

Greenway Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

www.greenwayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at **2:30 p.m. on Tuesday, November 19, 2024, at 6900 Tavistock Lakes Blvd., Ste. 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmccd.webex.com Participant Code: 2531 126 0013#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Members**
- 2. **Consideration of the Minutes of the October 15, 2024, Board of Supervisors' Meeting**
- 3. **Consideration of Resolution 2025-01, Election of Officers**

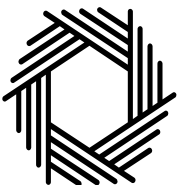
Business Matters

4. **Consideration of Resolution 2025-02, Adopting an Amended Budget for Fiscal Year 2024**
(provided under separate cover)
5. **Ratification of Operation and Maintenance Expenditures Paid in October 2024 in an amount totaling \$70,955.00** *(provided under separate cover)*
6. **Ratification of Requisition No. 33 (Series 2023) Paid in October 2024 in an amount totaling \$47.65** *(provided under separate cover)*
7. **Recommendation of Work Authorizations/Proposed Services** *(if applicable)*
8. **Review of District's Financial Position and Budget to Actual YTD** *(provided under separate cover)*

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



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GREENEWAY IMPROVEMENT DISTRICT

Oath of Office

**GREENEWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF GREENEWAY IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization, this _____ day of _____, 2024, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Greeneway Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the October 15, 2024,
Board of Supervisors' Meeting**

**GREENWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm Quorum

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, October 15, 2024, at 2:30 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Chad Tinetti	Chairperson	
Karen Duerr	Vice Chairperson	
Matthew Franko	Assistant Secretary	
Amanda Kost	Assistant Secretary	
Antoinette Munroe	Assistant Secretary	(via phone)

Also attending:

Jennifer Walden	PFM	
Amanda Lane	PFM	(via phone)
Jasmin Barone	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
Samantha Sharenow	Berman	(via phone)
Dan Young	Tavistock	
DJ Batten	Berman	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. She noted there was no one from the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
August 20, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the August 20, 2024, Board of Supervisors' Meeting.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the August 20, 2024, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2024
Audit Engagement Letter with Berger,
Toombs, Elam, Gaines & Frank**

Ms. Walden explained that this is the standard letter received from the Auditor. District staff has reviewed the letter, edits were made, and the Audit Engagement Letter is ready to be executed by the Board.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Fiscal Year 2024 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank.

FIFTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2025

Ms. Walden stated coverage for Fiscal Year 2025 came in at \$14,853.00 and the budget was \$16,320.80 which means the District is under budget for insurance. She noted the Chair executed this item outside of a meeting so that the District did not lose coverage.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Egis Insurance Package for FY 2025.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in August 2024 in an amount totaling \$37,728.57

The Board reviewed O&M expenditures paid in August 2024. Ms. Walden noted that these expenditures have been approved and need to be ratified by the Board.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in August 2024 in an amount totaling \$37,728.57.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in September 2024 in an amount totaling \$66,409.72

The Board reviewed O&M expenditures paid in September 2024. Ms. Walden noted that these expenditures have been approved and need to be ratified by the Board.

On motion by Mr. Franko, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in September 2024 in an amount totaling \$66,409.72.

EIGHTH ORDER OF BUSINESS

Ratification of Requisition Nos. 27 – 28 (Series 2023) Paid in August 2024 in an amount totaling \$325.11

The Board reviewed Requisition Nos. 27 – 28. Ms. Walden noted these have been approved and need to be ratified.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 27 – 28 (Series 2023) Paid in August 2024 in an amount totaling \$325.11.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 29 – 32 (Series 2023) Paid in September 2024 in an amount totaling \$796.72

The Board reviewed Requisition Nos. 29 – 32. Ms. Walden noted these have been approved and need to be ratified.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 29 – 32 (Series 2023) Paid in September 2024 in an amount totaling \$796.72.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated the first Work Authorization is for holiday decorations from Berman in the amount of \$6,000.00. She noted the cost covers Berman putting up the decorations, taking down the decorations, and storing them for the year and the cost falls within budget.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization for holiday decorations from Berman in the amount of \$6,000.00.

Ms. Walden stated the next Work Authorization is from BrightView in the amount of \$1,883.00 for storm cleanup. She noted the cost covers straightening, replanting, and staking the leaning and fallen trees.

On motion by Ms. Duerr, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization for storm clean up from BrightView in the amount of \$1,883.00.

ELEVENTH ORDER OF BUSINESS

Review of District’s Financial Position and Budget to Actual YTD

Ms. Walden stated through the end of September the District has expenses of just over \$557,000.00 versus an overall budget of \$634,500.00, which equates to approximately 88% of the total budget spent.

TWELFTH ORDER OF BUSINESS

Staff Reports

- District Counsel – No report.
- District Manager – Ms. Walden stated the next Board Meeting is Tuesday, November 19th. She noted at that meeting the Fiscal Year 2024 budget will need to be revised due to some line items going over the threshold.
- District Engineer – No report.
- Landscape Supervisor – Mr. Batten stated that the District didn't have any other storm damage other than the trees in the BrightView proposal.
- Construction Supervisor – Ms. Sharenow stated the fire ant treatment was rescheduled due to the storm and the treatment should get done this week. She also explained that any areas that still need to be pressure washed will resume this week and next week because that was also put on hold due to the storm.
- Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Tinetti stated on the last island on Tavistock Lakes Blvd. the grass is torn up from what looks to be caused by hogs. Mr. Batten replied that BrightView did replace some grass torn up by hogs and this is a new area that the hogs hit.

Mr. Tinetti stated the bridge lights are out on Tavistock Lakes Blvd. and need to be addressed.

Mr. Franko stated the oak tree on Nemours Parkway heading towards the high school is still struggling. Mr. Batten replied that has been replaced, is being hand watered and will continue to be monitored.

FOURTEENTH ORDER OF BUSINESS

Adjournment

Ms. Walden requested a motion to adjourn.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the October 15, 2024, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2025-01,
Election of Officers**

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **GREENWAY IMPROVEMENT DISTRICT** (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT:

- Section 1. Chad Tinetti is elected Chair.
- Section 2. Karen Duerr is elected Vice Chair.
- Section 3. Jennifer Walden is elected Secretary.
- Section 4. Lynne Mullins is elected Assistant Secretary.
Matthew Franko is elected Assistant Secretary.
Amanda Kost is elected Assistant Secretary.
Antoinette Munroe is elected Assistant Secretary.
- Section 5. Jennifer Glasgow is elected Treasurer.
- Section 6. Amanda Lane is elected Assistant Treasurer.
Amy Champagne is elected Assistant Treasurer.
Rick Montejano is elected Assistant Treasurer.
Verona Griffith is elected Assistant Treasurer.
- Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY of November 2024.

ATTEST: **GREENWAY IMPROVEMENT DISTRICT**

Secretary/Assistant Secretary _____
Chair/Vice-Chair

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2025-02,
Adopting an Amended Budget for Fiscal Year 2024**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
October 2024 in an amount totaling \$70,955.00**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

Requisition No. 33 (Series 2023)
Paid in October 2024 in an amount totaling \$47.65
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

Work Authorizations/Proposed Services
(if applicable)

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the "Work Authorization"), dated 11/10/24 2024, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE GREENEWAY IMPROVEMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the "Agreement"), dated August 18, 2020, by and between:

Greenway Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the "District"); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter "Contractor", together with District the "Parties").

Section 1. Scope of Services. Contractor shall provide sealing monuments maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the "Services").

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

GREENEWAY IMPROVEMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Katie Harmer

Witness

By: Katie Harmer, VP
Its: _____

Exhibit A: Proposal/Scope of Services

Proposal: CDD GID Sealant Monument

Proposal Date: 11/08/2024

Project Name: CDD GID Sealant Monument

Client Contact: PFM

Work Order #: 72895

Project Scope

Objective:

To apply a protective sealant to monument surfaces (stone, metal, masonry) to preserve them from environmental factors while maintaining their integrity.

Key Steps:

- **Material Selection & Tools:**
 - Use breathable, UV-resistant, and weatherproof sealants (e.g., silane, siloxane, or silicate-based).
 - Tools include brushes, rollers, sprayers, and soft cleaning materials.
- **Surface Preparation:**
 - Inspect and clean the monument, removing dirt, biological growth, and old coatings.
 - Repair any damage or deterioration before applying sealant.
 - Ensure the surface is completely dry before application.
- **Sealant Application:**
 - Apply the sealant evenly using appropriate methods (brush, roller, sprayer).
 - Multiple coats may be required, depending on the material and product.
 - Ensure careful application around detailed features.
- **Post-Application:**
 - Inspect the work after the sealant has dried (24–48 hours) for uniform coverage and touch up any missed areas.
 - Clean up tools and remove protective coverings.
- **Safety & Compliance:**
 - Ensure workers use proper safety gear and follow regulations, especially for handling chemicals and working at heights.

Payment Terms

Total: \$ 2,780

Labor and materials are included.

Proposal: CDD GID Sealant Monuments

Additional Notes

Please contact our office upon receipt and approval of this contract, and any questions you might have. Should you accept the terms outlined above please sign below and return.

We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Thank You

We appreciate your business and look forward to our continued partnership. Please don't hesitate to reach out with any questions.

Approvals

Property Manager
By: PFM

Berman
By: Katie Harmer

About Berman

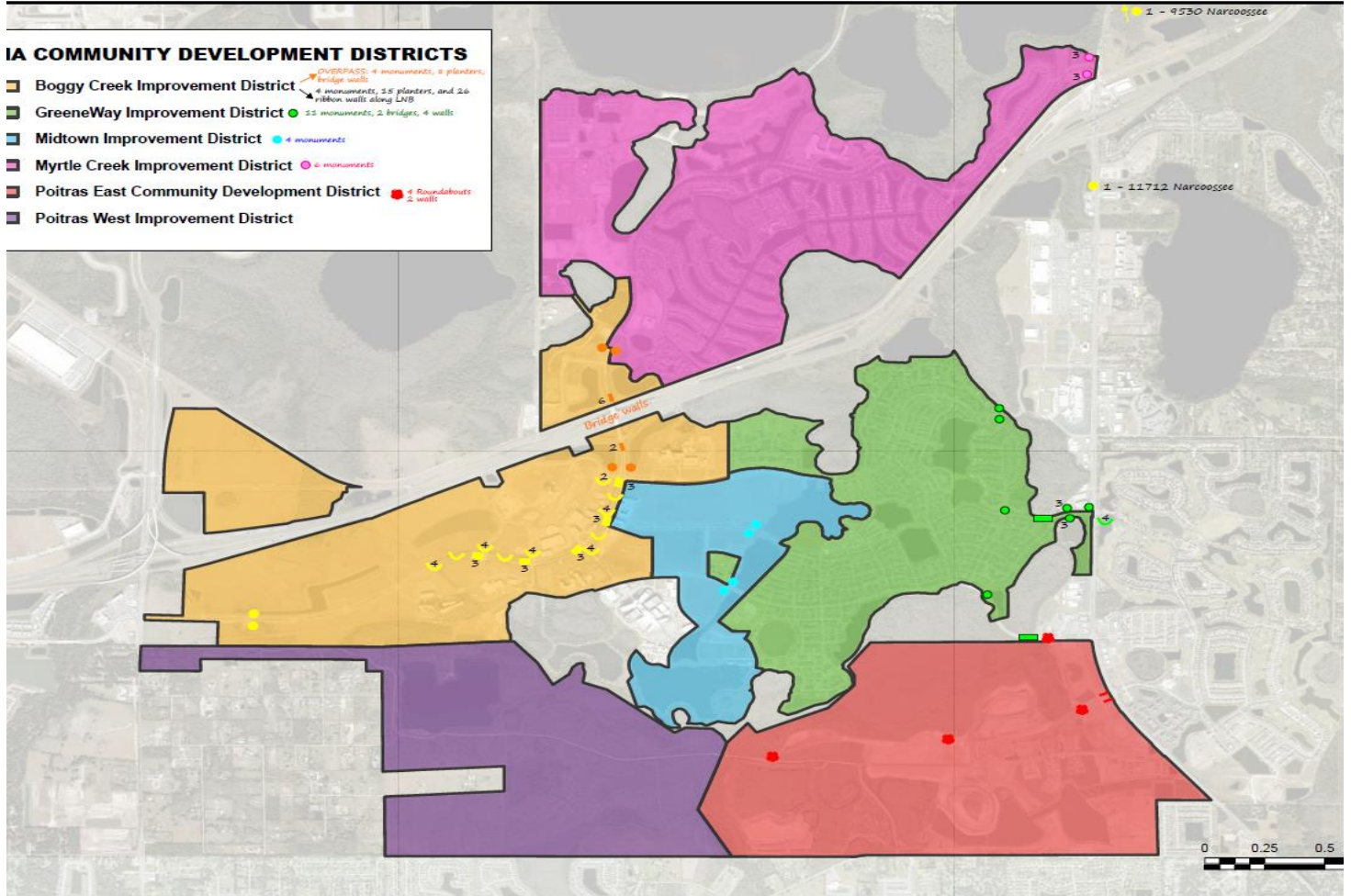
Berman is a national full-service property management, security and facility services company based in Lake Nona, Florida. Our team is highly skilled in providing dependable, professional and cost-effective solutions across facility, janitorial, on-demand repairs, maintenance staffing, security and all other ancillary facility services to help you run your facility as smoothly as possible.

We pride ourselves on being a single point for all facility and property needs. Quality and integrity are at the heart of what we do.

We are a tech-forward team, serving our clients with swift and diligent work, to ensure our client properties are well taken care of. We embrace problems quickly and tackle solutions intelligently in a unique, customized manner for each clients' needs.

Our Services

- ✓ **Property & Facility Management**
- ✓ **Property Maintenance**
- ✓ **24/7 Emergency Repairs**
- ✓ **General Construction**
- ✓ **Janitorial Services**
- ✓ **Security**
- ✓ **Pressure Washing**
- ✓ **Landscaping**
- ✓ **Disaster Response**



GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position
and Budget to Actual YTD**
(provided under separate cover)