

**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 11, 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:

Graham Staley	Chairman
Sharon Harley	Vice Chair
Michael Barry	Assistant Secretary
Mark Greenstein	Assistant Secretary
William (Bill) Witcher	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Kristen Trucco	District Counsel
Xabier Guerricagoitia (<i>via Zoom</i>)	Boyd Civil Engineering
Alan Scheerer	Field Manager
Pete Wittman	Yellowstone Landscape Services
Garrett Huegel	Yellowstone Landscape Services

The following is a summary of the discussions and actions taken at the May 11, 2023 Reunion West Community Development District Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 11:18 a.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 13, 2023
Board of Supervisors Meeting**

Ms. Adams presented the minutes of the April 13, 2023 Board of Supervisors meeting, which were included in the agenda package and were reviewed by District Counsel and District management. Subsequent to publication, Mr. Staley and Mr. Barry provided corrections, which would be incorporated. Mr. Greenstein noted on Page 9, “*Mr. Greenwood*” should be “*Mr. Greenstein.*” Ms. Adams recalled that Mr. Barry made a public records request at the last meeting regarding the number of traffic citations within the Reunion boundaries. This request was underway. Mr. Staley had several follow up items for Lieutenant MacAllaster, which he listed for his benefit and questioned whether they would be discussed at the next meeting. Ms. Adams believed that everything that was questioned at the last meeting was in process and clarification was being provided by the county.

On MOTION by Ms. Harley seconded by Mr. Greenstein with all in favor the Minutes of the April 13, 2023 Board of Supervisors Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-05
Approving the Proposed Fiscal Year 2024
Budget and Setting a Public Hearing**

Ms. Adams presented Resolution 2023-05, approving the proposed budget for Fiscal Year 2024, which starts on October 1, 2023 and ends on September 30, 2024 and was included in the agenda package. It sets the Public Hearing to adopt the budget on August 10, 2023 at 11:00 a.m. at this location and allows for compliance with Florida Statutes to transmit the proposed budget to Osceola County, posting it on the District’s website and publishing a notice in a newspaper of general circulation in Osceola County. A mailed notice was not required as there was no increase in assessments and the resolution would be amended. Ms. Trucco confirmed that a mailed notice was not required under the Statute. The following changes to the budget were highlighted:

- “*Special Assessments – Tax Collector*” remain the same as the prior year at \$1,760,063. “*Interest Income*” was \$6,000 and “*Rental Income*” increased from \$1,760 to \$2,200. “*Carry Forward Surplus*” of \$207,147 was recognized, primarily for the purpose of a transfer to the Replacement & Maintenance (R&M) Fund, to balance the budget. Total Revenues was \$1,974,411.

Mr. Barry asked if it was common practice to use *Carry Forward Surplus* for this purpose. Ms. Adams noted it depends on the situation. In this situation, because there were excess funds in the General Funds, it was a good way to recognize it to allow for a larger “*Transfer Out*” to the R&M Fund.

- “*Administration Expenses*” for the current fiscal year were \$159,297 and \$178,060 was proposed for Fiscal Year 2024; “*Attorney*” increased by \$15,000 from \$20,000 to \$35,000 and “*Management Fees*” increased by 6% from \$46,488 to \$49,277. There were no other substantive changes.
- Under “*Maintenance - Shared Expenses*,” a 3% increase was proposed for “*Field Maintenance*” from \$32,877 to \$33,864. “*Electric*” increased from \$259,446 to \$290,400, based on actuals and increased consumption fees. “*Pool & Fountain Maintenance*” increased significantly from \$129,800 to \$176,000, due to chemical costs and “*Pond Maintenance*,” increased from \$7,040 to \$11,000, due to additional ponds being conveyed to the District this past calendar year. There was a slight increase in “*Property Insurance*,” based on discussions with the District’s insurance company from \$32,571 to \$44,602; however, this was an estimate at this point. “*Pressure Washing*,” increased from \$15,400 to \$22,000, due to increased areas being serviced including the Reunion West Encore neighborhood. “*Security*” increased from \$87,208 to \$94,102, based on monitoring of the community entrance at Carriage Pointe.

Mr. Staley questioned whether the “*Security*” increase had to do with the gate equipment. Ms. Adams explained that the gate was now remotely monitored and there were license plate cameras and CCTV to address security issues in Carriage Pointe. Mr. Staley asked if the 6% increase in “*Management Fees*” was unique to Reunion. Ms. Adams confirmed that GMS proposed a 6% increase in their Districts due to increased labor expenses with accounting staff and support staff. Mr. Staley did not recall any increases last year. Ms. Adams recalled that there was a 3% increase last year.

- Under “*Maintenance - Direct Expenses*,” \$15,000 was budgeted for “*Irrigation Shared Operations*” for the irrigation system owned by the District and operated by Kingwood. No expenses were anticipated to be spent.

- There would be a transfer out of the R&M Fund of \$400,000, to balance the budget, with total expenses being equal to total revenue. This was a healthy contribution.
- There was a typo in the notes. It should say that 44% of maintenance costs were allocated to Reunion West and 56% were allocated to Reunion East during Fiscal Year 2024, as the unit count of platted lots in Reunion East increased by 62 condos. However, as Reunion Village continued to develop and future phases were platted, this calculation would likely change. There were no commercial or hotel units, 398 multi-family units, 1,059 single-family units and 25 golf units.

Mr. Staley questioned what golf signified. Ms. Adams explained that it was property owned by the golf course. Mr. Staley questioned why Reunion West had more golf units than Reunion East. Ms. Adams would look at the Tax Roll and verify what comprised the golf calculation. Mr. Staley questioned the townhome units. Ms. Adams stated according to the assessment area for the townhomes, there were 56 townhome units, but she would look at the Tax Roll to verify. Property owners were responsible for paying taxes as well as non-ad valorem assessments. Mr. Barry asked if the single-family units were owned by Reunion Encore West. Ms. Adams would look at the Tax Roll and provide the addresses.

- There was a proposed gross per unit assessment of \$750.97 per multi-family unit, \$1,001.29 per single-family unit and \$500.64 per unit for golf, which were the same as the prior year. There would be no increase in administrative and maintenance fees or operation and maintenance (O&M) fees.
- The narrative was updated each year in accordance with the Proposed Budget and did a great job of explaining what comprised the different fees.
- For “*Security*,” there were three different security providers; Reunion Resort and Club Master Association, Reunion West Property Owner Association (POA) and Envera for Carriage Pointe.

Mr. Staley recalled that there was supposed to be an additional security guard for the Sinclair Road gate. Ms. Adams stated that the \$140,000 would be increased to include the additional guard at Sinclair Road gate as well as Reunion Village.

- For the *R&M Fund*,” \$400,000 would be transferred from the General Fund and there would be additional revenue. There was no specificity to the projects

identified and would be refined when a R&M Project List was presented to the Board over the summer.

Mr. Staley requested that the list include the expected expenditure. Ms. Adams explained that the R&M list was updated in accordance with discussions with the Field Manager, based on what was projected for the next six months in the Reserve Study, which was provided to the District accountant to provide the calculations. Mr. Staley wanted to look at the projects for next year and what was spent on projects for this year. Ms. Adams pointed out that staff would be looking at field conditions and the Pavement Management Plan as well as any input from residents or Board Members on items to be considered as special projects. Mr. Barry questioned what happened if the budget was unbalanced. Ms. Adams stated that the Reserve Study provided a calculation for 20 years out, identifying a conservative estimate for roadways, roof replacements, etc. and would distribute it to the Board. It showed a level five year transfer out for different segments for budgeting purposes and provided an inventory of all District assets. Mr. Staley wanted to review the Reserve Study, as they had not spent everything that they said they were going to spend and wanted to build up for large expenditures in upcoming years such as the roads. Ms. Adams felt that the District's biggest concern was roadway replacement, but the playground and outdoor Fitness Center equipment would eventually need to be replaced. Mr. Witcher questioned where the reserve would decrease. Mr. Staley stated according to the past three budgets, the amount was decreasing by \$200,000 per year. Ms. Adams explained that the projected spending could be tightened up, once there was feedback from the Board on projects occurring next fiscal year.

- For the *Debt Service*," there was an interest payment due on November 1st and principal and interest payments due on May 1st, based on the Amortization Schedule. The November 2, 2024 payment was outside of the term of the budget, but was collected within this budget cycle.

Mr. Staley requested a list of communities in Reunion West that were covered by the assessment. Ms. Adams would provide Mr. Staley with a copy of the Engineer's Report, which identified the different assessment areas. Mr. Staley noted that the single-family assessment on Pages 13, 15 and 17 was \$2,030, but they had different interest and maturity dates. Ms. Adams explained as part of the Development Plan, the developer could make a developer contribution to equalize assessments in order to market the property, which was common. Mr. Staley noted that they were not collecting more revenue than was needed to service the debt. Ms. Adams clarified

that they were collecting what they needed to service the debt, but it had to do with the timing of when collections were being received. However, they may need to re-run the Amortization Schedules if a landowner paid down their debt prior to the May and November payments being due, to ensure that everything was accounted for. Mr. Barry questioned how many landowners paid down their debt. Ms. Adams would find out.

On MOTION by Mr. Barry seconded by Mr. Greenstein with all in favor Resolution 2023-07 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing for August 10, 2023 at 11:00 a.m. at this location was adopted as amended, removing the mailed notice requirement.

Mr. Staley confirmed that the Board would not formally approve the budget until the public hearing. Ms. Adams recalled that typically, staff brought back the budget if there were any changes until the budget adoption at the August regular meeting. Ms. Trucco advised that the Board was currently setting a ceiling, which cannot be exceeded at the public hearing. Mr. Staley did not anticipate exceeding it, based on the current numbers.

FIFTH ORDER OF BUSINESS

Review and Acceptance of Pavement Management Report

Ms. Adams reported that the Pavement Management Report was not ready and requested that the Board defer this matter as Mr. Boyd was not present. *There was Board consensus to defer this matter.*

SIXTH ORDER OF BUSINESS

Consideration of Arbitrage Rebate Computation Proposal from AMTEC

Ms. Adams presented an arbitrage rebate computation proposal from AMTEC for the Series 2015, 2016, 2017, 2019 and 2022 bonds in the amount of \$450 per year per issue, which was included in the agenda package. This report was required by the Internal Revenue Service (IRS) every five years, but the calculation was run annually to recognize any arbitrage issues. Mr. Greenstein requested that Ms. Adams explain the purpose of the arbitrage calculation. Ms. Adams explained that because the District issued tax exempt bonds, they were regulated by the IRS, as there was a requirement that the bonds not earn more interest than what it was paying on the bonds. If there was an arbitrage issue, a penalty must be paid to the IRS. There were no arbitrage issues

in the past, but if there was an issue, Ms. Adams would consider the implications. Mr. Staley asked if there was an opportunity to use any other companies. Ms. Adams noted only three primary vendors provided this service; AMTEC, which provided the proposal in the agenda package, Grau & Associates, which charged \$600 per bond issue and US Tax Solutions, which charged \$550. The majority of GMS Districts used AMTEC. The budget for next fiscal year was based on \$450 per bond issue. Mr. Greenstein preferred to use AMTEC.

On MOTION by Mr. Greenstein seconded by Mr. Witcher with all in favor the arbitrage rebate computation proposal from AMTEC for the Series 2015, 2016, 2017, 2019 and 2022 bonds in the amount of \$450 per year per issue was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06
Establishing Bank Account Signatories**

Ms. Adams reported that when a District was established, a resolution establishing bank account signatories was presented at the Organizational Meeting. However, when this District was established, it was never presented. The District's appointed Treasurer, Assistant Treasurer and Secretary, which were members of GMS staff, would be authorized signatories. Mr. Greenstein noted in the first paragraph, "*Reunion East*" should be changed to "*Reunion West*." Mr. Staley questioned the staff members that were authorized signatories. Ms. Adams pointed out that the Treasurer was Ms. Katie Costa, Mr. George Flint was Secretary and members of their accounting team served as Assistant Treasurer for the purpose of processing financial records. The District adopted rules that required a certain level of insurance on the Treasurer and Assistant Treasurer.

On MOTION by Mr. Staley seconded by Ms. Harley with all in favor Resolution 2023-06 Establishing Bank Account Signatories was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Security Improvements
in Reunion West Encore Neighborhood**

Ms. Adams referred to an email from the POA Manager to the District's Field Operations Manager requesting certain security improvements at Reunion West. The District had an agreement with the Reunion West POA to provide security services for the District's gatehouse and enforcement of the District's parking rules, which were included in the agenda package for

the Board's review. Anytime they were allowing for another organization to install equipment on District property, staff recommended a License Agreement, to have protections for the District as well as compensation. There was some communication to the District management office regarding whether the POA had an ability to change security providers. The POA had the discretion to change the provider; however, they could not make changes to District property without written permission. At this time, the POA was not requesting any compensation from the District, but they may have installed some security equipment on District property such as enhanced gate operations equipment. This was an opportunity for the District to have a License Agreement not only for the new equipment, but for existing equipment that was installed by the POA as well an inventory, the level that the District wanted to maintain that equipment and feedback from the Board for the District to maintain the POA security equipment.

Ms. Harley questioned the status of the new RFID readers. Ms. Adams introduced Ms. Aura Zelada, the POA Community Association Manager, who recalled that prior to her arrival, staff was obtaining a proposal from Envera for an RFID reader and kiosk, but there was no communication from Envera, so the POA requested one from Ramco. There would be two RFID readers at the main gate, so residents could use a clicker. Ideally, they wanted two lanes, for everyone that was registered to go to the right side and people that were non-registered to go to the left side as non-registered people were currently going to the right side and blocking the people that were registered. Mr. Scheerer noted that Reunion East was experiencing the same issues. Mr. Staley did not see any issues because they were choosing the equipment; however, the CDD did not need to have gold plated barriers. Ms. Harley questioned whether Encore should pursue the owner of the vehicle who broke the gate, so that the CDD did not have to pay for it. Ms. Adams pointed out that the CDD was not billed in situations where property owners had been fined. Mr. Staley suggested looking at the costs incurred. Ms. Adams recommended that the Board direct staff to prepare a License Agreement for the security equipment installed by the POA, the cost for an average gate repair, number of service calls and average expense and bring back to next month's meeting. Mr. Scheerer indicated that the current gate arms were aluminum with LEDs that would activate with a remote to stop people from coming off of Sinclair Road. Ms. Adams pointed out that there was public access to all District roadways and for the gate as the District's roads were public. Mr. Staley questioned two charges from the POA last month on the Check Register for \$1,044 and \$821. Mr. Scheerer explained that they were gate repairs. Ms. Harley asked if they

were instructed by the POA on what equipment to install. Ms. Adams stated no, but there was some transition time between the CAM Managers on equipment that was installed and no License Agreement.

Mr. Staley was comfortable with the current relationship with the POA and had no issue with the clickers and bollards but supported having a License Agreement for the equipment and arriving at a reasonable not-to-exceed amount for the POA to proceed with Ramco. Ms. Adams agreed. Mr. Staley recalled a request from the POA to re-paint the interior of the guardhouse. Mr. Scheerer informed the POA that there was no funding but would try to fund it within the confines of the budget. It was not a huge expense and was planned to be completed in this fiscal year.

NINTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2024 Aquatic
Maintenance Renewal**

Ms. Adams presented a proposal from Applied Aquatic for aquatic maintenance services for next fiscal year for all ponds in Reunion West. There would be one agreement for Reunion East and Reunion West. Mr. Scheerer worked with Applied Aquatic on this agreement, which would start on October 1, 2023 and end on September 30, 2024 in the amount of \$372 per month or \$4,464 per year.

On MOTION by Mr. Barry seconded by Mr. Greenstein with all in favor the Fiscal Year 2024 Aquatic Maintenance Renewal in the amount of \$372 per month or \$4,464 per year was approved.

TENTH ORDER OF BUSINESS

**Discussion of Stable Dumpster
Maintenance - *ADDED***

Ms. Adams recalled that this item was discussed at the workshop and Mr. Staley requested it for this agenda. Mr. Staley felt that it made sense for the HOA to pay for it as part of their contract. Mr. John Kingsley recommended Tempest for the dumpster. Ms. Adams would discuss with the Reunion East CDD Board, that staff recommends a License Agreement with the Master Association for placement of the dumpster on CDD property.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco distributed information to the Board regarding low-speed vehicles and whether their roads were designated for low-speed vehicle use, as directed by the Board at the last meeting. There was no requirement to seek county approval to designate their roads for low-speed vehicle use, but there was a requirement to designate roads for golf cart use under Chapter 320.122 of the Florida Statutes on roads that had a speed limit of 35 miles-per-hour (mph) or less. There was a handout from the Florida Department of Highway Safety and Motor Vehicles detailing the requirements for low-speed vehicles, which Ms. Trucco provided to the Board. This information would be included in the minutes of this meeting. Mr. Witcher recalled that a Bill was just passed the Legislative Session to change the operation of golf carts from 14 to 16 years of age. Ms. Trucco advised that the Board did not have the authority to allow or prohibit golf carts on county roads as it was an Osceola County Sheriff's Office issue, but for roads that the CDD owned, the State Law would apply and be enforced by the Osceola County Sheriff's Office. Ms. Trucco would tract the Bill to see if it was signed by the Governor. Mr. Staley requested that the low-speed vehicle information and handout be posted to the website with the current public service announcement (PSA). *Discussion ensued and there was Board consensus for Ms. Adams to post the information on low-speed vehicle use, PSA and Golf Cart Statute to the website.*

Ms. Trucco presented an email that she received from the Reunion West POA attorney stating that the Reunion West POA was not responsible for maintaining the parkways. When Ms. Trucco requested backup regarding their position, they ordered a title search and would come back to the Board with recommendations when she received their explanation. Ms. Adams recalled that the Reunion West POA was not responsible for tree maintenance, but now they were stating that they were not responsible for any of the landscaping in the vegetated areas. Mr. Greenstein asked if this was for the verge areas. Ms. Trucco confirmed it was for the area in front of residential homes. Regarding the Phase 3A Plat and encroachment issue with Kingwood, according to the last correspondence from their attorney, Kingwood was evaluating which tracts they were willing to convey to the CDD by deed. Ms. Trucco would keep the Board apprised as it progressed.

B. Engineer

There being none, the next item followed and Mr. Guerricagoitia left the meeting.

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

Ms. Adams presented the Action Items List, which was included in the agenda package. Mr. Staley requested that the mulch for the Fitness Center be accelerated. *Discussion ensued and there was consensus for Mr. Scheerer to install the mulch.* Mr. Witcher requested that Mr. Scheerer remove the dead trees. Mr. Scheerer would get a price. Mr. Barry questioned a broken piece of equipment at the Playground. Mr. Scheerer explained a cable broke, which could be replaced at the same time as the swing set was installed in the park in Reunion East. It shipped on May 8th, but they were not provided with an installation date. Mr. Staley questioned the signage for the playground and Fitness Center. Mr. Scheerer stated it was approved and they should receive it in the next five to seven days. Mr. Staley questioned who was responsible for emptying the trash can at the playground. Mr. Scheerer asked Kingwood to handle it, but they did not do it. Mr. Staley requested that Mr. Scheerer remind Mr. John Kingsley.

Ms. Harley noticed that the new crossing sign was loose and recalled discussion at the last meeting about the signs being in the wrong color. Ms. Adams explained that staff was working with the county to get a recommendation. The color of the signs was significant to law enforcement personnel as one color indicated a public roadway and another indicated a private roadway. The county was determining whether they wanted the signs changed or felt comfortable enforcing with the current color. Staff was also interfacing with the county regarding an audit of the traffic enforcement signage, which was in process. Ms. Harley voiced concern about the expense. Ms. Adams pointed out it could be identified as a field expense in the R&M Fund under signage. Mr. Staley thanked Mr. Scheerer for sorting out the Whitemarsh mound. Mr. Scheerer indicated that new sod and temporary irrigation was installed. Mr. Barry questioned the dumping on CDD property. Mr. Staley stated that the builder admitted to the dumping and agreed to smooth it off. Ms. Harley indicated that the property was not vacant. Mr. Scheerer pointed out it was part of the gas line easement running from Tradition Boulevard and they staged all of their trucks there but did not see any evidence that they dumped building materials or concrete blocks. The builder cleaned everything up and were irrigating the site. Once the sod grows, they could mow it. Mr. Witcher noted there was CDD property in the Palmilla roundabout that was being used by Landmark for a dumpster and questioned whether the owner cleaned up the property. Mr. Scheerer indicated that they did not. Ms. Adams requested that Board Members and residents contact staff in between meetings to address issues.

ii. Approval of Check Register

Ms. Adams presented the Check Register from April 1, 2023 through April 30, 2023 in the amount of \$163,798.97, which was included in the agenda package. Mr. Staley questioned the six-driver feedback sign, which was \$18,870. Ms. Adams explained those were the radar display signs for Reunion West Encore. The final deposit and payment were included at the same time.

On MOTION by Mr. Staley seconded by Mr. Greenstein with all in favor the April Check Register was approved.

iii. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through March 31, 2023, which were included in the agenda package for informational purposes. Staff was monitoring the unassigned balance in the General Fund and actual spending related to the prorated expenses.

iv. Replacement and Maintenance Plan

Ms. Adams presented the Replacement and Maintenance Plan, which was included in the agenda package.

v. Presentation of Number of Registered Voters: 567

Ms. Adams stated that the District was required annually to present the number of registered voters to the Board and as of April 15, 2023, there were 567 registered voters within the Reunion West CDD boundaries, according to the Osceola County Supervisor of Elections. Mr. Staley noted last year, there were 546 registered voters: 30% in Reunion, 55% in Cortland Apartments and 15% in Reunion West Encore.

D. Security Report

This item was not discussed.

TWELFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Next Meeting Date – June 8th, 2023

Ms. Adams stated the next meeting was scheduled for June 8, 2023 at 11:00 a.m.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

Tricia Adams

Secretary/Assistant Secretary

Graham Staley

Chairman/Vice Chairman