

MINUTES OF MEETING  
CHAMPIONSGATE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the ChampionsGate Community Development District was held Monday, February 8, 2021 at 2:00 p.m. at the offices of RIDA Development, 8390 ChampionsGate Boulevard, Suite 104, ChampionsGate, Florida.

Present and constituting a quorum were:

Lee Dawson	Chairman
Darin Tennyson	Vice Chairman
Elizabeth Allen	Assistant Secretary
Wesley Holland	Assistant Secretary
Darlene Clevenger	Assistant Secretary

Also present were:

George Flint	District Manager
Scott Clark	District Counsel
Mark Vincutonis	Hanson Walter by telephone
Marc Reicher	RIDA Development
Yvonne Shouey	RIDA Development by telephone
Victor Vacanti	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Vacanti stated I submitted a letter of interest to serve on the Board.

Mr. Flint stated we did provide that to the Board prior to the last meeting. The Board didn't take any action on the vacancy at the last meeting, we have it on the agenda again today.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of Individual to Fill Seat #2**

Mr. Flint stated seat 2 was up for election last November, currently occupied by Mr. Tennyson. No one qualified to run for that seat, so Mr. Tennyson is in a holdover position in that seat until the Board reappoints him or appoint another qualified elector. We have this on the

agenda today and your options would be to either reappoint Mr. Tennyson or appoint someone else to that seat who is a qualified elector.

On MOTION by Ms. Allen seconded by Mr. Dawson with all in favor Mr. Tennyson was reappointed to seat no. 2.

**B. Administration of Oath of Office to Newly Appointed Board Member**

Mr. Flint being a notary public of the State of Florida administered the Oath of Office to Mr. Tennyson.

**C. Consideration of Resolution 2021-02 Officers**

Mr. Flint stated any time there is an election, Chapter 190 and the District’s rules require you to consider officers for the District. We included Resolution 2021-02 in your agenda that elects a Chair, Vice Chair, Secretary, Treasurer, Assistant Secretaries and Assistant Treasurers. Currently Mr. Dawson is the Chair, Mr. Tennyson is Vice Chair, the other three Board members are Assistant Secretaries, I am the Secretary, Ariel Lovera the District’s accountant is the Treasurer and Yvonne was designated as an Assistant Treasurer. We can handle each seat individually or a Board member can move to elect a slate of officers.

On MOTION by Mr. Dawson seconded by Mr. Holland with all in favor Resolution 2021-02 was approved reflecting the same slate of officers as outlined above.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the December 14, 2020 Meeting**

On MOTION by Mr. Tennyson seconded by Ms. Clevenger with all in favor the minutes of the December 14, 2020 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Data Sharing and Usage Agreement with Osceola County Property Appraiser**

Mr. Flint stated each year the Board approves an agreement with the Osceola County Property Appraiser. This is a confidentiality agreement basically saying that any information they provide to us as part of us certifying an assessment roll back to them that is confidential

would remain confidential. This is the same agreement you approved last year. Typically, any confidential information is redacted when they provide it to us anyway, but this covers situations for certain individuals who are allowed to file to have their information exempt from public records requests if they are law enforcement or fire fighters. I executed this agreement because it is a standard agreement and there was a timeframe for getting it signed and I ask the Board to ratify my action in doing that.

On MOTION by Ms. Allen seconded by Mr. Dawson with all in favor the data sharing and usage agreement with the Osceola County Property Appraiser was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Proposal from Weber Environmental Services for Landscape Maintenance Repairs**

Mr. Flint stated next is ratification of a proposal from Weber Environmental Services for landscape maintenance repairs. It appears to be irrigation repairs that Yvonne signed and we are asking the Board to ratify that.

On MOTION by Mr. Dawson seconded by Mr. Tennyson with all in favor execution of the proposal from Weber Environmental Services for landscape maintenance repairs in the amount of \$850.42 was ratified.

**SEVENTH ORDER OF BUSINESS**

**Discussion of E-Verify Memorandum and Ratification of Execution of Memorandum of Understanding**

Mr. Clark stated I passed out a memorandum of understanding, which is entered into between Homeland Security and the District. The reason for that is last year the legislature passed a mandatory E-Verify and made it apply to a lot of types of businesses including local governments. We are required to do a couple things; we are required to E-Verify anyone who becomes an employee of the District and we have none and we are required to put provisions in our contracts to ensure that any parties we contract with will do the same thing. This is an agreement that Homeland Security has required every employer, every governmental agency to log in and electronically agree to. It has been presented for ratification because in order to register with the system you have to click and agree to abide by the terms of this. Again, we don't employ any people so it is only a matter of technical compliance. Since the legislation was

passed last year, we have been putting the contract provisions in every new contract or every contract that comes up for renewal just to get ahead. We are in compliance with that portion of it as well. The request is to ratify the District entering into the form of agreement with Homeland Security.

Mr. Reicher asked does that pertain to third party services too?

Mr. Clark responded any vendor we enter into a contract with has to comply with the E-Verify requirements.

Mr. Reicher asked is the obligation on them?

Mr. Clark stated the contract says that they will do it and it gives us the ability to terminate any of our contracts if there is an issue that comes up with non-compliance. We have them certify to us and we are good unless we obtain information that tells us the certification was false.

Ms. Clevenger asked what do we do with contracts we entered into prior to this legislation?

Mr. Clark stated we will do an addendum and put that provision in place.

On MOTION by Mr. Holland seconded by Ms. Allen with all in favor execution of the memorandum of understanding for the E-Verify System was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Vincutonis stated the majority of the boardwalk is basically complete. They are starting to mobilize for the concrete sidewalk connections at either end and I will be out there late tomorrow afternoon to look at the form work they are going to set up and hopefully, by weeks end we have the sidewalk down. Then they will do restoration and sod.

Mr. Dawson stated my understanding the last time we chatted that chain link fence is necessary, that is the secondary fence on the concrete to keep landscape maintenance workers from falling into the lake. I think that is what was stated last time.

Mr. Vincutonis stated that is what it is for.

Mr. Dawson asked is there any way we can beautify that? It doesn't quite fit the whole look.

Mr. Reicher stated you can do the black vinyl on it and it disappears. Is there a height requirement?

Mr. Vincutonis stated I believe it is 42", it is kind of a railing when you have a drop off.

Ms. Allen stated I didn't realize the side of the boardwalk was going to be fencing as well instead of wooden railings. I was surprised to see that.

Mr. Tennyson stated I think it looks fine with the black on the fence on the boardwalk.

Ms. Allen asked do we have any other options?

Mr. Vincutonis stated you could do a decorative type fence, aluminum, something that matches the handrail on the boardwalk so they match. You have to have some sort of vertical barrier to prevent people from falling off.

Ms. Allen asked is that something you would explore and come back with some options?

Mr. Reicher stated Yvonne and I would explore it probably. We will work with the Engineer.

Mr. Vincutonis stated there is a 42" minimum and the material is up to you as to how much you want to spend and how pretty you want it to look.

Mr. Reicher stated George and Yvonne were talking about whether we should be adding any lighting to that area.

Ms. Allen stated I went back to my notes and we had passed something to put seven additional streetlights on Laura Lane. We discussed it in the budget season of 2019. I don't know what happened, but it is very dark.

Mr. Flint stated I went back and found it in discussion in the minutes at one meeting. Are you saying there was action at a prior meeting?

Ms. Allen stated that was my understanding because I was fairly new at the time we were reviewing the budget and I recall talking about there were seven street lights approved so I asked was that included in the budget line item for electricity.

Mr. Reicher asked are we trying to approve streetlights or pathway lights?

Mr. Dawson stated there is no electricity in that area so we could put three or four solar lights along the way, it doesn't have to be lit brightly.

Mr. Reicher stated we would want to put the hats a little higher than it would be on a pathway from a durability standpoint, but you can buy those fixtures that fit into a pole setting and it would be a matter of sinking poles with a hat on it that has a photocell on top of it. They have some decorative ones that range wildly in price. Is there an issue with providing enough light from a liability standpoint?

Mr. Clark stated you always have some liability if you have a walkway and it is poorly lit either from stumbling or criminal opportunity and things like that. You always want adequate lighting.

Ms. Allen stated that was the issue, we needed more light because people were walking on Laura Lane and that was the intermediary step, I thought we took. It didn't dawn on me until I saw the boardwalk and I saw it in the evening and it was dark.

Mr. Flint stated there are plenty of walkways that aren't lit in community development districts. We have plenty of walkways, nature trails, pathways that are not intended to be walked on after dark that don't have lights. They have some pretty good solar lights.

Mr. Reicher asked do we need a photometric study in terms of how many lumens per foot we need on this so we can understand the specs?

Mr. Vincutonis responded you could, we could get a lighting engineer to take a look at that if you do want to do a photometrics plan and that boil down to how strong the lights are and how far apart they are spaced.

Mr. Reicher stated I wonder if Allstate does this stuff? They provide the maintenance on all the other lights, maybe we should start with them. If it is the Board's pleasure, we can look into it and give you options next time we meet and Yvonne and I will work on that.

Ms. Allen asked what is the expected completion date of this project?

Mr. Vincutonis responded substantial completion within a couple weeks then the county will come out and do a walk through and any punch list items would then need to be addressed, then the final signoff and acceptance would be issued by the county.

Mr. Flint stated if there were a legal requirement to have lighting the county would have required that as part of the permitting process.

Mr. Reicher stated we do have an approved pole structure and those poles are expensive.

Mr. Flint stated we have communities with clubhouses that the parking lots are lit by solar, so the technology has come a long way. We will put that on the agenda and also put the fencing replacement.

Mr. Dawson stated I could always stop in and take a quick look and if there are ten options maybe get that down to five and have the Board take a look at the rest of them.

Mr. Reicher stated they range from \$500 per fixture to \$5,000 per fixture depending on what you want to do.

**C. Manager**

**i. Approval of Check Register**

Mr. Flint presented the check register from November 30, 2020 through January 31, 2021 in the amount of \$69,638.33.

On MOTION by Mr. Tennyson seconded by Mr. Holland with all in favor the check registers were approved.

**ii. Balance Sheet and Income Statement**

A copy of the financials was included in the agenda package. No Board action was required.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Ms. Allen stated the trailer in the parking lot at Millers with the graffiti all over the side of it.

Mr. Reicher stated we have given notice and asked Shawn to move it. The other action plan we had about compliance, which is really a master design review, not a District review was the real estate sign, which they painted it last week; we were trying to get her to comply.

Ms. Allen stated another thing that has cropped up the last two weekends is we have realtors putting signs up and down Masters Boulevard.

Mr. Reicher stated it is a violation of the master design review, any type of sign that shows up should be removed by our maintenance guys. Send it to us and we will let them know that is not in compliance.

The bid is now open for the interchange and they will probably mobilize in April or May and as soon as there is a more public schedule we will share that with the community and this Board. The plans require a lot of coordination between Weber and so on and so forth. It is a big project and there will be a mobility plan that is attached to it in terms of how to route traffic in the neighborhood. The auxiliary lanes on I-4 are run by the Turnpike Authority and they have a different fiscal year, which starts July 1, so it is in their July 1 budget to do those additional lanes. The design is well underway and we are hopeful and excited that is going to work.

The HCA Medical Center is back under construction.

Ms. Allen asked can the parcel at the end of Legends be developed into a dog park or something aesthetically pleasing so that the people don't use it as a road when the apartment complex comes in.

Mr. Reicher stated it is owned by the master developer if you as the HOA, POA wants to propose some kind of improvement to us we would take a look at that. If it is a park it would be open to the public and it would have to be a passive park.

Ms. Shouey asked who would take care of a dog park?

Ms. Allen stated I don't know.

Ms. Shouey stated they don't pick up after their pets on the sidewalks.

Ms. Allen stated there was discussion last year with Cortland that they have to use Masters Boulevard and the CDD roads during construction and after construction if they have caused any damage they make us whole. How does that process work?

Ms. Shouey stated that's what I want to know because how do you know who creates the damage.

Ms. Allen stated and how do you get a baseline assessment because we just paid to have the roads done.

Mr. Dawson stated we can have the engineer take a look at the current state then you can evaluate.

Mr. Flint asked did the county make a requirement?

Ms. Allen stated that is what the county and Cortland said happens.



Mr. Reicher stated it is going to be in the developer's best interest to make sure the area around that is pretty tight. They are proving to be pretty conscientious in the pre-development phase, but I don't know how you would tie that to them. The best we can do is be engaged when they start construction and to make those requests that they respect. They are a legit group and they have been super responsive.

Mr. Dawson stated the sheriff wants to put a community car here.

Ms. Shouey stated I told them they could park it at the office building.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

There being none,

On MOTION by Mr. Dawson seconded by Ms. Clevenger with all in favor the meeting adjourned at 2:57 p.m.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman