

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 Monday, January 8, 2024 at 5:30 p.m. at Hillsborough County  
6 Library, Riverview, 9951 Balm Riverview Road, Riverview, FL 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, Chair Designated as Assistant Secretary
12 Bob Crespo (S3)	Board Supervisor, Vice Chair
13 Alex Auld (S2)	Board Supervisor, Assistant Secretary
14 Jim Ciciora (S5)	Board Supervisor, Assistant Secretary

15 Also present were:

16 Patrick Sacripanti	Resident, Appointed to Seat 1 and Designated as Chair
17 Kyle Darin	District Manager, Vesta District Services
18 Meredith Hammock	District Counsel, Kilinski Van Wyk
19 Tonja Stewart ( <i>via phone</i> )	District Engineer, Stantec
20 Angel Montagne	Inframark

21 **SECOND ORDER OF BUSINESS: Opening Invocation**

22 **THIRD ORDER OF BUSINESS: Pledge of Allegiance**

23 **FOURTH ORDER OF BUSINESS: Audience Comments – Agenda Items (*Limited to***  
24 ***3 minutes per individual for agenda items*)**

25 Comments were heard on the hog trapping estimates.

26 *The District Engineer was presented out of order after Item 4, Audience Comments.*

27 **FIFTH ORDER OF BUSINESS: Supervisor Appointment**

28 A. Exhibit 1: Acceptance of Supervisor Resignation

29 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
30 accepted Mr. Rojas' resignation, for Waterleaf Community Development District.

31 B. Exhibit 2: Consideration of Seat 1 Candidates

32 Mr. Daux motioned to appoint Mr. Andrey Vorobyev to Seat 1. Motion failed for  
33 lack of a second.

34 Candidates were given the opportunity to introduce themselves to the Board and  
35 answered Supervisor questions.

36 On a MOTION by Mr. Auld, SECONDED by Mr. Crespo, with Mr. Daux opposed, the Board  
37 appointed Patrick Sacripanti to Seat 1, for Waterleaf Community Development District.

- 38                   1.     Exhibit 3: Oath of Office  
39                             Mr. Sacripanti took the oath of office.  
40                   2.     Review of Sunshine and Public Record Laws  
41                             Ms. Hammock reviewed the Sunshine and public records laws.  
42            C.     Exhibit 4: Consideration and Adoption of **Resolution 2024-05, Designating**  
43                             **Officers**

44   On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, with Mr. Daux opposed, the Board  
45   adopted Resolution 2024-05, Designating Officers, appointing Mr. Sacripanti as Chair and Mr.  
46   Crespo as Vice Chair, for Waterleaf Community Development District.

47   **SIXTH ORDER OF BUSINESS:                   Staff Reports**

- 48            A.     District Counsel – *Meredith Hammock, Kilinski Van Wyk*  
49                             Ms. Hammock reminded the Board of the 4-hr ethics training requirement for  
50                             CDD Supervisors.  
51            B.     District Engineer – *Tonya Stewart, Stantec*  
52                             *District Engineer Report was presented out of order prior to Item 4. Supervisor*  
53                             *Appointment.*  
54                             Ms. Stewart presented her report and will follow up on quotes for the ADA  
55                             parking space at the mailboxes. She had researched the encroachment reported on  
56                             Cardinal Flower and stated the work in the back yard appears to be on private  
57                             property and asked for details on the concern the Supervisor had. The Board  
58                             discussed maintenance of the wetland buffer areas and encroachment. Ms.  
59                             Hammock provided input on maintenance options and offered to work with Ms.  
60                             Stewart in formulating an easement maintenance agreement that affected  
61                             homeowners could choose to accept.  
62            C.     District Manager – *Kyle Darin, Vesta District Services*  
63                             Mr. Darin solicited input on the Board’s preferred alternative meeting location for  
64                             the March meeting.  
65                             *Business Item 7. A. Reconsideration of Inframark Agreements was discussed at*  
66                             *this point in the meeting.*  
67            D.     Field & Amenities Manager  
68                             1.     Discussion on Existing Projects  
69                             2.     Exhibit 5: Aquatic Maintenance – *Sitex Aquatics*  
70                             3.     Exhibit 6: Landscape Maintenance – *Brightview*

71 E. Exhibit 7: Review of Outstanding Action Items

72 **SEVENTH ORDER OF BUSINESS: Business Items**

73 A. Exhibit 8: Reconsideration of Inframark Agreements

74 *This item was discussed out of order after Item 6. C. District Manager Report.*

75 1. Field Services

76 a. District Scope

77 b. Inframark Proposal

78 Ms. Montagne addressed the Board to clarify Inframark’s Field  
79 Services scope and where it diverges from the District’s scope.

80 Under Field and Amenity Manager Duties: Item 1 would be  
81 addressed through the customer service email. A weekly drive  
82 through and report (Items 2, & 3) would require a cost increase.  
83 Inframark does not handle invoices but will work in conjunction  
84 with management to confirm projects are completed to satisfaction  
85 before payment is approved. Recommendations for any  
86 infrastructure maintenance and repair would be part of the monthly  
87 report (Items 7 & 8). Item 13 would be handled through resident  
88 and vendor reporting.

89 On a MOTION by Mr. Ciciora, SECONDED by Mr. Auld, WITH ALL IN FAVOR, the Board  
90 approved the Field Services agreement in substantial form and authorized the Chair (or Vice Chair  
91 if Chair is not available) to execute the final agreement with Inframark, for Waterleaf Community  
92 Development District.

93 2. Amenity Services

94 a. District Scope

95 b. Inframark Proposal

96 Ms. Montagne stated there were no discrepancies between the  
97 District’s and Inframark’s proposed Amenity Services scope.

98 One of the existing pool monitors will be retained through  
99 Inframark.

100 B. Exhibit 9: Consideration and Adoption of **Resolution 2024-06, Designating**  
101 **Registered Agent and Registered Office**

102 The Registered Office was amended to 517 E. College Avenue, Tallahassee, Florida  
103 32301.

104 On a MOTION by Mr. Crespo, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
105 adopted Resolution 2024-06, Designating Registered Agent and Registered Office, as amended,  
106 for Waterleaf Community Development District.

107 C. Exhibit 10: Reconsideration of Hog Trapping Vendor  
108 Hog trapping options were discussed and a second quote requested.

109 On a MOTION by Mr. Daux, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
110 rescinded approval of Ricky Richards Hog Trapping proposal, for Waterleaf Community  
111 Development District.

112 The Board requested the Field Manager assist in sourcing another quote and ask  
113 AAAC to attend the next meeting.

114 D. Exhibit 11: Review of Updated Reserve Study  
115 The movement of funds to the Reserve was discussed. District Manager was asked  
116 to review contributions vs. inflation with the Financial Analyst.

117 **EIGHTH ORDER OF BUSINESS: Consent Agenda**

118 A. Exhibit 12: Consideration and Approval of the Minutes of the Board of Supervisors  
119 Regular Meeting Held December 11, 2023

120 B. Exhibit 13: Consideration and Acceptance of the November 2023 Unaudited  
121 Financial Report

122 Mr. Darin advised that the traffic study has been re-allocated to the engineering line  
123 item and will be reflected in the next financial report.

124 Mr. Auld requested monitoring of the streetlighting and irrigation/well meters  
125 noting they were running higher than projected budget. He noted landscape  
126 replenishment was over due to playground mulch and turf replacement.

127 C. Exhibit 14: Consideration and Acceptance of the December 2023 Operations and  
128 Maintenance Expenditures

129 On a MOTION by Mr. Auld, SECONDED by Mr. Ciciora, WITH ALL IN FAVOR, the Board  
130 approved the Consent Agenda – items A-C as presented, for Waterleaf Community Development  
131 District.

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

134 Comments were heard on the CDD wall at 13342 Fawn Lily, hogs, notification of the  
135 CDD meeting.

136 **TENTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting**  
137 *Agenda Item Requests)*

138 Mr. Crespo requested an update on the amenity parking lot light installation, and the  
139 landscape RFP. He also mentioned the solar lights at the mailbox kiosk work  
140 intermittently.

141 Mr. Ciciora asked if the gate sensors on the rear gates could be adjusted to work the same  
142 as the front gate.

143 A. Exhibit 15: Discussion on 12023 Cardinal Flower Encroachment (Ciciora)

144 *This item was addressed out of order under District Engineer Report.*

145 **ELEVENTH ORDER OF BUSINESS: Action Items Summary**

146 **District Manager**

- 147 • Review reserve contribution vs inflation based on study with Financial
- 148 Analyst.
- 149 • Review pond and irrigation meters (Irrigation/Pond Pump line item in GF)
- 150 (4 meters) with TECO on trending high cost.
- 151 • Research approval and signed proposal for wall work at 13342 Fawn Lily –
- 152 and compare to work complete.
- 153 • Email DCI on working order of gate sensors and uniformity.

154 **Field Manager**

- 155 • Assist in sourcing another quote as well as ask AAAC to appear at next
- 156 meeting.
- 157 • Review the mailbox kiosk lights that are working intermittently.
- 158 • Review the walls for painting needs.

159 **TWELFTH ORDER OF BUSINESS: Next Meeting Quorum Check**


160 *The next Waterleaf Community Development District meeting is scheduled for 5:30 p.m.*  
161 *on February 12, 2024, at Hillsborough County Library, Riverview, 9951 Balm Riverview*  
162 *Rd., Riverview, FL 33569.*

163 **THIRTEENTH ORDER OF BUSINESS: Adjournment**

164 On a MOTION by Mr. Ciciora, SECONDED by Mr. Crespo, WITH ALL IN FAVOR, the Board  
165 adjourned the meeting at 7:16 p.m., for Waterleaf Community Development District.

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

169 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
170 **noticed meeting held on February 12, 2024.**

171 

172  Kyle Darin, Secretary  
173  \_\_\_\_\_, Assistant Secretary

  
Supervisor Patrick Sacripanti (Feb 29, 2024 11:07 EST)

Patrick Sacripanti, Chair  
 Robert Crespo, Vice Chair