

**MINUTES OF MEETING  
CORY LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Cory Lakes Community Development District's Board of Supervisors was held on **Thursday, February 18, 2016 at 6:00 p.m.**, at the **Cory Lake Beach Club, 10441 Cory Lake Drive, Tampa, Florida 33647.**

**Present at the meeting were:**

Dr. A. Cyril Spiro  
Joyce Hepscher  
Jorge Castillo  
Bob Woodards

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present were:**

Chuck Adams  
Tonja Stewart  
John Hall  
Carrie Bercan  
Rory Harding  
Rich Carpenter  
A.J. Forbes  
Harvey Wolf  
Marsha Wolf  
Sheryl Springer  
Bob Babinjong  
Tresha Bowen  
Manish Pata  
Perin Catile  
Steven Hancz  
Sid Shot  
Slanny West  
Drew Day  
Jekin Wamsy  
Mohan Popply

District Manager  
District Engineer  
Facilities Manager  
Evergreen Lifestyle Events  
POA Manager  
Resident, LAF Committee Member  
Resident, Security Committee Member  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Dr. Spiro called the meeting to order at 6:02 p.m., and noted, for the record, that Supervisors Spiro, Hepscher, Woodards and Castillo were present, in person. Supervisor Sheth was not present.

Dr. Spiro announced that the meeting was being aired online.

**SECOND ORDER OF BUSINESS****Chairman's Opening Comments**

Dr. Spiro indicated that, due to the significant amount of resident participation, a time limit of three minutes, per person, during public comments, was established.

Dr. Spiro announced that he is running for the District 7 seat on the Tampa City Council in November so he would not run for re-election to the CDD Board in November.

**THIRD ORDER OF BUSINESS****Public Comments on Agenda Items [3 minutes per speaker]**

Ms. Sheryl Springer, a resident, announced that a Neighborhood Watch (NW) was being formed and the Tampa Police Department (TPD) will attend the NW meeting scheduled for Monday, March 7 at 7:00 p.m.

Mr. Bob Babinjong, a resident, asked who Dr. Spiro was running against. Dr. Spiro indicated that Ms. Lisa Montelione is vacating her seat to run for the House of Representatives in Tallahassee; he will run against three or four other candidates.

Mr. Babinjong attended the POA meeting on Monday. There were many misconceptions about POA and CDD responsibilities. At the meeting, residents directed questions about roadway and security issues to the POA, which had nothing to do with the POA and were CDD responsibilities. Homeowners are unclear about which group to contact. Dr. Spiro suggested instructing real estate agents to provide information about the POA and CDD in their closing paperwork or a welcome package compiled by both, and encouraging existing residents to utilize The Islander and the CDD website.

Ms. Marsha Wolf, a resident, commented that the last CDD meeting was "wonderful", due to resident participation and responsiveness of the Board.

Mr. Harvey Wolf, a resident, suggested placing flyers with CDD and POA information in residents' mailboxes or on door handles or having a welcome event for new residents.

Dr. Spiro advised that it is illegal to place an envelope into a resident's mailbox that is not stamped; however, envelopes can be distributed door-to-door. He agreed with holding a welcome event.

Ms. Wolf suggested that guards distribute flyers at the gatehouse.

Mr. Tresha Bowen, a resident, represents 35 residents requesting a volleyball court.

Mr. Bowen requested a walkway connecting Capri Isle to Cory Lake Drive, as the existing walkway ends at Morris Bridge Road and people are walking in the road. The area is dark at night. Mr. Bowen suggested building a wooden bridge from the mailboxes to Cory Lake Drive. Ms. Hepscher recalled discussing the walkway, at prior meetings, and it was noted that the area was private property; therefore, the affected residents must approve the construction of a walkway across their property. Mr. Bowen pointed out that a small area, from the mailboxes to Cory Lake Drive, was not privately-owned.

Mr. Perin Catile, a resident, supported a volleyball court and recalled that, two years ago, he submitted a petition with more than 35 signatures in favor of the volleyball court.

Mr. Manish Pata, a resident, supported a volleyball court. He asked what happened to the requested and wanted to resubmit it.

Mr. Pata indicated that, during the summer, nonresident children are fishing in Capri Isle. When he told them to leave, they left but then returned. The security guards did nothing.

Dr. Spiro asked about the location for a volleyball court. Mr. Pata suggested the hockey rink area and indicated that residents prefer a sand court.

Mr. Steven Hancz, a resident, thanked the Board for the new sign at the Morris Bridge Road gate. Mr. Hancz noted a broken water main at the Morris Bridge Road gate. Mr. Hall will handle this matter. Mr. Hancz requested more activities at the clubhouse and proposed adding space in the gym, for Zumba and karate, and a timer for the pool slide pump and a recycle bin at the pool.

Dr. Spiro recalled that the gym expansion was discussed, extensively, and urged Mr. Hancz to complete the Budget 2017 survey and answer the question, "*What do you think that the CDD can do to improve our community?*"

Mr. Sid Shot, a resident, believed that there was a major need for volleyball courts, as 35 to 40 families would regularly use and maintain it. Players will use their own volleyballs. He felt that a volleyball court would enhance property values and attract new residents.

Mr. Slanny West, a resident, supported a volleyball court and expanding the gym.

Mr. Castillo recommended that residents participate in the survey, as the Board takes the results of the survey seriously. If 80% of the community supports the gym expansion and wants a racquetball court, the District has the space; however, money must be spent wisely.

Ms. Hepscher recalled that an e-blast was sent to residents on February 9 with the link for the survey.

Mr. Woodards pointed out that the support of the community in completing surveys is necessary and urged residents to encourage their neighbors to complete the survey and read The Islander. He stressed that Board Members make decisions based on community input, because without input, the Board decides what is best for the community. Mr. Woodards recalled an article in The Islander, last year, comparing CDD and POA responsibilities.

Mr. Jekin Wamsy, a resident, asked when the back gate is manned. Dr. Spiro indicated that the new shift is from 10:00 p.m., to 6:00 a.m. Mr. Wamsy asserted that security guards are allowing guests to drive through the gate without requesting driver's licenses.

Dr. Spiro stated that guards are supposed to scan licenses into the system and a rover assists the guards from 10:00 p.m., to 6:00 a.m., which reduced six security shifts to five, saving \$38,000 per year. Dr. Spiro confirmed that the Board is aware of the issues with the security company. This week, Mr. Adams and Ms. Bercan discussed setting up procedures to ensure that security is trained and performing their duties, properly.

Mr. Wamsy expressed concern about foliage blocking the view of oncoming traffic at the Capri Isle exit. Dr. Spiro recalled that this issue was discussed, extensively, and installing a mirror was suggested but, according to the Department of Transportation (DOT), a mirror is not permitted. Mr. Wamsy suggested cutting the plants. Dr. Spiro advised that, until a decision is made, driving slightly past the stop sign to view oncoming traffic, was recommended.

Mr. Wamsy supported a volleyball court.

Mr. Drew Day, a resident, supported a volleyball court.

Mr. Mohan Popply, a resident, supported a volleyball court.

Mr. Pata felt that residents are bringing too many guests to the pool. Dr. Spiro recalled that the Board passed a pool party policy, at the last meeting; however, it is difficult to distinguish residents from guests. Mr. Adams referred to the motion, on Page 26 of the January minutes, limiting the number of attendees to 40.

Dr. Spiro recalled that the Board approved the following language at the December 2, 2015 Sunshine Board meeting:

*“Residents are allowed to have pool parties with non-resident guests as long as they are not disruptive to others in the pool and they do not utilize a portion of the facility that is so large as to limit the capability of other pool attendees from utilizing the pool amenities. It will be at the attendant’s discretion to inform a resident hosting a party that they have exceeded the acceptable amount of space and that they need to limit their party.”*

Mr. Wolf understood that residents had to register and receive approval for parties. Dr. Spiro indicated that this matter was never discussed. Ms. Hepscher stated that it was suggested at one time. Dr. Spiro acknowledged differing opinions but pool parties were not on the agenda; the Board was simply answering a question.

Mr. Poppy recalled that, last year, the Board discussed fountains for two ponds. Dr. Spiro noted that the fountains were tabled because the District spent \$18,000 on the Capri Isle fence; the fountains will be addressed next year.

#### **FOURTH ORDER OF BUSINESS**

#### **Approval of Minutes**

##### **A. January 21, 2016 Regular Meeting**

Dr. Spiro presented the January 21, 2016 Regular Meeting Minutes and asked for any additions, deletions or corrections.

The following change was made:

Lines 836 through 838: Change the motion to: “establishment of a Pool Party Policy allowing residents to have pool parties with non-resident guests as long as they are not disruptive to others in the pool, and they do not utilize a portion of the facility that is so large as to limit the capability of other pool attendees from utilizing the pool amenities. It will be at the attendant’s

discretion to inform a resident hosting a party that they have exceeded the acceptable amount of space and that they need to limit their party.”

Mr. Castillo asked if there will be a sign. Dr. Spiro indicated that the attendant knows the policy and, residents with a dispute will be advised of the policy. Mr. Adams pointed out that the Board is putting discretion on a \$9 per hour employee to address potential problems.

Ms. Hepscher agreed with changing the motion but suggested implementing a fee and charging a \$100 deposit, which is returned, if the area is clean.

Mr. Adams will email a pool usage policy, utilized by another client, to the Board, to help generate policy ideas.

Regarding Lines 966 and 967, Dr. Spiro clarified Mr. Carpenter’s statement that \$90,000 was spent to track visitors in a system that is not working, as the system actually cost \$40,000. Mr. Carpenter clarified that his estimate of \$90,000 was for the entire system, including the fingerprint scans.

**B. February 1, 2016 Security Committee Meeting**

Dr. Spiro presented the February 1, 2016 Security Committee Meeting Minutes and asked for any additions, deletions or corrections.

**C. February 2-4, 2016 Sunshine Board Meeting**

Dr. Spiro presented the February 2-4, 2016 Sunshine Board Meeting Minutes and asked for any additions, deletions or corrections.

<p><b>On MOTION by Dr. Spiro and seconded by Mr. Castillo, with all in favor, the January 21, 2016 Regular Meeting Minutes, as amended, and the February 1, 2016 Security Committee Meeting and February 2-4, 2016 Sunshine Board Meeting Minutes, as presented, were approved.</b></p>
---

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

Dr. Spiro allotted 15 minutes for Staff reports.

**A. District Engineer**

***\*\*\*This item, previously Item 5.B., was presented out of order.\*\*\****

Ms. Stewart reported that the tennis courts were completed and the electrical connections are in process. The nets and screens will be installed, as soon as the pedestrian paths are completed, next week.

In response to Ms. Hepscher's question, Ms. Stewart anticipated that the tennis courts should be open by the end of next week and she is currently working with Welch Tennis Courts, Inc., (Welch) on cleanup items.

Ms. Stewart requested approval for resurfacing the tennis courts, as repainting costs the same amount. Mr. Castillo asked for the resurfacing cost. Ms. Stewart estimated \$10,320. Mr. Castillo was against resurfacing, as the tennis courts were resurfaced three years ago and resurfacing is for aesthetic purposes. Dr. Spiro agreed.

Ms. Stewart indicated that, according to Welch, the basketball court has jagged edges. \$6,000 was proposed for sawcutting and installing a concrete sidewalk.

Dr. Spiro deferred the resurfacing and the basketball court discussion to the Sunshine Board.

Ms. Stewart completed a financial analysis of the tennis court project, based on information provided by Ms. Bercan, and, to date, \$18,514 of the budget remains; \$8,514 can be used for shade, as recommended by Mr. Hall, and \$10,000 on drainage. Dr. Spiro felt that \$8,000 for a picnic table with shade was high. Ms. Stewart suggested spending \$10,000 on drainage and leaving the remaining amount for contingencies.

In response to Ms. Hepscher's question, Ms. Stewart indicated that the drainage cost was for underdrainage to allow standing water in the grass to flow into the storm sewer system. Mr. Hall compared this to the Morris Bridge Road drainage system. Ms. Stewart recommended the drainage helps prevent new landscaping plantings from sitting in water.

Dr. Spiro asked about landscaping around the tennis courts. Ms. Stewart confirmed that \$15,000 was budgeted for landscaping and irrigation. The landscaping will be installed when everything is completed.

Dr. Spiro asked how the remaining \$8,000 would be spent. Ms. Hepscher suggested resurfacing the other tennis court, for uniformity. Mr. Hall noted that residents will complain about not having shade. Mr. Castillo agreed that \$8,000 seemed excessive for shade. Ms.

Hepscher stated that an awning is expensive. Ms. Stewart will investigate other shade options and present them at the March 1 Sunshine Board meeting.

Dr. Spiro asked why the colors for the new tennis courts are not the same as the existing tennis courts. Mr. Hall explained that the tennis players preferred blue and green paint.

Ms. Stewart received a call from Kolter requesting a walkthrough, to close out Phase 7. Ms. Hepscher asked if this means that the Ryan Homes signs can be removed. Dr. Spiro remarked that Ryan Homes is not Kolter and the signs cannot be removed until Ryan Homes wants to remove them. Dr. Spiro noted that Kolter forgot to install a sidewalk at the end of the canal, going to Cory Lake Drive. Ms. Stewart confirmed that the sidewalk was relocated to the other side.

Dr. Spiro spoke to William Porth, Traffic Safety Coordinator for the City of Tampa, who had not heard from Ms. Stewart about the acceleration and deceleration lanes on Morris Bridge Road, to curb speeding.

Ms. Stewart indicated that this is a county issue, as it involves the county's right-of-way (ROW). The acceleration lane was discussed with Ms. Stewart's internal Transportation Department and it was not recommended, as acceleration lanes can be misused by drivers, versus a right turn deceleration lane, which would be highly useful. She recommended consideration of a right turn deceleration lane into the community. No county funding is available; however, if the Board wanted to fund, design, permit and build it, the county will provide a right-of-use permit.

Dr. Spiro noted several tire marks at the Morris Bridge Road exit, due to drivers speeding out of the community to cut into traffic. Mr. Hall believed that the tire marks were caused by young drivers "doing donuts" in the road.

Mr. Adams asked if the county would accept ownership of the deceleration lane, once completed. Ms. Stewart indicated that the lane would be designed and built in accordance with county standards but not owned by the county.

Mr. Woodards asked if a traffic signal is less expensive. Dr. Spiro stated that the county said no to a traffic signal. Mr. Woodards suggested having the county perform a traffic count.

Ms. Stewart will revisit this matter with her internal Transportation Department to determine the pros and cons and provide cost options.



**B. Facilities Manager**

***\*\*\*This item, previously Item 5.A., was presented out of order.\*\*\****

Mr. Hall presented a proposal from Brick Paving Systems (BPS) for brick paver repairs; he did not receive a proposal for Morris Bridge Road. Cory Lake Drive will cost \$22,000 and Cross Creek will cost \$38,000.

Mr. Castillo asked if the brick paver repairs are for both sides of Cory Lake Drive. Mr. Hall indicated that there are more repairs on one side of the road than the other and, after the road is repaired, it will be repaved.

Dr. Spiro stated that the city is responsible for repairing where sewers are raised. Mr. Hall will contact the city.

Mr. Hall stressed that the brick paver work must be completed, as he replaces bricks once or twice per week. Mr. Adams recalled that the Board wanted proposals for all repairs prior to proceeding.

Ms. Hepscher inquired about the pothole. Mr. Hall is waiting for the city to determine the scope of work. Ms. Hepscher noted that the pothole occurred, prior to the last meeting. Mr. Hall explained that the road is low on the city's repair list because it is not a primary road.

Mr. Adams estimated approximately \$61,000 for all brick paver repairs. Mr. Hall estimated another \$20,000 for Morris Bridge Road. Dr. Spiro asked if the square footage numbers were in range. Mr. Hall replied affirmatively. Dr. Spiro estimated \$90,000, in total, for brick paver repairs.

In response to Ms. Hepscher's questions, Mr. Hall indicated that Public Services arranged for someone to scrub and re-sand the entire neighborhood, on Tuesday, at their expense. Ms. Hepscher inquired about the cost to re-sand. Mr. Hall will obtain a proposal for future maintenance. In response to Mr. Castillo's question, Mr. Hall indicated there will be spots if the entire neighborhood is not scrubbed and re-sanded.

Dr. Spiro asked if Brick Paving Systems is dependable. Mr. Adams replied affirmatively.

Ms. Hepscher indicated that a resident complained about a sidewalk in St. Lucia. Mr. Hall explained that the sidewalks are not settled. They were designed for drainage purposes but, due to the sod, water ponds in the area between the sidewalk and the curb. Landscape Maintenance Professionals, Inc. (LMP) will sawcut these areas to lower the soil level and re-sod.

Dr. Spiro suggested using reserve funds and, at the end of the Fiscal Year, the remaining funds in “Paver, streets and sidewalk repairs” will be transferred to reserves. Mr. Adams noted that there may be savings in other line items.

**On MOTION by Mr. Woodards and seconded by Dr. Spiro, with all in favor, authorization to proceed with paver brick repairs on Cory Lake Boulevard to Cross Creek and Morris Bridge entry roads, in a not-to-exceed amount of \$90,000, to be funded from the Reserve Fund, was approved.**

Mr. Woodards asked when the paving repairs will commence. Mr. Hall will speak to BPS about the project time frame. In response to Mr. Castillo’s question, Mr. Hall believed that there is a one-year warranty. Mr. Adams advised that the warranty may be longer, with the roadwork, and requested that BPS include the warranty language in their next proposal.

A resident remarked that the stop bars “look” ugly and asked when they will be removed. Dr. Spiro clarified that these are the two strips on the road by Cross Creek. Mr. Hall confirmed that the stop bars are not working as intended because the brick work was not completed correctly. Mr. Hall will obtain a price to remove the stop bars.

Mr. Hall presented a proposal from LMP for 15-gallon 5’ to 6’ tall bamboo, which would be a good starting point for a noise barrier; any shorter would not serve the purpose of providing an instant noise barrier.

Dr. Spiro has a sound detector and suggested recording the number of decibels to determine if it was beyond an acceptable level.

Mr. Hall investigated Acoustifence® but it emits a low pitch or hum when a truck is passing. Mr. Hall doubted that the noise from shrieking kids would be blocked by Acoustifence® and contacted Acoustifence® for other options. Ms. Hepscher noted that she is on the property once a week and believed that residents would not be happy unless the playground is removed. Ms. Hepscher received an email from a resident who is not happy with the bamboo option, because it would be “just a Band-Aid”. Dr. Spiro was concerned about spending money for something that does not work.

Dr. Spiro suggested installing a wall behind the trees. Ms. Hepscher conveyed residents' complaints about the lack of parenting at the playground but there was nothing that the Board can do. Mr. Adams concurred.

Dr. Spiro will use the decibel meter and, if the level is below an acceptable level, the resident will be informed that there is nothing that the District can do.

Ms. Hepscher suggested posting a sign saying "*Be Courteous to Your Neighbors*".

Dr. Spiro was concerned about teenagers mocking residents by saying, "I see you on your patio" and felt that a visual barrier, for this purpose, was warranted. Ms. Hepscher believed that the issue was between the resident and her neighbors. Mr. Adams noted space behind the resident's home to plant a hedge and the right of the resident to self-help and own property.

Dr. Spiro reiterated the suggestion to post a "*Please Be Courteous of Your Neighbors*" sign, and to inform the resident about the sign and that the Board cannot control the population of Cory Lake Isles and children playing; however, she is allowed to install a landscape buffer on her property.

Mr. Woodards voiced his opinion that the resident is a habitual complainer and suggested planting landscaping, as it would block the view and buffer sound. Dr. Spiro supported landscaping, if LMP installs the landscaping, at no charge. Ms. Hepscher felt that landscaping would not stop people who want to cut through.

Mr. Woodards is concerned about children going into the woods. Mr. Adams suggested a "Do Not Enter Conservation Area" sign but noted that a sign is only as good as the reader's willingness to follow it.

Mr. Castillo suggested installing a fence. Dr. Spiro disagreed, as children will jump over it. Ms. Hepscher predicted more injuries from climbing over the fence than walking through the woods.

Dr. Spiro reasoned that the onus should be on the resident to make a recommendation. Mr. Woodards agreed.

Mr. Hall will contact the resident and, at Ms. Hepscher's request, Mr. Adams will secure three conservation area signs. Ms. Hepscher requested that the sign include language about being courteous. Mr. Adams deferred to the LAF Committee for the sign verbiage.

Mr. Hall presented a proposal from LMP for bank repairs behind the playground.

Mr. Adams explained that erosion was caused by a low spot in the berm, which is designed to all water over the side of the lake bank. In response to Dr. Spiro's question, Mr. Adams confirmed that the repairs will work but the proposal was more than he wanted to spend; however, it is less expensive than the approach proposed by LakeMasters Aquatic Weed Control, Inc. (LakeMasters), which is \$10,000.

Dr. Spiro suggested using funds under "Sod replacement" for this expenditure. Mr. Adams recommended funding the expenditure from "Storm water maintenance".

In response to Dr. Spiro's question, Mr. Adams indicated that the eroded lake bank creates a safety issue for anyone mowing the lake bank.

As requested by Dr. Spiro, Mr. Hall will negotiate the cost with LMP.

**On MOTION by Dr. Spiro and seconded by Ms. Hepscher, with all in favor, Landscape Maintenance Professionals Proposal #29799, for lake bank repairs, in a not-to-exceed amount of \$4,300, was approved.**

Regarding street sweeping, Mr. Hall received an email from the City indicating that Cory Lakes streets are private; therefore, the District is required to maintain its own streets and the City will not provide street sweepers.

In response to Dr. Spiro's question, Mr. Hall explained that the District's residents do not pay the City's stormwater tax because the District's stormwater drains into a District-owned lake that is not part of the main stormwater system. The City does not street sweep for aesthetic purposes but to keep debris from entering the stormwater system.

In response to Mr. Castillo's question, Mr. Hall indicated that he will follow up with Mr. Tony Green, with the City of Tampa, tomorrow, regarding the City surveying the hole behind the barricades.

**\*\*\*The meeting recessed at 8:00 p.m.\*\*\***

**\*\*\*The meeting reconvened at 8:07 p.m.\*\*\***

**C. District Manager**

**i. Approval of Unaudited Financial Statements as of December 31, 2015**

Mr. Adams presented the Unaudited Financial Statements as of December 31, 2015. Through December, on-roll assessment collections were at 88%, which was typical, as residents paid early to receive a 4% discount. Cumulative expenses were at 19%.

Dr. Spiro asked if the cumulative expenses would be affected by the \$90,000 spent for the brick pavers, since the funds will not be initially funded from reserves. Mr. Adams replied affirmatively but, some items will be under budget. According to a year-end reconciliation, the District had healthy reserves and the \$90,000 should not cause any problems.

Mr. Adams indicated that the November 1, 2015 debt service interest payment was made and a principal and interest payment will be made, on May 1, 2016. As requested by the Board, at the last meeting, a real time general ledger was included in the agenda package. Dr. Spiro noted that the Finance Committee discussed the general ledger, today.

**ii. NEXT MEETING DATE: March 17, 2016 at 6:00 P.M.**

Mr. Adams noted that the next meeting is scheduled for March 17, 2016, at 6:00 p.m.

Ms. Hepscher will not be in attendance.

**SIXTH ORDER OF BUSINESS**

**Committee Reports**

Dr. Spiro allotted ten minutes for Staff reports, based on the Sunshine Board's discussion.

**A. Security**

Mr. AJ Forbes, Security Committee Chair, indicated that the committee is making progress on transparency between the Cory Lakes security guard and TPD reports and Ms. Bercan will upload the reports to the website.

Mr. Forbes received many emails regarding automobile burglaries in the area. In response to Dr. Spiro's question, Mr. Forbes confirmed that the burglaries occurred, specifically, in the New Tampa area. Ms. Hepscher noted that one burglary occurred in the community. The car was not stolen but someone approached the car. In The Islander, Mr. Forbes reminded residents to close their garage doors, when not in use, and to secure valuables in their car.

Mr. Forbes witnessed four cars entering the community through the Morris Bridge Road exit gate. He and the rover could not stop the cars. It appears that someone inside of the community manually opened the gate arm. The committee suggested having a physical guard at that location on Friday and Saturday or adjusting the virtual guard. Ms. Bercan is researching

signage. Mr. Forbes and Mr. Hall decreased the timing of the gate arm closing from 17 to ten seconds. Dr. Spiro suggested a gate arm that closed behind the car, when the gate arm in front of the car opens. Mr. Adams agreed that this is effective but negatively effects the aesthetics of the gate.

Ms. Hepscher suggested full security on the weekend and a night guard during the week. Dr. Spiro remarked that the current security company is not managing the gates properly; guards are letting people in, during the middle of the night, without requesting identification. Ms. Hepscher heard complaints about residents calling the rover but receiving no response and recommended monitoring the security company. Mr. Forbes disagreed that the fault lies with the security company, as the guards take action, as soon as they are asked.

Dr. Spiro supported a physical guard manning the gate at night because, when the internet is down, no one can get into the back gate; the rover should assist the guard. Dr. Spiro felt that the security company is not adequately training or looking at the processes that should be in place. Mr. Forbes agreed; Ms. Bercan meets with the security company every two weeks to discuss problems and it is not improving.

Dr. Spiro asked if the committee's recommendation is to have a security guard at the back gate, at night and on weekends. Mr. Forbes replied affirmatively. Ms. Hepscher preferred Friday and Saturday nights.

Dr. Spiro voiced concern about paying the security guard more when the guard is the problem, and supported having two gate arms at the exit gate. He recalled that the internet was down because the City broke a pipe. According to Ms. Bercan, the intercom is now working. Three months ago, the Cross Creek gate guard showed a video of a car stopping at the Morris Bridge Road gate and not being heard on the intercom. Ms. Bercan advised that the intercom was repaired.

In response to Mr. Castillo's question, Ms. Bercan indicated that the security company was not as responsive, in the past but is now responding quickly. She watched the video on the virtual guard and people are entering and existing the gate with no problems; however, one night, the gate was broken by someone who did not know how to open it. Ms. Bercan suggested determining the number of human errors and the number of system errors.

Dr. Spiro asked if the Security Committee recommended signs. Mr. Forbes replied that the committee is recommending a sign on the button for the virtual system and two signs preceding it. Mr. Castillo asked if the signs are movable. Mr. Forbes explained that it is a flip sign, with one side saying "Welcome to Cory Lakes", to be used during the day, and instructions on the back of the sign, to be used during third shift. Mr. Forbes presented the verbiage for the virtual signs. Dr. Spiro requested that "*Do Not Block Gate Arm From Lowering*" be in bold.

There was Board consensus to install the signage.

Dr. Spiro stated that the security company should be informed that this is a temporary measure and, if the Board makes it permanent, their contract will be terminated. Mr. Castillo wondered if the guards are boycotting the virtual guard. Dr. Spiro suspected that the guards do not care because they are allowing people in without checking identification.

Mr. Woodards noticed the high turnover of the guards and wondered if there was a morale problem. Mr. Adams explained that the third shift is generally a second job. Ms. Bercan pointed out that the guards are only paid \$10 to \$12 per hour. Mr. Adams felt that better oversight and training was necessary.

Mr. Woodards did not see a report about children doing "wheelies" in the street. Ms. Hepscher previously requested the reports because she noticed a lot of activity that was not reported. Ms. Hepscher thanked Mr. Forbes for arranging for TPD to be in the community and providing security reports.

Ms. Hepscher was concerned about resident complaints regarding calling the rover and receiving no response or being told to "deal with it" themselves.

In response to Dr. Spiro's question, Mr. Adams indicated that the security company's performance is evaluated based on the number of complaints received and the number of incidents. Based on what he heard, Mr. Adams felt that the security company's performance is inconsistent. Dr. Spiro requested recommendations from the Security Committee. Mr. Adams will direct Ms. Bercan to speak to the Security Branch Manager about their organization and performance.

Ms. Hepscher wondered why two TPD police cars were stopping cars, today, near the end of the lake. Ms. Bercan believed that the police blocked the road because of a controlled

burn. The Southwest Florida Water Management District (SWFWMD) did not contact anyone until two hours into the burn.

Dr. Spiro asked Staff to research the cost of installing a gate arm at the Morris Bridge Road gate exit.

Mr. Carpenter suggested that the rover sit in their car, at the back gate, with the lights on, versus paying for a security guard, as the rover can block a car from entering. Dr. Spiro estimated a cost of \$10,000 per year for an additional security guard, at the back gate, on Friday and Saturday nights. Ms. Bercan proposed having the rover on Friday and Saturday, from 3:00 a.m., to 6:00 a.m.

Ms. Bercan met with the Operations Manager, on Tuesday, to discuss a troubleshooting manual for the guards. The guards received a two-page booklet with instructions on logging in and pushing the gate button. She spoke with the Operations Manager about tightening up procedural issues and the third shift guards. Ms. Bercan suggested that the Board authorize her to meet with U.S. Security to discuss what the District needs and giving them 30 days to improve, and going out for bids for security services; U.S. Security has been the sole contractor for five years.

Ms. Bercan noted that she would be more comfortable if the process was not working on a more consistent basis and recommended that the Board determine if it is worth spending \$10,000 to rectify five issues in eight months or tighten up what the guards are already doing. Dr. Spiro agreed, as the consequences of the security guards allowing access, without checking identification, were negligible, to date.

There was Board consensus for a security guard to man the Morris Bridge Road gate on Friday and Saturday nights for the next 30 days.

Dr. Spiro asked if the security guard can start tomorrow. Ms. Bercan was doubtful, as U.S. Security is understaffed. Dr. Spiro proposed that the rover man the Morris Bridge Road gate on Friday and Saturday nights, from 10:00 p.m., to 6:00 a.m., and, if there is an incident that the rover must handle, the security guards at the front gate must be contacted. Ms. Hepscher requested that the rover drive around the community every two to three hours.

Mr. Hall will obtain proposals for an additional gate arm at the Morris Bridge Road exit.



Mr. Castillo thanked Mr. Hall for the monument lights. Mr. Hall reported that the remaining lights are on back order.

Mr. Forbes indicated that the speed monitor arrived on Tuesday. The location was changed and Staff is obtaining data from the prior location.

The Security Committee is investigating the cost to have an unmarked TPD car in the community at various locations.

**B. Finance**

Dr. Spiro indicated that the Finance Committee met today and appreciated Management for sending the February general ledger; the numbers were up-to-date but it takes time to compare the District's budget to the ledger. Mr. Adams confirmed that the numbers do not match. Dr. Spiro asked if the accountant can provide a P&L for February 12. Mr. Adams replied no, because it is reconciled out of the general ledger, which is created through QuickBooks™ and exported into Excel. Dr. Spiro pointed out that any P&L would be better than a general ledger. Mr. Adams will inquire.

Dr. Spiro recalled that there is \$75,000 remaining in the capital budget, which can be used for the volleyball courts or the gym expansion. A resident's wife, who is an interior decorator, believed that the estimate of \$81,000 for the gym expansion was high and offered to review the plans and provide an estimate.

Dr. Spiro indicated that the committee recommended "roll away" soccer goals for use in the green space adjacent to the new tennis courts.

Ms. Hepscher inquired about that the survey results regarding volleyball courts. Dr. Spiro explained that, based on the number of respondents and the size of the community, there was a 20% error of margin, meaning that anything above 30% could statistically be representative of the majority of the community. All items were 30% or above but items under 30% were also addressed, such as the storage building, which was 11% and brush agitator, which was 26%. The volleyball courts were at 23.7%, meaning that one-quarter of the population wanted volleyball courts. The prior Facilities Manager received an estimate of \$17,500 for the volleyball courts, which is significant.

Ms. Hepscher noted that the previous location of the volleyball courts is viable, as a temporary location, and a net would be inexpensive. Mr. Castillo recalled the prior Facilities

Manager's concern about balls going into the water. Dr. Spiro voiced his opinion that spending thousands on a temporary volleyball court is "a waste of money" and preferred obtaining bids; he suggested a volleyball court with sand that was level with the ground because the previous volleyball court fell apart when barriers were put in the sand to keep it solid. Mr. Hall will secure prices.

Mr. Hall suggested placing the volleyball court in the area between Cory Lake Drive and the hockey rink. Mr. Adams agreed, as the area was flat and away from water. Mr. Carpenter recommended putting the volleyball court in front, as there is not enough room for lights or a fence at each end, to prevent balls from entering the woods or parking lot. Mr. Adams advised against fencing. Dr. Spiro noted an existing fence behind the new tennis courts. Mr. Hall pointed out that this area is extremely wet, due to drainage from the basketball and tennis courts flowing to this area.

#### **C. Landscape Aquascape Facilities**

Mr. Rich Carpenter, a LAF Committee Member, indicated that the committee addressed street sweeping and recommended that the Board determine why one specific section is deteriorating over another.

Mr. Carpenter questioned the status of vendors for the café. Mr. Adams indicated that the first presentation for the café will be at the March meeting.

Mr. Adams forwarded the committee's list of maintenance items to Mr. Hall.

Mr. Carpenter is happy with the new lake contractor; the lakes look beautiful. Mr. Hall agreed that LakeMasters is doing a good job. Mr. Carpenter noted that residents are commenting about how great the lakes look and the clearing of brush from the conservation island, so the berm was visible.

Mr. Carpenter thanked Mr. Hall for cleaning the windows and power washing railings and the gatehouse roofs.

Mr. Woodards referred to a realtor's email that was forwarded to Mr. Adams, refuting what was said about realtors, at the last meeting. Dr. Spiro recalled stating at the last meeting that he wanted to speak to a realtor; someone spoke to a realtor, on his behalf but he did not know the name of the realtor.

Dr. Spiro asked about rusty gutters from the sprinklers. Mr. Carpenter recalled that, years ago, an iron reducing system was added to the well and tested. If it worked, it was supposed to be added to the other two wells to stop rust from forming but no further action was taken. Mr. Hall will research the existing iron mitigation system, for the CDD-owned wells, and the irrigation system and obtain prices for the repairs.

**D. Other**

Dr. Spiro stated that, at the Sunshine Board meeting, the Board discussed the café and he directed Ms. Bercan to proceed with the presentations.

Regarding power washing, Dr. Spiro recalled Ms. Hepscher mentioning dirty sidewalks at Morris Bridge Road. Ms. Hepscher commented that the sidewalks, from the gate to the road, were “disgusting”. Mr. Hall confirmed that the Cross Creek and Morris Bridge Road sidewalks were cleaned.

Dr. Spiro recalled that Mr. Woodards volunteered to send a letter to the POA Board about the monument; however, Mr. Bob Abatian, of the POA, was not aware of the issue. Mr. Woodards confirmed that he met with Mr. David Burman and Mr. Rory Harding, of the POA, and both disapprove of MI Homes building a house on the lot where the monument is located, because it does not meet the POA code. Mr. Burman and Mr. Harding offered to consider it eminent domain. Mr. Adams recalled stating, at the last meeting, that he could not imagine the monument being built without an easement in favor of the District. Mr. Adams surmised that Mr. Gene Thomason built the monument but decided not to convey an easement or deed to the District until the lot was developed, which did not occur. Mr. Adams agreed with the POA decision, as the lot does not support building a house, once the setbacks and minimum square footage constructed are considered.

Mr. Carpenter asked if the District can purchase the lot for a park. Dr. Spiro replied that the lot is considered private property; at one time, it was intended to be a canoe house. Mr. Adams recommended that the POA negotiate a reduced sale of the property and the CDD and POA can decide what to do. Mr. Woodards will meet with the new POA Chair to discuss this matter.

Dr. Spiro agreed that there should be room for negotiation to keep the monument there. Mr. Adams stated that the District can appraise the land and pay fair market value, per square

foot, for an easement. Dr. Spiro wondered if MI Homes can be held liable for selling a lot that cannot be built on. Mr. Carpenter recommended speaking to the lot owner. Mr. Hall recalled that Mr. Harding told Ms. Bercan that MI Homes was securing the paperwork to build a house on the lot where the monument sign was located. Dr. Spiro will call Mr. Harding to discuss.

**SEVENTH ORDER OF BUSINESS****Update: Gym Equipment Replacement**

Mr. Adams recalled that, at the last meeting, the Board authorized a 36-month residual lease with Life Fitness for two treadmills and two ellipticals, in a not-to-exceed amount, and obtaining a price for a stationary bicycle. He obtained and entered into a residual lease on the equipment, including the stationary bicycle, for \$10 more per month, after consulting with the Chair. The lease is completed and the equipment was ordered. Delivery is anticipated the week of February 29.

Mr. Adams explained that the residual lease offers the following options at the end of the lease term:

1. Returning the equipment. It must be in good working order, minus normal wear and tear.
2. Leasing the then residual value of the equipment. Typically, one additional year will cover the remaining residual value.
3. Purchasing the equipment outright, for the then residual value.

Mr. Adams indicated that the Preventative Maintenance Agreement was amended to include the stationary bicycle. The price was consistent with the other four pieces of equipment. During the first visit for preventative maintenance, Fitness Services of Florida (FSF) will inspect the current condition of the existing equipment, replace pulleys and cables, if necessary, and provide a proposal to add the equipment to the Preventative Maintenance Agreement.

**EIGHTH ORDER OF BUSINESS**

**Consideration      Resolution      2016-1,  
Declaring Certain Tangible Personal  
Property Surplus Equipment and  
Authorizing the District Manager to Sell  
or Dispose of Said Equipment as  
Expediently as Possible and Providing  
for an Effective Date**

Mr. Adams presented Resolution 2016-1 for the Board's consideration. The resolution declares the two ellipticals, two treadmills and the stationary bicycle as surplus equipment and authorizes Staff to advertise the surplus sale, accepting the highest bid for any or all equipment. If no bids are received, the equipment will be discarded.

Mr. Woodards inquired about the residual amount of the equipment. Mr. Adams confirmed that this will be revealed during the surplus sale but he doubted that any bids would be received, as two pieces of equipment are not working.

Mr. Hall noted that a repairman offered to purchase the equipment.

**On MOTION by Mr. Castillo and seconded by Mr. Woodards, with all in favor, Resolution 2016-1, Declaring Certain Tangible Personal Property Surplus Equipment and Authorizing the District Manager to Sell or Dispose of Said Equipment as Expeditiously as Possible and Providing for an Effective Date, was adopted.**

#### **NINTH ORDER OF BUSINESS**

#### **Update: Digital Community Information Signs at Community Entrances**

Mr. Adams recalled that, at the last meeting, the Board discussed installing community information signs at the Cross Creek and Morris Bridge Road entrances. Staff was authorized to proceed, in a not-to-exceed amount of \$35,000; \$30,000 for the sign and the remaining for the electrical drops to power the sign. Mr. Adams contacted three companies; two were non-responsive but one provided a proposal with three options. Since the lowest option was \$6,000 more than the existing proposal, he recommended that the Board direct International C&C Corporation to proceed with installation of the two signs. It will take 60 to 90 days to complete the process, as a sign location drawing is required for permitting, which is all-inclusive. Mr. Adams expected 30 days for the permitting and, in the meantime, the sign company will start manufacturing the façade work and order the signs.

Mr. Woodards inquired about a maintenance program. Mr. Adams noted that the signs require minimal maintenance and include a five-year warranty on the equipment and one year on

workmanship. In response to Mr. Castillo's question, Mr. Adams indicated that the sign company will handle the permitting with their in-house engineering staff.

Ms. Hepscher recalled that the additional \$1,500 to \$2,000, per sign, was for the electrical drops, to change the sign from the office. Mr. Adams confirmed that there is Wi-Fi at both gatehouses.

Dr. Spiro did not recall the Board selecting the sign location. Mr. Adams stated that the signs will be placed in the current sign locations. Electricity will be supplied by the streetlights.

Ms. Hepscher suggested moving the PVC sign further down the road, at the Cross Creek gate, to allow more time to read the sign.

Mr. Adams will identify the sign locations on a map and provide it to the contractor.

In response to a question, Mr. Adams indicated that the sign is 3'x6' and 3' above ground. It was sized to be viewed 100' from its location. Mr. Castillo agreed with the locations. Mr. Woodards wanted the sign to be posted where it would not compete with other signs.

Mr. Adams will proceed.

## **TENTH ORDER OF BUSINESS**

### **Consideration of Proposal for Additional Sign to Replace the Two at the Entry into the Beach Club Facility**

Mr. Adams presented the proposal for a sign to replace the two entry signs at the Beach Club. One proposed location is on the right, by the fingerprint identification station, as there is constant power at that location. The sign is similar to one used by Universal Studios. It is 32" and can be horizontal or vertical. He recommended a vandal enclosure to protect the investment from being stolen.

Mr. Adams requested approval in a not-to-exceed amount of \$6,000; \$4,300 for the sign and vandal enclosure and the remainder for electricity.

Mr. Woodards asked if there is a camera. Mr. Adams confirmed that there were plenty of cameras but offered to install a pinhole camera, at the Board's request. Mr. Woodards recommended a camera, due to vandalism.

Dr. Spiro asked if \$1,700 is necessary for the electric. Mr. Adams felt that it was sufficient, not knowing what is necessary to supply power to the sign; he anticipated less than \$1,700.

Mr. Castillo inquired about the connectivity of the sign. Mr. Adams explained that the sign will be connected to the existing internet in the building.

Dr. Spiro commented that the sign looks bigger than 32". Mr. Adams confirmed that the side of the sign is 32", which is comparable to the existing signage board, and also the same quality and type as the sample in the pictures. Dr. Spiro asked if the sign could be compared to a 32" TV. Mr. Adams indicated that the sign is comprised of a series of LEDs and the pixel ratings are higher and brighter than a TV. Dr. Spiro wondered what this type of sign would be used for. Ms. Hepscher advised that the sign will stream information. Mr. Adams explained that the sign also has a software program, which programs the intervals, colors, heights, length of time to show each page, etc.

Mr. Carpenter asked if the new sign must be reformatted, as the current signs are horizontal and the new sign is vertical. Mr. Adams replied no, as the input will automatically change format.

**On MOTION by Ms. Hepscher and seconded by Mr. Woodards, with all in favor, installation of a new community information sign, at the Beach Club, to replace two signs at the Beach Club entry, in a not-to-exceed amount of \$6,000, was approved.**

At the Board's request, Mr. Adams will install a pinhole camera.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Consideration of Updated Lifestyle Services Agreement for Events Management with Evergreen Lifestyles Management, LLC**

Mr. Adams referred to Paragraph F, on Page 2, noting that the compensation is \$30,000 per year; \$19,000 per year for events and \$11,000 per year to Evergreen Lifestyles Management, LLC (Evergreen). The agreement was revised to include a website operating fee of \$150 per

month, to operate a reservation and payment website. A link will be posted on the District website.

Mr. Castillo inquired why the District must pay \$2,801.30 for a Dive-In Movie license. Dr. Spiro explained that a license is required to publicly show a movie.

**On MOTION by Mr. Woodards and seconded by Dr. Spiro, with all in favor, the Revised Lifestyle Services Agreement with Evergreen Lifestyles Management, LLC, for seven major events and an Events Coordinator, in a not-to-exceed amount of \$30,000, and operating a reservation and payment website, in a not-to-exceed amount of \$2,500, were approved.**

▪ **Survey**

***\*\*\*This item was an addition to the agenda.\*\*\****

Dr. Spiro reported that 1,268 emails and 200 letters were sent to residents about the survey; approximately 102 residents completed the survey. 37%, or 385 residents, opened the email and 105 residents clicked on the link for the survey, meaning that the survey was completed by nearly 100% of those that clicked the link and 0% that received letters. One question was asked in the survey.

Dr. Spiro proposed sending a follow-up email thanking residents who responded and providing a link at the top of the email for those that did not respond. Dr. Spiro expected 175 to 200 responses and closing the survey in a month. Dr. Spiro will provide the survey results at the March Sunshine Board meeting. The next stage of the survey will be discussed at the next CDD meeting. Mr. Castillo suggested including the end date of the survey in the email.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

Dr. Spiro suggested discussing resident comments from earlier in the meeting. The following resident comments were addressed:

1. *Morris Bridge Road leak.*



Mr. Hall explained that LMP dug underneath the road but could not locate the source of the leak. LMP vacuumed out the water and placed rocks under a corrugated pipe, to slow the flow of water so it does not wash out into the island.

Mr. Castillo suggested that LMP investigate if the leak was caused by a broken sprinkler head or overwatering. Mr. Adams observed water coming from up the hill and draining down the roadway, today, and surmised that the French drain was full of material and not percolating properly.

2. *Educate residents on POA/CDD responsibilities.*

The Board suggested providing a welcome package to new residents, including a one page letter of instructions with “do’s and don’ts” and scheduling a joint meeting, between the CDD and POA, to discuss the welcome package. Mr. Woodards will speak to Mr. Greg Nielson, POA President, about holding the joint meeting on March 7 at 6:00 p.m., prior to the NW meeting. Mr. Castillo will coordinate with Ms. Bercan regarding the e-blast to residents about the joint meeting.

3. *Re-addressing number of pool party attendees and rules.*

This item will be discussed at the next Sunshine Board meeting.

4. *Capri Isles walkway from behind the mailboxes to Cory Lake Drive.*

Mr. Adams advised that residents must grant an easement to the District to allow a walkway across their property.

Dr. Spiro requested that a large map of the District be available at every meeting.

Discussion ensued regarding possible locations for a sidewalk connection. Mr. Carpenter suggested a wooden bridge over the District’s pond and a sidewalk connecting to Cory Lake Drive. Dr. Spiro suggested installing lights.

Mr. Hall will work with the District Engineer on a workable location for a sidewalk connection from Capri Isle to Cory Lakes Boulevard and secure a proposal.

5. *Fountains in Capri Isle lakes.*

Mr. Adams will obtain proposals for two fountains in Capri Isle lakes; one at the Cross Creek entry lake and one for the main lake and provide at the next Sunshine Board meeting.

6. *Fishing in ponds.*

Dr. Spiro requested that Mr. Adams speak to the Security Manager about enforcing 'no fishing' in District lakes.

Mr. Hall reported that Capri Isles residents call the guardhouse when someone is fishing in the lakes; he instructed the guards to stop telling residents that there is nothing they can do and to call him so he can investigate. Residents were fishing, the last three or four times that Mr. Hall investigated. Mr. Adams advised that the District cannot enforce "no fishing" but can post signs.

*7. Expand gym to include an area for Zumba and karate.*

Dr. Spiro will include a question in the Fiscal Year 2017 budget survey.

It was noted that the music from the Zumba class is loud and a suggestion was made to install a temporary wall. Mr. Adams suggested cubicle walls.

*8. Installing a timer for the pool slide.*

Mr. Hall voiced concern about a child sliding down the slide when it turns off.

Mr. Adams advised that spikes in the power usage will damage bearings and seals.

*9. Recycle bin at pool.*

Mr. Hall will purchase recycle bins at Home Depot and contact Republic.

*10. Foliage blocking the view of oncoming traffic at the Capri Isles exit.*

Dr. Spiro suggested either cutting the plant material or removing and replacing with low lying plants. Mr. Hall will investigate.

*11. Resurfacing of existing tennis courts.*

Dr. Spiro did not support spending \$11,000 to resurface the tennis courts so they match the basketball courts and hockey rink.

Ms. Stewart will proceed with basketball court sawcutting, concrete ribbon and resurfacing and ask Welch about the proper way to clean the existing tennis courts.

Ms. Hepscher asked about replacement signage for the hockey rink, basketball and tennis courts. Mr. Adams requested that Mr. Hall order the signs and submit a check request.

*12. LMP plant replacements.*

Ms. Hepscher indicated that LMP did not replace the purple flowers around the palm trees at the Cross Creek entrance, as promised, at the last meeting.

Dr. Spiro remarked that it was terrible customer service for LMP to put in the same type of plant, that is going to die, at no charge, and charge for plant replacements with plants that thrive.

Mr. Adams advised that LMP recently had personnel changes.

Mr. Castillo recalled that LMP was supposed to provide monthly reports.

Mr. Hall will speak to LMP about the plant replacements and providing monthly reports.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments (*non-agenda items*)**

There being no public comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Castillo asked about the littoral plants at the Cross Creek entrance pond. Mr. Adams replied that the project will be completed later in the spring.

Mr. Woodards inquired about the Primrose School acquisition. Mr. Adams reported that Ms. Stewart is working with the property owner regarding permitting for additional parking spaces but suspected that their interest has diminished.

Mr. Castillo asked if the purchase of Christmas lights was on hold. Mr. Adams indicated that the LAF Committee is preparing a plan.

Dr. Spiro was surprised by how much business was accomplished at recent meetings, compared to prior meetings, due to the new District Manager, Facilities Manager and Ms. Bercan.


**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to discuss, the meeting adjourned at 11:15 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair