

Minutes of a Regular Meeting
Board of Supervisors
Coral Bay Community Development District

January 8, 2009

Coral Bay Recreation Center

7:00 PM

3101 South Bay Dr., Margate, FL 33063

Roll Call:

Chairperson Spavento called the meeting to order at 7:00 PM.

Present: Tony Spavento (Chair), Daniel Dean (Vice Chair), Tina Hagen, John Hall and Ronald Gallucci

Absent: None

Also Present: District Attorney Michael Pawelczyk; District Engineer Robert Cole; District Manager Leigh Hoffman and Assistant District Manager Millie Otero

Pledge of Allegiance:

The Chairperson requested those in attendance to stand and recite the Pledge of Allegiance to the flag of the United States of America.

1. Recognition

Supervisor Hall presented a glass octagonal award for Sandra McCormick in appreciation of her dedication and outstanding service to the District. Mrs. McCormick was not in attendance; her husband Mr. Robert McCormick received the award on her behalf.

2. Approval of Minutes

Motion:	Approval of the minutes as revised for the Regular Board Meeting held on December 11, 2008.
By:	Supervisor Dean
Second:	Supervisor Hall
Vote:	5-0
Action:	Make the revisions, add the minutes to the District records and post on the website.
Time:	0:05

Chairman Spavento informed the Board that the minutes of the meeting held on October 9, 2008 had to be amended to reflect a motion that was approved. Chairman Spavento passed the gavel to Supervisor Dean.

Motion:	To amend the minutes of the meeting held on October 9, 2008 to reflect the motion passed to test the electrical work done by CHI staff
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By:	Chairman Spavento
Second:	Supervisor Hall
Vote:	5-0
Action:	To revise the motion, add the amended minutes to the District records and post on the website.
Time:	0.07

Supervisor Dean passed the gavel to Chairman Spavento.

3. Approval of Invoices

Motion:	To approve the checks listed in the Checking Account Register and the Supplemental Register.
By:	Supervisor Dean
Second:	Supervisor Hagen
Vote:	5-0
Action:	Release the signed checks.
Time:	0:11

Chairman Spavento passed the gavel to Supervisor Dean.

4. Presentations

Barry Shapiro from TEM addressed the Board on their ability to provide the gate and gate services portion of the new gating and camera system being proposed by Envera Systems. Mr. Shapiro reported on the barrier arms that have the ability to pop off on impact. He also explained about a battery back up that would allow a gate to operate when the power is lost. Barry Shapiro informed the Board that since the transponders used by the District are a technology broadly used, he would not recommend a change. Mr. Shapiro requested the Board to consider retaining the services of a local company for the gates. He added that Envera is not established in the area and therefore might not be able to provide an efficient response time. Chairman Spavento stated that although TEM is near they do not provide a quick response. He also brought to Mr. Shapiro's attention that the current gate in operation continues to have problems with timing and tailgating. Barry Shapiro responded that he believed that the problem was resolved. Mr. Shapiro said that he would have the service department head look into the situation to correct any present problems. Supervisor Dean asked about the availability of the specifications for the equipment interface. Mr. Shapiro stated that the specifications were available. Chairman Spavento asked if the District had a maintenance agreement with TEM. Barry Shapiro responded that the District did not have a service agreement with TEM. Supervisor Dean informed Mr. Shapiro that the District had started contract negotiations with Envera Systems and that a contract would be completed to present to the Board in approximately 30 to 45 days.

5. Audience Comments

At this point in the meeting, the Chairman indicated the Board would open the floor to comments and questions from the audience. Those comments and questions included:

- a. District Management after receiving notice gave quick response to restoring the lights in Peninsula Park;
- b. The contract for the lighthouse in Peninsula Park had a completion term of 120 days and it is going on two years and it is not completed;
- c. Can the District take action against the previous management company for the items that were not handled during their term?
- d. Weeds growing on the lake's shoreline could damage the irrigation lines on owner's backyard. Request for this matter to be corrected. Leigh Hoffman responded that the expert from All State Management would be visiting the owner's home to explain how the observed growth was not harmful.
- e. Claim by a resident that the 30th Street gate while exiting the community struck her vehicle. The owner had previously submitted to District Management a claim for reimbursement with an estimate for repairs. The request had been forwarded to the Board prior to the meeting. Supervisor Dean asked Mr. Pawelczyk whether the claim should be submitted to the District's insurance company. Michael Pawelczyk responded that the insurance carrier should handle the claim. Supervisor Dean requested the owner to supply pictures with more content for District Management to submit the claim to the insurance company. Chairman Spavento requested that the owner supply the transponder number to verify use on the date of the alleged incident. Supervisor Dean asked Millie Otero to keep the Board informed on the status of the claim.

6. Supervisor's Comments

Supervisors commented on the following, among other items:

The Board wished all present a Happy New Year.

7. District Engineer's Report

Robert Cole reviewed the status report dated January 8, 2009 sent to the Board in advance of the meeting and, commented on the following matters:

- a. Peninsula Park: Mr. Cole reported that the problems with the adhesive for the roof had been resolved. Robert Cole informed the Board that the pool should be completed in approximately one week. Supervisor Dean asked if the dock could be blocked in order to open the park. Millie Otero responded that she had already contacted the city on this matter and was informed that the City would allow Coral Bay to block access to the dock until the new dock was constructed.

Action:	District Management was directed to have the dock in Peninsula Park blocked off for safety so that the park could be open for operation as soon as the other required items were completed.
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Time: 1:15

Supervisor Dean asked Robert Cole to explain the difficulty encountered with the roof tiles for the lighthouse. Mr. Cole stated that there were issues with the specified roof membrane not allowing the tiles to properly adhere to the surface. Chairman Spavento stated that the landscaping, the irrigation and the paved walkways had to be addressed in preparation for opening the park.

Action: District Management to create punch list of items to be addressed in Peninsula Park.

Time: 1:20

8. District Attorney's Report

Michael Pawelczyk informed the Board that there were no items to report on at the time.

9. Treasurer report

Supervisor Hagen reported that there were no items to report on at the time.

Supervisor Hagen explained that the lighthouse project was delayed due to many changes in the scope of work requested by the City of Margate. She added that the projects awarded to Richard Noon Construction were three by competitive bids and some small miscellaneous small repair work assigned by the prior management company.

Supervisor Hagen informed the Board that FEMA had requested a meeting in response to the letter from the District dated August 29, 2008 requesting increased funding for the Headwalls and Shoreline Erosion project and realignment of items in some of the projects. She added that the FEMA representative had questioned the reinstatement of the gates and the restriction of access to the community. Therefore Supervisor Hagen requested the Board to approve having the District Attorney attend the meeting to clarify the private versus public issue.

Action: The Board directed Michael Pawelczyk to attend the meeting with the FEMA representatives to explain any issues that they might have.

Time: 1:29

10. District Management Report

Millie Otero addressed the following item:

- a. The resurfacing of the clubhouse pool was completed by Swimming Pools by Ike on December 23, 2008. The pool was opened the following day;
- b. Duffy Pressure Cleaning the firm that was awarded the pressure-cleaning project became a non-responsive bidder. Leigh Hoffman reported that he had contacted Clearview Building Services and they would be submitting a quote. Mr. Hoffman requested the Board to approve a "not to exceed amount" for the project.

Action:	The Board directed District Management to engage a qualified vendor to conduct the pressure cleaning in the community for a total cost not to exceed \$10,000
Time:	1:36

- c. The tree count for the Broward Beautiful grant was increased due to the lower cost for the trees at this time. Mrs. Sandra McCormick prepared a draft press release and a thank you letter that will go before the Board of Las Brisas for approval. The Broward Beautiful site signs were picked up from the county offices. Millie Otero requested approval to reimburse Las Brisas for the first \$5,000 installment to IGM for the Broward Beautiful project;

Motion:	To approve a \$5,000 reimbursement to Las Brisas for the Broward Beautiful project
By:	Supervisor Hagen
Second:	Supervisor Hall
Vote:	5 – 0
Action:	Upon proof of payment issue a reimbursement check to Las Brisas
Time:	1:43

- d. Contacted the city for direction on the process to paint a directional arrow on the exit side of North Bay Drive. Was informed by Sergeant Fix from Traffic Control that the location was private property and the District could hire a vendor to paint the directional arrow. After discussion it was determined to confirm the conversation in writing.

Action:	District Management was directed to confirm in writing the information received from Sergeant Fix related to the directional arrow
Time:	1:49

- e. Contacted the City Engineers office to inquire on the application process for speed humps by the entrance gates. Was informed by Andrew Pinney Associate Planner, that the District had to submit an application for a Site Plan Approval for the speed humps as well as for the gates.

Action:	District Management was directed to work with the District Engineer to complete the application process.
Time:	1:53

- f. Terry Glynn from IGM Landscaping provided a quote for the replacement of six palm trees on the South Bay Drive entrance and two palm trees on North Bay Drive. The total quote was \$7,200. Supervisor Dean stated that all the entrance palm trees should be uniform in appearance. He added that Terry Glynn should be asked if the coconut palms could be relocated. Michael Pawelczyk recommended requesting two separate quotes from IGM, one for the new trees and one for moving the existing trees. He explained the reason is that they will provide a warranty for the new trees but not for the relocated trees. Chairman Spavento asked why do the palm trees need to be 30 feet high, would it reduce the cost to purchase 20 feet trees.

Action: District Management was directed to request a quote from IGM for the planting of 12 smaller palm trees at the entrances of South Bay and North Bay Drives

Time: 2:06

- g. Leigh Hoffman informed the Board that the facility Daytona Aerospace about to open on NW 62nd Avenue is a private entity open to the public for special occasions and had no affiliation with the City of Margate.
- h. Mr. Hoffman reported that the towing and tagging agreement was signed. He added that the signs would be installed that evening and program would be in place by the weekend. Chairman Spavento recommended that owners should have the ability to receive a pass for parking on the street when they have work done in their driveways to avoid the vehicles being towed.

Action: The Board directed District Management to supply upon request a pass for owners to display on their vehicles when they need to park on the street overnight.

Time: 2:10

- i. Leigh Hoffman informed the Board that David Ball from CHI had gone to the Buildings Department and spoke to Jack Morel who explained to him that Coral Bay could apply for an annual permit for minor work needed throughout the District, headed that the cost would be \$1,200 and a log of all work would have to be maintained. Supervisor Hagen stated that she visited the Buildings Department and met with Mr. Morel. She added during the meeting Jack Morel informed her that the permit would only be issued to a licensed contractor. Therefore after he checked the State's website of valid licensed contractors, he said that only CHI Construction and not CHI Janitorial & Maintenance could acquire the permit to conduct the work. Supervisor Hagen also reported that Mr. Morel informed her that any electric, plumbing, roofing and any major renovations would require a permit in addition to the annual permit. Supervisor Dean inquired as to why the annual permit application was a point for consideration. He stated that a permit of this nature would work once the District had a company under contract for maintenance. Supervisor Dean asked if there was an immediate need at the moment for the permit. He added that if a permit was needed for some reason, then it should be done for the limited scope of work the Board greed.

Supervisor Dean inquired on the problem brought up earlier in the meeting regarding the weeds in the backyards of the lots facing the lake. Leigh Hoffman reported that he had spoken to the expert from All State Resource Management and he had informed him that the weeds are not affecting the eco-environment. He added that the individual from All State Resource Management offered to visit the homes of any concerned owners. An owner from Islamorada voiced his request. Chairman Spavento stated that the weeds are keeping the fish away. Supervisor Dean asked to have All State come to a meeting to speak to the Board.

Action: District Management was directed to have All State Resource Management visit the home of Mr. Carpenelli in Islamorada and to attend a Board meeting.

Time: 2:14

Supervisor Dean asked what would be the next step with First American Telecommunications, the current provider of pay phone services. Supervisor Hall asked if the intent was to cancel the contract. The Board agreed that it was. Mr. Pawelczyk recommended that a copy of the contract be obtained since the copy in both his and the District's files was

illegible. Supervisor Hall also recommended a notice of cancellation is sent to First American Telecommunications. The Board concurred

Action:	The Board directed the District Attorney to work with District Management to prepare a cancellation notice for First American Telecommunications
Time:	2:18

Chairman Spavento asked if the installation of ropes on the nautical post was complete. Millie Otero responded that the project was completed that week.

Supervisor Dean recessed the meeting at 9:19 pm.

The meeting was reconvened at 9:25 pm

11. Old Business

- a. Envera Systems – Supervisor Dean reported that the counsel for Envera and the District's Attorney had been working on the contract. Supervisor Dean stated that he expected to have an agreement to present to the Board by the next meeting. Chairman Spavento informed the Board that he had been in touch with several companies concerning the cabling needs for the gate installation. Chairman Spavento explained that he would like to coordinate a meeting to be attended by all the parties involved in the process and further requested that Supervisor Dean attend as well. Given that more than one Supervisor would then be at the meeting, Michael Pawelczyk recommended having the meeting advertised and having a quorum of the Board present.
- b. Audit Selection Committee – With having had appropriate notice previously published the Board the convened the Audit Selection Committee.

Millie Otero reported the cost per bidder as follows:

S Davis & Associates \$13,000

GLSC & Company \$ 8,000

Ms. Otero informed the Board that she called the following cities to request references for GLSC & Company:

City of Margate – Current auditors. Conducted audits for 3 years

City of Tamarac – Current auditors, Conducted audits for 5 years and were engaged for an additional 5 years

City of Miami Lakes – Have conducted the audits since 2001 to the present

City of Pembroke Pines – Current auditors. Conducted in partnership for 3 years

City of Lauderdale Lakes – Conducted audits for 3 years

Ms. Otero reported that all the above references were positive on the work performed by GLSC & Company. Michael Pawelczyk reminded the Audit Selection Committee of the auditor selection evaluation criteria. After discussion the Board determined that both S. Davis & Associates and GLSC & Company both met all the selection criteria and with price being the tie-breaking factor that the contract should be awarded to GLSC & COMPANY.

Motion:	To retain the services of GLSC & Company for the 2007 – 2008 Audit
By:	Supervisor Hagen
Second:	Supervisor Hall
Vote:	5-0
Action:	Present recommendation to the Board to contract GLSC & Company
Time:	2:39

The Committee reconvened as the Board.

Motion:	To accept the recommendation of the Audit Committee to retain the services of GLSC & Company to conduct the 2007-2008 Audit
By:	Supervisor Hagen
Second:	Supervisor Hall
Vote:	5-0
Action:	The Board directed District Management to enter into contract negotiation with GLSC & Company
Time:	2:42

- c. Status of the banner brackets for the entryway light poles– Millie Otero reported to the Board that she had forwarded a copy of the original order to the attention of Gordon at RLS Lighting. She added that she spoke to Gordon and he agreed to send the 12 banner brackets that are needed to hold the bottom arms for the banners.
- d. Pest Control – Chairman Spavento indicated that many residents are experiencing a problem with rats on their lots.

Action:	The Board directed District Management have the pest control service company address the problem
Time:	2:46

12. New Business

- a. 3137 Cape Circle vacant property– It is a foreclosure property adjacent to Peninsula Park. Millie Otero reported that she contacted the bank and she was informed that the property is under contract for sale.
- b. Excel Electric proposal – Excel presented a proposal total cost of \$5,795 to add lights to the second entrances of Las Brisas and Port Antigua. Excel reported that the Port Antigua entrance has electrical power while the entrance to Las Brisas does not have power. Chairman Spavento asked for the reason that only Excel Electric was being used to conduct work in the District. After discussion it was determined that further detail was required on the quote presented by Excel Electric and to solicit additional quotes.

Action:	The Board directed District Management to request additional quotes for the lights at the
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second entrances of Las Brisas and Port Antigua and for Excel Electric to supply a breakdown of cost on their quote.

Time: 2:50

c. Public Hearing for proposed rules – Michael Pawelczyk distributed to the Board copies of the revised rules.

Motion: To table the discussion on the proposed rules for the next meeting.

By: Chairman Spavento

Second: Supervisor Hall

Vote: 5-0

Action: Add the proposed rules as an item on the agenda for the next meeting.

Time: 2:52

Motion: To adjourn the meeting

By: Chairman Spavento

Second: Supervisor Hall

Vote: 5-0

Action: The meeting was adjourned at 9:53 p.m.

Time: 2:53

Leigh Hoffman, Secretary