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**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, March 3, 2014 at 6:30 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>
Richard Levy	<b>Board Supervisor, Vice Chairman</b>
Steve Bobick	<b>Board Supervisor, Assistant Secretary</b>
Steve White	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Cordell Matthews	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting, Inc.</b>
John Toborg	<b>Operations Manager, Rizzetta &amp; Company, Inc.</b>
Bill Fletcher	<b>Maintenance Manager</b>

Audience

**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 Charlene Clark was present at today's meeting to address the Board. Ms. Clark presented her request to the Board. She stated that she was present to seek the Board's approval to use the clubhouse again for a health and wellness webinar and seminar that she will be holding on a monthly basis. She stated that the Board approved her request last year but she now wants to hold the meetings more frequently. Mr. Flateau stated that if she wanted to hold her meetings monthly she could request three months at a time. Ms. Clark stated that she was charged a rental fee of \$50 last time. She stated that she has three dates that she would like to submit for approval this time. Ms. Clark stated that she would like to hold the seminars on March 21<sup>st</sup>, April 4<sup>th</sup>, and May 8<sup>th</sup>. She stated that the clubhouse rental was for a business use.

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors approved Charlene Clark's request for use of the clubhouse for Health and Wellness Seminars on March 21<sup>st</sup>, April 4<sup>th</sup>, and May 8<sup>th</sup> 2014 from 6:00 p.m. to 10:00 p.m. for Ballantrae Community Development District.

Mr. Flateau stated for the record that there were no longer any audience members present.

Mr. Matthews introduced Matthew Huber to the Board members. He stated that Mr. Huber is a District Manager for Rizzetta & Company. Mr. Matthews stated that Mr. Huber has been with Rizzetta and company for several years and would be taking over as Ballantrae's District Manager. Mr. Matthews stated that he will be leaving Rizzetta & Company but would be helping Mr. Huber with the transition of the District. Mr. Brizendine gave the Board some background on Mr. Huber.

Mr. Flateau stated that he changed the format of the meeting agenda and explained his reasoning for doing so.

**SECOND ORDER OF BUSINESS**

**District Counsel and District Engineer Reports**

**A. District Counsel**

Not present.

**B. District Engineer**

Ms. Stewart distributed a revised site plan for the parking lot expansion. She gave the Board an update regarding the parking lot expansion. Ms. Stewart stated that Pasco County made her put in a landscape island where there was a parking space so one parking space was lost. She entertained the Board member's questions. Ms. Stewart stated that the contract has been sent over to ACPLM who was the lowest bidder. She stated that she also sent the contract to District Counsel for his review and believes that the District is now ready to go to contract. Ms. Stewart stated that ACPLM would be starting the construction in 21 days and would probably be finished in a couple of weeks. She stated that she would try and see if she could get them to start sooner.

On a Motion by Mr. Bobick, seconded by Mr. Levy, with all in favor, the Board of Supervisors authorized District Chairman to execute the contract with ACPLM for the parking lot expansion once approved by both District Engineer and District Counsel for Ballantrae Community Development District.

Ms. Stewart gave the Board an update on the erosion repairs. She stated that the lowest bid for the erosion repair on pond 12 was \$1,750. Ms. Stewart stated that the issue is the failure of the cement rip-rap bags to stabilize the slope. She entertained the Board member's questions.

Mr. Toborg stated that there were two other areas of erosion that he noted at last month's inspection. He stated that it was decided to have BioMass review those noted areas.

Mr. Toborg stated that one of the areas was on the western pond almost to the main entrance. He stated that there is a washout on the guardrail sidewalk down to the land. Mr. Toborg stated that asphalt is starting to fail where the guardrail begins by pond 2A just south of Straiton. Discussion ensued regarding using SiteMasters for some of the repairs and BioMass for others. Ms. Stewart entertained the Board member's questions. She stated that she would recommend SiteMasters for the minor washouts and BioMass for the other work. Discussion ensued regarding erosion repairs to pond 2. Mr. Toborg reviewed SiteMasters' proposals for the erosion repairs and entertained questions. He stated that he would have a proposal for the erosion repair for pond 2A at the next meeting.

On a Motion by Mr. Levy, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved the erosion repairs for Pond 12 (BioMass) and Pond 2 (SiteMasters) not-to-exceed \$4,050 for Ballantrae Community Development District.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Lintower Fence**

Mr. Flateau stated that he thinks that the Lintower Fence issue can be handled easier than what was discussed last month. He stated that the original proposal for the Lintower Fence was for a 6 foot white PVC fence. Mr. Flateau stated that the installation of a chain link fence was suggested at the last meeting so he reviewed a few perimeter fences in Ballantrae. He stated that the other perimeter fences are chain link. Mr. Flateau stated that if the Board decided to install a chain link fence in the Lintower area it would be consistent with what has been installed along the other perimeters. Mr. Bobick stated that he didn't think that the chain link fence would look good esthetically. Discussion ensued regarding not installing a fence because most of the houses already have fences. Mr. Flateau asked if anyone wanted to make a motion to install a fence along the west boundary of Lintower Village along the Suncoast property. There was no motion made.

**FOURTH ORDER OF BUSINESS**

**Consideration of Austin Outdoor's Enhancement Proposals**

Mr. White gave the Board an update on the sprinkler head issue from the last Board meeting. He stated that he had contacted the irrigation technician but had not received a response back yet. Mr. White stated that the issue was Austin Outdoor's invoices for replacement of sprinkler heads and he had asked whether the sprinkler heads could just be raised. Discussion ensued. Mr. Flateau suggested that Mr. Toborg arrange a meeting with a representative from Austin Outdoor, himself, and Mr. White to do a walk-thru.

Discussion ensued regarding Austin Outdoor's enhancement proposals for the District's walls and the budget for landscape enhancements.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved Austin Outdoor's enhancement proposals for the South Wall (\$5,082.50, North Wall (\$4,416.00), and East Wall (\$3,330) with the funds coming from the park development fund with a not-to-exceed cost of \$14,000.00 for Ballantrae Community Development District.

**FIFTH ORDER OF BUSINESS**

**Discussion Regarding Invasive Plants**

Mr. Toborg stated that he met with Daniel Strauss from American Ecosystems and they did an inventory of the perimeters of many of the wetland conservation areas. He stated that the invasive species are only at one to two percent and he would recommend that the Board take no action at this time.

**SIXTH ORDER OF BUSINESS**

**Discussion Regarding Straiton Pond 9**

Mr. Flateau stated that he spoke with the resident who lives over on pond 9 in Straiton who was not happy with how the pond looked. He stated that she wants the Club Rush removed and replaced with Pickerel Weed. Discussion ensued.

On a Motion by Mr. Levy, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved SiteMasters removing the Club Rush on the east side of pond 9 and replacing it with Pickerel Weed and perform sod repair at a not-to-exceed cost of \$6,000.00 for Ballantrae Community Development District.

Mr. Brizendine directed Mr. Toborg to follow-up with SiteMasters on the work for pond 9.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Monthly Landscape Report**

Mr. Flateau stated that he spoke with Mr. Toborg regarding having the monthly landscape report in time to be included in the meeting agenda. Mr. Toborg reviewed the landscape report for the Board. He entertained the Board member's questions. Discussion ensued regarding authorizing the landscape contractor to proceed with certain items noted on the landscape report. Mr. Flateau suggested setting a threshold of \$300.00 and anything over that dollar amount be run by the Chairman. Mr. Toborg stated that he would be speaking to Ms. Rairigh regarding some of the red items on the report. Mr. Flateau stated that he has asked Mr. Toborg to sit down each month and go over the report with Ms. Rairigh. Discussion continued regarding the landscape report.

On a Motion by Mr. Flateau, seconded by Mr. Bobick, with all in favor, the Board of Supervisors authorized Mr. Toborg to approve up to \$300.00 a month in landscape replacements by Austin Outdoor and anything more than \$300.00 will require the Chairman's approval for Ballantrae Community Development District.

Mr. Flateau requested that Mr. Toborg include the dollar amounts of the plant replacements in his landscape report. Discussion continued regarding the landscape report.

*(Ms. Stewart left the meeting in progress)*

**EIGHTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held on January 6, 2014**

There were no changes to the minutes.

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors meeting held on January 6, 2014 as presented for Ballantrae Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for January 2014**

Mr. Brizendine stated that there was a transfer of \$200,000 from the general fund to a money market account during the month of January. He stated that any future transfers will be listed separately outside of the operation and maintenance expenditures. A brief discussion ensued regarding various invoices and the services they represent.

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 January 1-31, 2014 totaling \$304,590.74 for Ballantrae Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of a Board Supervisor Resignation (Alexis Albright)**

Mr. Flateau stated that Alexis Albright had resigned from the Board. It was stated that she is moving out of Ballantrae and that candidates for the vacant seat could be brought to the next meeting. Mr. Brizendine stated that the term for the vacant seat expires in November. A brief discussion ensued regarding the general election.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Old Business**

Mr. Flateau gave the Board an update on the splash pad. He stated that the water features are going through customs in Canada and will be installed as soon as they arrive. Mr. Flateau reviewed when the other items would be delivered and installed. A brief discussion ensued.

**TWELFTH ORDER OF BUSINESS**

**Consideration of New Business**

**Consideration of Proposals for Reserve Study**

Mr. Matthews presented two proposals for the reserve study.

He stated that he received a proposal from Custom Reserves Saving Capital Study at a cost of \$1,900 and one from Florida Reserve Study and Appraisal at a cost of \$2,300. Mr. Brizendine stated that both are good companies. He stated that Custom Reserves just did a reserve study for the Preserve at Wilderness Lake CDD and he could email it to the Board if they would like to review it. Mr. Brizendine stated that the study was very thorough.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor the Board of Supervisors approved the proposal from Custom Reserves Saving Capital (\$1,900) as presented for Ballantrae Community Development District.

### **Discussion Regarding Tampa Bay Water**

Mr. Flateau gave the Board some background on the issue with Tampa Bay Water. He stated that as you come down Mentmore Blvd. towards Ballantrae and Concord Station there are fences at Concord Station that end and then there is a 70' gap before Ballantrae's walls start. He stated that 20' belongs to Ballantrae and 50' belongs to Tampa Bay Water. Mr. Flateau stated that Tampa Bay Water contacted Rizzetta & Company and said that there was an issue with ATV's and vehicles who are riding up through the area and are going to damage Tampa Bay Water's equipment or get hurt. He stated that Tampa Bay Water is going to put up 50' of fence to enclose their side. Mr. Flateau stated that the District will be responsible for the other 20' of fence. Discussion ensued. Mr. Matthews presented a proposal from Smith Fence for 20' of white PVC fence at a cost of \$1,400. He stated that Smith Fence is the same company that is installing the fence for Tampa Bay Water. Mr. Brizendine stated that the proposal also includes the installation of a gate as Austin Outdoor will need to have access for their equipment. Mr. Flateau stated that his thought was that if the District used the same company to install the fence at the same time as Tampa Bay Water installed theirs that it would be less expensive then having another company come out just to do the District's 20' of fence. Discussion ensued regarding obtaining fence proposals from other companies. Mr. Brizendine suggested setting a not-to-exceed cost. Discussion ensued regarding Tampa Bay Water installing the District's 20' of fence. The Board directed Mr. Huber to contact Tampa Bay Water to see if they will install all 70' of fence since the purpose of the fence is to protect their equipment.

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor the Board of Supervisors authorized District staff to obtain more proposals for the installation of 20' of white PVC fence not-to-exceed \$1,400 subject to District staff speaking to Tampa Bay Water regarding them paying a portion of the cost of the fence installation for Ballantrae Community Development District.

### **Discussion Regarding Duties and Hiring of Pool Monitors**

Mr. Flateau stated that this was an issue that had come up in previous years. He stated that the District had some pool monitors that did a good job and some that didn't.

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Mr. Flateau stated that there always seemed to be pool monitors who said that they didn't know what their job description was. He distributed the job description for the pool monitor to the Board. Mr. Flateau stated that he didn't think the job description was appropriate and had asked Mr. Matthews to provide him with a job description that was used for pool monitors elsewhere. He stated that he didn't think that the one that Mr. Matthews provided met the District's needs either. Mr. Flateau reviewed what he thought was wrong with the description of duties that the District is currently using for pool monitors. He stated that the job description is too basic and not what the District is looking for their individual community. Mr. Flateau stated that he drafted a job description for the District's pool monitors. He reviewed it for the Board members. Discussion ensued. Mr. Flateau stated that the pool monitors work from April 1<sup>st</sup> through September. He stated that they work part-time until school lets out and then they go full-time. Discussion ensued regarding the pool rules. Mr. Flateau stated that he would like Bill Fletcher to be involved in the interview process for the pool monitors. Discussion ensued regarding the issues with alcohol. Mr. Flateau reviewed what he would be submitting for the community newsletter regarding the pool rules. He stated that he would like the pool rules posted on the gates of both pools also. The other Board members were in agreement.

Mr. Flateau stated that he had distributed a memo regarding the State bill for providing an exemption from public records requirements for certain surveillance recordings by a community development district. He reviewed the legislative bill for the Board members. Discussion ensued. Mr. Flateau stated that the bill has now been put in front of the committees and the Senate.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

A. Maintenance Manager

A brief discussion ensued regarding the hours of the pool monitors. Mr. Flateau stated that in the past the District had only hired college kids for the pool monitoring. He suggested that the District consider other options for the hiring of the pool monitors due to past issues with the college kids. Discussion ensued regarding the hiring and interview process.

B. District Manager

Mr. Matthews briefly reviewed the financial status report for the month of January 2014.

Mr. Matthews stated that the next meeting was scheduled for April 7, 2014 at 6:30 p.m. He stated that Matthew Huber would be representing District Management at the Board's next meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

Mr. Flateau stated that there were no audience members present to comment on agenda items.

Mr. Flateau asked if there were any Supervisor Requests. Mr. White stated that he would remove the picture and bio of the Board member who resigned from the website.

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Mr. White stated that he was told that the email addresses for the Board members on the website were not working. He stated that when he tried the email addresses he did not have any issues. Mr. White stated that he would check them again to make sure that they were working correctly.

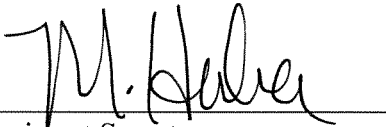
Mr. Bobick stated that he had a request from a resident to let the Board know about the issue of the bad language at the basketball court.

Mr. White requested that the grout on the tile floor of the clubhouse be cleaned. Mr. Fletcher stated that he would follow-up on this.

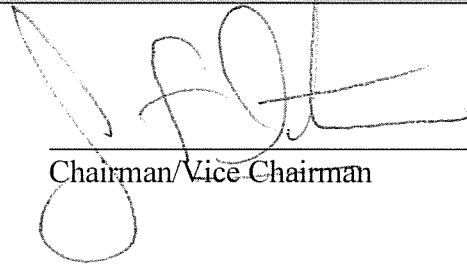
**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors adjourned the meeting at 8:38 p.m. for Ballantrae Community Development District.
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Assistant Secretary



Chairman/Vice Chairman