

**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, February 1, 2018 at 4:30 p.m.** at the office of Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida, 33607.

Present and constituting a quorum were:

Dr. Hazel Harvey	<b>Board Supervisor, Chairman</b>
David Iloanya	<b>Board Supervisor, Vice Chairman</b>
Christine Burdick	<b>Board Supervisor, Assistant Secretary</b>
Billi Johnson-Griffin	<b>Board Supervisor, Assistant Secretary</b>
Julia Jackson	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Christine Perkins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Crawford	<b>Field Service Manager; Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel, Hopping, Green &amp; Sams (via phone)</b>
Jozette Chack-On	<b>Developer Counsel, Saxon Gilmore</b>
Tim Bowersox	<b>Yellowstone Landscape</b>
Derek Carter	<b>Trane</b>
Brian Stortz	<b>Trane</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Perkins called the meeting to order and read the 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' Regular Meeting held on November 2, 2017**

On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Regular meeting held on November 2, 2017 as presented for the Encore Community Development District.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for October 2017 through December 2017**

Ms. Johnson-Griffin expressed that it is challenging to review invoices for multiple months. Ms. Perkins communicated that this would only occur if meetings were cancelled and O&M expenditures would need to be pushed to the following month for ratification.

On a Motion by Ms. Burdick, seconded by Dr. Harvey, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2017 (\$24,601.34), November 2017 (\$27,760.06), and December 2017 (\$26,563.65) as presented for the Encore Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Chiller Fund Operation and Maintenance Expenditures for October 2017 through December 2017**

On a Motion by Dr. Harvey, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved the Chiller Fund Operation and Maintenance Expenditures for October 2017 (\$49,345.32), November 2017 (\$42,910.45), and December 2017 (\$34,253.69) as presented for the Encore Community Development District.

**SIXTH ORDER OF BUSINESS**

**Establishment of Audit Committee**

Ms. Perkins communicated that the District is approaching the timeframe to go out to bid for auditing services, as the current contract with Grau & Associated was for fiscal years ending in 2015, 2016, and 2017. She additionally recommended the entire Board be appointed to the Audit Committee, to also remain consistent with what was previously done in the past.

On a Motion by Ms. Burdick, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved the Establishment of the Audit Committee to be comprised of the current members of the Board of Supervisors, for the Encore Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Services Manager**

Mr. Crawford presented the January 2018 Field Services Report to the Board. Ms. Johnson-Griffin expressed her displeasure at the current state of the landscaping, as there are currently dead trees and browning turf. Discussion ensued about the recent frost that impacted the District, as well as the turf going dormant in winter months. Mr. Crawford communicated that the District did not take as hard of a hit from the frost as other communities, potentially due to the layout of the buildings providing protection from the elements.

Discussion continued pertaining to the four dead palm trees, a plan of placement, as well as other items needed attention. Mr. Bowersox presented several proposals for enhancements. Discussion ensued on the current cost of installing four vs. six palm trees, the impact on the budget for the current fiscal year, the one-year warranty (non-inclusive of any frost damage), and the timing of install, which would take approximately three/four weeks.

On a Motion by Dr. Harvey, seconded by Mr. Iloanya, with all in favor, the Board of Supervisors approved Proposal to install of four palms at a price of (\$14,368.56) for the Encore Community Development District.

On a Motion by Mr. Iloanya, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved Proposal for Mulch at a price of (\$3,065.38) for the Encore Community Development District.

On a Motion by Mr. Iloanya, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved Proposal for Indian Hawthorn Replacement at a price of (\$499.00) for the Encore Community Development District.

On a Motion by Mr. Iloanya, seconded by Ms. Johnson-Griffin, with all in favor, the Board of Supervisors approved proposal for Jasmine Replacement for the Bed on Scott St. at a price of (\$850.00) for the Encore Community Development District.

**B. District Counsel**

Ms. Kilinski was present via phone but had no report.

**C. District Engineer**

Mr. Woodcock was not present.

**D. Chiller System Manager – Trane**

Mr. Stortz pointed out a new graph on the report pertaining to the plant's load, noting that there is plenty of room for additional growth. The Board had no additional questions on the recent energy analysis report.

**E. District Manager**

Ms. Perkins noted that the next regularly scheduled Board of Supervisors meeting will be held on March 1, 2018 at 4:00 p.m. at the office of Tampa Housing Authority, located at 5301 W. Cypress Street, Tampa, Florida 33607.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Iloanya, seconded by Ms. Burdick, with all in favor, the Board of Supervisors adjourned the meeting at 4:58 p.m. for the Encore Community Development District.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman