

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, September 12, 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 John Daux	Board Supervisor, Vice Chairman
11 Bob Crespo	Board Supervisor, Assistant Secretary
12 Bob Bernardo	Board Supervisor, Assistant Secretary

13 Also present were:

14 Larry Krause	District Manager, DPFM Management & Consulting
15 Neysa Borkert (<i>via phone</i>)	District Counsel
16 Tonja Stewart (<i>via phone</i>)	District Engineer
17 Angie Lynch	Breeze HOA
18 Paul Almeida	Sitex
19 Luis Rojas	Resident
20 Patrick Sacripanti	Resident
21 Andrey Vorobyev	Resident
22 Alex Auld	Resident
23 Bob Bishop	Resident
24 Monica Bureau	Resident
25 Mike Covington	Resident
26 Jim Ciciora	Resident
27 Cindi Ciciora	Resident
28 John Cormont	Resident
29 Linda Davies	Resident

30 *The following is a summary of the discussions and actions taken at the September 12, 2022 Waterleaf CDD*
31 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

33 The Pledge of Allegiance was recited.

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

36 Ms. Bureau stated that she had received an email from Breeze that advised her to attend the CDD
37 meeting to discuss fallen trees in the street. Ms. Lynch clarified that this would be an HOA matter
38 and apologized for the miscommunication. Ms. Bureau additionally asked why costs had
39 increased if there were more homes in the community. Daux explained that the increased costs
40 were due to inflation. In response to a question from Mr. Covington, Mr. Crespo further clarified
41 that the increases were due to increased costs of services.

42 Ms. Bureau asked if the CDD paid to address sidewalk cracks. Mr. Crespo stated this would be
43 homeowners' responsibility to address, unless in common areas.

44 **FOURTH ORDER OF BUSINESS – Staff Reports**

A. District Counsel

1. Conveyance of Outlier Parcel

Ms. Borkert informed the Board that the revised legal document had been received from Doug Draper and sent to Ms. Stewart. She indicated that some necessary changes had not been made and stated that the legal description need to be correct in order for the deed to be accepted.

2. Exhibit 1: CDD Property Encroachment at Cinnamon Fern

Ms. Borkert indicated that the homeowners had agreed to move their fences to the easement line. She stated that the resident at 11972 Cinnamon Fern had sent an invoice of where the fence would be moved. She noted that 1 of the 4 homeowners had requested more time and that another homeowner had yet to respond. She stated that she had sent another certified letter on August 10 to 2 of the homeowners. Ms. Borkert additionally mentioned that she had sent another certified letter to the residents who had painted the CDD wall but did not believe that she had received a response.

Mr. Daux asked if the homeowners had signed for the certified letter. Ms. Borkert stated that signatures were received from 2 of the homeowners regarding the fence but that she did not believe a receipt was not received for the wall property. Mr. Daux indicated that he would like to have Field Operations check if the wall had been fixed and send another certified letter if it had not been fixed.

Mr. Daux asked what the next step would be regarding the property that had not responded to the letters. Ms. Borkert stated that the next step would be to send an official Cease and Desist letter and filing suit against the homeowner if a response continued to not be received. Mr. Daux expressed that he would like to work with those who had requested more time and requested for another certified letter to the non-respondent homeowner.

Ms. Borkert noted that she had sent the wording for the sign to put in front of the wetland buffer area to Mr. Krause. She asked the Board how they would like to address an issue of a property owner removing required lake vegetation. Mr. Daux directed Ms. Borkert to send a letter to advise the property owner to not cut back the vegetation. Ms. Stewart stated that she would provide educational information to Mr. Krause and Ms. Borkert to be distributed throughout to community through Breeze to help residents better understand stormwater best management practices.

Mr. Auld provided additional context on the fences. He stated that the HOA had worked with one of the homeowners to move the fence off the property and noted that the ARB Board could help the homeowners move the fence by planning on where to put it.

In response to a question from Mr. Ciciora, Ms. Borkert confirmed that the HOA could reach out to the homeowners but noted that they needed to identify themselves as members of the HOA.

Ms. Borkert informed the Board that she would need to step down as District Attorney for the District as of December 16, due to a conflict with the meeting schedule. Mr. Crespo asked if changing the meeting dates would help. Ms. Borkert indicated that this may be doable. Mr. Daux stated that this could be discussed later in the meeting, as this was on the agenda. In response to a question from Mr. Krause, Ms. Borkert stated that she could not attend the January meeting but could stay on longer, if needed.

B. District Engineer

1. Exhibit 2: Maintenance Map

Ms. Stewart asked if the Board was satisfied with the maintenance map. Mr. Daux requested clarity on Pond 22. Ms. Lynch stated that Pond 22 and 23 had been missed on the landscaping maps when provided to the landscaper. Ms. Stewart discussed the importance of ensuring that landscapers were aware of what needed to be maintained.

2. Fence Ownership

Ms. Stewart stated that she would look into this and provide a report to Mr. Krause, in addition to providing educational materials to be distributed to the residents.

C. District Manager

1. Insurance Update Regarding Front Gate Vehicle Impact Damage

Mr. Krause stated that he had reached out to Breeze in June for estimated costs to repair the front gate but did not receive a response. He indicated that he did not believe it would be too late to work with the insurance company and noted that Ms. Lynch was in the process looking into estimated repair costs.

Mr. Daux suggested holding future meetings at the library and moving the start time to 5:00 p.m. on a Wednesday. In response to a resident question, Mr. Daux clarified that the earlier start time was due to the library closing at 8:45 p.m. A resident suggested that the Board consider new times after appointing the new Board members.

D. Field Operations and Amenity Management – *Breeze*

1. Discussion on Existing Project Status

a. Exhibit 3: Arinton Pool Repair

Ms. Lynch confirmed that the pool had been repaired.

b. Exhibit 4 Arinton Fountain Repair

Ms. Lynch stated that the fountain repair had been completed and painted down to the water line. She noted that there was only 1 drain in the 3 fountains and indicated that this would be painted after the rainy season. Ms. Lynch asked if the Board would like wait to connect the bubblers and lights until after painting had been completed. The Board reached a consensus to turn on the bubblers and lights before completing the painting of the fountain.

c. Exhibit 5: Vice Painting Fountain Sign Painting

d. Exhibit 6: Firm Foundations Asphalt and Concrete Sidewalk Repair

Ms. Lynch stated that this repair had been reviewed and noted some changes were supposed to have been done. Mr. Daux requested to be a part of the final walkthrough. The Board agreed to hold off on payment at this time.

e. Exhibit 7: Sign Solutions Roundabout Signpost Repair

Ms. Lynch stated that the roundabout signpost had been replaced.

f. Exhibit 8: Sign Solutions Bent Sign Repair

Ms. Lynch indicated that 1 sign on Water Blossom had been straightened and stated that the other sign on this road would be straightened when 2 other signs were installed.

g. Exhibit 9: Sign Solutions “Swim at Own Risk/”No Lifeguard” Pool Signs

Ms. Lynch stated that these signs had been installed.

- h. Exhibit 10: Sign Solutions CDD Wetland Sign – 12019 Cardinal Flower

Ms. Lynch indicated that this sign had not been installed as of yet.

- i. Exhibit 16: Discussion on Back Gate Call Box Elimination and Signage Revision

This item, originally Item D4 under the Fourth Order of Business, Staff Reports, was presented out of order.

Ms. Lynch asked what color the Board would like to use for the signage. Mr. Daux stated that he would like to match the colors of the signs at the front gate. The Board agreed to have the vendor resubmit the proposal if the colors did not match.

- j. Exhibit 11: Brightview Traffic Line of Sight Improvement at Bee Blossom Amenity Entrance and Frost Aster Front Entrance

Mr. Daux indicated that this would be discussed under Administrative Items.

- k. Exhibit 12: Brightview Irrigation Repair (Decoder and Solenoid Replacements on Zones 2, 3, 4, and 7)

Ms. Lynch stated that this repair had been completed.

- l. Exhibit 13: Janus et Cie Pool Furniture Refurbishment

The Board agreed to use heather indigo for the furniture.

2. Exhibit 14: Aquatic Management Report – Sitex

Mr. Almeida reviewed his report, noting that Ponds 22 and 23 were experiencing issues. Mr. Daux requested that Mr. Krause check whether Ponds 22 and 23 were being maintained by Brightview and to confirm which ponds the CDD was responsible for maintaining. Ms. Stewart stated that she would perform a site visit to identify drainage and drainage structures that were to be maintained. Ms. Lynch indicated that she would meet with Ms. Stewart to review the area.

3. Exhibit 15: Landscape Management Report – Brightview

Mr. Daux noted that the yard signs at the entrance needed to be picked up and commented on debris coming in the community. Mr. Bernardo commented on large divots around the pond. Ms. Lynch stated that she had reached out to the landscapers to have this addressed. An audience member commented on bushes at the Amenity Center, a cracked depth marker at the pool, and fertilizer stains.

FIFTH ORDER OF BUSINESS – Business Matters

A. New Business

1. Consideration of Supervisor Appointments

- a. Seat 1 (*Term Expires 11/2024*)

1. Exhibit 17: Acceptance of Rebecca Smith's Resignation Effective 8/15/2022

On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board accepted the Resignation of Rebecca Smith from the Board of Supervisors, effective August 15, 2022, for the Waterleaf Community Development District.

2. Exhibit 18: Consideration for Appointment – Seat 1 Candidates

Mr. Krause introduced Seat 1 candidates Bob Bishop, Luis Rojas, Patrick Sacripanti, and Andrey Vorobyev. Each candidate introduced themselves to the Board and briefly reviewed their experience. Mr. Bernardo asked if the potential change for the venue, time, and date for the meetings would affect any of the candidates. The candidates indicated that they were flexible.

Mr. Crespo nominated Mr. Rojas to the Board and commented positively on his leadership skills. Mr. Bernardo nominated Mr. Sacripanti to the Board, noting that he felt Mr. Sacripanti's financial experience would be an asset to the Board.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, with Mr. Crespo and Mr. Bernardo voting "AYE" and Mr. Daux voting "NAY", the Board approved the Appointment of Luis Rojas to Seat 1 of the Board of Supervisors for the Waterleaf Community Development District.

3. Exhibit 19: Oath of Office

Mr. Rojas took the Oath of Office.

b. Seat 2 (*Term Expires 11/2022*)

1. Exhibit 20: Acceptance of Robert Neal's Resignation Effective 8/30/2022

On a MOTION by Mr. Daux, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board accepted the Resignation of Robert Neal from the Board of Supervisors, effective August 30, 2022, for the Waterleaf Community Development District.

2. Consideration for Appointment – Seat 2 Candidates

Mr. Auld explained that he would not want to take the seat immediately, as he did not want to be on both the CDD and HOA Board at the same time.

On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board approved the Appointment of Patrick Sacripanti to Seat 2 of the Board of Supervisors for the Waterleaf Community Development District.

3. Oath of Office – *See Exhibit 19*

Mr. Sacripanti took the Oath of Office.

c. Exhibit 21: New Supervisor Information/Form 1

d. Sunshine Law (*FL Ethics Commission Guide to be E-mailed*)

Mr. Krause provided a brief overview of Sunshine Law and Public Records laws. He noted that he would send links with additional information to the new Board members.

2. Exhibit 22: Consideration and Adoption of **Resolution 2022-10, Designating Officers**

Mr. Krause asked for any nominations for the Chair. Mr. Crespo nominated Mr. Daux as Chair.

On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board approved the Appointment of Mr. Daux as Chairman of the Board of Supervisors for the Waterleaf Community Development District.

Following the motion, Mr. Bernardo nominated Mr. Crespo as Vice Chair, which was seconded by Mr. Daux. Mr. Crespo nominated Mr. Bernardo as Vice Chair.

Mr. Crespo made a motion to nominate Mr. Bernardo as Vice Chair. However, as there was no second, the motion failed due to a lack of support from the majority of Board Supervisors.

Following the motion, Mr. Krause asked for any opposition in appointing Mr. Crespo as Vice Chair, to which there was none.

On a MOTION by Mr. Bernardo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the Appointment of Mr. Crespo as Vice Chairman of the Board of Supervisors for the Waterleaf Community Development District.

3. Exhibit 23: Consideration and Adoption of **Resolution 2022-11, Designating Signatories**

Mr. Krause explained that this would designate the Chair, Voice Chair, Howard McGaffney, Johanna Lee, and Bridget Alexander as authorized signatories on the District's operating bank account.

On a MOTION by Mr. Daux, SECONDED by Mr. Bernardo, WITH ALL IN FAVOR, the Board adopted **Resolution 2022-11, Designating Signatories**, for the Waterleaf Community Development District.

4. Exhibit 24: Review of Reserve Study

Mr. Daux reviewed the Reserve Study and provided years that items were due for replacement. He requested that Ms. Lynch check on the canopy to determine whether it was in need of replacement. He indicated that he would email the Reserve Study to Ms. Lynch.

5. Exhibit 25: Consideration and Approval of the Alley at South Branch Meeting Space Proposal - \$600/yr

Mr. Krause advised against moving forward with this proposal and recommended a month-to-month approach for meetings at this time. Mr. Vorobyev noted that the Summerfield cafeteria was available. Mr. Krause stated that the Panther Trace II Clubhouse may be an option as well.

6. Exhibit 26: Consideration of Brightview Playground Mulch Proposal - \$3,710.00

Mr. Daux noted that the Board had looked into the cost of a rubberized mat for the playground but explained that it was found to be too costly.

On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved the Brightview Playground Mulch Proposal, in the amount of \$3,710.00, for the Waterleaf Community Development District.

7. Exhibit 27: Consideration of CDD Pond Encroachment at 1881 Frost Aster

Mr. Daux indicated that this had already been addressed.

B. Old Business

1. Exhibit 28: Update on Defaced Wall Behind 13172 Green Violet

Mr. Krause stated that he had been advised by the homeowner that the wall had been returned to its original color and indicated that Ms. Lynch would check to confirm this.

2. Exhibit 29: Update on Adding a Pet Waste Station Along Climbing Fern Avenue

Mr. Crespo recalled that this had already been approved. Mr. Krause explained that items would remain on the agenda until the work had been finalized. Mr. Daux noted that the location needed to be centered away from the electrical box.

3. Exhibit 30: Update on Adding a Bench Along Climbing Fern Avenue

Ms. Lynch indicated that she would look into a concrete pad for the bench. Mr. Daux noted that the bench would need to be obtained as well.

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

Mr. Daux stated that Ms. Lynch did not have an update on this at this time.

5. Discussion on Clicker Database Update

Mr. Daux stated that Ms. Lynch had sent the estoppel report to the Supervisors and DC Integrations.

6. Exhibit 31: Brightview Grapevine Removal from Pine Trees Along Waterleaf Vista Blvd.

Mr. Bernardo noted that he had met with Ms. Lynch and Brightview on the grapevine. He requested to confirm whether this was the most recent proposal to have both sides addressed.

On a MOTION by Mr. Bernardo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved the Brightview Grapevine Removal Proposal, in the amount of \$1,048.13, for the Waterleaf Community Development District.

SEVENTH ORDER OF BUSINESS – Administrative Items

A. Exhibit 32: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held August 8, 2022

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 33: Consideration for Acceptance – The July 2022 Unaudited Financial Statement

Mr. Krause provided clarification on questions from Mr. Daux on the statement. He indicated that he would speak with Ms. Stewart regarding Engineering Services costs.

On a MOTION by Mr. Daux, 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 – August 2022 Operations and Maintenance Expenditures

Mr. Krause confirmed the Firm Foundations would not be paid until it had been confirmed that the work had been completed properly. He noted that Arinton would not be paid for the fountain until this had been signed off for as well. In response to a comment from Mr. Bernardo, Ms. Lynch indicated that she would confirm that the District was up to date on invoices from Poop 911.

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. Ratification of Proposals and Invoices

Mr. Krause reviewed the proposals and invoices.

1. Sign Solutions “No Lifeguard” Gate Signs - \$347.50 – *See Exhibit 9*
 2. Exhibit 35: Sign Solutions Waterleaf Garden Street Sign - \$200.00
 3. Exhibit 36: Sign Solutions CDD Wetland Area & All Deliveries Back Gate Signs - \$408.50
 4. Exhibit 37: Breeze Trash Bags - \$19.34
 5. Brightview Bee Blossom Line of Sight Improvements - \$492.54 – *See Exhibit 11*
 6. Exhibit 38: Brightview Irrigation Decoder Replacements at Zones 55/56 - \$861.69
- Mr. Daux asked if the gate company had broken the irrigation in this area. Ms. Lynch stated that she did not believe the gate company had broken the irrigation.
7. Exhibit 39: Brightview Mainline Irrigation Repair by Front Exit - \$845.00
 8. Exhibit 40: Galaxy Pro Pools – Chain, Drum & Skimmer Repair - \$417.01

On a MOTION by Mr. Bernardo, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved the Ratification of Items D1 through D8 of the Consent Agenda, for the Waterleaf Community Development District.

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

Ms. Davies requested that the CDD use an easement by her property for emergency purposes only for the next 6 months, noting that there were other access points to Pond 2.

Ms. Ciciora inquired about a leaf blower that had been purchased for the CDD. Ms. Lynch stated that she believed this was for the pool attendant. Mr. Daux indicated that this would be kept in the storage area for the pool area. Mr. Bernardo questioned an admin fee in the amount of \$42.68. Mr. Krause stated that this fee would be looked into.

Mr. Almeida requested to know the boundaries for Ponds 22 and 23. Mr. Daux stated that the District Engineer would work with Ms. Lynch to look into this.

Mr. Vorobyev asked if the one-way signs in the circle could be offset and farther from the curb in order to prevent trucks from damaging the signs. He additionally noted that he would like to look into costs to add extra pieces of playground equipment to the playground. Mr. Crespo requested that Mr. Vorobyev look into this and send his findings to the District Manager to be included on the next agenda.

Ms. Davies asked if the 6 months she had requested to restrict non-emergency access to her easement would be doable. Mr. Daux indicated that 90 days could be granted.

EIGHTH ORDER OF BUSINESS – Supervisor Requests *(Includes Next Meeting Agenda Item Requests)*

Mr. Crespo suggested asking the community for a volunteer to coordinate food trucks. Mr. Daux expressed insurance and liability concerns but clarified that he was in favor of food trucks. Mr. Krause recommended requiring a Certificate of Insurance naming the CDD as the additional

insured, a business license, a menu, and photos of the truck. Mr. Vorobyev relayed that the HOA Attorney had expressed liability concerns with Mr. Crespo's suggestion. Discussion ensued regarding location and scheduling options.

Mr. Ciciora asked the board to consider waiving the fee to use the common area. Mr. Vorobyev recommended that the Board determine the minimum set of requirements for food trucks. He indicated that he would work with Mr. Bernardo on the requirements.

Mr. Daux requested a one-pager with information on all vendors, including the cost to the CDD, contract expiration dates and terms, and contact information.

Ms. Lynch brought up a hole burned into the table by the basketball court. Mr. Vorobyev noted that there were burn marks on multiple tables in this area, as well as broken benches. He asked the Board to consider cameras at the basketball court. Mr. Daux requested Mr. Krause to check with Ms. Borkert to determine if there would be any restrictions to adding cameras to the basketball court, with the consideration of the proximity of the mailboxes to this area.

Mr. Crespo asked if reserve spikes could be installed at the exit to the community to prevent safety issues. Mr. Vorobyev suggested extending the concrete strip between the entrance and the exit as a potential alternative. Mr. Daux recalled a discussion on plastic arms for the gate. Ms. Lynch stated that she had been calling around to find someone to install the arms.

NINTH ORDER OF BUSINESS – Action Items Summary

(To Be E-mailed to Supervisors and Staff)

TENTH ORDER OF BUSINESS – Next Meeting Quorum Check

Confirmation of Quorum for Next Meeting Scheduled for 6 p.m. on October 18, 2022 at the Alley at South Branch (10221 Big Bend Road, Riverview, FL 33569)

Mr. Krause reminded the Board of the next meeting's location, date, and time.

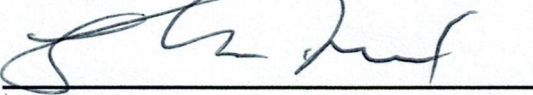
ELEVENTH ORDER OF BUSINESS – Adjournment

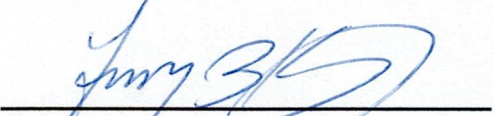
Mr. Krause asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Crespo made a motion to adjourn the meeting.

On a MOTION by Mr. Crespo, SECONDED by Mr. Bernardo, 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 October 18, 2022.


Signature


Signature

359

John Daux

Printed Name

Larry Krause

Printed Name

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Title: Chairman

Title: Secretary

_____, _____, _____, _____

