

**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, July 11, 2024, and called to order 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	Chairperson
Rena Vance	Vice Chairperson
Nicholle Palmer	Assistant Secretary
Nicole Snelling	Assistant Secretary

Also present were:

Jennifer Goldyn	Regional Director, Inframark
Kristee Cole	District Manager, Inframark
Christina Newsome	District Manager, Inframark
Fredrick Levatte	Onsite Manager, Inframark
Gabe Montagna	District Inspections Coordinator, Inframark
Kathryn Hopkinson	District Counsel, Straley, Robin, Vericker
David Hamstra	District Engineer, Pegasus Engineering
Epi Carvajal	Representative, Pine Lake Landscape
Audience Members	

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. A roll call was conducted, and a quorum was established.

THIRD ORDER OF BUSINESS Audience Comments on Agenda

There were multiple audience comments concerning the increased budget notifications they had received.

A resident raised an issue about dead grass on her property, which she attributed to weed spraying near the CDD fence.

Mr. Freddy Barton arrived at 6:15 p.m.

46 FOURTH ORDER OF BUSINESS Staff Reports**47 B. District Counsel**

48 Ms. Cole informed the Board about the email sent to Tonja Stewart concerning the
49 Weir. The Board instructed District Counsel to obtain a written statement from Ms. Stewart
50 regarding the Weir repair completed in 2022.

51 C. District Engineer

52 On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board
53 approved terminating the District Engineer contract with Stantec Engineering.

54 On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board
55 approved entering into a contract with Pegasus Engineering.

56 A. Aquatics Report

57 The report will be included on the agenda for review at the August 1, 2024, meeting.
58

59 F. Landscape Inspection Report

60 Mr. Carvajal informed the Board that the new contract took effect on July 1, 2024.
61 Under this contract, any vegetation below 12 feet will be trimmed, and palm trees are
62 recommended to be trimmed once a year. The Board requested a lower quote for trimming
63 fewer palm trees.

64 E. Field Inspection Report

65 Mr. Montagna presented his report to the Board. The Board directed Ms. Cole to
66 contact the previous fence vendor to see if they could reattach the fence to the posts as it
67 was originally done. Mr. Montagna will inspect the area where a homeowner complained
68 about the landscaper damaging the grass on her side of the fence line. There is also a boat
69 on CDD property; the Field Manager is to provide the address to the District Manager, who
70 will send a letter requesting the removal of the boat.
71

72 D. District Manager

73 Ms. Cole informed the Board of their next scheduled meeting on August 1, 2024, and
74 the Board decided to hold their workshop on July 18, 2024. The Board discussed the onsite
75 staff and agreed to pay time and a half for work on holidays. Mr. Levatte was tasked with
76 providing a two-week schedule for the onsite staff by Wednesday of the prior week.
77

78
79
80

81 **FIFTH ORDER OF BUSINESS** **Business Items**

82 **A. Consideration of Inframark District Management Agreement**

83 Ms. Goldyn presented the Inframark District Management agreement.

84

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Inframark District Management Agreement, as amended to include 15 meetings or workshops per year, was approved.

85

86 **B. Consideration of District Engineer Services Proposal**

87 This was previously discussed during the District Engineer’s report.

88

89 **C. Consideration of Fence Installation Proposals**

90 This was tabled until Mr. Montagna confirms the size of the space Pine Lake needs

91 to access the wells.

92

93 **D. Consideration of Fence Repair Proposal**

94

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Fence Repair proposal from Ballfer Service, in the amount of \$1,490, was approved.

95

96 **E. Consideration of Electrical Lighting Proposals**

97 This was tabled until Mr. Levatte could obtain additional proposals.

98 **F. Consideration of Pest Control Proposals**

99

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Pest Cemetery contract, with an additional \$12 per month for the off-site mailboxes, with the Ms. Cole to confirm the scope of work before finalizing the contract, was approved.

100

101 **G. Discussion regarding Clubhouse Rental Policy**

102 Ms. Cole provided information on room rental rates charged by other Districts. The
103 Board decided to set the rates at \$50 per hour for residents and \$100 per hour for non-
104 residents, with a \$250 deposit for residents and a \$500 deposit for non-residents.
105 Additionally, rates will double from 9 p.m. to 11 p.m. Ms. Cole will contact Ms. Hopkins for
106 the resolution and advertisement to schedule the public hearing on the clubhouse rental
107 policy.

108

109 **SIXTH ORDER OF BUSINESS** **Business Administration**

110 **A. Consideration of the Regular Meeting Minutes from June 6, 2024**

111

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the minutes from the June 6, 2024 meeting were approved, as presented.

112

113 **B. Consideration of May 2024 Operation and Maintenance Expenditures**

114 This was tabled until the August 1, 2024 meeting.

115
116 **C. Consideration of the May 2024 Financials & Check Register**

117 This was tabled until the August 1, 2024 meeting.

118
119 **SEVENTH ORDER OF BUSINESS Supervisor Requests**

120 Ms. Vance raised concerns about the crosswalk on County property.

121 Mr. Levatte noted the presence of a significant amount of trash in the playground.

122 The Board requested that Director of Finance Leah Popelka, and the Accountant
123 attend the next meeting in person.

124
125 **EIGHTH ORDER OF BUSINESS Audience Comments**

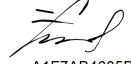
126 The audience requested palm tree trimming throughout the community.

127
128 **NINTH ORDER OF BUSINESS Adjournment**

129

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the meeting was adjourned at 8:22 p.m.

130 Signed by:
131 
132 60455001A296429
Secretary / Assistant Secretary

Signed by:

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Chair / Vice Chair