

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 July 10, 2023 at 5:30 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 Luis Rojas (S1)	Board Supervisor, Assistant Secretary
12 Alex Auld (S2)	Board Supervisor, Assistant Secretary
13 Jim Ciora (S5)	Board Supervisor, Assistant Secretary

14 Also present were:

15 Kyle Darin	District Manager, Vesta District Services
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	Breeze
19 Tom O'Grady	Field & Amenity Manager, Breeze

20 *The following is a summary of the actions taken at the July 10, 2023 Waterleaf CDD Board of*
21 *Supervisors Regular Meeting.*

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

23 Mr. Rojas provided the opening invocation.

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

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

27 There being none, the next item followed.

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

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

30 This item was discussed out of order, after Item Audience Comments – New
31 Business

32 The amended contract for the traffic analysis for the gate will be forwarded to the
33 Chair for execution. She reiterated the study was required to justify changes to the
34 existing sign and striping plan.

35 Ms. Stewart provided background the necessity of certifying traffic signs for the
36 traffic enforcement agreement. Ms. Stewart recommended posing questions to the
37 Sheriff's Office to ensure the enforcement agreement will fulfill the Board's goals.

38

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

40 1. Discussion on Rules of Procurement

41 Ms. Borkert advised that what is in the *Rules of Procedure* is consistent with
42 F.S. 190.033. With regard to contractual services, except for maintenance
43 services, Section 4.5 of Waterleaf CDD’s *Rules of Procedure* states the
44 District may, but is not required, to procure contractual services through the
45 competitive bid process. Ms. Borkert reviewed the RFP process.

46 Ms. Borkert is working with Mr. Auld on the parking policy and will provide an
47 update at the August meeting.

48 Ms. Borkert asked for clarification on ownership of the fence around the lift station.
49 Ms. Lynch responded that it is the County’s fence, but it is wooden, which is not
50 permitted in the community, and it is in a state of disrepair. The County indicated
51 to Ms. Lynch that if the CDD replaced the existing wooden fence, the CDD would
52 be responsible for maintaining it going forward. Ms. Borkert recommended the
53 CDD install a fence on CDD property and ensure sufficient access for County
54 vehicles. An agreement will likely be needed if installed on County property.

55 C. District Manager – *Kyle Darin, Vesta Property Services*

56 D. Field Operations and Amenity Management – *Breeze*

57 1. Introduction of Tom O’Grady

58 Mr. O’Grady has worked with Breeze since September 2021 and will be
59 overseeing Field and Amenity Management for Breeze at Waterleaf.

60 2. Exhibit 1: Aquatic Report – *Sitex Aquatics*

61 Mr. Daux provided an update based on his conversation with Sitex account
62 manager.

63 Ms. Lynch informed the Board of an incident reported to her by the Fountain vendor
64 that caused damage to one of the lights and that she expected a proposal for the
65 fountain light repair.

66 3. Exhibit 2: Landscape Report – *Brightview*

67 Ms. Lynch informed the Board that a notice had gone out regarding the
68 annuals giveaway scheduled for next weekend.

69 A request was made for a report from Field Services outlining requests and
70 resolutions similar to the Action Items list the District Management Team
71 maintains.

72 a. Exhibit 3: Consideration of Hurricane Pre-Authorization Storm
73 Clean-Up Agreement

74 This item was a renewal of an existing agreement.

75 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board
76 approved the Brightview Hurricane Pre-Authorization Storm Clean-Up Agreement, for the
77 Waterleaf Community Development District.

78 4. Exhibit 4: Consideration of Florida Brothers Maintenance Repair Proposals
79 for Amenity Center – Total: \$1,661.05

80 a. Fan Repair - \$295.75

81 b. Gate Painting - \$325.00

82 It was requested this item be tabled pending a repair which may
83 include repainting.

84 c. Bathroom Floor Painting - \$735.30

85 The comparable proposal from Breeze for the bathroom floor
86 painting was approximately \$800.

87 d. Shower Handle Repair - \$160.00

88 The handle has stripped, so the water doesn't turn off after use.

89 e. Cabinet on South Side of Covered Patio - \$145.00

90 Mr. Daux motioned to approve items a, d and e under exhibit 4.
91 There being no second, the motion failed. These items were tabled
92 pending additional quotes.

93 Supervisors reiterated their desire for multiple quotes before being asked to
94 consider a proposal.

95 5. Exhibit 5: Consideration of Galaxy Pro Front Fountain Leak Repair
96 Proposal - \$400.00

97 This item was tabled pending a second quote.

98 6. Exhibit 6: Consideration of Witt Fence Lift Station Fence Replacement -
99 \$19,865.00

100 This item was tabled pending a second quote.

101 7. Exhibit 7: Update on TECO Lighting at Amenity Parking Lot

102 Ms. Lynch was directed to ask TECO to reduce the lighting by half.

103 8. Exhibit 8: Review Existing Projects Status

104 No action was taken on this item.

105 E. Exhibit 9: Review of Outstanding Action Items

106 Another quote for the crosswalk lighting is pending. The “No smoking” signs for
107 the dog park are on back order. The Board directed Ms. Lynch to obtain the signs
108 from a box store and submit the expenses for reimbursement.

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

- 110 A. Update on Speed Bump Traffic Study
111 District Engineer to obtain updated agreement and send to Chair for approval.
- 112 B. Update on Parking Policy
113 This item was discussed during District Counsel Report
- 114 C. Exhibit 10: Discussion on Hillsborough County Traffic Control Jurisdiction
115 Agreement
116 An agreement would require the community traffic signs be certified. The District
117 Engineer estimated this certification would cost approximately \$10,000.00. There
118 is some language in the agreement regarding reimbursement to the County that
119 would require additional review by District Counsel. This item was tabled.
- 120 D. Exhibit 11: Discussion on Holiday Lighting Proposals
- 121 1. Blitzen Lighting - \$9,537.00
122 2. Brittenites - \$10,717.36
123 3. Tampa Holiday Lighting - \$8,879.60/yr lease or \$11,926.00/purchase
124 The Board discussed adding decorations for two oak trees, ensuring the bins
125 were included for the storage and including wreaths on the gates.

126 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
127 approved the purchasing lights from Tampa Holiday Lighting in the amount not to exceed
128 \$13,200.00, for the Waterleaf Community Development District.

- 129 E. Discussion on Installing Handicap Parking and Ramp in Front of Mail Bank
130 Board directed District Engineer to research and provide proposals for the addition
131 of handicap parking spaces and ramp adjacent to mailboxes in the amenity parking
132 area.

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

- 134 A. Exhibit 12: Ratification of Correction to the Minutes of the Board of Supervisors
135 Regular Meeting Held May 8, 2023
- 136 B. Exhibit 13: Consideration and Approval of the Minutes of the Board of Supervisors
137 Regular Meeting Held June 12, 2023
- 138 C. Exhibit 14: Consideration and Acceptance of the FY 2022 Audited Financial
139 Report
- 140 D. Exhibit 15: Consideration and Acceptance of the June 2023 Unaudited Financial
141 Report
- 142 E. Exhibit 16: Consideration and Acceptance of the June 2023 Operations and
143 Maintenance Expenditures
- 144 F. Exhibit 17: Ratification of Invoices
- 145 1. Angie Lynch Amenity Cleaning Supplies - \$56.63

- 146 2. Ramps Plus ADA Pool Chair Repair - \$1,112.08
147 3. Brightview Irrigation lateral Line Repair - \$165.00

148 On a MOTION by Mr. Ciciora, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
149 approved the Consent Agenda – Items A-F – as presented, for the Waterleaf Community
150 Development District.

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

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

153 Comments were heard on holiday lighting, the request for multiple quotes prior to approval,
154 potential liability to the CDD if street parking is allowed, the traffic study for speed bumps,
155 the cost-benefit ratio for adding lights for the crosswalk, fence encroachment on CDD
156 property, and landscaping at the wall on the corner of Climbing Fern and Cross Vine Drive.

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

158 Mr. Ciciora requested reports be condensed.

159 Mr. Daux requested the CDD website under the amenities section and the gate hours be
160 updated.

161 Mr. Auld requested Supervisors receive the agenda packet in its draft form, with an update
162 once all exhibits are available.

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

164 Following is a summary of the action items:

- 165 • Field Manager to go back to TECO to reduce lighting by half.
166 • Board direction to District Engineer to research and provide proposals for
167 addition of handicap parking spaces and ramp adjacent to mailboxes in amenity
168 parking area.
169 • District Engineer to obtain updated agreement and send to Chair for approval.

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

171 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on August 14, 2023, at the*
172 *Hillsborough County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

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

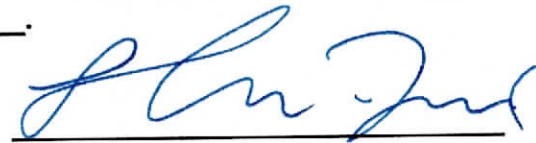
175 **TWELFTH ORDER OF BUSINESS – Adjournment**

176 On a MOTION by Mr. Ciciora, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board
177 adjourned the meeting at 8:05 p.m., for the Waterleaf Community Development District.

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

181 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
182 noticed meeting held on August 14, 2023.

183
184 Kyle T. Darin
Signature
Kyle Darin
Printed Name


Signature
John Daux
Printed Name

185 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman