

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, February 9, 2023 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 were:

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|------------------------------|---------------------|
| Graham Staley | Chairman |
| Sharon Harley <i>by Zoom</i> | Vice Chair |
| Michael Barry | Assistant Secretary |
| Mark Greenstein | Assistant Secretary |
| William Witcher | Assistant Secretary |

Also present were:

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|---------------------------|--------------------------|
| Tricia Adams | District Manager |
| Kristen Trucco | District Counsel |
| Steve Boyd <i>by Zoom</i> | District Engineer |
| Alan Scheerer | Field Manager |
| Victor Vargas | Reunion Security |
| Garrett Huegel | Yellowstone Landscape |
| Pete Whitman | Yellowstone Landscape |
| Aura Zelada | Reunion West POA Manager |
| Residents | |

The following is a summary of the discussions and actions taken at the February 9, 2023 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 11:03 a.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. Residents were asked to state their name and limit their comments to three minutes. Resident John Weber of Castle Pines Court asked if Spine Street was going to continue through to Reunion Village or remain as a dead end. The Vice President of the Reunion West POA thanked Mr. Staley for taking the time to speak to him and the POA. There being no further comments, Ms. Adams closed the public comment period.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 12,
2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the January 12, 2023 Board of Supervisors meeting, which were included in the agenda package and reviewed by District management staff and District Counsel. Mr. Barry asked in the first paragraph under the Fourth Order of Business, whether it should say all streets in the community. Mr. Staley suggested saying, "*All public roads in the Reunion West CDD except for the roads in Bears Den.*" Staff would make this change.

On MOTION by Mr. Greenstein seconded by Mr. Barry with all in favor the Minutes of the January 12, 2023 Board of Supervisors Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Public Hearing for Rule

Ms. Adams stated that the purpose of the public hearing was to adopt an Amenity Policy and fees related to the use of the amenity facilities and allow for progressive discipline for those who fail to abide by the CDD policies. A notice of the rule hearing was published in a newspaper of general circulation in Osceola County for 28 and 29 days.

A. Open Public Hearing

On MOTION by Mr. Greenstein seconded by Mr. Witcher with all in favor the public hearing on the rule was opened.

B. Public Comment

Ms. Adams opened the public comment period. Residents were asked to state their name and limit their comments to three minutes. There were no public comments.

C. Consideration of Resolution 2023-03 Amending Rules Relating to Use of Amenity Facilities

Ms. Adams presented Resolution 2023-03 Amending the Rules Relating to Use of the Amenity Facilities, which was included in the agenda package. They were reviewed by the Board at several meetings as well as District Management and District Counsel. No substantive changes were made since the Board previously reviewed it.

Mr. Barry MOVED to adopt Resolution 2023-03 Amending the Rules Relating to Use of the Amenity Facilities and Mr. Witcher seconded the motion.

Mr. Greenstein stated that the document was fine but suggested having an explanation on why they were doing this on the west side, i.e., the addition of the facilities. Mr. Staley suggested having an e-blast as an explanation. Mr. Staley suggested sending an introductory note to residents stating that even though the Outdoor Fitness Center was not completed, it was being used as well as the playground.

On VOICE VOTE with all in favor Resolution 2023-03 Amending the Rules Relating to Use of the Amenity Facilities was approved.

Mr. Witcher suggested enforcing the 15-minute parking. Ms. Adams believed that the 15-minute parking sign was installed as a suggestive sign and was not being enforced. Mr. Greenstein recalled that the purpose of the 15-minute parking was for residents to access the mailbox kiosk. Mr. Witcher voiced concern that resort guests would utilize those spaces if they were not identified. Ms. Adams asked if the Board wanted to change the verbiage on the sign to identify temporary parking for playground and mailbox access. Mr. Staley replied affirmatively, as Mr. Victor Vargas, the head of Reunion Security and his team put stickers on cars and even towed ones that remained more than 15 minutes. Ms. Trucco suggested looking at the Parking and Towing Rules to ensure there was no contradictory language. *There was Board consensus to update the signage.* Mr. Staley recalled that Reunion Resort would empty the trash can on a regular basis. Mr. Scheerer stated there were many trash cans throughout Reunion, which were emptied on a regular basis by Reunion Resort and they offered to empty this one. If not, staff would continue to monitor it. He had trash bags and Yellowstone could assist. Mr. Greenstein recalled that the Master Association maintained

the kiosk area. Ms. Adams confirmed that the mailbox kiosk was on a CDD parcel and there was a License Agreement, but the Master Association had maintenance responsibilities. Mr. Staley recalled that they replaced lights the other day.

D. Close Public Hearing

On MOTION by Mr. Greenstein seconded by Mr. Staley with all in favor the public hearing on the rule was closed.

Mr. Greenstein suggested looking at the parking at the Homestead Pool and all mail kiosks on the east and west side. Ms. Adams understood the concern to ensure that the 15-minute time limit for the parking kiosks was enforceable with towing and would look at the rules adopted for parking and come back to the next meeting with a recommendation. Mr. Staley wanted to keep the disabled sign at playground parking lot. *There was Board consensus.*

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Street Sweeping

Ms. Adams presented a proposal from Sweeping Corp. of Florida for street sweeping, which was included in the agenda package. The Field Operations Manager obtained this proposal at the request of the Board, following the recent hurricanes and road construction. Based on last month's Board discussion, the vendor would perform the street sweeping on an as needed basis. Mr. Scheerer noted that the only change was to add two portions of Encore Reunion West. Under "*Special Instructions/Comments,*" the cost to street sweep all main roads in Reunion West with the exception of Bears Den was \$1,250 per sweep, a \$250 disposal fee per can and \$600 for Encore Reunion West. Mr. Staley felt this was reasonable.

Mr. Staley MOVED to approve the proposal with Sweeping Corp. of Florida for street sweeping in the amount of \$1,250 per sweep, \$250 disposal fee per can and \$600 for Encore Reunion West was approved and Mr. Greenstein seconded the motion.

Ms. Adams stated that the Board direction to approve the proposal included District Counsel preparing an agreement that had all legal provisions in favor of the District.

On VOICE VOTE with all in favor the proposal with Sweeping Corp. of Florida for street sweeping in the amount of \$1,250 per sweep, \$250 disposal fee per can and \$600 for Encore Reunion West was approved, subject to District Counsel preparing an agreement that had all legal provisions in favor of the District.

SIXTH ORDER OF BUSINESS

Approval of Universal Signs Proposal for Traffic Calming Radar Display Signs

Ms. Adams recalled that last year, field operations and District management staff was contacted by the association management for Reunion West Encore inquiring about the installation of radar display signs. It was the hope that the display of the actual speed would remind drivers to be courteous and slow down. Mr. Scheerer obtained a proposal from Universal Signs & Accessories for six traffic calming radar display signs in the amount of \$18,870. A colored map showing the Reunion West Encore neighborhoods and the six proposed locations were prepared with the assistance of Mr. Scheerer who worked with Mr. Vargas, the Reunion West POA and the current Community Association Manager, Ms. Aura Zelada. According to the Field Operations Manager, the signs would be mounted on streetlights, but could be relocated if they did not have the desired effect. In this fiscal year's budget, the Board budgeted \$50,000 for traffic calming including devices in the Replacement and Maintenance (R&M) Fund.

Mr. Witcher suggested a radar display sign on Wilmington Loop as there was an excessive amount of speeding. Mr. Staley agreed, as it was right after the entrance to the community off of Sinclair Road but questioned why three radar display signs were within the space of 20 homes. Mr. Greenstein suggested a radar display sign at the Fairfax Drive stretch. Mr. Staley preferred having a radar display sign on the straightaway versus the sharp bend as it was a deterrent. Mr. Vargas offered to move one radar display sign to Southfield. Ms. Harley noticed residents running the four-way stop sign at Fairfax Drive and Southfield Street. Ms. Zelada was in favor of having one on Fairfax Drive. They could test them out during Spring Break and move them around as needed. Mr. Staley suggested moving one higher up on Fairfax Drive in either the left corner or bottom corner and monitoring it and questioned whether these were the same type of signs that they used three years ago. Mr. Scheerer confirmed that it was the same company. They were provided the numbers well in advance of budget season and kept costs the same. Mr. Greenstein

felt that overall, for the amount of area that they needed to cover, six radar display signs were sufficient and approved of the proposal as long as they had portability.

On MOTION by Mr. Greenstein seconded by Mr. Barry with all in favor the proposal with Universal Signs & Accessories for six traffic calming radar display signs in the amount of \$18,870 was approved.

Ms. Adams pointed out that the delivery of the radar display signs were at least five weeks out but would be installed as soon as possible.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco reported that per Board direction, her partner, Ms. Jan Carpenter, contacted the Osceola County Attorney's Office as residents reported being told that Osceola County Sheriff's Department did not have to come out because it was a private community. They were in agreement that the CDD roads were public and the Osceola County Sheriff's Department should be patrolling the roads. Ms. Trucco requested that Ms. Adams to notify her if a contrary response was received from a resident. Mr. Staley asked if they would patrol on an as needed basis. Ms. Trucco's understanding is that they should patrol regularly. Mr. Staley had not seen them patrol in the past 12 months. Mr. Greenstein only noticed Osceola County Sheriff Deputy cars two or three times and the State Troopers once in a while. Mr. Witcher believed that there was misunderstanding within their staff as some officers assumed that they were required to patrol and others did not and the question was how this information would get passed down to the officers. Ms. Trucco was waiting from a return call from General Counsel for the Osceola County Sheriff's Department with the hopes of everyone being on the same page. Mr. Staley requested that General Counsel be informed that the sheriffs needed to cover Reunion West, Reunion East, Encore Reunion and Reunion Village. Ms. Trucco hopes to be able to get a memo distributed to their department heads. Ms. Harley requested a copy of the memo. Mr. Barry wondered whether it was helpful for someone from the Osceola County Sheriff's Department to attend a meeting to address the level of service. Mr. Staley suggested meeting at 1:00 p.m. so that both Reunion East and West CDD Boards could meet together. Ms. Adams would notice it as a workshop. Mr. Staley would have the head of the neighborhood watch attend.

Ms. Trucco reported on the ownership issues with Kingwood for the Phase 3A plat, which was related to the bocce ball court. Discussions were still ongoing with their counsel. If they did not hear anything, she would come back to the Board for further direction. Regarding the maintenance of the verge and parkway areas within Reunion West, a representative for the Reunion West Property Owners Association (POA) inquired about maintenance obligations. She was reviewing the plans and all recorded documents to get clarity on what was historically done and the best route to move forward and hoped to have an update by the next meeting. Their goal was to provide clarity on who was responsible. Mr. Witcher agreed with having clarification as there were areas around the community that had damaged and broken branches in the verge area that no one was paying attention to. Mr. Staley spoke with the Vice President of the Encore Reunion POA earlier this week and they had the same issue. Ms. Adams indicated that it was the intention of the CDD to own this area as part of the right-of-way (ROW) to do roadway or emergency repairs and maintain the structural integrity of sidewalks. Mr. Staley pointed out that the CDD would perform maintenance if there was a safety issue. Ms. Trucco was reviewing all plats for Reunion West, noting some were recorded by different developers, to find out the intent, reviewing what has been done historically and what made the most sense moving forward.

B. Engineer

Mr. Staley questioned whether Spine Street was going to continue through to Reunion Village or remain as a dead end, which was asked by Resident John Weber. Mr. Scheerer stated that it was connecting Reunion Village and there would be two gates: one on the Reunion Proper side (Corner of Tradition Boulevard and Spine Road) and one on the Reunion Village side. There would be resident only access by card or sticker. Mr. Barry asked if residents of Reunion Village could go out through 429. Mr. Scheerer confirmed if they had the proper credentials, they could access it. Ms. Adams noted that the goal for the access gates was to stop cut through traffic. Mr. Weber asked if Reunion Village would have access to Reunion. Mr. Scheerer replied affirmatively. Mr. Staley indicated that they were part of the Reunion East CDD and would have access to the CDD pools and facilities.

C. District Manager's Report
i. Action Items List

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

1. Development of Recreational Parcels on Grand Traverse Parkway & Valhalla Terrace: The verbiage for the signage for the playground and Outdoor Fitness Center was provided to a vendor, but the layout and design was not yet received. It would be presented to the Board upon receipt. The mulch and borders around the outdoor Fitness Center were pending.

Mr. Staley questioned whether there was a supply chain issue as it was taking a long time. Mr. Scheerer stated that every time they ordered something, it takes a minimum of four to six weeks to deliver. Playtopia confirmed that it was on order and as soon as it arrived, they would install them. Ms. Adams pointed out that the payment was recently processed. Mr. Scheerer stated it was the deposit so that the order could be placed. Ms. Adams noted that the concrete work was completed. Mr. Scheerer indicated that the only remaining items were the benches and trash cans. Mr. Barry asked if Mr. Scheerer and Yellowstone looked at the trees by the Fitness Center and determined what to replace them with. Mr. Scheerer confirmed they were still working on the best approach for the trees, but one option was to remove the Elms between the sidewalk and curb and plant trees on either side to provide a nice shade canopy. Ms. Adams pointed out that there was no irrigation. Mr. Scheerer was trying to locate a water source. Mr. Barry asked if the small trees in the verge area were dead. Mr. Huegel confirmed the Elms were not dead, but were declining. Their arborist would prepare renderings of what the trees could be replaced with.

2. Monitor Residential/Industrial/Commercial Development Nearby Reunion: Traffic calming was in the process and the Board approved the radar display signs. The remainder of the traffic calming items would be presented after the Pavement Management Plan was completed. The Pavement Management Plan was approved and the agreement was executed. It would be presented to the Board in April.
3. Sign Upgrades: Traffic enforcement and street signs were not installed with the Reunion standard with the decorative finial on top. Mr. Scheerer was obtaining pricing.

ii. Approval of Check Register

Ms. Adams presented the Check Register from January 1, 2022 through January 31, 2023 in the amount of \$447,921.55, which was included in the agenda package. The transmittals to US Bank were for the debt service portion of the CDD fees to the Trustee for the May and November payments.

On MOTION by Mr. Greenstein seconded by Ms. Barry with all in favor the January Check Register was approved.

iii. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through December 31, 2022, which were included in the agenda package for informational purposes. Staff was monitoring the Unassigned Balance, which for the General Fund was slightly over \$1.8 million. Mr. Staley asked if there was an answer to the overspending in the maintenance fund. Ms. Adams stated that the Field Operations Manager and District management looked at the detailed accounting and there was pool and lighting expenses of \$5,500, hurricane expenses of \$2,400 and a large backflow in Seven Eagles, which required repairs of \$4,500. Certain other items would be recoded. Mr. Staley noted there was \$35 million in debt on the west side and \$40 million on the east side for a total of \$75 million with various termination and repayment dates. Mr. Greenstein liked that there were expiration dates for the bonds on the east side in his lifetime as the newer bonds had expiration dates of 2050. Ms. Adams noted that the Board had the ability to issue debt in the future and debt service fees could be paid annually on the property tax bill or property owners could pay them in a lump sum. GMS provided the lump sum payoff information.

iv. Replacement and Maintenance Plan

Ms. Adams distributed a R&M Five-Year Plan spreadsheet, which was requested by the Board last year, identifying the current R&M projects and future projects that were in the Reserve Study. This was a planning tool that would be included in future agenda packages, showing the budgeted amount and proportional expenses shared by Reunion East and Reunion West, based on the number of platted lots. The following projects were identified:

1. Roof Replacement for Gate Houses at Sinclair, Spine and Heritage: Would be presented in May.

2. HVAC Replacement for HCCC: Presented in April.
3. Pavement Management Plan: Approved by both Reunion West and Reunion East CDD Boards at a cost of \$22,900. Presented in April or May.
4. Reunion Village Gate Access Project: There were two major expenses; construction and access control system. The Board was actively reviewing proposals. The construction was approved and final agreement was reached with the contractor. Pre-construction meetings would be scheduled. One proposal was received for the access control system installation and the Field Manager was reaching out to other providers in order to present multiple proposals to the Board.

Mr. Barry questioned how large the gatehouse would be. Mr. Scheerer stated it would look like Liberty Bluff, but would not have a guardhouse. Mr. Greenstein pointed out that there was a gatehouse at the beginning of Reunion Village and resident only access over the bridge. Mr. Barry asked who owned the roads. Ms. Adams stated the roads would be owned by the Reunion East CDD.

5. Sign Allowance: At the last Rule Hearing to adopt the parking rules, all phases of Reunion Village were included, with the exception of Phases 4 and 5, which were not yet constructed. After they were constructed, new parking signs must be installed, but based on the pace of the construction, it would not be until 2024.
6. Pool Furniture for Inventory for Homestead and Carriage Pointe: Mr. Scheerer believed this would be in the next 60 days.
7. Roadway Improvements: The re-striping of Tradition Circle to the Sinclair Gate, was on hold until after the Pavement Management Plan was received.
8. Traffic Calming: Approvals were started today with the radar display signs. Additional speed cushions were being considered.
9. Stormwater Repair Allowance: Last year, an analysis of the entire stormwater system was required and as a result, the District Engineer noted some minor repairs were needed. They were awaiting the final scope, which would be bid and presented to the Board at a future meeting. There was an allowance of \$50,000.
10. Two Roadway Arbors: Mr. Scheerer reported that vegetation was being removed from arbors on Reunion Boulevard in the next couple of months.

11. Seven Eagles Roof Replacement: Being completed at the same time as the gatehouse roof replacements.
12. Upgraded Access Control for Carriage Pointe: One final component needed to be custom fabricated, which was being addressed and would be completed in February.
13. Playground and Outdoor Fitness Center: The bulk of the development was funded in the prior fiscal year, but there were follow-up items, which would cost \$10,000. Items that were not budgeted was a swing set at the Reunion East playground for \$15,000, additional pool furniture at Seven Eagles for \$7,000, fountain at Seven Eagles and decorative sign posts.

Mr. Staley requested that the R&M Five-Year Plan be included in each agenda package for tracking purposes, but he did not need to know what was spent year-to-date. After the Board approved an item, it should be included as a reference point. Mr. Staley thanked Ms. Adams for including it.

D. Security Report

Ms. Adams presented the January Security Report, which was emailed to the Board prior to the meeting. The report included the monthly security notes and other security tasks, parking enforcement, number of parking violations and towed vehicles. Quite a few violations were issued and cars were towed. Mr. Vargas noted that it was a quite month. Mr. Witcher felt that it was great that there were more tows. Mr. Staley noted that there were 16 tows. Mr. Vargas explained that there were many Airbnb guests that illegally parked. Mr. Staley questioned the cost to release a car that was towed. Mr. Vargas indicated it was \$200, once it was on the truck and \$150 per day. Mr. Greenstein felt that there was firm and fair enforcement.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Staley asked if the red stakes were on order for the Sinclair entrance. Mr. Scheerer stated they would be in next week. Mr. Staley asked if there was an update from Duke on the streetlights. Mr. Scheerer noted there was a supply issue. They installed LEDs but did not have the

material to address them properly. Mr. Staley pointed out they were paying a maintenance fee to have Duke address it. Mr. Greenstein indicated several areas were safety hazards. One location did not have illumination on three consecutive poles, which residents expressed concerns about. The issue was that Duke provided no specific timeframe. Mr. Scheerer stated that lights were not actually out, but dim. Mr. Staley thought that LEDs were either on or off, but not dim. It was very dark down Grand Traverse Parkway and Valhalla Terrace, which was a safety issue and requested that Ms. Trucco review the contract and send a polite but clear letter that Reunion was paying for maintenance and not receiving it. Mr. Staley noticed that monument lights on the west side were getting hit by mowers. Mr. Scheerer was handling it. Mr. Staley proposed forming an entity for roads in the CDD to be owned by landowners so they would be private. Ms. Trucco noted hurdles regarding that idea, including noting that the CDD bonds would need to be redeemed, which could cost \$5 million to \$10 million, that there were benefits to having the roads in the CDDs name such as a tax benefits, FEMA relief, lien priority advantages, and if the roads were private, the District may have to pay the Osceola County Sheriff's Department for traffic enforcement and emergency services. Mr. Greenstein appreciated Ms. Trucco responding to this matter with much specificity. It was noted that the Reunion East CDD looked at this matter previously with District Counsel and the only way to consider it would be if the Master Association became the third-party owner, but they were not interested and suggested addressing this again with Kingwood. Mr. Staley stated that his motivation was some residents wanted Reunion to be a private community and suggested that the Board think about it and discuss at the next meeting.

TENTH ORDER OF BUSINESS

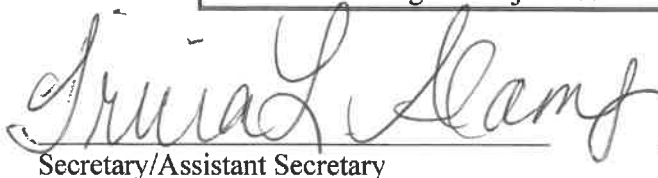
Next Meeting Date – March 9th, 2023

The next meeting was on March 9, 2023 at 11:00 a.m.

ELEVENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman