

**MINUTES OF MEETING  
THE WOODLANDS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Woodlands Community Development District was held on Thursday May 14, 2015 at 10:30 a.m., in the offices of DMK Associates, 421 Commercial Court, Venice, Florida.

Present and constituting a quorum were:

Carl Impastato	Chairman
William Richardson	Vice Chairman
James Rodger Underwood	Supervisor
Walter Cote	Supervisor
Lawrence Tinkham	Supervisor

Also present were:

Mark Vega	District Manager
Bob Nanni	Severn Trent Services
Alan Baldwin	Severn Trent Services
Mary Polanec	Severn Trent Services
Dorian Popescu	District Engineer
Tracy Robin	District Counsel

*The following is a summary of the discussion and actions taken at the May 14, 2015 Woodlands Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Vega called the meeting to order and reported all Supervisors as present. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Reports**

**A. Engineer's Report**

Mr. Popescu provided an update on the chronology of all the issues raised by the City, City Staff, and the City Attorney and the responses provided. The City Attorney requested more time to review the two page Maintenance Agreement and on April 23, 2015 DMK was notified

Approved

by the City Assistant Manager the City Attorney will require more time beyond the deadline for the City Council meeting of May 11 2015.

Discussion followed and it was determined a workshop between the District (Mr. Popescu, Mr. Vega, Mr. Nanni and Mr. Robin) and the City Staff and Attorney to tackle any remaining issues impeding the City's takeover of the roadways and sidewalks.

#### **B. Attorney's Report**

Mr. Robin reported on his findings pertaining to the central irrigation system. A binder containing the information was provided to the Board. The important first step was to determine who owns the parcels, and to whom the SFWMD permit was issued; it was issued to Panacea Gulf Coast Investments. When interests are transferred, as they did with this property, SFWMD was supposed to be notified. The CDD has easements on the property, but the CDD does not own the property where the pumps are installed.

Panacea Gulf Coast Investments, LLC or its successors owns the surface and subsurface water rights on this land. They entered into several different agreements with the homeowner's association and the District. The homeowner's association has duties and responsibility under the Master Declaration to make sure all the houses have an irrigation system that is monitored and controlled in a way that is environmentally sensitive and also sensitive to a regulatory permits so over pumping does not occur. The HOA pays a fee based on usage to the Panacea entities. In the agreement there are references to the CDD constructing and operating the system. The CDD was used as a mechanism to own and operate the physical utility infrastructure. The District received permanent easements, which is a permanent legal right to locate the wells, construct the wells, the pumping stations on the land. This became a part of the District's infrastructure that appears to have been constructed with the bond proceeds. Discussions followed on the system design and future development in the District. In addition, the Board discussed and reviewed the current pump situation, the previous maintenance of the pumps, and concern regarding what needs to be done to keep things functioning and responsibility for funding the project.

#### **C. Manager's Report**

Mr. Vega distributed copies of the budget, financials, and an email from ValleyCrest providing a proposal breaking down the \$11,000 monthly cost previously put forth for mowing services. The proposal is vague and requires a scope of work from ValleyCrest.

Landscape issues will be addressed at the next meeting on June 30, 2015. The ValleyCrest – Centex contract was discussed. Currently the CDD does not have a contract with any landscape company for mowing services. Mr. Robin addressed the District's previous financial situation which resulted in the developer agreeing to pay for certain services in return for consideration of credits on assessments. There is no formal agreement, but legally the developer would be entitled to some credit for their contribution. Discussion followed.

**i. Website Update - <http://www.woodlandscdd.org/>**

The new website is up and is being maintained by a Severn Trent vendor. The information on the HOA site was updated by Doug. Mr. Underwood connected the link from the previous website to the new website address. New email addresses will be provided for members of the Board. There is a delay in providing the I-Pads for the Board, but they will be distributed at the next meeting. The equipment will be sent to Mr. Tinkham and Mr. Impastato since they will not be in attendance at the next meeting.

**ii. Proposals from Hoover Pumping Systems**

Mr. Vega stated he received and reviewed a proposal from Hoover Pumping Systems. Out of everything included, the only things the District needs at this time is a back-up pump to Cypress Falls and a back-up pump to Cedar Grove.

Funds in the amount of \$85,000 for the Cedar Grove back-up pump is covered in the FY 2016 proposed budget. If we move ahead with the back-up pump for Cypress Falls, I recommend it be contingent on the information we learn from Todd Matthews and Steve Scalione on where the funds come from. An email was circulated to the Board reflecting Mr. Matthews's comments to Mr. Benderson on funding which stated don't expect reimbursement without our agreement. Discussion followed on the outstanding O&M for years 2011-2014 there is \$1,319,135.24.

*Mr. Richardson temporarily left the room.*

**iii. Requisition #556 – DMK Engineering**

Mr. Vega presented the following requisition for consideration:

**#556 \$2,746.97** Paid from the Acquisition & Construction account to DMK Associates for work associated with the streetlight project.

<p>On MOTION by Mr. Impastato seconded by Mr. Cote with all in favor Requisition # 556 was approved as submitted. 4-0</p>
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*Mr. Richardson returned to the meeting.*

***The Board took a short recess.***

A representative from ValleyCrest inquired about the landscape proposal. Mr. Vega explained before proceeding, a scope of services will be written and an RFP would be advertised seeking bidders. Discussion followed on the existing agreement between ValleyCrest and Pulte. ValleyCrest was not willing to continue providing service in an agreement with the District at the same cost per mow. The cost would increase from \$4,875 per month to \$11,000 per month.

On MOTION by Mr. Cote to stop and reconsider negotiating directly with ValleyCrest to see if they will lower their price without having to go out to bid.

Motion failed without a second. There was Board consensus for Mr. Vega to proceed with gathering information on landscape services to be discussed at the June 30, 2015 meeting.

**iv. Review of Financial Reporting**

Alan Baldwin, Senior Accountant and Mary Polanec, District Accountant reviewed the financial reporting prepared by Severn Trent on behalf of the District. They explained the information contained in the reports and the financial story the reports show. The presentation included interaction with the Board addressing questions and providing answers.

**FOURTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

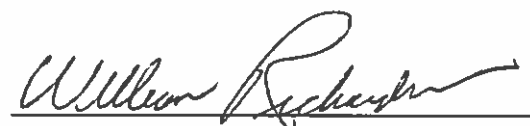
**Adjournment**

There being no further business,

***It was noted Mr. Cote left the meeting.***

On MOTION by Mr. Impastato seconded by Mr. Richardson with all in favor (4-0) the meeting was adjourned at 1:30 p.m.

  
Mark Vega  
Secretary

  
Vice-Chairman