

MINUTES OF MEETING  
VIERA EAST  
COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Viera East Community Development District was held on Wednesday, February 24, 2016 at 2:00 p.m. at the Faith Lutheran Church, Multi-Purpose Room, 5550 Faith Drive, Viera, Florida.

Present and constituting a quorum:

Vincent Anella	Chairman
Paul McCarthy	Vice Chairman
Jo Walsh	Secretary
Bob Fritsch	Treasurer
David Bedwell	Assistant Secretary

Also present:

Jason Showe	District Manager
Tim Melloh	General Manager
Brian White	GMS
Several Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Anella called the meeting to order, and roll call was taken.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There not being any, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of January 27,  
2016 Meeting**

Mr. Anella: We received the minutes of the January 27, 2016 meeting in the agenda packet. I made some minor changes that I had given to Jason. A motion is in order as amended.

On MOTION by Mr. McCarthy, seconded by Mr. Fritsch, with all in favor, the Minutes of the January 27, 2016 Meeting was approved, as amended.
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**FOURTH ORDER OF BUSINESS**

**Unfinished Business**

**A. Ratification of Proposal from Advantage Marine Services, Inc. to Provide Lake Bank Restoration Services**

Mr. Showe: We are bringing back the Advantage Marine Services contract for ratification and the money is in the budget. We had a consensus at the workshop to move forward with this. We just need formal approval.

<p>On MOTION by Ms. Walsh, seconded by Mr. McCarthy, with all in favor, Advantage Marine Services Inc. Proposal for Retention Lakes on Property in the Amount of \$58,995 was ratified.</p>
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**FIFTH ORDER OF BUSINESS**

**New Business**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. General Manager  
CDD Report**

Mr. Melloh provided an overview of the CDD Report, copy of which is attached to the official "Record of Proceedings" for these minutes and made a part hereof; whereupon, a discussion period was held.

**Golf Operations Report**

Mr. Melloh provided an overview of the Golf Operations Report, copy of which is attached to the official "Record of Proceedings" for these minutes and made a part hereof; whereupon, a discussion period was held.

Highlights were: Course is in good condition; crews have been fixing the irrigation leaks at #2, #6 & #9; RFP has been sent to the three major golf cart manufactures with three different requests with the GPS options; leased range ball equipment to be delivered February 29; and rounds are trending well even with the weather.

**Restaurant Report**

Mr. Melloh: Everything seems to be going well for Divots Grille. Terri had the health department inspection and the final application for the liquor license transfer will be submitted on Monday, so everything should be transferred by the middle of next week. The annual fee for

the license is about \$1,800 for a 4-COP and the beverage cart. It is not a package store license. It is a license where there is a food contingency attached.

Mr. Fritsch: We are leasing a beverage cart, correct.

Mr. Melloh: That is equipment we are providing as part of the lease. We actually have two. We are keeping the better one and trading in the one that doesn't work so well. As we have bigger tournaments we will be able to put two beverage carts out on the golf course at the same time. It is a service to our customers/golfers, and she is getting the revenue.

Mr. Fritsch: It is in the agreement we would provide her the carts.

Mr. Melloh: Yes.

Ms. Walsh: When I talked to her a couple of weeks ago she was very excited to tell me there have been several inquiries about tournaments, and a wedding was asked to be booked there. That additional space has given her and us a greater opportunity to hold events we couldn't hold before. That is working out very well. That is very exciting.

Mr. Melloh: Terri and I did talk about the reimbursement and she agreed to a 4% reimbursement per month until the figure of \$34,136 is paid off, and then it will revert back to the normal rate. Jason has legal counsel drawing up the appropriate addendum to the contract. We are all set and she is pretty happy with that.

Mr. Showe: After the amount is fully paid it will revert back to the contract amount of three years at 8%, and year four is at 10%. The Board will vote on the addendum to the contract once we get it back for the attorney.

## **SEVENTH ORDER OF BUSINESS**

### **Treasurer's Report – Consideration of Financial Statements**

#### **A. Approval of Check Registers**

On MOTION by Mr. Fritsch, seconded by Ms. Walsh, with all in favor, the February 16, 2016 Check Register in the Amount of \$126,508.13 for General Fund was approved.

On MOTION by Mr. Fritsch, seconded by Ms. Walsh, with all in favor, the February 16, 2016 Check Register in the Amount of \$26,466.33 for the Capital Reserve Fund were approved.

On MOTION by Mr. Fritsch, seconded by Ms. Walsh, with all in favor, the February 16, 2016 Check Register in the Amount of \$66,856.49 for the Golf Course Fund were approved.

**B. Balance Sheet and Income Statements**

Mr. Showe: The balance sheet and income statement as of January 31, 2016 were provided separately from your agenda packet. No action is needed, but we can answer any questions you may have for us.

Mr. Anella: I want to point out the cost of the lease went down to \$130. We picked up \$4,000 which really helped us to get into the black. I don't know how he did it, but we have to thank Dave. Repairs are high and you gave me a print out of the repairs. They are all legit, but there are a lot of repairs. It is the nature of the business. The other thing that is high is the operating supplies. To date we spend \$7,200 versus a budget of \$2,600. What are considered operating supplies?

Mr. Melloh: That is anywhere from flags, flags sticks, cups, tee markers; I will have to get you the detail.

Mr. Anella: Why don't you take a look at that? The fertilizer is also up, but I think we talked about that. You are fertilizing a little more than you have done in the past.

Mr. Melloh: As an example, the decision was made in the past not to fertilize the slopes of the greens. That is such a key part of the golf course. People miss the greens, and when they do you need to have a nice lob to be able to chip off on to the green. When you have unhealthy grass, weeds jump in and that compounds the issue. I did up the fertilizer, but I did request more in the fertilizer-chemical budget last year; again our budget is only 8% each month and we won't be spending it at this particular rate the whole year. It makes it look like we are over budget, but we are going to try to come in right at the budget number for the entire year. We have herbicides that we need to have to make the golf course look good and if it looks like we are going to exceed our budget, I will alert everyone and divert some money from another category.

Mr. Fritsch: He was fertilizing today. He was doing around the tee boxes.

Mr. Melloh: That is a \$9,000 application. It is something we thought we need to do because the golf course started to turn last year. We are a little over budget right now.

Mr. Anella: Those are all the comments I had other than the fact we just got into the black which is good, and based on David's analysis for this month we may chop some of that

loss down. Things are looking more positive than the last meeting. Any other comments on the financials?

Mr. Fritsch: We show under expenses the restaurant \$2,500; \$2,700; \$2,300 for January, February and March. Is this just left over from the lease?

Mr. Showe: It appears to be left over from when we originally projected the budget out. I am guessing there is probably revenue set in there as well. We will take a look at the cash flow. The revenue and expenses should wash each other out because we set those as equal. I show \$28,000 to \$30,000 of expenses. We will double check those.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. Anella: Has everyone done their evaluation of our General Manager? You need to put a packet together and send it to us.

Mr. Showe: I have one from each Board member so I will compile those and send them out.

Mr. McCarthy: I noticed the detail report was not included that breaks down the players, categories.

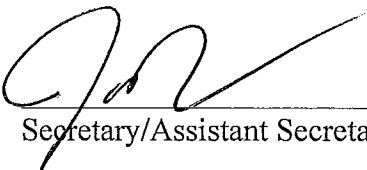
Mr. Anella: Just put a copy in our boxes.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Walsh, seconded by Mr. McCarthy, with all in favor, the meeting was adjourned at 2:51 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman