

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

June 11, 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 7:03 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 and GMS representative Dennis Baldis.

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

Motion:	To approve the minutes of the meeting held on May 14, 2009
By:	Supervisor Dean
Second:	Supervisor Hagen
Vote:	5-0
Action:	To add the minutes to the District records and post on the website.
Time:	0:01.03

Supervisor Hagen requested to move the presentation by GMS and also to move the District Attorney's report. The request was granted without objection.

2. Presentations

Michael Pawelczyk stated that GMS was flexible and the scope of services could be changed if needed. He added that the agreement is a work in progress. Supervisor Hagen asked Dennis Baldis how he saw himself starting operations in the District. Mr. Baldis responded he would first require copies of all contracts that he would be responsible to oversee, then he would meet with each vendor to discuss with them what the District expects from each vendor. Supervisor Dean said he saw two things needed; one to supply the copies of the contracts and second, who would be the District's contact. Chairman Spavento in response clarified that he would be the contact. Supervisor Hagen asked if there were questions or concerns between District Management and GMS. Leigh Hoffman stated he did not see any problem. Mr.

Pawelczyk stated that the start date for GMS would be Wednesday June 17, 2009 with the first site meeting.

3. District Engineer's Report

Robert Cole reviewed the status report dated June 11, 2009 sent to the Board in advance of the meeting and, commented on, among others the following matters:

- a. Mr. Cole stated he had received the Shoreline/Headwalls executed contract.
- b. Robert Cole explained that the contract for the docks at Peninsula Park and the clubhouse executed by the vendor was received. Michael Pawelczyk was handed the contract of review prior to Chairman Spavento signing the contract. Mr. Cole distributed samples chips of the decking to the supervisors for the selection of color for the docks. The color selected was Cape Cod Grey.
- c. Mr. Cole reported that a change order was submitted by Richard Noon for the lighthouse, but it is under review.
- d. Supervisor Gallucci asked about the status of the gate at the boat ramp. Mr. Cole stated management was handling that. Millie Otero stated she was in contact with U.S. Grounds to have the contractor correct the problem with the gate.
- e. Supervisor Hall asked Mr. Cole if he had received a copy of the budget to review from an engineering standpoint. Mr. Hoffman responded he had not forwarded a copy of the proposed budget to Mr. Cole. Mr. Hoffman provided Mr. Cole with a copy of the proposed budget for his review.
- f. Supervisor Dean mentioned that the catch basin had to be cleaned before going too far into the hurricane season.

4. Audience Comments

No comments

5. Supervisor's Comments

- a. Happy Father's Day
- b. Chairman Spavento asked Michael Pawelczyk if the boat ramp gate could be locked. Michael Pawelczyk responded the gate could be locked as long as the key was made available for access.

6. District Attorney's Report

- a. Michael Pawelczyk informed the Board of a proposed Bill that refers to Special Districts. The Bill would be in effect on July 1, 2009. Mr. Pawelczyk explained that there were two items on the Bill that would be of interest to the District. One to raise the bid requirement to \$300,000. The second to be able to piggyback on a

competitive bid by another Special District. Supervisor Hagen asked Michael Pawelczyk if the information on the Bill could be included in the "Buzz". Supervisor Dean stated he had spoken to Mr. Pawelczyk and he would be working on an article to be published in the "Buzz".

- b. Michael Pawelczyk explained that a concern was expressed related to what would happen if the cameras were vandalized prior to being operational. Mr. Pawelczyk presented the concern to Envera Systems. Envera Systems agreed to be responsible in the event that any vandalism occurs prior to the system going into operation. Mr. Pawelczyk prepared an addendum to the contract and forwarded to Envera Systems.

7. Approval of Invoices

Supervisor Hagen stated she had some questions related to reviewed invoices. Her first question was on the status of First American Telecommunications and the public phones. Mr. Hoffman read a letter drafted by the District Attorney and mailed declaring First American in default. Supervisor Hagen inquired on the windscreen charge on the National Rental invoice for the temporary fence. Millie Otero responded that the windscreens had been removed after the boat ramp was completed. Chairman Spavento requested having check #11006 voided. He informed the Board he had walked around the perimeter wall and noticed that the repairs seem poorly done. Chairman Spavento recommended reissuing a check to CHI deducting the charges for the wall repairs. Check # 11008 issued to CHI was also held pending the submission of a revised invoice.

Motion:	To approve the check register and supplemental checks, holding checks 11006, 11008 and 11022
By:	Supervisor Dean
Second:	Supervisor Hall
Vote:	5-0
Action:	Release the approved signed checks.
Time:	0:01.12

Chairman Spavento asked if someone had walked the wall. Mr. Hoffman responded he looked at some of the completed areas two weeks prior.

Motion:	To approve check #11022 and to check with National Rental re: windscreen charge
By:	Supervisor Dean
Second:	Supervisor Hagen
Vote:	5-0

Action:	Release the signed check.
Time:	0:01.15

Supervisor Hagen explained what happened with the CHI \$70.00 invoice for the pavers. Chairman Spavento expressed concerns with CHI charges for checking lights three weeks ago and finding maintenance checking lights again. Supervisor Hagen stated that she saw the need to tighten procedures. Supervisor Dean asked what was the resolution for the CHI invoice. Michael Pawelczyk stated he recalled that CHI was instructed to have a quote for any substantial jobs like the wall.

Motion:	To re-issue a check to CHI for \$3,885.26
By:	Supervisor Hall
Second:	Supervisor Dean
Vote:	5-0
Action:	Release the signed check.
Time:	0:01.36

The District Management was asked to request a report from CHI with an explanation and details on the perimeter wall work.

8. Treasurer's Report

Supervisor Hagen wanted to go over the General Fund Balance Sheet to explain the District's position at the end of the year. Supervisor Hagen reviewed the Assets and the Liabilities. She explained in reviewing the General Fund P&L that at the end of the year, the District would have a favorable balance of \$71,690.00.

9. District Manager's Report

- a. Mr. Hoffman submitted copies of a proposed policy for the lake maintenance easement. Supervisor Dean asked if the policy precluded the docks. Michael Pawelczyk stated that what was presented was a draft for the Board to review and give directions. Mr. Pawelczyk stated the Board needed to provide direction in order for the policy to be completed. Chairman Spavento suggested reviewing the draft policy and returning with recommendations at the next meeting.

Chairman Spavento recessed meeting at 9:15 p.m.

The meeting reconvened at 9:27 p.m.

- b. Mr. Hoffman presented preliminary a report submitted by GLSC & Company for the

2007- 08 audit. He encouraged the Board to review the report. Supervisor Hagen reported she had asked Wilbert Santos from GLSC & Company when a draft of the Financial Statements would be ready for review. Mr. Santos informed Supervisor Hagen a report would be ready for the July meeting.

Millie Otero reported on the following items:

- a. There was discussion by the Board regarding the banners as to vinyl versus nylon. Ms. Otero received a direction to have the banners made in vinyl and printed on both sides.
- b. Supervisor Dean mentioned that the LED lighting on North Bay Drive had a problem. Mr. Hoffman mentioned it could be an electrical problem and it was being reviewed. Supervisor Dean stated the electric meter boxes should be locked.
- c. Chairman Spavento recommended looking after July 1, 2009 to piggyback on the contractor being used by the City of Margate to re-stripe the roads. Supervisor Hall asked if the Field Manager could mark the areas on the community roads where the top layer was lifting in order to request quotes for the repairs.

10. Old Business

- a. Parks & Polls Monitoring System - Supervisor Dean stated there were two checks approved, one for Comcast and one for Envera for the down payment for the parks and pools. Supervisor Dean explained that at the Fay's Cove pool and the Clubhouse there was service in place. Supervisor Dean also added that for Peninsula Park there were two proposals, one from Comcast and one from AT&T. The cost from both company's proposals were almost identical. Supervisor Hall asked Supervisor Dean what would be the schedule with Envera for the parks and pools. Supervisor Dean responded that he needed to have an executed agreement in order to set a schedule for the work to start.
- b. Proposed 2009-2010 Budget – The Board discussed the steps required to reach an approved budget and the deadline for submission to Broward County.

Motion:	To conduct a Budget Workshop on July 8, 2009 at 7:00 p.m.
By:	Supervisor Hall
Second:	Supervisor Dean
Vote:	5-0
Action:	Budget Workshop will be held as stated above
Time:	0:3.00

11. New Business

- a. Schedule Budget Hearing – After discussion the Board selected August 13, 2009 for the Budget Hearing.

Motion:	For Resolution 2009-1 to proceed with Public Hearing on August 13, 2009 at 7:00 p.m. for the approval of the 2009-2010 Budget
By:	Supervisor Dean
Second:	Supervisor Hall
Vote:	5-0
Action:	Advertise the Public Hearing to be held on August 13, 2009 at 7:00 p.m.
Time:	0:3.10

- b. Public Hearing – The Public Hearing for consideration of the Amended and Restricted Rules of Procedures was opened. Michael Pawelczyk reviewed the changes that were submitted for approval. Chairman Spavento asked Mr. Pawelczyk if bids should be opened at a meeting. Mr. Pawelczyk responded that the bids do not need to be opened at a meeting. He added that it is customary to have District Management and/or District Engineer open the bids and report the results to the Board.

Motion:	To adopt Resolution 2009-02
By:	Supervisor Dean
Second:	Supervisor Hall
Vote:	5-0
Action:	Adopt Resolution 2009-02
Time:	0:03.23

Michael Pawelczyk left the meeting at 10:55 p.m.

- c. Opening of Peninsula Park – Supervisor Dean asked Mr. Hoffman to move along with the re-opening process at Peninsula Park. Supervisor Dean also requested to have the contractors start the dock at Peninsula Park first as well as the Shoreline work. Supervisor Hagen requested an e-mail to be sent to the Supervisors with the approximate start date for the two projects.

Supervisor Dean stated that if the District was to proceed with the gates, it would be necessary to move on the infrastructure. Supervisor Dean added that Coral Bay needed to provide information for the community on the concept of the gates and how the gates would operate.

Motion:	To approve the concept for the gates as presented by Envera subject to ratification at the September 2009 meeting.
By:	Supervisor Dean
Second:	Supervisor Hagen
Vote:	5-0

Action:	To ratify Envera gate concept at September 2009 meeting.
Time:	0:04.01

Supervisor Dean expressed that the District would need to request the rolls from the homeowners associations and to communicate with the Property Managers on identifying in each community who is an owner and who is a renter.

Motion:	To adjourn the meeting
By:	Supervisor Hall
Second:	Supervisor Dean
Vote:	5-0
Action:	The meeting was adjourned at 11:33 p.m.
Time:	0:4.16

Leigh Hoffman, Secretary