

# 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, May 17, at 8:30 a.m. at Grace Hopper Hall, 1913 Meeting Hall, Orlando, Florida 32814.

Present and constituting a quorum were:

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

Also participating were:

Angel Montagna	District Manager
Tucker Mackie	District Counsel
Carolina Matiz	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. Mena called the roll and indicated a quorum was present for the meeting.

### SECOND ORDER OF BUSINESS

#### Audience Comments on Agenda Items

The record will reflect there were no members of the public present.

### THIRD ORDER OF BUSINESS

#### Consent Agenda

##### A. Minutes of the Regular Meeting on April 19, 2023

The minutes are included in the agenda package and available for public review in the local records office or the District Office during normal business hours.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the minutes of the April 19, 2023, meeting, as presented.

##### B. Check Register and Invoices (April 2023)

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the check register and invoices April 2023.

**FOURTH ORDER OF BUSINESS**

**Presentation of the Fiscal Year 2024  
Proposed Budget**

**A. Fiscal Year 2024 Budget**

Mr. Mena presented the budget to the Board.

Ms. Montagna stated she sent the budget this morning by email, and it had a few changes that were put to the side of the spreadsheet. She stated some items increased and decreased. Ms. Pienaar had questions regarding the budget, as to increases and decreases. Ms. Montagna went through each change on the budget with the Board.

Ms. Montagna stated the landscape proposal is set to expire in fy2024 and will need to put bids out.

The Board stated that they would prefer to keep assessments flat. Ms. Coppenhaver stated if we keep them flat this year, we could raise them next year or the year after. Ms. Pienaar stated that we should know the cost for the new landscaping contract next year before needing to make the decision of raising the assessments.

On MOTION by Ms. Pienaar, seconded by Ms. Chapman, with all in favor, unanimous approval was given to approve budget with changes.

**B. Resolution 2023-05, Approving Fiscal Year 2024 Budget and Setting a Public Hearing Thereon**

Mr. Mena read Resolution 2023-05 into the record by title.

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to approve resolution 2023-05, approving fiscal year 2024 budget and setting a public hearing.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Agent**

**i. Authorizations**

Mr. Schirtzinger asked what Citra Blue is. Mr. Patterson stated it is a hybrid of the Saint Augustine grass and is more tolerant to shade and heat.

It was stated the island at Baldwin Park sign has no flowers and what the plan was for that area. Mr. Patterson stated that there will be flowers placed with sod.

On MOTION by Ms. Coppenhaver, seconded by Mr. Shirtzinger, with all in favor, unanimous approval was given to approve Brightview SO#8028809 for \$17,819.25.

Mr. Patterson provided a proposal from DRS Construction of Central Florida for sidewalk grinding and bridge repair. Mr. Schirtzinger asked if replacing one wood board is worth \$240. Ms. Coppenhaver stated this is not the first time we have replaced the boards and suggested synthetic boards. Mr. Patterson stated the boards being replaced are originals and have been there for about 15 years. Ms. Chapman asked if more information could be provided on wood versus synthetic. Mr. stated he would like to see the break down between wood and synthetic. Mr. Patterson stated he will provide more information at the next meeting of the current status and cost for wood and synthetic boards. Ms. Chapman stated she wanted to know how many boards there are total. The Board agreed to table the bridge repair until next month.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman with all in favor, unanimous approval was given to approve 11 sidewalk grindings at \$125 for a total of \$1,375.
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**ii. Grounds Maintenance Updates**

Mr. Patterson's updates are included in the agenda package for viewing.

Mr. Patterson stated there was a main line break and the City of Orlando had cut off the water for a couple of days.

Mr. Patterson stated that Harbor Park project has been completed. He stated that they are waiting on sod for the spots that did not take.

Ms. Chapman stated she would like the comments back on the officer report. She stated that she likes to read the comments so that she is aware and can be on the lookout. Mr. Patterson stated the comments can be placed back on the report, but the pay rate will increase, as this will take an additional two hours. He stated another option is to have the reports from each shift added to the report. Ms. Coppenhaver asked if the reports are public documents, how are they requested and can we do it that way. Ms. Coppenhaver suggested to have the reports posted to the District website for the public to access.

Ms. Chapman stated the next time they do the reseal, on her alley between Lake Baldwin Lane and Dorwin the arrow is missing. She would like to have it done the next time they are out because there are people driving the wrong way.

Ms. Coppenhaver asked how the three new areas with the benches are doing. She stated her concern is that the bushes are high and hide people that are sitting on the benches. Mr. Schirtzinger stated that they can be seen from another side. Ms.

Coppenhaver stated if someone was sleeping on the bench you would not be able to see them. Mr. Patterson stated that there is an arm rest that can be installed in the middle of the bench to avoid people from sleeping on them.

Mr. Patterson stated that the medians will be done in sections not all at once and will have an update.

**iii. Budget Report**

The budget report was included in the agenda package for review.

**iv. OPD Report**

The OPD report was included in the agenda package for review.

**B. District Engineer**

Mr. Woods' report was included in the agenda package for review.

Mr. Woods stated the fabrication of the signs are being done and still underway.

Mr. Woods provided an update on Unit 1 reseal and restripe. He stated there has been issues with Residents getting the street wet and some roofing work that was being done. Mr. Schirtzinger stated there was pool water running off into the street. Mr. Patterson stated they will notify the Residents to turn off irrigation while the work is being done.

Mr. Woods stated that they were able to do emergency repairs for Biddle Alley pipe work. He is now currently working on getting the permits.

Mr. Woods provided an update on Lake Year the drain well has been completed and the structure will be placed on June 1. Mr. Schirtzinger asked if they were going to remove the tree. Mr. Woods stated he believed the tree had already been removed. Mr. Patterson stated he will follow up on the tree and update the Board.

Mr. Woods stated that to reseal the asphalt will not change the drainage. He stated that adding a second lift on the asphalt could help and does not believe it was done in all areas. Mr. Woods stated on a mill and repave project they will do an assessment of the alley ahead of time to see if there are opportunities to make improvement. Ms. Coppenhaver asked how they determine which ones are to be assessed. Mr. Woods stated that a few years ago they assessed the alley ways and is given a score. He explained to the Board what is done in the assessments. Ms. Coppenhaver stated she would like an update at the next meeting.

**C. District Counsel**

Ms. Mackie provided an update on the temporary construction easement project. A handout was distributed at the meeting to the Board by Mr. Mena regarding the project. Ms. Chapman stated that she wants leverage and what is the time frame on when the wall

will be addressed. Mr. Patterson stated that the painting and pressure washing has been completed. Mr. Schirtzinger asked if the Board could choose the paint color of the wall. He asked if there is a way to have the wall completed at the same time as the construction.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman with all in favor, unanimous approval was given to approve the temporary easement agreement with Lion Gables Realty Limited Partnership, subject to Counsel's modification.

Ms. Mackie stated there is a new requirement for all elected officials; an annual mandatory ethics training. Mr. Schirtzinger asked if there is compensation for the training. Ms. Mackie stated that they are looking into different options for the Board to be compensated. Ms. Mackie stated it is four hours total annually for the training. One option Ms Mackie suggested was to schedule this training as a meeting of the Board in Fiscal Year 2024 for which Supervisors are entitled to compensation for their time.

Ms. Chapman asked if house bill 1616 is there anything that changes the sunshine law that would affect the District. Ms. Mackie stated she will look into it and provide feedback.

**D. District Manager**

**i. Acceptance of Financial Statements (April 2023)**

The financial statements were included in the agenda package for review.

Mr. Schirtzinger asked about the CD's and can any of them can be transferred for a higher rate. Ms. Montagna stated that it is being worked on and will provide an update.

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

**ii. Number of Registered Voters – 6,166**

**SIXTH ORDER OF BUSINESS**

**Supervisor Comments**

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, the meeting adjourned at 9:55 a.m.

Urban Orlando CDD  
May 17, 2023



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Secretary



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Diana Pienaar, Chairman