

**MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Monday, September 25, 2017 at 4:36 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Jeff Macre	Chair
Bob Da Silva	Board Member
Kyle Scholl	Board Member

Also present were:

Joe MacLaren	Fishkind & Associates
Jennifer Walden	Fishkind & Associates
Tucker Mackie	Hopping Green & Sams (via phone)
John Florio	Donald W. McIntosh Associates (via phone)
Larry Kaufmann	District Construction Supervisor (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. MacLaren noted that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the
Minutes of the July 18, 2017
Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the July 18, 2017 Board of Supervisors' Meeting. Mr. Florio provided edits.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the July 18, 2017 Board of Supervisors' Meeting, as amended.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2017-06, Amending
Resolution 2017-05 to Re-
schedule the Public Hearing
on the Adoption of the Fiscal
Year 2018 Budget**

Mr. MacLaren explained that this is an administrative matter in which the Board sets the date of the public hearing and the District needed in light of Hurricane Irma to reset it from August 15, 2017 to today.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2017-06, Amending Resolution 2017-05 to Re-schedule the Public Hearing on the Adoption of the Fiscal Year 2018 Budget to September 25, 2017.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2017-07, Approving an
Annual Meeting Schedule
for Fiscal Year 2017-2018**

Mr. MacLaren proposed that the District keep the same meeting schedule which is the 3rd Tuesday of each month at 4:30 p.m. at this location.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2017-07, Approving an Annual Meeting Schedule for Fiscal Year 2017-2018.

SIXTH ORDER OF BUSINESS

**Public Hearing on the
Adoption of the District's
Annual Budget**

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2017-08, Adopting the Fiscal Year 2018 Budget and Appropriating Funds**

Mr. MacLaren explained that the District advertised a public hearing on the budget and recommended a motion from the Board to open the public hearing.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District opened the Public Hearing.

Mr. MacLaren stated that the proposed O&M budget has not changed since it was last presented to the Board and is attached to Resolution 2017-08 as Exhibit A. Also included is the Debt Service Budget which reflects the lower debt service amounts required under the District's refunding bonds that were issued in 2016. Mr. MacLaren proposed that assessments fund \$492,716.16 of the District's budget and he called for comments from the public. Mr. Macre stated that the overall damage to the District from the storm seemed to be minimal and asked if the light posts are covered by OUC. Mr. Kaufmann stated that OUC covers the maintenance and damage from storms for the light posts. Mr. MacLaren recommended a motion to close the public hearing on the budget.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District closed the Public Hearing.

Mr. MacLaren requested approval of Resolution 2017-08.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2017-08, Adopting the Fiscal Year 2018 Budget and Appropriating Funds.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2017-09, Adopting an
Assessment Roll for Fiscal
Year 2018 and Certifying
Special Assessments for
Collection**

Mr. MacLaren explained that the total assessments are the exact same as last year so all the units within Village Walk and the Enclave will be assessed the same. Mr. Macre asked if the District factors in yearly expenses and asked if the District has started to factor some future repairs in yet. Mr. MacLaren noted that the District has an un-earmarked Capital Reserve but it might be a good idea for the District to consider making sure that they are saving enough. Ms. Walden noted that last year there were items specifically broken out which included \$40,000.00 for trail benches and \$100,000.00 for crosswalk improvements. She added that this year those items were moved as a total sum to the Hardscape Improvements line so that it can be used for different items that are needed instead of being earmarked for only those specific listed items. Mr. Kaufmann reminded the Board that any damage from the storm on hardscape may be covered in the insurance policy. Mr. Da Silva asked what the deductible is. Mr. MacLaren said it is high and he asked Mr. Reed to see if any of those hardscape items had damage. He noted that Mr. Reed reported back that he did not see any damage to the hardscaping. The District is doing another survey of the hardscaping again to ensure that everything is covered. Mr. Macre mentioned the lighting up across the bridge may have some damage. Mr. Da Silva stated that it seems like some of the lights on the bridge are damaged but it is a different District's responsibility to maintain it. Mr. MacLaren asked if there were monuments in Myrtle Creek. Mr. Da Silva said that there is one outside of Watermark and one at the far end as people come in off Narcoossee. Mr. MacLaren will check that the District has insurance on those and he said he is not sure if the low walls in the median need to be insured or not and will double check and report back to the Board.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2017-09, Adopting an Assessment Roll for Fiscal Year 2018 and Certifying Special Assessments for Collection.

EIGHTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 463 – 466 Approved in
July 2017 in an amount
totaling \$3,151.73 and
Requisition Nos. 467 – 470**

Approved in August in an amount totaling \$1,724.91

Board Members reviewed Requisition Nos. 463 – 466 Approved in July 2017 in an amount totaling \$3,151.73 and Requisition Nos. 467 – 470 approved in August in an amount totaling \$1,724.91.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Requisition Nos. 463 – 466 Approved in July 2017 in an amount totaling \$3,151.73 and Requisition Nos. 467 – 470 Approved in August in an amount totaling \$1,724.91.

NINTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in July 2017 in an amount totaling \$23,351.92 and in August 2017 in an amount totaling \$38,350.40

Board Members reviewed the Operation and Maintenance Expenditures paid in July 2017 in an amount totaling \$23,351.92 and in August 2017 in an amount totaling \$38,350.40. Mr. Macre asked about the web hosting company. Ms. Walden explained that the email addresses will stay the same but the District needs to do an update and switch the hosting.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in July 2017 in an amount totaling \$23,351.92 and in August 2017 in an amount totaling \$38,350.40.

TENTH ORDER OF BUSINESS

Recommended Work Authorization/proposed Services

There were none at this time.

Mr. Da Silva stated that he noticed the crosswalk sign between the East Village Walk entrance and the Enclave appeared to have sustained wind damage from the storm. Since the sign was loose he suggested that the District Engineer take a look at it and make sure it gets repaired.

ELEVENTH ORDER OF BUSINESS

**Review of District's
Financial Position and
Budget to Actual YTD**

Board Members reviewed the Statement of Financial Position and Budget to Actual through today's date. Mr. MacLaren stated that through the end of August the District had incurred \$484,000.00 in actual expenses vs. a budget of \$664,000.00. The District is under budget at this point in the fiscal year. There was no action required.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – No Report

District Engineer – Mr. Florio explained that he thinks that the District solved the issue with the City of Orlando on the RRFB, however, the hurricane activities put the City's follow-up behind but Mr. Florio will work through that.

Mr. Florio previously spoke with the Expressway Authority and went over some options and they said that they were willing to entertain the idea of signal ahead signs along the route but have asked Mr. Florio to put together a sketch to show them, which he is working on now. He explained that there is still hope the District can get something done on the ramps. A discussion took place about the type of signs and Mr. Florio said he will work through it and let the Board know. Mr. Kaufmann noted that the District may have someone go out and look at the landscaping around that intersection to see if anything needs trimmed to provide better visibility.

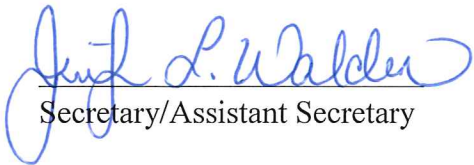
Construction Supervisor – No Report

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

There was no further business to discuss.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the September 25, 2017 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair