

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 April 10, 2023 at 5:30 p.m. at Hillsborough County Library, Riverview, 9951 Balm
6 Riverview Road, Riverview, Florida 33569.

7 **FIRST ORDER OF BUSINESS – Opening Invocation**

8 Mr. Rojas provided the opening invocation.

9 **SECOND ORDER OF BUSINESS – Roll Call**

10 Mr. Darin called the meeting to order and conducted roll call.

11 Present and constituting a quorum were:

| | |
|-----------------------|---------------------------------------|
| 12 John Daux (S4) | Board Supervisor, Chairman |
| 13 Bob Crespo (S3) | Board Supervisor, Vice Chairman |
| 14 Luis Rojas (S1) | Board Supervisor, Assistant Secretary |
| 15 Alex Auld (S2) | Board Supervisor, Assistant Secretary |
| 16 James Ciciora (S5) | Board Supervisor, Assistant Secretary |

17 Also present were:

| | |
|---------------------------------------|---|
| 18 Kyle Darin | District Manager, Vesta District Services |
| 19 Neysa Borkert (<i>via Teams</i>) | District Counsel, Garganese, Weiss, D'Agresta & Salzman |
| 20 Tonja Stewart (<i>via Teams</i>) | District Engineer, Stantec |
| 21 Angie Lynch | Field & Amenity Manager, Breeze |
| 22 John Cornelius | Branch Manager, Brightview |
| 23 Maria Adams | Account Manager, Brightview |

24 *The following is a summary of the discussions and actions taken at the April 10, 2023 Waterleaf CDD*
25 *Board of Supervisors Regular Meeting.*

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

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

29 There being none, the next item followed.

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

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

- 32 1. Exhibit 1: Discussion on Supervisor-Generated Front Gate Traffic Survey and
33 Recommendations
- 34 2. Discussion on Traffic Calming Devices

35 Ms. Stewart informed the Board that signage and striping is designed and
36 installed according to the Manual on Uniform Traffic Control Devices and the
37 Florida Department of Transportation guidelines by engineering professionals.
38 Changing the original design would take the liability away from the professionals
39 who originally designed, permitted, and certified the construction. Traffic
40 calming devices such as speed bumps, humps, and tables or any combination
41 thereof may affect emergency vehicle response time. The District Engineer and

42 District Counsel advised that for the District's protection a professional traffic
43 study should be obtained that would justify and certify any changes to the
44 original construction. It was noted that there is a different enforcement agency
45 for the District than the local school district, therefore school traffic blocking Big
46 Bend Road does not justify CDD traffic doing the same. Hillsborough County
47 inspects the construction of the original roadway improvements, similar to the
48 stormwater facilities. When infrastructure is conveyed to the CDD, it accepts
49 maintenance responsibility for what is conveyed, it does not evaluate the design
50 or construction because those are certified by the designer and have been
51 inspected by the County in the permitting process. Ms. Stewart was directed to
52 obtain costs for a traffic calming device feasibility study.

53 The Board directed Field Management to synchronize the timing of the front and
54 back gates.

55 3. Exhibit 2: Discussion on CDD Property Encroachment at Cinnamon Fern Drive

56 The Board directed Ms. Borkert to address the encroachment on Cinnamon Fern
57 Road with the homeowner.

58 Ms. Stewart reported that the erosion in the common area behind 13334 Fawn Lily stems
59 from multiple issues. Drought conditions have depleted the vegetation coverage in the
60 area which would normally assist in preventing erosion. The lack of grading between the
61 pond slope and the back yards adds to the issue. She recommended residents install
62 French drains as a means of reducing the point discharges and velocity of water flowing
63 onto CDD property from roof drainage. The issue of waterflow and lot drainage on Fawn
64 Lily and Cross Vine will be reviewed as rainy season sets in.

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

66 Ms. Borkert had nothing to report.

67 C. District Manager – *Mr. Darin, Vesta Property Services*

68 1. Discussion on Scheduling May 8, 2023 Budget Workshop and Authorizing Staff
69 to Proceed with Advertising.

70 Board directed staff to conduct a budget workshop during the May 8, 2023 regular
71 CDD meeting.

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

73 1. Exhibit 3: Aquatic Report – *Sitex Aquatics*

74 Breeze will send an eblast via the HOA to remind residents of the fishing rules.

75 2. Exhibit 4: Landscape Report – *Brightview*

76 Mr. Cornelius introduced himself and Ms. Adams and provided the Board with an
77 overview of their reporting and the landscaping team's focus for the month. Drip
78 drainage is being removed from established trees where it is no longer needed.
79 Some residents took advantage of the annuals give away now that a process is in
80 place to recycle that plant material. The production manager will be notified that
81 the mowing crew needs to be more pro-active in picking up garbage before

82 mowing. Mr. Cornelius also provided information on how the irrigation system
83 works.

84 a. Exhibit 5: Consideration of Brightview Amendment #2 Extending
85 Agreement to 3/31/2024 and Providing for a 3% Rate Increase – New
86 Total: \$270,419.04/yr

87 The Board directed Breeze to solicit landscape liaison volunteers and
88 requested District Management provide a greater lead time on notification
89 of expiring contract going forward.

90 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, with Mr. Auld opposed, the Board approved
91 the Brightview maintenance agreement amendment #2, for the Waterleaf Community Development
92 District.

93 3. Exhibit 6: Consideration and Approval of Poop 911 Proposal to Install 2 Pet Waste
94 Stations - \$790.00
95 Stations to be placed at the trail and the Liberty Station.

96 On a MOTION by Mr. Daux, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board approved the
97 installation of 2 pet waste stations by Poop 911, in the amount of \$790.00, for the Waterleaf Community
98 Development District.

99 4. Exhibit 7: Consideration and Approval of Poop 911 Proposal to Update
100 Maintenance Service Scope for a Total of 10 Pet Waste Stations - \$4,420.00/yr

101 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved
102 Poop 911's revision to the pet waste station maintenance agreement scope to incorporate 2 additional
103 stations in the amount of \$4,420.00/yr, for the Waterleaf Community Development District.

104 5. Exhibit 8: Consideration of G4 Dustless Blasting Sidewalk Sandblasting
105 Proposal - \$850.00

106 Pothole Heroes doesn't offer sandblasting, so the G4 proposal would be a
107 companion to the Pothole Heroes proposal for the hardscape repairs.

108 On a MOTION by Mr. Crespo, SECONDED by Mr. Auld, with Mr. Ciciora opposed, the Board approved
109 the G4 sidewalk sandblasting proposal in the amount of \$850.00 and the Potholes Heroes proposal for
110 hardscape repairs in the total amount of \$8,475.00, for the Waterleaf Community Development District.

111 6. Update on TECO Lighting at Amenity Parking Lot
112 TECO noted additional charges that were not specifically outlined in the previous
113 proposal. Breeze will coordinate with TECO.

114 7. Update on Lights and Striping for Crosswalk
115 Breeze will solicit proposals.

116 8. Exhibit 9: Re-consideration of Hardscape Repair Proposals
117 a. Firm Foundations – *Previously Presented*

155 D. Exhibit 18: Ratification of Brightview Climbing Fern Tree Staking Proposal - \$165.00

156 On a MOTION by Mr. Rojas, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved
157 items A, B, C and D of the Consent Agenda, for the Waterleaf Community Development District.

158 **EIGHTH ORDER OF BUSINESS – Audience Comments - New Business**

159 *(Limited to 3 minutes per individual for non-agenda items)*

160 Comments were heard on the cost of irrigation repairs and the grinding noise made by the back
161 gate.

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

163 Mr. Rojas requested meeting with Angie and the vendors for the crosswalk project.

164 Mr. Daux requested looking into the capability of receiving resident concerns on the CDD website.
165 Breeze is still responsible for field and amenity management and should still provide a portal for
166 residents to contact them.

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

168 The following action items were forwarded to Supervisors and staff.

- 169 • DE - obtain costs for study regarding feasibility into speed bumps
- 170 • DE - monitor pond 5 erosion once rain comes
- 171
- 172 • DC - address with homeowners on Cinnamon Fern Rr: property encroachment
- 173
- 174 • DM - Conduct budget workshop at May 8th regular meeting
- 175 • DM – Add Update on Holiday Lighting Proposals to May agenda
- 176 • DM – work with staff to remove rental fees for field and amenity center
- 177 • DM - connect with AL to work down project tracker and action items list
- 178
- 179 • AL - synchronize timing of front and back gates
- 180 • AL - Breeze to remind residents of fishing rules
- 181 • AL - solicit landscape liaison volunteers
- 182 • AL – bring pool monitor increased scope of duties recommendations compared to JMAC to
- 183 May meeting
- 184
- 185 • AA – Discuss HOA Parking Policy Enforcement with HOA attorney
- 186 • JD – connect with AL re process for resident concerns
- 187 • LR – connect with AL re crosswalk proposals

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

189 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on May 8, 2023, at the Hillsborough*
190 *County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

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

193 **TWELFTH ORDER OF BUSINESS – Adjournment**

194 On a MOTION by Mr. Ciciora, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board adjourned
195 the meeting at 8:36 p.m., for the Waterleaf Community Development District.

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

199 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
200 **meeting held on May 8, 2023.**

201
202 

Signature

Signature

Shirley Conley
Printed Name

Printed Name

203 **Title:** Secretary Assistant Secretary

Title: Chairman Vice Chairman