

1 **MINUTES OF MEETING**  
2 **BALLANTRAE**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development  
6 District was held on Wednesday, March 27, 2019 at 6:30 p.m. at Ballantrae Community Center, 17611  
7 Mentmore Boulevard, Land O'Lakes, FL 34638.

8  
9 **FIRST ORDER OF BUSINESS – Roll Call**

10 Mr. Fleteau called the meeting to order and conducted roll call.

11 Present and constituting a quorum were:

12 James Fleteau	Board Supervisor, Chairman
13 Richard Levy	Board Supervisor, Vice Chairman
14 Tony Thomas	Board Supervisor, Assistant Secretary
15 Steve Bobick	Board Supervisor, Assistant Secretary
16 Christopher Milano	Board Supervisor, Assistant Secretary

17 Also present were:

18 Patricia Comings-Thibault	District Manager, DPGF Management & Consulting LLC
19 Lore Yeira	DPGF Management & Consulting LLC
20 Garry Kubler	Maintenance Supervisor

21  
22 *The following is a summary of the discussions and actions taken at the March 27, 2019 Ballantrae CDD*  
23 *Board of Supervisors meeting.*

24  
25 **SECOND ORDER OF BUSINESS – Audience Questions and Comments on Agenda Items**

26 Dani Howard, a visitor to the community, inquired as to whether she can offer free dance classes  
27 once or twice a week to the Ballantrae community. Ms. Howard would be required to pay \$25 for each  
28 session. As a security measure, Ms. Howard requires the fulfilment of a waiver and a photo release form  
29 for each participant in her classes

30 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
31 the motion permitting Ms. Howard to offer dance classes either twice weekly or on Saturday morning until  
32 12 p.m. every week, following District Counsel approval, for the Ballantrae Community Development  
33 District.

34 **THIRD ORDER OF BUSINESS – Professional Reports**

35 Mr. Fleteau requested that the District Counsel, District Engineer, and necessary parties involved  
36 in land and pond maintenance are sent notifications concerning scheduled meetings henceforth.

37 A. District Counsel

38 There being none, the next item followed.

39 B. Exhibit 1: Landscape Maintenance – Yellowstone Maintenance Report

40 There being none, the next item followed.

41 C. DPFG Field Report

42 > Exhibit 2: March Operations Report

43 D. Engineer Report – Stantec

44 There being none, the next item followed.

45 E. Exhibit 3: Pond Manager – American Eco-Systems

46 **FOURTH ORDER OF BUSINESS – Administrative Matters**

47 A. Exhibit 4: Consideration & Approval of the Corrected Minutes for the February 4, 2019 Meeting

48 On a MOTION by Mr. Levy, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board approved  
49 the minutes of the Board of Supervisors regular meeting held on February 4, 2019 for the Ballantrae  
50 Community Development District.

51 B. Exhibit 5: Consideration & Approval of Minutes of the March 4, 2019 Meeting

52 Mr. Flateau suggested that lines 97, 98, and 99 of the March 4, 2019 minutes are updated to  
53 incorporate that the Yellowstone contract is to be paid from the asset reserve. Additionally, the chart at the  
54 bottom of the March 4, 2019 minutes should be updated to reflect this change.

55 On a MOTION by Mr. Milano, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
56 the minutes, subject to the noted changes, of the Board of Supervisors regular meeting held on March 4,  
57 2019 for the Ballantrae Community Development District.

58 C. Exhibit 6: Consideration & Acceptance of the February 2019 Financial Statements

59 Mr. Flateau suggested adding an additional variance column between the adopted budget and the  
60 actual year to date. Discussion ensued.

61 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
62 the February 2019 Financial Statements for the Ballantrae Community Development District.

63 D. Exhibit 7: Ratification of DCSI Inc. “ Security & Sound” Replace the Tennis Court Access Card  
64 Reader - \$249.00

65 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
66 the motion to ratify the DCSI, Inc. “Security & Sound” Invoice, for the cost of \$249.00 from Line Item no.  
67 85, for the Ballantrae Community Development District.

68 E. Exhibit 8: Ratification of Florida Playstructures and Water Features Invoice #4024 - \$367.12

69 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
70 the motion to ratify Invoice #4024 from Florida Playstructures and Water Features, Inc., for the cost of  
71 \$367.12 from Line Item no. 85, for the Ballantrae Community Development District.

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

73 A. Old Business

74 1. ADA Website

75 >Exhibit 9: Withdrawal of Webstix

- 76           ➤Exhibit 10: Withdrawal of ADA Site Compliance
- 77           ➤Exhibit 11: Financial Summary Overview of Proposers
- 78           ➤Exhibit 12: Review of New ADA Website Proposal from ClearTech
- 79           ➤Exhibit 13: Review of ADA Website Proposal from 360 PSG
- 80           ➤Exhibit 14: Review of ADA Website Proposal from Horton Group
- 81           ➤Exhibit 15: Review of ADA Website Proposal from Onix

82           After review of the various ADA Website Proposals, Mr. Thomas suggested the use of  
83 Lighthouse or WAIVE in order to assess ADA compliance as a possible alternative.. After deliberation,  
84 the Board decided to postpone decisions concerning all ADA Website proposals and to pursue WebAim's  
85 services..

86           On a MOTION by Mr. Bobick, SECONDED by Mr. Milano, WITH ALL IN FAVOR, the Board approved  
87 the motion to seek WebAIM's services to assess the accessibility and ADA Compliance of Ballantrae's  
88 CDD Webpage, at a cost not to exceed \$2,500.00 from Line Item no. 106, for the Ballantrae Community  
89 Development District.

90           B. New Business

- 91           1. Exhibit 16: Review and Consideration of FY 2018 Draft Audited Financial Statements

92           On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board approved  
93 the FY 2018 Draft Audited Financial Statements for the Ballantrae Community Development District.

- 94           2. Discussion of Lighting Enhancement Project

95           Decisions concerning the Lighting Enhancement Project have been postponed to allow staff to  
96 further clarify with the representatives of Himes Electrical Service, Inc. Exhibit 17: Discussion of Pool  
97 Monitor Duties

- 98           3. The Board decided it would be best to amend the drafted Pool Monitor Duties paperwork.

- 99           4. Exhibit 18: Discussion of Asset Reserve Study for Wells

100           Ms. Comings-Thibault updated the Board on the funding source for the well repairs, the Asset  
101 Reserves. Discussion ensued.

- 102           5. Exhibit 19: Rust Coast Proposal for Ayrshire

103           ➤Proposal will be Distributed at Meeting

104           Ms. Comings-Thibault notified the Board that Rust Coast will perform the service at no  
105 charge to the District. .

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

- 107           A. District Manager

108           There being none, the next item followed.

109

- 110           B. Maintenance Supervisor

111           There being none, the next item followed.

112           **SEVENTH ORDER OF BUSINESS – Audience Comments on Other Items**

113 There being none, the next item followed.

114 **EIGHTH ORDER OF BUSINESS – Supervisor Comments and Request**

115 There being none, the next item followed.

116 **NINTH ORDER OF BUSINESS – Adjournment**

117 Mr. Flateau asked for final questions, comments, or corrections before adjourning the meeting.  
118 There being none, Mr. Levy made a motion to adjourn the meeting.

119 On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board adjourned  
120 the meeting for the Ballantrae Community Development District.

121 **BALLANTRAE EXPENDITURE APPROVALS FOR THE MONTH OF MARCH 2019**

Line Item No.	Line Title	Description	Vendor	Amount
85	Park/Field Repairs	Invoice to replace the tennis court access card reader	DCSI, Inc. "Security & Sound"	\$249.00
85	Park/Field Repairs	Florida Playstructures and Water Features Invoice #4024	Florida Playstructures and Water Features, Inc.	\$367.12
106	O & M Contingency	Analysis of the Ballantrae CDD's Webpage concerning accessibility & ADA compliance	WebAIM (Web Accessibility In Mind)	NTE \$2,500.00
Asset Reserves	Asset Reserve	Well Maintenance	Griffin Brothers	\$14,000

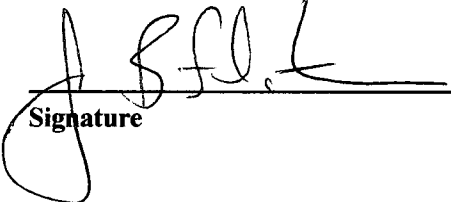
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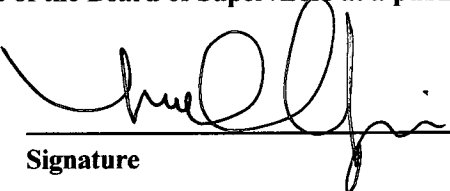
123 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
124 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
125 *including the testimony and evidence upon which such appeal is to be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

126

127 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
128 meeting held on 4-24-19.

129

  
Signature

  
Signature

130

James Flateau  
Printed Name

Lore Yeira  
Printed Name

131

132 **Title:**  **Secretary**     **Assistant Secretary**                      **Title:**  **Chairman**     **Vice Chairman**