

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 28, 2020 at 3:00 p.m. at the Offices of GMS-CF, LLC, 9145 Narcoossee Road, Suite A206, Orlando, Florida.

Present and constituting a quorum were:

Jeffrey Smyk	Chairman
Steve Giercyk	Vice Chairman
James Gregoire	Assistant Secretary
Betsy Burgos	Assistant Secretary

Also present were:

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

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

**Approval of the Minutes of the August 27,
2019 Meeting**

On MOTION by Ms. Burgos seconded by Mr. Gregoire with all in favor the minutes of the August 27, 2019 meeting were approved, as presented.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-01 Setting
a Public Hearing for Rulemaking**

Mr. Van Wyk stated this is a reflection of all the statutory changes from the last legislative session. We have gone through our current rules of procedure and in your agenda

package is a memorandum outlining those changes; we have brought them up to current standards. The main change is what we are going to charge and how we are going to calculate the charges for public records. We are required now to appoint a financial disclosure coordinator and we are doing that through the rules to be our District Manager unless you decide otherwise. This rule helps us identify what agenda meeting materials are for the purpose of meeting the ADA requirement, so we don't have to do every single item in the agenda package just the agenda itself and certain contracts and resolutions. We are allowing contracts to go for a period of five years instead of three years. Our previous rule required that we didn't have contracts that went beyond that period of time. Some of our contracts are more apt to be over a longer period, for example our audit and things like that and this allows for flexibility to the Board to extend contracts out for a period of five years. We clarify what is allowed to be exempt from the public record to exclude from the public any items that deal with security or fire safety so that if we were going to have patrols or set hours for patrols we could do that outside of a public meeting. Next is internal controls to prevent fraud. You will probably be seeing in your next agenda package those internal controls to prevent fraud; we are required to adopt them. Our firm has been working with all the auditors and District Managers to come up with a set of uniform guidelines that we will present to the Board for that purpose. Competitive solicitation talks about when we are going to do RFPs for things like District Manager or whatever we are going to do. We don't do that very often but it outlines those procedures. We clarified things with respect to the auditors and we talk about guidelines for suspension and revocation of qualifications of vendors and that is mostly for construction contracts where we have prequalified vendors. Lastly is protest bonds; if you were doing an RFP and require an opportunity to have a bid protest then they have to post a bond for that. Also on the memorandum are a whole lot of small, minor corrections, changes and cross references. The purpose of today's resolution is for us to start the rulemaking procedure. We are required to do a 28 and 29 day notice for rulemaking and rule modification and we are asking you to start that process today.

On MOTION by Mr. Gregoire seconded by Mr. Smyk with all in favor Resolution 2020-01 Setting a Public Hearing for Rulemaking for March 24, 2020, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-02
Designating an Administrative Office**

Mr. Showe stated we moved our main office in downtown to a different location and all this resolution does is recognize that change in address of the official records.

On MOTION by Mr. Giercyk seconded by Ms. Burgos with all in favor Resolution 2020-02 was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Agreement with Berger
Toombs Elam Gaines & Frank to Provide
Auditing Services for Fiscal Year 2019**

Mr. Showe stated next is ratification of the auditing agreement with Berger Toombs Elam Gaines & Frank for the Fiscal Year 2019 audit.

On MOTION by Mr. Gregoire seconded by Mr. Giercyk with all in favor the agreement with Berger Toombs to perform the Fiscal Year 2019 audit was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated the legislative session has started and you should be getting a capital report from us that gives you an idea of what is going on in the legislature.

B. Engineer

i. Update on Fence Project

Mr. Malave stated they finally issued the permits for the fence; they issued two permits, one for the concrete piece and one for the metal piece and because each one was at three different locations each one had three permits. We helped them as much as we could, they finally issued the permits. Our surveyor will be out there next week to locate them where they are supposed to go and the following week they will start. They need a brick approval color and texture. Who would like to do that?

Mr. Scheerer stated I believe it was Norwegian Brick that is hard to get so we will have to see what they have. I will put a sample in my truck and bring it out.

Ms. Burgos stated I will be available to look at it at any time.

C. Manager

Mr. Showe stated we started putting our agendas on iPads rather than printing these books, which will save the District a little bit of money. If you want to try those at the next meeting we can do that.

Mr. Giercyk asked do you have an iPad for each person?

Mr. Showe responded yes, we will bring an iPad for each person, they are preloaded with the agenda and we take them back at the end of the meeting.

The Board Members were in favor of using the iPads for the agenda packages.

i. Approval of Check Register

On MOTION by Mr. Giercyk seconded by Mr. Gregoire with all in favor the check register was approved.
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ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Field Manager

Mr. Scheerer gave an overview of the Field Manager's report that included: a report on the knee wall in Nona Crest has been turned over to insurance, no police report was ever filed and our deductible is \$2,500, the highest bid received was \$13,000 and the lowest was a little under \$6,000; we don't believe there is long term damage to the landscaping there. A homeowner in Nona Preserve has trimmed into the upland buffer area, two wax myrtles are scheduled to be installed in the area of the cul-de-sac. GMS has sent letters to all the owners that line the conservation area and the HOA and put them on notice. I reached out to Royal Landscaping and they said it is not their guys. We are working on a damaged conduit problem for Ziani and will hopefully get that resolved tomorrow.

Ms. Burgos stated as you are going out of the development the brick wall needs attention.

Mr. Scheerer stated when the irrigation hits the brick wall throughout all of Narcoossee CDD the water gets between the brick and mortar and this white stuff comes out and there is no way to get rid of it.

Ms. Burgos asked can we put some shrubbery in front of it? We put some trees on the side on our part and at least it covers that. Can we do something similar?

Mr. Scheerer stated what we did in Mirabella and Capri is the Board instructed us to allow the vegetation to grow up to the top of the wall, so we did that. At the entrance to Mirabella we added a podocarpus hedge and that is maturing and looking really nice. As far as you, you have never approached us to try to install different landscaping. Are you talking about either side of the Mirabella name and Ziani name?

Ms. Burgos responded yes, because we don't have any representation here from Mirabella, but I see Mirabella every time I drive in or out.

Mr. Scheerer stated Mirabella is happy with what they have. We do communicate with the HOA manager over there and she has had several reasonable requests and they don't have any concerns but that doesn't mean I can't reach out to her.

Mr. Gregoire stated I'm surprised, I drove down 417 to Dowden and when I came past Mirabella I saw the same thing you are talking about the wall.

Mr. Scheerer stated we try to get representation from the HOA for the people that live there.

Mr. Giercyk stated we have asked Down to Earth to put together a landscape plan. I got one picture from them and was told they don't have a way to put together a landscape plan, all they could do was send me a picture of what they think they can put in.

Mr. Scheerer asked are you looking for a landscape architect plan that lays everything out. That is probably a third party they have to hire in order to do that. I have someone who can do it.

Mr. Gregoire asked can't you acid wash the brick?

Mr. Scheerer stated we have done that.

Mr. Smyk stated I remember years past we had it sand blasted.

Mr. Scheerer stated everybody swears they can get rid of that efflorescence, they wet it and it appears to go away, they seal it and then the sealer fades, then it is all back.

Mr. Giercyk stated I'm in favor of removing all the Italian Cypress and redoing that whole section as you go into Ziani and if we have to do something else along the front wall, let's do it.

Mr. Scheerer stated your walls are not bad, that long wall heading east is not that bad. The plant selection is not that good, but if you want to do something I don't know that we need a landscape architect, we will just pull it all out and put in new stuff.

Ms. Burgos stated you said the plant selection is not good. Can we add something that is permanent?

Mr. Scheerer stated that is up to you. That is not up to me. We have annuals in every flowerbed throughout Narcoossee but you don't need annuals, if you want a perennial you need to tell me what variety you want.

Mr. Giercyk stated we talked about putting perennials in there in the past and I think it is a great idea but give me a perennial that is going to have color throughout the year and there isn't much.

Mr. Smyk stated they are too seasonal.

Mr. Scheerer stated that is everybody's request. If you give me a perennial that flowers all year long that is going to last eight months, it just isn't there.

Ms. Burgos stated we are filling in all those plants, but Mirabella looks so empty.

Mr. Scheerer stated Mirabella has the hardest area to maintain because they have an oak tree canopy. If you look down either east or west on their wall the oak tree canopy shades out anything and everything that is in there. I will contact Lisa at Mirabella.

Mr. Giercyk stated the Italian Cypress need to be trimmed a little.

Mr. Gregoire stated the construction in Nona Crest should be complete today; all new roads, new speed tables, all new marking.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

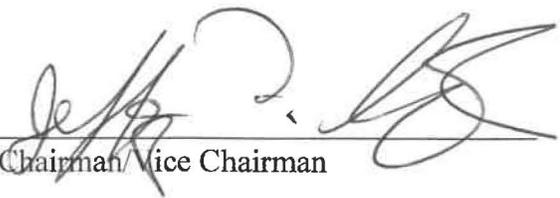
TENTH ORDER OF BUSINESS

Next Meeting Date – March 24, 2020

Mr. Showe stated the next meeting date is March 24, 2020.

On MOTION by Mr. Gregoire seconded by Mr. Giercyk with all in favor the meeting adjourned at 3:29 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman