

**MINUTES OF MEETING  
NARCOSSEE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, **March 28, 2023** at 3:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Boulevard, Suite 300, Orlando, Florida.

Present and constituting a quorum were:

Jeffrey Smyk	Chairman
Steve Giercyk	Vice Chairman
Peter Wong	Assistant Secretary
Kenneth Turner	Assistant Secretary by telephone

Also present were:

Jason Showe	District Manager
Meredith Hammock	District Attorney
Rey Malave	District Engineer by telephone
Alan Scheerer	Field Manager
Jeff Davis	Resident
Angie Cason	Resident
Isabell Hanze	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Cason stated I'm a member of the HOA for Mirabella and we were told that the front of our neighborhood is maintained by the CDD and it is kind of old. It needs to be revitalized and would like to know if there are plans to refresh that area.

Mr. Scheerer stated the Mirabella HOA came to this board a number of years ago and provided an updated landscape plan for the entrance to your community. The landscaping there now is the plan that was presented by the HOA and approved by this CDD at that time. The

stain on the wall is called efflorescence and there is nothing that will remove it from the wall. What we did on behalf of the HOA and we have done the same for Ziani is put some Podocarpus on either side of the wall and that is about it. The oak tree canopy that runs east and west along Dowden Road prevents anything from growing up. There are some viburnum hedges there, we lifted the trees on the CDD side of that wall over the years, two or three years ago we did a mass tree lifting. As far outside the wall and maintenance of the wall we do what we can to maintain it. We know there are some exposed mortar joints that we are working on. We are working on that for all the communities.

Ms. Cason asked has the HOA presented you with a new design for the Mirabella sign and the brick?

Mr. Showe stated as Alan indicated it has happened in the past but we haven't had any recent communication. We would be happy to take any of the requests.

Mr. Scheerer stated I did meet with a lady about six months ago and she and I discussed some of her concerns, a lot of it was the grout and cracking on the wall at the entry sign, which unfortunately the contractor we normally use is so busy he can't take small jobs. We did get a recommendation from the HOA management team across the street at Ziani and reached out to them and are hoping to get an onsite meeting soon to address some of the grouting issues. If you want to redesign your entrance you are more than welcome to come up with a plan and should funding be available we would present it to this board for review and consideration.

Ms. Cason asked do you have a particular company or do we need to research our own company?

Mr. Scheerer stated the district uses Yellowstone Landscaping to do all the CDD landscaping. We do Dowden Road east and west, the entrance to all four neighborhoods and all the stormwater ponds.

Ms. Cason asked what about the structure?

Mr. Scheerer stated if you have some ideas you would like us to do we can reach out to a couple masonry companies. There are a few companies other than who we normally use that would do a demo and rehab. It would all be based on what you want to do and the board would have to make that determination based on cost and available funding. Someone asked about sidewalks, we don't maintain any sidewalks at the entrances or along Dowden Road. Dowden Road is City of Orlando if there are sidewalk concerns. We have a monthly aquatic spray on

their ponds, if they need to be retreated they can come back after two weeks depending on the chemical that is regulated by the EPA.

**THIRD ORDER OF BUSINESS**                      **Organizational Matters**

**A. Appointment of Individual to Fill the Vacancy in Seat 3**

**B. Consideration of Resolution 2023-03 Appointing an Assistant Secretary**

Mr. Gregoire expressed an interest in staying on the board but was unable to be present today. It is up to the board if you want to reappoint him.

Mr. Smyk stated I got married in January and I'm maintaining ownership of my house but I'm going to rent it and move to Seminole County. How does that work?

Ms. Hammock stated you need to be a resident of the district to maintain your seat so you need to live in and registered to vote at the home within the district. If you move then your seat would be vacated.

Mr. Smyk stated I will most likely resigning and send a letter but it will be the middle or end of April.

Mr. Showe stated just send me an email and I will have it considered by the board at the following meeting.

**FOURTH ORDER OF BUSINESS**                      **Approval of the Minutes of the January 24, 2023 Board of Supervisors Meeting**

On MOTION by Mr. Turner seconded by Mr. Giercyk with all in favor the minutes of the January 24, 2023 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**                      **Review of Fiscal Year 2022 Financial Report**

Mr. Showe stated next is the fiscal year 2022 audit. There were no prior year findings, no current year findings and it is a clean audit.

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor the fiscal year 2022 audit was accepted and staff authorized to transmit the final report to the State of Florida.

**SIXTH ORDER OF BUSINESS**

**Discussion of La Vina Landscape Upgrades**

Mr. Showe stated we received some information from Ziani earlier this month about some landscaping they would like to do.

Mr. Giercyk stated we are waiting for this to be approved so that everything gets approved together.

Mr. Showe stated they submitted a proposal for \$19,620 for some landscape improvements. Alan and I have been onsite and met with some members of the HOA as well as the management company for the HOA.

Mr. Wong asked is there a problem with the current landscaping? Is that why you are making a change on the outside?

Mr. Giercyk stated I believe the current board is looking for a facelift.

Mr. Wong asked has this been presented and reviewed by the community?

Mr. Giercyk stated it has been approved by the board but I don't think anything has gone out to the residents.

Mr. Wong asked how would this change from the existing landscape impact maintenance?

Mr. Scheerer stated if it is approved by the board then we would have to go back to Yellowstone and see if there is any modifications to the existing contract. We are not trimming any hedges from what I can, we do have a lot of weed control within the gravel. It is a mixed plant pallet being installed but I don't think it is a big deal for us to maintain.

Mr. Wong stated I know the president of the HOA at Ziani had some issues about weeds in the past in that area.

Mr. Scheerer stated weeds are everywhere. It is going to be the same battle, the difference is it looks like most of it is going to be just a liquid application of Round-up or something on the gravel. I don't know if they are going to use a weed barrier or anything underneath that to hold everything in place to minimize the amount of weeds. That is something that can be discussed and make sure it is included as part of the contract.

Mr. Giercyk there is a defining line, which is the wall where the gates are mounted. Anything outside the wall is going to be taken care of by the CDD, anything inside the wall will be taken care of by the HOA.

Mr. Wong stated I assume this project, which is a large portion of the landscaping upgrade is more than a third of the reserve; we have \$56,000 in our reserve. That is a significant part of it. Other communities also want to get their work done. We want to be judicial in terms of how we spend it. Also if this plan hasn't been vetted by the residents of the community and they don't know what it looks like, I'm sure some will like and some will not and who will get the complaints, the CDD or the HOA?

Ms. Hanze stated I have nine items I want to touch base with you and part of it is what you are discussing right now, the facelift of our entrance outside of our gates.

Mr. Wong asked do you have an estimate, ballpark in terms of the costs?

Mr. Showe stated I think it is best to stick with this item for now and we can come back to those questions later.

Mr. Giercyk stated to be fair about it, Mirabella has already gone through one facelift and this is the first that Ziani has asked for.

Mr. Wong stated I'm concerned with the amount of reserve. We did projects last year with the fence and we are going through the reserves. Since this is a significant portion of it I want to make sure we are judicious and consider what can be coming down the pike and ongoing maintenance. I'm concerned if the residents of Ziani have not seen this, some may object. Who is going to deal with the complaints?

Mr. Giercyk stated the Ziani board would deal with complaints. The present look is the original that was put there with some additional shrubs added several years ago by the CDD helping it look a little nicer. It is the responsibility of the Ziani board to understand what the community wants and make decisions for the community. I don't think this is a decision that is required to go out to the community members.

Mr. Wong stated as to the continuity you can't see the inside from the outside.

Mr. Giercyk stated people come in and out of the community all the time.

Mr. Wong stated before we decide on this expenditure I want to look at what's coming down the pike so we have a fair assessment of how much we might want to spend on this. Depending on the scope of other projects we may want to contribute part of this so that we may not assume the entire cost of this project by the CDD but maybe we will contribute part of it. Is it your understanding that the HOA board would go ahead with this project if they don't have support from the CDD?

Mr. Giercyk stated I don't know.

Mr. Wong stated maybe if the CDD provides a portion then the HOA assumes a portion of it, whatever that might be, that might be okay.

Mr. Giercyk asked why would you single out a community and make them divide the cost of setting up their entranceway when we have done it in other communities and never did that before? Why would you treat this project any different?

Mr. Wong stated simply because of the budget. By spending \$19,000 on this it is more than a third of our existing budget on one project.

Mr. Giercyk stated we have always helped them out and never asked them to split the costs.

Mr. Smyk stated we have a May meeting. Would we like the people from Mirabella be able to come to that meeting with possibly some estimates of the work that would be done then we have this? It would only put off the approval for two months. Then Peter will have a better understanding of the amount for all the reserves. Do we want to table this until that meeting?

Mr. Turner stated I agree that we table this. We do not have a reserve fund set up that allows us to spend money at any point in time. The reserve is sitting there for something that might happen or something that somebody asks for, but we don't budget and if we don't budget I don't see how you can say we haven't even spent it.

Mr. Smyk stated we have funded the reserve account in different budgets. We have set up where we said we know in this year we would like to do something and we funded X amount of dollars and X amount of dollars the next year. We have done that in the past but I do understand that we did just have a doubling of the landscape budget so we didn't want to fund a reserve account for any specific neighborhood just because we were trying to absorb what the landscaping was going to do to impact the budget.

Mr. Giercyk stated the budget was set up we had already included the new landscape increase.

Mr. Smyk stated I don't think anyone on the board felt that with that increase to then increase the assessment more to set aside more funding to the reserve account. That is what I was trying to say. We had an increase for landscaping then none of us said there could be possible projects, let's increase the assessment even more and fund the reserve account.

Mr. Giercyk asked do we have more than one reserve?

Mr. Showe stated there is a reserve for Nona Preserve, one for G&H, one for Nona Crest and one for La Vina.

Mr. Giercyk stated as a board we can move money around if we have to.

Mr. Showe stated you could it is all money raised by assessments but you have been very diligent in the way you set up your assessments in that each assessment area covers their own money that is only used for that community. You would be breaking that precedent.

Mr. Giercyk asked the \$56,000 is for what communities?

Mr. Showe stated La Vina.

Mr. Smyk stated we could ask the other communities to come up with something and that could give the board enough information to be able to vote with more information in hand.

Mr. Wong stated I agree, that is a good point.

Mr. Giercyk asked if we table this to the next meeting should we be getting quotes from other companies to make sure we have a good price?

Mr. Smyk stated you will need the best numbers in front of you to make that decision at the May meeting.

Mr. Wong stated the additional information I would like from the Ziani board, (1) if they do not get the full amount, what is the least amount the CDD could provide, (2) I want to understand to what extent the community and residents of Ziani think of the proposal, (3) would they support an increase in the CDD assessment to pay for the entirety of the proposal.

Mr. Showe stated if you will send me an email with your three questions, I can forward that to their board but I can't compel them to answer.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the proposal for the Ziani entrance and other reserve projects along the Dowden Road corridor was tabled.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hammock stated our firm did rename to make sure we honoring Roy Van Wyk and the legacy he has created for us in our firm, we are now called Kilinski Van Wyk and I have new contact information for you.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the check register was approved.

**ii. Balance Sheet and Income Statement**

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

**iii. Field Report**

Mr. Scheerer stated we are working on some stormwater prep, we had meeting onsite of the communities to review the outfalls. As the board asked earlier about improvements, now that Narcoossee Road is almost completed between Dowden and Moss Park I did meet with Nona Preserve HOA they want to look at sprucing some things up now that Narcoossee Road work is coming to a close. We will be working with them as well as everybody else to facilitate what we can and stay within the confines of the budget. We should be going to weekly serve with the landscapers starting April 1.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Ms. Hanze stated I am with the Mirabella board, and we have nine items we want to address and part of what Ken was saying I agree with as far as we don't necessarily have to have an opinion on what other communities will be looking like but it would be nice to see what upgrades are coming about. We would like to be on board with what everyone else is trying to do with the facelift of our entrances. One of the things we wanted to discuss was the Mirabella signs, the brick is completely faded. One of the things we don't know is what exactly as far as the budget that we as the board need to put in or does the CDD cover that all. We are not too familiar with that information. What exactly is paid by the CDD or covered and we don't estimates because we don't know exactly what information we need to provide to the CDD as to what upgrades we want to do to our front entrance.



Mr. Scheerer stated walls are owned and maintained by the CDD and your planter beds on neither side are all CDD. We had a discussion before you came, the efflorescence of the white is coming from inside the brick, there is no way to remove that, which is why we put Podocarpus on either side of the entrance to your community. As far as the maintenance of the brick wall I met with Julie a few months back, we have a company we typically use for grout repair on walls and wall repair. They are so backlogged they said they are not able to help us out and we got a recommendation from the HOA management company for Ziani. We have reached out to Viking and are waiting to hear from them and I have a call into Seminole Masonry who has done work on and off for us over the years as well. We have a line item in the budget for wall repair and cleaning for most of the communities. If it exceeds that then we will talk to the board about how to best use the reserve funds.

Ms. Hanze stated the pole at the end is tilted.

Mr. Scheerer stated it is kind of confusing, the street signage and all the poles fall to the HOA as does the sidewalk maintenance. The only thing we have are the walls and landscaping. Dowden Road is City of Orlando as are the sidewalks that run east and west along Dowden Road.

Ms. Hanze asked who does the trees?

Mr. Scheerer stated we do the street trees to the height of 8-feet.

Ms. Hanze stated from coming in from Dowden to Narcoossee they are caved in all the way up to Randal, covering lights.

Mr. Scheerer stated we end at Capri and Solvino, anything east of that towards Randal Park is not us. A couple years ago the board had us do a class 2 prune of all the street trees along Dowden Road and Narcoossee Road in front of Nona Preserve and Nona Crest. WE keep about 14-feet on the bike path and 8-feet on the sidewalk and the landscaper are aware of that and we will have then work towards that as well.

Mr. Hanze stated the median with the bushes between the two islands are very high.

Mr. Scheerer stated we trim those grasses once a year. If it is a line of sight concern we will address it.

Ms. Hanze asked what about the Mirabella pond?

Mr. Scheerer stated we maintain that pond, Applied Aquatic sprays monthly. Any respray can happen after 14 days per the label on the product they are using.

Ms. Hanze stated there are huge ant hills. Does the CDD cover that?

Mr. Scherer stated that is part of the landscape contract. They don't do a blanket treatment. They spot treat the sidewalks.

Ms. Hanze stated we do want to participate in the May meeting and it would be great to have the other communities here.

A resident asked do we have access to the amount of reserves?

Mr. Showe stated yes, the financials are in each agenda package which is also posted on the website.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date – May 23, 2023**

Mr. Showe stated the next meeting is May 23, 2023.

**ELEVENTHORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the meeting adjourned at 4:17 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman