

**MINUTES OF MEETING
CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

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2 The regular meeting of the Board of Supervisors of Carlton Lakes Community Development
3 District was held on Thursday, September 7, 2023, and called to order at 6:02 p.m. at the Carlton
4 Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579.

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6 Present and constituting a quorum were:

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8 Freddy Barton Chairperson
9 Elizabeth Diaz Vice Chairperson
10 Rena Vance Assistant Secretary
11 Nicholle Palmer Assistant Secretary

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13 Also present were:

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15 Rick Reidt District Manager
16 Fredrick Levatte Operations Manager
17 John Amarosa Pine Lake
18 Carlos Miranda Pine Lake
19 Residents

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21 *The following is a summary of the discussions and actions taken.*

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23 **FIRST ORDER OF BUSINESS**

Pledge of Allegiance

24 Mr. Reidt led the Pledge of Allegiance.

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26 **SECOND ORDER OF BUSINESS**

Call to Order/Roll Call

27 Mr. Reidt called the meeting to order, and a quorum was established.

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29 **THIRD ORDER OF BUSINESS**

Public Comments on Agenda Items

30 There being none, the next order of business followed.

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32 **FOURTH ORDER OF BUSINESS**

Pine Lakes

33 **i. Inspection Report**

- 34 • Pine Lakes discussion Mr. Amarosa with Mr. Miranda reviewed the inspection report
35 and discussed landscape needs with the Board.
- 36 • Concerns over shrubs and irrigation on Balm Road and damage done by EPG on water
37 line install. Mr. Amarosa will work to get corrected and involve Mr. Reidt if needed.
- 38 • Pine Lake is still waiting on agreement on kiosk repair payment. Mr. Reidt has not
39 received invoice for storage unit.

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FIFTH ORDER OF BUSINESS

Vendor/Staff Reports

A. District Counsel

i. Consideration of Suspension Policy

This item was tabled, until the return of regular District Counsel.

- Incident report which was emailed to the Board was reviewed and discussed and legal counsel to be instructed to send warning letter stating: *"This letter serves as a warning on food and drink within 10 feet of pool edge."*
- Ms. Jolly ignored staff request in person and over public address to all residents to correct this situation.
- Due to repeated violations any future violation of District rules, may result in suspension and/or termination of access privileges.

On MOTION by Mr. Barton seconded by Ms. Vance with all in favor, Certified Letter regarding violation of rules, as discussed. was approved.

B. District Engineer

ii. Discussion on Carlton Lakes Outflow

This item was not discussed.

C. District Manager

- Pool service check list will be provided to Mr. Levatte.
- Grill replacement will be needed in near future.
- Mr. Reidt to locate holiday list on light operation times.
- Pine Lake fence damage repayment of Lakes 1&2.
- The Board supported the decision to withhold a deposit for alcohol upon rental.
- Mr. Barton left the meeting.

SIXTH ORDER OF BUSINESS

Business Items

A. Discussion on Resident Resumes for Vacant Seat

- The Board suggested Ms. Nicole Snelling be appointed as Supervisor Seat #4.

On MOTION by Mr. Barton seconded by Ms. Vance with all in favor, the appointment of Ms. Snelling to Supervisor Seat#4, was approved. 4-0

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- Mr. Radcliff, a certified Notary of the State of Florida, administered the Oath of Office to Ms. Snelling in Seat 4.

B. Consideration of Resolution 2023-09, Designation of Officers
This item was tabled; however, the Board held a Voice Vote.

On VOICE vote, with Mr. Barton, Ms. Vance and Ms. Diaz voting aye and Ms. Palmer abstaining, the appointment of Mr. Barton as Chairperson and Ms. Vance as Vice Chairperson, was approved. 4-1

C. Consideration of Resolution 2023-10 Setting Fiscal Year 2024 Meeting Schedule

On MOTION by Ms. Vance seconded by Mr. Barton, with all in favor, Resolution 2023-10 Setting Fiscal Year 2024 Meeting Schedule, was adopted. 5-0

D. Discussion on Pool Repairs
i. Ratification of Pool Repair Proposal
This item was tabled for more information.

SEVENTH ORDER OF BUSINESS

Consent Agenda

- A. Consideration of Minutes of the Workshop July 20, 2023**
- B. Consideration of Minutes of the Board of Supervisors of the Public Hearings and Regular Meetings August 3, 2023**

On MOTION by Ms. Diaz seconded by Ms. Palmer, Consent Agenda Items A and B, were approved. 4-0

- C. Consideration of Operations and Maintenance Expenditures June 2023**
- D. Consideration of Operation and Maintenance Expenditures July 2023**

On MOTION by Ms. Diaz seconded by Ms. Vance, Consent Agenda Items C and D, were approved. 4-0

E. Review of Financial Statements Month Ending July 31, 2023
The Board reviewed the financial statements.

EIGHTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

- Ms. Palmer requested a recapitulation of all credits from Joyce at next meeting on Inframark past invoices.
- Ms. Snelling had no comments.
- Ms. Diaz reviewed parking for mail kiosk at clubhouse.

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- Mr. Levatte to get cost of signs limiting parking to 10 minutes for two spots in the parking area.
- Ms. Vance had no comments.
- Discussion on Temporary License Agreement for Mr. and Mrs. Ratcliffe at 11429 Alachua Creek Lane, Riverview, FL 33579.

On MOTION by Mr. Barton seconded by Ms. Diaz, with all in favor, Temporary License Agreement for Mr. and Mrs. Radcliff, was approved. 5-0

NINTH ORDER OF BUSINESS

Audience Questions, Comments and Discussion Forum


- Ms. Karen, a resident, commented on hedges on Balm Road providing photos to the Board.
- Mr. Joe, a resident, has submitted two quotes one for pressure washing and one for paver clean and seal to Mr. Levatte but not to Mr. Reidt, so they are not in agenda for review.
- He also discussed vending possibilities with the Board, which had been discussed previously and action tabled indefinitely.

TENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Ms. Vance seconded by Ms. Palmer, with all in favor, the meeting was adjourned at 8:10 p.m., 4-0



Rick Reidt
Assistant Secretary



Freddy Barton
Chairperson