

RIVERCREST COMMUNITY DEVELOPMENT DISTRICT

---

November 26, 2018 Minutes of the Regular Meeting

**Minutes of the Regular Meeting**

The Regular Meeting of the Board of Supervisors for Rivercrest Community Development District was held on **Monday, November 26, 2018 at 6:30 p.m.** at the Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, Florida 33569.

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

Brian Howell called the Regular Meeting and of the Board of Supervisors of the Rivercrest Community Development District to order on **Monday, November 26, 2018 at 6:30 p.m.**

**Board Members Present and Constituting a Quorum:**

Elaine Sellent	Vice Chair
Catherine Arnaez	Supervisor
Lisa Fernandez	Supervisor
Ed Lamp	Supervisor
Michael Ryan	Supervisor

**Staff Members Present:**

Brian Howell	Meritus
Rick Reidt	Onsite Staff
Michelle Reiss	District Counsel

There were many audience members present.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. VENDOR/STAFF REPORTS**

**A. District Manager – Brian Howell**

**i. Introduction of New Board of Supervisors**

Brian Howell led Catherine Arnaez and Michael Ryan in their Oaths of Office.

Supervisor Ryan and Supervisor Arnaez then introduced themselves.

**ii. Consideration of Resolution 2019-01; Re-designating Officers**

Mr. Howell went over the resolution and the process to re-designate officers. The Board discussed re-designating officers.

48 MOTION TO: Appoint Supervisor Fernandez as the Chair.  
49 MADE BY: Supervisor Ryan  
50 SECONDED BY: Supervisor Fernandez  
51 DISCUSSION: None further  
52 RESULT: Called to Vote: Motion PASSED  
53 3/2 – Supervisor Lamp and Supervisor Sellent  
54 opposed.

55  
56 The Board continued to discuss re-designating officers.  
57

58 MOTION TO: Appoint Supervisor Lamp as the Vice Chair.  
59 MADE BY: Supervisor Fernandez  
60 SECONDED BY: Supervisor Ryan  
61 DISCUSSION: None further  
62 RESULT: Called to Vote: Motion PASSED  
63 5/0 – Motion passed unanimously

64  
65 Mr. Howell noted that the rest of the Board would be Assistant Secretaries, along with Mr.  
66 Howell. The Secretary is Brian Lamb with Meritus, and the Treasurer is Eric Davidson with  
67 Meritus.

68  
69 **B. District Engineer – Tonja Stewart**  
70 **i. Water Table 15 Review**

71  
72 Mr. Reidt provided an update on the water table and flooding issues. The water table has been  
73 lowered. The Board stated that they can tell there is a difference. They would still like to keep an  
74 eye on it. If residents are still having flooding issues, they should contact Mr. Reidt. The Board  
75 also discussed some drainage issues at Hwy 301.

76  
77 **ii. Traffic Calming**  
78

79 Mr. Reidt asked for the Board to read through the traffic report and then let Ms. Stewart know if  
80 they have any requests. The Board discussed some of the traffic issues in and around the  
81 community.

82  
83 *The entire discussion is available on audio recording.*  
84

85 **C. Operations Manager – Rick L. Reidt**  
86 **i. Operation Manager's Report**  
87

88 Mr. Reidt went over his report. He thanked the Board for the flowers that were sent to his  
89 father's funeral. A resident went over a request for a holiday gathering for neighborhood  
90 residents at the mini-park. She is requesting to use the area from 5:00 p.m. to 10:00 p.m. on

91 Saturday, December 8, 2018. They will be setting up tables and chairs and Christmas lights in  
92 the park. It will be a potluck. The Board wanted to make sure the neighbors will be okay with  
93 music and lights. The resident stated the holiday music would not be loud, and some neighbors in  
94 the area plan to come to the event. Ms. Reiss stated they could do a simple indemnification  
95 agreement. The Board discussed the request and how to handle it. Mr. Howell stated that in other  
96 Districts, there is no requirement for indemnification or an application for this type of informal  
97 neighborhood get-together. The Board stated they could give the Sheriff a heads up that the event  
98 is going on and residents are sanctioned to be in that park after hours on that specific evening.  
99

100 Ms. Reiss went over that the Villas wanted to take over a park. The Board discussed the request.  
101 They also talked about how they would go about putting irrigation in the park. Mr. Howell said  
102 that the Villas need to present a formal proposal to the District with what they would like to do.  
103 Then Ms. Reiss can review the proposal and give her recommendations to the Board. Mr. Howell  
104 said that he does not think the Villas will be able to purchase the park because they will run into  
105 issues with the bonds and assets. The CDD could do a maintenance agreement with the HOA,  
106 and the budgets could be adjusted accordingly. The way to start the process would be submitting  
107 the formal proposal.  
108

109 **ii. Goal Tracking Short and Long Term**  
110

111 Mr. Reidt briefly went over the Goal Tracking report. The Board asked about the drain collapse,  
112 bridge beam sealing maintenance, resurfacing of the community center pool, aeration of the  
113 field, and the original planning and expenses related to the multi-purpose field. Mr. Reidt and  
114 Mr. Howell answered their questions.  
115  
116

117 **4. BUSINESS ADMINISTRATION**

118 **A. Consideration of Minutes of the Board of Supervisors Meeting October 15, 2018**  
119

120 The Board reviewed the minutes.  
121

122	MOTION TO:	Approve the October 15, 2018 meeting minutes.
123	MADE BY:	Supervisor Sellent
124	SECONDED BY:	Supervisor Lamp
125	DISCUSSION:	None further
126	RESULT:	Called to Vote: Motion PASSED
127		5/0 – Motion passed unanimously

128  
129 **B. Consideration of Operations and Maintenance Expenditures October 2018**  
130

131 The Board reviewed the O&Ms. Supervisor Sellent asked about the express shipping expense.  
132 She also asked about the payee on the “manual check” expense. The Board asked to make sure  
133 there is more detail in the accounting information. Supervisor Lamp noted that it looks like some  
134 of the TECO invoices are missing. Mr. Howell stated it might be because of when the invoices  
135 are hitting. Supervisor Fernandez asked about the trip charge, and Mr. Reidt answered that it was

136 from fixing the pool heater. Supervisor Ryan noted that there is no one on staff who can fix or  
137 assess these type of issues, and he would like to have someone on staff who has some sort of  
138 maintenance expertise.  
139

140	MOTION TO:	Approve the October 2018 O&Ms.
141	MADE BY:	Supervisor Lamp
142	SECONDED BY:	Supervisor Sellent
143	DISCUSSION:	None further
144	RESULT:	Called to Vote: Motion PASSED
145		5/0 – Motion passed unanimously

146  
147 **C. Review of Financial Statements Month Ending October 31, 2018**  
148

149 The financials were reviewed and accepted. Supervisor Lamp said that the “dues and licensing”  
150 fees seem high.  
151

152  
153 **5. NEW BUSINESS**

154 **A. Encroachment Agreements for Review**

- 155 i. **11023 Holly Cone Dr.**
- 156 ii. **11537 Mountain Bay Dr.**
- 157 iii. **11420 Coconut Island Dr.**
- 158 iv. **11421 Coconut Island Dr.**
- 159 v. **11422 Coconut Island Dr.**
- 160 vi. **11427 Blue Crane St.**
- 161 vii. **11427 Crestlake Village Dr.**
- 162 viii. **11528 Mountain Bay Dr.**
- 163 ix. **11613 Baylor Ct.**
- 164 x. **11638 Crest Creek Dr.**
- 165 xi. **11811 Holly Creek Dr.**

166  
167 Mr. Reidt stated that the recommendation was for refusal of the encroachment agreements for  
168 11023 Holly Cone Drive, 11420 Coconut Island Drive, and 11422 Coconut Island Drive. He  
169 recommended approval for the rest of the properties where the owners were asking for  
170 encroachment agreements. Supervisor Lamp was concerned about utility easements on some of  
171 the properties. Ms. Reiss went over the different types of easements. It is important to distinguish  
172 between a CDD easement and a County easement. The Board discussed how to proceed with the  
173 agreements. Mr. Reidt suggested going ahead and approving the ones he recommended to be  
174 approved, and then waiting to submit and file them until it was determined if the easements were  
175 CDD easements or County easements. The Board agreed.  
176

177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214

MOTION TO:	Approve the encroachment agreements that Mr. Reidt recommended to be approved.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Fernandez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

Mr. Reidt went over the reasoning for the refusal of the encroachment agreement for 11023 Holly Cone Drive. The Board discussed having to make homeowners remove a fence. In the case of 11023 Holly Cone, they did not think it was necessary for the homeowner to remove the fence at this time. The Board decided to go ahead and approve the easement agreement for 11023 Holly Cone Drive.

MOTION TO:	Approve the encroachment agreement for 11023 Holly Cone.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

Mr. Reidt then went over the reasoning for the refusal of the encroachment agreements for 11420 Coconut Island Drive and 11422 Coconut Island Drive. The easement is the only access for the CDD to get to the water table. The Board discussed the easement at these two addresses and agreed with Mr. Reidt’s recommendation.

MOTION TO:	Do not approve the applications for the properties located at 11420 Coconut Island Dr. and 11422 Coconut Island Dr.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

215 **B. Property Encroachment Review**  
216 **i. 11807 Autumn Creek Dr.**  
217

218 Mr. Reidt went over the property encroachment review for the palms and lighting on 11807  
219 Autumn Creek Dr. The palms were put in by the developer. The homeowner has been  
220 maintaining them. In this case, Ms. Reiss recommended doing an easement encroachment. The  
221 CDD wanted him to continue to maintain the palms and lighting. Mr. Reidt recommended having  
222 the homeowner do a request for an encroachment agreement, with the condition that the  
223 homeowner will continue to maintain it.  
224

225	MOTION TO:	Request an encroachment agreement from the
226		homeowner at 11807 Autumn Creek Dr. that the
227		Board will approve, to keep the District from any
228		liability and for the homeowner to continue to
229		maintain it as he has been.
230	MADE BY:	Supervisor Fernandez
231	SECONDED BY:	Supervisor Sellent
232	DISCUSSION:	None further
233	RESULT:	Called to Vote: Motion PASSED
234		5/0 – Motion passed unanimously

235  
236 **C. Fall Mulch Placement**  
237

238 Mr. Reidt went over the fall mulch placement details and costs with the Board.  
239

240	MOTION TO:	Approve the fall mulch proposal for \$9,880.00.
241	MADE BY:	Supervisor Sellent
242	SECONDED BY:	Supervisor Arnaez
243	DISCUSSION:	None further
244	RESULT:	Called to Vote: Motion PASSED
245		5/0 – Motion passed unanimously

246  
247 **D. Plant Material and Berm Sod**  
248

249 Mr. Reidt went over the plant material fill and berm sod proposal with the Board. The Board  
250 discussed the proposals and the issues with the berm. The Board wanted to put in plant material  
251 but wait on replacing the sod. Mr. Howell noted that the Greenview's plant pricing seems high.  
252 He recommended going back and asking Greenview to do \$13.50 a plant installed. The Board  
253 discussed maybe buying the plants wholesale and having residents volunteer to put them in.  
254 Supervisor Lamp noted that the work wouldn't be warrantied with resident volunteers, whereas if  
255 Greenview put the plants in and the plants died, the work would be warrantied. The Board and  
256 Ms. Reiss also talked about insurance coverage for volunteers. The Board agreed to counter-offer  
257 to Greenview with \$13.50 a plant but not do the berm sod for now.  
258

259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301

**6. OLD BUSINESS**  
**A. Cabana Usage Agreement**

Mr. Reidt went over the Cabana Usage Agreement. Supervisor Lamp suggested lowering the deposit. Mr. Reidt stated that they would hold it and not cash it unless there was damage. The Board discussed the deposit amount.

MOTION TO:	Keep the \$200 deposit.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

The Board continued to discuss the agreement.

MOTION TO:	Approve the Cabana Usage Agreement.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Arnaez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

**B. CDD Landscape Mowing of Private Property**

Mr. Reidt went over the history of the CDD mowing private property. The Board discussed the mowing and whether or not to continue. They decided to leave the mowing as is for now.

**7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION**

Residents commented about asking the County for stoplights and crosswalks, approving the O&Ms and the process for following up, renting the cabana, long-term planning, the cost of mulch, payee information on checks, the number of people that can use the cabana, community involvement and including all of the neighborhoods, making exceptions for residents so they can have neighborhood events and enjoy the amenities, making sure the multi-purpose field is illuminated, using an excel spreadsheet for expenses, splitting the costs for the mailers, volunteers, events expenses in the budget, matching line items in the expenses, listening to residents, CDD fee increases, the water level in the pond behind the homeowner's house being very low, how to do an easement agreement, and getting irrigation in the parks.

302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332

**8. SUPERVISOR REQUESTS**

Supervisor Ryan wanted to consider how much foot traffic the parks receive before spending money on irrigating the parks.

Supervisor Lamp would like to look at other options for the parks and make sure the Board is being proactive in the community and with the budget. He also wanted to look at how often Counsel needs to attend the meetings. Supervisor Lamp welcomed the new Board members. He stated that he would like for the Board to change over its leadership every couple of years.

Supervisor Sellent would like to see a sign that says “yield to vehicles making a right turn” at the Rivercrest entrance and Hwy 301. Mr. Howell will ask Ms. Stewart about it.

Supervisor Arnaez wanted to see more detail in the bookkeeping. She would also like for the Board to say yes to more community events.

Supervisor Fernandez would also like to see more details on the accounting spreadsheets and for more to be done with the pocket parks.

**9. ADJOURNMENT**

MOTION TO:	Adjourn at 8:56 p.m.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Arnaez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously



333 \*Please note the entire meeting is available on disc.

334

335 \*These minutes were done in summary format.

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

340

341 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
342 noticed meeting held on 1-28-19.

343 Brian Howey

344  
345 Signature

346 Brian Howey

347  
348 Printed Name

349

350 Title:

351  Secretary  
352  Assistant Secretary

353

354

355

356

357

358

359

360

361

Lisa Fernandez

Signature

Lisa Fernandez

Printed Name

Title:

Chairman  
 Vice Chairman

*Recorded by Records Administrator*

Mary

Signature

1-31-19

Date

