

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**ENCORE COMMUNITY DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Encore Community Development District was held on **Thursday, November 21, 2013 at 4:15 p.m.** at the Tampa Housing Authority, located at 5301 West Cypress Street, Tampa, Florida 33607.

Present and constituting a quorum were:

Dr. Hazel Harvey	<b>Board Supervisor, Chairperson</b>
Brenda Dohring Hicks	<b>Board Supervisor, Vice Chairperson</b>
Christine Burdick	<b>Board Supervisor, Asst. Secretary</b>
David Iloanya	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Pete Williams	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel; Hopping Green &amp; Sams, P.A.</b>
Greg Woodcock	<b>District Engineer; Cardno TBE (via speakerphone)</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Dr. Harvey called the meeting to order and Mr. Williams called the roll. Mr. Williams briefly reviewed the change made in the agenda in order to comply with the new "Opportunity for Public Comment" legislation.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no comments or questions from the audience.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting held Oct. 3, 2013**

Mr. Williams presented the minutes of the Board of Supervisors' meeting held on October 3, 2013 to the Board for consideration.

On a Motion by Mr. Iloanya, seconded by Ms. Burdick, with all in favor, the Board approved the minutes of the Board of Supervisors' Meeting held on October 3, 2013 as presented for the Encore Community Development District.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Operation &  
Maintenance Expenditures for September  
2013 and October 2013**

Mr. Williams presented the operation and maintenance expenditures for September 2013 (\$23,222.13 general fund expenses; \$64,136.00 chiller expenses) and October 2013 (\$11,266.11 general fund expenses; \$33,068.16 chiller expenses) to the Board for ratification and entertained questions.

On a Motion by Mr. Iloanya, seconded by Dr. Harvey, with all in favor, the Board ratified the Operation & Maintenance expenditures for September 2013 and October 2013 for the Encore Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of License Agreement with  
CDPG for Operation & Maintenance of  
Improvements**

Mr. Williams presented the updated agreement, copies of which were distributed at the beginning of the meeting, to the Board for consideration. Ms. Kilinski reviewed the agreement for the Board and also provided a brief update on the status of the final plat for the Board.

On a Motion by Ms. Burdick, seconded by Ms. Hicks, with all in favor, the Board approved the license agreement with CDPG for operation and maintenance of improvements for the Encore Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Easement from THA to  
CDD for Operation & Maintenance of  
Improvements**

Ms. Kilinski briefly reviewed the easement agreement for the Board and reported that THA had executed the agreement.

On a Motion by Mr. Iloanya, seconded by Dr. Harvey, with all in favor, the Board approved the easement from THA to the District in final form and the legal description in substantial form, pending final amendment and confirmation by Leigh Fletcher as Developer Counsel, for the Encore Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape  
Study and Improvements**

Mr. Williams circulated a proposal for testing needed on the palm trees in the project as required by the city, prior to approval of the final plat. Discussion ensued. A representative from Sunrise Landscaping agreed to provide soil testing free of charge for the District.

On a Motion by Ms. Hicks, seconded by Dr. Harvey, with all in favor, the Board accepted the proposal from Samnik & Associates for testing of palm tree tissue in the amount of \$340.00 and for soil testing at no charge by Sunrise Landscaping, for the Encore Community Development District.

Mr. Williams then reviewed the potential need to replace up to six palm trees that may not be salvageable, at a cost of \$4,800.00 per tree. In addition Mr. Williams recommended that counsel be authorized to draw up an agreement for the developer/THA to provide the funding for the trees' replacement, as an expense of that nature was not anticipated in the general fund budget of the current fiscal year. Mr. Williams explained the need for the District to show funding from the development entities until such time as the District owns the improvements.

On a Motion by Ms. Hicks, seconded by Mr. Iloanya, with all in favor, the Board approved the expenditure of up to \$4,800 per tree for replacement of up to six (6) palm trees of like kind and size as the existing trees and authorized District Counsel to draw up an agreement for the developer/THA to fund the trees' replacement if necessary based on the results of tree tissue and soil testing for the Encore Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Landscape & Irrigation Improvements**

Mr. Williams mentioned that these items had been covered when the expenditures had been approved earlier in the meeting. There were no additional items to present and no formal Board action was taken or necessary.

**NINTH ORDER OF BUSINESS**

**Consideration of Holiday Decorations**

Mr. Williams reviewed various issues related to the installation of holiday decorations including the lack of electricity, the connection of which is expected to be completed by TECO as of December 11<sup>th</sup>. Mr. Williams also reviewed three different recommendations depicted on a matrix provided to the Board at the beginning of the meeting.

On a Motion by Ms. Hicks, seconded by Mr. Iloanya, with all in favor, the Board approved holiday decorations recommendation #1 for a total cost of \$10,950.00 for the Encore Community Development District.

*(Ms. Burdick departed the meeting at this time.)*

**TENTH ORDER OF BUSINESS**

**Update on Conveyance and Maintenance of Improvements**

Ms. Kilinski briefly reviewed the status again of the final plat which was necessary for the conveyance of improvements to take place. Discussion ensued regarding the need to notify

the Board prior to commencing proposals for storm water vault, street light and solar panel maintenance now that license agreements and easements are in place.

On a Motion by Mr. Iloanya, seconded by Dr. Harvey, with all in favor, the Board approved entering into agreements for operation and maintenance of the improvements that include landscaping, storm water vault, streetlights and the solar panels, as previously approved, for the Encore Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Kilinski briefly reviewed the intent to finalize the updated rules of procedure at a future meeting as well as the utility policies and procedures previously reviewed.

**B. District Engineer**

Mr. Woodcock had no additional information to present.

**C. District Manager**

Mr. Williams reviewed some of the potential savings on insurance expenses along with the anticipated street light expenses and where the money to cover the expense of holiday decorations would come from. He also advised staff would review the need to hold the meeting currently scheduled for December 5, 2013.

**TWELFTH ORDER OF BUSINESS**

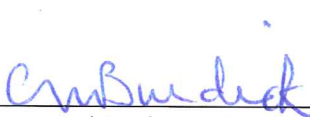
**Supervisor Requests**

There were no additional supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Dr. Harvey, seconded by Mr. Iloanya, with all in favor, the Board adjourned the meeting at 5:35 p.m. for the Encore Community Development District.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson