

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

March 11, 2021 Minutes of the Continued Meeting

Minutes of the Board of Supervisors Continued Meeting

The Continued Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, March 11, 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 Continued Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on **Thursday, March 11, 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	
Dana Crosby-Collier	District Counsel, Straley Robin Vericker	
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>

There were four audience members in attendance in person and one via conference call.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

Fredrick Levatte from 11108 Carlton Fields Drive introduced himself as a late entry candidate for vacant Seat 4.

3. VENDOR/STAFF REPORTS

A. District Counsel

i. Code of Conduct for CDD Board and Committee Members

Ms. Crosby-Collier conducted training on Sunshine Laws and ethics for CDD Board members. She went over personal email use, social media, and texting.

B. District Engineer

i. Discussion on Water Table 6 Outfall Structure Failure

Ms. Stewart shared that she had reached out for additional quotes; however, no one would provide a quote. She recommended Site Masters. The Board asked about the warranty, and she stated that it was for one year. Supervisor Barton commented this was in the last phase of development and

48 asked who the company was who did the work. Ms. Stewart stated it was Anstro Construction. The
49 Board tabled action and asked for Ms. Stewart to reach out to company that installed it as a
50 warranty item and/or get the cost for repair. Ms. Stewart agreed to bring this information back to the
51 next meeting.

52 **C. District Manager**

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54 Mr. Reidt reported that Joseph Rogers had submitted his resignation and Meritus would be
55 interviewing a strong candidate the next day.

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58 **4. BUSINESS ITEMS**

59 **A. Discussion on Resumes for Vacant Board Seat 4**

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61 The Board reviewed the resumes for vacant Seat 4. The only candidate present was Fredrick
62 Levatte. The Board interviewed Mr. Levatte and discussed the candidates for the vacant seat.

MOTION TO:	Elect Fredrick Levatte to fill vacant Seat 4.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

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71 **B. Discussion on RFP for Landscape Maintenance**

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73 The Board discussed the RFP bid package for landscape maintenance. Mr. Reidt explained OLM
74 and Meritus's approach. The Board reviewed the sample RFP in the agenda and made various
75 comments on desired revisions; Ms. Crosby-Collier and Mr. Reidt made notes on the changes. The
76 Board would like for the RFP to be placed back on the April agenda and for a definitive timeline for
77 the bid process.

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79 **C. General Matters of the District**

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81 The Board asked discussed new staff and would like for the onsite manager to work 10:00 a.m. to
82 7:00 p.m. with a lunch break. The Board would also like to hire part-time staff for the weekend with
83 revolving coverage and requested for job descriptions to be sent to them for review.

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85 The Board then discussed sidewalk damage. Mr. Reidt offered solutions and noted that the
86 walkaway around the lakes are CDD, if it is trip and fall type damage, to report the location with a
87 photo to the District Manager for repair.

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90 The Board also asked about petty cash accounting. Mr. Reidt responded that it had been done and
91 he will send recap to the Board.

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93 Supervisor Diaz said she was not happy with the response regarding the ADA compliance invoicing
94 and asked for Mr. Reidt to have Mr. Howell respond. Supervisor Diaz also discussed the landscape
95 billing being removed and said she was not happy with the appearance of the landscape with all of
96 the inspections.

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98 Supervisor Barton asked to have a discussion on dog stations, including the cost of installation and
99 the cost of maintenance with filling the bags. Mr. Barton will work with Mr. Reidt on mapping the
100 locations.

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102 Supervisor Vance would like to have a general discussion on putting in a dog park and where they
103 could put one if they wanted. The Board will discuss this item more in the next Thursday workshop
104 on location.

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107 **5. CONSENT AGENDA**

- 108 **A. Consideration of Minutes of the Regular Meeting February 4, 2021**
- 109 **B. Consideration of Operations and Maintenance Expenditures January 2021**

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111 The Board reviewed the February 4, 2021 minutes and January 2021 O&Ms.

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MOTION TO:	Approve the February 4, 2021 minutes and January 2021 O&Ms
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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121 **C. Review of Financial Statements Month Ending January 31, 2021**

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123 Mr. Reidt reviewed the financials with the Board. There was a question about the February
124 financials. Mr. Reidt noted that the February O&Ms would appear in the next month's agenda.

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127 **6. SUPERVISOR REQUESTS**

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129 There were no additional supervisor requests.

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

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135 Rudolf, a resident who was attending via phone and resides at 11601 Leland Grove Drive, was
136 concerned about the cleaning up of dog waste in the community.

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139 **8. ADJOURNMENT**

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MOTION TO:	Adjourn at 7:54 p.m.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

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

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151 *These minutes were done in a summary format.

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

156 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
157 meeting held on 4-1-2021.

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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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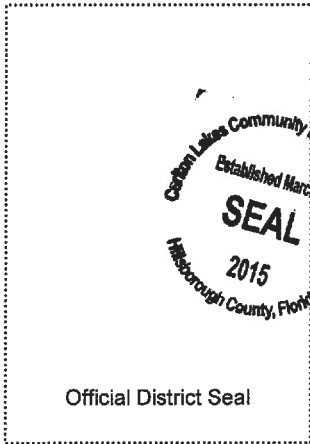
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Recorded by Records Administrator

Signature

Date

4-6-2021