

**MINUTES OF MEETING  
LAKE BERNADETTE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Bernadette Community Development District was held Tuesday, October 27, 2015 at 6:30 p.m. at the Lake Bernadette Clubhouse, 5410 Golf Links Boulevard, Zephyrhills, Florida.

Present and constituting a quorum were:

Michael Berman	Chairman
William T. Castle	Vice Chairman
Elaine Sebastian	Assistant Secretary
Jane Tynes	Assistant Secretary
Robert W. Robertson	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Dan Nesselt	Clubhouse Manager
Josh Kauffman	Aquatic Systems
Several Residents	

*The following is a summary of the discussions and actions taken at the October 27, 2015  
Lake Bernadette Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Castle called the meeting to order; Supervisors and staff introduced themselves.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of the Minutes of the September 22, 2015 Meeting**
- B. Acceptance of the Financial Statements Dated September 30, 2015**

On MOTION by Mr. Robertson seconded by Mr. Berman with all in favor both the minutes and the financials were withdrawn from the consent agenda.
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- Mr. Robertson stated line 60 of the minutes should read *R&M Equipment* instead of *R&M Expenses*.

- Mr. Robertson stated the year to date actuals for the reserves on agenda page 17 are below what was budgeted. He expressed concern that the District is under reporting the actual column and deflates the actual expenditures.
- Mr. Nanni spoke with the accountant who explained it is not treated as an expenditure. It is a transfer because it is not money leaving the District.

On MOTION by Ms. Tynes seconded by Mr. Berman with all in favor the consent agenda items were approved with the amendment to the minutes.

**FOURTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Aquatic Systems Report**

Mr. Kauffman reviewed his report and discussed the following:

- Pond #30 is looking better. The only area that is still an issue is the deeper area where they still cannot access with the airboat due to vegetation. He asked when a slow day at the golf course is so they can access the area. Mr. Nesselts will contact the owner to find out when is a good time.
- Pond #33 has a lot of algae and brown grass clippings.
- Wetland WA-9 has a lot of floating weeds and Peruvian Primrose. They were able to access the area with the airboat and treat it.
- Yard waste was spotted in wetland area WA-6. Discarding of yard waste should be addressed with landscapers. Mr. Nesselts will have staff remove the yard waste.

**EIGHTH ORDER OF BUSINESS**

**Old Business**

**A. Consideration of Previously Tabled Pond Proposals**

Mr. Nanni reviewed two proposals from Aquatic Systems which were tabled until weather conditions improved.

- The proposal for Ponds #32, #33 and #34 is for \$1,300 and the proposal for Pond #20 is for \$8,625.
- Mr. Kauffman reviewed the details of what is covered under the proposal. He stated the best time to do the work is six weeks from now when water levels decrease.

On MOTION by Mr. Berman seconded by Ms. Tynes with all in favor the proposal from Aquatic Systems, Inc. for Ponds #32, #33 and #34 was approved at a cost not to exceed \$1,300 and the proposal for Pond #20 was approved at an amount not to exceed \$8,625.

**FOURTH ORDER OF BUSINESS**

**District Manager’s Report (Continued)**

**B. Motion Assigning Fund Balance for Fiscal Year 2015**

Mr. Nanni explained this is a housekeeping item for auditing purposes. The proposed motion assigns the fund balance as follows:

- Operating Reserve - \$134,346
- Reserves – Clubhouse/Cabana - \$23,144
- Reserves – Court Amenities - \$8,520
- Reserves – Lake Embank/Drainage - \$15,162
- Reserves – Roadways - \$57,305
- Reserves – Swimming Pools - \$35,698

On MOTION by Mr. Castle seconded by Ms. Sebastian with all in favor the fund balance for Fiscal Year 2015 was assigned as indicated above.

**C. Follow Up Items**

The following was discussed:

- The website display appears differently depending on the device it is being viewed from. Mr. Berman will follow up with Mr. Ken Cassel.
- The email addresses have been set up since the end of August. Supervisors need to log in and use the password.
- Mr. Robertson requested a better District site map. Mr. Nanni will look for a better map. Mr. Berman will locate the most recent ownership map he has in PDF format and forward it to Mr. Nanni.
- He sent an email to the County Attorney’s office. An Interlocal Agreement is being worked on for traffic enforcement.

**FIFTH ORDER OF BUSINESS**

**Attorney's Report**

**A. Discussion of District Rules and Policies**

This item was tabled until the November 17, 2015 meeting and District Counsel will be requested to attend.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Nanni reported the District engineer is locating the design plans for the drainage system to address drainage issues in the parking lot.

**SEVENTH ORDER OF BUSINESS**

**Clubhouse Manager's report**

**A. Consideration of Mulch Proposals**

**B. Consideration of Pool Proposals**

Mr. Nesselts reviewed his report, a copy of which is attached hereto and made a part of the public record.

- Fun and Games Night is scheduled for November 6<sup>th</sup> and December 4<sup>th</sup>.
- Santa Claus will be at the Clubhouse on December 4<sup>th</sup> from 3:00 p.m. to 5:00 p.m.
- There will be a first aid CPR class for staff on October 30<sup>th</sup> from 6:00 p.m. to 9:00 p.m. An additional class will be scheduled in November for those who cannot attend.
- The Clubhouse will be closed on Thanksgiving Day, Christmas Day and New Year's Day. The Clubhouse will close at 5:00 p.m. on Christmas Eve and New Year's Eve.
- Access card revalidation began on October 1<sup>st</sup>. A total of 111 renters have been revalidated and 483 property owners updated their cards. Four previous renters were turned away as they were still using the facilities after moving out. The number of violators has decreased significantly since 2007.
- Rainmaker and Florida Playstructures submitted proposals for ADA compliant playground mulch. Rainmaker's proposal is for \$4,400 and Florida Playstructures proposal is for \$4,002. Mr. Nesselts may be able to get Rainmaker to match the \$4,002 quote.

On MOTION by Mr. Castle seconded by Ms. Sebastian with all in favor the Board approved Rainmaker to install playground mulch at a cost not to exceed \$4,050.

- Mr. Castle suggested closing the Clubhouse at 12:00 p.m. instead of 5:00 p.m. on Thanksgiving Eve, Christmas Eve and New Year's Eve. There was Board consensus to close at noon on those days.
- The men's locker room has a lot of wear and tear. Mr. Nesselt suggested replacing the carpet, painting and replacing the baseboards. He received a quote for under \$1,000 to do all the work. There was Board consensus to proceed with the work and for Mr. Nesselt to pick the paint and carpet colors.
- The Cabana pool needs to be remarketed. The Board reviewed several proposals. Mr. Nesselt will try to obtain more proposals for the November meeting.
- The propane tank that is used to heat the pool belongs to the previous propane company, Sunrise Propane. The new propane company, Bahr's Propane, cannot legally tie into the tank. Mr. Nesselt has contacted Sunrise Propane to remove the tank and has not received a response. Bahr's Propane can temporarily tie into it through a separate tank. Mr. Berman suggested they do a paper swap where Bahr's Propane provides Sunrise Propane with a tank. There was consensus for Mr. Nanni to write a letter to Sunrise Propane requesting they remove the tank within 30 days or turn over ownership of the tank.
- Ms. Sebastian asked about the lock on the side door. Mr. Nesselt responded the company that did the mesh installation at the Cabana Pool door can do the same thing for \$350. There was Board consensus to have it done.
- He received one proposal for wheelchair accessible doors that came in at approximately \$4,500. He is still trying to obtain more proposals.

**EIGHTH ORDER OF BUSINESS****Old Business (Continued)****B. Discussion of Management Services Proposals**

The following was discussed:

- Mr. Robertson reported he received proposals from four companies. Due to the Sunshine Law, he cannot meet with Mr. Berman to narrow down the companies.
- There was Board consensus to have a workshop without the District Manager in attendance on November 10, 2015 at 7:00 p.m.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

The following was discussed:

- Mr. Doherty asked what area of Lake Bernadette these proposals cover. Mr. Robertson explained this is for management of the CDD.
- Mr. Woodard addressed the Board regarding the County’s removal of overgrowth in the area behind his fence on the back of the property. He distributed photographs as well as a description of what transpired. A copy of the handout is attached hereto and made a part of the public record. The Board indicated the property behind Mr. Woodard’s property is private and does not belong to the District.

**EIGHTH ORDER OF BUSINESS**

**Old Business (Continued)**

**B. Discussion of Management Services Proposals**

On MOTION by Mr. Robertson seconded by Ms. Tynes with all in favor a workshop was scheduled for November 10, 2015 at 7:00 p.m.

**NINTH ORDER OF BUSINESS**

**New Business**

Mr. Robertson discussed gift cards in appreciation of District staff for the holidays.

On MOTION by Mr. Robertson seconded by Mr. Castle with all in favor the purchase of \$25 gift cards for District staff at a cost not to exceed \$175 was approved.

**TENTH ORDER OF BUSINESS**

**Supervisors’ Request**

There being none, the next item followed.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Tynes seconded by Mr. Robertson with all in favor the meeting was adjourned.

 11/17/15  
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 Robert Nanni  
 Secretary

  
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 Michael Berman  
 Chairman