

# MINUTES OF MEETING

## BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday March 4, 2021 at 6:00 p.m. at Brighton Lakes Clubhouse, 4250 Brighton Lakes Blvd., Kissimmee, FL 34746

Present and constituting a quorum were:

Marcial Rodriguez, Jr	Chairman
Michelle Incandela	Assistant Secretary
John Crary	Assistant Secretary
Mark Peters	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tucker Mackie <i>-via conference call</i>	District Attorney
Mark Vincutonis	District Engineer
Angel Montagna	Field Manager, Inframark
Juan Pablo	Blade Runners
Dennis Hisler	Landscape & Maintenance CDD Liaison
Brian Fackler	Sitex
Jordan – <i>via conference call</i>	Envera

*The following is a summary of the minutes and actions taken at the March 4, 2021 meeting of the Brighton Lakes CDD.*

### FIRST ORDER OF BUSINESS

#### Call to Order/Roll Call

- Ms. Suit called the meeting to order and called the roll. The pledge of allegiance was recited.

### SECOND ORDER OF BUSINESS

#### Public Comments

- Audience comments were received.
  - To replace faded street signs
  - 10 bags of sand for the horseshoe pits
  - Obtain a fast-food type garbage bin near Kariba Court
  - Trash within the community
- Field services will obtain the sandbags and put them in the horseshoe pit area as requested.

### **THIRD ORDER OF BUSINESS**

### **CDD Landscape and Maintenance Liaison Report**

- Mr. Hisler provided his report to the Board and discussed the following:
  - Resident encroaching on CDD property.
  - Request made for Ms. Mackie to continue working on the cease and desist letter with Mr. Rodriguez, Jr.
  - Request for clarification on the property lines which the engineer will follow-up on.
  - Bush hogging
  - Resident removed trees in the wetland area, further discussion ensued on this matter.
- Ms. Incandela suggested Mr. Hisler meet or speak with Ms. Montagna prior to the meeting to go over the issues which arise so a follow-up status will be available at the meeting.

### **FOURTH ORDER OF BUSINESS**

### **Vendor Reports**

#### **A. Bladerunner**

- Mr. Pablo presented the following report:
  - Bush hogging complete.
  - Tree trimming complete.
  - Boulevard work 75% complete the remaining 25% will be completed Monday as he needed to get additional material.
  - Red ants in the Boulevard were sprayed two weeks ago.
  - Emptying the garbage bins Monday and Wednesday.
- Mr. Crary discussed the red ants and feels the granular treatment should be done on a regular basis.
- Discussion ensued regarding the smell and moving the location of the garbage bins.

#### **B. Magnosec**

- Magnosec was not represented at today's meeting and no report was provided. Ms. Montagna indicated an email was sent but she did not hear back from them. Reports were provided from Sitex and Envera and are in the field management report.

#### **C. Sitex**

- Ms. Montagna asked Mr. Flacker if he had any additional items aside from what was provided in the report given to her.

- He has been working on the Sweetspire pond they did more bullrush cut and he had them spray so it does not grow back in that section and sprayed the torpedo grass around.

**D. Envera**

- Jordan presented the report to the Board.
  - Finished putting the metal rings on the kiosk camera
  - Resolve the stacking camera issue at Kariba which was a network issue. This is now resolved.
  - Semi testing of the SOS devices. They need to adjust the Valta SOS in order for it to trigger sooner.
  - There was one gate strike and they were asked to inspect the barrier. One of the LED wires was pinched between the arm and the cradle, so they bypassed this so there is no chance of the LEDs being pinched.

**FIFTH ORDER OF BUSINESS**

**Field Management Report**

- Ms. Montagna presented the field management report and asked if everyone had a chance to review it.
- She mentioned there were a number of things they were asked to follow-up on
  - Baykal Drive, Bladerunner was out there today and filled that area in and will monitor it.
  - Mr. Blanco will be out with a crew on March 11, 2021 to clean trash in the wetlands which was bush hogged and anywhere else.
- Ms. Montagna sent the Board two things which they requested. One was the protocol they asked for and the other was the emergency phone boxes. There are two options, they can add the emergency line, speed upgrade, backup internet connection for a two year term for \$219.56 a month or you can do the other option which is just adding the emergency line which would bring the bill to \$341.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr. with all in favor the Century Link Contract for two years for adding an emergency line, speed upgrade and backup internet connection at the cost of \$219.56 a month was approved. 4-0

- The next item is the grate on Baykal Drive. Ms. Montagna asked if the Board wished to approve a not to exceed amount of \$1,300. Coterra has one.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor purchase of a bubble up grate on Baycal Drive in the amount not to exceed \$1,300 was approved. 4-0

- Ms. Montagna will follow-up with all the items discussed at tonight's meeting and provide responses prior to the next meeting.

**SIXTH ORDER OF BUSINESS**

**Business Administration**

**A. Consideration of Minutes of the Board of Supervisors Meeting Held on January 7, 2021**

- Ms. Suit asked if there were any comments, corrections, changes to the minutes. There being none,

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the minutes of January 7, 2021 meeting were approved as presented. 4-0

**B. Consideration of Financial Statement for January 2021**

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the financial statement for January 2021 was approved. 4-0

**C. Consideration of Check Register and Invoices for December 2020 to January 2021**

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the check register and invoices for December 2020 to January 2021 were approved. 4-0

**D. Ratification of Chair Authorized Emergency Spending Between Meetings**

**i. Camcor Site LLC Change Order in Amount of \$12,485**

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor authorizing the Chair Emergency Spending between meetings for Camcor Site LLC Change Order in the amount of \$12,485 was ratified. 4-0

**SEVENTH ORDER OF BUSINESS**

**Business Items**

**A. Follow-Up Discussion from Board of Supervisors' Workshop Held on March 4, 2021**

- The Board held a workshop prior to today's meeting and the Fiscal Year 2022 budget was presented and the Board determined they would like to increase the

budget by a total of 12%. The majority of the increase is going to the reserve to make up for prior reserves.

**B. Presentation of the Fiscal Year 2022 Proposed Budget**

- Fiscal year 2022 proposed budget was presented and discussed at the workshop prior to the regular meeting.

**C. Consideration of Resolution 2021-02, Approving the Proposed Budget and Setting the Public Hearing for May 6, 2021 at 6:00 p.m.**

On MOTION by Ms. Incandela seconded by Mr. Crary with all in favor resolution 2021-02 approving the proposed budget with an increase of 12 % in O & M assessments and setting the public hearing for May 6, 2021 at 6:00 p.m. and the District Counsel will draft the mail notice was adopted. 4-0

**D. Discussion and Consideration of Entering into E-Verify MOU with Homeland Security**

- Ms. Suit sent the Board the E-Verify documents and indicated the District is required to register with Homeland Security.
- Ms. Mackie provided a brief overview of E-Verify MOU.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr. with all in favor authorizing the District Manager to enter into E-Verify MOU with Homeland Security on behalf of the District was approved. 4-0

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**i. Hanson Walters Cost for Emergency Access with Site Plans & Permit Information**

- Mr. Vincutonis indicated included in the agenda package is the proposal to do the engineering for the emergency access.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor Hanson Walters Emergency Access Letter of Authorization in the amount of \$8,200 and to proceed with obtaining permits (District Counsel to review letter of authorizing and provide comments) was approved. 4-0

**B. District Counsel**

**i. Update and Review of Encroachment Lots Spreadsheet**



- Ms. Mackie provided an overview of the current status of the encroachment chart. She stated items marked in red and orange relate to either actions on District property or actions within the easement.  
Additional letters have been sent to the property owners giving them until April 1, 2021 to address the infractions.
- C. District Manager**
- There being no items to be brought before the Board, the next agenda item followed.

#### **NINTH ORDER OF BUSINESS**

#### **Supervisor Requests**

- Ms. Incandela suggested having Blade Runners and Sitex attend their meetings via phone.
- Mr. Rodriguez discussed the proposals provided by Bladerunner one is for sod replacement right near the guard shack where there was a lightening strike and they lost irrigation and mulch in the playground.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr. with all in favor proposal from Blade Runner for sod replacement in the amount of \$2,000 was approved. 4-0

- Ms. Suit indicated this proposal is for Volta Circle and Chapala Drive in the amount of \$7,000 for mulch. Further discussion ensued.
- On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor proposal from Blade Runner for mulch installation in the playground in the amount of \$7,000 was approved. 4-0
- Mr. Crary discussed the protocol that should be in place, so it is clear to everyone what happens when they have an emergency in the community, and they need to open up the emergency gate.
- Ms. Incandela suggested Mr. Crary organize a task team which he will spearhead to prepare the procedures and policies so the Board can approve at the next meeting.

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- Mr. Crary indicated Mr. Frawley had created one which he believes needs to be updated and he feels it can be used as a base.
- Further discussion ensued on the emergency process.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Rodriguez, Jr., seconded by Mr. Peters, Jr with all in favor the meeting adjourned. 4-0

  
Secretary

  
Chairman/Vice-Chair