

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 1, 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 (via telephone)	Vice Chairman
Dolores Pieters	Assistant Secretary
Gerald Frawley	Assistant Secretary
Jeffrey Slack	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tucker Mackie (via telephone)	District Attorney
Mark Vincutonis	District Engineer
Russell Simmons	Field Services Manager
Freddy Blanco	Assistant Field Manager
Ariel Medina	Project Coordinator

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

- Ms. Suit called the meeting to order and called the roll.

THIRD ORDER OF BUSINESS

Approval of Minutes

A. Minutes of the September 6, 2018 Meeting

- Ms. Suit requested any additions, corrections or deletions to the minutes. There being none,

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor the minutes of the September 6, 2018 meeting were approved. 5-0

FOURTH ORDER OF BUSINESS

Audience Comments (Limited to 3

Minutes)

- Comments were received from the audience.
 - Mr. McGrath questioned the status of the north fountain. Mr. Simmons indicated an email had been sent out three weeks ago about this, but they are currently waiting on the motor and there is a backlog.
 - Ms. Jennings indicated there are areas with insufficient street lights. She was informed the street lights are not CDD responsibility but that of KUA. Mr. Frawley provided her the contact information.
 - Mr. Olmo questioned whether there were any updates to start paving the roads incrementally or is there a plan. Ms. Incandela stated they are planning to replace them in phases and are in the process of determining the areas in their community which are likely to fail first or need replacement first; but are considering if it is in the best interest to do some spot fixes or to hold off to doing entire sections in phases.
 - The cost is extremely high, and they have been building the reserves for quite some time.
 - Analysis of the community is being done to determine future costs and to see if this will be larger than anticipated so they can plan their budget accordingly, and to make sure they can do not only the roadways but other areas which need addressing.

FIFTH ORDER OF BUSINESS

Engineer's Report

A. Consideration of the Revised Proposal from All Terrain

- Mr. Vincutonis presented the revised proposal from All Terrain for the repair of the two areas, which they discussed at the last meeting. It was decided to go ahead and repair the entire area rather than leaving a piece of old asphalt. A revised proposal was provided in the amount of \$47,825 for the Board to consider.
- Mr. Slack indicated the proposal is almost twice the previous cost. Mr. Vincutonis stated he noticed the same thing and he questioned this and was told they looked at this as a brand new project and went back to their vendors, their

MOTs, their pavers, their miller provided the quantities and where given the price presented to the Board.

- Mr. Mastromarino questioned the status of the reserve study. Ms. Suit informed him the information was sent to them and they have reached out with additional questions which were provided. However, she hopes they will provide her with the completed study report by the next meeting. Mr. Mastromarino was hoping they would have the information so that they can use it to determine how they would proceed with this repair.
- Ms. Suit stated if they approve the motion to assign fund balance at this meeting, the road reserve will be \$436,914 so the funds will be taken from this for the repair.
- Further discussion ensued regarding the repair. Ms. Incandela stated she would like to see a road resection done then a spot repair given the high price of the presented proposal.

On MOTION by Mr. Slack seconded by Mr. Frawley with Mr. Slack, Mr. Frawley, Mr. Mastromarino and Ms. Pieters voting AYE and Ms. Incandela voting NAY the proposal from All Terrain in the amount of \$47,825 or with Camcore if the cost is lower was approved. 4-1

B. Discussion of Plats

- Item will be discussed in the RFP later in the meeting.

SIXTH ORDER OF BUSINESS

Vendor/Contractor/Third Party Items

Magnosec:

- The vendor was present at today's meeting and provided a report to the Board.
 - They renewed their insurance.
 - The vendor stated his officer renewed her first aid AD license.
 - For September they had 23 reports.
 - There was an incident at the guardhouse involving two young unaccompanied children. The guard questioned whether the CDD can send a

letter to the parent indicating minor children must be accompanied by a parent/an adult in order to be allowed access.

- Ms. Incandela questioned Ms. Mackie whether a letter can be sent to the parents to this regard. Ms. Mackie confirmed a letter can be sent explaining the CDDs policies.
- Ms. Suit indicated to the vendor to notify Ariel Medina when these incidents occur.
- The Board asked about the holiday schedule and suggested they use the same holiday schedule as last year.

Brightview:

- Mr. Tom Murphy reported the following.
 - The irrigation issues have been resolved as of Tuesday but they noticed on the system there is a minor leak. He will have the technician out tomorrow to take a look at it. With the Boards' permission, he would rather not have him turn the system down on the weekend, but wait until Monday so they can dry the system.
 - Over the past four months they have made four mainline repairs and repaired two weeping valves.
 - Mr. Frawley questioned Mr. Murphy on his time for getting what is in the scope of services to be completed since he is way behind on many items. Mr. Murphy indicated they will be addressing all these concerns over the next few weeks.
 - Mr. Frawley stated there are still a lot of outstanding items. Ms. Suit indicated at their workshop they discussed that those were items which were part of their scope of services and there should not be a need for a proposal as all of these items are part of the contract.
 - Further discussion ensued regarding this issue.

Envera:

- Miriam Klochman presented the report to the Board.
 - She indicated she had not attended the last meeting but will try to attend as many meeting as she can.

- Over the last 60 days they have put some improvements in place which will benefit the community. They have added a troubleshooting position in their service department and are also rolling out a new ticketing system in the service department which goes live in two weeks. This service will provide the ability to track service and/or work requests and provide a status update.
- Ms. Klochman is now the Account Manager and will serve as a liaison between the company and the CDD to address any concerns, questions, or resolutions. She also has some equipment service history if the Board wishes to ask questions. However, she is not familiar with the process that their service department utilizes but she can leave the Board with a copy
- Ms. Incandela questioned if it was service history in respect to repairs as this is something she would expect in a monthly report to be provided to Inframark and could be included in the agenda packages before the meeting so it can be review in advanced.
- Ms. Incandela stated they bought into this based upon the representation that there is going to be monitoring of the cameras, so it is concerning that now the policies and procedures internally have changed because it certainly affects what the CDD is paying for, and this would have been a consideration to the CDD.
- Ms. Klochman stated she knows that they have staff that can do manual camera checks and she can discuss this with Brian to see if this is something that can be done for the CDD.
- Discussion ensued further regarding the camera concerns.
- Mr. Slack stated if the CDD is paying \$7,198 a month which covers repairs, he questioned what are the charges for \$310 for repair.
- Ms. Klochman believes the afterhours calls for repair is \$310. Further discussion ensued regarding this issue.
- Ms. Incandela requested Ms. Klochman provide clarification for the next meeting on the after-hours repair charges and the invoices.
- Ms. Klochman will follow-up on all the concerns and questions expressed by the Board and provide an update at the next meeting.

SEVENTH ORDER OF BUSINESS

FEMA Update

- A FEMA letter was included in the agenda package. The District does not meet the criteria for public assistance from Hurricane Irma.

EIGHTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2018 Audit Engagement Letter

- The FY2018 audit engagement letter was presented to the Board.

On MOTION by Mr. Slack seconded by Ms. Incandela with all in favor the fiscal year 2018 audit engagement letter with Grau & Associates in the amount of not to exceed \$4,000 was accepted.

NINTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

- Ms. Suit asked if they had any questions on the financials with the Board. There being none the next item followed.

B. Check Register and Invoices

- The Board reviewed the check register and invoices.
- Discussion ensued regarding a number of items on the check register.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor the financials were approved and the check registers and invoices were accepted. 5-0

C. Motion to Assign Fund Balance

- Ms. Suit reviewed where all the funds are assigned. The total assigned reserves are \$911,586.
- Discussion ensued regarding the assign fund balance in more detail.

On MOTION by Mr. Slack seconded by Ms. Pieters with all in favor the motion to assign fund balance was approved. 5-0

D. Consideration of Reversing the Annual Budget Line Item Amounts

A. ProfServ – Field Management

B. ProfServe – Field Management On Site

- These line items were discussed at the recent workshop. The line items amounts will be reversed as follows Field Management onsite being \$60,185 (for onsite staff at 56 hours per week) and Field Management will now be \$41,390.

On MOTION by Mr. Mastromarino seconded by Mr. Frawley with all in favor reversing the annual budget line item amounts was approved. 5-0

E. ADA Compliance

- Ms. Suit provided an update on what the next steps are needed for the CDD to be ADA compliance.

On MOTION by Ms. Incandela seconded by Ms. Pieters with all in favor providing the initial website review and adding the compliance shield to the website in the amount of \$199 was approved. 5-0

F. Website Compliance Checklist

- The website compliance checklist items are required to be on CDD websites as per the Florida Statute.

G. Brightview Contract Review Update

- A handout was provided with the revised pricing of the Brightview contract effective January 1, 2019. The contract amount will be \$83,525.04.

H. Review of Specs for Landscape RFP

- The Board reviewed the specs for the landscape RFP.
- Ms. Mackie indicated at the workshop they discussed the following:
 - Assessing the selected contractor.
 - Method of the contract terms being enforced.
 - Grading sheet for all onsite reviews.
- Ms. Mackie presented a proposed draft agreement and discussion ensued as follows regarding:
 - The agreement verbiage

- Pricing based on items such as mulching, mowing, pruning, etc.
- Walk through and review of completed work with contractor
- Review of any deficiencies with contractor
- Provide a certain amount of time period to fix the deficiencies
- Deficiencies have to be fixed at least three days prior to submitting invoices
- The contractor will be fined \$100 a day reduction in compensation until the deficiencies are fixed
- Further discussion ensued regarding compensation for deficiencies and charging the contractor for work other vendors may have to perform in order to correct their deficiencies.
- Ms. Incandela stated they will have a landscape liaison onsite who will follow-up and Ms. Suit confirmed the landscape liaison will have to continue to check to ensure the job has been completed.
- Ms. Incandela stated the following:
 - The inspections will be done together – Inframark representative, the CDD liaison and the vendor.
 - A list will be created with deficiencies and brought to the vendors' attention.
 - Timeframe allowing for correction of deficiencies will be provided.
 - Vendor to inform the CDD when the deficiencies have been corrected.
 - If not corrected within the allotted timeframe fines will start to take effect.
- Ms. Incandela stated the idea is this should not be a repeated problem, the whole point of the fees is to be a deterrent so they keep things current. This will come in as reasonable enforcement and being compliant.

I. Follow-up Actions

A. RFP Process/Timeline (handout)

- Ms. Suit provided a handout of the RFP process and timeline which stated:
 - What is occurring at tonight's meeting

- Discussion when the notice will be placed in the newspaper
 - When the RFP package will be available to the public
 - When the mandatory review will be done
 - A special meeting will have to be called and the proposed date is December 13, 2018 at 1:00 p.m.
- Discussion ensued regarding the Brightview contract renewal.
 - Ms. Mackie stated it is her thought and understanding that Mr. Frawley has already put in the work and he would probably be in a better position to assist staff with finalizing the entirety of the package that would be available for the proposers to pick up on November 13th.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor to authorize District staff to place the notice for request for proposals for landscape maintenance services with the date as outlined in the handout provided by Ms. Suit was approved. 5-0

- The Board reviewed and discussed the evaluation criteria presented in the RFP package.

On MOTION by Ms. Incandela seconded by Ms. Pieters with all in favor the evaluation criteria for the RFP was approved.

- Discussion ensued regarding the RFP package.
- Ms. Suit indicated the Board can appoint a Board member to be a liaison to work and go over changes with Inframark.
- Ms. Mackie will review the final RFP package and provide her feedback.

On MOTION by Ms. Incandela seconded by Ms. Pieters with all in favor on behalf of the Board in Mr. Frawley's capacity as either a Board member or liaison to discuss changes with Mr. Simmons by December 6, 2018 regarding the RFP package was approved.

TENTH ORDER OF BUSINESS

Staff Report

A. Attorney

- None.

B. Field Manager

i. Field Management Report

- The field management report was presented to the Board.
- Mr. Simmons mentioned the Christmas lights and asked when did the Board want them turned on. It was decided to have it turned on one business day after Thanksgiving.
- Discussion ensued regarding the cleaning out of the canal behind Sorbay. There is still some more work to be done for this to be completed.

ii. AC Replacement Proposals

- The AC proposals from AJ's Air in the amount of \$9,798 and Prestige Air in the amount of \$7,350.75 were presented to the Board.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor the proposal from Prestige Air in the amount of \$7,350.75 to replace the two AC units was approved.

iii. Recreational Center Surveillance System Proposals

- The recreational center surveillance systems proposals from Third Eye Vision in the amount of \$12,743.25, Godfather in the amount of \$10,900 and Serve USA \$3,788 or \$6,593.44 were presented to the Board.
- Discussion ensued regarding the proposal from Serve USA.
- Mr. Blanco shared the location of the cameras with the Board. Mr. Slack requested a drawing of the location of the cameras from Serve USA.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor the proposal from Serve USA in the amount of \$6,493.44 for the 10 camera system was approved.

iv. Pool Resurfacing Proposals

- Proposals were received from Churchill Group in the amount of \$75,125, Ibiza Pool in the amount of \$26,950 and Central Florida Pool & Spa in the amount of \$39,395. This item has been tabled and will be discussed at the January meeting.

ELEVENTH ORDER OF BUSINESS Supervisor Requests and Comments

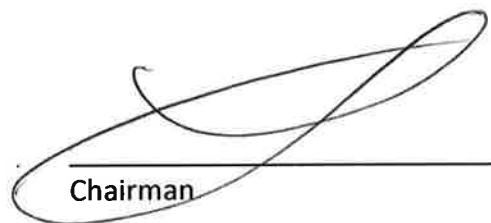
- Ms. Incandela informed the Board, Mr. Frawley has tendered his resignation effective November 2, 2018, so he can serve the community in a different capacity in a position as liaison with the landscapers. On Board consensus his resignation was accepted.

TWELFTH ORDER OF BUSINESS Other Business

- Ms. Incandela indicated there was a request to use an open space in the common area for a wedding on December 8, 2018 from 4:00 pm to midnight for approximately 50 guests plus tables and chairs.
- Ms. Incandela stated this is not an area the CDD has designated for use of this type of event.
- On Board consensus they requested Inframark notify the resident this area would not be suitable for such an event.

THIRTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting was adjourned.



Chairman