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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, May 5, 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>
Tony Thomas	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<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>
Michelle Rairigh	<b>Representative, Austin Outdoor</b>
Dana Bryant	<b>Representative, Austin Outdoor</b>
Richard Solkin	<b>Representative, Ballantrae HOA</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

Mr. Flateau asked if anyone present wanted to address the Board. Mr. Solkin addressed the Board. He stated that the Social Committee wanted to know if it was okay for them to serve hamburgers and hotdogs to the homeowners at the Memorial Day event. Mr. Solkin stated that he spoke to Paso County and there was no special permit required. He stated that they would be cooking outside the fence and they will be setting up the HOA tents and chairs. Discussion ensued regarding the police patrol for the event.

**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

**May 5, 2014 Minutes of Meeting**

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On a Motion by Mr. Levy, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved the HOA Social Committee's request to cook and serve hamburgers and hotdogs at the Memorial Day Event for Ballantrae Community Development District.

46  
47 A resident stated that she had something to present to the Board for their consideration. She  
48 distributed some information regarding pads for the poles at the playground.

49  
50 Mr. Flateau stated that there were no longer any members of the audience present.

51  
52 Mr. Flateau stated the next item was the consideration of a request for continued fitness  
53 classes at the clubhouse. Mr. Huber stated that he was contacted by Michelle Shines requesting to  
54 continue her fitness classes at the clubhouse. Mr. Fletcher stated that it was her quarterly extension.

55

On a Motion by Mr. Levy, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved Michelle Shines' request for the continued fitness classes from May through July 2014 with the same schedule for Ballantrae Community Development District.

56  
57 Mr. Flateau stated that there was a request to continue the Zumba classes. Mr. Huber stated  
58 that he was contacted by Magaly Domhoff requesting to continue her Zumba classes at the  
59 clubhouse.

60

On a Motion by Mr. Bobick, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved Magaly Domhoff's for the continued Zumba classes from May through July 2014 with the same schedule for Ballantrae Community Development District.

61  
62 Mr. Flateau stated that the next item was a resident request to reinstate their access to the  
63 District's facilities. He stated that the resident was not at the meeting to present his request.

64  
65 Ms. Stewart gave the Board an update on the construction of the splash pad and shade  
66 structure. She stated that she has done an inspection of the splash pad and everything appears to be  
67 going according to plan. Ms. Stewart stated that she should be receiving another pay request soon  
68 and at that time she will do another inspection with Mr. Fletcher. Mr. Huber stated that he has  
69 executed the application for the permits associated with the splash pad. Mr. Fletcher stated that the  
70 fence is completed except for the gate.

71  
72 Ms. Stewart gave the Board an update on the shade structure. She stated that at the last  
73 meeting the Board expressed concern that the shade structure did not appear to meet their  
74 expectations. Ms. Stewart stated Mr. Shortstall stated that he had a meeting with Ms. Albright and  
75 there were some discussions regarding various things related to the splash pad and the shade  
76 structure. She stated that Mr. Shortstall had an understanding and directions from the conversations  
77 on what type of shade structure to build and it was different from what was on the contract. Ms.  
78 Stewart stated that the current shade structure is slightly more expensive, a more current design, and  
79 provides better shade over the playground.

80 She stated that evidentially when Mr. Shortstall left the installation of the shade structure on  
81 that Friday it was not completely tightened down the way it should have been. Ms. Stewart stated  
82 that it appears to be an issue in the industry with children climbing onto the shade structures. She  
83 stated that the Board needs to consider its position regarding the shade structure that was installed  
84 per the direction Mr. Shortstall was given versus what was in the contract and how they would like  
85 to proceed. Ms. Stewart stated that Mr. Shortstall said that when the shade structure is completed  
86 there will be caps installed on top of the poles. She stated that she thinks that the Board needs to  
87 discuss the canopy that was installed versus the one that was part of the contract. Mr. Flateau  
88 relayed his conversation with Mr. Shortstall. He stated that Mr. Shortstall told him that in order to  
89 install the original design that the contract called for, the shade structure would need to be torn  
90 down. Discussion ensued. Mr. Flateau suggested that District Counsel review the contract regarding  
91 whether changes are allowed without the Board's approval. Mr. Thomas requested a rendering of  
92 what the current shade structure will look like when it is completed. Ms. Stewart stated that she  
93 would request this from Mr. Shortstall. The Board requested that Mr. Shortstall attend their next  
94 meeting. Discussion ensued regarding the placement of the poles and the caps on the equipment.  
95 The Board requested that the caps be put back on the equipment until the issues are resolved. Mr.  
96 Flateau requested that Ms. Stewart update the Board at their next meeting regarding possible  
97 solutions that Westchase discussed regarding children climbing on the shade structure. Mr. Flateau  
98 instructed Ms. Stewart to find out what Mr. Shortstall's timetable is for putting the gate in at the  
99 splash pad. It was stated that the vendor should not be paid any further monies until the issues have  
100 been resolved.

101  
102 **SECOND ORDER OF BUSINESS**

**District Counsel and District Engineer  
Reports**

103  
104 **A. District Counsel**

105 Not present.

106  
107 Mr. Flateau asked for an update regarding the status of the new license and maintenance  
108 agreement. Mr. Huber stated that District Counsel is still working on this item.

109  
110 **B. District Engineer**

111 Mr. Flateau stated that an issue that came up was who owned the streets in Straiton. He  
112 stated that Ms. Stewart has done some research on this. Ms. Stewart stated that an  
113 ownership map for the community was prepared a few years ago and reviewed it with the  
114 Board. She stated that the HOA own the streets in Straiton. Ms. Stewart also reviewed the  
115 deed that shows that the right-of-way tract in Village 1 was not conveyed to the District.

116  
117 Ms. Stewart gave the Board an update on the parking lot expansion. She stated that the  
118 construction is complete and she has done the inspection. Ms. Stewart stated that everything  
119 is in order for the landscape installation. She entertained the Board member's questions.

120  
121 Ms. Stewart stated that at the last meeting the Board had approved up to \$2,200 for the  
122 erosion repair at Pond 2A with the understanding that BioMass Tech would do the repair.  
123 She stated that she has not received the proposal from BioMass yet. Ms. Stewart stated that  
124 they are a small company and have been out of town on another construction job.

125  
126 Ms. Stewart stated that she does have the other proposal for the Chairman to sign for the  
127 removal of the cement rip-rap at the north end of Ballantrae. She stated that it was in the  
128 amount of \$1,750.

129  
130 Mr. Flateau stated that last year and early this year the Board approved some pond projects  
131 and were told that some of them could not be done until the dry season. He stated that the  
132 dry season is ending and he would like to know if these pond projects are going to be  
133 completed or if they are going to have to wait until the next dry season. Ms. Stewart stated  
134 that there really hasn't been a dry season or a decline of water levels. She stated that it is  
135 possible that there may be extended years where there is not a normal dry season so they are  
136 going to have to consider other options. Discussion ensued regarding the ponds and the  
137 removal of the Club Rush, Spike Rush, and the Torpedo Grass. Discussion ensued  
138 regarding the planting of Pickerel Weed in the ponds. Ms. Stewart stated that she would  
139 follow-up on these items.

140  
141 Discussion ensued regarding the condition of the slope on pond #20. Mr. Huber stated that  
142 he would send Mr. Flateau's handout to Mr. Smith and he and Ms. Stewart would follow-  
143 up with him.

144  

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors approved the treatment of pond #20 for Ballantrae Community Development District.
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145  
146 Mr. Flateau stated that Pasco County's stormwater survey unit have been surveying  
147 Ballantrae's stormwater system and he asked Ms. Stewart to follow-up on this. Ms. Stewart  
148 stated that she would contact the County and follow-up with the Board.

149  
150 **THIRD ORDER OF BUSINESS**

**Discussion Regarding Monthly Landscape Report**

151  
152  
153 Mr. Toborg presented the monthly landscape report dated April 14, 2014. He briefly  
154 reviewed the report for the Board. Mr. Flateau asked that Austin Outdoor's response to the report  
155 be included in the meeting agenda or sent under separate cover if it is not ready in time. Ms. Rairigh  
156 entertained the Board member's questions regarding items noted on the report.

157  
158 Mr. White gave the Board an update on the sprinkler heads. He stated that he met with Mr.  
159 Bryant who reviewed the reason that they need the six inch heads and can't use the extensions. Mr.  
160 White entertained the Board member's questions.

161  
162 Mr. Bryant gave the Board an update on the issue with the well. He stated that the blockage  
163 in the filters has been resolved by replacing the control box and the pressure tank. Discussion  
164 ensued regarding the wells. Mr. Bryant suggested putting a filter on the new pump in the well for the  
165 sand issues and he would monitor the quality of the water. Mr. Flateau instructed Mr. Bryant to  
166 provide a proposal to him for the new filter.

167 Ms. Stewart stated that the District also had bid documents to drill a new well that were  
168 obtained previously.

169  
170 Ms. Rairigh stated that she had some proposals for the Board's consideration. She  
171 distributed and reviewed a proposal for the irrigation that was damaged due to the construction of  
172 the parking lot and the splash pad. Ms. Rairigh entertained the Board members' questions.

173  
174 Discussion ensued regarding the installation of Juniper for the dirt mound next to the  
175 parking lot.

176

On a Motion by Mr. Bobick, seconded by Mr. Thomas, with all in favor, the Board of Supervisors authorized Ms. Rairigh to provide a proposal for the installation of Juniper for the mound next to the parking lot, mulch, and sod around the parking lot (not-to-exceed \$12,000.00) for Ballantrae Community Development District.

177

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved Austin Outdoor's proposal for the irrigation repairs for the parking lot and the splash pad (not-to-exceed \$14,500.00) for Ballantrae Community Development District.

178

179 Ms. Rairigh distributed and reviewed a proposal for rock/shell installation for the splash pad  
180 equipment area and around the splash pad where the decorative fence was installed.

181

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved Austin Outdoor's proposal for rock/shell installation for the splash pad equipment area and around the splash pad where the decorative fence was installed (\$5,846.00) for Ballantrae Community Development District.

182

183 Ms. Toborg distributed and reviewed a proposal for landscape enhancement per the April  
184 landscape inspection report.

185

On a Motion by Mr. Thomas, seconded by Mr. Levy, with all in favor, the Board of Supervisors approved Austin Outdoor's proposal for landscape enhancement per the April Landscape Inspection Report (\$1,446.50) for Ballantrae Community Development District.

186

187 *(Ms. Rairigh and Mr. Toborg left the meeting in progress)*

188

189 **FOURTH ORDER OF BUSINESS**

190

191

192

193 Mr. Huber asked if there were any additions, deletions or changes to the minutes. Mr.

194 Flateau stated that on line #172 Mr. Bobick should be Mr. White. He stated that on line #197 Mr.

195 Flateau should be Mr. Huber.

**Consideration of the Minutes of the Board  
of Supervisors' Meeting held on April 7,  
2014**

196 Mr. Flateau stated that on line #210 it should say that Mr. Thomas was appointed to the seat  
197 #1 and not elected.  
198

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors meeting held on April 7, 2014 as amended for Ballantrae Community Development District.

199  
200 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**  
201 **Maintenance Expenditures for March**  
202 **2014**  
203

204 Mr. Flateau stated that there is an expenditure included that is not really an expenditure. He  
205 stated that he would move that the Board approve the operation and maintenance expenditures at  
206 \$44,805.42. Mr. Huber explained that the \$145,000 was a transfer of funds. Discussion ensued  
207 regarding the reserve funds having separate account numbers in The Bank of Tampa. Mr. White  
208 directed Mr. Huber to inquire whether there are separate account numbers associated with the  
209 various fund accounts. Mr. Flateau recommended that the Board approve the operation and  
210 maintenance expenditures excluding the \$145,000 fund transfer.  
211

On a Motion by Mr. White, seconded by Mr. Thomas, with all in favor the Board of Supervisors accepted the Operation and Maintenance Expenditures paid for the period of March 1-31, 2014 totaling \$189,805.42 minus the \$145,000 fund transfer (\$44,805.42) for Ballantrae Community Development District.

212  
213 Mr. Flateau directed Mr. Huber to talk to Mr. Brizendine regarding the transfer of funds  
214 being excluded on the operation and maintenance expenses.  
215

On a Motion by Mr. White, seconded by Mr. Bobick, with all in favor the Board of Supervisors approved the transfer of funds to The Bank of Tampa (\$145,000) for Ballantrae Community Development District.

216  
217 **SIXTH ORDER OF BUSINESS** **Consideration of Old Business**  
218  
219 **Update on Video Surveillance Bill**  
220

221 Mr. Flateau gave an update on the video surveillance bill. He stated that the bill passed the  
222 House of Representatives 97 – 16. Mr. Flateau stated that it then went on to the Senate where it  
223 died. He stated that the plan is to bring it back next year. Mr. Flateau stated that as a part of  
224 researching the bill he received clarification on how long the District has to keep a record of the  
225 video. He stated that the State requirement is 30days. Mr. Flateau stated that the District can charge  
226 a reasonable fee for any record requests. He stated that reasonable is what it costs to produce the  
227 record. Discussion ensued. The Board decided that they would leave this topic for further  
228 discussion.

229 Mr. Flateau asked the Board if they minded him sending letters on behalf of the District to  
230 the representatives who worked on the video surveillance bill. There were no objections.  
231

232 The Board moved to the update regarding the maintenance shed as Ms. Stewart had some  
233 comments. Mr. Fletcher gave the Board an update on the shed project. He stated that he received a  
234 quote from SiteMasters to grade the area where the shed is to be installed by the tennis courts. Mr.  
235 Fletcher stated that the cost of the grading is approximately \$4,200.  
236

237 Ms. Stewart stated that she had recommended installing an underdrain in order to redirect  
238 the run-off from the tennis courts. She stated that there was nowhere to connect it so SiteMasters  
239 has to go underneath the sidewalk. Ms. Stewart stated that the Board can choose not to install the  
240 underdrain and just tolerate the run-off. She stated that the underdrain is \$2,400 and the striping,  
241 filling, and grading is another \$1,800. Discussion ensued. Mr. Fletcher stated that he would follow-  
242 up with the shed company and see if there is another alternative. He stated that he would look to see  
243 if there was another location that could be utilized for the placement of the shed.  
244

245 *(Ms. Stewart left the meeting in progress)*  
246

247 **SEVENTH ORDER OF BUSINESS**

**Consideration of New Business**

248  
249 **Discussion Regarding Newsletter**  
250 **Production**

251  
252 Mr. Flateau gave the Board an update on the newsletter production. He stated that last  
253 month he was reading Rizzetta's newsletter and they had a blurb about ways that you can reduce  
254 costs. Mr. Flateau stated that one of them was regarding newsletter production through a company  
255 called KEM. He stated that due to the advertising there is no cost to produce the District's current  
256 newsletter. Mr. Flateau reviewed what KEM proposes. He stated that the current newsletter requires  
257 30% advertisements and KEM requires 50% advertisements. Mr. Flateau stated that he met with a  
258 representative from KEM on April 4<sup>th</sup> and asked several questions. He stated that the representative  
259 has yet to get back to him with answers. Mr. Flateau stated that it would be a savings of \$1,200 a  
260 year if the District contracted with REM for their newsletter production. He stated that the District  
261 has a good relationship with the Tampa Bay Times and he would suggest that the District check to  
262 see if they would match the savings before making any changes with the newsletter's production.  
263 Mr. Flateau entertained the Board members' questions.  
264

265 **Presentation of Draft Preliminary Budget**  
266

267 Mr. Huber presented that draft preliminary budget to the Board. Mr. Flateau reviewed the  
268 changes to the line items that he had requested. Discussion ensued regarding various line items of  
269 the preliminary budget. Mr. Huber entertained the Board member's questions.  
270

271 Mr. Flateau asked the Board if they had any recommendations or projects for next fiscal  
272 year's budget. Mr. Fletcher stated that the Board might want to consider resurfacing the pool next  
273 year. Mr. Flateau stated that this item was included in the asset reserve and scheduled for 2016.

274 Mr. Fletcher stated that he didn't think it could wait that long. Discussion ensued. Mr.  
275 Huber stated that the Board would have the revised asset reserve study in time for their meeting  
276 next month to utilize with their preliminary budget discussion.

277

278 **EIGHTH ORDER OF BUSINESS**

**Staff Reports**

279

280 A. Maintenance Manager

281 Mr. Fletcher gave the Board an update on the issues that he had been having trying to find a  
282 company to powder coat the picnic tables. They directed him to purchase new ones. He  
283 stated that he has ordered the four benches for the splash pad area.

284

285 Mr. Fletcher stated that he received a request for more tables and chairs in the gazebo area.  
286 He reviewed a proposal from Contract Furnishings for three tables and twelve chairs.

287

On a Motion by Mr. Bobick, seconded by Mr. Thomas, with all in favor, the Board of Supervisors approved the purchase of three tables and twelve chairs for the gazebo (not-to-exceed \$1,401.72) for Ballantrae Community Development District.

288

289 Mr. Fletcher suggested hiring a part-time person to work two to three days a week to help  
290 with some of the maintenance items. Discussion ensued regarding offering Gary more  
291 hours. The Board members stated that they were okay with adding another person whether it  
292 was hiring another part-time person or offering Gary three more days. The Board decided on  
293 three 8 hour days for a total of 24 additional hours a week with a benefit package for a total  
294 of approximately \$21,000. Mr. Fletcher stated that he would speak to Gary.

295

296 B. District Manager

297 Mr. Huber announced that per the Supervisor of Elections as of April 15, 2014 there were  
298 1,448 registered voters in Ballantrae.

299

300 Mr. Huber that the qualifying period for the general election commences at noon on June  
301 16<sup>th</sup> and closes at noon on June 20<sup>th</sup>. He stated that there were three seats up for election as  
302 follows:

303

304 Seat #1 – Tony Thomas

305 Seat #2 – Rich Levy

306 Seat #3 – Steve White

307

308 Mr. Huber presented the financial status and summary report for the month of March. There  
309 were no questions.

310

311 Mr. Huber stated that the next meeting was scheduled for June 2, 2014 at 6:30 p.m.

312

313 **NINTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

314



315 Mr. Flateau stated that there were no audience members present to comment.

316  
317 Mr. Flateau stated that Trooper Lopez worked the last ten shifts in Ballantrae and he stated  
318 that he checks the hog traps regularly. Mr. Flateau stated that the trooper stated that the traps are  
319 always triggered. He stated that the District is paying the hog trapper \$245 a week to trap the hogs  
320 and wonders if he has actually been trapping any. Mr. Huber stated that he believes that the trapper  
321 has only trapped ten hogs total. Mr. Flateau stated that the District probably no longer needs the  
322 trapper's services. The other Board members agreed.


323  
324 Mr. Flateau asked if all the pool monitors' shifts are being filled in Straiton. Mr. Huber  
325 confirmed that all the shifts are currently filled.

326  
327 **TENTH ORDER OF BUSINESS**

**Adjournment**

328  

On a Motion by Mr. Levy, seconded by Mr. White, with all in favor, the Board of Supervisors adjourned the meeting at 9:52 p.m. for Ballantrae Community Development District.
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329  
330  
331   
332 \_\_\_\_\_  
333 Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman