

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

The regular meeting of the Board of Supervisors of Carlton Lakes Community Development District was held on Thursday, December 7, 2023, and called to order at 6:05 p.m. at the Carlton Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579.

Present and constituting a quorum were:

Freddy Barton
Rena Vance
Elizabeth Morales Diaz
Nicholle Palmer
Nicole Snelling

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Rick Reidt
Kathryn Hopkinson
Fredrick Levatte
Joyce Blocker
Carlos Miranda
Members of the Public

District Manager
District Counsel (*via Zoom*)
Operations Manager
Lead Accountant, Inframark (*via phone*)
Pine Lakes

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

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Mr. Reidt led the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Call to Order/Roll Call

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

THIRD ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

Pine Lakes

- Mr. Miranda reviewed the inspection report with the Board. He will begin sending fertilization, and irrigation reports monthly to Mr. Reidt to be included in the Agenda Books.
- Pine trees on Balm Road will be evaluated and quoted for removal in the future.

The record shall reflect Mr. Barton joined the meeting at 6:14 p.m.

NINTH ORDER OF BUSINESS

Action Items

D. Discussion on Rules Infraction Policy

- Ms. Hopkins addressed the Policy.
- She will prepare a Resolution for Mr. Barton's signature to be ratified at the January meeting.

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, District Counsel was authorized to prepare a Resolution adopting a Rules Infraction Policy, and the Chairman was authorized to execute said Resolution, to be ratified at the next meeting. 5-0

FIFTH ORDER OF BUSINESS

Attorney's Report

- Ms. Diaz asked Ms. Hopkins to prepare an amendment to the Inframark agreement to allow deductions in payments based on failure to perform for discussion at the January meeting.
- Items such as financials not submitted timely, lateness with sending meeting books and website maintenance were discussed.

SIXTH ORDER OF BUSINESS

Manager's Report

- Mr. Reidt reported all accounts payable have been brought up to date, with checks being mailed on Friday.
- Mr. Reidt confirmed that Bridge Line is in place, tax collections are starting to be realized and the budget will be tight for this year.

The Board moved to items of discussion with Ms. Blocker:

- The Board requested the following items be provided, the day prior to each meeting:
 - Current checking account balance.
 - Current outstanding accounts payable.
 - Bank Register with each financial report.
 - Timely Financial Statements:
 - December Financial Statements at the January meeting.
 - Monthly loan status update.
- Ms. Diaz brought to the attention of Ms. Blocker, that for the last two years her CDD assessments have been \$1,200 instead of \$1,046.76 per the budget. She has prepaid her bond portion and inquired as to the reason her assessment is higher than the table in the budget.
- Ms. Blocker will investigate and respond accordingly.

SEVENTH ORDER OF BUSINESS

Onsite Manager's Report

- The Board reviewed staffing reductions with no overlap of hours.
- Review of late rentals.
- Mr. Lavette to collect electric quotes for next meeting for repairs as needed.

EIGHTH ORDER OF BUSINESS

Engineer's Report

There being no report, the next order of business followed.

NINTH ORDER OF BUSINESS

Action Items (Continued)

A. Consideration of Resolution 2024-02, Amending FY 2023 Budget

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, Resolution 2024-02, Amending Fiscal Year 2023 Budget, was adopted. 5-0

B. Acceptance of Financial Report FY Ending September 30, 2022

- Ms. Blocker commented, due to internal issues, the report is late but should normally be available by June or July.

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, Financial Report for Fiscal Year Ending September 30, 2022, was accepted. 5-0

C. Discussion of Operations Manager Evaluation

- Mr. Reidt discussed the report to be completed prior to the next meeting for discussion regarding any possible pay actions at that time.
- The Board asked that an electronic copy be mailed.

E. Consideration of Grau & Associates Engagement Letter

- The Board asked if they could go out to bid. Ms. Blocker explained, if they do so this year, it would delay the 2023 audit.
- The Board requested quotes to be obtained for 2024 audit.

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, the Audit Engagement Letter with Grau & Associates, was approved. 5-0

F. Ratification of Final Endorsed Bridge Line of Credit

This item was not ready for review. The Board tabled to the next meeting. Loan documents will be emailed to the Board for review.

TENTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the October 19, 2023, Workshop

B. Approval of Minutes of the November 2, 2023, Regular Meeting

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, Minutes of the October 19, 2023 Workshop and November 2, 2023 regular meeting, were approved. 5-0

C. Consideration of Operation and Maintenance Expenditures of September-October 2023

D. Acceptance of the Financials and Approval of the Check Register for September-October 2023

- Item C was tabled to next meeting due to lateness of agenda book and the Board not having time to review.
- Item D was presented, a copy of which was included in the agenda package.


The following items were discussed:

- Ms. Palmer had questions with regards to white lights on one entrance.
- Ms. Vance instructed Mr. Levatte to email all encroachments he has on file from Karen to Ms. Hopkinson and Mr. Reidt.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, Mr. Barton adjourned the meeting at 7:53 p.m.


Rick Reidt
District Manager


Freddy Barton
Chairperson

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