

**MINUTES OF MEETING
EAST PARK COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the East Park Community Development District was held at 6:05 P.M. on Monday, November 28, 2016 at the offices of the House of Management Enterprise, 5756 S. Semoran Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Angel Colon	Chairman
Scott Phillips	Vice Chairman
Tom Bonner	Assistant Secretary
Graciela Von Blon	Assistant Secretary
Tom Oneal	Assistant Secretary

Also present were:

Gary Moyer	Manager: Moyer Management Group
Roy Van Wyk	Attorney: Hopping Green & Sams (via telephone)
Rey Malave	District Engineer
Brian Smith	Field Manager

The following is a summary of the minutes and actions taken at the November 28, 2016 East Park Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Moyer called the meeting to order at 6:00 P.M. The record will reflect all supervisors were present constituting a quorum for this meeting.

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items

There were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office Elected Supervisors – A. Colon, S. Phillips and T. Oneal

Mr. Moyer noted three supervisors qualified for the General Election and ran unopposed for the seats they currently occupy.

Mr. Moyer, a Notary of the State of Florida administered the Oaths of Office to Mr. Angel Colon, Mr. Scott Phillips and Mr. Todd Oneal; copies of which are attached for the record.

B. Resolution 2017-1, Designating Officers

Mr. Moyer commented that at this time the Board can designate a change in officers or keep the same officer structure which is as follows: Angel Colon, Chairman; Scott Phillips, Vice Chairman; Gary Moyer, Secretary; Robert Koncar, Treasurer; Stephen Bloom, Assistant Treasurer; and Graciela Von Blon, Tom Bonner and Todd Oneal; Assistant Secretaries.

On MOTION by Mr. Phillips seconded by Mr. Bonner with all in favor Resolution 2017-1 keeping the current officer structure was adopted.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 26, 2016 Meeting

Mr. Moyer stated each Board member received a copy of the minutes of the September 26, 2016 meeting and requested any corrections, additions or deletions.

There not being any,

On MOTION by Ms. Von Blon seconded by Mr. Colon with all in favor the minutes of the September 26, 2016 meeting were approved.

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

Mr. Moyer reviewed the financial statements through September 30, 2016, which were included in the agenda package.

- These are for the end of the 2016 fiscal year financial activity.
- All non-ad valorem assessments were collected and payment was received from the city for park maintenance; ending up the year with \$19,000 more in revenue then what was budgeted.
- On the operations and maintenance side we were \$5125 under budget; field operation was \$33,407 under budget; so in total we were \$38,532 under budget; when you add that to the \$19,000 over in revenues we added \$57,699 to the fund balance.

B. Check Register

- The check register for the period September 1, 2016 to September 30, 2016 was included in the agenda package.

On MOTION by Mr. Colon seconded by Mr. Bonner with all in favor the check register for the period September 1, 2016 to September 30, 2016 was accepted.

C. Motion Assigning Fund Balance Reserve as of 9/30/16

- Assigning part of fund balance to operating reserve was addressed.

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor the motion assigning fund balance reserves as of September 30, 2016 was approved as presented.

D. Termination of Dissemination Agreement with Prager & Co.

E. Consideration of Agreement with Severn Trent for Dissemination Agent Services

- Termination of Prager & Co. Dissemination Agreement was presented. They no longer provide this service.
- An Agreement with Severn Trent for Dissemination Agent Services was presented for consideration. The fee is the same as the amount in the Prager & Co. agreement.
- Mr. Van Wyk requested the opportunity to review the agreement and make any comments if necessary.

On MOTION by Mr. Colon seconded by Mr. Oneal with all in favor to accept the Prager & Co. Dissemination Agreement Termination Letter dated September 26, 2016; and accept the Agreement with Severn Trent for Dissemination Agent Services subject to legal review was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Acquisition of Ravinia at East Park and Overlook at East Park Infrastructure

- Mr. Van Wyk gave a summary of the documents related to the transfer of the parcels for both Ravinia and the Overlook at East Park.

- In reviewing the plats for those two areas, some of the lands mentioned in the plats to be deeded over or to be maintained are owned by the HOA, and that is why there is a Quit Claim Deed from the HOA.
- The Special Warranty Deed from D.R. Horton transfers the mentioned tracts in both Overlook and Ravinia.
- Before the Board can maintain areas they must officially accept the transfer of the deed and parcels over to the District.
- Mr. Malave confirmed his inspection of the tracts being transferred.
- Discussion ensued with regard to the documents presented.

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor to accept the Quit Claim Deeds and Special Warranty Deeds for Tracts A, B, C, D, E, F, G, H, and L, Ravinia and Tracts A, C, and E, Overlook at East Park were approved.

B. Engineer

- Mr. Malave requested authorization to proceed with the transfer of the pond in Ravinia from a construction permit to an operations permit in the CDD's name.

On MOTION by Mr. Phillips seconded by Mr. Colon with all in favor staff was authorized to transfer the pond in Ravinia from a construction permit to an operations permit in the name of the CDD.

- It was reported that there are 46 lights in Ravinia costing \$2,200 per month. Since 11 of those lights belong to the HOA, it was requested they pay their portion of the monthly bill. The District will accept 35 lights for payment with the remaining lighting cost being paid by the HOA.

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor for the CDD to pay for 35 of the lights and the HOA to keep 11 lights; having OUC split the bills accordingly was approved.

- Repair of damage to the brick column near the entrance and median caused by traffic accident was addressed.

C. Field Operations

- i. Field Management Report – Fountain on Dowden Road**
- ii. Action Items List**
- iii. Residential Call Log**
- iv. Servello & Son Report**
- v. Applied Aquatic Management Report**
- vi. Vertex Water Features Management Report**

- Running power for the fountain on Dowden Road was discussed. The Board previously approved a not to exceed amount of \$18,000 but the proposal is for \$20,484. There may also be another \$1,500 for miscellaneous costs.

On MOTION by Mr. Colon seconded by Mr. Bonner with all in favor staff was authorized to proceed with the fountain project in a not to exceed amount of \$22,000.

- Mr. Smith is following up on the fence installation and commented the District will own the tract where the fence is to be installed once the transfer is completed.
- Holiday decorating is in progress.
- The monthly Field Management Reports were included in the agenda package.

SEVENTH ORDER OF BUSINESS

Updates and Discussion Items

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments


There not being any, the next item followed.

TENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. Colon seconded by Mr. Phillips with all in favor the meeting was adjourned.



Gary L. Moyer
Secretary



Angel Colon
Chairman