

CARBON

Agenda 2023-05-25

Subsection 4A

Summary Minutes

April 27, 2023

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1 **MINUTES OF MEETING**
2 **HARMONY COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the Harmony Community Development
5 District was held Thursday, April 27, 2023, at 6:00 p.m. at the Jones Model Home, 3285 Songbird
6 Circle, Saint Cloud, FL 34773.

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8 Present and constituting a quorum were:
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10	Teresa Kramer	Chair
11	Daniel Leet	Vice Chair
12	Kerul Kassel	Assistant Secretary
13	Joellyn Phillips	Supervisor
14	Lucas Chokanis (<i>via Zoom</i>)	Supervisor

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16 Also present, either in person or via Zoom Video Communications, were:
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18	Angel Montagna	District Manager: Inframark
19	Michael Eckert (<i>via Zoom</i>)	District Attorney: Kutak Rock
20	David Hamstra	District Engineer: Pegasus Engineering
21	Jeison Castillo	Inframark, Field Manager
22	Nick Lomasney	Benchmark Landscaping
23	Brett Perez	Inframark, Area Field Director
24	Residents and Members of the Public	

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26 *This is not a certified or verbatim transcript but rather represents the summary context of the*
27 *meeting. The full meeting recording is available in audio format upon request. Contact the District*
28 *Office for any related costs for an audio copy.*
29

30 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

31 Ms. Kramer called the meeting to order at 6:00 p.m.

32 Ms. Kramer called the roll and indicated a quorum was present for the meeting.

33 Mr. Chokanis was not present at roll call.
34

35 **SECOND ORDER OF BUSINESS** **Audience Comments on Agenda Items**

36 Ms. Kramer reminded audience members they have three minutes to speak, and this is for
37 comments, not a back-and-forth discussion.

38 Ms. June Marsowicz commented on (1) the maintenance facility being located at Buck Lake
39 and potential conflicts for residents having parties, safety issues, frequent use of other facilities in
40 the area; and (2) a survey conducted two years ago regarding the VC10 parcel with an area intended
41 to be a park, and putting a maintenance facility in that area contradicts the community's wishes.
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44 **THIRD ORDER OF BUSINESS** **Contractor Reports**

45 **A. Benchmark Landscaping (“Benchmark”)**

46 Mr. Lomasney provided an update on flower installation, irrigation inspections and repairs,
47 leaf cleanup, and tree trimming in the parks.

48 i. **2023-184 Tree Removal and Installation at 7029 Buttonbush Loop**

49 Discussion ensued regarding the proposal, type of tree being a 30-gallon shumard oak, bubbler
50 will be installed at the base, and scope of the proposal for removal and installation.

51

52 Ms. Kassel made a MOTION to approve proposal #2023-184 from
53 Benchmark Landscaping for tree removal and installation at 7029
54 Buttonbush Loop, in the amount of \$1,950.00.
55 Ms. Phillips seconded the motion.

56

57 Upon VOICE VOTE, with all in favor, unanimous approval was
58 given to proposal #2023-184 from Benchmark Landscaping for tree
59 removal and installation at 7029 Buttonbush Loop, in the amount of
60 \$1,950.00.

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62 ii. **#546 Replacement of Tree**

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64 Ms. Kassel made a MOTION to approve proposal #546 from
65 Benchmark Landscaping to install a tree at 3314 Sagebrush, in the
66 amount of \$470.00.
67 Mr. Leet seconded the motion.

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69 Discussion ensued regarding developer originally installing cypress trees that currently are
70 healthy trees, so no need to install another tree.

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72 Ms. Kassel RESCINDED the motion to approve proposal #546
73 from Benchmark Landscaping to install a tree at 3314 Sagebrush, in
74 the amount of \$470.00.
75 Mr. Leet rescinded the second.

76

77 Discussion ensued regarding the tree falling over that was cleaned up, and the resident
78 requested a different species of tree which would not look consistent with the rest of the area.

79 iii. **Offer of Amaryllis and Spider Lily Bulbs**

80 Discussion ensued regarding the donation of a couple hundred bulbs of each variety, mild
81 toxicity of the plants, possible locations at the entrances being with other plants instead of
82 completely bare areas due to seasonal flowering of the plants, Ms. Kassel to consult with
83 Benchmark on final locations, Harmony Nature and Animal Committee to install them, and
84 Benchmark to maintain going forward.

85 The Board had no opposition to installing amaryllis and spider lily bulbs.

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87 **FOURTH ORDER OF BUSINESS Consent Agenda**

88 **A. Minutes for the March 30, 2023, Regular Meeting**

89 The minutes are included in the agenda package and available for public review on the
90 District’s website or in the District Office during normal business hours.

91 Mr. Leet requested names be consistent throughout the minutes (e.g., Mr. Leet, not Supervisor
92 Leet or Vice Chair Leet).

93 **B. Financial Statements (March 2023)**

94 The financial statements are included in the agenda package and available for public review
95 on the District’s website or in the District Office during normal business hours.

96 **C. #275 Invoices and Check Register (March 2023)**

97 The check register and invoices are included in the agenda package and available for public
98 review on the District’s website or in the District Office during normal business hours.

99 Ms. Montagna indicated the records’ storage fee has been refunded and was removed from the
100 April invoice as the Board rejected adding this fee at the March Board meeting.

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Mr. Leet made a MOTION to approve the consent agenda, minutes as amended, removing Records’ Storage Fee from the Inframark bill.
Ms. Phillips seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval was given to the consent agenda, minutes as amended.

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FIFTH ORDER OF BUSINESS New Business

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A. Discussion of Harmony Florida Land Offer

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Discussion ensued regarding the request from Harmony Florida Land for the Board to consider accepting a number of parcels from them, uncertainty if the District would be obligated to monitor and manage any invasive plants on the parcels under the jurisdiction of South Florida Water Management District (“SFWMD”) and Ms. Kassel’s difficulty in reaching them for a response, current conservation area maps, requirement for the District to monitor and treat District-owned areas but not privately-owned lands, scenario if the District was granted access rather than transferred ownership, original intent that none of those conservation areas be owned by the District due to expensive maintenance, previous non-compliance issues that had to be restored, current invasives, request to the current owner to remediate invasives before turning over to the District, estimated costs to maintain, and requirements of the permit holder.

122

Mr. Chokanis joined the meeting at 6:37 p.m.

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123 Further discussion ensued regarding the area being encompassed in the SFWMD permit, that
124 not all the subject property is within the District’s boundaries, option for another private entity to
125 take ownership of the property, counsel and the engineer to discuss further prior to the next
126 meeting, further input requested from the owner and Biosphere, possible reasons the owner wants
127 to donate the parcels, continued issues of invasives, treatment requirements of private property
128 owners, and benefits of the District owning the property including trail capabilities.

129 **B. Consideration of Parks and Recreation Facility Usage Application, Harmony High**
130 **School and Middle School Jazz Band Concert and Dinner** (*May 19, 2023*)

131 Discussion ensued regarding the facility usage application for a jazz band concert and dinner,
132 about 200 attendees, preliminary request if the Board will approve the concert and selling tickets
133 contingent upon providing insurance and other requirements of the facility use application, and the
134 need for a cleanup deposit.

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136 Ms. Kassel made a MOTION to approve the Parks and Recreation
137 Facility Usage Application from Harmony High School and Middle
138 School for a jazz band concert and dinner on Town Square on May
139 19, 2023, requiring a deposit but waiving any fees.
140 Mr. Leet seconded the motion.

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142 Further discussion ensued regarding the applicant being required to remove their own trash
143 during and after the event.

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145 Upon VOICE VOTE, with all in favor, unanimous approval was
146 given to the Parks and Recreation Facility Usage Application from
147 Harmony High School and Middle School for a jazz band concert
148 and dinner on Town Square on May 19, 2023, requiring a deposit
149 but waiving any fees.

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151 **SIXTH ORDER OF BUSINESS** **Staff Reports**

152 **A. Field Manager**

153 Updates were provided regarding Primrose Willow sidewalk areas being completed and less
154 than the estimate. Splash pad was working, but stopped working yesterday when staff found the
155 entire vault flooded including the new pump. PFS continues to investigate and repair, issues of a
156 broken valve and joint that failed and replacement of the solenoid

157 **i. Field Report**

158 The field report is included in the agenda package and available for review on the website or
159 in the District office during normal business hours.

160 **ii. Proposals** (these items taken up after discussion of Frontage Fence)

161 **a. Picnic Pavilion Awning** (*Sunshades Awning, Sunstate Awning*)

162 Two proposals: Sunstate Awning at \$13,400 and Sunshade Awnings at \$7,500. Discussion
163 ensued regarding District Manager being proactive since proposals for the awnings required an
164 eight- to twelve-week lead time, staff moved forward providing the deposit to Sunshades Awning
165 which can be canceled if not ratified by the Board, and suggested that the color for the awning be
166 Tennis Green to match the other shade structures in Lakefront Park.

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168 Ms. Kassel made a MOTION to ratify the selection of the proposal
169 from Sunshades Awning to replace the entire picnic pavilion
170 awnings in Buck Lake Park, in Tennis Green, in an amount of
171 \$7,500.00.
172 Mr. Chokanis seconded the motion.

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174 Upon VOICE VOTE, with all in favor, unanimous approval was
175 given to ratify the selection of the proposal from Sunshades Awning
176 to replace the entire picnic pavilion awnings in Buck Lake Park, in
177 Tennis Green, in an amount of \$7,500.00.

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179 **b. Steel Building** (*Eversafe, Titan Steel Structures*)

180 Discussion ensued regarding the vendors staff contacted, differences between the proposals,
181 construction materials and dimensions, County building code requirements, assets that will be
182 inside the building including UTV/golf carts and the District's truck and trailer, need for a fence
183 around the building for screening and security, if placed in current location next to the Community
184 Garden the estimated cost of the roadway at about \$250,000 would necessitate a special
185 assessment, need for a site plan and new building regardless of location of the , violation letter
186 received from the County, current trailer costing \$500/month in rent, temporary Community
187 Maintenance office currently at the Ashley Park pool, inability to continue use of storage
188 containers, size of the concrete pad and the lean to, District-owned property across from the Five
189 Oaks dog park but issues with access through golf maintenance, \$8,800 deposit paid in 2019 to
190 Straight-Line Fencing for fencing that was never used (Straightline does not want to honor this),
191 proposal from Straightline Fencing received for six-foot privacy chain-link fencing for \$8,500 or
192 with slats for \$11,800, fence and screening required by the County, plan to move forward should
193 alleviate further fines and extend the deadline, telephone easement impacts, dumpsters, required
194 setbacks, parking spaces, stormwater retention requirements, original plans for storage and an
195 office, Buck Lake location is most appealing due to existing parking and impervious surface,
196 estimated on the high side at \$50,000 to locate the Community Maintenance site at Buck Lake or
197 \$100,000+ if located near the Five Oaks dog park, impacts for future use of Buck Lake and events
198 in that area if the facility is located in that area, dog park location is less conspicuous, preferred

199 building sizes, and need for preapplication meeting with the County to discuss the project and
200 request more time.

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Ms. Kassel made a MOTION to approve the engineer to prepare a conceptual site plan for Tract D for the Community Maintenance Facility with an office with pervious parking, adhering to all County requirements, office no bigger than 10-feet by 10-feet, and preapplication meeting with the engineer and Osceola County.
Mr. Leet seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval was given to the engineer to prepare a conceptual site plan for Tract D for the Community Maintenance Facility with an office with pervious parking, adhering to all County requirements, office no bigger than 10-feet by 10-feet, and preapplication meeting with the engineer and Osceola County.

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iii. Update on Polaris Engineer

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Mr. Perez provided an update on the Polaris UTV--the vehicle started up and was taken to Route 1 Motorsports, issue could be gasket on the muffler and perhaps a fuel pump or filter and not a blown engine, and staff is awaiting the diagnosis and proposal.

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iv. Revised Sidewalk Inspection Report

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Discussion ensued regarding vendors to be engaged for the sidewalk inspections and replacements instead of Inframark providing those services, and priority of sidewalk repairs.

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v. Update on Sidewalk Repair on Primrose Willow Drive

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Inframark will be providing two Americans with Disabilities Act (“ADA”) sidewalk ramps at no additional cost, (This item was further discussed at beginning of the Field Manager’s business)

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Alley Repaving--milling and paving schedule anticipated dates May 1 through 5. was discussed

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and signs will be posted; other means of notifying residents of the alley repair, residents should email all maintenance items associated with the paving project to the District at cddmaintenance@inframark.com.(further discussion of Alley Repaving under District Engineer’s business 6. B. iii.)

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vi. Discussion of Frontage Fence

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Discussion ensued regarding replacement of the frontage fence, original estimate of \$142,000, possibly replacing in phases, plant material in front of sections of the fence, suggestion for three-rail fence instead of four-rail fence, priority need to replace 100 individual rails and 80 posts along the entire frontage fence, cost of about \$5,000 for rail materials with Inframark providing labor, and posts would be an additional cost for a total of about \$7,000 to \$8,000 which includes concrete.

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Ms. Kassel made a MOTION to approve repairs to the frontage fence for fencing material and for field services staff to replace damaged fencing, in an amount not to exceed \$6,500.00.
Mr. Leet seconded the motion.

Further discussion ensued on replacing the entire length of fence instead of a band-aid approach, future projects, priority being the front entrances, this repair will be compliant with code enforcement, and discuss a phased replacement during the budget cycle.

Upon VOICE VOTE, with all in favor, unanimous approval was given to repairs to the frontage fence for fencing material and for field services staff to replace damaged fencing, in an amount not to exceed \$6,500.00.

vii. Discussion of Benches

Discussion ensued regarding installation of benches previously approved, Benchmark has confirmed installation of one bench, basketball court area has no benches in the shade, request for one or two benches to be placed in the shade which can be an aluminum gymnasium-style bench, encouraging the use of trash cans, seating area can be a small three-riser stand or single benches, and direction for staff to solicit proposals within the budgeted line item.

Ms. Kramer made a MOTION to approve a seating area under the afternoon and evening shade near the basketball court, either 2 aluminum benches or a small three-level riser, whichever is less expensive.
Ms. Kassel seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to place a seating area under the afternoon and evening shade near the basketball court, either 2 aluminum benches or a small three-level riser, whichever is less expensive.

Further discussion ensued regarding a six-foot bench with a back costing \$362.

B. District Engineer

i. Site Plan for Community Maintenance Facility Move

This item having been discussed under the Field Manager report, the next item followed.

ii. Quote on Billy's Trail Culvert Placement

Mr. Hamstra is ready to finalize the plans if the alignments are acceptable and upon completion of the supplemental survey to locate the trees at the north end and a couple other items. Plans include two culverts: one at the north end and one by the wetland.

Discussion ensued regarding the question marks on the site plan from STA. 12+40 to STA. 23+00, which are the trees that need to be located on the survey, the ditch also has to be surveyed,

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279 location of the culvert and scope of work to be performed, and all improvements will be done on
280 District-owned property.

281 **iii. C-1 and C-2 Alleys**

282 Mr. Hamstra provided an update on the alley resurfacing which will create dust when milling
283 is performed, comments from the trash removal company that often break curbs and gutters but
284 will be fine if they keep the trucks on the asphalt, possible use of large boulders at the corners to
285 deter damage, use of smaller garbage trucks will alleviate damage to the alleys, recommendation
286 to do something since the trash removal company will probably not change their operations to
287 avoid damages, need to remind residents of the dust and construction work being done, locations
288 for the boulders with a minimum for each corner, protection of the trench drain, alley width is 14
289 feet, first pay request received from the contractor which will be verified by the engineer before
290 being forwarded to the manager, and inspections provided regularly. Staff to obtain pricing to place
291 2 sizable boulders at each location of ribbon curbs that will prevent waste trucks from driving off
292 the asphalt at the corners.

293 **C. District Counsel**

294 **i. Ethics Training for Board Members**

295 Mr. Eckert reported that the bill requiring four hours of ethics training for special district Board
296 members is moving through the process and when passed, Mr. Eckert will coordinate training with
297 the Board.

298 **ii. Discussion of Any Changes to District Counsel Agreement**

299 Discussion ensued regarding proposed flat fee schedules, scope of services included and extra
300 services not included, dollar amount spent on legal fees through March 31, \$13,000 reimbursement
301 anticipated, issues that required attorney time has tapered off, and review of Straight-Line
302 agreement for possible reimbursement or future discount.

303 **D. District Manager**

304 **i. Update on Website Management, Campus Suite**

305 Ms. Montagna reviewed the revised agreement with Campus Suite for website remediation and
306 continuing services.

307 Discussion ensued regarding agendas being compressed that affects images and pictures,
308 option to use WeTransfer for agenda packages keeping the original size, current website not user
309 friendly or phone friendly, time required for Mr. Leet to update or make changes, benefits of
310 utilizing Campus Suite to post documents, length of time for agendas to be posted, addressing any
311 compression issues, quarterly auditing, 1,500 page limit for the initial onboarding, District's
312 documents are already ADA compliant and should not need remediation to fall within the 1,500

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313 limitation which will be confirmed, ongoing unlimited pages after the initial year, anticipated costs
314 for remediation and maintenance going forward, request to table for one more month to research
315 further, the budget will be updated to include the proposed fees, and suggestion for links to be
316 provided on certain agenda items to alleviate the overall size and issues when compressed.

317 **ii. Budget Process**

318 Ms. Montagna stated the draft budget will be provided to Board members next week and
319 included in the May budget workshop agenda, the proposed FY2024 budget will be approved at
320 the May regular meeting to set the public hearing, goal is not to raise assessments but the budget
321 will include realistic numbers, comments and changes to be provided to Ms. Montagna, preference
322 to have scheduled the budget workshop in April instead of immediately prior to the regular May
323 meeting, and availability of Ms. Montagna and the accounting staff to answer questions and
324 provide information.

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326 **SEVENTH ORDER OF BUSINESS** **Old Business**

327 **A. Code Enforcement Inspection, April 10, 2023**

328 Discussion ensued regarding the inspection letter received, follow-up inspection May 10 at
329 which time everything needs to be cleared out, storage containers cannot be moved out until a new
330 Community Maintenance Facility has been constructed, request to notify the County in advance
331 and perhaps ask for another extension, and gate to RV storage area can now be locked since all
332 vehicles have been removed.

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334 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**

335 Ms. Kassel asked the Board to consider purchasing and installing kiosks for trailhead signs on
336 District-owned property at Butterfly Trail and Billy's Trail with verbiage about the trail and its
337 history and general guidelines such as no trash and no vehicles. Billy's Trail has a kiosk but no
338 content about the trail. Ms. Kassel will provide some verbiage in consultation with the Nature and
339 Animal Committee. Discussion ensued regarding a location for the signs to be on District-owned
340 property.

341 Ms. Kramer requested the reserve study be updated for the budget discussions. Discussion
342 ensued regarding the previous numbers provided, getting updated numbers based on bids received
343 for recent projects, studies to be provided to Ms. Phillips and Mr. Chokanis, the locked in cost of
344 \$5,700 is to have a full study update done, and the proposal for just cost updates is to be included
345 on the next agenda.

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347 **NINTH ORDER OF BUSINESS** **Adjournment**

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On MOTION by Ms. Kassel, seconded by Mr. Chokanis, with all in favor, the meeting was adjourned at 8:54 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair