report
for Fiscal Year Ended September 30,
2017, Prepared by Grau and Associates**

Mr. Grau presented the Audited Financial Report for Fiscal Year Ended September 30, 2017 and described the information that could be found on each page. The audit was consistent

with past audits. This was a clean, unqualified audit; there were no findings or instances of noncompliance.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2018-02, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2017

Mr. Adams presented Resolution 2018-02.

On MOTION by Mr. Miller and seconded by Mr. Turner, with all in favor, Resolution 2018-02, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2017, was adopted.

******Mr. Grau left the meeting at 9:06 a.m.******

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-03, Approving the District's Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing an Effective Date

Mr. Adams presented Resolution 2018-03. Due to conflicting schedules, a Board Member requested changing the public hearing date. The following change was made to Resolution 2018-03:

DATE: Change "July 12, 2018" to "July 5, 2018"

Mr. Adams presented the proposed Fiscal Year 2019 budget and reviewed the line items, noting increases and decreases, the reasons for increase or decreases, boat slip sales in Fiscal Year 2018 and one available for sale, etc. The following items were noted:

- It would not be necessary to utilize Fund Balance in Fiscal Year 2019
- Enterprise Fund: The upcoming implementation of online payments was expected to cost \$3,000 to \$4,000 annually.
- Page 6, Assessments: Overall, assessments would decrease from \$1,807.42 in Fiscal Year 2018 to \$1,804.75 in Fiscal Year 2019, equating to a decrease of \$2.70.

On MOTION by Mr. Turner and seconded by Mr. Williamson, with all in favor, Resolution 2018-03, Approving the District's Proposed Budget for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant to Florida Law, as amended, changing the date from July 12, 2018 to July 5, 2018 at 9:00 a.m., at this location,; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-04, Designating a Date, Time and Location for a Landowners' Meeting; Providing for Publication; Providing for an Effective Date

Mr. Adams presented Resolution 2018-04. Landowners' Elections will continue, as the District has not met the necessary 250 qualified electors residing within the boundaries of the District required to transition to the General Election process. Seats 2, 3 and 5, currently held by Supervisors Turner, Aschenbrenner and Williamson, respectively, will be up for election. Instructions for candidates interested in running for any of the Seats were provided in the agenda package. Mr. Adams briefly explained the Landowners' Election process, candidate qualifications, one vote per household, proxy votes, nominations, casting and tabulation of ballots for each seat, and term limits.

On MOTION by Mr. Williamson and seconded by Mr. Miller, with all in favor, Resolution 2018-04, Designating a Date, Time and Location for a Landowners' Meeting for November 8, 2018 at 9:00 a.m., at this location; Providing for Publication; Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Update: Online Utility Bill Payment Initiation

Mr. Adams stated the Agreements between the Bank and Inframark Infrastructure Management Services (Inframark), the District's utility billing firm, and the CDD were finalized and the accounts were set up. The Bank's Customer Service V.P. was making one final review of the documents before sending the Easy Pay Application. Upon receipt, it would be forwarded to Ms. Martha Nadar directing her to e-blast it to residents, as well as it being e-blasted by the HOA. The Application will be included in the residents' next utility bill, with instructions to

return it to Inframark to set up their online payment account. The electronic deposit between Inframark and the District is set up. The online payment services will begin in May.

EIGHTH ORDER OF BUSINESS

Update: New Dock Project

Mr. Turner stated that County Staff was reviewing the permits and he expects to receive them within the next three weeks; work should begin soon thereafter, since the Construction Contractor would not need to apply for a dock permit. A Request for Proposals (RFP) was already sent to four contractors and two of the four required further clarifications; all the responses were expected by next week and, upon receipt, they would be forwarded to Mr. Adams for distribution. Mr. Adams stated, if the responses are received in time and are within budget, they would be included in the July 5, 2018 agenda. In response to the question of how much was budgeted for the fishing dock. Mr. Turner replied \$50,000. Mr. Jeff Lynn, a resident, asked whether boaters would be able to tie or temporarily park their boats to the dock, similar to the marina. Mr. Turner stated the intent was to provide residents with the ability to fish and tethering boats was not factored into the original plan. Discussion ensued regarding whether the water depth prevented docking, possibly preventing congestion at the dock and possibly installing a 90° dock near the main lift or adding pilings to the existing dock. Mr. Turner suggested mentioning this at the HOA meeting and, if there is interest, the District could consider it. Mr. Adams suggested including this as part of the bulkhead project and beginning the permitting for additional landing areas. In response to a question of whether the boats must be stored elsewhere during that project, Mr. Adams replied no. Ms. Judy Anderson, a resident, asked if the bulkhead project was in open water only or if it included land. Mr. Turner stated the project consisted of redoing the bulkhead and the retaining wall along the main canal; once the project is completed water and power would be added to the dock.

NINTH ORDER OF BUSINESS

Discussion: CDD Topics Discussed at Recent Homeowners Association Meeting

Mr. Turner attended the Homeowner Association (HOA) meeting and presented resident concerns regarding the CDD's responsibilities and responsiveness.

- Communicating the CDD's Role Versus the HOA's Role: In conjunction with updating its website, the HOA asked the CDD update the CDD website with whom to call for a specific incident and adding points of contact with their telephone numbers.

Discussion ensued regarding whether to hire a Property Manager or have a volunteer be the liaison between the HOA and CDD to field questions and new residents not being properly informed of the HOA and CDD's different responsibilities. The Community Manager will be directed to copy Mr. Adams in her response to resident emails regarding CDD issues and be asked to serve as liaison to inform and educate new residents of the differences between the HOA and CDD. A CDD Board Member will be selected to attend the next HOA meeting to discuss the benefits of the CDD. A link to the CDD's website will be posted on the HOA's homepage. Mr. Adams will provide a summary of the CDD's responsibilities.

The following projects were discussed:

- Mail Boxes: The street signs, boat ramp and beach signs were recently painted and coordination with the Contractor to do the mail box project next, was underway.
- Plants – Front Gate: New plantings and mulch were added to replace those affected by the cold weather. Plants for the empty pots to the right, just inside the gate, will be added to the CDD projects list.
- Repair Wall: The front paver wall, outside the gate, was being repaired.
- Gate Access: Protocol for opening the front gate when cars were stacked beyond three was not being followed.

A Board Member agreed the process was not efficient and proposed, as done in prior years, keeping the gate open from 7:00 a.m., to 7:00 p.m., especially since photographs of drivers and their license plates were being taken. Discussion ensued regarding whether this was a day or night issue, if delays were caused by guests not knowing resident house numbers, the camera not seeing past the third car, Uber drivers and Contractors not being registered. Suggestions were made to change the protocol and lessen delays by allowing Uber drivers to present their Uber I.D., instead of a driver's license and adding language closed captioning options to the system. Discussion ensued regarding the system not being presented to residents before it was purchased and surveying residents about the gate system. Mr. Bergman will confirm whether security repositioned the camera angle to see past the third car. Mr. Adams will contact Mr. Aschenbrenner and their Service Representative at EnverSystems to discuss improving the system and address the issue.

- Boat Lift: The quarterly boat lift inspection was completed. From a safety standpoint, the lift is fine; however, the options were provided regarding repairing or replacing tilted beams or installing two motorized trolleys to replace the two that are not motorized.

TENTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of March 31, 2018

Mr. Adams presented the Unaudited Financial Statements as of March 31, 2018.

ELEVENTH ORDER OF BUSINESS

Approval of January 11, 2018 Regular Meeting Minutes

Mr. Adams presented the January 11, 2018 Regular Meeting Minutes and asked for any deletions, additions or corrections.

On MOTION by Mr. Miller and seconded by Mr. Turner, with all in favor, the January 11, 2018 Regular Meeting Minutes, as presented, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Buchanan Ingersoll & Rooney PC*

There being no report, the next item followed.

B. District Engineer: *Landmark Engineering & Surveying Corp.*

There being no report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

i. NEXT MEETING DATE: July 12, 2018 at 9:00 A.M.

The next meeting will be held on July 5, 2018 at 9:00 a.m., at this location, instead of July 12, 2018.

THIRTEENTH ORDER OF BUSINESS

Public Comments: Non-Agenda Items

Mr. Lynn made the following suggestions:

- Lift Pass Code: Rotate changing the lift pass code to prevent access by nonresidents.
- Homeowners Maintaining Palm Trees: As certain residents are not complying with HOA's Rules and the CDD does not maintain private property, Mr. Adams suggested Mr. Lynn obtain bulk pricing quotes from Baycut and have the HOA offer it to the residents.
- Dredging Channel Where the Lift Drops: Mr. Adams would add this to the bulkhead projects list. Discussion ensued regarding dredging in nearby communities and whether to

piggy-back off that project to limit the cost. Mr. Lynn will send Mr. Adams the name of the Contractor performing the work and draft an Agreement to complete the District's small area.

Ms. Anderson stated she was excited about the new fishing dock and noted the following ideas and/or issues in the area:

- Fire Ants: Mr. Bergman will contact Baycut to inspect and treat the area around the fishing dock.
- Wood Border: Replace it with different material because carpenter ants had eaten away at it. Mr. Tuner stated that, once the dock is completed, this would be added to the projects list.

Mr. Lynn suggested holding another resident cleanup day, similar to last year. Ms. Anderson was asked by Ms. Popielarcheck to find out if residents could attend CDD meetings by telephone. Mr. Adams stated that, due to cost, a minimum number of lines were available. Residents could listen but not actively participate. Regarding whether attendees could present another resident's questions, by proxy, Mr. Adams replied affirmatively.

FOURTEENTH ORDER OF BUSINESS

Supervisors' Requests

There being no Supervisors' requests, the next item followed.

FIFTEENTH ORDER OF BUSINESS

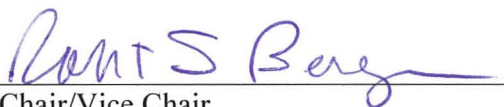
Adjournment

There being nothing further to discuss, the meeting adjourned.

<p>On MOTION by Mr. Turner and seconded by Mr. Williamson, with all in favor, the meeting adjourned at 10:29 a.m.</p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair