

**MINUTES OF MEETING
FOREST CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Creek Community Development District was held on Thursday, August 3, 2023, at 6:00 p.m. at the New Hope Baptist Church, 9422 Old Tampa Road, Parrish, FL 34219.

Present and constituting a quorum were:

Joseph DeWitt	Chairman
Walter Wolf	Vice Chairperson
Sarah Ashley	Assistant Secretary
Todd Kuehn	Assistant Secretary
Michael O’Hair	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Michelle Reiss	District Counsel (via phone)
Brenden Crawford	Field Services Manager
Residents	

The following is a summary of the discussions and actions taken at the Forest Creek CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

- Mr. Mendenhall called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Opening Prayer

- Mr. Kuehn opened the meeting with a prayer.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- None.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda Items

- A. **Consideration of the Minutes of the Board of Supervisor Meeting held July 6, 2023**
- B. **Consideration of Financial Report for June 2023**
- C. **Ratification of Alan’s Tree Service – Emergency Tree Removal - \$1,600**

Mr. Wolf MOVED to approve the consent agenda and Mr. DeWitt seconded the motion.
--

- Mr. DeWitt noted on the financials \$700 was coded to Irrigation that should have been from the Reserve Fund for the work on John Parrish Cove since the work was to clear Ian related debris adjacent to a residence.

On VOICE vote, with all in favor, the consent agenda was approved as amended. 5/0

FIFTH ORDER OF BUSINESS

Public Hearing

A. Adoption of the Fiscal Year 2024 Budget

On MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, the public hearing was opened. 5/0

- Mr. Bob Stewart addressed mulch being reduced noting some of the more prominent common areas should be mulched. He noted it appears there is no change in the Reserve balance and inquired if reserves are covering the road repairs.
 - Mr. Wolf responded yes, it is covered in there per the latest Reserve Study and the recommendation for the contribution is what is reflected in the budget.
 - Mr. DeWitt noted last year they did not mulch until late September. It was after Hurricane Ian but prior to the next hurricane. They will be using that strategy again this year but on a need basis.

On MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, the public hearing was closed. 5/0

i. Consideration of Resolution 2023-04, Adopting the Fiscal Year 2024 Budget

Mr. Wolf MOVED to adopt Resolution 2023-04 and Mr. DeWitt seconded the motion.

- Mr. Wolf noted there were four things identified to change at the June meeting. He coordinated with Mr. Raul Plana (Inframark District Accountant) on these changes and verified what was sent out in the agenda package did include the changes.
- Mr. Kuehn inquired if the \$20,000 is for the invasive plants program.
 - Mr. O'Hair noted that is correct.
 - Mr. Wolf noted they will pursue the grant to cover part of it, but that is the FY24 budgeted amount.

- Mr. Kuehn addressed the gate expenditures and budget.
 - Mr. Wolf noted in the Financial Reports gate repair costs are under expenditures and under revenue at the top of the report is where the insurance reimbursement is parked when it is received.
- Mr. DeWitt thanked Mr. Wolf for all the hard work he put in on the budget. Mr. Wolf makes the process very smooth, and he appreciates that.

On VOICE vote, with all in favor, Resolution 2023-04, the annual appropriation resolution of the Forest Creek Community Development District relating to the annual appropriations and adopting the final budget for the Fiscal Year beginning October 1, 2023 and ending September 30, 2023; authorizing budget amendments; and providing an effective date was adopted. 5/0

ii. Consideration of Resolution 2023-05, Levying Non-Ad Valorem Maintenance Special Assessment

On MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, Resolution 2023-05 a resolution of the Board of Supervisors of the Forest Creek Community Development District making a determination of benefit and imposing special assessments for Fiscal Year 2023/2024; providing for the collection and enforcement of special assessments, including but not limited to penalties and interest thereon; certifying an assessment roll; providing for amendments to the assessment roll; providing a severability clause; and providing an effective date was adopted. 5/0

SIXTH ORDER OF BUSINESS

New Business

- Mr. Kuehn addressed multiple sites that have not been pressure washed noting his thought is they can probably go this year without doing anything.
 - Mr. Wolf inquired if they have committed to a vendor for the pressure washing.
 - Mr. Kuehn noted they have not picked any.
 - Mr. Wolf noted he would defer to Mr. Johnson if he saw an area needing attention.
- Mr. Kuehn noted an electrical box across from the Cottages that is an eyesore.
 - Mr. DeWitt noted it is scheduled for next fiscal year. An estimate was received in the amount of \$2,875 from Yellowstone to plant 15 Viburnum to and to remove the Wax Myrtle and Sweet Viburnum that are currently there.
 - An updated quote will be requested from Yellowstone.

- Mr. O'Hair addressed the Pepper Tree removal noting he has been in touch with Manatee County and has a contact that is now aware that the District is going to submit a Neighborhood Enhancement Grant project. Manatee County is changing their system and the application process now starts after October 1st and must be done electronically. Once submitted they will send a representative out to review the project to make sure it is within the Manatee County guidelines, if it is deemed within, they will provide a packet to be filled out and submitted with all the required documentation.

SEVENTH ORDER OF BUSINESS

Old Business

- None.

EIGHTH ORDER OF BUSINESS

Staff Report

A. Aquatic Services Report

- Mr. DeWitt noted Andrew (SOLitude) was onsite today and sprayed Pond 3 and sprayed for lilies in Pond 7. He thinks they are getting the submerged plants on Pond 3 under control. The barriers for the Triploid Grass Carp are in the process of being built and they are about two to three weeks out for installation. SOLitude has addressed some of the items on Mr. Chang's (District Engineer) Stormwater System report and Mr. Johnson is keeping up with and verifying it. Mr. Chang may want to recheck as well once they are finished.
- Mr. DeWitt noted it has been reported that there is an alligator in Pond 15.
- Mr. Wolf noted Mr. Johnson said that for the aeration system air pumps, SOLitude rebuilt the smaller unit onsite but had to send the larger unit for rebuild. A temporary unit is in place in the meantime.

B. Landscape Services Report

i. Field Inspection Reports

- Mr. Crawford noted there are no changes to the report. All the items addressed to Yellowstone have been taken care of and SOLitude is addressing the items they are responsible for.
- Mr. Wolf inquired if the tree identified in Issue 5 is the one that was taken down.
 - Mr. Crawford noted there were two trees – a Palm and an Oak. The Oak tree was taken down. The Palm was removed as well to keep disease from spreading to the other palms.
 - Mr. DeWitt noted they received no response from ARBORx so they had Alan's take down the palm.

- Mr. Wolf noted Issue 8 has been assigned to ARBORx.
 - Mr. Crawford noted it was assigned to them but will now be reassigned.
 - Mr. DeWitt noted it has been declining for over a year.
- Mr. DeWitt noted Alan's Tree Service cleaned up the palms, Yellowstone cleaned up the Viburnum and the Bottlebrush, SOLitude treated Pond 3, a tree was removed from the conservation area, vines were removed and are an ongoing process; they will have to seek a bid for the next one. Issue 9 was completed on July 13th by SOLitude. The bridges and dog park gazebo were done on July 11th and 12th. Mr. Johnson removed vines in tract 505 behind homes on Fennemore Way on July 20th.

ii. Landscape Proposals

- None.

C. District Counsel

- None.

D. District Engineer

- No report.
- Mr. Mendenhall noted Mr. Chang put together some information regarding the ditch work / waterways report.

E. Operations Manager

i. Operations Report

a. Credit Card Statement and Charges

b. District Engineer's 2023 Stormwater System Observations

- Mr. Mendenhall reviewed the Operations Manager items.

c. ARBORx – Pepper Tree Removal Proposal - \$14,980

- After receiving the proposal, it was noted ARBORx is ceasing operations.
- Mr. Crawford noted the District has an ongoing contract with ARBORx so they will need to look at what treatments they will not get.

d. Bridge Repairs Proposal – Charles Sweetser - \$5,758

- This proposal remains deferred pending completion of clubhouse railing replacement.

e. Clubhouse Rail Replacement

- Mr. Mendenhall noted the previously approved clubhouse rail replacement proposal had a slight increase based on material cost increase and he thought it was best to bring it back to the Board.

- Mr. O’Hair inquired if the insurance was straightened out.
 - Mr. Mendenhall noted it was and an insurance certificate naming the District as an additional insured was received.

ON MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, the updated Charles Sweetser for clubhouse railing proposal in the amount of \$4,397 was approved. 5/0

ii. Proposals

a. Illuminations – Monuments Track Lighting Proposal - \$6,795

- Mr. Wolf noted the adding lighting to the monuments may need a permit since they are technically signs and required a permit to build. Mr. Chang noted with the power box in the scope of work he is not sure if a permit is needed. Mr. Johnson was going to reach out to Illuminations to see if they have ever had to pull a permit to physically add lighting on an entry monument (sign) in Manatee County.
- Mr. DeWitt noted on Illuminations’ July proposal for gazebo and pier lighting they had a company provide a proposal to run electrical from the shore along the pier in the event they were going to do pier and gazebo lighting.
- These items tabled to the next meeting.

F. District Manager

- Mr. Mendenhall addressed an email from Ms. Jan Phillips conveying her thanks for the pressure washing of the walkway bridge.

i. Fiscal Year 2024 Meeting Schedule

a. Consideration of Resolution 2023-06 Approving the FY 2024 Meeting Schedule

- Mr. Mendenhall noted the FY 2024 meeting schedule follows the current schedule as well as the locations.
- A resident noted on June 6th at 7:00 p.m. is the regular ARC meeting in the Clubhouse and the same with August 8th.
- The June and August meetings are scheduled for 6:00 p.m. at New Hope Baptist Church so there is no conflict with the ARC meetings at the clubhouse.

On MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, Resolution 2023-06 approving the FY 2024 Meeting Schedule was adopted.

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Kuehn noted a typo in the last paragraph of the meeting schedule resolution – worship should be workshop.
- Mr. DeWitt reported he spoke with Mr. Chang about the potential dredging work that is in the Reserve Study. One of the questions was is a permit needed and he noted it is not needed. He has started the process for the scope of work and some of the specifications. This is a project they would like to get done during the winter dry months.
- Mr. Wolf inquired if there was an update on the options for the playground reuse.
 - Mr. DeWitt noted the last time they talked they were going to seek some specific numbers other than those provided verbally by Site Masters for the pads and potentially the sidewalk or a site for the grills. He noted Mr. Sweetser is someone he would like to talk about the repairs to the existing pillars.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business to come before the Board,

On MOTION by Mr. Wolf seconded by Mr. O’Hair, with all in favor, the meeting was adjourned. 5/0



Joseph DeWitt, Chairman