

MINUTES OF MEETING  
NARCOOSSEE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, October 24, 2017 at 3:00 p.m. at the Orange County Library – Southeast Branch, 5575 South Semoran Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Jeffrey Smyk	Chairman
Steve Giercyk	Vice Chairman
James Gregoire	Assistant Secretary
Peter Wong	Assistant Secretary (by phone)

Also present were:

Jason Showe	District Manager
Roy Van Wyk	District Attorney (by phone)
Rey Malave	District Engineer (by phone)
Alan Scheerer	Field Manager
Angela Simmons	Specialty Management Nona Preserve

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Christopher Vinton**

Mr. Showe stated on Friday we received a resignation from Chris Vinton.

On MOTION by Mr. Giercyk seconded by Mr. Gregoire with three in favor Mr. Vinton's resignation was accepted.

**B. Discussion of Individual to Fill Board Vacancy with a Term Ending November 2018**

Mr. Showe stated as a Board you need to fill that vacancy with a qualified elector. We can place an announcement on the website and if any of you have anyone you would like to see considered for the Board if you forward to me a letter of interest or resume and I can distribute to the rest of the Board and we can discuss it at the next meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the August 22, 2017 Board of Supervisors Meeting and Acceptance of the August 22, 2017 Audit Committee Meeting**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with three in favor the August 22, 2017 Board meeting minutes were approved and the August 22, 2017 Audit Committee meeting minutes were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with Berger Toombs, Elam, Gaines & Frank for Auditing Services**

Mr. Showe stated at your last meeting you conducted an Audit Committee meeting and ranked Berger Toombs as the no. 1 ranked auditor and they provided the agreement that is in accordance with the bid. In addition, we added the public records language that is required at the very end.

Mr. Van Wyk stated I sent some comments the other day. I have three concerns with it. On page 4 the last paragraph is a little too all-encompassing it requires the District to pay for their cost in the event they are subpoenaed by anybody so we need to modify that language. We also need to add two things to the agreement, we need a termination clause that allows us to terminate the agreement by either party with a 30 day notification we also need to include a due date for this report. These reports are required to be filed by a certain period of time and if we don't give them a due date there is nothing in here that requires them to finish it by the state requirements.

On MOTION by Mr. Gregoire seconded by Mr. Smyk with three in favor the engagement letter with Berger Toombs to perform the Fiscal Year 2017 audit was approved as amended by District Counsel.

**SIXTH ORDER OF BUSINESS**

**Consideration of Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser**

Mr. Showe stated every year the Orange County Property Appraiser likes to have a new agreement for the assessment administration process. It contains the same terms that we have had in the past.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with three in favor the assessment administration agreement with the Orange County Property Appraiser was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

**i. Discussion of Fence Project**

Mr. Showe stated I have talked to Mr. Malave about the fence project the Board has been discussing. The direction of the Board was to have him lay out a plan that would allow you to start the project and build onto it later. Steve has done a lot of work on this and we can delegate him to work with the engineer so that we will have something for the next meeting.

Mr. Van Wyk asked have we authorized any dollars to be spent on this?

Mr. Showe responded not to date.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with three in favor the check registers were approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement was included as part of the agenda package.

**Field Manger**

Mr. Scheerer stated Down to Earth is changing out annuals that we will discuss momentarily and they are mulching the property and should be doing some palm tree trimming at least at the entrance of Nona Crest. They removed all the downed trees and I think they have most of the roots and stump grinding taken care of.

*Mr. Malave joined the meeting by telephone at this time.*

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Gregoire stated I would like the CDD to solicit the landscape maintenance bids for maintaining CDD property outside the gates of all the communities.

Mr. Scheerer asked as well as the stormwater ponds?

Mr. Gregoire responded yes.

Mr. Showe stated if there is general consensus of the Board we will go ahead and do that.

Mr. Scheerer stated I know there have been discussions about annuals and this is the time we need to change the scope of services if you want to keep annuals we can add a fifth rotation if you want to get rid of them we can look at doing the removal and installation of a perennial and do away with annuals all together.

Mr. Gregoire stated I will speak for Nona Crest I would like to remove annuals I think they are a waste of money, they don't hold up and go with something that is more long term.

Mr. Scheerer stated when you go to a perennial they don't always flower.

Mr. Giercyk stated I would like to see the difference in cost.

Mr. Showe stated we can price it as an option for each community then you can tailor it how you want.

Mr. Giercyk stated I would like to get rid of the annuals.

Mr. Gregoire stated there has to be a cost savings.

Mr. Scheerer stated you are going to have more of an upfront cost because you now have to plant this area that you normally would change out with flowers and that is it. You are not going to have to rotate flowers out anymore. We will do a cost analysis. We will work with the

Board Members for the communities they represent and try to present some options on the plant material.

Mr. Showe stated Rey is on the line if you have any questions.

Mr. Giercyk stated what we decided is fine and I will work with Rey and we will have something to present next time.

We are going to be installing a new pump in the retention area, Pond A, probably this week. It will be a three tier, 5 hp.

Mr. Smyk asked with Mr. Vinton's resignation and the pumps and fountains with Mirabella, is there anyone from that community that is going to let us know what is transpiring?

Mr. Scheerer stated nothing has transpired to date.

*Mr. Wong joined the meeting by telephone at this time.*

Mr. Gregoire asked who is going to own and maintain the fountain?

Mr. Giercyk stated right now we own it and are maintaining it later on was something that we discussed at the last meeting. Right now, my plans are if we do nothing here I'm fine with it. We will own it and maintain it and we will pay the electric bill and do everything just like we have done in the past. That is the way all pumps in the community should be handled.

Mr. Gregoire stated my feedback would be make sure that you have a line item somewhere in your reserves for fountain/pump replacement. We are going through it now, ours is a year and a half old it is toast and we have to replace it.

Mr. Giercyk stated we had money in the budget and that is part of our amenities fund and we increased the amount based on the additional cost of the new pump. If in the future it is discussed turning it over to the CDD we will discuss it at that time.

Mr. Scheerer stated we will own it you will pay for the repairs and you will pay for the electric bill out of the CDD fee.

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the meeting adjourned at 3:25 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman