

**PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Friday, February 16, 2024
11701 SW 30th Avenue, Gainesville, FL 32608
1:00 p.m.**

Board Members present at roll call:

Andy Hagan	Chairperson
Barbara Staras	Vice Chairperson
Tara Ezzell	Assistant Secretary
Kevin McGee	Assistant Secretary
Dan Middleton	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll	District Manager - PFM Group Consulting LLC (via phone)
Kwame Jackson	ADM - PFM Group Consulting LLC (via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP (via phone)
Jennifer Glasgow	District Accountant - PFM Group Consulting LLC (via phone)
Carrie Gailfoil	Amenity Manager - Leland Management, Inc.
Alisa Carlino-Mcgowan	Lifestyle Coordinator - Leland Management, Inc.

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

This meeting was called to order by Ms. Carvalho at 1:00 p.m. and roll call was initiated. Quorum was established with the attendance of Board Members outlined above. Others in attendance or via speaker phone are listed above.

Public Comment Period

There were no comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of
the January 19, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board approved the Minutes of the January 19, 2024, Board of Supervisors' Meeting.

Consideration of Resolution 2024-04, Designating a Qualified Public Depository of Funds

Ms. Carvalho stated that Mr. McGee has been working with Jennifer Glasgow as well as District Counsel on potentially changing the handling of the funds for the operating account, allowing for the ability to earn interest. Mr. McGee stated that they have selected Ameris Bank who offers 4.5% interest rate on the money market accounts. Ms. Glasgow is working on getting the paperwork together for the transition of bank institution. This bank with an amount segregated per year of the operating account will earn around \$15,000 - \$20,000 a year.

On MOTION by Ms. Ezzell, seconded by Mr. McGee, with all in favor, the Board approved Resolution 2024-04, Designating a Qualified Public Depository of Funds with Ameris Bank.

Consideration of AED Devices

Ms. Gailfoil stated that they had received an inquiry about having an Automated External Defibrillator (AED) onsite in case of an emergency. She noted that she worked with the Red Cross and provided a document with device options and price comparisons. The device recommended by the Red Cross costs \$1,395, along with the additional cost of a cabinet and charging station, with the cabinet costing from \$100 - \$150 and the charging station costing from \$50 - \$100. She suggested having the AED placed in the fitness center. Ms. Ezzell explained how the device functions and its anti-theft measures.

There was a discussion around the features and uses.

Ms. Gailfoil noted that a local company provides training on the use of the AED for \$40 per person and offers certification. A class can be arranged for the community. Ms. Carvalho asked Counsel if signage should be put up indicating how to use the AED.

There was discussion about signage, possible insurance implications and safety features of the device.

On MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board approved proceeding with purchasing the AED device with a not-to-exceed amount of \$2,000 subject to final confirmation from the insurance provider of signage and instruction utilization requirements.

**Discussion of Security Services
During Spring Break Holiday and
Consideration of Security
Proposals**

- a) Right Time Security**
- b) Securitas Security**
- c) Tri-County Safety and Security**

Ms. Gailfoil provided an overview of the three security company proposals and recommends using Tri-County Safety and Security. She mentioned that Spring Break for Alachua County this year is March 11 – 15. The hours being considered are 6:00 p.m. to 11:00 p.m. on weekdays and 3:00 p.m. to 11:00 p.m. on the weekends from March 8 – 17. The cost comes to \$1,798 plus some additional fees from; approximately \$2,000 for the week; approximately 62 hours total at \$29.00 an hour.

In response to question from the Board, Ms. Gailfoil noted there was a hard cost of \$451 to replace the glass that had been broken. It was around a 3-day clean-up as well as reviewing the footage of the incident. Which overtime the cost of this vandalism can exceed the cost of securing services for preventive measurements.

There was discussion about the proposed days and times for coverage and past security matters.

The Board suggested keeping the doors to the amenity center open during regular hours while security is onsite. The Board mentioned that being consistent with the facility hours is important and not changing at this time regardless of the security services roaming to the community.

On MOTION by Mr. McGee, seconded by Ms. Ezzell, with all in favor, the Board approved proceeding with Tri-County Safety and Security Services for the Spring Break holidays from March 8 – 17 with a not-to-exceed-amount of \$2,100.

Discussion of Scheduling a Budget Workshop & Budget Meeting Dates

Ms. Carvalho mentioned that she would like to schedule a budget workshop meeting in mid-March ahead of the proposed budget meeting in April. The Board agreed to have the workshop meeting on March 20, 2024 at 3:30 p.m. The meeting for the Proposed Budget Adoption Public Hearing was rescheduled for July 10, 2024, at 5:30 p.m.

On MOTION by Mr. Hagan, seconded by Mr. Middleton, with all in favor, the Board approved the dates of the proposed meetings accordingly.

Update on Trial Period for Pressure Washing Curbs and Sidewalks

Ms. Gailfoil stated that the section of sidewalk has been identified and the contract was submitted and received but has not yet been executed. The suggested timeframe by Alpha 1 to start with the services was for March 15th and 16th, 2024, but those dates are being negotiated since those are weekend dates. An email will go out to the community when the work is scheduled.

Update on Leland Management Revised Agreement

Ms. Carvalho stated there was a call that occurred between the district insurance agent and the Leland insurance agent. Based on the conference call Ms. Staras reviewed the policy changes for the Board including the indemnification matter has been addressed, the A&M Abused & Molestation additional insurance was discussed, and the addition of the coverage from \$1 million to \$2 million was discussed. Ms. Buchanan stated that at this point her recommendation is to proceed with the revised agreement that outlines the

indemnification provision and confirm the addition of the coverage from \$1 million to \$2 million. The Board can revisit later the A&M additional insurance.

On MOTION by Mr. Hagan, seconded by Ms. Ezzell, with all in favor, the Board approved the revised Leland Management agreement with the suggested changes agreed by both parties and to proceed with executing accordingly once the additional coverage is confirmed.

**Ratification of Payment
Authorizations Nos. 234 – 235 and
237 – 238**

The Board reviewed the payment authorizations.

On MOTION by Mr. Middleton, seconded by Ms. Staras, with all in favor, the Board ratified Payment Authorizations Nos. 234 – 235 and 237 - 238.

**Review of District Financial
Statements**

The Board reviewed the District Financial Statements as of January 31, 2024.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Carvalho stated that the budget workshop meeting is scheduled for March 20, 2024 at 3:30 p.m. with the proposed budget meeting taking place on April, 17, 2024 at 5:30 p.m.

Amenity Manager & Lifestyle Coordinator – Ms. Gailfoil stated that they are repaving the 2nd lift in certain areas of the community. Ms. Carlino-Mcgowan reviewed the recent events that had taken place in the community.

FOURTH ORDER OF BUSINESS

**Audience Comments and
Supervisors Requests**

Mr. McGee asked if they could get more soap dispensers in the bathrooms.

It was mentioned that several streaming services have been cancelled in the last few weeks.

FIFTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. McGee, seconded by Mr. Middleton, with all in favor, the February 16, 2024, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at 2:08 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson