

**MINUTES OF MEETING
AMENITY AUTHORITY COMMITTEE**

A Meeting of the Amenity Authority Committee was held on Wednesday, January 8, 2014 at 9:00 a.m. the Savannah Center Recreation Center, 1545 Buena Vista Boulevard, The Villages Florida, 32162.

Committee members present and constituting a quorum:

John Wilcox	Chairman
Jo Weber	Vice Chairman
Carl Bell	Member
Ann Forrester	Member
Rich Lambrecht	Member

Staff Present:

Janet Tutt	District Manager
Lewis Stone	District Counsel
Diane Tucker	Administrative Operations Manager
John Rohan	Recreation Director
Sam Wartinbee	District Property Management Director
Scott Wilder	Battalion Chief, Community Watch
Brittany Wilson	Assistant to District Manager
Jennifer McQueary	District Clerk
Candice Lovett	Staff Assistant

FIRST ORDER OF BUSINESS: Call to Order

A. Roll Call

Chairman Wilcox called the meeting to order at 9:00 a.m. and stated for the record that five (5) Committee Members were present representing a quorum. Gary Moyer was absent.

B. Pledge of Allegiance

Chairman Wilcox led the Pledge of Allegiance.

C. Observation of Moment of Silence

The Chairman led the Committee and residents in a moment of silence in observation of those who serve our Country and the community.

D. Welcome Meeting Attendees

The Committee welcomed all those residents in attendance at an Amenity Authority Committee (AAC) meeting for the first time.

**SECOND ORDER OF BUSINESS: Approval of the Minutes for the Meeting held on
December 11, 2013**

On MOTION by Jo Weber, seconded by Ann Forrester, with all in favor, the Board approved the Minutes for the Meeting held on December 11, 2013.

Janet Tutt, District Manager, requested the Fifth Order of Business be addressed at this time.

FIFTH ORDER OF BUSINESS: Capital Project Overview

Amber Gartner, Kimley-Horn & Associates, provided the Committee with an update on the following projects:

- Paradise Park Area “A”: Construction is complete and “before and after” pictures have been provided for review. A Grand Opening will be held on January 23, 2014 at 2:00 p.m. The final Change Order will be presented to the Committee at the February 12, 2014 meeting which will address the construction costs relating to the picnic pavilion and necessary landscaping near the petanque court. Ms. Gartner addressed the Committee’s inquiries.

The Committee thanked the Engineers for their efforts to achieve the positive outcome for this project.

- Paradise Park Area “B”: The Project is in the design phase and the Engineer’s anticipate presenting the plans to the Town of Lady Lake for approval during the month of January.
- Knudson Score Booth/Storage: The invitation to Bid will be issued the week of January 6, 2014.
- Chula Vista Recreation Center: The proposals were received on December 3, 2013 and the Selection Committee meeting was held on December 18, 2013. The recommendation for award of the RFP is included on the Consent Agenda. The estimated cost of the project is \$414,761.
- La Hacienda Sports Pool House: The construction has begun and is on schedule. The estimated cost of the project is \$533,623.

- Silver Lake Recreation Center. The recommendation for award to the Village Center Community Development District (VCDDD) is included on the Consent Agenda for consideration. The anticipated project completion date is May 23, 2014 and the estimated cost of the project is \$472,474.
- Southside Recreation Center: Construction is substantially complete and Staff anticipates the facility will be available for resident use on February 10, 2014. A grand opening for the center will be scheduled.
- Tierra Del Sol Recreation Center: The Scope of Services for the architectural and engineering design services by KP Studio Architect is included on the Consent Agenda for recommendation to the VCCDD Board.
- Lindsey Lane Golf Maintenance Building: Staff anticipates completing the bid process by January 31, 2014 and will include the recommendation for award of the Bid on the February 12, 2014 agenda.
- Saddlebrook Picnic Pavilion: Construction drawings are being drafted and Staff anticipates posting the invitation to Bid on January 30, 2014.

THIRD ORDER OF BUSINESS: Old Business Status Update

Sam Wartinbee, District Property Management (DPM) Director, advised the Committee that TSG has advised that the installation of fiber optics has been completed to the Boone Gate and installation to complete connectivity to the gates on the east side of Hwy 441/27 is ongoing. The “backbone” of the system has been installed near The Villages Hospital. Mr. Wartinbee stated obtaining permits for completing work in the right-of-ways is being reviewed and completed. The estimated time for installation completion is one week per each of the 32 gate locations

Chairman Wilcox inquired if new gate cameras would be installed this fiscal year. Ms. Tutt stated as the gates are completed cameras will be installed.

Ms. Tutt advised in response to Mr. Lambrecht’s inquiry about the maintenance responsibility of Hawkes Bay and Saddlebrook basins have been provided for the Committee’s information. The research identified that the District 3 Board accepted maintenance responsibility of the basins through a Grant of Easement.

Mr. Lambrecht inquired if Lewis Stone, VCCDD District Counsel, had reviewed the Grant of Easement. Ms. Tutt stated because the maintenance responsibility falls under the purview of the District 3 Board the legal documents were reviewed by Valerie Fuchs, District Counsel for Village Community Development District (VCDD) No. 3.

Mr. Lambrecht stated the legal document provided does not seem to provide clarity that the Agreement provides for the maintenance responsibility and appears to address the construction of the ponds and requested District Counsel conduct a further review of this document and other documents which specifically address maintenance responsibility. Ms. Tutt stated the request for additional legal review would fall under the purview of the VCDD No. 3 Board and not under this Committee.

Mr. Lambrecht stated during the December 11, 2013 meeting he requested information be provided about the potential installation of a chair lift at Tierra Del Sol pool and stated the information provided by Staff identifies that north of CR 466 there are only two (2) chair lifts and believes accessibility for handicapped residents is lacking. Ms. Tutt advised in the newly constructed pool areas additional aquatic chair lifts are being installed; however, there is no requirement for the District to retrofit the existing pools with aquatic chair lifts. Ms. Tutt stated the installation of additional aquatic chair lifts is a policy decision of this Committee. Following discussion the Committee requested an aquatic chair lift be installed at Tierra Del Sol pool.

Mr. Lambrecht stated at the December 11, 2013 meeting he had requested a review be completed as to whether the installation of "Stop" signs are necessary exiting the parking lot near the bridge onto Paige Place. Mr. Wartinbee stated at some locations a "Stop" sign and stop bar are installed and at other locations only a stop bar is in place. Mr. Wartinbee stated the most recent regulations require that the installation of "Stop" verbiage be placed at the stop bar. The associated costs for this fall under the purview of the VCCDD Board for the Village of Spanish Springs (VOSS) Fund. Mr. Lambrecht requested the installation of "Stop" signage be included on the February 12, 2014 VCCDD agenda.

Mr. Lambrecht requested a status update of the first-aid kit audit at recreation centers be provided. John Rohan, Recreation Director, stated the District takes safety very seriously and advised AED's are located at the recreation centers and sports pools. The first-aid kits at the recreation centers have a minimal amount of supplies and typically if an issue occurs 911 is called so that paramedics can

address injuries. Mr. Rohan stated Staff has included review of the first aid kits on its operational checklist.

Mr. Lambrecht stated there are rumors surfacing that when the cardiac incident occurred this summer the AED was not available and the emergency vehicles were not allowed to drive onto the field or outfield grass. Ms. Tutt stated the AED was sent to the manufacturer for a mechanical review, the issue was not maintenance related. Emergency crews make the decision as to the best point of access and will drive through gates or onto grass and curbs depending on the situation.

FOURTH ORDER OF BUSINESS: El Santiago Architectural Scope of Services

Ms. Tutt stated Staff has provided a Scope of Services for the renovation of the current facility or the demolition and reconstruction of the facility. Staff and Mr. Lambrecht met with a business owner who had expressed interest in providing concession services at the El Santiago facility. The discussions that occurred included providing concessions services, the possible purchase of the facility by the business owner, renovation of the building by the business owner to be operated as a restaurant and the District renovating the building to be operated as a restaurant. Staff is requesting direction as to how the Committee would like to proceed.

Mr. Lambrecht stated the interested individuals are successful business owners and stated he was excited that a business owner had come forward and expressed interest in operating a restaurant back in the facility the residents have come before this Committee requesting. Mr. Lambrecht requested the Committee not proceed with recommending approval of a Scope of Services and allow Staff an opportunity to review the alternatives with the business owners.

Ms. Forrester stated there was a big push from residents to have a restaurant re-open in this facility; however, she would not be in favor of eliminating an improved recreational facility in this area. A large amount of input has been received from the residents pertaining to programming for a recreation center.

Mr. Lambrecht stated if the restaurant was re-opened he would suggest considering renovating or reconstruction of the existing recreation facility.

Mr. Bell stated he would be in favor of demolishing this existing El Santiago Club building and reconstructing a recreation center with a concession area.

Vice Chairman Weber agreed that the Committee should not proceed with a recommendation of a Scope of Services at this time, as residents have expressed their desire to have a restaurant re-open in this location and would like Staff to review the alternatives.

Ms. Forrester stated additional information for the Committee to review is beneficial but she would not be in favor of selling the building.

Ms. Tutt clarified that the District must follow Florida Statutes and advised the interested parties Staff met with may not be successful in either the purchase of the building, if it were to be sold, or the operation of restaurant services. District Staff would have to prepare a Scope of Services and issue a Request for Proposal (RFP) based on the conditions provided by this Committee. Additionally, this Committee could not proceed with selling the building without adhering to Florida Statute requirements for disposing of governmental property.

Chairman Wilcox inquired if District Staff had the ability to discuss alternatives with a business entity. Ms. Tutt stated Staff could discuss options and alternatives which would then be brought to this Committee for review. The Committee would then provide direction to Staff of how to proceed.

Ms. Tutt stated this Committee previously advised Staff that it did not want to operate a restaurant, but did want a portion of the building that could be utilized as a concession area by residents.

Mr. Stone stated there is nothing wrong with listening to the ideas or gaining information from a specific business entity; however, the Committee could be criticized if it tailored its Scope of Services which would only allow one entity the ability to provide a response. Additionally, Mr. Stone stated he believes that there were restrictions included in the purchase agreement and/or the deed for the El Santiago Building and believes if this Committee decided to proceed with selling the building the Developer would be included in those discussions.

Chairman Wilcox stated the Committee was presented with a petition which included 850 names of residents who wanted a restaurant to re-open at this location.

Ms. Tutt stated if this Committee's direction would be to proceed with issuing an RFP for operation of a restaurant in this facility, it would be Staff's recommendation that the Committee not take on the fiscal responsibility for a retrofit or renovation of the building.

Mr. Lambrecht concurred and suggested that Staff hold a discussion with the business owners and proceed with issuing an RFP.

A resident came forward stating she is in favor of the Committee's current plan to renovate or reconstruct the building as a recreation center and utilize a portion of the building for a concession area, which would meet the needs of all of the residents. The resident stated the review process by this Committee has been lengthy and voiced concern that a decision would not be reached in a timely manner.

Extensive discussion occurred as to whether the Committee wanted to re-address the alternative of leasing the existing El Santiago Building for the operation of a restaurant and the RFP process that would have to be followed. The subsequent action occurred:

On MOTION by Rich Lambrecht, seconded by Jo Weber, with three (3) Committee Members voting "Aye" and John Wilcox and Carl Bell voting "Nay" the Committee directed Staff to proceed with preparation of the Scope of Services to issue a Request for Proposal for a vendor to operate a restaurant in the existing El Santiago Club facility.

Mr. Bell clarified for the record that he voted against the motion because believes there is a less likelihood for success of an internal restaurant, such as the location of El Santiago.

Ms. Forrester clarified for the record that she voted in favor of the motion because she wanted the opportunity to gain additional information but stated she would not vote in favor of utilizing amenity funds to renovate the El Santiago building as a restaurant.

SIXTH ORDER OF BUSINESS: Approval of the Fiscal Year 2014/2015 Budget Calendar

Barbara Kays, Budget Director, presented the budget calendar for the upcoming Fiscal Year 2014/2015 budget process which included options for the Committee to either hold a preliminary budget discussion at the end of its March regular meeting, hold a separate preliminary budget workshop on March 12, 2014, following the regular meeting or to not hold a preliminary budget workshop and review the recommended budget at the May workshop. Ms. Kays stated Staff is not aware of any major items it would be presenting to the Committee, which is typically what the preliminary budget workshop had been utilized for.

Ms. Forrester advised she would not be available to attend a budget workshop on March 12, 2014.

Ms. Weber advised she would not be available to attend the May budget workshop.

Ms. Tutt advised the Committee had previously stated it would address the RC Club's request for a permanent location during this budget process and is aware of another group that would like to address the Committee. Ms. Tutt suggested the Committee hold its preliminary budget workshop in the month of April.

Mr. Bell suggested the preliminary workshop be held following the April 9, 2014 meeting.

Mr. Lambrecht inquired what the difference would be to holding the discussion at the end of a meeting or holding a budget workshop following a regular meeting. Mr. Stone stated there are subtle differences between the two (2) and a budget workshop is typically held as a separate meeting. During a regular meeting there is generally more audience participation and formal action can be taken; whereas, during a workshop the Committee does not vote on actions. Mr. Stone suggested the Committee conduct a preliminary budget workshop following the April 9, 2014 meeting.

Ms. Kays requested the Committee submit any topics for discussion at the April 9, 2014 budget workshop to Staff by March 17, 2014. As it pertains to the May budget workshop, Staff will work with the Committee to identify a date. The Committee will recommend approval of the proposed Recreation Amenities Division (RAD) Fund and the Fitness Fund budgets at the June 11, 2014 meeting. A Capital Improvement Plan (CIP) workshop is scheduled for August 13, 2014, if necessary, and a final budget workshop on August 27, 2014. Ms. Kays stated during the September 10, 2014 meeting the Committee will recommend approval of the RAD and Fitness Fund budgets for adoption by the VCCDD Board.

Ms. Kays stated Staff will finalize the May budget workshop date and provide this item to the Committee for approval at the February 12, 2014 meeting.

Antoinette Himmelsbach advised she has had difficulty passing through some gates and requested clarification of the timing allowed to pass through unmanned gates. Scott Wilder, Director of Community Watch, requested clarification of the gate location because the timer for the gates is not supposed to be triggered until after a vehicle passes through. Ms. Himmelsbach advised she would provide Mr. Wilder with the gate location information.

CONSENT AGENDA:

Chairman Wilcox advised a motion to approve the Consent Agenda is a motion to approve all recommended actions. All matters on the Consent Agenda are considered routine and no discussion will occur unless desired by a Committee Member or a member of the Public.

On MOTION by Carl Bell, seconded by Rich Lambrecht, with all in favor, the Committee recommended approval to the Village Center Community Development District Board of the following items included on the Consent Agenda:

SEVENTH ORDER OF BUSINESS: Recommended authorization to Staff to advertise the amendment and restatement to Chapter IX of its Rule for the Lake County Portion of The Villages.

EIGHTH ORDER OF BUSINESS: Recommended authorization to Staff to advertise the amendment and restatement to Chapter X of its Rule for the Lady Lake portion of The Villages.

NINTH ORDER OF BUSINESS: Recommended authorization to present the revised Architectural Review Manual for the Lady Lake/Lake County portion of The Villages.

TENTH ORDER OF BUSINESS: Recommended adoption of Resolution 14-06 amending and restating the External Deed Restriction Standards for the Lady Lake/Lake County portion of The Villages.

ELEVENTH ORDER OF BUSINESS: Recommended award of RFP #14P-028 – Chula Vista Recreation Center and Silver lake Recreation Center Renovations to Signature Enterprises, Inc. for a total project amount of \$741,941.

TWELFTH ORDER OF BUSINESS: Recommended approval of KP Studio Architect's Project scope and A/E Proposal for the demolition of the existing Tierra Del Sol Recreation Center facility and construction of new facility.

THIRTEENTH ORDER OF BUSINESS: Recommended approval of the carryforward requests for the Recreation Amenities Division Fund for Fiscal Year 2012/2013.

FOURTEENTH ORDER OF BUSINESS: Financial Statements

- A. Budget to Actual Statements as of November 30, 2013
- B. Interest Allocation

This item was provided for information only.

FIFTEENTH ORDER OF BUSINESS: District Bid/RFP Monthly Status Update

This item was provided for information only.

SIXTEENTH ORDER OF BUSINESS: RAD Fund Capital Project Work Plan Update

This item was provided for information only.

SEVENTEENTH ORDER OF BUSINESS: IRS Legal Expenses

This item was provided for information only.

EIGHTEENTH ORDER OF BUSINESS: Maintenance Responsibility of Hawkes Bay and Saddlebrook Basins

This item was previously addressed.

NINETEENTH ORDER OF BUSINESS: Staff Reports

A. IRS Update

There was no update to be provided.

Ms. Tutt advised the Governance Improvement Committee will meet on Thursday, February 6, 2014 at 1:30 p.m. at SeaBreeze Recreation Center.

Ms. Tutt advised the Grand Opening for Paradise Park Area "A" has been scheduled for January 23, 2014.

TWENTIETH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel reports.

TWENTY-FIRST ORDER OF BUSINESS: Committee Member Comments

Chairman Wilcox expressed frustration at the number of times the gate arms seem to be broken and inquired if the utilization of gate cameras is assisting in identifying the individuals who damage the gates. Chairman Wilcox also inquired why signage is still posted at the Del-Mar gate advising residents that they must utilize their gate card or push the button to access the gate.

Vice Chairman Weber stated the change to the access of the Del-Mar gate occurred after many of the seasonal residents had left and believes more visible signage should be posted.

TWENTY-SECOND ORDER OF BUSINESS: Audience Comments

Dan Lindbom, Santana Way, requested the Committee consider funding a feasibility study to identify alternatives which would allow water to be permanently maintained in the retention area on the west side of Morse Boulevard. Ms. Tutt advised this retention area was designed as a dry retention area for the drainage of stormwater. If the Committee is interested in considering a feasibility study, Staff would have to contact the Water Management District who would provide the requirements of how deep the retention area would need to be excavated prior to installing any type of liner to allow for the possible rainfall that could be received from a 100 year storm.

TWENTY-THIRD ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 11:11 a.m.

On MOTION by Carl Bell, seconded by Ann Forrester, with all in favor, the Committee adjourned the meeting.

Janet Y. Tutt
Secretary

John Wilcox
Chairman