

## 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    | <a href="#">Exhibit 1</a> |
| 2. | Consideration of Candidates                             | <a href="#">Exhibit 2</a> |
| 3. | Administration of Oath of Office                        | <i>To Be Distributed</i>  |
| 4. | Review of Public Records and Government in the Sunshine | <i>To Be Distributed</i>  |
| 5. | Distribution of New Supervisor Information/Form 1       | <i>To Be Distributed</i>  |

- |    |  |                           |
|----|--|---------------------------|
| B. | Consideration and Adoption of <b>Resolution 2023-08, Removing and Appointing Secretary</b> (or <b>Designating Officers</b> ) | <a href="#">Exhibit 3</a> |
|----|--|---------------------------|

#### V. Budget Workshop

- |    |   |                           |
|----|---|---------------------------|
| A. | Review of the Proposed FY 2024 Preliminary Budget and Discussion on Community O&M Needs | <a href="#">Exhibit 4</a> |
|----|---|---------------------------|

#### VI. Business Items

- |    |   |                             |
|----|---|-----------------------------|
| A. | Consideration and Adoption of <b>Resolution 2023-09, Approving the FY 2024 Proposed Budget and Setting Public Hearing</b> | <a href="#">Exhibit 5</a>   |
| B. | Update on Entrance Queuing Lane Project – <i>Kimley Horn</i>  | <a href="#">Exhibit 6</a>   |
| C. | Security and Safety Matters   |                             |
| 1. | Ratification of Temporary FTI Agreement   | <i>Under Separate Cover</i> |
| 2. | Ratification of Accurate Electronics Agreement  | <i>Under Separate Cover</i> |
| 3. | Approval of OnSight Stop Sign Repair at Oak Moss & Oak Reflection Loop Proposal - \$339.46                                | <a href="#">Exhibit 7</a>   |

**V. Business Items (Continued)**

**D. Vendor Reports**

1. Aquatic Maintenance – *Steadfast Environmental* [Exhibit 8](#)
2. Landscape Maintenance – *Dana Bryant, Yellowstone Landscape* [Exhibit 9](#)
  - a. Landscape Report
  - 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 10](#)
    - ii. Samdri Pool Service Revised Proposal (Weekly Pool Maintenance and Chemical Supply for Pool, Spa, and Lazy River) - \$6,500.00/month [Exhibit 11](#)
    - iii. Holiday Lighting Proposals [Exhibit 12](#)
      - A) [Captain Carnival - \\$10,086.00](#)
      - B) [Christmas Lighting Company - \\$4,888.00](#)
    - iv. A&A Playground Services Playground Equipment Replacement Proposal [Exhibit 13](#)
    - v. Pool Monitor Chair [Exhibit 14](#)
    - vi. Polywood Outdoor Furniture [Exhibit 15](#)
    - vii. Community Signage [Exhibit 16](#)
  - 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 17](#)
      - 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 18](#)
- F. Discussion on Landscape Maintenance Service
- G. Discussion on Café Costs and Benefits [Exhibit 19](#)
- H. Discussion on Policies and Procedures [Exhibit 20](#)
  - 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 21](#)

**VII. Staff Reports**

- A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
  - 1. Update on Entrance Project Financing
  - 2. Consideration of Conveyance of Phase 2B Tract B-2 [Exhibit 22](#)
  - 3. Consideration of Supervisor Code of Conduct [Exhibit 23](#)
- 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 24](#)
- B. Consideration For Approval – The Minutes of the Board of Supervisors Regular Meeting Held April 7, 2023 [Exhibit 25](#)
- C. Consideration For Acceptance – The April 2023 Unaudited Financial Report [Exhibit 26](#)
- D. Notification of Polk County Supervisor of Elections Elector Count - 280 [Exhibit 27](#)
- E. Ratification of Pro-Tech Air Conditioning & Plumbing Service Guardhouse AC Repair - \$426.44 [Exhibit 28](#)

**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**