

**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, **September 8, 2022** at 11:00 a.m. via Zoom Communication Media Technology and at the Heritage Crossing Community Center, 7715 Heritage Crossing Way, Reunion, Florida.

Present and constituting a quorum:

Mark Greenstein	Chairman
David Burman	Vice-Chair
Graham Staley	Assistant Secretary
Sharon Harley	Assistant Secretary
Michael Mancke <i>by Zoom</i>	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Kristen Trucco	District Counsel
Xabier Guerricagoitia <i>by Zoom</i>	Boyd Civil Engineering
Alan Scheerer	Field Manager
Garrett Huegel	Yellowstone Landscape
Residents	

*The following is a summary of the discussions and actions taken at the September 8, 2022 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 11:01 a.m. and called the roll. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams opened the public comment period. There being no comments, Ms. Adams closed the public comment period.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 11,  
2022 Meeting**

The minutes were in draft form and reviewed by District management staff and District Counsel. Mr. Greenstein stated on Page 3, under the discussion regarding the payment of CDD assessments relative to the Cortland Apartments, it should say, “Mr. Greenstein explained that Encore originally owned the property and subsequently sold it. The current landlord owner pays CDD assessments.” The way it was originally stated, it sounded like Encore was paying the assessments, but Encore did not have interest in that property anymore. Mr. Staley stated on Page 6, “Broken screws” should be “Concrete screws.” Mr. Scheerer confirmed that they did not use anchors. They pulled them up and reset on a larger pad at no cost to the District. They seem to be doing well.

On MOTION by Mr. Greenstein seconded by Mr. Staley with all in favor the Minutes of the August 11, 2022 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Ratification of Termination of Drainage  
and Utility Easement**

Ms. Adams referred to a diagram that was included in the agenda package, for residential lots, Lots 225 and 224, which were merged in order to build and construct a larger home. This was several years ago, but in the course of selling this property, an easement was discovered that should have been vacated at the time this property was constructed; however, it was overlooked at that time. The drainage and maintenance easement down the middle of the two lots, was reviewed by District management staff, District Counsel and District Engineer. The recommendation was for GMS to work with the CDD Board Chair as there are remaining maintenance easements abutting each side of the property, providing the District with adequate access. The Chairman agreed with the staff recommendation to vacate the easement to not delay the sale of the home, which was in August. Ms. Trucco agreed, as the easement should have been released years ago when the house was constructed. Discussion ensued.

On MOTION by Mr. Staley seconded by Mr. Burman with all in favor the termination of the Drainage and Utility Easement was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Aquatic Maintenance  
Services Agreement Renewal**

Ms. Adams stated this was the time of year where all of the Service Agreements were reviewed and anything needing renewal was brought to the Board's attention. Mr. Scheerer has been working with Applied Aquatic on the agreement for the pond on Grand Traverse Parkway and recommended approval. There was a slight increase of \$12 per month, from \$132 to \$144 or \$1,574 to \$1,728 annually, due to an increase in chemicals. Applied Aquatic sent their renewal notices after the budgets were adopted. Ms. Adams confirmed that the contract amount was within the budget adopted by the Board, as there was discretion for this type of increase.

On MOTION by Mr. Greenstein seconded by Ms. Harley with all in favor the Aquatic Maintenance Services Agreement Renewal with Applied Aquatic was approved.

Mr. Staley asked about the pond between Tradition Boulevard and Golden Bear Drive. Mr. Scheerer stated this was a golf course irrigation pond that the golf course was treating. Mr. Burman noted the recharge was so high that it did not need to be treated and there was a fountain. The proposal for the wet pond in Encore Reunion West would be provided to the Board at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape Services  
Agreement Renewal**

Ms. Adams presented the Landscape Services Agreement renewal with Yellowstone, with no change to the current terms other than extending service for an additional twelve month period. Mr. Scheerer stated that Yellowstone was in the last year of their three-year contract with the CDD and recommended approval as they agreed to hold their fees steady for the next fiscal year.

On MOTION by Ms. Harley seconded by Mr. Burman with all in favor the Landscape Services Agreement Renewal with Yellowstone was approved.

Mr. Staley clarified that the strip of land between the road and the sidewalk was owned by the CDD, but homeowners were responsible for maintaining it. The mowing of the grass was the responsibility of the HOA. Mr. Scheerer stated it was only in front of homes and vacant space on

Reunion Boulevard and Traditional Boulevard not in front of homes was the responsibility of the CDD to maintain.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco stated regarding the ongoing bocce court issue, Kingwood obtained counsel who had a conference call with Ms. Carpenter. There was some disagreement about ownership of the tract based on the plat that was recorded 20 years ago. Instead of getting into a legal battle, both parties agreed to enter into an agreement to preserve the District's rights to the stormwater. Kingwood paid for the District's Engineer to identify the CDDs stormwater system on the tract and prepare a legal description and Kingwood's counsel drafted a proposed agreement, which Ms. Trucco received on Tuesday, but did not have a chance to review it. She could either review the agreement with Mr. Boyd and Ms. Adams and bring it back to the Board in substantially final form for approval next month or the Board could delegate authority today to Mr. Staley to finalize the agreement with District Counsel, the District Engineer and District Manager.

Mr. Staley felt more comfortable reviewing the agreement with Ms. Trucco and bringing the final form back to the Board. Mr. Burman requested that any title issues be cleared up. Ms. Trucco stated it would clear up any title issues, if they released their interest in that tract. The remainder of that area would be owned by Kingwood. Mr. Greenstein felt that due to the sensitivity of discussing this matter at an open meeting, because it was subject to potential litigation, it did not meet the conditions for designating a Board Member to finalize this matter on behalf of the Board in between meetings. Their rights to use the parcel for stormwater management and have access to maintain it, was the concern as well as the use of stormwater management behind those parcels. Mr. Staley questioned how to discuss these issues in a public forum when there was a disagreement with another party. Mr. Greenstein directed the Board to contact Ms. Trucco if they had individual concerns, but if there was the potential for litigation, discussion must cease. Mr. Staley requested that Ms. Trucco circulate the agreement prior to the meeting so the Board could provide comments. Ms. Adams suggested that the agreement be emailed separately to each Board Member, allowing for a comment period before the agenda was published, due to the Sunshine Law.

**B. Engineer**

Mr. Guerricagoitia had no report on behalf of Mr. Boyd. Ms. Adams has been speaking to Mr. Boyd regarding efforts currently underway and for the upcoming fiscal year.

**C. District Manager's Report**

**i. Action Items List**

Ms. Adams presented the Action Items List, which was included in the agenda packet and reported on the following:

1. Development of Recreation Parcels on Grand Traverse Pkwy & Valhalla Terr: Mr. Scheerer stated that the playground mulch was installed yesterday and once the fence was installed, the sidewalk would be connected to ensure the fence and gate lined up. He was trying to get a 6-inch border for the outdoor fitness equipment from the company that installed the playground. A shade structure quote would be provided to the Board at the next meeting and Mr. Scheerer was working with Yellowstone on some natural options and minor modifications to the irrigation. They received several compliments.

Ms. Harley asked when the fence was being installed. Mr. Scheerer explained that they went through the permitting process and were waiting for the materials. As soon as he received an update, he would update the District Manager. Mr. Staley requested that the barriers be straight and a sign stating that the fitness equipment was available for use. Mr. Scheerer would inform the playground install company and Ms. Adams was working on the signage and would bring back at a future meeting. The only sign they typically had was the age limit sign for the equipment. Ms. Adams confirmed that she was working on the signage and when everything was installed, staff could send an e-blast to advise residents that it was available for use. It was likely that the CDD's insurance company would want a dawn to dusk sign. Mr. Greenstein asked if it was appropriate to have a grand opening ceremony. Ms. Adams would coordinate with Ms. Harley to include a notice in the Reunion newsletter regarding the playground opening. The policies for use of the playground would be addressed at future meetings by the Reunion West CDD Board.

2. Monitor Residential/Industrial/Commercial Development Nearby Reunion: Ms. Adams searched through the Osceola County website for recent activity and permitting status, but there was no activity.

3. Monitor Old Lake Wilson Road Improvement Project: Ms. Adams noted that there were some issues related to right-of-way acquisition. The county may be interested in the portion of the property that Reunion West owned in order to construct the road improvements. She informed the county that the Board may participate in intersection improvements at Pendant Court. The intersection was currently designed and permitted as exit only, but the county may be willing to consider an exchange of property for the engineering, permitting and construction of the intersection improvement to make that both ingress and egress. Osceola County was making a presentation at the Reunion East CDD meeting today on these improvements. It was advertised as a workshop, so that Reunion West CDD Board Members could attend.
4. Traffic Calming: Ms. Adams was working with the District Engineer on Pavement Management Plan proposals, but before engaging in any improvements, she recommended identifying a hierarchy of road improvement needs. At the October meeting, proposals would be presented to the Board.

Mr. Greenstein heard that Kingwood was planning on meeting or should have already met with County Commissioner Choudhry regarding the impact of the Sinclair Road extension project and asked if Mr. Mancke had any understanding. Mr. Mancke was aware that the project existed but did not receive any details from Kingwood. Mr. Greenstein would follow up.

**ii. Approval of Check Register**

Ms. Adams presented the Check Register from August 1, 2022 through August 31, 2022, which was included in the agenda package. In the General Fund, there were Checks #1950 through #1958 in the amount of \$118,071.92, Checks #38 and #39 from the Replacement and Maintenance Fund in the amount of \$70,335.92 and August payroll in the amount of \$554.10, for a total amount of \$188,961.94.

On MOTION by Mr. Greenstein seconded by Mr. Burman with all in favor the August Check Register in the amount of 188,961.94 was approved.

**iii. Balance Sheet and Income Statement**

Ms. Adams presented the Unaudited Financial Statements through July 31, 2022, which were included in the agenda package.

**D. Security Report**

Ms. Adams presented the Security Report from Mr. Victor Vargas of Reunion Security, which was emailed to the Board. Mr. Staley felt that it was important for Mr. Vargas or a member of his staff to attend meetings to provide feedback because security was a big problem and for Ms. Adams to let the Board know at the next meeting if there could be an extra security guard at the gates. The gate arms were damaged eight times and there were 10 towed vehicles, which was significant. Mr. Greenstein felt that the reporting was detailed and the vast majority of action was voluntary compliance, but making contact was key. Ms. Adams noted that the Encore neighborhood was the newest neighborhood to enforce the parking rules. Although the rules were already in place, the signage was recently installed so now the Rules can be enforced.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Mr. Staley felt that the dividers at the Sinclair gate was working well; although this was the quiet time of year. Most of the damage was caused by trailers and suggested moving them. Mr. Scheerer noted that they moved the dividers towards the guardhouse to allow for more time for people to see the visitor lane directional signs. The missing ones would be installed next week, but he did not believe that moving them again would solve the problem. Mr. Scheerer recommended leaving one base and replacing the stake if necessary without moving the entire base. The ones that were reset, were holding up well.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date – October 13<sup>th</sup>, 2022**

Ms. Adams announced that the next meeting was on October 13, 2022 at 11:00 a.m.

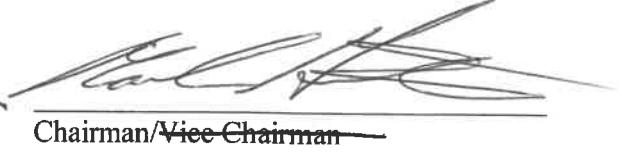
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/~~Vice Chairman~~