

MINUTES OF MEETING

BALLENTRAE HILLSBOROUGH COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Tuesday, February 12, 2019 at 6:30 p.m.

Ballentrae Clubhouse

11864 Thicket Wood Drive

Riverview FL 33579

Board Members present at roll call:

Amanda Cruz	Board Member
Michael Cole	Board Member
Robin Larson	Board Member
Timothy Peterson	Board Member

Also Present:

Jennifer Robertson	Excelsior Community Management LLC
Kenneth Tatka	Excelsior Community Management LLC
Patricia Cartwright	Excelsior Community Management LLC
Willie Reynolds	Resident
Kelli Reynolds	Resident
Melana Williams	Resident

FIRST ORDER OF ADMINISTRATION

Call to Order and Roll Call

The meeting was called to order. The Board Members and staff in attendance are outlined above.

SECOND ORDER OF ADMINISTRATION

Public Comment Period

Ms. Robertson explained that this comment period is for anything related to the items currently listed on the agenda that the residents that are here tonight would like to discuss. She explained at the end of the meeting there will be a second open forum where any topic can be discussed whether it was on the agenda or not. She asked if there are any public comments to please raise your hand and state your name and address for the record.

There were no comments during this portion of the meeting.

THIRD ORDER OF ADMINISTRATION

Consideration of minutes from the October 16, 2018 Continued Board of supervisors meeting, and January 8, 2019 Board of Supervisors Meeting

Ms. Robertson asks if the Board of supervisors have had a chance to review the October 16, 2019 minutes yet. Mr. Cole says he did, and he feels the errors are profound. Ms. Robertson recommends that the Board makes their suggested corrections and email them to her so they can be compiled and presented for approval at the next meeting. She agrees to send each Supervisor the PDF & Word versions of the October 16th minutes. Ms. Robertson mentions that there are previously approved minutes for Mrs. Cruz to sign tonight. November 13th, 2018 and January 8th, 2019 are being edited and will be given to supervisors upon completion.

FIRST ORDER OF BUISNESS

Consideration of Proposal for Janitorial services from Excelsior Community Management, LLC

Ms. Robertson reiterated that Ballentrae currently doesn't have a scope of work for their janitorial needs. She connected with Dragonfly Cleaning who did not have a signed agreement in place. Dragonfly sent over a generic proposal and were asked to rebid with a specific scope of work that was comparable to the ECM scope. Dragonfly submitted a proposal for the scope of work but later retracted the bid stating she didn't want to move forward with the District. Stating reason being she didn't want to do large items such as window cleaning. Ms. Robertson explained the biggest issue is that the owner of Dragonfly only has a workers comp. exempt form for herself but allows her daughter to conduct business for her from time to time, this is not an option. She also found it difficult to include supplies in the budget. Before she retracted the proposal, she had bid to \$50 a visit or \$150 a week.

Ms. Robertson requested Excelsior Community Management reduce their proposal from 3 days a week to 2 per the Boards request at the last meeting to hopefully find some savings. ECM did submit a proposal for 2 days a week and in doing so the price per visit goes up. At 3 days a week it is \$54 a visit, including all supplies except dog waste bags. Reducing it to 2 days a week is \$ 67.50 per visit.

Mr. Cole asks what they were previously paying for 2018. Ms. Robertson recalls the previous meeting minutes stating \$180 every 2 weeks. Mrs. Cruz points out that that did not include supplies, interior or bathroom trash, or pool deck. Ms. Robertson said she also reached out to another vendor she has worked with in the past however, they were not available to make a bid at this time. She spoke with Ken about the mildew areas on the deck that are of concern. He agreed it is something ECM's janitorial team could take care of over the course of a few visits. Mr. Tatka stated he feels they could get the problem areas up to par over the course of a month to month and a half. Mrs. Cruz asks if the pool furniture

is included. Mr. Tatka says it does. Ms. Robertson clarifies the scope of work for this proposal has stayed the same as the one they previously reviewed. The only change is the frequency from 3 days a week down to 2 days a week, Mr. Tatka agrees. She goes on to say with this proposal there will be no extra costs up front to get the community up to par, they would do it over the period previously stated by Mr. Tatka.

Mr. Cole points out the scope of work is more structured then they previously had and, in his opinion is a fair price. He and Mrs. Cruz discuss the price increase vs. the supplies and scope of work included. Mrs. Cruz asks if they could decrease it to 1 visit a week in the future if they wanted to. Ms. Robertson doesn't think that's possible due to the pet waste stations. The amount they are used, they really need to be serviced 3 days a week, but 2 days would be the minimum. She suggests starting at 2 visits a week and adding in the future if necessary but not subtracting. Ms. Larson notes that clubhouse rentals might go up during the winter. Mr. Tatka says that ECM took that into consideration on their proposal in the summer it tends to take more time for janitorial because of the increase in the pool usage.

Ms. Robertson points out the ECM bid is \$7,500 and the 2019 budget has \$9,000. There is already a cost savings due to what is not being paid to Fishkind anymore as far as copies, travel time etc. Mrs. Cruz asks for a copy of the budget. Ms. Robertson shares hers with the Board so they can all review it. Mr. Cole & Mrs. Cruz ask about updated financials for November and December. Mr. Tatka explains that as far as They can tell Fishkind didn't do anything with financials from October on. He says this makes it especially difficult for ECM to recreate being as they weren't involved. Ms. Robertson says Octobers are in, November is missing, and Fishkind cut checks for December but didn't do the backend. She notes Fishkind's accountant is being responsive, but they still need to send the November financials.

Mrs. Cruz mentions the line item for cleaning is called clubhouse cleaning and upgrades. She says Ballentrae has already spent a large portion of that on upgrading the floor so that needs to be taken into consideration on the janitorial budget. Mr. Cole says they saved when the clubhouse was closed and Ballentrae hasn't paid Mr. Henry since August. Mrs. Cruz agrees but says that differential went to their retainer. Mr. Cole says to just look at the line item for cleaning. Mrs. Cruz asks what line item the floor went under. Mr. Cole said it came from the Misc. line item because there was an overage there. Ms. Robertson says she can ask where Amber filed it, but it can be filed anywhere they want it, noting Mr. Cole is correct pointing out there is an overage in misc.

Mrs. Cruz asks about the cancelation notice, is it 30 days? Mr. Tatka says it is in the proposal, yes. Mr. Cole points out it is for 12.5 consecutive months to which Mr. Tatka confirms. Mrs. Cruz would still like to get a couple other janitorial bids. Mr. Cole points out that it is more, but supplies are included, and that cleaning will get done with ECM which wasn't happening previously. Ms. Larson says supplies themselves will be \$200 a month to which Mr. Cole replies it is a cost neutral increase. Mrs. Cruz and Ms. Keaton conclude it is a \$225 increase a month from their previous janitorial but Mr. Peterson points

out they no longer will have to worry about additional supply expenses. Ms. Keaton likes that ECM will do the dog waste stations and take the trash offsite for disposal. Ms. Robertson points out dog waste stations weren't included in the janitorial before. Swanson & Sons Lawncare was doing it as a favor to not lose the landscaping contract and they no longer want to do it. Mrs. Cruz says she not opposed to someone else coming to her with a bid & Mr. Cole points out ECM has been performing janitorial services for Ballentrae at no additional cost since September 2018 to which all agree.

On MOTION by Mr. Cole, seconded by Ms. Larson, with all in favor, the Board approved the Proposal for Janitorial Services from Excelsior Community Management LLC.

SECOND ORDER OF BUSINESS

Consideration of Proposal for Wildlife Signs

Mrs. Robertson says there are no signs ordered and nothing is in production. Dexter couldn't tell her who he got proposal from so she went to Signs Now of Brandon since they were used for the letters to ask if by chance, he had gotten the proposal there, but they did not have anything on record. She asked them for a proposal, and they were supposed to provide it by end of business today, but she didn't receive it. She brought two examples of signs from other communities. They are only examples of the types of signs available. They are not worded specifically for Ballentrae's needs. Mr. Cole asks if as a CDD, wildlife signs must be put up per state statutes. He wants to know if putting up wildlife signs provide any protection to the CDD if someone is bitten. Ms. Robertson points out it is unrealistic that they would be able to put up a sign for every risk in Florida, so no. She mentions that the signs help with trespassing situations, but they are not required. Mr. Tatka gave map points with suggested areas of placement for the signs based on his experience. Ms. Robertson recommends the aluminum blank with a digital print on the front. It is the lowest cost of the choices she brought. The back would be painted black and it would be mounted on a black post. The sign itself would be 24 inches x 18 inches and the sign, post, painting, and installation with a concrete footer is \$135. Ms. Larson asks if it is reflective and Ms. Robertson says yes. She goes on to say the other option is a black PVC sign with gold vinyl. This sign without installation is \$250. She offers a third option of getting a sign that is the style of the PVC one but made from aluminum, that one is \$280 not installed. Ms. Larson asks how long until the aluminum sign fades in the sun. Mr. Tatka says ECM just replaced a sign of that type for the first time after 10 years. Mrs. Cruz asks if the Board remembers the proposal Dexter had given them and no one does. She also mentions that Swanson and son offered to install the signs. Ms. Robertson reminds her that would be for a fee. Ms. Larson asks if they will interfere with landscaping to which Ms. Robertson say no.

Amongst conversation between the Board as to what the signs should say, Mrs. Cruz asks if the CDD is open to liability if someone fishing in the pond were to eat the fish. Ms. Robertson says you are always open to liability. The directors discuss options for what the

signs could say. Some things mentioned are No Trespassing, No Fishing, Caution Wildlife, Caution Nature, No Soliciting.

Mrs. Cruz recommends starting out with signs only in the more public areas. Mr. Cole recommends No Trespassing signs at the entrances, and 3 Caution Nature Signs within the community. Together, the supervisors decide on 2 trespassing signs, one at each entrance and 4 Caution Wildlife signs placed throughout the community. They give Ms. Robertson a map they have marked the 6 areas of installation on. Ms. Robertson asks to clarify the sign wording. Mrs. Cruz states the entrance signs are to say No Trespassing & No Soliciting and the wildlife signs should say Caution Wildlife. Ms. Robertson is going to ask Bush Ross about the wording to make sure since the roads are private there's nothing being overlooked.

On MOTION by Ms. Larson seconded by Mr. Cole, with all in favor, the Board approved ordering and installing 6 black and gold aluminum signs.

THIRD ORDER OF BUSINESS

Consideration of Proposal for Aquatics Maintenance

Ms. Robertson brings up that at the last meeting it was discovered that two separate vendors were working on the ponds. She was asked to reach out for proposals from each to handle both aspects. Aquatic Systems didn't return their proposal yet, but she has Horner Systems'. Ms. Robertson explains currently Horner is being paid \$525 a month and they essentially only keep the invasives from encroaching in the conservation area. Aquatic Systems is maintaining the 12 ponds at a rate of \$700 a month, they are paying \$1,225 a month for the two companies to do what one company can. The Horner proposal shows some cost savings at \$900 for full service. She recommends waiting for the Aquatics Systems proposal before a decision is made. She has nothing negative to say about Horner but has never personally worked with them, she has worked with Aquatic Systems and finds them to be just as receptive. Mr. Cole asks if it's possible to make a motion to approve whichever proposal comes in cheaper. Mrs. Cruz agrees if the proposals are comparable.

A resident asks why they would stay with the same companies if they aren't happy with them. Mr. Cole says that's because they weren't being managed before. Mr. Peterson asks about the growth in the pond and if they will take care of it. He was under the impression that Swanson and Sons was going to cut the overgrowth in the ponds. Ms. Robertson says she was told there are concerns with 2 & 3, but she thinks they look beautiful. She is more concerned with pond 11. Mr. Peterson is concerned with ponds 5, 9 & 10. He explains the mower drives next to the pond and reaches out with a tool to trim the grass like growth inside the pond. Mr. Reynolds states that they are not doing that. The only thing they do is cut the grass very close to the water. Ms. Robertson explains the landscaping vendors

should not be doing anything in the ponds. It needs to be handled by the aquatic's vendor. The current landscaping vendor, Swanson and Son is only supposed to weed eat up until the waters edge. He can be fined for getting clippings in or cutting anything in the pond. Mr. Tatka agrees the aquatics vendor should be maintaining the growth in the pond. Depending what it is. each lake has a littoral shelf and because it is a new community there isn't much vegetation on those shelves. If they are not invasive, they can grow, but if they are getting high, they could be Brazilian peppers or torpedo grass. If it is torpedo grass it needs to be acted on by the aquatics company. Mr. Peterson shows him a photo, from the photo it looks more like a spike rush which are beneficial and are good up to 3ft in the water. Unless you are not supposed to have a littoral shelf or if it something like cattails they need to be addressed. Mr. Tatka says he will look to see what it is and if it is able to be thinned out in compliance with SWFMD.

Mrs. Cruz suggests a sign be placed between ponds 11 & 12 also. Ms. Larson thinks that People will trespass if they want to regardless of signage, but Mr. Cole points out it could be helpful in holding people accountable. Mrs. Cruz says to keep the 6 signs they agreed on before and reevaluate later.

On MOTION by Mrs. Cruz, seconded by Mr. Cole, with all in favor, the Board approved the approval for the Aquatics vendor who comes in at the lowest price.

FOURTH ORDER OF BUSINESS

Consideration of Proposal for perimeter wall cleaning, repair and paint

Ms. Robertson says Dynamic Painting gave a proposal. They are the same vendor who painted the interior of the clubhouse. The proposal is for \$7,870. Mrs. Cruz asks if that is only including painting to which Mr. Peterson reads everything included. She would like to see more proposals. Mr. Peterson asks how they would provide Dynamic with water. Mr. Tatka explains there are valve boxes along the wall that hose bibs can be added to allowing for water access. Mrs. Cruz asks how much that costs. Mr. Tatka quotes approx. \$60. Mr. Cole suggests going ahead with the clubhouse work first to give time to evaluate the budget however, Ms. Larson reminds him the wall is currently obtaining damage. He asks what the trustee services line item is in the budget. Mr. Tatka says it is the Wells Fargo, it is for \$5,000. Mr. Cole asks about the district counsel budget of \$20,000. Ms. Robertson and Mr. Tatka agree that most likely will not be used. Mrs. Cruz asks if the proposal for painting the clubhouse from Dynamic includes the two mailboxes. Mr. Tatka says yes. Mr. Cole mentions that they have seen Dynamic's work and he feels it is cost effective. He asks if the 5 years warranty includes maintenance. Mr. Tatka specifies not cracking but if the paint fails. Ms. Robertson explains the wall and clubhouse need to be

on a regular maintenance schedule once this work is completed. Mr. Cole feels the pricing is fair, but he is concerned about what else they may need the budgeted money for.

Mrs. Cruz asks about other issues at the clubhouse including holes in the soffit that Mr. Tatka says is for someone to hang something from the two eyehooks inside. He suspects it will only be around \$16 to repair the soffit. Ms. Robertson points out that these are cosmetic issues and Mr. Tatka brings up their next big expenditure to is probably landscaping and the wall maintenance and paint need to be done prior then that. Ms. Keaton would like to see more proposals, but Mr. Cole thinks Dynamic's price is extremely fair. Ms. Robertson says she just worked with Dynamic in a different community they did the same work on a wall with much less damage then Ballentrae's and it was closer to \$9,000. She is surprised he bid so low and feels it is because they are trying to build a good relationship with Ballentrae. She tells everyone that there still isn't a firm grasp on the financials so even if they approve it today, it wouldn't be done and paid out until Ballentrae's finances were stable. Mrs. Cruz thinks they should get more proposals in the meantime, but Mr. Cole feels it has been going on too long and from his memory he feels the financials are in good shape. He feels comfortable moving forward with Dynamic's proposal because forming a professional relationship with a local company is important. Ms. Keaton and Mrs. Cruz would like more proposals. Mrs. Cruz mentions she knows a resident had their house painted for \$1,650 and she feels the clubhouse is the same size. Mr. Cole points out the difference is the wall has a great deal of damage. Ms. Robertson asks for the vendor name. Ms. Williams says they are called Presto. Ms. Robertson mentions 9 times out of 10 she finds company's charge less when they aren't licensed and insured correctly. After Mrs. Cruz and Ms. Keaton saying it wouldn't hurt to get more bids while they wait for the financials, Mr. Cole asks to get 2 more proposals before the next meeting.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for painting the exterior of the clubhouse

Covered with the fourth order of business.

SIXTH ORDER OF BUSINESS

Ratification of Agreement for the Pool Deck Repair by Excelsior Community Management LLC

Mr. Tatka was asked to find the NTE amount he and Mrs. Cruz discussed. He began to look this up in his laptop as Ms. Robertson moved on to the next topic. While discussing 7th order of business Mr. Tatka was asked a question and was distracted from looking up the exact amount. Since this topic was not finalized it will remain on the agenda for the next meeting.

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SEVENTH ORDER OF BUSINESS

**Ratification of Agreement for the
for Clubhouse mold remediation by
Paul Davis \$3,430.21**

Ms. Robertson explains this is to approve the vendor used to clean the clubhouse.

On MOTION by Mrs. Cruz, seconded by Ms. Keaton, with all in favor, the Board approved Paul Davis as the mold remediation specialist.

EIGHTH ORDER OF BUSINESS

**Ratification of Payment
Authorization No. 160 & 161**

Ms. Robertson explains they were both already approved by Mrs. Cruz. Mr. Cole asks what the Signs Now invoice is for. Ms. Robertson tells him it was for the Ballentrae Letters. Mrs. Cruz clarifies to the other supervisors Hopping Green & Sam's last invoice was because Fishkind was using them for things they could have been doing. Mr. Cole asks what Navitas Credit core is. Ms. Robertson explains it is the playground, the CDD leased the playground for over \$30,000. Mr. Cole asks if the CDD paid for the removal and replacement of the monkey bars. Ms. Robertson suspects they did however Ms. Larson said according to Mr. Henry it was donated. Mr. Cole asks about the Admin Fees from US Bank. Ms. Robertson explains that's the trustee's bank admin fees. Mr. Cole asks about the vacpak, Ms. Robertson says Apollo Pools called her to say the vacpak on the pool pump was going bad and sent her photo evidence and replaced it. Mrs. Cruz asks if she has never seen the Navitas Credit invoice before because it was on auto draft. She has never approved it before. Ms. Robertson says according to Jane it was budgeted as a capital expenditure. She will be asking the CPA about these specifics because they are unusual. Ms. Keaton asks when the installments started. Ms. Robertson says it is a 5-year lease that probably started within a month of the installation of the playground. Mr. Tatka says that is an issue Amber has run into, ECM wasn't provided the information on the lease information by Fishkind and the CDD may be liable for taxes.

Ms. Robertson explains ECM has just gotten access to Ballentrae's accounts within the last week. Amber will now be able to start to produce financials based on statements and balances she should start to receive. If Fishkind doesn't send over the November financials, Amber can recreate them, but it is going to be a timely process.

Mrs. Cruz asks about the Fishkind December misc. fee. Ms. Robertson says it is for travel time, printing packages and rental car. Mr. Cole asks if they are flush with payments to Fishkind. Ms. Robertson says no, they are withholding one invoice. Mrs. Cruz recommends continuing to hold it until they get what Ms. Robertson has asked for including supporting documents. Ms. Robertson confirms she has been pushing back, noting they do need to take off the charge for the incorrect ad they placed in the Business observer.

On MOTION by Mrs. Cruz, seconded by Mr. Cole, with all in favor, the Board approved Payment Authorizations 160 & 161.

NINTH ORDER OF BUSINESS

Request for proposal for District Engineer.

Ms. Robertson is going to speak to Bush Ross to clarify but she and Mr. Tatka cannot find any statute requiring that they have an engineer. She isn't saying they don't need one but there are different types. There isn't any major infrastructure that the CDD owns that they would need an engineer for. The biggest thing they may need one for is the SWFMD inspection in the future. She and Mrs. Cruz discussed that if they do need one it would probably be better to have them on an as needed basis only.

Mr. Cole asks if an engineer is who approves fences. Ms. Robertson explains for personal homes, the HOA is responsible for fence approval. Ms. Keaton points out an engineer is more needed for things like sinkholes. Mr. Tatka explained most CDD's are larger with roads and bridges they are responsible for. Ms. Robertson doesn't recommend a request for proposal of engineer at this time unless the Board or District Council disagrees. Mr. Cole points out that could potentially save approx. \$850 a month. Mr. Tatka brings up the SWFMD inspection would probably be only about \$650. Ms. Robertson says a lot of things can be taken care of by current landscaping vendors if SWFMD finds any issues.

TENTH ORDER OF BUSINESS

Staff Reports

District Manager-

Clubhouse Punch List: Dynamic Painting was unable to do interior paint touch up because the floor was being worked on at the time. They will have the touch ups finished including patch repairs by next Friday. Window valances are at the ECM shop and will be installed. Mr. Tatka says inventory of the storage offices hasn't been taken yet, but it is on the list to complete. Ms. Robertson asks Mr. Tatka about getting the supervisors each a set of clubhouse keys. Mr. Tatka explains he recommends rekeying the whole clubhouse with unduplicatable keys. This will make every door work with one key and each supervisor would have a copy. The Board agrees. Mr. Cole asks if the back gate has been fixed yet. Mr. Tatka says not yet, and Mr. Cole asks for it to be added to the list of things to do. Ms. Robertson says the gate is high priority and will happen before or at the same time the clubhouse is rekeyed.

Pool Rules Sign & Meeting Signs: Ms. Robertson shows a photo of a metal sign that will be placed at each entry point to make the residents aware of the CDD meetings in advance. Ms. Robertson brought photos of 2 aluminum pool sign examples so the Board can see what could be made for them if they choose. They are 3ft x 2ft. She says they will have the Ballentrae logo and pool rules adjusted to their deed restrictions in digital print. The sign runs about \$589, making it a large investment. Ms. Keaton asks how many they need, and Ms. Robertson and Mr. Tatka agree only one is required and should be on the wall of the clubhouse, so it is protected from the elements. Mr. Cole thinks one may be good on the fence as well and asks if they could do one now and get another later if they decided. Ms.

Robertson says yes. Mr. Cole asks about removing the sign for painting. Mr. Tatka explains it is easily removable with the stainless-steel hardware that is used. Mrs. Cruz wants to know if they can in the future, put a bulletin board back by the pool rules as well. Ms. Robertson says yes. Mr. Peterson mentions the bulletin board would be better placed by the water fountains as to not disturb residents at the pool. Ms. Robertson points out that may be a good use of clubhouse rental income. The pool rule sign will take some time to produce. Mr. Peterson asks if its possible to buy the rights to the digital Ballentrae logo to save on future artwork fees. Mr. Tatka says yes, the digital file comes with these pool signs. Ms. Robertson brings up that Amber is also able to make digital art work and letterheads. Mr. Cole asks about getting signs for the community yard sale and Ms. Robertson says yes and recommends snipe signs.

Landscape Vendors: Ms. Robertson has been working on proposals for new landscape vendors per the Boards request but is hesitant to jump ship with Swanson & Son. The large grievance that they had with Swanson was the back area not being mowed, when Ms. Robertson went to the area with Mr. Swanson it was clear that there isn't a way for any contractor to easily gain access to it. A previous vendor must have laid wood beams to use for crossing, but they weren't visible to Mr. Swanson the first time they went out there because they were under water. Now that Mr. Swanson knows that's there, they will continue to use them. Ms. Robertson points out that in the summer though, there are going to be times when the wood is under water and they are unable to access it. They discussed having two men walk it and weed eat the area which would take an entire day and cost approx. \$100. The wood is also a potential SWFMD violation for creating a blockage of water flow from the pond to the conversation area. Ms. Robertson suggests that the Board considers purchasing removable ramps so whoever their landscaper is, they can use them to safely cross the area to mow. Mr. Cole asks if concrete could be added. Ms. Robertson says a permit modification would probably be possible. She just recently worked with another community who did for approx. \$25,000, so investing in ramps would be more cost effective. Mr. Tatka says the ramps run approx. \$140 a set and they would also have to purchase storage for them so they could be locked and accessed by the landscapers. Ms. Robertson said they will look more into pricing. She recommends monitoring Swanson & Sons but keeping them on because they are being very receptive. Mr. Cole asks if ECM knows how much other communities are spending on landscaping, since the budget seems high. Ms. Robertson says she has gotten proposals for less and one comparable, but they have a lot of mowing, ponds and unique areas to mow. Mr. Cole says unless you come to the meetings you wouldn't be able to tell they switched landscaping contractors. Ms. Robertson asks the reason the previous vendor was let go. Mr. Reynolds says because they weren't doing any work. Mr. Cole & Mr. Peterson explain they weren't being managed. The landscapers could tell Fishkind they were mowing and Fishkind would take their word for it instead of following up. Ms. Robertson asks, if you can't tell they have a new landscaper, is Swanson skipping work as well. Mr. Cole said no, it just doesn't look nice. Ms. Larson adds, there's no pretty. Ms. Robertson reminds the Board that Mr. Tatka mentioned their next big investment is going to be landscaping and Mr. Swanson is eager to update it. Mrs. Cruz mentions that there is a lot of grass clippings in pond 12. Ms. Robertson explains she has spoken to Mr. Swanson about this. Unfortunately, because of

the proximity of the ponds to people's yards, clippings either go into the pond or into their yards. Mr. Cole asks if Swanson can collect them. Mr. Tatka mentions they can be asked to put a mulcher on the mower to help contain the clippings.

Pool Lift: Ms. Robertson states Bush Ross said the ADA rule about the pool lift was before 2015. The pool permit she and Mr. Tatka found is from 2015 and the ADA lift isn't on the it, so it wasn't required at that time the pool was inspected and received the seal. There could have been an exception made because the rentals are very low. They could have given an exception like what they do for a condo or HOA. Webb at Bush Ross wants to do more research into it.

Last month it was questioned if Jason was going to investigate it. Ms. Robertson says the minutes are interesting in that they talk about a topic in one area and then a few areas later, the same topic, that Jane & Jason were told to do something with was tabled. She can see how they could have been confused. She does know that Jason didn't do anything with it, and they weren't billed for it. Ms. Keaton asks if they got an exception then is the CDD not required to have one. Ms. Robertson says potentially but if they didn't, she doesn't want to wait until someone requests it, so they are being proactive.

Clubhouse Phone Line: Ms. Robertson says that today, while looking at the spectrum bill for the clubhouse, she discovered there is a phone line they are being charged \$50 a month for. She assumes that was used when Mr. Henry worked here. Mr. Cole and Ms. Keaton say it should have been taken off in September when they told Fishkind to remove it because the clubhouse was closed. Mr. Cole asks if it is needed for meeting purposes. Ms. Robertson says no, WIFI can be used for that. Mr. Tatka is going to check the WIFI tonight so to be properly set up for the next meeting. Mr. Cole asks if the security cameras are functioning. Ms. Robertson explains ECM has never had access to them but that is something else Mr. Tatka will investigate tonight. Mr. Tatka says the DVR is running and all cameras are connected he just hasn't hooked a monitor to it yet to see what its recording. Mr. Cole asks if that can be done for the next meeting. Mr. Tatka says its on his list for tonight, and he has the gate computer to set up 3 fobs he has tonight.

Bank Access/Financials/1099: Ms. Robertson goes over again that bank access was just granted last week. Financials were spoken about earlier. Supervisors payments for the last meeting will be going out with the check for this meeting to go out in the morning. Ms. Robertson asks if the Board had to fill out financial disclosure forms when they started. They say yes. Ms. Robertson asks if their socials were included, they say yes. She said she is going to double check the records so Amber can cut the 1099's.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mr. Peterson asks if they are going to get email access. Ms. Larson asks if he has used his Board member one, he says he never got a response. Mr. Tatka says he sent an email to VGlobal Tech to reset all the emails and passwords so he can get them access.

Mr. Cole asks if the forms and information on the website can be organized and updated. Ms. Larson agrees. Mr. Tatka says it's a challenging process because every time he updates anything, he must email the VGlobal Tech so they can make it ADA accessible. Mr. Cole asks how long the old information must be up on the site. Mr. Tatka says they need to keep a permanent record. He can control the platform it is WordPress, but he doesn't have the ability to make it ADA compliant. Mr. Cole asks if there is a local company they could switch to. Mr. Tatka says they would need to pull the whole platform and move it somewhere else which may be an option this year but he's working on the website now just trying to get through the start up stuff and has been making changes. He can see all the emails which keeps them in compliance if someone needs to see emails they are on the server as public record.

Mrs. Cruz asks if pool hours can be extended because the sun is setting later. Mr. Tatka says yes, he will change it tonight from 5pm to 6:30pm. She asks if clubhouse rental can be done via the website. Mr. Tatka says the information on how to contact ECM for clubhouse rentals can be posted outside. Mr. Cole asks about a running calendar. Ms. Robertson points out it being hard to update with cancelations and it's just easiest for residents to contact the ECM office and they keep a master copy. Mr. Tatka says he can put a calendar on the site to show the dates it is reserved but he doesn't have the ability for people to reserve it on the site. Ms. Keaton clarifies that the CDD handles the clubhouse not the HOA. Mr. Tatka says yes, the clubhouse is owned by the CDD.

Mr. Cole asks if the parking spaces for the clubhouse are considered county roads. Ms. Robertson says no they are CDD. Mrs. Cruz said that's how they can enforce parking there. Ms. Larson asks how they go about enforcing the parking. Ms. Robertson said ECM has already started but the sign saying "No Parking Overnight" makes it difficult to enforce. At some point they need to define the hours. Mrs. Cruz recommends it be done during the formal meeting on the fees so they can be released all at once. She then asks is there a way to do mass mailings or emails, what is the best way to update the community with documents. Ms. Robertson says after it is approved, it will be snail mailed and an affidavit signed. Mr. Tatka explains that when someone logs into a website and opts into emails it is normally on a private site. Because all CDD information is public record, the email list would be available to any who wanted it even solicitors. Mr. Cole thinks a mailing about the change should include the CDD documents. Ms. Robertson feels that's unnecessary, a resident could contact ECM for a copy via PDF or printed for a fee. She points out a copy of the district documents should have been given to the owner at closing. When they do a mailing for the changes, they are making they could include something saying if you have misplaced them or need a new copy contact ECM. Mr. Cole asks if there could be more

communication via email. Ms. Robertson says yes, absolutely. It will be much easier for her to update them when the emails are up and running.

Ms. Robertson asks if the audience has any items.

Willie Reynolds 12512 Ballentrae Forest- asks who takes care of the mosquitos. Ms. Robertson says it is the county responsibility. Mr. Reynolds says they will not come on private property without permission. Ms. Robertson agrees, they will come inside the community and spray from the streets. Ms. Larson asks if he is asking them to spray the lakes. He says yes, he was asking the county to spray the lakes and they said no they will only do the perimeter. Ms. Robertson said that's correct, they give an option to provide fish. Mrs. Cruz asks if Ms. Robertson can investigate and she says yes.

Ms. Robertson asks if there is anything else. The audience says no.

Ms. Robertson says the Board asked her in the last meeting about Jason making Board of Supervisors binders together with the statutes but that never happened. She says they were never billed for it. She feels ECM can do it for them if it is something they really want, or she can ask Bush Ross. At the October 4th meeting Dexter spoke about getting HVAC company to add a dehumidifier and that was tabled. There has been no action since. Jane said the district insurance adjusted came out and were supposed to provide a report about the area and a copy of the cornerstone letter denying repairs, but she doesn't have that yet.

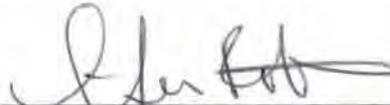
Mr. Cole mentions he doesn't feel the dehumidifier is necessary, Ms. Robertson agrees, and Mrs. Cruz thinks it probably had something to do with the carpet getting wet.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments.

ON MOTION by Ms. Cruz, seconded by Mrs. Keaton, with all in favor, the Board adjourned the February 12, 2019 Board of Supervisor's Meeting for the Ballentrae Hillsborough Community Development District.


Secretary / Assistant Secretary


Chairman / Vice Chairman