

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 Thursday, August 24, 2017 at 6:00 p.m. at the Faith Viera Lutheran Church in the Multi-Purpose Room, 5550 Faith Drive, Viera, Florida.

Present and constituting a quorum were:

Paul McCarthy	Chairman
William 'Bill' Oakley	Secretary
Jo Walsh	Treasurer
Melinda Thomsen	Assistant Secretary

Also present were:

Jason Showe	District Manager
Tim Melloh	General Manager
Jim McSeveney	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. McCarthy called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 26, 2017 Meeting**

Mr. McCarthy: We need a motion to approve the minutes of the July 26, 2017 meeting.

On MOTION by Mr. Oakley, seconded by Ms. Thomsen, with all in favor, the Minutes of the June 28, 2017 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Rules and Rates**

**i. Consideration of Amendments to Attachment A to Chapter IV of the Rules of Procedure**

**ii. Consideration of Golf Course Rates for Fiscal Year 2018**

Mr. Melloh: The first rule is adding a medical leave of absence. It reads as follows: *“Leave of Absence will be considered for medical reasons only. Should a member request a Leave of Absence, the Club will require written documentation from a medical professional stating the nature of the injury and expected duration for the recovery period. All requests for Leave of Absence should be submitted in writing to the attention of the General Manager and include the following: requested date of commencement for leave of absence and anticipated return date. The leave must be for a minimum of 30 days. Leave for non-medical reasons and for medical reasons less than 30 days will not be considered. If granted, the medical leave will freeze the membership until the member is able to return to play (after a minimum of 30 days). Once the member’s play has resumed, the membership expiration date will be adjusted to reflect the days missed (amount of days during which the membership was frozen). Under no circumstances will there be a refund of money for leave of absence. Misuse of this policy will result in immediate and indefinite suspension from the club. The General Manager is authorized to make decisions regarding requests for leaves of absence and will operate under this authority in the best interest of the Viera East Golf Club and the requesting member.”* We want to make that retroactive to 10/1/2016. The second amendment eliminates the requirement for people to pair up in club required carts. It says: *“All golf cart fees are per person. Individuals may pay a fee for an additional rider. Single riders are encouraged to pair up with other single riders in the group to reduce wear and tear on the golf carts and the course whenever possible. The General Manager has the authority to require players to pair up when conditions warrant.”* Instead of making it a requirement, we are encouraging them to ride in pairs.

Mr. Oakley: On the medical leave of absence, Tim, I think we discussed having a spouse attached to that. When my wife was sick, as her husband, I was not allowed to play. On that last statement, I think we should give you the authority to consider that, if you deem necessary. I don’t know if we need to change the rule or not.

Mr. Showe: I think its worded in such a way that it doesn’t say that the Leave of Absence has to be attributable to a spouse of that member.

Mr. Oakley: As long as he has the authority to do it.

Mr. Showe: The way that it reads, I think you would have that flexibility.

Ms. Walsh: I think it's right.

Mr. Melloh: Those are the only two rule changes that we are proposing. For the Golf Course Rates for the fiscal year, last year, when we renovated the golf course, we kept the rates flat. We did not have any increase. This year, for the daily rate, fee rates, I'm proposing that we increase the public fee by \$2.50 for each round of golf. For associate members, we would increase the fee by \$2.00, and the CDD rate would increase by \$1.88. That keeps with the spirit of, a \$2.50 increase for the public, a 20% discount or \$2.00 for associate members, and 25% discount for residents or \$1.88. That's where those numbers were derived. The fee schedule is in your agenda packages. It still keeps the highest rate, which would be the public rate on the weekend, in season, on January 1 at \$59.50. With all of the improvements we made to the golf course and the amount of comments, I don't think anyone should have any trouble with that. As far as the membership rates, we are going to keep those the same, until we can increase our membership. I think the golf course is competitive with Duran and Baytree and the rates are fair. We capped it at 100 members, so that we don't have 200 to 300 members.

Ms. Walsh: A preponderance of members.

Mr. Melloh: The only assurance that we have is that people will come and pay us \$59.50 to play golf, so we can keep the golf course in the condition that we now are accustomed to.

Ms. Thomsen: In other words, there are not too many people wearing the golf course down.

Mr. Melloh: Right.

Mr. McCarthy: What do we need to do?

Mr. Showe: Procedurally, we need a motion to open the public hearing.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the public hearings were opened.

Mr. Showe: Before the Board votes, we will open it up for any additional public comments on the rules and rates that Tim just discussed. Not hearing any, we will turn it back to the Board.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Amendments to Attachment A to Chapter IV of the Rules of Procedure were approved.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Golf Course Rates for Fiscal Year 2018 were approved.

**B. Budget and Assessments**

**i. Consideration of Resolution 2017-08 Adopting the Fiscal Year 2018 Budget and Relating to the Annual Appropriations**

Mr. Showe: The first Resolution is 2017-08, which approves the Fiscal Year 2018 budget. The budget that we prepared, is the same form that you have seen several times throughout the budget workshop process. The only change is to the actual column, which was updated to reflect July and a projection for the next two months. Other than that, I think it's in line with all of the prior comments that you had. As a Board, we can take any questions or changes you may have. I will point out that we have some contract considerations later in the agenda. All of the pricing that's reflected in those contracts have already been adjusted in your budget, so they won't require any additional changes to the budget, based on those contracts, should you choose to approve them.

Mr. Melloh: I will add some of the highlights we had this past year, which are exciting. Our rounds of golf increased significantly. Versus 2016, it increased by 11,711 rounds, versus 11,470 rounds in Fiscal Year 2015, and 13,000 rounds in Fiscal Year 2014. That flows down to revenue. Versus Fiscal Year 2016, we are a little over \$400,000 ahead. Of course, we were down for four months on temporary greens fees, but even with that, we were only \$40,000 short from Fiscal Year 2015. We generated \$364,000 more than Fiscal Year 2015 and \$300,000 more than Fiscal Year 2014. You can see what the improvements are in the increased budget, with more staff and doing the right things, such as the equipment we are getting from Toro. We had Hurricane Matthew in October, which wasn't good, but we recovered nicely. We also had a spring drought that cost us some revenue. The golf course didn't look good. People saw that from the road and our figures were down slightly, but even so, we had a great year. We were able to renegotiate and get a different phone system, which is saving us \$9,000 annually. We also entered into a new uniform lease. Sometimes all you have to do is ask questions, but because Scott is a member of the Golf Course Superintendent's Association, UniFirst gives us a

nice discount, which is going to save us about \$7,000 annually. We did a new copy release, which is saving us \$2,500 annually and put in some new colored key markers. We are increasing the playability of several holes out on the golf course, as we speak, by doing another renovation, with the shrinking down of the #2, #5 and #16 bunkers, and increasing the throats of those greens. We are leveling off the Par 3 tee boxes and enlarging them. We added a new tee box on #12 and #15 for the ladies, which is exciting. We are trying to make the playability of the course better on #14 by removing the Palmetto bushes. We implemented a new tee time reservation system with EZLinks. We are still getting that tweaked, but it's going to pay dividends for us. We received some new equipment this past year, especially the new Toro greens mower that has groomer wheels, which help us maintain the greens at a much higher level. We purchased a new ice and water dispenser for the breezeway, which people love. All the time, people come in and tell us how much they love it. The number of cups that we put into it every day is amazing. That's been well received.

Mr. McCarthy: Jason, what do we need to do?

Mr. Showe: Procedurally, and for the purpose of our audience, just because you approve the budget, doesn't lock you into any of these line items and any of these expenses. The budget process is just your best guess of what you want to do for next fiscal year. It's a planning tool more than an auditing tool. You have the flexibility as a Board to change line items and move funding around. The important thing is that you were able to keep your assessments level. The impact to residents is nominal. Once you approve the first resolution, the budget as the final adopted budget will be an exhibit to the second resolution. The other exhibit is a 75-page list of all properties within Viera East, which we levy the assessments on. This gets transmitted to the Tax Collector who places those assessments on the tax bill. The second resolution is really more of a mechanical process of how you levy the assessments. We can open it up to any members of the audience for any questions or comments on the budget.

Mr. McSeveney: From what I read assessments are staying the same.

Mr. Showe: Absolutely. We will bring it back to the Board.

Mr. McCarthy: We need a motion to approve Resolution 2017-08.

On MOTION by Ms. Thomsen, seconded by Mr. Oakley, with all in favor, Resolution 2017-08 Adopting the Fiscal Year 2018 Budget and Relating to the Annual Appropriations was adopted.

**ii. Consideration of Resolution 2017-09 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. McCarthy: We need a motion to approve Resolution 2017-09.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, Resolution 2017-09 Imposing Special Assessments and Certifying an Assessment Roll was adopted.

Mr. McCarthy: We need a motion to close the public hearing.

On MOTION by Mr. Oakley, seconded by Ms. Walsh, with all in favor the public hearings were closed.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. General Manager’s Report**

Mr. Melloh: The August report was updated to reflect where we are with our renovation project. All of the tees were enlarged, leveled and planted. They are growing in at a very nice pace. As a matter of fact, we mowed all of them. The first mowing was today. It’s all looking good. All of the bunkers are roughed in, and on #2, a bunker liner and sod were installed. We are just waiting for sand, which is in the parking lot. I don’t know if they will get to that tomorrow, as we are supposed to get a lot of rain. On #16, the bunker liner should be installed by the end of the day. The sod is in the parking lot. I don’t think they will get to that, because of the rain tomorrow. The schedule was for them to finish that up tomorrow. We are very excited about what we have been able to accomplish on the #5 bunker. Initially we were only going to fill in that little finger, but we re-tooled the entire bunker. It looks great. We got a lot more out of that, because that’s a very high bunker, as we discussed before. We were able to re-tool that. We filled it in with a lot of fill that we stored at the back of the driving range. We will never store anything there again. We filled in the right side, where it used to fall into the trees. We removed the two trees and the roots and will sod all of that in. We now have a nice throat in there. That one will be sodded, but we are out of bunker line and they have to order some more from Missouri. That bunker line will be installed a week later. They will sod it and get it done.

Mr. Oakley: I saw some dirt in back of #5. Are they going to re-sod in some of that area on the backside of the green?

Mr. Melloh: On the right-hand side behind the green?

Mr. Oakley: Yes.

Mr. Melloh: We are going to scape that ourselves.

Mr. Oakley: I saw a couple of piles of dirt.

Mr. Melloh: We are going to fill that in and try to level it off. Later this fall, we will define the environmental area on the right-hand side of #6. There is cord grass down the right-hand side, which gives it a nice, crisp line. We are going to do that along the blue line and along the back of the green.

Mr. Oakley: On #5?

Mr. Melloh: Yes. Because it is an environmental area, we are going to keep people out of there; however, the material grows so thick in there, you are not going to walk down there, anyway. That will give us a great look. I'm very excited about this renovation project. It's going to make a huge difference, because it will make the playability of #16 and #2 so much better, but it will still be challenging. You are not going to have to contend with 20 to 25-yard bunker shots that a lot of people don't have. These two holes have different looks to them and different playability. It should make the play quicker. The leveling of the tee boxes is huge. We used a grass called Celebration Bermuda on the tops of the tees, which has a bluish green color to it. The University of Florida's field grass is made out of that. It has a neat look to it. It withstands drought well, heals up fast and has a nice color. It's going to look good.

Mr. Oakley: What is the length of time that you figure they will be playable?

Mr. Melloh: We are hoping that we will have them back in 30 days. You are going to see a lot of top dressing. It should not be down more than 30 days. We are in the height of the growing season. Those sod planks rooted in three days. You can even pull them up. That's where we are. As far as the rounds and revenue, through yesterday, we are just shy of \$50,000 for August. The budget says that we should be doing \$83,000, but you need to consider that we haven't generated \$50,000 in most Augusts, in the last eight or nine years. We are changing those percentages. If we continue averaging \$22,164 a day in August, we will have the best August that we've had in the past nine years, as far as cart green fee revenue. That just shows

you that even in these kind of months, people are coming out to the golf course and playing. We are seeing some good numbers.

Ms. Walsh: Heat indexes are 101 plus degrees.

Mr. Melloh: Unfortunately, as it always is, we are supposed to get a lot of rain. There is an 80% chance of rain for the next four days. We can't do much about the weather. Does anyone have any questions? If not, that's my report.

**SIXTH ORDER OF BUSINESS**

**Unfinished Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**New Business**

**A. Approval of Fiscal Year 2018 Meeting Schedule**

Mr. McCarthy: As in prior years, we will use the same schedule as the fourth and second Wednesday of each month for the Board meeting and workshop meeting. The exception is November and December, which will be the first and the third Wednesdays. We need a motion to approve the annual meeting schedule.

On MOTION by Ms. Thomsen, seconded by Mr. Oakley, with all in favor, the Fiscal Year 2018 meeting schedule was approved.

**B. Consideration of Agreement with Kevin L. Erwin Consulting Ecologist, Inc. Regarding the Provision of Habitat Management Services**

Mr. McCarthy: We need a motion to approve the Agreement with Kevin L. Erwin Consulting Ecologist, Inc. for Habitat Management Services.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Agreement with Kevin L. Erwin Consulting Ecologist, Inc. Regarding the Provision of Habitat Management Services was approved.

**C. Consideration of Agreement with Ecor Industries, Inc. Regarding the Provision of Aquatic Maintenance Services**



Mr. McCarthy: We need a motion to approve the Agreement with Ecor Industries, Inc. for Aquatic Maintenance Services.

On MOTION by Mr. Oakley, seconded by Ms. Thomsen, with all in favor, the Agreement with Ecor Industries, Inc. Regarding the Provision of Aquatic Maintenance Services was approved.

**D. Consideration of Proposal from Old Florida Conservation, Inc. to Perform Prescribed Fire Management Services**

Mr. McCarthy: We need a motion to approve the Agreement with Old Florida Conservation, Inc. for prescribed Fire Management Services.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the Old Florida Conservation, Inc. Proposal to Perform Prescribed Fire Management Services was approved.

**E. Ratification of Approval of Bunker Renovation Project**

Mr. McCarthy: We need a motion to ratify the approval of the bunker restoration project.

Mr. Showe: For the record, this was an additional \$20,000.

Mr. Melloh: The work for #5 was not included in the project, and neither was the #15 tee. We had the opportunity to get a lot more square footage out of the tees. This required us to spend an additional \$20,000. We sent everyone an email and everybody agreed. That will increase the project to \$85,000, of which \$50,000 was budgeted in the Operating Budget and \$35,000 will come out of the Capital Reserve Fund. We just need a motion for ratification.

On MOTION by Mr. Oakley, seconded by Ms. Thomsen, with all in favor, increasing the Bunker Restoration Project by \$20,000 was ratified.

**EIGHTH ORDER OF BUSINESS**

**Treasurer’s Report – Consideration of Financial Statements**

**A. Approval of Check Register**

Ms. Walsh: For the General Fund, we have Checks #3138 through #3154, in the amount of \$54,452.77.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the check register for General Fund Checks 3138 through 3154 totaling \$54,452.77 was approved.

Ms. Walsh: From the Capital Reserve Fund, we have Check #51 in the amount of \$4,221.97.

On MOTION by Ms. Walsh, seconded by Mr. Oakley, with all in favor, the check register for Capital Reserve Fund Check 51 in the amount of \$4,221.97 was approved.

Ms. Walsh: From the Golf Course Fund, we have Checks #24799 through #24884, in the amount of \$89,992.44.

On MOTION by Ms. Walsh, seconded by Ms. Thomsen, with all in favor, the check register for Golf Course Fund Checks 24799 through 24884, in the amount of \$89,992.44 was approved.

**B. Balance Sheet and Income Statement**

Ms. Walsh: All things considered, it was a slow month. One week, I didn't sign checks.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. McCarthy: I would just like to comment on what has been accomplished here in the last couple of years. It's a team effort to get things accomplished. Over 50 people report to Tim, on a part-time and full-time basis. Under your leadership, you have done a tremendous job in terms of what happened here at Viera East. I think it's something that you should be proud of. As a Board Member, I would like to thank you.

Mr. Melloh: Thank you. I am very proud.

Mr. Oakley: He's doing a good job.

Ms. Thomsen: I concur.

Ms. Walsh: I think the morale and the aesthetics, whether inside or outside of the golf course, has improved immensely. Thank you, Tim. That is because of you.

Mr. Melloh: Thank you for the opportunity.

Mr. Oakley: I would like to add one comment. The research you have done and things of that nature, on the new software and new sign-in procedures, replacing Chelsea and the amount of money that you saved, was very well thought out. I think that's to be commended.

Mr. McCarthy: I had the opportunity to use the EZLinks system and it worked well for me. I think it's going to be something that's very positive and is going to generate income. That's the goal. It takes a while to get used to, but once you get into it, it works very well.

Ms. Walsh: I think it's going to be interesting once we can start using those marketing tools.

Mr. Melloh: We've implemented a few things, already. That's why we are having a decent August. When its 93 degrees outside, it's hard to still get \$39, so we will take \$21. People will come out and pay, because of the dynamic pricing. If its \$21 for the public, it will be \$20 for the Associate Member and \$19 for CDD residents. With this EZLinks system, every one of those groups will have their own booking agent that only they can access. Only Associate Members can log in and go to one section. All of the rates, specials and things that pertain just to them, will be there. The same thing with CDD residents. You click on the rate, book it, it shows up right on our tee sheet and there's no need to call the golf shop. These are the things that we are still finessing and tweaking, so whenever its launched 100%, that's the way that it will go down for us.

Mr. Oakley: If the Board Members haven't seen the new website, take an opportunity to look at it. Tim did a very good job on it.

Mr. Melloh: We have other changes, but it looks really nice. As I told everybody that has been involved, from Lane to the people at EZLinks, we are creating a website for the person that lives in Lansing, Michigan, because it's our brochure. We had all of these brochures made up. It communicates what the golf course looks like. When we are sitting there talking about our proximity to Cocoa Beach, the warm coastal breezes and the tropical type atmosphere, that entices those folks. This Sunday, in the Florida Today Newspaper, there is a "Best Of" editorial. We are on the ballot for the best golf course in Tallahassee. We are going to put out a good marketing campaign through emails. You will see our advertisement in the newspaper on Sunday. Vote for us as the best golf course. Tell everyone that you know to vote for us. They don't have to live in Brevard County, so if you have friends and relatives anywhere that has a

computer, ask them to vote for us. I would love to be able to say that we are the best golf course in Brevard County, and not our neighbors across the highway.


Mr. McCarthy: Vote early and often.

Mr. Melloh: We will get emails out to everybody, and hopefully we will be sitting here in six weeks saying, "Guess what we just won?" We would love to be able to do that.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Oakley, seconded by Ms. Walsh, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman