

SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Friday, April 7, 2023
Time: 10:00 a.m.
Location: Solterra Resort Amenity Center
5200 Solterra Boulevard
Davenport, Florida 33837

[Join Via Computer or Mobile App](#)
Dial-in Number: 1-904-348-0776
Phone Conference ID: 862 156 243#
(Mute/Unmute: *6)

Agenda

For the full agenda packet, please contact: sconley@vestapropertyservices.com

I. Roll Call:

S1: Karan Wienker
(Chair)

S2: Sharon Harley

S3: Connie Osner

S4: Anthony Crawford

S5: Ariane Casanova
(Vice Chair)

II. Audience Comments – Agenda Items

(Limited to 3 minutes per individual for agenda items)

III. Guest Presentation: CDD 101 & Supervisor Liability – Meredith Hammock, Kilinski Van Wyk & Brent Grimmel, Egis Insurance

[Exhibit 1](#)

IV. Guest Presentation: Fitness Equipment – Technogym

[Exhibit 2](#)

V. Business Items

A. Update on Entrance Queuing Lane Project – Kimley Horn

[Exhibit 3](#)

B. Security and Safety Matters

1. Re-consideration of Security Monitoring Proposals

[Exhibit 4](#)

a. Front Steps Visitor Management System (Updated) with Gate Operator & Card Reader Upgrade and Ornamental Repair to Resident Entry Gate

b. Proptia Visitor Management System with Gate Operator & Card Reader Upgrade and Ornamental Repair to Resident Entry Gate

2. Discussion on Expanding Security Monitoring to Include Additional Cameras

3. Consideration of Action Security Gate Arm Repair Proposal - \$1,385.00

[Exhibit 5](#)

4. Discussion on Authorization of Staff to Proceed with RFP for Security Guard Services

a. Acceptance of Community Watch Security Guard Services Resignation Effective April 21, 2023

[Exhibit 6](#)

b. Discussion of FTI 3-Month Proposal

[Exhibit 7](#)

5. Consideration of On-going Polk County Extra-Duty Officer Employment

[Exhibit 8](#)

C. Consideration and Adoption of **Resolution 2023-07, Revising the FY 23 CDD Meeting Schedule**

[Exhibit 9](#)

V. Business Items (Continued)

D. Vendor Reports

1. Aquatic Maintenance – *Steadfast Environmental* [Exhibit 10](#)
2. Landscape Maintenance – *Dana Bryant, Yellowstone Landscape*
 - a. Consideration of Overflow Parking Resurfacing with Creation of Driveway to Oakbourne Avenue Proposals [Exhibit 11](#)
 - i. 4” Substrate - \$19,970.00
 - ii. 6” Substrate (Recycled Concrete)- \$28,555.29
 - b. Consideration of Entry Planters Rehab Proposal - [Exhibit 12](#)
\$1,000.00
3. Amenity Manager – *Evergreen Lifestyles Management*
 - a. Updates:
 - i. Cabana Canopy Replacement Order [Exhibit 13](#)
 - ii. Clubhouse Furniture Replacement Order [Exhibit 14](#)
 - iii. Proposals for Fitness Center Water Service
 - iv. Proposals for Electrical Outlet Installation at Roundabouts/Islands
 - v. Lifestyle Events Schedule
 - b. For Discussion:
 - i. Amenity Staffing
 - ii. Cabana Upgrades
 - iii. Placing Vending Machines and Sundries in the Clubhouse
 - iv. Gatehouse Signage
 - c. For Consideration:
 - i. Polywood Outdoor Furniture [Exhibit 15](#)
 - ii. Samdri Pool Service Revised Proposal (Weekly Pool Maintenance and Chemical Supply for Pool, Spa, and Lazy River) - \$6,500.00/month [Exhibit 16](#)
 - iii. Holiday Lighting Proposals [Exhibit 17](#)
 - A) Captain Carnival - \$10,086.00
 - B) Christmas Lighting Company - \$4,888.00
 - iv. A&A Playground Services Playground Equipment Replacement Proposal [Exhibit 18](#)
 - v. Ratification of Neighborhood Watch Signs Purchase [Exhibit 19](#)

V. Business Items (Continued)**D. Vendor Reports (Continued)**

4. HOA Management – *Evergreen Lifestyles Management*
 - a. Requests Regarding HOA Parking Policy Enforcement and Procedures

E. Consideration of Road and Parking Space Re-Striping Proposals [Exhibit 20](#)

1. USA Seal Stripe - \$3,500.00

2. ACPLM - \$5,383.00

F. Consideration of Fireman Tom Semi-annual Cleaning Proposal - \$450.00 [Exhibit 21](#)

G. Discussion on Café Costs and Benefits [Exhibit 22](#)

H. Discussion on Policies and Procedures [Exhibit 23](#)

1. Polk County Fire Department Maximum Occupancy (Patio: 80; Clubhouse: 50) [Exhibit 24](#)

2. Polk County Health Department Bathing Loads (Pool: 180; Lazy River: 120; Spa: 11)

3. Amenity Hours

4. Amenity Access

5. Cabana Rentals

I. Discussion on Policy for Proper Use of Surplus Property Policy

J. Discussion on Adding Amenities

K. Discussion on Non-Solicitation Policy

L. Discussion on Bond Series 2013 Refinancing

VI. Staff Reports

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

1. Update on Entrance Project Financing

B. District Engineer – *Tonja Stewart, Stantec*

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

1. Field Operations Report [Exhibit 25](#)

2. Discussion on Adding Draft Agenda Packets to CDD Website Documents Section

3. Discussion on Scheduling of Budget Workshop

VII. Consent Agenda

- A. Consideration For Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 23, 2023 [Exhibit 26](#)
- B. Consideration For Acceptance – The March 2023 Unaudited Financial Report [Exhibit 27](#)
- C. Ratification of OnSight Stop Sign Repair at Oak Moss & Oak Reflection Loop - \$339.46 [Exhibit 28](#)
- D. Ratification of License Agreement for Community Events for Abraham Perkowski [Exhibit 29](#)

VIII. Audience Comments – New Business

(Limited to 3 minutes per individual for non-agenda items)

IX. Security Shade Meeting

X. Supervisor Requests

(Includes Next Meeting Agenda Item Requests)

XI. Action Items Summary

(To Be E-mailed to Supervisors and Staff)

XII. Next Meeting Quorum Check

(10:00 a.m. on Friday, May 5, 2023 with Budget Workshop at the Solterra Resort Amenity Center [5200 Solterra Blvd., Davenport, FL 33837])

XIII. Adjournment