

**PARKER ROAD COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING  
Wednesday, May 7, 2025  
11701 SW 30<sup>th</sup> Avenue, Gainesville, FL 32608  
12:00 p.m.**

Board Members present at roll call:

Kevin McGee	Chairperson	
Barbara Staras	Vice Chairperson	(via phone)
Marshall Rice	Assistant Secretary	
Tara Ezzell	Assistant Secretary	
Kelsy Hill	Assistant Secretary	(via phone)

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	
Wes Haber	District Counsel - Kutak Rock LLP	(via phone)
Alisa Carlino-McGowan	Lifestyle Manager – Berman	
Samantha Sharenow	Berman	(via phone)
Destiny Dawson	Berman	

Various residents and audience members were 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 12:24 p.m. and 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**

There were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of February 21,  
2025, Board of Supervisors' 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 February 21, 2025, Board of Supervisors' Meeting.

**Consideration of VGlobalTech Website Maintenance Proposed Fee Increase**

Ms. Carvalho noted this is a slight increase that is incorporated into the proposed budget.

ON MOTION by Ms. Ezzell, seconded by Mr. McGee, with all in favor, the Board approved the the VGlobalTech Website Maintenance Proposed Fee Increase.

**Consideration of PFM Group Consulting LLC District Management Proposed Fee Increase**

Ms. Carvalho noted this increase has been discussed with the Chair and is incorporated into the proposed budget.

ON MOTION by Mr. Rice, seconded by Mr. McGee, with all in favor, the Board approved the PFM Group Consulting LLC District Management Proposed Fee Increase.

**Discussion of Amendments to the Amenity Policies for the Fitness Center**

This item was tabled.

**Discussion of False Alarm Penalty Fee Schedule**

This item was tabled.

**Consideration of Color Pros Estimate to Paint the Mailboxes**

This item was tabled.

**Consideration of Projects Funded by Reserve Account**

- a. Pool Heaters and Enclosure Expansion
- b. Pool Deck Paver Repairs

This item was tabled.

**Consideration of Projects Funded by Rollover Funds**

- a. Pickleball Courts
- b. Playground Shade Structure

**c. Dog Park**

This item was tabled.

**Update on Envera Project**

This item was tabled.

**Review and Consideration of Community Mulching Proposals**

This item was tabled.

**Review and Consideration of Community Pressure Washing Proposals**

This item was tabled.

**Review and Consideration of Clubhouse Fireplace Replacement Proposals**

This item was tabled.

**Discussion of Agreements / Waivers / Facility Use Fees for Coaches**

Ms. Carlino-McGowan noted there are several new people who would like to coach fitness, tennis, and swimming. They are currently required to have liability insurance, but a liability release waiver is needed.

Ms. Buchanan has provided a liability release that is used in other Districts, which also requires 10% of their revenue to be given back to the facility. It is up to the Board to determine if this should be a requirement for the District. The Board discussed the requirement for assessing a percentage agreement.

There was discussion regarding residents versus non-residents attending the classes. It was noted that individuals do not sign a release, only the coach/instructor does.

There was discussion regarding access to the community for non-residents and coaches. This is supposed to be a resident benefit.

Mr. McGee recommended giving lessons only to residents or to non-resident members. Currently, agreements require 50% of students to be residents.

This discussion will be continued at the next Board Meeting.

Ms. Carvalho requested that Ms. Carlino-McGowan provide a list of pros and cons.

The Board also requested a list of students from the coaches determining who is a resident, non-resident member, or non-resident. The policy can be adjusted based on the Board's decision.

### **Discussion of Landscape Vendors and the RFP Process**

Ms. Carvalho noted there has been dissatisfaction with the current landscaping company. In order to enter into an agreement with a new vendor, the RFP process must be followed. She reviewed the RFP process. The proposals will be reviewed at the Public Hearing. The Board's motion will initiate the process.

There was discussion regarding the services provided by the landscaping company and the cost of those services. The landscape needs have changed since the initiation of the current vendor and there is now dissatisfaction with the current services provided.

Ms. Carvalho noted the RFP description is going to be very specific in the scope of work needed.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with all in favor, the Board approved proceeding with the RFP Process.

Mr. Haber confirmed the contract would exceed \$195,000.00, which will require a formal RFP. This means there are strict communication guidelines when it comes to the Board communicating with vendors.

Ms. Carvalho noted any companies the Board would want to recommend can be sent to her. She reviewed the timeline for the RFP.

### **Discussion of Landscape Enhancements**

This item was tabled.

### **Discussion of Adding Vegetation to Ponds**

This item was tabled.

### **Discussion of Oakmont Final Phases**

This item was tabled.

### **Consideration of Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2025/2026, and Setting a Public Hearing Date**

Ms. Carvalho gave an overview of the resolution. The proposed budget's net revenue is \$1,895,810.39. This can be adjusted as the Board reviews the line items. Once approved, the budget cannot be increased, but it can be decreased. Once all changes have been made and finalized, assessment notices will be sent out to all residents. Ms. Carvalho also gave an overview of the capital improvement projects that will need to be considered when approving the budget.

Ms. Glasgow reviewed the budget line items. She gave an overview of all increases.

There was a discussion regarding the contingency funds.

Ms. Glasgow noted only \$7,100.00 that has been used. The contingency is primarily for sinkhole issues.

Mr. McGee noted the process will be to bring down the contingency and increase the capital reserve for future operational expenses.

Ms. Glasgow noted there were field expense increases in irrigation and landscaping line items. She gave an overview of all related line items. It was noted the last stormwater report was completed in 2022 and is required every five years at a cost of approximately \$6,000.00. There is a budgeted amount put away each year for that cost.

There was a brief discussion regarding the pond maintenance line item.

Mr. McGee noted the beds of the ponds have not been mulched since the beginning of the community and it would cost approximately \$56,000 to do so. He gave an overview of the mulching. It was noted that the Bahia grass project is complete. He also noted Ms. Staras is working on a project to make the ponds be more low maintenance.

Ms. Hill clarified the mulching budget. It was noted the re-mulching would be for all ponds in the community.

Ms. Glasgow also reviewed the increases and changes in the Amenity expenses. She noted with the proposed budget, the annual gross assessments will go from \$1,834.80 to \$2,013.63. This is an increase of \$178.82 per unit. The proposed budget is \$1,890,917.69.

There was discussion regarding using the surplus for the planned projects. These projects include pavers for the Amenity Center, painting the community mailboxes, and conversion of the fireplace in the Clubhouse from gas to electric. The capital improvement projects would include: the pickleball courts, the shed, the working utility cart, and all related expenses. It was noted the pool heaters were in this year's budget. The shade structure and dog park projects are being shelved until FY 2027.

Ms. Carvalho noted if funds are not used for sinkholes within the community, there will be additional funds in FY 2026. These can then be put towards projects in FY 2027. She reviewed the budget process timeline and the RFP timeline.

There was discussion regarding the date for the Public Hearing. The Board agreed on July 31, 2025, at 4:00 p.m. to hold the Public Hearing.

Ms. Carvalho noted that if requested the landscape proposers can give a presentation to the Board prior to deciding.

Mr. Haber gave an overview of the policies regarding vendors presenting. He noted the vendors must voluntarily leave the room while other vendors are presenting, as it is an open meeting. No preference should be shown at any time with vendors present.

ON MOTION by Ms. Ezzell, seconded by Mr. McGee, with all in favor, the Board approved Resolution 2025-04, Approving a Proposed Budget for Fiscal Year 2025/2026 in the amount of \$1,890,917.69, and Setting a Public Hearing Date for July 31, 2025, at 4:00 p.m.

Ms. Carvalho reviewed the carry-forward surplus for the maintenance and capital improvement projects. The maintenance items amount to \$43,290.00 and the capital improvement projects amount to \$232,939.00. This would leave a carry forward surplus balance of \$48,771.00.

There was discussion regarding the budget for the dog park.

Ms. Hill noted it may cost around \$40,000.

ON MOTION by Mr. Rice, seconded by Mr. McGee, with all in favor, the Board approved the Carry Forward Surplus being used for the planned Maintenance and Capital Improvement Projects.

**Review and Acceptance of Fiscal Year 2024  
Financial Audit Report**

Ms. Carvalho noted this was a standard and clean audit and it will be available on the District's website. This is an annual requirement for the District.

ON MOTION by Mr. Rice, seconded by Ms. Ezzell, with all in favor, the Board accepted the Fiscal Year 2024 Financial Audit Report.

**Review and Acceptance of Series 2020 Bonds  
Arbitrage Report**

This item was tabled.

**Ratification of Payment Authorization Nos.  
289 – 295**

This item was tabled.

**Review of District Financial  
Statements**

This item was tabled.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – No report.

**District Engineer** – No report.

**District Manager** – Ms. Carvalho reminded the Board she will be working on the RFP. There will be a continued meeting to address the matters that have been tabled.

**Field Manager & Lifestyle Coordinator** – Ms. Carlino-McGowan received a proposal for summer security from Berman, which will be 12 p.m. – 8 p.m. for the Amenity Center. It was noted this is already in the budget. It is between \$7,000.00 - \$8,000.00.

ON MOTION by Ms. Ezzell, seconded by Mr. Rice, with all in favor, the Board approved the Berman Security proposal for summer security.

**FOURTH ORDER OF BUSINESS**

**Audience Comments and Supervisors Requests**

There were no further comments or requests at this time.

**FIFTH ORDER OF BUSINESS**

**Continuance**

The Board discussed a possible date for the Continued Board of Supervisors' Meeting.

The Board agreed on May 28, 2025, at 4:00 p.m., for the Continued Meeting.

On MOTION by Mr. McGee, seconded by Ms. Staras, with all in favor, the May 7, 2025, Board of Supervisors' Meeting of the Parker Road Community Development District was continued to May 28, 2025, at 4:00 p.m., at the same location, at approximately 1:26 p.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson