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**MINUTES OF MEETING
RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Riverwood Community Development District was held on Tuesday, January 20, 2015 at 2:00 p.m. at the Riverwood Activity Center, 4250 Riverwood Drive, Port Charlotte, Florida.

Present and constituting a quorum were:

Rita Anderson	Chairperson
Douglas Campbell	Vice Chairperson
Jim Martone	Assistant Secretary
Henry Lackland	Assistant Secretary
Richard Knaub	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Scott Rudacille	District Attorney
Sheryl Nowicki	Severn Trent Operations
Robert Edge	Severn Trent Operations

The following is a summary of the minutes and actions taken at the January 20, 2015

Riverwood CDD meeting.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Ms. Anderson called the meeting to order and Mr. Teague called the roll.

SECOND ORDER OF BUSINESS **Approval of the January 20, 2015 Agenda**

- o Ms. Anderson requested approval of the January 20, 2015 agenda.

Mr. Campbell MOVED to approve the January 20, 2015 agenda and Mr. Martone seconded the motion.

- o The following changes were made to the agenda:
 - Under Old Business, 8Aii should be changed from Activity Center Air Conditioning Compressor to Activity Center Air Conditioning TXV.
 - Under New Business, add 9D, Back Gate Proposal.
 - Under Committee Reports, Budget Committee, add 10Ci, Sling Chair Replacements.

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On VOICE vote with all in favor the prior motion was approved, as amended.

THIRD ORDER OF BUSINESS **Audience Comments on Agenda Items**

- o Mr. Walt Powers wanted to know the balance from the Working Capital Fund Report.
- o Mr. Garry Preston commented on the Activity Center Survey. He had pages of notes on the pros and cons of the survey, however, he noted what matters most to him in Riverwood is dignity and respect. He would like to see something in place that affords everyone the chance to be treated with dignity and respect and give them a chance to provide their answers.
- o Ms. Anderson responded she felt the five Supervisors on the Board did treat everyone in the community with dignity and respect.
- o Mr. Bud Hohlman commented on the survey in the Activity Center. He understood Ms. Connie Bittle was preparing a utilization report whereby she has people checking every hour what is being used and what is not. She will continue checking until March, 2015. He felt it a shame Ms. Bittle’s report was not made available to everyone before the survey was conducted.
- o Mr. Don Martin commented he was in favor of the survey.

FOURTH ORDER OF BUSINESS **Approval of Consent Agenda**

- A. **Approval of the Minutes of the December 16, 2014 Meeting**
- B. **Acceptance of:**
 - i. **Minutes of the Sewer Committee Meeting**
 - ii. **Minutes of the Water/Utility Billing Committee Meeting**
 - iii. **Minutes of the Budget Committee Meetings**
 - iv. **Minutes of the Long Range Planning Committee Meeting**
 - v. **Minutes of the Environmental Committee Meeting**
 - vi. **Minutes of the Activity Advisory Committee**
 - vii. **Minutes of the Beach Club Committee**
 - viii. **Financial Statements, Check Register and Invoices for December 2014**
 - ix. **Reserve Fund Report**
 - x. **Investment Report**
 - xi. **Field Management Report**

On MOTION by Mr. Campbell seconded by Mr. Lackland with all in favor the consent agenda was approved.

79 **FIFTH ORDER OF BUSINESS** **Operations Report**

- 80 ○ Mr. Edge noted over 5 million gallons of wastewater was treated last month.
- 81 ○ The average was a quarter million gallons per day.

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83 **SIXTH ORDER OF BUSINESS** **Manager's Report**

- 84 ○ Mr. Teague distributed the schedule for the Fiscal Year 2016 budget.
 - 85 ➤ One key date the Board must comply with is June 15, 2015, the deadline for the
 - 86 submittal of a proposed, tentative budget, which includes any increase in
 - 87 assessments.
 - 88 ➤ The other key date is the September 15, 2015, the deadline to get it on the County
 - 89 tax roll.
 - 90 ➤ May 19th was suggested for approval of the proposed budget and August 18th for
 - 91 the public hearing to adopt the budget.
- 92 ○ Mr. Teague distributed an organizational chart showing the Severn Trent team assigned
- 93 to the District including operations, accounting and the Beach Club.

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95 **SEVENTH ORDER OF BUSINESS** **Attorney's Report**
96 There being no report, the next item followed.

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98 **EIGHTH ORDER OF BUSINESS** **Old Business**

- 99 **A. Project Updates**
 - 100 **i. Maintenance Building**
 - 101 ○ Mr. Martone reported the maintenance building is complete.
 - 102 ○ Punch list items will be reviewed. A plan for moving is being developed.
 - 103 ○ This item will be removed from future agendas.
 - 104 **ii. Activity Center Air Conditioning TXV**
 - 105 ○ Ms. Anderson noted it cost an estimated \$7,000 in repairs to install a new compressor.
 - 107 ○ Now another \$1,600 to do TXV replacement is needed when there are many people in the
 - 108 Activity Center.
 - 109 ○ Ms. Anderson and the Budget Committee suggested delaying a decision on this.

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Ms. Anderson MOVED to postpone the repair of the Activity Center Air Conditioning TXV unless the situation becomes worse and Mr. Knaub seconded the motion.

- o The Board discussed the air conditioning unit further.

On VOICE vote with all in favor the prior motion was approved.

iii. Storm System Maintenance Efforts

- o Mr. Teague reported two companies will complete the remainder of the deficient items identified in the BZ Consulting Report.
- o Severn Trent Operations will handle inlets and structures, which will not require access from the water. They completed 45 of the 47 items identified. Two more items will require rip rap barrier to block out any debris.
- o Landshore Enterprises was awarded the contract to handle items requiring access to the ponds. They will start their work during the week of January 26, 2015.
- o Once both contracts are completed, a list will be sent to the Water Management District so they are aware of what the District is doing and they will be kept updated.
- o After inspection, it was determined the Lake Shore Village storm issue was not a storm drain issue.

B. Water Use Permit Update

- o The Board was informed the water use permit was approved. They are waiting to receive written notification.
- o They can now plan for the installation of pumps to transfer water to the reuse pond from the big lake.
- o Ms. Molly Meadows, Supervisor Knaub and Mr. Walt Powers were all thanked for their hard work in getting the water use permit.
- o This item will be removed from future agendas.

C. Working Capital Fund Report

- o Mr. Denny Knaub noted the RCA is requesting District approval to use funds from the Working Capital Fund for the purpose of purchasing three outparcels in Logan’s Point.

- 146 ○ Since the Board only heard about this request today, they felt they needed more time to
- 147 review the details, facts and information from the RCA before making a decision today.
- 148 They did not have time to consider this item.
- 149 ○ The amount being requested is \$57,000 plus closing costs.
- 150 ○ It was suggested this be discussed further at the Joint RCA meeting on January 27th.

151 **D. Facilities Structural Analysis**

- 152 ○ Mr. Teague noted the Visual Inspection Report prepared by CPH Engineers was emailed
- 153 and distributed to the Board.
- 154 ○ The study analyzed the present condition of the two activity center buildings, the tennis
- 155 office, the guardhouse and other facilities. There are some major and minor repairs and
- 156 renovations.
- 157 ○ Estimated costs to address the concerns:
 - 158 ○ Activity Building #1 would be \$65,000.
 - 159 ○ Activity Building #2 and tennis office would be \$27,500.
 - 160 ○ Pool building would be \$18,500.
 - 161 ○ Pavilion and slab repairs would be \$1,200
 - 162 ○ Guardhouse would be \$10,050.
 - 163 ○ Total probable costs estimated at \$122,500.
- 164 ○ The Board thought this was good information to have and can be useful for future
- 165 improvements.
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- 167 **E. Lake Fountain Maintenance Contract**
- 168 ○ Mr. Teague noted there are two options for fountain repairs.
- 169 ○ Aquagenix will \$459 and Vertex will charge \$275.
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172 On MOTION by Mr. Campbell seconded by Mr. Knaub 173 with all in favor the Board accepted the Vertex proposal for 174 the lake fountain repairs at a cost of \$275.
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- 176 ○ Once repairs are made on the fountains, a maintenance contract for approval will be
- 177 presented.
- 178 **F. Wastewater Treatment Plant Permit Renewal**
- 179 ○ Mr. Martone noted the permit was approved for renewal.
- 180

- 181 ○ The only thing left is monitoring the wells. The engineers are working on that now.
- 182 ○ Severn Trent will be handling the fencing requirements around the plant.

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184 **G. Maintenance of RV Parking Lot Service Road**

- 185 ○ The maintenance of the RV parking lot service road was discussed.
- 186 ○ Debris is being dumped there by residents, landscapers, the golf course, private vendors
- 187 and others.
- 188 ○ This issue will be discussed at the Joint Meeting on January 27th.
- 189 ○ It was suggested a camera be placed there.

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191 **H. Beach Club Update**

- 192 ○ Mr. Campbell updated the Board on the status of the Beach Club.
- 193 ○ He reported on the sub-committees' activities.
- 194 ○ The Structural Committee obtained proposals for a new ramp and platform for the
- 195 chairs.
- 196 ○ The Communications Committee sent out a blast email to get feedback about
- 197 forthcoming events.
- 198 ○ The Finance Committee met with Mr. Teague today.
- 199 ○ The Rules Committee is working on the rules and regulations.
- 200 ○ He noted Pulte let the Beach Club go for many years.
- 201 ○ Mr. Campbell is approving an additional \$3,100 for miscellaneous items, such as
- 202 removing the gutters, replacing defective anti-slip tape, pressure cleaning, re-hanging the
- 203 water fountain, rebuilding the outside cabinets, cleaning the shower heads, repairing
- 204 picnic tables and more.
- 205 ○ Mr. Teague noted Ms. Meadows is spending a lot of her time with the Beach Club and
- 206 suggested a part-time manager to work solely at the Beach Club.
- 207 ○ He hopes to have a contract revision ready for the next Board meeting.

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209 **I. Security Cameras**

- 210 ○ Ms. Anderson updated the Board on security cameras.
- 211 ○ Several vendors came and gave presentations.
- 212 ○ She hopes to have a proposal ready to present for approval at the January 27th joint
- 213 meeting.

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J. Planting for the RV Area where Exotics were removed

This item was discussed earlier.

NINTH ORDER OF BUSINESS **New Business**

A. Sidewalk Washing

- Ms. Anderson noted the RCA completed their sidewalks and they are now working on the CDD's sidewalks.
- This item can be removed from the agenda.

B. Activity Center Survey Discussions

- Mr. Knaub noted the Long Range Planning Committee is in the process of purchasing survey software.
- He felt people have a misconception of what a survey is. It is a tool used to collect quantitative data. It is an online survey and significant feedback is received. Usually, there is a 25% response rate on a general public survey.
- He observed 350 people at the RNC meeting to listen to a presentation on this issue.
- He asked Ms. Connie Bittle to begin collecting data.
- Mr. Knaub was in support of conducting a survey.
- Mr. Campbell suggested he and the Long Range Planning Committee will develop a questionnaire to send to all residents via blast email. He is against sending out a survey.
- A long discussion followed on the pros and cons of the value of conducting a survey.
- Mr. Knaub will develop questions, have the Long Range Planning Committee review them and then discuss at the next Board meeting.

C. Fencing around the Pond and Staging Area used for Landscape Waste

- Mr. Teague noted staff will obtain proposals to present at the next Board meeting.

D. Back Gate Proposal

- Ms. Anderson noted the Board is aware the back gate malfunctions at least five or six times per week. With the inexpensive, cheap camera there, they have observed bad resident behavior and vendor behavior.

- 247 ○ After discussing the issue with Ms. Meadows, who spent hours researching this issue and
- 248 Mr. Teague, it was suggested double-gating the back gates to eliminate security issues. A
- 249 high powered camera and license plate camera will be installed.
- 250 ○ The swing gate would not be activated by anything other than a vehicle or a motorcycle
- 251 that comes up to the gate. In front of the swing gate would be lift arms. Adding lift arms
- 252 at the back gate would prevent entering in the exit gate and tailgating in the entrance gate.

Ms. Anderson MOVED to approve spending an amount not-to-exceed \$15,000 for back gate improvements and Mr. Lackland seconded the motion.

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- 258 ○ Ms. Anderson noted the CDD takes care of the infrastructure; the RCA takes care of bar
- 259 codes and resident behavior unless they damage District property. The RCA will be
- 260 requested at the Joint Meeting to partner with the District to take residents' bar code
- 261 rights away if they abuse it. Good security cameras will be working within a few weeks
- 262 and will identify who is abusing the system.

On VOICE vote with all in favor the prior motion was approved.

TENTH ORDER OF BUSINESS

Committee Reports

A. Sewer Committee
i. Work Authorizations

- 267
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- 270 ○ Mr. Martone noted they are working on the monitoring wells.
- 271 ○ Pepper tree removal is moving along and the fencing will start as soon as all the peppers
- 272 are removed.

B. Water/Utility Billing Committee

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- 274 ○ Mr. Knaub noted during the Long Range Planning Committee meeting there was a power
- 275 outage causing a large surge which blew the irrigation pumps resulting in a \$10,000 bill
- 276 for repairs.
- 277
- 278 ○ He spoke with Mr. Robert Migdal of Severn Trent Environmental who will bring in an
- 279 expert to monitor the voltages for one week. They will look at the system to see if there
- 280 are ways to improve it and avoid surges in the future.

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C. Budget Committee

i. Sling Chair Replacements

- Ms. Anderson distributed a copy of a proposal for 24 new Ocean Breeze sling dining chairs.

On MOTION by Ms. Anderson seconded by Mr. Lackland with all in favor the Board approved the purchase of 24 new Ocean Breeze sling dining chairs at a total cost of \$3,096.

- Ms. Anderson noted there are two openings on the Budget Committee, which have been advertised.
- The Budget Committee was presented with a road maintenance report indicating the roads in Bay Ridge and Willow Glen were in bad shape and developing cracks.
- At the next meeting she will have a report ready for the Board to review.

D. Long Range Planning Committee

- Mr. Campbell discussed property bordering the Riverwood community.
- He reached a negotiation point with Richard McCormick of Pulte regarding Property “A” owned by Pulte. They are asking for \$800,000 and Mr. Campbell offered \$450,000. Currently, the amount they reached is \$675,000. He wants to reach \$600,000. He spoke briefly about Property “B” which has been owned by five land investors for a long time.
- They owe an estimated \$385,000 in property taxes.
- The Long Range Planning Committee wanted a formal appraisal for the property as soon as possible. A property appraiser would need to be hired.
- He spoke briefly about four other small parcels that border the golf course. They are owned by a Miami investment firm. They have not been up for sale since 2005.
- Mr. Rudacille felt his firm should draft a land purchase contract after the appraisals were received.

Mr. Campbell MOVED to approved getting an appraiser to appraise Properties “A” and “B” and Mr. Knaub seconded the motion.

- There was further discussion by the Board.

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On VOICE vote with all in favor the prior motion was amended to include an amount not-to-exceed \$10,000.

E. Environmental Committee

Mr. Lackland asked everyone to read Ms. Meadows' Field Management Report where all information is located.

F. Activity Advisory Committee

- o Ms. Anderson noted everything is going good.
- o Ms. Cheryl Dukarski of the RCA staff will control the audio system to avoid damage.

G. Beach Club Committee

Discussed earlier in the meeting.

ELEVENTH ORDER OF BUSINESS Supervisor Comments

Mr. Knaub asked that agendas be sent to the community before every meeting in a blast email. He also asked to increase the number of members on the Water/Utility Billing Committee for a total of seven members. The Board approved.

TWELFTH ORDER OF BUSINESS Audience Comments

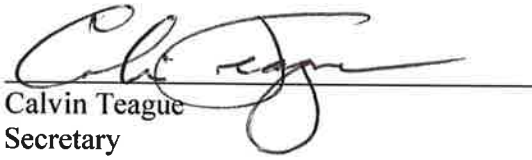
- o Ms. Joyce Krasner commented on resident feedback and the survey.
- o Mr. Steven Kraven commented on survey.
- o Mr. Craig Allison asked what is the protocol for determining the utilization of various facilities, in particular, the exercise equipment and the swimming pool.
- o Mr. Bud Holman supported a survey.
- o Mr. Dave Anderson also commented on the survey.
- o Mr. James Smith supported conducting the survey.
- o Mr. Larry Nalducci commented the community should be concentrating on properties and not so much on the survey.
- o Mr. Tim Morgan questioned the TXV valve. He also noted he is in favor of the survey.

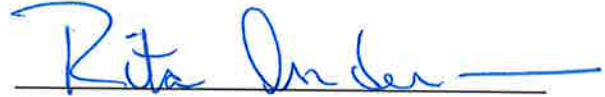
THIRTEENTH ORDER OF BUSINSS Continuation

There being no further business,

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On MOTION by Mr. Campbell seconded by Mr. Martone with all in favor the meeting was continued to Tuesday, January 27, 2015 at 1:00 p.m.


Calvin Teague
Secretary


Rita Anderson
Chairperson