

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, May 10, 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, DPFG Management & Consulting
17	Larry Krause	Assistant District Manager, DPFG Management & 18 Consulting
19	Kelly Corcoran	Construction Litigation
20	Scott Miller	Attorney at Law
21	Mike Reed	Artemis
22	Steve Stafford	Artemis
23	Linda Davies	Resident
24	Bob Bishop	Resident

25 *The following is a summary of the discussions and actions taken at the May 10, 2021 Waterleaf CDD Board*
26 *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 There being none, the next item followed.

31 **FOURTH ORDER OF BUSINESS – Legal Matters**

- 32 A. Exhibit 1: Kelly Corcoran, Construction Litigation
33 B. Scott Miller, Attorney at Law

34 Ms. Corcoran and Mr. Miller gave an overview of their experience and fielded questions from the
35 Board as to fees, scopes of service, specialization, and cases.

36 On a MOTION by Mr. Gaines, SECONDED by Mr. Neal, with Mr. Gaines, Mr. Neal, and Mr. Daux voting
37 “AYE”, and Mr. Draper and Ms. Price abstaining, the Board approved proceeding with Kelly Corcoran, for
38 the Waterleaf Community Development District.

39 Following the motion, Ms. Thibault stated that she would send Mr. Draper and Ms. Price a form
40 for them to fill out related to conflicts of interest, due to their relationship to the developer company.

41 **FIFTH ORDER OF BUSINESS – Business Matters**

42 A. Exhibit 2: Consideration of Brightview Hog Damage Turf Repair Proposals

- 43 ➤ Pond 6: SO# 7496840 - \$3,124
- 44 ➤ Pond 7: SO# 7496848 - \$1,382
- 45 ➤ Pond 8: SO# 7496864 - \$5,818
- 46 ➤ Pond 9: SO# 7496875 - \$14,996

47 Mr. Neal asked whether something could be sprayed to prevent hogs from returning to the same
48 locations. Mr. Stafford stated that it was unknown what was attracting the hogs to the area, and
49 suggested not resodding the area until preventative measures were determined. Mr. Neal suggested
50 tabling these items to the next meeting. Mr. Daux and Mr. Neal additionally asked whether there
51 were options for smoothing and/or resodding, to prevent possible injuries from the uneven terrain.

52 These items were tabled to the next meeting.

53 B. Exhibit 3: Consideration of Brightview Big Bend Balm Riverview Dr. Renovation Proposals
54 (Supervisor Request 2/9/2021)

- 55 ➤ Balm Riverview Rd.: SO# 7475892 - \$2,756
- 56 ➤ Right Side Turf Renovation: SO# 7474898 - \$4,860
- 57 ➤ Left Side Entrance: SO# 7475913 - \$2,633
- 58 ➤ Right Side Entrance: SO# 7474911 - \$3,745.50

59 These items were tabled to the September meeting.

60 C. Field Services/Amenity Management Report

- 61 ➤ Exhibit 4: Landscape Maintenance Report
- 62 ➤ Exhibit 5: Pond Maintenance Report

63 Mr. Neal stated that he preferred to have reports from the pond vendor and from Ms. Davies
64 to compare against. The Board indicated that trash removal did not appear to have been
65 performed by the pond company. Discussion ensued regarding water levels.

- 66 ➤ Bridge Repair Update

67 Staff and the Board discussed a punchlist requested by the bridge repair company. Mr. Neal
68 requested an update on how much the District still owed to the vendor for bridges.

- 69 ➤ Update on Pool Leak

- 70 ➤ Exhibit 6: ADA/Truncated Sidewalk Mats

71 Mr. Stafford stated that a bid had been acquired from a company for truncated dome mats,
72 and added that the District Engineer would follow up with the team to determine any
73 requirements. Mr. Neal stated that this issue would need to be deferred until this
74 assessment.

- 75 ➤ Update on Pool Attendant Proposal

76 Mr. Daux requested clarification as to overhead costs. Additional Board discussion ensued
77 regarding camera motion system alarm timing, with Mr. Neal suggesting that the alarm be
78 set for operations from 10:00 p.m. to 6:00 a.m.

- 79 ➤ Discussion – List of Capital Needs Projects

80 D. Discussion on Supervisors' Input for the FY 2022 Preliminary Budget

81 **SIXTH ORDER OF BUSINESS – Consent Agenda**

82 Mr. Neal requested that items C, D, and E be considered separately as Administrative Items outside
83 of the Consent Agenda.

84 A. Exhibit 7: Consideration and Approval of the April 12, 2021 Regular Meeting Minutes

85 B. Exhibit 8: Acceptance of the March 2021 Unaudited Financial Statements

86 C. Exhibit 9: Ratify Contracts and POs: CC Charges

87 D. Exhibit 10: Acceptance of District Attorney Invoices

88 Mr. Neal expressed concerns about cost bundling. Mr. Neal noted that the current District Counsel
89 worked to maintain a relationship both with the community and with the developer, and suggested
90 that while no improper conduct had occurred, it may be beneficial to seek counsel that could serve
91 in an independent role. Mr. Daux agreed, also requesting to seek additional attorneys to present.
92 The Board asked Ms. Thibault for input as to attorneys at other Districts under her management,
93 which she gave an overview of.

94 E. Exhibit 11: Acceptance of District Engineer Invoices

95 Mr. Neal asked about where the 6B work should be paid from, and questioned invoices for process
96 requisitions. Mr. Neal suggested that the Board be more mindful of engineer time and costs of
97 attending meetings.

98 F. Exhibit 12: Ratification of Hog Trapping Contract with R. Richards

99 G. Exhibit 13: Presentation of Hillsborough County Number of qualified Electors – F.S. 190.006 - 954

100 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board approved the
101 ratification of all items of the consent agenda, except for Items C-E, for the Waterleaf Community
102 Development District.

103 **SEVENTH ORDER OF BUSINESS – Administrative Matters**

104 A. Exhibit 14: Reminder for Supervisors to file Form 1 by July 1

105 **EIGHTH ORDER OF BUSINESS – Staff Reports**

106 A. District Manager

107 Ms. Thibault stated that her mid-year analysis projection for the budget indicated that the District
108 was trending favorably, though noted that water charges were somewhat high. Ms. Thibault added
109 that she would impact the overall FY 2022 budget with additional cost increases, though noted that
110 planning and coordinating expenses in the amount of \$36,000 would be removed. Mr. Neal
111 requested the budget spreadsheet for accounting purposes. Ms. Thibault additionally gave an
112 overview of the budget process, with the high watermark budget to be adopted by June 15, and a
113 letter to be distributed to residents 30 days prior to the final budget meeting in August.

114 Mr. Daux asked whether Ms. Thibault thought there would be an increase in the overall budget.
115 Ms. Thibault stated that it would be close to the threshold for a small increase. Mr. Daux stated that
116 he wished to ensure that all measures were taken to avoid any possible increases and to see the
117 proposed budget sooner rather than later for review prior to the meeting. Mr. Neal stressed that the
118 Board needed to plan for what needed to be done in the District for the next fiscal year.

119 ➤ Exhibit 15: Review Letter of Interest for Open Board Seat

120 The Board reviewed Mr. Bishop’s letter, and Mr. Bishop gave a summary of his experience
121 as a developer. Ms. Thibault added that Ms. Gamel-Rivera had also reached out to her

122 expressing interest in serving on the Board of Supervisors, noting that she had previously
123 expressed interest in January. Ms. Thibault explained that Mr. Draper could remain in a
124 seat by proxy until an interested resident was selected by the Board. Discussion ensued,
125 and Mr. Neal suggested that consideration of a new Supervisor be added to the next
126 meeting's agenda.

127 B. District Counsel

128 The District Counsel was not present to provide a report.

129 C. District Engineer

130 > ADA/Truncated Sidewalk Mats

131 The District Engineer was not present to provide her report or to discuss the ADA/Truncated
132 Sidewalk Mats. Mr. Neal commented that Ms. Stewart would be present at the next meeting.

133 **NINTH ORDER OF BUSINESS – Supervisor Requests**

134 Mr. Daux requested a copy of the reserve study for review.

135 Mr. Neal asked about additional pet waste stations in the budget. Mr. Neal also asked when the
136 security access system was to be installed, and Mr. Stafford advised that installation would occur
137 the week after the meeting. Mr. Neal asked about the turnover between code and card systems, and
138 Mr. Stafford explained that there would be a period of overlap where both systems would be in
139 place. Mr. Neal and Mr. Stafford discussed access and security matters related to fobs. Ms. Thibault
140 noted that the annual monitoring fee was \$1,980, adding that there were two proposals for readers
141 and the video feed control panel.

142 **TENTH ORDER OF BUSINESS – Audience Comments – New Business**

143 There being none, the next item followed.

144 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

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

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

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

154 

Signature

Larry B. Krause Jr.

Printed Name



Signature

ROBERT NEAL

Printed Name

155 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman