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**MINUTES OF MEETING**

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

**SPRING LAKE COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Spring Lake Community Development District was held on **Monday, June 20, 2022, at 6:30 p.m.** at the Clubhouse at Lake Lucaya Club, located 11305 Lake Lucaya Drive, Riverview, Florida 33579.

Present and constituting a quorum were:

Warren Keipper	Board Supervisor, Chairman
Ruth Brown	Board Supervisor, Vice Chairman
Ken Hoefle	Board Supervisor, Assistant Secretary
Bill Kidman	Board Supervisor, Assistant Secretary
Chrissy Nieves*	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions, LLC.
Michael Eckert	District Counsel, Kutak Rock, LLP
Phil Chang*	District Engineer, Johnson Engineering
John Toborg	Manager, Inspection Services, Rizzetta & Company, Inc.
Tyree Brown	Branch Manager, BrightView Landscape Services
Chase Michalak	Account Manager, BrightView Landscape Services
Representatives	ASI Landscape Management
Representative	Landscape Maintenance Professional, Inc.
Representatives	Yellowstone Landscape, Inc.

Audience	Present
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**Note (\*) – Attended via conference call.**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Dailey called the meeting to order and conducted roll call, confirming that a quorum was present.

47 **SECOND ORDER OF BUSINESS**

**Audience Comments**

48

49 Mr. Dailey asked if there were any audience comments, there were none.

50

51

52 **THIRD ORDER OF BUSINESS**

**Staff Reports**

53

54 **A. Landscape Inspection Services**

55

56 Mr. Toborg reviewed his first inspection report with the Board. Mr. Toborg noted  
57 roughly fifty-two (52) items of concern and questions regarding the services  
58 provided by BrightView. Mr. Toborg also identified the need for five (5) proposals  
59 but told the Board he preferred to wait to request them until after the RFP process  
60 is completed.

61

62 Mr. Toborg also requested that Mr. Chang review the right-of-way maintenance  
63 responsibility as it relates to the District and HOA.

64

65 **B. Aquatics Maintenance**

66

67 Mr. Dailey reviewed the report for the Board. Mr. Dailey stated he had a call about  
68 pond 7 and the issues with the way it looked and smelled. Mr. Chang stated this  
69 pond has been reviewed before and stated it was built correctly and is properly  
70 working. The Board asked Mr. Dailey to see if Cardno may have some options to  
71 help with the aesthetics and smell.

72

73 Mr. Dailey also noted he emailed Mr. Chang about another pond issue a resident  
74 had and he stated he will follow up.

75

76 **C. District Engineer**

77

78 Mr. Chang asked if the HOA has reviewed the proposed Tract E legal descriptions  
79 so he could proceed. Mr. Dailey stated it has been provided to Ms. Gordon the  
80 manager, but she stated the HOA Board has not reviewed it yet. The Board asked  
81 Mr. Dailey to follow up with Ms. Gordon again.

82

83 **D. District Counsel**

84

85 Mr. Eckert stated he found a local newspaper La Gaceta that qualifies for running  
86 the monthly meeting ad. Mr. Eckert stated he provided the information to Mr.  
87 Dailey. Mr. Eckert stated that there may be the option of posting ads to the county  
88 website in 2023 once the details of the new legislation get worked out.

89

90 Mr. Eckert stated that after reviewing the Blue Pacific License Agreements most  
91 of them are incomplete and require further items. Mr. Eckert stated he would like  
92 to come early to the next meeting and spend the day allowing resident to come to  
93 the clubhouse to address the missing items. Mr. Eckert said this way he can make

94 sure they are done properly and then he can record them. The Board agreed and  
95 Ms. Brown offered her assistant if needed.

96  
97 Mr. Eckert said he still has not received any information back form Meritus on  
98 possible fees owed back to the District for dissemination services. Mr. Eckert  
99 stated the costs to go after them for possible overbilling may not be worth it in the  
100 end and suggested the Board think about it for the next meeting. Mr. Eckert would  
101 not be working on the matter further without Board direction.

102  
103 **E. District Manager**

104  
105 Mr. Dailey reviewed the Egis site visit notes and stated he has secured the  
106 additional insurance for the wells and irrigation. Mr. Dailey noted the rest of the  
107 major items were HOA and he has provided the report to Ms. Gordon.

108  
109 Mr. Dailey stated he has applied for a safety grant from Egis for a maximum of  
110 \$1,000.00 if approved for the playground mulch that was installed.

111  
112 Mr. Dailey asked the Board if they had any questions or comments on the Action  
113 Item List or Park & Playground Report as presented.

114  
115 Mr. Dailey stated that Mr. Eckert agreed the required records of proceedings for  
116 the District could be kept on a tablet if made available at the HOA office when they  
117 are open. Mr. Dailey stated they can purchase a tablet not to exceed \$500.00 and  
118 that he can update the records as required. The Board agreed but asked Mr. Dailey  
119 to make sure the HOA is okay with keeping the tablet in the office and providing it  
120 to residents upon request.

121  
122 Mr. Dailey stated that Mr. Keipper and Mr. Hoefle qualified and ran unopposed, so  
123 they will remain in their two seats for another four-year term after the November  
124 elections. Mr. Dailey noted that Ms. Nieves current seat had no one qualify to run  
125 so the Board will need to appoint a Supervisor after the November election.

126  
127 Mr. Dailey reminded the Board they need to submit their Form-1 to the  
128 Hillsborough County Supervisors of Elections by July 1<sup>st</sup>.

129  
130 Mr. Dailey asked if anyone had questions on the May Financial Statements that  
131 were email out. Mr. Kidwell noted that they need to recode the power washing to  
132 the correct budget line.

133  
134 Mr. Dailey stated that Site Masters will either replace the current section of fence  
135 missing again and weld it in place or they can provide a gate with a price ranging  
136 from \$500.00 to \$1,500.00. The Board discussed the options, but a gate would  
137 require limiting access and they District cannot do that.

138

139 On a Motion by Mr. Kidwell, seconded by Mr. Hoefle, with all in favor, the Board approved  
140 a not-to exceed amount of \$1,500.00 for Site Masters to replace and weld the fence in  
141 place, for Spring Lake Community Development District.

142  
143 Mr. Dailey reminded the Board the next meeting will be on Monday, July 18, 2022,  
144 at 6:30 pm at the clubhouse.

145  
146 **FOURTH ORDER OF BUSINESS** **Consent Agenda Items/Business**  
147 **Administration**  
148

149  
150 Mr. Dailey asked if the Board had any questions regarding the consent agenda  
151 items. The Board noted a few corrections for the record on the meeting minutes for April  
152 5, 2022.

153  
154 On a Motion by Ms. Brown, seconded by Mr. Keipper, with all in favor, the Board approved  
155 the consent agenda items with the corrections noted to the meeting minutes for April 5,  
156 2022, for Spring Lake Community Development District.

157  
158 **FIFTH ORDER OF BUSINESS** **Consideration of Proposals Received**  
159 **for Landscape and Irrigation**  
160 **Maintenance Services**  
161

162  
163 Mr. Toborg handed out printed copies of various RFP related documents. Mr.  
164 Toborg stated that he received five proposals but the one from Juniper Landscaping was  
165 submitted late, so they did not open it, leaving the District with four qualified proposals to  
166 review and score.

167  
168 Mr. Eckert addressed the Board stating all the qualified proposals had minor  
169 irregularities and asked the Board to waive these. Mr. Eckert described the minor  
170 irregularities.

171  
172 On a Motion by Mr. Kidwell, seconded by Ms. Brown, with all in favor, the Board waived  
173 the proposal irregularities review, for Spring Lake Community Development District.

174  
175 Mr. Hoefle declared for the record that he works for Inframark, which works with  
176 BrightView on a few properties he manages. Mr. Eckert stated this was not a conflict by  
177 Florida Statute.

178  
179 Mr. Dailey noted that Ms. Nieves was having trouble hearing and may have  
180 dropped off from the conference call and meeting prior to the scoring of the proposals.

181  
182

183 Mr. Toborg proceeded to review the proposals with the Board, and they provided  
184 scoring to him as a group for each proposal. Once the scores were totaled, Mr. Toborg  
185 read the rankings in order of highest points: Yellowstone Landscape (93.84), ASI  
186 Landscape Management (90.26), BrightView Landscape Services (85) and Landscape  
187 Maintenance Professionals (82.78).  
188

189 On a Motion by Mr. Kidwell, seconded by Ms. Brown, with all in favor, the Board approved  
190 the rankings for the Request for Proposals for Landscape and Irrigation Maintenance as  
191 presented with, Yellowstone Landscape ranked first with 93.84 points, ASI Landscape  
192 Management ranked second with 90.26 points, BrightView Landscape Services ranked  
193 third with 85 points and Landscape Maintenance Professionals ranked fourth with 82.78  
194 points, for Spring Lake Community Development District.

195  
196 On a Motion by Ms. Brown, seconded by Mr. Kidwell, with all in favor, the Board authorized  
197 the Chairman to work with District Counsel to finalize the agreement with Yellowstone  
198 Landscape to start on August 1, 2022 and to send the thirty (30) day notice of termination  
199 to BrightView Landscape Service, for Spring Lake Community Development District.

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202 **SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Nora  
Grant Embankment Repairs**

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204  
205 Mr. Chang presented three proposals for the Nora Grant Embankment Repairs as  
206 follows; Site Masters was \$5,000.00, AP Civil was \$5,350.00 and Spearman Enterprises  
207 was \$14,555.00  
208

209 On a Motion by Mr. Keipper, seconded by Mr. Kidwell, with all in favor, the Board approved  
210 the proposal from Site Masters for \$5,000.00 for the Nora Grant Embankment Repairs,  
211 for Spring Lake Community Development District.

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213  
214 **SEVENTH ORDER OF BUSINESS**

**Consideration of Stormwater  
Management System Report**

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216  
217 Mr. Chang presented the Stormwater Management System Report to the Board  
218 which was filed with the county on June 20, 2022.  
219

220 On a Motion by Mr. Kidwell, seconded by Ms. Brown, with all in favor, the Board approved  
221 the Stormwater Management System Report, for Spring Lake Community Development  
222 District.

223  
224 The Board had no other items for Mr. Chang, so he left the meeting.  
225

226 **EIGHTH ORDER OF BUSINESS**

**Consideration of Termination of Lerner Agreement for Dissemination Services**

227  
228

229 On a Motion by Ms. Brown, seconded by Mr. Keipper, with all in favor, the Board terminated  
230 the agreement with Lerner for Dissemination Services for the Series 2017 Bonds, for  
231 Spring Lake Community Development District.

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233

234 **NINTH ORDER OF BUSINESS**

**Consideration of Draft Fiscal Year 2020-2021 Audit**

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236

237 Mr. Dailey presented the draft Fiscal Year 2020-2021 Audit which was provided by  
238 Inframark and completed by Grau & Associates. Mr. Dailey noted it was a clean audit  
239 overall. Grau & Associates did note two items, an observation that payments are not  
240 always made on time to vendors and that the Fiscal Year 2020-2021 budget was not  
241 amended within 60 days of the end of Fiscal Year 2020-2021 and needs to be amended.  
242

243 On a Motion by Mrs. Brown, seconded by Mr. Hoefle, with all in favor, the Board approved  
244 the Fiscal Year 2020-2021 Audit subject to final review by the Chairman and District  
245 Counsel, for Spring Lake Community Development District.

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248 **TENTH ORDER OF BUSINESS**

**Consideration of Halifax Solutions Proposal for O&M Mailed Notices**

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251 Mr. Dailey presented the Halifax Solutions proposal for 964 O&M mailed notices  
252 for a total \$2,569.21. Mr. Dailey stated there may be some additional savings if they can  
253 get it down from three pages to two with the printer.  
254

255 On a Motion by Mr. Hoefle, seconded by Mr. Keipper, with all in favor, the Board approved  
256 the proposal from Halifax Solutions for the O&M Mailed Notices for \$2,569.21, for Spring  
257 Lake Community Development District.

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260 **ELEVENTH ORDER OF BUSINESS**

**Consideration of FLCLASS Intergovernmental Investment Pool**

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263 Mr. Dailey presented the proposal from FLCLASS to allow the District to invest its  
264 Reserve funds in a higher yield trustee account instead of using a Truist savings account.  
265 Mr. Dailey stated other Districts use this and it meets the requirements under Florida  
266 Statute for investment options. Mr. Eckert had no issues with the proposal or documents  
267 for execution.

268 On a Motion by Ms. Brown, seconded by Mr. Hoefle, with all in favor, the Board approved  
269 the proposal from FLCLASS to set up and account with them for the Reserve and excess  
270 Operating funds, for Spring Lake Community Development District.

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273 **TWELFTH ORDER OF BUSINESS**

**Consideration of Proposals for District  
Website and Email Services**

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Mr. Dailey presented the proposal options for a new website and email services from Campus Suite, CommunityXS and Halifax Solutions. Mr. Dailey stated that Mr. Eckert has worked with CommunityXS and recommended obtaining a proposal from them. Mr. Dailey stated that his fee for assisting with the website set up will be the same with either vendor which is \$750.00. Mr. Dailey explained that CommunityXS is the only provider that offers both website and email services.

283 On a Motion by Mr. Kidwell, seconded by Ms. Brown, with all in favor, the Board approved  
284 the proposal from CommunityXS for a new website for a one-time fee of \$320.00 plus  
285 \$1,469.99 in on-going annual fees, and added email services for five (5) accounts for  
286 \$1,200.00 annually and the Halifax Solution fee of \$750.00 for website setup assistance,  
287 for Spring Lake Community Development District.

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290 **THIRTEENTH ORDER OF BUSINESS**

**Supervisors Requests**

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Mr. Keipper asked Mr. Eckert about the options for hiring on Mr. Horan in his prior role with the District. Mr. Eckert explained he has a field services agreement he just used in another District and that the Board could agree to contract with Mr. Horan for his services.

297 On a Motion by Ms. Brown, seconded by Mr. Kidwell, with all in favor, the Board authorized  
298 the Chairman and District Counsel to negotiate an agreement with Mr. Horan for his  
299 services, for Spring Lake Community Development District.

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Mr. Keipper stated that the weekly reports provided by Mr. Dailey were very informative and great. The rest of the Board also agreed.

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Mr. Brown asked Mr. Dailey to contact Ryan Homes to remove the socks blocking the drains and to clear the junk away from them.

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Mr. Hoefle asked Mr. Dailey to follow up again with Mr. Gordon reading access for the Board to the District owned property bend the gates. Mr. Dailey stated if it is not granted then Mr. Eckert will send a letter to the HOA Board making the request.

311

Mr. Hoefle also asked about the removal of the kayaks from the Egis report.

312 **FOURTEENTH ORDER OF BUSINESS**                      **Adjournment**

313

314 On a Motion by Mr. Kidwell, seconded by Ms. Brown, with all in favor, the Board adjourned  
315 the meeting at 8:54 p.m., for Spring Lake Community Development District.

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Secretary/Assistant Secretary

  
Chairman/ Vice Chairman