

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 Friday, Friday, July 7, 2023 at 10:00 a.m. at Solterra Resort
6 Clubhouse, 5200 Solterra Boulevard, 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 (<i>joined in progress</i>)
11	Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
12	Connie Osner (S3)	Board Supervisor, Assistant Secretary
13	Bobby Voisard (S4)	Board Supervisor, Assistant Secretary

14 Also present were:

15	Kyle Darin	District Manager, Vesta District Services
16	Meredith Hammock	District Counsel, Kilinski Van Wyk
17	Tonja Stewart (<i>via phone</i>)	District Engineer, Stantec
18	Jayne Biggs	Amenity Manger, Vesta
19	Dana Bryant	Account Manager, Yellowstone Landscape
20	Peter Wittman	Branch Manager, Yellowstone Landscape
21	Dylan Schwartz (<i>via phone</i>)	FMS Bonds
22	Lee Smith (<i>via phone</i>)	Steadfast Aquatics

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

25 Mr. Darin read the following public conduct policy.

- 26 • Members of the public are provided the opportunity for public comment at
27 specific times during the meeting.
- 28 • Each member of the public is limited to three (3) minutes, at the discretion of the
29 Presiding Officer, which may be shortened depending on the number of speakers.
- 30 • Speakers shall refrain from disorderly conduct, including launching personal
31 attacks.
- 32 • The Presiding Officer and District Manager shall have the discretion to remove
33 any speaker that disregards the District’s public decorum policies.
- 34 • Public comments are not a Q&A session; Board Supervisors and District staff are
35 not expected to respond to questions during the public comment period.

36 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items and New Business**

37 Comments were heard regarding the process for awarding the Amenity Management
38 Contract.

39 **THIRD ORDER OF BUSINESS – Guest Presentation – FMS Bonds**

40 A. Exhibit 1: Discussion on Bond Series 2013 Refinancing

41 Mr. Schwartz presented an offer from South State Bank for refinancing the 2013
42 Bond Series. The loan was offered pending a review of the previous fiscal year’s
43 audited financial statement and a banking relationship retaining the operations
44 funds with South State Bank. Documents will be prepared for signature at the
45 August meeting. This refinance affects about 425 homes in the Oakmont Groves
46 section. The refinance will reduce the interest rate on the loan without extending
47 the original term and no out-of-pocket cost.

48 *(Ms. Wienker joined the meeting at 10:15 a.m.)*

49 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
50 approved the drafting of bond documents for the refinancing of Bond Series 2013, for the Solterra
51 Resort Community Development District.

52 **FOURTH ORDER OF BUSINESS – Business Items**

53 A. Exhibit 2: Update on Amenity Parking Lot Project – *Kimley Horn*

54 Mr. Darin recommended the parking lot project be tabled until the next calendar
55 year based on anticipated expenditures prior to the next assessment deposit.
56 Board consensus was to review the project again in October/November.

57 B. Vendor Reports

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

59 Mr. Smith presented the aquatic report. In response to concerns regarding
60 trash in the wetland behind pond 9, Mr. Smith noted this was not part of
61 their scope. Steadfast was asked to review the wetland area behind pond 9
62 and provide a proposal for any allowable aesthetic improvements. Debris
63 removal in ponds 18 and 19 was discussed.

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

65 Mr. Bryant discussed the community’s irrigation, and the refurbishment of
66 the planters at the entrance.

67 A proposal for palm trimming was distributed.

68 On a MOTION by Ms. Wienker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
69 approved the palm trimming in the amount of \$17,329.00, for the Solterra Resort Community
70 Development District.

71 The Bahia seedheads in the common areas are part of the scheduled
72 process allowing for re-seeding. Herbicides and pre-emergent herbicides
73 are being used to address weeds in the beds.

74 A proposal for crushed concrete at the trash compactor was distributed.

75 On a MOTION by Mr. Voisard, SECONDED by Ms. Osner, with ALL IN FAVOR, the Board
76 approved the installation of crushed concrete at the trash compactor, in the amount of \$1,440.40,
77 for the Solterra Resort Community Development District.

78 Mr. Bryant discussed a previously approved project for a section of sod
79 from the trash compactor to the sidewalk. Mr. Bryant will provide a
80 proposal for low ground cover for the Board to review.

81 3. HOA Management – *Evergreen Lifestyles Management*

82 No representative from the HOA Management Team was present.

83 Ms. Hammock discussed a request to rent office space within the amenity
84 center for the HOA Management Team beginning September 1, 2023.
85 The Board directed staff to present a preliminary lease agreement at the
86 next meeting.

87 4. Amenity Manager – *Jayme Biggs, Vesta Property Services*

88 Ms. Biggs was introduced as the General Manager

89 a. For Consideration:

90 i. Exhibit 4: Holiday Lighting Proposals

91 A) Captain Carnival – *Previously Presented*

92 B) Christmas Lighting Company – *Previously*
93 *Presented*

94 Discussion on this item was postponed until the August
95 meeting. Amenity staff will pursue an additional quote.

96 ii. Exhibit 5: Community Signage – *Previously Presented*

97 Discussion on this item was postponed until the October
98 meeting.

99 iii. Outdoor Furniture and Cabana Updates

100 Outdoor furniture was tabled and staff will focus on the
101 cabanas updates.

102 b. Updates:

103 i. Lifestyle Events Schedule

104 Ms. Biggs discussed events and scheduling through
105 October. The website is at 80-90% complete, it will be
106 mobile friendly and include QR codes. A quarterly digital
107 newsletter is in progress.

108 The MailChimp account previously approved by the CDD
109 for disseminating amenity information to the community
110 and the database for amenity access were discussed with a
111 request for Evergreen to provide these to the CDD.

112 Mr. Darin requested the amenity team source a safe option
113 for cleaning the pool deck chairs, and Supervisors
114 requested proposals for cleaning the playground equipment
115 and cleaning/sealing the pool deck.

116 *(The Board recessed the meeting at 11:23 a.m. and reconvened at 11:32 a.m.)*

117 **FIFTH ORDER OF BUSINESS – Shade Session – Security**

118 *This item, listed as item VI on the agenda, was addressed out of order.*

119 A. Discussion on Responses to Security Services RFP

120 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
121 recessed the meeting and moved into the shade to discuss security at 11:32 a.m., for the Solterra
122 Resort Community Development District.

123 The Board discussed the Security Services RFP responses and asked questions of the
124 various vendor representatives. No decision was made during the shade session.

125 On a MOTION by Ms. Osner, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
126 moved out of the shade and reconvened the regular meeting at 12:22 p.m., for the Solterra Resort
127 Community Development District.

128 **SIXTH ORDER OF BUSINESS – Security and Safety Matters**

129 *This item, listed as item VII on the agenda, was addressed out of order.*

130 A. Exhibit 12: Consideration of Responses to Security Services RFP

131 1. American Security

132 2. Arc One

133 3. Freeman Security

134 4. FTI

135 5. Homeland Intelligence

136 6. Prime Security

137 7. Universal Security Guard Association

138 On a MOTION by Ms. Wienker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
139 authorized staff to enter negotiations and facilitate a one-year agreement with FTI for security
140 services, for the Solterra Resort Community Development District.

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

142 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*

143 *Listed under Staff Reports Item VIII. A. 2. on the agenda, this item was discussed*
144 *out of order*

145 2. Exhibit 13: Code of Conduct

146 The Code of Conduct will apply to all Supervisors going forward, not just
147 to the current Board. Supervisors were advised that any postings on
148 social media were a public record and needed to be forwarded to the
149 District Manager to be incorporated as part of the District record. They
150 were also advised not to respond to social media questions but instead
151 direct any questions from the homeowners and the public to the Amenity
152 staff who will disseminate information via an official platform or forward
153 to the appropriate respondent.

154 Ms. Osner requested homeowners and the public reach out to the Amenity Staff or to the
155 District Manager with questions. Legal questions will be brought to the Board for
156 approval prior to the District Counsel responding as the District will be billed for
157 Counsel's time.

158 On a MOTION by Ms. Osner, SECONDED by Mr. Voisard, with ALL IN FAVOR, THE Board
159 approved the Supervisor Code of Conduct as presented, for the Solterra Resort Community
160 Development District.

161 *(Ms. Osner left the meeting at 12:34 p.m. Quorum remained and the meeting continued.)*

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

163 C. Exhibit 6: Consideration and Adoption of Resolution 2023-11, Resetting the Date
164 of the Public Hearing for the Purpose of Adopting Amended Amenity Facility
165 Rules and Policies

166 The public hearing date was reset to comply with Florida Statute notice
167 requirements.

168 On a MOTION by Ms. Casanova, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
169 adopted Resolution 2023-11, Resetting the Date of the Public Hearing for the Purpose of Adopting
170 Amended Amenity Facility Rules and Policies, for the Solterra Resort Community Development
171 District.

172 D. Exhibit 7: Consideration of Road and Parking Space Re-Striping Proposals

- 173 1. ACPLM - \$5,383.00
174 2. USA Seal Stripe - \$3,500.00

175 Board direction was given to the District Engineer to provide recommendations
176 on additional parking spaces on District roads.

177 On a MOTION by Mr. Voisard, SECONDED by Ms. Wienker, with ALL IN FAVOR, the Board
178 approved USA Seal Stripe road and parking space re-striping proposal in the amount of \$3,500.00,
179 for the Solterra Resort Community Development District.

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

181 A. Exhibit 8: Consideration and Approval of the Minutes of the Board of Supervisors
182 Regular Meeting Held June 2, 2023

183 B. Exhibit 9: Consideration and Acceptance of the May 2023 Unaudited Financial
184 Report

- 185 C. Exhibit 10: Consideration and Acceptance of the FY 2022 Audited Financial
186 Report
- 187 D. Consideration and Ratification of Proposals, Invoices and Agreements
- 188 1. Exhibit 11: Approved Proposals:
- 189 a. Spies Lazy River Filter Grids - \$2,275.00
- 190 b. Spies Pool Filter Grids - \$2,275.00
- 191 2. Aquachill Water Cooler Agreement
- 192 3. Klinger Clubhouse Electrical Repairs Invoice - \$354.00

193 On a MOTION by Ms. Wienker, SECONDED by Ms. Casanova, with ALL IN FAVOR, the Board
194 approved the Consent Agenda – Items A-D, for the Solterra Resort Community Development
195 District.

196 **EIGHTH ORDER OF BUSINESS – Staff Reports (Continued)**

- 197 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
- 198 1. Consideration of Shared Office Space Agreement
- 199 This item was discussed out of order, after the HOA management report.
- 200 2. Exhibit 13: Code of Conduct – *Previously Presented*
- 201 This item was discussed out of order, after Security and Safety Matters.
- 202 Ms. Hammock noted the agreement for Amenity Management was under review
203 and would be brought to the Board at the next meeting.
- 204 B. District Engineer – *Tonja Stewart, Stantec*
- 205 1. Exhibit 14: Consideration of Oakbourne Inlet Top Repair
- 206 a. Finn Outdoors - \$3,400.00
- 207 b. Kearney - \$8,800.00

208 On a MOTION by Ms. Wienker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
209 approved the Finn Outdoors proposal for the Oakbourne inlet top repair in the amount of
210 \$3,400.00, subject to execution of an agreement through Counsel, for the Solterra Resort
211 Community Development District.

- 212 C. District Manager – *Kyle Darin, Vesta Property Services*
- 213 1. Update for Discussion on Café Lease Agreement
- 214 Board directed staff to create a lease agreement that included revenue
215 sharing, and incorporated in-community delivery/pick-up service, poolside
216 service, accurate inventory, mobile ordering, better flow of ordering (less
217 queuing on the pool deck), push carts or coolers with satellite locations,
218 satellite bar, resident discount requirements.

219 A discussion on towing followed. Board direction was to allow staff to work with
 220 a tow company, HOA, security, and other stakeholders to improve the current
 221 policy.

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

224 Ms. Wienker requested a letter from a resident be read regarding comments heard during
 225 the June 2, 2023 CDD meeting. Mr. Darin read the letter.

226 **TENTH ORDER OF BUSINESS – Action Item Summary**

- 227 • District Manager arrange meeting with Polk County Sheriffs Office
- 228 • District to negotiate land usage agreement with HOA for bike rack they
- 229 purchase.
- 230 • Yellowstone to bring proposals for ground cover alternatives for the already
- 231 approved \$8k sod project.
- 232 • Board direction for District Counsel to prepare prospective lease agreement for
- 233 amenity center office space to HOA.
- 234 • General Manager to source Christmas lights companies
- 235 • General Manager and amenity staff to deep clean pool deck and pool chairs
- 236 • Board direction for District Engineer to provide recommendation on additional
- 237 parking spacing on District roads

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

239 *Friday, August 4, 2023*
 240 *Solterra Resort Clubhouse*
 241 *5200 Solterra Boulevard, Davenport, FL 33837*

242 All Supervisors present indicated their intent to attend in person.

243 **TWELFTH ORDER OF BUSINESS – Adjournment**


244 On a MOTION by Mr. Voisard, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the
 245 Board adjourned the meeting at 1:17 p.m., for the Solterra Resort Community Development
 246 District.

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

250 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
251 **noticed meeting held on August 4, 2023.**

252
253 *Kyle T. Darin*
Signature

Kyle Darin
Printed Name


Signature

Karan Wienker
Printed Name

254 **Title:** Secretary Assistant Secretary

Title: Chairman Vice Chairman