

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**July 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, July 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, July 1, 2021 at approximately 6:02 p.m.**

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

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

**Staff Members Present:**

Rick Reidt	District Manager, Meritus
Vanessa Steinerts	District Counsel, Straley Robin Vericker

There were various landscape representatives present.

There were some resident audience members in attendance.

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

There was a question about the landscape. Other audience members were confused about the encroachment applications and were directed to Supervisor Diaz for questions.

**3. LANDSCAPE RFP REVIEW ON GRADING AND SELECTION OF LOWEST QUALIFIED BIDDER**

Supervisor Barton opened the discussion on landscape RFP review and grading of lowest qualified bidder. The Board submitted the grade sheets and tracking form. Each vendor was reviewed in alphabetical order by the Board. The vendors who were not present were Cornerstone and Greenview. All vendors were confirmed as in attendance at the mandatory pre-bid meeting. The Board then discussed the grading. The Board also asked questions of each of the vendors present as they reviewed their RFP submission.

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MOTION TO:	Grade 5 points for State Women and Small Minority Business local level and 10 points for state level.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

The Board discussed the final summary of grading and reviewed each bidder’s qualifications and grading.

MOTION TO:	Select Pine Lake as the lowest qualified bidder, following the review of financial statements with them starting July 6, 2021 if the statements are good, and for Counsel to prepare the final agreement.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**4. VENDOR/STAFF REPORTS**

**A. District Counsel**

- i. Discussion on Membership Fees Resolution Preparation**
- ii. Discussion on Process to Implement Rules and Rental Revisions**

Ms. Steinerts reviewed the process to develop the required membership resolution with the Board and will present at the next meeting for review. Ms. Steinerts then went over the process to revise the rules of the District and will present a detailed plan to implement with proper notifications and hearings at the next meeting, including a draft as reviewed with the Board during this meeting. Ms. Steinerts also went over the process to adjust the rental rates and also will bring that back to the Board for review following proper rates notifications. Ms. Steinerts will review and propose community relaxation room rules.

**B. District Engineer**

There were no updates from the Engineer.

**C. District Manager**

The Board reviewed the District Manager’s report.

92 **4. BUSINESS ITEMS**

93 **A. Discussion on Fish Stocking Proposals**

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95 The Board discussed the fish stocking proposals.

97	MOTION TO:	Accept the Remson proposal #1498 for a total of
98		\$454.50.
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

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105 **B. Discussion on Removal of Occupancy Sensors Proposal**

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107 The Board tabled this item until they can get additional quotes.

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109 **C. Discussion on Pergola & Fire Pit Lighting Proposal**

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111 The Board also tabled this item until they can get additional quotes.

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113 **D. Discussion on Amenity Center Access Control Proposal**

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115 The Board discussed the amenity center access control proposal and removed community room access  
116 and sales tax.

118	MOTION TO:	Approval the amenity center access control as revised.
119	MADE BY:	Supervisor Barton
120	SECONDED BY:	Supervisor Vance
121	DISCUSSION:	None further
122	RESULT:	Called to Vote: Motion PASSED
123		5/0 – Motion passed unanimously

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125 **E. Discussion on Fortinet WIFI – Office, Community Room, Pool Area and Deck**

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127 The Board tabled this item and requested a second quote prior to consideration.

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129 **F. General Matters of the District**

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131 Supervisor Diaz stated that she is not happy that management is not able to recover the sales tax  
132 from the Amazon account purchases in the past which were emailed to Mr. Davidson.

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134 Supervisor Barton said he checked pricing in Sun City for purchasing a golf cart and will be  
135 checking other locations because it was too expensive.

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137 The Board also discussed TVs, maps, getting the current rules and regulations and rental policies  
138 sent to them, future plans for the recreation room including a counter top on the wall, and staffing.  
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**5. CONSENT AGENDA**

- 142 **A. Consideration of Minutes of the Regular Meeting June 3, 2021**  
143 **B. Consideration of Operations and Maintenance Expenditures April 2021**  
144 **i. Certification of Completion of Project**  
145 **C. Consideration of Operations and Maintenance Expenditures May 2021**  
146 **D. Review of Financial Statements Month Ending May 31, 2021**  
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148 The Board reviewed the Consent Agenda items and wanted to pull items B and C for discussion.  
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150	MOTION TO:	Approve Consent Agenda items A and D.
151	MADE BY:	Supervisor Barton
152	SECONDED BY:	Supervisor Vance
153	DISCUSSION:	None further
154	RESULT:	Called to Vote: Motion PASSED
155		5/0 - Motion Passed Unanimously

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157 The Board discussed the April and May O&Ms and were concerned that the Cornerstone tree farm  
158 large invoice and the plant material does not appear to match the invoicing. The Board discussed the  
159 invoice at length and wanted to get more documentation and have management visually confirm the  
160 number of trees. The Board had a question about when the landscape inspections were moved to  
161 free and wanted to make sure the invoicing from Meritus is correct, as it appears that there were  
162 three months of charges for the inspections. The Board noted that they are missing an invoice from  
163 Decision HR and that the South Fork 3 invoice for LP Gas on page 183 needs to be removed and a  
164 credit needs to be obtained. The Board asked about the Spareem invoice; Mr. Reidt answered. The  
165 Board also asked to get details on the supplies in the Perfect Clean invoice on page 188 as the  
166 charge is high.

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169	MOTION TO:	Revisit the Consent Agenda and pull Item D.
170	MADE BY:	Supervisor Barton
171	SECONDED BY:	Supervisor Diaz
172	DISCUSSION:	None further
173	RESULT:	Called to Vote: Motion PASSED
174		5/0 - Motion Passed Unanimously

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176 Supervisor Barton made a motion to approve the May financials; however, it failed due to lack of a  
177 second. Supervisor Barton clarified that Consent Agenda items B, C, and D were not approved.  
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180 **6. SUPERVISOR REQUESTS**

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182 Supervisor Barton went over his concerns about Meritus.

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184 Supervisor Vance commented about Cornerstone and the mailbox damage. She also mentioned that  
185 there needs to be more attention to cleaning the mailbox off site of the community center.  
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188 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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190 A resident commented on the landscape RFP, rules and regulations, rental fees, and invoices. There  
191 were some questions about the new landscape vendor and the scope of service. There was also a  
192 comment about the fence encroachment process and concerns about District management.  
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195 **8. ADJOURNMENT**

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197 Supervisor Barton adjourned the meeting at 9:40 p.m.

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

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

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

208 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
209 meeting held on 08/05/2021

210 Freddy Barton  
211 0EF8E8674A5184...

212 Signature

213 Freddy Barton

214 Printed Name

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217 Title:

- 218  Chair
- 219  Vice-Chair

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DocuSigned by:  
Brian Lamb  
04F78E101DA249E...

Signature

Brian Lamb

Printed Name

Title:

- 218  Secretary
- 219  Assistant Secretary

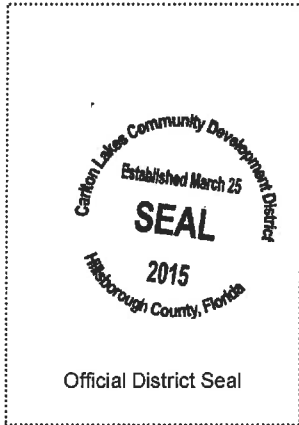
Recorded by Records Administrator

Brittany Crutchfield

Signature

8/20/2021

Date



Official District Seal