

**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 14, 2023** at 11:00 a.m. via Zoom Communication Media Technology and at the Reunion Grande Tower, 7593 Gathering Drive, Meeting Room E, Kissimmee, Florida.

Present and constituting a quorum:

Graham Staley	Chairman
Sharon Harley	Vice Chair
Michael Barry	Assistant Secretary
Mark Greenstein	Assistant Secretary
William (Bill) Witcher ( <i>via Zoom</i> )	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Kristen Trucco	District Counsel
Steve Boyd ( <i>via Zoom</i> )	District Engineer
Alan Scheerer	Field Manager
Victor Vargas	Reunion Security
Aura Zelada	Reunion West POA
Garrett Huegel	Yellowstone Landscape Services
Mike Smith	Yellowstone Landscape Services
Residents	

*The following is a summary of the discussions and actions taken at the September 14, 2023 Reunion West Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 11:06 a.m. and called the roll. All Supervisors were present.

**SECOND ORDER OF BUSINESS****Public Comment Period**

Ms. Adams opened the public comment period. Resident Karen Weber of 1033 Castle Pines Court asked if someone could enter the community without providing their identification. Ms. Adams explained that the CDD roads were public and they could not restrict public access. Ms. Weber voiced concern about the apartments and people walking into their community without being stopped. Ms. Trucco advised that the CDD roads were financed with tax exempt government bonds and therefore, must be available to the public. Mr. Staley recalled that the bonds would be paid off in 2036. Mr. Greenstein felt that the current arrangement of financing the infrastructure through the CDD and having Reunion Security inspect traffic coming through, was adequate. If someone was belligerent or did not subject themselves to the inspection, security could follow them and contact Osceola County Sheriffs Office (OCSO). However, crime within Reunion was the lowest in the area. Any issues should be brought to staff. Mr. Staley offered to meet with Ms. Weber to discuss these issues. There being no further comments, Ms. Adams closed the public comment period.

**THIRD ORDER OF BUSINESS****Approval of Minutes of the August 10,  
2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the August 10 2023 Board of Supervisors meeting. Mr. Barry noted on the last page, "*Gleneagles Loop*" should be "*Twin Eagles Loop*." Mr. Staley stated "*Mr. Greenwood*" should be "*Mr. Greenstein*" and recalled that Mr. Witcher discussed the large dumpster on Twin Eagles Loop and that Mr. Greenstein would take a look at it, but never said that Kingwood refused to remove it or that Mr. Greenstein stated the idea was for residents to dump their trash once a week in the dumpster when leaving the community. Ms. Adams would remove these statements. On Page 4, Mr. Greenstein clarified the statement, "*There was a pooled shared cost arrangement for a single-family home to pay the same assessment as a condo unit,*" to reflect that single-family homes pay for two units and a condo unit pays for one unit. The amount per unit was the same, but the actual bottom-line cost was different.

<p>On MOTION by Mr. Greenstein seconded by Mr. Barry with all in favor the Minutes of the August 10, 2023 Board of Supervisors Meeting were approved as amended.</p>
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**FOURTH ORDER OF BUSINESS****Public Hearing**

Ms. Adams stated that the public hearing was advertised for this meeting on the imposition of Operation and Maintenance (O&M) special assessments in accordance with Florida Statutes in a newspaper of general circulation in Osceola County.

On MOTION by Mr. Greenstein seconded by Mr. Staley with all in favor the public hearing on the Imposition of Operation and Maintenance Special Assessments was opened.

**A. Consideration of Resolution 2023-11 Imposing Operation and Maintenance Special Assessments**

Ms. Adams recalled that this item was discussed at the prior meeting in accordance with analyzing the property within the Reunion West CDD boundaries. Property that was previously platted as golf maintenance, was re-platted as a residential property. Resolution 2023-11 provides for an O&M maintenance assessment for Fiscal Year 2024 in accordance with the same assessment rate as other residential homes within the Reunion West CDD, which would be direct billed to the property owner. A copy of the plat map was included, showing 22 residential parcels where Whitmarsh Way terminated. The Tax Roll for the one property owner was attached to the resolution. Mr. Staley noted that every property owner in Reunion West was paying an assessment of \$1,001 per home and questioned the debt service. Ms. Adams explained that the property had never been assessed for O&M in the past and the first time that O&M was assessed, a public hearing was required to be held in order to impose the fee however, this area was assessed for debt. This year O&M would be direct billed, but in future years, the 22 parcels would be on the Tax Roll for both O&M and debt fees. Mr. Staley questioned whether Kingwood was paying debt service on these lots. Ms. Adams stated it was paid in accordance with the golf ERU, but since it was now platted as residential, it had a different Equivalent Residential Unit (ERU). Mr. Staley pointed out in 2024, approximately \$1,000 would be collected for O&M and approximately \$1,500 for debt. There were no public comments.

On MOTION by Mr. Staley seconded by Ms. Harley with all in favor the public hearing on the Imposition of Operation and Maintenance Special Assessments was closed.

On MOTION by Mr. Barry seconded by Ms. Harley with all in favor Resolution 2023-11 Imposing Operation and Maintenance Special Assessments was adopted.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2023-12  
Amending the Fiscal Year 2024 Budget**

Ms. Adams presented an amended Fiscal Year 2024 Budget, amending the revenue section in accordance with the additional revenue that was just assessed for O&M fees. *Special Assessments – Tax Collector* was increased by \$20,707 and to balance the additional revenue, there was a corresponding increase in *Transfer-Out – R&M Fund*.

On MOTION by Mr. Greenstein seconded by Mr. Witcher with all in favor Resolution 2023-12 Amending the Fiscal Year 2024 Budget was adopted.

**SIXTH ORDER OF BUSINESS****Consideration of Temporary Access  
Agreement**

Ms. Adams was informed that a Reunion West CDD property owner within the Encore neighborhood, requested access to CDD property in order make improvements. The vendor would access a stormwater parcel owned and maintained by the Reunion West CDD. Typically, when there was a request to access CDD property for the purpose of residential improvements, staff recommended entering into a Temporary Access Agreement, which required a pre and post construction inspection by field services staff. This was a standard agreement that was prepared by District Counsel and presented for Board consideration. Mr. Scheerer, the Field Services Manager inspected the property and did not see any impediments to the project as described by the homeowner. Ms. Trucco noted that an area highlighted in red on the diagrams attached to the agreement, was not currently owned by the CDD. It was owned by Reunion West Development, LLP. The CDD owned the roadway tract abutting Fairfax Drive, which was the purpose of entering into this agreement, because if the property owner used a bobcat through this area, there could be some damage to CDD property. The lot owner would be required to reimburse or indemnify the CDD for any damages or costs incurred and hold the District harmless, in the event that the District was sued. This easement would terminate upon completion of the lot owner's construction in the rear of the property or 90 days from the effective date. Mr. Staley was wondering about having property owners paying the legal fees for the preparation of the agreement and inspections. Ms.

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Trucco would work with staff on future requests. Ms. Adams explained if the Board wanted to formalize the process and create a fee, a public hearing may be required. The Board could collect a damage deposit as part of the agreement that would eventually be refunded to the homeowner. Mr. Staley was in favor of having a process in place, but not requesting a deposit.

On MOTION by Mr. Greenstein seconded by Mr. Barry with all in favor the Temporary Access Agreement was approved as presented.
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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco reported that the draft Traffic Enforcement agreement with the OCSO was provided to their attorney for review. Once there was a response, Ms. Trucco would bring it back for final approval. She received correspondence from the Reunion West POA attorney about the Security Services Provider Agreement between the CDD and the POA, which expires on December 31, 2023, as they wanted to extend it. It was entered into in 2020 and there was a first amendment in 2021, acknowledging that the CDD would pay the POA an annual fee of \$27,308 for those services and a second amendment in April of 2022. The question was whether the CDD would insist on the indemnification language as listed due to its broadness. Mr. Staley recalled that the Encore POA had the contract with the Security Company, which the CDD was not a party to or involved in the day-to-day management, but due to the day-to-day operations, they needed to keep this indemnification language. On behalf of the Reunion West POA, Ms. Aura Zelada, verified that the POA was changing their security company at the end of the month to Curtis Protection Services. Before the POA signed the agreement, Mr. Staley recommended that there be a discussion between Ms. Adams and Ms. Zelada regarding the new security provider, since the CDD was responsible for parking enforcement. Ms. Adams clarified that the CDD engaged Reunion West POA to enforce Parking Rules

Ms. Trucco followed up with Reunion West POA's attorney regarding maintenance of the verge areas in front of residential lots. The right-of-way (ROW) was owned by the CDD and the parkway was maintained by the POA. The POA was amenable to perform lawn mowing, tree trimming, etc. within the verge area within the remainder of Reunion West; however, the CDD would be responsible for sidewalks and irrigation and for landscaping when the need arises. Several meetings ago, the Board expressed interest in having a License Agreement with the POA

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for continuing maintenance of these areas, but when this was brought back to the POA, they expressed concerns. Ms. Trucco was trying to get specifics on how much they were collecting and who they were collecting from as it appeared that some of the irrigation costs were being collected by the POA. Ms. Trucco received a request from the POA for the Board to acknowledge in writing that the CDD owned the road verge area and sidewalks, which she had no issue with, as it was on the public record that the CDD owned the roadways. The CDD would repair sidewalks that were safety issues, but the owner was responsible for cleaning the sidewalk on their lot. She questioned whether it made sense for the CDD to give the POA a License Agreement to continue operating, as the Covenants, Conditions and Restrictions (CC&Rs) had language that the POA would provide irrigation services. Ms. Trucco requested that the POA to agree to a License Agreement from the CDD for Phase 1, which was not included in the recorded plats. Mr. Staley offered to work with Ms. Trucco between now and the next meeting.

**B. Engineer**

Last week, Mr. Boyd received the report from UES, on the core samples and would present it at the next meeting. It was consistent with the draft Pavement Management Plan and provided the specifications in order for it to be priced. The final Pavement Management Plan classified all of the roads as fair, with the exception of a portion of Tradition Boulevard and would include the recommendation to mill and overlay the roads that they prioritized. However, the report would be amended to include the technical specifications in order to go out for bids. Mr. Staley asked if Mr. Boyd could provide a two- or three-page document on the recommended work for both Reunion East and West. Mr. Boyd would provide the recommendations for work to be performed over the next two years; however, none of the improvements in Reunion West were urgent at this point and could be delayed until 2025, but some spot repairs would be made in a few locations for 2024.

*Mr. Boyd left the meeting.*

**C. District Manager's Report**

Ms. Adams received a request from a property owner who lived in the Encore neighborhood at Reunion West CDD for an alteration to the ROW, in order to provide additional access to their property. Staff discussed this with the POA management team and learned they denied this request. Ultimately, the homeowner was referred to the CDD because the District

owned the ROW. Because the request was not in keeping with the community standards and the uniformity and because it altered the ROW, the request was denied.

**i. Action Items List**

Ms. Adams presented the Action Items List. Regarding traffic calming, the radar display signs were received and installed. There was confirmation from the Reunion West POA that they were working well. The Pavement Management Plan was completed and would be removed from future Action Items Lists. The sign upgrades for the Reunion standards were approved at the August Board meeting. Mr. Scheerer pointed out that they may have to update the finials at the top because the pineapple design that they used, were no longer being manufactured. The poles and additional hardware were pending and expected soon. The monument plantings were completed and the expectation was that the Podocarpus grow quickly and the Blue Daze would fill in nicely. Mr. Scheerer had several meetings with the gas company regarding the Whitemarsh mound. They were reviewing future requests and the approval to perform grading and soil removal. The next step was for the Board to decide how much of the mound to remove. The Board wanted it to be flat and Mr. Scheerer would get with Yellowstone and All Terrain to price the grading and re-sodding. Mr. Staley requested that the owner living next door to the mound, be notified as a courtesy. Mr. Scheerer would meet with the owner of the property once the Board was amenable to the plan, but it could take another 30 days.

Mr. Staley suggested turning the Seven Eagle fountain into a garden planter versus repairing or replacing it. Mr. Scheerer spoke with UCC Group, the company who did all of the masonry work on the west side, and they agreed to provide a plan to remove, demolish and install a new fountain for \$100,000 and \$150,000 or remediate it for \$50,000, by including all filtration and a seasonal lighting package. Mr. Greenstein would discuss this with the Reunion East CDD Board. Mr. Staley questioned the status of the request from Ms. Harley about additional dumpsters at The Stables. Ms. Harley clarified that her request was for an additional dumpster for Passover. Ms. Adams spoke with Master Association about including additional dumpsters for the December/January holidays, but they did not have time to include them; however, one was installed for Passover. Mr. Staley suggested working with Kingwood now, if Ms. Harley felt that the community needed another dumpster for the holidays. Mr. Staley requested that broken, bent and missing stakes at the Sinclair gate be installed. Mr. Scheerer reported Fausnight was approved

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to repair them. Ms. Harley questioned when leaning trees and signage would be addressed. Mr. Scheerer stated that one tree was leaning, but Yellowstone could not straighten a mature Oak tree. The leaning signs would be addressed. Mr. Scheerer rode through the entire community with Fausnight and created a list of repairs that needed to be made. Mr. Greenstein noted one post on the new crosswalk signs needed to be straightened out. Mr. Scheerer pointed out that traffic signs were a constant battle. Mr. Staley requested additional mulch by the swings on the playground. Mr. Scheerer would ask Yellowstone to replenish it when they mulched in the next couple of months.

**ii. Approval of Check Register**

Ms. Adams presented the Check Register from August 1, 2023 through August 31, 2023 in the amount of \$64,640.71.

On MOTION by Mr. Barry seconded by Mr. Greenstein with all in favor the August Check Register was approved.
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**iii. Balance Sheet and Income Statement**

Ms. Adams presented the Unaudited Financial Statements through July 31, 2023, which were for informational purposes. The District was over budget on professional fees and field items, due to cost increases for services. Mr. Staley felt that staff did a good job of managing expenses as they were \$20,000 over budget of the \$1.4 million that was budgeted. Ms. Adams pointed out that the District was fully collected on assessments.

**iv. Replacement and Maintenance Plan**

Ms. Adams presented the Replacement and Maintenance Plan. Mr. Scheerer reported that the gatehouse roof replacement would be completed in October, after the Seven Eagles roof repairs were completed. There was a tentative start date of October 16<sup>th</sup>, but it was pushed back to October 19<sup>th</sup>, due to recent storm damage. The Seven Eagles roof should take two to three weeks. The facility will be closed, with the exception of the mail room. They were trying to coordinate the resurfacing of the pool at the same time and would provide proposals at the October meeting. The HVAC replacement should be completed today. Mr. Scheerer was waiting on ACT to coordinate the Reunion Resort/Reunion Village gate access. The “No Parking” signs were on hold until



construction was completed. The inventory of the pool furniture was completed. A stormwater analysis was completed by the District Engineer for the stormwater repairs and staff was currently onsite making those repairs, which should be completed by the end of the month. Mr. Staley noted in the monthly financials, there was a R&M list and felt that there was an opportunity to improve the spending as the year-to-date spending through July was \$241,000, but in the budget, \$1.3 million was projected to be spent this year. Ms. Adams believed that they could be more conservative in their future projections.

**D. Security Report**

Ms. Staley asked if all incidents were reported. Mr. Vargas stated that any incident they responded to was reported. Mr. Staley recalled a confrontation occurred between someone walking their dog and a homeowner, which was not included in the Incident Report. Mr. Vargas confirmed that one person was arrested. And it was included with security reports

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date – October 12<sup>th</sup>, 2023**

The next meeting was scheduled for October 12, 2023 at 11:00 a.m.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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*Tricia Adams*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Graham Staley*  
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Chairman/Vice Chairman