

MINUTES OF MEETING

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday November 5, 2020 at 6:00 p.m. at Brighton Lakes Clubhouse, 4250 Brighton Lakes Blvd., Kissimmee, FL 34746

Present and constituting a quorum were:

Marcial Rodriguez, Jr
Brenda Jennings
Michelle Incandela
John Crary
Mark Peters

Chairman
Vice-Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Kristen Suit
Tucker Mackie
Emma Gregory
Peter Glasscock
Ariel Medina
Gerry Frawley
Dennis Hisler
Juan Ramirez
Wendy Wilson
Jordan

District Manager
District Attorney
District Attorney
District Engineer
Field Supervisor, Inframark
Landscape & Maintenance CDD Liaison
Landscape & Maintenance CDD Liaison
BladeRunners
Envera
Envera

The following is a summary of the minutes and actions taken at the November 5, 2020 meeting of the Brighton Lakes CDD.

FIRST ORDER OF BUSINESS

Pledge Allegiance

- The pledge of allegiance was recited

SECOND ORDER OF BUSINESS

Call to Order/Roll Call

- Ms. Suit called the meeting to order and called the roll. A quorum was established.
- Audience comments were received.

THIRD ORDER OF BUSINESS

CDD Landscape and Maintenance Liaison Report

A. Ratification of the Landscape and Maintenance Liaison Agreement between Brighton Lakes CDD and Dennis Hisler

- Ms. Suit presented the Landscape and Maintenance Liaison Agreement between Brighton Lakes CDD and Dennis Hisler for ratification.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the CDD Landscape and Maintenance Liaison agreement between Brighton Lakes CDD and Dennis Hisler was ratified. 5-0

- Mr. Hisler sent his report to the Board via email. Ms. Incandela asked Mr. Frawley whether his report and Mr. Hislers' were combined. He indicated the report was done together.
- Discussion ensued regarding the viburnum along the Boulevard and Ms. Incandela questioned the continual replacement of viburnum which continue to die and the cause. It was indicated, the cause relates to the many irrigation problems.
- Ms. Incandela questioned the plan going forward and whether they are going to do something different. Further discussion ensued on this matter.
- Discussion ensued regarding homeowners who are not allowing the District access to clear the areas to make the removal. Ms. Incandela asked Ms. Mackie for her recommendation and whether or not follow-up letters are required, or should they request security as they do not want to put their landscapers or District employees at risk of issues with the homeowners.
- Ms. Mackie will follow-up on this matter.
- Further discussion ensued as it relates to the liaison maintenance report.

FOURTH ORDER OF BUSINESS

Vendors Report

A. Bladerunner

- Mr. Ramirez provided an overview of his report to the Board. Discussion ensued regarding the irrigation issue for which a proposal was provided.
- Ms. Suit expressed concerns regarding only receiving and seeing the presented proposal today. She indicated items like these should be in the agenda package though this incident occurred after the package was sent out, it is important to ensure these types of items are sent to the Board members.
- Further discussion ensued on the irrigation.

On MOTION by Ms. Incandela seconded by Mr. Crary with all in favor proposal #4309 to fix the main line at the entrance in the amount of \$4,240 and authorizing the chair to approve an additional \$6,000 should it be deemed necessary to complete the repairs was approved. 5-0

- The next proposal presented is for bush hogging. Bush hogging was done back in January and was supposed to be done every three months.
- Further discussion ensued on bush hogging and Board members provided their input on this matter and further discussion ensued. Mr. Medina provided his input on this discussion.
- Ms. Mackie will review the contract and provide clarity to the Board on this matter to assist in the Board proceeding forward with this.
- Extensive discussion was had regarding the bush hogging and it was decided the maintenance plan will be discussed at the next meeting and Bladerunners was asked to provide the proposals for this discussion.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr. with all in favor proposal #4310 for bush hogging in the amount of \$15,000 was approved. 5-0

B. Magnosec

- Magnosec provided an update on how things were working since the new Covid regulations have been put in place.
- On November 23, 2020 a contract was sent to Mr. Rodriguez, Jr regarding the renewal of the contract for security service. However, Ms. Mackie stated the District had an existing contract with Magnosec which dates back to its execution in 2017. When the contract was coming up for renewal, they not only had a special meeting to discuss security services but at the last meeting some of the hours were changed due to additional needs at the recreational center associated with Covid related procedures.
- She believes Magnosec sent their version of the contract to the Chair while at the same time District Counsel was preparing a new agreement to encapsulate all of the terms which were discussed at the last meeting.

- The formal agreement was sent to Magnosec for review, their initial round of comments did not cause District Counsel any concern. Those comments were incorporated and subsequently another round of comments was received which they tried to highlight in a redline and was sent to the Board tonight.
- Ms. Mackie is uncertain how many Board members got an opportunity to review this redline agreement, but she would be happy to walk through the contract.
- Ms. Mackie did a walkthrough of the contract with the Board. Magnosec provided their input on a few items in the contract and further discussion ensued on this matter with Magnosec and the Board. After discussion Ms. Mackie will update the agreement and resend it to the Board and Magnosec with the changes as discussed.

C. Sitex

- None.

D. Envera

- Ms. Wilson stated Jordan who is the Service Manager will be providing the Board with the service work history. He indicated there have only been eight work orders which he provided to the Board and informed them of:
 - Gate issues at Kariba
 - Issues with the tag camera
- Jordan indicated preventative maintenance was completed on the Kariba gate and the bearing on the gate needs to be replaced and should be received by the 9th. He will also have a work order for the volume of the kiosk at the main gate.

FIFTH ORDER OF BUSINESS

Field Management Report

A. Proposal for Lightning at Emergency Exits and Remote Opening System

- Mr. Medina provided proposals to the Board and discussion was had on this matter.
- He provided proposals on solar and electrical lights and further discussion ensued on the proposals and costs.
- Mr. Crary discussed the emergency exits and discussion ensued regarding whether there will be someone available to open up the gate.
- Discussion was had about signs, if there was a hurricane. She questioned whether they had purchased signs and Mr. Medina confirmed they had exit

signs. They have the signs, but they must develop a chain for an emergency situation and put a team together to do the signs if necessary. Manually opening the gate is what they will be stuck with for a while as they manage budgeting issues.

- Mr. Crary stated he would prefer the road done which will support the cars going in and out in an emergency he believes this to be essential. He believes the lighting and the automatic gate may have to wait based on their budget situation. Further discussion ensued on the emergency exit, and the road, lighting.
- Mr. Medina continued with his report
- Mr. Crary stated he had not seen any evidence that trash had been removed from the lakes. He has seen the perimeter of the lakes have been detrashed. Mr. Medina stated they have been picking up trash along the Boulevard as well and around the lakes on a weekly basis. Discussion ensued regarding the trash.
- Mr. Medina mentioned they have been seeing more graffiti and has asked residents to provide any information to find out who these perpetrators are.
- Ms. Suit stated at their September meeting, the Board approved the workorders individually for the inlet repairs. Subsequently, District Counsel had directed the agreement which Inframark counsel provided. Their thoughts and solutions were because the prior inlet repairs, they did a work authorization agreement to which was executed, and their thought was why would they be doing a full agreement to this extent when they did a work authorization agreement for the prior one. Ms. Suit and Ms. Mackie discussed this and ultimately it is a Board decision on how to proceed.
- Ms. Mackie stated after the Board authorized the repairs at the last meeting, they prepared a form of agreement which served as the terms of the repair. When the original comments came through she spoke with Inframarks' counsel and he seemed, at the time, agreeable to one change agreeing the services involved did not require the edits which Inframark was originally proposing but then in response with more time they left that instead essentially what they were asking was their form of the agreement be used rather than the District.

There is no redline she could show them which compares the two others than to say there are things missing in the Inframark agreement including warranties for the repair and indemnification language like what they discussed in respect to the Magnosec agreement which protects the District. She is happy to discuss this with the Board. It is certainly true the \$10,000 work of repairs that were done earlier in the year were done pursuant to Inframark's form of agreement not realizing at the time they certainly would have had edits to that as well. Further discussion ensued, and the Board opted to go out to bid for the inlet repair.

SIXTH ORDER OF BUSINESS

Business Administration

A. Consideration of the Minutes of the Board of Supervisors Regular Meeting Held on September 3, 2020

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the minutes of the Board of Supervisors regular meeting held on September 3, 2020 was approved as presented. 5-0

B. Consideration of Minutes of the Board of Supervisors Special Meeting Held on September 22, 2020

On MOTION by Mr. Crary seconded by Ms. Jennings with all in favor the minutes of the Board of Supervisor special meeting held on September 22, 2020 was approved as presented. 5-0

C. Consideration of Financial Statement for September 2020

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the financial statements for September 2020 was approved. 5-0

D. Consideration of Check Register and Invoices for August to September 2020

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the check register and invoices for August to September 2020 were approved. 5-0

E. Acceptance of the FY2020 Financial Audit Engagement Letter presented by Grau & Associates

On MOTION by Mr. Crary seconded by Mr. Rodriguez, Jr. with all in favor the FY2020 financial audit engagement letter presented by Grau & Associates were accepted. 5-0

F. Motion to Assign Fund Balance as of September 30, 2020

- Ms. Suit presented the motion to assign fund balance to the Board and discussion ensued regarding the dollar amounts.

Ms. Incandela MOVED seconded by Ms. Jennings to approve the Motion to Assign Fund Balance as of September 30, 2020.

On VOICE vote with Ms. Incandela, Ms. Jennings, Mr. Rodriguez, Jr., Mr. Peters voting AYE and Mr. Crary voting NAY the Motion to Assign Fund Balance as of September 30, 2020 was approved. 4-1

G. Discussion of Assignment of Reserve Funds

- Discussion was had regarding the assignment of reserve funds. Ms. Suit indicated there is nothing set in stone about these numbers.

SEVENTH ORDER OF BUSINESS

Business Items

A. Discussion and Consideration of Reopening of the Gym, Basketball and Tennis Court

B. Discussion and Consideration of Recreational Center/Facilities Hours of Operation

- Mr. Rodriguez, Jr. stated he is trying to reopen the gym and the basketball court. He questioned whether the Board wished to open up just Friday, Saturday and Sunday or Wednesday, Thursday, Friday, Saturday, Sunday.
- Mr. Crary stated he was opposed to opening up the basketball court but thinks opening up the tennis court is a fine idea as it's outside. He is also in favor of opening up the gym limiting the number of people in the gym. In Board discussion, they felt the same protocol as in the pool should be adhered to and they would open up on Friday, Saturday and Sunday.

- Ms. Incandela was a solid no regarding the reopening of the gym as it is too small and poorly ventilated. She is okay with the tennis but there is no way you can social distance with basketball as the kids will not socially distance.
- Further discussion ensued on the reopening.

Mr. Peters MOVED seconded by Mr. Rodriguez, Jr. to reopen the gym on Friday, Saturday and Sunday from 10:00 am to 6:00 pm subject to the terms and conditions allowing two residents at a time in one-hour increments subject to the terms set forth by the Chairman and authorizing the Chairman to adjust the days and time.

On VOICE vote with Mr. Peters, Ms. Jennings, Mr. Rodriguez, Jr., Mr. Cray voting AYE and Ms. Incandela voting NAY reopening of the gym on Friday, Saturday and Sunday from 10:00 am to 6:00 pm subject to the terms and conditions allowing two residents with a time of one-hour increments subject to the terms set forth by the Chairman and authorizing the Chairman to adjust the days and time was approved. 4-1

On MOTION by Ms. Jennings seconded by Mr. Cray with all in favor to open the tennis court fully was approved. 5-0

- Ms. Incandela asked if the lights had been adjusted as per the time change. Mr. Medina indicated Tom was here, but he will double check and follow-up.
- Mr. Rodriguez, Jr. stated they should provide the homeowner with adequate notice when this work is going to commence.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

i. Consideration of Proposal from Camcor – 2741 Patrician Circle

- Discussion ensued regarding the work to be done and review of the proposal.
- Mr. Medina has tried to reach the homeowner with no success in doing so.

On MOTION by Mr. Cray seconded by Ms. Incandela with all in favor the proposal from Camcor for the storm curb inlet repair in the amount of \$29,272 subject to District Counsel drafting an agreement was approved. 5-0

B. District Counsel

- None.

C. District Manager

i. Ratification of Chair Authorized Expenditures Between Meetings

- Ms. Suit presented Chair expenses between meetings for ratification for a total amount of \$1,714 for the pool pump hinges in the amount \$350, pool pump motor for the wading pool in the amount of \$569, and replacement of pool tile in the amount of \$750.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the Chair expense between meetings for pool pump hinges, pool pump motor and replacement of pool tile in the amount of \$1,714 was approved. 5-0

NINTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Crary indicated continued support with the HOA after Covid.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rodriguez, Jr. seconded by Mr. Crary with all in favor the meeting adjourned. 5-0


Secretary


Chairman/Vice-Chair