

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, DPFG Management & Consulting
16	Larry Krause	Assistant District Manager, DPFG 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.

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

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

FIFTH ORDER OF BUSINESS – Business Matters

A. District Engineer – ADA/Truncated Sidewalk Mats

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

B. Field Services/Amenity Management Report

➤ 11887 Frost Aster Drive Curb Discoloration Update

➤ Exhibit 2: Landscape and Irrigation Report

Comments were made about the conditions of the community's landscape during the drought.

➤ Exhibit 3: Pond Report

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

➤ Exhibit 4: No Parking Signs

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

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

➤ Pest Control Proposals

Mr. Neal noted that no payments had been made for pest control since January, and it was unclear why the pest control service had stopped in the first place. A request was made for the field service vendor to acquire a new quote.

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

1. Pool and Fountain

2. Pool and Janitorial

3. Breakdown Bundled

4. Breakdown Unbundled

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

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

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

➤ Boardwalk Update

Mr. Neal stated that he had been walking the bridges with the engineer from Cochran, and indicated washed-out conditions under the pylons halfway down the middle bridge, and indicated that it needed to be addressed.

➤ Internet Service Update

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

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

➤ Pond 6: SO# 7496840 - \$3,124

➤ Pond 7: SO# 7496848 - \$1,382

➤ Pond 8: SO# 7496864 - \$5,818

➤ Pond 9: SO# 7496875 - \$14,996

Mr. Stafford stated that he would be getting with Brightview on additional options to address turf damage from wild hogs. The Board commented that rainy weather may mitigate hog activity and lasting damage. This item was tabled.

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

This item was tabled.

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

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

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

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

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

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

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

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

- Bob Bishop
- Bob Crespo
- Chantilly Gamel-Rivera
- Rebecca Smith

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

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

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

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

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

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

I. Exhibit 12: Oath of Office

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

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

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

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

K. Exhibit 14: Presentation of Preliminary Budget FY 2021-2022

Ms. Thibault recalled previous discussions on moving the date of the August meeting for final budget adoption to August 30, to allow for additional discussion time and negotiations to reduce the overall budget. Ms. Thibault and Mr. Neal gave an overview of the preliminary budget for the upcoming fiscal year, noting various increases and opportunities for cost-saving throughout. Discussion ensued, with additional comments on holding a workshop meeting related to budget

discussions. Ms. Thibault advised that with the new August meeting date, the letter to the residents would not be distributed until late July.

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

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

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

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

SIXTH ORDER OF BUSINESS – Consent Agenda

- A. Exhibit 17: Consideration and Approval of the May 10, 2021 Regular Meeting Minutes

- B. Exhibit 18: Acceptance of the April 2021 Unaudited Financial Statements

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

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

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

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

SEVENTH ORDER OF BUSINESS – Administrative Matters

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

EIGHTH ORDER OF BUSINESS – Staff Reports

- A. District Manager

There being none, the next item followed.

- B. District Counsel

- Exhibit 20: Update on Conveyance of Phase 6B

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

NINTH ORDER OF BUSINESS – Supervisor Requests

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

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

TENTH ORDER OF BUSINESS – Audience Comments – New Business

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

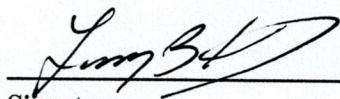
ELEVENTH ORDER OF BUSINESS – Adjournment

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

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

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

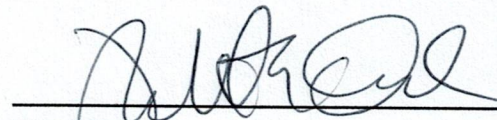
Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 8/30/2021.



Signature

Larry B. Kowalski Jr.

Printed Name



Signature

Bob Neal

Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman