

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

January 6, 2022 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, January 6, 2022 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, January 6, 2022 at approximately 6:02 p.m.**

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

Freddy Barton	Chair	<i>arrived at approximately 6:11 p.m.</i>
Elizabeth Morales Diaz	Vice-Chair	
Fredrick Levatte	Supervisor	
Nicholle Palmer	Supervisor	

**Staff Members Present:**

Rick Reidt	District Manager, Meritus
Vanessa Steinerts	District Counsel, Straley Robin Vericker
Tonja Stewart	District Engineer, Stantec
John Amarosa	Pine Lake Nursery
Michael Arneson	Pine Lake Nursery

There were some 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. Landscape Discussion**

46  
47 The Board and Pine Lake representatives discussed the landscaping conditions. Supervisor Levatte  
48 went over that the sidewalks on the water tables needed to be edged, the trash cleanup is not good,  
49 the damaged dog station at Pond 1 needs to be replaced, and there are ants along the Balm frontage.

50  
51 *Supervisor Barton joined the meeting at 6:11 p.m.*

52  
53 *Ms. Stewart joined the meeting at 6:12 p.m.*

54  
55 **B. District Counsel**

56  
57 Supervisor Barton inquired if the Hillsborough County COVID-19 rules would impact the District.  
58 Ms. Steinerts said she does not think it would impact the District but will look more into it.

59  
60 **i. Discussion on Management Grade Sheet**

61  
62 Ms. Steinerts and the Board then discussed the management company evaluation. Ms. Steinerts will  
63 prepare a survey and then the Board will do the survey and evaluation. The Board will also consider  
64 setting up a Mail Chimp/Survey Monkey for the District, and they will distribute the survey.

65  
66 **ii. Discussion on Towing Policy**

67  
68 The Board discussed towing and decided that Target Towing will stop towing until the Board  
69 establishes a towing policy and approves a contract. Mr. Reidt will notify Target Towing to stop all  
70 towing until the Board approves the new contract and policy.

71  
72 **C. District Engineer**

73  
74 Ms. Stewart provided an update to the Board on the weir repairs. The Table 6 unknown pipe is  
75 probably from prior land ownership unknown and will be monitored. Clearing 50' back from the  
76 weir has been completed. The original repair was good, even though the work was completed  
77 without an agreement in place. Now that the work has been found good, the Board agreed to pay the  
78 invoice of \$18,987.60 if Ansbro signs a two-year warranty agreement. Ms. Stewart will contract  
79 Ansbro regarding the additional repairs that need to be completed and to see if pricing will be lower  
80 than the All Jax quote of \$16,500 if the work will be warrantied. Proposals will come back to the  
81 Board in February. Pine Lake Nursery has agreed to maintain the 50' behind the weir now that it  
82 has been cleared with no additional cost in the District's agreement with them.

83  
84 Supervisor Barton inquired as to the feasibility of recovering damages through legal action against  
85 Eisenhower and the Engineer of Record. After discussion it was determined that it is not feasible at  
86 this time. Supervisor Barton asked for Mr. Reidt to contact Egis to see if any of the damages may be  
87 covered under insurance. Mr. Reidt will email Egis the next business day to inquire and report back  
88 at the next meeting.

89  
90  
91

92 **C. District Manager**

93 **i. Action Item List**

94 **ii. Community Inspection Report**

95  
96 Mr. Reidt reviewed the action item list and community inspection report with the Board. Mr. Barton  
97 and Mr. Reidt then went over the current staffing situations. There is a part-time candidate and  
98 multiple full-time manager candidates. Management will continue with interviews and bring  
99 candidates to the workshop for the Board members to interview. Mr. Reidt reviewed the needs for  
100 higher pay level for the manager position and less board oversight. Ms. Steinerts went over  
101 outsource staffing management as an option, and the Board agreed to field presentations in the  
102 February meeting from several of these types of companies. Mr. Reidt will reach out to companies  
103 to get quotes and have them attend the February Meeting.  
104

105 The Board discussed the outstanding O&M approvals and asked for Mr. Reidt to have September,  
106 October, November, and December O&Ms with Meritus invoice adjustments and credits for Board  
107 approval during the February meeting. Mr. Reidt will also provide the last six months of invoicing  
108 from Zebra Pool Service to the Board.  
109  
110

111 **5. BUSINESS ITEMS**

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

113  
114 The Board tabled this item until February since the quotes were not provided during the holidays.  
115

116 **B. General Matters of the District**

117  
118 The Board reviewed options for security with Ms. Steinerts and Mr. Reidt. After discussion the  
119 Board indicated they wanted security coverage from 10:00 p.m. to 2:00 a.m. for 7 days a week. Mr.  
120 Reidt will reach out to security companies for their quotes and prepare a summary cost of HCSO for  
121 the same and have all of the quotes in the February Agenda, and everyone who provides a quote  
122 will be encouraged to attend the meeting.  
123

124 The Board went over that the upcoming workshop on January 20, 2022 will be to discuss the weir  
125 options and staffing, including the current levels, desired levels, and interviewing of managers. For  
126 the February workshop, there will be a vendor call with all of the contracted vendors to discuss  
127 general performance and future plans.  
128

129 The Board then discussed the Marcite breaking on the pool. Mr. Reidt will check on the warranty  
130 and work with the current vendor to determine the repair options.  
131  
132  
133

134 **6. CONSENT AGENDA**

135 **A. Consideration of Minutes of the Regular Meeting December 2, 2021**

136

137 The Board reviewed the minutes.

138

139 MOTION TO: Approve the December 2, 2021 minutes.

140 MADE BY: Supervisor Barton

141 SECONDED BY: Supervisor Levatte

142 DISCUSSION: None further

143 RESULT: Called to Vote: Motion PASSED

144 4/0 – Motion passed unanimously

145

146 **B. Consideration of Operations and Maintenance Expenditures November 2021**

147 **C. Review of Financial Statements Month Ending November 30, 2021**

148

149 The Board tabled the rest of the Consent Agenda items until the February meeting.

150

151

152 **7. SUPERVISOR REQUESTS**

153

154 Supervisor Palmer commented that the Board needs to be less active in working roles at the  
155 community center and rely on staff.

156

157 Supervisor Levatte stated that he would like for Meritus to step up staffing and oversight and get  
158 things done.

159

160 Supervisor Barton commented that the culture with Meritus needs development and that Meritus  
161 needs to work harder to teach the Board. He asked if Inframark could take over now that they have  
162 purchased Meritus, as it seems to him that Inframark is more focused on resident-controlled  
163 communities and Meritus seems to be more developer-oriented. Mr. Reidt stated he will work to  
164 improve the culture and that he will check on Inframark assumption in the future.

165

166

167 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

168

169 There was an audience comment related to Hillsborough County trash collection charges.

170

171

172 **9. ADJOURNMENT**

173  
174 Supervisor Barton adjourned the meeting at 8:38 p.m.

175  
176  
177  
178 *\*Please note the entire meeting is available on disc.*

179  
180 *\*These minutes were done in a summary format.*

181  
182 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
183 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
184 *including the testimony and evidence upon which such appeal is to be based.*

185 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
186 meeting held on \_\_\_\_\_.

187  
188  
189 \_\_\_\_\_  
190 Signature

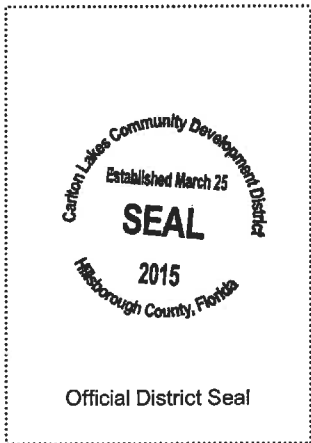
191  
192 \_\_\_\_\_  
193 Printed Name

194 Title:  
195  Chair  
196  Vice-Chair

187  
188 Rick L. Reid  
189 Signature

190  
191 Paul H. Reid  
192 Printed Name

194 Title:  
195  Secretary  
196  Assistant Secretary



Recorded by Records Administrator

199  
200 Tiffany Healy  
201 Signature

202  
203 9/14/2022  
204 Date