

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

The meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, April 4, 2024, at 6:08 p.m., at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579

Present and constituting a quorum were:

Freddy Barton	Chair
Rena Vance	Vice Chairperson
Nicholle Palmer	Assistant Secretary
Nicole Snelling	Assistant Secretary

Also present were:

Jennifer Goldyn	Regional Director, Inframark
Gabe Montagna	Field Manager, Inframark
Frederick Levatte	On-site Manager, Carlton Lakes Clubhouse
John Amarosa	Representative, Pine Lake Landscape

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 meeting was called to order at 6:08 p.m. and a roll call was conducted. A quorum was established.

THIRD ORDER OF BUSINESS Audience Comments on Agenda

There were no audience comments.

FOURTH ORDER OF BUSINESS Staff Reports

A. District Counsel

The Board requested District Management inquire about the findings from the review of the accident report Mr. Rick Reidt previously asked District Counsel to review.

B. District Engineer

The Board requested the District Manager put Tonja Stewart's firm, Stantec, on notice if she does not respond regarding the repairs on the weir that did not hold up over time as they should have.

45 **E. Landscape Inspection Report**

46 Mr. Amarosa announced the ADA playground mulch installation is scheduled for April
47 6 and April 7, 2024. He will work with District Management and District Staff to present a
48 new contract to the Board with some cost savings.

49 **1. Consideration of Pine Lake Top Choice Proposal**

50 The Board tabled this indefinitely.
51

52 **2. Consideration of Pine Lake Palm Replacement Proposal**

53 The Board authorized Mr. Amarosa to proceed with the replacement of the Palm
54 damaged in the car accident, pending receipt of the reimbursement check from the
55 insurance company. The District Manager will send the invoice to the insurance company.

56
57 **D. Field Inspection Report**

58 Mr. Montagna reviewed the Field Inspection Report with the Board.
59

60 **1. Discussion regarding Conservation Area Fence**

61 Mr. Montagna recommended the gate and fence along the conservation area be
62 removed. He will obtain proposals for debris removal and fence removal in the area. The
63 Board requested proposals for pressure washing the walls and the six monuments along
64 Balm Road and Big Bend Road.

65
66 **F. On-site Manager**

67 Mr. Levatte asked District Management to revise the Clubhouse Rental Agreement
68 to specify only money orders are accepted.

69 He informed the Board he plans to cover the graffiti and bike racks with black paint
70 during the week of April 8, 2024.

71 Mr. Levatte questioned charges outlined in the Operations & Maintenance package
72 related to American Propane, Affordable Backflow Testing, and charges by District Counsel.

73
74 **C. District Manager**

75 Ms. Goldyn informed the Board the next meeting is scheduled for May 2, 2024. She
76 inquired if the Board had access to AVID to view invoices in real-time. The Board confirmed
77 they did not have access. Ms. Goldyn will work on getting them access to AVID.

78
79 **FIFTH ORDER OF BUSINESS** **Business Items**

80 **A. Consideration of the Clubhouse Plant Lighting Proposal**

81 The Board tabled this to obtain additional proposals.
82
83
84

85 **B. Consideration of Fence Repair Proposals**

86 Mr. Amorosa will contract and work with the vendor directly to get the repairs
87 completed to the fence that was damaged by Pine Lake mowers.

88
89 **C. Consideration of Amenities Contract Proposal**
90

On MOTION by Ms. Vance, seconded by Mr. Barton, with Ms. Vance, Mr. Barton, and Ms. Palmer voting aye, and Ms. Snelling voting nay, the Amenities Contract proposal was approved.

91
92 Ms. Snelling stated she did not want Mr. Levatte to feel micromanaged.

93
94 **D. Discussion regarding Amenities Policies**

95 Board discussion ensued and there will be no changes made to the policy at this
96 time.

97
98 **SIXTH ORDER OF BUSINESS Business Administration**

99 **A. Consideration of the Regular Meeting Minutes from March 7, 2024**
100 **& Workshop Minutes from March 21, 2024**
101

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the minutes from the March 7, 2024 meeting, and the minutes from the March 21, 2024 workshop were approved.

102
103 **B. Consideration of February 2024 Operation and Maintenance Expenditures**
104

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the February 2024 Operation and Maintenance Expenditures were approved.

105
106 **C. Consideration of the February 2024 Financials & Check Register**
107

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the February 2024 Check Register was approved.

108
109 **SEVENTH ORDER OF BUSINESS Supervisor Requests**

110 There were no Supervisor requests.

111
112 **EIGHTH ORDER OF BUSINESS Audience Comments**

113 A resident requested a hole near the clubhouse be filled.

114 A resident submitted a packet containing proposals to perform pressure washing
115 throughout the community.

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116 A resident believes Inframark is producing incorrect financials. Ms. Goldyn clarified
117 an independent third-party auditor, selected by the Board, reviews the District's financials at
118 the end of each fiscal year.

119

120 **NINTH ORDER OF BUSINESS**

Adjournment

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On MOTION by Ms. Vance, seconded by Ms. Snelling, with all in favor, the meeting was adjourned at 8:14 p.m.

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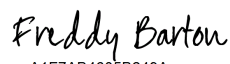
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