

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

The meeting of the Board of Supervisors of the Lake Bernadette Community Development District held on January 24, 2017 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
Robert Robertson	Vice-Chairman
Robert Van Liew	Assistant Secretary
Jane K. Tynes	Assistant Secretary

Also present were:

Mark Vega	District Manager
Dan Nesselt	Clubhouse Manager
Tonja Stewart	District Engineer

*The following is a summary of the discussions and actions taken at the January 24, 2017
Lake Bernadette Community Development District's Board of Supervisors Meeting.*

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda

None

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the November 29, 2016 Meeting**
- B. Approval of the Minutes of December 22, 2016 Meeting**
- C. Acceptance of the Financial Statements Dated December 31, 2016**

- Mr. Robertson questioned the following:
 - The service management contract amount was above what was allotted. Mr. Vega will follow-up.
 - Questioned whether there was a bid for cleaning

- Questioned whether Sara Nesselt insurance information was on file. Mr. Vega questioned whether she had workers' comp insurance or workers' comp exception since she is the proprietor of her business.

On MOTION by Mr. Robertson seconded by Ms. Tyne with all in favor the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Attorney's Report

None

FIFTH ORDER OF BUSINESS

Engineers Report

A. Site Masters

Ms. Stewart presented the following:

- Upon review of the inspection report and documents, it was clear they provided pricing to clean out the outfall structures.
- The complete outfall structures include the box, and the pipe and there is a possibility the drainage for this community has not been maintained since it was built.
- The pipe should be part of the cleaning process, which is probably the most critical.
- Ms. Stewart would like to start getting these areas maintained but what she understands during this process is \$15,000 is a low estimate. She indicated after calculating and reviewing all that needed to be done, the Board is looking at a cost of about \$50,000.
- Ms. Stewart stated during one of the previous meetings, there was an area at the very north end of the property. This is basically your northern property line.
- Ms. Stewart provided an overview of the outfall structures and indicated she is organizing with landscape maintenance to get started with clearing this area due to the number of years of non-maintenance.
- There are six ponds:
 - Two are at the north end.
 - One at the south.
 - One is owned by the golf course.

- One, the northern portion is owned by the District and the other portion is owned by two homeowners. This has not been maintained, the outfall for this pond is a swale/stitch system owned by three different parties.
- A portion of that pond is on the Districts property and the remainder of the pond is on private property.
- Discussion ensued regarding maintenance of the pond due to it also being on private property, next to the golf course, which is part of the master drainage plan but this pond is owned by the county.
- The difficulty is that we cannot even walk to inspect as they require a path cleared just to get to the areas. Ms. Stewart suggested possibly getting a couple of contractors to assist in getting the area cleared.
- Ms. Stewart, Mr. Vega, Mr. Nesselts and Ms. Monday will work together to come up with a plan to get this work done. It was suggested to get all the vendors in at the same time and walk through it.
- Ms. Stewart suggested Site Master as the vendor for this project. Ms. Stewart will supervise this work.

On MOTION by Mr. Robertson seconded by Ms. Tyne with all in favor the proposal from Site Masters of Florida LLC in the amount of not to exceed \$14,350 was accepted.

- Mr. Vega questioned Ms. Stewart on the status of the research as far as permits versus ownership.
- Ms. Stewart indicated she informed SWFTM that they have multiple outstanding inspections for them but are in the process of doing all the clean up so it can be certified. In speaking with Mr. Steady, it is suggested to ensure what is needed to be done is done and everything is functional. The HOA and the golf course are aware we are doing this, and no one is opposed to it. Mr. Steady has indicated to leave the ownership alone with the understanding everyone knows it is a positive thing for everyone in the community.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Aquatic Systems

- The vendor provided an update on the waterways.
- There is a site just southwest of site 51. It does not have a lot of water on the map but there is just a little bit of water. Vendor provided a quote to add this on for \$135 a month to treat the site.

On MOTION by Mr. Robertson seconded by Mr. Van Liew with all in favor accepting the proposal subject to Mr. Vega's review and approval from Aquatic Systems in the amount of not to exceed \$135 per month additional to their contact for Little Bernadette, they officially identified at Waterway Southwest Pond 51 was approved.

B. Discussion of vacant seat

- Mr. Vega explained the application process. He has received resumes for the vacant seat. The resignation occurred at the last meeting and they have not placed this as an item in the agenda. Mr. Berman was looking to the Board for direction in this regard.
- It was suggested to place the item on the February agenda to have a final discussion and decision at the March 28, 2017 meeting.
- Mr. Vega suggested to have this item placed on the website which states the following, anyone interested in serving on the CDD Board please send their resume to Mark Vega.
- Mr. Nesselt was asked to post a sign regarding the vacant seat on the Board.

C. Follow-up items

- Mr. Vega questioned the Board about their interest in having a workshops. Questioned whether they wanted generic workshops quarterly or a budget workshop, if they wanted to get together and brainstorm.
- Mr. Vega indicated Mr. Nesselt is busy and it was discussed in the past to have a second person in charge or adding a Project Manager. Mr. Vega provided a sample of the job description used in the past.

- Mr. Vega suggested Gabriela Monday as Project Manager who currently works with two other Districts for a total of 24 hours a week and is available if they wanted someone who is use to coming to the meeting, jots down all the projects the Board is working on and follows-up by providing a report. This will assist Mr. Nesselt as he is extremely busy with other projects.
- Mr. Vega provided budget information related to this role and stated Ms. Monday is budgeted out at \$17.00 an hour and it can be in 8 hours blocks or 4 hour blocks.
- Mr. Robertson inquired if there was need for more hours, can this be done.

Mr. Robertson MOVED seconded by Ms. Tynes to accept the proposal for Gabriel Monday to serve as Project Manager for a total of 32 hours a month at a rate of \$17 an hour with the understanding that she will be available potentially days other than Monday as she is working elsewhere and she will be reporting to Mr. Vega.

On VOICE vote with Mr. Robertson, Ms. Tyne, and Mr. Berman voting aye and Mr. Van Liew voting nay, the motion passed. 3/1

i. CDD Address on Property Appraiser Website

- Mr. Vega hopes the property appraiser accomplishes this request soon, as it was submitted in January.

SEVENTH ORDER OF BUSINESS

Clubhouse Manager's Report

A. Consideration of Pool Remodeling Proposal – Luke Bordges

- Mr. Bordges was in attendance to answer questions
- Discussion ensued regarding timeline for completion of the project based on weather and the color of tile to use.

On MOTION by Mr. Van Liew seconded by Ms. Tyne with all in favor the contract from Luke Bordges not to exceed the amount of \$13,800 was accepted.

B. Median Pressure Washing

- The pressure washing is completed.

C. Community Manager Report

- There are sidewalk repairs needed on the boulevard due to settling.

On MOTION by Mr. Robertson seconded by Mr. Van Liew with all in favor the Site Masters proposal in the amount of \$1,900 with an additional not to exceed \$200 for bio barrier was approved.

D. Welch Tennis Courts Report

- The Welch Tennis bid is slightly lower than the bid from Ace Courts. It is \$125 less to do the same work, the barrier, the chipping away, cutting the roots. Welch Tennis has sub-contracted Ace Tennis to repair the Districts tennis courts.

Mr. Van Liew MOVED seconded by Ms. Tyne to accept the proposal from Ace Courts for \$3,125 and allow Mr. Nessel to negotiate to lower the price.

On VOICE vote with Mr. Van Liew and Ms Tyne voting aye and Mr. Robertson and Mr. Berman voting nay the motion failed. 2/2

Ms. Tyne MOVED seconded by Mr. Berman to accept the proposal from Ace Court for \$3,125 to repair the basketball court was approved.

On VOICE vote with Mr. Robertson, Ms. Tyne, and Mr. Berman voting aye and Mr. Van Liew voting nay, the motion passed. 3/1

- Discussion ensued regarding the entrance gate at the cabana; the post needs to be painted, the chain and existing sides need to be replaced. Proposals will be provided at the February meeting.
- Mr. Nessel has not received a report from FHP but will follow-up with FHP.
- Discussion ensued regarding parking concerns and issues.
- Discussion ensued regarding towing and it was suggested a letter go out to the residents indicating between 8:00 am to 10:00 pm the club house will be available to take calls regarding any concerns of cars parked illegally on Janine.
- It was suggested to speak with Ms. Stewart to look at the feasibility of possibly having more parking spaces at the end of Double Eagle.

- Discussion ensued regarding the road which has a lot of potholes and in some areas appears to be down to the base. Mr. Vega requested a quote from Ms. Stewart.
- Mr. Vega stated, Ms. Stewart has informed him it would be a full mill and redo and she would recommend a S3 aggregate, which will last 20-25 years.
- Mr. Robertson stated if the Board recalls what we went through to have Golf Links Boulevard repaved, the same process awaits this community when our individual streets need to be repaved. So he raised the question of fairness to the residents of the community to pay for the repairs of these roads.
- Mr. Vega spoke to the attorney who will do some research and look at the assessment methodology to see if the current assessment methodology allows that.
- It was suggested to get it professionally patched while awaiting the bonds.

EIGHTH ORDER OF BUSINESS

Old Business

A. Discussion on Cameras and Fiber Optics Installation

- Mr. Nesselts had one quote for fiber optics between the building. Mr. Vega had provided another vendor, Complete IT.
- Complete IT bid air fiber, but Mr. Nesselts has asked for him to revise his quote.
- Mr. Nesselts will provide at the next meeting a quote for allowance for air fiber or underground fiber as well as looking at conduit between the buildings.

B. Improvement List Review

- Discussion ensued regarding the number of individuals who attend the neighborhood watch meeting. It was suggested that Mr. Nesselts speak to them asking who in the group can step up and chair this as this meeting is not an official CDD activity. Neighborhood Watch is in the hierarchy of the sheriffs' office.
- Discussion ensued regarding having the playground repaired. The steps on the slide have a piece of steel exposed. Mr. Nesselts has been in touch with the original company and they plan to replace the entire section.

NINTH ORDER OF BUSINESS

New Business and Supervisors' Request

- Mr. Berman indicated on the weekend he received a call about the alarm going off.
- Mr. Nesselts will update the emergency contact list.

- Mr. Robertson stated it has come to his attention there have been real estate transactions which may be in the best interest of the community. In order not to alert other interested parties thereby creating a bidding war, he submitted to the Board the following motion.

On MOTION by Mr. Robertson seconded by Mr. Berman with all in favor authorization for Supervisor Robert Robertson, the District Manager and the Districts' Attorney to review real estate options that may be of interest to the Board and the District for a period of 12 months was approved. These three individuals can collectively enter into real estate contracts subject to approval of the Board. The Board authorizes an expenditure for legal fees, of up to \$2,000 for said review. This amount may be adjusted by a vote from the Board.

TENTH ORDER OF BUSINESS

Audience Comments

- Resident comments were received by the Board

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Michael Berman
Chairman