

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**ENCORE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Encore Community Development District was held on **Thursday, October 1, 2015 at 4:00 p.m.** at the Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida, 33607.

Present and constituting a quorum:

Dr. Hazel Harvey	<b>Board Supervisor, Chairman</b>
Brenda Dohring Hicks	<b>Board Supervisor, Vice Chairman</b>
David Iloanya	<b>Board Supervisor, Assistant Secretary</b>
Manny Alvarez	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Sandy Oram	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel; Hopping, Green &amp; Sams, P.A.</b> <i>(via conference call)</i>
Greg Woodcock	<b>District Engineer; Cardno TBE</b> <i>(via conference call)</i>
Leroy Moore	<b>Developer</b>
Josette Chack-On	<b>Developer Counsel</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Dr. Harvey called the meeting to order and Ms. Oram performed roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held on August 6, 2015**

On a Motion by Mr. Alvarez, seconded by Ms. Dohring Hicks, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 6, 2015 as presented for Encore Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation & Maintenance Expenditures for July and August 2015**

On a Motion by Dr. Harvey, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for July 2015 (\$17,597.61) for Encore Community Development District.

On a Motion by Ms. Dohring Hicks, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved the Chiller Expenditures for July 2015 (\$48,791.12) for Encore Community Development District.

On a Motion by Mr. Alvarez, seconded by Mr. Iloayna, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for August 2015 (\$24,680.12) for Encore Community Development District.

On a Motion by Mr. Alvarez, seconded by Dr. Harvey, with all in favor, the Board of Supervisors approved the Chiller Expenditures for August 2015 (\$53,768.61) for Encore Community Development District.

The Board stated that they would like to receive copies of the last twelfth months of TECO bills.

**FIFTH ORDER OF BUSINESS**

**Update: Chiller Plant Rate Study**

Ms. Dohring Hicks stated that Mr. Williams was going to be investigating and implementing a more aggressive energy savings plan and part of that recommendation that did not get implemented was raising the set point in the Ella from 70 degrees to 75 degrees. Ms. Dohring Hicks requested that this be added to the minutes and that Mr. Williams send out a report to the Board in the next few days rather than waiting until the next meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Funding Agreement for Repairs/Replacement of Improvements**

Ms. Kilinski presented the Funding Agreement for Repairs/Replacement of Improvements. The Board approved the agreement in substantial form. District Counsel and Developer's Counsel will schedule a conference call to fine tune the details of the agreement. The final agreement will likely have a provision as to when the contract will expire. District Engineer will do another inspection before the agreement is made final. The parties will agree on a final date and what will be completed when finalized along with a list of ongoing items that would need maintenance/repair.

On a Motion by Ms. Dohring Hicks, seconded by Mr. Alvarez, with all in favor, the Board approved the Funding Agreement for Repairs/Replacement in substantial form as discussed for Encore Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from COT to install Wi-Fi around District**

Ms. Oram and Mr. Lorenzo Reed described the plan by the City to install Wi-Fi transmitters on the light poles along the west end of the project. Mr. Reed stated that it is part of the Perry Harvey park restoration program. Ms. Oram stated that she has requested some type of written agreement from the COT that would ensure that any damages that may occur when installing the boxes on the light poles owned by the District and that the City would maintain the transmitters at no cost to the District. This item was tabled until such agreement can be obtained from the City.

**EIGHTH ORDER OF BUSINESS**

**Ratify District Insurance Renewal Policy for Fiscal Year 2015/2016**

The Board ratified the District's Fiscal Year 2015/2016 insurance policy renewal that was previously approved by Mr. Williams. Ms. Oram stated that the insurance carrier is the same as the District had the previous fiscal year.

On a Motion by Mr. Alvarez, seconded by Mr. Iloanya, with all in favor, the Board ratified the approval of the District's Insurance Policy Renewal for Fiscal Year 2015/2016 for Encore Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Establishment of Audit Committee**

Ms. Oram stated that the District needed to start the audit process and would need to establish the audit committee which is usually the Board members. She stated that she would present the audit proposal instructions and audit evaluation criteria at the next meeting.

On a Motion by Mr. Alvarez, seconded by Mr. Iloanya, with all in favor, the Board approved the establishment of an audit committee and authorized District staff to advertise the first audit committee meeting to be held at the next Board meeting for Encore Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report

**B. District Engineer**

No report.

**C. District Manager**

**1. Monthly Energy Analysis Reports**

Ms. Oram presented the monthly Energy Analysis Reports for the Board's review.

Ms. Oram requested the Board make a motion to put the landscaping contract out to bid. Upon discussion by the Board, the Board approved going out to bid for landscape maintenance services.

On a Motion by Mr. Alvarez, seconded by Ms. Dohring Hicks, with all in favor, the Board authorized District staff to obtain proposals for landscape maintenance services (excluding Sunrise Landscape) for Encore Community Development District.

**2. EnerNoc Report**

Ms. Oram presented the EnerNoc Report for the Board's review.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Alvarez, seconded by Ms. Dohring Hicks, with all in favor, the Board of Supervisors adjourned the meeting at 5:05 p.m. for Encore Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman