

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 March 13, 2023 at 5:31 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	Bob Crespo (S3)	Board Supervisor, Vice Chairman
11	Luis Rojas (S1)	Board Supervisor, Assistant Secretary
12	Alex Auld (S2)	Board Supervisor, Assistant Secretary
13	James Ciciora (S5)	Board Supervisor, Assistant Secretary

14 Also present were:

15	Larry Krause	District Manager, DPGF Management & Consulting
16	Neysa Borkert (<i>via phone</i>)	District Counsel, Garganese, Weiss, D'Agresta & Salzman
17	Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec
18	Angie Lynch	Field & Amenity Manager, Breeze
19	Paul Alameida	Resident Pond Liaison
20	10 Residents	

21 **SECOND ORDER OF BUSINESS – Opening Invocation**

22 Mr. Rojas delivered the opening invocation.

23 *The following is a summary of the discussions and actions taken at the March 13, 2023 Waterleaf CDD*
24 *Board of Supervisors Regular Meeting.*

25 **THIRD ORDER OF BUSINESS – Pledge of Allegiance**

26 **FOURTH ORDER OF BUSINESS – Audience Comments – Agenda Items** (*Limited to three minutes*
27 *per individual*)

28 Ms. Gamel-Rivera outlined some community-wide activities she would like to arrange and
29 provided input on holiday lighting. Purchasing lights will be easier than finding a company to
30 install them. Pricing for labor to install/take down lights would likely start at \$1,500.00. If
31 selecting another vendor to provide holiday lighting, Ms. Gamel-Rivera recommended approving
32 a proposal by June.

33 Mr. Almeida discussed the pictures of the slab in the pond and drainage from the street being
34 blocked.

35 Ms. Ciciora raised questions about three invoices.

36 Ms. Hawkins asked if the pool monitor was being paid while the pool was closed.

37 **FIFTH ORDER OF BUSINESS – Staff Reports**

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

39 In response to audience comments, Ms. Stewart stated that long-term maintenance of the
40 stormwater system should be incorporated into the FY 2024 budget, the systems are
41 designed to be self-cleaning and may need a complete clean out in 20-30 years post
42 construction. There is an extensive land development process through Hillsborough

43 County which requires performance and warranty bonds and a significant process to ensure
44 the system is functioning without defects prior to releasing the warranty bond. The
45 construction warranty bond expired after two years.

46 Ms. Stewart provided the Supervisors with a copy of the stormwater assessment report,
47 which recommended homeowners install French drains to disperse water from downspouts
48 to prevent erosion. Ponds 6 and 10 will be reviewed in a site visit. Mr. Ciciora will
49 accompany Ms. Stewart when she does her site visit.

50 Ms. Stewart provided Mr. Krause with a cost estimate from a traffic professional for speed
51 and traffic calming of \$11,000.00 to a complete professional traffic study and providing an
52 estimate for recommended speed and traffic calming devices.

53 B. District Counsel – *Neysa Borkert, Garganese, Weiss, D’Agresta & Salzman*

54 1. Exhibit 1: Discussion on Street Parking Enforcement

55 Ms. Borkert reviewed the memo regarding adopting a policy to prohibit street
56 parking, the need to amend the District’s rules or regulations and the requirement
57 of a public meeting prior to amending the rules. She noted the CDD’s only
58 mechanism for enforcement is towing. Supervisors discussed creating a draft
59 policy and surveying the community. Mr. Auld will create a list of items for the
60 Board to consider at the next meeting.

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

62 Mr. Krause notified the Board that FEMA is not paying for government repairs and the
63 District’s insurance does not cover bent trees. Mr. Krause has reached out to the insurance
64 agent regarding the removal of trees and debris that totaled over \$2,000.00. The deductible
65 is 3% of the total insured value of CDD property.

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

67 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board rescinded
68 their approval of Firm Foundations proposal for the glue removal and additional sidewalk repairs, for the
69 Waterleaf Community Development District.

70 A proposal for sidewalk repairs at two manhole covers, at Sand Myrtle and Green Violet
71 and for the ADA mat at Climbing Fern and Cross Vine from Pothole Heroes was walked
72 on. The proposal did not include removing the glue from the sidewalk at the amenity center
73 – another vendor has been contacted for that portion of the project. Another proposal for
74 the project was requested. Mr. Auld will meet with the vendors when they do a site visit.

75 1. Update on Lights and Striping for Crosswalk

76 The Board requested an itemized proposal from which they can select the services
77 they want.

78 Ms. Lynch will notify Mr. Auld when the vendor does a site visit. Mr. Rojas agreed
79 to attend the site visit if Mr. Auld is not available.

80 2. Exhibit 2: Parking Lot Amenity Lighting

81 The Board was interested in a proposal for the sidewalk on the other side of the
82 parking lot, but would like to assess whether additional lighting in the parking lot
83 will shed sufficient light on the sidewalk before making a decision on another

84 proposal. Ms. Lynch informed the Board that TECO would install the lights, and
85 this will increase the electric bill.

86 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, with Mr. Ciciora opposed, the Board approved
87 the TECO plan to install eight (8) lights at the amenity center parking lot subject to there being no additional
88 installation costs, for the Waterleaf Community Development District.

89 3. Update on Repair to Cardinal Flower Drive Wall

90 This item is still in progress.

91 4. Exhibit 3: Review Existing Projects Status

92 Ms. Lynch believed the filter was included on the pump invoice. The remainder
93 of the proposal was not completed by Arinton and the last time she spoke to the
94 vendor they did not show an open invoice. Board consensus was to remove the
95 Arinton pool repair from the list.

96 Mr. Krause was asked to approve the second payment to Janus et Cie for the pool
97 cushions once the invoice comes in.

98 Ms. Lynch noted the slab at the Fawn Lily pond was not fully removed because it
99 is connected to the stormwater system. A proposal for extra mulch at the
100 playground has been requested. Regarding pictures received of non-functioning
101 drip lines, once trees are established they no longer require supplemental watering,
102 so the landscape vendor will start removing obsolete drip lines and capping the
103 irrigation lines.

104 5. Exhibit 4: Aquatic Report – *Sitex Aquatics*

105 Mr. Almeida opined that most ponds were in good shape for the time of year and
106 the depth of some of the ponds.

107 6. Exhibit 5: Landscape Report – *Brightview*

108 Ms. Lynch notified the Board that per the Chairman’s request, Brightview removed
109 a border of grass from around the fountain so that when mowing took place there
110 wouldn’t be any debris cast into the fountain. That was completed and mulch was
111 placed in that location. This was completed at no cost.

112 a. Exhibit 6: Consideration of Pool Area Plant Replacement Proposal -
113 \$509.50

114 The original plants were damaged by frost.

115 On a MOTION by Mr. Rojas, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved
116 the Brightview proposal for replacing the pool area plantings in the amount of \$509.50, for the Waterleaf
117 Community Development District.

118 b. Exhibit 7: Ratification of 2 Decoder Replacements in Zone 15 and 20

119 On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board ratified
120 the Brightview irrigation proposal to replace 2 decoders in Zone 15 and 20, in the amount of \$1,012.00, for
121 the Waterleaf Community Development District.

122 Irrigation issues are usually forwarded to the District Manager and the
123 Chair for approval. If the proposals are under the spending threshold and
124 deemed necessary to prevent plant loss then they will be approved prior to
125 the meeting and brought to the Board for ratification.

126 E. Exhibit 8: Review of Outstanding Action Items

127 Mr Krause noted that most of the action items had been addressed earlier in the meeting.

128 **SIXTH ORDER OF BUSINESS – Business Items**

129 A. New Business

130 1. Discussion on Holiday Lighting

131 *This item was discussed out of order.*

132 Shelves for bins in the storage room should be sufficient if the District wants to
133 purchase their own. Most vendors want a contract established between the second
134 and third quarters.

135 Mr. Krause was directed to notify Trimmers of the cancelation and Ms. Gamel-
136 Rivera was asked to forward new proposals for holiday lighting to staff.

137 On a MOTION by Mr. Rojas, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board approved the
138 termination of the holiday lighting contract with Trimmers, for the Waterleaf Community Development
139 District.

140 2. Exhibit 9: Discussion on Handyman Job Description

141 The discussion thus far has been to get consensus on a job description and
142 replacing the two pool monitors with a handyman who will fulfill the pool monitor
143 duties as well as handyman duties for the community. The transition would need
144 to account for pool rule enforcement. Ms. Lynch noted that one of the pool
145 monitors is already completing additional tasks that would fall under the scope of
146 a handyman. Board consensus was to discuss this item further.

147 3. Exhibit 10: Discussion on Amenity Center Reservation Policy

148 The Board discussed the current reservation fees. This discussion was tabled until
149 the next meeting.

150 4. Review of Plant Matter Ownership

151 This review was tabled until the next meeting.

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

153 A. Exhibit 11: Consideration for Approval – The Minutes of the Board of Supervisors Regular
154 Meeting Held February 13, 2023

155 B. Exhibit 12: Consideration for Acceptance – The January 2023 Unaudited Financial Report

156 On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved
157 Consent Agenda Items A and B, for the Waterleaf Community Development District.

158 Staff was asked to add “Actual Current Month” back into the General Fund Report.

159 C. Exhibit 13: Consideration for Acceptance – The February 2023 Operations and
160 Maintenance Expenditures

161 On a MOTION by Mr. Auld, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board accepted the
162 February 2023 Operations and Maintenance Expenditures report, for the Waterleaf Community
163 Development District.

164 D. Exhibit 14: Ratification of Proposals and Invoices
165 Ms. Lynch will ask Brightview about Brazilian Pepper Tree Removal.

166 On a MOTION by Mr. Rojas, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board ratified the
167 presented proposals and invoices, for the Waterleaf Community Development District.

168 **EIGHTH ORDER OF BUSINESS – Audience Comments - New Business**
169 *(Limited to 3 minutes per individual for non-agenda items)*

170 There being none, the next item followed.

171 **NINTH ORDER OF BUSINESS – Supervisors Requests**

172 Mr. Auld asked for input on his survey of the front gate and speed bumps and survey eblast. The
173 Board agreed to review this item at the next meeting. He confirmed the gate closing timing had
174 been changed. Mr. Auld requested confirmation that Pradera was notified of their fence ownership
175 and the request made that it be cleaned.

176 Mr. Ciciora requested he be contacted by the landscape vendor prior to every irrigation inspection.
177 The Board considered a walk-on proposal for damaged turf replacement around the covered patio
178 in the amount of \$1,347.84.

179 Mr. Rojas made a motion, seconded by Mr. Auld, to approve a proposal to replace damaged turf by the
180 covered patio in the amount of \$1,347.84. However, as Mr. Crespo and Mr. Ciciora voted “NAY”, the
181 motion failed due to a lack of support from the majority of Board Supervisors present.

182 **TENTH ORDER OF BUSINESS – Action Item Summary**

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

184 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

185 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on April 10, 2023, at the Hillsborough*
186 *County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

187 All Supervisors confirmed their intent to be physically present at the next meeting, which would
188 establish a quorum.

189 **TWELFTH ORDER OF BUSINESS – Adjournment**

190 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board adjourned
191 the meeting at 8:38 p.m., for the Waterleaf Community Development District.

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

Waterleaf CDD
Regular Meeting

March 13, 2023
Page 6 of 7

195 Meeting minutes were approved at a meeting by vote of the Board of Supervisors a publicly noticed
196 at meeting held on April 10, 2023.

197
198 
Signature

Shirley Conley
Printed Name

199 Title: Secretary Assistant Secretary

John Daux dotloop verified
04/13/23 4:02 PM EDT
ITYG-00HI-NVPZ-E4EN

Signature
John Daux
Printed Name

Title: Chairman Vice Chairman

From: Larry Krause <lkrause@dpgmc.com>
Sent: Wednesday, March 15, 2023 12:38 AM
Subject: Waterleaf 3/13/23 CDD Meeting - Action Items for March

Good Evening Supervisors and Team,

Please see below for the list of ACTION ITEMS from our meeting Monday. Please let us know if there are any changes or additions that need to be made.

Thank you!
Larry

1. Action Items Summary	
1. DM – Cancel TRIMMERS Holiday lighting vendor	DONE
2. DM – Remove Arinton invoice #1399, on pg. 31 from March Packet from future packets	DONE
3. DM – Reach out to Janus et Cie for updated invoice for final payment	WORKING
4. DM – add TS traffic study discussion to April agenda	DONE
5. DM – ask Financial team to add 6 th column to financials to include Current Month Actual	WORKING
6. DM – Reach out to Pradera DM to advise the fence is theirs and ask them to clean it	DONE
7. Chantilly – get quotes for holiday lights for the next CDD meeting	
8. AA – cull list of parking/towing items for next CDD meeting	
9. AL – get at least one more quote for sidewalk work	
10. AL – reach out to Brightview to collect trash, NOT mow over it	
11. AL – get proposal to remove Brazilian Pepper trees and review walking path for them	