

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

Board Members present at roll call:

Barbara Staras	Vice Chairperson
Andy Hagan	Chairperson
Kevin McGee	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)
Rachel Proctor	District Accountant - PFM Group Consulting LLC (via phone)
Kristin Lasky	Admin – PFM Group Consulting LLC (via phone)
Katie Buchanan	District Counsel - Kutak Rock (via phone)
Benjamin Romanik	Amenities Manager - Leland Management, Inc.

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 approximately 1:02 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 public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
July 10, 2024, Board of Supervisors'
Meeting**

The Board reviewed the minutes. There was discussion surrounding the timing of the annual meeting schedule.

ON MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board approved the Minutes of the July 10, 2024, Board of Supervisors' Meeting.

Update and Discussion of Holiday Lights Proposal and Cancellation Policy

Ms. Carvalho provided an overview of the previous discussion on the holiday lights proposal. Mr. Romanik explained that the previous five-year contract with Twinkle Nights was \$8,156.62 per year and the proposal for the next five-year agreement would increase to \$10,505.00 per year. There was discussion surrounding the \$2,000 cancellation fee in years two through five.

ON MOTION by Mr. McGee, seconded by Ms. Staras, with all in favor, the Board approved the five-year Holiday Lights Proposal with Twinkle Nights.

Discussion / Update on Security Services

Mr. Romanik stated that Ms. Buchanan has a contract with Envera to be finalized. The Board had previously approved a not-to-exceed amount of \$36,000.00, but Envera requires a signed contract to proceed. Ms. Buchanan noted that there is typically a tiered cancellation policy based on years of term. She stated there would be approximately \$25,000.00 of equipment, \$6000.00 to take over the access control of the amenity center, and \$1,000.00 monthly for monitoring services. The term of the agreement would be for three years. There was discussion on the 5% annual increase in the contract. Ms. Buchanan will negotiate with Envera and use the standard agreement. No action was required by the Board.

Discussion of Sink Holes

Mr. McGee stated there had been 12 identified sink holes. R.E. Arnold has been contracted to remedy the issue with backfill and rocks. There was discussion surrounding the contingency budget line item covering the cost of the sink holes.

Update on Patio Pool Furniture (Fabric Selection / Project Schedule)

Mr. McGee presented the samples, noting that the sling fabric cannot be the same as the umbrella fabric and that some of the samples incur an upcharge. There was discussion surrounding the prices for the different levels of fabrics and the options for the colors of the tabletops and the upcharges associated.

ON MOTION by Mr. Hagan, seconded by Mr. McGee, with all in favor, the Board authorized Ms. Staras to review the standard fabric Grade A and fabric Grade B of the umbrella fabric, and to make a selection with a not-to-exceed of \$450.00, as well as to review the tabletop colors and make a selection, with a not-to-exceed of \$31,500.00 for the total project.

Update on Proposals for Painting the Amenity Center, Pavilion, Pool Equipment Enclosure and Dumpster Enclosure

Mr. McGee presented the four proposals received for the painting services. He recommended the proposal from Color Pros based on contacted references and inclusions in the proposal. There was discussion comparing the four proposals, including price difference and quality of paint included.

ON MOTION by Mr. Hagan, seconded by Ms. Staras, with all in favor, the Board approved Color Pros as the painting company and authorized District Counsel to proceed with a contract for the project with a total of \$40,689.00.

Update on Replacing Pool Heaters and Expansion of the Pool Equipment Area

Mr. McGee stated that Southern Escape found a heater that is the same dimensionally as the current model, noting that they are not in compliance with manufacturer standards on the proximity to the enclosure. He will confirm with Southern Escape that keeping the current enclosure will not void the warranty. He noted that he found the heater online for a lower price. He proposed November as a start time. Two heaters are necessary to share the load because one heater should not run more than sixty percent of the time. He would like to confirm items with Southern Escape

before deciding. Ms. Staras inquired on the next generation and there was discussion on the longevity of the different models. There was discussion on the extension of the enclosure. This item was tabled to the next meeting.

Ratification of Mojos Catering Invoice

There was lengthy discussion surrounding approval processes and authority to approve invoices at certain amounts depending on position. It was determined that the current policies and budgetary items allow onsite staff sufficient approval power for standard operations.

ON MOTION by Mr. Hagan, seconded by Ms. Staras, with all in favor, the Board ratified the Mojos Catering Invoice.

Mr. McGee stated that he approved an increase of \$1,000.00 for five sections of the power washing project.

ON MOTION by Mr. McGee, seconded by Mr. Hagan, with all in favor, the Board ratified the additional \$5,000.00 for the power washing project.

Ratification of Payment Authorization Nos. 259 – 262

The Board reviewed the Payment Authorizations.

ON MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board ratified Payment Authorization Nos. 259 – 262.

Review of District Financial Statements

Ms. Carvalho stated that the financials are through July 31, 2024. The Board reviewed the District financials. There was no action required by the Board.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho stated that this was the last meeting for Fiscal Year 2024.

There was discussion surrounding the operating hours of the club house and any recent incidents. Due to the pending implementation of the Envera security system, the Board determined no action was needed at this time.

Field Manager & Lifestyle Coordinator – Mr. Romanik provided an overview of the field services report. He stated that there were three pool lights that needed new housings.

ON MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board approved the replacement of three pool light housings, with a not-to-exceed of \$4,000.00.

He reviewed other updates to the pool mushroom, chair lift, patio furniture, and mulch. He noted that the Basketball and Tennis court had been resurfaced. He stated that six elm trees fell due to the storm and need to be replaced.

ON MOTION by Mr. Hagan, seconded by Mr. McGee, with all in favor, the Board approved the replacement of six elm trees at the cost of \$4,771.00.

Mr. Romanik provided further updates on the pressure washing and pool gate repairs. He reviewed the completed projects of the mulching in Phase 3, the amenities center, and playground and installation of the first aid kits and television. There was discussion surrounding the donation of a bench with a memorial plaque in the tortoise reserve and updates with the Florida Fish and Wildlife Conservation Commission.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

Ms. Staras suggested updates to the amenity policy, specifically a provision for amenity use during severe weather.

She stated that Leland management has not signed their renewed contract because it is believed that they are discontinuing relationships with Special Districts. There was discussion surrounding alternative options if Leland management does not renew their contract and on rules of solicitation of staff.

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 Ms. Staras, with all in favor, the August 16, 2024, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at approximately 2:32 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson