

1 **MINUTES OF MEETING**

2 **SOLTERRA RESORT**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Solterra Resort Community
5 Development District was held on Friday, Friday, November 3, 2023 at 10 a.m. at Solterra
6 Resort Clubhouse, 5200 Solterra Boulevard, Davenport, Florida 33837. The actions taken are
7 summarized as follows:

8 **FIRST ORDER OF BUSINESS: Roll Call**

9 Mr. Darin called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

11	Karan Wienker (S1)	Board Supervisor, Chair
12	Ariane Casanova (S5)	Board Supervisor, Vice Chair
13	Sharon Harley (S2)	Board Supervisor, Assistant Secretary
14	Connie Osner (S3)	Board Supervisor, Assistant Secretary
15	Bobby Voisard (S4)	Board Supervisor, Assistant Secretary

16 Also present were:

17	Kyle Darin	District Manager, Vesta District Services
18	Meredith Hammock	District Counsel, Kilinski Van Wyk
19	Greg Woodcock	District Engineer, Stantec
20	Jayne Biggs	Amenity Manger, Vesta
21	Dana Bryant	Yellowstone Landscape
22	Irma Crespo	Café Manager, Evergreen Lifestyles 23 Management
24	Zulieka Fernandez	Florida Training and Investigations

25 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items and New
26 Business**

27 Comments were heard on a café management proposal, Proptia implementation updates,
28 spending on Envera system, improvements in the amenity management.

29 **THIRD ORDER OF BUSINESS: Business Items**

30 A. Vendor Reports

31 1. Exhibit 1: Aquatic Maintenance – *Steadfast Environmental*

32 It was noted that low water levels are exposing debris in the ponds and
33 Steadfast was asked to pick up the now-visible trash.

34 2. Exhibit 2: Amenity Manager – *Jayne Biggs, Vesta Property Services*

35 Ms. Biggs provided updates on the lifestyle events, access management,
36 income for the month, wristband access and maintenance projects.

37 Supervisors asked about painting the guard house and re-setting the roof
38 tiles.

39 Board consensus was to close amenities at 3 p.m. on holidays.

40 a. Exhibit 3: Consideration of Spies Proposal for New Life Rings -
41 \$939.70

42 On a MOTION by Mr. Voisard, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board
43 approved the Spies proposal for new life rings in the amount of \$939.70, for Solterra Resort
44 Community Development District.

45 b. Exhibit 4: Consideration of Spies Proposal for Shower Repair -
46 \$745.00

47 This item was tabled pending an itemized proposal and corrected
48 billing entity.

49 c. Exhibit 5: Consideration of Spies Proposal for Pool Light Fixture
50 Repair - \$3,425.00

51 This item was tabled pending an itemized proposal and corrected
52 billing entity.

53 d. Exhibit 6: Consideration of Florida Wraps Pro Pool/Lazy River
54 Replacement Signs Quote - \$745.00

55 Signs will be replaced in phases, sign pricing is locked in.

56 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board
57 approved the quote for sign replacements in a phased approach, for Solterra Resort Community
58 Development District.

59 3. Café Management – *Irma Crespo, Evergreen Lifestyles Management*

60 Ms. Crespo provided an update on café management.

61 Supervisors requested the opportunity to provide a list of expectations and
62 requests for café management to amend the RFP, and a copy of the café's
63 revenue report.

64 4. HOA Management – *Joe Bullins, Artemis Lifestyles Services*

65 It was clarified that the CDD had approved the installation of the bike rack
66 months ago, documentation has been requested of the previous and current
67 HOA management team to define the location and specs for the bike rack
68 in order to draft the land-use agreement.

69 5. Landscape Maintenance – *Dana Bryant, Yellowstone Landscape*

70 Mr. Bryant provided an update on landscape maintenance. A proposal
71 was distributed for landscaping repairs for sprinklers and alternate
72 vegetation to prevent cars driving on grass easements. The proposal will
73 be updated to accommodate river rock and Supervisor requests on plants
74 and reviewed at the January meeting. A second option of crushed
75 concrete was also provided.

76 a. Exhibit 7: Consideration of Proposal to Fill Hedge Gap on CDD
77 Property Behind 5512 Solterra Circle - \$170.85

78 The quote was considered invalid. Mr. Bryant was directed to
79 bring back a revised proposal.

80 6. Security Management – *Zuleika Fernandez, Florida Training &*
81 *Investigations LLC (FTI)*

82 Ms. Fernandez provided an update and requested instruction to include the
83 monitoring of the school parking situation. She recommended “no
84 parking or standing” signage for them to enforce that may resolve the
85 damaging of landscaping by vehicles.

86 B. Exhibit 8: Consideration of Café Management Proposals

87 1. Sin City Paradise

88 2. Vesta

89 3. Evergreen (*this proposal was distributed at the meeting*)

90 Board consensus was to provide further input to staff for a formal café
91 management RFP by November 17

92 Ideas discussed were monthly rent for use of the facility, utilities, and equipment,
93 profit sharing, operating for the full posted hours, delivery services, online
94 ordering options, and equipment cost sharing.

95 The revised scope will be discussed at the December meeting, with responses to
96 the RFP to be reviewed in January.

97 C. Exhibit 9: Consideration of Site Masters Inlet Top Repair Proposal - \$2,800.00

98 On a MOTION by Ms. Wienker, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the
99 Board approved the Site Masters Inlet Top repair proposal in the amount of \$2,800.00, for Solterra
100 Resort Community Development District.

101 D. Exhibit 10: Consideration and Adoption of Resolution 2024-01, Amending the
102 FY 2022-2023 Budget

103 This Resolution trues-up the individual line items with the actual.

104 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board
105 Adopted Resolution 2024-01, Amending the FY 2022-2023 Budget, for Solterra Resort
106 Community Development District.

107 E. Exhibit 11: Consideration and Adoption of **Resolution 2024-02, Requesting**
108 **Polk County Supervisor of Elections to Conduct District’s General Elections**

109 This resolution assigns two seats to be elected through the General Election
110 administered by Polk County Supervisor of Elections. Anyone interested in
111 running for one of the seats can contact the Polk County Supervisor of Elections
112 for information on becoming a candidate and on campaign requirements.

113 On a MOTION by Mr. Voisard, SECONDED by Wienker, WITH ALL IN FAVOR, the Board
 114 Adopted Resolution 2024-02, Requesting Polk County Supervisor of Elections to Conduct
 115 District's General Elections for Seat 1 and Seat 4, for Solterra Resort Community Development
 116 District.

117 **FOURTH ORDER OF BUSINESS: Consent Agenda**

- 118 A. Exhibit 12 : Consideration and Approval of the Minutes of the Board of
 119 Supervisors Regular Meeting Held October 6, 2023
- 120 B. Exhibit 13 : Consideration and Acceptance of the September 2023 Unaudited
 121 Financial Report
- 122 C. Exhibit 14: Consideration and Ratification of Ngen Services Café Freezer Repair
 123 - \$3,035.00

124 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
 125 approved the Consent Agenda – Items A-C – as presented, for Solterra Resort Community
 126 Development District.

127 **FIFTH ORDER OF BUSINESS: Staff Reports**

- 128 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
- 129 Ms. Hammock reminded Supervisors that in January a decision on the format for
 130 ethics training will be requested.
- 131 B. District Engineer – *Greg Woodcock, Stantec*
- 132 1. Exhibit 15: Update on Maintenance Map
- 133 Pond numbers will be updated to match the aquatic map.
- 134 2. Update for Traffic Calming Devices Discussion
- 135 A liaison needs to be designated to contact the county to request a traffic
 136 review. The review monitors the traffic volume and speeds on the streets.
 137 Moving forward with a traffic calming device is not recommended if the
 138 average speed is not seven miles an hour over the speed limit. The initial
 139 review is not cost prohibitive, but engineers fees will be incurred to design
 140 plans and specifications and obtain bids. Supervisors discussed getting the
 141 exit arm operational. Parking options for residents and guests were also
 142 discussed. Mr. Woodcock will review the community parking needs with
 143 Mr. Darin and seek some options for parking spaces and adding striping.
- 144 C. District Manager – *Kyle Darin, Vesta District Services*

145 **SIXTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting**
 146 **Agenda Item Requests)**

- 147 A. Discussion on Capital Improvement Options
- 148 This item was tabled due to time restrictions for maintaining quorum.

149 *Ms. Harley left the meeting after Supervisor Requests and prior to the Shade Session.*
150 *Quorum remained; the meeting continued.*

151 **SEVENTH ORDER OF BUSINESS: Shade Session - Security**

152 A. Discussion on Security Matters

153 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
154 approved opening the Shade Session on Security, for Solterra Resort Community Development
155 District.

156 Security matters were discussed. No action was taken during the Shade Session.

157 On a MOTION by Mr. Voisard, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board
158 approved closing the Shade Session on Security, for Solterra Resort Community Development
159 District.

160 **EIGHTH ORDER OF BUSINESS: Security and Safety Matters**

161 A proposal for a radar trailer was distributed.

162 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board
163 approved deploying a radar trailer in the amount of \$300 a month, for Solterra Resort Community
164 Development District.

165 A. Consideration of Envera Repair Proposal - \$5,111.00

166 This item was struck from the agenda.

167 B. Consideration of Envera Equipment Proposal - \$4,225.45

168 On a MOTION by Mr. Voisard, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
169 approved the Envera Equipment proposal in the amount of \$4,225.45, for Solterra Resort
170 Community Development District.

171 C. Update on HOA Cost-Share Agreement Request for Security Equipment

172 Ms. Hammock discussed the HOA potentially terminating its agreement with FTI
173 and how that would affect FTI's enforcement authority within the community.
174 The security equipment request had been for optimizing its ability to fulfil the
175 HOA's scope of service. After December 13, 2023, if the contract is not renewed
176 by the HOA, FTI will only be responsible for the front gate and amenities.
177 Residents will need to call the new vendor to address issues concerning private
178 property – FTI will no longer be authorized to intervene on HOA-related matters.

179 Ms. Biggs will include a link in the newsletter explaining the terminology of
180 "public roads", and will provide timelines of the transition to the new security
181 system. Access card numbers need to be provided by residents to Ms. Biggs to
182 pass along to the new security vendor. Information was provided on the
183 anticipated timelines for implementation of the new system.

184 **NINTH ORDER OF BUSINESS: Action Items Summary**

- 185 • Supervisors provide additional feedback on a more formal café RFP to staff by
186 November 17, 2023, for consideration in December, with proposals to be received
187 for the January meeting.
188 • Publish shade for December meeting.

189 **TENTH ORDER OF BUSINESS: Next Meeting Quorum Check**

190 *Next meeting scheduled for Friday, December 1, 2023 at 10:00 a.m. at the Solterra Resort*
191 *Amenity Center (5200 Solterra Blvd., Davenport, FL 33837).*

192 Supervisors responded to the quorum check as follows:

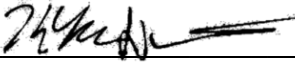
193	Karan Wienker	In Person
194	Sharon Harley	
195	Connie Osner	In Person
196	Bobby Voisard	In Person
197	Ariane Casanova	Not Attend

198 **ELEVENTH ORDER OF BUSINESS: Adjournment**


199 On a MOTION by Ms. Wienker, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board
200 adjourned the meeting at 3:51 p.m., for Solterra Resort Community Development District.

201 **Each person who decides to appeal any decision made by the Board with respect to any matter*
202 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
203 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

204 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
205 **noticed meeting held on December 1, 2023.**

206 
207 Kyle Darin, Secretary

208 _____, Assistant Secretary


 Karan Wienker, Chair
 Ariane Casanova, Vice Chair