

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 November 13, 2023 at 5:30 p.m. at Bloomingdale Regional
6 Public Library, 1906 Bloomingdale Avenue, Valrico, Florida 33596.

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 Bob Crespo (S3)	Board Supervisor, Vice Chairman
11 Luis Rojas (S1)	Board Supervisor, Assistant Secretary
12 Alex Auld (S2)	Board Supervisor, Assistant Secretary
13 Jim Ciciora (S5)	Board Supervisor, Assistant Secretary

14 Also present were:

15 John Daux (S4) (<i>via Teams</i>)	Board Supervisor, Chairman
16 Ray Lotito	District Manager, Vesta District Services
17 Neysa Borkert (<i>via Teams</i>)	District Counsel, Garganese, Weiss, D'Agresta & Salzman
18 Tonja Stewart, PE	District Engineer, Stantec
19 Jackie Toledo, PE	Florida Engineering and Consulting
20 Michael Sakellarides	Field & Amenity Manager, Breeze
21 John Cornelius	Branch Manager, Brightview Landscape
22 Maria Adams	Account Manager, Brightview Landscape
23 Ricky Richards	Wildlife Trapper

24 *The following is a summary of the actions taken at the November 13, 2023 Waterleaf CDD Board*
25 *of Supervisors Regular Meeting.*

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

27 Mr. Rojas provided the opening invocation.

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

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

31 Audience comments were heard regarding hog trapping, field and amenities services
32 quotes, maintenance of County's fence around the pump on Crossvine and Climbing Fern,
33 invoices, and insurance rates.

34 Mr. Crespo will submit a maintenance request for the fence with Hillsborough County.

35 Mr. Lotito explained that the insurance company had been in negotiations with Lloyds of
36 London and not provided the insurance quote until after the FY 2024 budget had been
37 adopted.

38 **FIFTH ORDER OF BUSINESS – Parking Policy Public Hearing**

39 A. Open Public Hearing

40 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board
41 approved opening the Parking Policy Public Hearing, for the Waterleaf Community Development
42 District.

43 B. Exhibit 1: Presentation of FY 2023-2024 Budget

44 Ms. Borkert announced a second public hearing to be held on December 11, 2023
45 at 5:30 p.m. at Bloomingdale Regional Public Library, and reviewed the proposed
46 parking and towing policy.

47 The proposed parking policy is posted on the District's website (*under Community*
48 *Documents* - waterleafcdd.org/documents).

49 An enforcement agreement with the HOA will be decided upon at a later date.

50 The no parking sign at the entrance meets the minimum Statutory requirement, but
51 more signage can be added.

52 C. Public Comments

53 Comments were heard regarding the CDD authority to override the HOA
54 declarations. Ms. Borkert confirmed that the CDD is the superior authority for any
55 roads owned by the CDD.

56 D. Close Public Hearing

57 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
58 approved closing the Parking Policy Public Hearing, for the Waterleaf Community Development
59 District.

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

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

62 Ms. Stewart and Ms. Toledo discussed the traffic study.

63 The speed study did not indicate speeding, but did record piggybacking in clusters
64 of three vehicles at the gates. The recommendation to reduce the piggybacking at
65 the gates was to reduce the time the gate is open and add speed bumps right after
66 the front entrance gates. Ms. Toledo observed pedestrians waiting for vehicles to
67 pass when they saw the gate opening.

68 Plans for the handicapped parking at the mailbox are in progress.

69 Mr. Darin will follow up with TECO regarding the amenity parking lot lighting.

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

71 Ms. Borkert advised that she had sent letters to the two property owners on
72 Cinnamon Fern regarding fence encroachments on CDD property.

73 Ms. Borkert informed the Board that Garganese, Weiss, D'Agresta &
74 Salzman is resigning as District Counsel for Waterleaf CDD effective
75 December 15, 2023, but the firm will be available to assist with the
76 transition to a new District Counsel.

77 Mr. Darin has reached out to legal firms to present to the Board at the next
78 meeting.

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

80 There being none, the next item followed.

81 D. Field Operations and Amenity Management – *Michael Sakellarides, Breeze*

82 Mr. Sakellarides provided an update on field and amenity operations.

83 The Reserve Study site visit, pressure washing at the entrances and gates, excluding
84 the areas previously discussed, sod installation, Oak tree pruning, and Spectrum
85 service call, and pond erosion repair on Crossvine were completed.

86 The pool tile repair and no-smoking signs are scheduled for the current week.

87 Mr. Sakellarides will forward any proposals that come in after November 20th. One
88 of the pool monitors will be available to transition to the new amenity vendor, if
89 requested.

90 A proposal has been requested for the bathroom fixture replacement, and the pool
91 monitors have been directed to clean them in the interim.

92 Trees at the pool were trimmed and detailed, but it was not confirmed whether
93 straightening had taken place on the leaning tree.

94 Supervisors provided additional requests for landscape maintenance.

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

96 There being no questions or action items, the next item followed.

97 2. Aquatic Report – *Paul Almeida, Volunteer Liaison*

98 Mr. Almeida was not present. The next item followed.

99 3. Exhibit 3: Landscape Report – *Brightview*

100 a. Consideration of Lightning-Damaged Irrigation Repair Proposal -
101 \$1,532.00

102 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
103 approved Brightview's proposal for lightning-damaged irrigation repairs in the amount of
104 \$1,532.00, for the Waterleaf Community Development District.

105 b. Consideration of Fawn Lily Drive Hog-Damaged Landscape Repair
106 Proposals

107 The pond banks need to be regraded before re-sodding can take
108 place.

109 i. Pond 6 - \$883.32

110 ii. Pond 7 - \$3,844.01

111 iii. Pond 8 - \$862.70

- 112 iv. Pond 9 - \$9,424.56
113 v. Pond 11 - \$1,499.12
114 The hog-damaged landscape repair proposals were tabled.
115 Brightview will take another look at the conditions.
116 c. Consideration of Playground Mulch Replenishment Proposal -
117 \$3,710.00
118 Summer usage of the playground has started to expose the pipes
119 within the playground.

120 On a MOTION by Mr. Auld, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board
121 approved Brightview's proposal for playground mulch replenishment in the amount of \$3,710.00,
122 for the Waterleaf Community Development District.

- 123 4. Landscape Report – *Paul Almeida, Volunteer Liaison*
124 Mr. Almeida was not present. The next item followed.
125 5. Exhibit 4: Discussion on Hog Trapping
126 Ms. Borkert discussed the CDD's authority to protect CDD assets and
127 common areas, and legally able to employ reasonable methods to do that
128 on CDD property. The District has no control over actions of a wild
129 animal. The CDD is concerned with adequately protecting, maintaining
130 and repairs CDD property.
131 Mr. Richards answered questions on wild hogs. The Board discussed the
132 need for hog trapping in the community and the presented proposal. Mr.
133 Richards stated the hogs he trapped are relocated to Manatee County
134 Preserve. The reproduction rate and nomadic lifestyle of hogs makes this
135 a long-term project and hogs will not be eradicated completely without the
136 installation of a barrier to keep them out.

137 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, with Mr. Daux and Mr. Ciciora
138 opposed, the Board approved Ricky Richards hog trapping proposal in the amount of \$12,000.00,
139 for the Waterleaf Community Development District.

- 140 6. Exhibit 5: Consideration of DCI CCTV Proposals
141 a. Pool
142 b. Main Entrance
143 The CCTV proposals were to replace the Spectrum contract. These
144 proposals were tabled until a breakdown of current expenses and
145 whether services can be separated is received from the District
146 Manager.
147 7. Exhibit 6: Review Existing Projects Status

148 Existing projects were addressed earlier in Mr. Sakellarides report.

149 E. Exhibit 7: Review of Outstanding Action Items

150 There being no additional action items or questions, the next item followed.

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

152 ~~A. Exhibit 8: Consideration and Adoption of Resolution 2024-01, Amending FY~~
153 ~~2022-2023 Budget~~

154 This item was struck from the agenda based on input from District Counsel and the
155 District Management Team’s Financial Analyst, based on the difference of the fund
156 allocations not exceeding 10% of the original. *The subsequent resolution was*
157 *renumbered accordingly.*

158 B. Exhibit 9: Consideration of LLS Tax Solution Bond Series 2013A-1, 2023A-2, and
159 2013A-3 Arbitrage Report Engagement for 2024 and 2025

160 On a MOTION by Mr. Crespo, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
161 approved engaging LLS Tax Solutions to provide the 2024 and 2025 Bond Series 2013A-1,
162 2023A-2, and 2013A-3 Arbitrage Reports, for the Waterleaf Community Development District.

163 C. Exhibit 10: Consideration and Adoption of Resolution 2024-01, Calling for
164 General Election

165 Seat 1 and Seat 4 will be on the ballot for November 2024.

166 On a MOTION by Mr. Rojas, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board
167 adopted Resolution 2024-01, Calling for General Election, for the Waterleaf Community
168 Development District.

169 D. Exhibit 11: Consideration of Field and Amenity Management Services Proposals

170 1. Inframark (Field)

171 2. Inframark (Amenity)

172 3. Vesta – *Previously Presented*

173 Mr. Crespo went on record to state that he believed Mr. Auld would be the
174 appropriate person to reach out to Inframark regarding the Board’s
175 expectations for the pool monitor position. Mr. Lotito suggested having
176 District Counsel reach out if there is a perceived conflict of interest.

177 Board direction was for Mr. Darin to clean up the scope of services provided
178 by Mr. Auld and resend the updated copy to Inframark.

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

180 A. Exhibit 12: Consideration and Approval of the Minutes of the Board of Supervisors
181 Regular Meeting Held October 9, 2023

182 B. Exhibit 13: Consideration and Acceptance of the September 2023 Unaudited
183 Financial Report

- 184 It was explained that the Innersync invoice was for the website and ensuring the
185 PDFs posted are ADA compliant.
- 186 Mr. Auld provided a review of the Financial Report.
- 187 C. Exhibit 14: Consideration and Acceptance of the October 2023 Operations and
188 Maintenance Expenditures
- 189 D. Exhibit 15: Consideration and Acceptance of Bond Series 2013A-1, 2013A-2,
190 2013A-3 Arbitrage Report Showing No Cumulative Rebutable Arbitrage Liability
191 as of September 12, 2023

192 On a MOTION by Mr. Crespo, SECONDED by Mr. Daux, WITH ALL IN FAVOR, the Board
193 approved the Consent Agenda, Items A-D as presented, for the Waterleaf Community
194 Development District.

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

197 A comment was heard on the re-sodding of the area between the Ferns at the Liberty Fields
198 entrance and pressure cleaning and painting the wall.

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

200 The Board discussed the wetland buffer encroachment. Direction was given for Ms.
201 Stewart to inspect and possibly refer to Hillsborough County Environmental Protection
202 Commission once the address is provided.

203 A request was made for a second proposal for installing sprinklers between the two Ferns.
204 The Board requested the December meeting take place at the Riverview library.

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

206 Following is a summary of the action items:

- 207 • Mr. Daux to get PVC fence proposal for HC lift station.
- 208 • Mr. Daux will review the sod replacement with Brightview.
- 209 • Ms. Stewart to review ADA handicap parking.
- 210 • Ms. Borkert to send letters re: encroachment
- 211 • Mr. Darin to get clean scope of services to Inframark (repeated)

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

213 *Confirmation of Quorum for Next Meeting Scheduled for 5:30 p.m. on December 11, 2023, at the*
214 *Bloomingtondale Regional Public Library (10906 Bloomingtondale Avenue, Valrico, Florida 33596)*

215 **TWELFTH ORDER OF BUSINESS – Adjournment**

216 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
217 adjourned the meeting at 8:25 p.m., for the Waterleaf Community Development District.

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

221 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
222 **noticed meeting held on December 11, 2023.**

223 *Kyle T. Darin*

224 **Signature**
225 Kyle Darin, Secretary
226 _____, Assistant Secretary

John Daux dotloop verified
12/19/23 7:14 AM EST
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Signature
 John Daux, Chair
 Bob Crespo, Vice Chair