

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, February 7, 2022 at 6:01 p.m. at The Alley at Southshore Bay, 10221 Big
6 Bend Road, Riverview, Florida 33578.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Krause called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Bob Neal	Board Supervisor, Chairman
11	John Daux	Board Supervisor, Vice Chairman
12	Rebecca Smith	Board Supervisor, Assistant Secretary
13	Bob Bernardo	Board Supervisor, Assistant Secretary

14 Also present were:

15	Larry Krause	District Manager, DPFG Management & Consulting
16	Neysa Borkert	District Counsel, Garganese, Weiss, D'Agresta & Salzman
17	Tonja Stewart	District Engineer, Stantec (via Phone)
18	Steve Stafford	Artemis/Breeze
19	Chantilly Gamel-Rivera	Resident

20 *The following is a summary of the discussions and actions taken at the February 7, 2022 Waterleaf CDD*
21 *Board of Supervisors Regular Meeting.*

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

23 The Pledge of Allegiance was recited.

24 **THIRD ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for agenda**
25 **items)**

26 There being none, the next item followed.

27 **FOURTH ORDER OF BUSINESS – Business Matters**

28 A. Old Business

29 1. Discussion of Gate Rusting Update

30 Mr. Stafford noted that it would cost \$15,000.00 to have the gates fully refinished and
31 powder coated. Mr. Stafford stated that he had a proposal to specifically address the arms
32 at each of the gates at a reduced price, ranging from \$70 to \$75 each, for a total amount of
33 \$1,160.00.

34 On a MOTION by Mr. Daux, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved
35 the purchase of arms for the gates, in the amount of \$1,160.00, for the Waterleaf Community Development
36 District.

37 Following the motion, the Board requested to be updated on when the work had been
38 completed.

39 2. Exhibit 1: Discussion of Update on Options for Walkway Area Beautification “Between
40 the Ferns” – Brightview Oak Tree Proposal

Mr. Neal requested for a proposal from Brightview to install native flora in this area. Mr. Stafford suggested the installation of a rock garden or a bench. Mr. Daux recommended adding a waste station in this area as well.

3. Discussion of Pool Heating

This item was tabled to the next meeting. Mr. Stafford commented on heater structures and potential geothermal sourcing as cost-saving measures.

4. Discussion of Update on Curb Staining at 12027 Cinnamon Fern Dr.

Mr. Neal provided confirmation that the curb had been cleaned.

5. Discussion of Update on Fountain Renovation & Painting

Ms. Smith indicated that she would like to have photos posted on social media for the community to view and provide comments on. Mr. Neal noted that the contractor was running behind and would most likely not be able to start this project until April at the earliest. Mr. Neal asked if the contractor had received his deposit, and Mr. Stafford stated that he was unsure and would have to check.

Comments were made from the Board indicating that the walls needed to be redone before they were painted. Mr. Neal stated that he would like for Sherwin Williams paint and codes to be used to ensure the correct colors were used.

Mr. Stafford stated that there would be 4 bubblers with 2 in the back touching the Waterleaf wall and 2 near the leaf.

In response to a supervisor question, Mr. Stafford confirmed that the project would take approximately 1 month after its start date.

6. Discussion of Bridge Rail Painting & Cleaning

Mr. Neal stated that he believed he had seen the vendor on site, and noted that the bare wood had been painted. Mr. Stafford indicated that he had not received responses would make the final decision on payment.

7. Discussion of Update on Quote for Sidewalk Repairs

Mr. Stafford stated that he had 2 contractors, Precision Sidewalk Safety and Firm Foundations, inspecting the sidewalk and that this would be brought back at the next meeting. In response to a question from Mr. Neal, Mr. Stafford confirmed that this would include the sidewalk behind Fawn Lily. Mr. Stafford explained that Precision Sidewalk Safety did not handle concrete repair, so he had sought the additional contractor.

8. Discussion of Update on Removal of Crosswalk on Frost Aster

Mr. Neal indicated that there was a crosswalk sealant proposal under new business related to this item that Mr. Stafford had sent out.

9. Discussion of Update on New Pool Entrance Signs

Ms. Smith recalled that the Board had previously reached a consensus to move forward with the signage and that Mr. Stafford needed to send a proposal for the Board to sign. Mr. Stafford suggested that the price would remain unchanged from what had previously been discussed, and recalled discussions at the time regarding exact verbiage. Mr. Neal added that he had found the original email stating that the signs would be in the amount of \$62.00 each.

10. Discussion of Update on Maintenance Map

Ms. Stewart stated that she had sent the ownership map along with stormwater legislation items via email that would be discussed during her report.

11. Exhibit 2: Discussion of Update on Entrance Gate Closures

Mr. Daux commented that due to school and traditional work schedules, he felt that it would be best to have entrance and exit gates at the front open between 6:30 and 8:30 a.m. and 5:30 and 7:00 p.m. Monday through Friday. Mr. Daux suggested that back gates could continue to be closed, noting that traffic was generally through front gates regardless, and that the gates would be closed throughout the weekends. The date for the gates was changed to March 1. Mr. Krause was directed to send a follow-up email to DR Horton and Metro that the Board approved the gate closure on March 1. Mr. Stafford and the Board discussed gate closure speed, and the Board agreed to proceed with configuration work to have gates close faster.

12. Discussion of Status on Mail Station Trim Painting

Mr. Stafford stated that he did not have a date at this time but had reached out to the vendor for an update. Mr. Stafford suggested that this would likely be completed in Q1 2022.

13. Discussion of Repair Options for Washed-out Footer on Pedestrian Bridge

Mr. Stafford stated that he had emailed a contractor about the bridge, noting that this was expected to be a straightforward repair. Mr. Neal suggested installing a beam across the two existing supports to prevent new washouts. Mr. Stafford indicated that he would ask about this option.

14. Discussion of Update on Mailbox Lights

Mr. Stafford noted that the light contractors did not show up to a meeting and discussed solar-powered light options. Board comments were made expressing some concerns for nearby homes and loitering, with suggestions being made for motion activated lights.

15. Discussion of Update on Corrective Actions Taken on Health Department Report

Mr. Stafford stated that he would have an individual change the signs to add "NO DIVING" in 4-inch lettering per requested corrective actions. Mr. Neal suggested that a possible solution could be to cover the current sign with the correctly sized lettering.

16. Exhibit 3: Discussion of Capacity for Amenity Center Areas

Ms. Borkert informed the Board that she had determined the capacity for the amenity center was 15 square feet per person which could limit occupancy to 24 people per area. Ms. Borkert advised that the size of the clubhouse area could hold 40 people while the area by the pool could hold 38 people. She noted that she had tried to pull the permit but had difficulties acquiring it, suggesting submitting a public records request for the permit.

Mr. Neal expressed some concerns about large groups of guests, recalling an incident with a bounce house the past weekend. Mr. Krause addressed Mr. Neal's questions about Breeze's reservation form system. Mr. Neal requested a proposal for a new reservation process for the amenity center.

B. New Business

1. Exhibit 4: Consideration of Vice Painting Proposals

- a. Clubhouse Exterior Repair - \$7,495.00
- b. Crosswalk Sealant - \$1,200.00

On a MOTION by Mr. Bernardo, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved the Vice Painting Clubhouse Exterior Repair and Crosswalk Sealant Proposals, in a total amount of \$8,695.00, for the Waterleaf Community Development District.

Following the motion, Mr. Neal requested for information on the shutdown to be distributed to the community about a week ahead of when Vice Painting's work was scheduled.

2. Exhibit 5: Consideration of Red Rhino Gutters Proposal - \$1,145.00

Mr. Neal indicated that he would like to defer this project for the time being. Mr. Neal commented on abnormal water bills that had occurred during October and November, though observed that whatever was the root cause did not appear to be currently happening. Mr. Neal suggested continuing to monitor meters on about a weekly basis to ensure that issues were not persisting. The Board agreed to proceed with the project, if needed.

3. Exhibit 6: Consideration of Brightview Replace Irrigation Pump and Transducer VFD Proposal - \$10,807.52

Mr. Neal stated that he had asked the regional manager at Brightview for a cost breakdown, who had indicated that parts and labor would be \$9,795 for the pump. He explained that this would replace 1 pump and not 2 as the reserve study recommended, and despite this the study still listed a figure of about \$9,000 for pump replacement. He noted that he had found pumps online at significantly lower costs. Mr. Stafford advised against purchasing a cheap pump, noting that this may result in future expenses, and opined that the labor costs appeared fair. Board comments were additionally made expressing concerns about delaying the replacement further.

On a MOTION by Mr. Bernardo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the Irrigation Pump and Transducer VFD Proposal, in an amount not to exceed \$10,807.52, for the Waterleaf Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

A. Amenity & Field Management Services Report

1. Exhibit 7: Field Operations & Amenity Management Report – Breeze

Mr. Stafford provided an update on the washout status, summarizing a call he had received from DR Horton.

2. Sitex Pond Report

An audience member from a resident advisory group provided insight on meetings with the Waterleaf site manager. The audience member expressed concerns about trash continuing to be thrown in ponds and landscapers cutting grass into the ponds. Additional comments were made indicating that Pond 17 had improved significantly. Mr. Neal requested for the report to not be posted until after the Board was able to review it. He asked for a "good, bad, and ugly" rating system to be listed by each pond. Mr. Stafford suggested that the Board consider filling a pond on Cardinal Flower Drive. The audience member additionally commented positively on the site manager's responsiveness.

3. Brightview Landscape Report

Nothing was provided for the Board to review.

B. District Manager

Mr. Krause presented **Resolution 2022-03**, Designating Officers. He explained that this resolution would remove Patricia Thibault from the slate of officers and designate Howard “Mac” McGaffney and Johanna “Skye” Lee as Assistant Treasurer and Treasurer, respectively. Mr. Neal questioned Ms. Thibault’s removal and Mr. Krause explained that this was due to her departure from the company. Mr. Neal stated that he would like for Mr. McGaffney and/or Ms. Lee attend a meeting to introduce themselves. Mr. Neal noted his concerns in working with Vesta staff after the CDD had previously engaged the company for facilities management, but the company had subsequently left discussions. The Board agreed to request for Mr. McGaffney or Ms. Lee visit the District in March or April to introduce themselves and explain their roles in the community and the company.

On a MOTION by Ms. Smith, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-03**, Designating Officers, for the Waterleaf Community Development District.

1. Discussion of Update on Removal of Signs in the Community

Mr. Krause stated that Metro had responded that they would provide a timeline and list of the signs. Mr. Neal stated that he would like a more definitive list and timeline for removing the signs.

2. Discussion of Community Easter Event

Ms. Gamel-Rivera discussed her plans for the Community Easter Event, noting that it would be similar to what had been done in the past and would be about an hour long. Mr. Neal indicated that the Board would like to know what Ms. Gamel-Rivera expected in regard to attendance for the event. Ms. Gamel-Rivera stated that 26 families had reserved from 11 a.m. to 1 p.m. In response to a question from Ms. Borkert, the Board confirmed that the CDD did not pay for this event. Mr. Neal stressed that the event would be for residents only. The Board agreed to proceed with event.

3. Exhibit 8: Discussion of Update on Erosion Invoicing – 13330 Waterleaf Garden Circle

Mr. Larry provided an update on this matter and relayed that the resident and a representative from DR Horton were waiting to hear back on the root cause of the erosion and had requested an extension on the invoice. In response to a question from Mr. Stafford, Ms. Smith stated that the email from the resident was received on February 4.

Mr. Neal stated that the source did not matter as far as the Board recouping the costs for this project and indicated that the resident would need to work with DR Horton regarding reimbursement. In response to a question from Mr. Daux, Mr. Neal stated that Ms. Borkert would send out a letter to the resident if she did not pay. Ms. Smith noted that the Board could take this matter to small claims court or attempt to negotiate with the resident.

Mr. Daux indicated that he would like to give the resident an extension. Mr. Neal disagreed and mentioned aggressive emails sent by the resident. Ms. Smith stated that she believed the resident had been invited to attend a meeting as well. The Board agreed that payment was due and that there would be no extension. Mr. Neal directed Mr. Krause to follow up with the resident.

4. Exhibit 9: Discussion of Pond #15 Landscape Maintenance – South Cove at Summerfield HOA

Mr. Neal explained that an area of South Cove used to be part of the District and noted that the CDD was still responsible for the leftover pond.

Mr. Krause stated that a resident had reached out to an attorney to ask the CDD to trim or remove dead trees in this area that he had been concerned about falling onto his property.

211 Mr. Krause asked who would be responsible for trimming or removing trees in this area.
212 He noted that he had requested photos from the resident but had not received any as of yet.

213 In response to a question from Mr. Neal, Ms. Stewart clarified that this was not actually a
214 preserved or protected area and that the CDD was permitted to have parts of the area
215 landscaped. Discussion ensued regarding the weir in this area. Ms. Borkert asked Ms.
216 Stewart to confirm that the weir was located on CDD property. Ms. Stewart stated that she
217 suspected that there was an easement but would need to confirm. She noted that there was
218 no plat for the pond.

219 Ms. Borkert explained that the District was not required to maintain the vegetation in this
220 area but would need to address potential hazards, if any. Ms. Stewart confirmed that there
221 was a drainage easement in this area.

222 Ms. Borkert suggested having Mr. Krause acquire information on the trees' location,
223 having a site visit done to determine whether the dead trees were a liability, and to look
224 into the cost of removing or trimming the trees. She added that she would look over the
225 ownership aspect of maintenance with Ms. Stewart.

226 C. District Counsel

227 Ms. Borkert stated that she had nothing further to report.

228 D. District Engineer

229 Ms. Stewart stated that she spoke to Metro and had asked why Waterleaf LLC still owned a piece
230 of property on the ownership map. She indicated that Metro would like to convey this property to
231 the District. In response to a question from Mr. Daux, Ms. Stewart stated that this area of land
232 would be conveyed whenever the CDD was ready to accept it. Stewart explained that invasive
233 vegetation would need to be managed around the buffer areas but that the wetland itself would be
234 required to be left in its natural condition. Ms. Stewart indicated that she would send the applicable
235 contact information to Ms. Borkert for her to handle the conveyance.

236 Ms. Stewart discussed the new stormwater needs analysis requirements. She noted that there were
237 multiple articles and brochures available to educate residents on the importance of stormwater
238 quality. Mr. Neal asked if there was an action plan that the Board needed to take. Ms. Stewart
239 indicated that minimal work would be need, as Waterleaf was a newer community. She
240 recommended starting at \$12,000.00 per year for aquatic planting and erosion mitigation. Mr. Neal
241 noted that this was already planned for in the reserve study.

242 **SIXTH ORDER OF BUSINESS – Administrative Matters**

243 A. Exhibit 10: Consideration & Approval – The December 13, 2021 Regular Meeting Minutes

244 On a MOTION by Mr. Daux, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved
245 the December 13, 2021 Regular Meeting Minutes for the Waterleaf Community Development District.

246 B. Exhibit 11: Consideration & Approval – The January 10, 2022 Regular Meeting Minutes

247 Ms. Smith noted that Line 248 should include that Mr. Daux had volunteered to look into the rush
248 hours of the gates.

249 On a MOTION by Ms. Smith, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
250 the January 10, 2022 Regular Meeting Minutes, as amended, for the Waterleaf Community Development
251 District.

252 C. Exhibit 12: Consideration & Acceptance – The December 2021 Unaudited Financial Statements

On a MOTION by Mr. Bernardo, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board accepted the December 2021 Unaudited Financial Statements for the Waterleaf Community Development District.

D. Exhibit 13: Consideration & Acceptance – The January 2022 Operations & Maintenance Expenditures

Mr. Neal noted that TECO bills were not included and may be outstanding. He requested that Mr. Krause look into this matter.

On a MOTION by Ms. Smith, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board accepted the January 2022 Operations & Maintenance Expenditures for the Waterleaf Community Development District.

E. Exhibit 14: Ratification of Pond Fountains Bill of Sale

On a MOTION by Ms. Smith, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the Ratification of Pond Fountains Bill of Sale and authorized the Chairman to execute the Bill of Sale for the Waterleaf Community Development District.

F. Exhibit 15: Ratification of DC Integrations Install 4G DoorKing Communication Board - \$1,746.00
Mr. Stafford noted that this was for two 4G boards that should last for 4 to 5 years.

On a MOTION by Ms. Smith, SECONDED by Mr. Neal, WITH ALL IN FAVOR, the Board approved the Ratification of the DC Integrations Install 4G DoorKing Communication Board, in the amount of \$1,746.00, for the Waterleaf Community Development District.

SEVENTH ORDER OF BUSINESS – Audience Comments - New Business *(limited to 3 minutes per individual for non-agenda items)*

Ms. Gamel-Rivera asked to hold fitness training and yoga classes at the amenity center every other Saturday. In response to a question from Mr. Neal, Ms. Gamel-Rivera clarified that there would be no charge. The Board agreed to allow the classes for residents only and noted that the amenity center would need to be reserved on a monthly basis.

EIGHTH ORDER OF BUSINESS – Supervisor Requests

Ms. Smith requested that Mr. Neal mention that people were going to be asked for their key fobs at the pool in his meeting summary. Mr. Daux indicated that he felt asking residents for their fobs was unnecessary unless the individuals were causing a problem.

Mr. Neal inquired about pedestrian gates that were not closing. Mr. Stafford noted that Gate Pros was supposed to provide a proposal for the gates.

Mr. Neal mentioned that a teenager stayed overnight at the amenity center and triggered the alarm. He explained that Todd Hebel was looking into a silent alarm that would flash when triggered. He stated the proposed cost was approximately \$375.00. Mr. Neal additionally mentioned that the District was not receiving good service with the current monitoring company and that Mr. Hebel had indicated that his company could handle monitoring moving forward. He noted that this would reduce costs for the District.

Mr. Neal asked for the new plants to be added to Old Business on the next agenda and indicated that he would like to make sure this was sent to Brightview. Mr. Neal additionally inquired about the process for adding events to the website calendar. Mr. Krause explained that DPFPG created the form to send to Breeze who would then accept or deny the reservation and send DPFPG the information that needed to be posted on the website.

293 **NINTH ORDER OF BUSINESS – Adjournment**

294 Mr. Neal asked for final questions, comments, or corrections before adjourning the meeting. There
295 being none, Mr. Daux made a motion to adjourn the meeting.

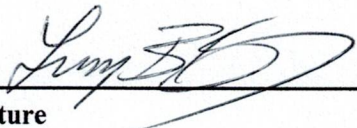
296 On a MOTION by Mr. Daux, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board adjourned
297 the meeting for the Waterleaf Community Development District.

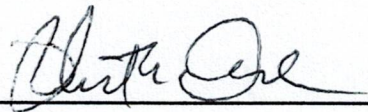
298 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
299 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
300 *including the testimony and evidence upon which such appeal is to be based.*

301

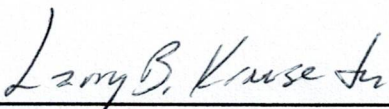
302 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
303 meeting held on MARCH 14, 2022.

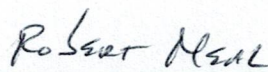
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Signature


Signature

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Printed Name


Printed Name

306

307 Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman