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MINUTES OF MEETING CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

1 2 The regular meeting of the Board of Supervisors of Carlton Lakes Community Development 3 District was held on Thursday, January 4, 2024, and called to order at 6:02 p.m. at the Carlton 4 Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579. 5 6 Present and constituting a quorum were: 7 8 Freddy Barton Chairperson 9 Rena Vance Vice Chairperson 10 Elizabeth Morales Diaz Assistant Secretary Nicholle Palmer Assistant Secretary 11 12 Nicole Snelling **Assistant Secretary** 13 14 Also present were: 15 16 Rick Reidt District Manager 17 Fredrick Levatte Operations Manager 18 Kathryn Hopkinson District Counsel (via phone) John Amarosa 19 Pine Lakes 20 Carlos Miranda Pine Lakes Various Residents 21 22 23 The following is a summary of the discussions and actions taken. 24 25 FIRST ORDER OF BUSINESS Pledge of Allegiance 26 Ms. Vance led the Pledge of Allegiance. 27 28 SECOND ORDER OF BUSINESS Call to Order/Roll Call 29 Mr. Reidt called the meeting to order, and a quorum was established. 30 31 THIRD ORDER OF BUSINESS **Public Comments** 32 Ms. Mohler, a resident, inquired on fence repairs from hurricane damage. Mr. Reidt assured 33 the project is to be completed tomorrow or Saturday, January 6, 2024. 34 • She also reported the lights on the east Arbor Pines sign are not functioning. Mr. Levatte will inspect the Ground Fault Interrupter-GFI. 35 36 37 The record will reflect Mr. Barton joined the meeting. 38 39 FOURTH ORDER OF BUSINESS Pine Lakes 40 Mr. Amarosa and Mr. Miranda reviewed inspections and quotes with the Board. 41

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43	i. Pine Tree Removal on Balm RD
44 45 46 47 48	On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, Pine Lake Proposal #3144 in the amount of \$1,625 for the removal of a Pine tree on Balm Road, was approved. 5-0
49 50	 ii. Proposals from Inspection Mr. Miranda will resend the quote for Arbacola at entry for review and suggest a pathway
51	for quote #3182 in the amount of \$512.50 at the next meeting.
52 53 54	 iii. Fertilization and Pest Treatments The LadyBug365 Pest and Lawn service report was discussed.
55	• Fertilization activity should continue to be in the agenda for each meeting.
56	• Irrigation monthly inspections should be emailed to Mr. Reidt for distribution to Ms. Vance
57	and Mr. Levatte for consistency.
58 59 60	FIFTH ORDER OF BUSINESS • Ms. Hopkinson reviewed a request by the Board for the amendment to the Inframark
61	agreement, requiring 60-day invoices and no delays with agenda packages completed and
62	correctly distributed a week prior to meeting, to allow time for review.
63	• There was discussion on easement encroachments. Ms. Hopkinson will provide copies of all
64	completed to Ms. Diaz.
65	• The Board requested that the comment section on the agenda be moved immediately
66	following audience comments on future agenda packages. This will be completed starting
67	with the next meeting pursuant to the decision of Mr. Barton.
68	Mr. Barton requested a monthly call to discuss needed items minimizing legal budgetary
69	costs. Mr. Reidt recommended a Microsoft Teams meeting with Mr. Barton approximately
70	ten days prior to the meeting at Mr. Barton's discretion.
71	• Concern was expressed over delays in legal cost billing. The Board would like this to stay
72	more current. The goal is to minimize legal costs as part of the budget savings.
73 74 75 76	

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- Fence repair from hurricane damage was discussed with the Board. Mr. Reidt confirmed, this will take place tomorrow and Saturday.
 - Printed budget and Assessment Methodology from 2021 to 2024 was reviewed.
 - Status of Line of Credit which is at \$194,000 total on a three year pay back was discussed.
 - Salary increases for part-time staff, managers and consideration of evaluation results were reviewed.

On MOTION by Mr. Barton seconded by Ms. Diaz, with all in favor, it a 2.5% cost of living increase for all staff effective October 1, 2023, awaiting Board review of financials and cash balance against aging report, was approved as discussed. 5-0

On MOTION by Ms. Snelling seconded by Ms. Diaz, with Ms. Snelling, Ms. Diaz and Mr. Barton voting aye, and Ms. Vance and Ms. Palmer voting nay, the amended motion for a 3% cost of living increase for all staff retroactive from October 1, 2023, was approved. 3-2

- Mr. Reidt explained the overtime invoice from Inframark, and the Board was opposed due to
 delay in processing. Mr. Reidt explained the process with Inframark's reasons for delays
 and his direction to hold due to cash situation of the District. Systems now in place for two
 months turn around. The Board felt all billings need to be timely as per contract.
- A review determined there is no requirement in the contract for timely billing. It was mentioned that it was a breach of contract, but it is not. The Board wanted to ensure Mr. Reidt's portion was whole, and he was paid, but they will contest the Inframark portion.
- Needing to control legal fees, more prompt invoicing and moving legal to top of meeting limit to one hour was discussed. Mr. Barton suggested legal briefings prior to the meetings to discuss agenda related matters and Inframark billable hours.

On MOTION by Mr. Barton seconded by Ms. Palmer, with all in favor, the Board shall not entertain any invoices and/or expenses not currently budgeted for a period of four-months duration, as discussed. 5-0

SEVENTH ORDER OF BUSINESS

Onsite Manager's Report

• Sidewalks, electrical needs and staffing hours were reviewed.

The record shall reflect Mr. Barton left the meeting.

EIGHTH ORDER OF BUSINESS Engineer's Report

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

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117 118 119 120 121	NINTH ORDER OF BUSINESS A. Discussion on Review of Spending Authority B. Ratification of Final Endorsed Bridge Line of Credit No action required with these items. Mr. Reidt will bring back ratification online of credit in
122	February with more information.
123 124 125 126	TENTH ORDER OF BUSINESS A. Approval of Minutes of the December 7, 2023, Regular Meeting
127	On MOTION by Ms. Diaz seconded by Ms. Palmer, with all in favor, the
128	Minutes of the December 7, 2023 regular meeting, were approved. 4-0
129	
130	B. Consideration of Operation and Maintenance Expenditures of September-
131 132	November 2023
132	C. Acceptance of the Financials of the Check Register for November 2023 Items B and C were tabled to the next meeting.
	tems b and c were tabled to the next meeting.
134	ELEVENTH ODDED OF DUCINECC D.L.C
135 136	An audience member commented on community appearance and sidewalks. Public Comments (Continued) An audience member commented on community appearance and sidewalks.
130	An audience member commented on community appearance and sidewarks.
137	TWELFTH ORDER OF BUSINESS Adjournment
138	There being no further business, Mr. Reidt adjourned the meeting at 8:17 p.m.
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140	DocuSigned by:
141	tristee (de
142	Kristee Cole Freddy Barton
143	District Manager Chairperson