

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 April 7, 2023 at 10:01 a.m. at Solterra Resort Clubhouse, 5200 Solterra Boulevard,
6 Davenport, Florida 33837.

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

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

9 Present and constituting a quorum were:

10	Karan Wienker (S1)	Board Supervisor, Chairwoman
11	Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
12	Sharon Harley (S2)	Board Supervisor, Assistant Secretary
13	Connie Osner (S3) <i>(via Teams)</i>	Board Supervisor, Assistant Secretary
14	Anthony Crawford (S4)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Kyle Darin	District Manager, Vesta District Services
17	Meredith Hammock	District Counsel, Kilinski Van Wyk PLLC
18	Brent Grimmell	Senior VP of Agency Operations, Egis Insurance
19	Kyla Semino	Amenity Manger, Evergreen Lifestyles Management
20	Zayriliann Lorenzo	Evergreen Lifestyles Management
21	Dana Bryant	Yellowstone Landscape
22	Cory Sitler <i>(via phone)</i>	Project Engineer, Kimley Horn
23	<i>Unidentified</i>	Pasco County Sheriff’s Office Representative
24	<i>Unidentified</i>	Technogym Representative
25	<i>Unidentified</i>	FTI Representatives
26	Gary Von Behren	Resident
27	<i>Unidentified</i>	Residents attending in-person and via Teams

28 *The following is a summary of the discussions and actions taken at the April 7, 2023 Solterra Resort CDD*
29 *Board of Supervisors Regular Meeting.*

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

32 Mr. Von Behren asked when drawings of the entrance plan would be available for residents to view
33 and comment on.

34 **THIRD ORDER OF BUSINESS – Exhibit 1: Guest Presentation: CDD 101 & Supervisor Liability**
35 *– Meredith Hammock, Kilinski Van Wyk & Brent Grimmell, Egis Insurance*

36 The presentation defined a CDD, the powers granted to CDDs under F.S. 190, the differences
37 between CDDs and HOAs, the responsibilities of the CDD to maintain common infrastructure and
38 key legal considerations for Supervisors. It also covered the fiscal responsibilities assigned to the
39 CDD and the roles of District staff, Supervisors individually and the Board as a whole. Ms.
40 Hammock discussed some best practices for Supervisors and Mr. Grimmell provided an overview
41 of the insurance coverage under the current policy.

42 Also covered during the presentation was the definition of “present” for establishing quorum under
43 the Florida Statute. In the absence of express authorization to meet electronically, the Florida
44 Attorney General’s opinion is that “present” means in-person.

45 **FOURTH ORDER OF BUSINESS – Exhibit 2: Guest Presentation: Fitness Equipment – Technogym**

46 A representative for Technogym provided an overview of their company and their equipment and
47 recommendations for programs available for Solterra Resort. The Board expressed interest in
48 considering the equipment for the FY 2024 budget.

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

50 A. Exhibit 3: Update on Entrance Queuing Lane Project – *Kimley Horn*

51 Mr. Sitler discussed the conceptual site plan, additional data is required for an engineered plan.
52 Preliminary data suggests the guardhouse could be moved approximately 170 ft further into the
53 community. Re-striping and extending the left turn lane on Pine Tree Trail could provide short-
54 term traffic relief. The engineer was asked to consider widened the lanes through the gate to reduce
55 damage risks to vehicles and equipment and maintaining two lanes. Two parking spaces for the
56 gate guards were also requested. An overhang or canopy over the entry lanes was also requested,
57 however this falls under the design scope of the guardhouse manufacturer or architect, Kimley Horn
58 is only providing civil engineering services. Staff were directed to engage Polk County, the
59 Sheriff’s Office and the Fire Marshall in a partnership for the entrance project. The Board directed
60 Kimley-Horn to obtain survey and geotech proposals to submit with their engineering design
61 proposal.

62 B. Security and Safety Matters

63 1. Exhibit 4: Re-consideration of Security Monitoring Proposals

64 *This item was addressed out of order – after the Shade session.*

65 a. Front Steps Visitor Management System (Updated) with Gate Operator & Card
66 Reader Upgrade and Ornamental Repair to Resident Entry Gate

67 b. Proptia Visitor Management System with Gate Operator & Card Reader Upgrade
68 and Ornamental Repair to Resident Entry Gate

69 In approving the Proptia proposal, the Board rescinded their previous approval of
70 the Front Steps proposal.

71 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
72 approved the Proptia visitor management system with gate operator and card reader upgrade and
73 ornamental repair to resident entry gate proposal in the amount of \$82,347.07, subject to District
74 Counsel’s approval of the agreement terms, for the Solterra Resort Community Development District.

75 2. Discussion on Expanding Security Monitoring to Include Additional Cameras

76 There being no discussion, the next item followed.

77 3. Exhibit 5: Consideration of Action Security Gate Arm Repair Proposal - \$1,385.00

78 This item was dismissed.

79 4. Discussion on Authorization of Staff to Proceed with RFP for Security Guard Services

80 a. Exhibit 6: Acceptance of Community Watch Security Guard Services
81 Resignation Effective April 21, 2023

82 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
83 accepted the resignation of Community Watch Security Guard Services, effective April 21, 2023, for
84 the Solterra Resort Community Development District.

85 b. Exhibit 7: Discussion of FTI 3-Month Proposal

86 Ms. Hammock pointed out the additional charges listed on the proposal. An FTI
87 representative provided the Board with more details on the proposed scope.

88 On a MOTION by Ms. Wienker, SECONDED by Mr. Crawford, WITH ALL IN FAVOR, the Board
89 directed staff to negotiate fees with FTI for a 3-month interim security guard service agreement not to
90 exceed \$121,000.00, and authorized Ms. Osner to serve as liaison with execution authority, for the
91 Solterra Resort Community Development District.

92 5. Exhibit 8: Consideration of On-going Polk County Extra-Duty Officer Employment

93 *This item was discussed out of order - after the CDD 101 & Supervisor Liability*
94 *presentation.* Representative of the Polk County Sheriff’s Department provided updates
95 on the types of calls typically seen in the community.

96 Mr. Darin will discuss contracts with Florida Highway Patrol and Polk County Sheriff’s
97 Office and reach out regarding the security survey.

98 C. Exhibit 9: Consideration and Adoption of **Resolution 2023-07, Revising the FY 23 CDD**
99 **Meeting Schedule**

100 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, WITH ALL IN FAVOR, the Board
101 adopted Resolution 2023-07, Revising the FY 2023 meeting schedule for the Solterra Resort
102 Community Development District.

103 D. Vendor Reports

104 1. Exhibit 10: Aquatic Maintenance – *Steadfast Environmental*

105 There being no discussion, the next item followed.

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

107 Mr. Bryant has requested irrigation source plans from Polk County. Reclaimed water has
108 a high pH level (8+) which is not conducive to growing vegetation. Rain water dilutes
109 the irrigation water and helps, but in drought season this isn’t available. He will take soil
110 samples from around the community to establish a pH baseline for fertilizing. The
111 roundabout is in progress. Mr. Bryant recommended replacing the proposed one large
112 Bismarck palm with three smaller Bismarck palms at no additional cost.

113 a. Exhibit 11: Consideration of Overflow Parking Resurfacing with Creation of
114 Driveway to Oakbourne Avenue Proposals

115 i. 4” Substrate - \$19,970.00

116 ii. 6” Substrate (Recycled Concrete) - \$28,555.29

117 Putting in an asphalt parking lot was part of the overall concept for the
118 entry lane project, but no funds were allocated in the FY 23 budget. In
119 2022 just the labor materials without permitting, engineering or any other
120 expenses was estimated at \$75,000. Mr. Bryant was directed to work
121 with Kimley Horn to reduce the cost of the future asphalt paving project.
122 Mr. Darin will request a proposal to install asphalt in the parking area.

123 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
124 approved the Yellowstone proposal to install 4” of substrate in the amount of \$19,970.00, for the
125 Solterra Resort Community Development District.

126 b. Exhibit 12: Consideration of Entry Planters Rehab Proposal - \$1,000.00

127 *This item was not discussed.*

128 *(The Board recessed the meeting at 12:48 p.m. and reconvened at 12:58 p.m.)*

129 *(At 12:58 p.m. the Board moved into the shade meeting.)*

130 **SIXTH ORDER OF BUSINESS –Security Shade Meeting**

131 *Listed as Business Item IX on the agenda, this item was addressed out of order.*

132 The District’s security matters were discussed in the shade. No decisions were made by the Board during
133 the shade session.

134 *(At 1:21 p.m. the Board moved out of the shade meeting and reconvened the regular meeting.)*

135 **SEVENTH ORDER OF BUSINESS –Business Items (Continued)**

136 3. Amenity Manager – *Evergreen Lifestyles Management*

137 a. Updates:

138 i. Exhibit 13: Cabana Canopy Replacement Order

139 ii. Exhibit 14: Clubhouse Furniture Replacement Order

140 iii. Proposals for Fitness Center Water Service

141 iv. Proposals for Electrical Outlet Installation at Roundabouts/Islands

142 v. Lifestyle Events Schedule

143 *These items were not discussed.*

144 b. For Discussion:

145 i. Amenity Staffing

146 Evergreen proposed 4 additional staff members in addition to the existing
147 monitors (3 pool attendants, 1 additional concierge and a pay increase for
148 the existing concierge), adding an estimated \$89,190.20 to the amenity
149 staffing for April through October.

150 The Concierge 2 position was proposed for 31 hours at \$16/hr

151 An invitation was extended to Evergreen Management to attend the May
152 5th meeting to discuss staffing needs.

153 On a MOTION by Ms. Osner, SECONDED by Ms. Crawford, WITH ALL IN FAVOR, the Board
154 approved a payrate increase for the existing Concierge 1 and adding the Concierge 2 position for the
155 remainder of FY 2023, for the Solterra Resort Community Development District.

156 *At 1:45 p.m. the meeting was adjourned due to loss of quorum. Discussion ceased and no further action*
157 *was taken.*

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

159 *Listed as Business Item XI on the agenda.*

160 The following action items were forwarded to Supervisors and staff on April 14, 2023:

- 161 • DM- Gain insight into electoral count in district
- 162 • DM to partner with counsel and engage with Polk County about county
- 163 partnership in entrance project.
- 164 • BOS directs Kimley to obtain survey proposals
- 165 • DM to discuss contracts with FHP and PSO
- 166 • Dana waiting on irrigation source plans from PC.
- 167 • Dana to take soil samples from around community for baseline
- 168 • DM to inquire about security risk study with Polk County SO
- 169 • Add discussion of amenity hours in amenity policies
- 170 • Advertise rate hearing for May 5th meeting.
- 171 • Kyla to provide rates to DM and BOS for the rate hearing.
- 172 • Kyla to address pool and lazy river hours prior to next meeting.

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

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

178
179 

Signature



Signature

Shirley Conley

Printed Name

Karan Wienker

Printed Name

180 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman