

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

May 6, 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, May 6, 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, May 6, 2021 at approximately 6:02 p.m.**

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

Freddy Barton	Chair	<i>arrived at approximately 6:15 p.m.</i>
Elizabeth Diaz	Vice-Chair	
Fredrick Levatte	Supervisor	
Nicholle Palmer	Supervisor	
Rena Vance	Supervisor	

**Staff Members Present:**

Rick Reidt	District Manager, Meritus	
Mark Straley	District Counsel, Straley Robin Vericker	
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>
Wayne Justice	Clubhouse Manager	<i>arrived at approximately 9:00 p.m.</i>

There were two audience members in attendance.

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

There were no audience questions or comments on agenda items.

**3. VENDOR/STAFF REPORTS**

**A. District Engineer**

**i. Discussion on Water Table 6 Outfall Structure Failure**

Ms. Stewart provided an update on the Water Table 6 Outfall Structure Failure. She reported that the box concept was too expensive and she is price checking other sources for the wall weir. Ms. Stewart said she has a verbal quote of \$24,000 from AnFlow; however, Ms. Stewart wanted to consult a geotechnical engineer first and get a two-year warranty before moving forward. The Board discussed.

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MOTION TO:	Approve the quote from AnFlow not to exceed \$24,000 with the conditions set.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

Mr. Straley and Ms. Stewart reported on the County’s probable request for easement access to install a water pumping station on CDD property. They will request an easement soon.

**B. District Counsel**  
**i. Discussion on Code of Civility**

The Board discussed the Code of Civility.

MOTION TO:	Approve Resolution 2021-07, adopting the Code of Civility.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**iv. Discussion on Resolution 2021-05; Spending Resolution**

The Board discussed the resolution and would like to revise it to \$250 for the onsite manager per transaction, not to exceed \$2,500 a month without the District Manager’s approval.

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MOTION TO:	Approve Resolution 2021-05 with the following conditions: the onsite manager has the ability to approve expenses up to \$250 not to exceed \$2,500 in one reporting period, which is defined by one month; the District Manager may approve expenses between \$2,500 and \$5,000 in one reporting period; and the Chair may approve expenses of \$5,000 or more up to a maximum of \$10,000 in one period. Should expenses by the onsite manager exceed \$2,500 in one period, any expense above that must be approved by the District Manager. If expenses by the District Manager exceed \$5,000 in one period, any further expenses in that period must be approved by the Chair. If the expenses by the Chair exceed \$10,000, with the exception of catastrophic events, the expenses must come before the Board for approval.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**iii. Discussion on CDD Encroachment Agreements**

The Board discussed the form of the CDD Encroachment Agreement. The Board stated that they would like to get the agreement in PDF editable form.

MOTION TO:	Approve the form of the CDD Encroachment Agreement.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Palmer
DISCUSSION:	The Board continued to discuss the details of the agreement and the procedure for homeowners.
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**iv. Discussion on RFP for Landscape Maintenance**  
**a. Draft Bid Package**

The Board discussed the RFP for Landscape Maintenance. The Board discussed and said they would like for it to be publicly noticed.

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MOTION TO:	Approve the RFP for Landscape Maintenance with the note for subcontractors to be added and for the RFP to be publically noticed within 7 days of the meeting.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

Mr. Reidt will update the Board on the timeline as soon as possible.

**C. District Manager**

The Board reviewed the District Manager’s report.

**4. BUSINESS ITEMS**

**A. Consideration of Resolution 2021-06; Approving Proposed FY 2022 Budget & Setting Public Hearing**

Mr. Straley went over the resolution with the Board. The Board discussed the FY 2022 budget and said they would like to add a community activities line item at \$10K and add \$10K to capital improvements. The Board also briefly discussed looking into refinancing the debt service.

MOTION TO:	Approve Resolution 2021-06 with the not-to-exceed proposed annual operating budget that will be presented to residents at the August CDD board meeting with \$10,000 additional in capital improvements and \$10,000 as a separate line item for community activities, for a total expenditure amount of \$769,764.00.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	The Board discussed stocking the ponds and said they would like for that to be under capital improvements. They also discussed increasing the part-time staffing to \$35K.
RESULT:	Called to Vote: Motion FAILED 0/5 – Motion failed unanimously

160 The Board continued to discuss the budget. Mr. Reidt summarized the changes that the Board  
161 agreed on: adding \$10K for capital improvements and fish stocking, \$10K for community activities,  
162 \$10K for part-time staff, and \$9K for supervisor fees, for a total not to exceed budget of \$798,764,  
163 with the public hearing being set for August 5, 2021 at 6:00 p.m. at the current location.  
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165	MOTION TO:	Approve Resolution 2021-06 with notes observed and
166		that the Board and residents will get an updated
167		document with the scheduled fees.
168	MADE BY:	Supervisor Barton
169	SECONDED BY:	Supervisor Diaz
170	DISCUSSION:	None further
171	RESULT:	Called to Vote: Motion PASSED
172		5/0 – Motion passed unanimously

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174 **B. Discussion on ADA Chairlift**  
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176 The Board discussed the ADA Chairlift.  
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178	MOTION TO:	Approve the ADA Chairlift.
179	MADE BY:	Supervisor Barton
180	SECONDED BY:	Supervisor Palmer
181	DISCUSSION:	None further
182	RESULT:	Called to Vote: Motion PASSED
183		5/0 – Motion passed unanimously

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185 **C. Discussion on Furniture Recommendations**  
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187 The Board discussed the furniture recommendations.  
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189	MOTION TO:	Approve the furniture selection from the workshop not
190		to exceed \$10,000 during the upcoming workshop, and
191		the furniture must include insurance and scotch guard
192		where appropriate.
193	MADE BY:	Supervisor Barton
194	SECONDED BY:	Supervisor Vance
195	DISCUSSION:	None further
196	RESULT:	Called to Vote: Motion PASSED
197		5/0 – Motion passed unanimously

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200 **D. Discussion on Screen Room Rental**  
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202 The Board discussed the screen room rentals and decided not to rent the screen room for parties.  
203 They asked for management to check with the insurance provider Egis and possibly reopen rentals  
204 at the next regular meeting.  
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206 **E. Announcement of Annual Notice of Qualified Electors**  
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208 Mr. Reidt announced that as of April 15, 2021, Carlton Lakes CDD had 1,086 qualified electors.  
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210 **F. General Matters of the District**  
211

212 There will be a workshop on May 20, 2021 for the furniture and June 17, 2021 to review the rules.  
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214 *Supervisor Barton briefly stepped out of the meeting.*  
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217 **5. CONSENT AGENDA**

218 **A. Consideration of Minutes of the Regular Meeting April 1, 2021**  
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220 The Board reviewed the minutes.  
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MOTION TO:	Approve the April 1, 2021 minutes.
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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229 **B. Consideration of Operations and Maintenance Expenditures March 2021**  
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231 *Supervisor Barton returned to the meeting.*  
232

233 The Board reviewed the O&Ms and questioned the Cornerstone invoice 10-116982. The Board  
234 tabled approving the March 2021 O&Ms because they would like more information first.  
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236 **C. Review of Financial Statements Month Ending March 31, 2021**  
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238 *Wayne Justice arrived at the meeting.*  
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240 The Board reviewed and discussed the financial statements.  
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244 **6. SUPERVISOR REQUESTS**

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246 Supervisor Barton asked for Mr. Justice to give a facilities report. Mr. Justice updated the Board on  
247 the facilities. Supervisor Barton asked to have a facilities report in the agenda moving forward.  
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249 The Board asked to have the cleaning job posted and placed on Indeed. The hours would be about  
250 twenty hours a week, Wednesday through Sunday ending at 10:00 p.m. There will be a cleaning  
251 checklist, and Mr. Justice will work with Supervisor Barton on it.  
252

253 The Board would like to get a pole duster and credit card for Mr. Justice to make purchases.  
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255 Supervisor Vance asked to have the MHD cameras presentation and discussion at the next meeting.  
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258 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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260 There were no audience questions or comments.  
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263 **8. ADJOURNMENT**  
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265	MOTION TO:	Adjourn at 9:36 p.m.
266	MADE BY:	Supervisor Barton
267	SECONDED BY:	Supervisor Palmer
268	DISCUSSION:	None further
269	RESULT:	Called to Vote: Motion PASSED
270		5/0 - Motion Passed Unanimously

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

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

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

281 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
282 meeting held on 6/3/2021.

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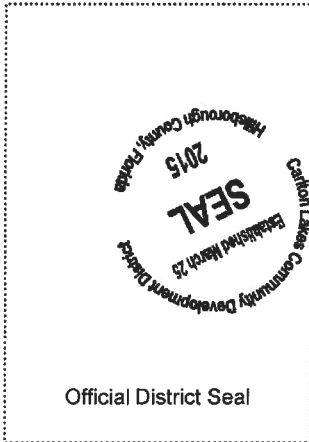
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Printed Name

Title:

Chair

Vice Chair



Signature

Printed Name

Title:

Secretary

Assistant Secretary

Recorded by Records Administrator

Signature

Date

6/10/21