

1 **MINUTES OF MEETING**
2 **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**
3

4 A regular meeting of the Board of Supervisors of the Brighton Lakes Community
5 Development District was held Thursday May 5, 2022 at 6:00 p.m. at Brighton Lakes Clubhouse,
6 4250 Brighton Lakes Blvd., Kissimmee, FL 34746

7 **Present and constituting a quorum were:**
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9 Marcial Rodriguez, Jr.	Chairman
10 John Crary	Vice-Chairman
11 Michelle Incandela	Assistant Secretary
12 Mark Peters	Assistant Secretary
13 Nadine Singh	Assistant Secretary

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15 **Also present were:**
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17 Gabriel Mena	District Manager
18 Tucker Mackie	Kutak Rock
19 Peter Glasscock	District Engineer
20 Freddy Blanco	Field Manager
21 Dennis Hisler	CDD Landscaping & Maintenance Liaison

22

23 Audience
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25 *The following is a summary of the minutes and actions taken at the May 5, 2022, meeting of the*
26 *Brighton Lakes CDD.*
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28 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

29 Mr. Mena called the meeting to order and stated all Board members were present, constituting
30 a quorum.
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32 **SECOND ORDER OF BUSINESS**

Pledge of Allegiance

33 The pledge of allegiance was recited.
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35 **THIRD ORDER OF BUSINESS**

Public Comments

36 Mr. Klusko, 4208 Sevan Way, stated he would like the hedges trimmed in front of the
37 American flag so that it can be seen better. Mr. Klusko also requested the CDD put “Welcome
38 Home” on the board entering the community.

39 Mr. Dorsen, 2672 Star Grass Circle, stated in front of his house is a hole in the street. The
40 CDD will investigate.

41 Mr. Mena stated there was another call on a hole at 4301 Heliotrope Loop. It is in the grass
42 by the drainage structure.

Mr. Drew, 2148 Chapala Drive, stated he hopes that the Board will consider this as an invitation from the HOA to work together. Signage will be replaced at no cost to the Board.

Mr. Thompson, 2547 Chapala Drive, requested a closed off area for the meeting to avoid the noise that accompanies families using the pool. Mr. Thompson stated there is a park next to his house and landscapers are messing up his grass on his property. In addition, the PVC fence is dirty, and is not being cleaned enough. The fence has also fallen in the past, so he questions its integrity.

FOURTH ORDER OF BUSINESS

Vendor Reports

A. Bladerunner

There are 9 zones of irrigation not working. The cable was cut somewhere, and they are trying to find where. It has been three days, so far, and it cannot be found.

Bush hogging is scheduled.

Mulch is behind due to delivery issues. Currently, fifty percent is complete.

B. Magnosec

Everything is going well. Moving the guard so they can see the front gate has been helpful. There is an increase of complaints from residents about the guards because rules are being enforced.

The guard key card is not working, it may need reprogramming after an outage.

A new proposal was presented to the Board, including a price increase.

C. Sitex

Sitex was not represented at the meeting, however, sent information in for the meeting.

A proposal was sent in for a pump, it is pulsating. Sitex is bringing a boat next week to get to it and check the problem.

Mr. Crary inquired when Sitex is going to fix Ponds 1 and 2. These ponds are in horrible condition and are covered with hydrilla. Mr. Crary would like to see a serious proposal for addressing the issue with a grass carp plan.

A resident spoke about the speeding and bad drivers by her home on Volta Circle. The resident asked if speed bumps, or something could be done to help.

D. Envera

The basketball court gate had a bad connection found inside the post. This was fixed.

There were a couple of camera issues at the main gate.

There was damage the exit gate arm.

The clubhouse needs a battery backup. A proposal was sent in.

FIFTH ORDER OF BUSINESS

Field Management Reports

A. Field Report

There is two field reports March, and April. The Board had no concerns.

Mr. Crary inquired on the emergency gate replacement. Mr. Blanco has located a gate and will add wheels to the bottom, due to the length of the gate. This gate will swing open, and be able to be propped open, if needed. Proposals will be presented at the next meeting.

There are irrigation system and pump issues. There is a two-tier irrigation system which cycles between water and ground water to provide water for irrigation. There is a blockage inside the well pump, it has lost its prime and is not working properly. There are currently four well pumps through the District, and the one at Volta Circle has not been working for many years.

On MOTION by, Ms. Incandela seconded by Ms. Singh, with all in favor, unanimous approval was given to authorizing Mr. Rodriguez to work with Inframark to troubleshoot and repair this pump, with a not-to-exceed amount of \$6000.00.

Mr. Peters inquired on the guest guard house pavers. The pavers, that were improperly installed, are still under warranty. Ms. Mackie stated there was a miscommunication. She had understood Inframark Field was to contact the company to honor the warranty and if they would not, then Ms. Mackie would send a letter. Ms. Incandela requested Inframark send a letter giving the paver company ten days to respond, with a certified signature request. If they do not respond, or refuse to honor the warranty, then Ms. Mackie will take over.

Mr. Mena asked Mr. Hisler if he had anything to report, and he did not.

C. Consideration of Sitex Fountain Lights Proposal

Mr. Mena presented the Sitex proposal for fountain lights in Pond 3, with a one-year warranty, to the Board.

On MOTION by, Mr. Crary seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to the Sitex fountain lights proposal at \$1440.00.

D. Consideration of Churchills Pools Pump, Diffuser, and Impeller Proposal

Mr. Blanco explained the Churchills Pools proposal.

On MOTION by, Ms. Incandela seconded by Mr. Crary, with all in favor, unanimous approval was given to the Churchills Pools proposal #2438 at \$1238.90.

E. Consideration of Fiscal Year 2022/2023 Magnosec Agreement

Mr. Mena explained the Magnosec agreement presented and asked Ms. Mackie for her comments.

On MOTION by, Ms. Incandela seconded by Mr. Crary, with all in favor, unanimous approval was given to the Magnosec agreement for Fiscal Year 2022/2023, with a not-to-exceed amount of the agreed upon \$19.00 per hour.

F. Consideration of Envera Backup Battery Proposal

The clubhouse back up battery proposal from Envera was presented to the Board by Mr. Mena.

On MOTION by, Ms. Incandela seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to the Envera clubhouse backup battery proposal at \$405.00.

SIXTH ORDER OF BUSINESS

Business Administration

A. Acceptance of Minutes of the Board of Supervisors Meeting, March 13, 2022

On MOTION by, Mr. Crary seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to the meeting minutes from March 13, 2022, as amended.

B. Acceptance of Financial Statements for March 2022

On MOTION by, Mr. Crary seconded by Ms. Incandela, with all in favor, unanimous approval was given to the financial statements for March 2022.

C. Approval of Check Register and Invoices for March 2022

On MOTION by, Mr. Crary seconded by Ms. Incandela, with all in favor, unanimous approval was given to the check register and invoices for March 2022.

D. Registered Voters Information

Mr. Mena stated, for informational purposes, Brighton Lakes has 1628 registered voters.

SEVENTH ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2022-08, Appointing a New Treasurer and New Assistant Treasurer

On MOTION by, Mr. Crary seconded by Ms. Incandela, with all in favor, unanimous approval was given to adopt Resolution 2022-08, naming Stephen Bloom as Treasurer and Gabriel Mena as Assistant Treasurer of Brighton Lakes CDD.

B. Consideration of Resolution 2022-09, General Election Qualifying Period

On MOTION by, Mr. Crary seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to adopt Resolution 2022-09, general election qualifying period.

C. Consideration of Fiscal Year 2022/2023 Proposed Budget

i. Consideration of Resolution 2022-10, Approving Fiscal Year 2022/2023 Budget, and Setting the Public Hearing

A discussion on Assistant Secretaries alternating attending workshops, having less workshops, or forgo pay for workshops to lower the line item of payroll for Assistant Secretaries.

Ms. Incandela requested a budget workshop to go over the budget line by line.

A discussion ensued on having a budget workshop to go over all line items.

Mr. Mena stated that some line items have been overspent for the last three years.

The budget workshop will be scheduled for a 6:00 p.m. in-person meeting.

On MOTION by, Ms. Incandela seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to adopt Resolution 2022-10, approving fiscal year 2022/2023 budget, and setting the public hearing, with the contingency staff use keep the assessments the same as 2021/2022, and use road reserves to offset the increase on the line items.

Mr. Crary asked that the R&M Tree Trimming line be changed to read bush hogging. Also, the line items should read more accurately in description and dollar amounts.

Mr. Crary inquired on why we collect information for the Tax Collector. Mr. Mena replied it is where we get the tax roll every year and there is a release form signed annually.

D. Consideration of Request for Proposals for Roadway Resurfacing Project

Mr. Glasscock explained the RFP process, including the process the vendors will go through and how he will vet their submissions.

Mr. Mena read over the evaluation criteria.

Ms. Mackie spoke on the legal process of this RFP, as well as how the evaluation criteria process works, and how there is a choice to score individually or as a group within a meeting.

Mr. Glasscock provided paper copies of the roadway plans to the Board. A discussion ensued.

On MOTION by, Ms. Incandela seconded by Mr. Crary, with all in favor, unanimous approval was given to the evaluation criteria and to authorize District staff to advertise for the roadway resurfacing project proposals.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

The yearly inspection is halfway done. Mr. Glasscock provided maps of ponds to the Board.

Inframark will bring proposals to the next meeting for filling the depression at 4103 Heliotrope Loop.

B. District Counsel

i. Consideration of Kutak Rock Engagement Agreement

Ms. Mackie pointed out two changes on this agreement being, her hourly rate increasing from \$290.00 an hour to \$300.00 an hour and changing of billing from flat meeting fee of \$750.00 to an hourly rate.

On MOTION by, Ms. Incandela seconded by Mr. Crary, with all in favor, unanimous approval was given to the Kutak Rock Engagement Agreement.

Ms. Incandela informed Ms. Mackie the empty parcel of land, where the school was to go, is now up for sale for approximately \$2.4 million dollars. Kutak Rock will monitor this parcel. The Board also requested the HOA attorney be updated on this parcel.

C. District Manager

Mr. Mena presented a BladeRunners proposal to the Board for removing a dead tree.

On MOTION by, Mr. Rodriguez seconded by Ms. Incandela, with all in favor, unanimous approval was given to the BladeRunners proposal to remove a dead tree for \$800.00.

Amenity policy rules will be updated. Ms. Mackie suggests new edits, and will create a

draft to present to the Board.

NINTH ORDER OF BUSINESS**HOA Liaison**

This item was addressed during the field report order of business.

TENTH ORDER OF BUSINESS**Discussion of Digital Signs**

Mr. Crary gave his opinion on the proposal of the digital signs, and he is not in favor.

Ms. Incandela stated the Board is not in favor of digitizing and has considered it in the past and decided not to move to lighted signs due to aesthetics, electrical costs, etc.

The consensus of the Board is to not move forward with this proposal.

ELEVENTH ORDER OF BUSINESS**Supervisor Requests**


Mr. Crary provided the Board with a handout for improving CDD communications and how to improve meetings. Mr. Mena will research increased technology at meetings.

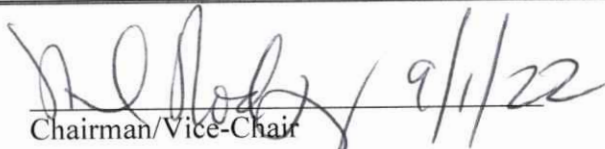
Mr. Peters inquired on the Maricabo development. They are encroaching onto Brighton Lakes property; however, Mr. Crary advised the developer may not be aware.

TWELFTH ORDER OF BUSINESS**Adjournment**

There being no other business,

On MOTION by, Mr. Rodriguez seconded by Incandela, with all in favor, the meeting was adjourned


Secretary

 9/1/22
Chairman/Vice-Chair