

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 Development  
5 District was held on Thursday, December 22, 2022 at 9:37 a.m. at the Solterra Resort Amenity Center, 5200  
6 Solterra Boulevard, Davenport, Florida 33837, with Zoom Conference Call Available.

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

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

9 Present and constituting a quorum were:

10	Karan Wienker	Board Supervisor, Chairwoman
11	Tony Crawford	Board Supervisor, Assistant Secretary
12	Connie Osner	Board Supervisor, Assistant Secretary

13 Also present were:

14	Larry Krause	District Manager, DPFM Management and Consulting
15	Shirley Conley ( <i>via phone</i> )	DPFM Management and Consulting
16	Meredith Hammock	District Counsel, KE Law Group
17	Candice Smith ( <i>via phone</i> )	Kolter
18	Kyla Semino	Amenity Manager, Evergreen Lifestyles
19	Zay Lorenzo	HOA, Evergreen Lifestyles
20	Dana Bryant ( <i>joined in progress</i> )	Yellowstone
21	Joe Hamilton	Steadfast
22	Jill Cardwell	Security Services
23	Yvonne Peacock	Resident
24	Regina Johnson	Resident
25	Ann Floyd	Resident
26	Jeff Boyle	Resident

27 *The following is a summary of the discussions and actions taken at the December 22, 2022 Solterra Resort*  
28 *CDD Board of Supervisors Regular Meeting.*

29 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes on agenda items)**

30 Ms. Peacock requested to have 2 to 3 copies of the agenda documents printed brought to meetings  
31 moving forward. She noted that the telephone connection was poor and suggested the use of Zoom.

32 **THIRD ORDER OF BUSINESS – Business Items**

33 A. Vendor Reports

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

35 Mr. Krause reviewed the Aquatic Maintenance report, noting that the majority of the ponds  
36 were in great condition. Ms. Osner pointed out that Steadfast was under budget and  
37 proposed maintaining their contract, to which there were no objections.

38 1. Exhibit 2: Consideration of Pond 6 Erosion Repair Proposal - \$2,200.00

39 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board approved  
40 the Steadfast Pond 6 Erosion Repair Proposal, in the amount of \$2,200.00, for the Solterra Resort  
41 Community Development District.

42 2. Landscape Maintenance – *Dana Bryant, Yellowstone Landscape*

43 Mr. Crawford indicated that the Board was waiting on proposals for an island. Ms. Osner  
44 asked Mr. Krause to follow up with Yellowstone regarding gravel or turning off the  
45 sprinklers in areas where grass did not grow. Ms. Wienker requested quotes for pine bark  
46 or stone. Ms. Wienker additionally noted that plants in pots in front of the Amenity Center  
47 needed to be addressed.

48 3. Exhibit 3: Amenity Manager Report – *Kyla Semino, Evergreen Lifestyles Management*

49 Ms. Semino provided a hard copy of her report to the Supervisors due to changes in the  
50 packet and walked on 2 proposals for pest control. Ms. Hammock noted that both proposals  
51 exceeded the budget for pest control. Mr. Crawford agreed to be the liaison to work with  
52 Ms. Semino in obtaining additional quotes.

53 Ms. Semino informed the Board of an updated agreement with Amenity Services for  
54 janitorial services and indicated that the current contract in place was too vague. In  
55 response to a question from Ms. Hammock, Ms. Semino confirmed that the price had  
56 increased to \$4,300.00 per month. Ms. Osner stated that she would like for cleaning the  
57 guard house to included in the quote. The Board requested additional quotes for janitorial  
58 services to be provided at the January meeting.

59 Ms. Semino provided 2 quotes for pool cleaning services. Discussion ensued regarding the  
60 budget for pool services. In response to a question from Ms. Osner, Ms. Semino confirmed  
61 that Samdri had reduced their original quote. Ms. Wienker noted that Waterworks had  
62 different items included in their proposal and suggested asking Samdri to add these items  
63 to their proposal.

64 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board approved  
65 the Samdri Pool Cleaning Services Proposal, in the amount of \$6,500.00 per month, contingent upon Staff  
66 obtaining commitment from Samdri to add the additional scope of work at no additional cost, for the  
67 Solterra Resort Community Development District.

68 Following the motion, Ms. Semino informed the Board that the Spies Agreement needed  
69 to be signed. She proceeded to discuss proposals for pool furniture. Ms. Wienker requested  
70 for additional quotes to be obtained for pool furniture and asked if more furniture could be  
71 added. Ms. Osner expressed that she did not think more furniture by the pool was needed,  
72 as she felt the pool deck was already crowded. Following resident input, the Board reached  
73 a consensus to not obtain additional chairs. Ms. Wienker spoke on the process of gaining  
74 access to the pool and capacity limits. Ms. Hammock indicated that policy changes would  
75 be required to further limit the number of guests permitted to be at the pool.

76 Ms. Semino recommended working with Admiral on the pool furniture, as Admiral would  
77 match the best offer. Ms. Wienker noted that the Board may rent the cabanas in the future  
78 to generate income for the District and suggested obtaining more than 10 umbrellas. Ms.  
79 Osner indicated that she would prefer to start with 10 umbrellas.

80 The Board expressed that they were not interested in restrapping the current chairs. Mr.  
81 Crawford requested a minimum of 3 quotes for pool furniture. Ms. Wienker expressed that  
82 she would like for the proposals to be more descriptive and include larger photos. Mr.  
83 Crawford requested to see quotes as they came in with an explanation as to why all quotes  
84 were not received. Discussion ensued regarding assessments.

85 Ms. Wienker requested individual Board members to send a list of priority items they  
86 would like to address in January to Mr. Krause. Ms. Osner made a motion to approve a

87 not-to-exceed amount of \$6,300.00 for 10 umbrellas but withdrew her motion following  
88 input from the other Supervisors. Ms. Semino indicated that she would attempt to receive  
89 a credit for the current umbrellas.

90 Ms. Semino brought up the matter of furniture for the Clubhouse. Ms. Osner stated that she  
91 did not think new end tables or bar stools were necessary and expressed that she did not  
92 want to include coffee at the Amenity Center. Ms. Wienker suggested having coffee  
93 available for Staff only. Ms. Hammock explained that this would be an assessment issue,  
94 as this was a budgeted item and was required to be expended on public goods and services.  
95 Ms. Osner made a motion to remove coffee, water, and vending services from the Amenity  
96 Center. In response to a question from Mr. Crawford, Ms. Hammock confirmed that the  
97 funds that were allocated for coffee could be reallocated as needed within the established  
98 budget.

99 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board approved  
100 the removal of coffee, water, and vending services from the Amenity Center for the Solterra Resort  
101 Community Development District.

102 Following the motion, Ms. Osner stated that she would like for the CDD to purchase a  
103 coffee table, sofas, dining tables, chairs, and a rug. The Board requested additional  
104 furniture quotes with clearer photos.

105 Ms. Wienker circled back to the matter of rental cabanas and indicated that more offerings  
106 were needed for the cabana rentals. She requested loungey couches to be included in the  
107 requested quotes. She additionally requested a layout of the facility and what it would look  
108 like.

109 1. Exhibit 4: Consideration of Contract for Security Monitoring – *Previously*  
110 *Presented*

111 Ms. Hammock stated that both quotes exceeded public threshold and indicated  
112 that an RFP would need to be issued. Ms. Osner spoke positively on the newly  
113 proposed security group. A resident expressed that she felt the current security  
114 company was doing an excellent job. Ms. Wienker indicated that the current  
115 guards were being ignored and noted that the gate house lacked signage. Multiple  
116 Supervisors stated that the current guards did not check IDs.

117 The Board directed the District Manager and District Counsel to put together the  
118 scope of work to bring back to the Board in January for their feedback. Ms.  
119 Hammock explained that the Board would then direct Staff to publish and go out  
120 for RFP. Ms. Osner agreed to work with Staff and the current security vendor to  
121 address issues.

122 Ms. Semino stated that Tekwave was the only proposal received for security. In  
123 response to a question from Ms. Wienker, Ms. Semino explained that she was  
124 experiencing difficulties with reaching Well and Live.

125 i. Envera

126 ii. Tekwave

127 This item was tabled to the January meeting.

128 4. Exhibit 5: Consideration of Envera Proposals

129 1. Main Gate Resident Reader, Knox Switch & Post Replacement - \$2,763.00

130 Ms. Osner asked who was responsible for damaging the gate. Mr. Krause  
131 indicated that it had been damaged by a vendor. Mr. Krause stated that he would  
132 confirm whether insurance claims had been filed. In response to a question from  
133 Ms. Osner, Ms. Hammock stated that she could write a letter to send an invoice  
134 for the gate repair to seek reimbursement from the vendor.

135 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board approved  
136 the Main Gate Resident Reader, Knox Switch & Post Replacement Proposal, in the amount of \$2,763.00,  
137 for the Solterra Resort Community Development District.

138 2. Lazy River DVR, Router and Switch Replacement - \$4,931.00

139 This item was tabled, pending consideration of security vendors. Ms. Hammock  
140 noted that if there were any liability issues that arose, she would work with Staff  
141 to get functional cameras approved on an emergency basis based on existing  
142 policy.

143 Before moving on to the next item, Ms. Semino informed the Board that the gate  
144 signs were out on December 20<sup>th</sup>. Discussion ensued regarding verbiage and  
145 design for the signs.

146 5. Exhibit 6: Consideration and Acceptance of 2022 Arbitrage Report for Bond Series 2018

147 Mr. Krause noted that the District had a negative arbitrage and so did not need to remit any  
148 additional earnings from interest to the IRS.

149 On a MOTION by Ms. Osner, SECONDED by Mr. Crawford, WITH ALL IN FAVOR, the Board accepted  
150 the 2022 Arbitrage Report for Bond Series 2018, for the Solterra Resort Community Development District.

151 6. Exhibit 7: Consideration and Adoption of **Resolution 2023-06**, Canvassing and Certifying  
152 Results of 2022 Landowners Election

153 On a MOTION by Mr. Crawford, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board adopted  
154 **Resolution 2023-06**, Canvassing and Certifying Results of 2022 Landowners Election, for the Solterra  
155 Resort Community Development District.

156 **FOURTH ORDER OF BUSINESS – Staff Reports**

157 A. District Counsel – *Meredith Hammock, KE Law Group*

158 Ms. Hammock distributed and reviewed a term sheet from Valley National Bank in relation to the  
159 Kimley-Horn entryway project. Ms. Smith provided additional information on correspondence with  
160 banks in conjunction with KE Law Group. She explained that the prior Board was not permitted to  
161 do a loan, as the bank wanted a resident Board to charter the loan.

162 In response to a question from Ms. Osner, Ms. Hammock stated that the CDD would pay back the  
163 loan in the form of a separate assessment. Ms. Osner expressed that she would like for the CDD to  
164 begin charging for parking. Ms. Hammock indicated that this could be discussed at the January  
165 meeting. She stated that a motion was needed if the Board would like to continue with the loan  
166 project.

167 The Board and Staff discussed assessment increases. Mr. Crawford requested an update on the  
168 Kimley Horn proposal. Ms. Osner stated that she had received proposals from Kimley Horn via  
169 email. Ms. Hammock indicated that a Kimley Horn representative was expected to attend the  
170 January meeting to discuss this matter further.

171 On a MOTION by Ms. Wienker, SECONDED by Ms. Osman, WITH ALL IN FAVOR, the Board approved  
172 the term sheet from Valley National Bank, in substantial form, for the Solterra Resort Community  
173 Development District.

174 Following the motion, Ms. Wienker suggested that the Board consider extending the space between  
175 the major road and the gate house back 100 feet. Ms. Osner advised that the Board consider the  
176 queueing lane and enhanced security before addressing the guard station. The Board requested  
177 quotes for an enhanced security station and to move the guard house. Ms. Osner additionally noted  
178 that there was nothing in place to protect the card reader.

179 *(The Board recessed the meeting at 12:05 p.m., and reconvened at 12:10 p.m.)*

180 B. District Engineer – *Tonja Stewart, Stantec*

181 The District Engineer was not present.

182 C. District Manager – *Larry Krause, DPF*

183 1. Exhibit 8: Field Operations Report

184 Mr. Krause presented his report. Ms. Osner noted that the planters at the entrance of the  
185 community were in need of attention. An audience member commented that she had been  
186 told that the same vendor that knocked over the card reader had knocked over a sign. Ms.  
187 Osner commented that areas where grass would not grow should be addressed with rocks  
188 and that the sprinklers in these areas should be turned off.

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

190 A. Exhibit 9: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting  
191 Held November 18, 2022

192 B. Exhibit 10: Consideration for Acceptance – The November 2022 Unaudited Financial Report

193 On a MOTION by Mr. Crawford, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board approved  
194 all items on the Consent Agenda, for the Solterra Resort Community Development District.

195 **SIXTH ORDER OF BUSINESS – Audience Comments - New Business – (limited to 3 minutes per  
196 individual for non-agenda items)**

197 Ms. Johnson requested white lines for parking to be added. Mr. Crawford recalled that this had  
198 been requested at the previous meeting. Ms. Osner requested for parking to be assessed. In response  
199 to a question from Ms. Osner, Ms. Hammock indicated that she would look into who was  
200 responsible for maintaining the roads.

201 Ms. Peacock requested an update on a feasibility study regarding what could be done with the gate  
202 house. Ms. Hammock spoke on the roadway improvement projects and explained that preliminary  
203 drawings had been obtained. She stated that a more robust presentation by an engineer was  
204 anticipated in January. In response to a comment from Ms. Peacock, Ms. Hammock clarified that  
205 the \$95,000.00 amount was an estimate of cost and not an approved item. Ms. Peacock asked if the  
206 gate house should be added to the proposals. The Board indicated that they did not want to obtain  
207 proposals for addressing the gate house at this time. Ms. Peacock additionally expressed concerns  
208 regarding security. Ms. Osner assured Ms. Peacock that the Board shared her concerns with the  
209 gate and stated that she would meet with Security to discuss expectations. Ms. Wienker noted that  
210 some of the issues were the HOA’s responsibility.

211 Ms. Cardwell noted that the Wi-Fi was not working properly. Ms. Wienker stated that Spectrum  
212 was scheduled to come onsite on Tuesday.

213 Ms. Floyd commented on streetlights that were out. Ms. Osner advised calling Polk County to have  
214 this issue corrected. Ms. Floyd additionally asked if the agenda packets were available. Ms.  
215 Hammock advised submitting a request to District Management Services to obtain an electronic  
216 copy of the agenda.

217 Ms. Floyd expressed dissatisfaction with follow-up times and requested for this to be expedited.  
218 She spoke against switching security companies at this point in time. Discussion ensued regarding  
219 the contract.

220 Mr. Boyle commented on a roundabout that lacked trees. Mr. Crawford indicated that there was a  
221 proposal to replace the trees. Mr. Boyle additionally spoke on an issue with grass cutting behind  
222 homes. Mr. Bryant explained that the area in question was owned by the CDD and was contracted  
223 to be cut 9 times a year. Ms. Hammock indicated that she could look at the area to see if it could  
224 be used better or if the frequency could be increased. Ms. Osner suggested paying a fee to  
225 Yellowstone to have this area mowed.

226 In response to a question from Mr. Boyle, Ms. Hammock clarified that the HOA was responsible  
227 for addressing parking and towing issues in the Springs. Mr. Boyle additionally inquired about  
228 traps for pest control. He was informed that traps were only put on CDD property. He commented  
229 positively on the removal of the coffee expense for the Amenity Center.

230 Ms. Wienker suggested ground cover for the area of land behind homes brought up by Mr. Boyle.  
231 Ms. Hammock indicated that she would look at this area and bring back options for the Board's  
232 consideration.

233 Ms. Semino requested for the email account to be upgraded in order to be able to send multiple  
234 emails per day.

235 **SEVENTH ORDER OF BUSINESS – Supervisors Requests** (*Includes Next Meeting Agenda Item*  
236 *Requests*)

237 Ms. Osner requested a complete breakdown on costs related to the Café, including personnel and  
238 income to the CDD. She requested signage to be redone and suggested hiring a full-time  
239 maintenance worker. Ms. Semino indicated that she would look into quotes for a new maintenance  
240 worker.

241 Mr. Crawford requested talking points for HOA and CDD responsibilities. Mr. Krause indicated  
242 that this would be posted to the website and sent out to the community. In response to a question  
243 from Mr. Crawford, Mr. Krause explained that Meeting Minutes typically were made available  
244 approximately 1 month after the meetings were held.

245 Mr. Crawford suggested using cones to close lanes at night. He additionally inquired about damage  
246 reports. Ms. Hammock stated that the reports were sent to Amenity Management, who would then  
247 contact the District Manager.

248 Ms. Wienker asked for clarification on the amount of the budget used for holiday lighting. It was  
249 explained that there was no lighting line item and that funds for holiday lighting were pulled out of  
250 the Clubhouse and Lifestyle Supplies line items. Ms. Hammock indicated that a budget line item  
251 could be added for Holiday Lighting.

252 Ms. Wienker relayed interest from homeowners to utilize the Clubhouse for community events,  
253 such as potlucks. Ms. Hammock stated that the Clubhouse could be rented but clarified that events  
254 hosted by the CDD would be open to the public. Ms. Wienker asked Ms. Semino to come up with  
255 events to be held every other month.

256 Ms. Wienker additionally suggested a calendar of events for the community, and recommended  
257 events such as yoga, crafts, and farmers' markets. Ms. Semino noted that her calendars were sent  
258 out via email.

259 In response to a question from Ms. Wienker, Ms. Osner indicated that the café would be discussed  
260 in February. Ms. Wienker requested for crushed items to be picked up from the front gate, for iron  
261 gates to be straightened, and additional parking lines at Oakmoss Loop.

262 **EIGHTH ORDER OF BUSINESS – Action Items Summary (To Be Emailed to Supervisors and Staff)**

263 Mr. Krause stated that the Action Items Summary would be emailed.

264 **NINTH ORDER OF BUSINESS – Next Meeting Quorum Check**

265 *Confirmation of Quorum for Next Regular Meeting Scheduled for Thursday, January 26, 2023 at 9:30 a.m.*  
266 *at the Solterra Resort Amenities Center (5200 Solterra Blvd., Davenport FL 33837)*

267 Mr. Krause reminded the Board of the date and time of the next meeting.

268 **TENTH ORDER OF BUSINESS – Adjournment**

269 Mr. Krause asked for final questions, comments, or corrections before requesting a motion to  
270 adjourn the meeting. There being none, Mr. Crawford made a motion to adjourn the meeting.

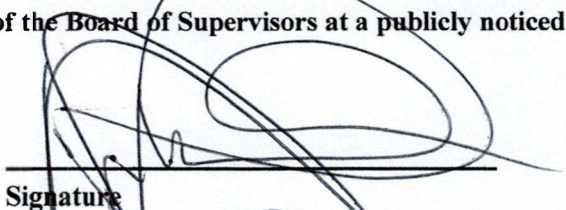
271 On a MOTION by Mr. Crawford, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board  
272 adjourned the meeting for the Solterra Resort Community Development District.

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

276 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
277 meeting held on 2-3-2023.

278   
Signature

Larry B. Krause Jr.  
Printed Name

  
Signature

Karan Wienker  
Printed Name

279 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chair