

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, September 1, 2023 at 10:08 a.m. at Solterra
6 Resort 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
11	Ariane Casanova (S5)	Board Supervisor, Vice Chairwoman
12	Bobby Voisard (S4)	Board Supervisor, Assistant Secretary

13 Also present were:

14	Kyle Darin	District Manager, Vesta District Services
15	Meredith Hammock	District Counsel, Kilinski Van Wyk
16	Mary Ellen Clark	Kilinski Van Wyk
17	Tonja Stewart (<i>via Teams</i>)	District Engineer, Stantec
18	Jayne Biggs	Amenity Manger, Vesta
19	Lea Stokes	Vesta
20	Dana Bryant	Yellowstone Landscape

21 *The following is a summary of the actions taken at the September 1, 2023 Solterra Resort CDD*
22 *Board of Supervisors Regular Meeting.*

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

24 Comments were heard regarding

- 25 • security and monitoring,
- 26 • options for faster check-in at the front gate,
- 27 • the amenity fee, its enforcement, and its impact on short-term rental owners,
- 28 • adding more parking spaces,
- 29 • the cost of amenity staffing,
- 30 • improving communication with property owners,
- 31 • café management,
- 32 • waterslide minimum height requirement,
- 33 • exploring resolutions to issues before asking for more money,
- 34 • asking guests to pay an amenity fee but not guaranteeing access to the
- 35 amenities due to capacity limits being reached,
- 36 • an error message when trying to contact the Board via the website,
- 37 • utilizing the access cards to monitor the bathing load,
- 38 • the condition of the amenity center,
- 39 • assessing the property owners rather than charging an amenity fee on guests,

- 40 • the lack of timeliness of the notice provided to short-term rental owners
41 regarding the implementation of the amenity fee.

42 Mr. Darin explained that the amenity fee adds about \$700,000 to the operating budget
43 which pays for upkeep of the amenities and facilities. The implementation of the amenity
44 fee reduces the annual assessment for each property owner by about \$850 a year. He also
45 clarified that Evergreen manages the café, not Vesta.

46 Ms. Weinker responded to comments noting the commitment of each Supervisor and their
47 vested interest in the community, the Board’s responsibility towards the bondholders and
48 the statutory framework within which the Board must operate. She explained the
49 considerations that led to the implementation of an amenity fee as a creative solution to the
50 issues facing the community and highlighted some of the noticeable improvements because
51 of the work performed by amenity management and security teams. Ms. Weinker admitted
52 there are still growing pains as the teams have only been in place for two months, but
53 overall she considered the community was in an overall better position.

54 Mr. Darin added that the amenity fee was not imposed on anyone in-house/already on site,
55 only new arrivals as of September 1. He added that Vesta does not make operational
56 decisions – it does not implement fees or processes that affect the budget or the day-to-day
57 lives of the residents - independent of the Board. Recommendations are brought to the
58 Board and if not approved new opportunities are sought; the District and Amenity
59 management teams work in partnership with the Board and perform execute processes
60 based on the Board’s direction.

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

62 A. Vendor Reports

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

64 There being no questions or action items regarding aquatic maintenance,
65 the next item followed.

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

67 Mr. Bryant provided an update on the progress of landscape projects.

68 3. HOA Management – *Artemis Lifestyles Management*

69 No representative from Artemis was present. A motion by Ms. Weinker to
70 revisit the HOA office space discussion, citing a benefit to the
71 homeowners to have an HOA representative on-site and the
72 underutilization of the office space. The motion failed due to lack of a
73 Second.

74 4. Exhibit 2: Amenity Manager – *Jayme Biggs, Vesta Property Services*

75 Ms. Biggs reviewed items on the General Managers Report:

76 a. Lifestyle Events Schedule Update

77 The website will be forwarded to Supervisors for input. A
78 webpage was created to provide more information on the amenity
79 fee along with a square site to receive payments.

80 *Ms. Biggs discussed the Cintas Agreement at this point.*

81 b. Discussion of Villatel Amenity Rental Request

82 Ms. Biggs presented Villatel's request to rent the amenity space
83 through a group coordinator, not by individual guests.

84 On a MOTION by Ms. Weinker, SECONDED by Ms. Cassanova, with ALL IN FAVOR, the
85 Board approved Villatel's request to rent amenity space through a group coordinator, for the
86 Solterra Resort Community Development District.

87 c. Facility Closing for Pressure Washing
88 (Lazy River 11/6-11/8; Entire Facility 11/13-11/15)

89 The contract was updated to match the not to exceed approved by
90 the Board, this includes the playground equipment. The Board had
91 no questions regarding the scheduled facility closures for the
92 pressure washing and deck sealing but requested email notification
93 be sent to all homeowners prior to November. The closures will be
94 posted on the website and noted on eblasts sent in September and
95 October. Direction was given on prioritizing information in the
96 eblasts.

97 d. Exhibit 3: Discussion of Revised Cintas Agreement

98 *This item was discussed out of order, after the Lifestyle Events*
99 *Schedule Update as part of the General Managers Report.*

100 The revised agreement removes non-CDD items and reduces the
101 cost of the items.

102 On a MOTION by Ms. Weinker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
103 approved the revised Cintas agreement, with the addition of required language and Statutory terms
104 by District Counsel, for the Solterra Resort Community Development District.

105 B. Exhibit 4: Consideration and Adoption of Resolution 2023-17, Setting the FY
106 2024 Meeting Dates, Times and Location

107 For FY 2024, the Board will continue to meet on the first Friday of each month at
108 10:00 a.m. at the Solterra Resort Clubhouse with the exception of the July
109 meeting which was changed to July 12.

110 On a MOTION by Mr. Voisard, SECONDED by Ms. Weinker, with ALL IN FAVOR, the Board
111 adopted Resolution 2023-17, Setting the FY 2024 Meeting Dates, Times and Location inclusive
112 of the revised July date, for the Solterra Resort Community Development District.

113 **FOURTH ORDER OF BUSINESS – Consent Agenda**

114 A. Exhibit 5: Consideration and Approval of the Minutes of the Board of Supervisors
115 Regular Meeting Held August 4, 2023

- 116 B. Exhibit 6: Consideration and Acceptance of the July 2023 Unaudited Financial
117 Report
- 118 C. Exhibit 7: Ratification of Approved Spies Proposal to Repair Spa Recirculation
119 Pump Housing and Pump Gasket - \$845.00

120 On a MOTION by Ms. Weinker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
121 approved Items A-C of the Consent Agenda, as presented, for the Solterra Resort Community
122 Development District.

123 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 124 A. District Counsel – *Meredith Hammock, Kilinski Van Wyk*
125 Ms. Hammock had no specific updates. There being no questions or requests, the
126 next item followed.
- 127 B. District Engineer – *Tonja Stewart, Stantec*
128 There being no questions or requests for the District Engineer, the next item
129 followed.
- 130 C. District Manager – *Kyle Darin, Vesta Property Services*
131 Mr. Darin is in communication with Proptia regarding a timeline for installation.
132 They have acknowledged receipt of payment and are working on shipping
133 equipment. Once equipment is received installation should be scheduled and
134 completed within a month.

135 **SIXTH ORDER OF BUSINESS – Supervisors Requests** (*Includes Next Meeting Agenda Item*
136 *Requests*)

- 137 A motion by Mr. Voisard to redesignate officers failed due to lack of a Second.
138 Ms. Casanova asked about the requirements to move forward with authorizing the HOA
139 to install a bike rack on CDD property. A request has been made to the HOA to provide
140 specifications on the bike rack, concrete pad, and specific location. Once these are
141 received District Counsel can move forward with an agreement.
- 142 Ms. Weinker requested the “Leisure Patron Amenity Utilization Fee” be renamed “Resort
143 Fee.” A public hearing is already advertised for the October meeting. Ms. Biggs was
144 asked about disclaimers regarding no guaranteed access if capacity is reached. She
145 affirmed the pamphlet discloses that admittance is subject to capacity and weather
146 conditions.

147 On a MOTION by Ms. Weinker, SECONDED by Mr. Voisard, with ALL IN FAVOR, the Board
148 approved changing the name of the “Leisure Patron Amenity Utilization Fee,” as listed in the
149 *Solterra Resort Community Development District Revised Amenities Rules & Policies*, to “Resort
150 Fee,” for the Solterra Resort Community Development District.

- 151 Ms. Weinker also requested a discussion on changing the monitoring amenity access to
152 color-coded, Solterra-branded Tyvek wristbands that would allow staff to easily identify
153 authorized guests utilizing the amenities. This will be discussed further at the public

154 hearing to be considered for incorporation into the revised amenity rules. Ms. Biggs
155 provided further details on the current check-in process and will explore the wristband
156 proposal further.

157 Ms. Weinker requested the Thanksgiving event be communicated to residents, a location
158 be designated for security personnel to park their vehicles, so they're not stacked up
159 behind the guardhouse, distribution of the amenity schedule on the 15th of the prior
160 month, CDD meeting highlights be forwarded to homeowners within 1-2 business days
161 of the meeting.

162 On a request by Ms. Weinker, Board direction was for staff to review the height limit for
163 the slide and report back next month.

164 Ms. Weinker also raised the possibility of a policy for signage and branded signs. Ms.
165 Hammock clarified that Board permission is required to post signs on District property,
166 staff may remove unauthorized signs and signs on private property are an HOA matter.
167 The Board declined to direct staff to research a signage policy further.

168 Mr. Voisard requested the security agreement be finalized and signed.

169 The Board was informed of the off-season café hours and discussed the café lease.

170 **SEVENTH ORDER OF BUSINESS – Action Item Summary**

- 171 • Amenities staff to propose implementation of wristbands vs resort cards for use
172 by both residents and guests.
- 173 • District Manager to follow up with Proptia.
- 174 • Staff to contact insurance, engineer, slide manufacturer regarding slide height.
175 Manufacturer states 48”, board wishes to investigate changing to 42”.
- 176 • Amenities staff commits to communicating the following month’s lifestyle
177 calendar by 15th of each month.

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

179 *Friday, October 6, 2023 at 10:00 a.m.*

180 *Solterra Resort Clubhouse*

181 *5200 Solterra Boulevard, Davenport, FL 33837*

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

183 **NINTH ORDER OF BUSINESS – Adjournment**

184 On a MOTION by Ms. Weinker, SECONDED by Ms. Casanova, WITH ALL IN FAVOR, the
185 Board adjourned the meeting at 11:54 a.m., for the Solterra Resort Community Development
186 District.

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

Solterra Resort CDD

September 1, 2023

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190 Meeting minutes were approved by vote of the Board of Supervisors at a publicly noticed
191 meeting held on October 6, 2023.

192 Kyle T. Darin
Signature

Kyle Darin
Printed Name

193 Title: Secretary Assistant Secretary

DocuSigned by:
Ariane Casanova
CFEC7478AD7C4B0

Signature
Ariane Casanova

Printed Name

Title: Chairman Vice Chairman