PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Thursday, July 31, 2025
11701 SW 30th Avenue, Gainesville, FL 32608
4:00 p.m.

Board Members present at roll call:

Marshall Rice	Vice Chairperson	
Tara Ezzell	Chairperson	
Kelsy Hill	Assistant Secretary	(via phone)
Tim Momol	Assistant Secretary	
Gary Gossman	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)
Wes Haber	District Counsel - Kutak Rock LLP	(via phone)
Alisa Carlino-McGowan	Lifestyle Manager – 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 4:00 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.

Public Comment Period

Mr. McGee expressed concern with Cepra's performance. He mentioned the dead plants throughout the community and noted that Cepra should be responsible for replacement. There was brief discussion regarding the plant warranty. Ms. Carvalho noted this would be part of the contract once the proposals are reviewed.

There were no other public comments at this time.

Review of Candidates for Vacant Seat 5 (Term Expires 11/2028), Appointment of Board Member to Seat 5, and Consideration of Resolution 2025-07, Electing Officers

Mr. Momol was previously appointed to the Board and given the Oath of Office. Mr. Momol accepted his right to compensation. Any questions can be directed to Ms. Carvalho or District Counsel regarding being on the Board. It was noted a District email is provided.

Mr. Haber reviewed the Florida Sunshine Law and Public Records Laws.

Ms. Carvalho reviewed the submissions that were received for Seat 5.

> ON MOTION by Mr. Rice, seconded by Ms. Ezzel, with all in favor, the Board nominated Mr. Gossman to Seat 5.

Ms. Carvalho administered the Oath of Office to Mr. Gossman. He accepted his right to compensation.

Ms. Carvalho reviewed the slate of Officers and noted Ms. Ezzell will be Chair, Mr. Rice will be Vice Chair, Ms. Carvalho will be Secretary, and all others will be Assistant Secretaries.

> ON MOTION by Mr. Rice, seconded by Mr. Gossman, with all in favor, the Board approved Resolution 2025-07, Electing Officers.

SECOND ORDER OF BUSINESS **General Business Matters**

Review of Proposals for Landscape Services RFP & Presentations by Responders

a. **Lawn Enforcement Agency**
b. **United Land Services**

Ms. Carvalho noted there were two companies that went to the pre-mandatory meeting. Proposals have now been received.

Mr. Triano of Lawn Enforcement Agency gave an overview of their company, services and proposal. It was noted their company is only 15 minutes away from the community and they can be on site whenever needed. Detailed monthly reports are included in the services provided. The contract could be adjusted to include 40 visits a year, and retention ponds could be serviced bi-weekly in the summer and monthly in the winter. This would save $62,000.00 compared to the original proposal. The contract gives $10,000.00 per year to the District to spend on landscaping, as they choose. All staff have their certifications. There was an overview of the fertilizers to be used and the staff that will be on property. All work is done by in-house staff and the only subcontractor that is used is for tree trimming, when needed. The contact person for the District would be the Account Manager. Work would start around 8:00 a.m. It was noted the Google average for the Lawn Enforcement Agency is 3.5.

Mr. Blackson of United Land Services gave an overview of their company, services and proposal. All staff have their certifications. It was noted that the Bahia grass areas do not need to be cut as much as the other areas of grass, which could be a cost cutting area. The contact person for the District would be the Account Manager. The Production Manager will be the onsite person. The irrigation specialist would be on property approximately 10 hours a week. There are no subcontractors used. Work would start around 8:00 a.m. It was noted the Google average for the United Land Services is 3.0. It was noted that by grouping the areas together, there are cost savings to the District. United Land Services have a 98% customer retention rate. There was brief discussion regarding communication with Ms. Carlino-McGowan, and the process of handling equipment that is broken by landscapers. There was also discussion regarding the proposed cost for annuals. It was noted the difference could be the inches between each plant.

The Board discussed the proposals and the costs for services.

Mr. Haber noted there is no obligation for the proposers to negotiate and gave an overview of the process. The District does have the ability to terminate and go through the RFP process again.

Ms. Hill recommended adding a review clause in the contract.

Mr. Haber noted both parties would have to agree to the clause.

The Board discussed their choices for proposers. Mr. Momol reviewed cost-efficiency options and requested clarification of the types of products being used.

Ms. Ezzel noted that both companies seem to be willing to work within the proposal.

Mr. Haber noted it is a requirement that the proposers be ranked according to the RFP and gave an overview of the process for ranking. The Board reviewed the rankings and proceeded with ranking the proposers.

Ms. Carvalho reviewed the rankings that were given by the Board to the proposers. Lawn Enforcement Agency was ranked the highest.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with Mr. Momol opposed, and all others in favor, the Board authorized District Staff to give notice of intent to award the contract for Landscape Services to Lawn Enforcement Agency, and authorized the Chair to execute the contract.

There was discussion regarding the date of termination of Cepra and the services not rendered thus far. Mr. Haber noted there can be termination immediately with cause, or 30-day notice to terminate without cause. Mr. Haber gave an overview of that process.

Ms. Sharenow noted Berman will do a walkthrough once the work with Cepra has been terminated, and another walkthrough with the new company to confirm they are aware of the undertaking.

The Board agreed to proceed with the 30-day termination letter for Cepra and to negotiate a contract for Lawn Enforcement Agency to begin September 1st.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board authorized District Counsel to proceed with a 30-day termination letter to Cepra, and authorized the Chair to execute.

Consideration of the Minutes of the:

a. **June 20, 2025, Board of Supervisors' Meeting**
b. **July 9, 2025, Landscape RFP Response Opening Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the Minutes of the June 20, 2025, Board of Supervisors' Meeting, and the July 9, 2025, Landscape RFP Response Opening Meeting.

Consideration of Resolution 2025-08, Amending Resolution 2025-06 Resetting the Date of the Public Hearing for the Adoption of the Fiscal Year 2026 Proposed Budget

Ms. Carvalho reviewed the resolution and noted this is to move the Public Hearing to August 28, 2025.

ON MOTION by Mr. Rice, seconded by Mr. Momol, with all in favor, the Board approved Resolution 2025-08, Amending Resolution 2025-06, Resetting the Date of the Public Hearing for the Adoption of the Fiscal Year 2026 Proposed Budget.

Consideration of Cepra Proposal for Clean-up of Wooded Area

Ms. Carlino-McGowan noted this is in Section 5 and needs clean-up. Pond 14 was just added to the lake contract in that area. She noted there are three proposals for the landscapers.

This item was deferred until the new landscaping company starts.

Consideration of NV5 Estimate for Pickleball Courts Project

Ms. Carlino-McGowan gave an overview of the estimate and noted there are construction administrative costs. She requested a not-to-exceed of $8,000.00. Alachua County is requesting a review fee for their permitting process, which is $2,400.00. This is in the contingency fund of the budget.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the NV5 Estimate for Pickleball Courts Project.

Consideration of BSN Sports Quotation for Basketball Equipment Replacement

Ms. Carlino-McGowan noted the cranks are missing from the equipment, along with various hardware. The total cost is $1,246.67 and is already in the budget.

ON MOTION by Ms. Ezzell, seconded by Mr. Gossman, with all in favor, the Board approved the BSN Sports Quotation for Basketball Equipment Replacement.

Consideration of HabiTech Systems Proposal for Audio System Update

Ms. Carlino-McGowan noted the audio system no longer works in all the areas; it only works in two. The software needs to be updated along with the system. The total cost is $5,579.14 and the funds are available in General Repairs and Maintenance.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the HabiTech Systems Proposal for Audio System Update.

Review of Mailbox Project Cost Sheet

Ms. Carlino-McGowan noted this is for the mailbox project and there are two additional mailboxes that need repainting, along with a few mailbox numbers that need replacement. The total cost for this project is $2,435.00. There are monies remaining in the shed project fund that can be used.

The Board discussed the cost and the possibility of having Jesus complete the project. Ms. Hill noted there are other places to purchase the decals from.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the Mailbox Project Cost Sheet.

Ms. Carvalho recommended looking into having Jesus complete these types of projects in the future.

Discussion of Tennis Court Reservation Quota

Ms. Carlino-McGowan noted that many residents are complaining that they cannot get a tennis court reservation. She recommended having a quota in place for how many reservations a household can have per week.

The Board discussed the quota and agreed to have two reservations per household per week.

ON MOTION by Mr. Momol, seconded by Mr. Gossman, with all in favor, the Board approved the revision of the Quota Process for Tennis Court Reservation, with Two Reservations per Week per Household allowed.

Ms. Carlino-McGowan noted that a resident requested to have a Pickleball Tournament Fundraiser for her church. The Board discussed having non-residents on the court. Ms. Hill recommended having a rental fee for the court and liability waivers for all players. The Board declined to allow the fundraiser. Ms. Carvalho noted the discussion regarding rules and regulations in relation to the amenities will be discussed at the August meeting.

Update on Dog Park Project

Ms. Hill gave an update on the Dog Park Project. She noted there is a new area that is being reviewed for the location. The new location has natural shade and is a green space, not anywhere near water sources. She will provide a map to the Board and will continue working on the budget and timeline.

Update on POS System

Ms. Carlino-McGowan gave an update on the POS system and reviewed the costs from STAX. She noted that this company can work with governmental entities and does not require a Social Security Number.

Ms. Hill noted they do not have good reviews and would like to request a proposal with fees breakdown.

Ms. Carvalho noted this would be reviewed by District Counsel prior to entering into a contract.

ON MOTION by Mr. Rice, seconded by Mr. Momol, with Ms. Hill opposed, and all others in favor, the Board approved the POS System with STAX, Option 2, with review of the contract by District Counsel.

Ratification of Payment Authorization Nos. 306 – 311

Ms. Carvalho noted these are tied to the General Fund and are solely for ratification. They have previously been approved by the Chair.

The Board reviewed the payment authorizations.

ON MOTION by Mr. Gossman, seconded by Mr. Momol, with all in favor, the Board ratified Payment Authorization Nos. 306-311.

Review of District Financial Statements

The Board reviewed the District financial statements as of June 30, 2025.

Mr. Momol commented regarding reviewing the plans with the new landscaping company.

Ms. Carvalho confirmed Berman would be doing the punch list walkthrough.

THIRD ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho noted the next Board meeting is scheduled for August 28, 2025, at 11:30 a.m., at the same location. This meeting will be the Public Hearing for the budget and there will need to be a quorum.

Field Manager & Lifestyle Coordinator – Ms. Carlino-McGowan gave an update on projects. She noted the fireplace has been replaced, the Envera camera systems are up and running, the stationary bike in the Fitness Center has been repaired, and the shed will arrive in 4-6 weeks. Pond 8 had a sinkhole that has been filled. The mulch project is wrapping up, while the pressure washing project continues. The pool heaters and enclosure construction will start next week. This should be completed by October. The ADA pool chair lift has been installed, and the pool mushroom is operational.

Ms. Dawson gave a Lifestyle community update. She noted the Pool Party had a great turnout. Salsa has been a very popular event. The hotdog cart and Kona Ice continues to come out.

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

Mr. Momol commented on the dead plants and reviewing what the old company is responsible for.

Ms. Carvalho confirmed Berman would be doing the punch list walkthrough.

Mr. Rice noted the three proposals regarding the dead plants would be good to refer to for the cost related to Cepra and their contract being terminated.

Mr. Momol requested to have the kitchen open 8:00 a.m. – 5:00 p.m. on the weekends for residents.

Ms. Carvalho noted Ms. Carlino-McGowan can follow up.

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 Mr. Rice, seconded by Mr. Gossman, with all in favor, the July 31, 2025, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at 6:42 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson