

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, March 1, 2024 at 10:00 a.m. at Solterra Resort Amenity  
6 Center, 5200 Solterra Blvd., Davenport, FL 33837. The actions taken are summarized as follows:

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

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

9 Present and constituting a quorum were:

10	Karan Wienker (S1)	Board Supervisor, Chairwoman
11	Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
12	Connie Osner (S3)	Board Supervisor, Assistant Secretary

13 Also present were:

14	Bobby Voisard (S4)	Board Supervisor, Assistant Secretary ( <i>virtually</i> )
15	Kyle Darin	District Manager, Vesta District Services
16	Sydney Viera	Vesta District Services
17	Meredith Hammock	District Counsel, Kilinski Van Wyk
18	Greg Woodcock	District Engineer, Stantec ( <i>virtually</i> )
19	Jayne Biggs	Amenity Manger, Vesta
20	Lea Stokes	Vesta Property Services
21	Dana Bryant	Yellowstone Landscape
22	Peter Wittman	Yellowstone Landscape

23 **SECOND ORDER OF BUSINESS: Audience Comments – Agenda Items (*Limited to***  
24 ***3 minutes per individual for agenda items*)**

25 A comment was heard on lighting of the Solterra sign on Pine Tree. A resident’s letter  
26 regarding pool seating and FY 2025 budget considerations was read.

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

28 A. Vendor Reports

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

30 A proposal for debris removal from the ponds has been requested.  
31 Steadfast will be invited to the next meeting. Current pictures in the pond  
32 report were requested.

33 Additional signage for no fishing and wildlife cautions were requested.  
34 Supervisors requested rental property owners remind guests that fishing is  
35 prohibited.

36 A resident’s letter outlining a complaint against Supervisor Wienker was  
37 read.

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

39 Ms. Biggs presented the Amenity Manager report. She noted the next  
40 HOA/CDD meeting was scheduled for March 6 and provided an update on  
41 the Proptia installation.

42 A request to allow commercial advertisements be posted or circulated was  
43 declined by the Board.

44 a. Consideration of Amenity Proposals

45 i. Exhibit 3: TPG Lighting – Permanent Lighting for  
46 Clubhouse Plus Warranty

47 On a MOTION by Ms. Casanova, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
48 approved TPG Lighting proposal for permanent lighting at the clubhouse with warranty in the  
49 amount of \$3,250.00, for Solterra Resort Community Development District.

50 ii. Exhibit 4: TPG Lighting – Holiday Lighting for 2024  
51 Season - \$8,262.00

52 This item was tabled pending an updated proposal.

53 iii. Exhibit 5: Exercise Systems – General Repairs - \$651.00

54 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
55 approved the Exercise Systems general fitness equipment repairs proposal in the amount of  
56 \$651.00, for Solterra Resort Community Development District.

57 iv. Exhibit 6: Cabana Furniture

58 A) Minoan (Polywood)

59 1. Option 1: Braxton - \$21,144.00

60 2. Option 2: Lakeside - \$19,592.00

61 3. Option 3: Braxton/Newport - \$30,912.00

62 B) Sunbrite Outdoor Furniture

63 1. Option 1 - \$54,230.00

64 2. Option 2 (Adding 10 Lounge Chairs) -  
65 \$64,405.00

66 New furniture will be phased in.

67 On a MOTION by Ms. Wienker, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the  
68 Board approved the Minoan (Polywood) proposal option 3, for Braxton/Newport cabana furniture  
69 in the amount of \$30,912.00, for Solterra Resort Community Development District.

70 The Board discussed purchasing approximately ten umbrellas to provide additional shade  
71 along the deck. Audience comments were heard on this item.

72 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
73 approved the purchase of shade umbrellas in an amount not to exceed \$5,000.00, for Solterra  
74 Resort Community Development District.

75 Furniture to allow staff a vantage point for monitoring the outdoor amenity was  
76 discussed.

77 v. Exhibit 7: Spies - Replace 2 Pool Heaters (#1 & #4) -  
78 \$10,295.00

79 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
80 approved the Spies proposal to replace 2 pool heaters (#1 & #4) in the amount of \$10,295.00, for  
81 Solterra Resort Community Development District.

82 Ms. Biggs noted that the spa heater has been repaired twice,  
83 and a replacement for this heater is anticipated when it next  
84 goes down. She also stated that she is re-working the  
85 Westbrook agreement for maintenance and will present to  
86 the Board once finalized.

87 vi. Exhibit 8: Pickleball Striping

88 A) Pro Court Surfacing - \$18,800.00

89 B) Stewart Tennis Court & Fencing

90 1. Option 1 - \$32,200.00

91 2. Option 2 - \$43,300.00

92 A decision on this item was postponed pending a  
93 comparable quote for Stewart Tennis Court &  
94 Fencing proposal option 2.

95 *The meeting was paused and Mr. Voisard left the meeting at 11:31 a.m.*

96 *Quorum remained when the meeting resumed at 11:38 a.m.*

97 vii. Exhibit 9: Golf Carts

98 The current District policy permits District-owned golf  
99 carts/utility vehicles to be used by staff in the course of  
100 their duties. The vehicle will be wrapped/labeled  
101 accordingly to distinguish it as a District-owned  
102 maintenance vehicle. This item would be a Capital  
103 Improvement expenditure.

104 A) Advantage Golf Carts - \$7,500.00

105 B) Bargain Carts - \$7,650.00

106 C) Jeffrey Allen - \$7,545.00

107 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
108 approved the purchase of a golf cart from Jeffrey Allen in the amount of \$7,545.00, for Solterra  
109 Resort Community Development District.

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

111 Ms. Crespo provided an update on the Café activities and answered  
112 Supervisor questions. Poolside service, the selling of sundries, TV and  
113 walk-up bar usage, and menu advertising were among the topics  
114 discussed.

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

116 Mr. Bullins was not able to attend the meeting.

117 a. Discussion of HOA Concerns Regarding Parking

118 The agreement between the HOA and CDD have been provided to  
119 the HOA attorney for review. The existing agreement allows the  
120 HOA to enforce their rules on CDD property.

121 Ms. Biggs was directed to share her notes from the CDD-HOA  
122 meetings with the Supervisors.

123 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, with Ms. Casanova opposed, the  
124 Board approved appointing Ms. Wienker as CDD liaison to the Solterra Resort HOA, for Solterra  
125 Resort Community Development District.

126 5. Exhibit 10: Landscape Maintenance – *Vicky Alvarez, Yellowstone*  
127 *Landscape*

128 Mr. Wittman and Mr. Bryant presented the landscape maintenance report.

129 a. Consideration of Landscape and Irrigation Proposals

130 i. Exhibit 11: Front Entrance Landscape Replenishment -  
131 \$4,667.75

132 Consensus was for more color at the entrance. Mr. Bryant  
133 stated that could be done within the proposed pricing, with  
134 the replacing of the proposed St. Augustine with ground  
135 cover.

136 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
137 approved Yellowstone’s proposal to replenish the vegetation at the front entrance in the amount of  
138 \$4,667.75, for Solterra Resort Community Development District.

139 ii. Exhibit 12: January Irrigation Repairs - \$1,892.42

140 Vehicles driving on the grass was cited as a major  
141 contributor to damaged irrigation.

142 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
143 approved the Yellowstone January irrigation repair proposal in the amount of \$1,892.42, for  
144 Solterra Resort Community Development District.

145 iii. Exhibit 13: Quarterly Palm Injections - \$787.69

146 The cutting down of the dead palm was discussed.

147 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
148 approved Yellowstone’s proposal for quarterly palm fertilizer injections in the amount of \$787.69,  
149 for Solterra Resort Community Development District.

150 iv. Exhibit 14: Oakmoss Loop Easement Ground Cover Plus  
151 Irrigation - \$14,953.54

152 This item was not discussed.

153 v. Exhibit 15: Oak Bluff/Oak Blossom Beds & Mailbox area

154 A) Mulch - \$2,357.96

155 B) Rock - \$22,514.38

156 This item was tabled as the location is maintained by the  
157 HOA.

158 vi. Exhibit 16: Oak Marsh Loop Circle

159 A) Mulch - \$1,178.98

160 B) Rock - \$8,277.42

161 This item was tabled as the location is maintained by the  
162 HOA.

163 vii. Exhibit 17: The Springs Sidewalk Easement – Recycled  
164 Concrete - \$5,300.00

165 Proposals for alternative options were requested.

166 Proposals for mini-golf and sand volleyball courts had been discussed by  
167 the previous Board. Mr. Bryant will send an updated proposal for these.

168 *The meeting was paused due to loss of quorum.*

169 *Quorum was re-established and the meeting resumed.*

170 6. Security Management – Zuleika Fernandez, Florida Training &  
171 Investigations LLC (FTI)

172 Ms. Biggs provided a report on behalf of Ms. Fernandez.

173 **FOURTH ORDER OF BUSINESS: Staff Reports**

174 A. District Counsel – Meredith Hammock, Kilinski Van Wyk

175 Ms. Hammock had no update for the Board other than reminding Supervisors of  
176 the requirement to complete the 4-hours mandated ethics training. Board  
177 consensus was to complete the ethics training together as part of a virtual  
178 workshop.

179 B. District Engineer – Greg Woodcock, Stantec

180 1. Exhibit 18: Discussion on Amenity Center Parking Lot Options

181 A cost estimate (based on engineer’s estimate, not proposals received to  
182 date) for the updated parking lot layout for 18 parking spaces was  
183 presented at approximately \$252,665.00. Preliminary calculations show  
184 the water run-off from the impervious surface can feed into the existing  
185 stormwater system. This will be verified against the construction plans  
186 once they have been received from the County.

187 Mr. Woodcock will schedule a site visit to review options for parking on  
188 existing paved streets and cul-de-sacs and report back to the Board.

189 2. Exhibit 19: Consideration and Acceptance of Maintenance Map

190 This item was not discussed.

191 C. District Manager – *Kyle Darin, Vesta District Services*

192 1. Exhibit 20: Discussion on FY 2025 Budget

193 Mr. Darin requested the Board start considering capital improvement  
194 projects for the budget discussion.

195 **FIFTH ORDER OF BUSINESS: Consent Agenda**

196 A. Exhibit 21: Consideration and Approval of the Minutes of the Board of  
197 Supervisors Regular Meeting Held February 2, 2024

198 B. Exhibit 22: Consideration and Acceptance of the January 2024 Unaudited  
199 Financial Report

200 C. Exhibit 23: Ratification of Yellowstone Irrigation Repair - \$656.94

201 D. Exhibit 24: Ratification of Exercise Systems Equipment Repair - \$577.00

202 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the Board  
203 approved the Consent Agenda – Items A-D as presented, for Solterra Resort Community  
204 Development District.

205 **SIXTH ORDER OF BUSINESS: Supervisor Requests (Includes Next Meeting  
206 Agenda Item Requests)**

207 During Item A.2. Amenity Manager Report, Ms. Wienker requested quotes for adding a  
208 putt-putt golf course.

209 A. Discussion on Polk County Communications Regarding Pine Tree Trail (Osner)

210 Ms. Osner reported on her discussions with Polk County Commissioners, noting  
211 that the widening of Pine Tree Trail may be considered by the County at a future  
212 date, but no commitment to do so was given. She shared that when a road  
213 expansion is approved, it takes approximately five years for construction to  
214 commence. Ms. Hammock was asked to review the information used by the  
215 County to determine ingress/egress requirements for the community and the  
216 traffic studies. She encouraged all homeowners to [write to the County  
217 Commissioners](#) requesting a three-way stop at the community entrance.

218 Ms. Hammock advised residents to review the [Polk County Commissioners](#)  
219 [agendas and meeting schedule](#) to stay informed of the items coming up for their  
220 consideration. Board consensus was to approve the costs to obtain the documents  
221 for District Counsel’s review if required.

222 Ms. Wienker made some suggestions for lifestyle activities, a social media presence  
223 advertising upcoming events for the resort.

224 Ms. Casanova asked for follow-up on speed bumps as traffic calming devices. Ms.  
225 Wienker requested locations for additional stop signs as well.

226 **SEVENTH ORDER OF BUSINESS: Action Items Summary**

227 **Amenity Manager**

- 228 • Additional signage for no fishing and wildlife cautions were requested.
- 229 • Distribute CDD/HOA meeting notes to Supervisors and staff.
- 230 • Purchase approximately ten shade umbrellas.
- 231 • Revised Westbrook pool heater maintenance agreement.
- 232 • Additional pickleball striping proposals.
- 233 • Options for resort social media presence advertising resort activities.
- 234 • Proposals for mini-golf course.

235 **District Counsel**

- 236 • Obtain and review the information used by the County to determine  
237 ingress/egress requirements for the community and the traffic studies.

238 **District Engineer**

- 239 • Schedule site visit to review options for parking and traffic calming  
240 devices.

241 **Supervisors**

- 242 • Ideas for capital improvement projects for the budget discussion.

243 **Vendors**

244 **Steadfast**

- 245 • Debris removal proposal.
- 246 • Attend next meeting (DM invite).
- 247 • Update report pictures.

248 **Yellowstone**

- 249 • Proposal for alternate options for The Springs sidewalk easement.
- 250 • Update previously presented proposals for mini-golf course and  
251 sand volleyball courts.

252 **EIGHTH ORDER OF BUSINESS: Next Meeting Quorum Check**

253 *The next Solterra Resort Community Development District meeting is scheduled for 10:00 a.m.*  
254 *on April 5, 2024 at Solterra Resort Amenity Center, 5200 Solterra Blvd., Davenport, FL 33837.*

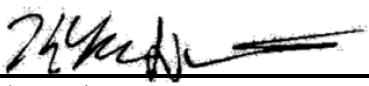
255 All Supervisors present affirmed their intent to attend in person.

256 **NINTH ORDER OF BUSINESS: Adjournment**


257 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
258 adjourned the meeting at 1:32 p.m. for Solterra Resort Community Development District.

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

262 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
263 **noticed meeting held on April 5, 2024.**

264 

265  Kyle Darin, Secretary  
266  \_\_\_\_\_, Assistant Secretary



Karan Wienker, Chair  
 Ariane Casanova, Vice Chair