

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 16, 2018 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
Sue Marchesi Baron	Assistant Secretary
Felix Kutlik	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Michelle Rigoni	District Counsel
Alan Scheerer	Field Operations

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 6:00 p.m.

**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 21, 2018 Meeting**

On MOTION by Ms. Hurst seconded by Ms. Stark with all in favor the minutes of the March 21, 2018 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Pool Maintenance Agreement with Roberts Pool Service and Repair, Inc.**

Mr. Showe stated we did let you know at the last meeting we were looking to change the provider of the pool maintenance. The new company started today and we are asking that you ratify the agreement.

Mr. Scheerer stated in the last six service days the old provider only provided five even though he was on the way out and that was just part of the problems we had with him. We told him that we needed to adjust his invoice and we were not paying for service we did not receive. Roberts Pool Service is \$400 cheaper than the prior provider. We have worked with this provider on other projects.

Ms. Rigoni stated I would like to draft an agreement and insert the required language.

On MOTION by Ms. Miller seconded by Ms. Baron with all in favor District Counsel was authorized to prepare an agreement for pool maintenance with Roberts Pool Service.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01  
Approving the Proposed Budget for Fiscal  
Year 2019 and Setting a Public Hearing**

Mr. Showe stated next is Resolution 2018-01 approving the Fiscal Year 2019 budget and setting the public hearing. This resolution approves the proposed budget, which is Exhibit A, sets the public hearing for August 15, 2018 here in this room at 6:00 p.m., that is your regular August meeting. It also directs the District Manager to provide the proposed budget to Orange County at least 60 days in advance of that hearing as required by Florida Statutes and we will also post it on the website. The proposed budget is similar to what you have seen in the past and we kept the assessments the same and we are still putting \$20,000 into reserves. We did make a change for the new pool service. Capital projects are listed on page 6 and we do have the awning project and we have a price of \$15,080.

Mr. Scheerer started the biggest expense on that is the 4x12 beams on the top. We are seeking additional proposals.

Ms. Hurst stated I would like more proposals, but I would also like to get this done so that our residents can enjoy it through the summer.

Ms. Miller asked how confident are you with this proposal?

Mr. Scheerer responded very confident, he works at a number of CDDs and understands the functionality of the District, he is licensed and insured.

Ms. Miller stated legal can put in some language if he doesn't perform or whatever that we can exit without any complications.

Mr. Scheerer stated we would have to talk to them, but we do have a proposal from Berry Construction to remove the wood beams.

Mr. Showe stated we can put together a small project agreement and use their proposal as an attachment.

Ms. Hurst asked in the meantime is there a way we can get some shade such as additional umbrellas?

Mr. Scheerer stated the guys have umbrellas and they have been tasked based on the usage to put more umbrellas out.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor District Counsel was authorized to prepare a Small Project agreement with Berry Construction in an amount not to exceed \$15,080 for the awning repair.

Mr. Showe stated we typically budget \$5,000 to \$10,000 for pool furniture to replace as needed and \$25,000 for building renovations and you will still have \$244,000 in capital reserves.

The debt service schedule is on page 8 and you only have two more years of debt service to pay.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor Resolution 2018-01 approving the proposed Fiscal Year 2019 budget and setting the public hearing for August 15, 2018 at 6:00 PM at this location was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Manager**

**i. Approval of Check Register**

On MOTION by Ms. Hurst seconded by Ms. Miller 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. Presentation of Number of Registered Voters – 1, 868**

A copy of the letter from the Orange County Supervisor of Elections indicating that there are 1,868 registered voters residing within the District was included in the agenda package.

**iv. Presentation of Qualifying Information and Dates**

Mr. Showe stated seat no. 4, which is Sara Hurst’s and seat no. 5, which is Felix Kutlik’s are up for election this year and enclosed in the agenda package is information for qualifying in the general election. If you choose to do the petition process that needs to be at the Supervisor of Elections office by noon on May 21<sup>st</sup>, however, if you do the typical process and pay \$25 the qualifying period is from noon June 18<sup>th</sup> to noon June 22<sup>nd</sup>.

**v. Field Manager’s Report**

Mr. Scheerer gave an overview of the Field Manager’s report.

**SEVENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Baron stated the HOA Board of Directors went to a meeting with the County and they explained about the expansion of Orange Avenue, what they have done in Osceola County and they are proposing one of three different proposals for Orange County for that part of the road that takes some of our property, Falcon Trace property, to have the road be less treacherous as drivers are going by so it will be less curvy. Then they also ran by us the idea of extending that sidewalk and one of us said no way would we want to extend that sidewalk because now you are promoting people to come into our development to park, to go down to Orange Avenue and we would rather not have that foot traffic. That opened it up for us to find out why we even have the sidewalk, no one knew why it was there and I didn’t know it was part of the CDD. The HOA

would like to know, which you have already said no to, if we could take that sidewalk out to not have the foot traffic that may be proposed later on. Because they are trying to clear out all the plants over there as well so we have a couple homeowners that are uneasy about that.

Mr. Scheerer stated all the infrastructure is back there and as you can see on the map our outfall goes right behind the homes in the wetland preserve area. Unless they are planning on doing some construction there I have no idea, the utilities are all back there.

Ms. Hurst stated so there should have been homes at one point in time.

Mr. Scheerer stated those homes are part of the District.

Ms. Baron stated it seems weird because that sidewalk just stops and if you want to walk out there you have to go through the grass.

Ms. Hurst stated we own it but we don't utilize it.

Ms. Rigoni stated I can certainly look into it if the Board would like and get back to you by the next meeting.

Ms. Miller stated this is a CDD sidewalk, why doesn't it start at the end of the last house rather than this entire strip that makes it accessible for anyone. The utility people should not have access to a development. They should have access on the other side near Orange Avenue, which makes more sense. This should not be a sidewalk at all, it should just be grass and start somewhere else but definitely not cutting to ownerships. If it is CDD property why do we have it anyway?

Mr. Showe stated we would have to look at the plat.

Ms. Hurst stated originally when we bought into this development there was supposed to be a walkway all the way around the lake so this may have been intended to go all the way around the lake and come back.

Mr. Scheerer stated all it does is serve to access the outfall.

Ms. Baron asked is the sidewalk the only property the CDD owns in that area? You don't own any of the grassy part behind the homes.

Mr. Scheerer pointed out on a map the CDD property.

Ms. Baron asked the trees that were recently cleared were not on CDD property?

Mr. Scheerer stated I'm not aware of any trees being cleared.

Ms. Baron stated they said one side stayed the same but the other side there were trees behind there that were recently cleared away, which exposed it to Orange Avenue.

Ms. Rigoni stated we will have to take a look at that.

Mr. Showe stated it is access to the outfall.

Mr. Scheerer stated the property they are developing looks like it is owned by C&O Real Estate Management. They own all the property that abuts Orange Avenue. I don't know why we would want them to tie into us. There should be some sort of barrier. Michelle's office will take a look at it.

Ms. Miller asked if utilities are utilizing CDD property are we charging them anything for the utilization?

Mr. Showe stated I don't know that the utility companies are using it. Our vendors are using it to access the outfall structure when they service it.

Ms. Miller stated as long as the County is not utilizing our property for their use.

Mr. Showe stated we will have to look at the plat, sometimes multiple utilities get access.

Ms. Hurst asked have the homeowners been impacted with foot traffic?

Ms. Baron stated some of them have raised the issue with the HOA.

Mr. Showe stated it sounds like the issue is if they connected the sidewalk in the future.

Ms. Baron stated right.

Mr. Showe stated we will bring back information on that.

**EIGHTH ORDER OF BUSINESS**

**Next Meeting Date**

Mr. Showe stated the next meeting is scheduled for July 18, 2018.

On MOTION by Ms. Miller seconded by Ms. Baron with all in favor the meeting adjourned at 6:26 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman