

## SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

Meeting Date: Friday, June 2, 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](mailto:sconley@vestapropertyservices.com)*

#### I. Roll Call

#### II. Audience Comments – Agenda Items

*(Limited to 3 minutes per individual for agenda items)*

#### III. Guest Presentation – Vesta Amenity Services

#### IV. Supervisor Appointment

##### A. Discussion on Appointment of New Supervisor

1. Acceptance of Supervisor Resignation Vacating Seat 4 Exhibit 1
2. Consideration of Candidates
3. Administration of Oath of Office *Under Separate Cover*
4. Review of Public Records and Government in the Sunshine *Under Separate Cover*
5. Distribution of New Supervisor Information/Form 1 *Under Separate Cover*

##### B. Consideration and Adoption of **Resolution 2023-08, Removing and Appointing Secretary** (or **Designating Officers**) Exhibit 2

#### V. Budget Workshop

##### A. Review of the Proposed FY 2024 Preliminary Budget and Discussion on Community O&M Needs Exhibit 3

#### VI. Business Items

##### A. Consideration and Adoption of **Resolution 2023-09, Approving the FY 2024 Proposed Budget and Setting Public Hearing** Exhibit 4

##### B. Update on Entrance Queuing Lane Project – *Kimley Horn*

##### C. Security and Safety Matters

1. Ratification of Temporary FTI Agreement *Under Separate Cover*
2. Ratification of Accurate Electronics Agreement *Under Separate Cover*
3. Acceptance of OnSight Stop Sign Repair at Oak Moss & Oak Reflection Loop Proposal - \$339.46 Exhibit 5

**V. Business Items (Continued)**

**D. Vendor Reports**

1. Aquatic Maintenance – *Steadfast Environmental* [Exhibit 6](#)
2. Landscape Maintenance – *Dana Bryant, Yellowstone Landscape* [Exhibit 7](#)
  - a. Landscape Report – *To Be Distributed*
  - b. Review of Soil pH Testing Results
  - c. Ratification of Irrigation Clock #1 ADM Replacement - \$2,346.24
  - d. Consideration of Entry Planter Refurbishment - \$1,000.00
  - e. Ratification of Polk County Water Violation Fine - \$500.00
  - f. Update on Overflow Parking Lot Resurfacing
3. HOA Management – *Evergreen Lifestyles Management*
4. Amenity Manager – *Diana Garcia, Evergreen Lifestyles Management*
  - a. For Consideration:
    - i. Amenity Staffing [Exhibit 8](#)
    - ii. Samdri Pool Service Revised Proposal (Weekly Pool Maintenance and Chemical Supply for Pool, Spa, and Lazy River) - \$6,500.00/month [Exhibit 9](#)
    - iii. Holiday Lighting Proposals [Exhibit 10](#)
      - A) Captain Carnival - \$10,086.00
      - B) Christmas Lighting Company - \$4,888.00
    - iv. A&A Playground Services Playground Equipment Replacement Proposal [Exhibit 11](#)
    - v. Pool Monitor Chair [Exhibit 12](#)
    - vi. Polywood Outdoor Furniture [Exhibit 13](#)
    - vii. Community Signage [Exhibit 14](#)
  - b. For Discussion:
    - i. Cabana Upgrades
    - ii. Placing Vending Machines and Sundries in the Clubhouse

**V. Business Items (Continued)**

- D. Vendor Reports (Continued)
  - 4. Amenity Manager (Continued)
    - c. Updates:
      - i. Clubhouse Furniture Replacement Order [Exhibit 15](#)
      - ii. Proposals for Fitness Center Water Service
      - iii. Proposals for Electrical Outlet Installation at Roundabouts/Islands
      - iv. Lifestyle Events Schedule
- E. Consideration of Fireman Tom Semi-Annual Cleaning Proposal - \$450.00 [Exhibit 16](#)
- F. Discussion on Landscape Maintenance Service [Exhibit 17](#)
- G. Discussion on Café Costs and Benefits [Exhibit 18](#)
- H. Discussion on Policies and Procedures [Exhibit 19](#)
  - 1. Amenity Hours
  - 2. Amenity Access
  - 3. Cabana Rentals
  - 4. Proper Use of Surplus Property
- I. Consideration and Adoption of **Resolution 2023-10, Setting Public Hearing on Amended Amenity Facility Rules and Policies** [Exhibit 20](#)

**VII. Staff Reports**

- A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
  - 1. Update on Entrance Project Financing *Under Separate Cover*
  - 2. Consideration of Conveyance of Phase 2B Tract B-2 [Exhibit 21](#)
  - 3. Code of Conduct [Exhibit 22](#)
- B. District Engineer – *Tonja Stewart, Stantec*
- C. District Manager – *Kyle Darin, Vesta District Services*
  - 1. Discussion on Adding Draft Agenda Packets to CDD Website Documents Section

**VIII. Consent Agenda**

- A. Consideration For Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 23, 2023 [Exhibit 23](#)
- B. Consideration For Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 7, 2023 [Exhibit 24](#)
- C. Consideration For Acceptance – The April 2023 Unaudited Financial Report [Exhibit 25](#)
- D. Notification of Polk County Supervisor of Elections Elector Count - 280 [Exhibit 26](#)
- E. Ratification of Pro-Tech Air Conditioning & Plumbing Service Guardhouse AC Repair - \$426.44 [Exhibit 27](#)

**IX. Audience Comments – New Business**

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

**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, July 7<sup>th</sup>, 2023 at the Solterra Resort Amenity Center [5200 Solterra Blvd., Davenport, FL 33837])*

**XIII. Adjournment**