

**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, December 15, 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 (via telephone)

Also present were:

Julie Yevich	Inframark Management Services
Tucker Mackie	District Counsel (via telephone)
John Woods	District Engineer
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. Yevich called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

- Omar, from Brightview, stated he had been promoted and his replacement is Steve Peters. Omar will still be monitoring projects closely and will be available should Steve need him.
- Mr. Steve Peters was introduced to the Board as the new account manager for Brightview. He has 25 years of experience.
- The Board thanked Omar for his service to the District.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of November 17, 2021 Meeting

On MOTION by Ms. Coppenhaver seconded by Ms. Chapman, with all in favor, the November 17, 2021 minutes, as presented, were approved.

B. Approval of Invoices

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

FOURTH ORDER OF BUSINESS

Authorizations and Actions

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Manager

i. November 2021 Financial Statements

There were no comments.

ii. Ratification of License Agreement for Tree on Fountain

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, the License Agreement for Tree on Fountain was approved.

B. District Counsel

i. Kutak Rock Fee Agreement

- Ms. Mackie reported on the fee schedule, the hourly fee of \$290.00 is up from \$215.00. Ms. Mackie noted there had not been an increase in the hourly rate since 1999 At Urban Orlando.
- Mr. Schirtzinger inquired about a differential in the monthly fee of \$1,500.00 if Ms. Mackie does not attend the meeting in person. Ms. Mackie explained the fee structure and time spent on items for the District.

On MOTION by Mr. Williams seconded by Ms. Chapman, with all in favor, the Kutak Rock Fee Agreement was approved.

C. District Engineer

i. Summary of Engineering Activities

- Mr. Woods outlined the Engineering activities.
- Unit 3 seal and restripe is scheduled to be completed on December 16, 2021.
- Lake Gear pumping is complete, and the pump has been removed.
- RFPs have been sent out and are to be back in January 2022, for Unit 8.

D. District Agent

i. Grounds Maintenance Updates

- The board inquired where in the Budget to take funds for the \$15,000.00 LED lights proposal at Pond #14. Ms. Montagna will research financials. This will be added to the January agenda.
- Hoover has the clean out and replacement scheduled for December 21, 2021 on Pond #14.
- Mr. Schirtzinger inquired on the OUC Buffer. It is scheduled for December 17, 2021.

ii. Encumbrance Report

No comments.

iii. OPD Report

No comments.

SIXTH ORDER OF BUSINESS

Supervisor Comments

- Ms. Pienaar stated the tree looks great and it was a good festival. A discussion ensued.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Schirtzinger seconded by Ms. Chapman, with all in favor, the meeting was adjourned at 9:15 a.m.

Assistant Secretary/Secretary

Vice Chairman/Chairman