

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 September 11, 2023 at 5:30 p.m. at Hillsborough County
6 Library, 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 Also present were:

15 Kyle Darin	District Manager, Vesta District Services
16 Neysa Borkert (<i>via Teams</i>)	District Counsel, Garganese, Weiss, D’Agresta & Salzman
17 Tonja Stewart (<i>via Teams</i>)	District Engineer, Stantec
18 Michael Sakellarides	Field & Amenity Manager, Breeze
19 Wes	Breeze

20 *The following is a summary of the actions taken at the September 11, 2023 Waterleaf CDD Board*
21 *of 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 1. Update for Mailbox Handicap Parking and Ramp Discussion

31 A proposal was forwarded to staff for \$5,975.00 to convert two parking lot
32 spaces into a handicapped parking space on the south side of the basketball
33 court in front of the mail kiosk. Ms. Stewart will draft a sketch of the
34 approved addition of the handicapped space near the mailboxes.

35 An aerial of Pond 5 was reviewed and it appears to have 3 washout locations
36 repaired previously. It was confirmed that Brightview was approved to address
37 some erosion locations. Ms. Stewart will resend best practices information for
38 managing high-velocity flow from the gutters. Staff will add them to the CDD
39 website also.

- 40 The Board requested a second quote.
- 41 B. District Counsel – *Neysa Borkert, Garganese, Weiss, D’Agresta & Salzman*
- 42 There being no questions or action request, the next item followed.
- 43 C. District Manager – *Kyle Darin, Vesta Property Services*
- 44 The Board requested staff proceed with obtaining an updated Reserve Study.
- 45 D. Field Operations and Amenity Management – *Michael Sakellarides, Breeze*
- 46 Mr. Sakellarides review the Field and Amenity Team projects completed and in-
- 47 progress.
- 48 Mr. Almeida agreed to resume the roles of volunteer pond and landscape liaison.

49 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board re-

50 appointed Paul Almeida as volunteer landscape and pond liaison, for the Waterleaf Community

51 Development District.

- 52 1. Exhibit 1: Aquatic Report – *Sitex Aquatics*
- 53 2. Exhibit 2: Landscape Report – *Brightview*
- 54 The Board requested Brightview be reminded to pick up trash instead of
- 55 mowing over it. Big Bend Road was noted as a location where a lot of trash
- 56 is dumped. The pool monitor has been performing porter services and staff
- 57 were directed to obtain a “Closed for Cleaning” sign when restrooms are
- 58 being cleaned.
- 59 a. Proposals in Response to Supervisor Requests
- 60 i. Turf Replacement at Waterleaf Blvd & Cross Vine
- 61 The Board queried the square footage cited in the proposal.

62 On a MOTION by Mr. Daux, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board approved

63 the Brightview proposal for turf replacement at Waterleaf Blvd and Cross Vine for an amount not to exceed

64 \$2,070.00, subject to staff confirming coverage, for the Waterleaf Community Development District.

- 65 ii. Irrigation Installation at Climbing Fern/Cinnamon Fern
- 66 (*Meter & Backflow Installation Not Included*)
- 67 The Board directed additional quotes for this project.
- 68 3. Exhibit 3: Review Existing Projects Status
- 69 The Board discussed the listed items and provided updates.
- 70 E. Exhibit 4: Review of Outstanding Action Items
- 71 Mr. Darin will provide Breeze with verbiage to send in an eblast to the community
- 72 regarding accessing Teams. Mr. Rojas will provide Mr. Sakellarides with an update
- 73 on the crosswalk and flashing lights.

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

75 A. Exhibit 5: Consideration and Adoption of **Resolution 2023-08, Setting the Date**
76 **of the Public Hearing for the Purpose of Adopting a Street Parking and**
77 **Enforcement Policy**

78 The previous meeting updates were incorporated into the draft. Ms. Borkert briefed
79 the Board on rule change notifications being subject to F.S. 120. The Public
80 Hearing was set for 5:30 p.m. on November 13, 2023 at Hillsborough County
81 Library, Riverview, 9951 Balm Riverview Rd., Riverview, FL 33569.

82 On a MOTION by Mr. Crespo, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board adopted
83 Resolution 2023-08, Setting the Date of the Public Hearing for the Purpose of Adopting a Street Parking
84 and Enforcement Policy, for the Waterleaf Community Development District.

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

86 A. Exhibit 6: Consideration and Approval of the Minutes of the Board of Supervisors
87 Regular Meeting Held August 14, 2023

88 B. Exhibit 7: Consideration and Acceptance of the July 2023 Unaudited Financial
89 Report

90 Legal expenses are trending high, but the Board anticipated that will not be the case
91 next year. The irrigation and pond pump was much higher compared to last year,
92 this may be due to pump at the front entrance fountain.

93 C. Exhibit 8: Consideration and Acceptance of the August 2023 Operations and
94 Maintenance Expenditures

95 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board approved
96 the Consent Agenda – Items A-C – as presented, for the Waterleaf Community Development District.

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

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

99 A comment was heard on an oak tree behind 1331 Water Garden Circle that may need
100 trimming due to potential safety concerns. The vendor has been contacted and Mr.
101 Sakellarides has requested a report and update for next steps.

102 A request was made for the pathway junction between the main gate and Frost Aster
103 boardwalk to be softened to prevent property damage where people are cutting the corner.

104 A comment was heard on the algae treatments being different from what was previously
105 used by Sitex and the ponds are not responding as well to the current treatments.

106 A comment was heard regarding pond mowing in the Freedom section being performed by
107 the HOA landscape vendor instead of the CDD landscape vendor.

108 A comment was heard regarding CDD spending and the detail provided on some of the
109 invoices being paid.

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

111 Mr. Daux requested a follow up on burial of the Spectrum cable at the gate.

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

113 Following is a summary of the action items:

- 114 • District Engineer to sketch drawing of approved addition of handicapped
- 115 space near mailboxes.
- 116 • Add DE MBP to CDD website.
- 117 • Field Manager to seek additional quote for handicapped space work.
- 118 • Updated reserve study.
- 119 • Field Manager to source additional quote for irrigation work between the
- 120 Ferns streets.

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

122 *Next Meeting Scheduled for 5:30 p.m. on October 9, 2023, at the Hillsborough County Library,*
123 *Riverview (9951 Balm Riverview Road, Riverview, Florida)*

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

126 **TWELFTH ORDER OF BUSINESS – Adjournment**

127 On a MOTION by Mr. Crespo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board adjourned
128 the meeting at 6:45 p.m., for the Waterleaf Community Development District.

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

132 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
133 **noticed meeting held on October 9, 2023.**

134 *Kyle T. Darin*
Signature

Kyle Darin
Printed Name

135 **Title:** Secretary Assistant Secretary

John Daux
dotloop verified
10/26/23 8:52 AM EDT
LFEP-IBOC-6ABZ-DREG

Signature
John Daux
Printed Name

Title: Chairman Vice Chairman