

MINUTES OF MEETING
REMINGTON
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Remington Community Development District was held on Tuesday, November 27, 2018 at 6:00 p.m. at the Remington Recreation Center, 2651 Remington Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Brian (Ken) Brown	Chairman
Kenneth Soukup	Vice Chairman
Carl Thilburg	Assistant Secretary
Barbara Kirk	Assistant Secretary

Also present were:

Jason Showe	District Manager
Scott Clark	District Counsel
Mark Vincutonis	District Engineer
Alan Scheerer	Field Manager
Eric Luciano	Universal Protection Service
Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Brown called the meeting to order at 6:01 p.m. and Mr. Showe called the roll. A quorum was present.

SECOND ORDER OF BUSINESS

Modifications to Agenda

Mr. Showe: The only item we added is what we emailed to the Board to consider the refund issue. We will do this after the approval of the minutes.

Mr. Brown: Okay.

Mr. Showe: Other than that there is nothing else.

THIRD ORDER OF BUSINESS

Public Comment Period

Mr. Brown: If you have any comments, please raise your hand, provide your name and address. You will have three minutes.

Mr. Matthew Psarsky (Westmoreland): I just want to thank the Board for having the Sheriff come out this past month. There has actually been a noticeable decrease in speeding. So, a huge thanks to them.

Mr. Brown: Is there anyone else? Hearing none,

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Appointed Supervisors

Mr. Showe: We have a new Board Member, Barbara Kirk. Our current Supervisor Ken Brown ran unopposed.

Mr. Showe, a Notary Public of the State of Florida and duly authorized, administered the Oath of Office to Ms. Kirk and Mr. Brown.

Mr. Brown: Barbara, you should receive an Oath from the State.

Ms. Kirk: I haven't received anything.

Mr. Brown: You need to send them \$10.

Mr. Showe: For Ms. Kirk's information, behind the Oath is an information form so we can have your contact information. Form 1: Statement of Financial Interests was already completed as part of your qualification process so you won't need to complete that again until 2018. Behind that is the Form 1F which is a Final Statement of Financial Interests. You would have to complete this within 60 days of leaving the Board. You don't have to do anything with it now. It's just there for your reference. If you ever leave the Board we will send you one to make sure you complete it. Also, as a Board Member you are eligible to receive up to \$200 compensation per meeting. Do you choose to accept that compensation?

Ms. Kirk: I do.

Mr. Showe: Then you need to complete W-4 and I-9 forms and get those both back to me so I can submit them to payroll for tax purposes. You don't have to do that tonight. The final item is the *Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics*. As a good refresher for the Board, you are public officials and subject to the Sunshine and Public Records Laws. You cannot communicate with each other about items that come before a vote of the CDD Board. Any CDD business has to be conducted at a publicly advertised meeting, like this one. It includes emails, text messages, phone calls and any other forms of communication. We always recommend you try to avoid conversations with other Board Members. That doesn't mean you can't say "Hello," but just try to avoid discussing CDD business because it's a violation. You will notice when you get emails from our office, if other Board Members are included we say

at the bottom, *"Please Do Not Reply to All"* just as a reminder. It's easy to hit *"Reply to All,"* even if you type, *"Hey I think we should move the meeting,"* if other Board Members are copied on it, its technically a violation of the Sunshine Law because it could come up for a vote. You don't need to keep any records for the CDD. That's our job as District Manager and record keeper. If you choose to keep documents from the District, we always ask you keep them in a separate file so its not intermingled with your personal files. That way, if there's a public records request, you have all of your CDD records in one place. The same thing with emails. You should have a specific email that you just use for CDD purposes. You can set up your own email through the website service for CDD purposes. Scott, do you have anything else?

Mr. Clark: I encourage you to set up your own email because I had situations where there was a dispute or public records request. When people start making requests for your personal emails, you have the Hillary Clinton problem where emails about your daughter's wedding get comingled with public business. So, it's best to avoid that problem.

Mr. Showe: Yes. You can reply to residents via email, as long as you copy our office so I can retain it and its safe. If you have any questions or not sure about something, obviously get a hold of me. If there's something you feel like the entire Board needs to see, such as a summary, I can distribute that to the Board, in the same manner. So that keeps you safe. If you have any questions, you can ask me or the attorney and we will walk you through it.

Ms. Kirk: Thanks.

Mr. Clark: Jason, I also wanted to bring up that it is best not to use social media to deal with any CDD issues because that's a public record. You must keep the post and all comments to the post, which gets out of control for a small government like us.

Mr. Showe: Yes, we are starting to see that in communities that use Nextdoor. You can read Nextdoor, but we always try to encourage CDD Board Members not to respond to it because if you respond to a thread and Carl responds, you open it up to some potential Sunshine Law violation.

Ms. Kirk: I would like for you to set me up with an email, especially for CDD business.

Mr. Showe: Absolutely, we will do that.

Mr. Brown: Will we have to fill out a Statement of Financial Interest form every year?

Mr. Showe: Yes.

Mr. Brown: By June 30th?

Mr. Showe: Yes, they will send that to you starting next year.

Mr. Brown: If you didn't get it in on time it used to be no big deal, but within the past couple of years, they started fining people so watch out for that.

Mr. Showe: We will follow up with the Board Members. We always try to keep track of that for our Boards to ensure you stay in compliance. We always recommend when submitting your Form 1 that you get a stamped copy of it.

Mr. Brown: Last year I was out of town when they sent it and you called me and told me that I had one day to send it in when I returned.

B. Election of Officers

C. Consideration of Resolution 2019-01 Electing Officers

Mr. Show: Typically, we have the Board appoint a Chair and Vice Chair. We request Ariel Lovera in our office be designated Treasurer, George Flint as Secretary, myself as an Assistant Secretary, along with the other three Board Members. We typically just have the Board discuss who they would like to fill in those spots. If there are no objections, we will read the resolution and you can proceed that way.

Mr. Thilburg: I nominate Ken Brown as Chair and Ken Soukup as Vice Chair.

Mr. Showe: Do you both agree?

Mr. Brown: Yes, did you say that George was Secretary?

Mr. Showe: Yes, for the purpose of signing documents in our office if needed. So, we have Mr. Brown as Chair, Mr. Soukup as Vice Chair, Mr. Flint as Secretary, Ms. Kirk, Mr. Thilburg, Mr. Benson-Valdes and myself as Assistant Secretaries and Mr. Lovera as Treasurer. If that is correct, we need a motion adopting Resolution 2019-01, electing the officers as stated.

On MOTION by Mr. Soukup seconded by Mr. Thilburg with all in favor, Resolution 2019-01 Electing Officers as stated was approved.
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FIFTH ORDER OF BUSINESS

Approval of Minutes of the October 30, 2018 Meeting

Mr. Brown: Does anyone have any changes, additions or deletions to have the minutes of the October 30, 2018 meeting? If not, we need a motion to approve.

Mr. Soukup: I don't have any.

On MOTION by Mr. Thilburg seconded by Mr. Soukup with all in favor the Minutes of the October 30, 2018 Meeting were approved, as presented.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Brown: We will skip the attorney until he arrives.

Mr. Clark: I apologize. I'm going five miles-per-hour (mph) on the Turnpike. I've been on the road for 1 hour and 45 minutes.

B. Engineer

Mr. Brown: Mark?

Mr. Vincutonis: Good evening, at the last meeting we talked about installing additional speed humps throughout the community. What prompted this was speeding concerns on Southampton Drive. I brought back some prices to install two speed humps on that road. The cheapest and most preferred option was about \$5,000 each including signage. The Board at that point asked for us to come up with criteria that we could use to determine what other streets might need speed humps. The best way to determine if speed humps are needed is to do a speed study, but we did some research and came up with a general guide, which we applied to the project as a whole. We looked at roads that exceeded 700 feet in length that were relatively linear and did not have any sharp turns and were connected to the primary entrance or exit to the neighborhood. That seemed to be where most of the speeding would occur. I also followed that up with an actual onsite road test where I drove all of these streets back and forth to see what felt comfortable, not to see how fast a driver could go, but what an average driver might do. I distributed a map showing all of the locations where they would be proposed. A total of 14 were identified; three of them are secondary in nature, meaning that on a pod, there might be two long streets. A prime example is the one is connected to the main entrance in the upper left-hand corner. If you were to install a speed hump on the main drive coming in, you might find people that tend to speed taking the other route to get out and therefore bypass the speed humps, so we showed that as a secondary. Going forward, if any action is taken, I recommend that we avoid the secondary and see how the primary ones work. What also is interesting is Club Villas met our criteria. It is gated, but it is a long straightaway. I don't think speeding is a problem in there.

Mr. Showe: It's not our road.

Mr. Scheerer: They could pay for it.

Mr. Vincutonis: I wasn't able to get in and drive that one or watch anything, but it is a long straight stretch right off the drive before you get to that first turn. If it's not a CDD street, then we will avoid it altogether.

Mr. Brown: It's not a CDD street.

Mr. Vincutonis: That basically takes us down to 10 recommended locations; 14 were shown on the plan, three were secondary and one was Club Villas. So, if you remove those four, you are down to 10. I don't know what the next step would be, whether the Board wanted to budget for it.

Mr. Brown: I think we decided last time that our next step was to have Sheriffs enforce the traffic. We were going to see how that worked.

Mr. Vincutonis: That was discussed.

Mr. Brown: We wanted to see how that was working before we do the speed humps.

Mr. Vincutonis: It sounds like it is working.

Mr. Showe: They are halfway through their cycle based on when we started them at the last meeting, so we will get some reports. At least you have this information. Once we have those reports, I think you will be able to make a better decision. By the time that we have information, you are queuing up for your 2020 budget anyway, so that might be a good time to look at a project of this nature.

Mr. Vincutonis: I recall that a resident at a prior meeting mentioned that, especially now because of the detour, a lot more traffic was going down Stonewyk Way and there was some speeding. Originally just looking at the plan, we thought we might put two speed humps on that stretch, but the more southerly sections have enough curve to curtail speeding. The street feels tighter. There are a good number of trees that are planted close to the road that provides some traffic calming, so we did not show a second one in there. What we did show was a small straight shot that connects the two pods. If you want to press on the gas, you can get up to 40 mph pretty easily.

Mr. Brown: I believe that because people can get up to 40 and 50 mph between the speed humps on Knightsbridge Boulevard.

Mr. Vincutonis: Yes you can. If people want to drive fast they will have to slow down immediately, which what you have on a lot of the streets that you didn't identify. You can get up to 40 mph, but then you have to hit on the brake hard to slow down to make the 90 degree turn or

the corner. This was an interesting field test and food for thought. I'm looking forward to seeing any other data you get.

- **Attorney (Con't)**

Mr. Showe: Do we want to take the Attorney's Report, I'm not sure that Scott is going to make the meeting?

Mr. Clark: Yes, the only item was some information about the required elements on a website. Other than that, we received notice from a resident regarding a towing. Jason, do you want to set that up?

Mr. Showe: Sure, based on the information we received from security, he parked his cars at the Rec Center on November 5th. They were not touched the first night, but warning stickers were placed on November 6th and the cars were towed on November 7th. The resident called our office on November 11th and was very upset. He wanted reimbursement of all of the fees associated with that towing. He documented all of that in his email. He noted that someone from our office on a Friday told him that he could park there. We went through our call logs at our office and we don't have a call from him on a Friday. He spoke to somebody on Monday, November 5th; however, I did speak with staff and feel confident that she would not have told him to park here. We don't tell anyone they can park here. Alan and I and Scott thought there were "No Parking" signs, but there are none. In Security's case, they probably considered the vehicle abandoned. We didn't have any notification as to who the owner was, why the cars were there, so after two nights they ticketed and towed.

Mr. Brown: Why did he park there?

Mr. Showe: According to the information, the resident had a roof being put on his house and the contractor told him that he could not leave his house and his cars could not be in the driveway, so he decided to put his cars here. Apparently, he couldn't leave his house for a couple of days to check on the condition of the cars.

Mr. Brown: I don't know about him not being able to leave his house because I don't think they would tell him that he couldn't leave his house.

Mr. Showe: That is what he said.

Mr. Brown: I'm in the middle of getting a roof and they did tell us that our cars couldn't be in the driveway because they were going to put the dumpster there, so he would have to do something with his cars. He did get a roof because I know where that house is.

Mr. Soukup: Okay.

Mr. Brown: He had a permit. I don't know the opinion of the rest of the Board, but if there are no, "*No Parking*" signs out here, I'm leaning towards doing something.

Mr. Showe: It's up to the Board. I don't know that we necessarily did anything. I think in security's case, we considered them abandoned vehicles.

Mr. Soukup: If the cars were there for 48 hours, they were probably abandoned.

Mr. Showe: We did try to put a sticker on the cars as a warning, in the hopes that they would move them or call our office and say, "*Hey, why did you put warning stickers when someone told me that I could park there?*"

Mr. Luciano: That's kind of what happened. The cars were parked there on Monday.

Mr. Clark: When you use warning stickers, you are giving notice. We've used the stickers because it's not practical to put signs up and down the streets. We put them at curb cuts, but you can't put them everywhere. It would look terrible. We should have "*No Parking*" signs at the Rec Center. My impression is that at one time we did have signs there and I don't know if we changed tow companies and removed their signs. I'm not sure what happened, but we should rectify that. If the Board were inclined to make some accommodation, some of what the resident is claiming is clearly not our fault. He's claiming that he had to make two taxi trips because they closed the tow lot early and they wouldn't take a check. I would say those issues are really between the resident and the tow contractor because we don't control any of that, but we don't want to get into a lawsuit over a few hundred dollars because you have the potential of having to pay attorney's fees if you lose that lawsuit. I don't know that we did anything wrong, but as a practical matter it may be good to perhaps reimburse the actual tow charges to the resident and then direct them to go to the tow company for their other claims.

Mr. Brown: I'm fine with that.

Mr. Soukup: I agree too. I don't think we should be responsible for the taxis. That's between him and the tow company, but we definitely need to have some signage for no overnight parking at the Rec Center and the basketball courts.

Mr. Luciano: At the entrances there are "*No Parking*" and "*No Solicitation*" signs.

Mr. Scheerer: We could just add "*No Parking at the Clubhouse Permitted*" and "*No Overnight Parking*" signs.

Mr. Brown: If you go downtown to the public parking, every single space has a sign in front of it because of this very issue.

Mr. Thilburg: Doesn't every development have a sign that says no street parking is permitted?

Mr. Showe: Every development has one. There is also one at both entrances.

Mr. Scheerer: We will add three signs; one at the basketball court area and one at each side of the clubhouse entrance.

Mr. Brown: Do we need a motion for that?

Mr. Showe: Yes, if I'm hearing correctly, we would need a motion to reimburse the resident \$520 for tow fees and District Counsel drafting a letter to the resident.

Mr. Brown: Yes.

On MOTION by Mr. Thilburg seconded by Mr. Soukup with all in favor reimbursing the resident \$520 for tow fees was approved.

Mr. Clark: Jason, I think it would be wise for me to write him a letter explaining what the Board did and why we did it.

Mr. Showe: That is absolutely fine with me.

C. District Manager's Report

1. Approval of Check Register

Mr. Showe: In the General Fund we have Checks #5766 through #5789 for \$76,387.28. In the Capital Projects Fund we have Checks #56 and #57 for \$50,800 and October payroll for \$918.80, for a total of \$128,106.08. Alan and I can answer any questions or comments.

Mr. Brown: Are there any other questions on the check register? Hearing none,

On MOTION by Mr. Soukup seconded by Mr. Thilburg with all in favor the October Check Register totaling \$128,106.08 was approved.

2. Balance Sheet and Income Statement

Mr. Showe: No action is required by the Board. I will note this only covers the first month of financials, so it's hard to detect trends at this point, but we will monitor it. I don't think there's anything unusual, but if you have any questions, just let me know.

3. Field Manager's Report

Mr. Scheerer: The cameras are working well. The A/C filters were changed out. If you haven't noticed, we replaced the old compact fluorescents with LED light fixtures. We did the same thing in the restrooms. Eventually, we will be changing lights to LEDs. We have one broken cable on the chest press machine in the Fitness Center. The pool and wading pool are operating properly. The chair lift is down, but our pool provider is going to take care of that for us. The cameras are working as well. The gates are working and there were minor repairs. We had a request from a resident about the remote controls for the E. Lakeshore Boulevard gate and I scheduled an appointment for the resident with ACT on Friday, after the meeting. I guess they worked out a few things and put the antenna in a different location as I haven't had any other complaints. The remotes issued to earlier residents are working well. If there's anything to the contrary, please let me know. We continue to meet with REW on a weekly basis on irrigation inspections. They are mowing bi-weekly now. One item in my last report was for the removal of some trees and they will be taken care of probably the first or second week of December. We are trying to get all of the palm trees lifted before the holidays. We installed mulch in the fitness areas along the Boulevard. We completed our first go around of all the sidewalk replacements and grinding in the community. We will be starting from Pond #1 and reassessing them. We hope to have a lot less trees removed than last year. I received an email from Ms. Alexander with Tetra Tech, the engineering firm overseeing the Toho Water Authority repairs. Their target date is mid-December, but that's not definitive. They had a few challenges with that. She did call me personally and sent an email indicating that their target date for completion of the rotors was before Christmas.

Mr. Brown: It looks like they brought in the fill.

Mr. Scheerer: Yes. There was something wrong with the collar and they had to use a different collar. I don't have all of the particulars, but that is what I was told from the email and call I received. The outlets requested for Christmas decorations, were moved to the center of each of the E. Lakeshore Boulevard monuments. We are going to have to get with REW because one is located between the shrubs and the actual monument, but they were relocated. We are planning to have a large oak tree in Windsor Park removed after Christmas. I am not looking forward to it. I recall a question about whether we could stump grind and plant a tree. They don't think they can get deep enough to stump grind a mature oak to add another tree in that location, but we will stump grind it out and get it level. The only thing we may be able to do in there is maybe adding some plants at this point in time or maybe fill it in with more pavers and put a couple of park benches

for people to sit and enjoy the lake. I don't think we are going to be able to put a tree back in that same spot because of the size of the tree that's coming out.

Mr. Brown: If we take one out, don't we have to replace it?

Mr. Scheerer: We didn't remove it because it died. Do we have a replacement requirement for the tree struck by lightning?

Mr. Vincutonis: I would say no.

Mr. Scheerer: If somebody says something, I would be happy to put a tree in that spot. It was a sad day when that tree took a hit.

Mr. Vincutonis: I don't know if that tree was required to be there. Are you talking about the one on the lake?

Mr. Scheerer: Yes.

Mr. Brown: They were required to save it because I asked if we had to get a permit to get rid of it and they said no because it was dying. So, we don't need a permit to get rid of it, but they acted like we needed to put in a replacement tree. Not a big one.

Mr. Scheerer: We can add a couple of trees on either side of that paver area, if you want or just remove that paver area and maybe create a different spot, but it was symmetrical. That tree was right in the middle of that small island area. Maybe we can put one on either side. We will cross that bridge when we come to it, if that's okay with the Board.

Mr. Brown: Yes.

Mr. Scheerer: Some kids knocked a hole in the wall by trying to climb the wall and grab the top of the ledge. I have some great video of them. We haven't identified them as of yet, but we did repair the hole. It's repaired so well that no one even noticed it. We replaced the basketball and volleyball nets. There was a request to get it done before the Thanksgiving break, but the net for the volleyball court did not come in but it's now up. I owe Mr. Thilburg a proposal from REW to add annuals at entrances to the communities that currently do not have annuals. REW is working on that. I texted John, my point of contact, and he said that he's working on it and apologizes for the delay.

Mr. Brown: Okay.

Mr. Scheerer: Janice Kay Place has an inlet that is clogged.

Mr. Brown: The one up there by Hole #5 beside that pond was backed up yesterday because of all of the rain? I don't know whether it was because that pond is high.

Mr. Scheerer: I don't think so. I received an email from Ken that it was backed up and I added that as well as the one on Janice Kay Place to the All Terrain project list. Hopefully they will get out her and clear them. I think a lot of leaves and debris is not getting out.

Mr. Soukup: You have acorns now too.

Mr. Scheerer: We are getting mad acorn drops right now.

Mr. Brown: Its right on the pond. Maybe the pond was too high to let the water drain.

Mr. Scheerer: I'm going to say "*No*," but I will wait for All Terrain to get out with the vacuum jet truck to see what they find out when they pop the manholes.

Mr. Brown: There are probably plastic bottles.

Mr. Scheerer: Maybe. We tried to clean out as many as we could right before hurricane season. As you know, we do that annually, but we may have to get on a program at some point to try to get through some of the neighborhoods. A lot of them don't have issues, but it's probably been awhile since this community had their storm drain system vacuumed, so we are clearing them as we identify them. We did Westmoreland a few months back.

Mr. Brown: Thank you.

Mr. Scheerer: You're welcome. We will also do the one on Janice Kay Place. We added one on Remington Boulevard by Hole #5. Then we will go back through and pop the manhole covers again. That's all I have.

Mr. Brown: Are there any other questions? Hearing none,

4. Security

Mr. Luciano: The Partin Settlement Road Gate had 106 pages with 7,208 visitors versus the E. Lakeshore Boulevard Gate, which had 331 pages with 22,508 visitors. We had two tows, two attempted tows and five repeat offenders.

Mr. Brown: Thank you. I appreciate the people who were staffing that gate some nights for opening the gate when traffic gets backed onto E. Lakeshore Boulevard to allow cars to go through.

Mr. Luciano: I agree because it's a safety issue. Last year, you had to ask two security guards to open the gate to let the traffic die off a little bit and then shut it quickly. That's when Bill was here and what he told me.

Mr. Brown: Yes because traffic was backed up way out into the road and they opened the gate to let people through.

Mr. Luciano: Just this Halloween, we had to keep the gate open for 10 minutes because there were cars all the way to the light, it was bad.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brown: Mr. Thilburg, do you have any Supervisor requests?

Mr. Thilburg: Yes, I would like to welcome Barbara Kirk to our Board.

Ms. Kirk: Thank you.

Mr. Brown: Ms. Kirk, do you have any Supervisor requests?

Ms. Kirk: No.

Mr. Brown: Mr. Soukup?

Mr. Soukup: Yes, a "*No Parking*" sign was knocked down at the Partin Settlement Road Gate. Are you aware of it?

Mr. Scheerer: Yes sir.

Mr. Brown: Larry, did you start putting up the Christmas lights?

Mr. Larry Hurley (Keswick Court): No, they are going up on Saturday, December 8th. I had to find one other person to do the work, besides myself to install them.

Mr. Brown: Was it last year or the year before last that we had the Christmas light contest and the Fire Department came out to judge it?

Mr. Scheerer: Not that I'm aware of.

Mr. Brown: I thought the HOA sponsored a contest two years ago, but maybe no.

Mr. Scheerer: I just know about the National Night Out.

Mr. Brown: I had not seen anything. Maybe I'm thinking of a different neighborhood. Other than that, everything looks good. REW is doing a good job. Hopefully this manhole gets done before Christmas.

Mr. Showe: That's what we are were told.

Mr. Scheerer: I know that residents of Windsor Park are asking for it. I'm getting text messages and emails on a regular basis about traffic.

Mr. Showe: We are getting quite a few phone calls.

Mr. Brown: I know that our Commissioner is leaning on them too. Every week she's asking when it going to get done, so hopefully that's helping.

Mr. Showe: I hope so.

Mr. Scheerer: They told me that they were going to start working nights if they had to, so if that's the case, be careful. My apologies to Windsor Park, Parkland Square and anybody else.

Mr. Brown: I don't have anything else.

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Brown adjourned the meeting.



Secretary/Assistant Secretary



Chairman/Vice Chairman