

Summary of the January 19th, 2017 Workshop and Regular CDD Meeting

Workshop Agenda

Call to Order and Roll Call – All were present including Stephen Bloom, Peter Brill, Alan Baldwin and Terri Lusk from Severn Trent.

Discussion on Five Year Financial Plan – Severn Trent presented the framework for the development of a Capital Improvement Plan. The BOS discussed several goals that they would like to see done in the next 5 years. There will be another workshop at 9:00 am on February 16th, 2017.

Adjournment – 9:59 am

Regular Meeting Agenda

Call to Order and Roll Call – All were present

Audience Comments on Agenda Items – Speakers are limited to 3 minutes each

Approval of Consent Agenda – Approved as presented.

- A. Approval of the Minutes of the December 15, 2016 Meeting
- B. Financial Statements and Check Register
- C. Field Management Report
- D. Maintenance and Activity Monthly Reports

Old Business

- A. **Office Update** - Michelle updated the board that she has met with most of the contractors and is hoping to have prices for the next meeting. Supervisor Bell presented the original option the Mrs. Keller had presented prior for an alternate office option. This option would split the rooms down the center. The Board voted 3-2 to get prices to get cost to split the offices that way.

New Business

- A. **Janitorial Bids** – Michelle explained to the Board that we are still having issue with the janitorial services. A proposal was received from Coverall cleaning to clean 4 days a week during season and 3 days a week during non-season months. The Board voted to go with Coverall's proposal.

Staff Reports

- A. Attorney
 - i. **Discussion on Limitation of Chairperson for One Year** – the attorney presented an answer that stated if we choose to change the term of the chairman would have to be done by referendum
- B. Engineer
- C. Manager
 - i. **Consideration of Resolution 2017-04 Budget Amendment** - Approved

On-Site Administration Report - Project Updates – Michelle presented several proposals to have work done:

- A. **Concrete Repairs** – Michelle informed the Board that there 3 major areas of concern that can no longer be ground down. 1 – The large hump in the greenbelt walkway, 2 – The pad under the gazebo that leads from the parking lot to the pool and 3- The pad from the gazebo to the lake. The Board approved for all 3 areas to be done in the amount of \$ 5,438.
- B. **Cutting back of the Brazilian Pepper** – Michelle informed the Board that along the Crestview water area, the Brazilian pepper that is on the canal bank has overgrown so much onto HOP property that it is preventing the irrigation from working correctly. Artistree provided a proposal to cut it back in the amount of \$1,900. The Board approved it 5-0.
- C. **Clubhouse Lighting** – When Tony came in to look at the office renovation project, we found several lights out in the clubhouse. He provided a proposal to change ALL the lights in the clubhouse to LED lights for \$ 2,300. The Board approved it 5-0.
- D. **Library Bookshelves** – Supervisor Bell was approached about taking out the current desk in the library and adding additional bookshelves. The Board approved to order more bookshelves with a not to exceed \$ 500 cost.
- E. **Security Alarm Corp additional camera** – Michelle informed the Board that after an incident that happened at the back, there was a need to add one more camera to get the car and license plate for the entrance side at the rear gate. SAC provided a proposal for \$ 680 to install a new camera. The Board approved it 5-0

Supervisor Requests

Supervisor Bell – would like to add the Activities Department to the next Agenda.

Chairman Bitgood – Informed the Board about the dates to tour one of the Charlotte County Waste Water plants. He also brought up that the Board Members should be careful when using social media so that the Sunshine Law is not violated. He mentioned to the audience that if we don't receive any rain by February 1, we need to cut back the irrigation to one time per a week.

Feedback on Comments of Previous Board Meeting – It was stated that the letter we received last month with issues about maintenance has been addressed and we have added those item into the new janitorial contract.

Audience Comments – Dave Mursewski commented on the lack of maintenance.

Adjournment

Workshop at 9:00 am on February 16, 2017 and the Next regular Meeting February 16, 2017 at 10:00 am.