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**MINUTES OF MEETING  
HARBOURAGE AT BRADEN RIVER  
COMMUNITY DEVELOPMENT DISTRICT**

5 The Regular Meeting of the Board of Supervisors of the Harbourage at Braden  
6 River Community Development District was held on Friday, February 12, 2014 at 1:00  
7 p.m. at the Harbourage Clubhouse, 5705 Key West Place, Lakewood Ranch, Florida.

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9 **FIRST ORDER OF BUSINESS - Roll Call**

10 Mr. St. Denis called the meeting to order.

11 The Board members introduced themselves for the record.

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13 **Present were:**

14	Suzie White	Chair
15	Ian Davidson	Vice Chair
16	Dr. Bart Didrick	Supervisor
17	Dale Weidemiller	Supervisor

18  
19 **Also present were:**

20	Bruce St.Denis	DPFG
21	Patricia Comings-Thibault	DPFG (via telephone)
22	Carole Margaret	Resident
23	Several Residents	

24  
25 Mr. St. Denis established a quorum of the Board was present.

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27 **SECOND ORDER OF BUSINESS – Public Comments on Agenda Items**

28 There being none, the next item followed.

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30 **THIRD ORDER OF BUSINESS – Administration Matters**

31 **A. Approval of January 8, 2014 Meetings Minutes**

32 Mr. St. Denis stated each Board member received a copy of the minutes of the  
33 January 8, 2014 Board meeting and requested any additions, corrections or deletions.

34 Correction to be made: page 1 line 33 treasurer spelled incorrectly, Jean Rugg to  
35 be added to the “also present were” section, Dr. Didrick name is spelled incorrectly  
36 throughout the minutes, minutes show Ms. Davidson and it should be Mr. Davidson.

37

1 On MOTION by Ms. White, SECONDED by Dr. Didrick, WITH ALL IN FAVOR, the  
2 Board approved the January 8, 2014 Meeting Minutes, as amended.

3  
4 **B. CMS Financial Statements December 2013**

5 Ms. Thibault stated I just received the accounting information from CMS  
6 yesterday. I can tell you there is \$365,978 in your unassigned general fund balance as of  
7 December 31, 2013. CMS indicates you are almost 100% collected of your assessment  
8 revenue. There were some isolated incidents within the expenditures that we will need to  
9 vet out as soon as we get the financial information uploaded into our system.

10  
11 On MOTION by Ms. White, SECONDED by Dr. Didrick, WITH ALL IN FAVOR, the  
12 Board approved CMS Financial Statements as of December 2013.

13  
14 **C. Resolution 2014-2, Removing Richard Woodville as Assistant Secretary**

15 Mr. St. Denis stated Mr. Woodville used to be a District Manager but now he has  
16 taken a position with another firm and this resolution is to remove him from being able to  
17 do any business for the district. If there are no questions I'll accept for a motion to  
18 approval.

19  
20 On MOTION by Ms. White, SECONDED by Dr. Didrick, WITH ALL IN FAVOR, the  
21 Board adopted Resolution 2014-2, Amending Resolution 2014-1 and Removing Mr.  
22 Richard Woodville as Assistant Secretary.

23  
24 **FOURTH ORDER OF BUSINESS – General Matters**

25 **A. Transition Update:**

26 ➤ **Financial Update**

27 Mr. St. Denis stated we had some issues getting the records transferred, but that  
28 has now happened. We are working on getting through them as Ms. Thibault just  
29 mentioned.

30  
31 ➤ **Bond Payments & Refunding**

32 Mr. St. Denis stated I only know of two companies that would do this work.  
33 Would you like for me to bring back proposals from FMS and MBS?

34 Mr. Weidemiller stated I know MBS will come to a meeting and give a  
35 presentation. You can contact Mr. Ed Bulliet.

1 A discussion was held on the market rates, and current bond financings in the  
2 industry.

3 Mr. St. Denis stated I will get MBS to come to the next meeting and present their  
4 proposal.

5

6 ➤ **Current Contracts**

7 Mr. St. Denis stated I will try to get the contracts on a CD for the Board once we  
8 sort through the boxes.

9

10 **B. Payroll Processing – Use of ADP**

11 Ms. Thibault stated I believe DMS primarily processed the payroll in-house. They  
12 have an actual payroll services department; we do not have that same service at DPGF.  
13 We use ADP to process all your payroll information to pay your supervisor fees and they  
14 will also be in charge of getting you your W-2 information.

15 Mr. Davidson asked how much does it cost for ADP services?

16 Ms. Thibault stated it is \$100 every time they process a payment, and we process  
17 one payroll per month.

18 Following discussions,

19

20 On MOTION by Dr. Didrick, SECONDED by Mr. Davidson, WITH ALL IN FAVOR,  
21 the Board approved Processing Payroll with ADP on a Quarterly Basis.

22

23 **C. District Attorney Proposal**

24 ➤ **Review and Selection**

25 Mr. St. Denis stated we have one proposal from Mr. John Vericker of Straley &  
26 Robin, an associate with the firm. I work with him on another Board and he is very good  
27 and his job.

28 Mr. Weidemiller stated I have dealt with the firm on the other side of the table. I  
29 found them very capable and cost conscious.

30

31 ➤ **Authorization to Enter into Negotiations**

32 Following discussion,

33

1 On MOTION by Ms. White, SECONDED by Mr. Davidson, WITH ALL IN FAVOR,  
2 the Board authorized the Chairperson and District Manager to enter into Negotiations for  
3 District Counsel.  
4

5 **D. Updates:**

- 6 ➤ **Catch Basin Sinking**
- 7 ➤ **Grill Damage**

8 Mr. St. Denis stated I stopped by here yesterday to get an update from Cindy on the catch  
9 basin sinking and the grill damage, but she is out sick with the flu.

10 Ms. White stated I have seen them doing some sidewalk around the area.  
11

12 **Gate Damage**

13 Mr. St. Denis stated I contacted Above The Rest Moving Company and it was like  
14 a phone tree. I called one number and was routed to other extension and another. I asked  
15 them for their insurance information, but they have not gotten back with me. We have  
16 the video of the accident and Envera automatically sent us a report with the plate number  
17 and the video.

18 Ms. White stated I have an update about the other gate damage from the white  
19 pick-up truck. There is a family that has a couple of teenage boys and this is the second  
20 time one of their friends has hit the gate. I was out riding my bike and I saw the truck so  
21 I followed them and spoke to the young man and his friend. They are renting here and I  
22 told them that if we keep having these kinds of problems I would speak to the HOA about  
23 not allowing their contract to be renewed. The young man was very respectful and  
24 apologized about the accident and said the he and his brother were going to talk to all of  
25 their friends about being cautious about the gate.  
26

27 **Resident Gate Mechanism**

28 Mr. St. Denis stated we have two proposals for the resident gate mechanism that  
29 needs to be replaced. One is for all new parts at \$2,500 and the other is for rebuild parts  
30 at \$800-\$1,000, but is only guaranteed for 30 days. I recommended going with the new  
31 parts. They are on order and we are currently waiting for the parts to come in.  
32

1 On MOTION by Ms. White, SECONDED by Dr. Didrick, WITH ALL IN FAVOR, the  
2 Board ratified the Purchase of the New Gate Mechanism in the Amount Not to Exceed  
3 \$2,500.  
4

5 **E. Additional Items**

6 **Westcoast Landscape & Lawns, Inc.**

7 Ms. White stated I met with Mr. Bruce Sebine and we took a tour around the area.  
8 Westcoast is on an automatic renewal contract with a 90 day termination. I would like a  
9 letter to be sent to them 90 days prior to the end of their contract so it is not automatically  
10 renewed. They were off track with the HOA, and it took about three weeks. I know the  
11 Condos use Westcoast. I would like them to coordinate with the HOA mowers. The  
12 HOA mowers mow 42 weeks to Westcoast's 40 and it causes the landscape to look  
13 unkempt. I would also like to get other bids for lawn care services. Their contract is  
14 supposed to renew November 1.

15 Following discussion,

16 Mr. St. Denis stated we can send them a letter and start the RFP process during  
17 May.  
18

19 **Boat Dock Committee**

20 Ms. White stated I would like to set up a Boat Dock Committee.

21 Mr. St. Denis stated if the committee is set up by this Board and reports back to  
22 this Board then they too are governed by the Sunshine Law. If that happens, they have to  
23 advertise the meetings and those sorts of things. You may want to have a workshop about  
24 the boat dock, let everyone participate and let the Board decide what it wants to do with  
25 the suggestions that are given at the workshop.

26 Board consensus was to hold a workshop on Wednesday, February 26, 2014 at  
27 1:00 p.m. at the Harbourage Recreation Center.  
28

29 **Pool Deck**

30 Ms. White stated our pool deck has been pressure washed twice and it does not  
31 look like it has ever been done. I do not know if it is in the budget, but if it is possible it  
32 needs the cleaned, cracks filled and painted. The hot tub needs to be drained and acid  
33 washed to remove the stains. I would like to start getting bids for this project.

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**Sidewalk Cleaning**

Ms. White stated the sidewalks need to be cleaned. I do not think that they have ever been done and they look very bad especially under the trees where they are black. I am not sure which belong to the HOA or CDD, and is something that was never made clear to us by CMS although we asked them. I spoke with the president of the HOA and if I get a bid for the whole community, minus the condos, the HOA will try to have it voted on that they will add whatever moneys they already have budgeted for sidewalk cleaning with ours to get this project completed.

Mr. Davidson stated there are a few sidewalk areas that should be fixed before getting it cleaned.

A discussion was held regarding the sidewalks and what is considered a tripping hazard, shifting of the sidewalk due to rainy weather, funding for projects, reserve study and establishment of funding reserve projects.

Mr. St. Denis stated we can have someone survey the sidewalks and identify the ones that need to be fixed. We can make a budget, fixed the most important ones first and if you exhaust your budget this year wait until the next year and continue fixing them until they are complete.

Mr. Weidemiller asked can you give us a Fund Balance Projections at the next meeting?

Ms. Thibault responded I can do that for you, and look into a one year CD to get more interest.

Ms. White stated I am working with Envera to figure out the times and services they provide so we can review them and adjust them accordingly.

**FIFTH ORDER OF BUSINESS- Staff Reports**

**A. Manager**  
There being no report, the next item followed.

**B. Attorney**  
There being no report, the next item followed.

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**C. Engineer**

There being no report, the next item followed

**SIXTH ORDER OF BUSINESS – Audience Comments**

A resident stated that Centes come in about the fire extinguishers, and could not get into the storage room and guard shack, and two were stolen from the boat dock. I got her card and gave it to the guards.

Ms. White stated I'll contact her and give her my information.

**SEVENTH ORDER OF BUSINESS – Supervisors Request**

A discussion was held regarding the boat dock transponders, and the river markings.

Mr. Weidemiller stated I will look into the contracts. I remember the process as I had to fly up to Jacksonville.

**EIGHTH ORDER OF BUSINESS – Adjournment**

There being no further business,

On MOTION by Ms. White, SECONDED by Dr. Didrick, WITH ALL IN FAVOR, the meeting was adjourned.
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*\*These minutes were prepared in summary format.*

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

1 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a  
2 publicly noticed meeting held on 3. 12. 2014.

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Carolyn Stewart  
Signature

Susan White —  
Signature

CAROLYN STEWART  
Printed Name

SUSAN WHITE —  
Printed Name

Title:  
 Secretary  
 Assistant Secretary

Title:  
 Chairman  
 Vice Chairman