

**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 Wednesday, September 21, 2022, at 8:30 a.m. at Grace Hopper Hall, 1913 Meeting Hall, Orlando, Florida 32814.

Present and constituting a quorum were the following:

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

Also present, either in person or via communication media technology, were the following:

Sean Israel	District Manager
Tucker Mackie	District Counsel
John Woods	District Engineer
Bill Patterson	District Agent
Residents and Members of the Public	

This is not a certified or verbatim transcript, but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

Mr. Israel called the roll and indicated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS

Residential Owners Association

There being no report, the next order of business followed.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There being no comments, the next order of business followed.

FOURTH ORDER OF BUSINESS District Agent's Report

A. Brightview

The BrightView representative spoke and thanked the Board for their guidance. The challenges have been road debris and trash. Safety is always a concern in the working area, equipment is turned off or workers stop to give the right of way to pedestrians. Adjusting chemicals on the grass during the rainy season is happening to not cause extra algae in the pond. Mr. Schirtzinger stated that weed removal needs improvement. New annuals will be installed tomorrow.

B. Grounds Maintenance Updates

Mr. Patterson reviewed the updates to grounds maintenance in his report.

Applied to the City for an updated treatment permit for Lake Baldwin.

OUC buffer area, the resident is not interested in acquiring this.

Turf patching was requested by the Orlando Parks at Harbor Park. The proposal will be brought to the next meeting.

C. Budget Report

There were no comments.

D. OPD Report

There were no comments.

FIFTH ORDER OF BUSINESS

Consent Agenda

A. Minutes from the August 17, 2022, Meeting

Mr. Schirtzinger's changes to the August 17, 2022 were added to the minutes.

On MOTION by Mr. Williams, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the minutes from August 17, 2022, with Mr. Schirtzinger's amendments.

B. Approval of Check Register and Invoices – August 2022

There were no comments or questions on the check register or invoices.

On MOTION by Ms. Pienaar, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to the invoices and check register, as presented.

SIXTH ORDER OF BUSINESS

Business Matters

A. District Agent's Authorizations

i. Landscaping

These projects will not be completed and billed until October, so these will be for the 2023

Fiscal year:

a. Other Road Tree Removal and Replacement

Removal and stump grind of dying large oak tree at 975 Outer Road for \$1,646.00.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to BrightView proposal #435229 in the amount of \$1,646.00 for stump removal and grind at 975 Outer Road.

b. BrightView - Create a New Tree Ring and Install New Live Oak Tree for \$1,904.76

On MOTION by Mr. Schirtzinger seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to the BrightView proposal in the amount of \$1904.76 for a tree replacement at 875 Outer Road.

c. BrightView - Bennett Park Right of Way Tree Replacement, Remove Stump and Install New Maple Tree, Includes Irrigation Repair from Tree Damage for \$3,250.74

On MOTION by Ms. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to BrightView proposal in the amount of \$3,250.74 for tree replacement, stump removal, and irrigation repair at Bennet Park.

d. BrightView - Fox Street Tree Removal at end of the park for \$1,176.86

On MOTION by Ms. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to BrightView proposal in the amount of \$1,176.86 for tree removal at Fox Street Common.

e. BrightView - High Park Pond Revitalization Project (Pond 34), Remove Declining Plant Material and Add New to 8 Bench Areas Around the Pond for \$27,913.02.

Mr. Schirtzinger voiced he wanted to wait until the plants start declining before replacing them. The Board agreed to decline this proposal until a walk through is done by the Board to decide what to replace.

ii. Other

a. DRS proposal #4235 Jake Street Fountain Painting and Cleaning \$1,595.00

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to DRS proposal #4235 in the amount of \$1,595.00 for the cleaning and painting of the Jake Street fountain.

b. Jake Street Fountain Christmas Tree License Agreement

On MOTION by Mr. Williams, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to the license agreement with the joint committee, using the fountain for the Christmas tree.

B. Engineer's Authorizations

i. Atkins, 5374 Ardsdale Lane Repair Proposal

Option 1: \$10,650, Option 2: \$12,650, and \$950.00 for striping.

The Board discussed the options and the resident with Mr. Wood. Mr. Schirtzinger asked that Mr. Wood document his conversation with the resident.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with Mr. Williams and Ms. Pienaar approving, and Ms. Chapman opposed, approval was given to Atkins option 2 for \$12,650 and \$950.00 for striping to repair the alley at 5374 Ardsdale Lane.

ii. Atkins Annual Work Authorizations

Atkins proposals for fiscal year 2022-2023 engineering services, administrative and Operations support at \$15,000.00 and operations and maintenance general assistance services at \$65,000.00 were presented to the Board.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to both Atkins fiscal year 2022-2023 work authorizations, \$15,000 and \$65,000, for Urban Orlando CDD.

C. Berger, Tooms, Elam, Gaines, and Frank Audit Engagement Letter

The fiscal year 2022 audit engagement letter was presented to the Board by Mr. Israel.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to the fiscal year 2022 audit engagement letter from Berger, Toombs, Elam, Gaines, and Frank.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Agent

i. District Manager

Acceptance of August 2022 Financial Statements

Ms. Pienaar asked if there needed to be a discussion on the financials. Mr. Israel responded the financials look good, and there was no discussion.

On MOTION by Ms. Pienaar, seconded by Ms. Chapman, with all in favor, unanimous approval was given to the August 2022 financial statements.

B. District Counsel

Ms. Mackie updated the Board on the Homeland Security entrance. It was requested from us information regarding engineering that the District may have in its records concerning utilities that lie in the area. Ms. Mackie stated Homeland Security wanted to clarify a special warranty

deed, versus a quit claim deed will be used in this instance. Ms. Mackie will follow up on this.

Ms. Coppenhaver asked if there was any more information on the fence. Mr. Schirtzinger stated again he would like a dark green wall instead of a white wall. A discussion ensued on the wall.

C. District Engineer

DCL is working on change directive 637 and will most likely be ready for the next meeting.

Mr. Wood will check on the Lake Gear pumping. They are still working off the emergency pump letter, as it is good for ninety days.

Unit 1 and 9A seal and restripe, the contracts have been sent to the vendors and the permits are ready.

New Broad Street bridge elevation marker has been installed. This morning it was at 110.

EIGHTH ORDER OF BUSINESS

Supervisor Comments

Ms. Chapman wants the tree canopies raised over the sidewalks.

Mr. Schirtzinger noted there is a dead tree around the corner from his house, but a year was given to replace it.

Ms. Chapman stated there are two transients causing issues within the community. OPD is aware.

Ms. Coppenhaver thanked Mr. Patterson for helping with Pond 34 issues.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, the meeting was adjourned at approximately 9:52 a.m.

Sean Israel, Secretary

Diana Pienaar, Chairman