

MINUTES OF MEETING

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, January 5, 2017, at 6:00 p.m. at the Brighton Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, Florida 34744.

Present and constituting a quorum were:

Michelle Incandela	Chairman
John Mastromarino (<i>via telephone</i>)	Vice Chairman
Gerald Frawley	Assistant Secretary
Dolores Pieters	Assistant Secretary
Jeffrey Slack	Assistant Secretary

Also present were:

Gary L. Moyer	District Manager
Sarah Sandy (<i>via telephone</i>)	Attorney
Diana Alvez-Martins	Severn Trent Services
Al Desrosiers	Severn Trent Services
Joe Grozier	American Ecosystems
Paul McCartan	Keep Safe Security
Tom Murphy	Girard Environmental
Brian Smith	Severn Trent Services
Residents and members of the public	

This represents the context and summary of the meeting.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Mr. Frawley led the *Pledge of Allegiance*.

SECOND ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Moyer called the meeting to order at 6:05 p.m.

Mr. Moyer called the roll, indicating a quorum was present for the meeting.

Ms. Incandela was not present at roll call.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office

Mr. Moyer stated we went through the general election process in November, as other governmental entities do, and we have two new Supervisors: Mr. Frawley and Mr. Slack.

Mr. Moyer administered the oath of office to Mr. Frawley and Mr. Slack.

Mr. Moyer stated that Mr. Frawley and Mr. Slack received an oath from the Secretary of State, which must be returned.

The record will reflect that Ms. Incandela joined the meeting.

Mr. Moyer stated you are now considered to be elected public officials. As such, the Board and the District are subject to certain requirements under the Florida Statutes. The most notable is the Sunshine Law, which simply stated means that no two elected officials serving on the same Board can meet outside of a meeting like this, which has been advertised as a public meeting for anyone in the public who wants to attend to discuss anything about District business of what this Board will do in the future. All that has to take place in the public at one of these meetings. It does not mean that you cannot socialize together. It just means that you cannot talk to each other about District business. That is what local governments follow and is taken seriously by State attorneys. It is important that you recognize that you cannot talk to each other about District business. The District is also subject to the public records law. That means, with very few exceptions, that anything in your possession related to this District is available to anyone in the public who can ask you to see that information, which you are obligated to provide without even asking why they want to see it. They have an absolute right to see it. To the degree that you keep the agenda packages, it may be something that someone may want to see. If you have emails, keep separate email accounts and keep District emails. It makes your life easier if someone wants to see what emails you sent or received on behalf of the District. All those things are technically a public record. In the normal course what usually happens is, public records requests will usually come to my office or to Hopping, Green & Sams as your attorney, and we follow a strict protocol in terms of how we respond to those public records requests. We acknowledge the request as soon as we receive it, and we will assemble the documents. If there is excessive cost to the District because the public records request is so broad, if they want to see every single record that the CDD ever had, it takes a lot of staff time to do that, so we will contact the person making the request and notify them about the cost, and once their payment was received, we would process the request. Having said that, there is no law that says you must keep your agenda packages. If you do not want to keep them or anything you receive from the District, you are not obligated, but if you do, it is a public record.

Mr. Slack asked what about personal notes?

Mr. Moyer responded yes, those are public records.

Mr. Crumbaker stated we will send the new Supervisors a binder with information about retaining documents for the District; Chapter 190, *Florida Statutes*; rules of the District; and policies. You should receive that in the next week or so. If you have any

questions regarding meetings or the public record law, reach out to Mr. Moyer or me, and we will try to answer them for you.

Mr. Moyer stated welcome aboard.

B. Election of Supervisors – Resolution 2017-02

Mr. Moyer read Resolution 2017-02 into the record by title.

Mr. Moyer stated we need to select a Chairman, which is mandatory. You are permitted to have a Vice Chairman, Assistant Secretaries, and Assistant Treasurers. We filled the Secretary, Treasurer, and Assistant Treasurer lines already. The reason for the Treasurer is, under the law, the Treasurer has to sign all of the checks. We thought that we would make your Treasurer and Assistant Treasurer the people in the accounting department of the management company, so we can process checks. I would serve as Secretary, but if someone wanted to serve as Secretary, I do not feel strongly about serving as Secretary. The remaining Board Members would be Assistant Secretaries. If someone cannot reach me, they can contact someone who lives in the community. Currently, Ms. Incandela serves as Chairman, Mr. Mastromarino serves as Vice Chairman, Ms. Pieters serves as Assistant Secretary, and there were two vacancies. If the Board wants to keep the positions the same for Ms. Incandela, Mr. Mastromarino, and Ms. Pieters, we can add Mr. Frawley and Mr. Slack as Assistant Secretaries.

The Board gave consensus to retain the same officer structure, adding Mr. Frawley and Mr. Slack as Assistant Secretaries

On MOTION by Ms. Pieters, seconded by Ms. Incandela, with all in favor, unanimous approval was given to Resolution 2017-02, designating officers of the District.

FOURTH ORDER OF BUSINESS

Approval of the Minutes

A. Minutes of the November 3, 2016 Audit Committee Meeting

B. Minutes of the November 3, 2016 Regular Meeting

Mr. Moyer reviewed the minutes and requested corrections, additions, or deletions.

Mr. Slack asked is this typically how long the minutes are?

Mr. Moyer responded yes. I know they are voluminous. They are almost verbatim, but we take minor liberties in terms of grammar. I feel strongly about having this type of minutes, because five years from now, if we have summary minutes and someone asks why we did this, at least we can say why we did something and show the discussion, that it was well thought out and was not arbitrary or capricious but part of the process. I found that very helpful to read about why we did something.

Mr. Frawley stated I think that is excellent. On page 3, it says “Mr. Frawley stated the cards must go to the renters.” I believe I said that cards should go to owners.

Mr. Moyer stated we will make that change.

On MOTION by Mr. Mastromarino, seconded by Mr. Frawley, with all in favor, unanimous approval was given to the minutes of the November 3, 2016, audit committee meeting, as presented and the November 3, 2016, regular meeting, as amended.

FIFTH ORDER OF BUSINESS

Audience Comments

Ms. Lucy Savarino stated I was wondering who is responsible for setting these rooms up and why do they not have a schedule? Last night, we came in for our crime watch meeting, and nothing was set up. The security guard did not know anything about it.

Mr. Smith stated we do not have a schedule except for CDD meetings. If someone else wanted to use the community room, we let them set it up any way they want. I can add you to the schedule. We do not have the crime watch or HOA meetings scheduled.

Ms. Savarino stated crime watch meetings are held the time each month. The former attendant used to set up.

Mr. Smith stated we changed attendants. If there is going to be a meeting, call us in advance and let us know. We can make sure that the attendant sets up the room. We do not know how you want it set up. If you give us a schedule, we will try to implement it, depending on the attendant. The attendant does not set up the room. Ms. Alba Sanchez sets them up. We would be more than happy to work with anyone if you call us.

Mr. Frawley asked how much advanced notice do you need?

Mr. Smith responded the day before would be nice. Tell me how you want it set up.

Ms. Savarino stated we usually set it just like this.

Ms. Alvez-Martins stated I usually will give them a schedule for the entire year.

Mr. Smith stated the best thing to do is to call in advance.

Mr. Mastromarino stated crime watch meets once a month. The HOA meets every other month. The CDD meets every other month. All three meetings are set up the same. We do not have a lot of activities, so we should just leave the room set up.

Mr. Smith stated if you have an activity, it must be taken down.

Mr. Mastromarino asked how often does that occur?

Mr. Smith responded not very often, but it does happen. Because we have so many moving parts and people, call Ms. Alvez-Martins two days in advance. That is the best way to do it, and then Ms. Sanchez will come by and make sure that it is set up.

Mr. Richard Jennings stated we received a notice about access cards. I am not sure what you are expecting us to do, other than to get our cards.

Mr. Smith stated that is correct. You are getting your cards.

Mr. Jennings stated I appreciate the job that the Supervisors are doing and for serving on the Board; however, we are not sure exactly what you do until after the fact, and that is not good.

Mr. Moyer stated that is why we post in the front when the CDD is having a meeting and why we advertise in the newspaper. The Board meets on a regular schedule, which is every other month on the first Thursday. You are all welcome to attend.

Ms. Incandela stated what Mr. Moyer was just explaining to you about the Sunshine Law is, this Board meets as a group during these meetings and only during these meetings. We do not have private meetings or phone calls. Everything we decide is done here and is open to the public. Everything is taken down in the minutes. If you cannot attend meetings and you go to the CDD website, you are going to see those minutes and see almost word-for-word everything that occurred. Every discussion, every issue, every topic, and every ruling are available for you to review. For example, if you normally come to meetings, go to the website, click on minutes, and you will see word-for-word every single thing that happened during that meeting, so you can track what the Board does. Our budget meetings are open to the public. Nothing is done in private. It is just a matter of attending meetings. If you cannot attend them, look on the website for the information. Everything is public and transparent.

Mr. Jennings stated I really do not understand what the Board does. Can you give me a brief description of what you do?

Ms. Incandela responded there is no way for us to tell you what we do in 30 to 45 seconds. I refer you to the website which gives you a description of what the CDD is, what our Board does, what we govern, and what decisions we made. That is really the most comprehensive way for you to get that information because that is not something that I can condense in 30 minutes. The CDD is basically running the community and has authority over the public and common areas. The HOA deals with private home owner issues. The CDD is responsible for your gates, the recreation center, and pools. The

website will give you comprehensive information. You can spend some time with us after the meeting and one of us can explain that.

Mr. Frawley stated I went to the website and there is page entitled What is a CDD? Everything was explained.

Ms. Incandela stated thank you for your interest.

Ms. Brenda Jennings stated when Envera was about to take place, I attended one of the meetings. When I found out that you had decided to install and spend this horrendous amount of money for the installation, it is my personal feeling that every home owner should have been notified by a letter prior to making that decision because CDD monies come out of our taxes. I am sure that down the road we may have an increase. The upkeep will be costly. If you are a renter and you want to have access to the clubhouse or to the facility, once it is installed, how will it affect that person?

Ms. Incandela responded I think you have a right to know how every penny of CDD money was spent, which is why these meetings are transparent. At any time this Board meets, a decision can be made for a large expenditure or small expenditure. That is what we do. We are basically overseeing all the items in our community. At any meeting and at any time, there can be a large decision made or several small decisions made, which is why if you have an interest in knowing when and where every dime is spent, you can either attend the meetings or look on the website. Security is something that we take very seriously, both from a security perspective and also from a cost perspective. If you attend meetings, you understand that over the years, we have spent a tremendous amount of money maintaining our gate. Unfortunately, our technology is outdated. Our gates are outdated. It got to the point where it was so expensive to continue repairing them. We tried as much as possible to put off making any kind of a switch in the technology to our gates to save and get as much as we could out of them. Finally, it got to where we were spending more money into the old system for these old gates. We had to look at upgrading our technology and our gate systems because they were not working anymore. It is very painful for the Board members because we pay the bills, as well. We are all home owners. We are cheap. It concerns us from that perspective. We do not like to pay expenditures if we do not have to. What went into the decision was the fact that we were wasting money on repairing things that were not going to last forever. If you want to look back in the minutes, there were extensive discussions before we made that decision. We are going to discuss later about the procedures for renters.

Mr. Mastromarino stated we went from a 12-hour monitoring system to a 24-hour monitoring system. Most of us can agree that break-ins tend to occur more during the day when residents were not around. It is a major improvement from what we had, overall.

Mr. Smith stated all our controllers needed to be replaced because we could not get parts for them anymore. That is why we had to upgrade the entire system. The benefit to having an automated system is that the camera system and the virtual guard generate reports for damages. We immediately receive a report that we are able to send to our office and file for the police report because we have the license plate. We are able to go after the people who did the damage because we have the license plate, the report from Envera, and the report from the police department. Before it was difficult for us because the camera system was outdated and it did not work as well as what we have out there.

Ms. Jennings asked if we have an electrical outage, how would that affect the system?

Mr. Smith responded everything opens and the cameras will continue to monitor. The gates open and there is a battery backup for the cameras for a short period of time, but it is inefficient. At that point, everything opens. We just need to make sure that we are out there and monitoring. One of us will respond if there is an outage.

Ms. Incandela asked Mr. Smith, can you discuss the procedure for the renters?

Mr. Smith responded the renters will only receive an access card from the owner. The only way to get a card or sticker for your vehicle is to either go to our office or be here on a Saturday morning when we are here. The pool opens from 10:00 a.m. to 4:00 p.m. You need to bring proof of ownership if you are the owner of that house. If you are the owner of the house and you choose to give your card or sticker to the renter, you are responsible for what your renter does. If a renter comes in here and causes damage, we are going to go to you. In your application, if you have a renter, you need to put all of the renter's information on there, as well, give us their license plate number, and any other information that we may need as far as who we need to give the cards to.

Ms. Jennings stated what I am hearing is that a renter cannot come and access the facility.

Mr. Smith stated not unless the owner of the property gives us the renter's information. If the renter leaves and the home owner does not update their information, that creates a problem. Then we go back to the owner and tell them it is their responsibility to let us know that their renter left and they have a new renter. That comes

back to the Board, and the Board makes a decision. We will only let them get away with that one time. If it is a continual issue, then the Board has the opportunity to suspend access for six months. There are repercussions if the owner is not responsible for the renter.

Mr. Slack stated a person renting a home here could rent a home but not give the rights of all our services to their renter. If the home owner happened to live in the next development over and wanted to work out here, they can choose to rent out their home. The renter can jump up and down all they want. If they do not give up their cards to those people, they do not have access.

Ms. Pieters asked for home owners who do not live on the property and are renting it, could they come here if they live out of State to get those cards?

Mr. Smith responded they do by mail. That is in the letter that we sent.

Mr. Frawley asked if a renter leaves the community and the home owner does not receive those documents back, all of our credentials are numbered and Mr. Smith can cancel it. If they come in here with a card, it would not open the doors. The cards would not function anymore. The home owner has to pay to replace those cards or stickers.

Mr. Joe Klusko stated I would like to thank Mr. McCartan for his assistance in getting the place safe. I looked at a waiver that says if we want into the gym area and someone fell down, they are not responsible. Is that correct? If so, am I entitled to have two cards? I understand that the Brighton Lake subdivision is not responsible for injuries or illness. If I walk into this weight room which is maintained each week or month, and a piece of cable snaps, hits me in the face, and I have to go to the hospital and receive 28 stitches, I can go back and take a picture and sure enough tell that it was due to the fact that the equipment was not maintained. The CDD could turn around and say that they were not responsible because it was an outside contractor. Who is responsible? If so, what happens if I do not sign the waiver?

Mr. Moyer responded if you have a card, you already signed that waiver.

Mr. Klusko asked if I sign this waiver, I want to make sure that I get my name removed. Is everything being recorded?

Mr. Smith responded eventually yes.

Mr. Klusko stated if some jerks come in here and start using the equipment and snap cables, the CDD could be liable. What you are telling me is, if a cable hits my head and I need 28 stiches, I do not want to be a burden on the CDD but I also want the

responsibility of the individual who used a 50-pound weight to snap a cable to be responsible. I understand that we have people maintaining the equipment. Who is responsible? If I do not sign the waiver, will I be able to get my two cards?

Ms. Incandela stated without the waiver, you would not have access to the facilities. You do not use them anyway. This is just an update, so most likely the waiver that you already have, unless you decide to rescind your waiver, it is still on record. That is something that we can discuss in further detail after the meeting. If you want to rescind the waiver, we can look into that.

Mr. Klusko stated I would like to look to do that. Would I still receive my two access cards?

Mr. Smith responded the problem with receiving your two cards is, if you have guests who want to utilize the pool, you must sign the waiver. That is a decision that our attorneys must make.

Mr. Klusko asked how do I come to meetings? Would I have to wait for the next person to open the door?

Mr. Smith responded no. We have a security officer. You can show him your ID and state that you live here and chose not to sign the waiver.

Mr. Klusko stated last night, I was waiting for 15 to 20 minutes for someone to open the door. I do not use the gym or the pool.

Ms. Incandela stated there are different parts to this. One is an agreement stating that you agree to abide by the rule of the community and if any of your family, you, or your guests cause damage, you would be responsible.

Mr. Klusko stated I would hope that everything was recorded.

Ms. Incandela stated you have the other waiver, which we can discuss later. You have a waiver on record, so there would probably be no issue. If the waiver gets rescinded, I believe that the Board has the right to rescind the cards. I would like to check on that. We will talk about that later and ask a specific question.

Mr. Klusko stated I just want individuals who cause damage to be responsible if injuries occur from their negligence. I saw this the other day.

Ms. Jennings stated it does not have to be an individual who destroyed it. Some of that equipment is antiquated and needs to be replaced. No one should have to sign away their rights if they pay taxes.

Mr. Klusko stated I do not mean to burden the Board, but I feel that is an injustice.

Ms. Jennifer Giordano stated you mentioned that the security equipment was outdated. What happens if the same scenario occurs with this equipment and does not work at all and we decided that it is not beneficial for us to have it? Are you contracted with Envera for a certain amount of time? What happens if we still have issues in the community?

Ms. Incandela responded you are going to eventually have the circumstances. Any technology that you use in any capacity breaks down and technology gets old. That is not something that the Board can control. We would anticipate the best we can that our equipment becomes outdated, antiquated, or not able to be repaired. That is when the Board starts looking for options of what we need to do next. That is why it is important for your Board members to not only look at the decision that they are making at that time but the ramifications that it has in the future and start to think about these things years in advance. You do not want to wait until you are at that point. We started looking into these systems a long time ago when the equipment started to go and tried to put it off as long as possible. To the extent that there is nothing that you can do, the idea is for the Board to be as educated and aware as possible to have a good working relationship with the management company so that we can try to stay ahead of the curve to the extent that we can. Every system is going to have problems. I expect that when we transition, there are going to be issues. I am not happy about it myself, but that is life. It is a new system and a new procedure with new policies. We are going to have a learning curve because it is a new procedure, new company, new everything. I expect that in the beginning there are going to be some bumps along the way, but we are hopeful that, just like with our previous system, things will eventually solidify. Our procedures will be set in place and everyone will understand when everyone has their cards and our system is operating, hopefully it will run smoothly. Then the Board will maintain and monitor to the extent that we can. Hopefully, it will be a system that works out well for us. We do not have any indications now that it will not, but everything is a period of trial, and we have to do the best that we can under the circumstances that we have.

Ms. Giordano stated we pay a CDD assessment every year that gets incorporated into our taxes. I believe it is \$1,600. That was specifically put in place because of the note. My thought process is, when it gets to be the amount of whatever that note was, I would think that would make it whole where we paid it completely. I am just curious. With everyone having to pay this from the time that it was put into place when Brighton Lakes

was built, where are we now in paying that amount back? We are taking money out to do all these repairs and security systems. It does not seem like it is dwindling. I do not want to pay a CDD assessment for the next 25 years when there are 751 homes in here. That note should have been paid for a long time ago. I am confused as to why.

Mr. Moyer stated the note is just like your mortgage.

Ms. Giordano stated the mortgage is paid off.

Mr. Moyer stated right. That is true in this case.

Ms. Giordano stated you do not owe any money.

Mr. Moyer stated that is right, but it was a 30-year bond that will be paid off in 2035. In 2035, that part of it goes away.

Ms. Giordano stated if we are paying it off each year, I am just wondering what the note amount was in the beginning. It is very expensive.

Ms. Incandela asked where is the bond as opposed to our expenses? Can you give me a breakdown?

Ms. Giordano stated it does not seem like it is going to be paid off. It is going to continue.

Mr. Moyer stated what you pay based upon where you live and the size of your lot on an annual basis runs from \$1,128 to \$762 to \$564 to \$677 per year.

Ms. Giordano asked what was the amount of the note initially?

Mr. Moyer responded that is probably on the website. What I have is the remaining amortization schedule. The current principal balance as we sit here today is \$2,835,000.

Ms. Giordano asked what is the total if you take 700 homes at \$1,600 per year?

Mr. Moyer responded it would not be \$1,600. That includes the operation and maintenance. The schedule that I gave you is what we pay for the principal on the outstanding bonds, which is driven by lot size.

Ms. Giordano asked why was a letter not sent to every home owner before the note was issued?

Ms. Incandela responded these meetings are always held at the same time.

Ms. Giordano stated you have renters who are in these homes. Letters should have been sent.

Ms. Incandela stated I thought that originally before I sat on this Board. When I moved down here, one of the first things that I asked at one of these meetings was why I was not sent a letter or notified of this. You know what? They said if we were going to

send you a letter, here is what it is going to cost to send everyone a letter. We send letters when we are required to do so and we use public notices to inform our residents when meetings occur. At any one of these meetings, you need to be aware of the fact that these decisions can and will be made on behalf of the community by the Board. If you want to look at the meeting schedule, you can see when we are going to meet. If you want to look at what is coming up at the next meeting, look at last month's meeting, such as discussing security and making a decision about the security company. They are open to the public. There are no notices about certain individual decisions because we have public notices.

Ms. Giordano stated I object to that.

Ms. Incandela stated as far as we are concerned, every decision that we make on behalf of this Board is a big decision. We take all these decisions very, very seriously, not just the ones that have to do with security or ones having to do with landscaping. Every one of these meetings is extremely important, and we encourage everyone to attend and see what the discussions are. The other part of your question is about the bond payback. If you think about it in terms of the example that Mr. Moyer gave with your house, if you can pay off the mortgage to your house, your monthly expenses are going to be less, but as your house ages, you are going to have needs. Our community center is still going to be here, our pools are still going to be here, and we are still going to have security. The portion that is going to get paid back from the bond will be used to replace our roadways, which the Board is already starting to budget for, and for Envera because we have to maintain our roads and the security. There are expenses that this community and this Board are going to have for years and years to come, even when that note is paid off. That is part of the reason why you guys need to make sure that your Board is on top of not only what is going on right now but planning what is going to happen 15 years from now, which is what we do when you set aside money. We build on those reserves for these expenses. We estimate when our roads are going to have to be replaced. We get reports from Mr. Smith to find out when our equipment is going to fail, so that we can have an idea in advance, so that our finances are always going to be in good standing. That is why every meeting is important to us. We especially encourage you to attend a budget meeting because that is a very specific meeting where we discuss how every single dime is going to be spent and what we are proposing for the upcoming year and where we were in the prior year. Everything is transparent here, so it is a good idea for

you to attend if you are curious about where the money is going and how the Board is spending it.

A Resident stated I think where a lot of the confusion is the communication. Maybe something needs to be said to the real estate agents. We were told that the \$1,600 was to pay back the roads. It just needs to be broken out which amount was principal and which was interest. We were under the impression when we first moved in that it was \$1,600 to pay back the roads. That is what we were told.

Mr. Moyer stated there is a budget that is on the website.

Ms. Incandela stated you are not the only one who told us that. I was given a lot of bad information from my realtor. We heard from residents that their realtors promised them everything to get that house sold. Unfortunately, it is a matter of doing your own due diligence and not relying on the person who is making the sales commission. That is the reality of it, and we do the best that we can. We cannot control what your realtor is going to tell you. We have control over what is on the website and what is said at meetings. Unfortunately, that is a bad occurrence that happens frequently, but we do what we can on our end.

Mr. Slack stated keep in mind that this security is not costing anyone any additional money. The budget has already been planned.

Ms. Incandela stated I love these questions. People think when they ask questions like this that the questions are hard and it is challenging the Board. We want to answer these questions. I want you to go back and know what this Board is doing and know why we are making decisions so you are not going out and saying that you do not know what we are doing. The more informed you are, the more informed everyone else is going to be. Please continue to ask these questions. They are very good questions, and I appreciate you asking them.

Mr. Frawley stated attend meetings so you get informed.

Ms. Incandela stated if you can.

Mr. Frawley asked how far back are previous meeting minutes posted on the website?

Mr. Moyer responded I think all the way back to be beginning of the District.

Mr. Frawley stated what you are asking and what Ms. Incandela is telling you is to review the minutes from the prior meeting. All that information is there. Do you know what I mean? If you go back to those minutes, you can see all the things that you are asking.

Mr. Moyer stated the budget will be presented to the Board at their meeting on May 4, and the budget will be adopted by the Board on July 6.

Mr. Frawley stated you should look at the minutes from last July.

Mr. Moyer stated prior to May 4, the fiscal year 2018 draft budget will be on the website.

Ms. Incandela stated what Mr. Frawley is saying is that you should review the transcription from the last budget meeting.

Ms. Giordano stated I am not trying to be disrespectful.

Ms. Incandela stated I do not think that you are being disrespectful at all.

Ms. Giordano stated I just did not understand.

Ms. Incandela stated I think they are great questions. I asked a lot of them myself.

The Resident stated the only thing that I want to add is that I worked for three major health clubs. You sign a waiver when you join that health club. The only time that it becomes negligible is if there was proof that there was negligence by the maintenance company. If you get injured, then that waiver is null and void because you upheld your end of it and they upheld their end.

A Resident stated you said that we are going to be responsible for repairing our roads yet this is a County road, which is why we cannot be gated. What part is our responsibility and what part is the County's responsibility?

Ms. Incandela responded they are public roads that we are responsible for maintaining.

Mr. Moyer stated let me tell you why that is. I have been doing land development in the State of Florida for 44 years. I came down in the early 1970s. From that time forward, the saying, "Growth pays for growth" is the cornerstone of growth management in the State of Florida. When there is a new developer, Counties and Cities say they are not going to use their general money to pay for new growth. If you want to do that, here is something you can use, which is a Community Development District, which means that those costs are passed on to new growth. You could live in new developments, pay for the infrastructure and all the new growth, and the County does not pay for that and the City does not pay for it. That is consistent with what the growth management policy is in the State of Florida. What is hard to understand is that we built the roads and we are responsible for the maintenance of the road. You are right; you look at it as solely for Brighton Lakes, so we are able to restrict access; however, we are a government. CDDs

are special-purpose, local governments, and we cannot restrict access, just like the County cannot restrict. If I want to use a County road, the County cannot restrict that or the City cannot restrict it from the public. The problem is that we get the worst of both worlds. You have to pay for the maintenance of the road, but yet you have to provide for that public access. Having said that, there is great benefit and I think that it has been proven in this area, especially in Pleasant Hills. Brighton Lakes has the lowest number of incidents of crime in this corridor. There was a reason for that. People perceive that the District and crime watch are watching out for the community. It is easier to go down a street that does not have all this infrastructure and do bad things in that neighborhood, rather than come up to Brighton Lakes and go through the camera system and have their license plates photographed. Even though it is not 100%, that is still better than most other subdivisions.

Ms. Donna Slack asked is there going to be a camera that will be recording on the way out of the neighborhood? They are having problems at night with people trying to get into cars. If they are able to see a video of cars leaving, that might narrow down some of the problems; then again some of the larger problems we had were caused by people who live here or people who used to live here with cards and passes and come back.

Mr. Smith responded currently, there is not one on the exit side, but as this system is installed and starting to be used, we see how it is being used and see where the things are that we can improve. Then we will try to make those improvements.

Ms. Lucy Moreira stated I have a question about the lane as you come through the gate. Because it is going to be two at the same time, one coming through the visitor's side and one through the owner's side, the left-turn lane turns into the right-hand lane. Are the lanes going to be changed, so that the left-hand side can go down farther?

Mr. Smith responded yes. As you merge, we will have yellow arrows. We are going to remove those strips and put a merge-right arrow. The center median where you have a covered section, where residents come in on the outside and guests will be coming on the covered side, there are going to be delineators beyond that median. What will happen is, there will be two gates. A resident will be coming in and a guest will be coming in. This side will open for the resident. The guest will not be able to get around that because of the delineators. If they get that far, the gate will open. If a guest comes in the resident side and cannot get through, they will be able to turn right and go back around.

Ms. Moreira stated what I am talking about is after you go through the gate.

Mr. Smith stated after you go through the gate, you are going to have to merge. There will be a *Merge Right* sign. There is already a yield sign, so you have to yield at that merge. At any place where you have to merge right, you have to yield to the car that is in that lane. It is the law.

Ms. Moreira stated so the strips will be changed.

Mr. Smith stated the strips will be changed to a longer merge.

Mr. Moyer stated thanks everyone. Like Ms. Incandela said, those are great questions, and we are always glad to discuss it with you.

SIXTH ORDER OF BUSINESS

Vendor/Contractor/Third-Party Items

A. Security – Keep Safe Security

Mr. McCartan stated we are working with the Envera system. We are remaining onsite. The guards are going to be trained in how to use it, even though there is a kiosk. The security guard will still be doing patrols. There have not been any other issues. Something was raised last night at the crime watch meeting. There was some damage to the Kariba gate. The guard called the sheriff's department and gave a description and information on how to get access to the cameras. She gave her statement to the police and obtained a photo. There was nothing more that I could do, unfortunately. There were issues around the fencing at the basketball court. This is the first time that it was damaged this year. We have not identified the perpetrators yet. They are not from the community. The description and videos were sent to the sheriff's department.

Mr. Frawley asked was the door fixed?

Mr. McCartan responded yes, it was repaired. They hopped over the lower gate and pushed the button to get access and allowed the females with them in. By the time that the security guard heard the commotion, they already damaged the door.

Ms. Incandela stated Mr. McCartan's company has done a fantastic job for us, and we were pleased with their services. They will remain here to provide security for the gatehouse. Any other issues that we have that we can use that company for, we certainly will. He has also been helping with the transition, as we are in need of making a smooth transition from one to the other, which we thank Mr. McCartan for. He has been available and his staff has been available to work extra for us to be able to help us to do that, so we are very appreciative.

Mr. Slack stated I was looking through the invoices for security, and there were specifications for foot patrol and guardhouse. I assume that foot patrol is the person here at the guardhouse as opposed to the person who sits out here.

Mr. McCartan stated yes. There are two separate invoices. One is for the recreation center and the other is for the gatehouse.

Mr. Slack stated I tried to match up the master list of payments to the invoices. At first glance, it looked like there might have been some duplication. Can we check that in the future?

Mr. Moyer responded if you have those types of questions, it is best is to call us before the meeting. Ms. Alvez-Martins will look at that.

Mr. Smith stated our accounting department is very good. We will get contractors that send us the same invoice several times, but accounts payable tracks those invoices. In addition, there is a pre-designated payment for contractual work. If someone sends an invoice and they do not know what it is for, they will contact me to see what is going on. That happens sometimes. They are good about not paying or contacting us and finding out what is going on. Call me and we will look through the invoice and invoice numbers if you have any questions. As a matter of fact, Mr. Mastromarino called me today about a Home Depot receipt. It was for propane gas. He wanted to know why we were refilling propane gas because we did not have a propane gas tank. However, we did an asphalt repair on Star Grass. We used a torch to melt the asphalt. I thought that was a good question.

Mr. Slack asked so I need to call Ms. Alvez-Martins?

Mr. Smith responded yes.

Ms. Incandela stated you do not have to wait until next month. If you email it in advance of the meeting, you get an immediate answer, whereas, if you ask at the meeting, they have to follow-up, which takes time.

B. Landscaping - Girard

Mr. Murphy stated I am glad that the holidays are over because of scheduling issues. We had several issues as far as our trimming schedules due to the holidays. I brought an additional crew out here this week to get caught up with some of the areas. Next week, we should be where we need to be. We had some issues with the hedges up front. Because they are privacy hedges, they do not get trimmed as often as the normal hedges. We do those on an average of every three months, depending on their growth. That is

why sometimes when we trim them, they look harrier than they should. We brought extra crews in. We are doing the back of the property next week and will be right back on schedule and where we are supposed to be. We discovered another main line break in your irrigation system up front, which we identified on Wednesday. We turned off the pumps and are repairing it tomorrow. Just so you know, when we do an irrigation repair, we do not just do that area. We repair both ends. These are very old antiquated systems. Valves are going bad. It is very difficult. At least for the front half of the system, we keep it going on a regular basis. That is why you are seeing some stressed areas. Luckily, we will be getting some rainfall this weekend, and that will cure us all. The other big thing that we have going on that will interest the Board is, at the end of the month, we will be doing our annual bush hog work on the wetland barriers behind the houses. The primary sections are on Huron Circle, but there are several other areas on the property that we do. That is scheduled to start the week of January 23. It will take two to three days to complete all the areas. It is a one-time annual event. I do not have anything else other than our regular maintenance.

Mr. Mastromarino asked what are the plans for emergents this year? Do you have a start date for application?

Mr. Murphy asked are you talking about pre-emergents for the turf or the beds?

Mr. Mastromarino responded for the turf. The turf should have been completed with the December application. Do you think that anything needs to be done in February or March?

Mr. Murphy responded typically not with what we are using. We use Atrazene, which is an extremely restricted chemical. We get very good use out of it. You are bound by temperature guidelines. If we find that it is not effective, we have a small window by the end of February that we can apply more, but we are also limited to the amount of pre-emergent that we can use per acre.

Mr. Smith stated you have a large fertilization upcoming in the spring.

Mr. Murphy stated pre-emergent is mainly to help for the prevention of weeds germinating. They do a contact kill every time that they are out here. I believe the fertilization is in March.

Mr. Smith stated last year just before the fertilization, we looked at the turf to see what areas we needed to treat before we did the fertilization. The turf improved last summer. This summer we will probably improve even more.

Mr. Frawley stated the viburnum hedge was only trimmed halfway down. Did you go all the way to the bridge?

Mr. Murphy responded as of today, they went all the way to the bridge. The area before the bridge and the pile of sand back there, we only do sides there because those viburnums are 10 to 12 feet tall already and they make a fantastic screening.

Mr. Frawley stated I agree but I did notice that it only got done so far and then it stopped. I am glad that you got that far but the back between Patrician and Sweetspire has not been touched.

Mr. Murphy stated that will get done shortly. The back of the property is on schedule for next week.

Mr. Frawley stated there is a point in time where you will top that because they are about 12 feet high in spots.

Mr. Murphy stated we are trying to make them even out. Some areas we will be taking down some and some areas we may not touch. We are trying to get them consistent. On the rolling hills, I am trying to get more of a straight-line hedge.

Mr. Frawley stated I received an email from a resident on Kariba Court saying that your mowers have been driving through his lawn and are causing damage. Can you talk to your guys about that?

Mr. Murphy asked do you have the address?

Mr. Frawley responded I will get it for you. He used to be the past HOA President, Mr. Angel Bosque. There are some dead viburnums at the entrance in Kariba. There is a patch that has always been small. You put some in but a few are now browned out completely. How often does the guy come and inspect the sprinklers?

Mr. Murphy responded he is here every other week because of the size of the project and the age of the system. He may do half the property one week and the other half the next time he is out here. While he is looking at the back half, he will do spot checks. We have not sent Brighton Lakes a bill for irrigation in almost two years.

Mr. Smith stated Mr. Russ Simmons does all of my irrigation. Brighton Lakes pays for the materials and he does the repair. Any costs if we need a piece of equipment, Brighton Lakes pays for, but you are not paying for the labor of two gentlemen to make those repairs.

Ms. Incandela stated I know.

Mr. Frawley stated the resident on Kariba Court is either the fourth or fifth house from the end coming toward the gatehouse on Kariba but backs up to Pineridge. It is that side of Kariba.

Mr. Murphy stated they mow across the back.

Mr. Slack asked is Girard's monthly fee a set fee?

Mr. Moyer responded yes. It is a set contract. There may be additions for extra work that is authorized through Mr. Smith's office. In terms of the master contract, that is a set fee.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

Mr. Moyer reviewed the financial statements as contained in the agenda package, which are available for public review at the District office during normal business hours.

Mr. Moyer stated the financials are through the end of November. We do not collect most of our money until December or January. It shows that we collected \$81,000 out of a \$837,000 levy. Probably by late January, we will have 95% of that collected. That is not unusual. On the expenditure side, we are \$5,300 under budget for the administrative expenses, \$2,430 under budget for field expenses, \$4,326 under budget for gatehouse, \$550 under budget for roads and streets, and \$972 under budget for community center. You are 12% under budget when we add all of those categories or \$13,000 for the first two months. We are doing fine in that regard.

Mr. Slack asked does the budget year start in October?

Mr. Moyer responded October 1.

Mr. Mastromarino stated we have a CD that expires in February at Bank United.

Mr. Moyer stated thank you. As you are aware, they shop those rates. It may end up being with Bank United or with another bank.

B. Check Register and Invoices

Mr. Moyer reviewed the check register as contained in the agenda package, which is available for public review at the District office during normal business hours.

Mr. Frawley stated on page 58 of the agenda, there are four invoices for Quill Corporation with no invoice description. Farther down, there are two invoices with no description for Siteone Landscape Supply Holding. I have no idea what we are paying them for. Maybe this makes sense to someone, but I have no idea what they are for.

Mr. Smith stated we buy office supplies from Quill for the recreation center.

Mr. Frawley asked is it normal to leave the description empty like that?

Mr. Smith responded not typically, no.

Ms. Incandela stated there should be an invoice.

Mr. Frawley stated on agenda page 60, there is an invoice for Action Security for \$305. It says that it is for the pool gate. They came here, found nothing wrong, and left. I wonder how we ended up calling them and if there was anything wrong to begin with.

Mr. Smith stated from what I understand, there was damage to the gate to one of the controllers.

Ms. Incandela stated they did not find any equipment problem, but there was a programming error.

Mr. Frawley stated on agenda page 130, there is an invoice for Exercise Systems for exercise equipment. There was a trip charge for a return visit but yet they charged us \$65 for the trip charge. Am I reading that wrong? They say that they are not going to charge you the trip charge. Does that make sense?

Mr. Smith responded they always charge us a trip charge.

Mr. Frawley stated right behind the trip charge, it says “no charge – return visit.”

Mr. Slack stated maybe it means that if there was a return visit, there would not be a charge.

Ms. Incandela stated if it was not a return visit, you would see it twice. They are always going to charge for a trip, but if they do return, you will not see a trip charge listed.

Mr. Frawley stated on page 199, there is a KUA bill. I am assuming it is for street lights. The first one says Brighton Lakes Vlite. It is used again on Maggiore Circle. What is Vlite?

Mr. Smith responded I would be more than happy to research it.

Mr. Frawley stated I am trying to learn some of this so that it makes sense to me.

Ms. Incandela stated some of these are issues Mr. Mastromarino brought up.

Mr. Smith stated KUA performed an audit on all our utilities to see where we get our pricing, where our meters are located, and why each one has a different cost.

Ms. Incandela asked in addition to the KUA one, do you want to look at the other audits?

Mr. Frawley responded I tracked it before. I was not familiar with the word Vlite. I was hoping that you had a quick explanation. It is obviously for street lights.

Mr. Moyer stated it is obviously lights.

Mr. Slack stated it is a big expense: \$2,500. It must be for the lights.

Mr. Moyer stated it is the lights. It is probably for different pole sizes because if you look farther down it says S-light. It is probably indicating a type of light or light pole.

Mr. Frawley stated I was not intending to make this into a long discussion.

Mr. Smith stated if you have these types of questions, we can pull the backup. V-lighting could be the vapor lights.

Mr. Moyer stated S-light might be the sodium lights.

Mr. Frawley stated that makes sense. There are nine pages from agenda page 150 to page 170 that are receipts. I have no idea what they are for. I can see that they are for plumbing parts.

Mr. Smith stated they are for Home Depot.

Mr. Frawley stated I know that but several years ago, we talked about this and I asked how you know what these are for. You were going to have staff put little notes on them to say community center, front entrance, and so forth. There are pages and pages of receipts.

Mr. Smith stated it is the backup to the initial invoice.

Mr. Frawley stated my point is, if I do not know this, my guess is the majority of the Board does not know.

Ms. Incandela stated what he is saying is when you look at the invoice from Home Depot, these correspond to the invoice. It is supporting what was billed in the invoice.

Mr. Frawley stated my point is, on that invoice, it does not say what it is for.

Mr. Smith stated if you go to the check register, you will see a description. There is a description on the receipt.

Mr. Frawley stated they are mostly plumbing items.

Mr. Smith stated those are for irrigation repairs.

Mr. Frawley stated we talked about this several years ago. You were going to have your guys at least put some kind of note on there to say what the receipt was for.

Ms. Incandela asked do you want them to put irrigation for recreation center?

Mr. Smith stated one invoice may have five different things, depending on what he is doing that day.

Mr. Frawley stated in a couple of minutes, Mr. Moyer is going to ask us to pay this.

Mr. Smith stated correct.

Mr. Frawley stated I have no idea what it is for.

Mr. Smith stated when you receive the agenda, if you have any questions, feel free to give me a call before the meeting. Mr. Mastromarino calls me before meetings on any questions he has on invoices. For example, on the propane tank, I will get you an answer right away. Email me and I will get you an answer.

Mr. Frawley stated on agenda page 275, we purchased a three-ton air conditioning unit for \$2,103. Where did it go?

Mr. Smith responded in this facility.

Mr. Frawley asked is this the one that is freezing us out now?

Mr. Smith responded yes.

Mr. Frawley stated that is what I figured but it did not say any location.

Mr. Slack asked is calling Mr. Smith a Sunshine issue?

Mr. Moyer responded no. You can call anyone on staff. What you cannot do is call me and say you think we should do this and that I should tell Mr. Frawley. You cannot do that. I cannot be a conduit to break the Sunshine Law. You and I can talk whenever we want to talk.

Ms. Incandela stated you guys are both computer literate. Instead of calling, you can itemize the ones you have a question on in an email and by the next meeting, Mr. Smith will have the information. I am not saying that you should not call him. He welcomes it, but it is also easier for you at meetings to go down a checklist when he presents it to the Board.

Mr. Frawley stated or send an email listing all the pages.

Ms. Incandela stated right.

Mr. Frawley stated and then call him.

Mr. Smith stated you can call me.

Mr. Frawley stated I know that.

Mr. Slack asked is it safe to assume that the amounts on this check register are typical for two months of expenditures? Century Link was \$1,000 per month and Girard was \$1,302.

Mr. Smith responded if you look at the budget, it will say year-to-date. It is generally under budget. We have years of history on the cost associated with different things. They are the normal dollar amount. The only thing that would be unusual would be something that we bring to the Board for additional money.

Mr. Slack asked is this the baseline or will it jump out?

Mr. Smith responded if something is going to jump out, I would bring it to the Board prior to it jumping out.

On MOTION by Ms. Incandela, seconded by Mr. Frawley, with all in favor, unanimous approval was given to the check register and invoices, as presented.
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Mr. Mastromarino stated the bill for Century Link for the last two months was \$2,400. Some of that was maintenance. Can we look and see what options we have besides Century Link? Will the new security system be using Century Link or a similar cable system?

Mr. Smith responded the security system is using Century Link. As a matter of fact, we had Century Link out here today to try to increase their speed. Can we transition to another company? I have Century Link and I am not pleased with their service in terms of the bandwidth and speed.

Ms. Incandela stated what tends to happen is, whatever the incoming company is, it always seems like a better deal because of the initial rates that they offer you and you tend to end up in a worse situation. There are a number of complaints about the new company, Spectrum, that is taking over for Bright House. Until they get established and we get a handle on how they operate, I would not look to get anything from them at this point. Within the last 12 months, Mr. John McGrath had the same question, and Mr. Smith went out and compared them, but when you did the figures, it would have ended up costing us more.

Mr. Mastromarino stated we may end up having more problems with them than with another company for the new security system. Maybe we can look at alternatives. Will that be alright?

Mr. Smith responded yes, we can do that, but like Ms. Incandela said, it will take time before Spectrum gets settled in and they become somewhat dependable. We will research them and if we can get a cheaper price, by all means, I have no problem switching.

C. Ratification of Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year 2016

Mr. Moyer stated I request that the Board make a motion to ratify the engagement letter with Grau & Associates. Our attorney had some minor changes, primarily with our

right to cancel the contract. This is our standard engagement letter with Grau & Associates who did our audits in the past. The fee is what they quoted to us.

On MOTION by Mr. Slack, seconded by Ms. Incandela, with all in favor, unanimous approval was given to ratify the engagement letter with Grau & Associates to perform the fiscal year 2016 audit, in the amount of \$3,800, subject to review and approval by District counsel.

D. Termination of Dissemination Agreement with Prager & Co.

Mr. Moyer stated when a government entity sells bonds, we sign a contract as part of the bond issue, which is called a dissemination agreement. What that means is that we are obligated to provide information to an electronic data company that tracks municipal bonds. Anyone who is buying Brighton Lakes bonds in the secondary market has a place where they can go and get materials on what the District is, what we are doing, financial information on the District, and the status of the development of the District. For years, that was done by Prager & Company who were associated with the underwriters that handled the bond issues for the District. They are getting out of that business. They are in California and decided that they did not need to do that. What is happening is that the management companies for these CDDs, whether it is Severn Trent or another management company, are best suited to provide that financial information because they handle all of the financials.

E. Consideration of Dissemination Agent Agreement with Severn Trent Environmental Services

Mr. Moyer reviewed the engagement letter with dissemination agent agreement with Severn Trent Environmental Services, in the amount of \$1,000, which is exactly what Prager & Co. was charging.

Ms. Pieters asked is the \$1,000 an annual fee?

Mr. Moyer responded yes.

Ms. Pieters asked would it be paid monthly?

Mr. Moyer responded no. It would be one fee.

Ms. Sandy asked is the agreement that the Board has the version that has the language that I sent to you?

Mr. Moyer asked when did you send the comments?

Ms. Sandy responded last week.

Mr. Moyer stated then it would not include those comments. We can approve it subject to Ms. Sandy's review.

On MOTION by Mr. Frawley, seconded by Ms. Pieters, with all in favor, unanimous approval was given to approve the dissemination agent agreement with Severn Trent Environmental Services, in the amount of \$1,000, subject to review and approval by District counsel.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Moyer stated I handed out to the Board the policy changes related to the gate protocol that Ms. Sandy sent to me this afternoon.

Ms. Sandy stated earlier this month, Ms. Incandela asked that our firm draft a letter to Envera regarding the District's restrictions in terms of gate operations as well as the responsibilities they would have in regard to those restrictions. In response to the letter, Envera asked if the Board could look at updating the gate operations policy to reflect the virtual nature of the services that are going to be provided. I provided the old policy that the Board adopted in 2007 when the District first entered into services with Keep Safe. I distributed changes to the policy to be more in compliance with the services that Envera will be offering, in terms of the virtual guard and the push button system. It states that they are public roads and a visitor cannot be denied access. At this time, I would ask that the Board review these changes. You can come back at the next meeting with any additional changes, and we can incorporate them. The District has rules that it adopted back in 2003. Those rules were adopted through a statutory process. These policies fall under those rules and in compliance with those rules, so there is some limitation on the changes that we can make to them. Essentially what I would like to do is update the policy for Envera and incorporate it as part of the contract, so they have specific instructions on how the gate needs to be operated.

Ms. Incandela stated I had a chance to review this in advance, so I am okay with approving it, but I do not know if the other Board members had a chance to review it.

Mr. Slack stated it says "In the event that the guardhouse is unmanned," but they would be unmanned all the time now.

Mr. Smith stated yes.

Mr. Slack stated it also says that the gate will be placed in the upright position. If the guardhouse is always going to be unmanned, it should say, "In the event that the gate goes up."

Ms. Incandela stated in the event there is no virtual guard, it would be unmanned. The presence of the virtual guard is manned because there is a guard monitoring it.

Mr. Slack asked is that what you would consider manning the guardhouse: the virtual guard?

Mr. Smith responded yes.

Mr. Frawley stated if Envera had some kind of issue and the virtual guard was sick and no one was there to evaluate our system, then the gates must go in the up position.

Mr. Smith stated or if they lose connection.

Ms. Incandela stated if the guard leaves his virtual station and is not monitoring, those gates have to be up before he disconnects his monitoring.

Mr. Slack stated item B3 talks about the gate in the upright position. It says, "The gates shall be left upright at all times when the guardhouse is unattended."

Ms. Incandela stated virtual or physical, if nobody is there or nobody is monitoring. They will be able to think of it as controlled to lift those gates when they are supposed to be lifted if they need to be in an upright position.

Mr. Slack stated I thought of it as a physical attendant. It should be clearer.

Ms. Incandela stated I do not care if it is physical or not physical if there is no one monitoring.

Mr. Slack stated you mean unattended.

Ms. Incandela stated unattended or unmanned.

Mr. Frawley stated it is hard to follow this because I cannot extract what we expect them to say when someone pulls up to the kiosk. The reason why I say that is, the one on Volta, even though it is booted, several weeks ago when you pulled up to it, it went through its speech. I meant to record it but I did not. I went to it the other day to see if it would still do it, and it does not. It had more things to say than just "Welcome to Brighton Lakes." It then said it in Spanish. It looks like the only thing that we are going to say is "Hello, welcome to Brighton Lakes" and that is it.

Ms. Sandy responded in the past, that is how the guards greeted visitors.

Mr. Smith stated we are having the final walk through tomorrow at 10:00 a.m. I am going to make sure that everything is operating. We are going to listen to the kiosks.

Mr. Frawley stated the best that I can remember, it then said, "Push the yellow button to talk and press the green button to make the gate go up." I just want to make sure that we are not taking all those instructions out of the picture. Some people are not as sharp as others and will sit there and not know what to do if all it says is "Welcome to Brighton Lakes."

Mr. Smith stated it is going to give instructions, but I will look into that. That is a recording. Immediately after that the guard will say, "May I help you?" There is a recorded introduction and then a guard will come on and say "May I help you?" They do not have to push anything.

Ms. Incandela asked is this at every gate?

Mr. Smith responded yes.

Ms. Incandela stated we received a slew of documents. Did they present us with a script? I do not remember seeing that.

Mr. Smith responded it is fairly generic. It says, "Welcome to Brighton Lakes." We will listen to it tomorrow to hear exactly what it says. If we need to change it, that is an easy fix.

Mr. Slack stated I think the important thing is, at no time can they demand a destination. That is what they are saying that cannot be part of their message. They normally say, "Hello. Welcome to Brighton Lakes."

Mr. Frawley stated in case you have not seen it, there is a kiosk on both sides.

Ms. Incandela stated I have not seen it.

Mr. Frawley stated there is a camera and two buttons. You press the green button to open the gate and the yellow button for assistance. When I pulled up, I did not have to push anything. It must have had a sensor, picked up that my vehicle was there, and then started talking to me.

Mr. Smith stated that is correct.

Ms. Incandela stated I remember the description of the different buttons when we were talking about that, but I did not remember seeing anything.

Mr. Slack asked are you looking for approval?

Mr. Moyer responded no. Are you suggesting that we review this and bring it back at the next meeting?

Ms. Sandy responded we can revise it. Whatever procedure you have, they will comply with. As we get it worked out, we can revise the policies to closely match what

you want to be done over the next month or two and bring it back at the next Board meeting.

Mr. Slack asked will District counsel charge us?

Mr. Moyer responded no.

Mr. Mastromarino asked can you email out a version to the Board so we can review it prior to the next meeting?

Mr. Moyer responded absolutely. I will send it out as early as tomorrow morning.

Mr. Mastromarino asked do you have hard copies?

Mr. Moyer responded yes

Mr. Mastromarino stated you can provide them to Ms. Incandela.

Mr. Moyer stated fair enough, we will do that.

B. Engineer

There being nothing to report, the next item followed.

C. Field Manager

i. Field Management Report

Mr. Smith reviewed the field management report as contained in the agenda package, which is available for public review at the District office during normal business hours.

Ms. Pieters asked what is the projected date that the Envera system will go into operation?

Mr. Smith responded January 10. I distributed a proposal from Fausnight to do the striping around the guardhouse, which will help clarify where people need to go and how they need to get there. We are also going to install signage on the roadway coming in that says, "Gates Ahead." As you come in where you have to make a decision to either go to the right to the residents' side or to the left to the guest side, we are going to have a sign there. I am also going to have a sign at the guardhouse that says, "For Access, Stop Here" at the kiosk. As you go through the gate on the guest side, there is going to be a sign that says, "Merge Right" and we will keep the yield sign.

Ms. Incandela asked is there any way to time those gates so they are not open at the same time and you can control the flow?

Mr. Smith responded we are going to stand out there and work on that, so we know exactly how it works. Monday before we do it, we are going to be out there, and then on Tuesday, they are going to have their staff out there with us so we can make adjustments. That should not be a problem.

Ms. Incandela stated guests are coming through at the same time, and we seem to have an issue merging. Unfortunately, people get very cranky, especially when they are getting home from work. They are in a rush. It would be easier if we can control the gate.

Mr. Slack stated I have an issue with the Volta gates. Both of them are side by side, and if a car in the resident lane is actually a guest and cannot get through, how do they turn left to get out? I see what you are saying, but if he is close to the gate, he is not going to make that turn.

Mr. Smith responded even if a car comes up behind them, in other projects what we are finding is that people will let them back up. There are delineators in that hatched area. You will be able to turn here and go back out this way.

Mr. Slack asked but suppose there is a guest waiting for their gate to open at the same time?

Mr. Smith responded if there is a guest, the gate will already be open. The only thing you may find is, someone may try to sneak in behind them. These gates are very fast.

Mr. Slack stated it looks like it is curved. It looks like that and you can actually make that turn.

Ms. Incandela asked what if you have a resident who goes through and there is an issue, for example, if I forgot that I was driving a rental car this week and forgot my sticker. If I am in that resident lane, is my only option to back up? Is there any way that I can push something to get the gate's attention?

Mr. Smith responded no. The only thing that you can do is go back out and go in the guest side. In some communities, you cannot do that and the cars behind them realize that they cannot turn around. If someone puts their car in reverse, everyone backs up. We actually have a good situation with the ability for a car to leave, which is why we put the gates there.

Ms. Incandela asked do we need an additional sign saying that if their card does not work or they are a guest in this lane, then they must exit and go back to the visitor's lane?

Mr. Smith responded we can but we will have too many signs. To get ready for this and try to figure out how to get this all into place, the amount of work that was involved was a lot to get all the registration information. What we had was old and what we received from Ms. Alba Sanchez and from the tax roll was not accurate. I brought in a temp to help Ms. Alvez-Martins. She took all that information and looked at each address. She was finding that names were not matching. She reviewed each address and

went to the property appraiser's office to try to find the home owner. If she could not find them, she searched for deeds and found the correct names. We have all that in place. The temp was here for two weeks. Once we get all this in place, I think we are going to have to go through the process of adjusting it. Because we had to compile all that information, I did not think that we would make it by January 10. I thought it was going to be January 16, so I held off on giving Mr. McCartan his 30-day notice. I finally gave him the 30-day notice on December 19. We have Mr. McCartan until January 19. I am going to retain a guard and train that guard and have him there for a period of time until we are sure that everyone knows what is going on. I am even thinking for the first week or so, we are only going to do this at night and leave the gates open during the day. We will see how the first day goes and if people figure it out, we will not need a guard to stand there. I will use the guard on the two nights per week that the Board wanted the guard here. Then we will have coverage until that 30 days expires. I think we will have coverage, and we will know what is happening out there, what signs we need, how it is operating, and what problems need to be fixed over that period of time. If we need to add more signs, by all means, we will install new signs. I imagine we will probably need them, but I just do not know where yet. I think we will have good coverage on making sure it is working right.

Mr. Mastromarino stated this is a lot more complicated than people realize in terms of the fine detail. I appreciate the work that you are doing. Did we put up any signage at the visitor's gate?

Mr. Smith responded no. Our start-up date is Tuesday. I am not going to do any signage until Monday. I am going to have the entire crew out here on Monday putting up signs, and Envera is going to be here installing delineators. We are going to do that on the day it happens. I am thinking about doing it on Tuesday. I do not want to put up anything now because a resident will try to go in the wrong side.

Mr. Mastromarino stated you should cover up the signs with something.

Mr. Smith stated I already have the signs. All we have to do is stick them in the ground. The only thing that I am not going to have is the striping. Once the Board approves this proposal, I will go to Fausnight tomorrow. Hopefully, I can get the striping done by the end of next week. All that signage will probably go in on Tuesday morning when we do our start-up. The signs are ready to go into the ground. What I do not have is the "Merge Right" sign. I hope to have it by the time Envera gets here.

Mr. Mastromarino stated my issue with signage is that we have height restrictions at the gatehouse. If we put in a sign that exceeded the height restriction, we are going to see a lot of U-Hauls in the neighborhood. Is there any way that we can put a pole up with a height bar?

Mr. Smith responded we actually measured that and the restriction was for a semi. We can install a height bar. That is easy. I have done that before.

Mr. Mastromarino stated if a semi comes in, it will be a moving truck. They are not going to fit into the visitor's side. They are going to have to go to the owner's side. How are they going to get into the gate?

Mr. Smith responded most delivery guys know that and will go to the resident's side, get out of their vehicle, walk over to the kiosk, and talk to the guard.

Mr. Slack asked can the guard open that side?

Mr. Smith responded the guard can open either side. A lot of these construction guys do that. If they have a big truck, they will not go underneath because they know that they are going to have to pay for any damage. They will stop, get out, go to the kiosk, and request permission to enter.

Ms. Incandela stated it does not make sense to me why on the resident side, you would not have an option to push a button if you needed assistance. That would solve all these problems. If you got stuck there unexpectedly, they could call for help.

Mr. Smith stated we can do that. If someone pulls up to it and gets stuck there, they will walk over to the kiosk.

Ms. Incandela stated if they know to do that.

Mr. Smith stated a lot of people who are residents will go to the kiosk to see what it is like. Over a period of time, they will learn that.

Mr. Mastromarino stated I could see the gatehouse roof getting ripped up.

Mr. Frawley asked is the gatehouse roof tall enough to get a tractor through?

Mr. Smith responded yes. It is fairly high. In other communities, it is a lot lower. I never had anyone hit it while Envera was there. Prior to Envera, it was hit constantly, even when I had a guard during the day. We will place a height sign and a bar across. If they hit that, then they know to stop. If we need more lighting, we will add it.

On MOTION by Ms. Incandela, seconded by Mr. Frawley, with all in favor, unanimous approval was given to the Fausnight invoice for striping, as discussed.

Mr. Smith stated Tuesday is the start date. I am going to try to get Mr. McCartan's guard here to train. We will see how it goes that day. At night, we will have a guard. They want to do it 24 hours per day. I will have the guard in the evening. He will hand out information and answer questions that people have. At least he will be there in the evenings because at night it is harder. In the daytime, it is easy.

Mr. Frawley asked will the sign that gets the resident to the right-hand side say "Resident"?

Mr. Smith responded it will say "Resident" with an arrow to the right and "Guest" with an arrow to the left.

Ms. Incandela asked should we make it more specific for residents with barcodes?

Mr. Frawley responded yes. Just because I am a resident does not mean that I have a barcode.

Mr. Smith stated from experience, it did not matter.

Mr. Frawley asked will a resident be able to get into the left lane?

Mr. Smith responded the resident can go in on either side. If a resident goes into the left lane, all they do is go up and push a button to get in or push a button for help. The gate would not open automatically.

Mr. Frawley asked is there any mailing going out to residents?

Mr. Smith responded we have already done it.

Mr. Frawley stated if there is anyone who has not received their cards yet, here is what it looks like.

A Resident stated there will be a video of them coming in and exiting so that we have the timeframe of each person and how long they were in there.

Mr. Smith stated the camera is not in place at the exit to do that, but that is something that we are going to do from start-up.

Mr. Slack stated that is a good thing to have.

Mr. Smith stated absolutely.

Mr. Frawley showed everyone the window sticker and how to affix it. He was told by Ms. Alvez-Martins to take a piece of tape and put it on the outside of the sticker and affix to the inside windshield.

Mr. Slack asked who will be here on Saturday because we are expecting a big crowd?

Mr. Smith responded I will be here and Ms. Alvez-Martins will be here. The temp working with Ms. Alvez-Martins is going to be here. I will install an enter sign and a table that Ms. Alvez-Martins and the temp will sit at. I am going to be outside letting people in as the girls can take them. We are here from 10:00 a.m. to 4:00 p.m.

Ms. Incandela stated it is going to be surprisingly faster than most people would have anticipated.

Mr. Smith stated Ms. Alvez-Martins has all the pre-filled applications in a box, and as people come in, they will go through and pull it out. All they need is your ID and your signature.

ii. Action Items List

Mr. Smith reviewed the action items list as contained in the agenda package, which are available for public review at the District office during normal business hours.

iii. Residential Call Log

Mr. Smith reviewed the residential call log as contained in the agenda package, which is available for public review at the District office during normal business hours.

iv. Girard Environmental Services Report

Mr. Smith reviewed the landscape report as contained in the agenda package, which is available for public review at the District office during normal business hours.

v. American Ecosystems Aquatic Report

Mr. Smith reviewed the aquatic report as contained in the agenda package, which is available for public review at the District office during normal business hours.

vi. Aquatek Pools Report

Mr. Smith reviewed the pool report as contained in the agenda package, which is available for public review at the District office during normal business hours.

viii. Keep Safe Security

Mr. Smith reviewed the security report as contained in the agenda package which is available for public review at the District office during normal business hours.

NINTH ORDER OF BUSINESS

Submitted Resident Questions and Audience Comments

There being none, the next order of business followed.

TENTH ORDER OF BUSINESS

Supervisor Requests and Comments

Mr. Frawley asked how can I obtain a copy of the lawsuit that we had on the gates?

Mr. Moyer responded I thought that we sent that out a couple of months ago. Ms. Sandy can provide that to you.

Mr. Frawley stated I would like to read it.

Mr. Moyer stated I will look through my emails, and if I have that, I will send it to you.

Ms. Incandela asked how old is it?

Mr. Moyer responded almost 10 years old.

Mr. Frawley stated the scope of services talks about the trustee. Who is the trustee?

Mr. Moyer responded US Bank out of New York.

Mr. Frawley stated I often see people come to the gate who either do not have their cards or their cards do not work. We do not have our contact information on the gate of who to call. Can we do something?

Mr. Smith responded yes. People who know how to get around would know what to do, but others do not have a clue.

Mr. Frawley stated we have our information on the bulletin board, but they cannot get past the gate to get into the facility to read the bulletin board. The HOA asked me if we could move their sign to the front of the bushes. I told them to put their request in writing for this meeting, but I suspect that they did not. We have our bulletin board here, which has information about sexual predators and the pools. It is jammed together and does not fit very well. Can we put another bulletin board there, one for the CDD? I propose taking the sign out front that serves no purpose and place it here and get us one more sign. We have plenty of space on that wall. We would need to purchase a window to place around the bulletin board so no one breaks in.

Ms. Incandela asked was the HOA specific? Originally, they wanted the sign on the outside of the building because they felt that people paid more attention to it. We originally talked about sharing the board or putting it in here, and I thought they did not want that.

Mr. Frawley stated I agree that was part of the discussion. I am trying to motivate them to put it in here because people cannot see it behind bushes. That is why I did not want to put it in front of the bushes, which would be ugly. If we thought that was a good idea, we should tell them that we will move it. I see people standing there reading the sign all the time.

Mr. Smith stated if they want to move the sign, I will move it, but if they want another sign, that is up to the Board.

Mr. Frawley stated I do not want to offer that without speaking to the rest of the Board.

Mr. Mastromarino stated I contacted them over a year ago, and they never got back to me and never approached anyone from Severn Trent.

Mr. Frawley stated Ms. Sanchez contacted me within the last month and asked me to help the HOA do this. I told her that was a Board decision and the HOA should send a letter to the Board for this meeting, and obviously, they did not.

Mr. Slack asked from a CDD standpoint, do we need to add a bulletin board?

Mr. Frawley responded yes. We would add one more bulletin board only because we cannot fit everything. There would be three bulletin boards: one bulletin board that is there now, one new bulletin board, and another bulletin board next to it. Even if they say no and want to leave it where it is, because we do not like the idea, I still think we should put another bulletin board there.

Mr. Smith stated the HOA can share our bulletin board.

Mr. Frawley stated that is what they have done so far. Sometimes when I come in, they are taping things on top of the pool information that has to be shown. They have their own bulletin board. Let them us their own bulletin board.

Mr. Smiths stated I can put up a double bulletin board. Do you want me to put up another single bulletin board?

Mr. Frawley responded another bulletin board like the existing one, only because down the road, we may have something else to put up.

Ms. Incandela asked do you want to have a double bulletin board for us and if they want one, another single bulletin board for them?

Mr. Frawley responded yes.

Mr. Slack asked can we leave space for them?

Mr. Frawley responded the proposal would be to leave the bulletin board where it is, but we are willing to move it over to where we have our bulletin boards. It is up to them. They have two choices: the status quo or move it into the hallway.

<p>On MOTION by Ms. Incandela, seconded by Mr. Slack, with all in favor, unanimous approval was given to purchase a double bulletin board.</p>
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ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next order of business followed.

TWELFTH ORDER OF BUSINESS

Adjournment

The next meeting is scheduled for March 2, 2017, at 6:00 p.m.

On MOTION by Mr. Slack, seconded by Ms. Pieters, with all in favor, the meeting adjourned at 8:20 p.m.
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Gary L. Moyer, Secretary

Michelle Incandela, Chairman