

**MINUTES OF MEETING  
VISTA LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Vista Lakes Community Development District, held Thursday, August 9, 2018, was recessed and reconvened on Monday, August 27, 2018 at 10:00 a.m. at the Vista Lakes Clubhouse, located at 8841 Lee Vista Boulevard; Orlando, Florida.

Present and constituting a quorum were:

Frank Sebestyen	Chairman
William Pass	Vice Chairman
Jeff Rooks	Assistant Secretary
Paula Edwards	Assistant Secretary

Also present were:

Robert Koncar	District Manager, Inframark
Kristen Suit	District Manager, Inframark
Scott Clark	District Counsel
David Hamstra	District Engineer
Russell Simmons	Field Services Manager
Freddy Blanco	Field Services Manager
Ariel Medina	Project Coordinator
Carla Daly	Amenities Committee
Jeff Cornett	Servello & Son, Inc.
Numerous Residents	

*The following is a summary of the discussions and actions taken at the August 27, 2018 reconvened meeting of the Board of Supervisors of the Vista Lakes Community Development District.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Sebestyen called the reconvened meeting to order. A quorum was established.



**SECOND ORDER OF BUSINESS**

**Public Comment on Agenda Items**

Ms. Daly commented or inquired on the following items:

- Aquatic Systems schedule. The schedule will be available soon. One treatment has been done. Inframark will be given a treatment schedule and the on-site Field Manager will be there when the treatment is done.
- Lake Carlisle dredging proposal. The District Engineer will obtain the proposals for the Board's consideration. All contractors were too busy when the proposals were originally asked for.
- Roofs. Quotes are included for consideration.
- The balance of the CDD loan. It is approximately \$8.8 Million and will be paid in 2030.
- Board approval for funds. A Resolution will be presented for consideration at this meeting.
- Servello's contract schedule.
- Signs at neighborhood entrances need to be painted, bleached or replaced. Mr. Blanco indicated the tiles on the sign can be replaced. The letters on the signs may be removed.
- Feature wall entrance refurbishment at the Carlisle entrance.
- Additional soil for the feature walls at the entrances. There will be a separate proposal.

**THIRD ORDER OF BUSINESS**

**Business Administration Items**

**A. Tom MacCubbin – Tour Summary and Suggestions**

This item was covered at the last meeting.

**B. Tom MacCubbin – HOA – Revised Servello Proposals**

- Servello granted a 10% reduction on their proposals. They missed Warwick, and will take care of that issue free of charge. Options for tree replacement were discussed. A Blueberry Tree was suggested. Mr. MacCubbin needs to be made aware of this.

**C. Tom MacCubbin – HOA – Additional Landscape Proposals**

- Other proposals were received last Friday, but they are not warrantied and the landscapers did not have a walk-through with Mr. MacCubbin to determine what specifically needs to be done.



There being no further discussion,

On MOTION by Mr. Rooks, seconded by Mr. Sebestyen, with all in favor, the proposals from Servello & Son, Inc. in the total amount of \$65,540.70 for landscaping of entrances to the District, were approved.

**FOURTH ORDER OF BUSINESS                      Old Business**

There being no old business, the next order of business followed.

**FIFTH ORDER OF BUSINESS                      Business Items**

**A.      Fiscal Year 2019 Meeting Schedule**

- Mr. Pass will not attend the November 8<sup>th</sup> meeting.
- Mr. Sebestyen recommended having a fifth meeting at 6:30 p.m.
  - One meeting should be in January instead of February.
  - An April meeting should replace the May meeting and should be at 6:30 p.m.

On MOTION by Mr. Sebestyen, seconded by Mr. Rooks, with all in favor, the Fiscal Year 2019 Meeting Schedule was approved as amended.

**B.      Consideration of Resolution 2018-08, Approving Adoption and Execution of the Statewide Mutual Aid Agreement**

- Mr. Koncar explained this allows the District to request assistance for a set fee.
- Mr. Clark explained the advantages and disadvantages.
  - More resources would be available for the District after a catastrophe.
- Some Board members are not certain about the District’s obligation to participate.
- This agreement is a one-year term which automatically renews, unless the Board chooses not to proceed again.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, Resolution 2018-08, Approving Adoption and Execution of the Statewide Mutual Aid Agreement, was adopted.



**C. Proposals for Holiday Lighting**

- Ms. Daly contacted six companies, none of which will sell the equipment to the CDD. This equipment is leased.
- Most of the companies are fully booked for this work.
- All estimates were close in cost.
- Holiday Lightsapes was going to outsource the work to We Hang Christmas Lights. Holiday Lightsapes is also the most expensive estimate.
- The District should not be charged any tax.
- Currently, there are no funds allocated to this item in the budget, but the District may use the fund balance.
- Inframark does some decorating. Storage of decorations is an issue.
- The entrances should be done, and the Board is looking to spend half of the amount.
- The estimates include the four feature wall monument signs at Chickasaw and Lee Vista, and the two major feature walls at each end of the community. The fountains are included.
- Mr. Rooks suggested working with We Hang Christmas Lights and getting something modest for this year at less than \$8,000 with the intention of contracting with them for next year.
- This requires an agreement to be prepared by Mr. Clark to protect the plant beds.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Sebestyen, with all in favor, Supervisor Rooks was authorized to negotiate a contract for holiday decorating, as discussed, with We Hang Christmas Lights in an amount not to exceed \$8,000; District Counsel was authorized to prepare an agreement in this regard; and the Chairman was authorized to execute said agreement.

- The new proposal needs to be addressed to the CDD.
- Mr. Rooks was asked to notify Mr. Simmons or Mr. Medina as the installation is being done so that they can update the Board.
- No lights will be attached to plants. The staking will be done next to the plant beds.





**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**i. Consideration of Agreement with Pegasus Engineering for District Engineering Services**

- The agreement reflects it is with Inframark, as opposed to Severn Trent Services.
- The fee schedule shows the old rate, but it will be \$50. A revised agreement will be sent.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Rooks, with all in favor, the Engineering Agreement with Pegasus Engineering, LLC was approved subject to engineer sending a revised Fee Schedule in the amount of \$50 per hour.

**ii. Proposals for Dredging of the Lake Carlisle Sand Bar to Remove the Sand Bar**

- The big lake also has two sand bars, which are slightly visible.
- There is no risk for flooding or any other water-related issues.
- The area needs to be accessed to determine a price for this work, which will be presented to the Board.
- The big lake and fountains within the lakes will also be looked at.

*The record shall reflect Ms. Edwards joined the meeting.*

**iii. Status of Vegetation Encroachment on Vista Lakes CDD Property (Lot 54)**

- The Property Appraiser’s map was sent and there has not been a response.
- There was a question on whether it was growing on the owner’s property and coming over, or whether it was on CDD property.
- Mr. Clark indicated that anything on CDD property can be trimmed and removed. If the actual trunk is on private property, the CDD cannot remove it unless there is a drainage easement.
- There is a storm drain easement between the two homes.
- Anything from the drain to the fence needs to be removed.
- Adequate notice was given to the owner, but no specific date.
- Mr. Clark advised sending a formal notification with a date for removal, giving them the opportunity to relocate it. District Counsel will prepare the letter.



- The homeowner stated she would remove it.

There being no further discussion,

On MOTION by Mr. Sebestyen, seconded by Ms. Edwards, with all in favor, District Counsel was authorized to prepare a letter notifying the owner of Lot 54 to remove the vegetation encroachment on CDD property within two weeks.

**B. District Counsel**

**i. ADA Website Compliance Discussion and Consideration of Initial Website Compliance Review**

**ii. ADA Website Compliance Check List**

- Mr. Clark presented background to the Board regarding lawsuits filed indicating CDD websites cannot be read by the visually-impaired.
- Lawsuits are currently being filed in South Florida.
- The website would have to be reformatted, which is an expensive undertaking.
- Mr. Clark recommends the CDD enter into a consulting agreement with a firm which will advise on how to make the website ADA-compliant.
- Inframark has reached out to a consultant who will charge \$199 to review the website and make a recommendation. The consultant will also have a notification for the website, indicating it is under review, to help avoid any lawsuits.
- Many items do not have to be posted on the website to reduce the cost of conversion of documents from the PDF file to the audio file. Items must either be converted or removed.
- Approximately six Inframark clients have authorized the initial review by the consultant, none of which have submitted reports yet.

Mr. Rooks MOVED to approve the services of ADA Site Compliance in the amount of \$199 to review the District's website to determine the District's options to be in compliance with ADA standards.

- This is for the commencement of the process.

Mr. Sebestyen SECONDED the prior motion.



- The HOA has not been asked to do anything yet, just governmental entities.

There being no further discussion,

On VOICE vote with all in favor, the services of ADA Site Compliance in the amount of \$199 to review the District’s website to determine the District’s options to be in compliance with ADA standards, was approved.

**iii. Consideration of Landscape Agreement with Servello**

- The Board previously discussed making the hand watering optional. Mr. Clark took a few categories and made them not payable monthly, but payable when the services are rendered, such as mulching and annuals.
- The version for approval is the same as what was sent to the Board a few days ago.

There being no further discussion,

On MOTION by Mr. Rooks, seconded by Mr. Pass, with all in favor, the Agreement with Servello & Son, Inc. Regarding the Provision of Landscape and Irrigation Maintenance Services, was approved.

- Mr. Clark discussed the Use Agreement with the Gentry Park Homeowner’s Association. This is for them to enforce their own parking. A fully executed agreement was submitted for the record.

**C. District Manager**

**i. Consideration of Resolution 2018-09, Authorizing Spending Privileges to the Chairman**

- This was discussed at the last meeting and authorizes the Chairman or in his absence, the Vice Chairman, to expend a certain amount of money between meetings for general maintenance activities associated with anything which may be necessary for the health, safety and welfare of residents to repair, control or maintain District facilities and assets.
- The amount cannot exceed budgeted amounts for maintenance.
- This Resolution should include general maintenance for landscape issues.

There being no further discussion,



On MOTION by Mr. Rooks, seconded by Ms. Edwards, with all in favor, Resolution 2018-09 Authorizing the Disbursement of Funds for Payment of Certain Expenses Without Prior Approval of the Board of Supervisors to the Chairman and Vice Chairman in the Amount of \$5,000 for Maintenance and \$10,000 for Emergencies; and Providing for an Effective Date, was adopted.

**D. Field Operations**

**i. Field Management Reports**

There being no reports, the next item followed.

**ii. Hurricane Authorization Form**

- The Board discussed placing a cap in the amount of \$30,000.
- Servello will contact Inframark before proceeding with any necessary work.
- The scope is for emergencies first.

There being no further discussion,

On MOTION by Mr. Sebestyen, seconded by Mr. Rooks, with all in favor, the Authorization to Proceed with Servello & Son, Inc. for the 2018 Hurricane Season with a cap at \$30,000, was approved as discussed.

**iii. Proposal for LED Lighting**

- Mr. Simmons presented a proposal from Inframark.
- Lights are currently being replaced as needed, and is costing the District \$180 per light. If all lights are replaced at once, it will cost \$138 per light. There will be a significant savings for the District to have LED lighting.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Mr. Rooks, with all in favor, the Proposal in the amount of \$9,864.20 from Inframark for installation of LED lighting throughout the community, was approved.

**iv. Proposal for Draining, Cleaning and Painting of Fountains**

- A lift will be needed.
- Tile repairs are separate.
- The tower is included.





- The proposal is for the two towers east and west.
- There is a possibility that the rust will not be able to be removed from the tile. A proposal may be needed to replace the tiles.
- The third tower also needs to be done and should be added to the proposal.
- Inframark will ensure this is District property and that Enhanced Business Solutions covers the plants in the areas.
- Enhanced Business Solutions are not licensed to replace the roof.
- The glass should also be repaired.

There being no further discussion,

On MOTION by Mr. Pass, seconded by Ms. Edwards, with all in favor, the quote from Enhanced Business Solutions to repair the three fountains, cover the plants and replace broken glass in an amount not to exceed \$8,000, was approved as discussed.

**v. Proposals for Roof Repair at Fountain**

- This is for the east fountain.
- The companies who presented proposals cannot guarantee the tile color will match. Therefore, they requested replacing the entire roof.
- The other two towers also have some roof damage.

There being no further discussion,

On MOTION by Mr. Sebestyen, seconded by Mr. Rooks, with all in favor, the proposal from Sky Light Roofing Inc. in the amount of \$7,500 to replace the roof on the east fountain, was approved subject to receipt of references and other necessary documentation.

**vi. Proposal for Replacement of Signs**

- Four signs need to be replaced. They are traffic signs, which are on CDD property.
- There was discussion on metal versus PVC signs.

There being no further discussion,



On MOTION by Mr. Rooks, seconded by Ms. Edwards, with all in favor, the estimate from FASTSIGNS in the amount of \$519.63 to replace signs around the community, was approved, subject to the signs being made of metal.

**vii. Proposal for Installation of Outlets at Fountains**

- Inframark will do the work, as they have a certified electrician on staff.

There being no further discussion,

On MOTION by Mr. Rooks, seconded by Mr. Sebestyen, with all in favor, the proposal from Inframark in the amount of \$147.82 to install outlets, was approved.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Sebestyen commented the caps on the wharfs are broken and in need of replacement.
- Mr. Rooks had questions regarding the landscape report and the number of leaning trees.
- Maintenance of the large lake was discussed. Staff will present a proposal at the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments**

- A resident discussed landscaping issues.

**NINTH ORDER OF BUSINESS**

**Adjournment**

There being no further discussion,

On MOTION by Mr. Sebestyen, seconded by Mr. Pass, with all in favor, the meeting was adjourned at approximately 1:08 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman

