

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

April 7, 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, April 7, 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, April 7, 2022, at approximately 6:02 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, Inframark	
Vanessa Steinerts	District Counsel, Straley Robin Vericker	<i>via conference call</i>
Tonja Stewart	District Engineer, Stantec	<i>via conference call</i>
Jason Marks	Aquatic Weed Control	<i>via conference call</i>

There were two resident audience members in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

11428 Alachua Creek Lane, Mr. Murphy, commented on the upkeep and attention needed in the Community Center. Also giving his appreciation for Supervisor Vance.

11425 Alachua Creek Lane, Karen commented the gaps on hedges along Balm Riverview that need a fence.

48 **4. VENDOR/STAFF REPORTS**

49 **A. District Counsel**

50 **i. Discussion on Personnel Manual**

51  
52 Reviewed personnel manual with the Board. The Board comments on staff age limits under FL  
53 Law, needs for SOP, job description review, drug testing and security clearance check including  
54 sexual offender's site. Vanessa will prepare a draft and email to the Board, and each supervisor may  
55 share their thoughts with Mrs. Steinerts, and she will then provide a revised draft for review at the  
56 next regular meeting.

57

58

59 **B. District Engineer**

60

61 Mrs. Stewart noted the weir repairs are completed, and the inspection are being done.

62

63 Mrs. Stewart noted she is working on storm water 20-year plan with best management practices,  
64 priorities for educating the residents and establish a 5-year budget of \$60K every 5 years.

65

66 **C. District Manager**

67 **i. Community Inspection Report**

68

69 There were no managers report at this time.

70

71 **5. BUSINESS ITEMS**

72

73 **A. Discussion on Landscape Concepts**

74

75 Mr. Levatte has not been included in inspections and wants to be.

76

77 The Board reviewed items in agenda and all tabled until next meeting.

78

79 Board very dissatisfied with missed mowing, failed dog station maintenance, conservation  
80 maintenance ignored. The Board wants more information on weed control and upkeep plans from  
81 Pine Lake.

82

83 All quotes tabled until next meeting.

84

85 Mr. Reidt shared beehive situation with tree removal. Two colonies removed one was Africanized.

86

87 Mr. Barton left the meeting at 6:45 pm

88

89 **B. Discussion on Pine Lake Options for Improvements**

90

91 There was no discussion on Pine Lake Options for Improvements.

92

93

94

95 **C. Discussion on Fish Stocking Proposal**

96  
97 The Board discussed the Fish Stocking Proposal and motioned to approve the three thousand nine  
98 hundred and ninety (\$3,990) dollars by Mr. Marks proposal.  
99

100	MOTION TO:	Approve the Fish Stocking Proposal of three thousand
101		nine hundred and ninety (\$3,990) dollars.
102	MADE BY:	Supervisor Diaz
103	SECONDED BY:	Supervisor Vance
104	DISCUSSION:	None further
105	RESULT:	Called to Vote: Motion PASSED
106		4/0 – Motion passed unanimously

107  
108  
109 **D. Discussion on Aquatic Plant Installation Proposal**

110  
111 The Board discussed the Aquatic Plant Installation Proposal and motioned to approve the one  
112 thousand five hundred and sixty (\$1,560) dollars by Mr. Marks proposal.  
113

114	MOTION TO:	Approve the Aquatic Plant Installation Proposal of one
115		thousand five hundred and sixty (\$1,560) dollars.
116	MADE BY:	Supervisor Vance
117	SECONDED BY:	Supervisor Palmer
118	DISCUSSION:	None further
119	RESULT:	Called to Vote: Motion PASSED
120		4/0 – Motion passed unanimously

121  
122 **E. Discussion on Barricade Installation Proposal**

123  
124 The Board discussed the Barricade Installation Proposal and motioned to approve the six hundred  
125 (\$600) dollars by Mr. Marks proposal.  
126

127	MOTION TO:	Approve the Barricade Installation Proposal of six
128		hundred (\$600) dollars.
129	MADE BY:	Supervisor Palmer
130	SECONDED BY:	Supervisor Lavette
131	DISCUSSION:	None further
132	RESULT:	Called to Vote: Motion PASSED
133		4/0 – Motion passed unanimously

134  
135  
136  
137

138 **F. Discussion on Fountain Installation Proposal**

139  
140 The Board discussed the Fountain installation proposal by Mr. Reidt.

141  
142 Mr. Reidt explained cost of seven thousand six hundred and eleven (\$7,611) dollars did not include  
143 a minimum of an addition \$2000 for electrical run to operate.

144  
145 The Board by consensus, tabled indefinitely.

146

147 **G. General Matters of the District**

148  
149 Mr. Reidt noted that the staffing illness and hiring of at least one part timer next week.

150  
151 Mr. Reidt noted the re-sling of chair with manufacture to be worked out next week. The Board  
152 asked Mr. Reidt to provide timeline when known.

153  
154 Mr. Reidt will also order 6 new umbrellas same as last time and Supervisor Vance will be in charge  
155 of choosing all fabric if changed.

156

157

158 **6. CONSENT AGENDA**

159 **A. Consideration of Minutes of the Board of Supervisors Meeting March 03, 2022**

160 **B. Consideration of Operation and Maintenance Expenditures February 2022**

161

162 The Board reviewed the minutes.

163

164 MOTION TO: Approve the March 03, 2022, minutes, and O&Ms for  
165 February 2022.

166 MADE BY: Supervisor Diaz

167 SECONDED BY: Supervisor Vance

168 DISCUSSION: None further

169 RESULT: Called to Vote: Motion PASSED

170 4/0 – Motion passed unanimously

171

172 **C. Review of Financial Statements Month Ending February 28, 2022**

173

174 The Board reviewed and discussed the O&Ms and financials. Mr. Reidt explained OM's and no  
175 Meritus invoicing until next month to make sure all billing is correct.

176

177

178 **7. SUPERVISOR REQUESTS**

179

180 Finalize towing policy and practices with Target Towing and authorized request to tow by the  
181 Board members and District Manager.

182

183 Concerns over spider control by Best to be reviewed by Mr. Reidt.

184

185 Mr. Reidt to check into quarterly pressure washing agreement.

186

187 Mr. Reidt to remove the landscape inspection charge from next year's budget plan or they may look  
188 at other companies for management per Mrs. Diaz.

189

190 Mr. Reidt to order top and bottom unit for dog stations as a backup requested by Mr. Levatte.

191

192 Next workshop meeting, only to be just budget discussion.

193

194 Mr. Reidt to get with Mrs. Steinerts and create a new rules sign incorporating district and state rules  
195 to get Chair approval and order.

196

197 Mattress dumping clean up, to call Neptune.

198

199 Clement Pride Center Island Pampers Dumped Contact with Pine Lake.

200

201 Mr. Reidt to work with Mrs. Steinert on age limit for kids in fear of young child injury.

202

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

204

205 Mr. Murphy thanked everyone for all he has learned this evening.

206

207 **9. ADJOURNMENT**

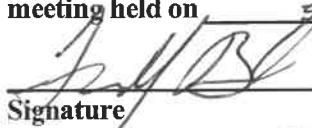
208

209 I, District Manager Mr. Reidt, declared the meeting to adjourn at 8:01pm.

210

211  
212  
213 *\*Please note the entire meeting is available on disc.*  
214  
215 *\*These minutes were done in a summary format.*  
216  
217 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
218 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
219 *including the testimony and evidence upon which such appeal is to be based.*

220 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
221 meeting held on 5/15/2020.

222   
223 \_\_\_\_\_  
224 Signature

225 Fredy Barton  
226 \_\_\_\_\_  
227 Printed Name

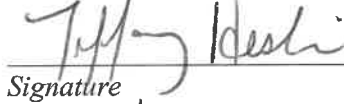
228  
229 Title:  
230  Chair  
231  Vice-Chair

222   
223 \_\_\_\_\_  
224 Signature

225 Rick L. Reed  
226 \_\_\_\_\_  
227 Printed Name

228  
229 Title:  
230  Secretary  
231  Assistant Secretary

232  
233 Recorded by Records Administrator

234   
235 \_\_\_\_\_  
236 Signature

237 9/14/2022  
238 \_\_\_\_\_  
239 Date

