

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

August 04, 2022, Minutes of the Public Hearing and Regular Meetings

MINUTES OF THE PUBLIC HEARING AND REGULAR MEETINGS

The Public Hearing and Regular Meetings of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, August 04, 2022, at 6:00 p.m.** at the Carlton Lakes Clubhouse located at 11410 Carlton Fields Dr., Riverview, FL 33579.

1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Freddy Barton.

2. CALL TO ORDER/ROLL CALL

Rick Reidt did not call to order for the Public Hearing and Regular Meetings of the Board of Supervisors of Carlton Lakes Community Development District on **Thursday, August 04, 2022, at approximately 6:00 p.m.**

Supervisors Present of the meeting:

Freddy Barton	Chair
Elizabeth Morales Diaz	Vice-Chairman
Fredrick Levatte	Supervisor
Nicholle Palmer	Supervisor

Staff Members Present:

Rick Reidt	District Manager, Inframark
Vanessa Steinerts	District Counsel, Straley & Robin, P.A.
John Amarosa	Pine Lake

There were thirty-two (32) residents audience member in attendance.

3. RECESS TO PUBLIC HEARING

Mr. Reidt directed the Board to recess to Public Hearing.

4. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2023 BUDGET

A. Open the Public Hearing on Final Fiscal Year 2023 Budget

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MOTION TO: Open the Public Hearing.
MADE BY: Supervisor Barton
SECONDED BY: Supervisor Diaz
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

B. Staff Presentation

The staff presentation the Budget.

C. Public Comment

There were comments from the audience regarding the following areas needing attention, Security of Common areas, staffing increases, playground shade, ground cover, and bug control.

The Board discussed the events and FHP.

D. Consideration of Resolution 2022-04; Adopting Final Fiscal Year 2023 Budget

The Board reviewed and discussed the resolution.

MOTION TO: Approve Resolution 2022-04.
MADE BY: Supervisor Barton
SECONDED BY: Supervisor Diaz
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

E. Close the Public Hearing on Adopting Final Fiscal Year 2023 Budget

MOTION TO: Close the Public Hearing.
MADE BY: Supervisor Barton
SECONDED BY: Supervisor Diaz
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

88 **5. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**

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A. Open the Public Hearing on Levying O&M Assessments

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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B. Staff Presentation

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The Staff presented the Budget with no further revisions for approval.

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C. Public Comment

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There were a couple more accepted public comments but were kept short.

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D. Consideration of Resolution 2022-05; Levying O&M Assessments

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The Board reviewed and discussed the resolution.

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MOTION TO:	Approve Resolution 2022-05.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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E. Close the Public Hearing on Levying O&M Assessments

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MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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128 **6. RETURN AND PROCEED TO THE REGULAR MEETING**

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130 Mr. Reidt directed the Board to proceed to the regular meeting.

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132 **7. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

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134 The audience had the following concerns and comments as stated below:

135 - Mowing discharge into home yards and screen enclosures.

136 - Fence damage needing repair.

137 - School Fence damage clarified as school responsibility.

138 - Garbage in water tables.

139 - Bike in water tables.

140 - Bench pads poor workmanship.

141 - Light in Pool problematic.

142 - Property Tax increase comments

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144 **8. VENDOR/STAFF REPORTS**

145 **A. Pine Lake Nursery**

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147 Mr. Amarosa from Pine Lake presented a report and discussed on landscape with the Board.

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MOTION TO:	Approve for the Operations Manager to participate in monthly reviews and will work weekly with Pine Lake Nursey and review of No Mow zone.
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MADE BY:	Supervisor Barton
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SECONDED BY:	Supervisor Diaz
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DISCUSSION:	None further
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RESULT:	Called to a Vote: Motion PASSED
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	4/0 - Motion Passed Unanimously
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158 Mr. Barton conducted a quick video recap of the budget planning process showing all meeting dates

159 and opportunities for prior comments, clarifying the actual increases per lot.

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161 **B. District Counsel**

162 *i. Employee Manual Discussion*

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164 Ms. Steinerts explained legal access to CDD property.

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166 Ms. Steinerts reviewed Employee manual and made needed revisions as Board requested.

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172	MOTION TO:	Approve the Employee manual as revised.
173	MADE BY:	Supervisor Barton
174	SECONDED BY:	Supervisor Diaz
175	DISCUSSION:	None further
176	RESULT:	Called to a Vote: Motion PASSED
177		4/0 - Motion Passed Unanimously

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180 Ms. Steinerts discussed the Fitness Center Rules and Regulations with the Board a Public Hearing,
181 and approval will be required to approve.

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183 Ms. Steinerts reviewed encroachments and provided originals to Mr. Reidt for corrections. He will
184 collaborate with HOA to correct.

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186 Ms. Steinerts reviewed the Elections with the Board. Seat 3 general elections Ms. Palmer failed to
187 file and will need to be reappointed if the Board desires. Seat 4 is Vacant, and no person filed for
188 election. The Board will need to accept resumes for appointment to seat following the election. Seat
189 5 is currently held by Ms. Diaz is up for Landowner election at the November meeting.

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191 **C. District Engineer**

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193 There were no reports on behalf of the engineer.

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195 **D. District Manager**

196 *i. Manager Memo*

197 *ii. Community Action Item List*

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199 The District Manager reviewed the reports.

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202 **9. BUSINESS ITEMS**

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204 **A. Discussion on Holiday Lighting Proposal**

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206 The Board tabled proposal to bring back quote on building trim lighting and get competitive quote
207 for other lights.

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209 **B. Discussion on Pool Maintenance Proposal**

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211 The Board reviewed and discussed Aqua Pro with contract completion by ES.

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MOTION TO:	Approve the pool maintenance proposal and start as soon as possible.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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C. Discussion on Clubhouse Interior Painting Proposal

The Board tabled proposal for further discussion during next Workshop.

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D. Discussion on Pool Pump Motor Replacement Proposal

The Board tabled proposal until new vendor takes control of maintenance.

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E. General Matters of the District

Mr. Levatte to obtain quotes and coordinate projects by Empower. Mr. Levatte is the Operations Manager

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Mr. Reidt to get Mr. Levatte a Credit Card for purchases. At minimum, a \$1,000 prepaid credit card to replenish.

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MOTION TO:	Approve a prepaid credit card with a minimum of one thousand (\$1,000) dollars to replenish.
MADE BY:	Supervisor Barton
SECONDED BY:	Supervisor Diaz
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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Add agenda item on towing authority from 10pm to 6 am, 7 days a week. Mr. Reidt will review with Vanessa for next agenda.

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Mr. Levatte to obtain quotes on playground mulch and rubber mulch. Also, survey fence damage and get quotes for repair.

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Send resolution on membership fee to Mr. Levatte. Send Resolution to Ms. Vance on Membership as she is having issues finding sent email to Brittany.

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Seek lower price on access cards.

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259 There needs to be a website update needed since GoDaddy failed.

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261 Contact Vanessa on Business Resident owner gatherings and on liability issues with give back day
262 resident volunteers.

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264 **10. CONSENT AGENDA**

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266 **A. Consideration of Minutes of the Board of Supervisors July 07, 2022**

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268 The Board reviewed the meeting minutes from July 07 and motioned to approve the minutes.
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270	MOTION TO:	Approve Consent Agenda Items (A) Regular Meeting
271		Minutes for July 07, 2022.
272	MADE BY:	Supervisor Barton
273	SECONDED BY:	Supervisor Diaz
274	DISCUSSION:	None further
275	RESULT:	Called to a Vote: Motion PASSED
276		4/0 - Motion Passed Unanimously

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278 **B. Consideration of Operation and Maintenance Expenditures June 2022.**

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280 Ms. Diaz requested to pull the consent agenda item B due to an invoice from Pine Lake on page 83
281 regarding June Maintenance. Ms. Diaz notice there was a fuel charge of \$243 and Mr. Barton
282 confirmed the fuel charge was approved for every vendor. Mr. Reidt will get the surcharge to be
283 discussed and added to the agenda as an item for the next meeting.

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285 **C. Review of Financial Statements Month Ending June 30, 2022**

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287 The Board reviewed the Consent Agenda items.

289	MOTION TO:	Approve Consent Agenda Items C.
290	MADE BY:	Supervisor Barton
291	SECONDED BY:	Supervisor Diaz
292	DISCUSSION:	None further
293	RESULT:	Called to a Vote: Motion PASSED
294		4/0 - Motion Passed Unanimously

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296 **11. SUPERVISOR REQUESTS**

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298 There was no Supervisor request.

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Mr. Barton motioned to adjourn business meeting with the Board at 9:36 P.M.

12. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM


There were several audience comments or questions discussed with the Board.

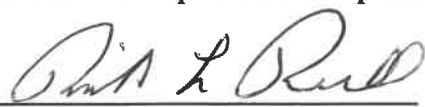
13. ADJOURNMENT

The meeting was declared adjourned by Supervisor Barton at 10:15 P.M.

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350 **Please note the entire meeting is available on disc.*
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352 **These minutes were done in a summary format.*
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354 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
355 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
356 *including the testimony and evidence upon which such appeal is to be based.*

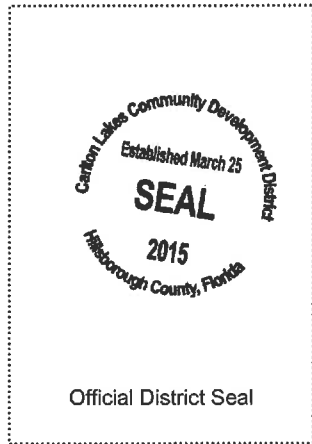
357 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
358 meeting held on 10/10/2022.


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362 Signature
363 Freddy Banta
364 Printed Name


365 Signature
366 Rick L. Reid
367 Printed Name

368 Title:
369 Chair
370 Vice-Chair

368 Title:
369 Secretary
370 Assistant Secretary



371 Recorded by Records Administrator
372 
373 Signature
374 10/12/2022
375 Date
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