
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.

**BALLANTRAE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ballantrae Community Development District was held on **Monday, February 6, 2012 at 6:30 p.m.** at the Ballantrae Community Center, located at 17611 Mentmore Boulevard, Land O'Lakes, and FL 34638.

Present and constituting a quorum:

James Flateau	Board Supervisor, Chairman
Jenny Williams	Board Supervisor, Assistant Secretary
Rich Levy	Board Supervisor, Assistant Secretary
Steve White	Board Supervisor, Assistant Secretary <i>(via speakerphone)</i>

Also present were:

Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Tracy Robin	District Counsel, Straley & Robin <i>(joined the meeting in progress)</i>
Tonja Stewart	District Engineer, WilsonMiller, Stantec
Bill Fletcher	Field Manager
Dan Ciccarello	Representative, DCSI
Paul Woods	Representative, OLM

FIRST ORDER OF BUSINESS

Call to Order

Mr. Flateau called the meeting to order and Mr. Brizendine read the roll call confirming a quorum.

SECOND ORDER OF BUSINESS

Presentation by DCSI

Mr. Ciccarello reviewed the surveillance system that he is recommending to meet the security needs of the District, stating that cameras would be installed at each of the community entrances; one capturing the license plate and one capturing the vehicle itself. He explains that by utilizing the wireless mesh transmitters activity would be transmitted in real time back to the clubhouse and would not require pulling information from the individual cameras following incidents.

Mr. Ciccarello stated that the cost for the system would be \$4,000 with the wireless transmitters or \$3,500 without and the District would have the option of purchasing an additional warranty at a cost of \$45 per entrance. This warranty would include monthly inspections of each system. He stated that the cameras themselves have a five year warranty. A brief discussion ensued regarding the potential for vandalism issues and whether to go with the wireless transmitter, should the Board decide to purchase the cameras. The Board confirmed that the pricing is good until April 1, 2012 and informed Mr. Ciccarello that they would be in touch with him.

(Mr. Robin joined the meeting in progress.)

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Robin led a detailed discussion regarding the establishment of a formal parking policy for the District and a proposed agreement with the HOA to enforce the parking restrictions. Concerns with limitations that exist with enforcement of vehicles parked in county right-of-ways, required signage, and other issues that complicate matters were put forward. It was stated that it might be possible to reach an agreement with the county to allow the District to tow vehicles parked in the right-of-ways or to position decorative rocks or trees in right-of-way areas to restrict the ability to park on the grass by bus stops or other similar locations where parking issues are recurring. Ms. Stewart stated that the District would need to obtain permission from the county before taking those types of steps. Mr. Robin recommended that this discussion be held at the next PACA meeting where representatives from the county will be in attendance to address parking concerns.

Mr. Flateau stated that he received a request from the Straiton Parking Committee requesting a written policy outlining the reasons that the District has denied the request to allow parking at the North end of Girvan Dr. He indicated that he would not be in favor of supplying such a document. Mr. Brizendine read an email from Ms. Battistoni stating her position on the matter, which essentially stated that residents in Straiton knew when they purchased their homes that they would have two parking spaces and should not be looking to the District to resolve their parking issues. Ms. Stewart confirmed that adding the requested parking area would only provide a limited number of parking spaces and would not really address the issue. The general consensus of the Board was not to provide the written document as requested or to re-consider adding the additional parking lot.

A brief discussion ensued regarding adopting the parking policy now and approving the towing agreement next month. District Counsel recommended that no action be taken regarding the parking policy at this time as the Resolution was not on the agenda notifying residents that a policy was being considered tonight. District Counsel was asked to revise the proposed policy and towing agreement to reflect the concerns mentioned during the discussions and bring them back to the meeting next month for approval. Mr. Flateau stated that he would invite both the Ballantrae HOA and Straiton HOA to attend the meeting.

Mr. Brizendine stated that he provided Mr. Robin with a copy of a form of the agreement that will be included with the bid specifications relating to the RFP for landscape services. He stated that the District is looking to move quickly and would appreciate feedback as soon as possible. Mr. Robin asked Mr. Woods to provide him a copy of the contract that was included in the previous bid package.

Mr. Flateau stated that he had a request from a resident to use the park to host a meet-n' greet event with a candidate running for an elected office. Mr. Robin stated that there were no legal issues with allowing the event to occur, but he did recommend that the same opportunity be afforded other candidates if they desire to do so. Mr. Flateau inquired as to whether approval of this event might open up a can of worms where the District is in the position of being forced to approve an event that might be a less desirable type of event. Mr. Robin stated that the approval could be very restrictive; thereby alleviating that concern. Opposing opinions and concerns were offered by various Board members. Mr. Robin confirmed that the Board would be within its right to ask that the group provide security, to charge a fee, or any other item that it would like to see addressed. It was decided to invite Mr. Solkin to attend the next meeting to speak to the Board regarding the event. It was further stated that no action would be taken by the Board until the presentation is made.

Mr. Robin asked for and received authorization to stay at the meeting to hear the report relating to ADA compliance and the transfer of a SWFWMD permit.

B. District Engineer

Ms. Stewart reviewed the status of the SWFWMD permit that was never transferred to the District from M/I Homes relating to the amenity center. She explained that the first step in the process is to have the permit transferred to the District and then request that it be transferred to an operational phase where the District would be accepting the responsibility for maintaining the facility. She reviewed the required documents and asked that the Chairman execute them so that she would be able to submit them. Ms. Stewart confirmed that there are no wetlands or mitigation areas associated with the permit and explained that this is basically a housekeeping item as the District is already maintaining the property. She stated that she has verified that all other facilities have already been transferred to operational phase.

Ms. Stewart stated that the pool lift has been installed and she is continuing to work on the cover issue as the system has to be set up so that handicapped individuals can operate it by themselves. She stated that she has been working with Carl Shoffstall from Florida Play Structures and Water Features regarding bringing the playgrounds up to the new codes. She stated that Mr. Shoffstall has been taking classes over the past few months to become ADA certified for playgrounds and he has given her a verbal quote of \$5,000 to add mulch to the playground as needed. Ms. Stewart stated that he is will probably also provide a quote to maintain the playground, but is willing to train Bill to do it as well. She stated that she would be bringing a hard copy of the proposal to the next meeting along with one to install pedestrian paths to the playgrounds to provide wheelchair access to them.

Mr. Brizendine asked for Ms. Stewart's opinion on proposals that he had received from American Ecosystems. A brief discussion ensued regarding where the plants were going to be planted. Ms. Stewart stated that based on the number of plants it appears that they will be planted on the Littoral Shelf as well as around the edge of the large pond, but she would recommend that someone confirm this before moving forward.

(Mr. Robin and Ms. Stewart left the meeting)

FOURTH ORDER OF BUSINESS

Review of Bid Specs Relating to RFP for Landscaping Services

Mr. Woods reviewed his timeline for completing the RFP, stating that he is looking to have a new contractor in place to begin on April 1, 2012. He stated that based on this goal, District Management will be looking for authorization to send a notification to the current vendor by March 1, in order to give them the required 30 day notice. Mr. Woods stated that since the contract is below the bid threshold vendors on an approved list will be sent an invitation to bid along with a qualifications sheet to complete and return at the pre-bid meeting. The qualifications sheet will provide the Board with information on each vendor's current contracts and reasons why they lost previous accounts. The vendor list includes recommendations by OLM and Rizzetta as well as the firm mentioned by the Board last month. The Board expressed concern with the quick turn around time as it does not provide ample time for them to complete their fiduciary duty to research the contractors before a decision has to be made. It was decided to hold a special meeting on March, 19, 2012 at 6:30 p.m. to select the new contractor. A brief discussion ensued regarding whether the termination letter should be sent now or after the decision is made. Mr. Woods recommended that the letter be sent now as Greenbriar failed its last inspection and may reduce its services even more once it learns that the District is going out to bid. He stated that Greenbriar would be eligible to receive at least 75% of the contracted amount regardless of the level of service provided during the last month. Mr. Woods confirmed that two weeks would be sufficient time for the new vendor to mobilize and be ready to start on April 1, 2012, given that they would be aware of the start date at the pre-bid meeting. The Board agreed to send the letter now.

On a Motion by Mr. White, seconded by Mr. Levy, with all in favor, the Board of Supervisors authorized District Staff to schedule and submit the required notice to hold a special meeting on Monday, March 19, 2012 at 6:30 p.m. at the Ballantrae Clubhouse, locate at 17911 Mentmore Boulevard, Land O' Lakes, FL 34638 for Ballantrae Community Development District.

A brief discussion ensued regarding whether a Board member would need to declare a conflict of interest if the vote comes down to a vendor that does the landscaping at his or her residence. Mr. Brizendine stated that he would check with District Counsel on the matter prior to sending out the invitation to the vendor in question. It was emphasized that there would be no monetary gains to the Board member(s) should the contract be awarded to this vendor.

On a Motion by Ms. Williams, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved the bid specifications, time line and vendor list as discussed for Ballantrae Community Development District.

FIFTH ORDER OF BUSINESS

Resident Request to Use Clubhouse for Health & Wellness Meeting

A resident in Lintower requested permission to hold an informational Health and Wellness Meeting in the clubhouse on March 15, 2012. The resident confirmed that no products would be sold during the meeting. The Board discussed the fact that this request was similar in nature to an earlier one that was approved to provide information regarding foreclosures and should be approved at the same rate as that meeting.

On a Motion by Ms. Williams, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved renting the clubhouse to a resident to hold a Health and Wellness Meeting at the \$25.00 rental fee for Ballantrae Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on January 9, 2012

Mr. Flateau requested that the minutes be revised on page four under the ninth order of business to reflect that the Board voted to allow all law enforcement and fire fighters to rent the facilities at the residential rate. He also noted that the term of the contract with Greenbriar was three years not four as noted on page two in the fourth order of business.

On a Motion by Mr. White, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisor's meeting held on January 9, 2012 as amended for Ballantrae Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for December

There were no questions regarding any of the expenditures included in the report

On a Motion by Mr. White, seconded by Ms. Williams, with all in favor, the Board of Supervisors accepted the Operation and Maintenance Expenditures paid for the period of December 1-31, 2011 totaling \$28,988.68 for Ballantrae Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposals to Replace
Oaks in Median at the Main Entrance**

Mr. Brizendine presented the proposal to remove the oak trees and grind down the stumps that was discussed last month at a cost of \$275 and a new proposal to install 3 Nellie Steven Hollies in the area at a cost of \$675. He stated that Cavall's Tree Service is recommending the Hollies because they stay green year round where the Crepe Myrtles are bare this time of year. Mr. Brizendine confirmed that there was funding for this project in the landscape replacement budget.

On a Motion by Mr. White, seconded by Ms. Williams, with all in favor, the Board of Supervisors approved the proposals for Cavall's Tree Service totaling \$950 for Ballantrae Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Proposal for "Welcome
Signs"**

Mr. Flateau led discussions on the proposals that were submitted for the "Welcome Signs", stating that they are substantially more than what was quoted at last month's meeting. A brief discussion ensued regarding whether or not the sign would even fit on the Concord Station side. Mr. Fletcher stated that based on the dimensions it would fit but it would be tight. Following further discussion the Board decided to obtain additional proposals. Mr. Brizendine recommended that the Board give some directions to whomever they request proposals from to ensure that the Board gets what it is looking for. It was decided to have Staff and Board members bring in pictures of signs that they think would work for Ballantrae next month so that the Board can provide two or three companies with pictures and a price range to base their proposals on.

TENTH ORDER OF BUSINESS

New Business

Mr. Flateau stated that he was contacted by the resident at 17908 Glenapp regarding an Oak Tree that is punching holes in the lanai screen. Their landscaper has recommended that tree be removed as it is too close to the fence and will eventually damage it. Following a brief discussion, it was decided to have Cavall's Tree Service look at the tree and make a recommendation as well as request that Greenbriar trim it, which is part of their contract.

Mr. Flateau stated that he was contacted by Goodwill to replace the existing bin with two bins that would provide additional space for donations and alleviate the overspill that is occurring now. The Board expressed agreement with the request providing the new bins do not take up any more than the one parking space that is currently being used.

Mr. Flateau stated that he was approached by the Straiton Townhome HOA regarding obtaining permission to paint one side of the Cabana the same color as the townhomes are being painted. Mr. Fletcher stated that he was under the impression that they were looking to paint the inside of the boundary wall behind the townhomes and not one wall of the cabana. The Board indicated that regardless of what wall the request is referring to, the answer would be no.

A brief discussion ensued regarding changing the Ballantrae Clubhouse Rental Policy that is posted on the website as residents have gotten in the habit of calling to see if the space is rented and if not just coming over and holding the party to avoid the rental fees. It was stated that this does not provide the District with any recourse if they leave a mess or damage the property. A recommendation was made to eliminate the last sentence of the policy from the website and keep the clubhouse locked when it is not reserved. Mr. White expressed concern with locking the clubhouse and recommended that District Counsel be asked if doing so would be legal. It was decided just to remove the final sentence for now and discuss other options next month.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Fletcher noted that there is a discrepancy on the website relating to the rental fee for evenings. He stated that the Board voted to reduce the rate to \$25.00, but that was never updated on the website. Mr. Flateau asked that he forward the information to Mr. White.

B. District Manager

Mr. Brizendine provided a brief review of the financial status, stating that \$840,614 or 93% of the assessments that were placed on the tax roll have been collected thus far, which is up from last year. He also stated that the District is continuing to run under budget.

Mr. Brizendine presented proposals from American Ecosystems to install plants on four ponds as discussed last month with a total cost of \$3,700; pond #15 which is across from the clubhouse at \$650, pond #22 west of the clubhouse at \$725, pond 31 in Cunningham at \$1,800 and pond #4 in Straiton at \$525. He stated that the Board budgeted \$1,000 for aquatic planting this year and \$1,000 last year that was not used. Following a brief discussion the Board decided to table this matter until next month.

Mr. Brizendine presented a proposal from Certa Pro to paint the interior of the boundary walls, stating that based on his conversation with Ms. Battistoni, he is recommending that the Board go with option #2, which includes the sealer, two coats of paint, and the hybuild which would be the same process that was completed on the exterior walls. He explained that the proposal is for \$33,256 and the Board budgeted \$23,000 for asset reserves this year and \$7,000 last year which would cover most of the expense. A brief discussion ensued regarding the timing of the project and how Certa Pro intends to handle sections of the wall that have been enclosed by residents. Mr. Brizendine stated that he discussed this issue with the firm and was told that they have a letter that would be mailed out to the residents informing them of when the painting will occur and they may speak with the residents directly since there are not many that fall into this category. It was decided to let Certa Pro determine the best time to complete the project.

On a Motion by Mr. Levy, seconded by Ms. Williams, with all in favor, the Board of Supervisors approved option #2 of the proposal from Certa Pro to paint the interior of the boundary walls at a cost of \$33,256 for Ballantrae Community Development District.

Mr. Flateau inquired if it might not be prudent to obtain a proposal to paint the cabana at the same time given that the decision has already been made that it will be painted with the same colors as other CDD property. The rest of the Board concurred and Mr. Brizendine stated that he would bring a proposal to paint the cabana in Straiton to the meeting next month.

TWELFTH ORDER OF BUSINESS

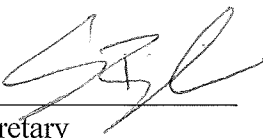
**Supervisor Requests and Audience
Comments**

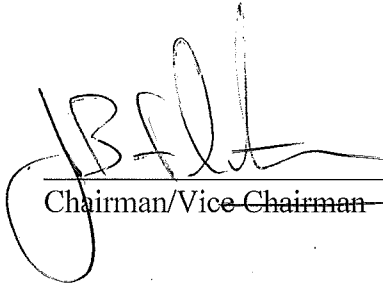
There were no Supervisor requests put forward nor were there any members of the general audience in attendance at this point of the meeting.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Levy, seconded by Ms. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 9:55 p.m. for Ballantrae Community Development District.


Assistant Secretary


Chairman/Vice-Chairman