

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, November 3, 2016, 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	Vice Chairman
John McGrath	Assistant Secretary
Dolores Pieters	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
Tom Murphy	Girard Environmental
Paul McCartan	Keep Safe Security
Tom Murphy	Girard Environmental
Brian Smith	Severn Trent Services
Sete Zare (<i>via telephone</i>)	MBS Capital Markets
Residents and members of the public	

This represents the context and summary of the meeting.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

Mr. McGrath led the *Pledge of Allegiance*.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Moyer called the meeting to order at 6:06 p.m.

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

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 1, 2016, Meeting

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

Mr. McGrath had a couple of changes that were incorporated into the minutes. They were mainly clarifications but no substantive changes.

On MOTION by Mr. McGrath, seconded by Ms. Pieters, with all in favor, unanimous approval was given to the minutes of the September 1, 2016, meeting, as amended.
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FOURTH ORDER OF BUSINESS

**Consideration of Audit Selection Committee
Recommendation to Enter into a Three-Year
Contract with the Selected Audit Firm**

Mr. Moyer stated we need to consider the audit selection committee recommendation that we talked about at the beginning of the meeting. It would be appropriate to select the committee's findings and authorize me to proceed with negotiating a contract or engagement letter with the auditor.

On MOTION by Ms. Incandela, seconded by Ms. Pieters, with all in favor, unanimous approval was given to accept the audit committee's recommendation to retain Grau & Associates as the District's auditor and to authorize staff to negotiate a three-year contract.

FIFTH ORDER OF BUSINESS

Audience Comments

Mr. Gerry Frawley stated at last week's HOA meeting, it was dark in this room. It seemed like the lights were not at the normal illumination. The sun is shining brightly now. It could be that their meeting is later in the day. Mr. Smith, did you figure out the problem with the lights?

Mr. Smith responded no.

Mr. Frawley stated there is a difference in the lights. Is it a different color or is it not as bright?

Mr. McGrath stated it has a coating on it. It would be a lot worse if it was not coated.

Mr. Frawley stated at the same meeting, Ms. Sanchez was talking about trying to find a way to capture when we deal with a renter in the community, so she could use a document stating that the home is being rented and they have dues that they have to pay. Her understanding was that when a renter comes here, they were going to go to Severn Trent and ask for cards to access the community center and produce their renter agreement. That is not the way that is supposed to happen. Was that her misunderstanding?

Mr. Smith responded yes. They must have proof of ownership in order to get two cards, unless it is a leasing agent that has a power of attorney from the home owner. Then they can come and get the cards. In order for a renter to get cards, they must have proof of ownership.

Mr. Frawley stated the cards must go to the owners.

Mr. Smith stated yes.

Mr. Frawley stated we are not producing additional cards for them.

Mr. Smith stated right.

Mr. Frawley stated that is how I understood it. Ms. Sanchez does not have that understanding. I did not know if she observed that happening.

Mr. Smith stated as when we go through the changeover of the systems in this building, we will clean all of that up. I will meet with Ms. Sanchez.

Mr. Frawley stated she is looking for a way to have contact with renters when they make a request for anything. They must give her documentation to show that the house is being rented. A resident on Kariba Court complained that the grass was not taken care of behind their home at the edge of the property. The landscaping had not been mowed. The palm trees were suffocating from weeds. There were snakes. Another resident at 2483 Huron Circle complained that the woods behind their house were overgrown. Hopefully you dealt with that. We were supposed to maintain the perimeter of this community with a bush hog. Do we do that?

Mr. Smith responded yes. We do it at the end of January or the first week in February

Mr. Frawley asked do you go behind the entire perimeter?

Mr. Smith responded not the entire perimeter, only where there are wetlands adjacent to conservation areas where we are able to mow. There are some areas that get really wet, so we do not get into those. Any where they can mow, they take a small bush hog back there and mow. They mow from the first cul-de-sac on the right-hand side from the fence line and around the back where the wetland is. Huron Circle goes around that wetland and down the other side where you have wetland going down toward Biel Court. We are just knocking down some of the noxious species. It is not a clean mowing. We do not let noxious species grow out of the wetland. That is a requirement from our original permit.

Mr. Frawley stated the other thing to think about in January or February is that I have to believe that in May or June, it will look like it was never done. Long ago one of the Board members used to complain that the back of his house was never mowed. I have been back there, and it never gets mowed. It backs up to a conservation area.

Mr. Smith stated Girard is here. I know that they worked on it last year.

Mr. Murphy stated there are some areas, especially around Huron Circle, that are inaccessible due to additional plantings from the home owners due to some home owners

dragging brush in that area. We are forced to go around those areas. Sometimes there are small areas that we missed but we try to get 100% as much as possible. We do Huron Circle, Chapala Drive, and Volta Circle.

Mr. Mastromarino asked how far from the property line into that area do you actually go?

Mr. Murphy responded six to ten feet. We bush hog six feet. If we can make it seven feet, we will.

Mr. Frawley stated we have an issue with people jumping fences to get in. If you look on the other side of the wall, we have black wrought iron fence that meets up against the building. We have a virburnum hedge over the last couple of feet. If you look at it, the bar is bent from hopping over it. If you look at the inside, there is a big paver that they use for that wall. They stand on it and hop over the fence. Right behind us, where there used to be a gate, it is all bent out. Can we put something in front of there like a virburnum hedge and make it farther across? Behind us, nothing is there.

Mr. Smith responded yes.

Mr. Mastromarino asked is that a five-foot-high fence?

Mr. Frawley responded I would say so. These shrubs are almost to the top of it, but there was nothing the last two feet. It is close enough to the wall where the camera cannot capture them.

Ms. Incandela asked did you say that the two home owners contacted us?

Mr. Frawley responded I heard this in conversation.

Mr. Smith stated we did receive a complaint about some overgrown palm trees behind Kariba Court. Were you out there cutting palm trees?

Mr. Murphy responded no. Our crew comes in. I had two behind Kariba Court on Wednesday doing the day cutting, and between this week and next week, the palms will be part of that process for Kariba Court.

Ms. Incandela asked when you have those areas where you cannot get behind houses because plants or debris are there, how do you document that? Are you noting that, notifying Mr. Smith, or sending a notice to the home owner with the reason why that was not done?

Mr. Murphy responded I spoke to Mr. Smith about it, but as far as notifying the home owner, no, we did not do it.

Mr. Moyer stated Mr. Frawley, one item you brought up was an HOA issue where you said a yard is overgrown. We do not get involved in that.

Mr. Frawley stated behind Kariba Court is the next community, and a small berm is there that belongs to the CDD.

Mr. Ali Khadraoui asked I live on Kariba Court. Why does Kariba Court not have any fence? It is used as an open door.

Mr. McGrath asked is this the north border of our property that goes into the next development?

Mr. Khadraoui responded why is half of it fenced and the rest is not? People go in and out.

A resident stated I second that.

Mr. Smith stated there are similar issues. You are talking about a lot of fence that is needed.

Mr. McGrath stated and a lot of money.

Mr. Smith stated in Sweetspire Circle, we put up a fence and gate, but around the corner, horses came in.

Mr. McGrath stated I remember that.

Ms. Incandela stated so it is home owner's property. What is around it?

Mr. Smith responded on Sweetspire Circle, there are home owners and a drainage swale on the adjacent property owner's property.

Mr. McGrath stated I think Mr. Khadraoui is talking about Kariba Court.

Mr. Smith stated it is the same thing. On our property are a swale, a berm, and some plantings, and then there is adjacent property.

Ms. Incandela stated when they are cutting across the berm, they are crossing your property. We do not have jurisdiction over people walking on your property.

Mr. Smith stated the chain link fence is not District property.

Mr. Khadraoui asked what can you do about it?

Mr. Mastromarino responded if they are trespassing, you can call the sheriff.

Mr. Smith stated the whole property was not fenced in so people can walk in from anywhere. There is only one area that is fenced in on Sweetspire Circle. It belongs to that community. You are still going to have pedestrians walk in from all over. We have a gate system, but it is not going to solve the problem from people walking in. If you want to fence in the entire property, that is a lot of fence to install and maintain. We could

look at future budgets, but currently we are spending a large amount on the security system.

Ms. Incandela stated it is not possible to fence in our entire community budget-wise.

Mr. Khadraoui asked why are we spending all this money on security? What was the purpose?

Mr. Smith responded we are taking steps. We had issues with security. If you find an area that is a real problem with people coming through and it is causing us problems, when we have the money in our budget, we will address it.

Mr. Khadraoui asked what are you going to do when something happens?

Mr. Smith responded you cannot make a perfectly secure community.

Mr. Moyer stated we do not need to go back and forth. We understand your issues. We will try to address it.

Mr. Tchaka Ebron stated my concern is about this new security system. I do not know anything about it, how it is going to operate or anything. I read online that it going to become active at the beginning of November. I am curious how that is going to be utilized and how we are going to get in and out.

Mr. Smith responded the installation is slower than anticipated. I do not think that it going to happen by the first of November.

Mr. McGrath stated we are not really clear on how it is exactly going to work. In a way, we are going to start with what we think it is and then modify it and refine it so it is convenient for residents. We are probably not ready to give instructions or directions.

Mr. Smith stated there will be a start-up period. There is going to be a kiosk. Guests will come through the kiosk. They will be able to push a button and speak to a virtual guard. There will be a camera on the person. They will be able to speak to the virtual guard. There will also be another button that people can push to drive through. At first, until the system gets in place, it will be on the guest side. On the resident's side, there will be a scanner that will scan a sticker on the resident's vehicle, which will allow them to come in on the resident's side. The covered area on the gatehouse will be for guests, and the outside lane will be for residents.

Mr. Ebron asked does that mean the resident will be issued a passcode?

Mr. Smith responded yes. We are going to discuss that later in this meeting.

Ms. Ceteria Harris asked will home owners have in writing what you said?

Mr. Smith responded yes.

Ms. Harris asked in a timely fashion?

Mr. Smith responded yes.

Ms. Harris stated I did not know what was happening until I saw people working.

Mr. Ebron stated me, too.

Ms. Harris stated I was wondering when it will happen, who initiated it, how was it agreed upon, and who voted for it.

Ms. Incandela stated we have these meetings bi-monthly, and they are completely open to the public. Our minutes are published online if you cannot attend a meeting and you want to know exactly what occurred at a meeting. This is one issue that was under the jurisdiction of the CDD. From time to time, we will make changes in the security system and other functions of the CDD. It is discussed and voted on at meetings, and there is complete transparency in terms of what we do, how we do it, and what the process is. If you are able to attend, you can come on in and check that out. In terms of how we came to this decision, you can look at the minutes from the prior meetings and read about all the multiple discussions that we had and the proposals that we reviewed. We do not have specifics on the system, but just to give you a general idea, most of you come to the meetings and see the budgets and the issues that the CDD had to deal with over the years. Our security system is getting old and outdated. Our equipment was costing us lots of money to maintain, and it got to the point where it was no longer worth it for us to maintain the old system. We had to consider updating to a new system with new technology. We could not even get the parts to fix our gates, which were constantly breaking down. We have upgraded to the latest technology. There have been upgrades in terms of the camera systems and the way the cameras function. As you know from computer systems, a lot of things are going virtual now. That is one of the things that we are doing with the guard. We are going to a virtual guard system. We have the ability to modify, change, and grow the system as we need to. This is our first trial with this type of company. We are excited about the fact that we have gates that are going to be operational, easier to maintain and to get parts for, and hopefully not cost us money, because when we see the repair bills come in, they are very high. We have struggled with how we can keep our costs down. If we have to spend money on repairing those gates, we cannot spend the money on other things for our community.

Mr. McGrath stated the process if that we are the Board. At the last meeting two months ago, we voted to spend money to come up with this new system after looking at it and having presentations. That is the nuts and bolts of how it works.

Ms. Harris stated in other words, the home owners do not have any input in this.

Ms. Incandela stated you have input when you come to the meetings and share with the Board any ideas and issues that you have. Ultimately, it is a Board decision; however, we take the home owners concerns into consideration when we are making these decisions. You also have access to email to contact your Board members if there is something that you would like to know about if you cannot come to meetings. There is going to be a learning curve for us, and there is going to be a transition period. I do not like change, and I want everything running smoothly. I am the person who is at that gate, and if I am stuck at that gate, I am losing my mind. That was one of my issues. I do not want any backups, but there are going to be backups because we need to transition to a whole new system. We are transforming this place, and you are going to have to be patient with us. Just to let you know, there is a transition and it is going to hurt all of us initially until we get the system up and running smoothly, which I am confident will happen. In the meantime, yes, you are going to get notices when the system is installed on how it is going to work, what you need to do to get your stickers, and who is going to go through on what side. All of that will be sent out in a clear notice to everyone so everyone will have that information, but we are not quite there yet.

Mr. Ebron asked is it a lift gate?

Ms. Incandela responded it is a lift gate. It is an arm. It is much faster than our old arms, which is another plus to the new technology. This one is much faster and hopefully it will help with traffic backups. There are some things that we are very excited about and we are hopeful that would change us in a positive way. We are going to ask for patience during implementation. If you are having an issue, if there is a backup or something, let the Board know about it. We will let you know that we are addressing it, so we keep in good communication and hopefully this will be a really good thing for our community.

Mr. Ebron asked how do you prevent someone driving up the other side of the highway from coming into the community?

Ms. Incandela asked which other side?

Mr. Ebron responded coming from the outside.

Mr. Smith stated we are going to extend the turnaround at the guardhouse out, put some delineators there, and paint it. Then on the exit side, the gates that we currently have that work will possibly be moved on the exit side as exit gates. You will just pull up to those, they will open, and you will go out, similar to what happens at Volta and Kariba. We are going to see what the cost is. Initially, right at that turnaround, we are going to make it so that it will be very hard to make that turn back. If we find that there is a problem, then we will look at putting arms on the other side.

Mr. Mastromarino stated for those who were not at the crime watch meeting last night, a representative of the sheriff's department gave us very favorable ratings in terms of what we are doing out here.

Mr. McGrath stated the placement of the cameras provides us the ability to capture people's faces, license plates, and cars in the unlikely event that someone comes in planning to do something bad. If they are smart enough to see all of the cameras, our hope is that they will do something bad in someone else's neighborhood. That is what it is all about.

Mr. Rick James stated Deputy Angel Beltran, the community service deputy, mentioned street lights at the meeting last night. Who is responsible for street lights? He made a recommendation for LED lights. Our lights are not as bright as they could be. Is there a plan?

Mr. McGrath stated right now, the street lights are what the builder put in. We all pay \$75,000 per year for our electric bill. All of us pay that. In the past, maybe five years ago, we looked into the possibility of adding more street lights and the possibility of increasing to a more efficient light like LED, but it was a very expensive endeavor. One of the things that I plan to do as a non-Board member is to contact KUA and see what, if anything, we could do to replace the bulbs that are dim or just barely street lights into an LED. I will come back to the Board with the cost to do something.

Mr. James stated a couple of years, we bought playground equipment for the community. That was a good idea; last summer I was told, because I work late that they sprayed for zika. Did anyone clean the playground equipment because a lot of kids put their mouths on the equipment? If the foam or whatever they spray out there settles down, it would settle down on the equipment and eventually, we might have a problem. That was one of my concerns.

Mr. Smith stated the County uses a ULV spray, which is ultra-low volume. You can walk by when they are spraying. I understand your concerns, but we have to coordinate that with the County. They do not tell us when they spray.

Mr. Mastromarino stated they spray in this community on a seven- to ten-day cycle. It is not like they only come once or twice per year. I contacted someone a month ago regarding zika, and he provided an assessment of the community. He said that there was nothing to worry about here. He discussed the fact that they spray every seven to ten days.

Mr. James stated as a precaution, we have should have somebody go out and spray.

Mr. Mastromarino stated they have been spraying for years.

Mr. James stated I understand what you are saying, but one child could turn into one lawsuit.

Mr. McGrath stated the lawsuit would be on the County. They are providing EPA-approved chemicals.

Mr. James stated the District saves money.

Mr. Mastromarino stated no, the District does not save anything.

Mr. James stated we will have to sue the County.

Mr. Smith stated they spray chemicals that break down over time. They are governed by the Department of Agriculture.

Mr. James stated you do not have any kids.

Mr. Smith stated I have kids.

Mr. James asked are there going to be physical guards along with the virtual guard?

Mr. Smith responded yes. The virtual guard will be at the guardhouse, and we will continue having a guard here.

Mr. James stated that is too bad.

Mr. Smith stated the start-up will happen over several weeks. We will do it during the day and have people monitoring it so that people can get in and understand what is going on. We will do it in spurts of a couple of days and get it up to a place where it is running full-time and everyone in the community is aware of what is going on.

Mr. Mastromarino stated we were talking about a 24-hour system, not just from 6:00 a.m. to 5:00 p.m. Those gates would be in operation 24 hours per day, seven days per week.

A resident stated I am concerned about people losing their jobs right after Christmas. Are you going to warn them well in advance?

Mr. Smith responded these are good employees with whom we are familiar. We will utilize them here. There are other communities where we can use security. We will deal with Mr. McCartan and give him recommendations.

Mr. James stated my concern is that there has not been any crime in the past. Criminals usually come out in the afternoon after everyone left for work and between dusk to dawn. At least someone was there; sometimes that changes their thought.

Mr. Smith stated the cameras that are being installed are the difference between a flip phone and an iPhone 7. Technology is much better. The best thing about this system is the camera system. Someone is going to be able to monitor those cameras all the time. If something is happening at the guardhouse, the virtual guard will be sitting there and the cameras will be running. They will be able to see if there is damage. They print out a nice picture and the company provides a big report. There are a lot of benefits to using the company that we are using. Before, we did not get any of that. We would have to go back and search the records.

Ms. Incandela stated I do not know how many of you have a wish list, but I have my own wish list. I would like to have a 50-foot fence built around Brighton Lakes with a secured entrance with a guard patrolling the community 24 hours. I would like to have them at least patrolling my side streets. There are a lot of things that we do not know that would be better than this. The fact of the matter is, there is no perfect system, so we have to work within our budget and the constraints that we have to try to provide the best system that we can give the residents. Our wish list and what we can actually do are not the same thing, unless everyone wants to have assessments repeatedly raised so that we could continue to have increased funds for security. We need to contract with a system that works within our boundaries and to try to get the most that we can. We realize that this is not perfect. We never expected it to be perfect. It is hopefully the best that we can do at any given time. If you have concerns about crime within your community, our crime watch is a strong group, and they are always welcoming new members who will come in. Deputy Beltran and the other deputies will tell you that one of the best things that you can do, if that is your concern, is to get involved with your neighborhood and your community and not rely on any security system.

Mr. Carlos Palomino stated I was here last week for the home owners meeting. I heard someone asking for volunteers to drive the car. Is there a possibility that that the security guards can drive the car?

Mr. McGrath responded no.

Mr. Smith stated they can drive that car. At some later day, you can have a security guard driving the car around the neighborhood.

Mr. Moyer stated it costs money.

Mr. McGrath stated that is not our property. It is the County's property. The only way that staff is able to do that is by training and getting vetted. It is not that we do not want to. It is the County's police car, and they will only allow certain people to drive it.

Ms. Incandela stated if you are interested, they would love to have you.

Mr. Palomino asked can we train the person we already hired? Can we ask them to go through training?

Ms. Incandela responded then you have to pay that person.

Mr. Palomino stated I understand that we are already keeping one person here.

Mr. McGrath stated right. My guess is that he probably would not be interested in mixing a for-profit company with a non-profit group.

Mr. Palomino asked is that a question that I could take to the County?

Mr. McGrath responded yes. I would start with Deputy Beltran.

A resident stated they will probably tell you no because they are self-insured.

Mr. McGrath stated please follow-up. Put their phone number in your phone. One of the ways that the community stays safe is if you see something, say something. If there is a car that you have never seen before, kids walking around who should not be there, or someone in your neighbor's pool area, you do not have to give your name. You could be anonymous. One of the ways that you might keep someone from robbing my house, and I may be able to keep someone from robbing your house, is if I see something, call. You do not have to be a policeman. Just say that someone is in your neighbor's area, it does not look right, could you send someone out? I would rather be anonymous.

Mr. Joe Klusko asked is it going to be a 27/7 system instead of 6:00 a.m. to 5:00 p.m.?

Mr. McGrath responded yes.

Mr. Klusko stated Mr. Smith, maybe we could put the benches in, so that six to eight of us can sit down. It has been a couple of months.

Mr. Mark Peters stated there are many dark areas in the community. The trees may be blocking light, but some of the lighting is so spaced out. It is not safe to walk around after dark. I do not feel comfortable running with my kids. Those are things that can be addressed. Lighting helps to deter crime.

Mr. McGrath stated five years ago, we looked into adding street lights. It was a very high cost. We decided that if we would start, we would look at what streets did not need double or triple lights. One of the projects that we are going to be looking at would be contacting KUA and seeing the cost of changing the current bulbs to LEDs, which should cut costs, as we all pay for electricity. Hopefully, it will increase the illumination. That is something that we are going to be progressing on.

Mr. Peters stated the trees are covering some of the lights. I am not saying to do what one resident did, but can the trees be pruned? From the ground up, the trees used to be seen feet. A school bus comes down my street and is slamming every tree.

Mr. McGrath stated if the trees are adjacent to the road, those trees are the responsibility of each individual home owner.

Mr. Peters stated I know that. That was established a long time ago. Will staff send out a notice?

Mr. McGrath stated the HOA will.

Ms. Incandela stated that was probably a year ago. The fire department had come through and said that they could not make it through. The only ones that the CDD has authority over are ones on Brighton Lakes Boulevard adjacent to houses. All the ones that are next to homes are the responsibility of individual home owners.

Mr. Steven Kacvinsky asked if we lost power and air conditioning, do the gates have DC backup for a certain amount of time?

Mr. Smith responded typically what happens if we lose power, the gates just open and would not continue to operate. Everything opens. There is a battery to the cameras for a short period of time. You will get some video, but if that happens, nothing works.

Mr. Benjamin Cruz stated where I live, we have a problem with people parking in the streets. They used to park in their driveway.

Mr. Mastromarino stated that is an HOA issue.

Mr. Cruz stated garbage trucks cannot get through, and the streets cannot be cleaned.

Mr. Mastromarino stated the HOA took over parking enforcement from us over a year ago. That would be a question to make to the HOA.

Mr. Cruz asked will the stickers be issued by family? Some families have six cars.

Ms. Incandela responded there was a certain number per household. The owner of the property has to request it.

Mr. McGrath stated they can get more by purchasing them.

Mr. Smith stated we will discuss that later in the meeting.

A resident stated I know that you discussed trimming trees. What about the trees behind the white fence? Who is responsible for trimming all the trees coming over the fence off of Hielotrope Loop behind Sweetaspire?

Mr. Smith responded some of those trees are ours. There is a buffer planted along that fence. Some of them are ours, and some of them belong to the adjacent property owners. If they are coming across the fence, they are coming onto our property, and we need to cut them. That fence belongs to the CDD, and we maintain that fence line. If they come over it and create a buffer, we will probably leave them, but if they start causing damage, then we will cut them back. The idea is to create a buffer between our property and those properties. You cannot see them. We want them to grow heavy and thick. We will maintain those.

Ms. Incandela stated the branches are going over his property.

The resident stated the trees on the opposite side of the fence are hanging over and starting to come over this side.

Mr. Smith asked did you install the back white fence?

The resident responded no.

Mr. Smith stated so it was existing. Did you back up to that fence?

The resident responded no.

Mr. Smith asked do you own the property right up to it?

The resident responded there is access.

Mr. Smith stated that should be a buffer. That is the CDD's and we will maintain it. Unless branches are coming over and doing damage to that fence, it would not get regular pruning. You have to let those grow naturally and create a buffer between your property and the adjacent property.

The resident stated so we have to wait until they get to be a problem.

Mr. Smith stated yes. We clean the fence. Call the front office and provide a complaint or concern. The number is 407-566-1935. Give your location and the concern. That generates a work order for someone to go out and take a look.

Ms. Incandela stated the CDD and HOA both have their websites. If you have your mobile devices and you want to contact us or you have questions about the street lights or garbage or who does what, you can go onto the website and click on links to the HOA and a number of other agencies.

SIXTH ORDER OF BUSINESS

Vendor/Contractor/Third-Party Items

A. Security – Keep Safe Security

Mr. McCartan stated I am not aware of any issues. I assume that there will be a transition period. Unfortunately, there will be a breakdown in communication. Residents will be receiving letters from the CDD and HOA telling them that there will no longer be a guard. The people at Envera told Andrea at the gatehouse that they would be working. She was fine until they were installing the technology. I am upset that after ten years of service, we will no longer be needed. I agree that progress is progress and we have to move on what is best. As a vendor, we move with it and we have to look after these issues. I am aware of the system and I am fine with it. I am sure that the Board will do their due diligence with Envera. I had some communication issues. If someone could bring me into the loop and let me know what the timeframe is, I can prepare to move forward. I am quite anxious about that.

Ms. Incandela stated we appreciate that. By far, we have been the most satisfied with Keep Safe's services and have no issues. It was not because we were unhappy with the guard service. With the technology and the fact that we cannot, at this point, employ a guard to be on call 24/7, the technology systems allow us to have that virtual presence 24/7. We, as a Board, had to weigh that factor, and that was a big part of the decision, not that we were unhappy with the service. We will be keeping our guards in the Community Center and using them as much as we can and do what we can to keep working with you. We appreciate their service and your service. I hope to continue that to the extent that we can.

Mr. McGrath stated I understand that it would have been nice if someone contacted you early on, so you had an opportunity to tell your people at your leisure, and we are sorry that we dropped the ball.

Mr. McCartan stated I appreciate your comments. I am familiar with the system, as it was installed in another community where we worked. You may say that you will be providing a guard here and there, and I am aware of rumors and the technology. I know

this is a big deal for the community to do that but, no disrespect, it would have been nice to be told, as opposed to me figuring it out.

B. Landscaping - Girard

Mr. Murphy stated you may have noticed driving through the front part of the property, especially up to Pleasant Hill Road, the landscaping looks stressed. Over the past month and a half, we have had two mainline breaks. We had an issue with breakers going off and on. We have some stressed areas, but 90% of the landscaping is recovering well. I highlighted fewer than 100 square feet that should be replaced. I want to see how the system is doing. We should be in the dry season before we do any replacements. As of yesterday, everything on the property was running 100%. We had a clock issue, which was rectified. It runs zones on the back side of the property. We will be back here finishing up the aquatics behind the lake area. Palm trees were pruned throughout Brighton Lakes Boulevard and the clubhouse, and we are working on the outer areas, such as Kariba, with our lifts. That should be completed before the holidays. We have been concentrating on getting the big viburnum hedge back into shape. Luckily, your viburnums are doing well. Some show drought stress, but they are getting there. We shaved all the other ones, so they are not looking dwarf next to them. We are three-quarters of the way through with that. It is a huge hedge and takes time to improve. Because of the irrigation issues, as you are aware, this is the time of year that we mow every other week. This was your mow week. We skipped a lot of areas because of the drought stress. We did not want to stress out the grass any more. We will be back on a full cycle next Wednesday. We hit some of the areas that were healthy and looking good just to keep everything in shape, but we skipped a lot of areas this past week so we would not do any more damage to the turf.

Mr. Mastromarino stated I noticed in our financials that we put down pine straw. Where did we put it?

Mr. Murphy responded we put it on the Patrician berm and on Kariba. It was scheduled for this month. That is why I had my crew working in those areas the past two weeks. We completed weeding and spraying. We have trimming to do on Kariba. As soon as that is 100% complete, the pine straw will be going in.

Mr. Mastromarino asked are those on the berms in the back of the property?

Mr. Murphy responded yes.

Mr. Mastromarino stated keep up the good work.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Motion to Assign Fund Balance

Mr. Moyer stated we do this annually and is an accounting function requirement. What we are proposing is to have an operating reserve of \$170,000. That gets us from October 1 through the end of December because we do not get revenues from the tax collector until December. We have reserves for landscaping of \$101,000 and reserves for recreational facilities of \$61,000. Our roadway reserve is up to \$350,000.

On MOTION by Mr. McGrath, seconded by Ms. Incandela, with all in favor, unanimous approval was given to assign fund balance as presented.

B. 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 September 30, which is the end of our fiscal year. This tells us how we did last year. Under the revenue section, we collected all our non-ad valorem assessments. We also ended up having \$9,279 more than what we budgeted. That came about from interest earnings on investments and from people not paying early and taking their discounts, which we factor into our budget. On the operations and maintenance, we were able to bring the budget in \$124,000 under budget, so we were able to add \$133,000 to fund balance, some of which we expected because we budgeted \$87,000 for capital reserves. We would expect to maintain and capture that money every year to build up roadway reserves.

Mr. Mastromarino stated on pages 3, 4, and 5, the beginning fund balance on the bottom of the page says October 1, 2015, in parenthesis. Is that 2015 or should that be 2016?

Mr. Moyer responded no. That is what we started with last year. You can see that we added \$133,000. Now you are up to \$982,000.

C. 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. McGrath stated at Abby Press, we purchased two "No Smoking" signs for \$104. The next week, we purchased six more signs for \$243. At Home Depot, you can purchase a fiberglass one for \$21. I do not remember us doing business with Abby Press. Who purchased them, what are they for, and why do they cost so much?

Mr. Smith responded that is PIP Printing. They are doing business as Abby Press. That “No Smoking” sign is \$25 each. We received some complaints about smoking at the pool, outside the pool, the tot lot, and the basketball court. We purchased 10 signs, which I thought was overkill. There are signs everywhere. Two are in the back that say you must be 20 feet from the building. They are supposed to be up front because out front in the parking lot, people are able to smoke but they must be 20 feet away from a non-smoking building. This is a non-smoking building. There was one for the exercise room, one for in here, several around the pool, the basketball court, and the tennis court because that was becoming a problem. When the attendants go out in back of the pool and told the gentleman who was smoking in back that he could not smoke there, he said that there were signs up here but not back there. These are big metal signs.

Mr. McGrath asked can you have metal in Florida?

Mr. Smith responded they last longer.

Mr. Ebron asked is smoking allowed on the other side of the pool more than 20 feet away from the fence?

Mr. Smith responded yes. Smoking is permitted 20 feet away from the building out front. Within the pool area, you cannot smoke. We put signs on the back fence, facing the pool that say “No Smoking.” The signs that say “20 feet from the building” have to be moved up front. There can be no smoking around the pool, within the fenced area, the tot lot, the tennis court, or the basketball courts. There is no smoking around the entire enclosed area. The only place you can smoke is out in the parking lot in your vehicle, which is 20 feet away from the building.

On MOTION by Mr. McGrath, seconded by Mr. Mastromarino, with all in favor, unanimous approval was given to the check register and invoices, as presented.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Prompt Payment Memorandum and Consideration of Resolution 2017-01

Mr. Moyer read Resolution 2017-01 into the record by title.

Ms. Sandy stated this resolution is for adopting prompt payment policies and procedures for the District. These policies establish appropriate procedures for the payment of invoices by the District, which ensures compliance with the Prompt Payment Act that the District is required to comply with. The policies that we set forth follow the

Statute. Some of the key provisions are for non-construction goods and services. Payment must be within 45 days from receipt of a proper invoice. For construction goods and services, an agent is required to approve the invoice and it must be within 25 days. For construction goods and services when there is no agent or approval, payment is required within 20 days. There are also policies set forth how to handle payment disputes with District contractors. These are the provisions that we are asking all our Districts to adopt in order to comply with the Statute. The policies automatically update according to the Statute, so they continue to comply with the procedures in the future.

On MOTION by Mr. McGrath, seconded by Mr. Mastromarino, with all in favor, unanimous approval was given to Resolution 2017-01 authorizing prompt payment policies and procedures.

Mr. McGrath asked who will notify staff about the updates for this new regulation?

Mr. Moyer responded District counsel 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.

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. ACT Service Calls Report

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

v. 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.

vi. 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.

vii. 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.

ix. Envera and the Gates

Mr. Smith stated I have a sketch from Envera of the gates. We had a conversation before we met. The first block is for the cars. Option 1 shows the current bar code readers that are the scanners. He said that you could use them if they were usable, but they are in bad shape and we have to send them out for repairs. They are outdated. This is something that we anticipated, and you may have some additional cost. From talking to Envera, they are typically \$6,500, but Envera will sell three readers to us for \$3,500, which is a good price. The equipment is modern technology. We also have new cards. The prices of the cards are \$2.50 each, but 1,600 cards are \$4.50. After that, they are going to cost \$7.00, but that is only for batches of 100 cards.

Mr. Mastromarino asked would this replace the cards that residents currently have?

Mr. Smith responded yes. The access cards for the clubhouse would be the swipe cards. They are the white replacement cards. They look similar. They are the white magnetic cards. The windshield stickers are white stickers that are affixed to your windshield.

Mr. Mastromarino asked how big are they?

Mr. Smith responded they are a good size and are easy to mount at the top of your windshield. The reader is a square white piece of equipment. It would be on a camera pole. They work very well. The bar code readers are old technology. You put the bar code on the side of the window and hope that it is captured as you drive by. You have to drive at certain speeds. This works much better. You will have to slow down as you approach the gate. From where you are on the right-hand side as you are coming in, if you look at what is going on out there, the gates are ahead of that, and we have the turn around. If someone comes in on the resident side and cannot get through the gate, they can make the left-hand turn and turn around and go back. From where the supports are for the roof to a median and that point forward, we will have delineators, which will make it so people cannot cross over and onto the resident's side from the kiosk. The kiosk is going to be under the overhang, so if it is raining, they can talk to the guard and

get instruction or directions. The cost for 1,600 cards is \$7,200 and \$7.00 per additional card for a batch of 100. When you purchase more, the price goes down. The price for 1,600 windshield stickers is \$7,200 and \$9.00 for a batch of 50.

Mr. Mastromarino asked will the windshield stickers need to be replaced?

Mr. Smith responded no, they are permanent. If you try to take it off, you destroy it. You do not want to be taking them off and putting them onto another vehicle. If the resident sells their car and purchases a new one, we will give them a replacement. We need to create a policy. Our old policy was to provide every home with two at no cost. If they wanted any more, they could purchase two more but no more than four per home. You do not want to slide down that slippery slope.

Mr. McGrath stated I like continuing with that idea. The first two are free and any more they pay our cost.

Mr. Smith stated it would be our cost plus an administrative fee.

Mr. Mastromarino asked what would a card cost for a home owner who wanted an additional one?

Mr. Smith responded I will go back and see what the batches would cost. A lot of it is negotiation with these guys. For a \$5 card, we could have a \$5 administration fee or a \$3 administration fee. For the recreation center, we give two cards. If they want more, they can have up to two more, for a total of four.

Mr. Ebron stated four years ago, I bought my cards for the clubhouse. I had to pay for the cards. Are you saying that they are free?

Mr. Smith responded your first two cards are free. When we originally started this, every home owner received two, but we are completely changing the whole system.

Mr. Ebron stated I understand. The person who used to own my house left. I purchased two cards and paid \$20 for two cards. If I am the owner of the house, why should I pay \$20? It makes sense that each house is supposed to have two cards for free. Why did I have to pay?

Mr. Mastromarino responded with the new system, you will not have to pay for two cards.

Mr. Smith stated as part of the purchase of the home, the cards should have gone with the house. If you put it in writing with proof of ownership, the office would consider it, but if you say you want two cards, they will charge you for two cards.

Mr. Ebron stated I brought my ownership papers to the office.

Mr. Smith stated they do not know if you had cards or not, unless you put it in writing to them.

Mr. McGrath stated if we use the hang tags, which would go on the rearview mirror, that would solve the problem if someone purchased a different car. They can remove it and put it on their new car. It would not be on the windshield. It would cost less, but someone could give it to a friend and tell them they can get in with it. Do you have a sense for the smarter of the two options?

Mr. Smith responded from talking with Envera, they do not recommend the hang tags because there are a lot of problems.

Mr. Mastromarino stated you cannot drive around with a tag hanging from your car.

Mr. McGrath stated I am not interested in option 2.

Mr. Frawley stated if they are numbered, they could be disabled.

Mr. Smith stated one thing that is nice about this system is that every time they go through, they have a record of everyone driving through. It is very efficient.

Mr. Frawley asked if I lose my card, can you disable it?

Mr. Smith responded that is correct.

A resident stated when you go through there, you will be recorded. You are saying that a record will be kept when going or coming that has never been kept before. Now we do not know who is coming. When you come in, we are going to be tracked. Some people do not want to be tracked.

Mr. McGrath stated it is public property.

<p>On MOTION by Mr. McGrath, seconded by Mr. Mastromarino, with all in favor, unanimous approval was given to purchase access control credentials for the clubhouse and gates using option 1, as written, subject to negotiation.</p>

The resident stated that information is being kept as a record. Where is that information kept? Is it private or is the owner going to be aware of it?

Ms. Incandela stated there is a notice around the community that you are being recorded at the gate, and it is a public area so that we are not in violation of recording people. We are not broadcasting that information to the public. We are keeping records of it, and we make our records available to law enforcement. With the society that we

live in today, yes, you are being monitored, but you may or may not have notice of it, depending on where you are.

The resident stated I understand that is the case, but it was not there before when the community started and the by-laws were written. With the system that is set up now, the cameras see you come in, but now you are keeping a record of the tag going through.

Ms. Incandela stated we have that now.

Mr. Smith stated with the bar code readers on the resident side was recording the same way, just not as well.

The resident stated I know, but you could choose to go at entrance two and not be recorded.

Mr. Smith stated if you want to go on the guest side, you will be recorded. The license plate is being recorded as well as the face.

The resident stated there is a record kept of who is going and coming. Does it need to be disclosed?

Ms. Incandela responded we are actually in compliance, and attorneys have reviewed the contracts. We are not in violation of anything. We are in complete and total compliance. The public comments section is formally closed, but if there is an issue that concerns you, please stay after the meeting and we will have Mr. Smith address it.

x. Crosswalks

Mr. Smith stated I talked about going to the County to get permission to put in the crosswalks. Our engineer said that on another project, he is going on a private road and they are doing a similar thing. They are doing speed humps and crosswalks. The County said they were not interested, as long as it was done per the engineer's regulations and it is on a private road. We asked our engineer if he would be willing to do a sketch for us. I would get the striping done and put the speed bumps in. I do not have the price right now for the sketch or the striping or the signs. I can provide proposals at the next Board meeting if you would like.

Mr. Mastromarino asked even though the County said that the ball is in our court, do we need a permit?

Mr. Smith responded no. Our engineer will prepare a certified engineering drawing. There is currently a handicapped ramp, so there is an actual crosswalk just for the simple fact that you need a ramp. We do not need to do permitting in order to do that on a private road.

Mr. McGrath stated we had also talked about an alternative of putting in a stop sign farther down, which would be a lot less expensive.

Mr. Mastromarino stated I thought we were going with the stop sign.

Mr. Smith stated you cannot use a stop sign for speed control. To put in stop signs would be a liability problem according to the attorney. At the direction of the Board, I will provide proposals at the next meeting.

xi. Miscellaneous

Mr. McGrath stated we have someone cleaning the ponds. They are going around with a bucket. Thank you very much.

Mr. Smith stated that would be Mr. Desrosiers.

Mr. Mastromarino asked as with our other vendors, can we expect Envera to be in attendance starting in January?

Mr. Smith responded I do not think we are going to be in startup mode by our next meeting.

Mr. Mastromarino stated at the last meeting, we discussed trying to negotiate the annual service costs for the new system. Is that something that we can do?

Ms. Incandela responded I think we received everything that we are going to receive.

Mr. Smith stated you received a \$15,000 reduction in the installation cost from \$85,000. That was the negotiated price after they talked about their annual monitoring cost. The only thing that we can reduce is going from 24-hour monitoring to 12-hours.

Mr. Mastromarino asked do we have a final cost of what the equipment is and our annual cost?

Mr. Smith responded the equipment was \$70,000, and our annual cost is approximately \$85,000. That includes the monitoring and maintenance.

Ms. Incandela stated it does not include the access cards.

Mr. Mastromarino stated the \$85,000 was for a three-year contract.

Mr. Moyer stated it was for multiple years.

Mr. Mastromarino stated three to five years.

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. McGrath stated I will be leaving the Board, and I would like for the Board to allow me to continue with the project of getting a water feature for our front entrance, so everyone driving by will see that it is classy place. I would like the Board's approval to contact some organizations. I can give you a presentation later in the year. I would also like your approval to contact KUA on the lighting project as a home owner.

Ms. Pieters asked what is the latest on our Brighton Lakes roads? Are we going to repair them? They are getting worse.

Mr. Smith responded we can go through that process. We talked about doing that in the next budget cycle, in the May to June timeframe. We can get our engineer to look and see if there are sections that we need to replace. We have funds available for that.

Mr. Mastromarino stated Mr. McGrath decided not to see re-election, and officially this is your last meeting on the Board. I would like to thank you for your years of service.

Mr. McGrath stated 10 years.

Mr. Mastromarino stated he has done a great job. He has been an inspiration to me, and I think for many of us, he has been a very professional and caring individual for the community. I am glad that you will be with us in some shape or form. I thank you.

Mr. McGrath stated Ms. Palmer started when we first became a CDD. She has done a phenomenal job.

Ms. Incandela stated when there was actually dirt in this community, when we were getting started, I wanted to ask security questions. Ms. Palmer was the only home owner who was on the Board at that time. She was new to the Board and had a laundry list of answers. She taught me very quickly in that one meeting what happens behind the scenes, and I really appreciate the work. It has been a pleasure to serve on this Board with you both, and I thank you on behalf of the entire community. Thank you so much, Mr. McGrath and Ms. Palmer.

Ms. Palmer stated we are going to have new Board members.

Mr. Moyer stated we do. Mr. Frawley is going to be on the Board and Mr. Jeff Slack.

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 January 5, 2017, at 6:00 p.m.

On MOTION by Mr. McGrath, seconded by Mr. Mastromarino, with all in favor, the meeting adjourned at 7:30 p.m.

Gary L. Moyer, Secretary

Michelle Incandela, Chairman