

**PARK PLACE COMMUNITY DEVELOPMENT DISTRICT**

District Office ♦ 2005 Pan Am Circle ♦ Suite 700 ♦ Tampa, Florida 33607

***Minutes of Public Meeting  
Board of Supervisors***

**Date:** January 19, 2005  
**Time:** 1:30 p.m.  
**Location:** Office of Fowler White, P.A.  
501 East Kennedy Boulevard  
Suite 1700, Tampa, Florida 33602

**1. CALL TO ORDER/ ROLL CALL**

The meeting was called to order at 1:40 p.m.

Board Members Present and Constituting a Quorum were:

- Ramona Lashley, Chairman
- Mike Griffin, Vice Chairman
- Mike McDonald, Assistant Secretary
- David Kern, Assistant Secretary
- Chuck Carr, Assistant Secretary

Staff Members present were:

- Brian Lamb, District Administrator, District Management Services, LLC
- Erin Larrinaga, District Attorney, Fowler White, P.A.
- Tim Plate, District Engineer, Heidt & Associates, Inc.
- Denise Armstrong, District Management Services, LLC

Additional audience present were:

- None

**2. BUSINESS ADMINISTRATION**

**A. Consideration of the Minutes of the Board of Supervisors' Meeting  
on August 23, 2004  
(Behind Tab 1)**

Mr. Lamb stated that the previous management firm forwarded the minutes from the continued Board of Supervisors' meeting held on August 23, 2004. A few corrections were noted:

- (1) Page 1, paragraph 1: meeting date should be August 23, 2004
- (2) Page 2, paragraph 3: typographical error in resolution number, which should reflect 2004-09

- (3) Page 3, paragraph 3: references a continuance of the meeting; however, the meeting was adjourned

MOTION TO:	Approve the Minutes from August 23, 2004, as corrected
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Chuck Carr
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**B. Consideration of the Minutes of the Board of Supervisors' Meeting on December 15, 2004 (Behind Tab 2)**

Mr. Lamb noted that the meeting tape for the Board of Supervisors' meeting held on December 15, 2004 was inaudible and no written notes were taken. The meeting minutes were constructed based on communication with Matthew Campbell of the previous management firm.

MOTION TO:	Approve the Minutes from December 15, 2004
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Ramona Lashley
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**C. Ratification of Actions Taken by Board on December 15, 2004 (no items circulated)**

Mr. Lamb stated that, based on the absence of a recorded meeting tape or written notes from December 15, 2004, he recommends that the Board ratify the actions taken by the Board for purposes of the public record. Ms. Larrinaga recapped the actions of the Board:

- (1) Approval of Minutes from November 17, 2004
- (2) Approval of Operations & Maintenance Expenditures for October
- (3) Approval of Series 2003 Construction Requisitions #41-#51

MOTION TO:	Ratify actions taken by Board on December 15, 2004, as presented by Counsel
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Chuck Carr
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**D. Consideration of Authorization to Disburse District Funds FY2005-04 (Behind Tab 3)**

Mr. Lamb stated the disbursement request includes invoices for standard contractual commitments and operational expenses of the District. He also noted that an additional invoice (#103) from District Management Services, LLC was included based on communication with the Developer in reference to a possible contract discount based on the prepayment of the annual contractual amount. He noted that the prepayment of the contract is simply an option being presented to the Board. The Board chose to remove District Management Services, LLC invoice #103 totaling \$47,358.30 from the disbursement request. The remaining invoices were approved as presented.

MOTION TO:	Authorize Disbursement of Funds for Operation and Maintenance Expenditures (FY2005-04), as revised totaling \$42,002.99
MADE BY:	Supv. Chuck Carr
SECONDED BY:	Supv. Mike McDonald
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**E. Consideration of Series 2003 Construction Requisitions #52-#61 (Behind Tab 4)**

Each requisition is based on existing contracts the District has with the various vendors for construction. Mr. Lamb stated that Requisitions #52-#61 have previously been certified by the District Engineer and approved by the Chairman.

MOTION TO:	Approve Payment of Series 2003 Construction Requisitions #52-#61
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Ramona Lashley
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

### 3. BUSINESS ITEMS

#### A. Consideration of Agreement with Highland Park Neighborhood Association (Behind Tab 5)

Ms. Larrinaga stated that a draft agreement was circulated to the Board last month. The version distributed within the agenda packet incorporates the comments taken at last month's meeting. The document will be forwarded to the Association to review and provide any comments they may have. The Board tabled consideration of the agreement until the next meeting.

#### B. Status of Records Transfer from Previous Manager

Mr. Lamb noted that a listing of records requested and received has been included within the State of the District memorandum. Several requests have been made to obtain all the records listed, but these requests have not been answered. Some of the records are critical to the operations of the District; however, all of the records are the District's property and should have been fully transferred upon termination of the management contract. In the event that a public records request is received and these items cannot be produced, this notification will document the missing records. He recommended that the Board direct District Counsel to send a letter to Rizzetta & Company, Inc. requesting the complete transfer of the records requested.

Mr. Carr asked what the next step would be if the requests continued to be unsuccessful in obtaining the records. Ms. Larrinaga stated that some of the records have been provided to DMS, LLC. She stated that any documents deemed critical to the District's operations should be identified and further requested. She will then check the items against copies she has possession of and determine if there is a need to take further actions. The Board authorized District Counsel to follow-up on the transition of records and send a letter to Rizzetta & Company, Inc.

**C. Audit Issues  
(Behind Tab 6)**

**1. Status of Audit for Fiscal Year 2003**

Ms. Armstrong stated that audited financial statements for the year ended September 30, 2003 have not been received. She stated that the previous management firm initially provided information that the audit was complete and an additional copy was simply being requested from the engaged auditing firm, Kerkeing, Barberio & Co., P.A. After further research, it was discovered that the audit was not complete. A draft of the audit has been forwarded to District Management, but there are outstanding issues that need to be resolved by the previous management firm before the audit can be finalized. Once a final copy is received, it will be forwarded to the Board for review.

**2. Audit for Fiscal Year 2004**

Ms. Armstrong noted that the District cannot proceed with the 2004 audit until the 2003 audit is complete.

**3. Selection of Auditing Firm  
(proposal distributed under separate cover)**

Mr. Lamb noted that the Board previously completed a Request for Qualifications in order to select an Auditing firm. At that time, the Board ranked Stuart Angelo & Company as the top-submitting firm and authorized Staff to enter into a contract with this firm. For reasons unknown, a different firm was engaged to perform the audit for FY 2003. Mr. Lamb requested authorization from the Board to negotiate terms of a contract for Auditing Services with Stuart Angelo & Company based on the previously awarded RFQ.

<b>MOTION TO:</b>	Authorize Staff to negotiate terms of a contract for Auditing Services with Stuart Angelo & Company
<b>MADE BY:</b>	Supv. Mike McDonald
<b>SECONDED BY:</b>	Supv. Ramona Lashley
<b>RESULT:</b>	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**D. Update on Common Area Encroachment (Pavers)  
(Behind Tab 7)**

Mr. Lamb stated that he had received correspondence from Paul Tomossone (homeowner) requesting additional time to remove the pavers installed into the common area. Mr. Lamb noted that, pursuant to the terms of the plat, improvements cannot be made in the area described without prior approval of the County Administrator. Ms. Larrinaga reviewed the provisions of the platting documents. She stated that a letter was sent to the resident requesting the removal of the pavers within thirty (30) days. The resident has since requested additional time to comply with this request. Ms. Lashley stated that the resident has made this request before and already received several extensions for removal of the pavers.

Mr. Lamb noted that information has been provided that there may be other similar encroachments in the common area. District Management will verify this information, and if encroachments do exist, letters will be sent to each homeowner requesting immediate removal.

MOTION TO:	Authorize a fifteen (15) day extension to the originally imposed deadline for the removal of brick pavers from the common area
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Mr. Chuck Carr
RESULT:	Called to Vote: motion PASSED 2/1 (in favor: McDonald, Carr / against: Lashley)

**E. Consideration of Capital Leasing Options  
(Behind Tab 8)**

Mr. Lamb stated that there are several items within the community that could benefit from upgrades or additional improvements of the community entryways, such as landscaping, signage, and lighting. He stated that he is in the process of obtaining quotes for the lighting and signage, totaling approximately \$31,000 (\$10,000 for signage and \$21,000 for lighting). He noted that the Board may enter into a capital lease to finance these items rather than fund directly from the current budget. The landscaping upgrades, totaling approximately \$11,000 (as quoted by the current landscape provider), can be funded by the current budget.

Mr. Lamb noted that \$7,295.24 remains in the Series 2001 Bonds cost of issuance account, which was not utilized. These funds can be applied towards the signage and lighting improvements described earlier. An additional \$24,000 would be needed to fund the remaining improvements, which may be financed through other municipal leasing options and be spread out over a three (3) year period. If this option is chosen, Mr. Lamb recommends that the budget be amended to add a line item specific to the leasing program.

<b>MOTION TO:</b>	Authorize Staff to negotiate the terms of contracts to provide signage and lighting improvements; apply the funds remaining from the Series 2001 cost of issuance account, and enter into a leasing program to fund the remainder of said improvements (Not-to-Exceed \$28,300) for a term of 36 months and a maximum interest rate of 6.5%
<b>MADE BY:</b>	Supv. Ramona Lashley
<b>SECONDED BY:</b>	Supv. Mike McDonald
<b>RESULT:</b>	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**F. Consideration of Investment Policy  
(Behind Tab 9)**

Mr. Lamb stated that the investment policy is consistent with statutory requirements and the provisions of the Trust Indenture.

<b>MOTION TO:</b>	Approve the Investment Policy, as presented
<b>MADE BY:</b>	Supv. Chuck Carr
<b>SECONDED BY:</b>	Supv. Ramona Lashley
<b>RESULT:</b>	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

**G. Matters Related to Series 2003 Bonds  
(Behind Tab 10)**

This item was removed from the agenda.

#### 4. STAFF REPORTS

**A. District Counsel**

Ms. Larrinaga had no report.

**B. District Engineer**

Mr. Plate was not present. Mr. Lamb stated that he has a meeting scheduled with the District Engineer on January 20, 2005 to discuss several items relating to the District's assets.

**1. Lake Bank Grading Issue**

Mr. Lamb stated that this issue is being reviewed by Larkin Contracting and will be presented to the Board at a later date.

**C. District Manager**

**1. State of the District Review**

**a. Management Transition**

This status of the management firm transitions was discussed previously in the meeting.

**b. Community Review**

Mr. Lamb noted that the insurance policy of the District would need to be updated to include additional infrastructure.

**c. Financial Update**

The state of the District's financial position is still under review and additional information will be presented to the Board as it becomes available.

#### 5. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

**A. Supervisor Request: Back-up for Construction Requisitions (Behind Tab 12)**

No additional information or discussion occurred other than the circulated memorandum.

**Audience Comments**

No Audience members were present other than those individuals named at the outset of the meeting.

**Supervisor Requests or Comments**

There were no Supervisor requests or comments.

**6. ADJOURNMENT**

With no other business scheduled to come before the Board, the meeting was Adjourned at 2:35 p.m.

MOTION TO:	Adjourn the Meeting
MADE BY:	Supv. Mike McDonald
SECONDED BY:	Supv. Chuck Carr
RESULT:	Called to Vote: motion PASSED 3/0 All in Favor (Lashley, McDonald, Carr)

Meeting minutes were approved at a meeting by vote of the Board of Supervisors' at a publicly noticed meeting held on February 16, 2005.

Charles M. McDonald  
Signature

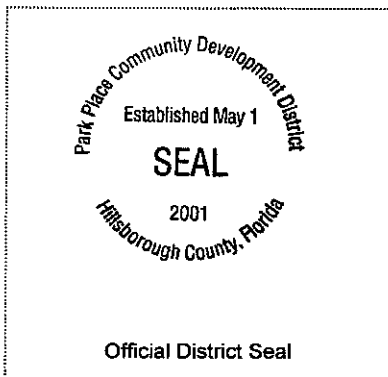
Charles M. McDonald  
Printed Name

Title:  
 Chairman  
 Vice Chairman  
 Assistant Secretary

[Signature]  
Signature

Brian K. Lamb  
Printed Name

Title:  
 Secretary  
 Assistant Secretary



Recorded by Records Administrator

[Signature]  
Signature  
Denise M. Cain