

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
5 Development District was held on June 2, 2023 at 10:00 a.m. at Solterra Resort Clubhouse, 5200
6 Solterra Boulevard, Davenport, Florida 33837.

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

8 Mr. Darin called the meeting to order and conducted roll call. Present and constituting a
9 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 (<i>joined in</i> 13 <i>progress</i>)
14	Connie Osner (S3)	Board Supervisor, Assistant Secretary

15 Also present were:

16	Kyle Darin	District Manager, Vesta District Services
17	Meredith Hammock	District Counsel, Kilinski Van Wyk
18	Diana Garcia	Amenity Manger, Evergreen Lifestyles Management
19	Kyla Semino	Evergreen Lifestyles Management
20	Dana Bryant	Yellowstone Landscape
21	Jay King	Regional Vice President, Vesta Property Services
22	Lea Stokes	Regional Vice President, Vesta Property Services
23	Ross Ruben	Regional Lifestyle Director, Vesta Property Services
24	Scott Smith	Vice President, Vesta District Services
25	Cory Sitler	Project Engineer, Kimley Horn
26	Deputy Pastor	Polk County Sheriff
27	Zayriliann Lorenzo	HOA Manger, Evergreen Lifestyles Manager
28	Bobby Voisard	Resident – <i>Appointed as Supervisor to Seat 4</i>

29 *The following is a summary of the discussions and actions taken at the June 2, 2023 Solterra*
30 *Resort CDD Board of Supervisors Regular Meeting.*

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

33 There being none, the next item followed.

34 **THIRD ORDER OF BUSINESS – Guest Presentation – Vesta Amenity Services**

35 Mr. King presented a proposal for amenity management services.

36 Ms. Osner requested that updates to the amenity rules include a revocation of privileges
37 policy. Mr. Darin stated this would be a subject for the public hearing next month. The
38 Board requested enhanced communication of policies with homeowners and guests. Mr.
39 King added that policies require implementation which can be enforced with staffing and
40 technology. The Board discussed the amenity/resort fee and staff scheduling options.

41 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, with ALL IN FAVOR, the Board
42 approved the termination of Evergreen Lifestyles Management and accepted the Vesta Amenity
43 Services proposal for amenity management services for the Solterra Resort Community
44 Development District.

45 The café is under a separate agreement, the Board expressed interest in the community
46 monetizing the café and tabled a discussion on the café for a future meeting.

47 Vesta will begin the transition process and share the steps with the Board.

48 **FOURTH ORDER OF BUSINESS – Supervisor Appointment**

49 A. Discussion on Appointment of New Supervisor

50 1. Exhibit 1: Acceptance of Supervisor Resignation Vacating Seat 4

51 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
52 accepted Mr. Crawford’s resignation from Seat 4, for the Solterra Resort Community Development
53 District.

54 2. Exhibit 2: Consideration of Candidates

55 Mr. Voisard answered questions by the Board. Supervisor comments were
56 favorable towards Mr. Voisard’s active involvement within the
57 community.

58 On a MOTION by Ms. Wienker, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
59 appointed Mr. Voisard to Seat 4, for the Solterra Resort Community Development District.

60 3. Administration of Oath of Office

61 4. Review of Public Records and Government in the Sunshine

62 An overview was provided by Ms. Hammock.

63 5. Distribution of New Supervisor Information/Form 1

64 B. Exhibit 3: Consideration and Adoption of Resolution 2023-08, Removing and
65 Appointing Secretary (or Designating Officers)

66 The Board kept the same designation of officers except Mr. Darin replaced Mr.
67 Krause and Mr. Voisard replaced Mr. Crawford.

68 On a MOTION by Ms. Osner, SECONDED by Ms. Harley, with ALL IN FAVOR, the Board
69 adopted Resolution 2023-08 Designating Officers, for the Solterra Resort Community
70 Development District.

71 **FIFTH ORDER OF BUSINESS – Budget Workshop**

72 A. Exhibit 4: Review of the Proposed FY 2024 Preliminary Budget and Discussion
73 on Community O&M Needs

74 Regarding the entrance project financing, Ms. Hammock stated the District's
 75 statutory timeframe for submitting an annual audit does not comply with Valley
 76 National Bank's requirement. An update on the bond refinancing option is
 77 anticipated at the July meeting.

78 **SIXTH ORDER OF BUSINESS – Business Items**

79 A. Exhibit 5: Consideration and Adoption of Resolution 2023-09, Approving the FY
 80 2024 Proposed Budget and Setting Public Hearing

81 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
 82 adopted Resolution 2023-09 Approving the FY 2024 Proposed Budget and Setting Public Hearing
 83 for the August 4, 2023 meeting, for the Solterra Resort Community Development District.

84 B. Exhibit 6: Update on Entrance Queuing Lane Project – *Kimley Horn*

85 Mr. Sitler stated that they met with the County and initial indications are that the
 86 County is supportive of the proposed changes and are aware of the traffic
 87 concerns on Pine Tree Trail. The entrance on Bowen Road is a larger issue, but a
 88 discussion has started with the County on the feasibility of that in the future.

89 The entrance changes and parking lot for the amenity overflow have been split
 90 into separate tasks so the Board can choose to move forward with one or both for
 91 permitting purposes. Landscaping is not included in the proposal since a full
 92 survey is not yet available.

93 The extension of the turn lane on Pine Tree Trail refers to the re-striping, not to
 94 the widening of the road. The site plan was not included with the exhibit but was
 95 provided at the April meeting. During their discussion the County did not
 96 mention any future improvements for Pine Tree Trail.

97 Supervisors discussed tabling the guardhouse improvements until the
 98 effectiveness of the new access system could be determined and focusing on the
 99 paving of the parking area in front of the clubhouse.

100 Ms. Osner requested proposals for repairs and refurbishment to the exterior of the
 101 guardhouse.

102 The District would use the specifications provided by the engineer to go out to bid
 103 and obtain contractors to complete the amenity parking project. The current
 104 budget does not provide for the construction phase.

105 Survey and Geotech will be required for a design and an amended proposal will
 106 incorporate those and the adjusted scope.

107 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
 108 approved Kimley Horn to proceed with the pre-production work for the amenity parking project
 109 in the amount not to exceed \$46,000, for the Solterra Resort Community Development District.

110 C. Security and Safety Matters

111 1. Ratification of Temporary FTI Agreement

112 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, with ALL IN FAVOR, the Board
113 ratified the temporary FTI agreement for security guard services, for the Solterra Resort
114 Community Development District.

115 2. Ratification of Accurate Electronics Agreement

116 On a MOTION by Ms. Wienker, SECONDED by Ms. Harley, with ALL IN FAVOR, the Board
117 ratified the Accurate Electronics agreement for security access and monitoring services, for the
118 Solterra Resort Community Development District.

119 3. Exhibit 7: Approval of OnSight Stop Sign Repair at Oak Moss & Oak
120 Reflection Loop Proposal - \$339.46

121 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
122 approved the OnSight proposal for the stop sign repair at Oak Moss and Oak Reflection Loop, for
123 the Solterra Resort Community Development District.

124 D. Vendor Reports

125 1. Exhibit 8: Aquatic Maintenance – *Steadfast Environmental*

126 The Board expressed concerns regarding the area around pond 9, the
127 construction debris and algae blooms that are in multiple ponds.

128 Prior to Deputy Pastor excusing himself from the meeting he was asked whether a
129 decrease in nefarious activity had been observed since FTI personnel began monitoring
130 the front gate. He responded that an analysis report could be provided upon request via
131 email. An update on the security analysis and signage at the amenity center regarding
132 trespassing was requested.

133 Ms. Osner requested no fishing and wildlife caution signs

134 2. Exhibit 9: Landscape Maintenance – *Dana Bryant, Yellowstone*
135 *Landscape*

136 a. Landscape Report

137 Discussion covered the irrigation system, Bismarck palms and
138 Florida friendly planting to replace failing grass areas.

139 b. Review of Soil pH Testing Results

140 Periodic testing and adjustments were requested.

141 c. Ratification of Irrigation Clock #1 ADM Replacement - \$2,346.24

142 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
143 ratified the Yellowstone proposal to replace irrigation clock #1 ADM in the amount of \$2,346.24,
144 for the Solterra Resort Community Development District.

145 d. Consideration of Entry Planter Refurbishment - \$1,000.00

146 Concerns were raised regarding adequate watering and
147 maintenance of new plant material.

148 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
149 approved the Yellowstone proposal to refurbish the entry planters in the amount of \$1,000, for the
150 Solterra Resort Community Development District.

151 e. Ratification of Polk County Water Violation Fine - \$500.00
152 All the irrigation belonging to the CDD is viewed as a single
153 account; any malfunction affecting the watering schedule that the
154 County finds in violation counts towards the total violations within
155 the last 365 days. Polk County has stopped emailing violation
156 notices to Mr. Bryant. He continues to reach out to update the
157 County's records. The Board directed staff to follow up with the
158 County regarding the effect of low water pressure on the irrigation
159 system and the inability to water all zones on the specified days.

160 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
161 ratified payment for the Polk County water violation fine in the amount of \$500, with direction to
162 staff to follow up with the County for the Solterra Resort Community Development District.

163 f. Update on Overflow Parking Lot Resurfacing
164 Based on communication with Kimley Horn, Yellowstone has not
165 initiated this project.
166 Supervisors requested the landscape team be more conscientious about
167 putting the tape up to prevent people driving across the greenspace and for
168 a paver vendor.

169 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
170 rescinded approval of the Yellowstone parking lot resurfacing proposal, for the Solterra Resort
171 Community Development District.

- 172 3. HOA Management – *Evergreen Lifestyles Management*
173 4. Amenity Manager – *Diana Garcia, Evergreen Lifestyles Management*
174 a. For Consideration:
175 i. Exhibit 10: Amenity Staffing
176 This item was tabled
177 ii. Exhibit 11: Samdri Pool Service Revised Proposal
178 (Weekly Pool Maintenance and Chemical Supply for Pool,
179 Spa, and Lazy River) - \$6,500.00/month
180 This item was tabled.
181 iii. Exhibit 12: Holiday Lighting Proposals

- 182 A) Captain Carnival - \$10,086.00
183 B) Christmas Lighting Company - \$4,888.00
184 This item was tabled until the next meeting with a
185 request for a comprehensive quote that includes
186 installation.
- 187 iv. Exhibit 13: A&A Playground Services Playground
188 Equipment Replacement Proposal
189 This item was tabled pending an inspection by the District
190 Manager and maintenance staff.
- 191 v. Exhibit 14: Pool Monitor Chair

192 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
193 approved the purchase of one blue pool monitor chair in an amount not to exceed \$640.00, for the
194 Solterra Resort Community Development District.

- 195 vi. Exhibit 15: Polywood Outdoor Furniture
196 *A recess was called at 12:09 p.m. The meeting resumed at 12:26 p.m.*
197 This item was tabled. Board directed staff to obtain
198 cabana-specific furniture estimates for presentation at the
199 July meeting.
- 200 vii. Exhibit 16: Community Signage
201 This item was tabled until the July meeting to be included
202 as part of the holiday décor discussion.
- 203 b. For Discussion:
204 The Board discussed a request for bike racks at the amenity center
205 and directed staff to follow up with the HOA on possible
206 agreements for purchasing and placement of the bike racks.
- 207 i. Cabana Upgrades
208 This item was addressed under Exhibit 15: Polywood
209 Outdoor Furniture.
- 210 ii. Placing Vending Machines and Sundries in the Clubhouse
211 Discussion on this item was deferred pending Vesta
212 amenity management staff input.
- 213 c. Updates:
214 i. Exhibit 17: Clubhouse Furniture Replacement Order
215 This item was deferred pending Vesta amenity
216 management staff input.
- 217 ii. Proposals for Fitness Center Water Service

- 218 An agreement will be approved by staff and ratified at the
219 next meeting.
- 220 iii. Proposals for Electrical Outlet Installation at
221 Roundabouts/Islands
- 222 This item is on hold pending additional proposals.
- 223 iv. Lifestyle Events Schedule
- 224 Supervisors discussed weekend event ideas that would
225 utilizing CDD common areas.
- 226 E. Exhibit 18: Consideration of Fireman Tom Semi-Annual Cleaning Proposal -
227 \$450.00

228 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
229 approved the Fireman Tom semi-annual cleaning proposal in the amount of \$450.00, for the
230 Solterra Resort Community Development District.

- 231 F. Discussion on Landscape Maintenance Service
- 232 No action was taken on this item.
- 233 G. Exhibit 19: Discussion on Café Costs and Benefits
- 234 The Board directed the District Manager to send written notice to Evergreen of
235 their desire to move away from the \$1 lease agreement and to obtain proposals
236 from parties interested in leasing the café or provide alternate revenue-generating
237 food and beverage options.
- 238 H. Exhibit 20: Discussion on Policies and Procedures
- 239 1. Amenity Hours
- 240 2. Amenity Access
- 241 3. Cabana Rentals
- 242 Staff will work on fee ranges and access ranges for the policy hearing.
- 243 4. Proper Use of Surplus Property
- 244 I. Exhibit 21: Consideration and Adoption of Resolution 2023-10, Setting Public
245 Hearing on Amended Amenity Facility Rules and Policies

246 On a MOTION by Ms. Wienker, SECONDED by Ms. Osner, with ALL IN FAVOR, the Board
247 adopted Resolution 2023-10, Setting Public Hearing on Amended Amenity Facility Rules and
248 Polices for July 7, 2023, for the Solterra Resort Community Development District.

249 **SEVENTH ORDER OF BUSINESS – Staff Reports**

- 250 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
- 251 1. Update on Entrance Project Financing

252 This item was addressed during the budget workshop. No additional
253 questions were raised on this item.

254 2. Exhibit 22: Consideration of Conveyance of Phase 2B Tract B-2

255 This tract of land was missed in a previous conveyance by Pulte.

256 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
257 accepted the conveyance of Phase 2B Tract B-2, for the Solterra Resort Community Development
258 District.

259 3. Exhibit 23: Consideration of Supervisor Code of Conduct

260 Ms. Hammock provided the background leading to the formation of the
261 proposed policy that Supervisors had shown interest in considering.
262 Supervisors discussed this and future communication channels for
263 residents to resolve issues and ask questions. Ms. Osner stated that
264 complaints regarding the security team should be directed to the Amenity
265 Management staff, not to the individual security personnel, the supervisors
266 or to the vendor. Mr. Darin stated that issues with any vendor, not just
267 security, should be brought to the on-site management team. Issues
268 regarding noise ordinances and conduct should be directed to the Polk
269 County Sheriff, those issues are not part of the security vendor's scope of
270 work. Action on the code of conduct was postponed until the July
271 meeting.

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

273 There being no report from the District Engineer, the next item followed.

274 C. District Manager – *Kyle Darin, Vesta District Services*

275 1. Discussion on Adding Draft Agenda Packets to CDD Website Documents
276 Section

277 Supervisors were amenable to staff adding the agenda packets to the CDD
278 website.

279 **EIGHTH ORDER OF BUSINESS – Consent Agenda**

280 A. Exhibit 24: Consideration For Approval – The Minutes of the Board of
281 Supervisors Regular Meeting Held February 23, 2023

282 B. Exhibit 25: Consideration For Approval – The Minutes of the Board of
283 Supervisors Regular Meeting Held April 7, 2023

284 C. Exhibit 26: Consideration For Acceptance – The April 2023 Unaudited Financial
285 Report

286 D. Exhibit 27: Notification of Polk County Supervisor of Elections Elector Count -
287 280

288 E. Exhibit 28: Ratification of Pro-Tech Air Conditioning & Plumbing Service
289 Guardhouse AC Repair - \$426.44

290 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
291 approved the Consent Agenda as presented – Items A-E, for the Solterra Resort Community
292 Development District.

293 **NINTH ORDER OF BUSINESS – Audience Comments – New Business** (*Limited to 3 minutes*
294 *per individual for non-agenda items*)

295 There being no comments related to CDD business, the next item followed.

296 **TENTH ORDER OF BUSINESS – Supervisors Requests** (*Includes Next Meeting Agenda Item*
297 *Requests*)

298 This item was not addressed.

299 **ELEVENTH ORDER OF BUSINESS – Action Item Summary** (*To Be E-mailed to Supervisors*
300 *and Staff*)

- 301 • KD/Vesta to look into guardhouse shingle and paint repair as well as repainting of block
302 wall at entrance
- 303 • DM to reach out to Steadfast to ensure call in or presence at next meeting
- 304 • No Swimming / Fishing signs requested around ponds
- 305 • DM to find paver vendor for dumpsters near amenity area
- 306 • Onsite to obtain proposal for cabana furniture, including 2 part sectionals, credenzas
- 307 • Obtain quotes for bike racks
- 308 • DM to work with DC on amendments to amenity policies and rates

309 **TWELFTH ORDER OF BUSINESS – Next Meeting Quorum Check**

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


312 This item was not addressed.

313 **THIRTEENTH ORDER OF BUSINESS – Adjournment**


314 On a MOTION by Ms. Osner, SECONDED by Ms. Wienker, WITH ALL IN FAVOR, the Board
315 adjourned the meeting at 1:35 p.m., for the Solterra Resort Community Development District.

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

319 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
320 noticed meeting held on July 7, 2023.

321
322 

Signature
Shirley Conley



Signature
Karan Lee Wienker

Printed Name

Printed Name

323 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

319 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
320 **noticed meeting held on _____.**

321

322

Signature

Signature

Printed Name

Printed Name

323 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**