
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, January 6, 2014 at 6:35 p.m.** at the Ballantrae Community Center, located at 17611 Mentmore Boulevard, Land O'Lakes, FL 34638.

Present and constituting a quorum:

James Flateau	Board Supervisor, Chairman
Alexis Albright	Board Supervisor, Assistant Secretary
Steve Bobick	Board Supervisor, Assistant Secretary
Steve White	Board Supervisor, Assistant Secretary

Also present were:

Cordell Matthews	District Manager, Rizzetta & Company, Inc.
Tonja Stewart	District Engineer, Stantec Consulting, Inc. <i>(joined the meeting in progress)</i>
Bill Fletcher	Field Manager
Michelle Rairigh	Representative, Austin Outdoor

FIRST ORDER OF BUSINESS

Call to Order

Mr. Flateau called the meeting to order and Mr. Matthews read the roll call confirming a quorum for the meeting. Mr. Flateau stated that there were no members of the general audience in attendance to comment on the agenda items.

Mr. Flateau stated that he would like to amend the meeting agenda and start with Austin Outdoor so that Michelle Rairigh can make her presentation and then leave the meeting. Ms. Rairigh distributed a handout for the Board member's review. She stated that she would like to ask the Board if she could continue with the mulch installation throughout the community. Ms. Rairigh stated that Austin Outdoor just completed the installation of 95 cubic yards of mulch with focus on the main and community entrances. She stated that she feels that the rest of the community needs to be mulched in some areas that are very sparse. Ms. Rairigh stated that she is requesting an additional 205 cubic yards of mulch to complete the community at a cost of \$7,585.00. She entertained the Board member's questions. Discussion ensued regarding the best time to install the mulch.

(Ms. Stewart joined the meeting in progress)

Mr. Flateau noted that there were no members of the general audience present to provide comment on the topic.

<p>On a Motion by Mr. Bobick, seconded by Ms. Albright, with all in favor, the Board of Supervisors approved Austin Outdoor's proposal to extend the mulch installation throughout the community (205 cubic yards for an additional \$7,585.00) for Ballantrae Community Development District.</p>
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Ms. Rairigh distributed and reviewed a rendering for the plant beds that was prepared by Austin Outdoor. She stated that she could prepare a proposal and then the Board could budget for the upgrades to the plant beds. Ms. Rairigh entertained the Board member's questions. She stated that she could break the proposals up in phases.

Mr. Flateau stated that in the November 25th landscape inspection report Mr. Toborg mentioned a proposal for removing invasive plant species from the wetland perimeter areas. Ms. Stewart stated that they have dealt with nuisance non-native vegetation in the past and there was a request from SWFWMD to control it. Discussion ensued. Mr. Flateau directed District management to obtain a proposal for the removal of the wetland invasive species in consultation with Ms. Stewart and Ms. Rairigh. He stated that if Mr. Toborg thinks that it is affecting the ponds to bring Tony Smith into the discussion also.

Mr. Flateau stated that Mr. Toborg also mentioned in the October 30th landscape inspection report that he would work with Austin Outdoor to prepare a proposal for the northern side of the Lintower entrance to alleviate the corner bed form being trampled by bike and/or foot traffic. Mr. Flateau asked why the mulch couldn't be removed and plants installed. Ms. Rairigh stated that she had proposed plants for the area.

Mr. White stated that he had mentioned before that the area behind the back of the houses on Gianna Way and the conservation area on the far side of the circle has never had any landscaping done. He stated that it is directly across the street from his house. Ms. Stewart stated that it is not uncommon that a tract of land may encompass a wetland in the wetland setback and have a little ring of common area around it that stays natural. She stated that she could take a look at the area and see what is allowed to be maintained back there. Ms. Rairigh stated that she would need to know the width of the maintenance easement. Ms. Stewart stated that she could obtain that information for Ms. Rairigh. Mr. Flateau stated that something was mentioned previously regarding the irrigation system. Mr. White stated that he would follow-up on this item.

Ms. Rairigh stated that she received the approval from Mr. Fletcher and Mr. Matthews regarding the Oak tree removal for the splash pad. She stated that the removal should be completed within the next couple of weeks.

Mr. Matthews stated that he had received an update from Carl Shortstall regarding the construction of the splash pad. He stated that they are working on the permitting but that he doesn't have a firm date for the start of the construction. Mr. Flateau stated that the Board wants the splash pad completed by the beginning of April. He directed Mr. Matthews to find out what permits that Mr. Shortstall is waiting on, when he is getting the permits, and what his start date is. Ms. Rairigh stated that she would like to proceed with the installation of the irrigation. Mr. Flateau directed her to proceed. Mr. Matthews stated that Mr. Shortstall was also finalizing some questions with the electrical hook-ups and then the plans would be ready for submittal. The Board members stated that they would like to know when construction is going to begin and when it will be finished. Mr. Flateau stated that if Mr. Shortstall has all the permitting by the end of the month then he would not need to come to the February meeting to give the Board an update. Mr. Flateau directed Mr. Matthews to ask Mr. Shortstall when he expects the equipment to arrive since he has already been given a check to cover the cost. Ms. Stewart stated that Mr. Matthews could request a complete schedule from Mr. Shortstall.

(Ms. Rairigh left the meeting in progress)

SECOND ORDER OF BUSINESS

District Counsel and District Engineer Reports

A. District Counsel

Not present.

Mr. Matthews stated that he did not have any updates from District Counsel.

B. District Engineer

Ms. Stewart stated that she had an update on the parking lot expansion. She stated that she submitted the required documents to SWFWMD and the County and she has received comments back from SWFWMD regarding an issue with elevations that she is working on resolving. Ms. Stewart stated that the goal is to get things back to SWFWMD within the next ten days and have the permit issued before the next meeting. She stated that the County has received the documents and it will probably take the County 45 to 60 days to get through the process.

Ms. Stewart stated she has obtained a proposal for the work so that the Board can discuss the total cost so that as soon as the permits are received the District can go to contract. She stated that the total cost for the first bid is \$83,397. Ms. Stewart stated that it includes the reconstruction of the dumpster, the dumpster pad, and the dumpster wall. She stated that the District is pretty close to where their budget was for both parking lots. Ms. Stewart stated that it does not include the landscaping for the buffering and screening for the houses. She stated that Ms. Rairigh has confirmed that the irrigation that is in the area now is adequate to handle the proposed irrigation which will be trees and hedges. Ms. Stewart stated that Ms. Rairigh will have to do some relocating of the irrigation and she will be providing a proposal for the landscaping planting. She stated that she will also have to do some construction administration services which will be done under District Engineering services.

Ms. Stewart stated that it cost approximately \$12,000 in engineering fees to get the permit to do the design and the actual permit. She stated that it would probably cost another \$3,000 to \$4,000 to get the testing that needs to be done to get through the construction of the project. Ms. Stewart stated that it looks like the District will probably go slightly over budget on District Engineering services by the time she does the annual spring erosion inspection. She stated that she is not forecasting that there is going to be a lot of other activity in the community that would require her services. Ms. Stewart stated that her goal is to have a contract for the parking lot expansion at the next meeting. She stated that she would obtain three bids for the work.

Ms. Stewart stated that she would follow up Mr. Toborg regarding the removal of the non-native nuisance vegetation throughout the wetlands.

Mr. Flateau stated that there is a resident on Sandgate Court in Lintower who has questions regarding pond #9. He stated that Tony Smith from American Ecosystems reviewed the pond and he doesn't see a lot of problems with the way the plantings were done. Mr. Flateau stated that the map shows that there is no littoral shelf in pond #9. A brief discussion ensued. Ms. Stewart stated that she would follow-up with Mr. Smith. Mr. Flateau briefly reviewed his email correspondence with the resident. He stated that maybe over the course of the next month the other Board members can go and review pond #9. Mr. Flateau stated that when the Board members review the pond they can also view the back of the houses on Lintower Dr. where the Board has talked about installing a fence. Discussion continued regarding pond #9. Mr. Flateau directed Ms. Stewart to examine the pond.

(Ms. Stewart left the meeting in progress)

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on December 2, 2013

There were no changes to the minutes.

On a Motion by Mr. White, seconded by Ms. Albright, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors meeting held on December 2, 2013 as presented for Ballantrae Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for November 2013

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 November 1-30, 2013 totaling \$54,063.44 for Ballantrae Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of New Business

Mr. Matthews stated that Magaly Domhoff has requested a three month renewal of her use of the Ballantrae Clubhouse to teach Zumba classes. He stated that she would like to keep the same schedule of classes on Thursdays at 10:00 a.m. and Saturdays at 9:00 a.m.

On a Motion by Mr. Bobick, seconded by Mr. White, with all in favor the Board of Supervisors approved Magaly Domhoff's request to renew her use of the clubhouse for Zumba classes for Ballantrae Community Development District.

Discussion ensued regarding the 90 day clause for use of the clubhouse.

On a Motion by Mr. Bobick, seconded by Ms. Albright, with all in favor the Board of Supervisors approved a three month renewal for Magaly Domhoff's Zumba Classes (February, March, and April 2013) but show it on the calendar for six months to save the dates for the Zumba class contract for Ballantrae Community Development District.

Mr. Flateau informed the Board of an incident at the clubhouse. He stated that the District has a curfew resolution on file with the County and the resolution allows the sheriff's deputies to cite for trespass or arrest anyone on District property outside of the curfew hours which are from dusk to dawn. Mr. Flateau reviewed an incident that happened in the ladies room of the clubhouse on Saturday night. He stated that three young women were trespassed by the deputy. A brief discussion ensued regarding the policy for access cards. Mr. Flateau stated that the general rule should be that you have to live in Ballantrae to receive an access card. He stated that the access cards would be issued to residents and anyone else would have to be a case by case review.

Mr. Flateau started a discussion regarding the placement of the video cameras at the clubhouse. He stated that he directed Mr. Fletcher to obtain the cost for a couple more cameras to cover the areas that can't be seen with the current cameras. A brief discussion ensued.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor the Board of Supervisors authorized Mr. Fletcher to purchase three video cameras (not-to-exceed \$1,500) for Ballantrae Community Development District.

Mr. Flateau stated that there has been an issue with people messing with the hog trapper's equipment. He stated that the trapper has been emailing the videos to him. Mr. Flateau stated that the sheriff's department, the state police, and the sheriff's conservation unit are all monitoring the hog traps. He stated that the trapper has removed six hogs from the property and he thinks there are approximately six more that have been running through the neighborhood.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Maintenance Manager

No report.

B. District Manager

Mr. Matthews briefly reviewed the financial status report for the month of November. Mr. Flateau sated that he would like Mr. Matthews to create a chart that the Board can use to help them with the budget process. He stated that he would like to know how much funds have been left at the end of each fiscal year for the last five years and in what accounts.

Mr. Flateau stated that he was talking to friends who live in Miami who have a plan to maintain their facilities and a reserve schedule like the District has. He stated that they had a couple of major expenses and went to their capital reserve to see how much they had funded for them and those items hadn't been funded. Mr. Flateau asked the other Board members if they thought that they should hire a firm that does reserve studies professionally and have them do an assessment to make sure that nothing was missed. He stated that Ms. Stewart told him that the company that does the reserve studies has a website where they give free estimates on what it would cost for them to do the assessment. The Board agreed that it would be a good idea to get the free estimate.

Mr. Matthews stated that the next meeting was scheduled for February 3, 2014 at 6:30 p.m.

SEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no audience members present. Mr. Flateau asked if there were any Supervisor requests.

Mr. Bobick stated that he was not happy with Trimmers and the job they did on the holiday lights. Mr. Matthews stated that Trimmers gave the District a discount because of the delay in getting all of the holiday lights up. Discussion ensued. Mr. Flateau stated that the contract with Trimmers needs to be more specific in regards to where the lights and decorations go, when the installation will be completed, and when everything will be taken down. Mr. Fletcher stated that some of the lights were still in the trees. Mr. Matthews stated that he would follow-up with Trimmers on this.

Mr. White stated that driving into Ayrshire the second landscaping light in the island is out. Mr. Fletcher stated that he would follow up on this.

Mr. White stated that the sound panels in the meeting room are working great.

Mr. White stated that Michelle Baker is coming to this month's PACA meeting on Thursday and will be talking about the elevated road on State Road 54 if anyone was interested in attending.

Mr. White reminded the Supervisors up for election this year to pick up their packets from the Supervisor of Elections.

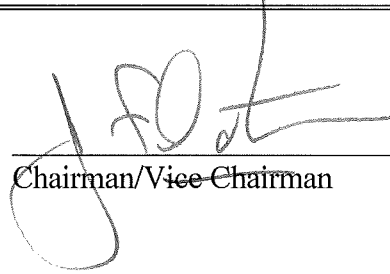
EIGHTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Bobick, seconded by Mr. White, with all in favor, the Board of Supervisors adjourned the meeting at 8:19 p.m. for Ballantrae Community Development District.



Assistant Secretary



Chairman/Vice-Chairman