

MINUTES OF MEETING
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lakeside Plantation Community Development District was held on Wednesday, October 20, 2021 at 6:00 p.m. at the Lakeside Plantation Clubhouse, 2800 Plantation Boulevard, North Port, Florida.

Present and constituting a quorum were:

Joe Szewczyk	Chairman
Pina Chichelli	Vice Chair
Alan (Bud) Sabol	Assistant Secretary
Bill Roumy	Assistant Secretary
Bonnie Benjamin	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Sarah Sandy <i>(by phone)</i>	District Counsel
Brent Burford <i>(by phone)</i>	District Engineer
Courtney Sears	Vesta
Janie Linscott	Evergreen Lifestyle Management
Deneen Klenke	Rizzetta & Co.
Amy Gallogly	WTS International
Residents	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The pledge of allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Specific Items on the Agenda *(Speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting)*

Ms. Adams: The Board adopted Public Comment Policies that ask each person speaking to please state your name and address for the record and address your remarks to the Board of Supervisors keeping to three minutes per speaker. This is not a question or answer session with the Board Members, but oftentimes if you have a question, it gets addressed during the course of discussing Board business. Are there any members of the public who would like to make a statement to the Board of Supervisors? This is an opportunity to have a statement regarding any items that are on the agenda. There will be another public comment period later in the agenda.

Resident (Carol Greer, Scarlett Avenue): I would like to give you kudos that the fountains have been working for almost a month. For the past two months, on my side of Scarlett, six roofers at a time have been coming to solicit jobs. When you come into this area it says, *"No Soliciting."* Well, obviously we had soliciting. I can't believe that five families called the same roofer for the same time. I had four ring my doorbell. We are deed restricted. It says so when you come in. As a matter of fact, I got stopped, and it doesn't matter which roofer, or which house. I happened to have my husband with me, and he had told me they didn't even go to the City or the ACC yet. I walked over to the truck, introduced myself and I asked him for his permit. He gave me the permit for North Port. I asked him where the permit was for Lakeside. I said, *"They are supposed to give it to you."* He said, *"Well, we don't have it."* I said, *"Well, I don't know what I can do, because you're supposed to have one."* He was very nasty. He said, *"If you want to call my office and my manager will straighten you out."* You don't talk that way. I said, *"Straighten me out? Let me tell you something, if I wanted to be mean, I'd have you and your truck out of here in 10 minutes when I call the police."* Now, we're not supposed to have solicitors. It's a deed restricted community. It says so every time you walk in. So, who's taking care of that?

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment? If you could, please state your first name, and last name, as well as your address for the record.

Resident (Pat Lavoy, Scarlett Avenue): My question is very simple. An email blast was sent out by the CDD regarding parking of motor vehicles on the berm shoulder swale, in other words, on the grass between the road and the sidewalk. Now we have commercial vehicles parking in those spots. Who will police this? Who will make sure that this doesn't happen? Because we have governing covenants from the HOA, which right now doesn't appear to be

relevant, because we say, "*No Parking*", and there's parking all over the neighborhood. So that was my point. It states also that it must be in front of the owner's house. There are homes where there are two cars parked in front. One is not on their property. Who will police that? Thank you.

Ms. Adams: Thank you. Are there any other members of the public?

Resident (Dennis Medeiros, Magnolia Circle): I am on the inner circle of the neighborhood. In the pond that's behind the houses there, I noticed weeds growing out into the pond as well as the beginning of some cattails, which can be very invasive. So, it might be something we need to look at or at least think about.

Resident (Joe Markowski, Magnolia Circle): I am here for me and my neighbor, who lives at 2505 and 2507 Magnolia Circle. The sidewalk in front of our properties is raised and now people walking along can trip over it and hurt themselves. Plus, a tree between the sidewalk and the street, there are roots going beneath the sidewalk and underneath the part of the driveway and it is cracked in about three or four places. Whose responsibility is that? I believe it is a CDD responsibility.

Ms. Adams: Understood. This is not a question-and-answer session, but oftentimes your question is answered during the course of Board discussion. We try to touch base on all of the matters that are brought up in your public comment. Thank you for your comment and we'll circle back.

Resident (Joe Markowski, Magnolia Circle): Are you going to call me back?

Ms. Adams: If you just stay for the meeting your question can be addressed. We will move on to the next public comment and take all of the public comments and then move forward with the agenda.

Resident (Joe Markowski, Magnolia Circle): Okay, thanks.

Ms. Adams: Are there any other members of the public who would like to make a statement or a comment to the Board of Supervisors? Please make your way to the front and state your first and last name for the record?

Resident (Leon Shlossberg, Scarlett Avenue): I like my area. I had a meeting with someone on the tennis court. That's number one. Number two is our cars parked on the grass. It's people's property because we're taking care of this. It does not matter that they call it CDD property. Nobody is happy about us parking our cars or guest cars on the grass. Talking to these officials, I understand, but I believe the HOA, that takes care of the whole landscape and

everything, can take the position to recommend not to park cars on the grass. Also, last time I said, "If you can have guests that have more than two cars, we have a little bit of parking space over here for your guests." If they stay. Monday, Tuesday, Wednesday, we can give them a different color and if they stay more than a week, you can charge them \$10 or whatever it is. Furthermore, I mentioned that were over there, we have some little dark spots on the corner. They say it's up to the CDD to report to the city and they will install a light because it is really dark there. That's what I wanted to say. Thank you.

Ms. Adams: Thank you. Are there any other members of the public?

Resident (Susan Morgan, Scarlett Avenue): Good evening. I live in the carriage homes. My partner and I purchased that home and moved in just in July. So, I don't know how things work and I apologize for that. We've been noticing, just over the past few months how the preserve area is coming closer and closer and closer to our front door, our lanai and we're just wondering whether there is any mechanism for keeping the preserve at bay, if you will. We don't know whether that happens periodically or not. Just a little FYI, it seems like it's really encroaching towards the house more and more by month. There is also a drainage ditch there that has quite a bit of water in it from the rainy season. It's overgrown with weeds and trees and alligators. I was wondering if that could be looked at.

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment? I see a couple of hands up.

Resident (Peter Gardner, Boxwood Street): An email that was sent out related to parking. There are 1000 units I guess in the development, but there are about 65 people in the single-family homes that are not part of the HOA. Basically, they were told that they can park a semi-tractor trailer in their front yard. I think the CDD needs to take some actions to somehow address this and correct this, because there are certain people that think it's entertaining, but a number of people, a few not many, are taking this to heart and parking on the grass. I would ask the CDD to take that under consideration as future business to try to limit that activity. Thank you.

Ms. Adams: Thank you.

Resident (Debra Johnson, Scarlett Avenue): I see on the agenda that you have a proposal for the gazebo repair, which I'm really happy to see, but I don't know whether that includes the front little piece. There is the gazebo with the flowers hanging on this side and that side, but how about the central piece? That really needs to be power-washed and also painted. It's really

disgusting looking. I don't know whether that was part of your proposal or not, but that's what I would be interested in seeing.

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment or a statement to the Board of Supervisors?

Resident (Rick Huddelson, Scarlett Avenue): Yes. Looking out my back window, there is a lake behind my house, which is filled with algae and grass clippings. I would like to know, what is going to be done about it. Get somebody in here to do it. We used to have a regular person come in here about every six months to take care of those things and it's not. It looks terrible. It's been like that for two to three months and I've been waiting for somebody to take care of it so this is why I'm speaking out.

Ms. Adams: Are there any other members of the public who would like to make a statement to the Board of Supervisors? Hearing none, all these items have been noted and I believe we can address most of these in the course of Board businesses this afternoon and evening.

FOURTH ORDER OF BUSINESS

District Engineer's Report

Ms. Adams: We do have the District Engineer. Go ahead, Brent.

Mr. Burford: Good evening. At the last meeting, the Board requested proposals to evaluate the water quality of the lakes. Our Water Resources Department has a water quality team, so I reached out to them first. I worked with them to put together what parameters and now the procedure for doing the testing. Once we get that completed, we will be able to provide a proposal to the District. I'll reach out to SOLitude for a second proposal. Hopefully, we will be comparing apples-to-apples to come out with some good pricing. I think the Magnolia Circle repairs to the rear yard swales were completed. We had a couple of items that needed to be addressed and they have been taken care of, so we're good there. Earlier this year, House Bill 53 passed. I'm not sure if Sarah has updated the District audit or not. Basically, it's legislator intends for reach county, municipality or Special District, to provide a stormwater management program or system to create a Needs Analysis. The initial report will be due by June 30, 2022. We are just now drafting some proposal language. We've actually sent one proposal, to one CDD, and we'd be glad to assist Lakeside to make sure that we are in compliance with this new law. Maybe Sarah can provide more details.

Ms. Sandy: I'll be glad to answer any additional questions you might have, but he gave a pretty good summary of it. The analysis as you said, has to be completed by June 30th of next year and then the analysis is turned over to the county. I have not provided the Board details as of yet, but I'm happy to provide additional details.

Ms. Adams: Are there any questions for Brent related to the information he reported or any other engineering matters?

Mr. Roumy: On the Action Item List that we had since the last meeting, where do we stand regarding the erosion behind the tennis court?

Ms. Adams: When Brent talked about the proposed cost for that, there was discussion that perhaps the amenity team maintenance staff could be trained to take care of that. So, we're just waiting for the staffing to be stabilized and then Brent will work with the maintenance team regarding addressing that drainage on an ongoing basis rather than to do more substantial drainage work installation.

Mr. Roumy: Okay. We requested a Pond Study at the last meeting; the feasibility of installing fountains.

Ms. Adams: That was the first item that he addressed when he was talking about the Water Quality Study. He reached out to SOLitude and you'll have two proposals for next month.

Mr. Roumy: Okay.

Ms. Adams: That's the same item.

Mr. Roumy: Traffic calming.

Ms. Adams: The engineer has provided some preliminary information and I really just put that on hold as well until we can see where we are with the current budget and some of the priorities for this month.

Mr. Roumy: One important subject here is the pool equipment area drainage. That's very important. Where do we stand on this?

Ms. Adams: Brent, do you have any updates on the pool equipment drainage area? I know that you've been onsite a couple of times and perhaps even spoke to a vendor about the scope for getting some drainage relief in that area?

Mr. Burford: Yeah. I met with Justin with Innotech Construction Services (Innotech). He previously provided you with proposal to make those repairs. The proposal he provided to you will take care of what was needed.

Mr. Roumy: Did you get the proposal for that?

Mr. Burford: I think we submitted it for the last meeting, but it didn't make it on the agenda. I can reach out to Justin.

Mr. Szewczyk: We don't have that.

Ms. Adams: No. Brent, it sounds you might have an electronic copy of that and we can certainly bring that to an upcoming Board meeting.

Mr. Burford: We can definitely have it for the next Board meeting. The proposal is prepared, so we definitely can have it on the agenda for next month.

Ms. Adams: Sounds good.

Mr. Roumy: Okay.

Ms. Adams: Are there any other questions for Brent while he's on the line?

Mr. Roumy: No.

Ms. Adams: Thank you, Brent. Have a great night.

Mr. Burford: Thank you very much.

FIFTH ORDER OF BUSINESS

Unfinished Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

New Business Items

A. Consideration of Proposals for New A/C Unit

i. Innotech

ii. Air360

Ms. Adams: Mr. Chairman, we have several new business items. The first item that is included in the agenda packet for consideration under new business is regarding the replacement for the HVAC units. Would the Board like to consider this tonight or do we want to defer this matter for next month? It's really at the pleasure of the board. I believe that the amenity management team has reached out to two different providers in order to provide replacement cost for a 15-ton unit. My understanding is that the unit does need to be replaced, but it's currently working.

Mr. Szewczyk: Well, if it's currently working, my only concern is the 15-ton unit. I don't know how quickly a vendor can get their hands on one to the point where if it breaks down, what the turnout time would be.

Ms. Adams: Yes. That is certainly a consideration and a good point. There are two proposals that are in the agenda packet. Unfortunately, Scott could not be here this evening, but he's been working directly with the amenity management team regarding the gathering of these proposals. One of the proposals is from a vendor who this District has done a lot of business with and has been a good vendor, that's Innotech. They provided a proposal for a 15-ton unit replacement. They did not provide the make or model or specifications. There's also a proposal from Air 360 who is proposing a RHEEM 15-ton unit. The pricing on this you'll see is very similar. Innotech is proposing \$26,500 to replace the unit and Air 360 is proposing \$26,462. The Board also has an interest in a preventative maintenance agreement with a qualified HVAC company in order to come in and change filters and service equipment. So, there's also a proposal from Innotech regarding HVAC maintenance services.

Mr. Szewczyk: Innotech does say in their proposal, the price for the new comparably feature Carrier unit.

Ms. Adams: There is money available in your capital reserve funding, should the Board want to take action on this matter tonight. The two proposals are very similar cost and specification for a 15-ton unit. As Supervisor Szewczyk kindly pointed out, in the fourth to last paragraph, it does say Carrier units.

Mr. Roumy: To be honest with you, I've had problems with both estimates or bids. Innotech is a construction company. They have nothing to do with air conditioning. Right? The other one is an air conditioning company. So, either we get two comparable companies to do the job or we don't. One is a construction company that's going to sublet this job to another air conditioning company. You cannot have a construction company doing air conditioning systems. I've have been in business for less than a year or two years and all of a sudden, they are an air conditioning company. That's number 1. Number 2, the units that they're going to supply, is it a multistage unit? Is it the single unit? Is the compressor a multi-stage compressor? They don't mention that. On the other hand, Air 360 is going to supply a 15-ton unit called RHEEM. I looked up on the Internet which one is the best commercial air conditioning unit on the market today? RHEEM did not make the cut.

Mr. Szewczyk: I know. Then who did?

Mr. Roumy: Up to 10 companies are the best companies. Number 1 is Carrier, number 2 is YORK, number 3 is Daikin, number 4 is Mitsubishi. RHEEM did not make the cut. Alright? When I look at the proposal, I would like to see the make, the type, the capacity and the rating of the unit. Innotech did not even mention it. It just says a 15-ton unit. We don't know if it a Cadillac or what. The distribution, the duct system, what they're going to do about it. Are they going to seal the system? Are they going to find out if there are leaks in the system? It's not even mentioned in the proposal. The first thing you have to do is pressure test the system and see if you have leaks first, before we install a new air system. Granted on 11/20, we cleaned the duct system with the mold problem that we had. I think they sanitized the duct system and everything else. So, that's done, but we don't know if we have leaks all over the place. Leaks can generate from the supply line, could be generated from the return line or from the air handler itself. So, they have to do a pressure test. It's not even included in the proposals. Are they going to replace the thermostat, have a new one? I think one says, "Yes," and the other one says, "No." So, I have a problem with both of them. If you want to compare apples-to-apples, then we have to get an air conditioner company to bid on a job like this. Besides, with Air 360, the air handler is 7.5 tons but the compressor is 15 tons. I don't understand that. They should be compatible in tonnage, compressor and air handler. What are we getting? Are we getting a mismatch here and in few years, we will have problems? I'm not an air conditioner guy, but common sense prevails. So, what I suggest is to get an air conditioner company, a third or second, third bid, to bid on a job like this. Besides, do we really need an air conditioning system here now? Do we really need one? I don't know.

Ms. Chichelli: It's getting old.

Mr. Roumy: Who brought it up? I don't know.

Mr. Sabol: That is the question I have.

Mr. Roumy: Who brought it up?

Mr. Sabol: The question is, what is wrong with this unit that we have?

Ms. Adams: My understanding is that Scott has been working with the amenity management team. You'll see that most of the proposals were addressed to Tamara. These were gathered in September when she was still employed here at Lakeside Plantation. I can't really

speak to the information that Tamara provided to the vendors or the information that they provided offline to her.

Mr. Sabol: I agree with Bill.

Ms. Adams: I would suggest just defer this item to get more information.

Mr. Sabol: I don't think we have enough information and we should look at more proposals. It should be deferred.

Mr. Szewczyk: I agree.

B. Consideration of Proposals for Amenity Facility Management

Ms. Adams: Board members, we do have three amenity management providers who are in attendance tonight. They have all provided proposals for amenity services that are included in the agenda packet. I am going to ask that the proposers, as a courtesy to their peers, if you would kindly wait in the media center. Evergreen Lifestyles Management (Evergreen) can stay in the audience since they will be first in alphabetical order. Then after Evergreen, we will be calling Rizzetta & Company (Rizzetta) and then finally, WTS International, LLP (WTS). Board members, joining us from Evergreen this evening is Ms. Janie Linscott. I believe she has handed out some packets to Board Members in advance of the meeting. Janie, if needed, I do have a microphone that you can use and your remarks are going to be to the Board of Supervisors.

Ms. Linscott: Tricia, thank you for the introduction. I'm with Evergreen Lifestyles Management. There was a packet. I appreciate you inviting us and the opportunity to present. Thank you all for taking the time. I understand this takes time out of your day. So, on that note, going through the general info booklet on the right side of your packet, to give you a general overview of Evergreen and share with you what we can do to bring your amenity center to life. You have a beautiful facility. I was actually hired as a Lifestyles Director, so I have a passion for lifestyles. Obviously, lifestyles is part of our name. So, it's an area that we definitely strive for. We're involved in a lot of high lifestyle communities; however, we love CDDs just because we love that lifestyle portion. As you can see on Page 3, it says, "*Your community, your home, your Evergreen.*" We're really here for you to support you. We work with the Board to really present what you guys are looking for in amenity management. So, if you're looking for a specific requirements, obviously we're going to be maintaining amenities and whatnot and making sure that those are up to the expectations that we set. We started in 2010. Mr. Kraig Carmickle is our

founder and CEO, and our president. He owns 100% of Evergreen. We work currently at 19 communities at this time. We've grown, we now have 247,000 rooftops. Our base is here in Florida. We manage 173 associations in Florida; however, we have expanded outside of Florida, but Florida is really our home base. Currently, like I said, we have over 247,000 rooftops. We've definitely grown and a lot of that is our lifestyles and the level of service that we provide. Next on Page 5, you can see a little overview of Kraig, our president. He was on-site. He actually started onsite as a Community Manager and grew his business with a family atmosphere. We have a whole team that supports our onsite team behind the scenes and it's there to support them as far as what they need. We have specific lifestyle Regional Directors that work with our lifestyles team onsite, sharing ideas, sharing different things that they're trying that work or don't work. They will come in and help if you have a large event. Ms. Mandy Morgan is our Chief Operating Officer (COO). She heads up our entire operations team, almost 500 employees now. So, she is strictly getting involved in the day-to-day. She really knows what's going on at each community. She would be involved definitely in helping to plan these events as well. Moving on, business development on Page 6, you'll see we have Jared up in the Carolinas. Then myself. Like I said, I'm based here in Florida. I joined Evergreen a number of years ago as a Lifestyle Director and grew a passion to share what we can do for your community. So, I was in Lakewood Ranch. We're currently covering the State of Florida, helping out to share what we do. We are really a family atmosphere. What sets us apart is our team. That's our biggest asset. We don't have a lot of turnover because of what we offer our team as far as benefits. We pride ourselves on being able to sustain a team long-term. We promote from within, which is why I'm in this position currently. I've grown with Evergreen and I'm in it for the long haul. Moving on to Page 16, you'll see a little bit more information on our lifestyle program. You'll see Lindsay and Amy there, our Regional Directors of the lifestyles. They would be involved in working with your onsite manager, making sure that they are getting all the tools that they need. We have a specific training and development team that really works directly with them when they come onboard as well. We included some fliers just to give you other examples and some positions that we can offer on-site. I did discuss with Tricia a little bit that we would be able to come onsite December 1st just because we do our due diligence. We really want to hit the door running the day we start our contract. Because of the level of service that we've provided and we're known for, we really want to make sure on Day 1 that we are ready to hit the door running. Obviously, we would love

to work with you. We appreciate it. I won't tell you that we're perfect, we're not going to be perfect. If we do have a downfall, at least we own up to it. We appreciate the relationship. We want to work with you guys, but we'll do everything we can to make it right. We appreciate you taking the time and allowing us to present.

Ms. Adams: This is an opportunity for Board Members to ask questions. So, are any questions for Janie regarding the proposal or Evergreen?

Mr. Szewczyk: I noticed in some of the paperwork that we received before the meeting, the experience of everybody within the company.

Ms. Linscott: Sure.

Mr. Szewczyk: But what I didn't see was the actual experience in your company. I saw a lot of people with a lot of experience in the financial field, and the lifestyle field, but not so much how many years they were with Evergreen.

Ms. Linscott: Okay.

Mr. Szewczyk: You made a statement about promoted from within and that's how you got here. You also made a comment about the turnover, but my concern is whether there is turnover at the top.

Ms. Linscott: No. Craig, who's our present CEO, started the company in 2010. Mandy, who is our COO, actually joined Kraig outside a very large community of 5,500 homes that they worked together with when they decided to launch Evergreen. Denise, our Chief Financial Officer (CFO), has been with us for six years. Katie, our HR representative, has been involved since the beginning. I think she joined in 2011. The top is very stable.

Mr. Szewczyk: Okay.

Ms. Linscott: Obviously, we want to make sure our back office is covered. As you grow, you need make sure you have that support on the back end too. I was with a previous employer for 14 years and it grew too fast and there wasn't a lot of support. So, I understand the concern there, but I guarantee that it is very stable. We have a 24/7 customer service line. Ms. Jennifer Hurdle runs our Customer Care Department, which is in Jacksonville. Any time we're working with residents, they can call maybe get a live person 24/7. Jennifer has been with us for over five years. So, it's definitely stable. I have respect for Craig and Mandy. They really believe in Evergreen.

Mr. Szewczyk: I have one more question. We are potentially looking at a security system, a card or fob system, something. What is your background experience concerning the installation and implementation of a security system?

Ms. Linscott: We actually have a list of preferred vendors. Obviously, it's up to you guys whether you want to use them, once you get your bids and what not. Because we're growing in this area, we have list of vendors that we worked with in other communities. I could name a few, but I don't want to step on any toes. So, we could definitely help you in reviewing those. Like I said, we have an abundance of experience. Mandy would be willing to review those with you. As far as the installation process, obviously, we want to make sure that there is good communication, that your manager onsite is well aware of the process and that we're communicating to the residents. We use an e-blast system and send out regular e-blasts with different information, whether it's events or maintenance, something going out on the road outside of the community. The biggest thing is communication and just making sure that everybody is aware.

Mr. Roumy: Have you been in business for 11 years?

Ms. Linscott: Yes.

Mr. Roumy: How many communities have you served so far?

Ms. Linscott: Currently, we have just under 250.

Mr. Roumy: According to this?

Ms. Linscott: Myself or Evergreen.

Mr. Roumy: According to your history, your growth was in golf course management.

Ms. Linscott: Hampton Golf, which was a golf course management company that Kraig was involved with.

Mr. Roumy: So, your growth was really in that area, not amenity.

Ms. Linscott: No. The 250 is Evergreen. We do have a sister company that does golf courses, but I'm just referring to the HOA amenity management. Does that make sense?

Mr. Roumy: Are you HOA management or amenity management?

Ms. Linscott: We do both.

Mr. Roumy: So, you have your company?

Ms. Linscott: Yes. Tricia is familiar with a couple of other CDDs that we manage as well, which we are actually speaking about today.

Mr. Roumy: Your predecessor complained about being in Orlando. That's too far to manage the facility like this one.

Ms. Linscott: Yeah.

Mr. Roumy: So, how are you going to handle this one?

Ms. Linscott: We have staff in this area.

Mr. Roumy: They couldn't get staff in this area good enough to handle this.

Ms. Linscott: This is a growing area. Wellen Park is an area that has really blown up. It seems like everybody is moving to Florida. We have other communities that were actually taking on in the area. Again, like I said, we take care of our staff. We retain our staff because we offer a great benefits program and that's one way we can attract. A lot of the way we've grown as organically through referrals from our current staff too.

Mr. Roumy: I see that you followed the solicitation letter.

Ms. Linscott: Yeah.

Mr. Roumy: You formed everything around this solicitation. Right?

Ms. Linscott: Yes.

Mr. Roumy: You proposed five people to manage this place?

Mr. Linscott: Yeah.

Mr. Roumy: What will be the job of the manager that will manage this facility?

Ms. Linscott: One, overseeing the staff. Then two, obviously making sure that they're not sitting in the office and are out and involved in the community.

Mr. Roumy: That's a good point.

Ms. Linscott: They are communicating. Communicating with your residents is key. As far as working with the vendors, we have a checklist. We make sure we're meeting with our vendors at least once a month onsite and that they're actually submitting a report.

Mr. Roumy: So, what is the coverage for the week? Is it seven days a week?

Ms. Linscott: That's something we can work with the Board on. We would want your input. We would give you our suggestions, as much as we've grown.

Mr. Roumy: Should it be under a bid process, how many days a week?

Ms. Linscott: As far as onsite?

Mr. Roumy: Yes. So, at least we know how much?

Ms. Linscott: If we find there are certain days that maybe are a little slower here, we could back down the hours during the week and have longer hours on the weekends if that's what we're finding. It's really dependent on what the desire is here. Obviously we're here for the residents. We want to make their experience as great as possible. So, if you are getting feedback that you should be open later, maybe not open early enough in the morning, obviously we are going to work with you to make sure.

Mr. Roumy: So, what is a Lifestyle Manager?

Ms. Linscott: They are coordinating events. They are going to be working with possibly your fitness instructors, setting up maybe water aerobics or a tennis competition, creating flyers, making sure they're promoting those events. Maybe it's a food truck night. There are endless opportunities here.

Mr. Roumy: Do you think it's a full-time job?

Ms. Linscott: Yeah. It depends on what you're looking for. If you only want a few things a week, we can do part-time. I would suggest full-time because this is a great area. You definitely have an abundance of opportunity here. You have lots of events that you can do here. I was a Lifestyles Director. There are endless opportunities.

Ms. Chichelli: You mentioned that you train the people that you are going bring. How many hours, customer service, do they need to have?

Ms. Linscott: We actually do ongoing training. We would actually have them with another Lifestyles Director, depending on what their position is. We have them partner with another member of our team, just to give them a general overview. We actually have a program called ELM University that works with our team. It's really digital, but gives them a lot of good points and classes that they can take. So, we have a requirement. Actually, we have a new Director of Training and Development and he's creating a whole new training program that's going to work with our team when they come on board. Obviously, as we're growing, we'll make sure that our team is all giving the same expectations and the same level of service. So, yes, there's an abundance of customer service experience that's required.

Mr. Sabol: Do you plan on having an Amenities Manager on duty 40 hours a week?

Ms. Linscott: Yeah.

Mr. Sabol: One of our biggest issues with the last two who have been here, we have lost correspondence to the office of the general public. When the general public comes in, they want

to know the answers, they have a lot of questions, they want somebody that's capable in that office that can answer those questions.

Ms. Linscott: Yeah, for sure. They should be able to.

Mr. Sabol: If you were awarded this contract, what are you going to do with the present help?

Ms. Linscott: We would require a release from Vesta, releasing that they are open for hire, just for legal purposes. If there were staff you wanted to keep that you're familiar with, we would bring them on board. If not, we do this all day. We can come in and make changes.

Mr. Sabol: Do you have an off the cuff price in general of what your organization would charge us per month?

Ms. Linscott: Yes. That's actually in the left side of your packet. There's a low range and a high range. We have a monthly management fee that we would charge, but on top of that, you actually determine the salary. That's really up to the Board.

Ms. Benjamin: So, the flat management fee wouldn't change. Do you have a list of five job titles that are all full-time? Is that just what you generally suggest?

Ms. Linscott: That's just a suggestion based on what was in the Request for Proposals (RFP).

Ms. Benjamin: Community Director, Lifestyles Coordinator and Office Manager who probably be the full-time positions.

Ms. Linscott: Five is a lot, I would say, for this community, but it's going to give you the level of service.

Ms. Benjamin: But there's no part-time office staff included in the payroll projections either. So, this is flexible.

Ms. Linscott: Very, yeah. That's just a recommendation. In our proposal, the way we structure it, there is a management fee. Then the Board actually determines what they want to pay and then we charge a rate of 32%, which covers their benefits, the taxes, the payroll. Like I said, we offer a great benefits package, but we actually include the Board in our hiring process as well. We're not going throw a Manager in there, a maintenance person and say, here you go. We're actually going to do pre-screening and then we'll present you with two or three candidates that we feel are best. Then the board could actually assist in interviewing and making that decision.

Ms. Benjamin: Do you have salary minimums for your employees? Is that up to us? Is it up to you?

Ms. Linscott: No. Those ranges we put were suggested for this area and for the market today.

Mr. Roumy: That's a very high end.

Ms. Linscott: Are there any further questions?

Ms. Adams: I just have a couple of questions, if Board Members are finished with their questions?

Mr. Sabol: For the moment, I'm done.

Ms. Adams: Janie, I'm not sure how involved you were with putting the presentation together, but one thing that was requested as part of the response, was a history of recent litigation, perhaps the most recent five years. That was not included in your response. Can you speak to your litigation history over the past five years?

Ms. Linscott: I've been notified that we have no litigation. So that's from Mandy, our COO, but I can follow up to make sure.

Ms. Adams: Okay. As you're aware, in the P&L in the adopted budget, the Board funded for amenity management for the upcoming fiscal year and the current fiscal year around \$196,000.

Ms. Linscott: Yeah.

Ms. Adams: What would be your suggestions for a quality amenity management team in terms of staffing to get closer to the budget, compared to your proposal coming in at the low end of \$340,000?

Ms. Linscott: Sure. It's really dependent on your vendors and what you have contracted out. As far as your staffing, five full-time people seems pretty hefty. I don't know if you need an Office Manager plus a Club Amenity Manager, so that can come down. Personally, I feel like there are opportunities for improvement on the maintenance side. So, that's where we would want to, obviously, make sure you're getting the level of service. If you're looking to improve the grounds, improve on the Lifestyle Program, we want to be here, we want to help you guys out with that. At the current budget, I can see needing an increase if you want to increase the level of service.

Ms. Adams: So, what I hear you saying is decreasing office staff, but making sure that there's the maintenance support.

Ms. Linscott: Definitely, yeah. I feel it's a little more important coming in. Are there any other questions?

Mr. Szewczyk: I have none.

Ms. Chichelli: None.

Mr. Sabol: I have none.

Ms. Linscott: I appreciate your time. Thank you.

Ms. Adams: We appreciate it. You don't need to stay for the entire meeting. We'll be having a discussion, and I'll be following up with the proposers. Thank you, Janie. Next is Deneen from Rizzetta & Company (Rizzetta).

Ms. Adams: Rizzetta responded to your RFP. The proposal is included in the agenda packet. You will do a presentation and then have the Board Members ask questions.

Ms. Klenke: I am an Amenity Services Manager with Rizzetta Managing Services. Just a little background, if you're not familiar with Rizzetta and Company. We have been in business for 35 years in community management. Thirteen years ago, they decided to start an Amenity Services Division. We saw the need for that, that people wanted staff to come in and manage their amenities. Our years of experience actually lends itself to resources and experiences for our Districts. We know how to come in. We know how to manage your Districts. We know what maintenance needs to be done for the Districts. We have an amenity services leadership team that consists right now of three people. We have our Director of Community Services, who leads over amenity services and our Field Services Division. Then Mr. Gregg Gruhl and I are part of the Amenity Services Management team. I have over nine years of experience being a Clubhouse Manager. I managed a tennis club for a few years. We did have clay courts and I noticed that you have the clay courts. That is what Mr. Gregg Gruhl's background was before he became a Clubhouse Manager as well as tennis. So, we definitely do have that experience that we could bring to this community. We currently have 25 clubhouses in our portfolio. We have a clubhouse in Panama City. Also, Spring Hill is our furthest community north, all the way down to Fort Myers. In this immediate area, we manage five clubhouses. So, we are in this area, we have one in Fort Myers, one in Venice and three in Bradenton. One of the advantages with Rizzetta as far as our contract is concerned, we have an open contract where clients can see the separation of

what the personnel costs are and what our management fee is. You are only billed for the hours that you use. Off-season if you have any part-time employees, if for some reason you don't need them to come in to work, then you won't be billed for those hours. You're not billed for the full hours, only the hours that the employees work. Our management fee does consist of oversight of our management team. We do take on the liability. Some CDDs like to hire their own employees, but then they also take on the liability burden for that. So, when you hire a management company, we do take on the liability. Then of course the management fee does include our profit for managing your community. We do offer outstanding benefits for our staff. We have health, dental, vision, long-term, short-term disability, life insurance, 401(k), and accidental. So, all full-time employees will be eligible for the company benefits. Our management team establishes great communication with the District Managers. We work in conjunction. It doesn't matter if we're with a different company or if we're from the same company. We communicated regularly with the District Managers so that they know what's going on in your clubhouse and at your own amenities and we know what's going on in the District as well so we can work together. We also establish good relationships with our Board of Directors. Whenever you request a member of the management team to come to your Board meeting, of course we'll be here. Periodically, we attend a meeting to support our Clubhouse Manager and also find out what is going on, what your needs are here in your District. We provide a great support system for our staff. The management team perform audits. We have actually a sheet and we go around and we check all of your facilities to make sure that they are up to our standards. That they're clean and everything is being maintained. We review those with the Clubhouse Managers, find out where they're falling short and where they're excelling and let them know that. We will provide that to the Board also if you will be interested in seeing that. We also have ongoing training for our managers who get together twice a year. We bring all of our managers together and we have a meeting with them. We just update them on different training manuals and things that we'd like to implement for our amenity staff. They also get the opportunity to speak to other managers. I know as a Clubhouse Manager, sometimes when you're at a community for a while, you feel like you're deserted, you're on an island and the things that are happening in your community, are only happening to you and your community. We have resources for them. They can meet with the other managers, bounce ideas off, take suggestions, so we do have a good support system for our staff. As far as the transition period, if you were to award us the contract, we would start the

hiring process immediately as soon as you do approve us for the contract. Especially in today's labor market the way that it is, we want to get these jobs advertised as soon as possible so we they get the responses and we can interview the candidates and find the right candidates for the positions. We will have a member of our management in the area as long as necessary to learn about the property and to train your staff. We'll create a list of maintenance items that we see right off the bat, things that need to be fixed, things that need to be cleaned, things that need to be maintained and we'll keep that list available for the staff here. We also would like to plan a community event just to introduce Rizzetta to your community. We would do that soon after we got the staff in place so that all of the residents can come and meet with staff and get to know them. That's really all that I have to say, if you guys have any questions for me?

Ms. Benjamin: Would you have a target date to be in here or does that all depend on when you are hired?

Ms. Klenke: Yeah. We could be here as soon as you guys need us to. Of course, you would present us with the contract and of course we have our legal team look it over, but as soon as the contract is signed, we could hit the ground running. However, if you do say you're going to award us the contract, then we could start the hiring process.

Mr. Szewczyk: As I read through the documentation, first of all, I appreciate the fact that when it came time to listing the experience that you plainly said how long your people have been with Rizzetta, so I appreciated that. Also, you would provide a maintenance schedule including daily, weekly, monthly and annual maintenance duties, which is something that we've been asking our previous amenity company for years. So, I would definitely be interested in seeing what you come up with there. I'm going to ask the same question I did to the previous company. We are looking at implementing a new security system as far as a fob or card system throughout the amenity area. What is your experience with that and how do you see that rolling out?

Ms. Klenke: Actually, I didn't realize and I apologize that you guys didn't already have an access card system because all of our communities have either an access fob system or an access card system. It just varies by communities. We are all very familiar with that system. So, we would find the companies for you, get the proposals for you and have them come and present. Then once you decide, then we would do a training with our staff first and then do some training with the residents to get them used to how to use the system.

Mr. Szewczyk: Okay.

Mr. Roumy: By bidding with your proposal, most likely you did a survey of this community, right?

Ms. Klenke: Yes.

Mr. Roumy: Do you have a community like ours that we can call?

Ms. Klenke: Yeah, we actually have several communities.

Mr. Roumy: Because we're not large, we're just small community.

Ms. Klenke: In the Riverview area, but it's about an hour north of here, we actually have communities that have about 650 residents. Our smallest community is actually 350 residents. So, we have a wide range. We deal with communities that have 350 residents all the way up to over 2,000. Some have just one clubhouse fitness center, sports courts, playgrounds, others have multiple. We have a cafe. So, we do have a wide range of communities that we manage in size.

Mr. Roumy: Are you going to have a District Manager for this area here?

Ms. Klenke: We won't have a District Manager because you have a District Manager with your district management services. What we would do is provide the staff that you asked for and then we have our management team, like I said, that consists of three people. I actually live at Apollo Beach. I'm not sure if you're familiar, but that's probably an hour from here as well. We have five communities in this area, so we are in this area at least twice a month because we visit those other communities, meet with the managers, do our audits, things like that.

Mr. Roumy: You suggested five personnel here. Is the Director of Lifestyle Event Coordinator a full-time job?

Ms. Klenke: Yes. Let me just refer back to the proposal, if you don't mind. The only part-time position that we recommended was for your Clubhouse Attendant and Tennis Pro. I understand you want your Tennis Pro to do the maintenance five days a week and then you would also like for them to do lessons, maybe events, things like that. Then just clubhouse personnel to help out with whatever needs to be done inside of the Clubhouse.

Mr. Roumy: How many people do you need in the office?

Ms. Klenke: Well, you have right now three full-time people. You have the Community Director, the Lifestyle and Event Coordinator and the Office Manager.

Mr. Roumy: And the maintenance guy.

Ms. Klenke: Right, but you asked who would be inside of the office. So, we did our proposal based on your RFP on what your current structure is. So, this right here is the maximum

staff that you would need at pretty much the maximum salaries for this fiscal year. However, if once we see how things run, that we could adjust that step. We would make a recommendation based on our physically being here and seeing what you do.

Mr. Roumy: From your experience, how long would the staff be here? Let's say that they start at 8:00 a.m. and go home at 9:00 p.m. What do you suggest?

Ms. Klenke: It's based on really what the Board desires. If you want to have a staff person here to greet residents, to help residents from open until close, we can certainly provide that or if we see the need that you only have peak times and the other times the residents here can just come in and use the amenities on their own without any oversight, then we could adjust that as well.

Mr. Roumy: Well, our beef all along was checking on people using the pool, checking on people using the tennis courts, checking on people playing basketball or bocce ball. How do you control this?

Ms. Klenke: I will say an Access Control System will eliminate the need for your staff to be here from open until close. Because then that will ensure, not full proof, that the only people using your amenities are the residents. So, if you want the clubhouse open from 8:00 a.m. until 9:00 p.m. or until 10:00 p.m., right now you want a staff person here because you don't want outsiders to be able to have access, and you want some control for vandalism, things like theft. However, with the access control system, only residents will be able to get in and out and you can set that time for however you want. Then we would recommend that you just have staff here during your peak times. Someone here to make your access fobs or to oversee who is on your basketball court, oversee who's at your pool. In the summertime, those hours might be more than in the fall and winter when people are not using the amenities as much.

Mr. Roumy: What's your experience with cameras around the property?

Ms. Klenke: Most of our communities do have cameras around the properties and the ability in the office to be able to view those cameras. So, if your office person is here and they're busy with paperwork and greeting residents, they still have the display up so they can see what's going on. Also, if you have vandalism, it's good that you can get the recording. If you match your access file swipe, you'll know about what time vandalism or the theft occurred and you have the swipe time and you look at the camera, most of the time you can figure out who the perpetrator was.

Mr. Roumy: Thank you.

Mr. Sabol: Our cameras in the past did not have a good system. So, we really need to have a good camera system and need a file system. We've talked about this for years and years but haven't implemented anything.

Ma. Klenke: I definitely recommend it to be honest.

Mr. Sabol: Because the way it is right now, we have staff. When there's an issue outside, staff has to run outside and try to settle it. There are a lot of problems.

Ms. Klenke: Right.

Mr. Sabol: I think you're correct. First, you have peak times and maybe with that new system, if we implement that, I think that's what we need to be thinking about.

Ms. Klenke: I would consider with the security cameras, the voice down system that the security company has. So, you wouldn't necessarily need a staff person here at pool closing time because you let the security company know what time you want your pool to close or what time you want your fitness center to close. If someone is here after hours, they put a speaker in here, monitor the cameras and say, *"I'm sorry this facility is now closed you need to vacate."* They will call them down twice. The third time, they will call the police, and then those people will be charged with trespassing.

Mr. Sabol: At one of the other facilities, we have a camera system, a good fob system with a card system. They have security people working with them.

Ms. Klenke: Some do and some don't.

Mr. Sabol: I'm just wondering if they will eliminate those people.

Ms. Klenke: For your amenities. Now of course, that wouldn't take care of any security that you want to have in the community. Yes, if you have the security system and you have it monitored by that company, they are watching, that's their job. Not during the day when staff is here, but you set those hours. So, once they know that staff is no longer there, they have those displays up and monitor them. Then they perform the call down. They also call the Clubhouse Manager and they will call the District Manager to make sure that someone is aware and they'll say, *"Do you want us to call the police, or is this something you didn't take care of?"* Is this simply a trespass violation or is it a crime? Is it a theft? If they're just here and they are just hanging out, of course, you're not going to call the police out for them. Right? We're going to find a way to handle that. Most of the people are just hanging out. After the second call down,

they usually leave. But if it's something like they're witnessing vandalism, they are witnessing a burglary, they will call the police right away. So, if you're having these problems, I definitely recommend it.

Mr. Roumy: I think you have a lot of experience with the amenity. What was the major problem that you encounter in a community like this?

Ms. Klenke: Well, the major problem is that people don't like to be told no. Right? So, even though you have the rules that say you don't allow drinking at the pool and someone brings alcohol, they don't like to be told you cannot do that.

Mr. Roumy: They were eating at the pool today.

Ms. Klenke: Yes. Right. So really the biggest problem is the enforcement of rules. People feel like they pay to live in this community and they should be able to do whatever they want.

Mr. Roumy: So how are you going to enforce it?

Ms. Klenke: Our staff goes out and they speak to them and let them know that they're in violation of the rules. The second time you would say. Okay, listen, I've already told you, you cannot do this. Then the Board would have to set it up. It actually comes from the Board direction, but then I would say for the third violation, you let them know that you are immediately going to deactivate their access fob and they would no longer have access to the amenities. This is where your access fob come in handy. They we would invite them to the next Board meeting and come before the Board and say, "This is what happened. This is what the staff did. This is how the resident responded, what would you like to do? Do you want us to keep their fob system for 30 days? If you don't have the fob system than it's just going to have to go on face recognition. Staff is going to have to get to know the residents and they do that by greeting them every time they come in. I don't believe that a resident should walk into your amenities and not be greeted.

Mr. Roumy: Do you think it should change the configuration of entry and exit to this community and to this Clubhouse?

Ms. Klenke: Yeah. I think maybe you should have one entry in and one entry to get out to the pool that controls your traffic. That allows the staff from the office to see who's coming and going if you don't have the cameras or the fobs.

Mr. Roumy: But then do you need physical gates all around the property?

Ms. Klenke: No. You can have your access fob access card readers on all your gates for your pool, which is already gated. They can be on your tennis courts because your tennis courts are already gated and your fitness center has a door. I see you have a security code right now that's not working, but we need to get that working so just residents are going in.

Mr. Roumy: I think Tricia has a question. I'm done.

Ms. Adams: Alright. Sounds good. I just have a couple of question about your proposal that was submitted. One of the things that was required was the proposal submittal forms, that was the organizational information, you're standing in the State of Florida, licensure, OSHA ratings. None of that was included in your proposal. Can you speak to that matter?

Ms. Klenke: I apologize for that. That is definitely an error, but that is definitely something that we can provide. We will provide it soon after you award the contract. If you are going to wait until we get the contract, we can definitely get that to you. I apologize for that. Like I said, we have been in business for 35 years. We have a lot of communities, CDD, HOA, and amenities, so I feel sure we're up to date on everything.

Ms. Adams: Okay. Another thing that was requested to be submitted with the proposal was the five-year ligation history and that was not submitted. Can you speak to your five-year ligation history?

Ms. Klenke: At this moment, I cannot. I have only been on the corporate management team for about a year. I was a Clubhouse Manager for the years before that. So again, I sincerely apologize.

Ms. Adams: Alright. Then one other item that was not submitted was the Certificate of Insurance.

Ms. Klenke: I actually got that saved on my laptop. I'm so sorry about that. If you send me a list, I will get that all to you.

Ms. Adams: Sounds good. Just a general question regarding your recommendation. The amount that the Board has budgeted for the current fiscal year for amenity management is \$196,000. Your proposal came in at \$271,000. What could you suggest in terms of the ability for the District to operate within the budget but maximize the lifestyle experience, the pleasantness of the amenities, etc. in terms of where can this Board look to trimming the staff? What would your recommendation be?

Ms. Klenke: It is staff heavy and without actually working here and being onsite, it's hard to say. However, for a community this size, we do not have a separate Event Coordinator. That is the job of the Clubhouse Manager. They oversee all of the amenities and greet the residents. Because you do not have access fobs here, that eliminates most of our Clubhouse Manager's job. So, they would have the time to plan events and work on events. I believe that also the Office Manager, that possibly could go down to maybe a part-time position as well too. That job would be to support the Clubhouse Manager or maybe we have a full-time Community Director and then a full-time Clubhouse Attendant or Assistant Manager.

Mr. Roumy: So, how are you going to cover 84 hours a week with two persons?

Ms. Adams: You're not.

Ms. Klenke: We would have to adjust your hours.

Mr. Roumy: It's not possible. I don't think it's possible.

Ms. Chichelli: With the security system, it's going to help.

Ms. Klenke: If you want a staff person here all of the hours that you're open, that's impossible to do with two people because they can only work 40 hours. I'm not sure if you could reduce your maintenance person to part-time maintenance.

Mr. Roumy: The maintenance guy comes here at 6:00 a.m. and goes home at 3:00 p.m. I'm talking about the office.

Ms. Klenke: Right. If we reduce maybe the maintenance hours, then we could add those hours.

Mr. Roumy: I don't think so. You can't.

Ms. Klenke: If your maintenance person is also working on your tennis court, then you have your Tennis Pro that's also doing that. So, your maintenance person probably should know how to do it, but does he need to do it if you're a Tennis Pro? There's definitely a lot of things that we could look at. It's just hard to say without actually being here onsite.

Mr. Roumy: Are you talking about 12 hours a day, 7 days a week?

Ms. Klenke: Your amenities are all open 12 hours a day, 7 days a week.

Mr. Roumy: Okay. How are we going to manage 12 hours a day, 7 days a week with two people?

Ms. Klenke: You're going to have to look at other options such as the access system and security.

Mr. Roumy: So, what is your recommendation?

Ms. Klenke: Our recommendation is that you find money somewhere to be able to pay your staff. The other thing is with the job market, you have to pay industry standards now, unfortunately. When staff members are coming in to apply for a job, they are looking to be paid higher than what we have ever paid them before. It's really astonishing because they are not desperate to find a job, they can find jobs anywhere. So, they are coming in and demanding from us what they should be paid. When we tell them no because we work off of a budget, they turn around and walk away.

Mr. Roumy: Do we have a budget for five people working?

Ms. Adams: Yes. Their proposal was \$271,338, which is inclusive of the staffing costs as well as management costs.

Ms. Klenke: It includes the Tennis Pro of course.

Mr. Roumy: We don't need a Tennis Pro.

Ms. Klenke: A Tennis Pro was requested.

Ms. Adams: Yeah, that is part of the current staffing plan to have a Tennis Pro perform the maintenance. The RFP was based on the current hours of operation and is subject to revision by the Board. If you don't want to have a Tennis Pro and want to have someone else do court maintenance it is up to the Board.

Mr. Roumy: The Tennis Pro is on his own and is a contractor. He's not paid by Vesta.

Ms. Adams: Yes.

Mr. Roumy: He is not paid by the CDD?

Ms. Adams: Yes.

Mr. Roumy: Whatever he collects, he pays 10% back to the clock. So, that's why we don't need a Tennis Pro.

Ms. Adams: Yes. Supervisor Roumy, the current situation is there is contracted services for tennis lessons, but there is also hourly pay for tennis court maintenance.

Mr. Roumy: For the maintenance it's different. It's two different things; Tennis Pro and tennis maintenance.

Ms. Adams: The Tennis Pro is paid for tennis court maintenance hourly. I'm just speaking to the current situation which has been that way for many years.

Mr. Roumy: I'm not trying to clarify it. The Tennis Pro that we have right now is contracted by Vesta and whatever lesson he gives to whoever, 10% of that goes back to the club. He is not paid hourly. He is not paid salary. He is not paid anything.

Ms. Adams: So, you're partially correct.

Mr. Roumy: The maintenance part of it is a part-timer who comes here 2-3 hours every morning to do the court.

Ms. Klenke: That's not the way that I understood your current program. You're correct as far as the Tennis Pro is contracted to do lessons.

Ms. Adams: Yes.

Ms. Klenke: But I also understand that he's also hired as part of your staff to do the maintenance on the court, separate from the lessons. Is that correct?

Ms. Adams: Yes.

Mr. Roumy: It's two different people.

Mr. Szewczyk: Regardless of whether it is two different people, it is still the job. All of these things can be adjusted based on what their recommendations are and what we're willing to pay.

Ms. Adams: So, it would be feasible to not have tennis lessons and there wouldn't be an adverse financial impact for that. But the tennis courts do need to be maintained seven days a week.

Mr. Roumy: Yes.

Ms. Adams: Oftentimes, it is a Tennis Pro who takes on that position for the ability to give tennis lessons.

Ms. Chichelli: Does he get paid for that?

Ms. Adams: The contract for lessons is a contract with Vesta that 10% of the proceeds were remitted back to the District and they retain 90 percent. Then court maintenance is an hourly rate.

Mr. Roumy: Okay.

Mr. Szewczyk: Are there any other questions?

Ms. Benjamin: No.

Ms. Chichelli: No.

Ms. Adams: Thank you very much. You do not need to stay for the rest of the meeting. I'll follow up with you. We are now ready for WTS. We have Amy with WTS. They provided us a proposal for amenity management that was included in the agenda packet. There's also a proposal that was provided under separate cover to the Board Members.

Ms. Gallogly: Good evening everyone. Thanks for having us here. I work with WTS International. We are a leisure management and consulting firm. We are out of Maryland. That's where our hub is. That is where we are based. We are a little different than your traditional management company. We don't focus on HOA or CDD management. We solely focus on amenities. We have three divisions, essentially, to our company that make up what we do. We've got a fitness division, a lifestyle division and a spa division. So, we work with HOA Boards, CDD Boards, developers, builders, hotel owners, hotel management companies, to provide a variety of amenity management services. Under that is certainly lifestyles, which is what I head up for this company. I am the VP of lifestyles. I head the whole division. I travel all over the US and get to work with Board Members such as yourselves, builders, developers, to provide lifestyle amenity services to the communities and resorts that we serve. Our high concentration is on the lifestyle aspect. We do provide a high level of programming wherever we are. That is our focus and that is our strong point. Something that sets us apart from our competitors is that we are not an HOA company, so we don't worry about that business. We really have full concentration on amenity management and lifestyle services. We do collaborate with on-site management or if there are off-site as well, we do that. We have to have synergy between the two companies because we don't offer that side of the service. We typically are the eyes and the ears of the facilities that we manage. We like to keep open communication with people like Tricia or the Board Members, the vendors as well that are part of our community. Are there questions about the proposal?

Mr. Szewczyk: Yes. A common question I had was the communities that you are involved with, I would assume that the majority of them have card access and fob systems?

Ms. Gallogly: Yes.

Mr. Szewczyk: Have you been in a community where you all get out for the community? Because that is a position that I feel that we are going to be in soon. How do you see that taking place?

Ms. Gallogly: Sure. We've come in a variety of situations when it comes to your access card management or fob distribution for residents. Typically, what we like to do is we have forms that we like our residents to fill out, our intake form, if you will. We will put systems in place, get approvals from Board Members to go ahead and have those waivers and forms instituted and then we will invite residents typically on certain days and times so we don't have an influx of everybody coming in at one particular time. Usually, we consider a pre-opening stage or a transition stage. So, they would come in at certain times. We would give them key pass. We've worked with all sorts of different systems and vendors when it comes to activation of those fobs. We do feel that filling out the information packet that we provide is vitally important because it gives us an opportunity at that point to collect resident information. So, we can collect email addresses which change from time to time, phone numbers, addresses, again signing a waiver of liability, which we feel is very important to be able to use the amenities. Then we have on file their access card number, their phone number activation of that fob. Some systems require photos, but some don't. I always suggest that you take a look at photos on an actual card if the Board would offer a card versus a fob. There are a lot of positives to having that. But we'll put all of the systems in place. We do that in a number of our communities right now, the ones that issue those fobs or access cards to the residents who fill out that paperwork, making sure they are providing a HUD statement or tax information and a license so we can identify who they are and make sure we're not giving a fob to a non-resident.

Mr. Szewczyk: That's all I had.

Ms. Gallogly: Okay.

Ms. Benjamin: What is your estimated monthly general admin cost for us?

Ms. Gallogly: Sure. I broke it down by yearly.

Ms. Adams: I provided under separate cover a one-page document with columns that say, "*Job Title, Hours per Week, Designation and Inclusive Costs.*" This is the document that was provided by the WTS to supplement their proposal in terms of to aid the Board.

Mr. Szewczyk: Got it.

Ms. Benjamin: \$298,000 for the year.

Mr. Roumy: Are they headquartered in Maryland?

Ms. Gallogly: Correct.

Mr. Roumy: Do you have District Managers?

Ms. Gallogly: Yes.

Mr. Roumy: Located where?

Ms. Gallogly: Yeah. Great question. So, I'm actually located in Florida. I'm located in Tampa. I head all of the lifestyle amenity services for the company. Then we have a regional Corporate Operations Director, which is like a District Manager. She has a portfolio of accounts. She's also located in Tampa, so she would oversee this particular property if the Board worked with WTS. We are both stationed in the State of Florida and in Tampa.

Mr. Roumy: We meet 11 times a year. According to your proposal, you want to come here six times a year.

Ms. Gallogly: We typically come quarterly as far as a structured site visit. If it is required that our COD is here monthly for Board Meetings, which a lot of our different communities require, that's not a problem. We will include that. We don't charge extra for site visits or extra for corporate meetings. That's all included in our services. Every community that we manage is very different with their rotation of required meetings that they have or required site visits. It really is truly up to the Board to decide that rotation.

Mr. Roumy: You submitted a bid, right?

Ms. Gallogly: Yes.

Mr. Roumy: Most likely you did the survey of this property?

Ms. Gallogly: Yes.

Mr. Roumy: You looked around. What do you suggest that we do different than what we have?

Ms. Gallogly: Sure. So, I sent one of our team members here to survey the community and to check out the Clubhouse and the amenities. We did find, I think, quite a few things that needed to be addressed maintenance-wise in our walk-through. Just some updating and some things in disrepair that need some extra TLC. So, that would be suggested from our team that the Board take a look at and certainly for your proposals, for your consideration on various items. We also took a look at your programming levels and what you're offering right now to the residents. Also, systems that you have in place as far as having residents pay for a program, how they sign up and how they register, your member management-type tools. I think there's room for improvement there as well. Included in our price is a point-of-sale and online registration system. We have it at all of the sites that we're at. It is an online web-based system where we would enter

residents' information in, once they go through the fob process and we know that they are residents. They would be in our system, and it would allow them to go online and register for exercise classes, personal training, the upcoming Halloween event, whatever socials are going on. They allow them to go online and pay. They would also go online and register. So, I think there's improvement there. From my understanding, I know you all have a resident directory too. I did see that. Besides that, we didn't see any online mechanism for residents to digitally submit interests for programs, offerings and services.

Mr. Roumy: We are open practically 12 hours a day, seven days a week. I say practically. How many people do you think we should cover?

Ms. Gallogly: In our proposal we've got 70 hours of what we call a Resident Service Specialist position. That would be somebody that would be here opening and closing. Then the other hours that are not covered in that would be supplemented through the main director. We feel it's important that him or her have face time with residents. We have success in that model. In most of our larger staff facilities, we usually don't have our manager working 40 hours covering for "*Desk hours*," but we do have recovered some overlap and that's where we supplement the 70 hours outside to cover other operating hours.

Mr. Roumy: I don't know if it's an error or something. What is 70 hours per week for Resident Service Specialist?

Ms. Gallogly: That's just the staff coverage.

Ms. Benjamin: That's for three part-time employees.

Mr. Roumy: You have the Amenity Director, 40 hours a week; Resident Service Specialist, 40 hours a week and 70 hours a week for Resident Services.

Ms. Gallogly: Yes. The main director is the 40-hour salary. That's the main Amenity Director or whatever title you prefer.

Mr. Roumy: So, it's three part-time hourly positions?

Ms. Gallogly: Three full-timers.

Mr. Roumy: It says three-part time hourly.

Ms. Gallogly: Right. For Resident Service Specialists. We are looking at three part-time positions that cover the 70 hours and then we're looking at one full timer. I think you-all might have had them as an admin lead. I forget what the title of that particular position was, but that's the lead. That's why I put it under RSS lead for 40 hours.

Ms. Adams: Board members, if you don't have any other questions, I do have a couple of questions for Amy. In regard to onboarding for Lakeside Plantation, should the Board choose to move forward with an agreement with WTS, what do you consider to be the most expeditious schedule that can be expected?

Ms. Gallogly: Sure, for onboarding, we won't be able to do that in 15 days or by November 1st. That's not something that we're able to initiate and complete. I promise that I'm going to work around that since I would be the one that will be assisting rolling that out. So, I think realistically, as far as beginning services to get up to staffing levels, we would of course look to bring on a Director first and foremost, that would be our go-to thing. We really find success in allowing our Director to pick his or her team. It's really important to us that they are part of that selection process. So, we don't want to typically do that outside of the Directors buy-in. We find more success in allowing them to do that. Because of that, we would like to hire them on first and then hire those other ancillary type positions, support positions. If we did that very quickly, we could start probably December 1st. That would be the accelerated timeline. We worked over at Cypress Falls for 13 years so we do know this area fairly well in North Port. I know that it's not saturated with people ready to work full-time and be here. It is hard to get those people out of the Sarasota area, south of that, to get down here. So, I do think in our internal recruiting team, we've got three full-time recruiters that assist us and the other channels to recruit. So, I think they would have some success if they were given nearly 40, 50 days to get staff onboard.

Ms. Adams: For the Amenity Director, do you anticipate that being a new hire from outside of the organization or do you anticipate that will be someone internal in the organization?

Ms. Gallogly: That's a great question. I don't know yet. I don't know the answer to that. It could be either. We have what we call, "*Bench players*" within our organization. These are individuals that we could've previously hired, worked for us and then come back or want to come back or have a desire to rejoin WTS or individuals that had interviewed with us before and we thought were highly qualified, but for whatever reason were not selected to be at a particular venue. So, we would first go to those individuals and see location-wise and fit-wise if this would be a good fit for them. Then outside of that, we will look to recruit outside of the organization.

Ms. Adams: One other question for you. I know that you are aware that the Board has budgeted and adopted a current budget for Amenity Management of \$196,000. Your proposal

came in at \$298,000. If the Board wanted to get closer to \$196,000, what recommendations would you have in terms of trimming the personnel?

Ms. Gallogly: We have to cut back the personnel, for sure. Not literally, but the personnel budget is what we would look to you to revisit that. My understanding of currently how you operate, your preference is to have a staff member here when the facility is open. So, I would just take a look at those hours of operation, if you can trim in the off season, whatever your off-season is here versus the in-season, look at trends of utilization and be able to staff around that so you are able to trim that number. I can't speak to other proposals, but typically, most of the money is in the staffing.

Mr. Roumy: Who sets the hourly rates? Do you set the hourly rates?

Ms. Adams: Are you talking about the hours that the office is staffed?

Mr. Roumy: Yes.

Ms. Adams: Ultimately, that's a policy decision that's up to the Board.

Mr. Roumy: Okay. Thank you.

Ms. Adams: We can have a candid conversation with that once the presentations are done. Do any other Board Members have questions for Amy from WTS?

Mr. Sabol: When was your company incorporated? Did you discuss that yet?

Ms. Gallogly: No. I think it was in 1973. We are nearly 50 years old. We started as a tennis company and then branched into spa and then into fitness and lifestyle.

Mr. Sabol: I will say that one thing is obvious in the figures that we looked at it, probably in order to stay within our budget, we're probably going to have to cut things somewhat. Because we did not pay Vesta as much as these companies expect. So, if we don't do some cutting, I can see down the future, raising rates and people are not going to like that. But it's something that will come up and we are going to have to face it. So, it's going to be a choice for us. We are going to have to really look this over and put the pencil to see where we are at in making a decision.

Mr. Szewczyk: Any other questions for Amy?

Ms. Benjamin: No.

Ms. Adams: You do not need to stay for the rest of the meeting. I'll be following up after Board discussion.

Ms. Gallogly: Okay. Thank you all. Have a good day.

Mr. Szewczyk: We will take a recess for 10 minutes?

The meeting was recessed at 7:45 p.m.

The meeting was reconvened at 7:55 p.m.

Ms. Adams: We are back on the record.

Resident (Not Identified): Could I address the Board for one second?

Ms. Adams: I'm sorry. This is not a time for public comment.

Resident (Not Identified): Before I leave, I want to make one public comment.

Ms. Adams: Excuse me, Mr. Chairman, would you like to take public comment?

Mr. Szewczyk: No. If you need to make your public comment, you can do it during the public comment period.

Resident (Not Identified): I would like to say it now.

Mr. Szewczyk: I'm sorry, sir, but we have business to attend to.

Resident (Not Identified): It will take a minute. I just want to say it. Listen to me. I live in the villas.

Mr. Szewczyk: Obviously, you're going to say it anyway, so go ahead.

Resident (Not Identified): I've been here since 2006. This is the first time I came to a CDD meeting. Now my question to you is this. You had a full house when I came here at 6:00 p.m. and now you have nobody. The question is, why are you people in this room and we are in that room? We can't hear what the heck is going on. We're here. We're interested in what's going on, but we can't hear what's going on. So, my question is, why are you in this room and we are in this room and the people that talk to are this way and we can't hear that way? That's my question. Thank you. I think they're all going to agree with me because we're all homeowners here, whether in the villas or here, it's the same thing. We'd like to know what's going on. We come here to listen to the problems and you're here trying to solve the problems. If you have a meeting next time, please have it in one room, not two. I'm talking here, but nobody can hear me back there. Now think about it, gentlemen and ladies. Have a good night.

Ms. Chichelli: You too.

Resident (Not Identified): I'm 91 years old. So, think about that. If you're going to have a meeting, let's everybody enjoy the meeting. Thank you.

Mr. Sabol: Why don't we continue the meeting.

Mr. Szewczyk: Yes.

Resident (Not Identified): Think about it.

Mr. Sabol: Have a good evening, sir.

Resident (Not Identified): I'll be here at the next CDD meeting. I want to see what you're going to do.

Mr. Sabol: I hope you come to the next meeting. Thank you.

Ms. Adams: Board members, we are still considering proposals for amenity management. As you're aware, this is a time-sensitive matter. Vesta, who had been serving as Amenity Services Manager, is not going to be renewing their agreement. We do need to bring in an amenity management company. I wish that we have more time to consider this and digest this and work on the budget, but really, the Board is in a position where we need to make a decision tonight in terms of ranking. Actually, we will be working on the ranking sheet, and we can do that together. We can do a consensus ranking and determine who is the Number 1 ranked vendor, the Number 2 ranked vendor and the Number 3 ranked member. As Board Members are aware, we were notified about a week before last month's Board meeting that Vesta would not be renewing their agreement. The Board approved their RFP, which was released to six different vendors who specialize in amenity management services. The District was notified by one vendor that they would not be providing a proposal with the amount that was budgeted by Lakeside Plantation. We have two non-responsive and we did receive three proposals. Those were all included in the agenda for Board review. Subsequent to receiving the proposals that were published, I did reach out to Evergreen and WTS. The reason that I reached out was for clarification regarding the amount that would be proposed for a lump-sum contract. The amount that Evergreen is proposing for staffing at the current levels of staffing for the current hours of operation is \$340,582. The amount that Rizzetta is proposing is \$271,338 and the amount that WTS is proposing is \$298,875. In order to have that side-by-side comparison, I did hand out a spreadsheet. The spreadsheet also notes which proposers were lacking in required elements. Rizzetta did not provide any of the required proposed documents, including signature pages, corporation pages. They did not provide their litigation history nor their Certificate of Insurance. You'll see that Evergreen did not provide references nor did they provide the litigation history. That's just an overview of where those vendors were in terms of responding with the required elements. The goal for tonight is to rank the proposers. From there, an agreement will be negotiated. What will be driving the cost of that agreement is the proposed staffing levels; the

hours of operation that we have someone here at the clubhouse as well as tennis maintenance. The Board budgeted for the current fiscal year, \$196,544. You also budgeted for \$25,000 in roving security patrol. Those monies can be repurposed for amenity management.

Ms. Benjamin: How much did you say?

Ms. Adams: \$25,000. The Board has also built in a \$22,640 overage, I'll say, or contingency amount in your landscaping line item. So, between those two lines, there is \$47,640 that can be repurposed towards amenity management. So, if you take the amount that you've budgeted, plus the monies that were allocated for security patrol and the difference between the landscaping agreement and the landscaping budget, that amount is \$244,184.

Ms. Benjamin: What happens if there is a substantial contingency related to landscaping if we move that money?

Ms. Adams: That's a good question. The reason that the contingency of \$22,000 or \$23,000 was built in, was not because of additional landscape items that may occur. There's a separate line item to handle mulch, tree trimming and plant replacement, but rather, there was concerns that the current service provider may not be providing the level of service that the District wants to receive, so by adding additional monies to that budget, it allowed for flexibility should be the Board in future want to go out to bid. So, this was really for the Landscape Service Agreement. However, if the Board is comfortable staying with the landscape service provider, we would anticipate at the end of the year, that \$22,000 or \$23,000 will be there. Does that make sense?

Ms. Benjamin: Yes.

Ms. Adams: Where we have a gap right now is with the amount that's budgeted plus the amount that could be allocated from landscape and security contracts. We can readily identify that \$244,000. Based on the staffing levels, we are still a distance from the proposed lump sum management costs and where we're budgeted. Other areas that the Board can consider, relates to capital projects. There is \$130,000 scheduled to be transferred out from your General Fund to your Capital Projects Fund. We can keep tight reigns on the capital expenses to the best extent possible. I do want to say that the Board already reviewed proposals for access control systems and can be implemented in tandem with amenity management, in order to ensure that the amenities are only used by residents and registered guests, but there would be an expense for that. Your current Capital Budget would be able to bear that expense. So, I think what might be

helpful is if we want to do a consensus ranking on the proposals, identify the proposer that is ranked Number 1, Number 2, and Number 3. Then once that's done, to get direction from the Board regarding your immediate hours of operation for Clubhouse and proposed staffing levels. That's information that District Council and the vendor that the Board selects can start to work on an agreement. It will be important to reach agreement in order to determine what the start date would be for the new amenity management company. How does that sound? Included in your Board packets is a ranking sheet. We have three different vendors that are listed here: WTS International, Evergreens Lifestyle, and Rizzetta & Company. We can take these one at a time in the order that they were printed on this sheet. WTS would be first. The RFP included a score sheet and vendors were notified that up to 25 points would be awarded for *Ability of Personnel*. Is there a suggested ranking from the Board and we will come to a consensus in terms of how many points out of 25, WTS demonstrated *Ability of Personnel*?

Mr. Roumy: Maybe we should fill out this here and give them to you.

Ms. Adams: Yeah. If you want to provide your number, then we can come to a consensus ranking.

Mr. Szewczyk: So, if everybody has their sheet filled with their numbers, we can give them to you.

Ms. Adams: Yeah, we can do it that way. I think some Board Members have not done their ranking sheets, so if we want to do a consensus ranking, we can do that where we decide on the number for each vendor. Alternatively, we can give Board Members some time to complete those sheets and turn them into me and I can add those up and tally them.

Mr. Sabol: Do you want a general consensus?

Ms. Adams: I think that may be faster.

Mr. Sabol: I'll give mine.

Ms. Adams: How many points did you award for WTS for *Ability of Personnel* up to 25 points?

Ms. Benjamin: Do we need to go through each column?

Ms. Adams: Yes, we have to have a score for each. So, we'll start with each row actually and we'll go across for WTS. Then we can move down to the next row with Evergreen and then down to the next row with Rizzetta & Company. Board Members, included in the RFP, was

some additional explanation in terms of what each of these categories comprised of. Would you like that information verbally?

Ms. Benjamin: I don't need it.

Ms. Adams: Okay.

Mr. Szewczyk: We'll just go around.

Ms. Adams: Sure.

Mr. Szewczyk: I have 25.

Ms. Adams: Does the Board agree that 25 is the correct ranking for *Ability of Personnel* for WTS?

Ms. Benjamin: I put 20.

Mr. Roumy: I put twenty 20.

Mr. Sabol: I have 22.

Ms. Benjamin: Can we have somewhere in the middle of that between 20 and 25?

Mr. Szewczyk: Can we just add them up?

Ms. Adams: We will, just come up with one number. I think Supervisor Benjamin just suggested to split the difference. Is the Board comfortable with 22.5?

Ms. Benjamin: Yes.

Ms. Adams: The next criterion is *Proposers' Experience*. Up to 25 points is available for WTS.

Ms. Chichelli: I feel that they have good experience so I'll give 25.

Ms. Adams: Is there anyone that thinks it should be less than 25?

Mr. Roumy: Fifteen.

Ms. Chichelli: For WTS experience? I thought they were more like the amenity lifestyle.

Ms. Adams: So, between 15 and 25 would be 20. The next criterion is *Understanding of Scope of Work*. I will say this efficiency checklist WTS did provide all of the required elements, if the Board wants to consider that.

Mr. Szewczyk: They did provide everything that was requested so I give them 25.

Ms. Benjamin: I gave 25.

Ms. Chichelli: Twenty-Five, I agree.

Ms. Adams: For *Financial Capacity*, there is up to 10 points available.

Mr. Szewczyk: I gave them 10 points.

Ms. Adams: Did anyone rank less than 10 for *Financial Capacity*? None. Is the Board comfortable with 9.5?

Ms. Chichelli: Yes.

Mr. Szewczyk: Yes.

Ms. Adams: The next criterion is *Price*.

Ms. Benjamin: Ten for me.

Mr. Szewczyk: I have nine.

Ms. Chichelli: Now, the highest is because it's high or because it's low?

Mr. Roumy: The flexibility.

Ms. Adams: Yeah, the low bidder gets the most points in this category. I heard 9 and 10, so 9.5 is in the middle. Then the next proposal that the Board is considering is from Evergreen. The first category is *Ability of Personnel* up to 25 points available.

Ms. Chichelli: I gave 22.

Mr. Szewczyk: I had 20.

Mr. Sabol: 20.

Mr. Roumy: 20.

Ms. Benjamin: 15.

Ms. Adams: Is the average 20 on that?

Mr. Szewczyk: Somewhere around there.

Ms. Adams: Is 20 the consensus ranking?

Mr. Szewczyk: Sure.

Ms. Adams: The next criterion is *Proposer's Experience*. Up to 25 points is available.

Ms. Benjamin: 15 for me.

Mr. Szewczyk: I have 19.

Mr. Sabol: 15.

Ms. Chichelli: 20.

Mr. Szewczyk: How about 17?

Ms. Adams: Is 17 the consensus ranking?

Ms. Chichelli: Yeah.

Ms. Adams: Alright. The next criterion for Evergreen is *Understanding of Scope of Work*. Up to 25 points is available. There were a couple of required elements that they did not include in their proposal, as the Board can see from the sufficiency checklist.

Mr. Szewczyk: 20.

Mr. Sabol: I will give them 20 too.

Ms. Chichelli: 20.

Ms. Adams: Alright, 20 is the consensus ranking. The next criterion is *Financial Capability*. Up to 10 points are available.

Mr. Szewczyk: I said eight.

Ms. Benjamin: I also had eight.

Mr. Sabol: Eight is good.

Ms. Adams: Eight is the consensus ranking. The next category is *Price*. This is where the low bidder gets the most points.

Mr. Szewczyk: I had 7.5.

Ms. Benjamin: Fine with me.

Ms. Adams: Seven-and-a-half is the consensus ranking. Then we're moving down to the next proposer, which was Rizzetta. The first category is *Ability of Personnel* up to 25 points.

Mr. Sabol: 25 points?

Ms. Adams: Is there anyone who ranked Rizzetta *Ability of Personnel* less than 25 points?

Ms. Chichelli: No, it's fine.

Ms. Adams: The next one is *Proposers' Experience* up to 25 points.

Mr. Sabol: 25 points.

Mr. Szewczyk: I had 18.

Ms. Benjamin: I had 20.

Ms. Chichelli: 22.

Ms. Adams: So, I've heard 22 and I heard 25. Did I hear 18?

Male 17: I had 18. Twenty-one is about in the middle.

Ms. Chichelli: Yes.

Ms. Benjamin: Okay.

Ms. Adams: Twenty-one is the consensus ranking. The next criterion is *Understanding of Scope of Work*. The required proposal warrants were not included. The litigation history was not included. The Certificate of Insurance was not included. Of all of the responses, this one did not include the required documents.

Ms. Chichelli: Tricia, I have a question. Have you worked with them? Because they didn't include that paperwork. What does that mean? Because you've been working with them, that means they have the information, but they just didn't include it.

Ms. Adams: I can't speak to their litigation history or their Certificate of Insurance, or the completed proposal required forms and why they were not included. Obviously, Deneen was embarrassed by that and said that they could subsequently provide them. One question that would have been helpful to ask all of the different companies is perhaps something along the lines of how many contracts they have been terminated from in the past year. I think that's where you might have seen some difference between the providers.

Mr. Szewczyk: So just based on the fact that they did not present and have the information when it was requested, at least as far as the least of the three, I gave them 15 for that.

Ms. Adams: Is there anyone that has more than 15?

Ms. Chichelli: I gave them 18. Because even though they didn't provide the information, I feel they have it. I felt that with the information that she gave us, it was more to what we want to hear, our level, I guess.

Ms. Adams: So, between the two, that would be a 16-and-a-half.

Mr. Szewczyk: Yes.

Ms. Adams: Okay. The next category is *Financial Capability*. Up to 10 points are available.

Ms. Benjamin: Eight for me.

Mr. Szewczyk: Nine.

Ms. Chichelli: Nine.

Mr. Sabol: Nine is good.

Ms. Adams: Is 8.5 alright?

Mr. Sabol: That's fine.

Mr. Szewczyk: Below nine.

Ms. Adams: Alright. Then *Price*?

Ms. Benjamin: 12 for me.

Mr. Szewczyk: 10 for me.

Mr. Sabol: 12.5 for me.

Ms. Adams: So, 11 or 11.5?

Mr. Sabol: Yes.

Mr. Szewczyk: 11.5 sounds good.

Ms. Adams: Give me a moment to add up these numbers. Alright. I'm going to just quickly double check my math. The total points awarded to WTS was 86.5. The total points awarded to Evergreen was 72.5. The total points awarded to Rizzetta was 83, making WTS the Number 1 ranked vendor, Rizzetta the Number 2 ranked vendor and Evergreen the Number 3 ranked vendor. The next step is that Ms. Sarah Sandy and District management staff will need enough information from the Board Members to determine what hours of coverage you want for our office hours in your Clubhouse. Many CDDs with highly amenitized properties, staff the Clubhouse eight hours a day, Monday through Friday, and perhaps half days on the weekend. That does not prohibit residents from accessing the amenities, but it does reduce the staffing from your current level. So, it's obviously a Board policy issue. This is something that the Board can consider. What we're attempting to do, is to get your hours of coverage closer to that \$244,000 mark, which is your budget plus the monies that we can identify from security and landscaping. If the Board wants to have more coverage, then we would be looking at perhaps not being able to transfer out to your capital reserve in this current year. So, those are the considerations for the Board.

Mr. Szewczyk: Well, I think maybe we were living in a dream world for the last bunch of years under Vesta. Obviously, we had a good deal with them financially. This is what the market bears. The way I see it, is that some of these capital improvement projects will probably have to be put on hold. Okay. Any beautification programs might have to just stick with repair and standard maintenance, unless it's visually bad. Those are a couple of steps I think we will have to take and taking into consideration that if we still go forward with the access as maybe only capital program that we proceed with, the hours that we need the office manned, we might not have to have someone here 12 hours, at least for now. Okay. Bottom line is we have to make up \$50,000 here.

Ms. Adams: Yeah.

Mr. Szewczyk: So, if it means going to a 10:00 a.m. to 6:00 p.m. day for business purposes in the office, then I'm okay with that. I don't know about the weekend, but the people in the office from what I see, have to conduct business and there's no reason why business can't be conducted between 9:00 a.m. and 5:00 p.m. People can come in here and get what they need. Once that company is in place, we push to get the access system in. That alone will eliminate some of the need for having somebody here all of the time. The situation is what it is. Alright? Minimizing for me anyway, going ahead with a capital project as far as the current access system and cutting back the hours, then we can negotiate with the company what that person is going to be called? What are their duties? But here's the hours that it needs to be manned. Then we can also consider maintenance because that can't be dropped.

Ms. Benjamin: Right.

Mr. Szewczyk: So, those are just my viewpoints. I personally think that we need to cut back on the office hours for now until we get the company in, fine tune things with them along with the card system.

Ms. Adams: So, is there a consensus that the correct hours would be Monday through Friday from 10:00 a.m. to 6:00 p.m. and on Saturday and Sunday from 10:00 a.m. to 2:00 p.m.? Again, this is for office coverage. This is not for maintenance which would take place seven days a week. There may be some overlap with duties there, but for office coverage, is there consensus on the Board that moving forward, 10:00 a.m. to 6:00 p.m., Monday to Friday and 10:00 a.m. to 2:00 p.m. on Saturday and Sunday?

Mr. Roumy: We cannot cut the hours before we had the fob installed.

Mr. Szewczyk: It has to be done.

Ms. Benjamin: We have to.

Mr. Szewczyk: We don't have money.

Mr. Sabol: We basically have cut off our nose.

Ms. Adams: It's not anything the District did. You budgeted based on the proposal that was provided for the upcoming year.

Mr. Sabol: Vesta was getting us a good deal. We had a ton of problems with them, but the problems could have been straightened out, they weren't and here we are.

Ms. Benjamin: Do we have anything else, capital improvements-wise on the table even?

Ms. Adams: Well, there is the drainage issue for the pool equipment. There are potentially some HVAC issues. So, critical maintenance is still critical maintenance. We will look carefully at your Capital Reserve Fund.

Mr. Szewczyk: Those are things like the drainage for the pool pumps and things like that. That needs to be done because something like that, it floods out and the next thing you know, we're buying more motors or more heaters and things like that. So, things like that, what has been constantly happening anyway, need to be done. I was a big fan and someday I'm still going to push for the fountains in the pond, but that's got to go by the wayside.

Mr. Sabol: We had people tonight complaining about the weeds. One of the big things that SOLitude told us, we have to put the bubbling system in there and that would cure part of the problem. I believe that we'll do that.

Ms. Adams: Yeah. There is still applied maintenance treatment that's ongoing and SOLitude is required to treat the vegetation. So, that can be addressed. That is part of the Amenity Manager's responsibilities to ensure that all of the vendors are in contract compliance. So, getting the Amenity Manager in place is a key step in the right direction. At this point, we can take Board action to memorialize your rankings. Ms. Sarah Sandy is on the line and may have comments, but I believe the motion would be to rank WTS as the Number One ranked proposer and direct staff to move forward with negotiating an agreement. Then we'll continue to discuss any other terms that the Board wants to discuss.

Mr. Sabol: If we can't come up with the terms with them, we can go to the second choice.

Ms. Adams: Right. Sarah is on the line. Do you have any comments?

Ms. Sandy: No. I think the Board has covered everything. The one thing I wanted to clarify; I think I heard from two of the management companies that they would be looking at an start date of December 1st. Is that correct?

Ms. Adams: That is correct.

Ms. Sandy: Okay.

Ms. Adams: Now there could potentially be a phasing in where perhaps an Amenity Manager starts first and then other employees are onboarded. Yeah. We're looking at December. So, if we want to take Board action, then we'll discuss a little bit further the next steps with the agreement. We'll get some additional input from District Counsel regarding what steps we need to have Board input and look at the time sensitivity to this step. Is the Board ready to take actions

to memorialize that WTS is ranked Number 1 and direct staff to move forward with an Amenity Management Agreement?

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with all in ranking WTS International Number One to provide Amenity Management Services and direct staff to move forward with an Amenity Management Agreement was approved.

Ms. Adams: Sarah, in terms of presentation of the agreement, what are your thoughts as far as timing? Do we need to perhaps look at continuing today's meeting in the next two or three weeks in case there are any matters that we need to check in with the Board or do you feel that this could wait until the next Board meeting, if there are any terms outside of what was presented in the RFP that needs to be negotiated? What are your thoughts on that?

Ms. Sandy: In making sure that I understand the Board's direction, the max amount, the not-to-exceed amount for the contract would be \$244,184. My thought would be that we move forward in negotiating with WTS to see if they can modify their proposal to fit that budget for the District and how that would be reflected in the various scope. If they are able to come up with that, we would bring that agreement back for the Board's approval. Certainly, I think Tricia is indicating that this is slightly unusual in the sense that we don't have the exact proposal that we're probably going to end up with in front of the Board at this time.

Ms. Adams: Yeah.

Ms. Sandy: We could do a couple of things. One, we could authorize a Board Member to work with staff in negotiating what we think would be an appropriate scope to fit the District's budget. That would at least give us a Board Member to work with and trying to finalize that with WTS before bringing it back to the full Board or we could continue the meeting for a few weeks to bring it back at that point in time or bring it back for the November Board meeting.

Ms. Adams: The reason it could essentially be time sensitive is a vendor may not want to move forward with hiring until there's an agreement in place. At the same time, we need to allow enough time for back and forth between staff and WTS in terms of the direction from the Board and the parameters as the Board sets.

Ms. Chichelli: I have a question. The difference is \$54,000. Do you think that we can get agreement with it?

Ms. Adams: Well, if you look at the sheet that WTS provided, which has the different rows and columns. Looking at a full-time of Amenity Director and then a full-time resident services worker, tennis maintenance and full-time maintenance and then looking at if an additional part-time person is needed for the coverage that the Board is looking for, I think we're going to get really close.

Ms. Chichelli: Okay.

Mr. Roumy: Can I suggest one thing?

Ms. Adams: Yes, sir.

Mr. Roumy: The maximum is \$244,000.

Ms. Adams: It is up to the Board to set that. Those are funds that can readily be identified. What's more painful is to identify the transfer out to capital reserve. That's there but I'm reluctant.

Mr. Roumy: Is the difference between WTS and Rizzetta 2.5 points on the rating?

Ms. Benjamin: Yes.

Ms. Adams: They are ranked Number Two.

Mr. Roumy: Yeah. What I'm suggesting is you talk to WTS and Rizzetta and tell them this is our budget and if they can meet it. If they don't meet it, then you go to the next one. We have two companies. Rizzetta is a very good company too that is located here in Tampa. What I'm saying is 2.5 points is like flipping a coin.

Ms. Adams: Yeah. Sarah, can the Board provide direction that if negotiations fail with the Number 1 ranked vendor that staff moves to the Number 2 ranked vendor? Do they need to memorialize that in action? What are your thoughts on that?

Ms. Sandy: Yes, we can do that, but again, I would want clear direction from the Board on if there is a not-to-exceed amount. If there is, I would like specific direction if the Board wanted to see certain hours cut. I think we talked about that a little bit, but if there's any more specificity on that or if you want to authorize the Chair to work with us in bringing something back to the Board that we think the Board would be happy with. I would be hesitate to terminate negotiations with WTS without having really specific parameters of what the Board would want.

Ms. Adams: That makes sense. One thing that the Board may want to consider that Sarah suggested might work, is to delegate authority to someone, perhaps the Chairman, to work with staff regarding these terms and to shape up an agreement that the Chairman or his or her

designee, whoever the Board designates believes is in the best interests of the District. Then bring that back for Board approval, either at the continuation of this meeting or next month's meeting, which is the third Wednesday in November.

Mr. Szewczyk: That's too close.

Ms. Adams: Yeah. I'm just concerned that we're getting close to when we want to have a vendor start. The sooner we can get an agreement finalized, the better.

Mr. Szewczyk: I have one suggestion. I don't know if it's any good or not. We're looking at \$298,000 for WTS or a difference of \$54,000. As far as negotiating going forward, can we split the difference to the \$54,000, add that \$27,000 to what our goal is, the \$244,000 and use that as the not-to-exceed so that we can proceed with this?

Ms. Adams: So, \$244,184 plus \$27,000?

Mr. Szewczyk: Yeah. Splitting that difference just so we then had a not-to-exceed amount. Because let's face it. We're going to shoot for \$244,000 and we're dealing with...

Mr. Roumy: \$271,000 with Rizzetta.

Mr. Szewczyk: So, I'm just trying to allow staff some wiggle room regarding the negotiation and the parameters as far as office hours and things like that.

Ms. Adams: So, if the Board is comfortable with those parameters, rather than adjourning today's meeting, I'd like to continue that. Sarah, do you think two weeks is enough time or do we need three weeks?

Ms. Sandy: I think it depends on WTS to be honest, and how quickly they can get us a revised Scope of Services. I think they should be able to hopefully do that within two weeks. At the minimum, we have a draft agreement. We can at a minimum, bring the scope back and hopefully get that approved.

Ms. Adams: Okay. So, is there a consensus on the Board that the not-to-exceed amount is \$271,184 and to maximize the hours of coverage and staffing within that parameter?

Mr. Sabol: I have a question for you.

Ms. Adams: Yes, sir.

Mr. Sabol: Are we compelled by law to have somebody in place within 30 days or do we have 60 days?

Ms. Adams: Well, that's really a resident services issue. The sooner that you get a company in here the more stability you will have.

Mr. Sabol: What I'm getting at, is does your company offer any of those services? Would your company cover that for us, if we don't make a decision? Is that possible or not possible?

Ms. Adams: Well, right now Vesta is willing to stay in place.

Mr. Szewczyk: Vesta staffing.

Ms. Adams: All of the current Vesta employees would be interviewing with WTS to determine a good fit for the organization and for the environment.

Mr. Sabol: I was trying to find some extra time.

Ms. Adams: There's not. We all want this to be accomplished as efficiently as possible. I think Sarah's suggestion of two weeks is a good one. Continuing the meeting on November 3rd would allow for enough time to have all of the agreement parameters confirmed by both parties and presented to the Board for approval.

Ms. Sandy: I think we might need to modify or update the prior motion slightly, approving the rankings as laid out.

Ms. Adams: Yeah. The Board made a motion to direct staff to negotiate with the Number One ranked vendor, so would you like a separate motion to confirm those parameters?

Ms. Sandy: Yeah. Either update the prior motion or a second one to confirm the not-to-exceed amount.

Ms. Adams: Supervisor Szewczyk, that motion was made by you and seconded by Supervisor Sabol. Do you both agree with amending the motion to include the parameter of a not-to-exceed \$272,000?

Mr. Szewczyk: Yes, I agreed.

Ms. Adams: Do we need to take a vote again, Sarah or just amend the motion?

Ms. Sandy: Let's take the vote again.

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with Ms. Benjamin, Mr. Szewczyk, Mr. Sabol and Ms. Chichelli in favor and Mr. Roumy dissenting, amending the prior motion to rank WTS International Number One to with 86.5 points, Rizzetta as Number Two with 82 points, and Evergreen as Number Three with 72.5 points and direction to staff negotiate an Amenity Management Agreement with the Number One ranked firm at a not-to-exceed amount of \$272,000, was approved. (Motion Passed 4-1)

Mr. Roumy: If we fail with WTS, what's plan B?

Ms. Adams: We can then go to the Number Two ranked vendor.

Mr. Roumy: Okay.

Ms. Adams: Sarah, do you have any other questions that we need to get answered regarding the agreement, or anything else that you need in order to move forward?

Ms. Sandy: Not at this time.

Ms. Adams: Okay. Sounds good.

C. Consideration of Proposal for Gazebo Repair with Innotech

Ms. Adams: Included in your agenda packet under Tab C is a proposal that has been worked out with Innotech. This was sent to Tamara on August 24th. It includes new shingles, new roof, there are some demolition and disposal of trash, replacing with new planks and new flooring. This is a top to bottom overhaul including the railing. The total amount is \$4,500. This is a maintenance item that's here for Board consideration.

Mr. Roumy: What type of wood is going to be used? It's not even mentioned here. He has to mention what type of wood he's going to be using for the flooring and for the railing.

Ms. Adams: Yeah.

Mr. Roumy: He can't put any cheap wood. In this atmosphere here, it doesn't work.

Ms. Adams: This says like types, so it would be in-kind replacement.

Mr. Roumy: Maybe we don't need wood, we need TREK, so we don't have to worry about painting or about anything else for the flooring.

Ms. Adams: It wouldn't be an upgrade. It would be kind for kind replacement for this budget amount. If you want more expensive fabrications, it will cost more.

Mr. Roumy: Everything is negotiable. Alright. If we go back to him and he says the flooring should be TREK instead of wood that is going to rot in two years.

Mr. Szewczyk: What is that?

Mr. Roumy: TREK?

Mr. Szewczyk: Yeah.

Mr. Roumy: This is the new construction material that will never fade. Nothing will attack it. It's called TREK.

Mr. Sabol: It's very expensive.

Mr. Roumy: Maybe \$500 more. Do it right.

Mr. Sabol: I bet it's \$3,000 to \$4,000.

Mr. Roumy: It's 8x8.

Mr. Szewczyk: Can we direct staff to get back to Innotech to get a price for using that material?

Ms. Adams: Do you just want the flooring to be that type of fabrication or do you want that type of fabrication for the railings and sides?

Mr. Roumy: Of course.

Ms. Adams: This is the kind for kind replacement. The composite materials are going to add to the expense, but you can certainly request a proposal.

Mr. Sabol: Bill, it would be more than just the floor. She said it will be the railings, it would be everything.

Mr. Szewczyk: I agree with you, Bill, but is this needed right now?

Ms. Benjamin: Yeah. It is needed.

Ms. Adams: It is needed. The gazebo has been closed because it's not a safe environment for walking.

Mr. Szewczyk: So, it's a safety issue?

Ms. Adams: Yeah. The entire gazebo could be demolished and removed if the Board doesn't want to repair it, but this is a relatively small amount to repair it to good condition.

Ms. Chichelli: How about we get the quote for the TREK and then we can make the decision? Can we approve it at the next meeting in two weeks?

Ms. Adams: Well, we can attempt to bring it back, but right now you don't have an Amenity Manager. That's typically the person who would be working with the vendors and

gathering these proposals. Courtney has been doing a great job in responding to communication and working with vendors. I will reach out to Courtney and see if she can facilitate a proposal including the TREK fabrication. Does the Board want to see composite fabrications for railings and other components or kind for kind of replacement for the railings?

Mr. Roumy: Also, a second bid. We don't know if this is right or wrong. Again, we rely on one bid.

Ms. Chichelli: Then this is going to take us longer.

Mr. Roumy: Then it will take longer. It's not important.

Mr. Szewczyk: Let's deal with the first question. The first question is it going to be that material on the floor and then like for like, or do we want the whole thing to be the composite? Do we want the whole thing to be composite?

Mr. Roumy: Of course, at a minimum.

Mr. Szewczyk: Okay. So, let's get a price. Again, remember that we don't have an Amenity Manager right now. We're asking for a price for using the composite material for the entire thing and if possible, a second quote from another company.

Mr. Roumy: Thank you.

Ms. Adams: Sounds good. So, we will differ this item.

D. Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2021

Ms. Adams: The next item in your agenda packet is consideration of an audit engagement letter with Berger, Toombs, Elam, Gaines & Frank (Berger, Toombs). The District is required to have an independent audit each fiscal year. This would be for Fiscal Year 2021, which just ended in September. Included in your agenda packet is the audit engagement letter. Previously the Board met, appointed themselves as the Audit Selection Committee, solicited for competitive proposals and Berger, Toombs was selected to provide audit services. The Board later confirmed that choice. This proposal is in accordance with the agreement with the District. We also received enhanced information from District Counsel regarding the Audit Engagement Agreement. Did you have any comments, Sarah?

Ms. Sandy: Just a few comments that I forwarded to you that we would like to get incorporated in all of our engagement letters with Berger, Toombs, dealing specifically with requirements that we like to include based on the District's role, procedures including when the

audit should be provided by and making sure that we include public records language. I had no further comments. So, if the Board is amenable to approving it, I just ask that you approve it in substantial form subject to District Counsel's comments.

Mr. Roumy: I have a question for Sarah.

Ms. Adams: I do want to mention what the price is. It's buried in this letter.

Mr. Roumy: Okay.

Ms. Adams: Did you find that, Supervisor Roumy?

Ms. Chichelli: It's \$3,000.

Ms. Adams: Yes. It is on Page 5, in the first paragraph, \$3,185. I just wanted to mention that this is in accordance with your budgeted amount for your current fiscal year.

Mr. Roumy: I have another question for Sarah.

Ms. Adams: Sure.

Mr. Roumy: It says here, "*Reasonable assurance is a high level of assurance, but is not absolute assurance.*" What does it mean?

Ms. Sandy: What does assurance mean?

Mr. Roumy: What's reasonable, but not absolute. What does it mean? It is on the first page.

Ms. Sandy: Those are the auditing standards under which they provide the audit. They can review your financial records and provide a reasonable assurance, but it's not free of errors. I believe that is what they are saying.

Mr. Roumy: Therefore, it's not guaranteed.

Ms. Sandy: Correct.

Mr. Szewczyk: What is?

Mr. Roumy: I don't understand the jargon.

Ms. Adams: So, staff would be seeking a motion to approve, subject to incorporating District Counsel remarks into the agreement.

On MOTION by Mr. Szewczyk seconded by Ms. Benjamin with all in favor the agreement with Berger, Toombs, Elam, Gaines & Frank to provide auditing services for Fiscal Year 2021 in a not-to-exceed amount of \$3,185 subject to District Counsel comments was ratified.

E. Consideration of Letter Regarding District Counsel

Ms. Adams: Provided to Board Members, under separate cover, is communication with the letterhead Hopping Green & Sams on the top. Ms. Sarah Sandy will be presenting this letter.

Ms. Sandy: Board Members, I wanted to thank you for the chance to address this. Our Special District Practice Group that has been at Hopping Green & Sams and with the District for many years, is transitioning to a new law firm named Kutak Rock, LLP., effective November 15th. After that point in time, there will be no further Special District Practice Group, or Community Development District Practice Group remaining at Hopping Green & Sams. Therefore, there would be nobody at HGS to further service the district. We put this letter out to you, which gives you the opportunity to either go with our practice group to Kutak Rock, LLP. and continue with our services and transfer your files along with us to the new firm. Alternatively, if the Board does not wish to do that, as I mentioned, we would be doing this effective November 15th. Unfortunately, at that time Hopping Green & Sams would no longer be able to provide the District with legal services. Therefore, the file for the District would be transferred back to the District and you would need to seek out other legal services. I'm happy to answer any questions the Board might have in regard to our change in firms and how that will affect your services, which in short is, it won't. This will all be behind the scenes. You'll just have a new name associated with my name, but the fees and rates that the District is paying will not change. We will have to have a new Fee Agreement executed with the new entity, but we will be keeping the hourly rates the same.

Ms. Adams: So, the action would be to select alternative number one.

On MOTION by Ms. Benjamin seconded by Mr. Szewczyk with all in favor engage with Kutak Rock, LLP. for District Counsel services effective November 15, 2021 was approved.

Mr. Roumy: So, we say continue with Sandy, right?

Ms. Adams: Yes. You'll still have the same staff members that you're accustomed to.

SEVENTH ORDER OF BUSINESS**Business Administration****A. Approval of Minutes of September 15, 2021 Meeting**

Ms. Adams: A draft of the minutes is in the agenda packet. I believe it has been reviewed by District Counsel. I know it's been reviewed by District management staff. It was pretty long set of meeting minutes. I would be happy to take any comments or corrections from Board Members? If not staff will be seeking a motion to approve.

Mr. Szewczyk: Okay. On Page 23, at the bottom, I have a feeling that was you continuing to speak, not me.

Ms. Adams: Understood.

Mr. Szewczyk: That's all I had.

Ms. Adams: So, any approval of the minutes would be subject to including these corrections.

On MOTION by Ms. Chichelli seconded by Mr. Szewczyk with all in favor the Minutes of the September 15, 2021 Meetings were approved as amended.

B. Approval of Check Register

Ms. Adams: Included in your agenda packet under Tab E is your Check Run from September 1 to September 30, 2021. The total amount is \$93,277.74. It includes your General Fund, capital reserve spending, as well as your automatic drafts for utilities. The detailed summary is included in the agenda packet, as well as copies of the invoices. I'm happy to answer any questions. Otherwise, staff would be seeking a motion to approve.

Ms. Benjamin: The Florida Department of Revenue is on the Check Register totaling 117.38, but in the invoices, there were two separate ones; one for \$70.42, the other \$84.48. That does not equal \$117.38. I'm just confused.

Ms. Adams: Okay. I'll see if the backup was mixed up there. This is a monthly payment based on the tennis membership fees that come in.

Ms. Benjamin: Right.

Ms. Adams: I'll make sure the backup matches with the electronic payments to the State of Florida for sales and use tax.

Ms. Benjamin: Okay. My second question is on the Hopping Green & Sams invoice, I noticed an interest charge on a past due balance for \$15.77. I went back several Check Registers and it's always on there, and I was curious why. Is there a delay in between invoice and payment or something like that? I understand that we're not going with Hopping Green & Sams anymore, but going forward is there some way that we can eliminate that?

Ms. Adams: Yes. Let me check into that. There shouldn't be any slow pay issues. If that's been occurring, we'll look at that and how to remediate that situation immediately.

Ms. Benjamin: Great. That's all I got.

Ms. Chichelli: I have a question. For Innotech Construction Service, there is a \$300 bill for an anchor and extra-large mirrors in the gym. \$300 is lot of money.

Ms. Adams: I can't speak to all of the work that was included in that or the materials. So, I would be happy to do some research with the amenity management team. It looks like there was fabrication, painting and wooden frames.

Ms. Chichelli: On the two mirrors.

Mr. Szewczyk: Yeah. I know the mirror was donated. Right?

Ms. Chichelli: The mirrors were donated, but the frame was \$300. I just feel it was too much money.

Mr. Roumy: Question for you. For Reliance Solutions, in May there were 104 hours, 112 hours in June, 96 hours in July, 112 hours in August and 104 hours in September. When do they come here? At night?

Mr. Szewczyk: Three days a week.

Mr. Roumy: That's 25 hours a week.

Ms. Adams: Earlier this calendar year, the Board directed amenity management staff to work with security on reducing the number of hours and the schedule. The schedule is not typically published.

Mr. Roumy: I see 104 hours in September. They haven't reduced anything.

Ms. Adams: These are reduced hours compared to previous hours.

Mr. Roumy: May was 104 hours. So, there's no reduction there.

Ms. Adams: The 104 hours is reduced from what had been occurring before.

Mr. Szewczyk: So, I guess it's a matter of when did we ask that they be lowered?

Mr. Roumy: Before May?

Mr. Szewczyk: It had to be before May then.

Ms. Chichelli: It had to be.

Ms. Adams: I think it was within a couple of months of Tamara starting as I recall.

Mr. Szewczyk: I think, we asked them to be here 25 to 30 hours a week. So, dropping it down to that 104.

Mr. Roumy: If I'm not mistaken, it was in June or July.

Mr. Szewczyk: I don't specifically remember when.

Mr. Roumy: I don't see any difference between May and September.

Ms. Adams: Yeah. I think, when Tamara was brought in, that's when Reliance Solutions was reduced.

Mr. Roumy: In October, will we see 104 hours again?

Ms. Adams: Unless this has changed, moving forward, we immediately want to cut down in order to save funding.

Mr. Szewczyk: I think, that probably needs to be discussed whenever we have that closed security meeting.

Ms. Adams: Okay. Sounds good.

Mr. Szewczyk: Just jumping on the bandwagon regarding late payments, I know it's a crazy time right now, but we paid the late fees to Comcast last month and month before.

Mr. Roumy: We paid \$600 twice.

Ms. Adams: I will reach out to the District Accountant to get an accounting for what's happening. If there was any fault of GMS accounting, we will credit back against the main invoice. I'll do a full report on that. We need a motion to approve the Check Register.

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with all in favor the September Check Register was approved.

C. Balance Sheet and Income Statement

Ms. Adams: The next item is your Balance Sheet and Income Statement. This is an informational item for the Board of Supervisors regarding your unaudited financial reports through September 30th. August would be the last month of Fiscal Year 2021. October 1 starts the new fiscal year. Overall, this Board has done a very good job controlling expenses for the past year. Your total expenditures that were budgeted was \$621,601 and your total spending was

\$555,351. We may still have a few September invoices that are coming in, but overall, you have done a very good job in controlling expenses.

EIGHTH ORDER OF BUSINESS

General Audience Comments

Ms. Adams: This is the time on the agenda where we have general audience comments now. If you could just please state your name for the record.

Resident (Donna Keller, Savannah Drive): I do have two things about the hours being cut back. I'm sure that everybody is aware of that water aerobics is 9:30 a.m. and we use the sound system. So, if there is nobody in the office, there is nobody to turn on the sound system. That's an issue. It is important that we maintain our health. Also, while we are getting new management for the office, I think that it is a very good idea that the employees be required to wear a uniform. Something that looks professional such as Polo shirts, black slacks and black shoes. Those are the only two comments that I have. I am concerned about the water aerobics.

Ms. Adams: Thank you. Are there any other members? Come on up.

Resident (Jackie Pavelka, Dixie Lane): Just a couple of things. We've talked about this numerous times, but the speeding that is going on around these streets. Somebody is going to get killed. They are driving 40 and 50 miles-per-hour (MPH) down Plantation Boulevard. It's crazy. There's no police presence. Nobody seems to care, but when somebody gets killed, then there's going to be a problem. There are people on bicycles. There are people walking dogs. The speeding concerns me. We have wildlife that walks out into the street. It's disappointing that people drive around here like it's a racetrack. That's one thing. Also, behind our house there is a preserve area. There was a tree that they let grow like a scrub, palm or whatever that decided to become a tree and nobody did anything about it. Well, now it has fallen over and is half dead. I was wondering, are they going to remove that now? It's basically right across the street in that preserve area.

Ms. Chichelli: What is your address?

Resident (Jackie Pavelka, Dixie Lane): 1500 Dixie Lane.

Ms. Chichelli: Thank you.

Resident (Jackie Pavelka, Dixie Lane): That's it.

Ms. Adams: Are there any other members of the public who would like to make a comment? Hearing none,

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Adams: Sarah is on the line.

Ms. Sandy: I have nothing additional to report to the Board at this time unless you have any questions.

Ms. Adams: Would the Board members like for Sarah to go over the ownership of the swale and the parking ordinances from City in North Port? There was a question about that from residents.

Mr. Szewczyk: The bottom line is that horse has been ridden quite a few times.

Ms. Adams: Yes. The Parking Ordinances are from City of North Port. It is up to the City of North Port Code Enforcement and Law Enforcement to enforce these parking regulations.

B. District Manager

Ms. Adams: Under the District Manager's Report, I will just address a few of the items that were brought up under public comment, Mr. Chairman, if that's okay.

Mr. Szewczyk: Yeah.

Ms. Adams: Is the person who brought a soliciting still here?

Ms. Benjamin: No. He's gone.

Ms. Adams: Soliciting is not as CDD matter. The City of North Port may prohibit soliciting or require a permit to solicit. So, calling the police when somebody is soliciting is the appropriate response there. There maybe also other restrictions, but the CDD doesn't have any regulation over private property. Private residential property is not governed by the CDD. So, I just wanted to address that. For the residents who brought up concerns about the preserve areas, drainage areas that perhaps had been wet and had not been mowed or lake maintenance, those have been noted. We have an agreement for lake maintenance. Supervisor Chichelli works with our landscape service provider to identify areas that need additional troubleshooting. The conservation areas may be permitted by the Water Management District and there may be prohibitions on the types of maintenance activities that can take place there, but we'll certainly check into that. Supervisor Chichelli is very diligent to meet with Bloomings on a regular basis.

i. Action Items List

Ms. Adams: The Action Items List is included in the agenda packet. It is getting late, so I will just say if you have any questions, I'm happy to answer those.

Mr. Sabol: Let's talk about what the lady just voiced her opinion about the speed bumps and the speed bumps and so forth. I think part of it is a bad area. I have viewed myself people speeding on motorcycles. There are a few younger people who I've seen go 50 MPH. It's bad. I am not in favor of putting in speed bumps. They are miserable. Is there something that can be put in that are not bumps, such as a long hump to slow them down?

Ms. Adams: Yeah. There are speed humps, speed bumps and speed tables. The Board can consider all of those options for traffic calming. There is an expense to doing those and they are controversial in terms of resident satisfaction. However, the City of North Port Police Department is responsible for traffic enforcement on these public roads. If residents see vehicles speeding, please call the police because this is a situation where the squeaky wheel gets the grease. The more the police are called regarding speeding, the more responsive they'll be because it is contingent on the number of calls that they get.

Mr. Sabol: The North Port Police have been called several times. As a resident, I live on Scarlett Avenue and so does Bill. They observed people going that fast. The North Port Police Department does not respond to a lot of things. They take care of homicides. They take care of the big issues, but they don't care about the smaller issues. So, she does have a valid complaint and I think we should discuss it.

Ms. Adams: Yeah. The District Engineer has provided some preliminary numbers that had been presented to the Board previously. The numbers need to be updated. It also includes recommended locations throughout the community that the Board can consider. We will bring that back.

Mr. Sabol: Can you put that back on an agenda?

Mr. Szewczyk: Well said, it will be presented to our Board on the 17th of November.

Ms. Adams: I intentionally did not schedule it tonight based on the amount of material that we needed to cover on the agenda.

Mr. Roumy: The issue about the parking on the grassy area, CDD property, why don't we collectively think outside the box a little bit? Why can't we plant every 10 feet, a Palm tree or a King Palm that will look nice on Scarlett Avenue every 10 feet. This way those people cannot

park in this grassy area. Do you follow me? It's a little expense to start with, but you blend every 10 feet a King Palm that doesn't require any maintenance. It will fall by itself and shed by itself. No one will be able to park a 16-foot car between those threes. So, why don't we think something original? Something that will make Scarlett look nicer than what it is right now?

Ms. Chichelli: Have you talked with your HOA?

Mr. Roumy: It's not HOA property. It's CDD property.

Ms. Chichelli: I know but sometimes they can come up with something and talk with the residents.

Mr. Roumy: It has nothing to do with HOA.

Ms. Chichelli: I know.

Mr. Roumy: It's going to cut down on the mowing, is going to cut down on lot of things. So, it's my suggestion to think outside the box a little bit instead of every meeting we have the same issue. I could make a turn on Scarlett Avenue a couple of days ago because there were so many cars on that corner over here. So, if you plant trees, no one can park there. Then they will be obligated to park right here.

Mr. Sabol: But they have improved haven't they, Bill, from what they were a year ago or six months ago? The parking has improved, in my opinion.

Mr. Roumy: I don't know.

C. Amenities Manager – Monthly Report

D. Landscape Maintenance Update

Ms. Adams: The Amenity Manager's Report was provided by Vesta and included in the agenda packet. We also have a landscape maintenance update that Supervisor Chichelli has handed out. Supervisor Chichelli, did you have any remarks regarding landscape maintenance or anything that you would like to report to the Board?

Ms. Chichelli: No.

Mr. Szewczyk: I must say whoever they hired to finally trim back the palms, did a good job. Everything looks good now.

Ms. Chichelli: Yes.

Ms. Benjamin: I agree.

Ms. Chichelli: I just want to say something. I communicate with Joe almost every week. As soon as I ask for something, he does it. So, I think right now it's working.

Mr. Szewczyk: I think if you can mention one thing to him. There have been a couple of comments regarding the preserve area encroaching into some of the homeowner areas. I have seen it myself that they are cutting short of going far enough with their cutting along the edge. It keeps creeping out little by little. So, if you can ask them to take a look at that.

Ms. Chichelli: Yeah. We've been through the entire community and we looked at those areas. We just took care of a maybe, last month, three houses. There was the same kind of problem. There was not much space in between, so they went in, they cut it and removed even the grass, but yeah, I can do that.

Mr. Szewczyk: Okay.

Mr. Sabol: Right beside that, the grass and weeds in preserve area are coming 15 to 20 feet under their property. Now, I know we're not supposed to do anything in that preserve area, but is it possible to do that?

Ms. Adams: If there's something encroaching on residential property, residents have the right to go from their property lines straight up. So, anything that's encroaching onto residential property from a conservation area can be taken care of.

Mr. Sabol: The line is actually probably 10 feet under their yard, but all the preserve is coming in. There is nothing we can do about it, I guess. We're not allowed to touch it.

Ms. Adams: Well different areas are permitted different ways. There are conservation areas and then there's what's called buffer areas where there's more permissive landscaping activities allowed for the buffer areas. So, we have to look specifically at the parcel and how that's designated. For the actual conservation areas, you're correct. Very few landscape activities are permitted other than the removal of invasive vegetation.

Mr. Sabol: But if you inform them when they are mowing, they could take a mower and force some of that back by cutting it.

Ms. Chichelli: Yes.

Mr. Sabol: Or just skip around it.

Ms. Chichelli: Sometimes what happens, is it looks like it's in the property of the people and it's not. So, we still have it in the CDD.

Ms. Adams: Another thing that Supervisor Chichelli probably picked up on. When talking about maintenance of some of the ditches that have been holding water, they just simply can't get their mowing equipment down into wet areas without potentially damaging the grass and making ruts, but once things dry out, there's more they'll be able to get it mowed.

Mr. Szewczyk: Yeah. I'm sure when they have an opportunity, they are going to be able to get down pretty low.

Ms. Adams: A lot of vegetation is on a cycle. This is the time of year where there is a lot of rain and growth. Then in the winter months, not as much. That's an opportunity to catch up.

Mr. Roumy: Question for you. Around the pickleball, they put down on the ground, these blocks for a walkway. Have you looked at it?

Ms. Adams: I haven't looked at it today.

Mr. Szewczyk: I have.

Mr. Roumy: When is going to be fixed?

Mr. Szewczyk: They were supposed to lay mulch down all the way through there.

Ms. Chichelli: Yes.

Mr. Roumy: It's poorly done to start with.

Mr. Szewczyk: It should've been done and installed.

Ms. Chichelli: No, they haven't done it.

Ms. Adams: There is a proposal that has been approved to get those installed flush with the ground and then mulch will be laid. Right now, all of the vendors are behind and it's taking a little bit longer than anyone wants to get work done. If it's still the same as this was last month, it's scheduled to be properly installed.

Ms. Chichelli: What happened is that Tamara did it herself trying to help and do it faster, but it didn't work. So, we have to have somebody do it the way it's supposed to be to avoid any liability.

Ms. Adams: Staff reached out to a couple of different vendors and a vendor was selected to do that work.

Ms. Chichelli: Yes. Mulch is going to be placed. We are going to save money too because we had a quote of \$200 to just put mulch in that area, but now because we haven't worked there, the new mulch is going to be placed between November 15th and November 30th

So, at that time, they're going to put the mulch without charging us that \$200 extra. We just have to be patient.

Mr. Roumy: Also, there was a concern about the sidewalks. There is a sidewalk right over here that's 2 inches above.

Ms. Adams: Yes. The amenity management teams are working with Bradley Concrete. Apparently, they are also backed up, but they are scheduled to come out and do additional sidewalk maintenance.

Mr. Szewczyk: Can we make sure that 2405 and 2407 Magnolia is on that to do?

Ms. Chichelli: It is.

Ms. Adams: I will check with Courtney.

Ms. Chichelli: I provided those addresses to Tamara. The first time that they came to do it, for some reason, they didn't include that, but they are now on the list.

Mr. Szewczyk: Okay.

Mr. Roumy: But it's a priority. Someone can fall.

Ms. Adams: Yes. It's been scheduled. It's just a matter of the vendors doing the work. It's not just at Lakeside Plantation that workers have more work that they can immediately get to.

Ms. Chichelli: Now, you've talked about the sidewalk. Is it on Lakeside Plantation Boulevard?

Mr. Roumy: Yes, right here.

Ms. Chichelli: That's the city.

Mr. Szewczyk: That's the city's responsibility.

Ms. Chichelli: I don't know if somebody here will make that call to the city to fix that.

TENTH ORDER OF BUSINESS

Other Business

Ms. Adams: Is there any other business? Hearing none,

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Adams: Are there any other Supervisor requests? Hearing none,

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Adams: We're not going to make a motion to adjourn today. We're going to make a motion to continue. We need to have at least three Board Members physically present in order to have a quorum. We would like to come back and bring the Management Agreement for Board approval for amenity management services that first week in November.

Ms. Chichelli: November 3rd, you said.

Ms. Adams: Yeah. It looks like November 3rd. Sarah, are you available on November 3rd at 6:00 p.m.?

Ms. Sandy: I am.

Ms. Adams: Are the Board Members available on November 3rd at 6:00 p.m.?

Mr. Sabol: I will not be here.

Mr. Roumy: Is that a Wednesday?

Ms. Adams: Yes, sir.

Ms. Chichelli: I am.

Mr. Szewczyk: I'll be here.

Ms. Benjamin: I'll be here.

Mr. Szewczyk: Are we prepared for Election Day on November 2nd? This Clubhouse is usually used for the election. It's a day before our meeting. In general, is our staff prepared for it?

Mr. Roumy: Not this year.

Ms. Adams: I'm not aware of it, but we can certainly follow up.

Ms. Chichelli: I haven't heard anything. I don't even know.

Ms. Adams: Is there a municipal election perhaps at City Hall?

Ms. Chichelli: There is something going on, but it is not here.

Ms. Adams: It is not a General Election.

Ms. Chichelli: No. By now, we should have received the contract, but I haven't heard anything. You haven't heard anything, right?

Ms. Adams: Good question. Alright. So, we have a motion to continue the meeting to November 3rd at 6:00 p.m. The only item on the agenda will be the Amenity Facility Management Agreement.

On MOTION by Mr. Szewczyk seconded by Ms. Chichelli with all in favor the meeting was continued to Wednesday, November 3, 2021 at 6:00 p.m. at this location to consider the Amenity Facility Management Agreement.


Secretary/Assistant Secretary


Chairman/Vice Chairman