

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 August 14, 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. Lotito 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	Jim Ciciora (S5)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Ray Lotito	District Manager, Vesta District Services
17	Neysa Borkert ( <i>via phone</i> )	District Counsel, Garganese, Weiss, D’Agresta & Salzman
18	Tom O’Grady	Field & Amenity Manager, Breeze
19	Tonja Stewart ( <i>via phone</i> )	District Engineer, Stantec ( <i>joined in-progress</i> )

20 *The following is a summary of the actions taken at the August 14, 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 Direction was given for comments on invoices to be held until the Consent Agenda.

28 **FIFTH ORDER OF BUSINESS – FY 2023-2024 Budget Adoption**

29 A. FY 2023-2024 Budget Public Hearing

30 1. Open Public Hearing

31 On a MOTION by Mr. Daux SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved  
32 opening the Budget Public Hearing, for the Waterleaf Community Development District.

33 2. Exhibit 1: Presentation of FY 2023-2024 Budget

34 3. Public Comments

35 On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, with Mr. Daux opposed, the Board approved  
36 the reduction of the presented budget by \$17,000.00, for the Waterleaf Community Development District.

37 4. Close Public Hearing

38 On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved  
39 closing the Budget Public Hearing for the Waterleaf Community Development District.

40 B. Exhibit 2: Consideration and Adoption of **Resolution 2023-05, Adopting FY**  
41 **2023-2024 Budget**

42 The following adjustments were made to the presented budget:

- 43 • PHYSICAL ENVIRONMENT: LANDSCAPE REPLENISHMENT
- 44 reduced to \$10,000
- 45 • PHYSICAL ENVIRONMENT: POND MAINTENANCE reduced to
- 46 \$20,000
- 47 • PHYSICAL ENVIRONMENT: CONTINGENCY reduced to \$1,000
- 48 • AMENITY OPERATIONS: CONTINGENCY reduced to \$1,000

49 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, with Mr. Daux opposed, the Board adopted  
50 Resolution 2023-05, Adopting FY 2023-2024 Budget as amended, for the Waterleaf Community  
51 Development District.

52 C. FY 2023-2024 Assessment Public Hearing

53 1. Open Public Hearing

54 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved  
55 opening the Assessment Public Hearing, for the Waterleaf Community Development District.

56 2. Exhibit 3: Presentation of FY 2023-2024 Assessment Analysis

57 Assessments will be reduced from the presented in conjunction with the  
58 amended budget.

59 3. Public Comments

60 4. Close Public Hearing

61 On a MOTION by Mr. Ciciora, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board approved  
62 closing the Assessment Public Hearing, for the Waterleaf Community Development District.

63 D. Exhibit 4: Consideration and Adoption of **Resolution 2023-06, Providing for the**  
64 **Collection and Enforcement of FY 2024 Special Assessments**

65 This Resolution was incorrectly described on the Agenda. Mr. Lotito read the  
66 Resolution title for the Board.

67 On a MOTION by Mr. Daux, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board adopted  
68 Resolution 2023-06, Providing for the Collection and Enforcement of FY 2024 Special Assessments, with  
69 the implementation of the decrease in assessments in accordance with the amended budget, for the  
70 Waterleaf Community Development District.

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

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

73 1. Update for Mailbox Handicap Parking and Ramp Discussion

74 Ms. Stewart was asked to provide information on converting one spot to  
75 handicapped parking and one spot for the ramp. Ms. Stewart will review  
76 the construction plans and ensure the cross slope will work, which may take  
77 a field trip. Then she will solicit a proposal from a contractor to re-stripe  
78 and install a ramp. Mr. Daux will send pictures of the site and the future  
79 site of the streetlight.

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

81 This item was presented out of order, prior to District Engineer Report

82 1. Exhibit 5: Update on Parking Policy

83 Ms. Borkert reviewed the regulations listed under Exhibit A of the policy  
84 and the variances. Mr. Auld added that specific locations can be identified  
85 for permitted hardship parking. Ms. Borkert recommended a hefty public  
86 campaign to ensure all residents are informed and reviewing enforcement  
87 mechanisms. The CDD will need to enter an agreement with the HOA for  
88 implementation and ensure signage meets statutory requirements. The  
89 Board directed Ms. Borkert to finalize the necessary documents.

90 C. District Manager – *Ray Lotito, Vesta Property Services*

91 There being none, the next item followed.

92 D. Field Operations and Amenity Management – *Tom O’Grady, Breeze*

93 Mr. Sakellarides will be taking over Field Operations and Amenity Management  
94 for Waterleaf.

95 *Mr. O’Grady discussed the outstanding action items at this point in the meeting.*

96 1. Exhibit 6: Aquatic Report – *Sitex Aquatics*

97 Issues with ponds 12, 17 and 5 were discussed. Breeze was directed to ask  
98 for a resident volunteer liaison.

99 2. Exhibit 7: Landscape Report – *Brightview*

100 The Board requested Friday updates.

101 3. Exhibit 8: Consideration of Amenity Center Repairs to Fan, Shower Handle  
102 and South Side Patio Cabinet

103 a. Florida Brothers

104 i. Fan Repair - \$295.75

105 ii. Shower Handle Repair - \$160.00

106 iii. Cabinet on South Side of Covered Patio - \$145.00

107 b. Breeze - \$1,085.00

- 108 i. Fan Repair - \$385.00
- 109 ii. Shower Handle Repair - \$485.00
- 110 iii. Cabinet on South Side of Covered Patio - \$215.00

111 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, with Mr. Auld opposed, the Board approved  
112 the Florida Brothers proposals for the fan, shower handle and cabinet repairs for a total amount of  
113 \$600.75, for the Waterleaf Community Development District.

114 4. Exhibit 9: Consideration of Amenity Center Bathroom Floor and Pool  
115 Metal Gate Painting

116 a. Florida Brothers

- 117 i. Bathroom Floor Painting Proposal - \$735.30
- 118 ii. Pool Gate Painting Proposal - \$325.00

119 b. Breeze - \$2,075.00

- 120 i. Bathroom Floor Painting - \$950.00
- 121 ii. Pool Fence Painting - \$350.00
- 122 iii. Pressure Wash Playground Shade Sail - \$775.00

123 The Board directed staff to solicit another quote for the shade  
124 sail pressure washing.

125 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
126 approved the Florida Brothers proposals for the BATHROOM FLOOR PAINTING AND POOL  
127 GATE PAINTING, for a total amount of \$1,060.30, for the Waterleaf Community Development  
128 District.

129 5. Exhibit 10: Consideration of Gate Pros Proposal to Repair Front Gate -  
130 \$450.00

131 The Chair approved the repair when the vendor was out for another repair  
132 to avoid a trip charge and requested the Board ratify this proposal.

133 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board ratified the  
134 Gate Pros front gate repair proposal in the amount of \$450.00, for the Waterleaf Community Development  
135 District.

136 6. Update on TECO Parking Lot Lighting

137 The Board was informed that seven lights would be installed. Issues with  
138 the lights should be directed to TECO.

139 7. Exhibit 11: Review Existing Projects Status

140 *This item was discussed out of order, prior to the Aquatic Report.*

141 The sandblasting project was on hold due to G4 requesting a letter of no  
142 responsibility to waive liability for any property damage that may occur.  
143 Breeze recommended the Board not provide that letter. Two additional  
144 quotes were requested for the sandblasting project.

145 The US Brick Pavers repair was completed except for a depth marker that  
146 needs to be replaced and some loose pavers. The vendor is being held to  
147 complete the repairs under warranty rather than having the District pay  
148 another vendor to fix these items. A copy of the email from Breeze to the  
149 vendor regarding the repair was requested for the District's record.

150 Gate signs were to be picked up from Home Depot.

151 A request for the crosswalk signage quote to be itemized was requested.  
152 Additional quotes have been requested.

153 a. Exhibit 12: Update on Holiday Lighting Proposal

154 i. Lease

155 ii. Purchase

156 The additional items requested increased the cost to above the NTE  
157 previously approved.

158 *Ms. Stewart called in at this point and the Board paused discussion on this item to discuss the*  
159 *handicap parking at the mailboxes. After the District Engineer report concluded, the discussion*  
160 *on holiday lighting resumed.*

161 The Board discussed the anticipated cost savings of purchasing and  
162 the impact on the current budget and the next year's budget. The  
163 materials are warranted for three years, the vendor anticipates the  
164 decorations will last five years.

165 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, with Mr. Auld opposed, the Board approved  
166 the updated Holiday Lighting purchase proposal in the amount of \$15,046.00, for the Waterleaf  
167 Community Development District.

168 E. Exhibit 13: Review of Outstanding Action Items

169 The Board requested research into the County's criteria for the fence around the lift  
170 station and irrigation for Climbing Fern.

171 Brightview was approved to fill in the area of erosion on Pond 5. The action item  
172 for District Engineer can be removed.

173 Ms. Lynch had previously asked Brightview about adding irrigation between  
174 Climbing Fern and Cinamon Fern, but it was anticipated to be cost prohibitive and  
175 was not pursued. A quote for the addition of irrigation in that area was re-requested.

176 **SEVENTH ORDER OF BUSINESS – Business Matters**

177 A. Exhibit 14: Consideration and Adoption of **Resolution 2023-07, Setting FY 2024**  
178 **Meeting Schedule**

179 Meetings to continue at the Hillsborough County Library, Riverview, on the second  
180 Monday of the month.

181

182 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board adopted  
183 Resolution 2023-07, Setting FY 2024 Meeting Schedule, for the Waterleaf Community Development  
184 District.

185 **EIGHTH ORDER OF BUSINESS – Consent Agenda**

186 A. Exhibit 15: Consideration and Approval of the Minutes of the Board of Supervisors  
187 Regular Meeting Held July 10, 2023

188 On a MOTION by Mr. Rojas, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board approved  
189 the Minutes of the Board of Supervisors Regular Meeting held July 10, 2023, for the Waterleaf  
190 Community Development District.

191 B. Exhibit 16: Consideration and Acceptance of the June 2023 Unaudited Financial  
192 Report

193 The Ramps Plus invoice was discussed, this was the ADA chair lift repair (*ratified*  
194 *under the July Consent Agenda*).

195 The Board discussed the Breeze payment for pool monitors.

196 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board accepted  
197 the June 2023 Unaudited Financial Report, for the Waterleaf Community Development District.

198 C. Exhibit 17: Consideration and Acceptance of the July 2023 Operations and  
199 Maintenance Expenditures

200 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board accepted  
201 the July 2023 Operations and Maintenance Expenditures, for the Waterleaf Community Development  
202 District.

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

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

205 Comments were heard regarding mold on the gates, District Counsel invoices, the pool  
206 paver repairs invoice, the condition of the pool area, painting the wall at Climbing Fern  
207 and Crossvine, pond conditions, painting the front gates black, enforcement of pool rules.

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

209 The following requests were made:

- 210 • Quote for irrigation between the Ferns.
- 211 • Breeze to follow up on the pool monitors completing their duties.
- 212 • Request greater detail on vendor invoices.
- 213 • How can photos be posted on portal for maintenance requests.

- 214 • Audit the frequency of the amenity dumpster emptying, and determine whether it
- 215 can be reduced to weekly instead of twice a week.
- 216 • Find out when the JMAC service ended, payment (check register 6/29) \$1080.
- 217 • What is the cost and/or restrictions for using Zoom – some in the community want
- 218 a video feed of the meeting.
- 219 • Pressure washing the front entrance.
- 220 • Have NaturZone address ants at mailboxes and cobwebs at the amenity center.
- 221 • Update on encroachment agreements are ready to send to the affected
- 222 homeowners.
- 223 • Cost to remove the various Metro signs around the amenity center.
- 224 • License agreement for HOA to install a bulletin board on CDD property.
- 225 • Brightview to straighten the leaning stop sign near the main gate.

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

227 This item was addressed with previous agenda items.

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

229 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on September 11, 2023, at the*  
230 *Hillsborough County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

231 This item was not discussed

232 **TWELFTH ORDER OF BUSINESS – Adjournment**

233 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
234 adjourned the meeting at 8:10 p.m., for the Waterleaf Community Development District.

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

238 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
239 **noticed meeting held on September 11, 2023.**

240 *Kyle T. Darin*  
**Signature**

Kyle Darin  
**Printed Name**

241 **Title:**  **Secretary**  **Assistant Secretary**

dotloop verified  
10/26/23 8:52 AM EDT  
EHD-PWXY-F1OD-HIQN

**Signature**

John Daux  
**Printed Name**

**Title:**  **Chairman**  **Vice Chairman**