

MINUTES OF MEETING

**CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The workshop of the Board of Supervisors of the Carlton Lakes Community Development District was held on **Thursday, February 15, 2024, at 6:07 p.m.**, at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579

Present and constituting a quorum were:

Freddy Barton	Chairman
Rena Vance	Vice Chairperson
Elizabeth Diaz	Assistant Secretary
Nicole Snelling	Assistant Secretary

Also present were:

Kristee Cole	District Manager, Inframark
Jennifer Goldyn	Regional Director, Inframark

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Everyone participated in reciting the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Call to Order and Roll Call

The workshop was called to order at 6:07 p.m. and Ms. Cole performed roll call.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience members present.

FOURTH ORDER OF BUSINESS

**Discussion regarding Fence Repairs
Proposal and Reimbursement**

Mr. Barton informed the Board that he signed off on the proposal outside of a meeting. The Board directed Ms. Cole to provide Bravo Fence a FedEx label to return the deposit checks on Friday, February 16, 2024, and stated that if it was still not received, then the Board would have to involve District Counsel.

FIFTH ORDER OF BUSINESS

**Discussion regarding the Towing
Company Contract**

Ms. Cole informed the Board that District Counsel has prepared this document for the next meeting. Additionally, the Board requested proposals for signage concerning no parking and mailbox parking only. Ms. Cole will contact District Counsel regarding ADA compliance.

50 **SIXTH ORDER OF BUSINESS** **Review of December 2023 Financial**
51 **Statements**

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53 Ms. Goldyn presented the December 2023 Financial Statements to the Board.
54

55 There was a discussion regarding the Weir and Pond 7 matters. The Board directed
56 Ms. Cole to consult District Counsel on the process for issuing an RFQ for the District
57 Engineer at the next meeting, which will be held on April 4, 2024.
58

59 There was deliberation on a potential budget increase, and the Board expressed
60 interest in reviewing an Amenities Contract with Inframark.
61

62 Ms. Cole brought to the Board's attention that another District was utilizing their
63 facilities for meetings. Ms. Cole will coordinate with District Counsel to draft a document
64 outlining procedures for regular rental, Certificate of Insurance, and rates moving forward.
65

66 There was a discussion regarding the playground and how it has been deemed
67 unsafe for play. The Board requested that the playground be taped off for now and an official
68 consideration of the closure of the playground at the March 2024 meeting.
69

70 **SEVENTH ORDER OF BUSINESS** **Review of Amortization Schedule for**
71 **the Loan**

72
73 The Board deliberated on the Amortization Schedule of the Loan, ultimately
74 reaching a consensus to proceed with bi-monthly payments for the Loan.
75

76 **EIGHTH ORDER OF BUSINESS** **Review of April 2022 Reserve Study**

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78 Ms. Cole briefed the Board on the Reserve Study, emphasizing the necessity of a
79 budget increase. Numerous items are approaching the end of their life expectancy and will
80 require replacement. Additionally, a Reserve Fund for the community must be established
81 to address potential emergencies.
82

83 **NINTH ORDER OF BUSINESS** **Supervisor Requests**

84
85 Mr. Barton requested that the call-in information be posted on the website for the next
86 meeting.
87

88 **TENTH ORDER OF BUSINESS** **Audience Comments**

89
90 There were no audience comments.
91

92 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

93
94 Ms. Cole announced that if there were no additional matters for discussion, the
95 meeting would adjourn at 8:23 p.m.
96

97 DocuSigned by:
98 *Jennifer Goldyn*
99 Assistant Secretary

DocuSigned by:
[Signature]
Chair / Vice Chair