

Carlton Lakes Community Development District

April 8, 2026

Final Agenda Package

TEAMS MEETING INFORMATION

Meeting ID: 242 518 210 136 79 **Passcode:** jd7Pe2fe

Call In Number: 646-838-1601 **Phone conference ID:** 409 039 798#

2005 Pan Am Circle, Suite 300
TAMPA, FL 33607

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Carlton Lakes Community Development District

Board of Supervisors
Freddy Barton, Chairman
Rena Vance, Vice Chairman
Nicholle Palmer, Assistant Secretary
Elizabeth Morales Diaz, Assistant Secretary
Fredrick Levatte, Assistant Secretary

District Staff
Aalize Aninipot, District Manager
Nancy Hix, District Accountant
Kathryn (“KC”) Hopkinson, District Counsel
David Hamstra, District Engineer
Alex West, Onsite Manager
Christina Fowler, District Inspections
Matt Jones, Crosscreek Environmental
Patrick Baldwin, Pine Lake Landscape
Melissa Williams, District Admin

Final Meeting Agenda Wednesday, April 8, 2026 – 6:00 p.m.

-
1. **Pledge of Allegiance**
 2. **Call to Order and Roll Call**
 3. **Approval of the Agenda**
 4. **Audience Comments on Agenda – Three (3) Minute Time Limit**
 5. **Staff Reports**
 - A. District Counsel
 1. Discussion of CDD T-Shirts and Returning of Master Key
 - B. Aquatics Report.....Page 3
 - C. Field Inspection Report.....Page 8
 - D. Landscape Inspection Report
 1. Consideration of Mulch Installation Proposals
 - a. Pine Lake Proposal #7906 for Entrances and Amenity Center.....Page 12
 - b. Pine Lake Proposal #7907 for Entire Community.....Page 18
 - c. Natural Solutions Proposal #1117 for the Entire Community.....Page 24
 - d. Natural Solutions Proposal #1118 for Areas along Berm Street.....Page 26
 - e. Natural Solutions Proposal #1119 for Common Areas/Amenity Center.....Page 28
 2. Consideration of Ribbon Palm Pruning Proposals
 - a. Pine Lake Proposal #8320 for Amenity Center.....Page 30
 - b. Pine Lake Proposal #8321 for Entire Community.....Page 35
 - E. District Accountant
 1. Review of the March Financial Report (*under separate cover*)
 2. Acceptance of the March 2026 Check Register (*under separate cover*)
 - F. District Engineer
 1. Discussion of Pedestrian Improvements
 - G. District Manager
 1. Discussion of Proposed FY 2027 Budget Dates
 2. Ratification of Additional Pool Coverage Cost for \$353.60.....Page 40
 - H. Onsite Manager
 1. On-Site Manager Report.....Page 41
 2. Update on Pressure Washing Completion
 6. **Business Items**
 7. **Business Administration**
 - A. Consideration of the Regular Meeting Minutes from March 11, 2026.....Page 42
 8. **Supervisor Requests**
 9. **Audience Comments – Three - (3) Minute Time Limit**
 10. **Adjournment**

The next meeting is scheduled for Wednesday, May 13, 2026, at 6:00 p.m.

District Office
Inframark
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Meeting Location:
Carlton Lakes Clubhouse
11404 Carlton Fields Drive
Riverview, FL 33579
Page 2

Project Photos

Photo 1



Photo 2



Project Photos

Photo 3



Photo 4



Project Photos

Photo 5



Photo 6



Project Photos

Photo 7



Photo 8





Carlton Lakes CDD March 2026

Wednesday, March 18 2026

Prepared For Board Of Supervisors

7 Items Identified

7 Items Incomplete

Christy Fowler

Inframark



Item 1

Assigned To: Onsite

Park bench was repaired. Thank you onsite



Item 2

Assigned To: Pine Lake

Observation:

Seed pods present in palms throughout the community. Specifically noted at the clubhouse and in the medians.

Recommendation:

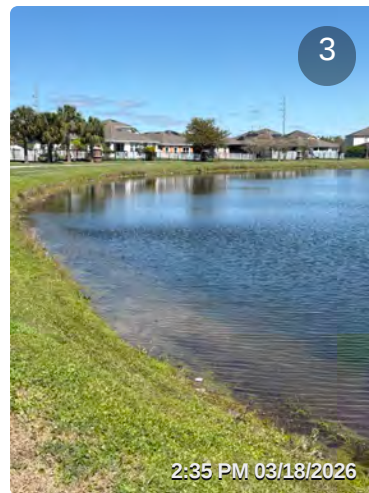
Remove seed pods to minimize messy debris.

Item #2: I will have a proposal for palm tree trimming for the board to consider.

Item 3

Assigned To: Aquatics

Pond P1 has collected a lot of trash debris at the perimeter. Please collect at each service.





Item 4

Assigned To: Inframark Maintenance

Observation:

Retaining wall is missing a block.

Recommendation:

Replace for esthetics and functionality



Item 5

Assigned To: Inframark Maintenance

Cracked area in concrete needs patched and the area could use painting.



Item 6

Assigned To: Pine Lake

Observation:

Trash located along the back of the residents on Alachua Creek Ln

Recommendation:

Please collect trash during next service

Item #6: The trash has been removed.

Item 7

Assigned To: Pine Lake/ Onsite

Follow up of the last inspection:

Amenity Center - The restrooms were freshly cleaned including the drain vents that look great.

-recommend looking into adding painting the restrooms and amenity center to the budget for the future.

Pool Deck

The landscape around the pool looks good.

Discussed additional pressure washing with Alex. It is scheduled for the week of the 30th.

- consider purchasing a retractable hose for the pool deck for easy clean up and maintain visual esthetics.

Playground area

Park bench was replaced and the other was secured.

Pond Sitting area

The retaining wall and concrete sitting area was power washed and looks fantastic

-Pine Lake, please blow the leaves that are collecting at the drain area and mulch them, so the area is clear of debris.

Sidewalk outside the Dog Park area

-Pine limbs were cut back from the sidewalk

Item 14 from the previous report still needs attention. - Debris needs picked up behind Balm Road – Southwest Side (Behind Carlton Fields Drive Residents) -Would the board like to have Inframark maintenance come pick up the large debris?



7906 - Carlton Lakes - Mulch Installation ("Essential" Areas: Entrances and Amenity Center) - Spring 2026

Date 2/11/2026

Customer Alize Aninipot | Inframark | 11404 Carlton Fields Drive | Riverview, FL 33579

Property Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

Account Manager Jessi Milch

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakeLLC.com or (813) 948-4736.

Pine Lake to install bark mulch at Carlton Lakes in the "**essential areas**" only, as shown in map below in RED.

139 yards
1" to 1.5" depth

Entrances & Monument Signs

Amenity Center



Mulch Install

Items	Quantity	Unit
PINE BARK MULCH	139.00	cuyd
	Mulch Install:	\$8,935.71
PROJECT TOTAL:		\$8,935.71

Terms & Conditions

Terms & Conditions

Payment Terms

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee.

Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded.

Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

Procedure for Extra Work, Changes and Escalation

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

Escalation Clause

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

Warranty and Tolerances

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that its work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

Material Tolerances

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.


Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone

Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.

Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer’s specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor

By 

Jessi Milch
Date 2/11/2026

Pine Lake Services, LLC

By _____
Alize Aninipot
Date _____
Inframark



7907 - Carlton Lakes - Mulch Installation (Entire Community) - Spring 2026

Date 2/11/2026

Customer Alize Aninipot | Inframark | 11404 Carlton Fields Drive | Riverview, FL 33579

Property Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

Account Manager Jessi Milch

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakeLLC.com or (813) 948-4736.

Pine Lake to install bark mulch at Carlton Lakes in common areas of entire community, denoted in map below by RED and YELLOW.

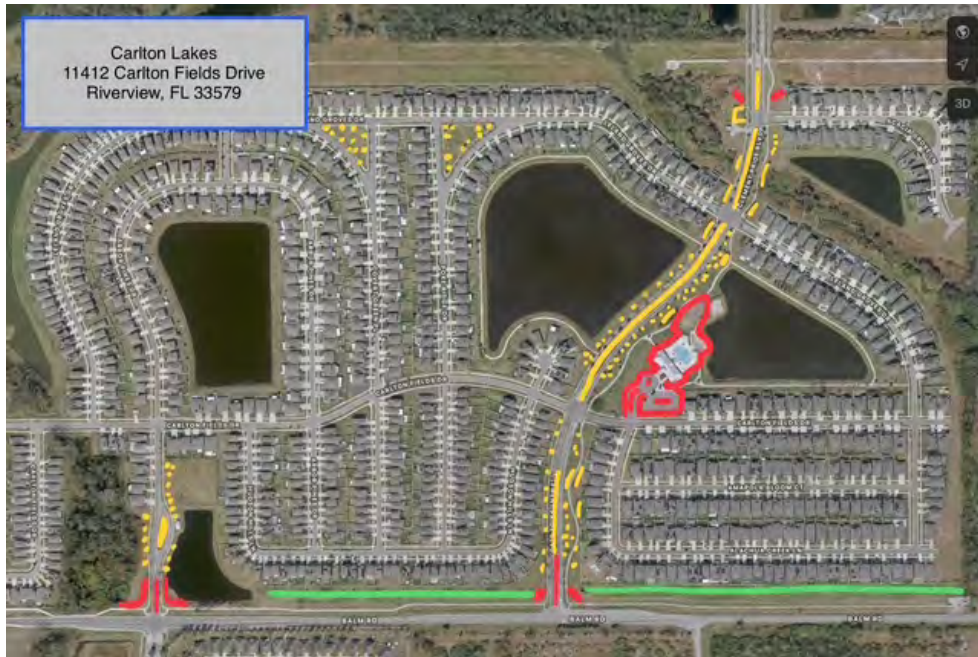
383 yards of mulch

1" to 1.5" depth

Entrances & Monument Signs

Amenity Center

CDD Beds and Tree Rings



Plant Material Install

Mulch Install

Items	Quantity	Unit
PINE BARK MULCH	383.00	cuyd
	Mulch Install:	\$24,621.43
PROJECT TOTAL:		\$24,621.43

Terms & Conditions

Terms & Conditions

Payment Terms

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee.

Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded.

Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

Procedure for Extra Work, Changes and Escalation

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

Escalation Clause

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

Warranty and Tolerances

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that its work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

Natural Solutions LLC
PO Box 712
Menomonee Falls, WI
53052-0712 USA
www.mulchinstalled.com



ADDRESS
Carlton Lakes CDD
2654 Cypress Ridge Blvd. Suite
101
Wesley Chapel, FL 33544

SHIP TO
Carlton Lakes CDD
11412 Carlton Fields Dr.
Riverview, FL 33579

Estimate 1117

DATE 02/27/2026

SALES REP
SS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Pine	Pine Installation Service	288	55.00	15,840.00

Contact Natural Solutions LLC to pay.
This quote is for a topdressing to all existing mulch beds and
tree rings identified on the map attached.

SUBTOTAL 15,840.00
TAX 0.00

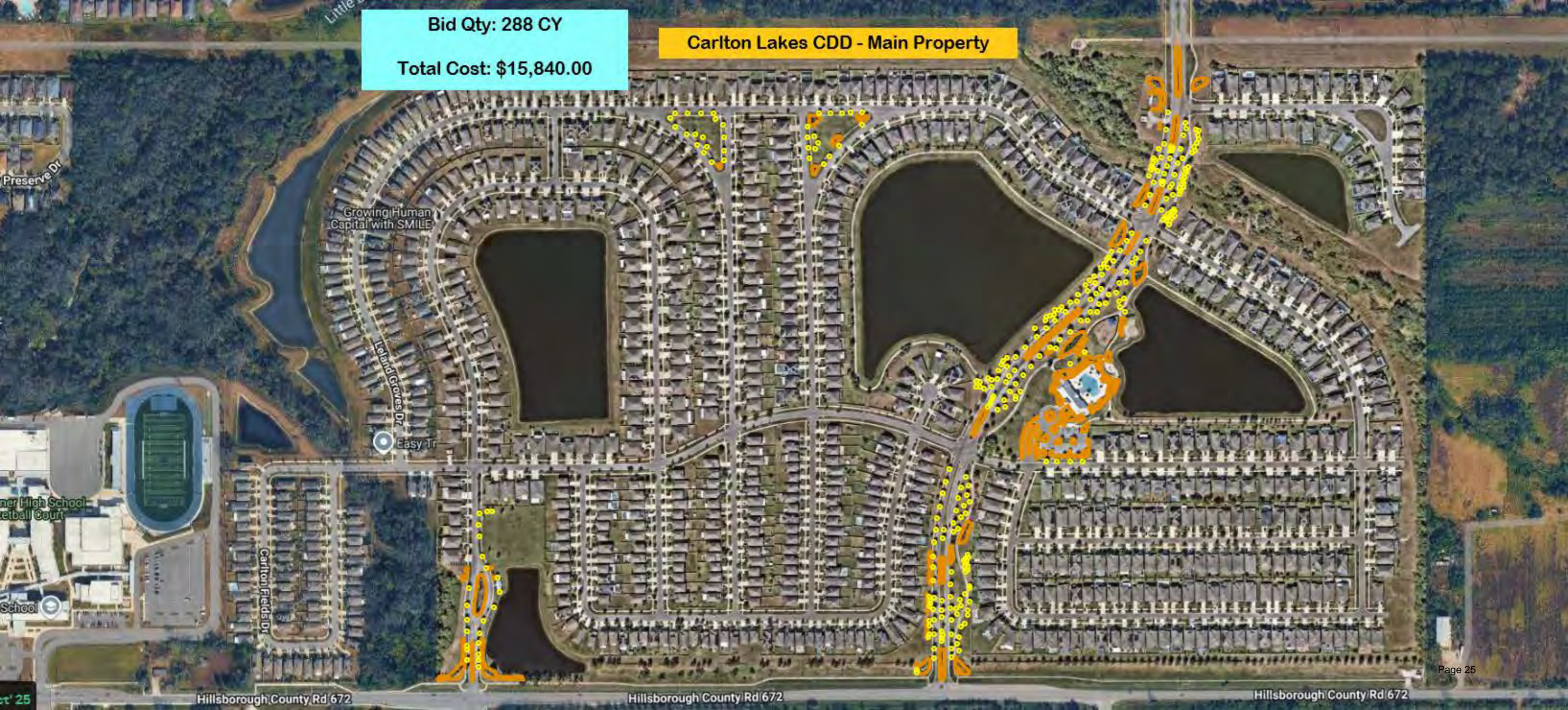
TOTAL \$15,840.00

Accepted By

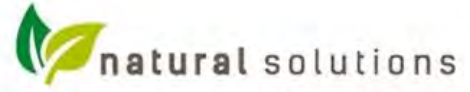
Accepted Date

Bid Qty: 288 CY
Total Cost: \$15,840.00

Carlton Lakes CDD - Main Property



Natural Solutions LLC
PO Box 712
Menomonee Falls, WI
53052-0712 USA
www.mulchinstalled.com



ADDRESS
Carlton Lakes CDD
2654 Cypress Ridge Blvd. Suite
101
Wesley Chapel, FL 33544

SHIP TO
Carlton Lakes CDD
11412 Carlton Fields Dr.
Riverview, FL 33579

Estimate 1118

DATE 02/27/2026

SALES REP
SS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Pine	Pine Installation Service	113	55.00	6,215.00

Contact Natural Solutions LLC to pay.
This quote is for a topdressing to all existing mulch beds and
tree rings identified on the map attached.

SUBTOTAL 6,215.00
TAX 0.00

TOTAL **\$6,215.00**

Accepted By

Accepted Date

Carlton Lakes CDD - Berm

Bid Qty: 113 CY

Total Cost: \$6,215.00



Natural Solutions LLC
PO Box 712
Menomonee Falls, WI
53052-0712 USA
www.mulchinstalled.com



ADDRESS
Carlton Lakes CDD
2654 Cypress Ridge Blvd. Suite
101
Wesley Chapel, FL 33544

SHIP TO
Carlton Lakes CDD
11412 Carlton Fields Dr.
Riverview, FL 33579

Estimate 1119

DATE 03/02/2026

SALES REP
SS

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Pine	Pine Installation Service	135	55.00	7,425.00

Contact Natural Solutions LLC to pay.
This quote is for a topdressing to all existing mulch beds and
tree rings identified on the map attached.

SUBTOTAL 7,425.00
TAX 0.00

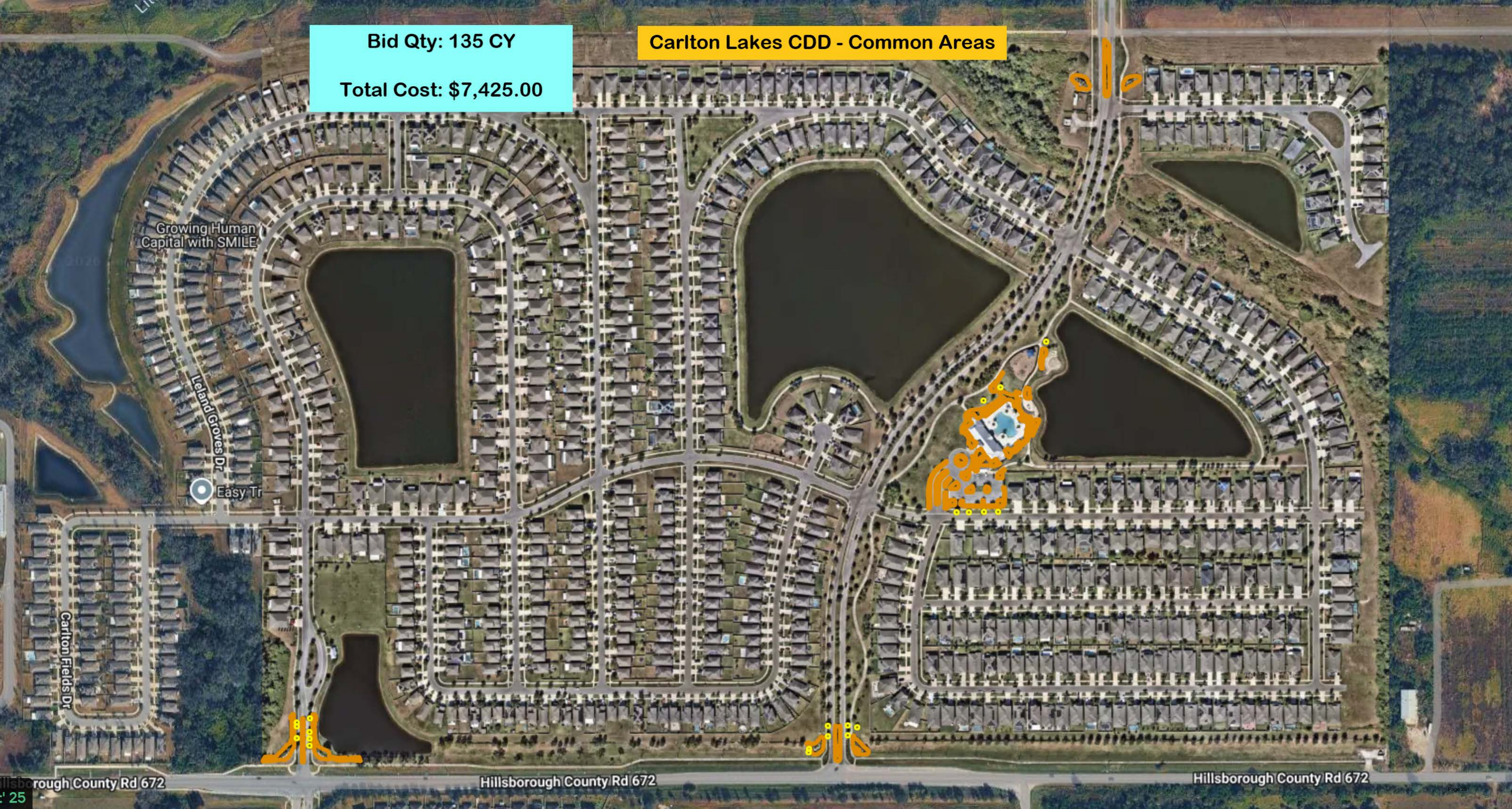
TOTAL \$7,425.00

Accepted By

Accepted Date

Bid Qty: 135 CY
Total Cost: \$7,425.00

Carlton Lakes CDD - Common Areas



Growing Human Capital with SMILE

Leland Groves Dr

Easy Tr

Carlton Fields Dr



Carlton Lakes - Ribbon Palm Pruning (Amenity Center Only)

Date 4/1/2026
Customer Alize Aninipot | Inframark | 11404 Carlton Fields Drive | Riverview, FL 33579
Property Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakeLLC.com or (813) 948-4736

Prune 14 total Ribbon Palms outside of the Amenity Center and inside the pool area.

Tree/Palm Pruning

Palm Pruning

Items	Quantity	Unit
Palm Pruning	14.00	EA
Palm Pruning:		\$800.80
PROJECT TOTAL:		\$800.80

Terms & Conditions

Terms & Conditions

Payment Terms

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee.

Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection, including but not limited to court and attorney's fees as additional sums owed.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or

pipng and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded.

Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

Procedure for Extra Work, Changes and Escalation

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

Escalation Clause

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

Warranty and Tolerances

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that its work will be of proper and professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

Material Tolerances

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone


Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.

Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if

there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor

By 

Patrick Baldwin

Date 4/1/2026

Pine Lake Services, LLC

By _____
Alize Aninipot

Date _____

Inframark



Carlton Lakes - Ribbon Palm Pruning (Entire Property)

Date 4/1/2026
Customer Alize Aninipot | Inframark | 11404 Carlton Fields Drive | Riverview, FL 33579
Property Carlton Lakes CDD | 11404 Carlton Fields Drive | Riverview, FL 33579

Pine Lake Services, LLC would like to thank you for the opportunity to bid. We look forward to working with you on this project. If you have any questions, please feel free to contact us at any time at projects@pinelakeLLC.com or (813) 948-4736.

Prune 83 Ribbon Palms throughout the entire property.

Ribbon Palm Pruning

Pruning

Items	Quantity	Unit
Palm Pruning	1.00	EA
	Pruning :	\$4,150.00
PROJECT TOTAL:		\$4,150.00

Terms & Conditions

Terms & Conditions

Payment Terms

Any proposal exceeding \$5,000 for an enhancement to a Maintenance property, a 50% deposit will be required upon acceptance to schedule job. The remaining 50% balance will be due upon completion of job.

Payments made via credit card will be accepted up to \$4,750 and will include an additional 3% credit card fee.

Interest will accrue on all invoices over thirty days old. Past due amounts will accrue interest at a rate of 1.5% per month (18% APR). Client agrees to pay any costs associated with collection,

including but not limited to court and attorney's fees as additional sums owed.

Exclusions

The Following matters are excluded from the Work, unless specified in writing to the contrary:

This Proposal price is valid for thirty (30) days. We reserve the right to modify pricing after that time to reflect current market prices.

Site work is excluded unless specified in writing within the Proposal. Site should be at finished grade (within 1" of final grade), with all soils in sod and planting areas to be loose, not compacted, and ready to install landscape material. If site is not at finished grade, Contractor reserves the right to delay until site is properly prepared.

Removal of base material and/or aggregate material within all landscape planting areas, sod areas and other green space areas that impedes or impacts proper planting of plant material and sod.

Soil replacement where base material and/or aggregate material was removed for proper planting

Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, the Contractor reserves the right to retain an expert to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.

Soil, Sod and/or Mulch quantities are estimates only. They do not account for disturbed construction areas or other fluctuations. Invoices will reflect actual quantities used at proposed price per unit.

Conduit and connections for electrical, gas, and all other utilities and services

Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material, or disposal charges

MOT for temporary traffic control

Any Irrigation or utility trenching thru roads, road base, concrete, or rock will incur additional costs

Any cutting or repairing of any hard surface such as asphalt, concrete, pavers or curbs for irrigation or landscape

We need 72 hours' notice prior to road base material or concrete work is installed so that sleeves and/or road bores are installed

Backflow Connection

Water source for irrigation is based on specifications at the dedicated meter of the location marked on irrigation plan sheet. If a different location of the dedicated water source is established during construction a change order will be entered into to adjust for the costs associated with the new route for mainline and connections.

Man hours required to find installed buried irrigation sleeves or irrigation piping in areas where asphalt, concrete, curbs, or other hard surfaces are installed prior to completing the irrigation system and where markings or stubs have been placed to show location of irrigation sleeves or piping and these markers have been damaged, buried, or removed by others.

Additional man hours required to maintain plant material and/or sod of a landscape and irrigation

installation project that:

Has been started by Pine Lake Nursery and Landscape and/or its subcontractors and is interrupted, delayed, impeded, or prohibited, by others from being worked on continuously until the landscape and irrigation project is completed. Pine Lake Nursery and Landscaper and its subcontractors are excluded.

Upon completion of the landscape and irrigation installation project as specified in the landscape and irrigation plan sets is considered complete but will not be accepted as completed until the project as a whole is accepted as complete.

Existing tree preservation, barricading, pruning, root pruning, or inventory

Repairs to any erosion control measures that are damaged or inoperative prior to commencement of landscape and irrigation work

Any planting of sod or other ground cover as required by any municipality when construction of landscape and irrigation has ceased or been suspended for more than 30 days that is no fault of the landscape or irrigation contractor or subcontractors

Warranty on transplanted plant material from the project site

Warranty on plant material that is not rated to grow in established USDA plant hardiness growth zone(s)

Procedure for Extra Work, Changes and Escalation

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.

Change Order: The quantities or specifications of material as outlined in the Proposal could be adjusted at any time with approval in the form of a signed Change Order. Change Orders will be executed using current market prices

Escalation Clause

In the event of significant delay or price increase of material, equipment, or energy occurring during the performance of the contract through no fault of the Construction Manager, the Contract Sum, time of completion or contract requirements shall be equitably adjusted by Change Order in accordance with the procedures of the Contract Documents. A change in price of an item of material, equipment, or energy will be considered significant when the price of an item increases 5% percent between the date of this Contract and the date of installation

Warranty and Tolerances

Payments Received: The Warranty for the contract is only valid if payment is received in full on acceptance of the work

Diligence: The Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and

professional quality, and in full conformity with the requirements of the contract

Competence: The Contractor warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.

Site Unknowns: It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the proposal and may require changes in design and construction to overcome such problems – all for which the

Client will be responsible. Client can avoid such risks by permitting the Contractor to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities.

Damaged Utilities: Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities

Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client

Damage to installed material (plants, trees, sod, etc.) by foot traffic, machinery, equipment, other trades, owner neglect or acts of nature will be excluded from any warranty and will not be replaced at the cost of Contractor

Damage due to pest infestation is excluded from warranty and any damaged material will not be replaced at the cost of the Contractor. If, however, the Contractor has a separate maintenance contract with the client, pest control would fall under that contract and would be subject to those warranty parameters.

Damage due to improper watering after final acceptance will not be replaced at the cost of the Contractor

Material Tolerances

Wood: Pressure treated wood cannot be guaranteed against warp age, checking, or cupping.

Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone


Metal: Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation

Concrete: Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots.

Warranty Time Period: The Contractor warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system

Client Responsibilities: The Client recognizes and agrees that they have a responsibility to maintain

constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements for the Warranty to remain in effect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of the Contractor. For example, flooding eaves, troughs that damage plants, fallen branches, animal caused damage, damaged/ burst irrigation or drainage pipes that were not maintained properly, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, and similar and/or related situations – void all warranties provided by the Contractor

By 

Patrick Baldwin
Date 4/1/2026

Pine Lake Services, LLC

By _____
Alize Aninipot
Date _____
Inframark

CHECK REQUEST FORM
Carlton Lakes CDD

Date: 3/12/2026

Invoice Number: 0312026

Payable To: Carlton Lakes CDD
Mailing Address: 11404 Carlton Fields Drive, Riverview, FL 33579

Check amount: \$353.60

Please cut check from Acct.

Check description/reason: Additional Pool Montior Coverage

Coding: 534215-53908-5000

Mailing instructions: 11404 Carlton Fields Drive, Riverview, FL 33579

Due Date for Check: 4/28/2026

Requested By: Alize Aninipot

Authorized By: Freddy Barton 3/12/2026

Monthly Manager's Report – Carlton Lakes CDD 4/1/2026



**Carlton Lakes CDD
South Fork Lakes
11404 Carlton Fields Dr.
Riverview, FL 33579
813-404-2881**

- Assisted 5 residents with access cards for Amenities.
- Renewed Access to over 50 Residents who own homes or renewed leases.
- Completed community drive through weekly.
- Timothy and Aine performed regular duties.
- Performed regular maintenance duties daily.
- INFRAMARK annual training courses.
- Maintained security of property and enforced community rules.
- Pressure Washed wall behind pool deck chairs.

Vendors on site

- **Zebra Pools**
- **Pine Lakes**
- **Cross Creek**
- **Pest Cemetery**

MINUTES OF MEETING
CARLTON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Wednesday, March 11, 2026, and called to order at 6:01 p.m., at the Carlton Lakes Clubhouse, located at 11404 Carlton Fields Drive, Riverview, FL 33579.

Present and constituting a quorum were:

Freddy Barton	Chairperson (via remotely)
Rena Vance	Vice Chairperson
Nichole Palmer	Assistant Secretary
Fredrick Levatte	Assistant Secretary

Also present were:

Alize Aninipot	District Manager, Inframark
David Hamstra	District Engineer, Pegasus Engineering
Alex West	Onsite Manager, Inframark
Jessi Milch	Representative, PineLake Environment
Patrick Baldwin	Representative, PineLake Environment
Helena Teixeira	Director of Amenity Services, Inframark
Pat Hanley	Hanley Pools

Audience Members

FIRST ORDER OF BUSINESS Pledge of Allegiance

Everyone participated in reciting the Pledge of Allegiance.

SECOND ORDER OF BUSINESS Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. A roll call was conducted, and a quorum was established.

THIRD ORDER OF BUSINESS Approval of the Agenda

On MOTION by Ms. Palmer, seconded by Ms. Vance, with all in favor, the Board approved the Final Agenda for March 11, 2026 as amended moving 5G1 and 5G2 first.
--

39 Discussion ensued regarding the timeline of Hanley pool invoices. Mr. Hanley presented
40 the 3 additional costs to the Board, adding an additional \$3,208.75 to the 80,000 approved
41 for the pool cracks. 5G1 was discussed later in the agenda.

42

On MOTION by Mr. Barton, seconded by Mr. Levatte, with all in favor, the Board approved the additional cost of \$3,208.75 for repair of fiber glass tank, grids repair, and spider cracks in the pool pump repairs, bringing the new total for pool repairs to \$83,208.75.

43

44 **FOURTH ORDER OF BUSINESS Audience Comments on Agenda**

45 There were no audience comments.

46 **FIFTH ORDER OF BUSINESS Staff Reports**

47 **A. District Counsel**

48 There were no updates at this time.

49

50 **B. Aquatics Report**

51 No representative from Crosscreek was present. District Management asked
52 whether the Board had any questions regarding the Aquatics Report to be
53 conveyed to Crosscreek, and the Board confirmed that they had none.

54

55 **C. Field Inspection Report**

56 District Management apologized on behalf of Ms. Fowler for her inability to
57 attend this evening's meeting. Mr. West provided his feedback on the areas
58 completed by the onsite staff as outlined in Ms. Fowler's report.

59

60 **D. Landscape Inspection Report**

61 Ms. Milch presented her report to the Board. She informed the Board that
62 Patrick Baldwin will be assuming the role of Account Manager, after which Mr.
63 Baldwin introduced himself to the Board.

64

65 **1. Consideration of Well Repair Proposal**

66

On MOTION by Ms. Vance, seconded by Mr. Levatte, with all in favor, the Board approved the Well Repair Proposal on Arbor Pines for \$9,464.00.

67

68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95

2. Consideration of Mulch Installation Proposal

The Board requested that a new proposal be obtained from Pinelake to determine whether they can match the pricing offered by Natural Solutions, therefore this item was tabled and the Board requested an updated proposal to be presented at the next meeting.

3. Consideration of Tree Removal Proposal

On MOTION by Ms. Vance, seconded by Ms. Palmer, with all in favor, the Board approved the Tree Removal Proposal on Clement Pride for \$575.25.

E. District Accountant

District Management asked whether the Board had any questions to be relayed to the District Accountant, and the Board indicated that they had no questions at this time.

1. Approval of February 2026 Financials

On MOTION by Mr. Barton, seconded by Ms. Vance, with all in favor, the Board approved the February 2026 Financials.

2. Approval of the February 2026 Check Register

On MOTION by Ms. Palmer, seconded by Mr. Levatte, with all in favor, the Board approved the February 2026 Check Register.

F. District Engineer

Mr. Hamstra presented the pedestrian improvement maps reflecting the addition of stop bars to the Board. The Board requested a minor revision to the proposed map. Mr. Hamstra stated that he will submit the revised map to Hillsborough County next week for approval. Upon approval, he will begin soliciting bids for the project. He further noted that the project qualifies as a capital project

96 **G. District Manager**

97 The Board was informed that the next meeting is scheduled for April 8,
98 2026, at 6:00 p.m. The Board reported no conflicts.

99 **1. Update on Invoices Discussed on Check Register**

100 The District Manager informed the Board that insurance has been paid in
101 full, and the Supervisor pay from January 29, 2026 was displayed correctly on the
102 check register. A re-classification for dues, licenses, and subscriptions will be re-
103 classed for a total amount of \$63.04.

104

105 **2. Discussion of Hanley Pools Invoices**

106 This agenda item was moved to the beginning of the agenda per the Board's
107 request and approval.

108

109 **H. Onsite Manager**

110 **1. Onsite Manager Report**

111 A break ensued from 7:01 p.m. to 7:04 p.m. Mr. West presented his report to
112 the Board. The Board requested that Pest Cemetery adjust its service
113 schedule to coincide with the final day of pressure-washing. District
114 Management then introduced Helena Teixeira to the Board. Mrs. Teixeira
115 provided an overview of her background and Inframark's new Amenity
116 Department.

117

118 **2. Discussion of Total Pressure Washing Contract**

119 Discussion of the Total Pressure Washing contract ensued. The Board
120 requested that onsite staff clean the ceiling fans in the clubhouse.

121

122 **3. Update on Amazon Refund**

123 Mr. West informed the Board that they will be receiving a refund from
124 Amazon for sales tax that had been incorrectly applied to purchases over
125 the past several months.

126

127 **SIXTH ORDER OF BUSINESS Business Items**

128 There being no business items to discuss, the Board moved to the next order of business.

129

130 **SEVENTH ORDER OF BUSINESS Business Administration**

131 **A. Consideration of the Regular Meeting Minutes of February 11, 2026**

132

On MOTION by Ms. Palmer, seconded by Ms. Vance, with all in favor, the Regular Meeting Minutes of February 11, 2026, were approved as presented.

133

134 **EIGHTH ORDER OF BUSINESS Supervisor Requests**

135 Ms. Palmer requested that the District Management review the previous spring break
136 staffing hours outlined in the contract. She expressed concerns regarding pool capacity,
137 and the adequacy of staffing needed to enforce pool rules and policies specifically guest
138 limits per household, and ensuring that only residents utilize the pool. Mrs. Teixeira
139 informed the Board that a staffing schedule, including the addition of a pool monitor, will be
140 in place by March 12, 2026. The Board requested an updated schedule to ensure that staff
141 is always present on the premises during business hours.

142

143 **NINTH ORDER OF BUSINESS Audience Comments**

144 A resident expressed concern regarding staff members who were employed from two
145 years ago.

146 A resident inquired about the pool guest policy, and the Board clarified that each
147 household is permitted two guests per member.

148

149 **TENTH ORDER OF BUSINESS Adjournment**

150

On MOTION by Ms. Palmer, seconded by Ms. Vance, with all in favor, the meeting was adjourned at 8:02 p.m.

151

152

153 Secretary / Assistant Secretary

Chair / Vice Chair