

**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, December 14, 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 (<i>via phone</i>)	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 8:31 a.m.

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

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

THIRD ORDER OF BUSINESS

Administrative Matters

A. Resolution 2023-02, Declaring Board Seat Vacancies

Mr. Israel read Resolution 2023-02 into the record by title.

On MOTION by Ms. Coppenhaver, seconded by Ms. Pienaar, with all in favor, unanimous approval was given to Resolution 2023-02, declaring Board Seats 2, 3, and 5 vacant.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to appoint Mr. Jim Schirtzinger to vacant Seat 2.

On MOTION by Mr. Schirtzinger, seconded by Ms. Pienaar, with all in favor, unanimous approval was given to appoint Ms. Kristin Chapman to vacant Seat 3.

Ms. Mackie stated with Mr. Williams calling into today's meeting, administering the oath of office for his Seat 1 will need to be given at the next meeting he is attending in person.

B. Oath of Office for New Board Members

C. Resolution 2023-03, Designating Officers of the District

Mr. Israel read Resolution 2023-03 into the record by title.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to keep Ms. Pienaar as Chairman and Mr. Schirtzinger as Vice Chairman, Ms. Chapman, and Ms. Coppenhaver, as Assistant Secretaries, Ms. Montagna as Secretary and Assistant Treasurer, Mr. Bloom as Treasurer, and Mr. Israel as Assistant Secretary of the Urban Orlando Community Development District.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Acceptance Minutes from the November 16, 2022, and the Continued Meeting on November 30, 2022

On MOTION by Mr. Schirtzinger, seconded by Ms. Pienaar, with all in favor, unanimous approval was given to accept the minutes from November 16, 2022, as presented., with Mr. Schirtzinger's amendment.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the minutes from the continued November 16, 2022, meeting held on November 30, 2022, with Mr. Schirtzinger's amendment.

B. Approval of Check Register and Invoices – November 2022

On MOTION by Mr. Schirtzinger, seconded by Chapman, with all in favor, unanimous approval was given to the invoices and check register, as presented.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Agent

- i. District Agent's Authorizations
 - a. BrightView proposal #482140, OUC Buffer (Penway Alley) cleanup at \$8,100.00. Remove dead trees and dead wood.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to BrightView proposal #482140, cleanup of OUC Buffer (Penway Alley), in the amount of \$8,100.00.

Ms. Coppenhaver asked if Mr. Patterson was keeping track of what is hurricane related items. Mr. Patterson replied yes, he has each hurricane damage, Ian and Nicole, lists.

- b. BrightView SO #7972583, High Park Pond Revitalization Project (Pond 34), Phase 1, at \$33,853.51. Remove declining plant material and add new to bench areas around the pond. Four full areas are in this proposal.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to BrightView SO #7972583, High Park Pond (Pond 34) revitalization project removing old and adding new plants, in the amount of \$33,853.51.

- c. BrightView SO #7990891, Homeland Security Buffer irrigation at \$1,750.01. Irrigation rerouting of lateral line around mature tree due to a break.

There are several trees in this area, therefore, more breaks may be expected.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to BrightView SO #7990891, rerouting of lateral line in Homeland Security buffer, in the amount of \$1,750.01.

- d. BrightView SO #7992799, Pond 14 (New Broad Street Pond) Walkway Drainage Project, at \$3,043.50. Installing ADS drainpipe with boxes along walkways in three locations. Low points along walkway are causing washouts and standing water after raining.

Ms. Coppenhaver asked what is causing the low areas. Mr. Patterson stated, over time these areas have just settled. Mr. Schirtzinger stated there is not as much plant material there, so it is sandy. Mr. Patterson stated plant material and new sod will be planted to soak up more water to prevent washouts.

On MOTION by Mr. Schirtzinger, seconded by Ms. Pienaar, with all in favor, unanimous approval was given to BrightView SO #7992799, installing ADS drainpipe with boxes in three locations along walkways around Pond 14, in the amount of \$3,043.50.

ii. Grounds Maintenance Updates

Mr. Patterson's report is included in the agenda package for viewing.

The Jingle Bell Run was a success, with a lot of compliments.

Mr. Patterson is waiting on Harbor Park sod proposals. It will need to be decided how much of the invoice the District is willing to pay for versus the City. Mr. Patterson feels we already do more service to this area than we are required to. Due to hurricane damage to this area, the City is spending approximately \$500,000 for restoration. Approximately, fifty to seventy-five percent will be reimbursed to them by FEMA. Ms. Chapman stated if we can do anything, like add another

tier, to prevent washouts, now is the time to do it. A discussion ensued on the area and ideas of what could be done.

Mr. Patterson stated Homeland Security will pressure wash the wall one time.

- iii. Budget Report
- iv. OPD Report

B. District Engineer

- i. Engineer's Update

A contractor for the drain well in Lake Gear and construction will start in January. ABS will be filling potholes in December and wait until after the Holidays for sealcoating.

The hole in Biddle Alley has been filled, while waiting for excavation. The drawings are submitted to the City. Ms. Coppenhaver asked if the contractor is one from the list from the City and familiar with the process. Mr. Woods answered, yes. There will also be inspections. Mr. Williams asked if there is a schedule for the work. Mr. Patterson will be scheduling an onsite meeting to confirm the work schedule.

C. District Counsel

Ms. Mackie stated that after the first of the year Committee meetings will begin for the 2023 Legislative Session, so there will be updates given at the monthly meetings.

D. District Manager

Mr. Israel supplied Mr. Woods with a jump drive to transfer files.

- i. **Acceptance of Financial Statements – November 2022**

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given the November 2022 financials.

Mr. Schirtzinger inquired why there is so much money in the checking account gaining zero percent interest. Mr. Israel replied he will consult with accounting and report back. Mr. Schirtzinger gave other options for higher interest.

SIXTH ORDER OF BUSINESS Supervisor Comments

Ms. Coppenhaver inquired if the policy of record management will be brought to the January meeting. It was asked the policy be explained to the Board.

SEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Pienaar, seconded by Ms. Chapman, with all in favor, the meeting was adjourned at approximately 9:16 a.m.