

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, January 5, 2024 at 10:00 a.m. at Solterra Resort Amenity  
6 Center, 5200 Solterra Boulevard, Davenport, Florida 33837. The actions taken are summarized as  
7 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, Chairwoman
12 Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
13 Connie Osner (S3)	Board Supervisor, Assistant Secretary
14 Bobby Voisard (S4)	Board Supervisor, Assistant Secretary

15 Also present were:

16 Kyle Darin	District Manager, Vesta District Services
17 Meredith Hammock	District Counsel, Kilinski Van Wyk
18 Greg Woodcock ( <i>via Teams</i> )	District Engineer, Stantec
19 Jayme Biggs	Amenity Manger, Vesta
20 Lea Stokes	Senior Vice President, Vesta
21 Dana Bryant	Yellowstone Landscape
22 Vicky Alvarez	Yellowstone Landscape
23 Irma Crespo	Café Manager, Evergreen Lifestyles Management
24 Joe Bullins	HOA Manager, Artemis Lifestyles Services

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

27 There being none, the next item followed.

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

29 A. Vendor Reports

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

31 A Supervisor requested trash be removed from the pond between Oak Ridge  
32 Reflection Loop and Oak Springs while water levels are low.

33 2. Exhibit 2: Amenity Manager – *Jayme Biggs, Vesta Property Services*

34 Ms. Biggs provided a report on the December activities and scheduled  
35 activities for January and various amenity and facility operations and  
36 maintenance updates. The decorative gate repair did not occur as scheduled  
37 but should be repaired today. Ms. Hammock answered a question regarding  
38 remedy for non-timely completion of agreed-upon work. Ms. Biggs emails  
39 all security vendor weekly for updates. Board direction was for Ms.

40 Hammock to send a letter to the vendor regarding installation and  
41 scheduling.

42 Ms. Biggs provided the amenity income report to date. The Board discussed  
43 options for the wristband procedures. Pressure washing and sealing was  
44 completed. The vendor recommended repeating the process every three  
45 years. Year-round lighting was discussed and a proposal for white LED  
46 lights around the amenity center. Seasonal banners were also discussed and  
47 an updated proposal for review at the next meeting.

48 a. Consideration of Accurate Equipment Change Order for Pool  
49 Pedestrian Gate Upgrades – *Under Separate Cover*

50 *This item was addressed after the Shade Session.*

51 On a MOTION by Mr. Voisard, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the  
52 Board approved the change order for the Accurate Equipment pool pedestrian gate upgrades in the  
53 amount of \$3,373.97, for Solterra Resort Community Development District.

54 b. Exhibit 3: Consideration of Spies Proposals

55 i. Repair Fourth Pool Shower - \$745.00

56 Board consensus was decided to remove the fourth shower  
57 and strip it for parts.

58 ii. Install Four LED Light Fixtures (Replacing Three Existing)  
59 - \$5,365.00

60 This item was tabled.

61 iii. Replace Pool Heater #2 - \$5,395.00

62 The Board discussed pool heater replacements, maintenance  
63 and cost benefits and options for electric and solar-powered  
64 heaters.

65 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board  
66 approved the Spies proposal to replace pool heater #2, in the amount of \$5,395.00, for Solterra  
67 Resort Community Development District.

68 iv. Option to Replace Four Pool Heaters with One Large  
69 Commercial Pool Heater - \$42,692.00

70 This item was discussed with the previous proposal and will  
71 be considered in future budget discussions.

72 v. Replace the Main Drain Frames and Grates in the Pool and  
73 Spa - \$3,425.00

74 The drain frames and grates in the pool and spa will expire  
75 in January.

76 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the Board  
 77 approved Spies proposal to replace the main drain frames and grates in the pool and spa, in the  
 78 amount of \$3,425.00, for Solterra Resort Community Development District.

79 vi. Replace the Main Drain Frames and Grates in the Lazy River  
 80 - \$5,695.00  
 81 The drain frames and grates in the Lazy River will expire in  
 82 July.

83 On a MOTION by Mr. Voisard, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the  
 84 Board approved the replacement of the main drain frames and grates in the lazy river, in the amount  
 85 of \$5,695.00, to be implemented in June, for Solterra Resort Community Development District.

86 c. Exhibit 4: Consideration of Pest Control Proposals

87 i. All Florida

88 ii. Massey

89 iii. Truly Nolen

90 This would be a monthly service for the exterior of the amenity  
 91 center and includes rodent control.

92 On a MOTION by Mr. Voisard, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
 93 approved the Truly Nolen pest control proposal, for Solterra Resort Community Development  
 94 District.

95 d. Exhibit 5: Consideration of USA Seal & Stripe Parking Space  
 96 Striping Proposal - \$500.00

97 This is for the security guard parking spaces at the end of Oakview  
 98 and twenty additional spaces to be re-striping at Oakbourne  
 99 Avenue and Wildwood Way. The Board discussed the need for two  
 100 additional parking spots at Acorn Court for Security Rover Vehicles.

101 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board  
 102 approved the parking space striping in an amount not to exceed \$800.00, for Solterra Resort  
 103 Community Development District.

104 During the above discussion, Ms. Biggs advised that a sign and pole  
 105 reserving the two Oakview spaces for security would be installed.

106 e. Exhibit 6: Consideration of Estimate for Alligator Signs

107 Signs for each pond would be purchased. A request was made for  
 108 the inclusion of “No Fishing” signs and/or the reinstatement of the  
 109 existing “No Fishing” signs.

110 On a MOTION by Ms. Wienker, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the  
 111 Board approved the purchase of Wildlife Warning signs, for Solterra Resort Community  
 112 Development District.

113 f. Exhibit 7: Consideration of Clubhouse Furniture Replacement  
114 Estimates

115 i. American Signature Furniture - \$1,300.00

116 ii. Ashley Furniture - \$1,008

117 iii. Home Depot - \$1,148.40

118 The quotes were from November, the Board was advised to allow  
119 for potential price increases since the original quote.

120 On a MOTION by Mr. Voisard, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
121 approved the purchase of American Sign Furniture in an amount not to exceed \$1,500.00, for  
122 Solterra Resort Community Development District.

123 g. Exhibit 8: Consideration of Pool Two Bathroom Door  
124 Replacements Proposals

125 i. Atlas Door Repair - \$15,996.00

126 ii. Premier Engineering - \$6,948.00

127 iii. Prestige Contractor Services - \$2,700.00

128 The bathroom doors and frames are steel and cannot be repaired by  
129 staff.

130 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the  
131 Board approved the Prestige Contractor Services proposal to replace two bathroom doors in the  
132 amount of \$2,700.00, for Solterra Resort Community Development District.

133 h. Exhibit 9: Consideration of Guardhouse Canopy Roof Repairs  
134 Proposals

135 i. Classic Roofing and Construction - \$11,240.00

136 ii. Premier Engineering - \$2,358.00

137 iii. Prestige Contractor Services - \$2,500.00

138 This quote would repair only the canopy portion.

139 On a MOTION by Mr. Voisard, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
140 approved Prestige Contractor Services proposal to repair the Guardhouse Canopy Roof, in the  
141 amount of \$2,500.00, for Solterra Resort Community Development District.

142 i. Exhibit 10: Consideration of Acorn Court Gate Repair Proposals

143 i. All-Rite Fence Services - \$17,570.00

144 ii. Fence Depot Supply - \$14,500.00

145 iii. Premier Engineering - \$30,555.00

146 This item was tabled pending submittal to driver's license  
147 insurance. Ms. Hammock will review whether it is within

148 the District's purview to request proof of insurance at the  
 149 front gate. Discussion covered requesting proof of insurance  
 150 as part of the amenity registration and working with the  
 151 HOA to assist with enforcement. A request was made for  
 152 staff to remove the damaged panel and erect some form of  
 153 temporary barrier if amenable to insurance and fire safety.

154 Ms. Biggs discussed obtaining pool chair quotes with  
 155 Supervisors. A quote for Polywood furniture was requested.

156 Ms. Wienker brought up a meeting with CDD Amenity  
 157 Management and HOA Management and the HOA security  
 158 vendor and requested management provide updates on the  
 159 meetings to Supervisors and District Management, and the  
 160 HOA's requested to meet monthly with CDD Amenity  
 161 Management and a CDD Supervisor to discuss matters  
 162 relating to both HOA and CDD.

163 Ms. Wienker also discussed items on the Amenity  
 164 Agreement and the Vesta proposal, the social media  
 165 management opportunities written into the agreement, and  
 166 tracking of resident communications with the Amenity  
 167 Manager. It was reiterated by Supervisors that they cannot  
 168 discuss CDD matters with other Supervisors outside of  
 169 publicly noticed CDD meetings. The Board discussed  
 170 avenues of communication with residents and homeowners.  
 171 Ms. Hammock recommended a discussion with Amenity  
 172 Management and the Chair regarding enhanced services.

173 Ms. Wienker also requested accommodating HOA security  
 174 personnel with regard to CDD amenity usage.

175 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
 176 directed staff to coordinate amenity usage for HOA security, on behalf of the Soltterra Resort  
 177 Community Development District.

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

179 Ms. Crespo presented the café management report and responded to  
 180 Supervisor questions. It was reiterated that homeowners receive a discount  
 181 on food orders from the café.

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

183 *This item was addressed out of order after Business Item E: Exhibit 14:*  
 184 *Discussion on Café Management Scope and Authorization of Staff to*  
 185 *Proceed with the Request For Proposals.*

186 A list of HOA requests had been forwarded to Ms. Biggs for CDD  
 187 Supervisors' consideration.

188 Mr. Bullins was asked about any CDD issues that impact HOA. He asked  
 189 for clarification on streets, parking, and towing. He mentioned that the  
 190 HOA and CDD security vendors were coordinating well. Some discussion  
 191 has already taken place between the HOA Management and CDD Amenity  
 192 Management regarding responsibility for the roads. The CDD owns the  
 193 roads and can tow any vehicles not parked in designated parking spaces, or  
 194 that are parked overnight at the amenity center, but the HOA also holds a  
 195 license agreement that allows the HOA to enforce its parking rules on CDD  
 196 roads. The HOA is not enforces their rules on CDD roads at this time.  
 197 Supervisors stated current traffic monitoring were not effective. In 2022,  
 198 an amendment was approved by the CDD to enter an agreement with the  
 199 County to extend the license permissions to allow the HOA to enter an  
 200 agreement with the County for traffic control on private roads which would  
 201 allow the County Sherriff’s Office to provide additional parking (and  
 202 traffic) enforcement on the CDD roadways.

203 Board consensus was for Ms. Hammock to coordinate with Mr. Voisard and  
 204 HOA counsel to discuss the agreements and report back to the Board.

205 In reviewing the 5-hr towing procedure, Ms. Hammock provided  
 206 clarification on the origin of the 5-hour towing procedure. The procedure  
 207 does not apply to illegal parking situations.

208 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
 209 approved staff notify the towing company that the 5-hour period between noticing and towing was  
 210 no longer to be followed, for the Soltterra Resort Community Development District

211 A proposal for additional “No Parking” signage throughout the community  
 212 was requested. Ms. Hammock was directed to discuss updating the parking  
 213 enforcement licensing agreement with the HOA attorney. It was noted that  
 214 the HOA parking rules may have been updated since 2019, Ms. Hammock  
 215 stated if that was the case, the CDD would need a copy of them to allow for  
 216 the licensing agreement to be updated.

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

218 Mr. Bryant introduced Vicky Alvarez who would be overseeing the account  
 219 while he was working on some commercial projects. Ms. Alvarez presented  
 220 the landscape maintenance report. Ms. Osner requested the landscape crew  
 221 remember advertising crew continue to remove advertising signs from CDD  
 222 property along Pine Tree Trail. Ms. Hammock reminded Supervisors and  
 223 staff to inform District Manager of the vendors contact information so a  
 224 letter can be sent explaining the sign has been removed from private  
 225 property.

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

228 Ms. Fernandez presented the security management report, including the  
229 success of the speed radar trailer in reducing vehicle speeds.

230 B. Exhibit 11: Consideration and Adoption of **Resolution 2024-02, Designating**  
231 **Registered Agent and Office**

232 This Resolution updates the attorney information. The Registered Office address  
233 will be amended to reflect Kilinski Van Wyk's primary office in Tallahassee: 517  
234 E. College Avenue, Tallahassee, FL 32301.

235 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
236 adopted Resolution 2024-02, as amended, Designating Registered Agent and Office, for Soltterra  
237 Resort Community Development District.

238 C. Exhibit 12: Consideration and Adoption of **Resolution 2024-03, Adding Assistant**  
239 **Treasurer and Designating Signatories**

240 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the Board  
241 adopted Resolution 2024-03, Adding Assistant Treasurer and Designating Signatories, for Soltterra  
242 Resort Community Development District.

243 D. Exhibit 13: Consideration of LLS Tax Solution Engagement for 2024 and 2025  
244 Arbitrage Reporting

245 The District is required to obtain an annual arbitrage report for each Bond held.

246 Ms. Hammock responded to a question on whether an HOA representative could  
247 attend the Shade Session, that Shade Session was for Supervisors and Staff only.

248 On a MOTION by Mr. Voisard, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
249 approved engaging LLS Tax Solutions for the 2024 and 2025 Arbitrage Reporting, for Soltterra  
250 Resort Community Development District.

251 E. Exhibit 14: Discussion on Café Management Scope and Authorization of Staff to  
252 Proceed with the Request For Proposals

253 Ms. Hammock presented the draft RFP incorporating the requests received. She  
254 had reached out to Bond Counsel for input, but had not received a response prior to  
255 the meeting. The public nature of bids for government entities was discussed.  
256 Board consensus was for proposals to be submitted to District Counsel. Ms.  
257 Hammock clarified the rental rates and profit sharing options of the scope.  
258 Supervisors asked if sundries could be sold through the café. Ms. Hammock will  
259 check with Bond Counsel regarding the lease amount, revenue threshold, and the  
260 café selling sundries in addition to food. A revised RFP will be brought to the  
261 February meeting.

262 *Mr. Bullins presented Business Item A. 4. HOA Management Report at this point*  
263 *in the meeting.*

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

- 265 A. Exhibit 15: Consideration and Approval of the Minutes of the Board of Supervisors  
266 Regular Meeting Held November 3, 2023
- 267 B. Exhibit 16: Consideration and Acceptance of the November 2023 Unaudited  
268 Financial Report
- 269 C. Exhibit 17: Consideration and Acceptance of Bond Series 2018 Arbitrage Report  
270 Indicating No Cumulative Rebate Requirement Liability as of October 3, 2023
- 271 D. Exhibit 18: Consideration and Ratification of Emergency Repair Proposals
- 272 1. Envera Main Gate Camera Surge/Lighting Damage Repair - \$1,281.00
- 273 2. Spies Heaters #3 and #4 Repairs - \$1,245.00
- 274 3. Spies Waterfall Repair - \$1,695.00

275 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board  
276 approved the Consent Agenda – items A-D as presented, for Solterra Resort Community  
277 Development District.

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

- 279 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
- 280 Ms. Hammock reminded the Board of the 4-hour ethics training requirement for  
281 CDD Supervisors that took effect in January. An e-mail will be sent to the  
282 Supervisors regarding this.
- 283 Ms. Hammock reported on a land use license agreement request. This will be  
284 presented to the Board for consideration at the next meeting.
- 285 B. District Engineer – *Greg Woodcock, Stantec*
- 286 1. Exhibit 19: Consideration and Acceptance of District  
287 Ownership/Maintenance Map
- 288 This item was postponed until the February meeting, due to additional  
289 updates based on comments from staff.
- 290 A review and analysis of the parking issues will start next week with a staff  
291 meeting, and recommendations will be provided to the Board.
- 292 The Solterra budget had been reviewed, there is only \$3,100 remaining in  
293 the allocation for engineering services, Mr. Woodcock recommended the  
294 Board considered re-allocating \$15,000. Most of the engineering services  
295 allocation were expended on the creation of the maintenance map. A  
296 change order will be presented at the next meeting.
- 297 C. District Manager – *Kyle Darin, Vesta District Services*
- 298 Mr. Darin reported that most of the annual assessment revenue has been received  
299 from the tax collector.



300 **SIXTH ORDER OF BUSINESS: Supervisor Requests** *(Includes Next Meeting*  
301 *Agenda Item Requests)*

302 A. Discussion on Future Capital Improvements (Wienker)

303 Ms. Wienker requested the Board consider not just leisure spaces, but also the  
304 amenity center parking lot that will better serve the community and handle  
305 overnight, overflow parking.

306 Ms. Osner asked whether surveying homeowners was feasible regarding future  
307 parking lot proposals and encouraged homeowners to follow the agenda and  
308 provide feedback. Supervisors expressed support for providing additional parking.

309 Ms. Wienker proposed discussing RFP for District Management at the February  
310 meeting. Ms. Hammock will forward the current District Management agreement  
311 to the Supervisors and requested they send her the items they would like to see in  
312 the scope to her by January 19<sup>th</sup> so they can be included in the next meeting's  
313 agenda.

314 B. Exhibit 20: Review of Towing Policy (Voisard)

315 Mr. Voisard stated that the items he wished to address regarding the towing policy  
316 had already been discussed.

317 *The Board recessed the meeting at 12:48 p.m. The meeting resumed and moved directly into the*  
318 *Shade Session.*

319 **SEVENTH ORDER OF BUSINESS: Shade Session – Security**

320 A. Discussion on Security Matters

321 *The Board discussed security matters. No decisions were made during the Shade Session. Ms.*  
322 *Wienker left the Shade Session at 1:05 p.m.*

323 *The Shade Session was closed and Supervisors resumed the regular meeting at 1:59 p.m.*

324 The Board considered and approved the Accurate Equipment Change Order for Pool  
325 Pedestrian Gate Upgrades at this point in the meeting.

326 The Board considered a repair by Envera in addition to what had been previously approved.

327 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, WITH ALL IN FAVOR, the Board  
328 approved Envera to complete an additional security equipment repair in an amount not to exceed  
329 \$3,000, for Solterra Resort Community Development District.

330 **EIGHTH ORDER OF BUSINESS: Action Items Summary**

331 **District Counsel**

- 332 • Contact HOA attorney regarding parking enforcement.

333 **Amenity Manager**

- 334 • Look into permanent decorative lighting.  
335 • Look into additional options on Acorn Court gate repair.

336 **NINTH ORDER OF BUSINESS: Next Meeting Quorum Check**

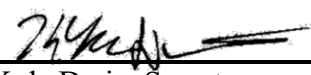
337 *The next Solterra Resort Community Development District meeting is scheduled for*  
338 *10:00 a.m. on February 2, 2024, at Solterra Resort Amenity Center, 5200 Solterra Blvd.,*  
339 *Davenport, FL 33837.*

340 **TENTH ORDER OF BUSINESS: Adjournment**


341 On a MOTION by Mr. Voisard, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the  
342 Board adjourned the meeting at 2:14 p.m., for Solterra Resort Community Development District.

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

346 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
347 **noticed meeting held on February 2, 2024.**

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349  Kyle Darin, Secretary  
350  \_\_\_\_\_, Assistant Secretary

  
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Karah Wienker, Chair  
 Ariane Casanova, Vice Chair