

MINUTES OF MEETING  
NARCOOSSEE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, January 23, 2018 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 by phone
Peter Wong	Supervisor

Also present were:

Jason Showe	District Manager
Roy Van Wyk	District Attorney
Rey Malave	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 3:00 p.m. 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. Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2018**

Mr. Showe stated there is currently a vacancy and I have not received any resumes from interested parties. We can hold this item until the next meeting. The vacancy is posted on the District website and we will reach out to all of the homeowner associations and ask if they will post this vacancy on their individual websites.

**B. Administration of Oath of Office to Newly Appointed Supervisor**

**C. Consideration of Resolution 2018-01 Electing Officers**

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 24, 2017 Meeting**

On MOTION by Mr. Wong seconded by Mr. Giercyk with all in favor the minutes of the October 24, 2017 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Discussion of Bids to Provide Landscape Maintenance Services**

Mr. Showe stated at the request of the Board at the last meeting we went out to bid for landscape services. We used the current scope of work and reached out to five vendors and received three bids. Down to Earth, your current vendor, has the lowest proposal at \$98,440, which is the same as what you are now paying. It is our recommendation to stay with Down to Earth. That current contract goes through September 30, 2018. If the Board wants to change vendors I suggest we look at this during the budget process and see what the assessments might be using the number from Yellowstone.

Mr. Gregoire stated the price of \$98,440 is a very good deal but that is provided the work is performed in a manner that is acceptable to the CDD and that is where the issue lies with Down to Earth; their quality hasn't been up to our standards. If they continue to improve over time and Alan continues to work with them and they stabilize their workforce, then we can keep them and save the District money. If they are not going to improve and they are not going to step up the quality of their work, then we have a responsibility to replace them at some time in the future.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk stated you should be getting our updates on the legislative activity. There are proposed bills we are keeping an eye on and there are items under the constitutional revision commission that we are keeping an eye on as well.

**B. Engineer**

Mr. Malave stated we have a bid on an identical fence on another project and we asked them for a price delta if this is done in Narcoossee and he said use the same prices.

Mr. Malave pointed out on the aerial the options for fencing, the Board discussed each option and the timing of construction of each segment then took the following action.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor District staff was authorized to prepare drawings and bid documents and obtain proposals for Option C fencing to present at the next meeting.

**C. Manager**

**i. Approval of Check Register**

Mr. Showe stated we have checks 1663 through 1682 in the General Fund in the amount of \$288,977.72 and October payroll for \$737.97 for a total of \$289,715.69. A large portion of that is for assessments that come into the General Fund and we cut a check for the Debt Service Fund.

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor the check registers in the total amount of \$289,715.69 were approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statements were provided in the agenda package.

**iii. Field Manger's report**

Mr. Scheerer stated we touched base with Down to Earth on concerns with the landscaping.

We did get the signs ordered and I will get those in as soon as they are available. We changed some of the language on them, they are generic conservation signs that are currently in place along the conservation easements throughout the backside of Nona Preserve and as soon as they come in they will be installed, probably half a dozen of them behind those homes. We have also sent letters to the homeowners in that area informing them that it is not their area, it is our

area and we will add the signage once it comes in. We will have a concrete 4X4 post and check on it periodically to make sure it hasn't disappeared.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Supervisors Requests**

Mr. Showe stated the next meeting is scheduled for March 27, 2018.

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the meeting adjourned at 3:53 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman