

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 Monday, April 12, 2021 at 6:00 p.m. at The Alley at Southshore Bay, 10221 Big Bend
6 Road, Riverview, FL 33578.

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

8 Ms. Thibault 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 phone)</i>	Board Supervisor, Assistant Secretary
14	Lori Price <i>(via phone)</i>	Board Supervisor, Assistant Secretary

15 Also present were:

16	Patricia Thibault	District Manager, DPFPG Management & Consulting
17	Larry Krause	Assistant District Manager, DPFPG Management & 18 Consulting
19	Vivek Babbar	District Counsel, Straley Robin Vericker
20	Lori Dann <i>(via phone)</i>	Artemis
21	Mike Reed	Artemis
22	Steve Stafford	Artemis
23	Todd Hebel <i>(via phone)</i>	Miller Security/DC Integrations
24	Linda Davies	Resident

25 *The following is a summary of the discussions and actions taken at the April 12, 2021 Waterleaf CDD*
26 *Board of Supervisors Regular Meeting.*

27 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

28 The Pledge of Allegiance was recited.

29 **THIRD ORDER OF BUSINESS – Audience Comments**

30 Ms. Davies noted a resident email regarding stagnancy in Pond #21, and that she had gone to
31 observe the pond and found the report to be inaccurate as the fountain was on. Ms. Davies
32 acknowledged that the water level of the pond was low.

33 **FOURTH ORDER OF BUSINESS – Consent Agenda**

34 A. Exhibit 1: Consideration of Brightview Right Side Entrance Turf Renovation Proposal SO# 747896
35 - \$4,860 (landscape replenishment)

36 Mr. Neal indicated that the exhibit contained multiple items for various entrances, in the total
37 amount of almost \$14,000. The Board requested for Mr. Stafford to follow up with Brightview
38 regarding the details, indicating limitations in the budget and additional limitation on water usage
39 from the County. This item was tabled to the next meeting.

40 B. Exhibit 2: Consideration of Brightview Pump Station Renovation at Balm Riverview Dr. Proposal
41 SO# 77449100 - \$570 (landscape replenishment)

42 On a MOTION by Mr. Gaines, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
43 the Brightview Pump Station renovation proposal for landscape replenishment, in the amount of \$570.00,
44 for the Waterleaf Community Development District.

45 C. Field Services/Amenity Management Report

46 Mr. Stafford advised as to the status of the fountain repair, stating that the fountain still needed to
47 be tested. Mr. Stafford noted that the contractor was scheduled to visit the site on April 14.

48 The Board and staff additionally commented on motion sensors and access control keycard
49 solutions, with Mr. Hebel advising as to a hardware proposal for the amenity center card issue. The
50 Board opted to provide two cards per household, and Mr. Gaines stated that he would work with
51 Mr. Stafford and Mr. Hebel in coordinating the details.

52 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
53 proceeding with the work on the access control panel from Miller Security, including an additional access
54 system and cards, in an amount not to exceed \$12,000.00, for the Waterleaf Community Development
55 District.

56 Following the motion, Mr. Stafford discussed the sidewalk repair plans, noting that the County
57 code required for truncated domes on sidewalks, which would run the amount of \$200 per
58 sidewalk/road access. Discussion ensued with the District Counsel, and Mr. Babbar requested a
59 copy for files from the District Engineer, stating that he would follow up with Ms. Stewart regarding
60 any study. Ms. Thibault additionally advised as to vendors that could address sidewalks.

61 Mr. Neal asked whether there was any recourse for defective construction, or any legal code that
62 the District could move forward with, expressing concerns about rapidly breaking items. Mr.
63 Babbar advised that the District would first need a construction expert to determine whether items
64 were in fact defective. The Board expressed interest in finding appropriate experts to identify
65 construction defects on a contingent basis.

66 Mr. Gaines noted that a resident on the other side of the easement was complaining about the pond
67 and landscape company using her yard, and asked about District easement signs having been
68 moved. Mr. Stafford asked District Counsel about authority over the signage. Mr. Babbar stated
69 that he would need to check language, but typically signage was placed at the front and back of the
70 property without issue, and that generally easements did not also include signage.

71 ➤ Exhibit 3: Landscape Maintenance Report

72 ➤ Exhibit 4: Pond Maintenance Report

73 ➤ Bridge Repair Progress Report

74 Mr. Stafford stated that he had received an invoice requesting payment on bridges, noting
75 that the company had painted newly installed wood but had not readdressed Bridge 1. Mr.
76 Neal asked whether a formal punchlist had been given to the vendor, and Mr. Stafford
77 stated that this had not occurred. Mr. Neal acknowledged that he felt the bridges had been
78 improved, but not to the standard he was looking for. Discussion ensued regarding
79 contracted amounts and amounts paid to date. The Board requested for no further payments
80 until explicitly approved.

81 ➤ Update on Hog Trapping Vendors

82 Mr. Stafford stated that the cost of hog trapping and relocation ran at \$600 per month for
83 two hog traps on District property, and that the contract could be signed on a month-by-
84 month basis. Mr. Neal emphasized the importance of maintaining the common areas and

85 recalled costs from the previous trapper. Mr. Daux expressed doubts about the efficacy of
86 trapping in eliminating the issue, and Mr. Gaines suggested that if trapping was cheaper
87 than repair costs it would be worthwhile. Mr. Stafford noted that to his knowledge hogs
88 had only damaged lake banks which were not a major concern, but the problem could be
89 significantly worse if the hogs made it to the gates or the amenity center.

90 Mr. Gaines made a motion, seconded by Mr. Neal, to get hog services for the District for
91 two months, then to reevaluate the situation.

92 During discussion of the motion, Mr. Stafford noted that the trapper had liability insurance,
93 and the District had received an insurance district from him.

94 On a MOTION by Mr. Gaines, SECONDED by Mr. Neal, with Mr. Gaines and Mr. Neal voting "AYE"
95 and Mr. Daux voting "NAY", the Board approved hiring hog services for two traps for two months, and to
96 re-evaluate the situation following the term, for an amount not to exceed \$600.00, for the Waterleaf
97 Community Development District.

98 Following the motion, Ms. Thibault requested that the contract be forwarded to District
99 Counsel for review, citing potential concerns with an out clause. The Board additionally
100 requested a weekly report on hog captures.

101 ➤ Discussion on Pool Leak

102 Mr. Stafford noted that the pool would need to be closed for a day in relation to addressing
103 a broken pipe. Mr. Neal noted that water bills had increased after June due to the leak, and
104 stressed the need to monitor any unusual variances in bills.

105 Ms. Dann gave a recommendation for pool attendants, indicating a schedule of Monday
106 through Friday from 2:00 p.m. to 8:00 p.m. and Saturday and Sunday from 10:00 a.m. to
107 8:00 p.m. Ms. Dann noted that with overhead this would amount to an annual cost of
108 \$53,605. Mr. Neal indicated that the pool closed at 5:30 p.m. during the winter months,
109 and Ms. Dann clarified that hours would be adjusted as needed. Mr. Daux asked for
110 clarification as to the scope of monitor responsibility, and Ms. Dann stated that monitors
111 would work to ensure that people came in and out of the pool as they were supposed to,
112 and to maintain cleanliness. Mr. Neal noted cost-cutting options in replacing the security
113 guard, H2's light janitorial work, and addressing redundant costs across multiple vendors
114 for amenity management. Discussion ensued, with Mr. Daux asking questions about the
115 scope of work and the attendants' contract being connected as an addendum to the Breeze
116 contract. The Board requested for pool monitoring services to be a standalone contract
117 separate from the Breeze contract.

118 On a MOTION by Mr. Gaines, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
119 the termination of Allied services, effective May 31, for the Waterleaf Community Development District.

120 Following the motion, Mr. Neal stressed that the expectation was for the vendor to continue
121 to provide the high level of services until the termination date.

122 **FIFTH ORDER OF BUSINESS – Consent Agenda**

- 123 A. Exhibit 5: Consideration and Approval of the March 9, 2021 Regular Meeting Minutes
124 B. Exhibit 6: Acceptance of the February 2021 Unaudited Financial Statements

125 Mr. Neal noted that no expense was shown for irrigation repairs, and requested its classification as
126 a separate line item. Mr. Neal additionally thanked Ms. Thibault and Mr. Montejano for their work

127 on detailed financials, and Ms. Thibault stated she was willing to discuss the budget if the Board
128 had any questions at any time.

129 C. Exhibit 7: Ratify Contracts and POs: #191-200

130 Mr. Neal indicated that POs #192 and #199 were quotes from Red Rhino and not invoices. Mr.
131 Neal requested confirmation that PO #193 was the full amount, and would be broken out and paid
132 monthly. Mr. Neal asked for clarification as to the location of the leak in PO #194, and Mr. Stafford
133 advised.

134 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
135 the ratification of all items of the consent agenda, excluding POs #192 and #199, for the Waterleaf
136 Community Development District.

137 **SIXTH ORDER OF BUSINESS – Business Matters**

138 A. Exhibit 8: Consideration and Approval of **Resolution 2021-04**, Authorization of Spending
139 Thresholds

140 Ms. Thibault explained the expenses that could be categorized as emergency and non-recurring for
141 the purposes of this Resolution. The Board discussed thresholds being set by the Resolution. Mr.
142 Neal requested that the language of the Resolution be changed from “emergency” to “urgent”
143 expenditure authorizations.

144 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board adopted
145 **Resolution 2021-04**, Authorization of Spending Thresholds, as amended, for the Waterleaf Community
146 Development District.

147 B. Exhibit 9: Consideration and Approval of **Resolution 2021-05**, Re-Designation of Officers

148 Ms. Thibault advised that this Resolution designated herself as Secretary for the District, removing
149 Ms. Elliott-Moore, and otherwise kept the existing slate of officers.

150 On a MOTION by Mr. Neal, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board adopted
151 **Resolution 2021-05**, Re-Designation of Officers, for the Waterleaf Community Development District.

152 **SEVENTH ORDER OF BUSINESS – Staff Reports**

153 A. District Manager

154 Ms. Thibault reminded the Board that they were a governmental entity with any statements being
155 on the record, and that, as such, Supervisors should maintain decorum.

156 ➤ Exhibit 10: Financial Oversight Brief

157 Ms. Thibault advised that the financial statements were being revamped for increased
158 information and transparency. Ms. Thibault asked the Board whether they had any
159 contemplations of capital projects in advance of the budget process. The Board discussed
160 a fountain pump that could be installed in a common area pond. Mr. Neal suggested that
161 field services could put together a list of possible capital projects. Discussion ensued, and
162 Ms. Thibault stated that discussions would be brought back to the next meeting.

163 B. District Counsel

164 Mr. Babbar advised that he may not be able to attend meetings every scheduled Monday, though
165 could call in as needed after 7:00 p.m. or alternatively ask someone from the office to attend as
166 well.

167 C. District Engineer

168 The District Engineer was not present to provide a report.

169 **EIGHTH ORDER OF BUSINESS – Supervisor Requests**

170 There being none, the next item followed.

171 **NINTH ORDER OF BUSINESS – Audience Comments – New Business**

172 There being none, the next item followed.

173 **TENTH ORDER OF BUSINESS – Adjournment**

174 Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to
175 adjourn the meeting. There being none, Mr. Neal made a motion to adjourn the meeting.

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

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

181 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
182 meeting held on MAY 16, 2021.

183



Signature

Larry B. Krause Jr.

Printed Name



Signature

ROBERT NEAL

Printed Name

184 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

167 C. District Engineer

168 The District Engineer was not present to provide a report.

169 **EIGHTH ORDER OF BUSINESS – Supervisor Requests**

170 There being none, the next item followed.

171 **NINTH ORDER OF BUSINESS – Audience Comments – New Business**

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

183

Signature

Signature

Printed Name

Printed Name

184 **Title:** **Secretary** **Assistant Secretary**

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