

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 6, 2016 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	Board Supervisor, Chairman
Brenda Dohring-Hicks	Board Supervisor, Vice Chairman
Manny Alvarez	Board Supervisor, Assistant Secretary
Christine Burdick	Board Supervisor, Assistant Secretary

Also present were:

Sandy Oram	District Manager; Rizzetta & Company, Inc.
Jennifer Kilinski	District Counsel, Hopping, Green & Sams <i>(via conference call)</i>
Greg Woodcock	District Engineer, Cardno TBE
Leroy Moore	Developer
Susi Begazo-McGourty	Representative, Tampa Housing Authority
Jozette Chack-On	Developer Counsel
Jeffrey Watson	Representative, Tampa Bay Trane
Lorenzo Reed	Representative, Tampa Housing Authority

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Oram called the meeting to order and 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 4,
2016**

There were no changes to the meeting minutes.

There were no changes to the meeting minutes.

On a Motion by Dr. Hazel Harvey, 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 4, 2016 as amended for Encore Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for April through June 2016 (tabled from last meeting) and July and August 2016

Ms. Oram presented and reviewed the operation and maintenance expenditures for April through June 2016 were tabled from the last meeting due to time constraints and the July and August 2016 operation and Maintenance expenditures.

On a Motion by Dr. Hazel Harvey, seconded by Ms. Burdick with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for April (\$12,848.16), May (\$23,311.79), June (\$6,102.66), July (\$47,606.08) and August 2016 (\$5,943.80) and the Chiller Fund Expenditures for April (\$29,199.46), May (\$45,754.39), June (\$37,376.07), July (\$49,237.54) and August 2016 (\$45,752.22) for Encore Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-01, Revising District Records Location

Ms. Oram presented Resolution 2017-01, Revising District Records Location. She stated that Rizzetta & Company had relocated their office to Riverview.

On a Motion by Mr. Alvarez, seconded by Dr. Hazel Harvey, with all in favor, the Board of Supervisors approved Resolution 2017-01, Revising District Records Location (Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, FL 33569) for Encore Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2017-02, Redesignating Registered Agent Office

Ms. Oram presented Resolution 2017-02, Redesignating Registered Agent Office. She stated that Rizzetta & Company had relocated their office to Riverview.

On a Motion by Ms. Dohring-Hicks, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors approved Resolution 2017-02, Redesignating Registered Agent Office (Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, FL 33569) for Encore Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2017-03,
Redesignating Secretary of the District**

Ms. Oram presented Resolution 2017-03, Redesignating Secretary of the District.

On a Motion by Mr. Alvarez, seconded by Ms. Dohring-Hicks, with all in favor, the Board of Supervisors approved Resolution 2017-03, Redesignating Secretary of the District (Eric Dailey) for Encore Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2017-04,
Redesignating Treasurer of the District**

Ms. Oram presented Resolution 2017-04, Redesignating Treasurer of the District.

On a Motion by Mr. Alvarez, seconded by Ms. Dohring-Hicks, with all in favor, the Board of Supervisors approved Resolution 2017-04, Redesignating Treasurer of the District (William Rizzetta) for Encore Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Contract for Professional
Field Services**

This item was tabled as it is being revised.

TENTH ORDER OF BUSINESS

**Discussion Regarding Request for
Proposals for Chiller Plant Services**

Ms. Kilinski presented and reviewed the draft Project Manual for Chiller System Operation & Maintenance Services and the request for proposals notice to be placed in the paper. Discussion ensued.

On a Motion by Ms. Dohring-Hicks, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors approved renewing both Trane contracts with the same terms and conditions as the original contracts for one year and to confirm a 30 day notice of termination is included in the contracts for Encore Community Development District.

On a Motion by Ms. Dohring-Hicks, seconded by Dr. Hazel Harvey, with all in favor, the Board of Supervisors approved the RFP for Chiller System Operation and Maintenance Services in substantial form for Encore Community Development District.

On a Motion by Dr. Hazel Harvey, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors approved the evaluation criteria for the RFP for Chiller System Operation and Maintenance Services with the change of Item 1 (Ability – 20 points) and Item 2 (Experience – 20 points) for Encore Community Development District.

ELEVENTH ORDER OF BUSINESS

Review of Proposals for Repairs on Vacant Lot between Ray Charles and Blanche Armwood

Mr. Woodcock was not able to obtain any proposals for the repair on the vacant lot between Ray Charles and Blanche Armwood. He stated that he would not be able to obtain them without preparing a Scope of Services. After discussion the Board decided to postpone any repairs to this location. Mr. Woodcock will have an orange construction fence installed around Blanche Armwood and Ray Charles streets to encompass the area from the curb inward and completely block off this area to pedestrian traffic. This fence will connect with the allied fence on Scott and the one on Nebraska.

On a Motion by Mr. Alvarez, seconded by Ms. Hazel Harvey, with all in favor, the Board of Supervisors tabled the repairs on the vacant lot between Ray Charles and Blanche Armwood and approved the installation of an orange construction fence around Blanche Armwood and Ray Charles streets for Encore Community Development District.

TWELFTH ORDER OF BUSINESS

Ratification of Approval for District's Insurance Renewal

Ms. Oram presented and reviewed Stahl & Associates' proposal for the District's insurance renewal for fiscal year 2016/2017 and the Premium Assignment Finance Agreement to pay for the insurance.

On a Motion by Ms. Dohring-Hicks, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors ratified the approval of Stahl & Associates' proposal for the District's Insurance renewal for Fiscal Year 2016/2017 and the Premium Assignment Finance Agreement for Encore Community Development District.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel**
No report.
- B. **District Engineer**
Mr. Woodcock gave the Board a report on the condition of Parcel 5.
- C. **Operations Manager**
Not present. Ms. Oram gave the Board an update on the landscape maintenance.

D. District Manager

1. Monthly Energy Analysis Reports

Jeff Watson, Trane Representative, reviewed the monthly Energy Analysis Reports for the Board.

2. EnerNoc Report

Mr. Watson reviewed the EnerNoc Report with the Board.

Ms. Oram stated that the next meeting was scheduled for November 3, 2016 at 4:00 p.m. and the District would be holding their landowner election.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Oram asked if there were any Supervisor requests. Ms. Dohring-Hicks requested that Mr. Gay with Illuminations Holiday Lighting call her regarding the holiday lighting.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Burdick, seconded by Mr. Alvarez, with all in favor, the Board of Supervisors adjourned the meeting at 5:18 p.m. for Encore Community Development District.


Secretary / Assistant Secretary


Chairman / Vice Chairman