

NEOCITY PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
December 11, 2023 – 3.00 p.m. or as soon thereafter as possible
Commission Chambers (4th Floor)
1 Courthouse Square
Kissimmee, Florida 34741

Board Members

Cheryl L. Grieb, President & Treasurer
Viviana Janer, Vice President & Secretary
Peggy Choudhry
Brandon Arrington
Ricky Booth

AGENDA

Hear the Audience

Except for those matters specifically exempted under the State Statute and Local Ordinance, the Board shall provide an opportunity for public comment prior to the undertaking by the Board of any action on the agenda. The Board will not vote on any item during this portion of the meeting. Rather, this portion of the meeting is to allow for public comments to be heard on items that are on the agenda for that meeting. Comments will be limited to three minutes. Proper decorum will be observed.

1. Election of Chair, Vice Chair, Secretary, and Treasurer.
2. Approval of the meeting minutes of March 07, 2022; October 03, 2022; and February 06, 2023.
3. Build Back Better Regional Challenge Update, to be provided by Amanda Clavijo.
4. NeoCity Update, to be provided by Amanda Clavijo.
5. Approval of next meeting date.

Adjournment

In accordance with Florida Statutes, Chapter 286.0105, any person wishing to appeal a decision made by the Board with respect to any matter considered at such a meeting or hearing, will need a record of the proceedings. For such purposes he or she may need to ensure that a verbatim record of the proceedings is made, which may include the testimony and evidence upon which the appeal is based.

NEOCITY PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
March 7, 2022 – 2:00 p.m. or as soon thereafter as possible
Commission Chambers (4th Floor)
1 Courthouse Square
Kissimmee, Florida 34741

Board Members

Peggy Choudhry, District 1
Viviana Janer, District 2, Vice President and Secretary
Brandon Arrington, District 3
Cheryl L. Grieb, District 4, President and Treasurer
Ricky Booth, District 5

MINUTES

1. Call to Order

Mr. Frank Townsend, County Attorney, called the meeting to order at 2:00 p.m. He explained the County Commission had previously approved the declaration and covenants for NeoCity as well as the articles for incorporation, which created the NeoCity Property Owners' Association (POA); one of the requirements of the contract with DSUS Group, LLC, for the purchase and development of a portion of the NeoCity property, that the developer meet with the Development Review Design Board by March 17, 2022, and requires the POA to appoint such Board. He pointed out the purpose of this meeting is to approve the bylaws, which were attached to the Declaration approved in February 2022 by the County Commission; however, the POA must approve the bylaws as well; election of the officers is needed; the Development Design Review Board members needs to be appointed; and the next meeting date needs to be established.

2. Approval of By-laws

A MOTION was made by Board Member Booth and SECONDED by Board Member Janer that the NeoCity Property Owners' Association, Board of Directors approve the bylaws. MOTION carried 5-0.

3. Election of Officers

Mr. Frank Townsend, County Attorney, explained the request to the Board Members. He pointed out the President and Secretary can serve two roles; however, cannot be the same individual.

A MOTION was made by Board Member Arrington and SECONDED by Board Member Booth that the NeoCity Property Owners' Association (POA), Board of Supervisors elect Board Member Grieb to serve as President and Treasurer of the NeoCity POA, Board of Supervisors. MOTION carried 5-0.

A MOTION was made by Board Member Choudhry and SECONDED by President Grieb that the NeoCity POA, Board of Supervisors elect Board Member Janer to serve as Vice President and Secretary of the NeoCity POA, Board of Supervisors. MOTION carried 5-0.

4. Appoint Design Review Board Members

Mr. Frank Townsend, County Attorney, explained the declaration of bylaws require five individuals be appointed to the Design Review Board; a memorandum was submitted with recommendations for the five individuals.

A MOTION was made by Board Member Booth and SECONDED by President Grieb that the NeoCity POA, Board of Supervisors elect Don Fisher, County Manager; Susan Caswell, Director of Sustainability; Amanda Clavijo, Financial Services Administrator; Christina Morris, Community Redevelopment Area Director; and Thomas Sunnarborg, Economic Development Director, to serve on the NeoCity Development Design Review Board. MOTION carried 5-0.

5. Next Meeting Date

Mr. Frank Townsend, County Attorney, explained the NeoCity Property Owners' Association (POA) is required to meet quarterly and recommended the date for the next meeting to be on June 06, 2022, following the 1:30 p.m., Board of County Commission meeting.

A MOTION was made by Board Member Booth and SECONDED by President Grieb that the Board set the next meeting of the NeoCity POA, Board of Supervisors on June 06, 2022, following the 1:30 p.m. Board of County Commission meeting. MOTION carried 5-0.

The Board adjourned at 2:06 p.m.

Prepared by:

Tammy Ross, Board Support Services Specialist

Minutes approved by the POA on:

**NEOCITY PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
October 3, 2022 – 1.00 p.m. or as soon thereafter as possible**

**Commission Chambers (4th Floor)
1 Courthouse Square
Kissimmee, Florida 34741**

Board Members

Peggy Choudhry, Board Member
Viviana Janer, Vice President and Secretary
Brandon Arrington, Board Member
Cheryl L. Grieb, President and Treasurer
Ricky Booth, Board Member

MINUTES

1. Call to Order

President Grieb called the meeting to order at 1:00 p.m.

2. Update by the Design Review Board

Ms. Amanda Clavijo, Financial Services Administrator, reported since the last Property Owners' Association (POA) meeting, the Design Review Board conducted meetings in March 2022 and July 2022; different projects within NeoCity, as well as lay down areas for construction were discussed; final plans for streetlight selection, as well as easement discussions; the proposed meeting for Friday, September 30, 2022, was postponed; whereby, updates will be provided at the next POA meeting. She stated the NeoCity Center Project is on schedule and moving in a positive direction.

3. Next Meeting Date

Ms. Amanda Clavijo, Financial Services Administration, stated the Property Owner's Association (POA) is required to hold quarterly meetings and proposed the next meeting be held on February 06, 2023, at 1:00 p.m.

A MOTION was made by Member Booth and SECONDED by Vice President Janer that the NeoCity POA approve to hold the quarterly meeting on February 06, 2023, at 1:00 p.m.

The POA adjourned at 1:03 p.m.

Prepared by:
Tammy Ross, Board Support Services Specialist

Minutes approved by the POA on:

NEOCITY PROPERTY OWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

February 6, 2023 – 1.00 pm

Commission Chambers (4th Floor)

1 Courthouse Square

Kissimmee, Florida 34741

Board Members

Peggy Choudhry, Board Member

Viviana Janer, Vice President and Secretary

Brandon Arrington, Board Member

Cheryl L. Grieb, President and Treasurer

Ricky Booth, Board Member

MINUTES

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Update by the Design Review Board

Speaker: Amanda Clavijo

Ms. Amanda Clavijo, Financial Services Administration, reported the Design Review Board held meetings in November 2022 and January 2023; the topics of discussion pertained to the streetlights for NeoCity Way with Community Development moving forward with that process; there was a presentation regarding the entry signs and bridge features; upcoming construction areas were discussed; the NeoCity Academy Expansion is being worked on; update on the checklist for the design review was received; and concept plans for proposed developments adjacent to NeoCity are being reviewed. She stated there is an item on the County Commission agenda this same date for approval to create the NeoCity Improvement District and if approved such will levy the special assessment for the common areas and maintenance for the District; the Special District will contract with the Property Owner's Association to carry out the maintenance, which will be presented to this Board during the process.

3. Tentative next meeting – June 5, 2023 at 1pm

Ms. Amanda Clavijo, Financial Services Administration, stated the next meeting of the NeoCity Property Owner's Association is proposed for June 05, 2023 with approval by the Board.

The Board agreed to hold the next meeting on June 05, 2023.

4. Annual Report

Speaker: Frank Townsend

Mr. Frank Townsend, County Attorney, related being a not for profit corporation whereby, an annual report must be filed with the State and would need the Chair signature. He stated this report is an online submission and would be submitted once signed by the Chair.

Mr. Don Fisher, County Manager, confirmed for Member Booth that the special district is not adding a tax.

The POA adjourned at 1:03 p.m.

Prepared by:

Tammy Ross, Board Support Services Specialist

Minutes approved by the POA on:
