

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

February 3, 2022 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 3, 2022 at 6:00 p.m.** at the Carlton Lakes Clubhouse located at 11410 Carlton Fields Dr., Riverview, FL 33579.

**1. PLEDGE OF ALLEGIANCE**

Supervisor Levatte led the Pledge of Allegiance.

**2. 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 3, 2022 at approximately 6:03 p.m.**

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

Freddy Barton	Chair	<i>arrived at approximately 6:10 p.m.</i>
Elizabeth Morales Diaz	Vice-Chair	
Fredrick Levatte	Supervisor	
Nicholle Palmer	Supervisor	
Rena Vance	Supervisor	<i>via conference call</i>

**Staff Members Present:**

Rick Reidt	District Manager, Meritus	
Vanessa Steinerts	District Counsel, Straley Robin Vericker	<i>via conference call</i>
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>
John Amarosa	Pine Lake Nursery	
Joey Muniz	Pine Lake Nursery	

There were four resident audience members in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were audience comments on the need for a barrier fence on Balm Rd. and on landscape issues.

45 **4. VENDOR/STAFF REPORTS**

46 **A. Landscape Update – Pine Lake Nursery**

47  
48 Mr. Muniz and Mr. Amarosa provided a landscaping update. They went over the grass cutbacks,  
49 turf and bed weed control, and winter fertilization.

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51 *Supervisor Barton joined the meeting around 6:10 p.m.*

52  
53 Supervisor Barton inquired as to the removal of three palms in one area. The Board approved  
54 removal because the palms are in the way of a homeowner’s fence installation and were installed by  
55 the CDD over his property line behind 11358 Leland Grove.

56  
57 Mr. Amarosa will work with Supervisor Vance and establish budget planning for the March  
58 workshop.

59  
60 **B. District Counsel**

61  
62 Ms. Steinerts responded to the Board on required notification in publications of meetings and  
63 notices of actions. Ms. Steinerts also reviewed towing policy and will develop a policy for  
64 discussion on the February 17, 2022 workshop and then will set up the advertisement for the public  
65 hearing on March 3, 2022.

66  
67 **C. District Engineer**

68  
69 Ms. Stewart reviewed the draft of Waterways Report and outlined the need for waterway  
70 maintenance improvements. The draft will be sent to the Board. Aquatics will attend the February  
71 workshop to assist in education on aquatic needs and help with projecting needed budget increases  
72 to support the waterway plans that were outlined by the District Engineer.

73  
74 Ms. Stewart went over the weir repair on Table 7. The Board reviewed prior unapproved work and  
75 the failure of that vendor to reply to any warranty request for payment of non-authorized work. The  
76 Board, Counsel, and the Engineer discussed the repair.

MOTION TO:	Approve \$20,800 for the All Jax, Inc. work to proceed with a signed agreement developed by Counsel with a two-year warranty.
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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87  
88  
89

90 **D. District Manager**  
91 **i. Action Item List**  
92 **ii. Community Inspection Report**  
93

94 Mr. Reidt went over the action item list and community inspection report with the Board. He also  
95 reviewed the Meritus billing status report with the Board. The Board discussed the response.  
96

97	MOTION TO:	Accept the proposal with credits beginning with March
98		invoicing as outlined with a true-up on completion.
99	MADE BY:	Supervisor Barton
100	SECONDED BY:	Supervisor Diaz
101	DISCUSSION:	None further
102	RESULT:	Called to Vote: Motion PASSED
103		5/0 – Motion passed unanimously

104  
105 Mr. Reidt reviewed the need to have a reserve study completed as part of the budget process. The  
106 Board agreed and requested for Mr. Reidt to obtain quotes for a reserve study.  
107

108 The Board and Mr. Reidt discussed security. It was noted that four providers declined quoting for  
109 part-time hours only. After discussion, the Board would like for the following items to be reviewed  
110 during the March meeting:  
111

- 112 • HCSO coverage on Friday, Saturday, and Sunday with 4-6 hour shifts
- 113 • Reaching back out to security companies to see if they will quote for weekly 8-hour shifts of  
114 vehicle patrol on Friday, Saturday, and Sunday
- 115 • Quotes from Securiteam and Envera for coverage of monitored video at the community  
116 center  
117

118 Mr. Reidt reviewed the continued search for an onsite manager. The Board discussed and agreed  
119 that they would like to find someone with rental, condominium, or property management experience  
120 and set a starting salary of \$41,600 with the Chair to have the authority to increase it. Mr. Reidt will  
121 have the position re-advertised with the salary and interview other candidates with more distance.  
122 The employee will be a Meritus employee eligible for benefits 90 days with full Inframark hiring  
123 standards.  
124

125 The Board also agreed that they would like part-time staffing support. The Board asked to find a  
126 maintenance capable member for 20 hours a week at \$14 per hour and 2-3 part-time monitors with  
127 general housekeeping for \$12 an hour with seasonal levels for staffing and hours and coverage until  
128 10:00 p.m. The Board also requested to have a security check for part-time level employees; Mr.  
129 Reidt will look into it with Mr. Davidson. The Board then briefly discussed an issue with staff; Mr.  
130 Reidt will address it.  
131

132 *Supervisor Barton left the meeting due to illness.*  
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136 **5. BUSINESS ITEMS**

137 **A. Discussion on Pool Patch Installation Proposal**

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139 The Board discussed the pool patch installation proposal.

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141 MOTION TO: Approve the proposal from Fla Pool, Inc. for \$3,875.

142 MADE BY: Supervisor Diaz

143 SECONDED BY: Supervisor Levatte

144 DISCUSSION: None further

145 RESULT: Called to Vote: Motion PASSED

146 4/0 – Motion passed unanimously

147

148 **B. General Matters of the District**

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150 There were no general matters to discuss.

151

152

153 **6. CONSENT AGENDA**

154 **A. Consideration of Minutes of the Regular Meeting January 6, 2022**

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156 The Board reviewed the minutes.

157

158 MOTION TO: Approve the January 6, 2022 minutes.

159 MADE BY: Supervisor Diaz

160 SECONDED BY: Supervisor Levatte

161 DISCUSSION: None further

162 RESULT: Called to Vote: Motion PASSED

163 4/0 – Motion passed unanimously

164

165 **B. Consideration of Operations and Maintenance Expenditures November 2021**

166 **C. Consideration of Operations and Maintenance Expenditures December 2021**

167 **D. Review of Financial Statements Month Ending December 31, 2021**

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169 The Board reviewed the O&Ms and financials and agreed to table approval of the O&Ms until the  
170 next meeting. The Board also noted that any unapproved O&Ms since August should be placed  
171 back on the agenda for the March meeting. There was a question on the number of water tables on  
172 the aquatics bill, which will be addressed during the February workshop when the vendor is present.

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175 **7. SUPERVISOR REQUESTS**

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177 There were no additional supervisor requests.

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181 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

182  
183 There were no audience comments.

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186 **9. ADJOURNMENT**

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188 Supervisor Diaz adjourned the meeting at 8:13 p.m.

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190  
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192 *\*Please note the entire meeting is available on disc.*

193  
194 *\*These minutes were done in a summary format.*

195  
196 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
197 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
198 *including the testimony and evidence upon which such appeal is to be based.*

199 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
200 meeting held on \_\_\_\_\_.

201  
202  
203 \_\_\_\_\_  
204 Signature

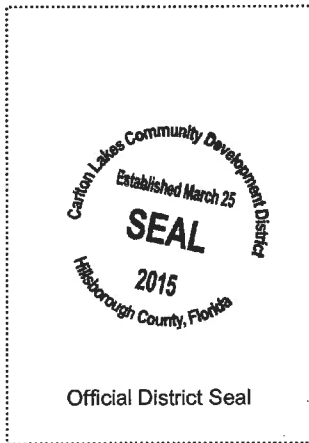
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206 \_\_\_\_\_  
207 Printed Name

208 Title:  
209  Chair  
210  Vice-Chair

203 \_\_\_\_\_  
204 Signature

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206 \_\_\_\_\_  
207 Printed Name

208 Title:  
209  Secretary  
210  Assistant Secretary



Recorded by Records Administrator

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222 9/14/2022  
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224 Date