

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, August 17, 2023 at 8:30 a.m. at Grace Hopper Hall, 1913 Meeting Hall, Orlando, Florida 32814.

Present and constituting a quorum were:

Diana Pienaar	Chairman
Jim Schirtzinger	Vice Chairman
Kristin Chapman	Assistant Secretary
Anne Coppenhaver	Assistant Secretary
Matthew Williams	Assistant Secretary (<i>Via Phone</i>)

Also participating were:

Gabriel Mena	District Manager
Tucker Mackie	District Counsel
John Woods	District Engineer
Bill Patterson	District Agent
Steve Peters	BrightView
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

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

THIRD ORDER OF BUSINESS

Consent Agenda

A. Minutes of the Regular Meeting on May 17, 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 Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept the minutes of the May 17, 2023, meeting, as presented.

B. Check Register and Invoices (June & July 2023)

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

FOURTH ORDER OF BUSINESS Donation Agreement

On MOTION by Ms. Coppenhaver, seconded by Mr. Schirtzinger, with all in favor, unanimous approval was given to approve the Donation Agreement.

FIFTH ORDER OF BUSINESS Consideration of FY 2024 Meeting Schedule

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to approve FY 2024 meeting schedule.

**SIXTH ORDER OF BUSINESS
Public Hearing to Consider the Adoption of the Fiscal Year 2023/2024 Budget and Imposing Special Assessments**

SEVENTH ORDER OF BUSINESS Presentation of the Fiscal Year 2024 Proposed Budget

Motion to raise the allocation for utility water to \$62,000 utilizing funds from the balance/unassigned category.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to raise the allocation for utility water in the amount of \$62,000.

Public Comment Motion to Open Public Hearing

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to open the public hearing.

Motion to Close Public Hearing

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to close the public hearing.

**EIGHTH ORDER OF BUSINESS Consideration of Resolution 2023-07,
Adopting the Fiscal Year 2024 Budget**

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to adopt Resolution 2023-07, adopting fiscal year 2024 budget.

**NINTH ORDER OF BUSINESS Consideration of Resolution 2023-08,
Annual Assessment Fiscal Year 2024**

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman, with all in favor, unanimous approval was given to adopt Resolution 2023-08, Annual Assessment Fiscal Year 2024

TENTH ORDER OF BUSINESS Staff Reports

A. District Agent

i. Authorizations

1. Installation of Sod at Hanks Park (SO#8191039 & SO#8191044)
 - a. Measures to prevent vehicle access to the newly laid grass.
 - b. Postponed discussion to the next meeting
2. Twinview Medians Maintenance
 - a. Motion to approve Brightview (SO#8190714) for \$32,352.79, with implementation in fiscal year 2024.

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to approve Brightview SO#8190714 in the amount \$32,352.79.

3. Replacement of Palm Trees – Brightview (SO#8192220) for \$6,138.59
 - a. Motion to approve Brightview (SO#8192220) for \$6,138.59.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given

to approve Brightview SO#8192220 in the amount of \$6,138.59.

4. Removal of Invasive Plants/Tree – Brightview (SO#8194102) for \$3,925.83.

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver with all in favor, unanimous approval was given to approve Brightview SO#8194102 in the amount of \$3,925.83.

5. Hoover Pump Agreement for \$2,408.60.

On MOTION by Ms. Pienaar, seconded by Ms. Chapman with all in favor, unanimous approval was given to approve the Hoover Pump Agreement in the amount of \$2,408.60.

6. Annual Christmas Tree License – Permission Only.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman with all in favor, unanimous approval was given to approve Annual Christmas Tree License.

ii. Grounds Maintenance Updates – Moved Down

B. District Engineer

i. Sign Maintenance

1. Ongoing

ii. Biddle Alley Repair

1. The city was a no-show for the close-out permit inspection
2. Pipelining was successful, and the video inspection results are satisfactory. Finalizing the trim work at the alley ends is required.

iii. Road Repave Program

1. Motion to transfer \$260,000 from reserves-other to reserve-Roads/Alleys

On MOTION by Ms. Coppenhaver, seconded by Ms. Chapman with all in favor, unanimous approval was given to transfer \$260,000 from reserves-other to reserve-Roads/Alleys.

2. Planning for funding of the lift station is needed.

C. District Counsel

No report.

D. District Agent Continued

i. Grounds Maintenance Update

1. Recently renewed SJWMD agreement
2. 5456 Penway Dr.
 - a. St Augustine sod was installed in one area as per a resident's request, but it is deteriorating. The resident seeks guidance from the board on how to proceed. This resident is demanding that this be remedied with additional St. Augustine sod. Mr. Peters suggested that St. Augustine will never survive at this location, and it places additional strain on Brightview as it requires an entirely different maintenance schedule.
 - b. Discussion ensued on why the board should not set a precedent of following requests from residents regarding CDD property. Legal counsel advised that the board has made efforts to accommodate such requests, but it hasn't been effective and would be within their right to forego any further attempts to satisfy these resident requests.
 - c. Motion to replace the deteriorating sod with Bahia sod.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman with all in favor, unanimous approval was given to replace the deteriorating sod with Bahia sod.

ii. Jim's Letter

- Mr. Schirtzinger expressed disappointment that it took an unpaid supervisor to uncover a billing issue with Brightview related to irrigation credits. Discussion ensued on whose responsibility it should be to ensure that appropriate price structures are being followed.
- Mr. Patterson mentioned that he reviews every statement with Mr. Peters (Brightview) regularly. He also corrects some before presenting them to the Board.
- Mr. Peters (Brightview) explained his company's pricing policies.
- Mr. Schirtzinger expressed a loss of confidence in Brightview/Sentry due to the recent issue about Brightview overcharging for irrigation repairs by \$40,000+ and the fact that this was only discovered and corrected because a Supervisor found it while looking through some invoices.
- Mr. Patterson clarified there was no malice; it was based on prior understanding before Ms. Mackie's opinion.

- Ms. Pienaar suggested that if the Board finds itself in a position of no faith with their current vendor, the Board should just opt for a Request for Proposal (RFP) instead of resorting to micromanagement.
- Ms. Coppenhaver expressed the need for a more detailed breakdown, including costs such as insurance, wages, profit, etc.
- Ms. Mackie recommended a price comparison and highlighted that the use of BrightView for new installation is not mandatory. She suggested that price-checking should occur at the proposal stage, not at the payment stage.
- Mr. Peters mentioned that he is still using an old pricing structure and has actually been losing money in order to honor it.
- Ms. Coppenhaver noted a significant improvement since Mr. Peters' involvement.
- Mr. Schirtzinger emphasized the need for transparency regarding the amount of detail and time Mr. Patterson spends reviewing invoices. He stated he was unaware of the amount of time Mr. Patterson put into this work and feels better knowing that there is oversight from him at every level.

E. District Manager

i. Acceptance of Financial Statements

The Financial Statements were included in the agenda package for review.

Approval of Financial Statements. 98% of funds have been collected.

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to accept the financial statements.
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ELEVENTH ORDER OF BUSINESS Supervisor Comments

- Ms. Chapman inquired about Mr. Patterson's knowledge of the recent robbery and whether any residents had inquired about an increase in police presence.
- Then ROA maintains ongoing communication with the OPD regarding security throughout the District, including this matter.

TWELFTH ORDER OF BUSINESS Adjournment

Urban Orlando CDD
August 16, 2023

On MOTION by Ms. Schirtzinger, seconded by Ms. Chapman, with all in favor, the meeting adjourned at 10:08 a.m.

Secretary

Diana Pienaar, Chairman

Urban Orlando CDD
August 16, 2023

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Secretary



Diana Pienaar, Chairman