

1 **MINUTES OF MEETING**

2 **WATERLEAF**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Waterleaf Community
5 Development District was held on June 12, 2023 at 5:31 p.m. at Hillsborough County Library,
6 Riverview, 9951 Balm Riverview Road, Riverview, Florida 33569.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Darin 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) (<i>via Teams</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16 Kyle Darin	District Manager, Vesta District Services
17 Neysa Borkert (<i>via Teams</i>)	District Counsel, Garganese, Weiss, D'Agresta & 18 Salzman
19 Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec
20 Angie Lynch	Field & Amenity Manager, Breeze

21 *The following is a summary of the actions taken at the June 12, 2023 Waterleaf CDD Board of*
22 *Supervisors Regular Meeting.*

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

24 Mr. Rojas provided the opening invocation.

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

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

28 There being none, the next item followed.

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

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

31 Ms. Stewart provided staff with information regarding wetland setbacks for
32 distribution to the Supervisors. The Board had no questions on this information.

33 1. Exhibit 1: Consideration of FL Engineering & Consulting Traffic Study
34 Proposal

35 The Chair was directed to execute the agreement once the outstanding
36 questions were answered and the agreement language updated.

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

38 A draft easement agreement for encroachment by homeowners improvements on
39 drainage easements on homeowner property based on previously recorded

40 agreements. Ms. Borkert reiterated her recommendation not to allow
41 encroachments onto CDD property. If the Board desired to proceed with allowing
42 encroachments to remain on CDD-owned property, she recommended a license
43 agreement rather than an easement agreement. Ms. Borkert also advised having a
44 conversation with the HOA ARC regarding requiring a letter from the CDD stating
45 the proposed improvements are outside of CDD easements and not located on CDD
46 property.

47 On a MOTION by Mr. Ciciora, SECONDED by Mr. Daux, with Mr. Auld, Mr. Rojas, and Mr.
48 Crespo opposed, the Board rejected reversing the Board's previous decision to allow existing
49 homeowner improvements that encroach on CDD property to remain, for the Waterleaf
50 Community Development District.

51 Hillsborough County Sheriff's Office has provided the District with their traffic
52 enforcement agreement. Ms. Borkert will review the agreement and present it to
53 the Board at the next meeting.

54 C. District Manager – *Kyle Darin, Vesta District Services*

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

56 The pool ADA Chair was repaired, a bid has been submitted for the fence at
57 Crossvine and Climbing Fern. The sail shade was inspected and no repairs are
58 needed, but a bid has been requested from a handyman to pressure wash it. No
59 smoking signs for the dog park have been ordered. Mowing around the ponds was
60 addressed with Brightview. Quote for the work at the front of the clubhouse pool
61 beds has been sent in. Staff knows to inform amenity center renters of the waived
62 fees. A bid has been requested for one of the bridges. Staff were directed to review
63 the warranty for the bridge.

64 1. Aquatic Report

65 a. Exhibit 2: Sitex Aquatics

66 b. Volunteer Resident Liaison – *Paul Almeida*

67 After his verbal report, Mr. Almeida resigned as liaison for both
68 ponds and landscape.

69 2. Exhibit 4: Landscape Report

70 Brightview has been asked to include pond erosion issues in their reports.

71 a. Exhibit 3: Brightview

72 i. Exhibit 4: Consideration of Turf Renovation Proposals

73 A) Amenity Center - \$920.00

74 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board
75 approved Brightview's proposal for turf renovation at the amenity center in the amount of \$920.00,
76 for the Waterleaf Community Development District.

77 B) Behind Cross Vine - \$740.48

78 On a MOTION by Mr. Auld, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board
79 approved Brightview’s proposal for turf renovation behind Cross Vine in the amount of \$740.48,
80 for the Waterleaf Community Development District.

81 b. Volunteer Resident Liaison – *Paul Almeida*

82 3. Exhibit 5: Update on TECO Lighting at Amenity Parking Lot

83 On a MOTION by Mr. Daux, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
84 approved TECO’s work order to add lighting at the amenity parking lot with an installation cost
85 not to exceed \$1,000, for the Waterleaf Community Development District.

86 4. Update on Lights and Striping for Crosswalk

87 A proposal from Traffic Safety Corp is pending.

88 5. Exhibit 6: Review Existing Projects Status

89 There being no discussion or action on this item, the next item followed.

90 E. Exhibit 7: Review of Outstanding Action Items

91 There being no discussion or action on this item, the next item followed.

92 **SIXTH ORDER OF BUSINESS – Business Matters**

93 A. Update on Holiday Lighting Proposals – *Chantilly Gamel-Rivera*

94 Two quotes have been forwarded to staff and another quote is pending. The
95 vendors have indicated that a decision by the Board in July is sufficient time for
96 them to mobilize for the 2023 holiday season. Vendors that install client-owned
97 holiday decorations require commercial-grade products which are very expensive.

98 Mr. Crespo will work with Ms. Gamel-Rivera on holiday lighting.

99 B. Exhibit 8: Update for Discussion on Street Parking

100 Ms. Borkert explained that for the HOA to enforce CDD parking restrictions the
101 CDD would need to adopt a parking policy outlining those restrictions and then
102 enter an agreement with the HOA for enforcement and enable the HOA to contact
103 a tow company. If the HOA adopts parking rules they could use any enforcement
104 rights available to them. The only mechanism the CDD has is towing if the requisite
105 statutory requirements are met. The HOA has more enforcement rights.

106 The CDD has amenity facility policies regarding parking on CDD property.

107 Ms. Borkert recommended defining the standards written into the policy regarding
108 overnight parking permits.

109 Ms. Borkert and Mr. Auld will work further on the policy standards.

110 C. Exhibit 9: Update for FY 2024 Budget Discussion

111 1. Consideration of Pool Bed Curbing - \$11,758.76

112 The curbing was originally proposed as a budget consideration to help keep
113 mulch within the landscape beds. Ms. Lynch was asked to present this
114 underlying issue to Brightview and request cheaper options for resolving it.

115 D. Exhibit 10: Consideration and Approval of First Amendment to Pool Monitor
116 Services Agreement Incorporating Updated Pool Monitor Duties

117 The Board directed Ms. Borkert to add language to line 6.1 to extend the term and
118 allow for automatic renewals.

119 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
120 approved the first amendment to the pool monitor services agreement with the change to section
121 6.1 to extend the contract and add automatic renewal language, for the Waterleaf Community
122 Development District.

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

124 A. Exhibit 11: Consideration and Approval of the Minutes of the Board of Supervisors
125 Regular Meeting Held May 8, 2023

126 B. Exhibit 12: Consideration and Acceptance of the April 2023 Unaudited Financial
127 Report

128 C. Exhibit 13: Consideration and Acceptance of the May 2023 Operations and
129 Maintenance Expenditures

130 Mr. Darin was asked to review the Cloud Nine Services invoice and also determine
131 whether that is a one-time or recurring expense.

132 On a MOTION by Mr. Rojas, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
133 approved the Consent Agenda as presented – Items A-C, for the Waterleaf Community
134 Development District.

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

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

137 Comments were heard on street parking, community liaisons, holiday lighting, funding for
138 the crosswalk outside the amenity center, the pool attendants, and landscape repairs

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

140 Mr. Daux asked Ms. Lynch to follow up with Spectrum to request they bury the lines at
141 the gate, and asked for a quotes for vinyl fencing around the pump on Cross Vine.

142 Mr. Crespo asked for a quote to call a trapper to address the hogs damaging property in the
143 Liberty section, and asked about the possibility of adding irrigation for the grass between
144 the Ferns.

145 Mr. Auld and Mr. Ciciora commented that funding a fence may be a better option for future
146 discussion as trapping can become expensive and will not permanently control the hogs.

147 Mr. Rojas expressed interest in alternative Amenity and Field Management vendors. Ms.
148 Borkert will bring back information to the next meeting regarding the District's rules of
149 procurement.

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

151 Following is a summary of the action items:

- 152 • District Manager to research who completed bridge repair in CDD areas as there
- 153 are warranty issues
- 154 • Amenity Manager to reach out to Brightview for alternative to pool curbing
- 155 proposal
- 156 • District Counsel to work with Mr. Auld on parking regulations to be brought back
- 157 for July meeting
- 158 • District Counsel to add language to pool monitor service addendum extending the
- 159 original agreement.

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

161 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on June 12, 2023, at the*
162 *Hillsborough County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

163 All Supervisors present confirmed their intent to be physically present at the next meeting.

164 **TWELFTH ORDER OF BUSINESS – Adjournment**

165 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
166 adjourned the meeting at 8:19 p.m., for the Waterleaf Community Development District.

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

170 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
171 **noticed meeting held on July 10, 2023.**

172
173

Signature

John Daux

Printed Name

Kyle T. Darin

Signature

Kyle Darin

Printed Name

174 **Title:** **Chair** **Vice Chair**

Title **Secretary** **Assistant Secretary**