

MINUTES OF MEETING
FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Falcon Trace Community Development District was held Wednesday, May 15, 2019 at 6:00 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida.

Present and constituting a quorum were:

Sara Hurst	Chairperson
Carole Miller	Vice Chairperson
Kathy Stark	Assistant Secretary
Susan Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also present were:

Jill Burns	District Manager
Michelle Rigoni	District Counsel
William Viasalyers	Field Operations
David Tuel	Head Pool Attendant

The following is a summary of the meeting and actions taken at the May 15, 2019 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order at 6:00 p.m. and called the roll.

The Board discussed moving the seating arrangement such that the Board faces staff and the audience.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 20, 2019 Meeting

On MOTION by Ms. Baron seconded by Ms. Hurst with all in favor the minutes of the March 20, 2019 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-03 Electing an Assistant Secretary

Ms. Burns stated previously Jason was an Assistant Secretary and I ask that you add me as an Assistant Secretary to enable me to sign documents.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor Resolution 2019-03 electing Jill Burns as an Assistant Secretary was approved.

FIFTH ORDER OF BUSINESS

Discussion of Capital Improvement Proposals

Ms. Burns stated upon the Board’s direction at the last meeting, we obtained several proposals for your consideration to see if the Board wanted to include some of these in the upcoming year for capital improvements.

A. Parking Lot Resurfacing

Mr. Viasalyers outlined the proposals for resurfacing and restriping the parking lot.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the quote from Seminole Paving in the amount of \$34,085.15 was approved and District Counsel was authorized to prepare an agreement for this work.

B. Recreation Center Playground with Korkat

Mr. Viasalyers stated at the last meeting I was directed to seek bids for the replacement of playground equipment but, unfortunately I was only able to get one at this time and this is a price for different pieces of equipment or all of the equipment.

The Board discussed the pieces of equipment, the type of mulch and the need for a shade structure, adding an additional bench and Mr. Viasalyers was directed to obtain a second quote as well as another option to replace the dome structure from Korkat as shown on the drawing.

C. Pool Pavilion Pavers with Berry Construction, Inc.

Mr. Viasalyers stated this proposal is for pavers to replace the mulch that was around the palm trees by the slide.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the proposal from Berry Construction, Inc. in the amount of \$1,550.00 for pavers under the water slide was approved; with the work to commence as soon as possible.

D. Landscape Enhancements with REW Landscape Corp.

Mr. Viasalyers outlined the proposal from REW Landscape Corp. for four different Landscape Enhancement areas: Play Area (East Side Club House), Large Field (North Side Club House), Hawk Lake Drive, and the West Side (Past Gate) Right Side.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the Landscape Enhancements Proposal with REW Landscape Corp. was approved subject to District Counsel preparing work authorizations for the following: 1) Play Area (East Side Clubhouse) Mulching subject to completion of playground equipment replacement in the amount of \$4,750.00; 2) Large Field (North side Clubhouse) Tree Replacement Option #1 in the amount of \$2,850.00; 3) Hawk Lake Drive Tree Replacement Option #1 in the amount of \$2,975.00; 4) West Side (Past Gate) Right Side in the amount of \$687.50.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2019-04
Approving the Proposed Fiscal Year 2020
Budget and Setting a Public Hearing**

Ms. Burns stated Resolution 2019-04 approves the proposed Fiscal Year 2020 budget and sets a date for the public hearing. We have to send the proposed budget to the County at least 60 days prior to the public hearing date and we are not proposing an assessment increase for the upcoming fiscal year. The budget is proposed to remain the same at a total of \$357,455 and the assessment at \$419.70. When we get to the final budget we can move line items to incorporate the things you just approved, like the playground, which was not in the prior budget and the parking lot we may need to increase that a little bit but we can adjust line items to show that the District plans to spend that amount out of capital reserves in the upcoming year.

Ms. Hurst stated we need to look at the budget, but can we approve it and set the date then transmit it to the County. This is the estimated budget with no increase in assessments and the date that we lock it in.

Ms. Burns stated we can change line items; we just can't go above the total amount. This is the last year you will pay the debt assessment.

Discussion ensued regarding the proposed budget. The Board discussed cancelling any scheduled meetings prior to the August meeting.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor Resolution 2019-04 approving the proposed Fiscal Year 2020 budget and setting a public hearing for August 21, 2019 at 6:00 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida, was approved.

SEVENTH ORDER OF BUSINESS Discussion of Maintenance Service Agreements

A. Aquatic Weed Management, Inc.

B. REW Landscape Corp.

C. Roberts Pool Service and Repair, Inc.

Ms. Burns stated we have three maintenance agreements coming up this year that do not have renewal options. If you are happy with the services we will reach out to them to get new quotes, if you want to look into other options we can get multiple proposals. Are you happy with the services you are receiving and just want us to reach out to them to get new quotes?

The Board generally expressed satisfaction with all three vendors and reached consensus for staff to reach out to the three current providers and get quotes for the upcoming year, to be placed on the next agenda for Board consideration.

Mr. Shaikh moved to hold a meeting in July and there being no second the motion died for lack of a second, and as a result the July 17, 2019 meeting was cancelled.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Discussion of Attorney Fees

Ms. Rigoni stated as most of you know our fees are broken down, one flat rate for meeting attendance and related activities such as preparing for the meeting and some follow-up. We haven't increased the flat rate since 2002 and we are requesting to raise that by \$100. All the other matters we bill at an hourly rate and we are proposing an increase for Mike's rate and the new adjusted rate will be \$335 an hour, which will take effect October 1st. We are bringing it to the Board's attention well in advance of adopting the final budget hoping you will consider this.

On MOTION by Ms. Stark seconded by Ms. Baron with all in favor the increase in attorney fees was approved.

B. Manager

i. Approval of Check Register

Discussion ensued regarding some invoices and financial statements of the District.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

iii. Field Manager's Report

1. Discussion of Proposal for Security Cameras – Closed Session

Information and discussion related to the District's security system plan are confidential and exempt from the public records and public meeting requirements. Following discussion in the closed session, the Board moved to approve the proposal for the purchase and installation of security cameras.

Mr. Viasalyers gave an overview of the monthly Field Manager's report, which was provided in the agenda package and requested consideration for the following item.

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor staff was authorized to purchase two new picnic tables in an amount not to exceed \$4,000.

Ms. Rigoni, at Supervisor Miller's request, will research the proper language to be used in the swim policy for proper swim attire and have it match the health code, if any, and once the policy is set it will be circulated in the newsletter so residents are aware of the policy.

Ms. Miller stated I thought we were going to look into signage about dogs being leashed.

Mr. Viasalyers stated it was in the retention pond area and we were going to see about what legal sign could be posted to keep people out.

Ms. Rigoni stated I will look into that.

Ms. Burns stated it is an Orange County ordinance that dogs need to be on a leash at all times.

Mr. Viasalyers stated I can put up signage about the leash law.

The Board discussed adding one page to the HOA newsletter explaining the difference between the CDD and HOA and any article proposed to be in the newsletter needs prior approval by the full Board.

Ms. Miller stated we haven't negotiated the price yet, we have to think about the composition of what we are about to do. July is too early and it is probably going to be at the end of the year at that point we will have budgets that are underway or completed. This needs to be done very carefully before we pull the trigger.

Ms. Hurst stated if we all have ideas bring them to the August meeting and have them be fully formed articles so we are not writing them while we are here waiting to be done.

Ms. Miller stated the HOA needs to come back with a price.

Mr. Tuel stated we need some new umbrellas for the tables. The last time we bought them they were \$300 each. We have two that are in almost new condition, but we need seven in total.

Ms. Hurst stated we can buy seven and keep the two as backups.

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor staff was authorized to purchase seven new umbrellas for tables in an amount not to exceed \$2,500.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Next Meeting Date

Ms. Burns stated the next meeting date is August 21, 2019, at 6:00 p.m. at this location.

On MOTION by Ms. Baron seconded by Ms. Stark with all in favor
the meeting adjourned at 8:20 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman