

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 February 13, 2023 at 6:00 p.m. at Hillsborough County Library, Riverview, 9951 Balm
6 Riverview Road, Riverview, Florida 33569.

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 (S4)	Board Supervisor, Chairman
11	Bob Crespo (S3)	Board Supervisor, Vice Chairman
12	Luis Rojas (S1)	Board Supervisor, Assistant Secretary
13	Alex Auld (S2)	Board Supervisor, Assistant Secretary
14	James Ciciora (S5)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Larry Krause	District Manager, DPFM Management & Consulting
17	Neysa Borkert (<i>via phone</i>)	District Counsel, Garganese, Weiss, D'Agresta & Salzman
18	Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec
19	Angie Lynch	Field & Amenity Manager, Breeze
20	Paul Alameida	Resident Pond Liaison
21	Mr. McNellis	Resident
22	Ms. Ciciora	Resident
23	Ms. Hawkins	Resident
24	8 additional residents were also present	

25 *The following is a summary of the discussions and actions taken at the February 13, 2023 Waterleaf CDD*
26 *Board of Supervisors Regular Meeting.*

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

28 **THIRD ORDER OF BUSINESS – Audience Comments – Agenda Items** (*Limited to three minutes per*
29 *individual*)

30 There being none, the next item followed.

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

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

33 1. Exhibit 1: Recommendation for Slope Erosion Control Behind 13334 Fawn Lilly
34 Drive

35 Ms. Stewart recommended residents be educated on the impacts of roof drainage
36 and downspouts on pond slopes and how to reduce the velocity of the watershed.
37 The water source is on private property. Bare soil is also a contributing factor.
38 Landscape and aquatic vendors input should be obtained regarding a no-mow area
39 and adding aquatic vegetation at the pond perimeter. Ms. Lynch to review the
40 mowing and weed whacking schedules and mower heights with the Landscape
41 vendor.

42 Ms. Stewart also noted that the traffic study was forwarded to Stantec's traffic
43 professionals and she's waiting to hear back from them.

- 44 B. District Counsel – *Neysa Borkert, Garganese, Weiss, D’Agresta & Salzman*
45 Ms. Borkert discussed her follow up on the encroachment behind 120191 Cardinal Flower.
46 There are no special requirements for the Waterleaf wetland setbacks, so the general
47 requirements of the code are to be followed. The removal of native vegetation within the
48 setback is discouraged, and fill, excavation and structures or impervious surfaces are not
49 allowed. There is no positive requirement for the District to maintain the setback, Ms.
50 Stewart added that it is actually prohibited without an approval from Natural Resources.
51 Ms. Borkert is to take the lead on this going forward, so that when the CDD needs to take
52 this to court, documentation will be in place. The issue in place is repeated trespassing and
53 performing work the District has specifically told him is unauthorized. The CDD will
54 continue to send correspondence to the homeowner quarterly to refresh the CDD’s claim
55 that work is prohibited. This is a SWFWMD issue, not just a Natural Resources issue. Mr.
56 Rojas will discuss the matter of encroachment onto CDD property behind 120191 Cardinal
57 Flower with the Sheriff’s office.
- 58 There is no hard answer as to ownership of plant matter when annuals are changed out.
59 Mr. Daux will discuss this with Mr. Cornelius of Brightview when he next meets with him.
- 60 There is no CDD-owned property between Cardinal Flower and Cinnamon Fern and no
61 easement on the plat, therefore the CDD does not maintain the fence in that area.
- 62 Mr. Daux stated that he had asked Ms. Borkert to hold off on one of the action items
63 previously requested because it didn’t serve the Board’s purposes and Supervisors should
64 be mindful of their asks in terms of cost to the District.
- 65 C. District Manager – *Larry Krause, DPF/ Vesta Property Services*
66 Mr. Krause had nothing to report.
- 67 D. Amenity Manager – *Angie Lynch, Breeze*
68 1. Exhibit 2: Review of Existing Projects Status
69 Pool repair is scheduled for next Wednesday.
70 Plumber was out for the bathroom drain issue.
71 Fountain repairs and painting are complete except for motor for the bubbler.
72 Firm Foundations sidewalk project corrections were completed. The Board
73 directed staff to pay the outstanding balance.
74 Pool cushion delivery was supposed to be 6-8 weeks. We’re at the 8 week point
75 and Ms. Lynch will check with them on delivery.
76 Pictures of the Green Violet swale will be forwarded to Ms. Lynch.
77 The line of site was cleared at Frost Astor. A proposal for additional grape vine
78 removal was requested, and there will be follow-up regarding debris removal for
79 the completed work.
- 80 2. Exhibit 3: Aquatic Maintenance – *Sitex Aquatics*
81 Mr. Alameida reported the ponds look good overall. Algae is expected to be an
82 issue this time of the year.
- 83 3. Exhibit 4: Landscape Maintenance – *Brightview*

84 Mr. Ciciora accompanied Brightview on the irrigation inspection in January, and
85 stated he would like irrigation proposals to be considered as a time-sensitive matter
86 and approved expeditiously.

87 **FIFTH ORDER OF BUSINESS – Business Items**

88 A. New Business

89 1. Exhibit 5: Consideration and Adoption of Resolution 2023-02, Adopting a
90 Meeting Invocation Policy

91 *This item was discussed out of order under District Counsel’s Report.*

92 On a MOTION by Mr. Rojas, SECONDED by Mr. Ciciora, with ALL IN FAVOR, the Board approved
93 Resolution 2023-02, Adopting a Meeting Invocation Policy, for the Waterleaf Community Development
94 District.

95 2. Exhibit 6: Discussion on Change of Meeting Time

96 On a MOTION by Mr. Rojas, SECONDED by Mr. Crespo, with ALL IN FAVOR, the Board approved
97 changing the regular meeting time to 5:30 p.m, beginning with the March 13, 2023 meeting, for the
98 Waterleaf Community Development District.

99 3. Discussion on Pedestrian Crossing in Front of Amenity Center

100 A crossing would require a new sidewalk, and flashing lights would be needed.
101 Ms. Lynch was directed to obtain a quote to add a crosswalk in front of the amenity
102 center, with an option to add solar-powered lights.

103 4. Exhibit 7: Consideration of Fountain Repair Proposals

104 a. Arinton – Motor Rebuild and New Filter - \$3,200.00

105 b. Galaxy Pro Pools – Motor Replacement - \$6,500.00

106 *This item was discussed out of order during the Amenity Manager Report.*

107 An additional proposal from Arinton for a 5 HP motor in the amount of \$6,200.00
108 was walked on.

109 On a MOTION by Mr. Ciciora, SECONDED by Mr. Rojas, with ALL IN FAVOR, the Board approved the
110 Arinton 5HP fountain pump motor proposal for \$6,200.00, for the Waterleaf Community Development
111 District.

112 5. Exhibit 8: Consideration of Florida Leak Locators Pool Repair Proposal -
113 \$6,300.00

114 *This item was discussed out of order during the Amenity Manager Report.*

115 Mr. Daux approved the pool repair proposal as a legitimate expense as a time-
116 sensitive repair under the terms of the spending threshold resolution therefore
117 ratification was requested for this item. There was an additional cost of \$200 added
118 to the proposal for the vendor to complete the repair on March 22 billed as an
119 emergency fee.

120 On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, with ALL IN FAVOR, the Board ratified the
121 Florida Leak Locators pool repair proposal and emergency fee for a total of \$6,500.00, for the Waterleaf
122 Community Development District.

- 123 6. Exhibit 9: Consideration of Firm Foundation Proposal to Repair Two Manhole
124 Areas, the Curbing at Sand Myrtle, Glue Removal and Curbing at Climbing Fern
125 and Cross Vine - \$7,951.00

126 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, with ALL IN FAVOR, the Board approved
127 the Firm Foundations proposal to repair the two manhole areas, the curbing at Sand Mrytle, the glue removal
128 and curbing repair at Climbing Fern and Cross Vine, for the Waterleaf Community Development District.

- 129 7. Exhibit 10: Consideration of JML Services Proposal to Remove the Concrete Slab
130 in the Fawn Lily Pond - \$385.00

131 On a MOTION by Mr. Auld, SECONDED by Mr. Daux, with ALL IN FAVOR, the Board approved the
132 JML Services proposal to remove the concrete slab in the Fawn Lily pond, for the Waterleaf Community
133 Development District.

134 B. Old Business

- 135 1. Exhibit 11: Consideration of Front Gate Barrier Arm Proposals
136 a. Envera - \$40,880.49 Plus Service and Maintenance Agreement -
137 \$4,764.60/yr
138 b. Gate Pros - \$57,550.00

139 Mr. Auld presented a traffic study and videos of the front gate area. Documents
140 are attached to these minutes. The concerns are that drivers speed up when they
141 see the gate is open and their visibility and reaction times are reduced as they come
142 through to Frost Astor. Adding speed bumps and short gate cycle were suggested
143 as remedies

144 The proposals for the front gate barrier arm were tabled.

145 Ms. Lynch was directed to work with Mr. Auld to obtain residents' feedback on
146 the installation of speed bumps at the entrances and to work with the gate vendor
147 to shorten the cycle time for the gate closing.

- 148 2. Exhibit 12: Review of Outstanding Action items
149 a. Exhibit 13: Review of Hillsborough County Land Development Code
150 Section 4.01.07

151 *This item was discussed out of order during District Counsel's Report.*

152 **SIXTH ORDER OF BUSINESS – Consent Agenda**

- 153 A. Exhibit 14: Consideration for Approval – The Minutes of the Board of Supervisors Regular
154 Meeting Held January 9, 2023

155 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, with ALL IN FAVOR, the Board approved the
156 Minutes of the Board of Supervisors regular meeting held January 9, 2023, for the Waterleaf Community
157 Development District.

- 158 B. Exhibit 15: Consideration for Acceptance – The December 2023 Unaudited Financial
159 Report

160 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, with ALL IN FAVOR, the Board accepted the
161 December 2023 Unaudited Financial Report, for the Waterleaf Community Development District.

162 C. Exhibit 16: Consideration for Acceptance – January 2023 Operations and Maintenance
163 Expenditures

164 Mr. Krause was asked to confirm the Uline invoice was not double-billed and to have a
165 column added to the “Statement of Revenue, Expenditures, and Change in Fund Balance”
166 that showed the dollar amount budgeted year to date for comparison with the actuals.

167 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, with ALL IN FAVOR, the Board accepted the
168 January 2023 Operations and Maintenance Expenditures, excluding the Uline charge, for the Waterleaf
169 Community Development District.

170 D. Exhibit 17: Ratification of Proposals and Invoices

171 The following proposals were pulled from ratification:

172 SO# 7860621 Removal of the grape vines from the pine trees

173 SO# 8024348 Dead palm tree removal by the dog park

174 On a MOTION by Mr. Daux, SECONDED by Mr. Auld, with ALL IN FAVOR, the Board ratified the
175 revised list of approved proposals, for the Waterleaf Community Development District.

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

178 A request was made on what the process would be to consider new amenities or new facilities for
179 the amenity center, and for the basketball court to be converted into a multi-use space.

180 Ms. Ciciora questioned whether the CDD can enforce parking on the streets.

181 Ms. Hawkins noted the Brazilian pepper trees by the Amenity Center have not yet been removed.

182 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

183 Mr. Daux requested a discussion on the handyman description and street parking enforcement be
184 added to the next meeting agenda.

185 Mr. Rojas requested a discussion on charging for the amenity center rental be added to the next
186 meeting agenda. He will coordinate with Ms. Lynch regarding sharing the invocation policy and
187 invitation with the Waterleaf residents via an HOA eblast.

188 Mr. Auld requested holiday lighting be added to the next agenda. He will solicit some quotes from
189 other vendors for the Boards review. Mr. Auld was contacted about a shredding event. Ms. Borkert
190 stated the CDD is prohibited from using CDD funds for anything other than operation and
191 maintenance of CDD infrastructure. The CDD can provide space for an event but any funding for
192 the event would come from another entity.

193 Mr. Ciciora stated he wanted to discuss the following items at the next meeting – the broken
194 concrete at Green Violet and the ownership of the plant matter. He will get a photo of the cracks
195 in the wall at Cardinal Flower and he requested a copy of the irrigation inspection schedule.

196 **NINTH ORDER OF BUSINESS – Action Item Summary**

197 A copy of the distributed summary is attached to these minutes.

198 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

199 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on March 13, 2023, at the Hillsborough*
200 *County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*


201 Mr. Krause announced the date of the next meeting with the new start time of 5:30 p.m.

202 **ELEVENTH ORDER OF BUSINESS – Adjournment**

203 On a MOTION by Mr. Ciciora, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board adjourned
204 the meeting at 8:43 p.m., for the Waterleaf Community Development District.

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

208 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
209 meeting held on MARCH 13, 2023.

210 
211 _____
Signature

Larry B. Krouse Jr.
Printed Name

212 Title: Secretary Assistant Secretary



Signature

Bob Crespo
Printed Name

Title: Chairman Vice Chairman



From: Larry Krause <lkrause@dpfgmc.com>
Sent: Wednesday, February 15, 2023 6:36 PM
Subject: RE: Waterleaf CDD - Action Items from 2/13/23 CDD Meeting

1. DM – pay remainder of Firm Foundations (15%) for sidewalk work DONE
2. DM – check ULINE invoice to ensure we did not double pay – NOT DOUBLE PAID DONE
3. DM – Add column to FINANCIALS that shows where District should be at this point in year DONE
4. DM – Add to next AGENDA – Discussion on STREET PARKING DONE
5. DM – Add to next AGENDA – Discussion on HOLIDAY LIGHTING DONE
6. DM – Add to next AGENDA – Discussion on HANDYMAN JOB DESCRIPTION DONE
7. DM – Add to next AGENDA – Discussion on CHARGING TO USE AMENITY CENTER DONE
8. DM – Add to next AGENDA – OPENING INVOCATION DONE
9. DM – Update WEBSITE and Advertise NEW MEETING TIME of 5:30 p.m. in newspaper DONE
10. DM - Per Invocation policy, add invitation to CDD website. Also post policy to website. DONE
11. JC – Send swale and drain pics to Angie Lynch (AL) DONE
12. AA – work with AL on verbiage re: survey the community for speed bumps at front gate
13. LR - Provide AL verbiage for Breeze mass email inviting community to give invocation.
14. AL – SURVEY community re: speed bumps at front gate
15. AL – get quotes for (solar) flashing signs and striping for crosswalk (pedestrian crossing)
16. AL – get with Brightview to remove clippings from site as they work
17. AL – get with Brightview to increase MOWER HEIGHT to allow grass to grow a bit longer
18. AL - Have Breeze send mass email inviting community to give invocation