

MINUTES OF MEETING
CHAMPIONSGATE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the ChampionsGate Community Development District was held Tuesday, December 12, 2017 at 2:00 p.m. at the Bella Trac Clubhouse, 8411 Riverdale Lane, ChampionsGate, Florida.

Present and constituting a quorum were:

Phillip Montalvo	Chairman
John Lambert	Vice Chairman
Ron Root	Assistant Secretary
Larry Arseniadis	Assistant Secretary
Darin Tennyson	Assistant Secretary

Also present were:

George Flint	District Manager
Scott Clark	District Counsel by phone
Mark Vincutonis	Hanson Walter
Yvonne Shouey	RIDA Development
Marc Reicher	RIDA Development
Teresa Viscarra	GMS
Mary Brooks	Central Florida Expressway Authority
Jonathan Williamson	Dewberry
Clint Tate	Kimley-Horn & Associates
Several Residents	

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Presentation from Central Florida Expressway Authority Regarding Extension of Poinciana Parkway

Mr. Flint stated the first item is a presentation from the Central Florida Expressway Authority regarding extension of Poinciana Parkway. Ms. Mary Brooks is here, she is a consultant for the Expressway Authority that is charged with seeking public input from the community on the various options that the Expressway Authority is analyzing as far as the alignment of the future extension of that.

Ms. Brooks stated I am the public involvement coordinator for the Central Florida Expressway Authority's concept, feasibility and mobility studies. With us on the team today is Jonathan Williamson with Dewberry, the general engineering consultant, Clint Tate is with Kimley-Horn & Associates, they are actually doing the study for your area of Poinciana Parkway Extension.

Ms. Brooks gave a brief overview of the expressway authority, studies, environmental studies and public input and Mr. Tate gave a detailed description of the proposed alignments of the Poinciana Parkway Extension in the area.

The Board Members and residents asked questions and commented on existing traffic concerns and the different alignment options after which the Board took the following action.

On MOTION by Mr. Root seconded by Mr. Montalvo with all in favor staff was directed to communicate to the Expressway Authority that the preferred option is 2 and 2A for the connector to I-4.

The Board took a short recess after which the meeting was reconvened.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of August 21, 2017
Board Meeting and Acceptance of the August
21, 2017 Audit Committee Meeting**

Mr. Flint stated item four is approval of the minutes of the August 21, 2017 Board meeting and acceptance of the August 21, 2017 Audit Committee meeting minutes.

On MOTION by Mr. Root seconded by Mr. Lambert with all in favor the minutes of the August 21, 2017 Board meeting were approved and the August 21, 2017 Audit Committee meeting minutes were accepted.

FIFTH ORDER OF BUSINESS

Consideration of Proposals/Agreements

A. Proposal from Traffic Engineering and Management to Replace Traffic Light Processors

Ms. Shouey stated they are having a problem controlling the sequence of the traffic lights at both Legends and ChampionsGate because they are old and they need to be updated.

On MOTION by Mr. Root seconded by Mr. Montalvo with all in favor the proposal from Traffic Engineering and Management to replace traffic light processors in the amount of \$8,125 was approved.

B. Proposal from Spotless Roof & Exterior Cleaning to Pressure Wash Sidewalks

Mr. Flint stated there is a proposal to pressure wash sidewalks in your agenda package and Yvonne is handing out a second one from Gator Pressure Cleaning.

Ms. Shouey stated this one is about \$1,500 less than the one in the package.

Mr. Flint stated we will attach a map to the agreement. The only issue with going to Bella Cita is the portion that is outside the District because the CDD stops at the County line. The Board did make a finding in regard to landscape maintenance that you would maintain the landscaping all the way to Bella Cita. The question is whether you want to extend that to pressure washing the sidewalk. I would think if there were an issue with those sidewalks just like the roadway you wouldn't be replacing them because they are not CDD.

On MOTION by Mr. Root seconded by Mr. Arseniadis with all in favor the proposal from Gator Pressure Cleaning & Custom Painting to pressure wash sidewalks in the amount of \$9,000 was approved.

C. Proposal from ACPLM to Provide Paving and Striping Services on Laura Lane and Berwick Drive

Ms. Shouey stated this proposal is for paving Laura Lane down to the new Panera and also Berwick Drive around the loop. I got three bids you have one in your packet and I have two more. We have a bid from AAA, which was the low bidder, ABC Paving and ACPLM.

Mr. Montalvo stated Laura Lane is not CDD.

Mr. Flint stated Laura Lane and Berwick are intended to be CDD.

Mr. Reicher stated it hasn't been transferred yet because we weren't sure of the final configuration but there is a maintenance agreement in place and Laura Lane was originally built with CDD dollars. Now that has been finalized we can take action on that road but it has always been maintained by the CDD.

Mr. Montalvo stated that is an issue in terms of who owns it.

Mr. Clark joined the meeting by telephone at this time.

Mr. Clark stated we were looking at that issue and what I last recall is that CG Infrastructure had not decided for certain whether it would convey all of that or make some modifications to it. That does need to be put into the District. There is an agreement where we agreed to accept it when they offered it but I don't think that it has been formalized.

Mr. Montalvo stated my concern is, are we being premature considering this particular project given that the paperwork has not been completed and legally we don't have title to it absent any formal agreement.

Mr. Clark stated I think we would have to do it subject to that being formalized or just hold it until the next meeting.

Mr. Montalvo stated I personally favor that, let's not put the cart before the horse and get all the paperwork in order so we can accept it.

Mr. Reicher stated now that we have the final configuration we know the shape of the last parcel, which is why we were holding it because we didn't know how that piece would be developed. We are happy to give a consent at this point in time to allow the paving to move forward and I think we are in a position now that we can convey the final configuration.

Mr. Montalvo asked how soon can we get that done?

Mr. Reicher responded the consent we can give now, you are going on the sidewalk to pressure clean it.

Mr. Montalvo asked can we legally proceed to appropriate monies to improve that road when we don't own it absent a formal agreement to do so?

Mr. Clark responded I'm okay with proceeding on that condition. I'm not okay with the money being spent until those details are finalized.

Mr. Reicher stated we do maintenance from the District on property that isn't owned by the District all the time. We are doing it on the sidewalks and we do it on the bank. I'm not sure

if there is a maintenance agreement on that side of Laura Lane but Laura Lane was originally constructed with CDD dollars with the intent that ultimately it would be transferred over to the District. We did work on these roads prior to when they were transferred over to the District on an annual basis with District dollars. We are happy to give consent but I will have to get with the general partner of CG Infrastructure but I'm pretty confident at this point in time that we are prepared and ready to convey it because we now have the final configuration of the last little bit of Laura Lane.

Mr. Clark stated we have talked about this and I'm familiar with it I just think we haven't finalized it and if it is time to do that let's do it then the Board can proceed at its pleasure to continue this or approve it with a contingency.

Mr. Reicher asked when are they going to start?

Ms. Shouey responded the beginning of January.

Mr. Reicher stated we are heading into high season so this work is not a tremendous amount of work, it has to be done and we have to put our best foot forward with our residents that are coming down and our guests that are using the facilities, there is benefit in that, which is why we always stayed ahead of all these maintenance items.

Mr. Montalvo stated we don't own it and we have to get the paperwork done correctly, cross our t's and dot our i's so if the Board wants to discuss the necessity subject to all the legal work being done and approved before the expenditure is made that is fine. I have a problem in spending any money of this nature unless we are grounded legally to do so. That is my concern.

Mr. Clark stated I share the concern but I'm sure we can accomplish that within a short amount of time if Marc and his team are ready to finalize it.

Mr. Reicher stated subject to Ira's final approval I don't see any reason why we wouldn't be in a position now that the final configuration is done. I think we have a survey on the final road to be able to start that process.

Mr. Flint stated I think what Scott is saying is if the Board is inclined to approve this work you can approve it subject to the conveyance of the land and authorize the chairman to sign off on it.

Mr. Montalvo stated I don't have a problem if the Board says this is something that we need to do, we haven't had the discussion yet. I would be fine to discuss the necessity or whether we want to do this or not subject to if we decide it is something that we want to do that it

has to be done after Scott signs off on it and says it is good to go and gets the paperwork in order.

Mr. Flint asked Mark have you looked at those roads? The proposals are to mill the edges and put a 1" overlay of S-3 asphalt on there based on the age and condition. Is that something you believe needs to be done at this point?

Mr. Vincutonis stated that is typically what is done. I haven't been out there but from my experience in being out there with a couple projects we worked with Marc on it is not in horrible shape but it is probably about due if it is 15-17 years old. I will be happy to take a hard look at it if you like. I suspect there is going to be some cracking and settling here and there that is typical of 15-year old asphalt.

Mr. Montalvo asked why wouldn't we want to do this in May?

Mr. Reicher responded right now the thermoseal is gone and more and more people are using Legends Boulevard to make that left turn. We have time to do it if we can get everything organized before we get into season. We waited for a lot of the heavy traffic to pass so we wouldn't put down a new road and then have construction vehicles on it. At this point in time there is one odd parcel left on Laura Lane that could be a parking lot for overflow parking and it could potentially be a small office building. But it is not going to have the impact that a 6,000-square foot free standing restaurant would have in terms of bringing in materials and duration and stuff like that and the apartments are done on the Berwick side.

Mr. Montalvo stated I drove it today and I don't know why we are doing it now it looks in perfectly good shape Laura Lane really needs it there is a lot of traffic there but not that little horseshoe. To the untrained eye it doesn't look that bad. Masters is in bad shape and that needs to be done, there are potholes. I didn't see the immediate necessity not that we shouldn't do it at some point in time but at this point I don't think we have to do that now. I stand to be corrected.

Mr. Arseniadis stated I would say we should do both of them and be done because you are going to pay additional costs when you bring them back to do Berwick.

Mr. Montalvo stated I'm not disputing that my question was, is this something that needs to be done and I don't know.

Mr. Vincutonis stated I will look at it and see if it needs to be done or not. I don't think there are any potholes.

Mr. Montalvo asked are we doing it for aesthetic reasons?

Mr. Root stated it depends on what Mark comes up with.

Mr. Vincutonis stated I will look at it. I think your observation is probably fairly accurate.

Mr. Montalvo stated Laura Lane I can see the wear and tear and cracks.

Ms. Shouey stated you could sealcoat and stripe Berwick and that would be way less money. Laura Lane needs to be resurfaced.

Mr. Reicher stated the bid improves all the striping and safety coating and all that stuff too.

Mr. Arseniadis asked if we know we are going to come back in a year and do it why not just do it now?

Mr. Flint stated sealcoating is aesthetic, it is not going to do anything for you. We don't have a formal pavement management plan but what we have been setting aside has been working with what our needs are. It has worked out from a budget perspective.

Mr. Montalvo asked do we have a cost estimate on the Masters fix?

Mr. Vincutonis responded no but my guess is it going to be about \$250,000.

Mr. Montalvo asked do we have the money to do all three?

Mr. Flint stated we are projecting that we are going to carry forward into this year \$337,000 and we are going to add another \$100,000 to that. We projected a beginning fund balance of \$400,920 and we are going to add another \$122,000 to that through the budget process. Basically, we have \$523,000 and we show about \$100,000 we were going to spend so we have projected after this year's contribution from the general fund \$520,000. You could do the \$250,000 for Masters and you can do this and still have funds remaining.

On MOTION by Mr. Arseniadis seconded by Mr. Tennyson with all in favor the proposal from AAA Top Quality Asphalt to provide paving and striping service on Laura Lane and Berwick Drive was approved subject to the conveyance of Laura Lane to the District and coordinate paving of Laura Lane after the heavy equipment has stopped using the roadway.

Mr. Clark stated we will tend to the ownership rights issue with Marc and then do the contract when appropriate.

D. Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2017

Mr. Flint stated next is approval of the agreement with Grau & Associates to perform the annual independent audit.

On MOTION by Mr. Arseniadis seconded by Mr. Lambert with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2017 audit in an amount not to exceed \$3,800 was approved.

SIXTH ORDER OF BUSINESS

Ratification of Proposal from Poblocki Sign Company to Install Speed Table Signs

Mr. Flint stated next is ratification of the proposal from Poblocki Sign Company to install speed table signs. You approved Fausnight to do the speed tables and Poblocki did the signage and the work has already been done and I'm asking the Board to ratify that.

On MOTION by Mr. Arseniadis seconded by Mr. Lambert with all in favor the proposal from Poblocki Sign Company to install speed table signs in the amount of \$7,500 was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Vincutonis stated a year ago we talked about getting a proposal from a geotechnical firm to do some borings on Masters and I contacted them and the price is still good. Universal came in at \$3,690. We need to do borings to determine if we need to replace any base or subgrade and also determine the limits of this. Do we want to go from ChampionsGate all the way to the County line so to speak or less.

Mr. Flint stated we will price it up to the CDD line and price it up to Bella Cita and then see what that differential is and then go to the county and ask them if they would participate.

On MOTION by Mr. Arseniadis seconded by Mr. Tennyson with all in favor the proposal from Universal to do borings on Masters Boulevard in the amount of \$3,690 was approved.

C. Manager

i. Approval of Check Register

Mr. Flint stated you have approval of the check register from August 14, 2017 through December 4, 2017 for the General Fund, Capital Reserves and payroll totals \$234,883.85 and the detailed register is behind the summary.

On MOTION by Mr. Arseniadis seconded by Mr. Montalvo with four in favor and Mr. Root not being present during the vote the check registers were approved.

ii. Balance Sheet and Income Statement

Mr. Flint stated next is the financial statements and these are unaudited through November 30, 2017 they represent the first two months of Fiscal Year 2018.

Mr. Arseniadis asked are we dealing with a timing issue on bills because we seem to be significantly under our expenses. We are \$26,000 under the prorated budget.

Ms. Viscarra stated some of those are on an as needed basis and we just haven't had any expenses for two months for those line items.

Mr. Arseniadis stated electric is significantly under by \$5,000.

Ms. Viscarra stated we increased electric a little bit this year because we were advised that there was going to be a rate increase during this fiscal year we just don't know how soon.

Mr. Flint stated the \$15,000 irrigation maintenance is an estimate over the course of a year we have only had \$769 at this point but it is not to say next week a pump or controller may go bad. The same with the irrigation well. A lot of those are not typically 1/12 a month expenses although when we look at the financials we prorate them on 1/12 per month.

Mr. Arseniadis asked what is dissemination?

Mr. Flint responded when the bonds were issued there is something called a continuing disclosure agreement and as part of the continuing disclosure agreement there are annual reports that have to be filed at this point to the clearing houses and bondholders and it is basically

protection for the bondholders. We serve as dissemination agent for the District as part of our agreement. That will go away when the bonds are paid off in three years.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Supervisor's Requests

Mr. Montalvo stated I have been gone the last month or so and just got back. We seem to have an issue with the level of some of our ponds. I know we had an issue by the fountain.

Ms. Shouey stated I have water running into those when they get low.

Mr. Montalvo asked where does that come from?

Ms. Shouey stated from the well.


Mr. Montalvo stated the one by Laura Lane is very low and it backs up to the conservation area.

Ms. Shouey stated that was extremely high during the storm.


TENTH ORDER OF BUSINESS Audience Comments

There being none,

On MOTION by Mr. Montalvo seconded by Mr. Arseniadis with all in favor the meeting adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman