

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

March 3, 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, March 3, 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, March 3, 2022 at approximately 6:03 p.m.**

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

Freddy Barton	Chair	<i>via conference call</i>
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	<i>via conference call</i>
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>
John Amarosa	Pine Lake Nursery	
Jason Marks	Aquatic Weed Control	

There were two resident audience members in attendance.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments.

Mr. Reidt announced he wanted to change the order of the agenda and move item 5D & 5E. to the top of the agenda since Ms. Steinert can only attend for a short while.

46 **4. VENDOR/STAFF REPORTS**

47 **A. District Counsel**

48 **i. Discussion on Parking and Towing Policy (Previously Item 5D.)**

49 **Consideration of Resolution 2022-02; Adopting Towing Policy**

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51 MOTION TO: Open the public hearing on Towing Policy.
52 MADE BY: Supervisor Diaz
53 SECONDED BY: Supervisor Palmer
54 DISCUSSION: None further
55 RESULT: Called to Vote: Motion PASSED
56 5/0 – Motion passed unanimously

57
58 The Board reviewed and discussed the towing policy. The Board agreed to revise the policy changing one
59 item on #7.

60
61 MOTION TO: Close the public hearing on Towing Policy.
62 MADE BY: Supervisor Vance
63 SECONDED BY: Supervisor Diaz
64 DISCUSSION: None further
65 RESULT: Called to Vote: Motion PASSED
66 5/0 – Motion passed unanimously

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68 MOTION TO: Approve Resolution 2022-02; Adopting Towing Policy.
69 MADE BY: Supervisor Diaz
70 SECONDED BY: Supervisor Barton
71 DISCUSSION: None further
72 RESULT: Called to Vote: Motion PASSED
73 5/0 – Motion passed unanimously

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75 **ii. Review of Encroachment Agreements (Previously 5E.)**

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77 Ms. Steinert & Mr. Reidt reviewed the encroachment agreements with the Board.

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79 MOTION TO: Authorized District Counsel & District Manager to
80 approve encroachments for chair signature.
81 MADE BY: Supervisor Diaz
82 SECONDED BY: Supervisor Levatte
83 DISCUSSION: None further
84 RESULT: Called to Vote: Motion PASSED
85 5/0 – Motion passed unanimously
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89 **C. District Engineer**

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91 There was nothing to report from the district engineer at this time.

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93 **D. District Manager**

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i. Action Item List

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96 Mr. Reidt went over his management report & action item list with the Board.

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98 John Ambrosia with Pine Lake Nursey presented a long-term landscaping plan to the Board. They
99 agreed to return and present samples of entry way planting themes to the Board.

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101 **5. BUSINESS ITEMS**

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103 **A. Discussion on Reserve Study Proposals**

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The Board reviewed and discussed the reserve study proposals.

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MOTION TO:	Approve the proposal by Global Solutions Partner
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Levatte
DISCUSSION:	Supervisor Barton is to work the company on the study.
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

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113 **B. Discussion on Surveillance Monitoring Proposals**

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i. Securiteam

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ii. Envera Systems

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117 This discussion item was tabled requested management to get additional information from
118 Hillsborough County Sheriffs Office.

119

120 **C. Discussion on Waterway Improvement Proposal**

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122 The Board requested Aquatic Weed Control to return to the next meeting and Mr. Reidt has
123 authority to approve Carp on 1 and 2 with a not to exceed of \$500.00

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125 **D. General Matters of the District**

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127 The Board requested to verify if the concrete pad installation has been completed. The was a
128 request to order umbrellas and quote for chase repair. There was discussion on staffing and Mr.
129 Reidt advised there are now three people on staff.

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132 **6. CONSENT AGENDA**

133

A. Consideration of Minutes of the Board of Supervisors Meeting February 03, 2022

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135 The Board reviewed the minutes.
136

MOTION TO:	Approve the February 3, 2022 minutes.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

- 143
144 **B. Consideration of Operation and Maintenance Expenditures July 2021 – Sept. 2021**
145 **C. Consideration of Operation and Maintenance Expenditures October – December 2021**
146 **D. Consideration of Operation and Maintenance Expenditures January 2022**
147 **E. Review of Financial Statements Month Ending January 31, 2022**
148

149 The Board reviewed and discussed the O&Ms and financials.
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152 **7. SUPERVISOR REQUESTS**
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154 There was a request to clean the community room.
155

156 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
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158 There were no audience comments.
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161 **9. ADJOURNMENT**
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MOTION TO:	Adjourned the meeting at 7:58 p.m.
MADE BY:	Supervisor Diaz
SECONDED BY:	Supervisor Palmer
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

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

**These minutes were done in a summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.


Signature

Elizabeth Diaz
Printed Name

Title:
 Chair
 Vice-Chair


Signature

Rick L. Reid
Printed Name

Title:
 Secretary
 Assistant Secretary

Recorded by Records Administrator


Signature
5/3/22
Date

