PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT
CONTINUED BOARD OF SUPERVISORS' MEETING
Friday, June 20, 2025
11701 SW 30th Avenue, Gainesville, FL 32608
1:00 p.m.

Board Members present at roll call:

Marshall Rice	Assistant Secretary
Tara Ezzell	Assistant Secretary
Kelsy Hill	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager – PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant – PFM Group Consulting LLC	(via phone)
Kiara Cuesta	PFM Group Consulting LLC	(via phone)
Ashley Quiros	PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)
Alisa Carlino-McGowan	Lifestyle Manager – Berman	
Samantha Sharenow	Berman	
Destiny Dawson	Berman	
Matt Davenport	Berman	

Various residents and audience members present.

FIRST ORDER OF BUSINESS — **Organizational Matters**

Call to Order and Roll Call

Ms. Carvalho called the meeting of the Parker Road Community Development District Board of Supervisors to order at 1:07 p.m. and the roll call was initiated. A quorum was established with the attendance of Board Members outlined above. Others in attendance or via speaker phone are also listed above.

The Board held a moment of silence in memory of Barbara Staras.

Public Comment Period

There were no public comments at this time.

Consideration of Kevin McGee's Letter of Resignation from the Board of Supervisors

The board reviewed the letter.

> ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board accepted Kevin McGee's Letter of Resignation from the Board of Supervisors.

Nominations for Vacant Seat 1 (Term Expires 11/2026)

Ms. Carvalho reviewed the terms for the vacant seats and the two resumes that were received.

The Board discussed the candidates. It was noted there should be further opportunity for persons interested in filling the vacant seats to provide their information.

Ms. Carvalho noted Ms. Carlino-McGowan can send an email blast regarding the vacancies to gain more interest and review more resumes. She recommended nominating one candidate in order to have a quorum at future meetings.

> ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with one opposed, the Board nominated Mr. Tim Momol to Vacant Seat 1, with a Term expiration of 11/2026.

Nominations for Vacant Seat 5 (Term Expires 11/2028)

The Board agreed to defer the decision until the July Board meeting. An email blast will be sent to residents to gain interest and receive resumes. The deadline to submit resumes will be July 23, 2025, in order to send to the Board for review.

Consideration of Resolution 2025-05, Electing Officers

Ms. Carvalho reviewed the current slate of Officers and noted a Chair and Vice Chair need to be chosen.

The Board briefly discussed the positions of officers and selecting interim officers. The Board agreed to appoint Ms. Ezzell to serve as interim Chair, and Mr. Rice to serve as interim Vice Chair.

> ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved Resolution 2025-05, Electing Officers, with Ms. Ezzell as Interim Chair, Mr. Rice as Interim Vice Chair, Mr. Momol as Assistant Secretary, and all others remaining the same.

Mr. Rice read a statement to the Board presenting his views on the RFP process underway for a landscape service vendor.

Ms. Carvalho reviewed the RFP process and project manual for the Board. It was noted the statement provided was not factual, but perception.

There was brief discussion regarding the statement by Mr. Rice.

Ms. Buchanan gave an overview of the public procurement procedures and process. She also reviewed challenges that bidders can make against the District. She noted the Board can change the terms of the RFP to no longer make the pre-bid meeting mandatory. However, this does open the District up to a specifications challenge, although a low risk. It is also not appropriate for Board Members to have one-on-one conversations with potential bidders.

Ms. Carvalho also noted the RFP process could be restarted if the Board desired.

The Board discussed the proposal submission process.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with one opposed, the Board maintained the RFP process currently underway and upheld the mandatory pre-bid meeting.

There was brief discussion regarding the pool maintenance. It was noted the issues are being addressed.

Ms. Hill also noted Board members should not be responding to residents via social media.

The Board also discussed the mulch within the community. The mulching process begins on Monday.

SECOND ORDER OF BUSINESS — General Business Matters

Consideration of the Minutes of the:

a. **May 7, 2025, Board of Supervisors' Meeting**
b. **May 28, 2025, Continued Board of Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board approved the Minutes of the May 7, 2025, Board of Supervisors' Meeting, and the May 28, 2025, Continued Board of Supervisors' Meeting.

Consideration of Resolution 2025-06, Amending Resolution 2025-04 Resetting the Date of the Public Hearing for the Adoption of the Fiscal Year 2026 Proposed Budget

Ms. Carvalho reviewed the resolution and noted it is to reschedule the public hearing to the August 15th meeting. This allows time to give residents notice of the budget increase.

The Board agreed to hold the August 15th meeting at 3:30 p.m.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved Resolution 2025-06, Amending Resolution 2025-04 Resetting the Date of the Public Hearing for the Adoption of the Fiscal Year 2026 Proposed Budget for August 15th, 2025, at 3:30 p.m.

Consideration of Community Pressure Washing Proposals

a. **Quality Seal Services LLC**
b. **American Power Washing**
c. **Alpha 1 Pressure Washing**

Ms. Carlino-McGowan gave an overview of the proposals. She reviewed the areas that were still needing completion for 2025. Funds would need to be moved from the Amenity Gas line item to cover $11,105.00. The recommendation is to move forward with Quality Seal Services, LLC.

The Board briefly discussed the expense.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved the Proposal from Quality Seal Services, LLC, with $11,105.00 being moved from the Amenity Gas line to cover the expenses.

Ms. Carlino-McGowan reviewed the proposals for pressure washing in 2026. She noted the budget is $60,000.00. She recommended removing the areas under construction from the proposal.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved the Proposal from Quality Seal Services, LLC, for Pressure Washing in 2026.

Consideration of Proposal for Design and Permitting of Pickleball Courts

Ms. Carlino-McGowan gave an update on the proposal for the Pickleball Courts. She noted the bid for the design and permitting came in $1,000.00 over the approved not-to-exceed amount of $15,000.00. Once complete, the project can move forward.

The Board briefly discussed the cost.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the Proposal for Design and Permitting of Pickleball Courts, in the amount of $16,000.00.

Consideration of Proposals for Trash Cans

Ms. Carlino-McGowan reviewed the proposal. The landscaping team picks up the trash, but there is still a lot of trash on the ground within the community. The trash is emptied twice a week. She noted these trash cans would be for the common areas.

The Board reviewed the trash can options and the cost. The proposal is for six trash cans, which would be emptied by Jesus during the week.

Ms. Hill recommended sending out a resident email blast and speaking with the contractors who throw away trash to make them aware of the issue.

Ms. Carlino-McGowan will follow up on the exact areas that could benefit from the trash cans for the Board to reassess. This item was deferred until the October meeting.

Consideration of Proposal for Trash Rack

Ms. Carlino-McGowan reviewed the proposal. She noted this is for a common area that has drainage issues and is for a grate that would allow the water to drain, but not the mulch. The mulch is clogging the existing drain. The trial grate box is $600.00, to see if this would solve the issue. If successful, the boxes cost $1,700.00 each. Ms. Carlino-McGowan will follow up to see if the $600.00 can be applied to the cost of the actual boxes.

The Board discussed the mulch issues and Ms. Carvalho recommended working with the HOA to notify residents and give them recommended options, such as red rock.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved the Proposal for the Trash Rack trial box in the amount of $600.00.

Discussion of Amendments to the Amenity Policies for the Fitness Center

Ms. Carlino-McGowan reviewed the requested amendments. Currently, the Amenity Center has been open 24 hrs., instead of during the hours of 4 a.m. – 11 p.m., to alleviate the ongoing issue of the alarm being set off. An Alexa device has been added to the Amenity Center that announces the closing time, which has helped slightly. The lights are also shut off at 11 p.m., but some residents continue to work out in the darkness.

Ms. Hill recommended continuing to monitor the times that residents are leaving the building.

Ms. Carlino-McGowan will send an email blast to residents regarding fees related to the alarm and the Amenity Center hours. Ms. Carvalho will review the minutes of the last Board meeting to confirm but noted anything related to fees would call for a public hearing.

The Board requested a breakdown of the administrative costs related to false alarms.

This item will be brought back to the August Board Meeting/Public Hearing.

Discussion of Agreements / Waivers / Facility Use Fees for Coaches

Ms. Carvalho reviewed the previously discussed fees for coaches. It is up to the Board to determine how to handle the non-resident usage and/or fees, the process of onboarding and a liability waiver, and what percentage from the coaches needs to be going towards the CDD.

The Board discussed the resident versus non-resident usage and fees.

Ms. Hill noted residents' guests should be registered and any team utilizing the pool should be charged the annual fee. Non-residents should not be allowed use of the amenities. All schedules are posted for the community. Coaches need to have background checks, and the recommendation is to have 10% of their funds go back to the amenity center.

Ms. Ezzell recommended increasing the non-resident fee to the same as the resident fee. It was noted the amenity center has to be available to the public as a statutory requirement. She discussed the differences between the fitness center trainers, tennis instructors, and pool coaches. The coaches increase the value of the amenity center and help maintain the facility. She noted that any fee that is increased for the coaches will most likely be passed on to the resident that is paying the coach. Only residents and residents' guests should be allowed in classes.

It was noted that coaches carry their own insurance.

There was continued discussion regarding charging the coaches a fee and the process that would be used to do so. This would need a point of sale (POS) system and a platform for reporting.

Ms. Glasgow noted she and Ms. Carlino-McGowan have been searching for an online platform for this and most of them require a social security number for the account number, not just an EIN.

Ms. Hill will do continued research regarding the online platform.

Ms. Carvalho reviewed the changes that the Board recommended. This included increasing the non-resident fee to match the resident fee, charging the instructors an additional 10% to go toward the District, making sure the coaches go through the onboarding process, having a guest registration process, and only having residents be allowed in classes.

The Board briefly discussed the guest registration process. Ms. Sharenow gave examples of the guest registration process within other communities. It was noted the process needs to be communicated to residents.

This will need to be finalized at the public hearing under the Amenity Policies.

Ms. Buchanan will work on the liability waiver for the instructors/coaches and finalize with Ms. Hill and Ms. Carvalho.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved the creation of the Liability Waiver for Coaches.

Ms. Carvalho reviewed what the policy would include.

Ratification of Lawn Enforcement Agency Inc. Proposal for Mulching

Ms. Carvalho called for a motion, noting this project will begin on Monday.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell with all in favor, the Board ratified the Lawn Enforcement Agency Inc. Proposal for Mulching.

Ratification of Payment Authorization Nos. 296 – 305

Ms. Carvalho noted these are solely for ratification.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with all in favor, the Board ratified Payment Authorization Nos. 296-305.

Review of District Financial Statements

The Board reviewed the District financial statements as of May 31, 2025.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the approved the District Financial Statements.

THIRD ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Carvalho noted the next Board meeting is scheduled for July 31, 2025, at 4:00 p.m.

Ms. Buchanan gave an overview of the Temporary Construction and Access Agreement. She noted this is a request from the City of Gainesville/GRU in relation to common land area in Phase 4. They are wanting to install temporary water piping through that area. This will not interfere with transportation in the District and will expire on December 25, 2025. This is a previously approved agreement that did not take place in the original requested timeframe.

Ms. Hill requested a provision for a sinkhole within a period of two years. Ms. Buchanan will follow up.

The Board briefly discussed the agreement and the provision.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board approved the Temporary Construction and Access Agreement, subject to the sinkhole provision.

Field Manager & Lifestyle Coordinator – Ms. Carlino-McGowan gave an update on projects. She noted the box painting project and pressure washing has been completed. The two broken pedestals have been replaced and will be painted on Sunday. Community mulching begins on Monday. The utility shed and cart proposals have been received, in the amount of $57,306.00. This aligns with the not to exceed amount of $70,000.00. The base of shed and fence landscaping proposal should be received this week. The mushroom manufacturer will be on property on Monday to see what is needed for repair. The pool heater extension projects also begin on Monday. The missing street signs have been ordered, and the sidewalk repairs request has been submitted. Summer security ends August 11th. The Envera security system was installed on Monday.

Ms. Carlino-McGowan also reviewed the swale tree bid that was received, which would include the resident trees. However, this would need a special assessment to be put in place due to Developer funding. Cepra is taking care of the trees and shrubs at this time, which is $88,000.00. However, the extra cost for the trimming of the swale trees is not within budget currently.

The Board discussed the tree-related issues and how they relate to the POA responsibility. Ms. Carvalho recommended the possibility of taking over that responsibility with reimbursement from the POA.

Ms. Buchanan noted this would require review and creation of an agreement between the two entities. Ms. Carlino-McGowan will follow up.

Ms. Carlino-McGowan noted that Pond 14 in Section 5A has not been maintained. It is now added to Solitude's Lake Management.

There are a lot of new events for the community. It was noted that July 19th is the Community Pool Party and September 27th is the Community Yard Sale. There will be vendors and food trucks attending both events. Kona Ice is at the Amenity Center every Saturday. Summer dance classes are also beginning.

FOURTH ORDER OF BUSINESS **Audience Comments and Supervisors' Requests**

There were no further comments or requests at this time.

FIFTH ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

On MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the June 20, 2025, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at 3:21 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson