

**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, August 5, 2013 at 6:40 p.m.** at the Ballantrae Community Center, located at 17611 Mentmore Boulevard, Land O'Lakes, FL 34638.

Present and constituting a quorum:

James Flateau	<b>Board Supervisor, Chairman</b>
Rich Levy	<b>Board Supervisor, Vice Chairman</b>
Steve White	<b>Board Supervisor, Assistant Secretary</b>
Alexis Albright	<b>Board Supervisor, Assistant Secretary</b>
Steve Bobick	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Cordell Matthews	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Toborg	<b>Field Operations Manager, Rizzetta &amp; Company, Inc.</b>
Michelle Rairigh	<b>Representative, Austin Outdoor</b>
Bill Fletcher	<b>Field Manager</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Flateau called the meeting to order and stated that the he would be deviating from the agenda as printed, rather than keeping guests until the end of the meeting.

**SECOND ORDER OF BUSINESS**

**Consideration of Proposals from Austin  
Outdoor**

Ms. Rairigh inquired as to whether there were any concerns with the sod that was installed and there were none. Mr. Levy pointed out that there was still damage from the tractors on pond 12 that hasn't been repaired. Ms. Rairigh stated that she would look into the situation for him.

A brief discussion ensued regarding the area between the sidewalk and road where the Juniper is going to be planted and the signs installed in an attempt to reduce parking on CDD property on a section of Glenapp Drive. Ms. Rairigh stated that she would like to wait for some rain before installing the plants.

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Mr. Flateau stated that the original plan was to leave a two foot strip of sod between the landscaping and the sidewalk and that will make it difficult to maintain, so Ms. Rairigh is looking at pricing to install landscaping in the whole area. Ms. Rairigh stated that she is going to try and accomplish this without increasing the pricing, but will need to get to the Board on this.

Ms. Rairigh asked if there were any questions on the proposals included in the agenda book and noted that she was able to get Austin Outdoor to donate 50 pounds of Bahia seed to try and get the seed to grow along various sections of the East and West sides of Mentmore Boulevard where there is no Bahia growing as a test run. She stated that she anticipates the seed going down by the end of the week and they should start to see results in a couple of months if it is going to work. Discussion on the proposals was tabled pending test results.

Ms. Rairigh sought and received authorization to submit a proposal for landscape enhancements by the Straiton Pool and noted that she will removing some plants from around the main pool area that may be creating a drainage issue. The Board commented on how nice the Summer Mix looks throughout the Community. They also confirmed that there were no issues with fire ants during the community event held in the park.

*(Ms. Rairigh left the meeting.)*

Mr. Flateau stated that the HOA was supposed to be in attendance to discuss the pool event in August. The Board decided to approve the event with the same requirements as previously approved.

<p>On a Motion by Mr. Levy, seconded by Mr. Bobick, with all in favor, the Board of Supervisors authorized the HOA to hold an evening event in August pending receipt of the required County permit, hiring a deputy and pool monitor, as well as the required vendor documentation for Ballantrae Community Development District.</p>
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Mr. Flateau reviewed with the Board the transition from OLM to Rizzetta & Company for oversight responsibilities of the landscaping. Mr. Toborg spoke regarding his findings during the inspection completed on July 24<sup>th</sup> and sought authorization from the Board to work with Austin Outdoor to get deficiencies addressed when noted. The Board indicated its approval providing they do not receive proposals for repairs that should have been covered under their contract. Mr. Toborg stated that he would be sharing the report with Ms. Rairigh. The Board approved of the format used for the report and asked that the next report include any carryover items.

A brief discussion ensued regarding the growth on pond 14 and the ongoing issues with the resident at 17956 Cunningham Court. Mr. Toborg stated that he would have the overgrowth issues taken care. Mr. Flateau explained that the flooding issues have been addressed with the resident but to his knowledge the resident has never followed through on the recommendations to correct the cause.

Mr. Flateau asked for a motion to recess the meeting in order to hold the Audit Committee meeting.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors recessed the meeting at 7:09 p.m. for Ballantrae Community Development District.

*(Mr. Flateau reconvened the meeting at 7:23 p.m. with all members of the Board and Staff in attendance at the onset of the meeting still in attendance.)*

**THIRD ORDER OF BUSINESS**

**District Counsel and District Engineer Reports**

**A. District Counsel**

Mr. Brizendine distributed revised copies of the policy that was amended by Mr. Robin explaining that he requested some minor verbiage changes. He stated that the policy essentially follows Florida Statutes and provides the option to either appoint a new Supervisor immediately or require an intervening month before the appointment is made. Following a brief discussion, the Board indicated that the policy was more detailed than they would like. Mr. White stated that all he is asking for is a month waiting period, so that every Board Supervisor has the potential to present a candidate. The option to require the unanimous vote of all Supervisors in attendance to appointment a replacement supervisor immediately was discussed.

On a Motion by Mr. White, seconded by Mr. Levy, with all in three in favor, one opposed (James Flateau) and one abstaining (Steve Bobick), the Board of Supervisors approved Board Supervisor appointments requiring a unanimous vote of the Supervisors in attendance to occur immediately otherwise the appointment would wait a month for Ballantrae Community Development District.

**B. District Engineer**

Not present.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Audit Committee Meeting held on July 1, 2013**

On a Motion by Mr. White, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved the minutes of the Audit Committee meeting held on July 1, 2013 as presented for Ballantrae Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Meeting held on July 1,  
2013**

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 July 1, 2013 as presented for Ballantrae Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for June**

A brief discussion ensued regarding various invoices and the services rendered.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor the Board of Supervisors accepted the Operation and Maintenance Expenditures paid for the period of June 1-30, 2013 totaling \$94,175.22 for Ballantrae Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Old Business**

**Audit Committee Recommendation**

Mr. Brizendine stated that the Audit Committee met earlier this evening and ranked the proposals that were submitted in response to the RFP as follows: Barzana & Associates had 63 points, Carr, Riggs & Ingram 56 points, Grau & Associates 98 points, and McDirmit Davis 71points. Based on these rankings the Committee is recommending that Grau & Associates be awarded the contract.

On a Motion by Ms. Albright, seconded by Mr. Bobick, with all in favor the Board of Supervisors accepted the recommendation of the Audit Committee to award Grau and Associates the contract for auditing services based on being the highest ranked bidder for Ballantrae Community Development District.

**Consideration of Proposal to Soundproof  
Meeting Room**

Mr. Brizendine reviewed the two options provided by Acoustimac for soundproofing the meeting room and following a brief discussion the Board decided to install 14 green panels at a cost of \$994.25 to see how effective that would be. He noted that of the six firms that were recommended this is the only one that responded.

On a Motion by Mr. Bobick, seconded by Mr. White, with all in favor the Board of Supervisors approved the proposal to install 14 green panels at a cost of \$794.25 for Ballantrae Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of New Business**

**Consideration of Renewing PACA  
Membership**

Mr. Flateau stated that PACA is the Pasco Allegiance of Community Associations of which Steve is the Communications Director and the annual dues are \$50.00.

On a Motion by Mr. Levy, seconded by Mr. Bobick, with four in favor and Mr. White abstaining, the Board of Supervisors approved renewing the PACA membership for another year for Ballantrae Community Development District.

**Consideration of Resolution 2013-14,  
Setting the Meeting Schedule for Fiscal  
Year 2013-2014**

Mr. Brizendine presented resolution 2013-14 setting the meeting schedule for fiscal year 2013/2014 which begins in October. He stated that the District has historically met on the first Monday of each month at 6:30 p.m. and asked if there was any consideration with changing this. Following a brief discussion, it was decided to keep the existing schedule and location and hold the September meeting on the second Monday.

On a Motion by Ms. Albright, seconded by Mr. White, with all in favor, the Board of Supervisors approved Resolution 2013-14, Setting the meeting schedule for Fiscal Year 2013/2014 at the first Monday of each month at 6:30 p.m., except for September in which the Board would meet on the second Monday, at the Ballantrae Community Center, located at 17611 Mentmore Boulevard, Land O'Lakes, FL 34638 for Ballantrae Community Development District.

Mr. Flateau asked for a motion to recess the meeting and go into the Public Hearing on the Budget.

On a Motion by Mr. Bobick, seconded by Mr. White, with all in favor, the Board of Supervisors recessed the meeting at 8:00 p.m. for Ballantrae Community Development District.

Mr. Brizendine recommended that the Board discuss the proposals received for the Capital Improvement Items that were proposed during prior budget discussions. Ms. Albright confirmed that the surface of the splash park (\$129,321) is supposed to be the speckled muted red and of the non-slippery porous surface with the younger age features being at one end and the older ones at the opposite end. Mr. Flateau stated that a turnstile gate will not work as it would not be handicapped accessible. It was noted that the project would be completed in the fall and the pricing does not include the gate or any landscaping that might be required.

A brief discussion ensued regarding the height of the shade structure (\$38,002) that is being proposed for the main playground. Ms. Albright stated that Mr. Shoffstall did not recommend putting a shade structure over the swings.

Mr. Brizendine reviewed the pricing obtained from Ms. Stewart for expanding the parking lot and a small auxiliary lot which would almost double the number of parking spaces (\$70,000). A brief discussion ensued regarding the fact that the parking lot will essentially require the removal of the existing landscape berm. It was noted that angling the parking spaces would take less room and might allow for a small berm for some landscaping. It was also noted that it will be necessary to install a guardrail in front of the bank. The Board asked that an engineering rendering be completed before the Board takes any action on the project. Mr. Brizendine stated that Ms. Stewart wanted to make sure that the Board is aware that there may be some zoning concerns that will need to be addressed with the County as well as increases in the annual stormwater sewer assessments.

On a Motion by Mr. Bobick, seconded by Mr. White, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$3,000 to obtain an engineering study to expand the parking lot and construction of an auxiliary lot as discussed for Ballantrae Community Development District.

A brief discussion ensued regarding the spacing available between the lots and the back of the District property lines on both sides of the proposed fence at the rear of the community. Mr. Flateau expressed concern with residents tying into the fence and encroaching onto District property. Mr. White stated that the HOA will not approve white fences and recommended that the fence be tan or possibly getting the color approved by the HOA prior to installation. A request was made that the area be surveyed before the fencing is installed.

The Board approved the following prices for budgeting purposes: Splash Park - \$140,000, Shade Structure - \$40,000, and parking lot - \$70,000 all of which would come out of the Park Development Fund. The fencing at \$20,000 would be a Capital Improvement expense. A brief discussion ensued regarding the amounts included in the budget for line items 87 and 90. The Board decided to add an Emergency Fund of \$100,000 and \$40,000 to the Asset Reserve Fund. It was stated that the Asset Reserve study needs to be updated. Mr. Flateau reported on a conversation that he had with the County regarding maintenance of Ballantrae and Mentmore Boulevards and the potential impact the County policy could have on the District.

On a Motion by Mr. Levy, seconded by Ms. Albright, with all in favor, the Board of Supervisors approved Resolution 2013-15, adopting the final budget totaling \$1,584,564 (\$899,116 for operations and \$685,448 for debt service) for Ballantrae Community Development District.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved Resolution 2013-16, imposing assessments to fund the fiscal year 2013/2014 budgets for Ballantrae Community Development District.

On a Motion by Ms. Albright, seconded by M. White, with all in favor, the Board of Supervisors closed the public hearing at 9:07 p.m. for Ballantrae Community Development District.

*(Mr. Flateau reconvened the regular meeting at 9:08 p.m. with all members of the Board and Staff in attendance at the onset of the meeting still in attendance.)*

**NINTH ORDER OF BUSINESS**

**Staff Reports**

A. Field Manager

Mr. Fletcher reported that the camera system has been installed at the Straiton pool and the project came in \$500 under budget.

B. District Manager

Mr. Brizendine provided a brief overview of the financial status and summary report, stating that the District collected another check from the County after the sale of the tax certificates and the District has now collected in excess of what was placed on the tax roll. He explained that the excess funds go into the operating account. He stated that the District was slightly over budget for the month of June and reviewed the balances in the various accounts. He stated that based on current spending, budgeted expenses, and planned projects the District should be approximately 8% under budget for the year.

Mr. Brizendine reminded the Board that the September meeting will be on the 9<sup>th</sup> due to the Labor Day holiday.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

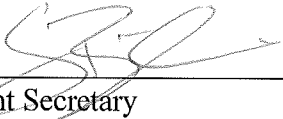
Mr. Levy expressed concern with the fact that the Club Rush still has not been sprayed on the residential side of Pond 12 and it is beginning to spread now. Mr. Brizendine stated that he would speak with Mr. Smith on the matter.

Mr. Bobick asked about the use of dye in the ponds to control the algae growth. Mr. Brizendine stated that it is not used in all of the ponds and Mr. White explained that the Board approved an aquatic planting program a few years ago that was intended to reduce the amount of chemicals needed to control the growth of algae in the ponds.

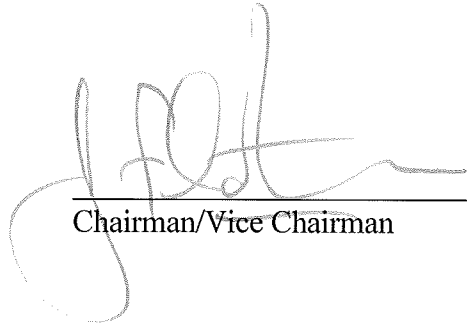
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors adjourned the meeting at 9:28 p.m. for Ballantrae Community Development District.



Assistant Secretary



Chairman/Vice Chairman