

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

April 1, 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, April 1, 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, April 1, 2021 at approximately 6:09 p.m.**

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

Freddy Barton	Chair	<i>via conference call and then arrived at the meeting around 6:40 p.m.</i>
Elizabeth Diaz	Vice-Chair	
Fredrick Levatte	Supervisor	
Nicholle Palmer	Supervisor	
Rena Vance	Supervisor	

**Staff Members Present:**

Rick Reidt	District Manager, Meritus
Tonja Stewart	District Engineer, Stantec
Wayne Justice	Clubhouse Manager

There were two audience members in attendance.

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

A resident asked about the meeting process. Mr. Reidt answered.

The Board moved up Business Item A on the agenda.

**4. BUSINESS ITEMS**

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

Ms. Stewart went over the Water Table 6 Outfall Structure failure. The structure was in place about a year and a half before it failed. She explained how the sandy soil, the weir extending only two feet into the pond bank, and rain likely contributed to the failure. Ms. Stewart also went over that she spoke to the developer and suggested changing the design of the weir wall to a box design similar to some of the other structures in the District. She said the structure can wait until the next budget cycle and the dry season to be replaced; she also said it is out of warranty. Ms. Stewart also

47 explained that there is no pay record of who built it and it is likely it was funded by the developer  
48 and not the CDD.

49  
50 The Board said it is more of an aesthetic issue for the people who live on the lake rather than just a  
51 structural one, so they would like more investigation into who is responsible and the warranty in  
52 order to address the issue as soon as possible. Ms. Stewart will continue to follow up over the next  
53 thirty days. Ms. Stewart, Mr. Reidt, Supervisor Barton, will also do a conference call with the  
54 financial controller Ms. Wolfe to see if they can determine how it was funded. Supervisor Barton  
55 said he would also like to include Ms. Crosby-Collier in the conference call and begin to engage  
56 cancel to negotiate. The Board discussed different ways to proceed.

57  
58 The Board allowed an audience member to ask a question. The resident wanted to know about  
59 funding the repairs. Mr. Reidt said they have a construction account to pay for these types of  
60 repairs.

61  
62 Mr. Reidt reviewed that the Board would like for the conference call and further investigation to  
63 take place, get bids for repair and have them ready for the next meeting, and table any further action  
64 other than what was described until the next meeting.

65  
66 *Supervisor Barton dropped off of the conference call.*

67  
68 The Board continued to discuss the weir failure and the proposal from Site Masters. Ms. Stewart  
69 answered their questions.

70  
71 *Supervisor Barton arrived at the meeting in person.*

72  
73 Supervisor Barton, Mr. Reidt, and Ms. Stewart tentatively scheduled a Zoom meeting for Monday  
74 April 5, 2021 at 9:30 a.m., pending that the scheduling will work for Counsel and the financial  
75 controller as well.

76  
77 The Board asked about looking at the other structures. Ms. Stewart went over how they look for  
78 long-term problems. Supervisor Barton asked if she could have a preliminary report using Google  
79 Earth Pro by their meeting on Monday. Ms. Stewart said yes, she will try to identify some problem  
80 areas by then.

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83 **3. VENDOR/STAFF REPORTS**

84 **A. District Counsel**

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86 There were no updates from Counsel.

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88 **B. District Engineer**

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90 There were no additional reports from the Engineer.

92 **C. District Manager**

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94 Mr. Reidt introduced the new full-time clubhouse manager Wayne Justice to the Board. Mr. Reidt also  
95 said they are looking at three candidates for a part-time staff member and will be finishing up  
96 interviews next week. Supervisor Barton wanted to make sure they have a cleaning closer and the new  
97 part-time person has flexibility with hours. He also said they may want to look at having an additional  
98 part-time employee.  
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101 **4. BUSINESS ITEMS (cont.)**

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

103 **i. Draft Bid Package**

104 **ii. OLM Agreement for Service**

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106 Mr. Reidt went over that they do not have to go out to bid because the landscape maintenance  
107 contract is below the cost threshold. Meritus will reach out to companies to submit a proposal. Gene  
108 Roberts with Meritus will do monthly landscape inspections up to year at no additional cost.  
109 Supervisor Barton stated he did not want to continue with the RFP because he made a request to  
110 have language that supported solicitation of proposals from minority, women, and veteran-owned  
111 businesses, which at this point was not reflected in the RFP. He said he will abstain from voting on  
112 this issue at this time and asked the Vice Chair to lead the discussion.  
113

114 MOTION TO:	Move this item until the next meeting when there is 115 enough time to put the verbiage in the RFP.
116 MADE BY:	Supervisor Diaz
117 SECONDED BY:	Supervisor Palmer
118 DISCUSSION:	None further
119 RESULT:	Called to Vote: Motion PASSED 120 4/0 – Supervisor Barton abstained.

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122 **C. Acceptance of Financial Review for Fiscal Year Ended September 30, 2020**

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124 The Board reviewed the audit. Supervisor Barton wanted to make sure that all of the Board  
125 members received the agenda package with enough time to review this item. Everyone received the  
126 email with the agenda package a week before the meeting except for Supervisor Levatte. However,  
127 he confirmed he had enough time to review it and was ready to move forward. Supervisor Barton  
128 noted that this audit and that the Board approved it will go to the state. He asked for Supervisor  
129 Diaz to lead this item agenda item and motion.  
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<b>MOTION TO:</b>	Approve the Financial Review for Fiscal Year Ended September 30, 2020.
<b>MADE BY:</b>	Supervisor Diaz
<b>SECONDED BY:</b>	Supervisor Vance
<b>DISCUSSION:</b>	Supervisor Barton was concerned that there were no notes on petty cash distribution or the process. The Board discussed and wanted to have Ms. Crosby-Collier create a petty cash policy. Supervisor Barton mentioned the Board could create a note to attach to the audit.
<b>RESULT:</b>	Supervisor Vance rescinded her second to the motion. The motion died due to a lack of second.

The Board continued to discuss the audit and creating financial policies.

<b>MOTION TO:</b>	Approve the audit with a policy coming back before the Board for review at the next meeting.
<b>MADE BY:</b>	Supervisor Diaz
<b>SECONDED BY:</b>	Supervisor Vance
<b>DISCUSSION:</b>	Supervisor Barton mentioned the section that says “notes to financial statements,” which is where the Board’s note regarding that they will pass a petty cash resolution would go. He also noted the section about the Southfork Lakes account transferring money from the HOA to the CDD account does not say that this should go to physical improvements to community structures. The Board would like for the audit to say that the funds should be used for physical improvements.
<b>RESULT:</b>	Called to Vote: Motion FAILED 0/5 – Motion failed unanimously

The Board continued to discuss the audit.

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MOTION TO:	Amend Rule 12, put in detail the capital improvements for the \$222,924, with the amendment that the audit be approved with an additional note with petty cash policy approved by the Board for any future financial reports and audits, and note 12 should indicated that a transfer pf \$222,924 was made from the Southfork Lakes HOA account to the Carlton Lakes CDD account for physical improvements.
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**D. Discussion on Fish Stocking**

The Board tabled this item for now until the outfall structure has been repaired.

**E. Discussion on Code of Civility**

The Board reviewed the Code of Civility. Supervisor Barton noted that Ms. Crosby-Collier drafted the resolution but is not here to answer any Board questions. The Board would like to have penalties in the resolution for Board members who do not follow the code. The item was tabled until the next meeting so that verbiage for penalties such as censure or removal from the Board can be added to the resolution.

**F. Discussion on Dog Station Installation Proposals**

The Board reviewed the dog station installation proposals. Supervisor Barton said he was not opposed to the two bids but would like to see bids from different companies. He noted that one of the companies, Neptune Multi Services, LLC, was owned by a Meritus employee's husband. He also noted that Spearem was charging for freight and shipping. The Board discussed whether ten stations was enough and if they could pass the dog waste removal services on to the landscape company when they renegotiate their landscape contract. The Board also discussed if the using Neptune would be a conflict of interest because of the relationship between Neptune and a Meritus employee.

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MOTION TO:	No employee of Meritus, Meritus Associations, or any Meritus company that relates to homeowner associations and CDD Boards, will be allowed to serve as a vendor for any other services, until such a time that a policy is put in place regarding conflict of interest as it relates to employee relationship, board member participation, or vendor solicitation.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion passed unanimously

Supervisor Barton asked if any Meritus employee was involved in Spearem Enterprises to Mr. Reidt's knowledge. Mr. Reidt answered no. Supervisor Barton made a motion to accept Spearem Enterprises as the company to install the dog waste stations in the designated spots in the Carlton Lakes CDD; however, the motion died due to lack of a second. Supervisor Barton directed Mr. Reidt to solicit quotes from other vendors outside of Neptune and Spearem. He also said he would like for Mr. Reidt to let Neptune and Spearem know why the Board passed on their services.

Supervisor Barton mentioned a receipt he saw in a previous agenda package where the CDD was being charged for dog waste station removal when they do not yet have dog waste stations. He wanted to make sure Mr. Reidt corrected the issue. Mr. Reidt said that it was for cleaning around the water table, and the services were terminated. Supervisor Barton would like to know the date when the services were terminated and to make sure that no payments were made after that date.

**G. Discussion on Pool Paver Repair Proposal**

Mr. Reidt went over the pool paver repair proposal with the Board. Supervisor Diaz explained the issues with the pavers. Supervisor Barton asked to get the owner of Spearem's license number for being a general contractor. He also mentioned that this is the only quote.

The Board discussed if the pool needs to be closed because it is a safety issue. Mr. Reidt suggested caution-taping off the area. Supervisor Barton said they need to get someone out the next morning to fix the one paver that is causing the biggest issue before the weekend. In the meantime, they will put a cone at the paver to show there is a hazard.

**H. Discussion on CDD Encroachment Agreements**

Mr. Reidt went over the CDD Encroachment Agreements provided by Counsel. The Board decided to table this item until such time that Counsel is present so they can ask questions and get more information about the agreements from Counsel.

247 **I. Discussion on Camera & Monitor Proposal**  
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249 Mr. Reidt went over the camera proposal with the Board. Supervisor Barton asked to table the item  
250 until the next meeting and have MHD attend to present to the Board. He also asked to use the  
251 projector and have all of the vantage points of the current cameras and what the plan is to cover the  
252 remaining blind spots. Supervisor Barton said that if MHD does not attend the meeting and present  
253 on these two items, then he will make a motion to cancel their service contract and find another  
254 vendor. The Board then discussed what their objectives are with camera coverage, which would be  
255 seeing the full exterior areas. Supervisor Diaz asked about having internal cameras, and the Board  
256 discussed the pros and cons.

257  
258 Supervisor Barton asked to have another Board meeting in about two weeks. He would also like to  
259 have a meeting with Mr. Reidt and Mr. Justice on Monday.  
260

261 The Board discussed the TV proposal. Supervisor Barton wanted to have a line item breakdown in  
262 the proposal vs. only the full cost of the supplies and installation. He also asked to get a warranty  
263 for the installation. Supervisor Palmer asked about the size of the TV. It was clarified that the TV is  
264 for staff to monitor the security cameras and not for entertainment purposes for residents. The item  
265 was tabled until they can get more information from MHD.  
266

267 **J. General Matters of the District**  
268

269 Supervisor Diaz mentioned an issue with possible double billing for folding tables with two charges  
270 of \$963.91 on page 237 in the agenda package. She also mentioned a charge for umbrella and bases  
271 for \$2,399.20. Mr. Reidt will get more details on these items and report back to the Board.  
272

273 *Supervisor Barton briefly stepped out of the meeting and returned a few minutes later.*  
274

275 There was a question about the website maintenance charge and the response from Mr. Howell. Mr.  
276 Reidt answered. Supervisor Barton asked to have the Meritus contract sent to the Board via email.  
277

278 Supervisor Diaz asked about getting more details about the landscaping inspections. She stated that  
279 she sent an email asking for to get more information for the inspections for April 2020 to January  
280 2021 but had not received that documentation yet. Supervisor Barton wanted to make a formal  
281 request to get all of that information a week in advance of the next Board meeting. Supervisor Diaz  
282 also asked to get copies of the receipts for the petty cash with regards to the candy and decorations.  
283

284 Supervisor Vance said she would like to get quotes for double letter boards at the entrances.  
285

286 Supervisor Barton mentioned Frontier coming in to install lines and that some residents have  
287 complained about damage to their landscaping. He noted that the HOA is working on this with  
288 Frontier and the residents. Supervisor Barton also expressed his concerns about some of the  
289 decisions made and responses from the management company.  
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293 **5. CONSENT AGENDA**

- 294 **A. Consideration of Minutes of the Regular Meeting March 4, 2021**  
295 **B. Consideration of Minutes of the Continued Meeting March 11, 2021**  
296 **C. Consideration of Operations and Maintenance Expenditures February 2021**  
297 **D. Review of Financial Statements Month Ending February 28, 2021**  
298

299 The Board reviewed the Consent Agenda items.  
300

301	MOTION TO:	Approve the Consent Agenda Items A, B, and D.
302	MADE BY:	Supervisor Barton
303	SECONDED BY:	Supervisor Diaz
304	DISCUSSION:	The Board did not want to approve Consent Agenda
305		Item C.
306	RESULT:	Called to Vote: Motion PASSED
307		5/0 - Motion Passed Unanimously

308  
309 Supervisor Diaz reiterated that she would like for verification regarding the umbrella and base charge  
310 from October 2020, and the duplicate charges for the folding table from February 2021.  
311

312	MOTION TO:	Approve Consent Agenda Item C.
313	MADE BY:	Supervisor Barton
314	SECONDED BY:	Supervisor Diaz
315	DISCUSSION:	None further
316	RESULT:	Called to Vote: Motion PASSED
317		5/0 - Motion Passed Unanimously

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320 **6. SUPERVISOR REQUESTS**  
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322 Supervisor Barton said he would like to schedule a meeting with upper management at Meritus.  
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325 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**  
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327 There were no audience questions or comments.  
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330 **8. ADJOURNMENT**  
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332 The meeting was adjourned at 9:56 p.m.  
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336 *\*Please note the entire meeting is available on disc.*

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

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

343 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
344 meeting held on 5/15/21.

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347 Signature

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350 Printed Name

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352 Title:

353  Chair

354  Vice Chair

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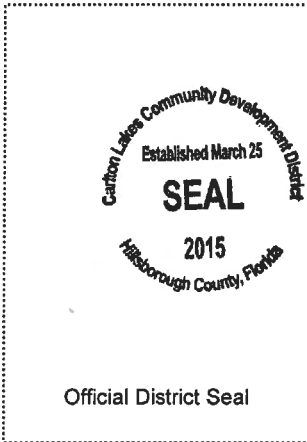
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Signature Paul H. Pull

Printed Name Paul H. Pull

Title:

Secretary

Assistant Secretary

Recorded by Records Administrator  
Signature [Signature]  
Date 5/11/21