

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

December 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, December 2, 2021 at 6:00 p.m.** at the Carlton Lakes Clubhouse located at 11410 Carlton Fields Dr., Riverview, FL 33579.

1. PLEDGE OF ALLEGIANCE

Supervisor Levatte led the Pledge of Allegiance.

2. 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, December 2, 2021 at approximately 6:00 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>
Fredrick Levatte	Supervisor	
Nicholle Palmer	Supervisor	
Rena Vance	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>
John Amarosa	Pine Lake Nursery	
Joey Muniz	Pine Lake Nursery	

There were no resident audience members in attendance.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

44 **4. VENDOR/STAFF REPORTS**

45 **A. District Engineer**

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47 Ms. Stewart reviewed the weir cutbacks and went over the need to get proper work on the weir on
48 Table 6. Ms. Stewart provided one quote for the cutbacks for \$3,000. Mr. Reidt checked with
49 Michael from Pine Lake, and he stated they do not do wet mow. During the meeting, Mr. Amarosa
50 stated they could do that, but it would not be lower than the quote the District had in hand.

51
52 *Supervisor Barton arrived at the meeting while Ms. Stewart was reporting.*

53
54 The Board discussed the weir cutbacks.

MOTION TO:	Approve the cutbacks needed by the contractor bidding the weir repair for \$3,000.
MADE BY:	Supervisor Palmer
SECONDED BY:	Supervisor Levatte
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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64 Supervisor Levatte stated that there is soft ground on the other side of Table 6. The Engineer will check
65 on the reason for the soft ground.

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67 **B. District Counsel**

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69 There was nothing additional to report from Counsel.

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71 **C. District Manager**

- 72 **i. Action Item List**
73 **ii. Community Inspection Report**

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75 Mr. Reidt reviewed the action item list and community inspection report with the Board. It was
76 noted that a dog station was struck by a mower and another dog station in the Balm Rd. area is
77 missing the top canister, which is in the office. Pine Lake will review and work with Mr. Reidt for
78 repair. The fence on Balm Riverview needs to be removed; the District will not be reviewing it
79 further. Mr. Reidt will do a chase count and get a repair quote from the manufacturer.

80
81 Supervisor Barton asked for Pine Lake representatives Mr. Amarosa and Mr. Muniz for updates.
82 They stated that the ants in the beds and turf have been treated. Mr. Muniz explained the process for
83 treating, which involves leaving the mounds and then raking or mowing them down once the colony
84 is dead. It was noted that the action item of curb repair sinking is needed. Mr. Muniz will send Mr.
85 Reidt a location to report it to the County. Supervisor Levatte noted that he wants to be part of the
86 ride-through with Mr. Roberts during the landscape reviews. Mr. Muniz will review the colored
87 cycle map with Supervisor Levatte. The Board also requested for grasses to be trimmed off of the
88 sidewalks and for mulch to be added by the sidewalk.

89

90 Mr. Reidt will have Pine Lake at the top of the agenda so they do not need to sit through the entire
91 meeting moving forward.
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94 **5. BUSINESS ITEMS**

95 **A. Consideration of Pergola and Amphitheater Electrical**

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97 The Board tabled this item in order to get more quotes.
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B. Consideration of License Agreement for Pine Lake Equipment Storage

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101 The Board discussed and agreed to move forward with the already endorsed and approved agreement.
102 Pine Lake will proceed.
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C. Consideration of Pool Pump Motor

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106 The Board reviewed the pool pump motor proposal.
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MOTION TO:	Have Supervisor Barton and Mr. Reidt meet with Pool Works and review, and then the Chair may approve the not-to-exceed lower amount.
MADE BY:	Supervisor Vance
SECONDED BY:	Supervisor Levatte
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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D. Consideration of Facility Use Agreement

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119 The Board discussed the Facility Use Agreement with Ms. Steinerts and approved it by consensus.
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E. Consideration of Security Services

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123 The Board discussed security services and decided that HCSO is too costly. They requested more
124 competitive bids from security companies and wanted to invite Securiteam and have all vendors
125 present at the January meeting.
126

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F. General Matters of the District

128

129 The Board would like to do a review of staffing and part-time staff. More attention is needed to staff
130 attendance and staying busy since no management is on site, and corrective action should be
131 utilized as needed. The Board also reviewed manager pay, the possibility of outsourced staffing, and
132 current resumes. They would like to expand the request for resumes to Indeed and Monster.
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134 Schedule adjustments for Mike were requested for 10:00 a.m. to 4:00 p.m. Wednesday – Sunday
135 with other staff covering the days and evenings, starting on Monday.

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137 Ms. Steinerts will develop a grading sheet for Meritus. Supervisor Barton would like to survey the
138 community on Meritus's performance.
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141 **6. CONSENT AGENDA**

142 **A. Consideration of Minutes of the Regular Meeting November 4, 2021**

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144 The Board reviewed the minutes.
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MOTION TO:	Approve the meeting minutes for November 4, 2021.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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153 **B. Consideration of Operations and Maintenance Expenditures October 2021**

154 **C. Review of Financial Statements Month Ending October 31, 2021**

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156 Consent Agenda items B and C were tabled. The Board noted that the Meritus invoicing was pre-
157 billed one month ahead with the credits not reflected. Mr. Reidt will work with Mr. Howell and get
158 credits issued and current billed invoicing for the District.
159

160 There was a concern about Zebra invoicing. The Board asked to have the last six months of invoices
161 pulled and reviewed, to be discussed with the Chair. It was also noted that the aquatics contract
162 payment appears to have been billed twice in one month.
163

164 Supervisor Barton would like to have another call with Mr. Howell, Mr. Davidson, and Mr. Reidt
165 regarding accounting.
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168 **7. SUPERVISOR REQUESTS**

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170 There were no additional supervisor requests.
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173 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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175 There were no audience questions or comments.
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178 **9. ADJOURNMENT**

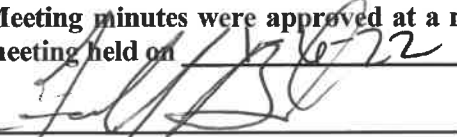
179
180 Supervisor Barton adjourned the meeting at 8:26 p.m.
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184 **Please note the entire meeting is available on disc.*
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186 **These minutes were done in a summary format.*
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188 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
189 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
190 *including the testimony and evidence upon which such appeal is to be based.*

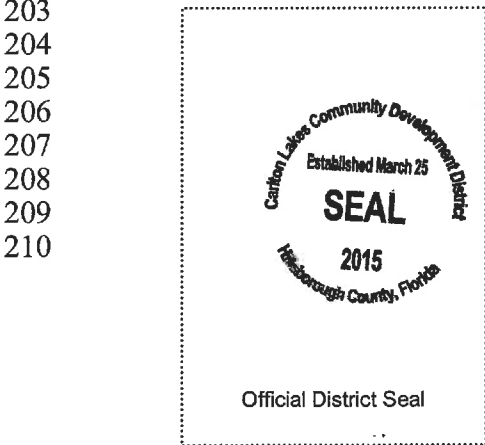
191 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
192 meeting held on 1-12-22.


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194 
195 Signature
196 Freddy Barton
197 Printed Name


Signature
Rick L. Reichert
Printed Name

199
200 **Title:**
201 Chair
202 Vice-Chair

Title:
 Secretary
 Assistant Secretary



Recorded by Records Administrator

Signature
1-12-22
Date