

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

August 5, 2021 Minutes of the Regular Meeting and Public Hearing

Minutes of the Board of Supervisors Regular Meeting and Public Hearing

The Regular Meeting and Public Hearing of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, August 5, 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 and Public Hearing of the Board of Supervisors of Carlton Lakes Community Development District to order on **Thursday, August 5, 2021 at approximately 6:22 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

Staff Members Present:

Rick Reidt	District Manager, Meritus	
Vanessa Steinerts	District Counsel, Straley Robin Vericker	
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>

There were some audience members in attendance.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. RECESS TO PUBLIC HEARING

Mr. Reidt directed the Board to recess to the public hearing.

41 **4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2022 BUDGET**

42 **A. Open the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**

43
44 MOTION TO: Open the public hearing.
45 MADE BY: Supervisor Barton
46 SECONDED BY: Supervisor Diaz
47 DISCUSSION: None further
48 RESULT: Called to Vote: Motion PASSED
49 4/0 - Motion Passed Unanimously

50
51 **B. Staff Presentations**

52
53 Mr. Reidt went over the proposed fiscal year 2022 budget and line items with the Board.

54
55 **C. Public Comments**

56
57 There were no public comments.

58
59 **D. Consideration of Resolution 2021-07; Adopting Proposed Fiscal Year 2022 Budget**

60
61 The Board reviewed the resolution.

62
63 MOTION TO: Approve Resolution 2021-07.
64 MADE BY: Supervisor Diaz
65 SECONDED BY: Supervisor Palmer
66 DISCUSSION: None further
67 RESULT: Called to Vote: Motion PASSED
68 4/0 - Motion Passed Unanimously

69
70 **E. Close the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**

71
72 The public hearing on adopting the proposed fiscal year 2022 budget was closed.
73
74
75

76 **5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**

77 **A. Open the Public Hearing on Levying O&M Assessments**

78
79 MOTION TO: Open the public hearing.
80 MADE BY: Supervisor Barton
81 SECONDED BY: Supervisor Diaz
82 DISCUSSION: None further
83 RESULT: Called to Vote: Motion PASSED
84 4/0 - Motion Passed Unanimously

85
86 **B. Staff Presentations**

87
88 Mr. Reidt went over the assessments with the Board. The Board asked some questions on accounting
89 items; Mr. Reidt and Ms. Steinerts answered.

90
91 **C. Public Comments**

92
93 There were no public comments.

94
95 **D. Consideration of Resolution 2021-08; Levying O&M Assessments**

96
97 The Board reviewed the resolution.

98
99 MOTION TO: Approve Resolution 2021-08.
100 MADE BY: Supervisor Diaz
101 SECONDED BY: Supervisor Palmer
102 DISCUSSION: None further
103 RESULT: Called to Vote: Motion PASSED
104 4/0 - Motion Passed Unanimously

105
106 **E. Close the Public Hearing on Levying O&M Assessments**

107
108 The public hearing on levying O&M assessments was closed.

109
110 **6. RETURN AND PROCEED TO THE REGULAR MEETING**

111
112 Mr. Reidt directed the Board to return and proceed to the regular meeting.
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114
115
116

117 **7. VENDOR/STAFF REPORTS**

118 **A. District Counsel**

119 **i. Discussion on Process to Implement Rules and Rental Revisions**

120
121 The Board reviewed and discussed the process for rules and rates revisions. Ms. Steinerts went over
122 the process for proceeding. The Board plans to discuss this more at the next meeting.

123
124 **ii. Discussion on Encroachment Agreements**

125
126 The Board and Ms. Steinerts discussed the encroachment agreements. All are incomplete and need
127 the full architectural request attached with all owners signing the agreement and having it witnessed
128 and notarized.

129
130 **iii. Discussion on Easement for Water Boost Pump**

131
132 The Board discussed the easement for the water boost pump. Ms. Steinerts and Ms. Stewart
133 commented on the County's needs.

134
135 **B. District Engineer**

136
137 Ms. Stewart reviewed the status of outflow failure on Water Table 6. The developer and design
138 team are researching failure and she is holding them responsible. Ms. Stewart will report more on
139 this matter at the next meeting.

140
141 **C. District Manager**

142 **i. Action Item List**

143 **ii. Community Inspections Report**

144
145 Mr. Reidt reviewed the District Manager's reports with the Board. Clubhouse Manager Wayne Justice
146 resigned without notice on Friday, and the District is actively searching for a new manager and staff.
147 Currently there is only one part-time staff person and Dema. Mr. Reidt discussed promoting Dema, and
148 the Board was in favor. Dema then presented a task and accomplishment list to the Board. Part-time
149 staff interviews will be ongoing.

150
151 The Chair approved a workshop for August 19, 2021 at 6:00 p.m. and proper notice issued by legal and
152 staff. The purpose of the workshop is a landscape review of Pine Lake's performance.

153
154 Mr. Reidt discussed the holiday lighting video and decorations with Board, and they requested
155 proposals at the September meeting.

156
157 Mr. Reidt reviewed his assumption of a continuous feeling the Board has expressed toward Meritus
158 and asked the Board if they wanted a new district management company or if they wanted to continue
159 their contract with Meritus moving forward. The Board discussed the situation and stated that Mr.
160 Reidt was doing much better and they would like for District Counsel to prepare a review for six
161 months out on Meritus's performance. The Board supported continuing with Meritus as their
162 management company.

163

164 Mr. Reidt also informed the Board that they would not have onsite employees as Meritus staff. Instead,
165 they will be District employees, and benefits will be the District's choice.
166

167

168 **8. BUSINESS ITEMS**

169 **A. Consideration of Resolution 2021-09; Setting FY 2022 Meeting Schedule**

170

171 The Board reviewed the resolution and meeting schedule. They decided to add additional workshops
172 on February 17th, April 21st, June 16th, and August 18th.
173

174

MOTION TO:	Approve Resolution 2021-09.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

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181 **B. Discussion on Pool Maintenance Contract**

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183 The Board reviewed the pool maintenance contract.
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MOTION TO:	Approve the pool maintenance contract and sign following the light repair.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

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C. Discussion on Irrigation & Lighting Proposal

The Board discussed the irrigation and lighting proposal and decided to table a decision until next month's meeting because they would like to review the proposal with the vendor at the meeting.

D. Discussion on Relaxation Room Furniture

The Board tabled this item until after the couch arrives.

E. Discussion on Community Center Pressure Washing & Sealing Proposal

This item was completed by Chair approval.

209 **F. Landscape Workshop – August 19, 2021**

210
211 The Board scheduled the landscape workshop for August 19, 2021 at 6:00 p.m.

212
213 **G. General Matters of the District**

214
215 The Board expressed concerned again over the website billing when the contract says it is included.

216
217 Mr. Reidt went over that Board staffing and the full-time person would be through Decision HR and
218 not Meritus.

219
220 Supervisor Barton went over the golf cart selection. The Board discussed.

221

222	MOTION TO:	Approve the golf cart with a not-to-exceed of \$11,500.
223	MADE BY:	Supervisor Barton
224	SECONDED BY:	Supervisor Diaz
225	DISCUSSION:	None further
226	RESULT:	Called to Vote: Motion PASSED
227		4/0 - Motion Passed Unanimously

228

229 The Board reviewed the hours of operation and decided that they will remain the same: the gym will
230 be open from 6:00 a.m. to 9:00 p.m., the pool and the park will be open from 9:00 a.m. to sunset,
231 children under the age of 14 must be accompanied by an adult, and the age for using the gym
232 equipment is 14 and older or accompanied by an adult.

233

234 The Board also discussed rules and regulations and said no groups of ten or more on the patio and
235 that large groups should use the room rental process.

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238 **9. CONSENT AGENDA**

239 **A. Consideration of Minutes of the Regular Meeting July 1, 2021**

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241 The Board reviewed the meeting minutes.

242

243	MOTION TO:	Approve July 1, 2021 meeting minutes.
244	MADE BY:	Supervisor Barton
245	SECONDED BY:	Supervisor Diaz
246	DISCUSSION:	None further
247	RESULT:	Called to Vote: Motion PASSED
248		4/0 - Motion Passed Unanimously

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251 **B. Consideration of Operations and Maintenance Expenditures April 2021**

252 **C. Consideration of Operations and Maintenance Expenditures May 2021**

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254 The Board reviewed the April and May 2021 O&Ms.

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256 MOTION TO: Approve the April and May 2021 O&Ms.

257 MADE BY: Supervisor Barton

258 SECONDED BY: Supervisor Diaz

259 DISCUSSION: None further

260 RESULT: Called to Vote: Motion PASSED

261 4/0 - Motion Passed Unanimously

262

263 **D. Consideration of Operation and Maintenance Expenditures June 2021**

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265 The Board reviewed the June 2021 O&Ms and requested a website credit and landscape inspection
266 credit. They also requested a sales tax credits for items on pages 281-284. The Board said they
267 would like to be emailed a copy of the credit for the transfer of funds for the South Fork III invoice
268 for propane which was inadvertently billed to Carlton Lakes in prior O&Ms. Supervisor Diaz
269 reported four missing invoices, but after review Mr. Reidt found them in the document.

270

271 The Board tabled the June 2021 O&Ms.

272

273 **E. Review of Financial Statements Month Ending June 30, 2021**

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275 Mr. Reidt reviewed the financials with the Board.

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278 **10. SUPERVISOR REQUESTS**

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280 There were no supervisor requests.

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283 **11. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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285 There were resident comments on needing better tracking of staff and video surveillance signs.

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289 **12. ADJOURNMENT**
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291	MOTION TO:	Adjourn at 9:55 p.m.
292	MADE BY:	Supervisor Barton
293	SECONDED BY:	Supervisor Diaz
294	DISCUSSION:	None further
295	RESULT:	Called to Vote: Motion PASSED
296		4/0 - Motion Passed Unanimously

297
298 **Please note the entire meeting is available on disc.*
299

300 **These minutes were done in a summary format.*
301

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

305 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
306 meeting held on 9/2/2021.

307 *[Signature]*
308
309 Signature

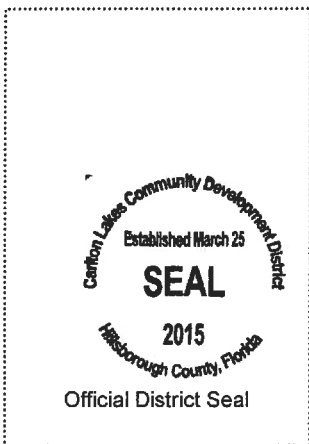
310 Fredy Barton
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312 Printed Name

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314 Title:
315 Chair
316 Vice-Chair

[Signature]
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318 Signature

Rick Rosett
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320 Printed Name

321 Title:
322 Secretary
323 Assistant Secretary



Recorded by Records Administrator

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Signature
9/6/21
Date