

RIVERCREST COMMUNITY DEVELOPMENT DISTRICT

1 April 15, 2019 Minutes of the Regular Meeting

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3 **Minutes of the Regular Meeting**

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5 The Regular Meeting of the Board of Supervisors for Rivercrest Community Development
6 District was held on **Monday, April 15, 2019 at 6:30 p.m.** at the Rivercrest Clubhouse, located
7 at 11560 Ramble Creek Drive, Riverview, Florida 33569.
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10 **1. CALL TO ORDER/ROLL CALL**

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12 Gene Roberts called the Regular Meeting and of the Board of Supervisors of the Rivercrest
13 Community Development District to order on **Monday, April 15, 2019 at 6:30 p.m.**
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15 **Board Members Present and Constituting a Quorum:**

16 Lisa Fernandez Chair
17 Ed Lamp Vice Chair
18 Elaine Sellent Supervisor
19 Catherine Arnaez Supervisor
20 Michael Ryan Supervisor
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22 **Staff Members Present:**

23 Gene Roberts Meritus
24 Michelle Reiss District Counsel
25 Rick Reidt Onsite Staff
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27 There were several audience members present.
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30 **2. PLEDGE OF ALLEGIANCE**

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32 The Pledge of Allegiance was recited.
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35 **3. AUDIENCE QUESTION AND COMMENTS ON AGENDA ITEMS**

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37 Joe McGee told the Board that the HOA will be doing a large bash in July and would like to
38 coordinate with the CDD.
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40 A resident told the board that there are moles in the pocket park. Mr. Reidt will notify
41 Greenview. Another resident spoke about the recent community yard sale and asked if the Board
42 could do more to advertise it in the future. The communications committee said they will address
43 the advertising for the next sale.
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45 The Villas representative thanked the Board for their recent function at the Cabana.
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49 **4. VENDOR/STAFF REPORTS**

50 **A. District Engineer – Tonja Stewart**

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52 Mr. Roberts summarized what Ms. Stewart has been working on. The Crop report for
53 SWFWMD has been submitted. The County has agreed to add the school and crosswalks to the
54 speed study. There is no update yet on when the speed study will begin. Ms. Stewart wanted to
55 continue to encourage residents to send the drainage letter she composed to the County
56 Commissioners.

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58 **B. District Counsel – Michelle Reiss**

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60 Ms. Reiss told the Board that she has the bid proposals for the management RFP and will hand
61 them out at the end of the meeting. She also discussed the Meritus termination clause. Supervisor
62 Fernandez made a motion to have Ms. Reiss give a termination notice to Meritus. Supervisor
63 Sellent seconded. The Board discussed the timeline and details of terminating the contract. After
64 discussion, the motion was withdrawn, as the Board wanted to wait until the management RFP
65 meeting to decide to terminate.

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67 She also let the Board know that she sent the Cease and Desist letter to Lennar but has not
68 received a response.

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70 **C. District Manager – Gene Roberts**

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72 Mr. Roberts updated the Board on the current financial position. Supervisor Lamp was
73 concerned that if the Reserve line item is subtracted from the financials, it puts Rivercrest 3%
74 over budget. Expenses will be monitored closely. Mr. Roberts also told the Board that just 1% of
75 the tax roll money has not been collected yet.

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78 **D. Operations Manager – Rick L. Reidt**

79 **i. Operation Manager's Report**

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81 Mr. Reidt went over his report with the Board. He and Supervisor Lamp will be meeting on
82 Friday to discuss short-term and long-term capital improvements. Mr. Reidt also went over the
83 upcoming Easter Egg Hunt plans.

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85 Mr. Reidt then told the Board about a problematic party that was held over the weekend at the
86 Cabana. He provided photos for the Board to view. The Board discussed the party. They also
87 discussed how previous offenses were handled and wanted to set some guidelines for future
88 issues with the Cabana rentals. The Board discussed how to proceed with withholding money
89 from the deposit for cleaning and suspending rental privileges.

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MOTION TO:	Withhold \$100 of the resident who rented the Cabana's deposit and suspend their rental privileges for 90 days.
MADE BY:	Supervisor Lamp
SECONDED BY:	Supervisor Arnaez
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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ii. Goal Tracking Short and Long Term

103 Mr. Reidt went over goal tracking with the Board. Supervisor Lamp asked Mr. Reidt about the
104 schedule of the stone facade painting and the viburnum project.
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107 **5. BUSINESS ADMINISTRATION**

108 **A. Consideration of Minutes of the Board of Supervisors Meeting March 18, 2019**

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110 The Board reviewed the minutes and noted corrections: \$12,000 should be \$1,200, it should say
111 "ponds" instead of "pools" in supervisor requests, and the wording on the request from the Villas
112 to use the pocket park should be changed from "approved" to that the Board determined approval
113 was not necessary.
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MOTION TO:	Approve the March 18, 2019 minutes with corrections.
MADE BY:	Supervisor Sellent
SECONDED BY:	Supervisor Lamp
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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B. Consideration of Operations and Maintenance Expenditures March 2019

125 The Board reviewed the O&Ms. Supervisor Lamp asked if Meritus can look into finding a better
126 price for the laser checks and maybe order more at one time. He also discussed the MHD invoice
127 for \$135 and how it was related to the website ADA changes. Supervisor Arnaez asked Mr. Reidt
128 to check with Frontier about receiving a credit for when there was a recent service outage.
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MOTION TO:	Approve the March 2019 O&Ms.
MADE BY:	Supervisor Fernandez
SECONDED BY:	Supervisor Sellent
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

C. Review of Financial Statements Month Ending March 31, 2019

The financials were reviewed and accepted. Supervisor Sellent asked about where the pool heater repair was coded. She also mentioned that the office supplies and District Counsel line items were over budget. Supervisor Arnaez asked about the auditing services being over budget and the “landscape other” line item being over budget. Supervisor Arnaez also wanted to know why there was no invoice for Intuit in February’s financials. Mr. Roberts and Mr. Reidt answered the Board’s questions.

Supervisor Lamp asked Michelle about the property taxes that are owed. Ms. Reiss explained how there was a settlement on the tax credit that was mistakenly giving to Rivercrest, and she recommended that the settlement be paid but for now to hold off on paying back the credit. Supervisor Lamp also asked that the cost of the pool heater repairs be moved into the Reserve account. The Board also asked for any revenue not related to rentals in the clubhouse rentals account to be moved to the “miscellaneous income” line item.

6. NEW BUSINESS

A. Discussion on ADA Website Changes

Mr. Reidt showed the new site. The Board discussed the ADA website changes. The Board was concerned that there was no test run before the new site was launched and that the Board did not have any input on the changes. They were also concerned that there was no calendar on the site. The Board requested to schedule a meeting with Mr. Reidt, Supervisor Lamp, and an ADA Site Compliance representative.

B. Audio/Video Surveillance of Offices

Supervisor Sellent had asked Rick to get an estimate to add audio to the surveillance cameras in the office. MHD provided a quote of \$1,245. After Board discussion and advice from District Counsel, the Board decided not to pursue it. The Board did decide to change the surveillance camera viewing access passwords.

174 **7. OLD BUSINESS**

175 **A. Acceptance of Financial Report Fiscal Year Ended September 30, 2018**

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The Board reviewed the audit.

179	MOTION TO:	Accept Financial Report Fiscal Year Ended
180		September 30, 2018.
181	MADE BY:	Supervisor Fernandez
182	SECONDED BY:	Supervisor Sellent
183	DISCUSSION:	None further
184	RESULT:	Called to Vote: Motion PASSED
185		5/0 – Motion passed unanimously

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188 **8. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

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Supervisor Lamp stated the planned bash in July by the HOA should be a joint effort with the CDD.

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Supervisor Arnaez noted that the MHD invoice on March 21 was for \$125 for a tech support call. She also requested for her supervisor payment be added to payroll.

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The HOA said they will donate \$100 towards the Easter egg hunt.

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Residents discussed their displeasure with the new web site and how the calendar and Facebook sign up is not available on the new site.

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Gene Roberts departed the meeting at 8:05 pm.

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Ms. Reiss went over the process for evaluating management companies in the RFP. She passed out an evaluation form that Board Members could use to assist them in selection of a management company. Ms. Reiss requested for the Board to return their evaluations to her office by Friday, April 26, 2019. Of the six companies that initially responded, only four submitted sealed RFPs: Inframark, Meritus, Rizzetta, and Wrathell Hunt. The sealed RFP submissions were opened at the meeting and distributed to each Board member.

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The Board and Ms. Reiss discussed the proposal evaluation process, and it was determined that a representative from all four management companies will be asked to attend the meeting on April 29, 2019 at 6:30pm for interviews. Following the interviews, the Board will select a vendor. The management company that is selected will have a start date of June 1st, 2019.

217 9. ADJOURNMENT
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219	MOTION TO:	Adjourn at 8:20 p.m.
220	MADE BY:	Supervisor Fernandez
221	SECONDED BY:	Supervisor Sellent
222	DISCUSSION:	None further
223	RESULT:	Called to Vote: Motion PASSED
224		5/0 – Motion passed unanimously

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226 **Please note the entire meeting is available on disc.*

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

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

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234 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
235 noticed meeting held on 5-20-19.

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238 _____
238 Signature

239 Baron Avance
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241 Printed Name

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243 Title:
244 Secretary
245 Assistant Secretary

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238 _____
238 Signature

239 Lisa Fernandez
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241 Printed Name

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243 Title:
244 Chairman
245 Vice Chairman

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248 *Recorded by Records Administrator*

249 SuhA
250 _____
251 Signature

252 6-13-19
253 _____
254 Date

