

**MINUTES OF MEETING
REUNION WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Reunion West Community Development District was held on Thursday, **May 12, 2022** at 11:02 a.m. at Heritage Crossing Community Center, 7715 Heritage Crossing Way, Reunion, FL.

Present and constituting a quorum:

Mark Greenstein	Chairman
Graham Staley	Assistant Secretary
Michael Mancke	Assistant Secretary
Sharon Harley	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Kristen Trucco	District Counsel
Jan Carpenter	Latham Luna
Jay Lazarovich	District Counsel
Steve Boyd	District Engineer
Mike Smith	Yellowstone
Victor Vargas	Reunion Security
Alan Scheerer	Field Manager
Garret Huegel	Yellowstone Landscape

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order and called the roll. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams noted there was one attendee on Zoom. Resident Alexandre (353 Southfield Street) commented on speeding control, prevention, and enforcement.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 14, 2022 Meeting

Ms. Adams presented a draft of the meeting minutes from April 14, 2022. The Board had no changes to the minutes.

On MOTION by Mr. Staley, seconded by Ms. Harley, with all in favor, the Minutes of the April 14, 2022 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2021 Audit Report

Ms. Adams presented the audit report ending the Fiscal Year on September 30, 2021. She brought attention to the letter stating it was a clean audit and there were no findings. She added there were a couple of questions regarding the timing on the transfer of assets, what was comprising additions and reductions in that section. There were additional comments from the auditor in response to a Board member question on the new development.

Ms. Adams asked for additional Board questions and noted that this report was required to be filed with the state of Florida by June 30th of each calendar year. Board member Staley had a question about the allocation to East and West. Ms. Adams replied Accounting staff thought it was a typo and they will check to verify and make any needed corrections.

On MOTION by Mr. Greenstein, seconded by Mr. Mancke, with all in favor, the Fiscal Year 2021 Audit Report, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing

Ms. Adams stated this resolution is included in the agenda packet. She added that each CDD is required to approve a proposed budget by June 15th of each year. She suggested the public hearing be set for August 11, 2022 at 11:00 a.m. in the same location.

Ms. Adams noted the budget may be revised until the time of adoption. She stated the tax roll is used to help staff develop the proposed budget. She added this is based on the number of platted lots and Reunion East is currently in a development phase. She noted the budget will change by adoption time and staff will prepare an additional budget for Board member review at the June

meeting. She added approval of the resolution includes conveying a copy of the proposed budget to Osceola County and there is requirement to publish the notice. She reviewed the proposed budget for the Board. Ms. Adams noted the current budget for Administration is \$156,067, and they are proposing the new budget at \$158,697. This includes an increase in management fees and liability insurance. The maintenance line item is currently \$1,200,000, and the proposal is for \$1,400,000 which includes landscaping and aquatic maintenance for additional areas in Reunion Village. The expectation is the landscape contract going from currently \$451,184 to an anticipated amount of \$632,878. Mr. Scheerer commented on landscaping increase. Another area with an expected increase is pool maintenance due to chemical costs and that increase is anticipated to be \$20,000. Ms. Adams commented that the contracts with Seven Eagles is integrated into the maintenance in this budget. She noted they are anticipating a transfer out to the R&M fund. This current year is \$259,377 the next year budget is \$155,310. Further discussion was on income and revenue from Seven Eagles from this year of around \$14,000.

Discussion ensued on the percentage of the split between East and West. She stated they are proposing a level assessment or no increase for residents. The gross per unit operations and maintenance assessment for 2023 for multifamily will be \$750.50, and a single-family home will be \$1,067, and golf per unit will be \$533. Detailed narratives and details on debt accounts are included in Proposed Budget published in the agenda package.

On MOTION by Mr. Greenstein, seconded by Ms. Harley, with all in favor, Resolution 2022-03 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing for August 11, 2022 at 11:00 a.m., was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Authorizing Electronic Documents and
Signatures**

Ms. Adams noted this resolution authorizes District staff to utilize electronic documents and signatures. Ms. Trucco suggested approving the resolution.

On MOTION by Ms. Harley, seconded by Mr. Greenstein, with all in favor, the Resolution 2022-04 Authorizing Electronic Documents and Signatures, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-05
Setting Landowners' Meeting and
Election**

Ms. Adams stated a copy of the resolution is included in the agenda packet. She explained the process for the general election process. This resolution is noting that one seat is still under the Landowners' election process. Seat #4 will be handled through landowner election process. She noted that Seat #4 is not required to be a resident of the District. Ms. Adams clarified what constitutes a resident. In the Landowner election it's 1 ballot per household. The Landowner's election will be held at the November meeting.

On MOTION by Mr. Staley, seconded by Ms. Harley, with all in favor, Resolution 2022-05 Setting Landowners' Meeting and Election for November, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2022-06
Transitioning Seat 3 and 5 to General
Election**

Ms. Adams reviewed the general election process. This will transition two seats to the general election process which will be Seats #3 and Seats #5. The qualifying period is from June 12 at noon through noon June 17, 2022. The Supervisor of Elections office will run this process. There was continued discussion on the process, the qualifying period, and the variance of East and West. Ms. Adams noted the different entities and organizations that are notified.

On MOTION by Mr. Greenstein, seconded by Mr. Mancke, with all in favor, Resolution 2022-06 Transitioning Seat #3 and Seat #5 to the General Election Process, was approved.

NINTH ORDER OF BUSINESS

**Maintenance of Traffic at Sinclair
Entrance Gate**

A. Consideration of Proposal for Traffic Control Stakes at Sinclair Entrance

Ms. Adams stated this is a carryover item from last month's agenda. She reviewed the additional information that was requested for the proposal. Mr. Scheerer updated the Board on this issue and the suggestions for resolving the issue. He noted the sign pricing. Discussion ensued on access cards for renters, visitors, and wording for the signage. After discussion the Board decided

to defer this item until later in the agenda to allow Mr. Scheerer to follow up with further information on the Flex Stake.

****The Board resumed with this topic after Item 13***

Mr. Scheerer updated the Board on the Flex Stakes and location of placement of each. Ms. Adams noted there were 158 flex stakes proposed at \$60 each. Total cost would be \$9,480.

On MOTION by Mr. Greenstein, seconded by Mr. Staley, with all in favor, the Proposal for Traffic Control Stakes at Sinclair Entrance, was approved.

B. Consideration of Road Messaging Proposal

Ms. Adams reviewed the road messaging proposal. This would mark “visitors” and “residents” on lanes. The total cost would be \$1,150. Mr. Greenstein noted the cost if they were putting in stakes at the same time. Ms. Adams restated the total cost at \$650 for additional road messaging.

On MOTION by Mr. Mancke, seconded by Mr. Greenstein, with all in favor, the Road Messaging Proposal, was approved.

C. Consideration of Signage Proposal(s)

Ms. Adams reviewed the reflective signage proposal and noted the cost would be \$3,764. She noted there was interest in changing another sign and noted the Board could set a not to exceed amount of \$6,000. Discussion ensued on the color of reflective signage. Mr. Boyd asserted the green color would be similar to what is seen on highways and Interstates.

On MOTION by Mr. Greenstein, seconded by Mr. Mancke, with all in favor, the Proposal for Two Reflective Signage with a Not to Exceed \$6,000, was approved.

TENTH ORDER OF BUSINESS

General Election Qualifying Period and Procedure

Ms. Adams reviewed the general election qualifying period and procedure. The Supervisor of Elections office provided an attachment with an explanation of the process. Ms. Adams noted

the qualifying period is from noon on June 13th through noon on June 17, 2022. She added no Board action is required.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Consideration of Encroachment on Stormwater Tract

Ms. Adams previously notified that Board that a property owner had installed hardscape and landscape including a fence on CDD property and the encroachment was required to be removed. Staff had put on the record several considerations regarding why the encroachment should be removed. Ms. Adams explained this parcel is a stormwater parcel and the encroachment was deterring maintenance and could potentially cause an erosion issue. She added this is an issue of public property being used for private use which may be in violation of some of the bond requirements and as the Board knows the stormwater system is permitted by the water management district and the concerns on how this could impact all of these aspects. Ms. Trucco updated and explained this issue. There is additional research being done regarding the ownership of the tract. It was noted no action was needed until ownership is confirmed.

B. Engineer

Mr. Boyd noted they would continue to work on the stormwater report and the deadline of June 30th will be met.

C. District Manager's Report

i. Action Items List

Ms. Adams reviewed the action item list that was provided to Board members in advance of the meeting. She asked for questions from the Board. Mr. Staley asked about playground development, and it was noted there were permitting issues. Mr. Scheerer further explained the issues with an address problem and permitting. Items noted as completed will be removed from the list after today's meeting.

Mr. Greenstein commented on traffic calming and enforcement. Ms. Adams updated the Board and noted this is being added to next year's budget. She noted that enforcement is not something the CDD can do itself. There was consideration of East and West hiring law enforcement officers to enhance traffic enforcement, but due to cost they decided to consider other traffic calming measures.

ii. Approval of Check Register

Ms. Adams presented the check register from April 1, 2022 to April 30, 2022 which includes general fund items for a total amount of \$229,215.37. She noted the detailed summary is included in the agenda packet.

Mr. Staley had a question regarding on \$10,000 on gate repairs. Ms. Adams noted she would get further clarification and report back for next month. Further discussion ensued on gate repairs and security policies and procedures. Ms. Adams noted that to date the gate expenses for Reunion West are \$10,618, and for Reunion East the total expenses are \$13,774.

On MOTION by Mr. Greenstein, seconded by Mr. Mancke, the Check Register for \$229,215.37, was approved.

iii. Balance Sheet and Income Statement

Ms. Adams reviewed the unaudited financials through March, 2022 and this item did not require Board action. The year to date expenses were used to prepare the proposed budget.

iv. Replacement and Maintenance Plan

Ms. Adams stated that this is for planning purposes and upcoming planned expenses were reviewed. Updates to this report will be made and no action is needed.

v. Presentation of Number of Registered Voters: 529

Ms. Adams noted that it is an annual requirement to report the number of registered voters residing in the District as of April 15th of each year. This is significant for Districts as they reach 250 registered voters and the District has been established for 6 years, this will trigger moving from the Landowners' Election process into the General Election process. There are 529 voters residing in Reunion West.

D. Security Report

i. 313 Vehicle Incidents

ii. Review Parking Enforcement Procedures

A detailed report was provided on parking violations and vehicle towing. The vehicle incidents were 313. Mr. Staley noted the format of reporting and questioned feedback on the issues.

Mr. Vargas discussed issues and action that has been taken. Discussion ensued a specific issue and on procedures for parking enforcement on sidewalks.

Ms. Adams noted that Reunion East questioned the timeline on when the vehicle is sighted and when it is subject to being towed. Mr. Staley asked if this procedure was subject to commercial vehicles. Ms. Adams noted the parking and towing rules and procedures were included in the agenda package and referred to Section B on commercial vehicles. Discussion ensued on circulating the policies to the community. Ms. Adams stated she would prepare a more user-friendly version. She asked for the Board to approve subject to input from Reunion East.

On MOTION by Mr. Greenstein, seconded by Mr. Mancke, with all in favor, the Parking Enforcement Procedures Subject to Input from Reunion East CDD Board Of Supervisors, was approved.

TWELFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Adams asked if there were any other business or Supervisor requests. Hearing none,

FOURTEENTH ORDER OF BUSINESS

Next Meeting Date June 9, 2022 at 11:00 a.m.

Ms. Adams noted the next meeting will be held on June 9, 2022 at 11:00 a.m. The proposed budget will be discussed at this meeting.

May 12, 2022

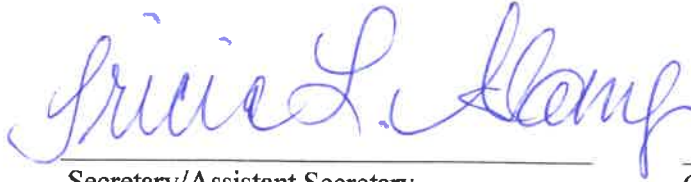
Reunion West CDD

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, Ms. Adams asked for a motion to adjourn.

On MOTION by Mr. Mancke, seconded by Mr. Greenstein, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary

Mark Greenstein

Chairman/Vice Chairman

Signature: Mark Greenstein
Mark Greenstein (Jun 14, 2022 18:02 EDT)

Email: gmark10@msn.com






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Final Audit Report

2022-06-14

Created:	2022-06-14
By:	Stacie Vanderbilt (mvirgen@gmscfl.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABDej86BOJuibMxLc7CDFPoEfvvptvqRW

"RW_051222_min" History

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-  Document e-signed by Mark Greenstein (gmark10@msn.com)
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