

1 **MINUTES OF MEETING**  
2 **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
3

4 The regular meeting of the Board of Supervisors of the Brighton Lakes Community Development  
5 District was held Thursday, November 3, 2022, at 6:00 p.m. at Brighton Lakes Clubhouse, 4250  
6 Brighton Lakes Boulevard, Kissimmee, Florida 34746.  
7

8 Present and constituting a quorum were the following:

9 Marcial Rodriguez	Chairman
10 John Crary	Vice Chairman
11 Michelle Incandela ( <i>via phone</i> )	Assistant Secretary
12 Mark Peters	Assistant Secretary
13 Nadine Singh	Assistant Secretary

14

15 Also present, either in person or via communication media technology, were the following:

16 Gabriel Mena	District Manager
17 Tucker Mackie	District Counsel
18 Mark Vincutonis	District Engineer
19 Freddy Blanco	Field Manager
20 Dennis Hisler	CDD Landscape & Maintenance Liaison
21 Residents and Members of the Public	

22

23 *This is not a certified or verbatim transcript, but rather represents the context and summary of*  
24 *the meeting. The full meeting is available in audio format upon request. Contact the District Office*  
25 *for any related costs for an audio copy.*  
26

27 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

28 Mr. Mena called the meeting to order at 6:00 p.m.

29 Mr. Mena called the roll and indicated a quorum was present for the meeting.  
30

31 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

32 The Pledge of Allegiance was recited.  
33

34 **THIRD ORDER OF BUSINESS** **Public Comments**

35 Mr. Hisler stated that the Horseshoe Club has requested sand in front of the Clubhouse. It was  
36 determined Bladerunners can supply the sand.

37 Ms. Singh suggested to make an outside alteration to the CDD sign. Mr. Rodriguez advised  
38 the alteration needs to be inside the display case that locks.  
39

40 **FOURTH ORDER OF BUSINESS** **Vendor Report**

41 **A. Bladerunner**

42 Bladerunner did not mow this week due to weather conditions. They will be starting to mow  
43 every other week. Stated that they will be doing pest control in the next couple weeks and  
44 disregard brown spots, it's killing the weeds. Tree trimming is still needed in two areas.

45 Discussion ensued regarding downed trees, and bush hogging. A tree fell into a wrought iron  
46 divider fence and is now leaning onto District property.

47 Discussion ensued regarding property located at 2437 Maracaibo. A new fence has been  
48 erected. Staff was directed to contact the HOA to verify if permission was given to erect the  
49 fence and to verify if the fence is on District property.

50 Discussion ensued regarding property 4157 Vanern Way regarding tree limb removal. It was  
51 stated that the property owner does not want to remove the tree and only wants it to be trimmed.  
52 Ms. Mackie explained the Resident has the right to remove the tree limb at his property line.  
53 Staff was directed to inform the property owner he is only given permission to trim the tree to  
54 his property line, at his expense.

55 Bladerunner Proposal #340 was introduced to the Board. It was stated the trees would need  
56 to be removed and debris picked up from Hurricane Ian at a total cost of \$1,300.00.

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58 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in  
59 favor, unanimous approval was given to Bladerunner proposal # 340  
60 to remove trees and debris clean up in the amount of \$1,300.00.  
61

62 Bladerunner Proposal #341 was introduced to the Board. This is sod replacement damaged  
63 by vehicles. Mr. Crary stated he would like to wait until the pavement was complete to replace  
64 the sod. Mr. Peters stated that any damage the pavers do to the sod, they would be responsible  
65 to repair. This was verified with Mr. Vincutonis.

66  
67 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in  
68 favor, unanimous approval was given to Bladerunner proposal #341  
69 to replace the sod in the amount of \$9,510.00.  
70

71 Bladerunner Proposal #343 was introduced to the Board. Removal of two large trees.  
72 Mr. Crary asked why the tree is being removed. Mr. Blanco stated damage to property was made  
73 by the trees from the other development falling into the fence on Brighton Lakes CDD property.

74  
75 On MOTION by Mr. Rodriguez, seconded by Mr. Crary, with all in  
76 favor, unanimous approval was given to Bladerunner proposal #343  
77 to remove trees in the amount of \$1,800.00.  
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79 Blade Runner Proposal #344 was introduced to the Board. This proposal is for tree removal.  
80 This proposal was tabled.

81 **B. Envera**

82 Mr. Quinn gave an update regarding several work orders due in this month. Stated there were  
83 two technicians on site this week to correct the Kariba gate; will need to replace arm and  
84 pendulum leg. It has not been scheduled as of this time. On November 2, message repeater

85 upgrades were done. The kiosk signage has been received and scheduled for install on November  
86 10, 2022. Discussion ensued regarding the signage at the kiosks. Mr. Crary had questions  
87 pertaining to the signs at the kiosk. He stated nonresidents get stuck at the gate because the  
88 buttons are not correct. He also stated that this has been going on for over six months.

89 Mr. Mena questioned if there is a guard available for the gate entrance. Mr. Quinn stated that  
90 there is an alert sent out to the guards. He stated they are not on site. Mr. Crary stated the signs  
91 are confusing regarding the guard message. Mr. Quinn stated he will provide an email to update  
92 the change of signage. Mr. Mena will follow up with Envera.

93 **C. Sitex**

94 Mr. Mena stated that Mr. Smith was not present, but will notify him of any questions or  
95 concerns. Mr. Crary asked if the gauge report on the ponds was ready, as he would like the report  
96 as soon as it is available.

97 Discussion ensued regarding the light bulb on the fountain at Huron Court being out.

98 Mr. Hisler would like to use a meat hook to pick up a trampoline in the pond on Sweetspire  
99 Court. Mr. Mena stated that Mr. Blanco will handle the removal of the trampoline.

100 Ms. Singh questioned if any plans were in place for Sweetspire Court pond. Would like to  
101 have the pond edges cleaned up, including the Star Grass Circle pond. Mr. Hisler will consult Mr.  
102 Smith. Discussion ensued regarding dying of the pond and the overgrowth of Hydrilla. A  
103 discussion then ensued on water drainage. Mr. Crary stated he has more questions, but will wait  
104 until the engineer’s section of the agenda.

105 **D. Magnosec**

106 Mr. Mena asked if there were any issues or concerns with security. With none, the next order  
107 of business followed.

108  
109 **FIFTH ORDER OF BUSINESS** **HOA Liaison**

110 Mr. Hisler is concerned with the flooding in the streets. Mr. Crary stated he would like to see  
111 new drainage structure. A discussion ensued on water drainage solutions.

112 Mr. Crary thanked Mr. Hisler for his thorough report.

113  
114 **SIXTH ORDER OF BUSINESS** **Field Management Reports**

115 **A. Field Report**

116 Mr. Blanco reviewed a few items in the field report. Twenty-five sidewalk panels at the  
117 entrance need replaced, and Mr. Blanco stated that it will cost about \$40,000 to replace these.  
118 There was storm damage to the basketball court, tennis court and the tarp to the canopy.

119 Mr. Rodriguez asked if a vendor had been found to sweep up the sand. Mr. Blanco stated it  
120 is being done little by little.

121 Mr. Crary asked if anyone if looking at the spikes holding down the playground spikes  
122 regularly. Mr. Blanco stated yes.

123 **B. Weekly Updates**

124 **C. Proposals**

125 **i. Sitex Aquatic Agreement**

126 Mr. Mena reviewed the annual Sitex Aquatic Agreement briefly. A discussion ensued  
127 regarding this agreement. Ms. Mackie stated she will send the updated agreement with the final  
128 pricing.

129 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in  
130 favor, unanimous approval was given to accept the proposal for the  
131 2023 annual Sitex Aquatic Agreement.

132  
133 **ii. Sitex Dye Agreement**

134 Discussion ensued regarding the ponds. Mr. Hisler stated there is still some work to be  
135 done to the ponds, but a resident thanked him already. Mr. Crary stated he did not want to  
136 decide until two months pass to see the real results. The Board decided to table this proposal  
137 until the January meeting.

138 **iii. Exercise Systems Proposals**

139 Mr. Blanco stated some exercise equipment in the gym needed repair. Discussion ensued  
140 regarding where the money is pulled from to cover the cost of the proposals. The old machines  
141 will be removed off the premises.

142  
143 On MOTION by Mr. Peters, seconded by Mr. Rodriguez, with all in  
144 favor, unanimous approval was given to accept proposal #051311,  
145 for repair of the treadmill and the bicep/tricep machine, in the  
146 amount of \$682.50.

147  
148 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in  
149 favor, unanimous approval was given to accept proposal #051303  
150 for a new elliptical machine, in the amount of \$3,225.00.

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152 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in  
153 favor, unanimous approval was given to accept proposal #051316,  
154 for a new weight bench, in the amount of \$540.00.

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156 **SEVENTH ORDER OF BUSINESS Business Administration**

157 **A. Acceptance of Minutes of the Board of Supervisors Meeting September 1, 2022.**

158 The minutes of the September 1, 2022 meeting, were announced by Mr. Mena. Changes  
159 were given to Mr. Mena.

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On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to accept the September 1, 2022, meeting minutes, as amended.

**B. Acceptance of Financial Statements for September 2022**

Mr. Mena presented the financial statements to the Board.

On MOTION by Mr. Rodriguez, seconded by Ms. Singh, with all in favor, unanimous approval was given to accept the financials for September 2022.

**Approval of Check Register and Invoices**

Mr. Crary and Ms. Singh did not receive the invoices email for review. Mr. Mena stated he will make sure they receive the emails and, in the future, be added to the email list.

On MOTION by Mr. Rodriguez, seconded by Ms. Incandela, with Mr. Crary and Ms. Singh abstaining, approval was given to approve the check register and invoices with 3-2.

**EIGHTH ORDER OF BUSINESS Business Matters**

**A. Consideration of Hanson, Walter & Associates, Inc. Letter of Agreement for Paving**

Mr. Vincutonis explained the letter of agreement for paving. Ms. Mackie explained where the information was originally presented through the engineer’s report. Mr. Crary asked about the full-time inspection.

On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to the Hanson, Walter, & Associates, Inc. letter of agreement for paving.

**B. Presentation of Proposed Rules Relating to District Facilities**

Ms. Mackie covered some changes presented in the new draft of rules and the entire process.

Mr. Crary asked about the sound limits for music during events. Ms. Mackie explained it is not determined by a decibel reader, but a reasonable volume, and if asked by a Board or staff to reduce the volume, it needs to be followed.

Discussion ensued regarding the closing time of the facilities. Mr. Peters stated that he would like to close the entire facility at 9:30 p.m. so that the security can leave at 10:00 p.m. Mr. Bermudez questioned what the closing time for the pool is. There is a new rule for the pool and community room will be from dawn to dusk. In the Summer, dusk will be later.

Discussion ensued regarding the fitness room. The opening time for the fitness room is 5am and changing the time for the gate to 5am is needed.

200 Discussion ensued regarding rental fees and duration of the facilities. It was stated that a six-  
201 hour time limit would be enough time for a reservation. Ms. Incandela stated that she would like  
202 to make sure the residents or members are aware of the rules.

203 Mr. Mena stated that all signage will be updated.

204 Other items were discussed regarding the rules.

205 **i. Consideration of Resolution 2023-01, Designating the Date, Time and Place of a**  
206 **Public Hearing for the Purpose of Adopting Rules Relating to District Facilities**  
207 **and Rates**

208 Mr. Mena read Resolution 2023-01 into the record by title.

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210 On MOTION by Mr. Rodriguez, seconded by Ms. Incandela, with  
211 all in favor, unanimous approval was given to Resolution 2023-01,  
212 designating the date, time, and place of the public hearing for the  
213 purpose of adopting rules relating to district facilities and rates,  
214 being January 5, 2022, at 6:00 p.m., at the Brighton Lake Clubhouse.

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216 **C. Ratification of Grau and Associates Fiscal Year 2022 Audit Engagement Letter**  
217 **Motion to Assign Fund Balance**

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219 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in  
220 favor, unanimous approval was given to ratify.

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222 **D. Motion to Assign Fund Balance**

223 This motion is being added to the January 5, 2023 agenda, due to inadvertently passing over  
224 in the November meeting.

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226 **NINTH ORDER OF BUSINESS** **Staff Reports**

227 **A. District Engineer**

228 Mr. Vincutonis stated he has been working with Middlesex Paving & District Counsel to  
229 finalize the contract. Looking to start pre-construction work in December 2022. January 2, 2023  
230 is anticipated start date for construction work. Counsel advised completion date would be 175  
231 days from January 2, 2023, rather than the 112 in the proposal. Mr. Peters took issue with this  
232 lengthy extension. Mr. Vincutonis explained the increase is due to the additional work granted.

233 Discussion ensued regarding Chapala Drive swale. Mr. Vincutonis stated that some changes  
234 could be made. Mr. Crary would like more information on Chapala Drive. Mr. Mena stated he  
235 will be sending an email out.

236 Discussion ensued regarding the September minutes and Bladerunner. Should they be  
237 maintaining behind Kariba Court? Mr. Mena stated that he will follow up with Mr. Vincutonis.

238 **B. District Counsel**

239 There being no report, the next item followed.

November 3, 2022

Brighton Lakes CDD

240 **C. District Manager**

241 Discussion ensued regarding iguana removal. Mr. Crary asked what we could do to remove  
242 the iguana, it was answered yes. Mr. Mena discussed the iguana removal at a not to exceed  
243 amount of \$300.00.

244 Discussion ensued regarding tree removal at Pleasant Hill. Ms. Incandela would like to reach  
245 out regarding why this has not been corrected.

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On MOTION by Mr. Crary, seconded by Mr. Peters with all in favor, unanimous approval was given to remove the iguana not to exceed \$300.

251 **TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

252 Discussion ensued regarding raised sidewalks at 2415 and 2417 Huron Circle.

253 Discussion ensued regarding signage for reflective signs by next meeting.

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255 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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The meeting was adjourned at 9:18 p.m.

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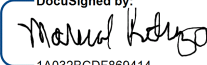
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Secretary

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Chairman / Vice Chairman