

**MINUTES OF MEETING
THE WOODLANDS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Woodlands Community Development District was held Thursday, February 19, 2015 at 10:30 a.m. in the Cypress Falls Clubhouse, 2605 Arugula Dr., North Port, Florida.

Present and constituting a quorum were:

Carl Impastato	Chairman
William Richardson	Vice Chairman
James Rodger Underwood	Supervisor
Walter Cote	Supervisor
Lawrence Tinkham	Supervisor

Also present were:

Mark Vega	District Manager
Dorian Popescu	District Engineer
Tracy Robin	District Attorney
Residents	

The following is a summary of the discussion and actions taken at the February 19, 2015 Woodlands Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order and Supervisors identified themselves. A quorum was established.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Minutes – January 28, 2015 Meeting

B. Financials – Period Ending January 31, 2015

Mr. Vega stated each Board member received a copy of the Consent Agenda which includes the minutes of the January 28, 2015 meeting and the financial statements for the period ending January 31, 2015; and requested any additions, corrections or deletions.

Approved

On MOTION by Mr. Underwood seconded by Mr. Impastato with a vote of 5-0 the consent agenda was approved consisting of minutes from the January 28, 2015 meeting and the financials for the period ending January 31, 2015.

FOURTH ORDER OF BUSINESS

Attorney’s Report

This item was postponed to later on the agenda.

FIFTH ORDER OF BUSINESS

Engineer’s Report

Roads Right of Ways Recording

The plat for Panacea and Plantation Boulevards was approved by the City Engineer, and by the City Surveyor. It is scheduled for approval by the Planning commission on February 19, 9:00 AM. The City Public Works Director recommended approval of the plat to the Planning Commission subject to several conditions. The plat is scheduled for approval by the City Commission on March 23, 2015.

Benderson Development Company LLC is seeking final payment which will not be made until the As Builds, Warranties and the Release of Liens have been received.

Discussion followed on the timing of the transition of maintenance costs and the various maintenance standards of the area.

Chain Link Fence

Site Masters finished repairing the fence on January 28. Following the City's inspection on February 10, the City requested that all bases of the chain link fence be secured. Site Masters completed the four southern locations and will confirm the balance of the fences are secured by February 28.

Roadways Irrigation

In November 2014, Valley Crest was contracted to check the irrigation system and identify deficiencies. They checked each one of the more than 140 zones and followed up with repairs of the system. Additional deficiencies were found and corrected and the system was determined to be functioning properly; areas mostly in the medians were identified as lacking irrigation. Since the system is over eight (8) years old and was not used for a long time, a new head replacement will be required as the City starts mowing the grass. At the January 23, 2015 meeting with the City, staff suggested maintenance of the irrigation system remain under the CDD for a while as the roads are taken over by the City.

On February 12, the City Public Works Director approved the maintenance of the two roads. The irrigation system will continue to *be* maintained by the CDD until it is functioning properly. At that time, the City will take over the laterals and the sprinkler heads within the ROW's. There are approximately 7200 sprinkler heads; if 30% need to be replaced the estimated cost is around \$26,000. These are capital costs and when the Bond closes that amount should be retained by the CDD to pay for the expense.

Completion of Construction

Bond Counsel Representative Steve Scalione, requested a letter addressed to the CDD certifying completion of the road construction project. To cover remaining costs relating to the Bond he was advised \$26,000 was estimated for potential irrigation system sprinkler head replacement; plus \$14,000 for engineering expenses until the plat is fully recorded. The expense estimate does not include any potential sidewalk repairs; roadway maintenance issues or costs for keeping the lights on.

Mr. Robin stated it is important for the District to maintain all the services until the plat is fully recorded; related costs should be justified for purposes of using bond funds. Discussions followed.

The Board took a short recess.

FOURTH ORDER OF BUSINESS

Attorney's Report

Mr. Robin reported the auditors are requesting information regarding the arrangement between the District and Centex reimbursing Centex for expenses incurred on behalf of the District over the past fiscal year for landscaping services provided by Valley Crest. A Developer Funding Agreement, memorializing Centex paid for this service which ordinarily would be paid by the District but were not because of the District's financial situation, will be provided. The amount paid by Centex for 1 year of landscape maintenance is approximately \$58,500 (\$4,875 x 12 months).

The financial resources of the District are such they can now pay for the landscape maintenance, by consensus of the Board going forward, they will directly pay for landscape maintenance service until such time the transfer of ownership with the City is final.

Mr. Robin will work with the District Engineer to prepare a Certificate of Completion for the construction account.

Mr. Robin explained the process of the Notice of Application for Tax Deed and the sale of tax deeds.

Mr. Robin reviewed the Ethics laws and responsibilities of elected officials and the Public Records regulations. Discussion followed on use of District issued laptops for control of Public Records. The preference is to purchase IPADS rather than laptops for District use.

On MOTION by Mr. Underwood seconded by Mr. Tinkham with all in favor to proceed with the purchase of 5 IPADS for the District in an amount NTE \$3,000. 5-0

Discussion followed on items relating the budget. A draft budget will be sent to the Board prior to the next meeting.

SIXTH ORDER OF BUSINESS

Manager’s Report

A. Irrigation Quote for As Built

Mr. Vega reported receiving a quote from Insight Irrigation, LLC for the As Built. They would be subcontracted under Hoover Pumping Systems and the proposal submitted is very detailed with the following information: Provide GPS Irrigation system as-built to include mainline location via wire locator and visual inspection; remote control and gate valve location and size; junction box locations and control wiring; control system component locations (Controller, CCU, Rain Can, Valves, etc.); and Point of Contact (P.O.C.) information to include pump and well location. The Proposal Total is \$2,400.

On MOTION by Mr. Impastato seconded by Mr. Underwood with all in favor to accept the proposal from Insight Irrigation, LLC in the amount of \$2,400 to complete the As Built as stated in the proposal with a final review by the District Engineer. 5-0

B. Cypress Falls Lake Surveys

Mr. Vega stated we received a price of \$1,629.00 from Hoover Pumping Systems to complete the described work.

In regard to each of the 6 Cypress Falls/Cedar Grove pump stations, in 6 separate lakes Hoover will send a certified diver to complete the following:

- Dive and clean all of the intake screens. Along with the cleanings, provide a water profile survey of each lake with draw area.

- The purpose is to locate an area at least 10' in depth or greater for placement of the pump intake screens. This location will greatly reduce the live algae from clogging the irrigation nozzles.
- The results will also be a part of the Hoover's future recommendations.

On MOTION by Mr. Cote seconded by Mr. Underwood with all in favor to accept the proposal from Hoover Pumping Systems in the amount of \$2,629.00 for cleaning the intake screens in the 6 lakes in the manner described. 5-0

C. Approval of Requisitions # 543, 544, 545, 546 and #547

Mr. Vega presented the following requisitions:

- #543 **\$3,275.00** Paid from the Acquisition & Construction account to reimburse O&M for payment of invoices to the City of Northport for \$2,975.00 and VanBuskirk/Fish et al for \$300
- #544 **\$18,322.00** Paid from the Acquisition & Construction account to reimburse O&M for payment of Site Masters invoices in the following amounts: \$7,360.00; \$6,572.00; and \$4,400.00.
- #545 **Not approved** – Benderson Development in the amount of \$128,974.00. This is incomplete; it was not signed; and the stipulations required for closing out the contract were not met.
- #546 **\$6,427.31** Paid from the Acquisition & Construction account to reimburse the FPL Streetlight accounts for service from June 2014 thru February 2015.
- #547 **\$10,388.20** Paid from the Acquisition & Construction account to DMK Associates for work on Street Lights

Discussion followed on payment of Requisition #545. The contract conditions will be reviewed and the As Builds, Warranties and Release of Liens need to be received. Until this is achieved Requisition #545 is on HOLD.

On MOTION by Mr. Impastato seconded by Mr. Richardson with all in favor Requisitions # 543, 544, 546, and 547 were approved as submitted. 5-0

D. Benderson Development Company LLC Request Release of Bond CMS02269881

Mr. Robin stated this item will not be ready for release until the CDD makes full payment. The request for Release of Bond CMS02269881 is on HOLD.

E. Resolution 2015-3 State Guideline Records Management Liaison Officer and Custodian of Public Records

Mr. Vega presented Resolution 2015-3 for consideration. This is a housekeeping item relating to following the States Guidelines for records retention. This item was tabled to the next meeting.

F. Schedule Financial Report Workshop for April 22, 2015

A budget draft will be available for the Financial Report Workshop on April 22, 2015 at 10:30 a.m. at the offices of DMK. Alan Baldwin, Sr. Accountant from our Coral Springs office will be on hand to participate in the workshop.

A special meeting will be scheduled for March 26, 2015 at 10:30 a.m. at the offices of DMK.

Mr. Vega reported the Board currently has \$553,540 in the bank; this is more money than the District had in total over the past 5. \$372,000 comes from collection of the annual assessments (43% of the total to be collected); \$300,593 represents 93.76% of the FY 2010 collections (approximately an additional \$19,000 is to be collected).

SEVENTH ORDER OF BUSINESS

Supervisors' Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Impastato seconded by Mr. Richardson with all in favor (5-0) the meeting was adjourned at 2:08 9.m.


Mark Vega
Secretary


Carl Impastato
Chairman