

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

October 7, 2021 Minutes of the Public Hearing and Regular Meeting

Minutes of the Board of Supervisors Public Hearing and Regular Meeting

The Public Hearing and Regular Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, October 7, 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 Public Hearing and Regular Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on **Thursday, October 7, 2021 at approximately 6:02 p.m.**

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

Freddy Barton	Chair
Elizabeth Morales Diaz	Vice-Chair
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 Stewarts	District Engineer, Stantec
John Amarosa	Pine Lake Nursery

There were 10 resident audience members in attendance.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

The Board agreed to move the discussion with the District Engineer to the front of the agenda due to scheduling conflicts.

48 **6. VENDOR/STAFF REPORTS**

49 **A. District Engineer**

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51 Ms. Stewart reported on the weir failure. She stated that she is working on getting repairs for a
52 second time at no cost to the District with a 2-year warranty.

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MOTION TO:	Approve the first payment of the repair invoice after the second repair is made to the satisfaction of the Engineer with a 2-year warranty on the repair.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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3. RECESS TO PUBLIC HEARING

Mr. Reidt directed the Board to recess to the public hearing.

4. PUBLIC HEARING ON ADOPTING AMENDMENTS TO RECREATION CENTER POLICIES AND CLUBHOUSE USAGE AGREEMENT

A. Open the Public Hearing on Adopting Amendments to Recreation Center Policies and Clubhouse Usage Agreement

The public hearing was opened.

B. Staff Presentations

Ms. Steinerts went over the resolution and amendments with the Board.

C. Public Comments

A member of the public commented that they were opposed to any fees for rentals.

D. Consideration of Resolution 2021-08; Adopting Amendments to Recreation Center Policies and Clubhouse Usage Agreement

The Board discussed the resolution and amendments.

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MOTION TO:	Approve Resolution 2022-01 adopting amendments as revised during the meeting.
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

E. Close the Public Hearing on Adopting Amendments to Recreation Center Policies and Clubhouse Usage Agreement

The public hearing was closed.

5. RETURN AND PROCEED TO THE REGULAR MEETING

Mr. Reidt directed the Board to return and proceed to the regular meeting.

6. VENDOR/STAFF REPORTS (cont.)

B. District Counsel

Ms. Steinerts stated that her items appear later in the agenda.

C. District Manager

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

Mr. Reidt reviewed staffing and his action item list. Mr. Reidt also reviewed the email from 10/01/2021 to the Board of Supervisors regarding Meritus billing error corrections. Invoice 10754 had billing for landscape review which was inadvertently posted for \$300; it will be credited back to the District. It was agreed with the Board during the RFP process on landscaping that Meritus will provide free monthly landscape inspections from July 2021 to June of 2022. Invoices from 10/01/2020 to 8/01/2021 with the website charge of \$125.00 will be credited back to the District, for a total of 11 months credit. This results in a credit of \$1,375.00. The revision of billing errors will be a credit of \$1,675.00 total, which will appear on next invoicing.

Mr. Barton requested for Brian Lamb or Eric Davidson to be present at the next meeting for discussions with the Board.

Mr. Reidt will reach out on the lighting approved at the last Board meeting.

133 Now that Joey Conde is in place, the Board noted that they would like for his action journal to
134 appear in future agendas.

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136 The Board requested that financials with all backup be available with the complete agenda seven
137 days prior to the meeting for their review.

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139 The Board discussed that the Arbor Pines mailboxes need to be cleaned. Mr. Reidt will contact Mr.
140 Conde to complete the cleaning.

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142 There were some concerns over main intersections and the need for marked crosswalks and traffic
143 calming. Mr. Reidt will contact Ms. Stewart for a report.

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145 Mr. Reidt reviewed the District inspection reports with the Board.

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147 John Amarosa from Pine Lake Nursery addressed the Board on Pine Lake's actions over the last
148 month and fielded questions from the Board. Mr. Amarosa then went over the plan for the
149 equipment storage with the Board. The Board discussed.

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151 MOTION TO: Approve the Pine Lake equipment storage subject to
152 legal review.
153 MADE BY: Supervisor Barton
154 SECONDED BY: Supervisor Vance
155 DISCUSSION: None further
156 RESULT: Called to Vote: Motion PASSED
157 5/0 – Motion passed unanimously

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160 **7. BUSINESS ITEMS**

161 **A. Consideration of Grant of Temporary Construction and Access Easement to**
162 **Eisenhower Property Group, LLC for Booster Pump Construction**

163 **B. Consideration of Grant of Perpetual Utility Easement to Hillsborough County for**
164 **Booster Pump Access and Maintenance**

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166 Ms. Steinerts went over the grant of easements for the booster pump with the Board. The Board
167 discussed.

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MOTION TO:	Approve the Grant of Temporary Construction and Access Easement to Eisenhower Property Group, LLC for Booster Pump Construction and the Grant of Perpetual Utility Easement to Hillsborough County for Booster Pump Access and Maintenance.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

C. Consideration of Bench Seating Proposals

The Board reviewed the proposal and then decided that Mr. Reidt should purchase the benches and have Neptune install the concrete slabs. The Chair will review the location and approve them within spending limits.

D. Consideration of Pine Lake Equipment Storage

This item was discussed earlier in the meeting.

E. Consideration of Janitorial Services Agreement – Perfect Klean

The Board discussed and decided to do the maintenance in house with no contract needed.

F. Consideration of CDD & HOA Facility Use Agreement

Ms. Steinerts explained the agreement. The Board discussed.

MOTION TO:	Approve the CDD & HOA Facility Use Agreement.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

G. Consideration of Camera Connection to Office TV & WiFi Expansion

The Board discussed and decided to table this item for now. Mr. Reidt will get the speaker moved from the office to the pool deck above the screen room.

212 **H. Discussion on Hispanic Heritage Event Usage of Outdoor Tables**

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214 The Board discussed the Hispanic Heritage Event’s usage of outdoor tables and verbally approved the
215 request.

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217 **I. Discussion on Enforcement of Public Roads within Carlton Lakes CDD**

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219 Mr. Reidt and Ms. Steinerts reported that the roadways are Hillsborough County’s and that any
220 enforcement would be through the laws in place and HCSO enforcement.

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222 **J. Discussion on Providing Propane for Resident Use on Community Grill**

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224 The Board discussed the propane for resident use and decided to continue to provide it for resident
225 safety and convenience. The frequency of service by the provider on an on-call basis due to seasonal
226 attendance.

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228 **K. General Matters of the District**

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230 The Board mentioned that there is a towing sign in the parking lot and asked for Mr. Reidt to check
231 if there is a contract for towing in the lot.

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233 Mr. Barton would like for Mr. Reidt to bring back quotes on security from 10am-2pm or 10am-
234 3pm, 7 days a week for Board review.

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237 **8. CONSENT AGENDA**

- 238 **A. Consideration of Minutes of the Board of Supervisors Workshop August 19, 2021**
- 239 **B. Consideration of Minutes of the Regular Meeting September 2, 2021**
- 240 **C. Consideration of Operations and Maintenance Expenditures April 2021**
- 241 **D. Consideration of Operations and Maintenance Expenditures May 2021**
- 242 **E. Consideration of Operations and Maintenance Expenditures June 2021**
- 243 **F. Consideration of Operations and Maintenance Expenditures July 2021**
- 244 **G. Review of Financial Statements Month Ending August 31, 2021**

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246 The Board reviewed the Consent Agenda items. Mr. Reidt reminded the Board of the Meritus invoice
247 corrections.

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MOTION TO:	Approve Consent Agenda items A-G.
MADE BY:	Supervisor Palmer
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

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258 **9. SUPERVISOR REQUESTS**

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260 Supervisor Barton reiterated that the Board would like for Brian Lamb or Eric Davidson to attend at
261 the beginning of the next meeting.

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264 **10. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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266 There were no audience questions or comments.

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269 **11. ADJOURNMENT**

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MOTION TO:	Adjourn at 8:40 p.m.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Vance
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

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

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282 *These minutes were done in a summary format.

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

287 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
288 meeting held on 11-05-21.

289 [Signature]

290 Signature

291 Fredrick Parson

292 Printed Name

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294 Title:

- 295 Chair
- 296 Vice-Chair

[Signature]

Signature

Richard Reid

Printed Name

Title:

- Secretary
- Assistant Secretary

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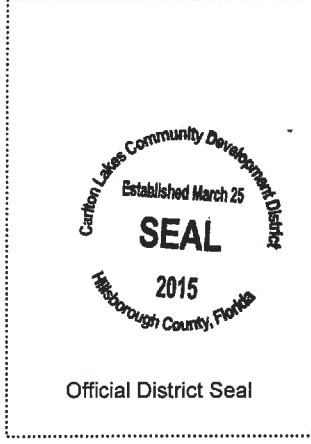
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Recorded by Records Administrator

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11/05/21
Date



Official District Seal