

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 October 9, 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	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	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 Teams</i>)	District Engineer, Stantec
20	Michael Sakallerides (<i>via Teams</i>)	Field & Amenity Manager, Breeze
21	Ed Bulleit	Managing Director, MBS Capital Markets LLC
22	Kendall Bulleit	Vice President, MBS Capital Markets LLC

23 *The following is a summary of the actions taken at the October 9, 2023 Waterleaf CDD Board of*
24 *Supervisors Regular Meeting.*

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

26 Mr. Rojas provided the opening invocation.

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

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

30 There being none, the next item followed.

31 **FIFTH ORDER OF BUSINESS – Exhibit 1: Guest Presentation: Bond Series 2013**
32 **Refinancing – MBS Capital Markets LLC**

33 Mr. Bulleit introduced MBS Capital Markets, which was the investment bank for the 2013-
34 2017 transactions. He explained that in their role they monitor the District's outstanding
35 debt and provide information on refinancing opportunities when bond terms allow and rates
36 are amenable. Bond Series 2013, which covers 185 units in phase one and phase two, has
37 an optional call date of May 1, 2024 – this is the earliest opportunity for the District to
38 refinance the bond. Tax law allows refinancing up to 90 days prior to that call date –
39 February 1 is the first point in time that the District could close a transaction to potentially

40 save money for the affected debt holders (the 185 units in phase one and two). It takes two
41 or three months to line that up and lock in rates by the investment banker and underwriter.
42 Board consensus was to obtain another proposal and further consider the timing to
43 refinance, and requested a list of the optional call dates for the various Waterleaf Bonds.
44 Mr. Bulleit suggested there may be advantages to waiting and refinancing the 2013 and
45 2014 Series together.

46 **SIXTH ORDER OF BUSINESS – Staff Reports**

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

48 This report was presented out of order

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

50 Ms. Borkert had nothing specific to report. The encroachment issue was discussed.
51 Homeowners who were encroaching have not contacted the District with a request
52 for an encroachment agreement. District Counsel will send a letter to homeowners
53 in violation providing them with the options and the steps they need to take for an
54 encroachment agreement or remove their fence. The encroachment on 12019
55 Cardinal Flower Dr was reviewed. The wetland buffer is supposed to remain in a
56 natural state. The wetland setback and wetland is owned by the CDD. The
57 homeowner is doing work on CDD property, the concern is a future prescriptive
58 easement claim, the letter consistently objects to the homeowner’s actions. Ms.
59 Borkert will send a cease and desist letter to the homeowner. The Board discussed
60 the practicality of hog trapping.

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

62 Mr. Darin discussed the Breeze resignation notice, the gate opening for the garage
63 sale, and the Reserve Study. The traffic study is in progress.

64 D. Field Operations and Amenity Management – *Michael Sakallerides, Breeze*

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

66 There were no questions or action requested for Sitex. Mr. Almeida
67 provided a verbal report.

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

69 Mr. Almeida was asked to connect with Brightview regarding the pile of
70 sand, rocks, and dirt coming in from 301.

71 a. Exhibit 4: Consideration of Brightview Proposals

72 i. Prune Tree Behind 13331 Waterleaf Garden - \$400.46

73 On a MOTION by Mr. Daux, SECONDED by Mr. Crespo, with ALL IN FAVOR, the Board
74 approved the Brightview proposal to prune the tree behind 13331 Waterleaf Garden in the amount
75 of \$400.46, for the Waterleaf Community Development District.

76 ii. Remove Leaning Tree at Pool - \$130.00

77 The Board declined to entertain a motion on this proposal.
78 Breeze will relay to Brightview the Board's request to add a
79 post in the same manner as a previously leaning tree was
80 addressed.

81 Mr. Sakallerides provided updates on the request for Spectrum to bury the wiring
82 at the gate, a DCI proposal for a wireless monitoring system that ties to the gate
83 access that will negate having to go through Spectrum, irrigation repairs, black
84 algae treatments at the pool. The Board requested updates and movement on
85 pressure washing the front gates and climbing fern gates, the no-smoking signs for
86 the dog park, removal of Brazilian pepper trees around the mailbox area, a light
87 outage on the entrance sign, cleaning the community wall along Waterleaf Vista
88 Dr., and Fawn Lily, the crosswalk on the amenity center.

89 3. Exhibit 5: Review Existing Projects Status

90 4. Discussion on Field Operations and Amenity Management

91 a. Exhibit 6: Acceptance of Breeze Field Services Resignation Notice
92 (Effective November 20, 2023)

93 This notice included both the Field Services and Pool Monitors.

94 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, with ALL IN FAVOR, the Board
95 accepted the resignation notice from Breeze for Field Operations and Amenity Management
96 Services effective November 20, 2023, for the Waterleaf Community Development District.

97 b. Exhibit 7: Discussion on Field Operations and Amenity
98 Management Scope of Work

99 The Board discussed the changes to the current scope of work and
100 requested District Counsel amend the Field and Amenity scopes
101 with Mr. Auld serving as liaison. An RFP is not required for
102 obtaining proposals for the Amenity and Field Management
103 Services. Board directed Mr. Darin to submit the finalized scope to
104 Inframark.

105 E. Exhibit 8: Review of Outstanding Action Items

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

107 A. Exhibit 9: Consideration and Approval of the Minutes of the Board of Supervisors
108 Regular Meeting Held August 14, 2023

109 B. Exhibit 10: Consideration and Acceptance of the August 2023 Unaudited Financial
110 Report

111 Mr. Auld reviewed the financial report and requested the coding for TECO invoices
112 and the electricity – irrigation and pond pump allocation be checked.

113 C. Exhibit 11: Consideration and Acceptance of the September 2023 Operations and
114 Maintenance Expenditures

115 On a MOTION by Mr. Ciciora, SECONDED by Mr. Daux, with ALL IN FAVOR, the Board
116 approved the Consent Agenda – items A-C as presented, for the Waterleaf Community
117 Development District.

118 **EIGHTH ORDER OF BUSINESS – Audience Comments - New Business**
119 *(Limited to 3 minutes per individual for non-agenda items)*

120 A request was heard on when the Brightview contract was up – March 31, 2024. Mr. Darin
121 provided an overview of the RFP process.

122 A comment was heard on the condition of the wall and entrance at Climbing Fern and Cross
123 Vine, and reporting process for individuals dumping bird seed on pond banks. The Board
124 responded that proposals have been requested for the wall, gate and exterior landscape of
125 Liberty Fields, and reporting of feeding wildlife should be directed to FWC.

126 A question was asked regarding the status of the TECO lights, the glue on the walkway,
127 fixtures and women’s bathroom rust on the walls, dead plants around the pool.

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

129 The Board requested documentation for a landscape RFP.

130 Mr. Rojas requested when the new Field Manager vendor comes on board there needs to
131 be more accountability and follow-up reporting. The Board discussed parameters for
132 proposal requirements.

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

134 District Counsel

- 135 • Send encroachment information to homeowners in violation.
- 136 • Amend Field and Amenity Scopes with AA serving as liaison.
- 137 • Draft RFP for landscape services and present to Board in **JANUARY**.

138 District Manager

- 139 • Obtain Field and amenity quote from Inframark.
- 140 • Inquire with accounting regarding budget line 42 – Electricity and Pond
141 Pumps, What goes into it? What’s the reason for variance?

142 Field/Amenity Manager

- 143 • Follow up on TECO streetlights at amenity center, women’s restrooms,
144 and glue along wall.
- 145 • Follow up on new plants around pool.

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

147 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on November 13, 2023, at the*
148 *Hillsborough County Library, Riverview (9951 Balm Riverview Road, Riverview, Florida)*

149 **TWELFTH ORDER OF BUSINESS – Adjournment**

150 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board
151 adjourned the meeting at 7:36 p.m., for the Waterleaf Community Development District.

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

155 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
156 **noticed meeting held on November 13, 2023.**

Kyle T. Darin

Signature
 Kyle Darin, Secretary
 _____, Assistant Secretary

John Daux

Signature
 John Daux, Chair
 Bob Crespo, Vice Chair

dotloop verified
11/28/23 6:47 PM EST
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