

1 **MINUTES OF MEETING**
2 **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the Brighton Lakes Community
5 Development District was held Thursday, January 5, 2023, at 6:00 p.m. at the Brighton
6 Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746.

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8 Present and constituting a quorum were:

9 Marcial Rodriguez, Jr. Chairman
10 John Crary Vice Chairman
11 Michelle Incandela (*by phone*) Assistant Secretary
12 Mark Peters Assistant Secretary
13 Nadine Singh Assistant Secretary
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15 Also participating were:

16 Gabriel Mena Manager
17 Tucker Mackie Attorney
18 Mark Vincutonis Engineer
19 Peter Glasscock Engineer
20 Freddy Blanco Field Manager
21 Dennis Hisler CDD Landscaping & Maintenance Liaison
22 Heather Lyons Envera
23 Bert Smith Sitex
24

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

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

27 Mr. Mena called the roll and indicated a quorum was present for the meeting.
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29 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

30 Mr. Mena led the *Pledge of Allegiance*.
31

32 **THIRD ORDER OF BUSINESS** **Public Comments**

33 Mr. Klusco stated he wishes good health and a good year for everyone.

34 Discussion ensued regarding Mr. Kumar at 3215 Victoria Drive. It was stated that
35 there is an issue with a root growing under his fence and lifting the foundation. It was
36 stated that the landscaping company does not mow to the fence.

37 Discussion ensued regarding 2884 Sweetspire, the resident is dumping garbage.

38 Discussion ensued regarding the tree removal at 3215 Victoria Drive. It was
39 suggested that two trees to be removed.

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On MOTION by Mr. Crary, seconded by Ms. Incandela, 42 with all in favor, unanimous approval was given to 43 authorize Mr. Rodriguez to remedy the issue at 3215 44 Victoria Drive.

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46 Matthew and Jennifer McMullens at 2875 Sweetspire introduced themselves.
47 Resident at 4100 Omega Way raised concern due to an increase for the road repaving.
48 Discussion ensued regarding the conservation up front and what would be built there.
49 Mr. Rodriguez stated the District does not own that property.

50
51 **FOURTH ORDER OF BUSINESS Administrative Matters**

52 **A. Administer Oath of Office to Newly Elected Board Members**

53 Mr. Mena administered the oath of office to the newly elected Board members.

54 **B. Consideration of Resolution 2023-02, Designation Officers of the District**

55 Mr. Mena read Resolution 2023-02 into the record by title.
56

57 On MOTION by Ms. Singh, seconded by Mr. Rodriguez,
58 with all in favor, unanimous approval was given to
59 Resolution 2023-02, designating the following officers:
60 Marcial Rodrigues Jr., as Chairman, John Crary, as Vice
61 Chairman, Michelle Incandela, as Assistant Secretary,
62 Mark Peters, as Assistant Secretary, and Nadine Singh, as
63 Assistant Secretary.
64

65 **C. Acceptance of the Minutes from November 3, 2022, Meeting**

66 The minutes are included in the agenda package and available for public review in the
67 local records office or the District Office during normal business hours.
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69 On MOTION by Mr. Crary, seconded by Mr. Rodriguez,
70 with all in favor, unanimous approval was given to accept
71 the November 3, 2022, minutes as presented.
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73 **D. Acceptance of Financial Statements – October 2022**

74 The financial statements are contained in the agenda package and available for public
75 review in the local records office or the District Office during normal business hours.
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77 On MOTION by Mr. Crary, seconded by Mr. Rodriguez,
78 with all in favor, unanimous approval was given to accept
79 the financial statements October 2022.
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81 Discussion ensued regarding the financial statements.

82 **E. Approval of Check Register and Invoices**

83 The check register and invoice summary are contained in the agenda package and
84 available for public review in the local records office or the District Office during normal
85 business hours.
86

On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in favor, unanimous approval was given to accept the check register and invoices.

FIFTH ORDER OF BUSINESS

Vendor Report

A. Bladerunner

Discussion ensued regarding the sod replacement. Mr. Blanco stated it has been moved to the end of the month due to cold weather. Mr. Rodriguez requested an update on the two palms near the community entrance that look very poorly maintained.

Discussion ensued regarding the weeds on Hern Road, near the north side of the bridge. Mr. Peters stated he has seen a lot of weeds there and would like it to be maintained.

Discussion ensued regarding the new landscaping at the entrance where the palm tree was removed. Mr. Crary nominated Ms. Singh to coordinate with landscapers to provide suggestions for the new landscaping.

Discussion ensued regarding viburnum near the gatehouse. Mr. Crary stated they were last trimmed within the past one to two years and should be maintained more often.

B. Envera

Discussion ensued regarding an update on repairs including exit camera, and barrier arm.

Mr. Glasscock provided details on when work will be done, providing days and hours for the main gate (residents only entrance) repair.

Discussion ensued regarding an ambulance stuck at the gate for approximately two minutes and could not get access through. It was stated that the first responders are not able to get access through the gate.

Ms. Incandela raised concerns regarding the first responders being able to get access through the gate. Ms. Incandela asked what the response time at the gate is and she would like a response time by the next meeting.

Ms. Lyons will clarify what the response time is and provide at the next meeting.

Ms. Incandela would like clarification from counsel regarding the response time issue for first responders.

Discussion ensued regarding the kiosk at Kariba and Volta, there was an issue with the SOS button.

Discussion ensued regarding a workshop to discuss issues with Envera.

C. Sitex

Mr. Smith provided updates on light repairs, and pond dye project.

123 Discussion ensued regarding the pricing for the replacing the light fixtures.

124 Discussion ensued regarding Sweetspire pond. Mr. Smith stated he was under the
125 impression the pond was only to be maintained and not to remove any native vegetation.
126 Ms. Singh stated she would like the perimeter of the pond cleaned up.

127 Discussion ensued regarding reports. Mr. Crary stated he was under the impression
128 that periodic data collection and reports would be distributed to the Board.

129 **D. Magnosec**

130 Magnosec was not present for the meeting.

131 Discussion ensued regarding the security to do more patrolling and not to stay inside.

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133 **SIXTH ORDER OF BUSINESS** **CDD Liaison**

134 Discussed regarding the removal of the Christmas lighting. Mr. Hisler stated this has
135 been done.

136 Discussion ensued regarding 2485 Heron and the wood planks.

137 Discussion ensued regarding the sidewalk and inspection. It was stated the sidewalk
138 inspection will be done on February 2. It was suggested to do the tar inspection as well.

139 Discussion ensued regarding the sign “club habitat.”

140 Discussion ensued regarding Chapala flooding and grading the sidewall.

141 Discussion ensued regarding a prevention method to stop the hydrilla from clogging
142 the water flow.

143 Discussion ensued regarding purchasing pumps for the overflow of water. Mr. Crary
144 stated the only thing that makes sense is to have the ponds pumped right before a storm.
145 Mr. Mena provided information regarding renting the pumps and the steps to take.

146 Discussion ensued the replacement of the club habitat signs and costs.

147 Discussion ensued regarding the signs for SOS at the kiosks. Mr. Rodriguez
148 suggested to put a sign at the kiosk, so it is easier for first responders to get through the
149 gate. Staff will follow up on the legalities with Ms. Lyons (Envera.)

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151 **SEVENTH ORDER OF BUSINESS** **Field Management Reports**

152 **A. Field Report**

153 **i. Field Report**

154 The field report is contained in the agenda package and available for public review in
155 the local records office or the District Office during normal business hours.

156 Discussion ensued regarding updates on the field report.

157 Discussion ensued regarding item #8 on the field report. Mr. Blanco provided an
158 update on the large expense for mulching. Mr. Blanco suggested to mow the area, leave

159 all the green, trim the trees and let grass grow instead of laying down mulch. Mr.
160 Rodriguez stated to provide a proposal and we will go from there.

161 Discussion ensued regarding items #17 and #18 on the field report. It was stated the
162 Styrofoam caused damages to the wall and bridge. Mr. Rodriguez stated the stucco was
163 cracking. It was suggested to acquire a proposal for the repairs.

164 Discussion ensued regarding bent signs.

165 **B. Weekly Updates**

166 There being nothing to report, the next item followed.

167 **C. Proposals**

168 There being nothing to report, the next order of business followed.

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170 **EIGHTH ORDER OF BUSINESS**

**Public Hearing to Adopt Rules Relating
to District Facilities**

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172 **A. Rules Relating to District Facilities**

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On MOTION by Mr. Rodriguez, seconded by Mr. Crary,
with all in favor, unanimous approval was given to open
the public hearing for adoption of rules relating to District
facilities.

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179 **B. Public Comments**

180 Mr. Mena provided explanation for the public hearing and what was to be discussed.

181 Discussion ensued regarding the process that was taken to now change the rules
182 relating to District facilities. Mr. Mena stated to the public, some changes that were made
183 in the rules.

184 Discussion ensued regarding the two versions for the change of rules. The two
185 versions were discussed in some details, noting their differences.

186 **C. Consideration of Resolution 2023-03, Adopting Rules Relating to District
187 Facilities**

188 Mr. Mena read Resolution 2023-03 into the record by title.

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On MOTION by Mr. Crary, seconded by Ms. Singh, with
all in favor, unanimous approval was given to adopt red-
line version with noted time change.

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194 Discussion ensued regarding Resolution 2023-03.

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On MOTION by Mr. Peters, seconded by Mr. Crary, with
all in favor, unanimous approval was given to adopt

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Resolution 2023-03, adopting rules relating to District facilities.

On MOTION by Mr. Rodriguez, seconded by Ms. Singh, with all in favor, unanimous approval was given to close the public hearing.

NINTH ORDER OF BUSINESS Business Matters

A. Motion to Assign Fiscal Year 2022 Fund Balance

Discussion ensued regarding assigning fiscal year 2022 fund balance.

On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to assign fiscal year 2022 fund balance, as presented.

B. Consideration of Resolution 2023-04, Fiscal Year 2023 Budget Amendment for Debt Service Fund

Mr. Mena read Resolution 2023-04 into the record by title.

On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in favor, unanimous approval was given to Resolution 2023-04, fiscal year 2023 budget amendment for debt service fund.

C. Consideration of Easement Request from Toho Water Authority

Discussion ensued regarding an easement and drainage.

Discussion ensued regarding compensation for an easement grant to Toho Water Authority. Mr. Mena stated counsel could reach out regarding compensation for the easement. It was stated prior to granting permission to Toho Water Authority, the County will first need to be contacted.

Ms. Singh asked if the easement was granted to Toho Water Authority, would they have access at any time?

On MOTION by Mr. Rodriguez, seconded by Mr. Crary, with all in favor, unanimous approval was given to authorize counsel to proceed with negotiations with Toho Water Authority for the easement, as discussed.

D. Discussion Regarding 2437 Maracaibo Drive

Discussion ensued regarding the fence, whether it is encroaching on CDD property. It was stated the fence is likely on the resident's property. Mr. Mena stated they did submit a survey and HOA approval for the fence but would check with the HOA to obtain a copy of the survey.

Brighton Lakes CDD
January 5, 2023

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TENTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Discussion ensued regarding Kariba and Huron inlets. It was stated the curb work will start on Monday and take about two months for completion.

Discussion ensued regarding cars leaking oil into the roadways and how to get the cars moved. Mr. Rodriguez raised concerns with cars leaking oil into the road. It was stated a letter will be sent out.

Mr. Crary stated he would like the misspelled sign to be corrected.

B. District Counsel

Discussion ensued regarding the warranty on the pavers.

C. District Manager

Discussion ensued regarding the HOA signs changed in the front. Mr. Crary stated he liked the new HOA signs and made a suggestion to have the District signs redone like theirs. Mr. Mena stated he will get a couple options to present to the Board.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

Discussion ensued regarding led lighting.

TWELFTH ORDER OF BUSINESS

Adjournment

The meeting adjourned at 8:48 p.m.



Gabriel Mena, Secretary



Marcial Rodriguez, Chairman