

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 February 23, 2023 at 9:35 a.m. at Solterra Resort Clubhouse, 5200 Solterra Boulevard,
6 Davenport, Florida 33837.

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 (S1) (<i>via phone</i>)	Board Supervisor, Chairwoman
11	Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
12	Sharon Harley (S2)	Board Supervisor, Assistant Secretary
13	Connie Osner (S3)	Board Supervisor, Assistant Secretary
14	Anthony Crawford (S4) (<i>joined in-progress</i>)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Larry Krause	District Manager, DPFM Management & Consulting
17	Meredith Hammock	District Counsel, Kilinski Van Wyk
18	Kyla Semino	Amenity Manger, Evergreen Lifestyles Management
19	Dana Bryant	Yellowstone Landscape
20	Lee Smith (<i>via phone</i>)	Account Manager, Steadfast Aquatics
21	Cory Sitler (<i>via phone</i>)	Project Engineer, Kimley Horn
22	Deputy D’Alto	Polk County Sheriff
23	Morgan Williams	Community Watch Solutions
24	Zayriliann Lorenzo	HOA Manger, Evergreen Lifestyles Manager
25	John Kessler	FMS Bonds
26	Dylan Schwartz	FMS Bonds
27	Jeff Boyle	Resident
28	Gary Von Buren	Resident
29	Cheryl Boney	Resident

30 *The following is a summary of the discussions and actions taken at the February 23, 2023 Solterra Resort*
31 *CDD Board of Supervisors Regular Meeting.*

32 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items** (*Limited to three minutes*
33 *per individual*)

34 Mr. Boyle expressed appreciation for the Board’s concern for the community and for what they are
35 trying to get done and that he understood obtaining quotes for various projects is difficult even for
36 homeowners.

37 Mr. Von Buren requested a full agenda packet be made available to residents. Mr. Krause noted
38 that each agenda notes the contact for obtaining the full packet, and Ms. Hammock added that if
39 the document requested is not available at the time of the request it cannot be sent.

40 Ms. Boney stated that the 11 a.m. lazy river entrance opening is causing a back-up for guests and
41 does not reflect well on the resort.

42 **THIRD ORDER OF BUSINESS – Presentation on Bond Series 2013 Refinancing – FMS Bonds**

43 Mr. Kessler presented a proposal for refinancing Bond Series 2013 which were used to finance the
44 construction of the amenity center. The bonds were originally issued as taxable at 7.5% and can

45 now be refinanced with tax exempt bonds at around 5%, which would reduce the annual debt
46 service by 21% (\$98,000 per year; \$1.9M over the life of the bonds). There would be no upfront
47 costs to the District for the switch, but there would be fees for the bond specialist, bond counsel,
48 district counsel and district management to prepare and process the refinance. Those fees would
49 be drawn from the reserve amount on hand from the existing bond. The maturity date would remain
50 the same. Closing would be in August, the rate would be locked in 60 days prior. The rates are
51 priced off the Treasury, so should not climb at the same rate as the short term rates.

52 Board consensus was to proceed with two proposals from FMS Bonds, one for the refinance and
53 another for not reducing the debt service but using the assessment to generate proceeds towards the
54 entrance project.

55 **FOURTH ORDER OF BUSINESS – Security System Shade Meeting**

56 *This item was addressed out of order.*

57 The Board moved into the shade meeting to discuss the District’s security issues at 10:30 a.m. No
58 decisions were made by the Board during the shade session.

59 On a MOTION by Ms. Osner, SECONDED by Ms. Harley, with ALL IN FAVOR, the Board approved
60 closing the shade session and resuming the regular meeting at 11:48 a.m., for the Solterra Resort
61 Community Development District.

62 **FIFTH ORDER OF BUSINESS – Business Items**

63 A. Exhibit 1: Consideration and Approval for Kimley-Horn Engineering to Proceed with Traffic
64 Relief Concept Plans

65 B. Mr. Sitler outlined the general hourly proposal for the Board’s consideration. The focus of the
66 proposal is to draw up site plans to send to the District for the guard house and resident access at
67 Bowen Road, as well as authorize discussions with utility and environmental authorities.

68 C. Ms. Wienker stated she had talked to Villatel regarding Bowen Road entrance and it would cost
69 the CDD about \$5M to pave the road.

70 D. The Board requested the scope of services be amended to strike the Bowen Road and focus solely
71 on the guard house.

72 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board approved
73 Kimley-Horn to proceed with a proposal for the front gate only, for the Solterra Resort Community
74 Development District.

75 E. Exhibit 2: Consideration of Remote Monitoring Service Proposals

76 *This item was addressed out of order.*

77 1. DwellingLIVE – Previously Presented

78 2. Tekwave Solutions – Previously Presented

79 The discussed funding for the new system. The overall security monitoring and security
80 system at the main entrance budget is \$33,600. Coding on financials needs to be revised,
81 and Mr. Krause has already reached out to the finance team regarding this. The January
82 financials show \$42,184.00 has been allocated to the security line item.

83 Ms. Hammock was directed to negotiate contract terms with DwellingLIVE, review the
84 termination clause in the Envera contract and proceed with the termination notice for
85 Envera once the new vendor is under contract, as best serves the District's interests.

86 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board approved
87 Ms. Casanova work with Ms. Semino to purchase and implement the DwellingLive remote monitoring
88 service in an amount not to exceed of \$50,000, for the Solterra Resort Community Development District.

89 Ms. Semino was directed to work with Polk County Sheriff's office regarding the Flock
90 camera system and obtain a proposal for extra-duty officers for Saturdays and holidays.
91 Depending on the specific dollar values, either the District Manager or the Chair have
92 authority to approve temporary service for extra-duty officers until the Board can meet next
93 month to discuss a more robust proposal.

94 F. Vendor Reports

95 1. Exhibit 3: Aquatic Maintenance – *Steadfast Environmental*

96 Mr. Smith noted the technicians would be addressing the moderate algae growth in the
97 community ponds that is occurring due to the weather. Mr. Crawford requested pond 9 be
98 given additional attention for algae.

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

100 *This item was presented out of order.*

101 Mr. Bryant noted the mulching was complete, and anticipated sod from the dumpster to
102 Oak Street to be installed by the end of March. A proposal for rock (or the less expensive
103 recycled concrete) will be sent to the District Manager. Focus has been on perimeter
104 maintenance, tree lifting and the roundabout. Plant options for The Springs entrance
105 roundabout landscape rehabilitation were discussed, comparing other planting options with
106 the originally proposed a Bismarck Palm in the center, and a combination of Texas sage
107 and Mexican petunias. The hot/dry conditions of the roundabout have to be taken into
108 account in plant selection. Irrigation will be switched to drip to allow low-pressure
109 irrigation to run during the daytime.

110 On a MOTION by Mr. Crawford, SECONDED by Ms. Osner, with ALL IN FAVOR, the Board approved
111 the original roundabout landscape rehabilitation option of the Bismarck Palm with Texas sage and Mexican
112 petunias in the amount of \$12,958.14, for the Solterra Resort Community Development District.

113 3. Amenity Manager – *Kyla Semino, Evergreen Lifestyles Management*

114 a. Exhibit 4: Consideration of Spies CAT Controller Lease Agreement - \$5,400/yr

115 The CAT Controller is the computer used to monitor chemicals. According to the
116 company there is a third controller which they have not been charging for. The spa
117 came with a controller. At some point the controller on the spa went down was
118 replaced, this had never been added to the current contract. This item was tabled
119 pending further investigation by staff.

120 b. Exhibit 5: Consideration of Envera Proposal for Lazy River Camera DVR, Router and
121 Switch Replacement - \$5,111.00

122 *No action was taken on this item.*

123 c. Exhibit 6: Consideration of Pest Control Proposals

- 124 i. Action Environmental Services – *Previously Presented*
125 ii. Florida Pest Control: Installation - \$7,268 plus \$895/month
126 iii. Massey – *Previously Presented*
127 Ms. Semino walked on a new proposal from Florida Pest Control. Action on this
128 item was postponed until the next meeting, with direction to Ms. Semino to obtain
129 a proposal that incorporated using the existing rodent traps and clarified the
130 proposed charges.
131 d. Exhibit 7: Ratification of Amended Printer Lease for Xerox VersaLink C7130T2 -
132 \$312/month
133 *This item was addressed out of order.*

134 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board ratified
135 the amended printer 5-year lease for Xerox VersaLink C7130T2 in the amount of \$312 per month, for
136 the Solterra Resort Community Development District.

- 137 Additional documents walked on by Ms. Semino are attached to these minutes.
138 4. HOA Management – *Evergreen Lifestyles Management*
139 *This item was not presented.*
140 G. Exhibit 8: Discussion on Café Costs and Benefits
141 *This item was not discussed.*
142 H. Exhibit 9: Discussion on Policies and Procedures
143 1. Exhibit 10: Polk County Fire Department Maximum Occupancy (Patio: 80; Clubhouse:
144 50)
145 2. Polk County Health Department Bathing Loads (Lazy River: 120; Spa: 11; Pool: 180)
146 *This item was not discussed.*
147 I. Discussion on Policy for Proper Use of Surplus Property Policy
148 *This item was not discussed.*
149 J. Discussion on Adding Amenities
150 *This item was not discussed.*
151 K. Discussion on Non-Solicitation Policy
152 *This item was not discussed.*
153 L. Discussion on Amending the Day and Time of the CDD Meetings
154 *This item was discussed out of order.*
155 Staff were directed to bring a resolution to the next meeting revising the day and time of the
156 remainder of the FY 2023 meeting schedule to reflect a change to 10 a.m. on the first Friday of the
157 month beginning with the April 7, 2023 meeting, and publish the revised meeting dates.
158 **SIXTH ORDER OF BUSINESS – Staff Reports**
159 *The following items were not presented:*
160 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*

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

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

163 1. Exhibit 11: Field Operations Report

164 **SEVENTH ORDER OF BUSINESS – Consent Agenda**

165 *This item was presented out of order.*

166 A. Exhibit 12: Consideration for Approval – The Minutes of the Board of Supervisors Regular
167 Meeting Held January 26, 2023

168 On a MOTION by Ms. Osner, SECONDED by Ms. Harley, with ALL IN FAVOR, the Board approved the
169 January 26, 2023 regular meeting minutes, for the Solterra Resort Community Development District.

170 B. Exhibit 13: Consideration for Acceptance – The January 2023 Unaudited Financial Report

171 On a MOTION by Ms. Osner, SECONDED by Ms. Harley, with ALL IN FAVOR, the Board accepted the
172 January 2023 unaudited financial report, for the Solterra Resort Community Development District.

173 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business** (*Limited to 3 minutes per*
174 *individual for non-agenda items*)

175 There being none, the next item followed.

176 **NINTH ORDER OF BUSINESS – Supervisors Requests** (*Includes Next Meeting Agenda Item Requests*)

177 *This item was not addressed.*

178 After the Board considered the pest control proposals, Ms. Osner requested Ms. Semino work with
179 Ms. Wienker regarding adding the Solterra logo to the signs. Mr. Krause was directed to create a
180 list of the signs needed and their locations. The sign designs will be brought to a future meeting
181 for the Board to review.

182 **TENTH ORDER OF BUSINESS – Action Item Summary** (*To Be E-mailed to Supervisors and Staff*)

183 Copy of distributed action item summary email is attached to these minutes.

184 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

185 *Confirmation of Quorum for Next Meeting Scheduled for 9:30 a.m. on March 23, 2023, at the*
186 *Solterra Resort Clubhouse (5200 Solterra Boulevard, Davenport, Florida 33837)*

187 *This item was not addressed.*

188 During the discussion on amending the day and time of the CDD meetings, Ms. Osner stated she
189 would not be physically present for the March 23rd or the April 7th meetings, but she would call in.

190 **TWELFTH ORDER OF BUSINESS – Adjournment**

191 On a MOTION by Ms. Osner, SECONDED by Ms. Harley, WITH ALL IN FAVOR, the Board adjourned
192 the meeting for the Solterra Resort Community Development District.

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

196 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
197 meeting held on June 2, 2023.

198 
199 _____
Signature

Shirley Conley

Printed Name

200 Title: Secretary Assistant Secretary



Signature

Karan Wienker

Printed Name

Title: Chairman Vice Chairman

From: Larry Krause <lkrause@dpgmc.com>
Sent: Tuesday, February 28, 2023 10:44 AM
Subject: PT2 - Action Items from 2/27/23 CDD Meeting

Team,

Please find below the Action Items from last night's meeting and let me know if there are any changes or additions.

Thank you,
Larry

Action Items Summary

1. DM – Update TICKLER FILE line items 1 (add pond 33) and 4 (remove; landscaper addressing 2/28/23)
2. DM – check on insurance claim for playground equipment
3. DM – draft/send letter to county thanking them for assistance in traffic study and crosswalks
4. AR – get quote from handyman on installing RADAR SPEED SIGNS
5. AR – get with electrician to address SPLASH PAD, CAMERAS INSTALL, TECO LIGHTS
6. GR – Bring MULCH quote to next meeting
7. GR – Confirm if trees still on CDD Property at 11445 Newgate Crest Drive; remove if there
8. GR – Bring PROPOSAL to beautify Amenity Center Landscaping

On 3/8/2023 Ms. Wienker added: Initiate contract with Dwelling Live: Ariane