

1 **MINUTES OF MEETING**
2 **URBAN ORLANDO COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the Urban Orlando Community Development
5 District was held on Wednesday, May 18, 2022, at 8:30 a.m. at Grace Hopper Hall, 1913 Meeting
6 Hall, Orlando, Florida 32814.

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8 Present and constituting a quorum were:

9 Diana Pienaar	Chair
10 Jim Schirtzinger	Vice Chair
11 Kristin Chapman	Assistant Secretary
12 Anne Coppenhaver	Assistant Secretary
13 Matthew Williams (<i>via phone</i>)	Assistant Secretary

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15 Also present, either in person or via communications media technology, were:

16 Angel Montagna	District Manager
17 Tucker Mackie	District Counsel
18 Bill Patterson	District Agent

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20 *The following is a summary of the discussions and actions taken.*

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22 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

23 Ms. Pienaar called the meeting to order at 8:30 a.m.

24 Ms. Montagna called the roll and indicated a quorum was present for the meeting.

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26 **SECOND ORDER OF BUSINESS** **Audience Comments**

27 There being none, the next order of business followed.

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29 **THIRD ORDER OF BUSINESS** **Discussion of Curbs**

30 Mr. Patterson stated the home owner at 2909 Lincroft Avenue is requesting 137 linear feet of
31 continuous curbing be put in the alley to prevent cars from driving into his landscaping. This would
32 cost approximately \$11,000.00. A discussion ensued.

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34 **FOURTH ORDER OF BUSINESS** **Consent Agenda**

35 **A. Acceptance of Minutes of the April 20, 2022, Meeting**
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37 On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver,
38 with all in favor, unanimous approval was given to accept the April
39 20, 2022, minutes, as presented.

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41 **B. Approval of Check Register and Invoices**
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43 On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver,
44 with all in favor, unanimous approval was given to the check register
45 and invoices, as presented.

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46 Ms. Coppenhaver expressed appreciation for the budgetary information included on the
47 invoices from Atkins.

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49 **FIFTH ORDER OF BUSINESS**

Authorizations and Actions

50 **A. Engineering Authorizations**

51 Mr. Wood reviewed the authorization for survey elevation markers in the New Broad Street
52 pond, and the benefits of installing new water level markers.

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54 On MOTION by Mr. Schirtzinger, seconded by Ms. Pienaar, with
55 all in favor, unanimous approval was given to the authorization for
56 survey pond elevation markers in the New Broad Street pond, in the
57 amount of \$3,500.00.

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59 Mr. Schirtzinger stated he noticed one area of the pond was not washed out. After a closer
60 look, there were dollar weeds with deep roots. Mr. Schirtzinger inquired if it would be possible to
61 speak to the aquatic company about rooted plants. Mr. Patterson has spoken to the aquatic company
62 about littorals and soil. This would not repair erosion; however, it helps to slow it down. A
63 discussion ensued.

64 **B. Landscaping Authorizations**

65 **i. Corrine Drive and General Rees Avenue**

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67 On MOTION by Ms. Chapman, seconded by Ms. Pienaar, with all
68 in favor, unanimous approval was given to the proposal from
69 BrightView to fill in plants at Corrine Drive and General Rees
70 Avenue, in the amount of \$2,683.10.

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72 **ii. Lake Baldwin Lane Island Installation**

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74 On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver,
75 with all in favor, unanimous approval was given to the proposal
76 from BrightView for installation of Citra Blue St. Augustine sod in
77 Lake Baldwin Lane island, in the amount of \$4,963.52.

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79 **iii. South Buffer Triangle**

80 This proposal from BrightView for the south buffer triangle was tabled.

81 Mr. Patterson will reach out to see if there is interest by the adjacent home owner to purchase
82 this piece of property.

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84 **SIXTH ORDER OF BUSINESS**

Staff Reports

85 **A. District Agent**

86 **i. Grounds Maintenance Updates**

87 Mr. Patterson reviewed the items in the report as included in the agenda package.

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a. Florida Water Features Contract Renewal

Mr. Patterson reviewed the proposals from Florida Water Features related to the renewal of their contract for maintenance of the Jake Street fountain at an increase of \$15 per month, and for the New Broad Street waterfalls at the same price, amending the contract term to coincide with the fiscal year beginning October 1, 2022, and adding a clause to require regular monitoring reports. Counsel will prepare a standard form of agreement and attach the proposals as exhibits for the scope of services.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to renew the maintenance agreement with Florida Water Features for the Jake Street fountain in an annual amount of \$2,940 and for the New Broad Street waterfall in an annual amount of \$1,800, contract term to begin October 1, 2022, and to direct legal counsel to prepare an agreement to include providing regular monitoring reports, with authorization for the Chair to execute the agreement.

b. Homeland Security Gate Entrance Project

Mr. Robert Stanis has asked the Board to place a value, if any, on this property to proceed with gifting it to Homeland Security. Ms. Mackie advised to use the property appraiser’s value. Mr. Stanis will provide a final plan to the Board.

c. Harbor Park Repairs

A discussion ensued related to painting the wall.

ii. District Agent Budget Report

Mr. Patterson reviewed the budget report, which shows expenditures are under budget.

iii. OPD Report

There being no comments on the report, the next item followed.

B. District Manager

i. Acceptance of April 2022 Financial Statements

Ms. Montagna reviewed the financial statements, which shows expenditures are under budget.

Ms. Montagna stated the proposed budget for fiscal year 2023 will be presented June and will be provided to the Board under separate cover prior to the June meeting. Discussion ensued regarding the process for adopting the budget and impacts to the non-ad valorem assessments. Any increases to assessments do not appear to be significant at the current time. Staff described the process for increasing the per-unit assessment levels and required hearing.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the financial statements, as presented.

128 **ii. Number of Registered Voters - 6,140.**

129 Ms. Montagna stated the District has 6,140 registered voters as of April 15, 2022.

130 Discussion ensued regarding the number of lots, residential and commercial, remaining, and
131 anticipated development.

132 **C. District Counsel**

133 There being no report, the next item followed.

134 **D. District Engineer**

135 Mr. Wood reviewed his report as included in the agenda package and provided updates.
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137 **SEVENTH ORDER OF BUSINESS**

Supervisor Comments

138 Ms. Coppenhaver complimented Brightview on Baldwin Street being kept clear of trash.

139 Ms. Coppenhaver complimented Mr. Patterson on his timely responses to her requests for
140 information.

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142 **EIGHTH ORDER OF BUSINESS**

Adjournment

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144 On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver,
145 with all in favor, the meeting_ was adjourned at 9:24 a.m.

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