

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

September 2, 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, September 2, 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, September 2, 2021 at approximately 6:00 p.m.**

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

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

Staff Members Present:

| | |
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| Rick Reidt | District Manager, Meritus |
| Vanessa Steinerts | District Counsel, Straley Robin Vericker |
| John Amarosa | Pine Lake Nursery |
| Tim Gay | Illuminations Holiday Lighting |

There were two resident 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 Counsel

Ms. Steinerts went over the need for an events agreement with the HOA and CDD; she will prepare the agreement. She also reviewed compliance with Sunshine Laws with the Board.

B. District Engineer

Mr. Reidt reported that replacement of outflow damage should be under warranty. The Board requested for Ms. Stewart to attend the next meeting to update the Board on that item and bring more information on the booster pump plans from the County for the Board to review.

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C. District Manager

i. Action Item List

The Board reviewed the Action Item List and requested follow-up on the Jive system with the speakers' volume issue. It was also noted that two dog stations need adjustment.

ii. Community Inspection Report

The Board reviewed the Community Inspection Report and discussed the landscaping with Mr. Amarosa. The Board requested a quote to replace the Chinese Fan Palm which was hit by an unknown vehicle. They also asked for Pine Lake to provide a plan and timeline for annual rotations. The Board asked for a quote to fill in or replace Jasmine with some other item in the area in the photo on page 13, and in the area in the photo on page 15 to get a quote to sod around the electrical transformer with varication of irrigation. If there is no irrigation in this area, the Board asked for Pine Lake to recommend an alternate plan. It was noted that the shrubs along the fence on Balm failed and need spot replacement and fertilizer push; the Board also would like a quote for this.

Mr. Amarosa reported that mulch would be placed under contract in late October. Mr. Amarosa and Mr. Reidt will coordinate a proposal for Counsel and the Engineer to review with Board approval on a storage area for equipment.

The Board reviewed the irrigation proposal from July 23 not in the agenda. Mr. Reidt will check with Ms. Stewart on irrigation again prior to installation as that could save money.

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| MOTION TO: | Approve the quote for \$8,043.82 not to exceed. |
| MADE BY: | Supervisor Barton |
| SECONDED BY: | Supervisor Vance |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 – Motion passed unanimously |

4. BUSINESS ITEMS

A. Consideration of Resolution 2021-10; Setting Amended FY 2022 Meeting Schedule

The Board reviewed the resolution and amended FY 2022 meeting schedule.

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| MOTION TO: | Approve Resolution 2021-10. |
| MADE BY: | Supervisor Barton |
| SECONDED BY: | Supervisor Morales Diaz |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 – Motion passed unanimously |

93 **B. Consideration of Resolution 2021-11; Setting Public Hearing on Amended Recreation**
94 **Center Policies**

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96 The Board reviewed the resolution. The public hearing will be scheduled for October 7, 2021 at 6:00
97 p.m. at the Carlton Lakes Clubhouse.

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| 98 | MOTION TO: | Approve Resolution 2021-11. |
| 99 | MADE BY: | Supervisor Barton |
| 100 | SECONDED BY: | Supervisor Morales-Diaz |
| 101 | DISCUSSION: | None further |
| 102 | RESULT: | Called to Vote: Motion PASSED |
| 103 | | 5/0 – Motion passed unanimously |
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106 **C. Discussion on Holiday Lighting Proposal**

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108 Mr. Gay presented the holiday lighting proposal to the Board. Supervisor Morales Diaz wanted
109 additional quotes, feeling his prices were too high. Timing is short to schedule work for the holidays
110 and Mr. Gay said he may withdraw quote if not accepted. The Board decide to give Supervisor
111 Morales Diaz time until Friday next week to obtain additional quotes. The Board continued to discuss
112 the lighting and stated that they want the Gemstone track lighting on all six entry features as well as the
113 clubhouse.

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| 114 | MOTION TO: | Authorize the Chair a not-to-exceed of \$20,000 for 115 holiday lighting installation after review of all quotes 116 next Friday. |
| 117 | MADE BY: | Supervisor Barton |
| 118 | SECONDED BY: | Supervisor Vance |
| 119 | DISCUSSION: | None further |
| 120 | RESULT: | Called to Vote: Motion PASSED |
| 121 | | 5/0 – Motion passed unanimously |
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124 **D. Discussion on Encroachment Agreement – 11401 Hudson Hills Ln.**

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126 The Board reviewed the encroachment agreement for 11401 Hudson Hills Lane.

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| 127 | MOTION TO: | Approve the Encroachment Agreement for 11401 128 Hudson Hills Lane. |
| 129 | MADE BY: | Supervisor Barton |
| 130 | SECONDED BY: | Supervisor Morales Diaz |
| 131 | DISCUSSION: | None further |
| 132 | RESULT: | Called to Vote: Motion PASSED |
| 133 | | 5/0 – Motion passed unanimously |
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137 **E. Discussion on Pergola & Fire Pit Lighting Proposal**
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139 The Board reviewed and discussed the lighting proposal for the pergola and fire pit.
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| 141 | MOTION TO: | Approve the quote from KFG Electrical Services to |
| 142 | | install the LED Lights with sensor, weather-proof box, |
| 143 | | and labor on install, not to exceed \$458 if KFG can |
| 144 | | provide license, COI, and W9. |
| 145 | MADE BY: | Supervisor Barton |
| 146 | SECONDED BY: | Supervisor Vance |
| 147 | DISCUSSION: | None further |
| 148 | RESULT: | Called to Vote: Motion PASSED |
| 149 | | 5/0 – Motion passed unanimously |

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151 **F. Discussion on Removal of Occupancy Sensors Proposal**
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153 The Board reviewed the proposal and tabled it for more quotes and clarification.
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155 **G. General Matters of the District**
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157 Mr. Reidt updated the Board on staffing and the interview process. He noted that it is difficult
158 finding the right personnel. Supervisor Barton is part of the process. Mr. Reidt also reported that
159 Meritus will credit the landscape inspection in the July O&Ms. Mr. Lamb or Mr. Davidson will
160 attend the beginning of the next meeting to resolve all other O&M questions.
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163 **5. CONSENT AGENDA**

164 **A. Consideration of Minutes of the Regular Meeting August 5, 2021**
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166 The Board reviewed the minutes.
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| 168 | MOTION TO: | Approve the August 5, 2021 meeting minutes. |
| 169 | MADE BY: | Supervisor Barton |
| 170 | SECONDED BY: | Supervisor Morales Diaz |
| 171 | DISCUSSION: | None further |
| 172 | RESULT: | Called to Vote: Motion PASSED |
| 173 | | 5/0 - Motion Passed Unanimously |

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175 **B. Consideration of Operations and Maintenance Expenditures July 2021**
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177 The Board tabled the July 2021 O&Ms until the next meeting.
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180 **C. Review of Financial Statements Month Ending July 31, 2021**

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182 Mr. Reidt reviewed the financials with the Board.

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185 **6. SUPERVISOR REQUESTS**

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187 Supervisor Vance discussed that she would like for the Board to be more respectful of vendors and
188 not so harsh in approach.

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190 Supervisor Barton stated that Mr. Reidt has improved in communication and that things are
191 progressing well with a lot more needing to be completed.

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194 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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196 There were no audience questions or comments.

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199 **8. ADJOURNMENT**

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201 Supervisor Barton adjourned the meeting at 8:57 p.m.

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204 *Please note the entire meeting is available on disc.

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206 *These minutes were done in a summary format.

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

211 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
212 meeting held on 10/7/2021.

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215 Signature

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218 Printed Name

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220 Title:

221 Chair

222 Vice-Chair

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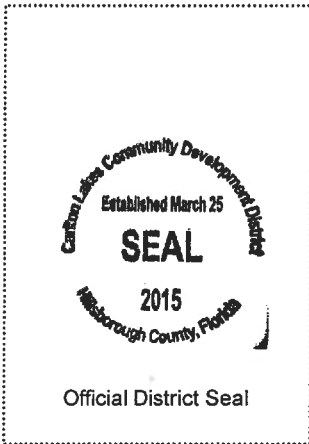
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Signature

Printed Name

Title:

Secretary

Assistant Secretary

Recorded by Records Administrator

Signature

Date 10/8/21