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**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, March 2, 2017 at 4:00 p.m.** at the office of 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>
David Iloanya	<b>Board Supervisor, Vice Chairman</b>
Billi Johnson-Griffin	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Chelsea Holloway	<b>Admin. Assistant, Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel, Hopping, Green &amp; Sams</b> <i>(via phone)</i>
Greg Woodcock	<b>District Engineer, Cardno TBE</b> <i>(via phone)</i>
John Crawford	<b>Field Services Manager, Rizzetta &amp; Company</b>
Jozette Chack-On	<b>Developer Counsel</b>
Jeffrey Watson	<b>Representative, Tampa Bay Trane</b>
Tim Bowersox	<b>Representative, Yellowstone Landscaping</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no Audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meeting Held on December 1, 2016**

Mr. Huber presented the minutes from the Regular meeting held on December 1, 2016 to the Board for their review. A request was made to change the ninth order of business to reflect that Seat #2 was declared vacant for Brenda Dohring-Hicks.

On a Motion by Dr. Hazel Harvey, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on December 1, 2016 as amended for Encore Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for November 2016, December 2016, and January 2017**

Mr. Huber presented the expenditures to the Board for their review.

On a Motion by Dr. Harvey, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for November 2016 (\$34,299.43), December 2016 (\$16,457.62), and January 2017 (\$60,445.29) as presented for Encore Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Chiller Fund Operation and Maintenance Expenditures for November 2016, December 2016 and January 2017**

Mr. Huber presented the Chiller Fund expenditures to the Board for their review.

On a Motion by Dr. Harvey, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved the Chiller Fund Operation & Maintenance Expenditures for November 2016 (\$34,646.45), December 2016 (\$31,150.15), and January 2017 (\$39,639.62) as presented for Encore Community Development District.

**SIXTH ORDER OF BUSINESS**

**Administer Oath of Office to Newly Elected Supervisor (Billi Johnson-Griffin)**

Mr. Huber, a notary in the State of Florida, administered the Oath of Office to Ms. Johnson-Griffin prior to the onset of the meeting in order to ensure that the minimum quorum was met. Mr. Huber asked Ms. Johnson-Griffin if she would like to accept compensation for her time spent on the Board and she advised that she would. Mr. Huber then had Ms. Kilinski review Form 1 and Sunshine Law requirements with Ms. Johnson-Griffin to ensure that she had a sound understanding of each.

**SEVENTH ORDER OF BUSINESS**

**Consideration of a Board Supervisor Replacement for Vacant Seat #2**

This item was tabled until the next meeting due to lack of candidates. Mr. Huber advised the Board that this seat will need to be filled by a resident.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-07, Re-Designating a Treasurer of the District**

Mr. Huber presented Resolution 2017-07, Re-Designating a Treasurer of the District, to the Board for their review. This resolution would appoint Mr. Scott Brizendine as Treasurer and allow him to sign banking documents on behalf of the District, which Mr. Huber explained would be appropriate due to Mr. Brizendine's recent promotion to head of District Financial Services at Rizzetta & Company.

On a Motion by Ms. Johnson-Griffin, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors adopted Resolution 2017-07, Re-Designating a Treasurer of the District, for Encore Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-08, Re-Designating an Assistant Secretary of the District**

Mr. Huber presented Resolution 2017-08, Re-Designating an Assistant Secretary of the District, to the Board for their review. This resolution would appoint Mr. Huber as an Assistant Secretary for signing purposes only.

On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors adopted Resolution 2017-08, Re-Designating an Assistant Secretary of the District, for Encore Community Development District.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Operations Manager**

Mr. Crawford reviewed his February 2017 field inspection report with the Board. He explained that the item in his report pertaining to dead sod stemmed from a lightning strike to the well pump that occurred last year which shut down the irrigation system. This occurred during a particularly dry period and the grass subsequently died. Mr. Crawford noted that Yellowstone Landscape had provided a proposal for sod replacement and verified that their figures were accurate.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Terms of Current Landscape Maintenance Contract**

At this time, the Board took the agenda out of order and addressed an earlier item of business due to its relation to the issue at hand. Discussion ensued regarding the lightning strike to the well pump that caused the irrigation system to crash and the sod to die. Mr. Huber suggested to the Board that Encore Community Development District transition their current contract with Yellowstone Landscape to a new contract format that includes weekly inspections of the well pump and water source in the Scope of Work. Mr. Huber advised that the updated contract would be presented at the next scheduled meeting for review.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports Cont'd**

**A. Operations Manager**

Mr. Crawford presented various proposals from Yellowstone Landscape to address issues noted in his report. Mr. Huber reminded the Board of budgetary constraints and advised that it would not be financially feasible to accept all proposals at this time. Mr. Crawford identified the most pressing proposals and discussed them briefly with the Board.

On a Motion by Mr. Iloanya, seconded by Dr. Harvey, with all in favor, the Board of Supervisors approved Yellowstone Landscape's proposal for sod replacement (\$8,838.75) for Encore Community Development District.

On a Motion by Ms. Johnson-Griffin, seconded by Dr. Harvey, with all in favor, the Board of Supervisors approved all five of Yellowstone Landscape's proposals for repairs to Scott Street (\$1,433.96 combined total) for Encore Community Development District.

On a Motion by Ms. Johnson-Griffin, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved Yellowstone Landscape's proposal for adding spray heads to replace drip line (\$2,006.20) for Encore Community Development District.

Due to budgetary constraints, the palm tree removal/replacement and corner lot rotor zone proposals were tabled until next fiscal year.

**B. District Engineer**

Mr. Woodcock had no report to give.

**C. District Manager**

Mr. Watson reviewed the monthly Trane Energy Analysis Reports with the Board. The Board had no questions for Mr. Watson.

Mr. Huber noted that the next regularly scheduled Board of Supervisors meeting will be held on April 6, 2017 at 4:00 p.m. at the offices of Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida 33602.

Mr. Huber provided an update to the Board on the status of their various insurance claims. Currently, the well pump claim has been paid out and closed, but the Reed building claim is still under investigation. Mr. Huber advised the Board that he would provide another update once more information was made available.

**D. District Counsel**

Ms. Kilinski noted that the District will need to begin the RFP process for the Chiller Plant Operation and Maintenance Services contract soon.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Iloanya commented on an exposed sign post in front of the Ella building that posed a risk to residents. Mr. Huber advised that he would address this with the District Engineer.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Johnson-Griffin, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors adjourned the meeting at 5:02 p.m. for the Encore Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman