

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, June 14, 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 Also present were:

15	Patricia Thibault	District Manager, DPFPG Management & Consulting
16	Larry Krause	Assistant District Manager, DPFPG Management & 17 Consulting
18	Jennifer Kilinski (<i>via phone</i>)	Hopping, Green & Sams
19	Vinette Godelia	Hopping, Green & Sams
20	Kelly Corcoran	Construction Litigation
21	Mike Reed	Artemis
22	Steve Stafford	Artemis
23	Linda Davies	Resident
24	Bob Bishop	Resident
25	Bob Crespo	Resident
26	Rebecca Smith	Resident

27 *The following is a summary of the discussions and actions taken at the June 14, 2021 Waterleaf CDD Board*
28 *of Supervisors Regular Meeting.*

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

30 The Pledge of Allegiance was recited.

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

32 Ms. Davis noted complaints from other residents at ponds 1 and 18, and that weather conditions
33 had prevented their immediate service.

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

35 A. Proposals for District Counsel Services

- 36 ➤ Exhibit 1: Hopping, Green & Sams
- 37 ➤ Kelly Corcoran, Construction Litigation

38 Ms. Kilinski and Ms. Godelia, on behalf of Hopping, Green & Sams, gave an overview of their
39 experience and fielded questions from the Board as to fees, scopes of service, specialization, and
40 cases.

41 Mr. Corcoran discussed having sent the engineer to inspect the property to get a better idea of the
42 construction and design, as well as estimates on the potential value of issues. Mr. Corcoran advised
43 as to scopes of inspections.

44 The Board opted to defer any further conversations to the next meeting.

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

46 A. District Engineer – ADA/Truncated Sidewalk Mats

47 The Board questioned whether they would need to be responsible on the back end for bringing
48 sidewalks to ADA compliance, with Mr. Neal indicating that the developer should have been
49 responsible. Ms. Stewart advised that developers typically hired professionals to handle design
50 specifications, permitting, and construction administration. Ms. Thibault requested a copy of Ms.
51 Stewart’s report.

52 B. Field Services/Amenity Management Report

53 ➤ 11887 Frost Aster Drive Curb Discoloration Update

54 ➤ Exhibit 2: Landscape and Irrigation Report

55 Comments were made about the conditions of the community’s landscape during the
56 drought.

57 ➤ Exhibit 3: Pond Report

58 Mr. Neal observed that not much changed had occurred as far as overall grading, though
59 acknowledged that ponds looked good overall compared to their condition the previous
60 year. Mr. Daux asked whether rains may have helped with hog damage, and Mr. Stafford
61 advised that he could check.

62 ➤ Exhibit 4: No Parking Signs

63 Mr. Neal suggested adding “no parking” advisories to the backs of two stop signs, and for
64 two additional separate “no parking” signs.

65 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
66 for four no parking signs, in an amount not to exceed \$500.00, for the Waterleaf Community Development
67 District.

68 ➤ Pest Control Proposals

69 Mr. Neal noted that no payments had been made for pest control since January, and it was
70 unclear why the pest control service had stopped in the first place. Field Services was to
71 follow up to get a new quote; Supervisor Gaines provided one potential company to call.

72 ➤ Exhibit 5: Pool, Fountain and Janitorial Proposals – Infinite Property Maintenance Services

73 1. Pool and Fountain

74 2. Pool and Janitorial

75 3. Breakdown Bundled

76 4. Breakdown Unbundled

77 The Board discussed current service related to H2, and potentially turning service over to
78 IPMS. Mr. Daux suggested reevaluating the contract with Breeze regarding pool attendant
79 responsibilities.

80 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
81 starting bundled service with Infinite Property Maintenance Services, with the scope of service to include
82 pool, janitorial, and fountain services, effective August 1, 2021, based on District Counsel's legal review
83 and finalization of the contract, for the Waterleaf Community Development District.

84
85 On a MOTION by Mr. Gaines, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
86 terminating the H2 contract, providing a notice with the appropriate time length for the termination to take
87 effect August 1, 2021, for the Waterleaf Community Development District.

88 ➤ Boardwalk Update

89 Mr. Neal stated that he had been walking the bridges with the engineers from Cochran, and
90 indicated washed-out conditions under the pylons halfway down the middle bridge.
91 Additionally, Field Services was requested to review and get quotes to correct.

92 ➤ Internet Service Update

93 Mr. Gaines stated that staff needed to ensure that a unique segmented SSID was in place,
94 related to discussions with Wi-Fi at the amenity center. Mr. Stafford stated that he would
95 follow up with DC Integrations.

96 C. Exhibit 6: Consideration of Brightview Hog Damage Turf Repair Proposals

97 ➤ Pond 6: SO# 7496840 - \$3,124

98 ➤ Pond 7: SO# 7496848 - \$1,382

99 ➤ Pond 8: SO# 7496864 - \$5,818

100 ➤ Pond 9: SO# 7496875 - \$14,996

101 Mr. Stafford stated that he would be getting with Brightview on additional options to address turf
102 damage from wild hogs. The Board commented that rainy weather was not noted for mitigating
103 hog activity and may lead to erosion issues. This item was tabled pending mitigation of hog
104 activity.

105 D. Exhibit 7: Consideration of Roadway Concepts Detectable Warning Needs Proposal (\$10,632)

106 This item was tabled.

107 E. Exhibit 8: Consideration and Approval of the Continuing Disclosure Agreement

108 Ms. Thibault stated that financial reporting was required by the trust indenture, and proposed that
109 DPFG perform these services in the amount of \$5,000, which would constitute an approximately
110 \$1,000 savings.

111 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board approved the
112 Continuing Disclosure Agreement, for the Waterleaf Community Development District.

113 F. Exhibit 9: Consideration and Approval of Pool Monitor Office & Janitorial Supplies (\$2,908.58)

114 On a MOTION by Mr. Daux, SECONDED by Mr. Gaines, WITH ALL IN FAVOR, the Board approved
115 the Pool Monitor Office & Janitorial Supplies proposal, in the amount of \$2,908.58, for the Waterleaf
116 Community Development District.

117 G. Exhibit 10: Consideration of Supervisor Draper's Resignation

118 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board accepted the
119 resignation of Supervisor Draper from the Board of Supervisors for the Waterleaf Community Development
120 District.

121 H. Exhibit 11: Consideration of Candidates for Vacant Supervisor Seats

- 122 ➤ Bob Bishop
- 123 ➤ Bob Crespo
- 124 ➤ Chantilly Gamel-Rivera
- 125 ➤ Rebecca Smith

126 Mr. Bishop, Mr. Crespo, and Ms. Smith each summarized their background and interest in
127 serving in a vacant Supervisor seat, and fielded questions from the Board.

128 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the
129 selection of Rebecca Smith for Seat 1 of the Board of Supervisors for the Waterleaf Community
130 Development District.

131 Following the motion, Ms. Smith gave her Oath of Office, and opted to accept
132 compensation. Ms. Thibault advised that Ms. Smith's term would expire in 2024.

133 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board accepted the
134 resignation of Supervisor Gaines from the Board of Supervisors for the Waterleaf Community Development
135 District.

136 Following the motion, Ms. Thibault advised that there was now an open seat which could
137 be filled via motion.

138 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board approved the
139 selection of Bob Crespo for Seat 3 of the Board of Supervisors for the Waterleaf Community Development
140 District.

141 I. Exhibit 12: Oath of Office

142 Mr. Crespo gave his Oath of Office, and opted to accept compensation.

143 Ms. Thibault noted that a package from the District Counsel's office would be distributed to new
144 Supervisors, and gave a brief overview of Sunshine Law's limitations on District-related
145 communications among Supervisors.

146 J. Exhibit 13: Adoption of **Resolution 2021-06**, Designation of Officers

147 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board adopted
148 **Resolution 2021-06**, Designation of Officers, for the Waterleaf Community Development District.

149 K. Exhibit 14: Presentation of Preliminary Budget FY 2021-2022 as a workshop;

150 Ms. Thibault recalled previous discussions on moving the date of the August meeting for final
151 budget adoption to August 30, to allow for additional discussion time and negotiations to reduce
152 the overall budget. Ms. Thibault and Mr. Neal gave an overview of the preliminary budget for the
153 upcoming fiscal year, noting various increases and opportunities for cost-saving throughout.
154 Discussion ensued. Ms. Thibault advised that with the new August meeting date, the letter to the
155 residents would not be distributed until late July.

- 156 L. Exhibit 15: Adoption of **Resolution 2021-07**, Approving Preliminary FY 2021-2022 Budget and
157 Setting the Public Hearing

158 On a MOTION by Mr. Daux, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board adopted
159 **Resolution 2021-07**, Approving the Preliminary FY 2021-2022 Budget and Setting the Public Hearing for
160 August 30, at 6:00 p.m., for the Waterleaf Community Development District.

- 161 M. Exhibit 16: Discussion of Amenity Center Rule Updates

162 Mr. Neal suggested readdressing this item, following changes to the gate access system. Mr. Neal
163 noted inconsistencies with how the gate access devices were referred to. This item was tabled.

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

- 165 A. Exhibit 17: Consideration and Approval of the May 10, 2021 Regular Meeting Minutes
166 B. Exhibit 18: Acceptance of the April 2021 Unaudited Financial Statements

167 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the
168 ratification of items A & B of the consent agenda, except for POs #201 and 211, for the Waterleaf
169 Community Development District.

- 170 C. Exhibit 19: Ratification of Contracts and POs: 201-205, 207-211

171 Mr. Neal requested for Field Services to sign off on any related POs prior to them coming before
172 the Board for ratification, requesting for PO #201 to be pulled pending the field team's review for
173 completion. Mr. Neal noted that PO #209 had a different contract date of March rather than May,
174 and indicated that the schedule may need to be amended. Mr. Neal questioned PO #211, stating
175 that the HOA was responsible for fountain maintenance.

176 On a MOTION by Mr. Neal, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the
177 ratification of all Contracts and POs in the consent agenda, except for POs #201 and 211, for the Waterleaf
178 Community Development District.

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

- 180 A. Reminder for Supervisors to file Form 1 by July 1

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

- 182 A. District Manager

183 There being none, the next item followed.

- 184 B. District Counsel

- 185 ➤ Exhibit 20: Update on Conveyance of Phase 6B

186 Ms. Thibault advised that District Counsel had gone ahead and filed the conveyance deed
187 on behalf of the District without additional input from the Chair. Ms. Thibault advised that
188 the deed was included in the agenda package and had not been conveyed. Mr. Neal
189 questioned what this meant and what the District's current recourse was. Discussion
190 ensued regarding conditions of ponds, with Mr. Reed noting that the District Engineer
191 should review the entire parcel.

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

193 The Board discussed whether pursuing recompense for community issues via a report may be
194 prudent. Mr. Daux stated that he did not feel that this was a wise move, noting that the attorney had
195 advised against this. Mr. Neal stated that the Board would not be pursuing this at this time.

196 Mr. Neal advised that Ms. Gamel-Rivera had volunteered to lead the holiday decorating committee
197 for the community. Mr. Neal noted that the committee was acting on behalf of the District, and Ms.
198 Thibault advised that forms would be needed for this to safely proceed, which she would provide
199 to Ms. Gamel-Rivera. Mr. Neal additionally asked about the new pool attendants, with Mr. Daux
200 specifically inquiring about uniforms. Mr. Reed advised that shirts and name tags for the employees
201 had been ordered. Mr. Neal noted that there had been an issue with a private event at the pool
202 claiming that the whole pool area had been reserved, which he indicated was against amenity rules.

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

204 Comments were made regarding cars parking overnight at the amenity center, in particular singling
205 out a UPS truck. Ms. Thibault stated that she would send out a letter that unauthorized cars parked
206 at the amenity center would be towed.

207 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

210 On a MOTION by Mr. Neal, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board adjourned
211 the meeting for the Waterleaf Community Development District.

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

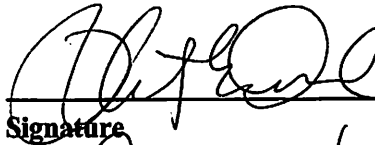
215 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
216 meeting held on July 12, 2021.

217 

Signature

Larry Krause

Printed Name



Signature

ROBERT NEAL

Printed Name

218 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman