

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
5 Development District was held Thursday, March 2, 2023, at 6:00 p.m. at the Brighton
6 Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746.

7
8 Present and constituting a quorum were:

9 Marcial Rodriguez Jr. *(by phone)* Chairman
10 John Crary Vice Chairman
11 Michelle Incandela Assistant Secretary
12 Mark Peters Assistant Secretary
13 Nadine Singh Assistant Secretary
14

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 Residents and Members of the Public
25

26 *This is not a certified or verbatim transcript, but rather represents the context and*
27 *summary of the meeting. The full meeting is available in audio format upon request.*
28 *Contact the District Office for any related costs for an audio copy.*
29

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

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

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

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

35 Mr. Mena led the *Pledge of Allegiance*.

36
37 **THIRD ORDER OF BUSINESS** **Public Comments**

38 There being no comments the next order of business followed.

39
40 **FOURTH ORDER OF BUSINESS** **Administrative Matters**

41 **A. Acceptance of the Minutes from January 5, 2023, Meeting**

42 The minutes are included in the agenda package and available for public review in the
43 local records office or the District Office during normal business hours.

44 Mr. Crary stated that line 96 on the minutes Huron Circle is misspelled.

45 On MOTION by Mr. Crary, seconded by Ms. Incandela,
46 with all in favor, unanimous approval was given to accept
47 the minutes for January 5, 2023, as amended.
48

49 **B. Financial Statements**

50 The financial statements are contained in the agenda package and available for public
51 review in the local records office or the District Office during normal business hours.

52 Mr. Crary stated he was surprised to see R&M Emergency and Disaster Relief as a
53 line item.

54
55 On MOTION by Mr. Crary, seconded by Ms. Singh, with
56 all in favor, unanimous approval was given to accept the
57 financial statements.
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59 **C. Check Register**

60 The check register and invoice summary are contained in the agenda package and
61 available for public review in the local records office or the District Office during normal
62 business hours.

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64 On MOTION by Mr. Crary, seconded by Mr. Rodriguez,
65 with all in favor, unanimous approval was given to accept
66 the check register and invoices.
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68 **FIFTH ORDER OF BUSINESS**

Vendor Report

69 **A. Sitex**

70 Mr. Smith provided an update to the Board. He stated there was light going out on a
71 fountain and will have a fountain crew check it. Mr. Crary stated he saw one of Sitex
72 employees pouring in some black colored substance and wanted to know what it was. Mr.
73 Smith stated it might be a sonar treatment.

74 Mr. Crary stated there was a trampoline in Sweetwater pond and asked if Mr. Smith
75 thought it was his responsibility to remove of the trampoline. Mr. Smith stated they are
76 contracted for small debris removal. Mr. Blanco anytime that Sitex is requested to clean
77 up any debris it is not included in the contract. Mr. Crary stated pond number 5 at the end
78 of Chapala, looks like a trash dump and asked if there is a schedule for when the
79 employees remove of the trash.

80 Mr. Crary stated that the data promised has not shown up. Mr. Smith asked if the
81 Board wanted a water quality analysis. A discussion ensued regarding how the message
82 has been sent and suggested clarity data. Mr. Smith stated he can send to the Board

83 clarity data. Mr. Mena stated having some markings to make the report clearer. Mr. Crary
84 stated he wanted the report because he wanted to see at what rate the dye pollutes the
85 ponds.

86 Mr. Crary stated pond 5 has a lot of hydrilla. He stated although it has not received
87 the surface yet, however come July it might become an explosion. Mr. Smith stated that
88 there is not much that can be done but will try another resource and stated that they will
89 heavily applicating for Hydrilla this month. Mr. Crary stated that pond 2 looks much
90 better.

91 Mr. Smith questioned whether a rate increase has been decided on. Mr. Mena stated it
92 was approved.

93 **B. Magnosec**

94 It was stated that security officers have been placed outside and a lot of issues with
95 kids jumping the fence. He stated that now that the security is out there, they now go to
96 the basketball court and jump the fence and has been hard to secure.

97 Discussion ensued regarding CPR training to the community at a cost of \$1,350.00
98 for ten individuals. Mr. Mena stated there was a discussion of a discounted rate for
99 residents. It was stated that yes, a discount for residents up to ten people with a minimum
100 of eight people at a discounted rate around \$1,110.00. It was stated that within the next
101 30 days for the class to scheduled. Ms. Incandela stated that some residents might like the
102 self-defense classes. It was stated that Magnosec is looking to have sponsorships for the
103 communities that could help with the costs. It was stated the sessions have an online four-
104 hour session, do a hands-on display for about an hour and half to complete the course and
105 receive a certificate.

106 Mr. Mena stated to market we would need the HOA's news blast, and some sings
107 could be posted. Ms. Incandela stated that her and other Board members could find some
108 residents to participate. It was stated that per the agreement with Magnosec, it includes
109 one CPR informational course to all residents, and one certification course to all District
110 staff and Board members at no cost.

111 Mr. Mena stated to the Board that if notification for the courses are sent out by the
112 District they would become public record. A discussion ensued regarding Magnosec
113 notify of the courses.

114 Ms. Incandela suggested to have the classes either before or after one of the District
115 meetings. Mr. Rodriguez stated that this discussion of CPR courses has been spoke about

116 before and would like to have a date set. The Board discussed on which date to have the
117 first course. Ms. Incandela stated if we do not do it on April 13, it can be set for June 13.

118 Ms. Singh stated she has not received any weekly field reports.

119 **C. Bladerunners**

120 Mr. Peters stated he does not like the way the community looks at all. He stated that
121 the number of weeds overgrowing the sod you cannot miss it. He stated the entrance is
122 getting worse. A discussion ensued an area around the bridge with over population of
123 weeds. Ms. Incandela asked if this was the area that did not get replaced due to no
124 irrigation. Mr. Peters stated it is not the same area.

125 Mr. Blanco stated the weedkiller has damaged the sod. Mr. Peters stated why do we
126 have to replace the sod if the weedkiller is killing the grass, when it should be
127 maintained. He stated he would like Bladerunners to make it nice and green when
128 entering the community. Ms. Incandela suggested laying seeds instead of replacing the
129 sod. Mr. Ramirez stated that the reason it is not being maintained is because the pumps
130 are not working.

131 Mr. Peters stated that Bladerunners is slacking off. Ms. Incandela stated that once
132 someone new comes in they do a good job in the beginning but as time goes on they get
133 lazy.

134 Mr. Crary stated that on the east end of Cariba Court there is a lot of vibernum and
135 wants to know how it will be fixed. He would like to see the hydroflush working. Ms.
136 Incandela stated having a special meeting for landscaping. Mr. Crary stated that what
137 Bladerunners is doing okay.

138 Ms. Singh stated that she believes Bladerunners employees are slacking off. She
139 stated a lot of leaves have been falling and they are not blowing like she believes they
140 should be.

141 Mr. Peters left the meeting at 6:50 p.m.

142 Mr. Mena stated to send any photos to him, and he will have them presented for the
143 workshop.

144 **D. Envera**

145 Ms. Incandela stated she believed someone from Envera should have been present for
146 the meeting in person. She would like someone present in person for the May meeting.
147 Mr. Mena stated that it is concerning that no one from Envera was present in person for
148 the meeting, especially because it was made clear the Board is unhappy with their
149 services. Ms. Lyons stated she apologizes and could not be present due to personal

150 reasons. She stated that there was a mix up and that they had no one else to cover the
151 meeting.

152 **i. Continued Discussion of SOS System**

153 Mr. Mena suggested that the Board overlook the documents presented and table it
154 until the May meeting.

155 Discussion ensued regarding the landscaping workshop. Ms. Incandela stated
156 Bladerunners does not have to be in person for the meeting. Mr. Crary stated he prefers to
157 have them in person.

158 Mr. Klusko questioned a new law change regarding advertising in the newspaper. Mr.
159 Dugan provided information regarding advertising.

160 Mr. Crary had questions regarding the pool and broken inlets inside the pool. Mr.
161 Blanco stated it has been reported and waiting on the cap for the bottom of the pool. Mr.
162 Mena stated Churchill has been invited and does not attend the meetings. Mr. Mena
163 questioned Mr. Blanco if the pool was being upkept. Mr. Blanco stated he has not
164 received any complaints. Ms. Incandela stated missing caps were reported 60 days ago.
165 Mr. Blanco stated it was reported and has been completed.

166 Mr. Rodriguez stated he reported the missing cap a while ago and stated that they
167 were charging \$298.00. Ms. Incandela stated she wanted to know what the cost was for
168 replacing the cap. Mr. Rodriguez stated he was told it was a diver's fee. Mr. Blanco
169 suggested to find another company to maintain the pool. Mr. Blanco stated he has
170 received invoices with an increase in costs. Ms. Incandela directed Mr. Blanco to obtain
171 new pricing for a new pool service.

172

173 **SIXTH ORDER OF BUSINESS** **CDD Liaison**

174 **A. Monthly Report**

175 Mr. Hisler provided a report with an issue with a fence. He stated the kids are
176 jumping the fence and damaging it. It was stated the fence is owned by Pine Ridge. Mr.
177 Mena stated money should not be spent on non-District property. Mr. Mena stated he
178 would speak to the owner if needed.

179 Mr. Crary questioned a picture of two mattresses and a vehicle holding two
180 mattresses off Brighton Lakes Boulevard and if they were Mr. Hisler's. Mr. Crary asked
181 if someone could remove the mattresses. Mr. Mena stated typically the landscapers will
182 pick it up, but it is not in their contract to do so. Mr. Crary stated if they were not to pick
183 it up who would. Mr. Blanco stated that he has them removed.

184 Mr. Dugan stated that a letter requesting to stop dumping debris behind the fence that
185 it was interfering with bush hogging at 2437 Maracaibo.

186 Mr. Hisler stated that 2405 Maracaibo will be erecting a new fence. Mr. Crary stated
187 that he is 99% sure that they are building on District property, and according to County
188 website if it is within 120 square feet of the sidewalk, they will have to take it down. Ms.
189 Incandela suggested Counsel write an advisory letter regarding the restrictions for
190 erecting the fence as a heads up. Ms. Incandela stated she cannot rely on the HOA or the
191 resident if it has been done the correct way and would rather send the advisory letter. Ms.
192 Incandela suggested to have the letter hand delivered to the resident. Mr. Mena suggested
193 having Mr. Hisler deliver the letter. Mr. Crary stated that him and Mr. Hisler are going to
194 take a tape measure to see if they are within the limits. Mr. Crary stated there is three feet
195 for the wildlife reserve. A discussion ensued regarding 3621 Cariba fence blocking the
196 buffer. Ms. Incandela asked if this was the one that involved the palm trees.

197 Mr. Mena asked which fence was blocking Orbitory. It was stated that 2430
198 Maracaibo was blocking it. Mr. Mena stated HOA approval was not given. Ms.
199 Incandela stated she believed the HOA had the authority to fine or remove it if not
200 approved. Mr. Mena stated the HOA are not following up.

201 Mr. Crary asked if anyone ever checks to see if the residents have permits through the
202 County. Mr. Mena stated they only time it is checked if it is encroaching on District
203 property. He stated that we check with the HOA and the County.

204

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

206 **A. Field Report**

207 Mr. Blanco stated provided and update on agenda page 59, item #2. He stated he does
208 not have the proposal yet and are waiting for the part for the pump. He stated that when
209 the landscaping was here about three weeks ago, all the pumps had shut off.

210 Mr. Crary asked a question regarding item #1 and if the concrete had been sitting
211 there for a year.

212 Mr. Blanco stated he has the proposal for sidewalk repair.

213 Mr. Crary stated there is a non-functioning water fountain at the basketball court and
214 would like it removed. He also stated for the one that is working has animal feces in the
215 bowl and would like it occasionally cleaned out.

216 Mr. Crary asked if we were still waiting on the canvas cover for the tennis court. Mr.
217 Blanco stated that yes, we are still waiting, and he has contacted some vendors.

218 Mr. Crary stated he has a company he would like to hire to do the signs.

219 Mr. Blanco stated for agenda page 68 item #20 regarding the well pump and has a
220 proposal to present to the Board. He stated that the irrigation was working with the well
221 pump. Mr. Blanco stated the cost is \$5,758.00.

222 Mr. Rodriguez stated that he would like the pumps inspected every 15 days because
223 there are issues with the landscape. Mr. Blanco stated he will have someone check every
224 two weeks.

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226 On MOTION by Ms. Incandela, seconded by Ms. Singh,
227 with all in favor, unanimous approval was given to the
228 Dick Joyce proposal for a new pump, in an amount not to
229 exceed \$6,200.00.

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231 Mr. Blanco presented to the Board a proposal for the camera systems. Mr. Hisler
232 stated it is for three cameras. Mr. Blanco stated that the camera on the main building a
233 palm tree is obstructing it. Mr. Hisler stated the cost is \$3,500.00 to get the work done
234 right.

235

236 On MOTION by Ms. Incandela, seconded by Mr. Crary,
237 with all in favor, unanimous approval was given to the
238 Servusat proposal for video surveillance system, in the
239 amount of \$3,481.00.

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241 **B. Proposals**

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242 **i. Bladerunners**

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243 **a. #386, Removal of Three Large Pine Trees**

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244 Mr. Blanco stated that the stump grinding is included in this proposal. A discussion
245 ensued regarding the location of the trees and damages created by them. Mr. Hisler stated
246 they are damaging someone's garage/shed and need to be removed.

247

248 On MOTION by Mr. Crary, seconded by Ms. Singh, with
249 all in favor, unanimous approval was given to Bladerunners
250 proposal #386 for removal of three large pine trees, in the
251 amount of \$2,700.00.

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253 **b. #387, Removal of Dead Palm Tree at Main Entrance**

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255 On MOTION by Mr. Crary, seconded by Ms. Incandela,
256 with all in favor, unanimous approval was given to accept
257 Bladerunners proposal #387 for removal of a dead palm
258 tree at main entrance, in the amount of \$1,500.00.

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260 **c. #388, Installation of Playground Mulch**

261 Ms. Singh asked if it was rubber mulch. Mr. Blanco stated it is wood mulch. Resident
262 A stated that it is very dark at the playground and suggested more lighting. Ms. Incandela
263 stated the playground is closed at dusk and that is why there is no lighting. Mr. Mena
264 stated the intention is to not have lights after the playground is closed. Ms. Incandela
265 stated there was a lot of activity at the playground after dark and the Board decided to
266 close it at dusk. Mr. Mena stated if lighting is added, it will encourage more activity after
267 the playground is closed. Mr. Hisler stated that there were motion sensor lights that have
268 always been there.

269 Ms. Incandela stated the motion lights are for security purposes and not intended to
270 light the playground. Ms. Incandela stated the playground has always closed at dusk and
271 will not be adding lighting. Resident A stated if he was allowed to take some lighting
272 when he goes to the playground at night. Ms. Incandela stated the playground is closed at
273 dusk and should not be used. Ms. Incandela stated if there was some confusion a sign can
274 be placed at the playground. Mr. Mena asked Mr. Blanco to check all playgrounds for
275 signs.

276 Ms. Incandela stated the facilities are only to be used during the times allowed and
277 could have anyone removed but does not wish to do that. A discussion ensued regarding
278 the facility rules and making changes. Mr. Crary stated he would like the time changed
279 for the playground rules and to add lighting. Ms. Incandela stated that the best thing over
280 the years for the community was to close the parks and common areas at dusk.

281 Ms. Incandela suggested pricing playmats to eventually replace the mulch. Mr.
282 Blanco will research alternatives to replace the mulch at a cheaper price.

283

284 On MOTION by Ms. Singh, seconded by Ms. Incandela,
285 with all in favor, unanimous approval was given to
286 Bladerunners proposal #388 for installation of playground
287 mulch, in an amount not to exceed \$8,225.00.

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289 **d. #389, New Landscaping for Middle Isle at Entrance**

290 Ms. Singh questioned the annuals being at such a high quantity on the proposal for
291 the size of the space. Ms. Incandela stated she felt the proposal is not unreasonable,
292 bringing color to the entrance. It was discussed using palms that are low growing.
293 Clarification is needed from Blade Runners on the quantities of this proposal; however, it
294 was discussed to approve a not to exceed amount.

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On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to Blade Runners #389 for landscaping improvements in the middle isle at the entrance, in an amount not to exceed \$2,275.00.

ii. Inframark #WOBL02162023, Monument Sign Repairs

Mr. Blanco presented this proposal to the Board. Mr. Crary commented how bad this area looks currently.

On MOTION by Mr. Crary, seconded by Ms. Singh, with all in favor, unanimous approval was given to accept Inframark #WOBL02162023 for monument signs repair, in the amount of \$1,450.00.

Mr. Rodriguez asked if Mr. Blanco had the bridge evaluated for any repairs, there are holes that need addressed. Mr. Blanco will have this area looked over. Mr. Crary commented the bridge looks bad and dingy looking.

iii. Inframark Sidewalk Grinding and Panel Replacement

Mr. Blanco presented this proposal to the Board and explained the grinding has been kept at the usual price, however, the concrete price has increased. Mr. Crary commented this proposal is the best presentation that he has seen while on the Board, it incorporates all aspects into one proposal. Mr. Crary asked where the money would come from in the budget. Mr. Mena answered that a couple of line items can be maxed out, along with using reserves and gave an example. Ms. Incandela asked what will be done to prevent tree roots from causing repetitive damage. Mr. Mena explained that this will most likely always be an issue. Mr. Blanco stated the root will be cut at the time of repair, however, over time it grows again. It was noted that an injury could be caused by not repairing sidewalks. Mr. Mena stated that sometimes the roots are cut to repair the sidewalk.

Mr. Crary stated the bridge has been there for 20 years and when repaired it should not have to be done for another 20 years.

Mr. Peters returned at 8:54 p.m.

Mr. Crary stated he is inclined to do this repair because he does not see another alternative. Mr. Hisler stated it is an ongoing issue and should be done.

Mr. Peters stated that oak trees live for about 25 years but do not die completely and the roots live for about another ten years. He stated the only way to get rid of the problem is to remove the trees. Ms. Incandela suggested since this was an extensive project, should it be sent out for bid. Mr. Peters asked if there were any dangerous areas currently.

333 Mr. Blanco stated that when the sidewalk panel is lifted the roots are cut. Mr. Peters
334 suggested to remove the panel and grind the root and placing it back instead.

335 Mr. Blanco stated that if we keep the existing panels, eventually they will start to
336 sink, opposed to cutting the panels and pouring concrete. Ms. Incandela questioned if
337 bids should be sent out if the pricing could be lower from someone else other than
338 Inframark. Mr. Mena stated this item will be tabled so more bids can be sent out. Ms.
339 Incandela stated if Inframark proposal is cheaper than anyone else, can authority be given
340 to the Chairman to approve this proposal so it would not have to be voted on. Mr. Dugan
341 stated that it would be fine to execute the proposal by the Chairman. It was stated
342 authority can be given to the Chairman if Inframark proposal is the lowest. Mr. Mena
343 stated that if there are vast differences it will be presented at the next meeting.

344 Mr. Crary stated who oversees the project if Inframark does the work and if an
345 Engineer would be onsite to supervise. Ms. Incandela stated to table this until the next
346 meeting.

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On MOTION by Mr. Crary, with no second, motion failed to approve the proposal from Inframark for sidewalk grinding and panel replacement.

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iv. Exercise Systems Proposal #051459, Recumbent Bike Repairs

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On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to Exercise Systems proposal #051459 for recumbent bike repairs, in the amount of \$143.00.

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EIGHTH ORDER OF BUSINESS

Business Matters

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There being none, the next order of business followed.

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NINTH ORDER OF BUSINESS

Staff Reports

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A. District Engineer

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Mr. Vincutonis provided an update regarding Middlesex, and that curb work has been completed. He stated March 13 they should start the milling. Mr. Crary asked when the piles of sod and dirt stone get removed. Mr. Mena stated he had sent an email to Mr. Vincutonis and did not receive a response to damages being repaired. Mr. Vincutonis stated he will notify Middlesex. Ms. Incandela stated that there is an area of curb that was marked but no work was done. Mr. Mena stated he will speak to Middlesex.

Brighton Lakes CDD
March 2, 2023, meeting

371 Mr. Vincutonis stated a doorhanger will go out no later than next week to notify
372 residents prior to the milling. Mr. Mena stated there were some complaints getting the
373 doorhangers for the curb work the day of.

374 Mr. Crary asked what is happening with the pavers by the front house gate. Mr.
375 Vincutonis stated the project has been placed on hold and has not heard any discussion of
376 it.

377 Ms. Singh left the meeting at 9:32 p.m.

378 Mr. Peters stated he is concerned having asphalt instead of pavers because of the
379 wearing from the high traffic and stopping. A discussion ensued regarding the price
380 difference between asphalt and pavers. Mr. Peters stated \$42,000.00 was set aside for
381 pavers. Mr. Mena stated for \$40,000.00 will be to remove what is there currently and
382 replace with asphalt.

383 **B. District Counsel**

384 Mr. Dugan provided update on Toho Water Authority easement. He stated that a final
385 consideration has been made and documentation was provided to the Board.

386
387 On MOTION by Ms. Incandela, seconded by Mr. Crary,
388 with all in favor, unanimous approval was given to accept
389 both Toho Water Authority easement agreements.

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391 **C. District Manager**

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

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394 **TENTH ORDER OF BUSINESS** **Supervisors' Request**

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396 There being none, the next order of business followed.

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398 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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400 The meeting adjourned at 9:50 p.m.

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405 Gabriel Mena, Secretary

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405 Chairman