

**MINUTES OF MEETING  
VILLAGE COMMUNITY  
DEVELOPMENT DISTRICT NO. 7**

A Meeting of the Board of Supervisors of Village Community Development District No. 7 was held on Thursday, February 7, 2019 at 8:00 a.m. at the District Office Board Room, 984 Old Mill Run, The Villages, Florida, 32162.

Board members present and constituting a quorum:

Ron McMahon	Chairman
Dennis Broedlin	Vice Chairman
Jerry Vicenti	Supervisor
Bill VonDohlen	Supervisor
Mark Gallo	Supervisor

Staff Present:

Kenny Blocker	Assistant District Manager
Valerie Fuchs	District Counsel
Blair Bean	District Property Management Assistant Director
Anne Hochsprung	Finance Director
Brittany Wilson	Director of Technology and Board Services
Carrie Duckett	Director of Resident Services and Communication
Candice Lovett	Deputy District Clerk
Julie Kulas	Administrative Assistant

**FIRST ORDER OF BUSINESS:**                      **Call to Order**

A.      Roll Call

Chairman McMahon called the meeting to order at 8:02 a.m. and stated for the record that all Supervisors were present representing a quorum.

B.      Pledge of Allegiance

Chairman McMahon led the Pledge of Allegiance.

C.      Observation of Moment of Silence

The Board and residents in attendance observed a moment of silence acknowledging those who have served our Country and community.

D. Welcome Meeting Attendees

The Board welcomed all those in attendance.

E. Audience Comments

No audience comments were received.

**SECOND ORDER OF BUSINESS:           Approval of the Minutes**

<b>On MOTION by Dennis Broedlin, seconded by Jerry Vicenti, with all in favor, the Board approved the Minutes for the Meeting held on January 10, 2019.</b>
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**THIRD ORDER OF BUSINESS:           Acceptance of the Audit Report for Fiscal Year 2017-2018**

Ann Hochsprung, Finance Director, reviewed the Statement of Activities as well as the Balance Sheet of Governmental Funds with the Board. The following items were highlighted from the Fiscal Year 2017/2018 audit:

- The assets and deferred outflows of the District exceeded its liabilities and deferred inflows as of September 30, 2018, by \$69,411,288 (net position). Of this amount, \$3,164,116 of unrestricted net position may be used to meet the District's ongoing obligations to citizens and creditors.
- The District's total net position decreased by \$1,645,308. Depreciation expense of \$2,198,810, which reflects the using up of the value and capital assets over time, accounted for the reduction.
- The District's total long-term debt decreased by \$3,046,762 during the current fiscal year.
- At the close of the fiscal year, the District's governmental funds reported combined fund balances of \$6,152,781, a net decrease of \$517,423, compared to the prior year. An increase of \$521,127 occurred in the General Fund with a decrease of \$3,704 in the debt Service Fund. Of the total fund balance, \$1,446,510 is available for spending at the District's discretion as unassigned fund balance.
- At the end of the year, unassigned fund balance of the General Fund was \$1,446,510 or 79.1

percent of total General Fund annual expenditures, a healthy contingency for unexpected expenditures.

- Special assessments are shown as assessments receivable. At the fund level, there is an offsetting line item for unavailable revenue, a deferred inflow, pertaining to assessments due in future years. Assessments receivable decreased by \$3,051,391 during the year and has a September 30, 2018 balance of \$51,726,792.

Mark White of Purvis & Gray, the District's Auditors, advised that an unmodified opinion has been issued and stated that the financial statements are fairly presented in accordance with generally accepted accounting principles and are free from material mistakes. Mr. White reviewed the Independent Auditors Report and thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. Mr. White responded to the Board inquiries.

The Board thanked Staff for their continued diligent efforts on behalf of the residents.

**On MOTION by Mark Gallo, seconded by Jerry Vicenti, with all in favor, the Board accepted the Village Community Development District No. 7 Audit Report for Fiscal Year 2017 – 2018.**

**FOURTH ORDER OF BUSINESS:           Approval of FY 19/20 Budget Calendar**

Barbara Kays, Budget Director, advised that a budget review of the Fiscal Year 2019/2020 proposed budget is scheduled to occur during the May 9, 2019 regular meeting and approval of the Proposed Budget will take place during the Board's June 13, 2019 regular meeting. The Public Hearing to adopt the District's Fiscal Year 2019/2020 Final Budget is scheduled to occur during the Board's regularly scheduled September 12, 2019 meeting in the District's Large Conference Room. Staff is requesting that the Board approve the Fiscal Year 2018/2019 Budget Calendar.

**On MOTION by Dennis Broedlin, seconded by Mark Gallo, with all in favor, the Board approved the Fiscal Year 2019/2020 Budget Calendar as presented.**

**FIFTH ORDER OF BUSINESS: Architectural Review Manual**

Candy Dennis, Community Standards Manager, advised that during the January 10, 2019 meeting Staff presented proposed revisions to the Architectural Review Manual for consideration. During the Board Meetings held additional revisions were identified for the language pertaining to pavers, driveway painting for patio villas, front door and garage door painting for courtyard and patio villas and providing the necessary language for gate movement and adjusting of a sidewalk when corner/end lot courtyard villas construct a golf cart addition, which have been indicated in blue. Ms. Dennis stated that Staff is requesting that the Board approve the proposed revisions to the Architectural Review Manual.

Supervisor Vicenti stated that the changes that have been made to the Architectural Review process have been very positive for the residents submitting the applications and the ARC review process. The Board concurred.

<b>On MOTION by Dennis Broedlin, seconded by Mark Gallo, with all in favor, the Committee recommended approval of the proposed revisions to the Architectural Review Manual.</b>
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**SIXTH ORDER OF BUSINESS: Operating Policies and Procedures**

Brittany Wilson, Director of Technology and Board Support Services, advised that a draft of the Operating Policies and Procedures was provided to the Board via email and as an attachment to the agenda package. Staff has conducted a review of the District's existing Policies and Procedures, Statutory requirements, Operating Policies and Procedures from other governmental entities and existing policies that the Board has adopted throughout the years, which have been incorporated into the document presented. Ms. Wilson advised that Staff has highlighted those areas where options have been provided to the Board for consideration and are requesting that the Board review the document and provide comments to Staff to be incorporated prior to the March Board Meeting. Once the Operating Policies and Procedures have been finalized, Staff will move forward with the advertisement process for the Board to hold a Public Hearing to adopt the Rule.

**SEVENTH ORDER OF BUSINESS:      Old Business Status Update**

Blair Bean, District Property Management (DPM) Assistant Director, advised that this phase of cul-de-sac replanting will begin on February 18, 2019 and will be completed by February 22, 2019. The cul-de-sacs that will be replanted are Holly Berry Place, Dudley Terrace, Marigold Lane, Bradley Terrace, Driftwood Place, Bianca Court and Jericho Way and the entrances of Seneca Villas, Sand Hill Villas and Holly Berry Villas.

Supervisor Gallo stated that there are approximately five (5) holly bushes behind the Anita postal facility that have died and not been replaced and inquired if those bushes would be scheduled for future replacement. Mr. Bean stated that he has noted Supervisor Gallo's comment and advised that DPM is currently reviewing the landscaping at all postal facilities and identifying what plant material needs to be replaced.

**EIGHTH ORDER OF BUSINESS:      Case No. D7-02-19 VCDD No. 7 vs. Michael & Christine Hourigan, 1052 Berg Court**

A.      Staff Presentation of the Facts

Ms. Dennis advised the Board that Case No. D7-02-19, Village Community Development District (VCDD) No. 7 vs. Michael and Christine Hourigan, 1052 Berg Court, Unit 708, Lot 42 is in violation of the District's Rule to Bring About Deed Compliance and specifically the Rule that states: "No Owner, other than the Declarant or its transferees, shall make any structural alteration, or shall undertake any exterior repairing or repair of, or addition to his residence which would substantially alter the exterior appearance thereof, without the prior written approval of the plans and specifications therefor by the Declarant or an architectural review committee appointed by the Declarant." Ms. Dennis advised that on April 30, 2018 a complaint was received regarding pavers and a second courtyard gate installed without architectural approval and on May 1, 2018 the violation was verified and a Deed Restriction Reminder was written. On May 22, 2018 Staff received a letter from the Owner and on June 6, 2018 Architectural Review Committee (ARC) application #73451 was reviewed by the ARC and denied based on non-compliance of the District's Rule, specifically the easement encroachment. After several communications with the Owner, most recently on January 22, 2019, the owner has advised that due to a family emergency they would not be able to complete the work until the

fall. After following the Procedures for Compliance of External Deed Restrictions, a Notice of Public Hearing was sent certified mail, regular mail and the property was posted on January 23, 2019. Staff received communication from Mrs. Hourigan on February 5, 2019 and was advised that the second gate has been removed, the necessary repairs would be made to the complainant's villa wall and that the pavers would be brought into compliance utilizing sod or Florida Friendly landscaping. It is Staff's recommendation that the Board find the owner in violation of the District's Deed Compliance Rule as cited by Deed Compliance Staff; Owner has 60 days to bring the property into compliance; if the property is brought into compliance within 60 days of the Order of Enforcement, Case No. D7-02-19 shall be closed; if the property is not brought into compliance within 60 days of the Order of Enforcement, impose a \$150 fine to be paid within 10 days of the invoice and impose a \$50 daily charge until the property is brought into compliance; if the fines reach \$1,500 the case shall be turned over to District Counsel to seek all available legal remedies which may include initiating a lawsuit, seeking an injunction against the Owner and placing a lien against the property and authorize the Chairman/Vice Chairman to execute the Order of Enforcement. Staff responded to the Board's inquiries.

B. Open Public Hearing

Chairman McMahon opened the Public Hearing at 8:38 a.m. to receive public comment.

C. Owner/Interested Party Presentation

No comments were received.

D. Close Public Hearing

Receiving no public comments, Chairman McMahon closed the Public Hearing at 8:38 a.m.

E. Board Discussion/Determination

**On MOTION by Bill VonDohlen, seconded by Jerry Vicenti, with all in favor, the Board found the Owner, Michael and Christine Hourigan of 1052 Berg Court, in violation of the District's Deed Compliance Rule as cited by Deed Compliance Staff; Owner has 60 days to bring the property into compliance; if the property is brought into compliance within 60 days of the Order of Enforcement, Case No. D7-02-19 shall be closed; if the property is not brought into compliance within 60 days of the Order of Enforcement, impose a \$150 fine to be paid within 10 days of the invoice and impose a \$50 daily charge until the property is brought into compliance; if the fines reach \$1,500 the case shall be turned over to District Counsel to seek all available legal remedies which may include initiating a lawsuit, seeking an injunction against the owner and placing a lien against the property and authorized the Chairman/Vice Chairman to execute the Order of Enforcement.**

**NINTH ORDER OF BUSINESS: Financial Statements**

The Budget to Actual Statement as of December 31, 2018 was provided to the Board as information.

**TENTH ORDER OF BUSINESS: DPM Monthly Report**

The DPM Monthly Report was provided to the Board as information.

**ELEVENTH ORDER OF BUSINESS: District Manager Reports**

There were no District Manager Reports.

**TWELFTH ORDER OF BUSINESS: District Counsel Reports**

There were no District Counsel Reports.

**THIRTEENTH ORDER OF BUSINESS: Supervisor Comments**

Supervisor VonDohlen advised that the Investment Advisory Committee (IAC) met on February 5, 2019 and advised that the Districts' investable gains were 12.2%, which dropped 7.61% since October 2018 but has rebounded by approximately 6% since January. Supervisor VonDohlen provided an overview of the update presented to the IAC by PFM, the District's Financial Advisory, regarding the economy and the proposed increase to the long-term investment portfolio. Mr. Blocker advised that the proposed increase to the long-term investment portfolio percentage will be brought to the Board at the March meeting.

Supervisor Vicenti advised that the Project Wide Advisory Committee (PWAC) is considering an expenditure of \$340,000 to install an Aquatic Access Lift (AAL) at the 34 pools south of CR 466 where an AAL is not currently located, in addition to an expenditure of \$15,000 annually to maintain the AALs. Currently, there are at least three (3) AALs in each region and the PWAC has been advised that the usage of the AALs is not very high. Supervisor Vicenti stated that when a resident makes a request to the PWAC to install an AAL at a specific pool, the Committee proceeds with the installation, but it does not make fiscal sense to proceed with the installation of an AAL at all pools. Although the amenities do not fall under the purview of this Board, Supervisor Vicenti requested that the Supervisors

provide feedback. Barbara Kays, Budget Director, clarified that the AALs are an amenity fund item and are not funded by or through the numbered Districts. The funding for the Sumter Landing Amenities Division (SLAD) Fund is through the monthly amenity fees paid by the residents. Staff responded to the Supervisors inquiries. Following discussion, the Board concurred with Supervisor Vicenti that the PWAC should not proceed with the expenditure of \$340,000 for the installation of the AAL's.

**FOURTEENTH ORDER OF BUSINESS: Adjourn**

The meeting was adjourned at 9:07 a.m.

<b>On MOTION by Dennis Broedlin, seconded by Mark Gallo, with all in favor, the Board adjourned the meeting.</b>
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Richard J. Baier  
Secretary

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Ron McMahon  
Chairman