

**MINUTES OF MEETING
ANTHEM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Anthem Park Community Development District was held on Friday, October 10, 2014 at 9:00 a.m. at the Anthem Park Clubhouse, 2090 Continental Street, St. Cloud, Florida.

FIRST ORDER OF BUSINESS – Roll Call

Ms. Comings-Thibault called the meeting to order.

Present and constituting a quorum were:

- | | |
|------------------|--|
| Adam Schott | Chair (joined the meeting in progress) |
| Miguel Camacho | Vice Chair |
| Jorge Arce | Assistant Secretary |
| Derek Croad | Assistant Secretary |
| Kenneth Williams | Assistant Secretary |

Also present were:

- | | |
|---------------------------|----------------------------|
| Patricia Comings-Thibault | District Manager |
| Karin Lessing | District Engineer |
| Gregg Johnson | District Counsel |
| Bill Fife | Melrose Lifestyle Services |
| Todd Franklin | Rizzetta |

Ms. Comings-Thibault established a quorum of the Board was present.

SECOND ORDER OF BUSINESS – Audience Comments on Agenda Items

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Administrative Items

A. Approval of Minutes of September 12, 2014 Meeting

Ms. Comings-Thibault presented the minutes of the September 12, 2014 meeting.

On MOTION by Mr. Croad, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board approved the minutes of the September 12, 2014 meeting.

B. Acceptance of the August 2014 Financial Statements

Ms. Comings-Thibault presented the August 2014 Financial Statements. There is an unassigned fund balance of \$553,829. All recurring expenditures were listed on page 15 of the financial statements, and totaled \$65,316.

Ms. Comings-Thibault requested a motion to accept the August 2014 Financial Statements.

1 On MOTION by Mr. Camacho, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board accepted
2 the August 2014 Financial Statements.

3
4 **FOURTH ORDER OF BUSINESS – Business Matters**

5 **A. Drywall Restoration Quote**

6 Ms. Comings-Thibault stated that there was water damage from an air conditioning leak. The
7 quote for the drywall restoration was \$1,085.19.

8 Ms. Comings-Thibault requested a motion to accept the proposal for the drywall restoration,
9 quoted at \$1,085.19.

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11 On MOTION by Mr. Camacho, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board accepted
12 the proposal for the drywall restoration, quoted at \$1,085.19.

13
14 **B. Internet Service Proposal**

15 Ms. Comings-Thibault stated that the internet service was outdated. The new proposal included
16 an interactive website. The set-up fee is \$320, including the upload of documents from the previous year,
17 and the service fee was \$80/month, which was less than the current payment. The Amenity Manager
18 would be provided tools to maintain the website.

19 Ms. Comings-Thibault requested a motion to accept the internet service proposal.

20
21 On MOTION by Mr. Williams, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board accepted
22 the internet service proposal.

23
24 **C. Dog Park to Swing Set Proposals [\$12,305]**

25 Ms. Comings-Thibault presented the new, lowered swing set proposals to the Board. The Board
26 had to consider the additional cost of demolition and irrigation, estimated at \$4,000.

- 27 > **ARC - \$9,200**
28 > **Playmore - \$7,944.40**

- 29
30 > **BYO - \$7,813.78**

31 Ms. Comings-Thibault requested a motion to accept the swing set proposal from BYO for
32 \$7,813.78.

33
34 On MOTION by Mr. Camacho, SECONDED by Mr. Schott, WITH ALL IN FAVOR, the Board accepted
35 the swing set proposal from BYO for \$7,813.78.

36
37 **[Note: Still need to arrange for demolition and irrigation changes with new landscaper.]**

38
39 **D. Additional Matters**

40 Ms. Comings-Thibault stated that the air condition repair was quoted at \$623.

1 Ms. Comings-Thibault requested a motion to approve the proposal for the repair of the air
2 conditioning unit for \$623.

3
4 On MOTION by Mr. Williams, SECONDED by Mr. Camacho, WITH ALL IN FAVOR, the Board
5 approved the proposal for the repair of the air conditioning unit for \$623.

6
7 Ms. Comings-Thibault requested that the Board establish an approved vendor list with the new
8 amenity manager. There would be two approved vendors for every matter. This would establish a line of
9 credit, limit the use of the debit card, and provide control of vendors. Every item would be approved by
10 the District Manager (not to exceed \$500), or the Chair (not to exceed \$1,500), and all actions would be
11 ratified by the Board. Ms. Comings-Thibault also stated that the Board should consider a contract with
12 Staples; government pricing would allow for no debit card usage and no sales tax.

13 It was established that there was no legal ramifications of these actions.

14
15 Ms. Comings-Thibault requested a motion to approve the creation of a vendor list, allowing the
16 approval of the District Manager on projects not exceeding \$500, and approval of the Chair on projects
17 not exceeding \$1,500, with Board ratification on all matters.

18
19
20 On MOTION by Mr. Arce, SECONDED by Mr. Camacho, WITH ALL IN FAVOR, the Board approved
21 the creation of a vendor list, allowing the approval of the District Manager on projects not exceeding
22 \$500, and approval of the Chair on projects not exceeding \$1,500, with Board ratification on all matters.

23 24 **FIFTH ORDER OF BUSINESS – Staff Reports**

25 **A. Manager**

26 **➤ Bank Rates for Money Market Accounts**

27 Ms. Comings-Thibault stated that the Board had directed the District Manager to seek another
28 bank for the Money Market accounts. Because the CDD is considered a governmental entity, they must
29 maintain funds in a Qualified Public Depository Institution, allowing for additional insurance over FDIC
30 insurance. Many banks, however, were not accepting funds for QPD insurance. There were two possible
31 options: Community Southern and United Legacy. Community Southern provided a debit card with an
32 interest rate of 0.40%; the District Manager was still awaiting approval from Community Southern on
33 working with a CDD. Ms. Comings-Thibault requested that the Board rank the two banks.

34
35 Ms. Comings-Thibault requested a motion to accept Community Southern as the first choice, and
36 United Legacy as the second choice for the Money Market accounts.

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38 On MOTION by Mr. Williams, SECONDED by Mr. Schott, WITH ALL IN FAVOR, the Board accepted
39 Community Southern as the first choice, and United Legacy as the second choice for the Money Market
40 accounts.

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➤ **Status of Projects**
1. Court Conversion - \$30,090

Elite Conversion - \$3,750 – Insurance indemnification was not requested in original quote; awaiting for Contractor

Protection One - \$5,540.49 – Awaiting updated contract to add the cloud service; approximately \$45 per month and the exclusion of maintenance.

2. OUC Park Lighting – Awaiting OUC execution of contract; upon their execution lighting will be order.

B. Attorney – Eagles Nest Land Update
There being none, the next item followed.

C. Engineer – Report
➤ **DEVO for Additional Investigation**

Ms. Lessing stated that Access Card System required power and internet for installation of card readers. A static IP was required, as well. The company requested that the CDD contact Duke Energy about the new meter.

Ms. Comings-Thibault requested a motion to accept the proposal from Access Card Systems, not to exceed \$1,000.

On MOTION by Mr. Camacho, SECONDED by Mr. Williams, WITH ALL IN FAVOR, the Board accepted the proposal from Access Card Systems, not to exceed \$1,000.

Ms. Lessing stated that Brighthouse would send a crew to check for a pedestal. The cost for 5 static IPs included a \$50 installation fee, a \$4 monthly router cost, and \$120-\$150 monthly fee, depending on the service years. Ms. Lessing was directed to inquire about prepay, to ensure that the cost would remain the same over the contract period.

Ms. Comings-Thibault requested a motion to authorize staff to proceed with the Brighthouse contract.

On MOTION by Mr. Camacho, SECONDED by Mr. Arce, WITH ALL IN FAVOR, the Board authorized staff to proceed with the Brighthouse contract.

Ms. Lessing presented an updated map for pressure washing. The CDD was only responsible for common areas and the rest was the responsibility of the County. Mr. Franklin was directed to send the

1 updated map to vendors and ask for a new pressure washing quote. Also, Mr. Franklin was directed to
2 post the new map.

3 Ms. Comings-Thibault stated that the CDD may be reimbursed for the \$4,000 spent on damages
4 caused by lightning. Mr. Franklin was directed to submit a statement to the District Manager.

5 Ms. Lessing stated that the cost for the flagpole light and installation was \$747.

6 The Board was concerned about the cost, and suggested ground lighting. Mr. Franklin was
7 directed to investigate how to secure the ground lighting. No other action was taken.

8
9 Ms. Lessing stated that the pipes under the depression were grouted. She inquired if the Board
10 would like additional investigation by DEVO.

11 The Board was opposed, by consensus. The Board held off on matters concerning the storm drain.

12
13 Ms. Lessing stated that the fencing contractor for the pet park stated that the work was beyond
14 their capacity, after notice of the city requirement for a mini site plan. The contract was already signed,
15 but did not specifically include such a plan. Ms. Lessing was authorized to complete the mini site plan.

16 Ms. Comings-Thibault requested a motion to approve Ms. Lessing's estimate of \$1,275 for the
17 mini site plan and General Counsel to contact Chapco to negotiate pricing.

18

19 On MOTION by Mr. Schott, SECONDED by Mr. Camacho, WITH ALL IN FAVOR, the Board
20 approved Ms. Lessing's estimate of \$1,275 for the mini site plan and General Counsel to contact Chapco
21 to negotiate pricing.

22

23 Ms. Lessing stated that there was an updated CDD Maintenance Map, and that she would send it
24 to Mr. Franklin to upload to the website.

25 Ms. Lessing stated that in order to get the addendum to use the area where the eagle was present,
26 the Board would need to hire an environmental consultant. Biotech was recommended. A consultant from
27 Biotech told Ms. Lessing that 5 years of monitoring data were required to show inactivity. Since the CDD
28 lacked this data, they may be able to use the absence of the nest to demonstrate inactivity. If Biotech was
29 hired, they would need a contract for establishing a defense, regarding the absence of the eagle from the
30 area in question, and a separate contract for compiling reports.

31 Ms. Comings-Thibault requested a motion to authorize the Chair to check for an easement, and if
32 there was none, for Mr. Johnson to proceed with the title search for \$300.

33

1 On MOTION by Mr. Arce, SECONDED by Mr. Williams, WITH ALL IN FAVOR, the Board authorized
2 the Chair to check for an easement, and if there was none, for Mr. Johnson to proceed with the title search
3 for \$300.

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5 **D. Operations Manager – Field Inspection and Operations Report September 2014**

6 There being none, the next item followed.
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8 **SIXTH ORDER OF BUSINESS – Supervisor Requests**

9 Mr. Camacho expressed concern over construction debris and garbage.
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11 **SEVENTH ORDER OF BUSINESS – Audience Comments**

12 There being none, the next item followed.
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14 **EIGHTH ORDER OF BUSINESS – Adjournment**

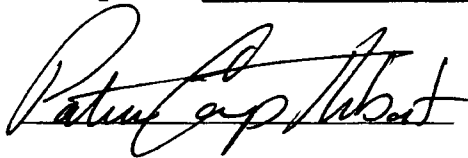
15 Ms. Comings-Thibault requested a motion to adjourn the meeting.
16

17 On MOTION by Mr. Schott, SECONDED by Mr. Croad, WITH ALL IN FAVOR, the Board adjourned
18 the meeting.

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21 **These minutes were prepared in summary format.*

22 **Each person who decides to appeal any decision made by the Board with respect to any matter considered at the*
23 *meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the*
24 *testimony and evidence upon which such appeal is to be based.*

25 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
26 meeting held on _____.

27 

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29 Signature

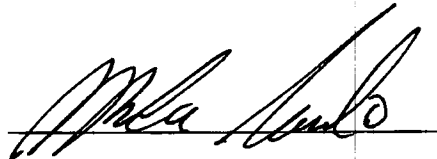
30 Patricia Comings-Thibault

31 Printed Name

32 Title:

33 Secretary

34 Assistant Secretary

27 

28
29 Signature

30 Miguel A Camacho

31 Printed Name

32 Title:

33 Chairman

34 Vice Chairman