

**MINUTES OF MEETING  
RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the River Hall Community Development District held a Regular Meeting on January 4, 2024 at 3:30 p.m., at the River Hall Town Hall Center, located at 3089 River Hall Parkway, Alva, Florida 33920.

**Present were:**

Ken Mitchell	Chair
Robert Stark	Vice Chair
Daniel J. Block	Assistant Secretary
Paul D. Asfour	Assistant Secretary
Michael Morash (via telephone)	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis (via telephone)	Operations Manager
Greg Urbancic (via telephone)	District Counsel
Charlie Krebs	District Engineer
Jim Hegarty	Resident/Cascades Association President
Mike Polchynsky	Resident
Karen Asfour	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 3:30 p.m. Supervisors Mitchell, Stark, Block and Asfour were present. Supervisor Morash attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes per speaker)**

Resident Mike Polchynsky asked if the CDD controls the sewage pumps. Mr. Adams stated the CDD does not; the County's Utilities are responsible for sewage pumps. Mr. Adams stated the pumps have odor scrubbers but, if an issue exists, residents should call the toll-free contact number posted on the side of the pumps to register a complaint.

Resident and Cascades Association President Jim Hegarty thanked the Board for taking up the issue of the Cascades construction entrance fence. He noted that many resident

complaints were received and he spoke with Staff regarding land that was conveyed to the CDD along with ponds.

Discussion ensued regarding improvements proposed by the HOA, the request for a Land Use Agreement between the HOA and the CDD, areas in question, etc.

Mr. Adams discussed the Lake and Conservation Area Maintenance Agreement that has been in place since July 5, 2018, which permits the Association to maintain CDD property within the area; he will email it to Mr. Hegarty.

Discussion ensued regarding the Agreement, the CDD's responsibility to maintain the lakes and the stormwater management system, the ability for the Association to perform other landscaping and maintenance and protecting the Association from liability.

Mr. Asfour asked that the Association inform the CDD of any maintenance or installations they intend to do. Mr. Adams stated there can be no hindrances to the CDD's ability to maintain the lakes or to travel on a regular basis around the perimeter of the lakes.

Mr. Adams stated that Paragraph 4 specifically addresses the CDD maintaining facilities, budgeting for and performing annual lake maintenance operations. Paragraph 5 indicates "all other Operation & Maintenance and capital replacement responsibilities for the facilities not otherwise addressed in this Agreement and within the CDD's annual operating budget will remain the sole responsibility of the Association." He noted that the CDD cannot spend public funds to landscape areas within the Association's gates.

Mr. Hegarty stated the Association went through a Request for Proposals (RFP) process and Seacrest Southwest will be the new HOA Management company effective February 1, 2024; introductions will be made at the appropriate time and a new administrator will be added to the Management Association staff. He also noted that Ameri-Scapes will replace Juniper as the landscaping contractor, effective this week.

Regarding tree limbs, Mr. Willis stated the "Florida Tree Law" Statute allows the HOA or any homeowner to cut any encroaching tree limb back to the property line. He noted that some ongoing engineering work for another culvert project in the CDD is unrelated to the HOA.

Mr. Hegarty asked about the HOA's responsibility regarding bushhogging shallow culverts and noted that, in the past, MRI advised the HOA to keep the areas cleared out. He will continue working with Mr. Willis on issues, including trees along the lake on the north side and a spool of conduit along the construction entrance.

**THIRD ORDER OF BUSINESS**

**Developer Update**

Mr. Adams stated Mr. Miars was unable to attend; he will be informed of any issues.

**FOURTH ORDER OF BUSINESS**

**Continued Discussion/Consideration of Proposals for Bougainvillea Installation**

Mr. Willis presented proposals from P&T Lawn & Tractor Service, Inc. (P&T), which was in the agenda, and Dorman and Morse Landscape Inc. (DML), which was distributed. He noted that, although the Board previously approved a not-to-exceed amount of \$48,000, none of the proposals were below the approved amount so the scope was revised from 4' centers to 6' centers, which reduced proposed amounts. The P&T proposal decreased from \$38,250 to \$28,850. The DML proposal decreased from \$92,160 to \$73,410. While updated proposals were obtained, the final proposal price will depend upon the costs for irrigation and to access the HOA's dripline. He estimated a cost of \$10,000 for the irrigation component.

**On MOTION by Mr. Asfour and seconded by Mr. Block, with all in favor, P&T Lawn & Tractor Service, Inc. Estimate No 13422, in the amount of \$28,850, plus the irrigation-related costs, for a total not-to-exceed total of \$48,000 for the project, was approved.**

Mr. Willis believes the work can be scheduled soon; he will email the Board and Staff when confirmation is received.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals to Repair/Replace Construction Fence at Cascades**

Mr. Willis presented the Carter Fence proposal for replacement of two cattle gates on each side of the road. The consensus was that decorative fence is preferred. Mr. Willis will request a proposal in advance of the next meeting and this item will be on the next agenda.

**SIXTH ORDER OF BUSINESS**

**Continued Discussion/Update: Proposed Traffic Control Project on Parkway for Proposed Townhome Project**

Mr. Mitchell asked if Mr. Urbancic notified the Engineers that the CDD is an interested party in this development. Mr. Urbancic stated that Mr. Krebs and Mr. Adams will review and approve his draft letter, which will likely be sent tomorrow.

Mr. Stark discussed concerns raised by the South Florida Water Management District (SFWMD) related to placement of the main entrance. He believes information is needed from Barraco and GreenPointe regarding their proposed traffic control on the Parkway.

Mr. Asfour asked when this is up for County approval. Mr. Stark stated his understanding from the County is that no action has been taken yet. Mr. Asfour asked if this will go before the County Commission. Mr. Krebs stated Development Orders are approved administratively; it will be subdivided and a plat and lots will be created and reviewed by staff. Regarding the CDD's ownership of the Parkway, he will have to find the original Transfer Agreement, which will show if they held on to any rights that would entitle them to do this.

Mr. Asfour asked if the change to zoning pertains to the ten acres the County just bought. Mr. Stark does not believe so; the County has existing plats for this construction.

Mr. Krebs believes there is a final plan approval process to show how the units will be used. Mr. Asfour stated his understanding that the number of units will increase from 3,100 to 3,200. Mr. Krebs stated an increase to the number of units would require a public hearing.

Mr. Stark stated, last January, GreenPointe requested 489 new plats to finish building out the community and GreenPointe subsequently bought ten acres of private property behind the Welcome Center, which enables them to add more density, such as an additional 60 units.

Discussion ensued regarding approval processes and the impact to the CDD.

Mr. Urbancic stated his understanding from the prior meeting is that the letter will convey that, as owner and operator of River Hall Parkway, the CDD views itself as a stakeholder and wants the opportunity to participate in the review process as it pertains to the CDD's ownership and operation.

Mr. Urbancic will include a request for a Traffic Study of River Hall Parkway in the letter.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Chestnut Grove Erosion Inspection Report**

Mr. Krebs stated the Report is being finalized. Mr. Baker met with the resident following the last meeting and reviewed what the bubble-up yard drains are. He put the resident in contact with Juniper, to obtain a proposal to extend the pipes far into the lake so that the CDD

can then repair the lakeshore. After meeting with Mr. Baker, the resident objects that the lesser of the two washouts should be the neighbor’s responsibility but, in his opinion, it is their responsibility. Mr. Baker will check with Juniper to see if proposals were provided.

Mr. Willis stated GulfScapes also provided a proposal.

Mr. Krebs will provide a report to Mrs. Adams, who will send another letter and advise that the issue must be addressed within 30 days.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2023**

It was noted that the “Property insurance” line item is at 122% of budget. Mrs. Adams stated that the amount budgeted will be increased accordingly for Fiscal Year 2025.

“Sidewalk repair & maintenance” was discussed.

Mr. Krebs stated the project is not complete; the Change Order was approved at the last meeting but, due to the holidays, the work is completed yet. Mr. Krebs will provide a sidewalk repair schedule and Mrs. Adams will email the schedule to Board.

Regarding hog removal, Mr. Willis stated the golf course requested minor revisions to the contract. All other signatures were obtained; the contract should be executed by the end of the month.

Mr. Willis stated “Miscellaneous contingency” is over budget as it includes the unbudgeted expenditure for the Sheriff’s Department billing. A line item for this expense will be created in the Fiscal Year 2025 budget.

The financials were accepted.

**NINTH ORDER OF BUSINESS**

**Approval of December 7, 2023 Regular Meeting Minutes**

The following changes were made:

Line 109: Delete “suggested notifying the County that the CDD wants to install a stop sign, in the short term, so that issues can be reviewed. He is”

Lines 232 and 234: Change “December 7, 2023” to “January 4, 2024”

Line 212: Change “has” to “was”

Line 139: Change “lank” to “lake”

Line 258: Change “Asfour” to “Stark”

**On MOTION by Mr. Asfour and seconded by Mr. Stark, with all in favor, the December 7, 2023 Regular Meeting Minutes, as amended, were approved.**

## TENTH ORDER OF BUSINESS

### Staff Reports

#### A. District Engineer: Hole Montes

Mr. Krebs stated the first requisition related to the new bonds was processed. A running tally will be kept.

- **Continued Discussion: Roadside Catch Basin Ownership Responsibility**

Mr. Krebs advised that there is no new correspondence regarding existing drainage ownership from Mr. Barraco or from the Developer.

#### B. District Counsel: Coleman, Yovanovich & Koester

Mr. Urbancic stated that he received numerous inquiries following news reports about City Council Members resigning due to a new requirement to complete Form 6, which requires them to disclose all their personal assets. Based on his reading of the law, this requirement does not apply to CDD Supervisors. Supervisors will still be required to file Form 1 annually; as of 2024, Form 1 must be filed electronically.

#### C. District Manager: Wrathell, Hunt and Associates, LLC

- **Discussion/Consideration of Holding Workshop with the HOAs**

Mr. Adams stated the HOA has shown no interest in holding a workshop.

- **NEXT MEETING DATE: February 1, 2024 at 3:30 PM**

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the February 1, 2024 meeting.

#### D. Operations Manager: Wrathell, Hunt and Associates, LLC

Mr. Willis presented the Field Operations Report and noted the following:

- The hog contract with the HOA was signed.
- Hardwoods along the Parkway will be pruned this month.
- Street sweeping and pressure cleaning were completed.
- Hog traps were moved from Apple Blossom to Windsor; the traps have been unproductive for several months.
- The Sagittaria Lane fence will be installed in a week and a half.

Mrs. Adams reported the following:

- The MRI Inspection Project for all non-CDD pipes was executed on December 8, 2023; inspections will commence in mid-January.
- The contract for entry column repairs was executed on October 27, 2023. The schedule is to be determined.
- Bentley Electric completed outlet repairs for the Christmas decorations, at a cost of \$3,000.
- SOLitude inquired about payment status on December 19, 2023. The contract terminated on September 3, 2023. The July and August invoices were not paid due to lack of service. The cleanup cost with the current contractor was \$23,500; SOLitude invoices totaled \$25,410.84. With the assistance of District Counsel, an email was sent to advise that the CDD will not pay the invoice.
- The current contractor was not able to submit a report or attend today. Technicians are working on the cleanup on Lake 4-1A on Sagittaria Lane.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items (3 minutes per speaker)**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Comments/Requests**

Mr. Stark stated the gates at the Queen Street bridge are open. He asked what CDD needs to do to padlock the gate. Mr. Krebs stated the CDD does not have ownership yet; that is still an open item.

Mr. Asfour questioned the \$3,000 expenditure for electrical repairs. Mr. Block discussed sporadic issues with the Parkway lights. Mrs. Adams stated there were two separate repairs, in addition to the outlets being repaired; the cost of the streetlight portion of the repair was approximately \$2,500.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Block and seconded by Mr. Asfour, with all in favor, the meeting adjourned at 4:25 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair