

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 September 2, 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
John Crary	Vice-Chairman
Michelle Incandela	Assistant Secretary
Mark Peters	Assistant Secretary
Nadine Singh	Assistant Secretary

Also present were:

Bob Koncar	District Manager
Tucker Mackie -by phone	District Attorney
Peter Glasscock	District Engineer
Gabe Mena	Assistant District Manager
Freddy Blanco	Field Services Manager
Dennis Hisler	Landscape & Maintenance CDD Liaison

The following is a summary of the minutes and actions taken at the September 2, 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:
 - Concerns regarding the ponds and pond maintenance.
 - Comments received on community issues from Mr. Frawley.
 - Ms. Incandela mentioned having workshops on alternative meeting dates but will discuss later in the meeting.

Unapproved minutes

FOURTH ORDER OF BUSINESS

**CDD Landscape and Maintenance Liaison
Report**

- Mr. Hisler's report was included in the agenda package for Board review.

FIFTH ORDER OF BUSINESS

Vendor Reports

A. Bladerunner

- Juan of Bladerunner presented their report to the Board.
 - One irrigation leak at the main entrance.
 - Pest control scheduled for September 15.
 - Weed control schedule to start October.
 - Viburnums to be replaced and trim those that are required.
 - Retention ponds – he will speak with the crew as they are to weed the edges and mow any extra grass in the area.
 - Presented a proposal for annuals for the front entrance in the middle island as requested by Mr. Perez.
- However, the Board was informed the annuals only last three months and have to be replanted every three months.
- Bladerunner's suggested an alternate plant which does not require being replaced every three months. Further discussion ensued regarding the plantings at the front entrance.
- Mr. Crary was not prepared to vote on something which has fiscal consequences when he just receives the item at the meeting.
- Ms. Incandela requested a proposal from Bladerunner for something that is colorful but cost effective and given the circumstances of the soil and watering conditions to provide the best plant for that area.
- Ms. Incandela stated she will speak to Ms. Mackie later in the meeting about having workshops in between meetings for vendors.
- Mr. Frawley's list was discussed by the Board with Bladerunner.
- Extensive discussion was had regarding viburnum plants. It was suggested to put pavers, but they need to consider the cost for this further discussion ensued.
- Ms. Incandela once again mentioned having workshop which will be held virtually for the vendors. The purpose of the workshop will be to review the proposals make a decision then have them presented at the next meeting for approval.
- Juan of Bladerunner reviewed several items on the field report with the Board.

On MOTION by Mr. Peters seconded by Mr. Crary with all in favor the Bladerunner proposal in the amount of \$691.86 to repair of main irrigation line and to repair the broken valve (at the ToHo meter) in the amount of \$702.53 was approved. 4-0

B. Magnosec

- Magnosec presented their report to the Board.

C. Sitex

- Sitex was not represented at today' 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.

SIXTH ORDER OF BUSINESS

Field Management Report

A. Pressure Washing Proposals

B. Sitex Fountain Proposal

C. Blade Runner Report

D. Blade Runner Proposal

- 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.

SEVENTH ORDER OF BUSINESS

Business Administration

A. Consideration of the Minutes of Board of Supervisors Meeting Held on July 1, 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 July 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 June to July 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. Discussion and Consideration of Appointment of Vacant Seat #1, Letter of Interest

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

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

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

C. Discussion of Speed Bumps of Brighton Lakes

- Mr. Glasscock indicated he spoke with the contractor who is waiting on a signed

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

C. District Manager

- No report presented. Items discussed earlier in the meeting.
- Ms. Incandela discussed having vendor workshops bi-monthly, virtually.
- Ms. Mackie stated they could schedule the topic at the Board meeting prior and informing staff who you wish to attend and the topics to discuss and know whether you need to have a meeting at all. She stated they will still have to advertise these workshops one week prior to the meeting. If they will not have one they do not need to advertise.
- As a reminder no action can be taken at the workshops, it is just information gathering and discussion and informational sessions.
- Further discussion ensued on this matter.
- Mr. Crary requested having all proposals in the agenda package for approval at the meeting.

On MOTION by Mr. Crary seconded by Mr. Peters with all in favor to have workshops the first Thursday at 6:00 pm virtually on the alternate meeting month was approved. 5-0

TENTH ORDER OF BUSINESS

Supervisor Requests

- None.

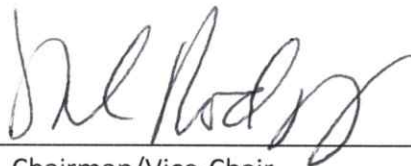
ELEVENTH ORDER OF BUSINESS

Adjournment

- There being no further business to come before the Board, the meeting was adjourned.



Secretary



Chairman/Vice-Chair