

**MINUTES OF MEETING  
CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

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2 The regular meeting of the Board of Supervisors of Carlton Lakes Community Development  
3 District was held on Thursday, November 2, 2023, at 6:00 p.m. at the Carlton Lakes Clubhouse  
4 located at 11404 Carlton Fields Drive, Riverview, FL 33579.

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6 Present and constituting a quorum were:

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8 Freddy Barton Chairperson  
9 Rena Vance Vice Chairperson  
10 Nicole Snelling Assistant Secretary

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12 Also present were:

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14 Rick Reidt District Manager  
15 Fredrick Levatte Operations Manager  
16 Kathryn Hopkinson District Counsel (*via Zoom*)  
17 Carlos Miranda Pine Lake  
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20 *The following is a summary of the discussions and actions taken.*  
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23 **FIRST ORDER OF BUSINESS**

**Pledge of Allegiance**

24 Mr. Barton led the Pledge of Allegiance.  
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26 **SECOND ORDER OF BUSINESS**

**Call to Order/Roll Call**

27 Mr. Reidt called the meeting to order, and a quorum was established.  
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29 **THIRD ORDER OF BUSINESS**

**Public Comments**

30 There being none, the next order of business followed.  
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32 **FOURTH ORDER OF BUSINESS**

**Pine Lakes**

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- 34 • Mr. Miranda responded to the Board's comments and questions on the landscape  
35 inspection. The Board tabled the quote for tree removal and requested vendor resubmit  
36 costs, which seemed high, to be ready for review at the December Meeting.
  - 37 • Wet Checks will be provided monthly to Mr. Reidt, after which they will be distributed  
38 via email to the Board.
  - 39 • The Board discussed winter annual rotation, and preferred red and white Petunias.

40 **FIFTH ORDER OF BUSINESS**

**Attorney's Report**

- 41 • Ms. Hopkinson reviewed the community infraction and responses, and he will contact
- 42 Mr. Barton with a final resolution for approval at the December meeting.

44 **SIXTH ORDER OF BUSINESS**

**Manager's Report**

- 45 • Mr. Reidt reported a line of credit was approved not to exceed \$200,000 with closing
- 46 tentatively scheduled for Monday November 6, 2023. He advised all bills would be
- 47 current by Thursday November 9, 2023 and payment drafted by the next week.
- 48 • Mr. Reidt advised there is approximately \$140,000 available. Mr. Barton reviewed
- 49 possible repayment options with the Board.
- 50 • Discussion ensued regarding financial information, timing and requests.
- 51 • Mr. Barton requested that current bank balances and any pending account payables be
- 52 emailed to the Board one week in advance. He also requested that the financials for the
- 53 prior month be emailed as soon as possible, after the end of the month, to be available
- 54 for their review in the electronic agenda for the following month.
- 55 • Mr. Barton expressed concern with the tight timeline of Board meetings being held on
- 56 the first Thursday of each month.
- 57 • He also expressed that the December meeting should have Financial Statements for
- 58 October and November.

59 **SEVENTH ORDER OF BUSINESS**

**Onsite Manager's Report**

- 60 • Mr. Levatte made comments regarding the facility.
- 61 • He discussed miscommunication with the painting vendor.

63 **EIGHTH ORDER OF BUSINESS**

**Engineer's Report**

64 There being no report, the next order of business followed.

66 **NINTH ORDER OF BUSINESS**

**Action Items**

67 **A. Ratification of Pro Fencing Proposal**

69 On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, 70 <i>Pro-Fencing</i> proposal, was ratified. 3-0 71
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**B. Discussion on Credit Card Bank Change**

On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, transfer of Operations Credit Card to *Valley National Bank*, was approved. 3-0

**TENTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the October 05, 2023, Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures of August 2023**
- C. Acceptance of the Financials and Approval of the Check Register for August 2023**


On MOTION by Mr. Barton seconded by Ms. Vance, with all in favor, the Consent Agenda, was approved. 3-0


- The Board requested that Mr. Levatte keep the part time hours not to exceed 70 hours.
- The Board also requested Mr. Levatte have all vendors sign in at the office when on property.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned at 7:16 p.m.

  
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Rick Reidt  
District Manager

  
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Freddy Barton  
Chairperson