

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 December 11, 2023 at 5:30 p.m. at Hillsborough County
6 Library, Riverview, 9951 Balm Riverview Road, Riverview, Florida 33569. The actions taken are
7 summarized as follows:

8 **FIRST ORDER OF BUSINESS: Roll Call**

9 Mr. Darin called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

11	John Daux (S4)	Board Supervisor, Chairman
12	Bob Crespo (S3)	Board Supervisor, Vice Chairman
13	Luis Rojas (S1)	Board Supervisor, Assistant Secretary
14	Alex Auld (S2)	Board Supervisor, Assistant Secretary
15	Jim Ciciora (S5)	Board Supervisor, Assistant Secretary

16 Also present were:

17	Kyle Darin	District Manager, Vesta District Services
18	Neysa Borkert (<i>via Teams</i>)	District Counsel, Garganese, Weiss, D'Agresta & Salzman
19	Tonja Stewart (<i>via Teams</i>)	District Engineer, Stantec
20	Meredith Hammock	Kilinski Van Wyk
21	Michael Eckert	Kutak Rock
22	Mark Vega	Regional Director, Inframark
23	Karry Satterwhite	Inframark
24	Angel Montagna	Inframark
25	Paul Alameida	Volunteer Aquatic and Landscape Liaison

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***
30 ***to 3 minutes per individual for agenda items*)**

31 There being none, the next item followed.

32 **FIFTH ORDER OF BUSINESS: District Counsel Legal Services Provider**
33 **Selection**

34 A. Exhibit 1: Consideration of Legal Services Proposals

35 a. Kilinski Van Wyk – *Meredith Hammock*

36 Ms. Hammock introduced Kilinski Van Wyk, and answered
37 Supervisors' questions. Ms. Borkert asked for clarifications on the
38 agreement.

73 B. Exhibit 4: Consideration and Adoption of **Resolution 2024-02, Establishing a**
74 **Parking Policy**

75 On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board
76 adopted Resolution 2024-02, Establishing a Parking Policy, for Waterleaf Community
77 Development District.

78 **EIGHTH ORDER OF BUSINESS: Staff Reports**

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

80 1. Exhibit 5: Update on Handicapped Parking at Mailboxes

81 Board consensus was to proceed with project. Two parking spaces on the
82 main entrance side will be used as TECO is adding a light on the other
83 side. Price is anticipated to range between \$5,000.00 and \$6,000.00.

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

85 Ms. Borkert’s team will transfer electronic files to District Management and the
86 new District Counsel. The Board thanked Ms. Borkert for her service to the
87 District.

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

89 Mr. Darin reported the boilerplate agreement had been forwarded to the hog
90 trapper, but an executed copy had not yet been received.

91 1. Exhibit 6: Aquatic Maintenance – *Sitex Aquatics*

92 The Board had no questions or action items for Sitex.

93 2. Exhibit 7: Landscape Maintenance – *Brightview*

94 Mr. Alameida shared his observations.

95 On a MOTION by Mr. Crespo, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
96 directed staff to draft a Landscape RFP, for Waterleaf Community Development District.

97 3. Exhibit 8: Review of Existing Projects Status

98 The TECO light project had previously stalled, but Mr. Darin had signed
99 off on the approval two weeks ago and the project is once again moving
100 forward.

101 D. Exhibit 9: Review of Outstanding Action Items

102 **NINTH ORDER OF BUSINESS: Business Items**

103 A. Exhibit 10: Consideration and Adoption of **Resolution 2024-03, Designating**
104 **Registered Agent and Registered Office**

105 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
106 adopted Resolution 2024-03, Designating Registered Agent and Registered Office, for Waterleaf
107 Community Development District.

108 B. Exhibit 11: Consideration and Adoption of **Resolution 2024-04, Appointing**
109 **Assistant Treasurer and Designating Signatories**

110 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board
111 adopted Resolution 2024-04, Appointing Assistant Treasurer and Designating Signatories, for
112 Waterleaf Community Development District.

113 **TENTH ORDER OF BUSINESS: Consent Agenda**

114 A. Exhibit 12: Consideration and Approval of the Minutes of the Board of
115 Supervisors Regular Meeting Held November 13, 2023

116 B. Exhibit 13: Consideration and Acceptance of the October 2023 Unaudited
117 Financial Report

118 Mr. Auld provided his observations of the budget and requested the traffic study
119 expense be moved to the Engineering line item, the Board had no objections to
120 that reallocation.

121 C. Exhibit 14: Consideration and Acceptance of the November 2023 Operations and
122 Maintenance Expenditures

123 D. Exhibit 15: Ratification of Florida Brothers Waterleaf Vista/Fawn Lily Wall
124 Painting Invoice

125 The Board discussed the painting projects needed. Ms. Borkert reminded the
126 Board that there's no easement access for the CDD to maintain the interior
127 portions of the walls. Ms. Stantec added that she believed the walls was installed
128 by the builder, not the developer, hence no easements were platted.

129 On a MOTION by Mr. Daux, SECONDED by Mr. Rojas, WITH ALL IN FAVOR, the Board
130 approved the Consent Agenda – Items A-D as presented, for Waterleaf Community Development
131 District.

132 **ELEVENTH ORDER OF BUSINESS: Audience Comments – New Business** *(Limited*
133 *to 3 minutes per individual for non-agenda items)*

134 A comment was heard from a pressure washing vendor.

135 **TWELFTH ORDER OF BUSINESS: Supervisor Requests** *(Includes Next Meeting*
136 *Agenda Item Requests)*

137 Mr. Ciciora requested an update on the holiday lighting was requested, and for District
138 Engineer to review an encroachment.

139 Mr. Auld requested a copy of the Traffic Study.

140 Mr. Rojas motioned to appoint Bob Crespo the Chair, without a second, the motion
141 failed.

142 **THIRTEENTH ORDER OF BUSINESS: Action Items Summary**

143 District Manger

- 144 • Send maintenance maps and parking lot handicap project designs.

- 145 • Accounting to reassign traffic study expense from contingency to
- 146 engineering.
- 147 • Follow up with Chantilly, Christmas light liaison, on back gate décor and
- 148 total scope.
- 149 • Distribute traffic study to BOS.

150 Inframark

- 151 • Draft landscape RFP scope.

152 **FOURTEENTH ORDER OF BUSINESS: Next Meeting Quorum Check**

153 *Next meeting scheduled for 5:30 p.m. on January 8, 2024 at Hillsborough County*
154 *Library, Riverview, 9951 Balm Riverview Road, Riverview, FL 33569*

155 **FIFTEENTH ORDER OF BUSINESS: Adjournment**

156 On a MOTION by Mr. Rojas, SECONDED by Daux, WITH ALL IN FAVOR, the Board
157 adjourned the meeting at 7:49 p.m., for Waterleaf Community Development District.

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

161 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
162 **noticed meeting held on January 8, 2024.**

163 *Kyle T. Darin*



164 Kyle Darin, Secretary

Patrick Sacripanti, Chair

165 _____, Assistant Secretary

Robert Crespo, Vice Chair

Board of Supervisors

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