

**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, May 2, 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:

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|-----------------|---------------------|
| Freddy Barton | Chairperson |
| Rena Vance | Vice Chairperson |
| Nicholle Palmer | Assistant Secretary |
| Nicole Snelling | Assistant Secretary |
| Elizabeth Diaz | Assistant Secretary |

Also present were:

- | | |
|-------------------|-------------------------------------|
| Jennifer Goldyn | Regional Director, Inframark |
| Michael Perez | District Manager, Inframark |
| Frederick Levatte | On-site Manager |
| Gabe Montagna | Field Manager, Inframark |
| 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 6:02 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

B. Landscape Report

Pine Lake reviewed their report with the Board. Mr. Barton showed concern regarding the irrigation and grass not showing signs of enough water.

Pine Lake provided updates on the repair of a fence that was previously taken down.

The Board commended the installation of newer flowers, remarking on their appealing appearance.

45 **1. Consideration of Contract Pricing Models**

46 The Board discussed the proposed new contract and pricing model, which will be
47 confirmed after the budget.

48 Discussion ensued regarding moss removal.

49 The Board deliberated on porter service and whether Pine Lake, Inframark, or On-
50 site staff should manage it.

51
52 **A. Field Inspection Report**

53 Mr. Montagna presented his report, expressing concern about the newly installed
54 fence, which was installed too high above the ground with a significant gap underneath. A
55 signpost was observed missing a sign. On-site Staff will order and install a new no-parking
56 sign to address this issue.

57
58 **C. On-site Manager**

59 Mr. Levatte reviewed his report with the Board.
60

61 **FIFTH ORDER OF BUSINESS Business Items**

62 **B. Consideration of Pool Pump Motor Proposal**

63 The Board discussed purchasing a new pool pump and decided to retain the current
64 one as a backup pump.

65

On MOTION by Ms. Diaz, seconded by Mr. Barton, with all in favor, the pool pump motor proposal from FLA Pools, in the amount of \$4,324, was approved.

66
67 The Board discussed a sidewalk grind that requires attention. The On-site Manager
68 will take photos and inform Inframark of the location.

69
70 **FOURTH ORDER OF BUSINESS Staff Reports (Continued)**

71 **D. District Manager**

72 Ms. Goldyn addressed a previous inquiry for District Counsel and provided
73 clarification on the backflow invoice.

74 Ms. Goldyn informed the Board that Kristee Cole will return on Monday, May 6, 2024.
75 She reported there are currently 1,707 registered voters in the District, and informed Board
76 Members that seats one and two will be up for election in November 2024. The qualifying
77 period is scheduled for June 10th, 2024, to June 14th, 2024.

78 Ms. Goldyn announced the next meeting is scheduled for June 6, 2024.
79
80

81 **FIFTH ORDER OF BUSINESS** **Business Items (Continued)**

82 **A. Presentation of Proposed Budget for FY 24/25**

83 The Board discussed the proposed budget for FY 24/25.

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85 **1. Consideration of Resolution 2024-05, Approving Proposed Budget and**
86 **Setting Public Hearing**
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On MOTION by Mr. Barton, seconded by Ms. Diaz, with all in favor, Resolution 2024-05, approving the Proposed Budget and setting a Public Hearing, was adopted.

88
89 **C. Consideration of Fence Removal Proposal**
90

On MOTION by Mr. Barton, seconded by Ms. Diaz, with all in favor, the Inframark fence removal proposal, in the amount of \$1,950, was approved.

91
92 **D. Consideration of Debris Removal Proposal**

93 The task was completed by the on-site staff.

94
95 **E. Consideration of Inframark Amenities Contract**

96 The Board discussed increasing staff salaries or a bonus structure, building upon
97 earlier conversations.

98
On MOTION by Mr. Barton, seconded by Ms. Diaz, with all in favor, the Inframark Amenities Contract was approved.

99 Ms. Goldyn will adjust the start date of the contract and send it out via email.

100
101
102 **SIXTH ORDER OF BUSINESS** **Business Administration**

103 **A. Consideration of the Regular Meeting Minutes from April 4, 2024**

104 Discussion ensued regarding the needed changes to the minutes.

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On MOTION by Mr. Barton, seconded by Ms. Palmer, with all in favor, the minutes from the April 4, 2024 meeting were approved, as amended.

106
107 **B. Consideration of March 2024 Operation and Maintenance Expenditures**

108 A few items were discussed for review by the District Manager.

109
On MOTION by Ms. Diaz, seconded by Mr. Barton, with all in favor, the March 2024 Operation and Maintenance Expenditures were approved.

110
111 **C. Consideration of the March 2024 Financials & Check Register**
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On MOTION by Ms. Diaz, seconded by Mr. Barton, with all in favor, the March 2024 Check Register was approved.

113 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests**

114 There were no Supervisor requests.

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116 **EIGHTH ORDER OF BUSINESS** **Audience Comments**

117 There were no audience comments.

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119 **NINTH ORDER OF BUSINESS** **Adjournment**

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On MOTION by Mr. Barton, seconded by Ms. Palmer, with all in favor, the meeting was adjourned at 8:48 p.m.

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122
123 DocuSigned by:
Kristee Cole
124 09155031A200429...
125 **Secretary / Assistant Secretary**

DocuSigned by:
Freddy Barton
A1F7AD4005B249A...
Chair / Vice Chair