

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

February 4, 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, February 4, 2021 at 6:00 p.m.** at the Carlton Lakes Clubhouse located at 11410 Carlton Fields Dr., Riverview, FL 33579.

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, February 4, 2021 at approximately 6:00 p.m.**

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

Freddy Barton	Chair
Elizabeth Diaz	Vice-Chair
Nicholle Palmer	Supervisor
Rena Vance	Supervisor

Staff Members Present:

Rick Reidt	District Manager, Meritus	
Joseph Rodgers	Facility Manager, Meritus	
Dana Crosby-Collier	District Counsel, Straley Robin Vericker	<i>via conference call</i>

There were 12 audience members in attendance in person and 2 via conference call.

Mr. Reidt stated that he had Nicholle Palmer's Oath of Office.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. VENDOR/STAFF REPORTS

A. District Counsel

Ms. Crosby-Collier reviewed the new E-Verify federal law with the Board of Supervisors and discussed the need for the Chair to sign a Memorandum of Understanding.

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MOTION TO:	Approve the E-Verify Memorandum of Understanding.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

Ms. Collier then reviewed Sunshine Laws since there was a new Board member present and to serve as a refresher for the rest of the Board.

- B. District Engineer**
- C. District Manager**

There were no additional staff reports at this time.

4. BUSINESS ITEMS
A. Consideration of Resolution 2021-03; Spending Resolution

Mr. Reidt went over that the resolution authorizes the District Manager to disburse funds for payment of certain expenses without prior approval of the Board of Supervisors.

MOTION TO:	Approve Resolution 2021-03.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

B. Consideration of Resolution 2021-04; Adopting Revised FY 2021 Annual Meeting Schedule

Mr. Reidt explained the resolution will adopt a revised meeting schedule to designate date, time and locations for the regular meeting of the Board of Supervisors for the fiscal year beginning on October 1, 2020 and Ending September 30, 2021. The Board reviewed the meeting schedule and added four workshops on March 18, 2021, April 15, 2021, May 20, 2021 and June 17, 2021, with the understanding a new legal notification will need to be made.

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MOTION TO:	Approve Resolution 2021-04 with changes discussed.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

C. Discussion on Pond 25A Outfall Structure Remediation

Mr. Reidt presented the Site Masters quote for repair of outflow structure on 25A. The Board reviewed the quote and then asked that Mr. Reidt check into the warranty on the new installation and obtain a second quote for the same project with warranty information. The Board also asked to have the District Engineer at the next regular meeting to review this quote, introduce herself to the Board, and provide a description of what a District Engineer does for the District.

Supervisor Barton asked the Board of Supervisors if they would like to take up discussion on the vacant Seat 4 on the Board. The Board gave resident Angela Donovan, 11434 Acacia Grove Lane, an opportunity to express her interest in serving on the Board. The Board decided to utilize HOA communications and also have Mr. Reidt to post vacancy on the CDD website and mail kiosks with a flyer announcing that the Board is accepting letters of intent to apply for candidacy for the vacant Seat 4. Letters of intent will appear in the next regular meeting agenda of the Board of Supervisors on March 4, 2021.

D. Clubhouse Furniture Improvements

Supervisor Barton opened the floor to the discussion on furnishings for the clubhouse. The Board discussed possible room usage and suggested moving Mr. Rodgers's office to the planned game room and making Mr. Rodgers's office a larger community enjoyment room. The Board also discussed closing in the screen room and requested a restructuring of the community center for their review. They decided to review those rooms at the March 18, 2021 workshop.

The Board then reviewed and discussed the proposed community room furnishings. They decided to scratch the podium and recommended purchase of all the others as recommended.

MOTION TO:	Approve all but the podium for immediate order from Amazon.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

125 **E. Discussion on Phase 3 Clubhouse Opening Guidelines**

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127 The Board discussed the Phase 3 clubhouse opening guidelines and revised the Egis update.
128 Supervisor Palmer asked if the District could be sued if they decided to allow rentals. Mr. Reidt
129 replied there is no guarantee that a lawsuit would not be filed against the District for any issue. The
130 Board discussed room capacity took place asked for Mr. Reidt is to find out what the fire marshal
131 capacity limit is for the community room. By consensus the Board decided not to allow room
132 rentals at this time. They discussed developing a policy at the policy workshop for outside rentals of
133 the patio area or lakeside area for small gatherings.

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135 **F. Discussion on HSCO Off-Duty Officer Proposal**

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137 The Board discussed HCSO off-duty coverage. The Board by consensus decided not to do HCSO
138 off-duty coverage at this time. Supervisor Vance expressed that Mr. Rodgers was sometimes not in
139 the clubhouse facility during scheduled hours. The Board said the facility is the primary focus and
140 Mr. Rodgers should be there. The Board asked for Mr. Rodgers's job description to be emailed to
141 them, and they said they wanted to consider adding part-time staff and would like a job description
142 for that. Mr. Reidt said he had both and would adjust them to Carlton Lakes, and then send the
143 descriptions out to the Board and include them in the next agenda. Mr. Reidt also explained to the
144 Board that Mr. Rodgers was an employee of Meritus and received a full benefits package, and the
145 Board said they would like for part-time staff to also be Meritus staff.

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

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149 The Board asked for specific training from Meritus accounting staff on financial items like bonds,
150 fees, O&Ms, how to read the reports, and planning for the future. Mr. Reidt will schedule a training
151 session at an upcoming meeting.

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153 Supervisor Vance discussed having food trucks at the facility, with revolving trucks and limiting the
154 trucks to two or three maximum per event. Mr. Reidt and the Board went over insurance needs.
155 Supervisor Vance will work with Mr. Reidt to start this program with the food truck company she
156 knows.

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MOTION TO:	Start bringing in food trucks for events as discussed.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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167 **5. CONSENT AGENDA**

168 **A. Consideration of Minutes of the Regular Meeting January 7, 2021**

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170 The Board reviewed and discussed the minutes.

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MOTION TO: Approve the January 7, 2021 meeting minutes.

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MADE BY: Supervisor Barton

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SECONDED BY: Supervisor Diaz

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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4/0 - Motion Passed Unanimously

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179 **B. Consideration of Operations and Maintenance Expenditures July 2020**

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C. Consideration of Operations and Maintenance Expenditures August 2020

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D. Consideration of Operations and Maintenance Expenditures September 2020

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E. Consideration of Operations and Maintenance Expenditures October 2020

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F. Consideration of Operations and Maintenance Expenditures November 2020

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185 The Board reviewed the July 2020 through November 2020 O&Ms. Mr. Reidt explained that they
186 were simply ratifying the expenses which were already approved by the Board during developer
187 control on all but the December 2020 O&Ms.

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MOTION TO: Approve Consent Agenda items B-F.

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MADE BY: Supervisor Barton

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SECONDED BY: Supervisor Vance

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DISCUSSION: None further

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RESULT: Called to Vote: Motion PASSED

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4/0 - Motion Passed Unanimously

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196 **G. Consideration of Operations and Maintenance Expenditures December 2020**

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198 The Board reviewed the December 2020 O&Ms and requested an accounting of the petty cash
199 expenditures with receipts to cover the \$1,200 issued for events to Mr. Rodgers. Supervisor Diaz
200 asked about the contract amount on the invoice for Meritus in comparison to the invoice amount.
201 She also felt the onsite manager charge was not correct and wanted clarification. Separate billing for
202 accounting services was also discussed; Mr. Reidt explained that it could be bond accounting. Mr.
203 Reidt noted that Neptune services had been cancelled. The Board expressed concerns about website
204 billing, which Supervisor Diaz felt was part of the contract with Meritus. Mr. Reidt agreed to
205 investigate and respond to the entire Board via email about these questions. Supervisor Vance asked
206 for clearer responses regarding the O&Ms, and the Board tabled approval of Consent Agenda item
207 G until the next meeting.

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210 **H. Review of Financial Statements Month Ending December 31, 2020**

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212 Mr. Reidt reviewed the financials with the Board. He explained that during budget planning, more
213 line items will be recommended to better describe expenses as they occur. Mr. Reidt noted that they
214 need to be cautious on budgeted spending based on the remaining budget of 66% which should be
215 about 75% at this time. Supervisor Barton discussed the possibility of using some of the HOA
216 construction account for keeping the budget in line. This will be reviewed in the future based on
217 need and discussion with accounting.

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220 **6. SUPERVISOR REQUESTS**

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222 There were no additional supervisor requests.

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225 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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227 There were some resident comments about HOA matters; Mr. Reidt let the residents know to
228 redirect their questions to the HOA. A resident expressed a concern about illegal activity in the
229 clubhouse parking lot at the end of school and late at night. HCSO had been called, but it is still
230 ongoing issue. A resident new to the community suggested gating the parking lot; Mr. Reidt
231 explained that the mail kiosks need to remain open to residents.

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235 **8. ADJOURNMENT**

236	MOTION TO:	Adjourn at 8:49 p.m.
237	MADE BY:	Supervisor Barton
238	SECONDED BY:	Supervisor Palmer
239	DISCUSSION:	None Further
240	RESULT:	Called to Vote: Motion PASSED
241		4/0 – Motion Passed Unanimously
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245 **Please note the entire meeting is available on disc.*

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

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

252 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
253 meeting held on 3/11/2021.

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Signature

Signature

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Printed Name

Printed Name

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Title:

Title:

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Chair

Secretary

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Vice Chair

Assistant Secretary

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Recorded by Records Administrator

Signature

3/16/2021
Date