

1 **MINUTES OF MEETING**

2 **WATERLEAF**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Waterleaf Community Development
5 District was held on Tuesday, December 8, 2020 at 6:15 p.m. at the Coastal Palms Event Studio, 9429 US-
6 301 S, Riverview, FL 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Elliott-Moore called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Bob Neal	Board Supervisor, Chairman
11	Rich Gaines	Board Supervisor, Vice Chairman
12	John Daux	Board Supervisor, Assistant Secretary
13	Doug Draper (<i>via telephone</i>)	Board Supervisor, Assistant Secretary
14	Lori Price (<i>via telephone</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Tonya Elliott-Moore (<i>via telephone</i>)	District Manager, DPFPG Management & Consulting
17	Larry Krause (<i>via telephone</i>)	Assistant District Manager, DPFPG Management & 18 Consulting
19	Vivek Babbar	District Counsel, Straley Robin Vericker
20	Tonja Stewart (<i>via telephone, joined 21 in progress</i>)	District Engineer, Stantec
22	Scott Smith	Regional Director, Vesta Property Services
23	Paul Roseback (<i>joined in progress</i>)	Clubhouse Manager, Harbor Isles
24	Chantilly Gamel-Rivera	Resident

25 *The following is a summary of the discussions and actions taken at the December 8, 2020 Waterleaf CDD*
26 *Board of Supervisors Regular Meeting.*

27 **SECOND ORDER OF BUSINESS – Audience Comments**

28 There being none, the next item followed.

29 **THIRD ORDER OF BUSINESS – Consent Agenda**

30 A. Consideration and Approval of the October 13, 2020 Regular Meeting Minutes

31 B. Consideration and Approval of the November 17, 2020 Regular Meeting Minutes

32 Mr. Neal requested an edit to line 65 of the November meeting minutes, stating that Mr. Daux
33 would be working with the vendor.

34 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
35 items A and B from the consent agenda, as modified, for the Waterleaf Community Development District.

36 C. Acceptance of the June, September, and October 2020 Unaudited Financial Statements

37 Mr. Neal expressed concerns regarding the classification of the \$6,800 figure associated with hogs
38 as an assessment, noting that he had previously emailed District Management about this. Mr. Neal
39 additionally requested a description of discrepancies and large variances rather than the chart at the
40 bottom of the financial statements. Mr. Neal also questioned the accounts receivable off roll which
41 had been on statements since October 2019. Mr. Neal asked for clarification on the “due to debt

42 service” item, and Ms. Elliott-Moore stated she would investigate the item, additionally suggesting
43 that discussions regarding financials could be set up prior to meetings with Ms. Thibault.

44 **FOURTH ORDER OF BUSINESS – Business Matters**

45 A. Exhibit 1: Discussion and Acceptance of the Pond Report date December 1, 2020

46 Mr. Neal requested for more qualitative assessments of ponds, suggesting a “good/bad/ugly”
47 judgement on the reports.

48 Ms. Elliott-Moore provided an update on the pond behind Cross Vine Drive

49 B. Exhibit 2: Discussion of Hand Dryers at Pool Restrooms

50 This item was tabled.

51 C. Exhibit 3: Update on Replenishing Mulch at Playground

52 Ms. Elliott-Moore indicated that adding 45 yards of standard playground mulch would cost \$3,228,
53 which was more reasonable than replacing with rubber mulch at \$40,700. Ms. Elliott-Moore
54 advised that she was not currently receiving any comments from the community specifically
55 interested in rubber mulch, and recommended that the Board move forward with regular mulch
56 allowing for the option to plan and budget for rubber mulch if the community expressed interest.

57 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
58 replenishing the playground with regular mulch, for the Waterleaf Community Development District.

59 D. Exhibit 4: Update on Amenity Center Landscaping

60 Ms. Elliott-Moore gave an overview on landscaping work performed by All-American, noting that
61 she had directed the contractor to address the struggling azalea bed.

62 E. Exhibit 5: Update on Common Area Landscape Replenishment

63 Ms. Elliott-Moore noted the \$10,000 budgeted for landscape enhancements, and that Brightview
64 had provided some proposals on addressing the climbing fern area. Mr. Neal requested clarification
65 as to which was the right and left side of Waterleaf Vista Boulevard. Mr. Neal additionally asked
66 whether the common area for the climbing fern would be going to Freedom Homes, and noted that
67 he felt the community could use the open space. Ms. Elliott-Moore indicated that she would look
68 into the sides of Waterleaf Vista Boulevard and remove the climbing fern component.

69 F. Exhibit 6: Update on CIP Project

70 Ms. Elliott-Moore asked the Board for input on pursuing the capital improvements within the
71 reserve study programmed for 2021.

72 Mr. Neal noted that the monument had been painted within the past three years and likely did not
73 need repainting for 2021, which the Board agreed with. The Board additionally questioned the work
74 on the asphalt, and Ms. Elliott-Moore clarified that seal coating would retain the life of the
75 pavement. Ms. Elliott-Moore and the Board discussed the pool trellises and agreed that it did not
76 need to be a project.

77 Ms. Elliott-Moore explained that a project she wished to develop was a sidewalk pressure washing
78 program with areas to be prioritized annually. Mr. Neal suggested the inclusion of wall and fencing
79 infrastructure, noting that the wall along Riverview and the wall along the Freedom Homes section
80 should be prioritized.

81 Ms. Elliott-Moore noted that the District Engineer was working to compare plans for sidewalk
82 repairs to actual sidewalks installed. Mr. Neal asked whether all sidewalks in the entire community

83 were being accounted for, noting that sidewalks in front of homes were not the responsibility of the
84 District. Ms. Stewart stated that these were likely not included. Mr. Neal opined that the number of
85 square feet included appeared to be more than the District common area. The Board and staff
86 additionally discussed depressions in roads that needed to be addressed.

87 Mr. Daux commented on erosion on Pond 20 which was resulting in uneven cutbacks.

88 Ms. Elliott-Moore indicated that she intended to obtain quotes to get soap dispensers and hand
89 towel dryers with rust resistance.

90 G. Exhibit 7: Update on Wildlife Trapping Contract

91 Ms. Elliott-Moore advised that the District had paid about \$6,800 and that she had been directed to
92 invoice the HOA for this amount and look into the contract responsibility. Discussion ensued, with
93 the Board directing staff to pause the hog trapper services.

94 H. Exhibit 8: Update on Tree Trimming Contract

95 Ms. Elliott-Moore advised that there was no tree trimming aside from two annual palm tree
96 trimmings from Brightview. In response to a question from Mr. Neal, Ms. Elliott-Moore advised
97 that residents are informed that they are responsible for trimming back trees when they encroach
98 upon District property, and that trimming on District property was done on an as-needed basis. Mr.
99 Neal asked whether an announcement should be made on social media regarding the District no
100 longer having the contract. Mr. Babbar recommended avoiding making an announcement,
101 additionally cautioning about communicating via social media due to public record requirements
102 and related matters.

103 I. Exhibit 9: Update on Adopted Amenity Policy

104 Ms. Elliott-Moore informed the Board that she'd had several conversations and confirmation from
105 the security contractor regarding patrol between pool and basketball areas, and had been given the
106 adopted amenities policy for their scope of enforcement.

107 **FIFTH ORDER OF BUSINESS – Administrative Matters**

108 A. Exhibit 10: Ratify PO's and Contracts #164, 174, 178

109 Ms. Elliott-Moore advised that PO #164 was related to clickers that were supposed to be ordered
110 the previous year but never were, and that the amenity manager was directed to order the ones that
111 were in the District budget. Ms. Elliott-Moore additionally advised that PO #174 would be paid out
112 of reserve funds, and that PO #178 involved the replacement of a shorted pool motor.

113 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
114 the ratification of PO's and Contracts #164, 174, and 178, for the Waterleaf Community Development
115 District.

116 **SIXTH ORDER OF BUSINESS – Staff Reports**

117 A. District Manager

118 Ms. Elliott-Moore noted that she had included a slideshow listing out projects for Waterleaf. Mr.
119 Neal asked about the bridge repairs, and Ms. Elliott-Moore advised that District Counsel had
120 finished the contract and that the vendor had promised for work to begin within two weeks, with a
121 120 day timeframe for completion. Mr. Neal asked about the notification system for Johnson
122 Controls, and Ms. Elliott-Moore clarified that the system would notify her and that it could be set
123 up to notify the Sheriff's office. Mr. Babbar additionally noted that he was working on the
124 agreement. Ms. Elliott-Moore also noted equipment included in the costs, discussing the key card
125 system with the Board. Mr. Neal asked for clarification as to Cardno and their role in addressing

126 the pothole, and Ms. Elliott-Moore clarified that they were not the original contractor, but were a
127 vendor that could be brought in to fix once the District Engineer evaluated the issue.

128 Ms. Elliott-Moore noted a resident request regarding food trucks, which Mr. Neal expressed
129 approval for if they followed guidelines for COVID-19 prevention with regards to social distancing
130 and safety measures. Ms. Elliott-Moore additionally noted that the resident who had submitted the
131 request was expressing interest in filling a seat on the Board which no one had qualified for. Ms.
132 Gamel-Rivera, the resident, fielded a number of questions from the Board, and Ms. Elliott-Moore
133 stated that this could be brought back at the next meeting for a final decision from the Board.

134 Mr. Smith and the Board discussed adjustments to the hours. Mr. Neal stated that the hours were
135 still incorrect, noting that the pool area needed to be covered while open, and that time should be
136 allotted after pool closure in order to prepare the area for the next day. Mr. Neal additionally asked
137 about the role of Vesta's service, discussing overlap with security and surveillance. Mr. Smith
138 fielded several questions regarding specific hours, flexibility, and enforcement responsibilities,
139 particularly in the summer months.

140 The Board directed Vesta to develop a 90 day action plan that could be implemented when ready.

141 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board accepted the
142 Vesta proposal of services, with modified hours, and authorizing the Chair to approve any changes, for the
143 Waterleaf Community Development District.

144 B. District Counsel

145 Mr. Babbar noted communications with the School District attorney regarding the school bus issue.
146 Mr. Babbar additionally stated he was still working on the community coordination agreement with
147 the HOA with respect to the arb process. Mr. Neal asked about a specific matter related to Sunshine
148 Laws in communications via email particularly with meeting agendas, and Mr. Babbar advised as
149 to limitations to interactions between members of the Board. Mr. Neal requested that the process
150 for agenda drafts include input from the Board members for items to be included.

151 C. District Engineer

152 Ms. Stewart indicated the Phase 6B acquisition. Mr. Babbar advised that 6B was the last phase in
153 Waterleaf and had been recently platted, with common areas expected to go to the District. Mr.
154 Babbar noted that Ms. Stewart was working with him in reviewing documents, and that an issue
155 with stormwater ponds was being addressed. Mr. Babbar advised that the Board could approve the
156 conveyance in substantial form, subject to final authorization from the District staff and chair. Mr.
157 Babbar and Ms. Stewart fielded questions from the Board regarding conditions of stormwater ponds
158 and roads.

159 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
160 the authorization of the Chair to work with District Staff to approve acceptance of the conveyance of
161 common areas in Phase 6B in one or more conveyances, subject to all appropriate documentation being
162 in place, for the Waterleaf Community Development District.

163 Following the motion, Ms. Stewart noted that traffic engineers would be able to do inspections to
164 signs that were needed in order to enter a traffic enforcement agreement with the Sheriff's office.
165 Ms. Stewart also noted that she had reviewed the construction plans for the pedestrian trail and
166 observed that it appeared to have been cut short.

167 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

168 Mr. Neal asked about the borders of the trees at the pool, and Ms. Elliott-Moore advised that she
169 had requested Brightview for options to keep the mulch in. Mr. Neal asked whether the District had
170 gotten the credit back, which Ms. Elliott-Moore confirmed. Mr. Neal asked whether Ms. Elliott-
171 Moore had an estimate with Panther Trace reopening to avoid issues with the current meeting
172 location, and Ms. Elliott-Moore stated that there was no estimated reopening date but she would
173 continue to monitor.

174 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

175 There being none, the next item followed.

176 **NINTH ORDER OF BUSINESS – Adjournment**

177 Ms. Elliott-Moore asked for final questions, comments, or corrections before requesting a motion
178 to adjourn the meeting. There being none, Mr. Gaines made a motion to adjourn the meeting.

179 On a MOTION by Mr. Gaines, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board adjourned
180 the meeting for the Waterleaf Community Development District.

181 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
182 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
183 *including the testimony and evidence upon which such appeal is to be based.*

184 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
185 **meeting held on _____.**

186

Signature

Signature

Printed Name

Printed Name

187 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**