

## **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 July 1, 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  
Michelle Incandela  
John Crary  
Mark Peters

Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Bob Koncar  
Tucker Mackie *-by phone*  
Gabe Mena  
Freddy Blanco  
Dennis Hisler

District Manager  
District Attorney  
Assistant District Manager  
Field Services Manager  
Landscape & Maintenance CDD Liaison

*The following is a summary of the minutes and actions taken at the July 1, 2021 meeting of the Brighton Lakes CDD.*

### **FIRST ORDER OF BUSINESS**

#### **Call to Order/Roll Call**

- Mr. Koncar called the meeting to order and called the roll.

### **SECOND ORDER OF BUSINESS**

#### **Pledge of Allegiance**

- The pledge of allegiance was recited.

### **THIRD ORDER OF BUSINESS**

#### **Public Comments**

- Audience comments were received on:
  - Half dead oak trees on Patrician Drive behind the home of Marshall Dodd
  - Resurfacing of the front entrance
  - Feedback on the excellent job Mr. Hisler has provided the community.
  - Trespassing issues were discussed for which Ms. Mackie provided input.

- The terrible stated behind the home of 2574 Chapala Drive. Ms. Incandela provided her input on this issue.
- Question regarding the reopening of the amenities.
- Dredging of the lake with the issue.
- Trespassing issue.
- Discussion of fine issued to the CDD for non-compliance of the tree trimming.
- Mosquitos in the swale behind 2547 Chapala Drive. Resident was informed the spraying is done by the County.
- Infestation of ants at the park.

#### **FOURTH ORDER OF BUSINESS**

#### **CDD Landscape and Maintenance Liaison Report**

- Ms. Incandela stated to Mr. Hisler all the wonderful compliments the Board has received for the excellent job he has done since taking on this role. She requested he provide the additional hours spent in the community and stated the Board was proud of all the work he has done.
- Mr. Hisler provided his report via email to the Board and asked if the Board had any questions.
- Mr. Crary mentioned on the other side of the bridge which a repair was done (the stormwater) has deteriorated. To him, this was not done well and asked what they are going to do about this. Further discussion ensued on this matter.
- He also asked why Mr. Hisler's report was not included in the agenda package. Mr. Hisler will forward his report to Mr. Koncar to include in the agenda package going forward.
- Ms. Incandela informed those in attendance Mr. Hisler is their community landscape liaison and he is a homeowner like the rest of them and spends several hours every week working with the management company, landscaper, and vendors ensuring all that needs to be done within the community gets done.

## **FIFTH ORDER OF BUSINESS**

### **Vendor Reports**

#### **A. Bladerunner**

- Bladerunner provided a report to the Board and a number of proposals were presented and invoices which need to be approved.
- Ms. Mackie asked if there was an accident report and it was provided to Ms. Montagna to take care of.
- Further discussion ensued regarding the invoices to be approved and questioned whether they should be approved individually or as a group.
  - Removal of dead tree behind Chapala Drive at a cost of \$800
  - Removal of dead tree and branches with labor and dump fees behind Patrician Circle at a cost of \$900
  - From the car accident on the boulevard to repair one head and pipe to install three gallons of Junipers in the amount of \$271

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr. with all in favor the Bladerunners proposal #82 in the amount of \$800, proposal #81 in the amount of \$900 and proposal #37 were approved. 4-0

#### **B. Magnosec**

- Magnosec was not represented at today's meeting, no report was provided.

#### **C. Sitex**

- Sitex was not represented at today's meeting, but Mr. Blanco was sent an email indicating their inability to attend. Mr. Blanco presented the Sitex report.

#### **D. Envera**

- Envera was not represented at today's meeting, and no report was provided. Ms. Incandela discussed Envera attending in person and questioned whether this is stipulated in their contract. Ms. Mackie will review this and follow-up with the Board.
- Further discussion ensued regarding the attendance of Envera to the meeting.
- Mr. Koncar stated they will reach out to the vendor and inform them there is a consensus of the Board which requires a representative in attendance at each meeting, no calling in.

- In discussion it was decided to have a workshop with Envera and reach out to them to attend as there is to be a discussion regarding the ongoing issues as well as the regular meeting.

On MOTION by Ms. Incandela seconded by Mr. Crary with all in favor scheduling a workshop at 5:00 p.m. prior to the next regular Board meeting for Envera to attend was approved. 4-0

- Mr. Rodriguez stated since they were on the topic of a workshop. He suggested to have one with the HOA as they have new Board members.
- Mr. Crary stated he has an Envera invoice for approval but Envera is not present to ask questions. Mr. Rodriguez states the invoice is for a burnt-out LED at the Kariba/Volta exit.
- Mr. Crary stated he notes the invoices do not indicate where the work to be done is located and he feels this information should be included.
- Ms. Incandela had a procedural question for the approval of the invoice if the Supervisor is not comfortable approving the invoice without getting additional information. Can the Board authorize Mr. Crary to approve invoices after he speaks with Envera?
- Mr. Koncar stated the Board can designate a representative to talk to them and get answers. Mr. Peters stated they establish with each vendor the need to put some details of what area of the community they are referring to.

On MOTION by Mr. Peters seconded by Ms. Incandela with all in favor the Envera invoice for work completed for the burnt-out LED at the Kariba/Volta exit was approved. 4-0

#### **SIXTH ORDER OF BUSINESS**

#### **Field Management Report**

- Mr. Blanco presented his report to the Board.

- He discussed the proposal from Inframark for the installation of new LED lights and replacement of fixtures. Mr. Peter was not wishing to approve this proposal prior to ensuring the District is spending their money wisely.

On MOTION by Mr. Crary seconded by Mr. Rodriguez, Jr with all in favor appointing Mr. Peters to review and approve proposals from Inframark once he reviews the proposal and specifics was approved. 4-0

- Mr. Peters questions the bushes which are almost hitting the turn lane at the main entrance and asked if they could reach out to the County to trim these as it is a visual hazard for outgoing traffic.
- Ms. Incandela asked Ms. Mackie what the best resolution is. Ms. Mackie provided her input on this matter.
- Mr. Koncar's team will contact the County and provide follow-up to the Board and Ms. Mackie should she be required to further reach out with a letter.

#### **SEVENTH ORDER OF BUSINESS**

#### **Business Administration**

- A. Consideration of the Minutes of Board of Supervisors Meeting Held on May 5, 2021**
- Corrections were made to the minutes and will be part of the final record.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the minutes of the Board of Supervisors meeting of May 5, 2021 were approved as amended. 4-0

- B. Consideration of Financial Statement for May 2021**

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the financial report for May 2021 was approved. 4-0

- C. Consideration of Check Register and Invoices for April to May 2021**

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the check register and invoices for April to May 2021 were accepted. 4-0

**EIGHTH ORDER OF BUSINESS**

**Business Items**

**A. Acceptance of the Resignation of Brenda Jennings**

- Mr. Koncar noted included in the agenda package is a resignation letter from Ms. Jennings.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr with all in favor the resignation of Ms. Brenda Jennings from the Board of Supervisors was accepted.  
4-0

- Ms. Incandela would like to have a condolence letter on District letterhead sent to Ms. Jennings for the passing of her husband and thank her for her service in the community.
- Mr. Koncar asked the Board how they would like to proceed with filling the Board vacancy. Mr. Crary would like to request resident's send a resume regarding why they would like to be on the Board and providing a bit of background.
- Mr. Koncar will have the vacancy posted on the website with a deadline to submit a resume so it can be included in the agenda package. Mr. Koncar suggested they provide a statement of interest and any background and qualifications they feel would be important for the Board to know about them as an individual.
- Mr. Peters stated a lot of homeowners are not aware of what the CDD, HOA is.
- Further discussion ensued regarding the process and the information to be provided on the website.

**B. Consideration of Resolution 2021-05, Designation of Officers**

- The resolution was tabled until a new Board member has been appointed.

**C. Emergency Exit Gate Report**

- Mr. Glasscock indicated he spoke with the contractor who is waiting on a signed contract back. When he signed it, he asked for a change order for material and price increasing. He spoke with the contractor who stated he could start within 10 days.

- Further discussion ensued regarding the cost.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the contract increase for the construction of the emergency access in the amount of \$30,000 was approved. 4-0

- Discussion was had regarding the emergency exit protocol.
- Mr. Crary thanked the committee for assisting in putting this together and reviewed the protocol.
- Discussion was had regarding the number of signs and where they would be placed. Mr. Crary indicated the map he provided shows where the signs will be placed.
- Mr. Crary stated it would be important to send a list to Ms. Mackie and Mr. Koncar to make sure that they can do this as stated. Ms. Mackie stated the material provided in the agenda package; she has no concerns from a legal standpoint. She thinks the committee has considered all the practical things and certainly if the Board wishes to approve what is presented and authorize further edits in the field that may be necessary would be the appropriate action.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the emergency exit protocols as outlined by the Committee and will make edits as deemed necessary was approved. 4-0

- It was discussed having this protocol put on the website, but Mr. Koncar needs to check with the website as they do not want to run into the page limit. He asked if there was a Board consensus to do this if there was not an extra cost.
- Ms. Incandela stated if there is a page limit, then there should still be something on the website about it and they can make some adaptations to make sure there is something included to reference then they will do that.

- Mr. Crary stated the Committee did not identify the CDD website as notifying the opening of the emergency gates. They identified the HOA website and Nextdoor as the two places.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Engineer**

- Mr. Glasscock presented his report to the Board. Currently there are no actions which require Board approval.

#### **B. District Counsel**

##### **i. Update and Review of Encroachment Lots Spreadsheet**

- Mr. Crary asked about the status of the encroachment. Ms. Mackie indicated the demand letter was provided to the homeowner to remove their improvements and reimburse the District for approximately \$2,100 in damages caused by reverting the wax myrtle.
- The letters were sent out two weeks ago and is uncertain if they received a response from the homeowner. She would provide them some amount of time but if they have not heard from them by the next meeting, the Board can decide whether they want to proceed with damages against the homeowner.
- Mr. Crary requested if Mr. Blanco or Mr. Hisler can remove the sign placed in the area by the homeowner.
- Ms. Mackie stated there are only one or two homeowners who remain delinquent and this will be continued to be discussed with Inframark and be tracked at the September meeting.
- Ms. Mackie discussed the comment received during the audience comments related to the tree trimming violation. She indicated it was sent in May and confirmed it was not received in their office until June 8<sup>th</sup> and she scheduled a meeting with the County Attorney and further discussion ensued on this matter.

#### **C. District Manager**

##### **i. Presentation of the FY2022 Meeting Schedule**



- The September meeting date was missing on the original schedule. This meeting date has been added back to the Fiscal Year 2022 meeting schedule.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the Fiscal Year 2022 meeting schedule was approved as amended. 4-0
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**ii. Number of Registered Voters – 1,689**

- This is for informational purposes only and is done annually. There are currently 1,689 registered voters.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Crary presented a map of the new development going in next door and shared the discussion had at this meeting. He expressed his concerns about this with the Board. Further discussion ensued on this matter.
- Ms. Incandela asked Ms. Mackie if there are any changes related to the assisted living facility issue. Ms. Mackie stated they would receive a notice if there was a land use change and they have not. They will continue to monitor to make sure there is no conveyance of the property that would suggest there might be an alternative development coming forward in the future.
- Mr. Peters brought up the basketball court. He is in favor of opening back up for seven days. He suggested to open up everything as it should be as it is good for the kids to have a place to go.
- Ms. Incandela stated whatever the procedure was before, they should revert back to that.
- Further discussion ensued regarding the opening of all the amenities within the District.
- It was noted Magnosec was present at today's meeting but arrived late and did not indicate their presence.
- Further discussion ensued reverting back to the summer hours and Mr. Blanco will get with Magnosec regarding this.

- It was decided to reopen the amenities center from 6:00 am to 9:00 p.m. start Friday July 2, 2021.
- Mr. Peters mentioned the entrance use to have colorful flowers out front as the front has faded and they have taken the flowers they had there. He knows it is going to cost but he suggests they brighten things up and bring flowers in.
- Mr. Koncar stated Mr. Blanco will bring a proposal from Bladerunner at the next meeting about putting in the flowers as discussed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Rodriguez, Jr., seconded by Mr. Crary with all in favor the meeting adjourned. 4-0



Chairman/Vice-Chair