

**PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Friday, November 21, 2025
11701 SW 30th Avenue, Gainesville, FL 32608
11:30 a.m.**

Board Members present at roll call:

Tara Ezzell	Chairperson
Marshal Rice	Vice Chair
Tim Momol	Assistant Secretary
Kelsy Hill	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)
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)
Alisa Carlino-McGowan	Amenities Manager – Berman	
Destiny Dawson	Lifestyle Coordinator – 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 11:31 a.m. and the 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

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
August 28, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Gossman, seconded by Ms. Hill, with all in favor, the Board approved the Minutes of the August 28, 2025, Board of Supervisors' Meeting.

**Consideration of Resolution 2026-01,
Adopting a Revised Fiscal Year 2025 O&M
Budget**

Ms. Carvalho reviewed the resolution and noted this is a statutory requirement to adjust the budget for auditing purposes. The overall budget does not change but is balanced within the line items.

There was brief discussion regarding the adjustments.

Mr. Momol commented regarding the mulch expenses. Ms. Carvalho noted any financial ledger information can be requested from District Management.

ON MOTION by Ms. Ezzell, seconded by Ms. Hill, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget.

**Consideration of Resolution 2026-02,
Setting a Public Hearing for Amendments
to Amenity Policies**

Ms. Carvalho gave an overview and noted any adjustment to fees must go through a Public Hearing. This Public Hearing will adjust the Amenity Rules and Policies.

There was brief discussion regarding the date for the Public Hearing. The Board agreed to hold the Public Hearing on February 20, 2026, at 11:30 a.m.

District Management will send out the existing Amenity Policies to the Board for review.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved Resolution 2026-02, Setting a Public Hearing for Amendments to Amenity Policies, on February 20, 2026, at 11:30 a.m.

**Review and Acceptance of the Fiscal Year
2025 Goals and Objectives Reporting
Form**

Ms. Carvalho gave an overview and noted this is a statutory requirement for the District. The District has achieved all their goals and objectives for Fiscal Year 2025. This report will be posted on the District's website.

ON MOTION by Mr. Gossman, seconded by Mr. Rice, with all in favor, the Board accepted Fiscal Year 2025 Goals and Objectives Reporting Form.

Consideration of US Bank Fee Increase Letter

Ms. Carvalho noted this letter regards a nominal increase and is within the budget.

ON MOTION by Mr. Gossman, seconded by Ms. Ezzell, with all in favor, the Board accepted the US Bank Fee Increase Letter.

Consideration of Everon Proposal for Access Control System

Ms. Carlino-McGowan gave an overview and noted it is for access control to the pickleball courts. It will use the same card access as the other amenities.

There was brief discussion regarding the height of the fences and cost comparison.

It was noted that although this was planned within the budget, there has been a cost increase.

Ms. Hill will work with Ms. Carlino-McGowan on negotiation of cost.

ON MOTION by Ms. Ezzell, seconded by Mr. Momol, with all in favor, the Board approved the Everon Proposal for Access Control System with a not-to-exceed amount of \$9,224.44.

Consideration of Lawn Enforcement Proposals to:

- a. Provide Landscape enhancements at Amenity Center
- b. Replace Hedge Along SW 121 Way

Lawn Enforcement gave an overview of the proposals.

There was discussion regarding the types of landscaping proposed, irrigation, and warranty. It was noted that any Lawn Enforcement installed landscaping is warranted as long as the vendor is in contract.

Mr. Rice recommended having a timeline for the projects and the warranty.

Mr. Momol requested more detailed information included in proposals.

It was noted these proposals are included in the landscaping budget.

Mr. Rice noted there are multiple dead plants on property that need replacement.

Lawn Enforcement noted proposals will be provided after inspections have been completed.

There was discussion regarding the budget and issues related to the previous landscaping vendor, Cepra. It was noted that a master report is to be received from Berman regarding these issues.

There was continued discussion regarding the dead plants on property. Lawn Enforcement noted they will be documenting all issues related to the health of the plants.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board approved the Lawn Enforcement Proposal for the Landscape Enhancements at Amenity Center.

Ms. Carlino-McGowan gave an overview of the hedge replacement proposal and noted it was brought to her attention by a resident. The hedges will help with sound dampening and privacy for the houses in that area. It was noted the hedges will be Walters Viburnum species.

It was noted one option proposed is for replacement of the entire row of hedges as originally installed. Lawn Enforcement will test the soil prior to planting.

There was lengthy discussion regarding the plant issues and type of plant life to be used. It was recommended to approve a not to exceed amount pending a walkthrough with Mr. Momol, and final execution by the Chair.

It was noted that Mr. Momol can be the contact for landscaping review prior to being approved by the Board.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board approved the Lawn Enforcement Proposal for Replacement of the Hedge Along SW 121 Way, with a not to exceed amount of \$4,000.00.

Ratification of GFL Solid Waste Agreement for Recycling Program Participation

Ms. Carlino-McGowan noted that the district was cited by Alachua County for being out of compliance as the district must participate in a recycling program. The recycling bins are now located in the dumpster area. This agreement was approved outside of a meeting due to timeliness.

Ms. Hill recommended sending an email blast and notifying people using the amenities of the recycling bins. It was noted more recycling bins will be needed.

ON MOTION by Ms. Ezzell, seconded by Mr. Momol, with all in favor, the Board ratified the GFL Solid Waste Agreement for Recycling Program Participation.

**Ratification of Tennis Unlimited:
a. Pickleball Court Construction Agreement
b. Proposal for Additional Work Related to the Pickleball Court Project as Required by Alachua County**

Ms. Carvalho noted these are part of the pickleball project and were previously approved. These are solely for ratification.

ON MOTION by Ms. Hill, seconded by Mr. Gossman, with all in favor, the Board ratified the Tennis Unlimited Pickleball Court Construction Agreement, and the Proposal for Additional Work Related to the Pickleball Court Project as Required by Alachua County.

Ratification of Lawn Enforcement Proposals to:

- a. Relocate Trees from Pickleball Court Site
- b. Replace Sod at Lot 318
- c. Replace Sod at Lot 252

Ms. Carlino-McGowan noted that relocation of the pickleball court trees will no longer be taking place. There will be a different proposal forthcoming once the courts are completed.

Mr. Momol commented regarding the pickleball landscaping. He noted the landscaping needs to be placed far enough away for the roots not to affect the court.

Lawn Enforcement recommended placing a root barrier.

It was noted the sod has already been replaced with Lots 318 and 252.

ON MOTION by Ms. Hill, seconded by Mr. Momol, with all in favor, the Board ratified the Lawn Enforcement Proposals for Replacement of Sod with Lots 318 and 252.

Ratification of Redline Electric Proposals to:

- a. Street Light Repairs and Replacements**
- b. Amenity Lighting Automation System Repair**

Ms. Carlino-McGowan gave an overview. She noted the lightbulbs have been replaced on the streetlights and all timing has been reset properly for the community lighting.

ON MOTION by Mr. Rice, seconded by Mr. Ezzell, with all in favor, the Board ratified the Redline Electric Proposals for Street Light Repairs and Replacements and for the Amenity Lighting Automation System Repair.

Ratification of Holt Metals & Fabrications Proposal to Install Metal Ramp

Ms. Carlino-McGowan noted this ramp is for the shed.

There was discussion regarding the appearance of the shed and landscaping. It was noted the landscaping project is still in process for the shed area. It was recommended to have the developer plant more Magnolia trees than originally proposed.

Ms. Carlino-McGowan will send out an update via email blast and will follow up with the developer regarding more landscaping in that location.

There was continued discussion regarding the shed and landscaping.

It was noted the landscaping materials should arrive next week and will be installed in the first week of December.

ON MOTION by Ms. Hill, seconded by Ms. Ezzell, with all in favor, the Board ratified the Holt Metals and Fabrication Proposal to Install Metal Ramp.

Ratification of W.W Gay Proposals to Repair Air Conditioning Unit

Ms. Carvalho gave an overview.

Ms. Carlino-McGowan noted this is still in process and regards a leak in the unit.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with all in favor, the Board ratified the W.W. Gay Proposal to Repair Air Conditioning Unit.

Ratification of Payment Authorization Nos. 313 - 324

The Board reviewed the payment authorizations.

Ms. Carvalho noted these are solely for ratification.

Mr. Momol commented on the scope of work for mulch invoice 9124 from Lawn Enforcement and noted there are areas that have not been completed.

Lawn Enforcement noted that in their opinion the scope of work has been completed. Maps will be included in future proposals. They noted that the depth of the mulch may not be three inches in all areas.

It was noted that questions regarding vendors or issues that can be directed to District Management for future agenda item discussion.

Ms. Hill noted issues and pictures can be uploaded via the district's website.

It was noted District staff will work with Mr. Momol regarding Lawn Enforcement future projects and mulch budget.

ON MOTION by Mr. Gossman, seconded by Ms. Ezzell, with all in favor, the Board ratified Payment Authorization Nos. 313 – 324.

Review of District Financial Statements

The Board reviewed the district financial statements as of September 2025. Mr. Momol commented regarding the mulch expenses.

ON MOTION by Ms. Ezzell, seconded by Mr. Gossman, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Ms. Buchanan noted the capital conversations are in process at the current legislative sessions. Ms. Carvalho gave an overview of the legislative sessions.

District Engineer – No report.

District Manager – Ms. Carvalho noted the next meeting scheduled for February 20, 2026. All calendar invites have been sent out.

Field Manager & Lifestyle Coordinator – Ms. Carlino-McGowan gave a project update. She noted the pool leak has been repaired and billing will continue to be monitored. Pool heaters have been installed. The pickleball court permits are approved and the courts should be completed by mid-December. Ms. Carvalho noted the insurance has to be in place prior to using the courts. It was recommended to include this update in the monthly report for residents.

Ms. Carlino-McGowan gave an update on the shed project. Landscaping and floodlights are forthcoming. She also gave an overview of a few other minor projects including sidewalk repair, pressure washing, and gate installation.

There was brief discussion regarding the pool heating. Mr. Momol recommended setting the heaters to 80 degrees.

There was also lengthy discussion regarding the mulch. It was noted there was not a map available during the initial proposal. The original proposal was not for the entire community but only included select areas and the street trees. Ms. Carlino-McGowan noted that Lawn Enforcement provided 200 additional cubic yards of mulch at no cost to the district, but there is still additional yardage needed to be completed. It was noted that Ms. Carlino-McGowan will be doing a walkthrough regarding the pond mulching with Lawn Enforcement in order to provide an updated proposal. Mr. Momol will also attend the walkthrough.

Ms. Carlino-McGowan gave an overview of the proposal related to dead tree cleanup on Lot 38, a buffer area, and noted this was requested by a resident.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with all in favor, the Board approved the Lot 38 Dead Tree Cleanup in the amount of \$1,275.00.

Ms. Carlino-McGowan gave an overview of the proposal related to the common area on 27th Lane. It was noted there was a tree removed several years ago and needs replacement. It is located in the square and in a visible location.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the Tree Replacement Proposal in the amount of \$365.00.

Ms. Carlino-McGowan noted the dog waste stations are faded and need replacement and the volleyball court needs a rules sign.

There was brief discussion regarding the signage costs.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board approved the Onsite Sign Proposal in the amount of \$957.55.

Ms. Dawson gave an overview of the past and upcoming events.

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 Mr. Rice, seconded by Ms. Ezzell, with all in favor, the November 21, 2025, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at 1:31 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson