

**PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING
Friday, February 21, 2025
11701 SW 30th Avenue, Gainesville, FL 32608
1:00 p.m.**

Board Members present at roll call:

Kevin McGee	Chairperson
Barbara Staras	Vice Chairperson
Marshall Rice	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)
Rachel Proctor	District Accountant - PFM Group Consulting LLC (via phone)
Katie Buchanan	District Counsel - Kutak Rock (via phone)
Alisa Carlino-McGowan	Lifestyle Manager – Berman
Samantha Sharenow	Berman
Tracey Clement	Leland Management, Inc.

Various 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 approximately 1:05 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 also listed above.

Public Comment Period

Ms. Spear, a resident, recommended having a landscaping committee comprised of community members. She noted there are several Master Gardeners in the community and they could make recommendations to the Board. She stated there are multiple issues with landscaping and would be willing to gather members for this committee. She also commented about the narrow roadways and the parking on those streets. Emergency vehicles would not be able to fit down the roads when this happens. She asked for recommendations regarding the parking issue.

Ms. Momol, a resident, also commented about landscaping issues. She noted that she is retired from UF and was the Director for Florida Friendly Landscaping, which is sustainable landscaping practices. She recommended having UF come to teach residents these practices through their free services. She noted that replanting the annuals is costly and planting perennials may be a better option. She also commented that the clubhouse is closed at 5pm and with the summer season, it would be more beneficial to residents to have it open until 9pm. Lastly, she confirmed that parking on the streets is an issue. She has contacted Leland Management, but they responded that it is a police matter.

Ms. Carvalho requested the information on the car parking issues be sent to Ms. Carlino-McGowan.

Mr. Smith, a resident, noted that he is a retired landscaper and commented about the trees that are supposed to be maintained by the homeowners, which is not happening. He recommended having the

landscapers take care of them. He commented on his appreciation for Ms. Carlino-McGowan and Jesus. He also agreed with the other residents on their comments.

SECOND ORDER OF BUSINESS

General Business Matters

Vendor Presentation - Jon Adcock - Gator TrimLight (Permanent Holiday Lighting)

The vendor presentation by Jon Adcock from Gator Trimlight was moved up on the agenda.

Mr. Adcock gave an overview of the permanent holiday lighting. He noted they have been in business for 14 years and have several houses in the community that have their lighting. They have a nationwide patented system that has a lifetime warranty. He reviewed the types of systems that are offered and provided an estimate for the scope of work. He stated that the current vendor puts up about 250 ft. of lighting, which would cost between \$9,500 - \$11,000 with Gator Trimlight. He also gave an estimate for additional lighting at 750 ft., which would cost between \$25,700 - \$29,000. He gave an overview of these costs and the various programming and lighting options. He also noted that he can work with the Board on a lighting calendar, which would include having white lighting throughout the year when there are no holidays occurring.

There was discussion regarding the 3L lighting compared to the commercial lighting option. It was noted that the commercial lighting may be a hinderance to the bird population. Mr. Adcock gave two examples of houses within the community that have the lighting discussed, in order for the Board to view.

Consideration of the Minutes of the January 15, 2025, Special Board of Supervisors' Meeting

The Board reviewed the minutes.

ON MOTION by Ms. Hill, seconded by Ms. Staras, with all in favor, the Board approved the Minutes of the January 15, 2025, Special Board of Supervisors' Meeting.

Review and Consideration of Reporting Ticket System

Ms. Hill gave an overview of the reporting ticket system. She noted that this has been created for residents to have a way of reporting issues or concerns within the community. The report ticket will include name, address, phone number, date of issue, and location of issue. There will also be an option to upload photos. This will be located on the website. There is no additional cost at this time.

There was a brief discussion on who will be monitoring the inbox. It was noted that it will be monitored by onsite staff to include Ms. Carlino-McGowan. The next step in the process is implementation.

ON MOTION by Mr. McGee, seconded by Mr. Rice, with all in favor, the Board approved the Reporting Ticket System as presented.

Review and Consideration of Doggie Park Proposal

Ms. Hill gave an overview of the doggie park proposal. She noted right now there is no designated space for dogs to run or have socialization. She provided a map of the possible location for the doggie park. There would be a two-gate entrance for safety and an access gate for landscaping. There is also the possibility of having one small dog area and one large dog area. The park would include benches for owners, rule signage, and activity equipment for the dogs. Dogs utilizing the park would be required to be registered on the website to confirm vaccinations and sign a liability release. She reviewed the benefits to dogs, the owners and the community. It was noted that the largest expense is the fencing and the estimated cost for the park is \$25,000. Ongoing costs would include landscaping, dog waste station refills and replacement of any broken equipment. She also noted that water stations are also included in the cost.

There was a brief discussion regarding lighting for the dog park. It was noted that lighting on the clubhouse would help light that area and additional lighting should not be necessary.

There was also a discussion regarding the registration process and the process of controlling who uses the dog park area.

Ms. Hill gave an overview of what information would be included in the doggie park registration.

Mr. Rice recommended having an access key for the dog park which is given to owners once their dog is registered.

Ms. Hill recommended using an RFID tag for the dogs to be able to enter. She also noted this could be attached to an automated lock on the gates. She noted that registration would be online and once completed, the owner would get an email to come pick up the RFID tags when ready. This will integrate with the current system.

It was noted that additional liability insurance should not be needed.

The Board agreed to have Ms. Hill continue with the process of creating a more definitive budget based on actual costs associated with the project. Ms. Hill will setup a meeting with Ms. Carvalho, Ms. Carlino-McGowan, and Mr. Bovio in order to finalize the site plan, project, and processes. This will need to be finalized by the April meeting for the proposed budget.

Review and Acknowledgement of Leland Management Letter of Resignation for Amenity Management Services

Ms. Carvalho stated that Leland Management provided a letter in January for their resignation.

ON MOTION by Ms. Staras, seconded by Mr. McGee, with all in favor, the Board acknowledged and accepted the Leland Management Letter of Resignation for Amenity Management Services.

Review and Consideration of Management Company Proposal for Replacement of Amenity Management Services

Ms. Carvalho noted that every effort has been made to have the least amount of disturbance with the transition of Amenity Management Services by utilizing the staffing onsite. There has been ongoing conversation with Ms. Carvalho, District Counsel and the Chair to come up with a resolution.

Mr. McGee gave an overview of the past meetings that have occurred with Leland and Berman. This involved the contract with Berman and the transition process. Berman is set to start their management services on March 1, pending approval.

Ms. Sharenow gave an overview of Berman Construction. They are a full-service property and facility management service company. They will support the onsite staff and ensure a positive transition.

There was a brief discussion on how Berman will handle managing the very large community and full amenities. It was noted that Berman runs various communities similar in size with various amenities, such as Lake Nona.

Ms. Sharenow stated that employee support and advisement is very important to Berman.

Ms. Carvalho provided the tentative agreement that District Counsel has provided. She noted that Lake Nona is similar to Parker Road in that it has multiple Boards and elements. Understanding who is responsible for what aspect is an important part of what Berman does.

It was confirmed that Ms. Carlino-McGowan and Jesus will be kept on staff with additional staff hired by Berman. The roles of Amenity Manager and Lifestyle Coordinator will be changed to better assist the community. This is listed in the agreement.

Ms. Clement stated they are working to make this the smoothest possible transition and have released Ms. Carlino-McGowan and Jesus to stay on staff.

Ms. Sharenow stated as soon as the agreement is in place, she can move forward with hiring the additional needed staff. Ms. Carlino-McGowan will be involved in that decision.

Ms. Buchanan stated this is a standard formal agreement and job descriptions have been reviewed and updated by the Chair and District Manager.

ON MOTION by Ms. Hill, seconded by Mr. McGee, with all in favor, the Board accepted the Management Company Proposal for Replacement of Amenity Management Services with Berman LLC.

Discussion Items:

- a. 2025 General Funding & End of Year Cash Requirement**
- b. Projects Funded from Reserve Account**
- c. General Projects**
- d. Special Projects**
- e. Fiscal Year 2024 Audit**

Mr. McGee gave an overview of the projects that are funded out of the 2025 budget reserve account. He noted there have been constant issues with the pool heater and obtaining parts. He is recommending moving to a new vendor, Pentair, and having multiple smaller units. The new heaters would cost approximately \$86,000 which would also eliminate the need for a backup heater. He noted the difference in heaters and the flexibility of having multiple heating units. This would save money in the long-term.

Mr. McGee also reviewed the pool enclosure needed and the need for expansion. The estimated cost is \$30,000 - \$46,000. He reviewed the possible layouts with leaving the heaters exposed or not exposed. This cost is in the budget.

There was a discussion regarding leaving the heaters exposed or not, and the possible options to protect them. It was noted that any changes by the District needs to be discussed with the POA. The recommendation was to build a large cage around the heaters and controls.

Mr. McGee reviewed the issues with the current heaters. Ms. Hill requested that Pentair give a longevity run life for their heaters. Mr. McGee noted they have a life expectancy of 10 years, but a lot has to do with the water chemistry. It was requested to obtain a recommended maintenance schedule and what their typical replacement life span is for the new heaters. Mr. McGee noted that the full warranty is for 3 years. He will work on the maintenance budget portion to have once the warranty is expired.

There was a discussion regarding the guarantee and life expectancy of the current heaters and new heaters.

Mr. McGee requested approval to spend up to \$110,00 on the pool enclosure. It was noted this would be ready for fall 2025.

ON MOTION by Mr. Rice, seconded by Ms. Staras, with all in favor, the Board approved the Pool Enclosure proposal with a not to exceed amount of \$110,000.

Mr. McGee gave an update on the Envera camera system. The initial scope of the job was not done correctly. There are issues getting into the attic space. This will be kept on the agenda for the next meeting for an update as there will be additional boring that has to be done. The initial boring was for 100 ft., and they have already gone over 400 ft.

Mr. McGee requested approval to spend \$16,500 that is needed to service the pool filters as they need replacement every 8 years.

ON MOTION by Mr. Rice, seconded by Ms. Hill, with all in favor, the Board approved the Pool Filter service proposal in the amount of \$16,500.

Ms. Carvalho noted that once the not to exceed proposals have been met, District Counsel will create an agreement with those vendors.

Mr. McGee noted that the mushroom repair was already approved and will be refurbished, and the water fixture will be repaired in time for pool season.

Mr. McGee stated that there has been previous conversation regarding converting five ponds to Bahia Sod. There are two still to be converted, ponds 11 and 12. These walkways are more actively used, and it may not be beneficial to convert them at this time. Another option would be to mulch these areas.

There was a discussion regarding the ponds that have already been converted compared to these two additional ponds. The Board agreed to continue forward with the Bahia Sod.

Mr. McGee reviewed various other projects. These included the pavers getting resurfaced and periodic pool maintenance that must be done every 3 years. Mr. McGee will have 3 paver resurfacing proposals for the next meeting. He requested approval to move forward with the pool maintenance. This proposal is for \$5,025.00.

ON MOTION by Mr. Rice, seconded by Ms. Hill, with all in favor, the Board approved the Pool Maintenance services proposal in the amount of \$5,025.00.

Mr. McGee reviewed the smaller projects needing to be completed. This included painting the fence around the tourist reserve, possible replacement of pool tiles, the trees, caps to the columns that need replacement, and the painting of the wrought iron fence.

Ms. Hill gave an update on the trees. She has met with arborists to review the needs for the community and been referred to a vendor. They can come out and create a proposal for maintenance and recommendations for Cepra. She also recommends creating guidelines for residents. She will have more information at the April meeting. Mr. McGee noted there is a tree plan for the community that needs to be referred to. It was noted this should be a multi-year plan as tree replacement is expensive.

Ms. Carvalho stated communication needs to be with the POA regarding the trees as it is part of their responsibility.

Mr. McGee noted there has been a resident who has complained about the water line on the pool tiles. The Board agreed to hold off on this issue for now as it may require pool resurfacing.

Mr. McGee has compiled an estimate to place a storage shed by the dumpster. The cost is approximately \$30,000.00 to prep the site, put up a fence, gates, the shed, and landscaping.

Mr. McGee noted he had budgeted about \$20,000 for the holiday lighting. He is working with another vendor for an additional proposal. This company would aid in terminating the current contract and replacing it.

Ms. Carlino-McGowan reviewed the resident interest survey results. She noted the results were 61% for pickleball, 50% for the park shade, and 40% for the dog park.

There was a discussion regarding the park shade, the layout, and possible issues with taking it down during bad weather. It was noted that if this was to move forward, there should be a vendor to contact with a cherry picker that could come and take it down in the event of a hurricane. This would be a set price as needed. Ms. Sharenow noted that this is done in other communities and schools, and she has vendor resources. It was noted that there should be a hurricane plan in place for the community.

Mr. McGee is working with two vendors for the pickleball courts without lighting. Power is an issue, and he is also working to get a solar option in the proposals. The estimate is \$124,000 - \$174,000 for 4 pickleball courts. He reviewed the funds available for this project and noted there is approximately \$327,000 available to spend on these projects and/or maintenance needs.

The Board had a discussion regarding the priority of each of these projects and the costs associated with each project. It was noted that it may save money to do the pickleball court and dog park at the same time in order to use some of the same vendors for the site work needed. This included discussion on the vendors to be used for sitework and landscaping. Ms. Carvalho recommended having a decision on what projects are to move forward during this upcoming fiscal year for the April budget meeting.

There was discussion on the next steps for all projects and what will be needed for the April Board meeting.

Ratification of Pool Heater Repair Proposal

This is for the pool heater part that is out of stock. Mr. McGee is waiting to see if the vendor is able to obtain the part needed.

ON MOTION by Mr. Rice, seconded by Mr. McGee, with all in favor, the Board ratified the Pool Heater Repair Proposal.

Ratification of Cebra Landscape Tree Proposal Nos. 45938 & 46143

This was authorized outside of the meeting. This is solely for ratification.

There was a brief discussion on the location of the trees as there were some in wetlands.

ON MOTION by Ms. Hill, seconded by Ms. Staras, with all in favor, the Board ratified the Cebra Landscape Tree Proposal Nos. 45938 & 46143.

Ratification of Payment Authorization Nos. 284 – 288

Ms. Carvalho noted these are all part of the budget for the District and have been reviewed by the Chair and District Management.

ON MOTION by Ms. Hill, seconded by Mr. McGee, with all in favor, the Board ratified Payment Authorization Nos. 284-288.

Review of District Financial Statements

Ms. Carvalho stated that the financials are through January 31, 2025.

ON MOTION by Ms. Staras, seconded by Ms. Hill, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho stated the next meeting is scheduled for April 16 at 1:00pm, at the same location. She noted this will be the proposed budget meeting and reviewed the process.

It was noted that Ms. Staras will work with Ms. Sharenow from Berman on the weather disaster plan to have for that meeting.

Field Manager & Lifestyle Coordinator – Ms. Carlino-McGowan stated that the trenching to wire the front pole will be next week. Activities are going well and there is a new community “take one, leave one” library. There is also a new healthy living class coming up on healthy cooking. She noted that Clover is no longer an option for the credit card system, and she is looking for another vendor that knows how to work with a government entity. It was noted that Berman could help with this once on board. Ms. Carlino-McGowan noted that there are issues with the virtual keypad, and they are being worked on.

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. McGee, seconded by Ms. Staras, with all in favor, the February 21, 2025, Board of Supervisors' Meeting of the Parker Road Community Development District was adjourned at approximately 3:14 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson