

**MINUTES OF PUBLIC HEARING AND REGULAR MEETING
OF SUMMIT AT FERN HILL
COMMUNITY DEVELOPMENT DISTRICT**

The Public Hearing and regular meeting of the Board of Supervisors of the Summit at Fern Hill Community Development District was held on Monday, August 14, 2023, and called to order at 6:09 p.m. at the Summit at Fern Hill Clubhouse located at 1340 Boggy Moss Drive, Riverview, FL 33578.

Present and constituting a quorum were:

Antonio Bradford
Angela White
Douglas “Doug” Smith

Chairperson
Vice Chairperson
Assistant Secretary

Also present were:

Jayna Cooper
Michael Broadus
Residents

District Manager
District Counsel (*via Zoom call*)

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cooper called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments Agenda Items

There being no public comments, the next order of business followed.

THIRD ORDER OF BUSINESS

Recess to Public Hearings

Ms. Cooper directed the Board of Supervisors to recess to the Public Hearings.

FOURTH ORDER OF BUSINESS

**Public Hearing on Adopting Fiscal Year
2024 Final Budget**

A. Open Public Hearing on Adopting Fiscal Year 2024 Final Budget

On MOTION by Mr. Smith seconded by Mr. Bradford, with all in favor, Public Hearing on Adopting Fiscal Year 2024 Final Budget was opened. 3-0
--

B. Public Comments

- Ms. Cooper gave an overview of the notice they received in the mail regarding the annual budget assessment increase proposal.
- Resident 2 voiced a concern with the increase in the mortgage while she believes the maintenance has not been maintained. Members of the community do not have keys to clubhouse/restrooms and noted a broken fence from a hurricane.
- Mr. Bradford noted Ms. Cooper should be contacted to receive a key. Additionally, the Board is working on a new set to give to residents.
- Resident 3 requested for sufficient lighting on Cone Grove Rd. They noted at the secondary entrance there is no lighting. Ms. Cooper advised the residents the matter would be investigated, and possibly may need to make the request through County.
- Resident 4 noted dead grass and damage to fence located at second entrance.
- Mr. Smith asked residents if they understand the difference between the HOA and the CDD, in which a resident asked the Board to explain the difference. Mr. Smith responded by stating the HOA oversees ensuring resident's individual houses are following set community guidelines. The CDD oversees the amenities, utilities, and landscaping for the community.
- Resident 5 requested a stop sign, landscaping on the bushes and additional lighting on Fern Hill Street.

C. Consideration of Resolution 2023-06; Adopting Final Fiscal Year 2024 Budget

Ms. Cooper discussed the Resolution with the Board.

On MOTION by Mr. Smith seconded by Mr. Bradford, with all in favor, Resolution 2023-06 for the Fiscal Year 2024 Final Budget, was adopted. 3-0

D. Close Public Hearing on Adopting Fiscal Year 2024 Final Budget

On MOTION by Ms. White seconded by Mr. Bradford, with all in favor, the Public Hearing for adoption of the Fiscal Year 2024 Final Budget, was closed. 3-0

FIFTH ORDER OF BUSINESS

Public Hearing on Levying O&M Assessments

A. Open Public Hearing on Levying O&M Assessments

On MOTION by Mr. Bradford seconded by Ms. White with all in favor, Public Hearing on Levying O&M Assessments was opened. 3-0

B. Public Comment

There were no public comments.

C. Consideration of Resolution 2023-07; Levying O&M Assessments

Ms. Cooper reviewed the Resolution with the Board.

On MOTION by Mr. Bradford seconded by Ms. White, with all in favor, Resolution 2023-07 for Levying O&M Assessments, was adopted. 3-0

D. Close Public Hearing on Levying O&M Assessments

On MOTION by Mr. Bradford seconded by Ms. White, with all in favor, Public Hearing on Levying O&M Assessments was closed. 3-0

SIXTH ORDER OF BUSINESS

Return to Regular Meeting

Ms. Cooper directed the Board of Supervisors to proceed to the regular meeting.

SEVENTH ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2023-08; Setting Fiscal Year 2024 Meeting Schedule

Ms. Cooper and the Board briefly discussed holding monthly meetings for Fiscal Year 2024. There being no changes requested,

On MOTION by Mr. Bradford seconded by Ms. White, with all in favor, Resolution 2023-08, Setting the Fiscal Year 2024 Meeting Schedule, was adopted. 3-0

B. Discussion of Pool Maintenance Proposals

Ms. Cooper presented to the Board two bids for pool maintenance which recommend a chemical controller.

A Quality Pools estimate for installation is \$5,210, with a monthly maintenance of \$1,400, and includes a black algae treatment. This source will not install without the black algae treatment.

Triangle, the second bid, estimate for installation is \$3,319, with a monthly maintenance of \$1,250, and does not include a black algae treatment.

Ms. Cooper explained the expert from A Quality Pools disclaimed that because the black algae was so significant, she is uncertain whether this treatment will completely alleviate the problem. There is a possibility of the pool needing to be resurfaced.

Ms. Cooper explained the expert said the black algae occurs due to an imbalance of chemicals overtime. In essence, the current vendor Zebra, has not been balancing the chemical agents in the pool for some time.

Mr. Broadus stated if the Board wanted to sue the current vendor, it would fall on the insurance carrier, and they would be required to hire outside counsel.

Ms. Cooper assured the Board both companies have the capacity to take on the project.

The Board requested for the expert at A Quality Pools call into the next meeting to answer any questions regarding treatment and servicing before moving forward.

Ms. Cooper asked Mr. Broadus to prepare a CDD form of agreement for A Quality Pools, and a termination letter for current vendor Zebra.

On MOTION by Mr. Bradford seconded by Ms. White with all in favor, the proposal from A Quality Pools for pool maintenance was approved. 3-0

C. Discussion on Landscaping Enhancements Proposal

Florida Native Nursery proposed a total of \$6,100 for maintenance and treatment. This is specific to the labor for initial herbicide treatment of cattails and torpedo grass, hand removal of hemp bind, and labor for the quarterly mitigation required by SWFWMD.

The Board received notice that they were not in compliance for a particular wetland mitigation site which prompted the District Engineer, Tonja Stewart, to gather the proposal to rectify the noncompliance. The CDD has not received a fine due to actively amending the situation with evidence.

Ms. Cooper stated approving the proposal puts the Board back into compliance.

Mr. Smith asked Ms. Cooper if this is a requirement, she responded Ms. Stewart could seek another source, but based off her 20+ years of experience and recommendation of Florida Native Nursey, it is assumed they can complete the project at a reasonable price.

Mr. Bradford asked how the CDD fell out of compliance, Ms. Cooper provided examples. To avoid this situation again, Ms. Cooper said the CDD can ask the District Engineer to prepare a spreadsheet of the CDD's permits along with due dates so they can remain in compliance.

Ms. Cooper discussed having Ms. Stewart call in to answer any questions regarding the permits and compliance matter at the start of the next meeting.

Ms. Cooper explained this proposal is specific to one mitigation area, and quarterly mitigation maintenance is necessary as the CDD's other ponds are under different permits with different requirements.

Mr. Smith requested the possibility of other offers that may be significantly lower than Florida Native Nursery.

On MOTION by Mr. Bradford seconded by Ms. White with all in favor, the proposal from Florida Native Nursery for landscaping enhancements was approved. 3-0
--

Ms. Cooper presented a proposal from Yellowstone in the amount of \$13,100. The proposal includes installation of pine bark nuggets, all beds and tree rings throughout the property.

Ms. Cooper explained the District has a Field Services Manager whom they can reach out to regarding procuring additional bids from other sources. The proposal was tabled until further notice.

D. Ratification of Pool Access Cards System Proposal

Ms. Cooper stated Affordable Lock and Security assessed the issue with pool access. Upon assessment, it was determined the system was intermittently working and needs to be replaced.

Ms. Cooper discussed an option repairing the gate and the restrooms using the same system.

Ms. Cooper explained the gate is important for residents to be able to access and use their amenities.

Ms. Cooper informed the Board she has the new pool access cards, each resident will receive two copies, and the representative at Affordable Lock and Security, is awaiting confirmation the cards were sent, after which he may install the new system.

Ms. Cooper explained if the Board wants to include the restrooms, the cost will double, but it will prevent vandalism, and alleviate the problems the community was experiencing in terms of accessing the pool and restroom.

The Board requested Ms. Cooper obtain a proposal to convert the restrooms to the new system as well.

On MOTION by Mr. Bradford seconded by Mr. Smith with all in favor, the proposal for the pool access cards system was ratified. 3-0

E. General Matters of the District

Ms. Cooper informed the Board the three bus stop benches were ordered, and the mulch has been approved to be included upon installation of benches.

The Board received the cleaning contract for reference as requested via email.

Ms. Cooper requested direction from the Board regarding the capital improvement survey.

Ms. Cooper requested options for outdoor exercise equipment including location, color, and shape of the sunshades.

The Board tabled the discussion to a future meeting.

Ms. Cooper requested appointing a supervisor to act as a liaison with vendors to procure proposals within the budget of \$6,500.

On MOTION by Mr. Bradford seconded by Ms. White with all in favor, Mr. Smith was appointed to serve as the liaison for holiday lighting site visits. 3-0

EIGHTH ORDER OF BUSINESS

Consent Agenda

A. Consideration of Board of Supervisors’ Meeting Minutes of the Regular Meeting June 12, 2023

B. Consideration of Operation and Maintenance Expenditures May-June 2023

C. Review of Financial Statements Month Ending June 30, 2023

The Board reviewed the consent agenda items as presented.

On MOTION by Mr. Bradford seconded by Ms. White, with all in favor, the Consent Agenda items A through C, were approved. 3-0

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

B. District Engineer

There being no report the next item followed.

C. District Manager

i. Community Inspection Report August 2023

Ms. Cooper explained to the Board Clay’s duties as Field Manager in the community.

Ms. Cooper informed the Board of Aaron, the new Account Manager, who will be replacing Josh.

Ms. Cooper noted the difficulty she had following up with Yellowstone. She stated she is uncertain whether if it is due to staffing, but communication has been difficult.

TENTH ORDER OF BUSINESS

Board of Supervisor’s Requests and Comments

- Ms. White requested an alternative solution to a foam piece which is broken on the monument and keeps falling off.
- Ms. White raised a question from a resident regarding fishing in the ponds. The Board remains firm with adherence to the policy of not allow fishing in the District ponds.
- Mr. Smith brought up to the Board that the grass damaged by a resident’s construction of a pool has grown back.
- Ms. Cooper stated the Board has towing agreement for cars on District property, but they cannot enforce parking restrictions on the street.
- Residents were advised to call the non-emergency sheriff’s office to report non-emergency vehicles obstructing streets and limiting parking availability.
- A discussion between the residents and audience ensued regarding alleviation of parking issues.
- A resident raised security concerns regarding non-residents in the form of groups, breaking into cars. Residents were advised to be cautious, lock cars and doors.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Bradford seconded by Ms. White, with all in favor, the meeting was adjourned at 7:58 p.m.

Jayna Cooper
Assistant Secretary

Antonio Bradford
Chairperson