

**AVELAR CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

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**August 24, 2016 Minutes of Regular Meeting and Public Hearing**

***Minutes of the Regular Meeting and Public Hearing***

The Regular Meeting and Public Hearing of the Board of Supervisors of Avelar Creek Community Development District was held on Wednesday, August 24, 2016 at 6:00 pm at the Avelar Creek Clubhouse, located at 10125 Holland Ave., Riverview, FL 33579.

**1. CALL TO ORDER**

Supervisor Ritchie called the Regular Meeting and Public Hearing of the Board of Supervisors of the Avelar Creek Community Development District to order on Wednesday, August 24, 2016 at 6:02 PM.

Board Members Present and Constituting a Quorum:

|                    |               |
|--------------------|---------------|
| Kevin Ritchie      | Chairman      |
| Matthew Bilancia   | Vice Chairman |
| Julie Campbell     | Supervisor    |
| Christopher Perich | Supervisor    |

Staff Members Present:

|               |                           |
|---------------|---------------------------|
| Debby Hukill  | District Manager, Meritus |
| Andrea Cedres | On-Site Personnel         |
| Scott Steady  | District Counsel          |

Eight Residents

**2. PLEDGE OF ALLEGIANCE**

Supervisor Ritchie led the Pledge of Allegiance.

***THE BOARD AGREED TO MOVE PUBLIC COMMENTS DOWN AFTER THE PUBLIC HEARING AND BOND ITEMS.***

**3. AUDIENCE QUESTION AND COMMENT ON AGENDA ITEMS**

Ponds at Avelar South need attention - looking bad.  
LMP not mowing behind property at back entrance  
Sprinklers at South entrance need adjustment  
Bales Security hours  
LMP cutting around ponds at South - leaving clumps  
Supervisor Ritchie is posting events and meetings for CDD on Next Door

**5. BUSINESS ITEMS**

**A. Consideration of Resolution 2016-06; Assessment Resolution**

Scott Steady told the Board that Staff is doing everything in their power to try to get the refinanced new assessments in for this coming year but cannot guarantee it will happen.

|              |  |
|--------------|--|
| MOTION TO:   | Approve Resolution 2016-06.                                      |
| MADE BY:     | Supervisor Campbell  |
| SECONDED BY: | Supervisor Perich  |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously |

**B. Consideration of Resolution 2016-07; Designation of Treasurer & Asst. Treasurer**

Debby Hukill went over this Resolution with the Board.

|              |  |
|--------------|--|
| MOTION TO:   | Approve Resolution 2016-07.                                      |
| MADE BY:     | Supervisor Perich  |
| SECONDED BY: | Supervisor Campbell  |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously |

**C. Consideration of Resolution 2016-08; Setting FY 2017 Meeting Schedule**

Debby Hukill went over this Resolution with the Board.

|              |  |
|--------------|--|
| MOTION TO:   | Approve Resolution 2016-08.                                      |
| MADE BY:     | Supervisor Campbell  |
| SECONDED BY: | Supervisor Ritchie   |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously |

**D. Presentation of Bond Refinancing by FMS and Approve Agreement for Underwriter's Services**

Scott Steady went over the agreement with the Board.

|              |                                 |
|--------------|---------------------------------|
| MOTION TO:   | Accept FMS agreement.           |
| MADE BY:     | Supervisor Bilancia             |
| SECONDED BY: | Supervisor Campbell             |
| DISCUSSION:  | None further                    |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously |

**E. Consideration of Resolution 2016-09; Refunding Bond Delegation Resolution**

Scott Steady went over this Resolution with the Board in detail. Mr. Steady went over and explained all the exhibits with the Board.

|              |                                 |
|--------------|---------------------------------|
| MOTION TO:   | Approve Resolution 2016-09.     |
| MADE BY:     | Supervisor Perich               |
| SECONDED BY: | Supervisor Ritchie              |
| DISCUSSION:  | None further                    |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously |

**F. Consideration of Second Amendment to Amended Acquisition Agreement**

Scott Steady went over the agreement with the Board in detail.

|              |                                 |
|--------------|---------------------------------|
| MOTION TO:   | Accept Agreement.               |
| MADE BY:     | Supervisor Ritchie              |
| SECONDED BY: | Supervisor Campbell             |
| DISCUSSION:  | None further                    |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously |

**G. Consideration of Resolution 2016-10; Amended Assessments**

The Board discussed what date to continue the meeting and agreed September 12, 2016 at 6:00 p.m. at the clubhouse.

Mr. Steady then left the meeting.

**H. Discussion on Aquatics Proposals**

Debby Hukill reviewed the proposals with the Board and the Board discussed.

|              |                                 |
|--------------|---------------------------------|
| MOTION TO:   | Terminate Remson contract.      |
| MADE BY:     | Supervisor Ritchie              |
| SECONDED BY: | Supervisor Campbell             |
| DISCUSSION:  | None further                    |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously |

|              |   |
|--------------|---|
| MOTION TO:   | Accept First Choice Proposal for Pond Maintenance starting October 1, 2016. |
| MADE BY:     | Supervisor Perich   |
| SECONDED BY: | Supervisor Ritchie  |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously   |

**I. General Matters of the District**

The Board discussed the Board Officers.

|              |  |
|--------------|--|
| MOTION TO:   | Approve Resolution 2016-11; Re-Designation of Officers with Kevin Ritchie as Chair and Christopher Perich as Vice Chair and the balance of the Board as Assistant Secretaries. |
| MADE BY:     | Supervisor Campbell  |
| SECONDED BY: | Supervisor Bilancia  |
| DISCUSSION:  | None further   |
| RESULT:      | Called to Vote: motion PASSED<br>4/0 - Motion passed unanimously   |

**6. SUPERVISOR/STAFF REPORTS**

**A. Supervisor Reports**

**i. Landscape Update by Supervisor Perich**

Supervisor Perich went over landscape enhancements to the front entrance, the easement to the right when you enter the Community, back entrance pressure washed and trees trimmed at pool area.

**ii. Accounting & Financing Update by Supervisor Campbell**

Supervisor Campbell is staying on top of the refinancing. She also will make an appointment to meet the new Comptroller at Meritus.

**iii. Security Update by Supervisor Bilancia**

Supervisor Bilancia gave an update on security items and he went over the Bales Security reports. Supervisor Bilancia talked with Joe McGee at Bales Security and dash cams should be available at the end of the year.

Supervisor Ritchie contacted Spears Security and talked with him about their proposal they gave to the Board a while ago. He was impressed with some ideas they had for the Community. The Board discussed security for the Community and the difference between Bales and Spears. The Board agreed to have both companies attend the September 12, 2016 meeting.

222  
223 **7. CONSENT AGENDA**

224 **A. Consideration of the Board of Supervisors Meeting Minutes May 25, 2016**

225 **B. Consideration of Operations and Maintenance Expenditures August 2016**

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227 The Board reviewed the meeting minutes and the O&M expenditures.

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229 **C. Review of Financial Statements Month Ending June 30, 2016**

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|              |                                 |
|--------------|---------------------------------|
| MOTION TO:   | Approve Consent Agenda items.   |
| MADE BY:     | Supervisor Campbell             |
| SECONDED BY: | Supervisor Perich               |
| DISCUSSION:  | None further                    |
| RESULT:      | Called to Vote: motion PASSED   |
|              | 4/0 - Motion passed unanimously |

237  
238 **8. MANAGEMENT REPORTS**

239 **A. District Manager**

240 **i. Action Item List**

241 **ii. Discussion on Petty Cash**

242  
243 The Board discussed having petty cash at the clubhouse and Supervisor Campbell had some  
244 concerns with keeping cash onsite. The Board discussed her concerns and then agreed to having  
245 petty cash set at \$50.00.

246  
247 **iii. Holiday Lighting**

248  
249 The Board discussed Holiday lighting and how it went last year. The Board requested  
250 Management to get proposals and place on the September 12, 2016 agenda.

251  
252 **B. Field Manager's Report**

253 **C. Amenities Manager Report**

254  
255 **9. SUPERVISOR REQUESTS**

256  
257 Supervisor Ritchie: talked about a Facebook page for the Community. Ms. Hukill went over the  
258 sunshine laws and social media. The Board agreed it would be best if they just had the District  
259 website. The Board requested adding a newsletter page to the website.

260  
261 Supervisor Ritchie discussed the new Supervisors coming on in November and their duties. The  
262 Board would like one to be pool/clubhouse liaison and the other to handle ponds, and Supervisor  
263 Ritchie will handle security.

10. ADJOURNMENT

|              |   |
|--------------|---|
| MOTION TO:   | Continue the meeting to September 12, 2016 at 6:00 p.m. at the Clubhouse. |
| MADE BY:     | Supervisor Ritchie  |
| SECONDED BY: | Supervisor Bilancia   |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: motion PASSED<br>3/0 - Motion passed unanimously          |

*\*Entire meeting is available on CD upon request.*

*\*These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 11-30-16.

Signature

Kevin B Ritchie

Printed Name

Chairman

Title:

☐ Secretary

☐ Assistant Secretary

Signature

Debby Hukill

Printed Name

Asst. Secretary

Title:

☐ Chairman

☐ Vice Chairman



Official District Seal

Recorded by Records Administrator

Signature

12/21/16

Date