

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, November 14, 2022 at 6:01 p.m. at Hillsborough County Library, Riverview, 9951
6 Balm Riverview 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 (<i>joined in progress</i>)	Board Supervisor, Vice Chairman
12 Bob Bernardo (<i>via phone</i>)	Board Supervisor, Assistant Secretary
13 Luis Rojas	Board Supervisor, Assistant Secretary
14 Patrick Sacripanti	Board Supervisor, Assistant Secretary

15 Also present were:

16 Larry Krause	District Manager, DPFG Management & Consulting
17 Neysa Borkert	District Counsel
18 Angie Lynch (<i>joined in progress</i>)	Breeze HOA
19 Paul Almeida	Sitex
20 Alex Auld	Resident
21 Jim Ciciora	Resident
22 Cindi Ciciora	Resident
23 Chantilly Gamell-Rivera	Resident
24 Andrey Vorobyev	Resident

25 *The following is a summary of the discussions and actions taken at the November 14, 2022 Waterleaf CDD*
26 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request.*

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

28 The Pledge of Allegiance was recited.

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

31 There being none, the next item followed.

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

33 A. District Engineer – *Tonja Stewart, Stantec*

34 1. Exhibit 1: Maintenance Map

35 Mr. Sacripanti recalled that the wetland mitigation area was supposed to be changed to
36 Pond 23. Mr. Krause indicated that he would ask the District Engineer to update the map to
37 reflect this.

38 2. Fence and Wall Ownership and Access

39 Ms. Borkert clarified that this was regarding a fence between Pradera and the District. She
40 advised sending a letter to Pradera to ask if a survey had been done for the fence. A
41 resident stated that Pradera had installed the fence. Mr. Sacripanti suggested reviewing the
42 meeting minutes from 3 years prior to find this information.

Mr. Daux inquired about a wall on Balm Riverview. Ms. Borkert explained that there was no easement to access the back side of the fence and reviewed Plat A with the Board. She indicated that she would work with the District Engineer to determine access and what was owned by the District. She noted that the District Engineer may have a survey for this area.

B. District Counsel – *Neysa Borkert, Garganese, Weiss, D'Agresta & Salzman, P.A.*

1. Exhibit 2: Conveyance of Outlier Parcel

Ms. Borkert stated that this item had been completed.

2. Exhibit 3: CDD Property Encroachment at Cinnamon Fern

Ms. Borkert stated that Mr. Alvarez had complied and confirmed via email that the fence was not in the correct place. She relayed that Mr. Alvarez had reached out to his neighbor requesting to move the fence but had not received a response. Mr. Ciciora stated that the HOA had reached out to the neighbor twice but no one had answered the door. The Board directed Ms. Borkert to send another letter to the homeowner.

3. Exhibit 4: CDD Property Encroachment at Cardinal Flower

Mr. Daux noted that the sign had been installed but was taken down. Ms. Borkert discussed a letter received from the resident. She stated that the resident claimed that the CDD needed to maintain the area but explained that this was not the case. Discussion ensued regarding the Board's options to address the issue. Ms. Borkert noted that the CDD may be able to allow the resident to maintain the area under certain rules through a revocable license agreement. She indicated that a sign would need to be installed to clearly outline the limitations and stated that the resident would need to reimburse the CDD for any fines received.

4. Exhibit 5: HOA-CDD Cost Share Agreement

Ms. Borkert indicated that the Cost Share Agreement did not have a high level of detail and lacked description. She provided clarification on the purpose of the agreement. Mr. Auld recalled that an agreement was used in 2020 regarding the mitigation of wild hogs but noted that there had not been documentation of a proposal. He stated that the HOA had paid the bill to the vendor, rather than the CDD. He indicated that the intent of the agreement had a restriction of system, such as plumbing and electric, and not the pool itself.

Ms. Borkert advised revising the agreement if the Board chose to keep it in place and noted that the agreement could be dissolved by either party with a 30-days' notice. Mr. Auld noted that HOA Counsel agreed the agreement was too open-ended and stressed the importance of expressing in detail what any monies would be used for. Mr. Daux expressed that he felt the agreement would be beneficial to have.

Ms. Borkert provided an update pertaining to on-street parking. She stated that she had requested the County to send her a copy of the planned development approval and indicated that she was currently waiting to hear back. Discussion ensued regarding CCRs, street ownership, and street maintenance. Ms. Borkert clarified that the CDD was responsible for the roads and repaving, when needed.

Mr. Daux spoke on the Reserve Fund, noting that the current Reserve Fund was at approximately \$232,000.00. He added that the O&M was closer to \$76,000.00 per month. Mr. Vorobyev pointed out that the roads were considered public until the bonds were paid off. A brief discussion ensued regarding the budget and new projects.

C. District Manager – Larry Krause, *DPFG/Vesta Property Services*

Mr. Krause stated that the higher water bill may be due to a possible water leak and indicated that he had requested Ms. Lynch to look into this. Mr. Crespo stated that the sprinkler head controller on Waterleaf Main Dr. was full of water and was missing a cover. In response to a question from Mr. Daux, Mr. Krause confirmed that he would request a credit if the water bill had already been paid.

FIFTH ORDER OF BUSINESS – Business Matters

A. New Business

1. Exhibit 11: Acceptance of Arbitrage Report for Bonds Series 2013A-1, 2013A-2, and 2013A-3

Mr. Krause stated that the District had a negative arbitrage and clarified that this was positive news.

On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board accepted the Arbitrage Report for Bonds Series 2013A, 2013A-2, and 2013A-3, for the Waterleaf Community Development District.

B. Old Business

1. Exhibit 12: Review of Previous Meeting's Action Items

Mr. Daux indicated that he would like for this to continue to be included on the agenda moving forward but that it would be too time-consuming to review each line. Mr. Krause stated that he would update and send the matrix to Supervisors and Staff and remove items after they were shown to the Board at the next meeting.

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

Mr. Daux stated that this had been completed and could be removed from the agenda.

3. Update on Adding a Bench Along Climbing Fern Avenue

Mr. Crespo recalled that a quote for the concrete slab was needed. Mr. Daux relayed that a Breeze handyman would be available after Thanksgiving to install the bench. Mr. Sacripanti pointed out that a quote would be needed to ensure that the slab would fit the bench.

4. Exhibit 13: Consideration of Brightview Tree Straightening Along Balm Riverview Drive Proposal - \$5,335.00

Mr. Krause indicated that a more detailed proposal was needed and stated that he would confirm whether insurance would cover the expense.

5. Exhibit 14: Consideration of Gate Pros Barrier Arm Proposal - \$57,550.00

The Board agreed to obtain more proposals. Mr. Vorobyev stated that he would reach out to Lucaya to request statistics on the gate arm in their community.

6. Review of Community Street Parking

This item was discussed under Exhibit 5.

7. Discussion on Food Trucks

Mr. Vorobyev indicated that he would discuss insurance and liability with legal. Mr. Daux recalled that a COI would be necessary. Mr. Vorobyev indicated that he would reach out to other food trucks.

SIXTH ORDER OF BUSINESS – Administrative Items

A. Exhibit 15: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held October 18, 2022

Mr. Rojas noted that the word “not” was missing from Line 229 and stated that Line 229-230 should read “recommendation and permission to enforce Florida parking laws.”

On a MOTION by Mr. Daux, SECONDED by Mr. Sacripanti, WITH ALL IN FAVOR, the Board approved the October 18, 2022 Regular Meeting Minutes, as amended, for the Waterleaf Community Development District.

B. Exhibit 16: Consideration for Acceptance – The September 2022 Unaudited Financial Statement

Mr. Daux inquired about what was owed for unresolved invoices. Mr. Krause indicated that he would check that the budget had enough funds to cover any unpaid invoices. Mr. Daux additionally requested that Mr. Krause look into why Line 66, Security Monitoring, was higher than usual.

On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board accepted the September 2022 Unaudited Financial Statement for the Waterleaf Community Development District.

C. Exhibit 17: Consideration for Acceptance – October 2022 Operations and Maintenance Expenditures

Mr. Rojas inquired about a charge for Email Essentials on page 230. Mr. Krause clarified that this was for an email setup for the previous Chairman and would be closed out.

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

D. Exhibit 18: Ratification of Proposals and Invoices

1. Brightview Decoder Replacement in Zones 35, 48, 80 & 84 Proposal - \$1,040.00

2. DC Integration Motion View Adjustment Invoice - \$140.00

On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved the Ratification of Items D1 and D2 of the Consent Agenda, for the Waterleaf Community Development District.

Following the motion, the Board circled back to Field Operations and Amenity Management.

E. Field Operations and Amenity Management – *Angie Lynch, Breeze*

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

1. Exhibit 6: Discussion on Existing Project Status

a. Arinton

i. Pool Repair

Mr. Daux stated that Ms. Lynch was looking into this. In response to a question from Mr. Sacripanti, it was stated that the cracked depth numbers had not been repaired.

ii. Fountain Repair

Mr. Daux stated that the work would be completed late next week.

b. Vice Painting Fountain Sign Painting

Mr. Daux stated that Vice Painting needed to finish painting the 1 inch that was under water. Mr. Krause mentioned communication issues with Vice Painting in regard to another district.

c. Firm Foundations Sidewalk Repair

Mr. Daux stated that the area would be walked again on November 30 with Ms. Lynch to point out areas that need to be fixed. He stated that Firm Foundations should not be paid until the work was completed.

d. Sign Solutions

i. CDD Wetland Sign – 12019 Cardinal Flower

Mr. Daux stated that the sign was installed but noted that he had been informed that the sign had been removed.

ii. All Deliveries Gate Sign

Mr. Daux stated that the sign had been installed.

e. Janus et Cie Pool Furniture Refurbishment

Mr. Daux stated that there had been a delay on the refurbishment but the down payment had been paid.

f. Galaxy Pro Pools Chain, Drum, and Skimmer Repair

Mr. Daux stated that these repairs had been completed.

g. Brightview

i. Traffic Line of Sight Improvement at Bee Blossom Amenity Entrance and Frost Aster Front Entrance

Mr. Daux stated that this had not been done as of yet. Mr. Krause apologized and indicated that he had recently sent the necessary paperwork to Ms. Lynch.

ii. Irrigation Repair (Decoder and Solenoid Replacements in Zones 2-4 and 7)

Mr. Daux stated that this had been completed.

iii. Mainline Irrigation Repair at Front Exit

Mr. Daux stated that this had been completed.

iv. Irrigation Repair (Zones 55-56 Decoders)

Mr. Daux stated that this had been completed.

v. Grapevine Removal from Pine Trees Along Waterleaf Vista Blvd. (Revised 9/12022)

Mr. Daux stated that one side had been done and indicated that the other side would be worked on next week.

vi. Playground Mulch

Mr. Daux stated that this had been completed.

- vii. Irrigation Repair Proposal – Zone 21-23, 55-56 Decoder and Solenoid Replacements

Mr. Daux stated that this had been completed.

2. Exhibit 7: Update on Defaced Wall Behind 13172 Green Violet

This was discussed under Exhibit 3.

3. Exhibit 8: Aquatic Management Report – *Sitex*

This item was not discussed.

4. Exhibit 9: Landscape Management Report – Brightview

This item was not discussed.

5. Back Gate Call Box Elimination and Signage Revision

This item was not discussed.

6. Exhibit 10: Discussion on Pool Monitor Responsibilities and Schedule

This item, originally Item A1 under the Fifth Order of Business, was presented out of order.

Mr. Daux indicated that he did not feel the service was worth the amount of money being paid by the District. He suggested changing the position to include more maintenance and cleaning of the community and Amenity Center, rather than terminating the position. An audience member commented that she had observed the pool monitor was not doing his job. Another audience member asked if the glue could be removed from the game on the sidewalks. Mr. Krause indicated that this could possibly be ground down.

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

Mr. Vorobyev asked who owned and maintained the street trees. He was informed that the trees were on CDD property but homeowners were responsible for the maintenance. Mr. Daux mentioned that there was a County list of approved trees.

Ms. Gamell-Rivera discussed holiday events. She noted that volunteers were needed for the Letters to Santa event and brought up a Holiday Market event in which the vendors would be residents of the community. She mentioned that she would like to have food trucks at the Holiday Market. Ms. Gamell-Rivera noted that a Move in the Park would not be held due to low attendance that occurred previously but indicated that a Paint and Sketch event would likely be held on December 17 or 18. Following discussion, the Board reached a consensus to approve the events proposed by Ms. Gamell-Rivera.

Ms. Gamell-Rivera additionally brought up lighting and noted that a storage unit would need to be rented if the District was to buy the lights. Discussion ensued regarding how much storage space would be needed. Ms. Gamell-Rivera advised purchasing the lights in March or April.

Mr. Almeida inquired about Ponds 22 and 23. Mr. Daux indicated that the District Engineer would determine whether or not the area was protected.

Mr. Vorobyev commented on the issue of vehicles entering the community incorrectly. Mr. Daux indicated that the gate arm should help alleviate this issue.

An audience member inquired about a white fence between the District and Pradera and noted that the fence needed to be cleaned and repaired. Mr. Daux explained that it was not currently known

who owned the fence. Mr. Auld stated that the fence may need to be surveyed. Mr. Krause was directed to write a letter to Pradera regarding the fence.

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

Mr. Daux requested to discuss the amenities and pool attendant at the next meeting.

Mr. Crespo suggested holding the meetings through Teams or Zoom. Mr. Krause recalled that this had already been agreed upon at the previous meeting.

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 December 12, 2022 at Hillsborough County Library, Riverview (9951 Balm Riverview Road, Riverview, FL 33569)

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

Ms. Lynch inquired about the signs for the CDD meetings, noting that the signs were \$215.00 in total for 2 signs. The Board confirmed that they would like blue signs.

ELEVENTH ORDER OF BUSINESS – Adjournment

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

On a MOTION by Mr. Bernardo, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board adjourned the meeting at 8:40 p.m. 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 DECEMBER 12, 2022.

Signature

Signature

Printed Name

Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman