

1 **MINUTES OF MEETING**

2 **SOLTERRA RESORT**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Continued Meeting of the Board of Supervisors of the Solterra Resort Community  
5 Development District was held on Monday, October 31, 2022 at 12:13 p.m. at the Solterra Resort Amenity  
6 Center, 5200 Solterra Boulevard, Davenport, Florida 33837, with Zoom Conference Call Available. This  
7 meeting was a continuation of the meeting held on Thursday, October 27, 2022 at 9:34 a.m.

8 **FIRST ORDER OF BUSINESS – Roll Call**

9 Mr. Krause called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

11 Candice Smith	Board Supervisor, Vice Chairwoman
12 Jon Seifel	Board Supervisor, Assistant Secretary
13 Sharon Harley	Board Supervisor, Assistant Secretary

14 Also present were:

15 Larry Krause	District Manager, DPFPG Management and Consulting
16 Meredith Hammock	District Counsel, KE Law Group
17 Jere Earlywine <i>(via phone)</i>	District Counsel, KE Law Group
18 Kyla Semino	Amenity Manager, Evergreen Lifestyles
19 Zayrilliann Lorenzo	ELM
20 Karan Winker	Resident
21 Jeff Boyle	Resident

22 *The following is a summary of the discussions and actions taken at the October 31, 2022 Solterra Resort*  
23 *CDD Board of Supervisors Continued Meeting.*

24 **THIRD ORDER OF BUSINESS – Vendor Reports**

25 D. Exhibit 12: Consideration of Top Guard Amenity Center Additional Sidewalk Grinding Proposal -  
26 \$1,129.00

27 Mr. Krause provided clarification on the proposal.

28 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
29 the Top Guard Amenity Center Additional Sidewalk Grinding Proposal, in the amount of \$1,129.00, for  
30 the Solterra Resort Community Development District.

31 E. Exhibit 13: Consideration of Updated Fee Schedule for DPFPG District Management Services

32 Ms. Hammock stated that the updated fee schedules had been budgeted for FY 2023 and noted that  
33 DPFPG was willing to enter into the District’s Form of Agreement.

34 On a MOTION by Ms. Harley, SECONDED by Ms. Smith, WITH ALL IN FAVOR, the Board approved  
35 the Updated Fee Schedule for DPFPG District Management Services, for the Solterra Resort Community  
36 Development District.

37 F. Exhibit 14: Consideration of Updated Fee Schedule for DPFPG Field Services

38 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
39 the Updated Fee Schedule for DPFG District Management Services, for the Solterra Resort Community  
40 Development District.

41 G. Exhibit 15: Consideration of Contract for Security Monitoring

42 Ms. Smith explained that the Board was looking into other Security Monitoring companies in order  
43 to find a better term of liquidated damages. In response to a question from Ms. Smith, Ms.  
44 Hammock confirmed that a 30-day with cause termination would be permitted with Tekwave. The  
45 Board agreed to discuss this item further later in the meeting.

- 46 1. Envera
- 47 2. Tekwave

48 H. Exhibit 16: Consideration and Adoption of **Resolution 2023-02, Recognizing a Contribution to**  
49 **Off-Set Assessments**

50 Mr. Earlywine stated that Items H through O pertained to the project completion process. He  
51 explained the 3 processes that were necessary in order to declare the projects complete under bond  
52 indentures. He indicated that this Resolution would justify the adjustments to the assessments and  
53 recognize the contributions that had been made.

54 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board adopted  
55 **Resolution 2023-02, Recognizing a Contribution to Off-Set Assessments**, and authorized the Chair to  
56 sign for the Vice Chair, for the Solterra Resort Community Development District.

57 I. Exhibit 17: Ratification of Acceptance of Real Property – Quitclaim Deed with Grant and  
58 Reservation of Easements (Solterra Phase 2D)

59 Mr. Earlywine looked for a motion to ratify Items I through M. Ms. Smith asked if an easement  
60 agreement was needed for the Oakmont Townhomes Phase 2 replat and noted that 2E appeared to  
61 be missing. Mr. Earlywine indicated that he would look into Ms. Smith’s concerns.

62 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
63 the Ratification of Acceptance of Item I through M in substantial form, for the Solterra Resort Community  
64 Development District.

65 J. Exhibit 18: Ratification of Acceptance of Construction and Maintenance Easement (Fence, Tract  
66 B-1, Solterra Phase 2D)

67 K. Exhibit 19: Consideration and Ratification of Acceptance of Real Property – Quitclaim Deed (Tract  
68 F, Solterra Phase 2C-1, and Tract B-2, Solterra Phase 2B Replat)

69 L. Exhibit 20: Consideration and Ratification of Easement Agreement (Solterra Phase 2B Replat)

70 M. Exhibit 21: Consideration and Ratification of Easement Agreement (Oakmont Phase 1, Oakmont  
71 Townhomes Phase 1, Solterra Phase 1, Solterra Phase 2A1, Solterra Phase 2C-1, Solterra Phase  
72 2C-2, & Solterra Phase 2D)

73 N. Exhibit 22: Ratification of Acquisition of Improvements to Work Product and Approval for Staff  
74 to Process the Following:

- 75 1. Requisition for 2013 Acquisition & Construction, \$15,740.26
- 76 2. Requisition for 2014 Acquisition & Construction, \$5,872.21

- 77           3. Requisition for 2018 Acquisition & Construction, \$2,710.72  
78           4. Requisition for 2018 Acquisition & Construction (DSRF Release), \$154,610.93  
79           Mr. Earlywine explained the item to the Board and looked for a motion.

80           On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
81           Item N for the Solterra Resort Community Development District.

82           Following the motion, Mr. Earlywine advised authorizing Staff to requisition the Phase 2B funds,  
83           under the direction of the Chair or Vice Chair.

84           On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
85           the Authorization of Staff to requisition the Phase 2B funds for the Solterra Resort Community  
86           Development District.

- 87           O. Exhibit 23: Consideration and Adoption of **Resolution 2023-03, Declaring 2013 Project, 2014**  
88           **Project, and 2018 Project Complete**

89           Mr. Earlywine reviewed the Resolution.

90           On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board adopted  
91           **Resolution 2023-03, Declaring 2013 Project, 2014 Project, and 2018 Project Complete**, and authorized  
92           the Chair or Vice Chair to sign, for the Solterra Resort Community Development District.

93           Following the motion, the Board circled back to Exhibit 15. Ms. Hammock stated that Tekwave's  
94           proposal would include a 1-time fee for the product installation, in the amount of \$21,521.00, and  
95           that the annual monitoring costs amounted to \$11,880.00 per year.

96           Ms. Smith stated that residents should make this decision, as this was a sensitive security subject.  
97           In response to a question from Ms. Smith, Ms. Semino confirmed that this matter would involve  
98           the gate as well. Discussion ensued regarding the Envera contract. Ms. Hammock advised against  
99           signing the Envera contract as presented. Ms. Semino suggested adding 2 cameras at the Amenity  
100           Center and confirmed that Tekwave had the ability to read license plates, as well as integrate with  
101           other systems. The Board directed Staff to obtain additional proposals. Mr. Krause noted that he  
102           would send contact information for another security company to Ms. Semino.

- 103           P. Consideration of Supervisor Appointment

104           5. Exhibit 24: Acceptance of Supervisor Resignation

105           On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board accepted  
106           the Resignation of Jim Harvey from the Board of Supervisors for the Solterra Resort Community  
107           Development District.

108           Following the motion, Ms. Smith asked if there was anyone present at the meeting who  
109           was interested in serving on the Board. Ms. Wienker expressed interest in Seat 1.

110           6. Appointment to Vacant Seat

111           On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
112           the Appointment of Karan Wienker to Seat 1 on the Board of Supervisors for the Solterra Resort  
113           Community Development District.

114           7. Exhibit 25: Oath of Office

- 115 Ms. Wienker was administered the Oath of Office.
- 116 8. Exhibit 26: New Supervisor Information/Form 1
- 117 Ms. Hammock briefly reviewed prohibitions and disclosures. She noted that Ms. Wienker's
- 118 Form 1 would need to be submitted within 30 days.
- 119 9. Sunshine Law (*FL Ethics Commission Guide to be E-mailed*)
- 120 Ms. Hammock reviewed Sunshine Law. Mr. Krause noted that Supervisors were entitled
- 121 to receive \$200.00 per meeting. Ms. Hammock and Ms. Smith answered questions from
- 122 Ms. Wienker regarding Form 1.
- 123 Before moving on to the next item, Ms. Hammock stated that a resignation from Brad
- 124 Walker had been received and looked for a motion to accept the resignation.

125 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board accepted

126 the Resignation of Brad Walker from the Board of Supervisors for the Solterra Resort Community

127 Development District.

- 128 Q. Exhibit 27: Consideration and Adoption of **Resolution 2023-04, Designating Officers**
- 129 Mr. Krause explained that this Resolution would designate himself as Secretary, Shirley Conley as
- 130 Assistant Secretary, Johanna Lee as Treasurer, and Howard McGaffney and Bridget Alexander as
- 131 Assistant Treasurers. He stated that the Board would be appointing a Chair, Vice Chair, and
- 132 designate the remaining Supervisors as Assistant Secretaries. In response to a question from Ms.
- 133 Smith, Ms. Hammock clarified that the Chair and Vice Chair could sign interchangeably. This item
- 134 was deferred, pending additional appointments, as per Ms. Hammock's recommendation.
- 135 R. Exhibit 28: Consideration and Adoption of **Resolution 2023-05, Designating Signatories**
- 136 Ms. Hammock explained that this would allow Mr. McGaffney, Ms. Lee, and Ms. Alexander to
- 137 sign on any bank accounts operating information on behalf of the Board. She recommended
- 138 approving this Resolution.

139 On a MOTION by Ms. Wienker, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board adopted

140 **Resolution 2023-05, Designating Signatories**, for the Solterra Resort Community Development District.

- 141 S. Update on Roadway Improvement Project
- 142 This item was tabled to the next meeting, as the Project Engineer was not present.
- 143 T. Discussion on Maintenance Supervisor Position
- 144 Ms. Smith stated that this was an item brought up by current management. Ms. Hammock stated
- 145 that the current budget was \$550,000.00 for this position and indicated that the Board would need
- 146 to decide whether they would like to formally solicit proposals for this position in the future.

#### 147 **FOURTH ORDER OF BUSINESS – Staff Reports**

- 148 A. District Counsel – *Meredith Hammock, KE Law Group*
- 149 Ms. Hammock stated that she had nothing to report.
- 150 B. District Engineer – *Tonja Stewart, Stantec*
- 151 The District Engineer was not present.
- 152 C. District Manager – *Larry Krause, DPF*

- 153 1. Exhibit 29: Field Operations Report
- 154 Mr. Krause reviewed the Field Operations report. Ms. Wienker commented on a pond near  
155 Oakmoss Loop that was in need of cleaning. Ms. Smith noted that final cleanup of this  
156 pond could now be performed, as construction had been completed. Ms. Wienker stated  
157 that she felt the financial responsibility for the cleanup should fall on Pulte, rather than the  
158 CDD. Ms. Smith indicated that Pulte would be releasing \$50,000.00 to the District that  
159 could be applied to the cleanup of the pond.
- 160 Ms. Wienker additionally commented on dying Sable Palms throughout the community.  
161 She requested proposals to test the trees for diseases.
- 162 2. Exhibit 30: SWFWMD Permits approved for Transfer to Operation Phase
- 163 Ms. Hammock stated that the District would take over the water management system of  
164 the items that had been covered earlier in the meeting.
- 165 a. Phase 2A (43026971.007)
- 166 b. Phase 2B (43026971.012)
- 167 c. Phase 2C (43026971.008)
- 168 d. Phase 2D (43026971.015)
- 169 e. Phase 2E (43026971.013)

170 On a MOTION by Ms. Smith, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board approved  
171 the Ratification of the SWFWMD Permits approved for Transfer to Operation Phase for the Solterra Resort  
172 Community Development District.

173 **FIFTH ORDER OF BUSINESS – Consent Agenda**

174 A. Exhibit 33: Ratification of Proposal Approvals

175 **This item, originally Item C under the Fifth Order of Business, Consent Agenda, was**  
176 **presented out of order.**

- 177 1. Envera Main Gate Card Reader Replacement - \$602.00

178 Ms. Wienker noted that a Pulte truck had damaged the District's gate card reader and asked  
179 if Pulte would be responsible for paying for the damage. Ms. Smith explained that District  
180 Management would typically try to have the vendor pay for damage. It was noted that the  
181 reader was scheduled to be replaced on October 25 but that the company did not come out  
182 to do so.

- 183 2. Exercise Systems Fitness Equipment Repair - \$1,095.50

- 184 3. Envera Main Entrance and Tag Camera - \$2,127.00

185 In response to a question from Ms. Smith, Ms. Semino stated that the camera had been  
186 installed in early October.

- 187 4. Onsite Street Signs Repair - \$2,194.80

188 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board approved  
189 the Ratification of the Proposal Approvals, for the Solterra Resort Community Development District.

190 B. Exhibit 31: Consideration for Approval – The Minutes of the Board of Supervisors Regular  
191 Meeting Held August 25, 2022

192 On a MOTION by Ms. Harley, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board approved  
193 Minutes of the Board of Supervisors Regular Meeting Held August 25, 2022, for the Solterra Resort  
194 Community Development District.

195 C. Exhibit 32: Consideration for Acceptance – The September 2022 Unaudited Financial Report

196 This item was not discussed.

197 **SIXTH ORDER OF BUSINESS – Audience Comments - New Business/Non Agenda – (limited to 3**  
198 *minutes per individual)*

199 Mr. Boyle commented on an area of land behind Oakmoss Loop that he would like to have cut on  
200 a regular basis. He additionally suggested signs to advise against feeding alligators.

201 **SEVENTH ORDER OF BUSINESS – Supervisors Requests (Includes Next Meeting Agenda Item**  
202 *Requests)*

203 Ms. Wienker expressed safety and security concerns, particularly regarding a lack of lighting at the  
204 front gate. She requested to have lights repaired and for supplemental lighting to be added. She  
205 noted that the tiles at the gatehouse were loose and needed to be addressed.

206 Ms. Wienker relayed that a number of homeowners did not understand the purpose of the  
207 gatehouse, as they had been informed that guards did not have access to Envera. She suggested the  
208 use of bar code readers for residents and temporary codes for visitors. Ms. Semino indicated that  
209 Tekwave offered a similar option to Ms. Wienker’s suggestion.

210 Ms. Wienker inquired about plans for the open space in front of the Clubhouse. Ms. Smith stated  
211 that this was part of a Kimley-Horn item and that the District Engineer would design a parking lot  
212 to be constructed.

213 Ms. Wienker relayed that some residents had shown interest in mailbox kiosks. Ms. Hammock  
214 stated that this would require coordination with the Postal Service. Ms. Smith suggested working  
215 with Onsite to open a dialogue with the Post Office.

216 Ms. Wienker asked if a dog park in an unused green space would be possible. Ms. Smith stated that  
217 a pool cabana had been considered for this area but indicated the District Engineer could look into  
218 a dog park as an option as well.

219 Mr. Seifel stated that he would like to resign from the Board.

220 On a MOTION by Ms. Smith, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board accepted  
221 the Resignation of John Seifel from the Board of Supervisors for the Solterra Resort Community  
222 Development District.

223 **EIGHTH ORDER OF BUSINESS – Action Items Summary**

224 Mr. Krause indicated that the Action Items Summary would be emailed to the Board.

225 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check: Thursday, November 24 at 9:30**  
226 **a.m.**

227 Mr. Krause noted that the next meeting was currently scheduled for Thanksgiving. Following  
228 discussion, the Board agreed to reschedule the meeting November 18 at 10:30 a.m. Mr. Krause  
229 noted that the Landowner Election would be held on November 4 at 9:30 a.m. Ms. Hammock  
230 indicated that there were 3 seats up for election and explained how to vote by proxy. Ms. Smith  
231 and Ms. Hammock provided clarification on questions from Ms. Wienker regarding the landowner  
232 election and seat terms.

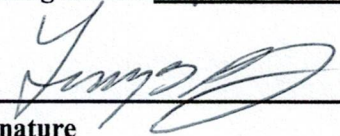
233 **TENTH ORDER OF BUSINESS – Adjournment**

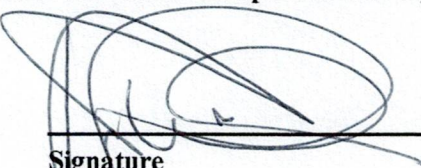
234 Mr. Krause asked for final questions, comments, or corrections before requesting a motion to  
235 adjourn the meeting. There being none, Ms. Harley made a motion to adjourn the meeting.

236 On a MOTION by Ms. Harley, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board  
237 adjourned the meeting at 2:35 p.m. for the Solterra Resort Community Development District.

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

241 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
242 meeting held on NOVEMBER 18, 2022.

243   
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Larry B. Krause Jr.  
\_\_\_\_\_  
Printed Name

Karin Lee Wienker  
\_\_\_\_\_  
Printed Name

244 Title:  Secretary     Assistant Secretary

Title:  Chairman     Vice Chair