

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 January 7, 2021 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	Chairman
Brenda Jennings – <i>via conference call</i>	Vice-Chair
Michelle Incandela	Assistant Secretary
John Crary	Assistant Secretary
Mark Peters	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tucker Mackie - <i>via conference call</i>	District Attorney
Emma Gregory – <i>via conference call</i>	District Attorney
Peter Glasscock	District Engineer
Ariel Medina/Angel Montagna	Field Manager, Inframark
Dennis Hisler	Landscape & Maintenance CDD Liaison
Brian Fackler – <i>via conference call</i>	Sitex
Wendy Wilson & Jordan – <i>via conference call</i>	Envera

The following is a summary of the minutes and actions taken at the January 7, 2021 meeting of the Brighton Lakes CDD.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

- The pledge of allegiance was recited. Ms. Suit called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

- Audience comments were received.

THIRD ORDER OF BUSINESS

Administrative Matters

A. Oath of Office

- Ms. Suit being a Notary of the State of Florida administered the Oath of Office to Ms. Michelle Incandela and Mr. John Crary.

B. Consideration of Resolution 2021-01, Designation of Officers

- The Designation of Officers will remain the same with:
 - Marcial Rodriguez, Chairman; Brenda Jennings, Vice-Chair; Kristen Suit, Secretary; Alan Baldwin, Treasurer; Stephen Bloom, Assistant-Treasurer; Mark Peters, Assistant Secretary; John Crary, Assistant Secretary; and Michelle Incandela, Assistant Secretary.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez with all in favor Resolution 2021-01, designation of officers was adopted.
5-0

SIXTH ORDER OF BUSINESS

Field Management Report

A. Field Management Report

- Mr. Medina indicated he sent an email informing the Board of his resignation which is effective tomorrow. Ms. Montagna will be replacing him and will be in charge of the team as well as the administrative part. He indicated nothing changes for the Field Services Team, Freddy Blanco will remain in charge of all the guys on the team and will continue the meetings with Mr. Hisler.
- Mr. Medina thanked everyone for giving him the opportunity to work with them and has developed a lot of skills in this position and he wanted to thank everyone.
- Mr. Medina provided a few updates.
 - There is some erosion area behind 2546 and 2548 Baykal Drive. District Engineer went and reviewed the area. Bladerunner will take a look at it and fill and re-sod the area at no charge to the District.
 - The bush hog is scheduled for January 12, 2021 and the tree trimming is scheduled for January 18, 2021.
 - He was directed to move some items which were behind in two areas of the conservation area and also behind the wall in front of the entrance. They have removed all the items from those areas.
 - Working on removing graffiti but still unable to find out who is responsible, but they are still working on it.
- Ms. Suit indicated Ms. Montagna is taking over for Mr. Medina and provided an overview of her experience.

- Mr. Medina asked if they are opening up the Clubhouse for more days, he said they can email Ms. Suit and Mr. Blanco can accommodate whatever has to be done. Mr. Rodriguez said he still thinks it is slow season so it will remain as is.

B. Envera Work Order Status Report

- Item will be discussed during the vendors' report.

EIGHTH ORDER OF BUSINESS

Business Items

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

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

- Mr. Crary asked if they have any usage report on who is coming in and how many people are using the facilities.
- They asked if Ms. Suit has been receiving any calls and she indicated she has not.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor for the schedule to remain the same for recreational center/facilities hours of operations and the gym, basketball and tennis courts was approved. 5-0

NINTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

ii. Proposal for Inlet Repairs

- Ms. Mackie asked if they could review the spreadsheet for the encroachment before Mr. Medina leaves for his other meeting. It was included in the agenda package but may be difficult to read but, this is the chart which will be included in all the agenda packages going forward to keep the Board apprised of all of the encroachment matters. For those that have been resolved favorable for the District and those that are still outstanding.
- Ms. Mackie reviewed the outstanding and completed items on the spreadsheet with the Board.
- Homeowners at 2910 Sweetspire refuse to allow Bladerunner to remove the trees which are on CDD property.
- Mr. Crary stated he has asked on two occasions to get a hold of the appropriate documentation that the County underpins the notes on the plat that drove the District to create this policy. He is still awaiting a response on

his request. Further discussion ensued on this matter and the attorney, engineer and Ms. Incandela provided their input on this. There was a request for clarification to be presented at the next meeting on this discussion.

FOURTH ORDER OF BUSINESS

CDD Landscape and Maintenance Liaison Report

- Ms. Incandela thanked Mr. Hisler for the report he provided to the Board. She asked going forward if he can divide his report into completed, pending or to be requested; so, it assists the Board in knowing what needs to be done.
- Discussion ensued regarding the phonline in the Activity Center. Ms. Suit said she thought they went through the process of disconnecting the line about a year ago. Ms. Incandela stated if they planned to disconnect a hardline emergency phone then she is making a motion to reverse that decision and get it fixed. On Board consensus they will get the line working and periodically check to ensure it is working as well to place a sign which states for Emergency Use Only.
- Mr. Hisler spoke with the Deputy regarding the graffiti and received an email which is included in his report indicating they are going to try to have bike patrol in the night time.
- Mr. Hisler presented the remainder of his report to the Board. He informed the Board Brian and his crew did a great job cleaning up Sweetspire and the rest of the lakes.
- Mr. Hisler informed Mr. Flacker there are still hydrilla grove below the surface of the ponds and asked if this is something he can treat again. He indicated it is still decaying since they met last December, and they did all the treatments he discussed but this takes time.

FIFTH ORDER OF BUSINESS

Vendor Report

A. Bladerunner

- None

B. Magnosec

- The officers have been showing up and leaving on time. The only issue is some kids trying to use the basketball court.

- Mr. Crary stated he does not find the report useful. He made a suggestion on how the report could be presented.

C. Sitex

- Mr. Flacker provided his report during the CDD Landscape and Maintenance Report.

D. Envera

- Ms. Wilson indicated Jordan was also on the line. Jordan indicated there are about 20 work orders in this report from the last couple of months mainly for camera issues. They had a couple of gate issues which were resolved. They replaced the cameras on kiosk with the low-profile ones and there is no more hitting the domes in the visitor lane.
- Other than wear and tear and adjustments of the cameras it is a very slow standard two months. Jordan asked if there were any questions. Questions were asked and responses provided.

SEVENTH ORDER OF BUSINESS

Business Administration

A. Consideration of Minutes of Board of Supervisors Meeting Held on November 5, 2020

- Ms. Suit presented the minutes of November 5, 2020 meeting and asked if there were any corrections, deletions or changes. Changes were made and will be made part of the final record.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor minutes of the November 5, 2020 meeting was approved as amended. 5-0

B. Consideration of Financial Statement for November 2020

- Ms. Suit presented the financial statement for November 2020 and asked if there were any questions. There being none,

On MOTION by Mr. Crary seconded by Mr. Rodriguez, Jr with all in favor the financial statements for November 2020 were approved. 5-0

C. Consideration of Check Register and Invoices for October to November 2020

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

D. Ratification of Chair Authorized Expenditures Between Meetings

- Ms. Suit presented authorized expenditures for O & M General Services, LLC for electrical repairs on the bridge between meetings.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the authorized expenditure for O & M General Services, LLC for electrical repairs on the bridge between meetings in the amount of \$2,750 was ratified. 5-0

NINTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

- Proposals for Asphalt Road Installation at Emergency Exit Gates**
- Proposal for Inlet Repairs**

- Mr. Glasscock indicated he has three items. One is the big repair at Patrician he has talked to the contractor who is scheduled to start week after next. The other is the five other structures and he apologized because they have tried very hard to get pricing on this. He reached out to a contractor who stated if it is an easy fix it will cost somewhere around \$3,500 to \$5,000 each.
- Further discussion ensued on this matter.
- Mr. Crary asked if it is okay to do these in a serial fashion subsequent to fixing it and finding out it will be expensive and move on to the next one. Starting with the ones they suspect are the highest priority. Mr. Glasscock agreed this could be done.
- Ms. Suit indicated there is a lot of discussion but what are they planning to do. Mr. Glasscock's suggestion would be to get the contractor out there and do the work. The construction cost will be the same the estimation time will be the same. The prices which Inframark provided are pretty good, but they cannot do the work, but the prices are within that range.

- Mr. Crary asked what they would need to proceed. Ms. Suit stated she has the proposal they had from Inframark for Patrician Circle which is \$4,380 across from Patrician \$3,835 another one \$4,905, \$4,025, \$4,180 with a total amount of \$21,325. The question was asked whether the repair comes with a guarantee. They will guarantee their work they will not guarantee it if it is outside of that scope.
- Mr. Glasscock stated it could be done several ways but as far as getting a guarantee it will probably cost them more if it is major.
- Ms. Suit indicated if they wished to go down this road, they can do a not to exceed \$22,000 subject to the District Engineer of obtaining the proposals and District Counsel drafting the agreement.

On MOTION by Ms. Incandela seconded by Ms. Jennings with all in favor to repair the inlet in the amount not to exceed \$35,000 subject to District Engineer obtaining proposals and District Counsel drafting an agreement and authorizing the Chair to execute was approved. 5-0

i. Proposals for Asphalt Road Installation at Emergency Exit Gates

- Mr. Glasscock indicated the last item is the emergency access road. He met with one contractor who would not provide pricing without the approved set of plans. Mr. Vincutonis is trying to get with the County staff to see if that is going to be required and reviewed Mr. Glasscock's figures and told him he was pretty dead-on as that is about how much it is going to cost.
- Mr. Crary asked if they are going to do the work they describe there and then once that is done, they can ascertain a price to actually put it in place.
- Further discussion ensued on this matter and this item will be discussed at the next meeting.

TENTH ORDER OF BUSINESS

Supervisor Requests

- Mr. Peters asked about the tree trimming with the CDD and HOA and asked what agreement they came to regarding the tree trimming. He knows there was a mitigation between the HOA attorney. He asked if they are done with this deal

and whether anything is coming to the CDD, no responsibility for the tree trimming. Ms. Mackie stated if they would like to see that agreement again, she would be happy to circulate it.

- The reason he asked is because the HOA has not done anything this past year with the tree trimming agreement and they stated they are reviewing the agreement with the CDD is the feedback he received. Further discussion ensued regarding the trimming.

ELEVENTH ORDER OF BUSINESS

Adjournment

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


Chairman/Vice-Chair