

**MINUTES OF MEETING
URBAN ORLANDO
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Urban Orlando Community Development District was held on Wednesday, October 20, 2021, at 8:30 a.m. at Grace Hopper Hall and via Zoom Video Communications.

Present and constituting a quorum were:

Diana Pienaar	Chair
Jim Schirtzinger	Vice Chairman
Kristin Chapman	Assistant Secretary
Anne Coppenhaver	Assistant Secretary
Matthew Williams	Assistant Secretary

Also present were:

Angel Montagna	District Manager
Julie Yevich	Inframark
Tucker Mackie	District Counsel (via phone)
John Woods	District Engineer
Stacey Fryrear	District Agent
Bill Patterson	District Agent

Audience

The following is a summary of the actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Pienaar called the meeting to order and Ms. Montagna called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Fryrear, representing the Joint Committee stated a 29-foot tree was not available so a 32 foot-tree was purchased, with a 48-inch topper. Vice Chair, Jim Schirtzinger will continue to meet with Joint Committee on this project.

A Metal fabricator was contacted. A cost of \$16,000.00 was deemed excessive by the Joint Committee. A quote for the needed metal anchor plates was requested through Jingle Bells engineer and metal fabricator. CAD drawings presented in agenda package. Ms. Fryrear reports plates can be painted to match poles and will have stamped engineer drawings showing a total of eight plates (two

per pole). Ms. Fryrear stated the tree is being put up on November 28, 2021. The Joint Committee is still finalizing lighting date time, possibly after Holiday parade that is scheduled for December 4, 2021.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of September 15, 2021 Meeting

Ms. Coppenhaver MOVED to approve the minutes of the September 15, 2021 meeting and Ms. Chapman seconded the motion.

On VOICE vote, with all in favor, the minutes of the August 18, 2021 were approved as amended.

B. Approval of Invoices

On MOTION by Mr. Williams seconded by Mr. Schirtzinger, with all in favor, the invoices were approved.

FOURTH ORDER OF BUSINESS

Authorizations and Actions

A. District Agent

- BrightView – OUC Buffer – Remove two dead pine trees.

On MOTION by Ms. Chapman seconded by Mr. Schirtzinger, with all in favor, the BrightView proposal for the OUC Buffer, removing two dead pine trees in the amount of \$661.34 was approved.

- BrightView – OUC Buffer – Removal of Tree Damaging Asphalt and Grading
- DMI – OUC Buffer – Repour New Asphalt

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, the BrightView proposal for the OUC Buffer, removal of tree damaging asphalt and grading in the amount of \$2,043.61 and DMI proposal for the OUC Buffer, repour new asphalt in the amount of \$3,845.00, as a not-to-exceed this amount after trying to obtain lower pricing, was approved .

- BrightView – Bennett Park – Holly Replacements and Zoysia Sod Repair.
This item was tabled until the November meeting.
- BrightView – General Reese Buffer – Holly Replacements

On MOTION by Ms. Coppenhaver seconded by Ms. Chapman, with all in favor, the BrightView proposal for the General Reese Buffer, Holly replacements, in the amount of \$4410.23 was approved.

- BrightView – Lakemont Medians Across from Baldwin Point – Plant Fill Ins.

On MOTION by Mr. Schirtzinger seconded by Ms. Chapman, with all in favor, the BrightView proposal for the Lakemont Medians Across from Baldwin Point, Plant Fill Ins in the amount of \$2,949.50 was approved.

- BrightView – Pond 24 – Replace Bermuda Sod with Shade Tolerant Plants.
This item was tabled until the November meeting.
- BrightView – Pond 24 – Replace Azalea Beds with New Plant Material.

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, the BrightView proposal for the Pond 24, Replace Azalea Beds with New Plant Material in the amount of \$17,269.20 was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Manager

- Discussion ensued regarding Bennett Park. Ms. Mackey stated to place on the November agenda, no improvements until the lease renewal.

i. September 2021 Financial Statements

On MOTION by Mr. Schirtzinger seconded by Ms. Chapman, with all in favor, the September 2021 Financial Statements were approved.

ii. Assigning Fund Balance

- It was requested that the report date be simplified to layman's date. Ms. Montagna will make this request.

On MOTION by Ms. Coppenhaver seconded by Ms. Chapman, with all in favor, Assigning Fund Balance was approved.

iii. Berger, Toombs, Elam, Gaines & Frank Engagement Letter

On MOTION by Mr. Schirtzinger seconded by Ms. Chapman, with all in favor, the Berger, Toombs, Elam, Gaines & Frank Engagement Letter was approved.

B. Attorney

- Ms. Mackey reviewed the transition letter, moving to Kutak & Rock. Ms. Mackey stated the rates will not change.

On MOTION by Mr. Williams seconded by Ms. Coppenhaver, with all in favor, the Hopping Green & Sams transition letter to Kutak & Rock, Option 1, was approved.

- Ms. Montagna explained the RFQ process to the Board. Mr. Schirtzinger requested a legal services RFQ be added to the January agenda.

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, adding a legal services RFQ to the January agenda was approved.

C. District Engineer

i. Summary of Engineering Activities

- Mr. Woods outlined the Engineering activities:
- Change Directive 65 is complete.
- There were ten permits for the Unit 3 seal and restripe. Of these ten, three are awaiting reinspection and release.
- Lake Gear is still ongoing. Expect another week of pumping. A new drain well may be needed.
- The Emergency Field Authorization was reviewed.

D. District Agent

i. Grounds Maintenance Updates

ii. Encumbrance Report

iii. OPD Report

Mr. Patterson provided updates:

- Mr. Patterson reviewed the BrightView updates.
- Mr. Patterson has no update on the community garden.
- The Westminster wall project is completed.
- The rail project is awaiting quotes.
- Ms. Chapman stated Cady Way parking has issues. It was stated that fencing is still in disrepair. Mr. Patterson reported having poor response from the County. Ms. Chapman recommended that Mr. Patterson reach out to the County Commissioner.
- Ms. Coppenhaver thanked Mr. Patterson for his maintaining of Baldwin Park Street and the trash clean-up.
- Mr. Patterson reviewed the Encumbrance Report, there were no questions. A request was made to follow-up on irrigation invoices and how they are being coded. Ms. Montagna will follow-up on this.

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- Mr. Patterson reviewed the OPD Report, there were no questions.

SIXTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Williams inquired about refinancing of bonds. Ms. Mackey will reach out to the underwriter.
- Ms. Mackey stated she can always be present: a meeting matter is a flat fee; an outside geneJ1 matter is charged separately by the hour. Ms. Mackey will attend all meetings either in person or by phone.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, the meeting was adjourned at 9:50 a.m.