

**MINUTES OF MEETING
VILLAGE COMMUNITY
DEVELOPMENT DISTRICT NO. 11**

A Meeting of the Board of Supervisors of Village Community Development District No. 11 was held on Thursday, March 7, 2019 at 11:00 a.m. in the District Office Large Conference Room, 984 Old Mill Run, The Villages Florida, 32162.

Board members present and constituting a quorum:

Don Brozick	Chairman
Allen Vanover	Vice Chairman
Patty Hoxie	Supervisor
Jim Covert	Supervisor
Matt Hoopfer	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Valerie Fuchs	District Counsel
Sam Wartinbee	District Property Management Director
Anne Hochsprung	Finance Director
Brittany Wilson	Director, of Technology and Board Services
Carrie Duckett	Director of Resident Services and Communication
Jennifer McQueary	District Clerk
Candice Lovett	Deputy District Clerk

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

A. Roll Call

Chairman Brozick called the meeting to order at 11:02 a.m. and stated for the record that all Supervisors were present.

B. Pledge of Allegiance

Chairman Brozick led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Board and audience members in attendance observed a moment of silence for those who serve our Country and community.

D. Welcome Meeting Attendees

Chairman Brozick welcomed all those in attendance at the meeting.

E. Audience Comments

Phil Grayber stated that during the February meeting a discussion occurred about plantings that have been removed from the preserve area, which could result in the District having to fund the replacement and requested clarification. Richard Baier, District Manager, advised that when it is identified that planting on District property, such as in preserves, have been removed, District Staff will approach the property owner that is believed to have removed the plantings and request that they fund the cost to replace the plantings; however, if the resident does not agree to fund the replacement the District must fund the replanting.

SECOND ORDER OF BUSINESS: Approval of the Minutes

Chairman Brozick referred to Page 5 of the Minutes which state, “Chairman Brozick stated that he would address the issue of the cord grass with the homeowners” but believes the Minutes should reflect that he stated he would address the homeowners in general and not specifically the identified homeowners, and requested that the Minutes be revised. Valerie Fuchs, District Counsel, advised that Staff will review the recording to ensure the Minutes accurately reflect what was stated. If the Minutes accurately reflect what was stated they cannot be changed; however, Chairman Brozick’s clarification will be included as part of the record for today’s meeting. Mr. Baier advised that the Minutes from the February 7, 2019 meeting will be included for the Board’s consideration on April 11, 2019 agenda.

Clerk’s Note: Following an additional review of the recording, Staff has confirmed that the Minutes accurately reflect what was stated during the February 7, 2019 meeting.

THIRD ORDER OF BUSINESS: Discussion Item: Operating Policies and Procedures

Mr. Baier advised that Staff has completed the process of updating the District’s Operating Policies and Procedures and has proposed updates for the Board’s consideration and Staff will complete a review of the policies and procedures, and if the Board members have changes, concerns, questions, or

comments about the existing procedures or those that may have been proposed, those will be addressed at this time.

Brittany Wilson, Director of Technology and Board Support Services, advised that at the February meeting the Board was provided with a copy of the Draft Operating Policies and Procedures for review. Ms. Wilson completed an overview of the revised Operating Policies and Procedures document and requested direction from the Board on several sections. Following an in-depth discussion of each section, the Board directed that their Operating Policies and Procedures read as follows:

- Section 1.2 Standards of Civil Discourse: This section was added as a result of some requests made by Board Supervisors to ensure that Board Meetings can progress in a professional manner.
- Section 1.3-3) Term of Supervisors - Options for Filling Vacancies: Staff to review questions included on the application; include open ended questions that can be asked at the interview; Staff to provide additional questions that can be utilized during the application process; recommendation of replacement by outgoing Supervisor can be considered as part of the process; if a tie between two applicants were to occur a Special Meeting would be held and additional questions would be provided by Staff.
- Section 1.3-6) Officers – Options for Selection of a Board Chairman and Vice Chairman: Maintain current process of nomination and majority vote by Board following a general election.
- Section 1.3-10) Voting Conflict of Interest: The Board requested legal clarification of this item.
- Section 1.3-11) Board Supervisor Conduct: The Board requested that this section remain in the Operating Policies and Procedures.
- Section 1.5-4) Agenda Format: Maintain current agenda format. If a Supervisor would like an item included on the agenda it is requested that the item be provided to Staff 10 days in advance of the meeting and will be included under the “Supervisor Comments” portion of the agenda.

- Section 1.5-6) Procedures for Including Items on Agenda: Items to be included on agenda may be submitted by a Board Supervisor and will be addressed under “Supervisor Comments” for discussion purposes.
- Section 1.5-12) Roll Call Vote: Change language to read “Roll call votes will be conducted at the request of any Board Supervisor or at the District Manager’s request to the Board Chair.”
- Section 1.5-13) Public Comment: Staff to confirm the language is same as adopted policy and include that it is the Chairman’s prerogative to provide additional time for a group represented by an individual or member; Include language that it is the Chairman’s prerogative to not allow repetitive comment.
- Section 1.7-Conduct of Proceedings: Legal clarification of “Substantial Interest” requested.

Valerie Fuchs, District Counsel, advised that she is in the process of reviewing the document and, in addition to the items identified, will provide any additional comments to Staff prior to the April Board Meeting.

Ms. Wilson advised that once all revisions have been incorporated into the Operating Policies and Procedures Staff will proceed with the advertisement to hold a Public Hearing at a future meeting, at which time the Board will then formally adopt its Rule.

FOURTH ORDER OF BUSINESS: Long-Term Investment Strategy

Kenny Blocker, Assistant District Manager, advised that Staff is requesting that the Board approve the strategy of utilizing a proposed Long-Term Investment Policy (LTIP). The main objective of the LTIP is to achieve long-term growth within the District’s portfolio by maximizing the long-term rate of return on investments, while minimizing risk. For those funds that are not obligated by the District for five (5) to ten years. Mr. Blocker stated that Staff will come back to the Board to request approval of the funds to be allocated to the LTIP at the April Board Meeting.

Chairman Brozick advised that he attended the February 5, 2019 Investment Advisory Committee (IAC) meeting when the Committee discussed and recommended the LTIP, and also supports the recommendation made by the IAC.

On MOTION by Jim Covert, seconded by Allen Vanover, with all in favor, the Board adopted Resolution 19-06 approving the District's Long-Term Investment Portfolio Investment Policy Statement effective March 7, 2019.

FIFTH ORDER OF BUSINESS: Long-Term Investment Portfolio

As previously addressed by Mr. Blocker, this item will be brought back to the Board at the April 11, 2019 meeting.

SIXTH ORDER OF BUSINESS: Old Business Status Update

Chairman Brozick stated that concerns have been raised about the maintenance of the Sharon Rose Wichens Preserve behind the homes located on Conservation Trail, which fall under the purview of the Project Wide Advisory Committee (PWAC).

Mr. Baier advised that Staff has prepared a memorandum, with a corresponding map, which identifies a tract of land that the maintenance of is not currently budgeted under the Project Wide Fund (PWF). The tract is identified in orange on the map and varies in size between the homeowner's fence and the upland buffer of the preserve. It is also has cord grass plant but has not previously been maintained because it is a natural area. After consulting with Breedlove Dennis and Associates, the District's Environmental Consultants, Staff has been advised that the area within three (3) feet of the perimeter of the fence could be maintained by mechanical means (weed whipped) which would allow a setback area from the plantings in the preserve area.

Sam Wartinbee, District Property Management (DPM) Director advised that the cost for the initial three (3) foot cutting would be \$5,568.75 and the ongoing annual maintenance cost would be \$3,113. The yellow portions on the map identify a stack block retaining wall that abuts the wet portion of the preserve where maintenance is not performed. For those homes abutting the stack block wall, the homeowner is responsible for maintenance of the area between the fence and the stack block wall. Mr. Wartinbee advised that the maintenance will be completed as weather permits and responded to the Board's inquiries.

Mr. Wartinbee advised that during Staff's review an additional issue was identified which is that the cord grass behind Lot No. 34 had been sprayed with an herbicide and cut down and the cord grass

behind Lot No. 35 had been sprayed with an herbicide and left standing. The cord grass in these areas will have to be replanted. Staff will communicate with the residents but if they do not agree to fund the replanting, the replanting will have to be funded through the PWF.

Chairman Brozick inquired about the cost to replant the cord grass. Mr. Wartinbee advised that there are approximately 70 cord grass plants that need to be replaced at a cost of \$8.00 per each plant plus labor.

Mr. Baier advised that the request to have the maintenance completed along the three (3) foot perimeter would have to be brought to the PWAC for consideration and approved to fund through the PWF. Following discussion, the subsequent action was taken:

On MOTION by Allen Vanover, seconded by Patty Hoxie, with all in favor, the Board requested consideration from the Project Wide Advisory Committee to complete maintenance of the three (3) foot perimeter, identified in orange on the map, through the Project Wide Fund and that the item be presented at the March 11, 2019 Project Wide Advisory Committee Meeting.

Supervisor Covert stated that he would believe that the cord grass behind the two (2) homes was sprayed by those not aware that it was not allowed and inquired if the District has a process that can be utilized to educate the residents of the District.

Chairman Brozick advised that during an upcoming neighborhood meeting he will be providing the residents on Conservation Trail with a handout that outlines what type of maintenance can be completed in the preserve areas. Mr. Baier advised that this item will be marked as completed on the Old Business Status Update.

SEVENTH ORDER OF BUSINESS: Financial Statements

The Budget to Actual Statement as of January 31, 2019 was provided to the Board as information only.

EIGHTH ORDER OF BUSINESS: DPM Monthly Report

The DPM Monthly Report was provided as information only.

NINTH ORDER OF BUSINESS: District Manager Reports

A. Updated Resident Academy Flyer

Mr. Baier reviewed the updated flyer and advised the Board that on-line registration for the upcoming 2019 Resident Academy session will begin on February 28, 2019 for the recently updated theater style presentation.

C. Reminder: District Government Update Meeting

Mr. Baier advised that a District Government Update Meeting will be held on Friday, April 5, 2019 from 9:00 a.m. to 11:00 a.m. at the Rohan Regional Recreation Center in the Colony Cottage and Laurel Manor Rooms.

TENTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

ELEVENTH ORDER OF BUSINESS: Supervisor Comments

Chairman Brozick stated that during the February 7, 2019 meeting the Board determined that he would represent District 11 as the Primary Member on the IAC and Vice Chairman Vanover would be the Alternate Member which was incorrectly stated in the Minutes. Ms. McQueary advised that the correction would be made.

Chairman Brozick stated that the PWAC will meet on March 11, 2019 and March 20, 2019 and requested confirmation that the primary or alternate representative would be in attendance.

Supervisor Hoxie stated that she anticipates attending both meetings, but if an issue with her schedule occurs she will communicate with Staff.

Mr. Baier advised that a joint workshop will be held between the PWAC and the Amenity Authority Committee (AAC) on Wednesday, March 20, 2019 at 9:00 a.m. to review the amenity fee deferral rate. The workshop will be held at the Savannah Regional Recreation Center.

Chairman Brozick advised that an informational meeting will be held with the Lake County Program Manager to review the mosquito control program on Tuesday, March 12, 2019 at 6:00 p.m. Mr. Baier advised that Staff has also included the Centers for Disease and Prevention (CDC) flyer which provides information and precautionary measures relating to mosquitos.

TWELFTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 12:17 p.m.

On MOTION by Jim Covert, seconded by Patty Hoxie, with all in favor, the Board adjourned the meeting.
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Richard J. Baier
Secretary

Don Brozick
Chairman