

1 **MINUTES OF MEETING**

2 **WATERLEAF**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Waterleaf Community Development District  
5 was held on Monday, August 8, 2022 at 6:05 p.m. at The Alley at Southshore Bay, 10221 Big Bend Road,  
6 Riverview, Florida 33578.

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

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

9 Present were:

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

15 Also present were:

16	Larry Krause	District Manager, DPFG Management & Consulting
17	Neysa Borkert	District Counsel
18	Angie Lynch	Breeze HOA
19	Robert Bishop	Resident
20	Jim Sassatelli	Resident
21	Nancy Malvoisin	Resident
22	Elizabeth Sassatelli	Resident
23	Jim Secura	Resident

24 *The following is a summary of the discussions and actions taken at the August 8, 2022 Waterleaf CDD Board of*  
25 *Supervisors Regular Meeting.*

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

27 The Pledge of Allegiance was recited.

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

30 There being none, the next item followed.

31 **FOURTH ORDER OF BUSINESS – FY 2022-2023 Budget Adoption**

32 **A. FY 2022-2023 Budget Public Hearing**

33 **1. Open Public Hearing**

34 On a MOTION by Mr. Neal, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board recessed the  
35 Regular Meeting and opened the **FY 2022-2023 Budget Public Hearing**, for the Waterleaf Community  
36 Development District.

37 **2. Presentation of FY 2022-2023 Budget**

38 Mr. Neal reviewed changes he had made to the budget, noting that the placeholder number for  
39 a rubberized surface for the playground had been removed, as the quotes received were too  
40 costly. He indicated that he had updated the “spent through” portion of the sheet through May.  
41 Mr. Daux and Ms. Smith commented positively on Mr. Neal’s work on the budget,  
42 particularly in regards to the Reserve Fund.

Mr. Neal noted that there had been a 4.2% increase overall on the O&M. Mr. Krause advised an increase of approximately \$14,000.00 to the Insurance line item, based on the evaluations that had been determined with the Field Team. Discussion ensued regarding the increase.

a. Exhibit 1: Approved Preliminary Budget

b. Exhibit 2: Budget As Revised

3. Public Comments

Mr. Bishop noted that the Landscaping line item had increased and recalled that he had been told this line item would not increase. He asked why Amenity Center costs had increased. Mr. Neal indicated that the increase for the Amenity Center was due to changing to a different vendor for pool and amenity cleaning. In response to an audience member question, Mr. Neal clarified that cleaning would occur on a daily basis.

Mr. Sassatelli inquired about the hours and times for pool cleaning, as well as the name of the company. Ms. Lynch indicated that she would look into the hours and times for the pool cleaning. Mr. Neal stated that the name of the vendor was Galaxy Pro.

Ms. Malvoisin expressed dissatisfaction with amenity costs and commented negatively on residents being charged to rent the Amenity Center.

Ms. Borkert addressed Mr. Bishop's question regarding the increased cost for Landscaping and clarified that the service fee had increased by 3% due to an amendment with Brightview for an additional year of service after the contract had expired on March 31.

Ms. Sassatelli asked about the increase in price for legal services. Mr. Neal explained that this was due to an anticipated need for additional legal hours.

Mr. Daux noted that expenses were continuing to increase but indicated that the increase was not as high as he had expected. Mr. Crespo expressed gratitude to Mr. Neal for lowering the proposed budget amount.

4. Close Public Hearing

On a MOTION by Mr. Daux, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board closed the **FY 2022-2023 Budget Public Hearing** and reconvened the Regular Meeting, for the Waterleaf Community Development District.

B. Exhibit 3: Consideration and Adoption of **Resolution 2022-07, Adopting FY 2022-2023 Budget**

On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-07, Adopting FY 2022-2023 Budget**, as amended, for the Waterleaf Community Development District.

C. **FY 2022-2023 Assessment Public Hearing**

1. Open Public Hearing

On a MOTION by Ms. Smith, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board recessed the Regular Meeting and opened the **FY 2022-2023 Assessment Public Hearing**, for the Waterleaf Community Development District.

2. Presentation of FY 2022-2023 Assessment Analysis

Mr. Krause stated that there was an increase of between 3.07 and 3.1% from the year prior. He indicated that increases would range from \$77.50 to \$108.49, dependent on lot size.

a. Exhibit 4: Approved Preliminary Assessment Analysis

b. Exhibit 5: Assessment Analysis As Revised

3. Public Comments

Ms. Malvoisin made a comment regarding a fee. Mr. Krause clarified that this would need to be discussed under New Business.

Mr. Bishop requested clarification for the cost increases for different lot sizes. Mr. Krause stated that a 50-foot lot would be \$77.50, a 60-foot lot would be \$93.00, and a 70-foot lot would be \$108.49.

4. Close Public Hearing

On a MOTION by Mr. Neal, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board closed the **FY 2022-2023 Assessment Public Hearing** and reconvened the Regular Meeting., for the Waterleaf Community Development District.

D. Exhibit 6: Consideration and Adoption of **Resolution 2022-08, Providing for the Collection and Enforcement of Special Assessments for FY 2022-2023**

On a MOTION by Ms. Smith, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-08, Providing for the Collection and Enforcement of Special Assessments for FY 2022-2023**, for the Waterleaf Community Development District.

**FIFTH ORDER OF BUSINESS – Staff Reports**

A. District Engineer

1. Exhibit 7: Maintenance Map

This item was tabled, as the District Engineer was not present.

B. District Counsel

1. Update on Conveyance of Outlier Parcel

Ms. Borkert stated that she had received the revised legal description from Doug Draper and indicated that this had been sent to the District Engineer for review.

C. District Manager

1. Insured Assets Update

Mr. Krause indicated that this had been provided during the budget discussion.

2. Approval to Discontinue Metro PO System

Following discussion, the Board reached a consensus to discontinue the Metro PO System.

D. Field Operations Report

Ms. Lynch reviewed her report, noting that repairs to the Waterleaf sign were almost complete and that Mike Sakellarides was in the process of working with the vendor for sidewalk repairs. She inquired about the ownership of a white fence on behalf of Liberty Field. Mr. Neal advised following up with the District Engineer and copying Mr. Krause on the email.

Ms. Lynch relayed that Liberty Field wanted to remove the gates from their section of land. Ms. Smith recalled that this had been approved at a prior meeting. Ms. Borkert confirmed this was the case. She noted that the HOA would need to terminate the easement for the gate and return the area to its original condition.

Ms. Lynch brought up overgrowth in Pond 22. She explained that this pond was previously maintained by CEPRA but was now maintained by Brightview. In response to a resident comment, Mr. Neal clarified that there was an access easement in this area.

Ms. Lynch informed the Board that Steve Stafford was no longer with Breeze. She stated that she would be taking over for Mr. Stafford, with Mr. Sakellarides to assist.

1. Breeze Field Operations and Amenity Management Report
2. Exhibit 8: Brightview Landscape Report
3. Sitex Pond Report

Mr. Krause stated that a Pond Report had not been received. He indicated that he would reach out to Sitex and send the report to the Board.

#### **SIXTH ORDER OF BUSINESS – Business Matters**

##### **A. New Business**

1. Exhibit 9: Consideration and Adoption of **Resolution 2022-09, Setting FY 2023 Meeting Schedule**

On a MOTION by Mr. Bernardo, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-09, Setting FY 2023 Meeting Schedule**, for the Waterleaf Community Development District.

2. Exhibit 10: Consideration of Janus et Cie Pool Furniture Refurbishment Proposal - \$14,284.32

Mr. Daux asked if replacing the furniture had been considered. Ms. Lynch indicated that the furniture was not in need of replacement. Mr. Neal requested for a photo to be sent to confirm the color and pattern of the cushions.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved the Janus et Cie Pool Furniture Refurbishment Proposal, in the amount of \$14,284.32, for the Waterleaf Community Development District.

##### **3. Consideration of Brightview Proposals**

- a. Exhibit 11: Removal of Grapevine from Pine Trees on Water Leaf Vista Blvd. - \$1,048.13

Mr. Daux expressed that he felt the proposal was expensive. Mr. Bernardo agreed to meet with the landscaper to discuss the issue. Mr. Neal suggested approving a “not to exceed” amount and to allow Mr. Bernardo to agree to the cost or negotiate.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved the Brightview Grapevine Removal Proposal, in an amount not to exceed \$1,048.13, subject to review and approval from Mr. Bernardo, for the Waterleaf Community Development District.

- b. Exhibit 12: Removal of Four (4) Decoders and Solenoids on Zones 2, 3, 4 and 7 - \$2,185.39

In response to a question from Mr. Daux, Ms. Lynch indicated that she did not know when this irrigation problem had been identified. Mr. Daux expressed that he would like for irrigation issues to be addressed in a timelier manner. Ms. Borkert noted that that the Board could direct Mr. Krause to immediately address irrigation issues under \$2,500.00 going forward. Mr. Neal indicated that he would be in favor of Ms. Borkert’s suggestion.

On a MOTION by Mr. Neal, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved the Brightview Removal of Four (4) Decoders and Solenoids on Zones 2, 3, 4 and 7 Proposal, in the amount of \$2,185.39, for the Waterleaf Community Development District.

4. Consideration of SynLawn Tampa Playground Matting Proposals

Mr. Neal stated that both options were cost-prohibitive. In response to a question from Mr. Krause, Mr. Neal indicated that this item should not be brought back unless requested from the Board.

a. Exhibit 13: Rubber Matting - \$121,080.00

b. Exhibit 14: Turf Matting - \$84,030.80

B. Old Business

1. Discussion on Status of Existing Projects

a. Exhibit 15: Vice Painting Removal of Crosswalk on Frost Aster

Ms. Smith recalled that this had been done the month prior and should be removed from the agenda moving forward.

b. Exhibit 16: Arinton Fountain Repair

Ms. Lynch indicated that the fountain repair was in process.

c. Exhibit 17: Vice Painting Fountain Sign Painting

Mr. Neal requested that Ms. Lynch confirm if the lights were ready.

d. Exhibit 18: Brightview Walkway Area Beautification Along Climbing Fern Avenue

Mr. Neal indicated that this had been completed.

e. Exhibit 19: Firm Foundations Asphalt and Concrete Sidewalk Repair

Mr. Krause noted that this had already been discussed earlier in the meeting.

f. Exhibit 20: Front Pedestrian Gate Lock Replacement

Ms. Smith stated that both gates were open that morning. Mr. Neal relayed that Gate Pros had suggested keeping both sides open to mitigate damage to the gates. Ms. Smith and Mr. Neal briefly discussed an ongoing issue of homeowners allowing non-residents into the community.

g. Exhibit 21: Arinton Pool and Fountain Repair

Mr. Neal indicated that this may be done with a different vendor.

h. Exhibit 22: Amenity Sewage Line Scope

Mr. Neal stated that this should be repaired in late fall when the pool would be less busy. He requested that Ms. Lynch bring a proposal to the September meeting.

i. Exhibit 23: Sign Solutions Roundabout Signpost Repair

Mr. Neal requested that Ms. Lynch obtain a status update on the repair.

j. Pool "Swim at Own Risk" Signs

Ms. Smith recalled that Mr. Stafford was working on this project and asked for Ms. Lynch to provide a follow up.

- 199 k. Traffic Line of Sight Improvement at Bee Blossom Amenity Entrance and Frost Aster  
200 Entrance

201 Ms. Smith recalled that Brightview was supposed to work on this item and asked Ms.  
202 Lynch to address this.

- 203 1. Exhibit 24: Sign Solutions Bent Sign Repair

204 Ms. Lynch stated that she was currently waiting on the vendor for this item.

- 205 2. Exhibit 25: Update on CDD Property Encroachment – 12019 Cardinal Flower

206 Ms. Borkert recalled that a sign was supposed to be installed in this area and requested for Ms.  
207 Lynch to check on this.

- 208 3. Exhibit 26: Update on CDD Property Encroachment at Cinnamon Fern

209 Ms. Borkert stated that Mr. Alvarez was looking for guidance on where to move the fence. She  
210 noted that Mr. Alvarez's neighbor at 11972 Cinnamon Fern had emailed stating that they had  
211 received permission from the CDD to install their fence. Mr. Neal pointed out that the email  
212 exchange did not actually grant permission to install the fence. He stated the fence was not  
213 approved by the HOA, CDD, or the County. Ms. Borkert advised having the District Engineer  
214 determine whether the fence within these particular drainage easements would impact the  
215 overall drainage system. In response to a question from Mr. Neal, Ms. Borkert stated that she  
216 had only heard from 2 of the 4 residents who had received letters. She indicated that follow-up  
217 letters would be sent out after receiving input from the District Engineer.

- 218 4. Exhibit 27: Update on Defaced Wall Behind 13172 Green Violet

219 Ms. Borkert stated that the letter regarding the defaced wall had been sent out but was not  
220 accepted. Mr. Daux suggested sending another certified letter, to which the rest of the Board  
221 expressed agreement.

- 222 5. Discussion on Repair Options for Washed-out Footer on Pedestrian Bridge

223 Ms. Smith recalled that Mr. Stafford had struggled to find a vendor for this repair. Ms. Lynch  
224 indicated that she would look into options.

- 225 6. Exhibit 28: Update on Entrance Gate Closures Process

226 The Board agreed to have both sides of the gate open to reduce the risk of damage. Mr. Neal  
227 noted that the District Manager should be notified of any changes to the gate closures process.  
228 Ms. Smith stated that the gates would be open from 6:30 to 8:30 a.m. and 4 p.m. to 6 p.m.

- 229 7. Discussion on Clicker Database Update

230 Mr. Daux stated that he had sent an email to Ms. Lynch to determine who was no longer living  
231 in the community. He indicated that a process needed to be created to keep track of who was  
232 still currently living in the community.

- 233 8. Exhibit 29: Discussion on Adding a Pet Waste Station Along the Climbing Fern Avenue Path

234 Ms. Lynch stated that she would follow up with Poop 911. Mr. Daux noted that the station  
235 needed to be moved to the other side of the sidewalk and away from the electric box.

- 236 9. Exhibit 30: Discussion on Adding a Bench Along the Climbing Fern Avenue Path

237 Ms. Smith mentioned that spare parts from a bench that had been removed could be used to  
238 repair a broken bench in the small dog park.

- 239 10. Discussion on Fence Ownership

240 Mr. Neal stated that this had already been discussed earlier in the meeting.

11. Discussion on Back Gate Call Box Elimination and Signage Revision

Mr. Neal stated that traffic for deliveries was to be directed to the front gate. Mr. Daux requested to move this along quickly.

12. Discussion on Amenity Center Gutters

Ms. Smith stated this item could be removed from the agenda.

13. Discussion on Amenity Center Tiles

Ms. Lynch indicated that she needed to obtain a quote for this item.

14. Discussion on Front Gate Vehicle Impact Damage

Mr. Neal stated that this had been turned over to the insurance company.

15. Discussion on Reoccurring Pressure Washing of Amenity Center

Mr. Neal indicated that a quote from a different company was needed for the reoccurring pressure washing.

16. Exhibit 31: Discussion on Plan for Storm Damage Response

Mr. Bernardo indicated that he would discuss the different costs with Brightview and request clarification on how many of these agreements Brightview had with other communities. Ms. Borkert advised approving an “not to exceed” amount. Mr. Neal noted that cleanup efforts were restricted to emergency concerns. Ms. Smith stressed that Brightview needed to provide backup invoices and photos for insurance purposes. Mr. Neal suggested approving the proposal as the rates outlined and amending the agreement in the future, if needed.

On a MOTION by Mr. Bernardo, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved the Brightview Storm Damage Response Proposal at the rates outlined and authorized the District Manager to execute, for the Waterleaf Community Development District.

**SEVENTH ORDER OF BUSINESS – Administrative Matters**

A. Exhibit 32: Consideration for Approval – The July 11, 2022 Regular Meeting Minutes

On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved the June 6, 2022 Regular Meeting Minutes for the Waterleaf Community Development District.

B. Exhibit 23: Consideration for Acceptance – The June 2022 Unaudited Financial Statement

Mr. Neal noted that the reserve fund had been updated appropriately.

On a MOTION by Ms. Smith, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board accepted the June 2022 Unaudited Financial Statement for the Waterleaf Community Development District.

C. Exhibit 34: Consideration for Acceptance – The July 2022 Operations and Maintenance Expenditures

On a MOTION by Mr. Bernardo, SECONDED by Ms. Crespo, WITH ALL IN FAVOR, the Board accepted the July 2022 Unaudited Financial Statement for the Waterleaf Community Development District.

D. Exhibit 35: Ratification of Gate Pros Main Entrance Pedestrian Gate Repair Proposal - \$1,600.00

Mr. Neal explained that the original hinges that were used did not align properly and had been replaced using the correct type of hinges.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved the Ratification of the Gate Pros Main Entrance Pedestrian Gate Repair Proposal, in the amount of \$1,600.00, for the Waterleaf Community Development District.

E. Exhibit 36: Ratification of Gate Pros Balm Riverview Gate Repair - \$1,190.00

Mr. Neal explained the rationale behind the approval.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved the Ratification of the Gate Pros Balm Riverview Gate Repair Proposal, in the amount of \$1,190.00, for the Waterleaf Community Development District.

**EIGHTH ORDER OF BUSINESS – Audience Comments – Non-Agenda Items / New Business** *(limited to 3 minutes per individual for non-agenda items)*

Mr. Secura commented on weeds in the community and indicated that common areas needed to be addressed. He mentioned an issue of Bahia grass being mowed into his yard.

An audience member asked if it would be more cost effective to replace the pool pump or gate, rather than continue to pay for repairs. Mr. Neal recalled that the pump had been replaced a year prior. He explained that the repairs for the gate were due to damaged caused by vehicles. The audience member additionally recalled that he had been told that encroachment was permitted when providing for water flow. Mr. Neal indicated that this would depend on the situation.

Mr. Daux noted that he had seen discussion online regarding vinyl fences that would allow only one car through at a time and suggestions to increase the speed at which the gates would close. Mr. Neal explained that the gate company had advised against having the gate close faster, as this would likely lead to the gate being damaged.

**NINTH ORDER OF BUSINESS – Supervisor Requests**

Mr. Daux requested for Brightview to remove the yard signs and to clean the entrance area where debris had collected.

Mr. Crespo asked if the pool had been closed due to health issues. Mr. Neal explained that the pool was closed due to the chlorinator being broken. He indicated that that pool was now open. In response to a question from Mr. Daux, Ms. Lynch confirmed that she believed the pool was cleaned on a daily basis.

Mr. Neal stated he would be resigning from the Board. Ms. Borkert explained that the Vice Chairman could act in the Chairman's place in his absence, as the terms were ending in November.

Ms. Smith stated that she would also be resigning from the Board. Ms. Borkert explained that word could be sent out regarding the vacancy and that a new Board member could be appointed at the next meeting. She advised directing the Amenity Manager to send out an email to all residents asking for two candidates for Seat 1 and Seat 2.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board approved directing the Amenity Manager to send an e-blast to all residents regarding the vacancy for Seat 1 and Seat 2 of the Board of Supervisors for the Waterleaf Community Development District.

Following the motion, Ms. Smith and Mr. Daux spoke positively on Mr. Neal and his contribution to the community as the Chairman of the CDD and HOA Board. In response to a question from Mr. Krause, Mr. Neal and Ms. Smith clarified that they would be submitting their resignations via email at a later date.

**TENTH ORDER OF BUSINESS – Action Items Summary**

*(To Be E-mailed to Supervisors and Staff)*



Waterleaf CDD  
Regular Meeting

August 8, 2022  
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**ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: Monday, September 12, 6:00 p.m.**

All Board members, with the exception of Mr. Neal and Ms. Smith, confirmed that they would be physically present for the meeting, which would establish a quorum.

**TWELFTH ORDER OF BUSINESS – Adjournment**

Mr. Krause asked for final questions, comments, or corrections before adjourning 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 Sept. 12, 2022.

Signature

Signature

Printed Name

Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman