

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

February 12, 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 7:02 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. Approval of Minutes**

<b>Motion:</b>	Approval of the minutes as revised for the Regular Board Meeting held on January 8, 2009.
<b>By:</b>	Supervisor Dean
<b>Second:</b>	Supervisor Hagen
<b>Vote:</b>	5-0
<b>Action:</b>	Make the revisions, add the minutes to the District records and post on the website.
<b>Time:</b>	0:04.50

**2. Approval of Invoices**

Chairman Spavento inquired if the vendor for check 10858 was providing services all along. Leigh Hoffman responded that Bayo's Pest Control is the supplier of exterminating services to the District. Chairman Spavento requested the CHI maintenance check to be set aside for discussion. He asked Leigh Hoffman what were the hourly charges for maintenance services by CHI. Leigh Hoffman responded that the hourly rates remained unchanged. Chairman Spavento requested to have the hourly charges for the truck and the labor combined as originally requested by the Board. Chairman Spavento also inquired if the charge for testing the lights represented the staff going to each area to turn the lights on during the day to check for replacements needed. Leigh Hoffman responded that the testing of the lights was done during the day. Chairman Spavento requested that the cost of the rope installation be clarified on the cost per unit versus the hourly.

Supervisor Hagen recommended presenting a cover sheet that would summarize the hourly expense and the materials.

<b>Motion:</b>	To approve the checks listed in the Checking Account Register and the Supplemental Register excluding the check payable to CHI for the maintenance services.
<b>By:</b>	Supervisor Hagen
<b>Second:</b>	Supervisor Dean
<b>Vote:</b>	5-0
<b>Action:</b>	Release the signed checks.
<b>Time:</b>	0:19.13

Chairman Spavento had questions concerning the expenses incurred on maintenance for irrigation, pavers and sod in Peninsula Park. Supervisor Dean asked Chairman Spavento what action he would like to see taken. Chairman Spavento responded that the Board should proceed with the meeting and he would request answers from District Management during the month.

<b>Motion:</b>	To approve check number 10878 payable to CHI for maintenance services
<b>By:</b>	Supervisor Hagen
<b>Second:</b>	Supervisor Dean
<b>Vote:</b>	4-1 (Gallucci: YES; Dean: YES; Hagen: YES; Hall: YES; Spavento: NO)
<b>Action:</b>	Release the signed check.
<b>Time:</b>	0:20.27

### 3. Presentations

Jeff Hutchinson from All Resource Management was present to address the condition of the lake with respect to vegetation. Mr. Hutchinson reported that the service Coral Bay's lake and canals twice a month. He explained that most of the problems come from the canals especially during the summer months. Jeff Hutchinson stated that recently 40 carp had been placed in the canal. Chairman Spavento informed Mr. Hutchinson that homeowners from Islamorada had submitted a petition requesting the removal of the dead decaying vegetation from the lake. Mr. Hutchinson informed the Board that the lake had been treated three weeks prior for the growing vegetation. Supervisor Dean asked Mr. Hutchinson what was the specific purpose of the treatment. Jeff Hutchinson responded it was to eliminate approximately 75 percent of the eelgrass present in the lake and that he would be monitoring the lake to follow the progress of the treatment. He added that the eelgrass aids in the control of erosion. Supervisor Hagen inquired if there was any way to remove the dead eelgrass instead of waiting for it to decompose after the treatment. Mr. Hutchinson responded that the grass is rooted at the bottom of the lake not

allowing for an easy process to remove. Supervisor Hagen asked if there anything that ate the eel grass. Jeff Hutchinson explained that there were no fish known to eat the eelgrass. He also said that the eelgrass is good for the eco-system but there is too much of it in the lake at his time. Supervisor Dean asked Mr. Hutchinson what were the chemicals used for the lake treatment. Mr. Hutchinson responded the three chemicals used were copper sulfate, hydrosol 191 endactol and granular sonar. Michael Pawelczyk asked if snakeheads were identified in the lake, did that need to be reported to the State. Jeff Hutchinson explained that the way these species get into to the waters is when people purchase them at pet stores and often release them many times after hurricanes due to the loss of electrical power. He also stated that per the state, these species are here to stay. Chairman Spavento requested that if any of the homeowner that signed the petition called about the eelgrass, that he would inform them that it would take two to three months to see a reduction of the eelgrass in the lake.

<b>Action:</b>	District Management was directed to send a letter to each homeowner that signed the petition to explain the situation with the treatment
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<b>Time:</b>	0:49.30
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#### 4. Audience Comments

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

There were no audience comments at the meeting.

#### 5. Supervisor's Comments

Supervisors commented on the following, among other items:

- a. Many species of fish can be purchased at pet stores and can easily find their way to the lakes and canals in the area.

#### 6. District Engineer's Report

Robert Cole Reviewed the status report dated February 12, 2009 sent to the Board in advance of the meeting and, commented on, among other the following matters:

- a. Peninsula Park: Mr. Cole reported that Chris Zimmerman from CPZ Architects prepared the punch list for the building. He reported that Richard Noon Construction would complete the items listed the following week. Robert Cole informed the Board that the architect recommended the installation of railings on the raised platform outside of the bathrooms. He added that it is not an ADA requirement. Supervisor Dean inquired if painting a stripe would be satisfactory. Richard Noon stated that the architect also suggested the painted stripe. Supervisor Dean requested the item to be added to the punch list. Mr. Cole reported that the pool work was completed.
- b. Shoreline Erosion and Headwalls project. Robert Cole informed the Board that the plans were being revised.

- c. Lake maintenance easement: District Engineering staked the three Islamorada lots that are obstructing the lake easement. Chairman Spavento asked is any action was taken. Millie Otero responded that District Management had sent letters to each lot owner requesting the removal of the items identified as obstructing the lake easement. Discussion determined that follow up action was needed.

<b>Action:</b>	The District Attorney was directed to send a letter to each homeowner to request compliance
<b>Time:</b>	1:06

Supervisor Gallucci expressed concern with the slope of the boat ramp. Robert Cole explained that the problem was due to the lower water level. Supervisor Gallucci asked about the repair of the boat ramp gate. Millie Otero informed Mr. Cole that US Grounds had inspected the gate and stated that they would have the gate repaired. Mr. Cole stated that he would contact US Grounds to ensure they conduct the necessary repairs to the gate.

#### 7. District Attorney's Report

Michael Pawelczyk informed the Board that a letter was sent to the city Attorney to address the issues of private versus public between the City and the District. He reported that Captain Watson had called and left message but they had not been able to talk. Mr. Pawelczyk stated that he would report via e-mail to the Board and District Management on the outcome of their communication.

Michael Pawelczyk requested the tabling of the amendment to the rules for the next meeting in order to allow more time to receive comments.

Mr. Pawelczyk informed the Board that he had worked on the Envera Systems contract, which would be discussed later on the agenda. He added that he had received several parts of the contract but was waiting for a complete copy to be forwarded by Envera Systems.

Michael Pawelczyk reported that the District had entered into 10-year agreement for the public phones with First American Telecommunications in 2004. He explained that in order to cancel the contract the District would have to pay the monthly fee times the amount of months that remain in the contract. Chairman Spavento stated that the Fay's Cove pool pay phone was out of order. He requested for the phones to be checked regularly. Michael Pawelczyk recommended a log be maintained on the reporting of the phone service. Richard Noon informed the Board that Peninsula Park did not have a phone.

<b>Action:</b>	District Management was directed to contact First American Telecommunications to report the missing phone at Peninsula Park and the phones that were out of service
<b>Time:</b>	1:27

### 8. Treasurer's Report

Supervisor Hagen informed the Board that a plan needed to be created to manage the major projects. Supervisor Dean asked Supervisor Hagen what was needed to create the plan. Supervisor Hagen responded that it would start once the gate project with Envera Systems is approved. Supervisor Hagen stated that she would coordinate with Millie Otero to present a copy of the latest version major projects list at the next meeting.

Supervisor Hagen reported that a request was made to meet with the FEMA representatives to provide the answers requested at the last meeting. Supervisor Hagen informed the Board that even under the worse case scenario the funds are available to manage the cost of the Envera Project. She added that there were funds from the bond that were due as a reimbursement to the District.

<b>Action:</b>	District Management was directed to contact the trustee on the procedure required to reimburse the operating fund
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<b>Time:</b>	1:34
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Supervisor Hagen asked Richard Noon the status of the final change order for the lighthouse at Peninsula Park. Mr. Noon responded that the change was submitted to Craven Thompson and that they had requested additional information, which he would supply. Supervisor Hagen stated that she expected to see the final change order at the next meeting

### 9. District Management Report

Millie Otero addressed the following item:

- a. Peninsula Park – The dock was blocked with temporary fencing and no trespassing signs were posted. The time clock to the irrigation system was replaced. The repairs of the irrigation lines are in progress. The pavers to the small gazebo bases need to be secured with wood to avoid shifting. Supervisor Dean suggested having the pavers removed and replaced with sod.

<b>Action:</b>	District Management was directed to have the pavers to the small gazebo bases removed and replace with sod
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<b>Time:</b>	2:0
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Excel Electric buried the electric wiring on the bases of the small gazebos. One of the concrete bases for the bike racks needs replacement and the second concrete base needs the damaged sides to be cut off. The walkway to the pool has two areas with trip hazard that need to be corrected.

<b>Action:</b>	District Management was directed to request quotes and award the concrete work to a qualified contractor for the repairs in Peninsula Park
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<b>Time:</b>	2:03
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- b. The claim concerning alleged damages at the 30<sup>th</sup> Street gate is under investigation by the insurance company. A new claim was submitted to the insurance concerning an alleged trip and fall on a sidewalk in Islamorada for which an insurance investigator is to be appointed.
- c. Leigh Hoffman reported that Clearview Building Services was awarded the pressure-cleaning

project. He added that work started at the South Bay Drive entrance. He also informed the Board that the tagging and towing program had started approximately three weeks prior to the meeting. Mr. Hoffman explained the program had been concentrated in Fay's Cove and Islamorada where District Management received reports of vehicles parked on the streets overnight. Chairman Spavento asked about a camper that was parked by the tennis courts. Leigh Hoffman responded that he had not received a report concerning this vehicle from the tagging company and he would contact them the next day to address the matter.

- d. Millie Otero reported that Sergeant Fix had responded to her e-mail previously sent to him regarding the speed limit inside the villages, the directional arrows at North Bay Drive and the traffic signs that he previously commented on. In his response, Sergeant Fix requested a copy of the traffic study done by the District in 2006 to address the speed limit in court. District Engineering provided an original copy of the study. Supervisor Dean explained that the study conducted in 2006 only covered the perimeter road and the speed humps inside the communities. Millie Otero responded that she would submit the study as requested. Sergeant Fix also requested a letter from the contractor that installed the traffic signs, Richard Noon Construction, stating that the signs meet the law-required height. Richard Noon presented the letter to Millie Otero. Sergeant Fix directed Ms. Otero to call the City Engineer's office to request the procedure for the directional arrows. Ms. Otero Spoke to Andrew Pinney, Associate Planner for the City of Margate; he stated that the District would have to present an engineering study indicating that the lanes line up with the lanes from the opposite side and meet DOT standards.
- e. The application to the City for the speed humps was forwarded to Craven Thompson. Ed Ploski from Craven Thompson met with Emilio Esteban, City Engineer. Mr. Esteban informed Mr. Ploski that the District needs to supply the amount of speed humps being requested and their location. Mr. Ploski was also informed the gates as well as the speed humps would have to go for an administrative review with the Development Review Committee. For this process the city also requested an updated traffic study and the vote of 2/3 of the community in favor of the speed humps and the gates. Supervisor Dean indicated that the speed humps needed are for the gates and the perimeter road.

<b>Action:</b>	Craven Thompson was directed to complete the application to the City of Margate and site plan for speed humps at the gates an the perimeter road.
<b>Time:</b>	2:46

- f. As requested by the Board IGM Landscaping submitted a proposal for planting 10 palm trees at the entrance of South Bay Drive and one coconut palm for North Bay Drive. Supervisor Hall asked if the quote included the removal of the 4 palm trees currently at the entrance. Millie Otero would ask Terry Glynn from IGM.

<b>Action:</b>	District Management was directed to present revised cost to include the removal of 4 coconut palms at the South Bay entrance.
<b>Time:</b>	2:48

Chairman Spavento recessed the meeting at 9:50 pm.

The meeting was reconvened at 10:00 pm

Supervisor Hall stated that the four coconuts palms on South Bay Drive are healthy and could remain in place. Supervisor Dean responded that he understood but it would not be

advisable to plant more coconut palms and the entrance feature should have the same trees at about same height.

<b>Action:</b>	District Management was directed to (i) have IGM Landscaping plant one coconut palm at the North Bay Drive entrance. To (ii) request a quote for: replanting 4 coconut palms and including an estimate of their chances for survival, and (iii) request a recommendation for other trees that could be planted at the entrance.
<b>Time:</b>	3:02

- g. The planting of the trees under the Broward Beautiful grant is expected to start next week. There is temporary irrigation to be installed prior to planting the trees since initially they need to be watered daily.

Supervisor Dean inquired about the status of the irrigation by the 30<sup>th</sup> Street gate Leigh Hoffman responded that he would assess the situation. Chairman Spavento noted that the monument at the entrance to Port Antigua needed to be painted due to patched areas that were painted with the incorrect color. He also requested that all the books with the before and after maintenance pictures created by CHI be delivered to the District's office by the next meeting. Chairman Spavento stated that the light that pointed towards the flag needed to be adjusted. He also requested the total cost for the replacement (removal and reinstallation) of the rope on the nautical posts in the community.

Chairman Spavento expressed concern with the lack of regular office coverage at the onsite office. Leigh Hoffman responded that District Management has been flexible in order to accommodate to the requests of owners as well as to be available for meetings and vendors. Supervisor Dean stated that it was published in the "Buzz" that there were office hours. In addition he expressed the need for someone present on the grounds. Chairman Spavento expressed his preference of having Mr. Hoffman or Ms. Otero onsite Monday mornings to give direction to the maintenance staff.

## 10. Old Business

- a. Envera Systems – Supervisor Dean reported that he was waiting for Envera to submit a complete contract with the costs. Supervisor Dean asked Supervisor Hall what was his concern with the Envera contract. Supervisor Hall responded he would like to see a reduction in cost for the installation of 5 to 10 percent as well as a 10 percent reduction in the monitoring fee. He added that the vendor's profit comes from the monitoring service and not so much from the installation of the equipment. Chairman Spavento reviewed the proposals submitted by AT & T and by Realinx. He explained that AT & T serves their customer first. Chairman Spavento stated that he would be meeting with Comcast for the third proposal. He was also planning to meet with another company for the trenching since the service company would not conduct that work.
- b. Speed humps – This item was discussed under the District Manager's Report.  
Robert Cole was excused from the meeting at 11:00 pm.
- c. Chairman Spavento signed the GLSC & COMPANY contract at the meeting.
- d. The Engagement letter for Dana Moss was presented to the Board for approval. Michael Pawelczyk informed the Board that the engagement letter should have a "not to exceed amount" instead of a range from \$3,500 to \$6,000. Mr. Pawelczyk agreed to call Mr. Moss and discuss the change with him.

<b>Motion:</b>	To accept the Engagement Letter presented by Dana Moss after negotiation by Michael Pawelczyk and Leigh Hoffman to revise the letter to read “not to exceed \$6,000”
<b>By:</b>	Supervisor Dean
<b>Second:</b>	Supervisor Hall
<b>Vote:</b>	5-0
<b>Action:</b>	Michael Pawelczyk and Leigh Hoffman to communicate with Dana Moss on the required change. Approval of revised Engagement Letter.
<b>Time:</b>	4:00

- e. The proposals for the electric work at the entrances of Port Antigua and Islamorada were tabled for the next meeting
- f. Light poles banner brackets – Millie Otero reported to the Board that the 12 brackets were at the office of RLS Lighting and they agreed to have them delivered. Chairman Spavento told Ms. Otero that if the brackets were not delivered he could go to their office to pick-up the package.

**11. New Business**

- a. Petition to Clean up the Lake – This item was discussed during the presentation by Jeff Hutchinson from All State Resource Management. District Management was instructed to send a letter to all the owners that signed the petition (see item 3)
- b. Public Hearing for Proposed Rules – The Board tabled the item without objection

<b>Motion:</b>	To adjourn the meeting
<b>By:</b>	Supervisor Hagen
<b>Second:</b>	Supervisor Hall
<b>Vote:</b>	5-0
<b>Action:</b>	The meeting was adjourned at 11:24 p.m.
<b>Time:</b>	4:09

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Leigh Hoffman, Secretary