

**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, May 3, 2018 at 6:00 p.m. at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Michelle Incandela	Chairperson
John Mastromarino	Vice Chairman
Dolores Pieters	Assistant Secretary
Gerald Frawley	Assistant Secretary
Jeffrey Slack	Assistant Secretary

Also present were:

Robert Koncar	District Manager
Kristen Suit	District Manager
Tucker Mackie (via telephone)	District Attorney
Russell Simmons	Field Services Manager
Freddy Blanco	Assistant Field Services Manager
Ariel Medina	Administrative Support
Audience	

This represents the context and summary of the meeting.

FIRST ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

SECOND ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Approval of Minutes

A. Minutes of the March 1, 2018 Meeting

Mr. Koncar asked the Board whether they preferred summary minutes over verbatim. Summary minutes will be typed and the recording will be accessible to the public.

The record will reflect Ms. Mackie joined the meeting by telephone.

Ms. Incandela informed Ms. Mackie that the meeting minutes will now be typed as summary minutes.

Mr. Koncar commented each Board Member received a copy of the March 1, 2018 minutes and requested any addition, comments or deletions.

- Corrections of the March minutes will be emailed to Mr. Koncar.

On MOTION by Mr. Slack seconded by Ms. Incandela with all in favor the minutes of the March 1, 2018 were approved as amended. 5-0

FOURTH ORDER OF BUSINESS

Audience Comments (Limited to 3 Minutes)

- Mr. John McGrath questioned whose duty it was to maintain the trees in front of homeowners' houses. Ms. Mackie informed him it is the responsibility of each individual homeowner.
- Mr. Slack reported that in the past the HOA required the homeowners to submit an architectural application if they wished to severely cut or replace trees in front of their homes.
- Mr. Joe Huskle inquired whether it would be easier for the vendors to come out once a month; and if security at the pool will be heightened when school is in recess for the summer.
- Mr. Mastromarino commented security is usually increased for the summer and the pool attendant will be present during the day.
- It was determined that the new hours will go into effect the last week of May.
- Mr. Larry Payne, who represents the HOA, inquired if the CDD would consider partnering with the HOA on providing security to the community through the Osceola County Sherriff's Office. He also requested that the bulletin board in front of the clubhouse be moved. He was advised that he may move it.
- Ms. Incandela invited Mr. Payne to stay for the budget discussion.
- Mr. Mastromarino reassured Mr. Payne that Brighton Lakes is one of the safest communities and asked why he felt that additional security was needed.

- Mr. Payne commented that he recommended a security system be in place due to the recent events.
- A resident commented on a vehicle being broken into with a computer module.
- Ms. Mackie commented that the District does not have general police power within its boundaries but rather the authority to provide security to the improvement that the District maintains under Chapter 190 governing CDDs.
- A resident commented on the blocked drainage of the pond in the back of his home last year, noting this is becoming an issue again.
- Ms. Incandela commented there have been several discussions regarding issues in respect to the storms.
- Mr. Simmons reported the top of the storm breaks was at level with the water from the road. There is clearance now and more water allowed to go up to the top.
- Mr. Mastromarino commented a new contracted company treats the ponds every month or as needed.
- Mr. Frawley reported algae is developing on the first two ponds. Sitex was alerted and they responded by stating ponds go through stages during major treatment. The first stage causes the algae to bloom. Then the algae will drop out. The weeds are also improving.
- Mr. Mastromarino commented Sitex recently performed a major initial treatment to the ponds and improvement will soon be apparent.
- A resident commented on the use of grass carp.
- Mr. Frawley noted the grass carp will eat the vegetation but need to be isolated in order to do that. The CDD has already agreed on using chemicals as a way of treating the ponds.

FIFTH ORDER OF BUSINESS

None.

Engineer's Report

SIXTH ORDER OF BUSINESS

Vendor/Contractor/Third Party Items

Mr. Tom Murphy from Girard Landscaping reported on the following:

- Viburnum and sod were replaced.
- Plants are hand-watered everyday due to rainy weather.
- Irrigation system deficiencies will be discussed with Mr. Simmons concerning a rotor system.
- Palm planting and Tree elevation are in effect.
- The pressure on the pump was increased tenfold and the pump is up and running again.
- Efforts are being made to stay ahead of the fire ant season.
- Dry branches on the palm trees will be trimmed.
- Two invoices for tire ruts and irrigation repairs had accounting errors and will be held until the project is completed.
- All trees will be up to code once sidewalk repairs are completed.
- Areas prone to weed will be treated with Round Up.
- Concerns regarding distressed lawn sections were addressed. Surveys of plotlines will be obtained to find out property boundaries. Discussion with the Engineer will help plan for improvement.
- Mr. Frawley commented on brown shrubs and problems with viburnum.
- A workshop will be established to further discuss landscaping issues.
- Planting of viburnums and alternatives was suggested.
- Ms. Incandela commented on irrigation as an issue in the community.
- Mr. Koncar discussed the to-do list given to Sitex.
- The Board requested a status report on the items on the list at each meeting.
- An audience member commented on time management.
- Ms. Pieters inquired whether it was possible to do more blowing of the leaves on Boynton Boulevard.

Critical Security Services Inc.:

- Two incident reports were filed.
- One vehicle vandal and two fights in the basketball court.
- Ms. Osiris is the new bilingual officer and is CPR-certified.
- Coverage will be added on Mondays and Tuesdays for the summer starting May 26.

- Entrance to the property is not allowed without a card.

Envera:

- Representatives from Envera were not present.
- A rate increase was noted from \$7,018 per month to \$7,198 per month for Envera's monitoring service. Mr. Koncar will follow-up on the change order and back billing.
- Discussion ensued in regards to crime watch and volunteer community watches. Mr. Slack commented he and his wife patrol the neighborhood on Sundays and suggested additional volunteers be available to secure the community.
- Mr. Scott Barron from Peripheral Community Services Inc. requested the Board consider and discuss his proposal at the next meeting. Ms. Incandela informed him of the limited budget and changes in contracts, if any, will not take place until December.

SEVENTH ORDER OF BUSINESS

**Presentation of the Fiscal Year 2019
Proposed Budget**

A. Fiscal Year 2019 Proposed Budget

- Mr. Koncar commented the Board needs to adopt a budget by June 15. In the proposed budget, the highest levels of assessments are set and cannot be increased thereafter.
- Agenda page 82 shows the difference in assessments, an increase in general funds and a decrease in the debt service.
- Agenda page 68 shows the 2016, 2017, 2018 budget and the proposed budget. The proposed budget based on the current structure for this year is \$1,072,869. The budget for this year is \$1,042,553, a \$30,000 difference.
- Some suggested changes have been made to the draft budget and a summary was distributed.
- On agenda page 67, the proposed budget shows administrative services at \$1,500. \$5,000 is suggested and that is an increase of \$3,500 over what is currently proposed. Year to date expenses are already at \$3,315 only in the first six months.

- Ms. Incandela commented that for several years, engineering services were minimal. There were issues this year because of the hurricanes, the slow drains and the lines on the roadways. It was an unusual uptake in engineering services.
- Mr. Koncar reported this year only \$1,500 was budgeted. Expenditures for 2016 were \$4,300 and for 2017, \$5,525.
- Mr. Koncar reported on the hours put in for field services. The average amount of hours has increased by 60 hours per month on various field issues. That translates to \$1,900 per month in costs for personnel alone. Details are provided in the handout.
- There is no increase in assessments under this proposal.
- There is a 1% increase in the general funds.
- Page 82 in the agenda package shows an increase in assessments in Lots H, I and J of \$9 per year. Mr. Koncar explained that due to the methodology used, some categories are increasing and some are decreasing.
- Ms. Mackie commented on an increase in operations and maintenance informing the Board that this increase would require a notice to residents. If assessments are kept at \$1,114.72, a notice is not required.
- Mr. Koncar commented the current proposed budget for landscape is \$159,284. The suggested budget shows \$164,062, an increase of \$4,778.
- For repair and maintenance in the common area, the proposed budget shows \$15,000. \$30,000 is suggested because \$34,553 was already spent in the first six months this year.
- On the lake maintenance, the proposed budget shows \$22,428. The suggested budget shows \$23,928, a difference of \$1,500
- For contingency, a budget of \$15,000 is proposed. A \$8,000 reduction is suggested, the reason being only \$2,500 has been spent in the first six months.
- Under community center contract for security, \$29,760 is proposed. \$35,000 is suggested, a \$5,200 difference due to \$16,230 already spent for the year.
- Proposals will be presented at the next meeting for a Reserve Study.
- Mr. Frawley commented on the re-pavement of the sidewalks. Mr. Koncar noted the reserve study will give a better idea of how the money is spent.

- Everything left over from the previous year goes into unassigned fund balance.
- Mr. Mastromarino inquired how long a patch on the roadway lasts. Mr. Simmons noted that patches usually last 15 years.
- Mr. Koncar further commented on the benefits of a Reserve study.
- On page 68 of the agenda package, the \$40,000 in capital reserve has not been spent.
- General funds show 1% increase for assessments, current revenue for general funds is \$837,154 for this year. For 2019 it is \$847,346, an increase of \$6,192, which leaves \$54,314 in capital reserves, with no increase in assessments.
- Items mentioned were not invoiced and do not affect the Inframark contract. There is a 3 percent increase under professional management consulting services and a 3 percent increase under special assessment for cost of living.
- Mr. Koncar suggested the numbers be changed from the field service.
- The Public Hearing will be held on July 12, 2018.
- Ms. Incandela stated a contractual rate will help quantify what the District is paying for management services.
- Ms. Pieters commented on the cleaning of the fences.
- A maintenance schedule was discussed.

B. Consideration of Resolution 2018-05, Approving the Proposed Budget and Setting the Public Hearing

On MOTION by Mr. Slack seconded by Mr. Mastromarino with all in favor, Resolution 2018-05 Approving the Proposed Budget with no increase in assessments and Setting the Public Hearing for July 12, 2018 at 6:00 p.m., was adopted. 5-0

Mr. Koncar introduced Ms. Kristen Suit as the new District Manager for the Central Region. The Board will determine at a later time whether Ms. Suit will replace Mr. Koncar.

Ms. Incandela requested a workshop with management in order to determine management roles and clarification of contract issues. The workshop will take place in August, the exact date will be set at the July meeting.

EIGHTH ORDER OF BUSINESS

**Discussion on Rule Making for Storm
Water Ponds**

Ms. Mackie commented that storm water ponds were discussed in the previous meeting.

NINTH ORDER OF BUSINESS

**Discussion on Policies Regarding
Recreational Activities on District Storm
Water Retention Ponds**

This item was also discussed in the previous meeting.

TENTH ORDER OF BUSINESS

Discussion on Sitex Contract

The Sitex contract was discussed at the previous meeting; however, it was not officially approved.

On MOTION by Mr. Mastromarino seconded by Ms. Pieters with all in favor, the Sitex Contract was approved. 5-0

ELEVENTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor, the Financial Statements for the period ending March 31, 2018 were approved. 5-0

B. Check Register and Invoices

Mr. Frawley reported there were questions to be addressed regarding check registers. Some included billing issues with phones, Wi-Fi. Answers were previously provided by Mr. Medina.

On MOTION by Mr. Mastromarino seconded by Mr. Slack with all in favor, the Check Register and Invoices were approved. 5-0

C. FEMA Update

Mr. Koncar reported all paperwork was submitted to FEMA. Approval was granted and payment has not been received.

D. Qualifying to Run Info, 2018

Mr. Koncar informed the Board that there are several Board positions open. Petitions must be made by Noon on May 21, 2018 and fees must be paid between June 18, 2018 and June 22, 2018 through the Supervisor of Elections.

E. Consideration of Resolution 2018-04, Confirming the District's Use of Osceola County Supervisor of Elections to Continue Conducting the District's Election of Supervisor in Conjunction with the General Election

Ms. Mackie noted that Seats 1, 2 and 3 are up for election in November.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor, Resolution 2018-04 Confirming the District's Use of the Osceola County Supervisor of Elections to Continue Conducting the District's Election of Supervisors in Conjunction with the General Election, was adopted. 5-0

F. Follow-Up Actions

A follow-up list was included in the Budget package.

G. Number of Registered Voters – 1,564*

There are currently 1,564 registered voters in the Brighton Lakes Community.

H. Discussion of Spending Resolution*

Mr. Koncar commented the spending resolution was broken down into six categories. There are two caps on expenditures between meetings: a \$5,000 maximum expenditure between meetings and a \$5,000 budgeted cap. A category of expenditures for emergencies in the amount of \$20,000 between meetings also exists, pending the Chair's and Vice-Chair's approval.

Further discussion was tabled for the August Meeting.

TWELVTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Ms. Mackie commented a proposed agenda would be a good topic of discussion at the July Meeting to ensure all topics from various Board Members are covered, and that topics not included be discussed at the Workshop.

- Ms. Incandela inquired whether there were any updates on the nursing home/daycare facility and Ms. Mackie stated she had not heard anything on this.
- Mr. Mastromarino inquired what the legal requirement for handicap in the pool was and Ms. Mackie commented it is required that the District include handicap access to the pool. A study was performed and it determined the cost effective way to do that was with a pool lift.
- Ms. Mackie recommended that the Board move forward with any repairs to the lift.
- Mr. Frawley noted that there are three proposals in place.
- Mr. Mastromarino inquired about the warranty and read that the proposals were from BlueScape, Central Florida Pools and Churchill.
- Mr. Koncar recommended the Board accept the proposal from Churchill.
- Discussion regarding rusting concerns ensued.

On MOTION by Mr. Mastromarino seconded by Mr. Frawley with all in favor, the installation of a Chair Lift with Cover for an amount not to exceed \$7,500 was approved.
5-0

B. Field Manager – Field Management Report

Discussion was held in conjunction with the Attorney Report.

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests and
Comments**

- Mr. Slack commented on the building contractor building a vehicle on Vio Court and asked of tapping into the District water supply. Construction has begun and homeowners complained about dust and ash from fires on their houses and cars, and a busted fence.
- Ms. Mackie noted the Board approved an easement to cross over District property.
- Mr. Slack commented that the Board requested additional details but did not approve the easement.

- Ms. Incandela commented that she signed off on the easement after the attorney reviewed it to ensure the proposals agreed upon were included.
- Mr. Frawley inquired whether the contact information of the builder was available and Ms. Mackie commented that she will provide it.
- Mr. Frawley reported on signs that were replaced during the hurricane and the research he conducted on other vendors for signs. He noted there was a large disparity between the price quoted to him and the price quoted to the management company.
- Mr. Simmons commented the Board has used Fast Signs in the past and could return to using them if necessary.
- Ms. Incandela commented on the flexibility given to the management company in deciding on the best possible vendors.
- Discussion ensued regarding signage quotes.

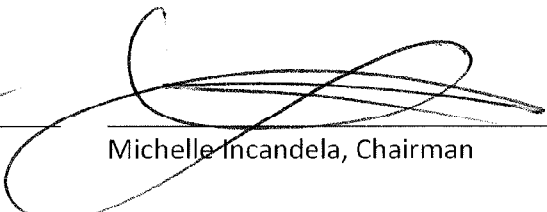
FOURTEENTH ORDER OF BUSINESS Other Business

There being none, the next order of business followed.

FIFTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting was adjourned.


Secretary/Assistant Secretary


Michelle Incandela, Chairman