

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 20, 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
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

- A. John Hilton - 1248 Lake Baldwin Lane
- i. The back of Mr. Hilton's house features a parking lot, which falls under the jurisdiction of the COA. However, the road itself is not under the COA's purview.
 - ii. The entrance to the alleyway and the surrounding area are governed by the CDD. The plants located in the middle of this area are subject to COA regulations.
 - iii. Several spots in this vicinity have shown signs of wear and tear, with seal-coating applied. It's worth noting that these are not potholes but rather areas that have become worn down.
 - iv. Mr. Patterson has indicated that there are typically no issues with people parking in this area, as it is usually empty.

- Seal coating is scheduled for maintenance every five years, with the next planned seal coat in 2026 and milling in 2031.
- v. Mr. Schirtzinger inquired about the next milling schedule and whether it would be possible to include this area in the scope of work when the contractor is out for milling.
- vi. Mr. Woods explained that the area is scheduled for milling and repaving in 2031, and the decision to mill is triggered when the pavement reaches 60 PSI. By 2026, during the seal coating, it is expected to be around 64 PSI, indicating that it's slightly overdue for milling.
- vii. Mr. Hilton expressed his belief that the current condition does not meet the aesthetic standards expected in Baldwin Park and has remained in this state for at least five years.
- viii. Mr. Woods mentioned that if they were to advance the milling schedule to match the COA's timeline and have it milled around 2025, it would cost approximately \$200k.
- ix. Mr. Schirtzinger inquired about the possibility of applying a topcoat. Mr. Woods advised against it, stating that there isn't a suitable product for asphalt. Mr. Schirtzinger suggested seeking recommendations from Mr. Patterson and Mr. Woods regarding the best course of action.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Agent

i. Authorizations

1. There were no landscaping authorizations for the current month. Only one irrigation authorization was introduced.
2. Brightview, SO#8228107, has requested \$1950 to repair a mainline break located behind 1735 Foss Ave.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to accept Brightview, SO#8228107, in the amount of \$1950 to repair a mainline break located behind 1735 Foss Ave.

3. Jake Street presented multiple quotes for fountain repair.
- Mr. Patterson explained that one proposal indicated it was for a 3-phase fountain, while the other two did not specify. Mr. Patterson expressed uncertainty about which proposal is correct and proposed further investigation before approval.
 - A motion was made to authorize Mr. Patterson to select a vendor for this repair, with a not-to-exceed (NTE) amount of \$8500, pending additional information.

On MOTION by Mr. Schirtzinger, seconded by Ms. Chapman, with all in favor, unanimous approval was given to authorize Mr. Patterson to select a vendor for this repair, with a not-to-exceed (NTE) amount of \$8500, pending additional information.

ii. Grounds Maintenance Updates

1. Off-duty shifts for Halloween at OPD have been partially filled, with only 2 out of 4 shifts covered so far. It is recommended to increase the compensation starting from October to attract more off-duty officers.

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to authorize an increase of \$1200 to fill the Halloween off-duty shifts.

2. The issue of cars cutting through the median at Hanks Ave and how to prevent them from driving across the grass was raised for discussion by the Board.

B. District Engineer

i. Authorizations

1. A motion was made to approve the work authorization for FY2024 for Atkins to provide District Engineer services.

On MOTION by Mr. Schirtzinger, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to accept the work authorization for FY2024 for Atkins to provide District Engineer services.

ii. Activities Report

1. Mr. Woods turned the floor over to Mr. Patterson to explain how he addressed the irrigation issue that had been preventing the completion of seal-coat applications. Mr. Patterson explained that he manually gathered contact information for the affected areas and sent multiple requests over the course of a week, urging for the irrigation systems to be turned off. However, there are still a couple of alleyways that require attention to complete this process.

C. District Counsel

- i. The board is pleased to note that there has been some advancement in the repainting project. Our counsel has informed us that Ms. Mackie is currently

collaborating with their legal counsel to work on another revision to the presented agreement.

D. District Manager

- i. It has come to Mr. Mena’s attention that the checking account is currently yielding 0%. Mr. Mena is actively exploring this matter and will provide recommendations at the next meeting regarding the possibility of transferring funds to an account that offers interest.
- ii. Mr. Mena has informed the Board that the District has achieved a 100% collection rate for FY23.

FOURTH ORDER OF BUSINESS Consent Agenda

i. Minutes of the Regular Meeting on August 16, 2023

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to approve Meeting Minutes for August 16, 2023.

ii. Check register and Invoices (August 2023)

On MOTION by Ms. Chapman, seconded by Ms. Coppenhaver, with all in favor, unanimous approval was given to approve The Check register and Invoices for August 2023.

iii. Acceptance of the Financial Statements (August 2023)

No Motion Necessary.

FIFTH ORDER OF BUSINESS Supervisor Comments

i. December meeting

The Board had some questions regarding the date of the December meeting and whether it was on December 13, 2023, or December 20, 2023. Mr. Mena stated that the meeting was advertised for December 13, so if there was a mistake Inframark would have to correct it. Mr. Mena pulled the FY24 schedule, and it was shown the meeting was on December 13, 2023.

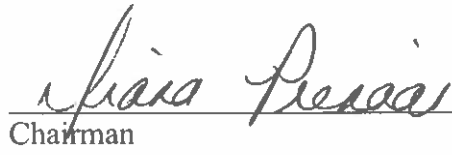
SIXTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Pienaar, seconded by Ms. Coppenhaver, with all in favor, the meeting adjourned at 9:23 a.m.

Urban Orlando CDD
September 20, 2023



Assistant Secretary



Chairman