

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

January 7, 2021 Minutes of the Regular Meeting

Minutes of the Board of Supervisors Regular Meeting

The Regular Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, January 7, 2021 at 1:30 p.m.** at the Offices of Meritus Districts located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

1. CALL TO ORDER/ROLL CALL

Rick Reidt called the Regular Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on **Thursday, January 7, 2021 at approximately 1:30 p.m.**

Supervisors Present and Constituting a Quorum at the onset of the meeting:

Freddy Barton	Chair	
Elizabeth Diaz	Supervisor	
Kelly Evans	Supervisor	
Rena Vance	Supervisor	<i>via conference call</i>

Staff Members Present:

Rick Reidt	District Manager, Meritus
Dana Crosby-Collier	District Counsel, Straley Robin Vericker

There was some audience member in attendance in person and via conference call.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. BUSINESS ITEMS

A. Acceptance of Board of Supervisors Resignation – Kelly Evans

Mr. Reidt went over the resignation of Kelly Evans with the Board. The resignation will be effective at the end of the meeting today to maintain quorum.

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MOTION TO:	Accept the resignation of Kelly Evans effective at the end of the meeting today.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED

B. Discussion on Open Board Seats

Mr. Reidt explained that there is another vacant seat from Nicholas Dister’s resignation. Supervisor Barton asked to hear from the resident on the conference call who mentioned she is interested in the seat. The Board agreed. Nicholle Palmer introduced herself to the Board and went over her background in the community. The Board discussed appointing Ms. Palmer to vacant Board Seat 3.

MOTION TO:	Appoint Nicholle Palmer to vacant Board Seat 3.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

Seat 4 will be vacant at the end of the meeting, and the Board will look to get resumes from the community and fill the vacant seat during the next meeting.

Mr. Reidt and Ms. Crosby-Collier briefly went over the process for new Board members with Nicholle Palmer. She will be sworn in at the next meeting.

C. Consideration of Resolution 2021-01; Canvassing & Certifying the Results of the Landowners Election

Mr. Reidt reviewed the resolution with the Board.

MOTION TO:	Approve Resolution 2021-01.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Evans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

81 **D. Consideration of Resolution 2021-02; Re-designating Officers**

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83 Mr. Reidt reviewed the resolution with the Board. Barton asked about the Treasurer and Secretary
84 positions; Ms. Crosby-Collier answered. The Board discussed the Chair and Vice-Chair positions.
85

86	MOTION TO:	Nominate Supervisor Barton as Chair.
87	MADE BY:	Supervisor Diaz
88	SECONDED BY:	Supervisor
89	VanceDISCUSSION:	None further
90	RESULT:	Called to Vote: Motion PASSED
91		4/0 - Motion passed unanimously

92
93 The Board continued to discuss the officer positions.
94

95	MOTION TO:	Nominate Supervisor Diaz as Vice-Chair.
96	MADE BY:	Supervisor Barton
97	SECONDED BY:	Supervisor
98	EvansDISCUSSION:	None further
99	RESULT:	Called to Vote: Motion PASSED
100		4/0 - Motion passed unanimously

101
102 The Board reviewed the resolution.
103

104	MOTION TO:	Approve Resolution 2021-
105	02.MADE BY:	Supervisor Barton
106	SECONDED BY:	Supervisor Evans
107	DISCUSSION:	None further
108	RESULT:	Called to Vote: Motion PASSED
109		4/0 - Motion passed unanimously

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111 **E. Discussion on HCSO Off-Duty Coverage**
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113 Supervisor Barton updated the Board that he looked into how much it would cost to have HCSO
114 off-duty officers come into the community because of the incidents of vandalism at the community
115 center. He asked if they could have a community workshop for residents to weigh in on the issue
116 and costs. Mr. Reidt said they could do a workshop for resident input in conjunction with the next
117 meeting. The Board agreed.
118

119 **F. Discussion on Community Truck Foods**
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121 Mr. Reidt went over that they could get Tampa Bay Food Trucks to get food trucks to come out to
122 the community, though they usually require a guarantee of a certain amount. Mr. Reidt will send the
123 Board more information.
124

125 **G. General Matters of the District**

126
127 Mr. Reidt provided an update on the cameras and card access. The fire pit has been installed. The
128 furniture has been ordered. New sinks will be installed to prevent the need for further repairs from
129 damage. Supervisor Barton asked about the new onsite manager and the Liberty staffing in the
130 invoices; Mr. Reidt will find out and email the Board. Supervisor Barton asked about what the
131 additional area in the amenity center will be used for; Mr. Reidt said it will be a game center.
132 Supervisor Barton also asked about getting new email addresses set up for the Board.

133
134 Supervisor Diaz asked about having the meetings at the clubhouse vs. at the Meritus office; Mr.
135 Reidt said they will need to re-advertise. The Board also said they would like to have the meetings
136 at 6:00 p.m.

137

138	MOTION TO:	Revise and re-advertise the meeting times to 6:00 p.m. at
139		the Carlton Lakes Clubhouse for the rest of the fiscal
140		year, starting with the February meeting.
141	MADE BY:	Supervisor
142	Barton	SECONDED BY: Supervisor
143	Diaz	DISCUSSION: None further
144	RESULT:	Called to Vote: Motion PASSED
145		4/0 - Motion Passed

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148 **4. CONSENT AGENDA**

149 **A. Consideration of Minutes of the Public Hearing & Regular Meeting August 6, 2020**

150 **B. Consideration of Minutes of the Public Hearing & Regular Meeting Nov. 3, 2020**

151

152 The Board reviewed the minutes.

153

154	MOTION TO:	Approve Consent Agenda Items 4A and 4B.
155	MADE BY:	Supervisor Barton
156	SECONDED BY:	Supervisor
157	Evans	DISCUSSION: None further
158	RESULT:	Called to Vote: Motion PASSED
159		4/0 - Motion Passed

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- 162 **C. Consideration of Operations and Maintenance Expenditures July 2020**
- 163 **D. Consideration of Operations and Maintenance Expenditures August 2020**
- 164 **E. Consideration of Operations and Maintenance Expenditures September 2020**
- 165 **F. Consideration of Operations and Maintenance Expenditures October 2020**
- 166 **G. Consideration of Operations and Maintenance Expenditures November 2020**
- 167 **H. Review of Financial Statements Month Ending November 30, 2020**

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169 The Board reviewed the O&Ms and wanted more information about some of the expenses before
170 they approve them. The Board also asked about the financials for the previous months and the
171 timeline of the audit. The Board wanted to make sure the financials appear in chronological order
172 on the website. Mr. Reidt will look into the questions the Board has about the O&Ms and get back
173 to them before the next meeting. The Board tabled approving the Consent Agenda Items 4C-4G
174 until the next meeting.

175
176 Supervisor Diaz asked about the RFQs and how any conflicts of interest are handled by the
177 management company. Mr. Reidt answered. Supervisor Barton asked to get a list of contracts and
178 their expiration dates. He also asked about the purchasing thresholds for different management
179 personnel; Mr. Reidt explained. Supervisor Diaz asked to get a spending authority resolution for the
180 next agenda. She also asked about the Neptune handyman services; Mr. Reidt will look into it.
181 Supervisor Diaz also requested to get more information about the Meritus contract and the amount
182 per month. Supervisor Vance asked to have a CDD informational meeting and a financial workshop.

183
184 *Supervisor Evans left the meeting.*

185 186 187 **5. VENDOR/STAFF REPORTS**

188 **A. District Counsel**

189
190 Ms. Crosby-Collier went over Sunshine Laws and Code of Ethics in detail with the Board. The Board
191 asked some questions for clarification; Ms. Crosby-Collier and Mr. Reidt answered.

192 193 **B. District Engineer**

194 **C. District Manager**

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196 There were no additional staff reports at this time.

197 198 199 **6. SUPERVISOR REQUESTS**

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201 There were no additional supervisor requests.

202 203 204 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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206 There were no audience questions or comments.

210 **8. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Barton
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 – Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in a summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on February 4, 2021.

Freddy Barton

Signature

Freddy Barton

Printed Name

Title:

- Chair
- Vice Chair

Brian Lamb

Signature

Brian Lamb

Printed Name

Title:

- Secretary
- Assistant Secretary

Recorded by Records Administrator

Brittany Crutchfield

Signature

2/16/202

Date

