

MINUTES OF MEETING

BALLENTRAE HILLSBOROUGH COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING

Tuesday, May 14, 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
Shamekia Keaton	Board Member

Also, Present:

Jennifer Robertson	Excelsior Community Management LLC
Kenneth Tatka	Excelsior Community Management LLC
Patricia Cartwright	Excelsior Community Management LLC
Ted Swanson	Swanson & Son Lawn Care
Jenny Owens	Resident
Jassira Cuevas	Resident
James Jeffries	Resident
Gary Mulhearn	Resident
William Depugh	Resident
John Kazmierczak	Resident
Rosa Peralta	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 asks if there are any public comments currently. Mr. Jeffries asks who everyone present is. Ms. Robertson introduces herself, Mr. Tatka and Ms. Cartwright. The

Board goes down the table and introduces themselves. Mr. Cole also explains this is a CDD meeting and separate from an HOA meeting.

THIRD ORDER OF ADMINISTRATION

**Consideration of minutes from
the April 9, 2019 Board of
Supervisors Meeting**

Ms. Robertson mentions that she emailed it to the supervisors and got no feedback via email. Ms. Larson mentions she didn't get the email so she would like time to review them. Mr. Cole says he didn't get the email either. Ms. Robertson will send them again.

On MOTION by Mr. Cole, seconded by Mr. Peterson, with all in favor, the Board approved the minutes from April 9, 2019.

FOURTH ORDER OF ADMINISTRATION

**Landscaping Proposal from Ted
Swanson of Swanson & Son.**

Ms. Robertson introduces Ted Swanson. She spoke with him last week about enhancing the monuments and he has brought the proposals for the Board to review.

Mr. Swanson starts off by explaining in making these proposals he revisited the original contract. In doing so he finds that there were to amounts on the contract \$49,056 yr. & \$58,456 yr. The higher one from if annuals would be installed 4 times a year. Since the previous District Manger agreed to planting the annuals within the first 30 days of the contract, Swanson & Son started with the higher amount. Through a clerical error on Swanson & Son's part admittedly, he continued to bill for the higher contract even though they didn't go trough with it. He explains that Swanson & Son has billed the District \$4,871 a month instead of the correct \$4,088 for the past 8 months. To correct the issue, they will only charge \$2,522 for the 4 remaining months of the contract making the total year billed for \$49,056 for the contracted year.

Turning to the proposal packets he has brought he explains that Design 1, 2 & 3 all include annuals that would be changed 4 times a year. That means the monthly amount would go back up to \$4,871 that they were being charged previously. Design 4 is slightly cheaper because the Ixora plants in it are perennial not annual meaning they last much longer, and they will not be changed every 4 months. They would also use Robellini Palms in Design 4 instead of the Nellie Stevens Holly because they will only need 4 palms instead of the 6 Nellie Stevens.

Ms. Robertson explains that when she met with Ted she made it known that it is important to the District to frame the Ballentrae lettering and the "B" s on the columns and not to cover them. Which he did a good job showing in the Design examples.

Ms. Swanson explains that these design photos represent a 6-month growing period for the permanent plants "hedges" and they would have some spacing when they are initially put in, growing together over the first 6 months. He also points out that it does include 1500 square feet of new St. Augustine sod however, there is a challenging area that gets a high amount of foot traffic from the bus stop. He suggests if they want to replace that sod do it during the summer when the kids are out of school giving it two months to grow or they can continue to kill the weeds and feed the sod that's there. In his opinion there is a 50/50 chance for that area with either choice. If he was the one o choice, he would not re sod and just continue to work on growing what they have got.

There are 2 options for the Traffic Island. Island option 1 includes Ixora & Podocarpus. Island option 2 includes Firebush, both include Juniper. Mr. Cole asks if the credit from the over payment for the last 8 months (\$6,264) could be used towards these costs for the monument enhancements. Mr. Swanson starts the explain Design 4 wouldn't include the annuals in the budget. He goes on to explain that includes Ixora's that bloom most of the year and are green when they aren't blooming, and they do not need replacement like the annuals. Ms. Robertson explains that if they went with Design 4 they would have a one time credit that they could possibly use towards the plantings and the monthly bill would be reduced to the \$4,088 or they could keep the bill at \$4,871 if they choose an annual design and still have a credit that Mr. Swanson may allow them to use towards their installation costs. Mr. Swanson also guarantees that the price will not go up from the quote, but it may go down if not as many plants are needed.

Ms. Robertson asks about micro irrigation for the annuals. Mr. Swanson says there's nothing they need to do. The drip lines will have regulators. Ms. Robertson brings up concerns with over and under watering. Mr. Swanson reassures the District that there will be no issues with overwatering. He states that if it dies because of over/under watering, missed irrigation, insects, anything S & S could have controlled, they will replace it on their own dime.

Mr. Swanson brings up concern with a magnolia by the entrance. He thinks it probably was under watered when it was first put in and thus will never grow correctly. He recommends either replacing it or cutting it down, so it doesn't throw off the new monument plantings. The Board agrees to cut it down. Mrs. Cruz asks if the magnolias in front of the clubhouse need to be replaced and Mr. Swanson says yes at some point they will. They aren't going to get any better, he would charge approx. \$475 each to replace all the magnolias at the clubhouse at once but recommends replacing them with a Nellie Stevens Holly or Red Cedar if they decide to do so.

Mr. Tatka brings up concerns that nematodes have been infesting Ixora's in the Riverview area and suggests staying away from the standard Ixora. He has had some success with the Maui Dwarf Ixora and Nora Grant Ixora but the standards

have been wiped out by the nematodes. Mr. Swanson says that they “crank up” the pest control during certain times of the year and have not lost anything this year. They have in the past and again, he guarantees that if something is taken out for pests, he will foot the bill for the replacements, but he would be fine with using the dwarfs instead.

Ms. Robertson asks Mr. Swanson that by June 4th he supply them with an updated cost for Design 3 with the Robellini Palms and 2 updated suggestions with photos for the island with costs. She can share that information with the Board so they can be prepared to vote on it at the June 11th meeting.

Mr. Swanson agrees and adds he will put the plantings on the schedule now for the Island so they can move forward quicker once they come to a decision on at the June 11th meeting. Mrs. Cruz confirms that he will be willing to put the over payment that the District has made towards the planting payment. He says he will have to do the math, but it shouldn't be a problem. He would then offer an additional 5% off if they offer 45% materials draw.

Mr. Swanson leaves the meeting.

Ms. Robertson mentions the Board was given a balance sheet in their packets and they should review it and feel free to ask questions. The April Financials will be mailed out at the end of the week. They usually come out around the 15th of the next month.

FIRST ORDER OF BUSINESS

Consideration of Proposal for District Engineer

Ms. Robertson explains the District has 2 SWFMD permits that went operational April 1, 2016 and they are on a 5-year renewal. She spoke to CES Engineering, she works with them predominately for SWFMD renewals in her other communities. They are going to put together an as needed proposal with an hourly rate for them. That will be emailed to them before the next meeting.

SECOND ORDER OF BUSINESS

Consideration of Proposal for Pool Vendor

The Board is given 3 proposals for pool vendors for 2 days a week and the current vendor, Apollo Pools proposal for 3 days a week. Mr. Cole asks what days a week Apollo Pools comes. Ms. Robertson says Monday, Wednesday, and Friday. Mrs. Cruz asks if they have been having issues with the current vendor. Ms. Robertson explains there was a little misunderstanding when the pool gate was locked however that has been remedied and she has found no issues with the state of the pool. ECM has janitorial and parking team members on top of Ms. Robertson herself who check the pool and water clarity doesn't

seem to be an issue anymore. She will keep on top of it though with the summer months and increased usage coming up.

Mrs. Cruz asks if Apollo Pools can revise their bid for 2 days a week so it can be more comparable with the other bids. Mr. Cole suggest tabling it until then. Ms. Robertson agrees. Mr. Cole asks if they are under contract. Ms. Robertson says yes, and it includes a 30-day cancelation clause.

THIRD ORDER OF BUSINESS

Consideration of Proposal for DVR System and Fishkind Invoice

Mr. Tatka explains they have the option to only replace the DVR because all 5 cameras are still in working order. The cost of replacing only the DVR would be approx. \$800. However, the best option in his opinion is to upgrade and replace the entire system. They would add additional cameras, giving coverage to every corner of the clubhouse as well as the entire pool deck and the parking lot/ mailbox area. To install a system like that would be approx. \$3,270. Mr. Cole asks about monthly maintenance cost to which Mr. Tatka answers there isn't any. It would be a cloud-based system so they could view it anywhere and it would be stored on the DVR. They would workday and nighttime and would-be high-quality camera's like he showed the Board at a previous meeting. The cameras, DVR and maintenance would be warrantied for a year so after that they may incur costs if any repairs are needed. The third option would be to choose a lease option where they would have a third-party company lease them cameras and that company would take care of any maintenance needed.

Mr. Cole asks what the timeline is for install. Mr. Tatka says it will take about 3 weeks depending on the vendors schedule. Ms. Keaton asks how much the lease option is to which Mr. Tatka replies it is a monthly cost of \$485. He goes on to explain that they have the locations for the new cameras already laid out so that the entire area is visible. Mr. Cole suggests making a policy for the CDD members who want to view the video footage. Ms. Robertson will create a policy for their review.

On MOTION by Mr. Cole, seconded by Mrs. Larson, with all in favor, the Board approved purchasing and installing a new camera and DVR system.

Ms. Robertson explains that Ciara from Bush Ross emailed and said that the Fishkind invoice expenses are mostly valid. She notes they also heavily discounted the invoice already from \$5,287 to \$2,707. Bush Ross see's two options, the CDD can hold off payment and see how Fishkind reacts or pay the invoice minus the DVR only cost of \$800. Ciara suggested when they send that payment to send them a letter explaining the discounted costs and include a copy of the DVR invoices. Her opinion is to pay the invoice minus the DVR costs.

On MOTION by Ms. Keaton, seconded by Mr. Peterson, with Mr. Cole opposed and all others in favor, the Board approved paying the outstanding Fishkind invoice minus the cost of a replacement DVR.

FOURTH ORDER OF BUSINESS

Ratification of Payment Authorization No. 166, 167 & 168

Ms. Robertson explains that in their packets are a simplified view of the payments and she has itemized invoices for them to view if they would like. Mrs. Cruz asks is 167 is already paid to which Ms. Robertson says yes. She passes out the invoices for the Board to look through and asks Mrs. Cruz to sign them when they approve them.

Mr. Peterson asks about accessing the clubhouse Wi-Fi. Mr. Tatka explains that the clubhouse has a Spectrum Secure hotspot that any member can use by logging in to their Spectrum account. Ms. Keaton asks why they pay for Wi-Fi at the clubhouse if there isn't a guest open connection. Mr. Tatka and Ms. Robertson explain that the Wi-Fi that is paid for at the clubhouse is a private account for the camera and security equipment. Giving open access to that account opens the District up for liability if someone connected to its account used it for illegal activity. They will need to pay for an additional, separate Wi-Fi server for guest access. Mr. Depugh explains from the audience it wouldn't be secure to have a guest log in on the same connection regardless of the username they are on. It will still identify to the Districts security system router. The router is unable to specify guest vs The District. With his expertise he recommends not intertwining the two.

Mr. Cole and Mrs. Cruz ask for a quote on having another router with Guest Wi-Fi access. Ms. Robertson agrees.

On MOTION by Mr. Cole, seconded by Mr. Peterson, with all in favor, the Board approved Ratification of Payment Authorization No. 166, 167 & 168.

STAFF REPORTS

District Manager-

1. Speed Limit Signs – Ms. Robertson references the map of speed limit and stop signs in the Boards packets. She mentions that in her experience with Mr. Tatka, speed limit signs tend to cost a lot of money and not change the behavior of the residents. In their opinion, to make an impact in slowing down people in the community it would be best to add additional stop signs as outlined in the map. They would have to work with Hillsborough County to see if they would incur any of the costs on adding them. Mr. Tatka points out that even if people don't stop completely, they will at minimum slow down multiple times through the community.

Mrs. Cruz points out that she has brought adding stop signs to the county and they seemed receptive. She is in favor of adding them. Ms. Robertson gives an example from one of the HOA's she works with. They added 2 stop signs and it significantly changed the behavior and slowed down drivers in the community. There is some

general discussion on the stop signs and the board asks Ms. Robertson to work on adding the stop signs with the county.

2. Bike Rack – The thought process was to add a bike rack so that kids stop locking their bike to the signs and poles by the bus stop. Mr. Peterson mentions he talked to some of the parents and they said that the kids are only using the signs because there isn't a bike rack and another homeowner has offered to donate a bike rack to the District. Ms. Larson mentions she spoke to one of the bike riders and he said he wouldn't use the bike rack because it would be too far away from the bus stop. Ms. Robertson says that you will find that with anything. The district can't stop the riders from using the signs, but they can offer the bike rack as an alternative. Unfortunately, there isn't CDD property closer to the bus stop where the bike rack can be placed.

Ms. Robertson points out that since the rack would be donated, they will only have to worry about installation costs because a foundation will have to be made to attach it to.

On MOTION by Mr. Cole, seconded by Mrs. Cruz, with all in favor, the Board approved installing the donated bike rack.

3. Budget – Ms. Robertson explains this is only a first look of the budget. The CDD operates off two, the operating/management and the debt/bond budget. She didn't print the debt services budget because there is no changing it. She has that and the operating one in an excel file she will email them. Mr. Cole points out a typo on the home count to Ms. Robertson. She goes on to explain that the column to the right in red can be manipulated on the spreadsheet she will send them. Anything in black she has already adjusted, and the ones highlighted in yellow are her suggestions. There are items that need to be added and adjusted such as pet waste disposal. She also spoke to the fact that she and Ken discussed that they haven't established reserves which would be used towards things like the cabana roof and parking space roads the CDD is responsible for. Mr. Cole asked if that's what the contingency line item was for. She says the contingency can be used for anything, but these are things they need to budget for because they know the maintenance will be needed. She explains the line items that are going to be zeroed out are going to be reused but they will try to keep it as stagnant as possible.

Ms. Keaton suggests everything that is pulled as overage be moved into a reserve account. Ms. Robertson explains a life expectancy chart needs to be made to find out how much needs to be saved in what amount of time.

Mr. Cole asks about a Depreciation value line item. Ms. Robertson explains that there isn't depreciation value in their assets such as the pool cabana only future maintenance costs. Ms. Robertson makes clear that some of the line items on this

very raw budget are still overfunded and the money needs to be moved to more specific line items.

Mr. Cole asks where the clubhouse rental fees are going. Ms. Robertson says into the operating account. He asks if it can be made into a budget line item. She explains it will be in the financials that way but not in the budget because the amount coming in cannot be predicted. They will be able to see the amount in the monthly financials and they can make decisions as what to spend that money on, things like wish list items. Mr. Cole suggests cutting the supervisor fees in half. Ms. Robertson says that they can budget for the legal amount and in the future, they can choose to take less. Ms. Robertson asks that they send her wish list items so she can build them into the budget as a potential project, she gives painting the outside of the clubhouse as an example. Ms. Larson says the vacant lot is an issue they will need to address. Ms. Robertson says the last time she talked to the developer they were willing to tuff the vacant lot. She thinks best case scenario the developer will put Bahia grass on it which is low maintenance.

After they give her their wish lists Ms. Robertson can send them a more accurate budget that they can help fine tweak.

4. Website – Mr. Tatka says he again has control of the website. He has been told that the program that makes the emails work isn't working. Mr. Cole and Ms. Larson do not get the emails on their Gmail accounts from ECM and think there is an issue there.

FIFTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mrs. Cruz asks that the proposed budget goes up by June 4th so the members can review it before the June 11th meeting. Ms. Robertson and Mr. Tatka say they can post them, but they can guarantee that they will get them ADA compliant because the vendor does that. Ms. Robertson suggests that Mrs. Cruz post on Facebook that the membership can email the Ballentrae email and ECM can send them a PDF version.

Mr. Cole asks about a call-in number for the meeting. Mr. Tatka says yes, there is an 888 number to call that will be posted with the agenda and proposed budget so the members will have that information. The call-in number will stay the same, but the meeting number and code will change. It is only active 20 minutes before and after each meeting.

Mrs. Cruz explains the snipe signs that people saw for this meeting are only temporary. They will be used as additional signage but are not the ones that were ordered. The pool rules sign is the last to go up.

Ms. Larson mentions people are constantly asking who to contact about the clubhouse. Ms. Robertson asks Mr. Tatka to move the sign from the window to the door.

Mr. Cole asks if the grill is put together yet, Mr. Tatka says no.

Mr. Peterson mentions that he doesn't like the location of the new "No Trespassing No Soliciting" sign. The homeowner whose house it is in the easement in front of has complained as well per Mrs. Cruz. Mr. Thompson suggests putting it up against the speed limit sign. Mr. Kazmierczak suggests asking permission from the homeowner to which it is explained that the easement where the sign is located isn't the homeowner's property.

Mr. Jefferies asks if they could place an additional dog waste station on the corner by his house. Mr. Kazmierczak agrees that would be a better placement for the dog walkers. Ms. Cruz says that is a wish list item they could add but points out, what he is asking for is what the residents were making the Board aware of with the no trespassing sign in the easement.

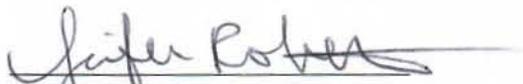
Mr. Kazmierczak suggests putting a flyer out to the residents to let them know about the additional stop signs if they go in. Ms. Robertson says they can absolutely do a mailing for it.

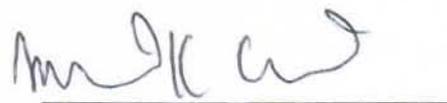
SIXTH ORDER OF BUSINESS

Adjournment

There were no other questions or comments.

ON MOTION by Mrs. Cruz, seconded by Mr. Cole, with all in favor, the Board adjourned the May 14, 2019 Board of Supervisor's Meeting for the Ballentrae Hillsborough Community Development District.


Secretary / Assistant Secretary


Chairman / Vice Chairman