

**MINUTES OF MEETING**

***BALLENTRAE HILLSBOROUGH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING***

***Tuesday, November 10, 2020 at 6:37 p.m.***

***Ballentrae Clubhouse***

***11864 Thicket Wood Drive,  
Riverview, FL 33579***

Board Members present at roll call:

Lakesha Mixon	Board Member
Michael Cole	Board Member
Timothy Peterson	Board Member
Chanda Jones	Board Member
Shamekia Keaton	Board Member

Also Present:

Jennifer Robertson	Excelsior Community Management
Cory Ringley	Excelsior Community Management
Edwin Maldonado	Resident
Kevin Jones	Resident
Kayla McKenna	Resident

**FIRST ORDER OF ADMINISTRATION**

**Call to Order and Roll Call**

The meeting was called to order at 6:37. 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 listed on the agenda only.

No comments were made.

**THIRD ORDER OF ADMINISTRATION**

**Administering the Oath of Office  
to Newly Elected Board Members**

Ms. Robertson administered the oath of office to Mr. Peterson, Ms. Jones, and Ms. Keaton.

**FOURTH ORDER OF ADMINISTRATION**

**Consideration of Resolution 2021-01, Canvassing and Certifying the Results of the Landowners' Meeting**

Mr. Peterson was reelected to Seat 2; Ms. Keaton was reelected to Seat 3; Ms. Jones was elected to Seat 4. They will all serve 4-year terms.

On MOTION by Mr. Cole, seconded by Ms. Mixon, with all in favor, the Board approved Resolution 2021-01, Canvassing and Certifying the Results of the Landowners' Election.

**FIFTH ORDER OF ADMINISTRATION**

**Consideration of Resolution 2021-02, Appointing District Officers**

Ms. Robertson explained that the current slate of officers is made up of Mr. Cole, who serves as Chair; Ms. Keaton, who serves as Vice-Chair; Ms. Jones, Ms. Mixon, and Mr. Peterson, who serve as Assistant Secretaries, Ms. Robertson, who serves as Secretary, and Mr. Ringley, who serves as Assistant Secretary. The Board decided to keep current slate of officers.

On MOTION by Ms. Jones, seconded by Mr. Cole, with all in favor, the Board approved Resolution 2021-02, Appointing District Officers.

**SIXTH ORDER OF ADMINISTRATION**

**Consideration of the Minutes for the September 8, 2020 Board of Supervisor Meetings**

The Board requested no changes to the minutes.

On MOTION by Ms. Jones, seconded by Mr. Cole, with all in favor, the Board approved the September 8, 2020, Board of Supervisors Meeting Minutes.

**FIRST ORDER OF BUSINESS**

**Ratification of Payment Authorization No. 191**

These are the invoices that were paid in the last month.

On MOTION by Mr. Cole, seconded by Ms. Keaton, with all in favor, the Board approved Ratification of Payment Authorization No. 191.

## **SECOND ORDER OF BUSINESS**

### **Consideration of Pinch A Penny, Pool vendor proposal**

Ms. Robertson explained that Pinch A Penny agreed to an addendum to the pool vendor proposal which was the scope of work that Excelsior created when originally looking for bids for a pool vendor. The board agreed that this was sufficient to sign the Pool Vendor Proposal.

On MOTION by Mr. Peterson, seconded by Ms. Mixon, with all in favor, the Board approved the Pool vendor proposal with scope of work addendum from Pinch A Penny.

## **STAFF REPORTS**

### **Landscape Report –**

1. **Ted Swanson** – Mr. Swanson gave the Board a monthly service report and summary of his plan of action. Mr. Swanson explained that he wanted to replace the annuals out of his own pocket that did not survive at the rear entrance monument of the community. The board decided to go with a mixture of Arboricola & Duranta Gold Mound, which Mr. Swanson said he would do in clusters of 3 or 4 of one type then a small 2 foot space, followed by 3 or 4 of the other type of plant. Mr. Swanson explained that with the rain this summer and continuing through hurricane season they have not been able to mow at the waterline for a majority of the year and if necessary, will weed eat through the area to get it how it should look.
2. **District Manager:**
  1. Pool Furniture – Ms. Robertson explains that the pool furniture delivery date had to be rescheduled due to a missed delivery date on Excelsior's part. Mr. Tatka is rescheduling that date.
  2. Dog Park – Ms. Robertson explained that she is working with Mo'Zart to schedule getting the fencing up. Mr. Ringley is working with the county's public utilities department to have water brought out to the folio so Chris's plumbing can install water fountains for the dog park and children's play park.
  3. HOA Bulletin Board – The HOA requested permission to place a bulletin board on CDD property because the HOA owns no property. Mr. Maldonado formerly on the Board of Supervisors and current HOA President requested

that the Board attend the next HOA meeting for more information on this as they are in the very early planning stage. The Board all agreed that they would be willing to attend if someone could inform them of the date of the next meeting with more than two days' notice. Ms. Robertson will reach out to Stephanie the Community Manger and get back to the Board the date of the next HOA meeting.

4. Insurance Inspection – Ms. Robertson explained that the insurance inspection brought up a few minor concerns that they would like to have addressed to limit the liability for the CDD. Ms. Robertson explains some of the have already been changed/replaced and requested the boards input on a few of the signs the inspection wanted installed on the property. The board agreed to let Ms. Robertson put the necessary signs up.

### **Supervisor Requests**

Mr. Cole requested that the Christmas Lights at both entrances and around the clubhouse be put out the day after thanksgiving, Friday, November 27<sup>th</sup>, 2020. Ms. Robertson says that the lights are already scheduled to be put out and they can be turned on that day.

### **AUDIENCE COMMENTS**

Mr. Jones brought to the Boards attention that a sprinkler head by the Rhodine Road exit on the right-hand side is broken. Ms. Robertson will alert the landscaper Mr. Swanson to have that looked into. Mr. Jones also noted that the mosquitos in the area have been particularly bad. Ms. Robertson said that she would contact Hillsborough County to service the area.

### **ADJOURNMENT**

On motion by Ms. Jones, seconded by Mr. Cole, the Board adjourned the November 10, 2020 Board of Supervisors meeting at 7:28.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman