

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, February 1, 2024, at 6:02 p.m.**, at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579

Present and constituting a quorum were:

Rena Vance	Vice Chairperson
Elizabeth Diaz	Assistant Secretary
Nicholle Palmer	Assistant Secretary
Nicole Snelling	Assistant Secretary

Also present were:

Kristee Cole	District Manager, Inframark
Jennifer Goldyn	Regional Director, Inframark
Kathryn Hopkinson	District Counsel, Straley, Robin & Vericker
Brenden Crawford	Field Manager, Inframark
Gabe Montagna	Field Manager, Inframark
Frederick Lavette	On-Site Manager, Carlton Lakes Clubhouse
Terry McLane	Representative, PineLake Landscape

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

The meeting was called to order at 6:02 p.m. and Ms. Cole performed roll call.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Everyone participated in reciting the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience members present.

FOURTH ORDER OF BUSINESS**Staff Reports****District Counsel**

Ms. Hopkins provided the Board with updates on Ethics Training, outlining options available through her office. While there is an hourly rate for her assistance, she also offered free online alternatives. The Board agreed to revisit this matter after Budget season to allocate funds for this training.

Ms. Diaz had questions regarding the Amended Inframark Contract. Ms. Hopkins indicated that the document had been forwarded to Inframark's upper management in Tampa, but intended to assess the District's stance following the implementation of the Management changes. The Board requested that Ms. Hopkins forward the Amendment to the Celebration Inframark Management team and proceed with the Contract Amendment process.

Ms. Diaz mentioned the outstanding Inframark bill from February 2022 and stated that the District does not approve the payment. Ms. Goldyn indicated this invoice will be written off.

Ms. Goldyn notified the Board of the next scheduled meeting on March 7, 2024, mentioning that an updated Inframark contract was needed, due to the current one's age. She confirmed that the numbers will stay the same, so the District will not see an increase.

District Engineer

Not present and no report.

District Manager

Ms. Cole informed the Board that she reached out to Bravo Fence, prior to the meeting, regarding the refund for their fencing project. Bravo Fence indicated that they were out of town, but funds would be issued on Monday, February 5, 2024, when they return.

Ms. Cole addressed the upcoming workshop, and the Board decided to keep the workshop date for February 15, 2024.

Ms. Cole informed the Board of an incident that occurred on Arbor Pine on January 31, 2024. The incident resulted in damage to a TECO light pole and minor landscape damage. Ms. Cole informed the Board that she has initiated the process to obtain the Police Report from Hillsborough County, which is expected to be obtained within 5 business days. Additionally, she contacted EGIS to report the accident, so the driver's insurance would cover any damages. PineLake reported a potential slight damage to the sod, and further updates will be provided accordingly.

Ms. Goldyn informed the Board that she will oversee the District during Ms. Cole's maternity leave. Additionally, she introduced a template for the Project Boards and explained that they will receive these weekly from Ms. Cole, going forward.

101 The Board requested that the Accounting Department be moved to the
102 Celebration Region and asked to be provided with documentation for the Amazon
103 purchases going forward.

104 **Field Manager Report**

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107 Mr. Crawford introduced himself to the Board and informed them that he would
108 be replacing Clay going forward. He educated the Board on our preferred vendor list.
109 During this segment, Mr. Lavette stated that there was lawnmower damage to the
110 fence, which ProFence will address. The affected area encompasses Lakes 1, 2, and
111 the Soccer Fields. Mr. Crawford will collaborate with Mr. Lavette to oversee the
112 project's completion.

113 **Landscape Inspection Report**

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116 Mr. McLane informed the Board of Mr. Miranda's departure from PineLake, noting
117 that he and Mr. Amarosa will now oversee the Community.

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119 Upon Ms. Palmer's inquiry about the moss removal, Mr. McLane pledged to send
120 an email to the Board and District Manager, containing a map indicating the current
121 areas where moss has been removed. He assured the Board that the removal
122 process would continue in the common areas.

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124 Ms. Diaz informed Mr. McLane of trimmings left in the preserve and at the end of
125 Carlton Lakes. Mr. McLane assured her that the trimmings would be promptly
126 cleaned up, as they should have been dealt with at the time of cutting.

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128 Ms. Vance addressed irrigation issues with Mr. McLane, who clarified that the
129 District's contract does not cover repairs for broken lines under two inches. He also
130 mentioned the replacement of a faulty clock.

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132 There were questions about the Palm behind the monument, which seems to be
133 in decline. Mr. McLane explained that injecting O2 fertilizer into the palm trees won't
134 restore their health, but will only prolong their lifespan temporarily.

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136 Ms. Vance brought up the topic of ant control and the proposal for TopChoice.
137 Due to the proposal's cost, the Board expressed a desire to revisit it once they have
138 a better understanding of the loan terms.

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140 Additionally, Ms. Vance requested that PineLake provide a soil sample from the
141 pool area where plants struggle to grow. The Board suggested mulching the area
142 once the soil sample is obtained.

143 **1. Consideration of PineLake Proposals**

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146 On a motion from Ms. Diaz, seconded by Ms. Palmer, the Board unanimously
approved Option 2 from PineLake proposal #3268, for Walter Viburnum installation, in
the amount of \$437, for the Carlton Lakes CDD.

On-Site Manager

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Mr. Lavette informed the Board that he is working to get the electrical lighting for the plants in front of the Clubhouse fixed. Mr. Crawford and Mr. Lavette will obtain electrical proposals and bring them to the next meeting.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2024-03,
Re-Designating Officers**

On a motion from Ms. Diaz, seconded by Ms. Palmer, the Board unanimously adopted Resolution 2024-03, Re-Designating Officers of the District, for the Carlton Lakes CDD.

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SIXTH ORDER OF BUSINESS**Consideration of Sidewalk Repair
Proposals**

The Board reviewed proposals for sidewalk grinding.

On a motion from Ms. Diaz, seconded by Ms. Vance, the Board unanimously approved the Inframark Sidewalk Repairs proposal, with District Management to revise the proposal omitting the County sidewalk area, for the Carlton Lakes CDD.

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SEVENTH ORDER OF BUSINESS**Consideration of Arbor Pine Fence
Repair Proposal**

On a motion from Ms. Diaz, seconded by Ms. Vance, the Board accepted the Pro-Form Fence Repairs proposal, in the amount of \$7,900, once the District receives the reimbursement from Bravo Fence, for the Carlton Lakes CDD.

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EIGHTH ORDER OF BUSINESS**Ratification of the Line of Credit Valley
National Bank**

On a motion from Ms. Diaz, seconded by Ms. Vance, the Board ratified the Line of Credit from Valley National Bank, for the Carlton Lakes CDD.

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NINTH ORDER OF BUSINESS**Discussion regarding Budget Savings
Review**

The Board will discuss how to move forward with the current Budget and Fiscal Year 2025 Budget at the workshop on February 15, 2024.

TENTH ORDER OF BUSINESS**Consideration of Regular Meeting
Minutes from January 4, 2024**

On a motion from Ms. Diaz, seconded by Ms. Vance, the Board unanimously approved the Meeting Minutes from January 4, 2024, as amended, for the Carlton Lakes CDD.

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181 **ELEVENTH ORDER OF BUSINESS** **Consideration of Operation &**
 182 **Maintenance Expenditures for**
 183 **September 2023 through December 2023**
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On a motion from Ms. Diaz, seconded by Ms. Vance, the Board unanimously approved the Operation & Maintenance Expenditures for September 2023 through December 2023, for the Carlton Lakes CDD.

185 **TWELFTH ORDER OF BUSINESS** **Consideration of the December 2023**
 186 **Financials & Check Register**
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On a motion from Ms. Diaz, seconded by Ms. Vance, the Board unanimously approved the December 2023 Check Register, for the Carlton Lakes CDD.

189 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**

190 Ms. Diaz asked about the towing company that the District has contacted. Ms. Cole
 191 will provide that information to the Board via email.
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193 Ms. Palmer would like the Loan terms and Projected Budget based on the first quarter
 194 numbers brought back to the next meeting.
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196 Ms. Palmer requested an investigation into Budget line items exceeding 100% usage
 197 as of today. She asked for explanations to be provided to the Board at the next meeting.
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199 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**
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On a motion from Ms. Diaz, seconded by Ms. Vance, the Board unanimously approved to adjourn the meeting at 8:06 p.m., for the Carlton Lakes CDD.

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 205 DocuSigned by:
 206 *Jennifer Goldyn*
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 207 Assistant Secretary

DocuSigned by:
[Signature]
 A1E7AB4605E249A
 Chair / Vice Chair