

1 **MINUTES OF MEETING**

2 **CORY LAKES**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Cory Lakes Community Development District  
5 was held Thursday, October 19, 2023 at 6:00 p.m. at Cory Lakes Beach Club, 10441 Cory Lake Drive, Tampa,  
6 Florida 33647. The public was able to listen and/or participate in person as well as via ZOOM, at  
7 <https://us02web.zoom.us/j/87271417819?pwd=OFVySWMyR1diL0lOWEpWSc82SWhCUT09>,

8 Meeting ID: 872 7141 7819, Passcode: 776805, or telephonically at +1-305-224-1968, Meeting ID: 872 7141  
9 7819, Passcode: 776805.

10 **FIRST ORDER OF BUSINESS – Call to Order/Roll Call/Pledge of Allegiance**

11 Chairman Castillo called the meeting to order at 6:01 p.m., conducted roll call, then led everyone in  
12 reciting the Pledge of Allegiance.

13 Present and constituting a quorum were:

14	Jorge Castillo	Board Supervisor, Chairman
15	Ann Belyea	Board Supervisor, Vice Chairman
16	Ronald Acoff	Board Supervisor, Assistant Secretary
17	Rene Fontcha	Board Supervisor, Assistant Secretary
18	Cynthia McIntyre	Board Supervisor, Assistant Secretary

19 Also present were:

20	Larry Krause	District Manager, BREEZE
21	Patricia Thibault	District Manager, BREEZE
22	Vivek Babbar	District Counsel, SRV
23	John Hall	Facilities Manager, CLI
24	Dominique Green	Office Administrator, CLI
25	Steve Small	Onsite Account Manager, LMP
26	Kemuel Henderson (Via Zoom)	Client Manager, Allied
27	Becky Abbott	Site Supervisor, Allied
28	Richard Carpenter	LAF Committee, CLI
29	Heather Thompson	Safety & Security Committee, CLI
30	Todd Apple	Special Projects Committee, CLI

31  
32 *The following is a summary of the discussions and actions taken at the October 19, 2023 Cory Lakes CDD Board*  
33 *of Supervisors Regular Meeting.*

34 **SECOND ORDER OF BUSINESS – Chairman’s Opening Comments**

35 The Chairman thanked all for attending the meeting, thanked staff for keeping the meetings on time, and  
36 asked all participants to keep conversations civil.

37 **THIRD ORDER OF BUSINESS – Other Supervisors’ Opening Comments**

38 Supervisor Acoff wished everyone a happy new fiscal year, as the October meeting was the first of the  
39 2024 Fiscal Year. His new year resolution is that the community focuses on the positive, finds solutions rather  
40 than differences, forges a common path, and stays constructive in facing challenges.

41 Vice Chair Belyea thanked everyone for being there.

42 Supervisor McIntyre welcomed all attendees and noted there were many attending via ZOOM. She said  
43 she echoed the comments of Supervisors Castillo and Acoff, in that the community should work together toward  
44 positivity.

45 Supervisor Fontcha thanked everyone for attending, said that he was looking forward to a successful  
46 discussion, and noted that the shorter meetings were a move in the right direction.

47 **FOURTH ORDER OF BUSINESS – Audience Comments**

48 Chairman Castillo opened Audience Comments with speakers physically present, and then those  
49 participating virtually; Several members of the audience addressed the Board:

50 M. Siddique said he wanted to see the community work together more and have more positivity. He  
51 also mentioned the proposed fee changes for the Beach Club and that he does not want residents charged if they  
52 want to get together at the Beach Club for a couple of hours.

53 Carlos Guzman mentioned that many homeowners, and over 800 signers of a petition not to sell the  
54 Meadows, are concerned that the land could still be sold. He also mentioned his concerns for annexation of  
55 property behind Cory Lake Isles to expand the community.

56 Toshina Sethi mentioned fees for the Clubhouse for getting together to dance. She noted a change in  
57 how the facility can be used from how she used to access it. She asked that she be allowed to use the facility as  
58 she used to, and for the Board to reconsider its stance on use of the facility, forgoing review by legal counsel.

59 Mia Nordberg spoke of a house on Cory Lake Drive that she said parks up to nine cars on property in a  
60 dangerous way and added that they also drive dangerously through the community. Chairman Castillo noted he  
61 thought it could be a POA issue. Mr. Krause added that concerned residents should contact the City of Tampa  
62 Code Enforcement for the number of cars parked on a given property. Supervisor Acoff noted that the covenants  
63 should be reviewed, as it was his understanding that street parking was not allowed in the community at night.  
64 He added that this needed to be enforced both by the CDD and the POA, and that the issue needed be addressed  
65 as a safety issue.

66 Kara Greco addressed the Board and spoke to the same issue as the previous speaker, adding that she  
67 spoke with the owner of the house in question. She said that he said he spoke to the CDD and that the CDD  
68 gave him permission to park like he does because he was denied permission to expand his driveway. She also  
69 noted that she witnessed at least 3 instances where she says kids were forced into the street due to the parked  
70 cars.

71 There were no attendees via ZOOM who addressed the Board.

72 **FIFTH ORDER OF BUSINESS – Vendor Updates**

73 **A. Envera**

74 Mr. Hall addressed the Board and noted that Envera is still reviewing fingerprint control system  
75 upgrades and what their options are. Mr. Hall noted that Envera's current system will no longer be  
76 available, so they will need to change vendors for the access control, but the new system may not be  
77 compatible with the current system.

78 Supervisor Acoff asked if the District may need to upgrade its system and if there would be  
79 associated costs with that. Mr. Hall confirmed that may be a possibility, and that it could cost additional  
80 dollars.

81 Mr. Hall noted that they are trying to upgrade at no cost, but that Cory Lakes is the only district  
82 using fingerprint control with Envera. He added that they are trying to avoid using separate companies  
83 for fingerprint access and gate access, but that may not be an option.

84 Chairman Castillo asked when the vendor will know if the systems and current equipment will  
85 be compatible. Mr. Hall stated they are in process and did not provide a time frame. Supervisor Fontcha  
86 asked if the district could test the system. Mr. Hall reiterated that Cory Lakes is the only district using  
87 a fingerprint access system, and Supervisor Acoff qualified, "with this vendor." Supervisor Acoff asked

88 if the district should consider going with a vendor that has a bigger portfolio with the system they use  
89 and explore the costs of doing so.

90 **B. Landscape Maintenance Professionals - LMP**

91 Steve [Small], the Landscape Management Professionals (LMP) Account Manager for Onsite  
92 Management and Landscaping, addressed the Board and provided a landscaping update that included  
93 them getting ready for the holidays. He noted they trimmed palm trees and fertilized all the resident  
94 palms, and they finished Cross Creek and Morris Bridge, as well as the clubhouse and pool areas.

95 Supervisor Acoff asked Mr. Small if he thought the landscaping deserved a score of 96; he  
96 added that while he sees real effort out there by the landscaping team, he asked Mr. Small what can be  
97 done, at no additional cost, to get the landscaping score up to a true 95 or 96. He asked what the plan  
98 was to get there.

99 Mr. Small advised that summers are hard, but they are nearing the end now and are working  
100 hard every day. Supervisor Acoff stated that LMP does have a good team out there, but asked if there is  
101 a big-picture plan that addresses some of his concerns and that is being communicated to the team. He  
102 mentioned wanting to be prepared now for spring.

103 Mr. Small advised that LMP reduces its mowing frequency to every other week starting  
104 November 1, so they should be able to address items they are behind on in the off weeks. He added that  
105 this will work through the end of March. Supervisor Acoff asked if LMP has a list from which they  
106 work, and if that list is shared with Mr. Hall and that they have consensus on priorities. Mr. Small noted  
107 the Mr. Hall works well with the team and is very proactive in providing guidance on what needs to be  
108 addressed.

109 Supervisor Acoff noted that sidewalks along Cross Creek need to be trimmed back; Mr. Small  
110 advised they are working on it. Mr. Small added that he would like to revamp the entrance at Cross  
111 Creek, and asked Mr. Hall to explain an idea he had to forgo mulching the entire property this year.

112 Mr. Hall advised that the district usually re-mulches once a year at a cost of about \$70,000, and  
113 that some [flower] beds need more mulch than others due to washout, so not all of them need to be re-  
114 mulched every year. His idea is to pay LMP less money to spot mulch and transfer mulch from some of  
115 the fuller areas to areas that need it more. He said they could focus on mulching the playgrounds and  
116 spot mulching the rest of the community at a cost of about \$15,000 to \$20,000. He added that the  
117 remaining \$50,000 [saved], plus funds from little-used line items in landscaping such as sod to help  
118 cover costs, could be spent on improving the Cross Creek entrance. Mr. Hall noted this was just an idea;  
119 he continued to explain several options for plantings that could also address drainage issues.

120 Supervisor Acoff agreed that they need to consider spot mulching, but that the money [saved]  
121 may be earmarked for other things, including security or other places in the budget. Mr. Small noted  
122 that if they had proceeded with mulching, the money saved would not be there. Supervisor Acoff  
123 acknowledged that, then spoke of teamwork and thanked Mr. Small for his partnership.

124 Vice Chair Belyea asked Mr. Hall what was planted now in the area where he suggested more  
125 colorful plantings. Mr. Hall advised there are currently azaleas there that are nearing the end of their life  
126 cycle.

127 Ms. Thibault addressed the Board and asked them to hold on making any budgetary decisions  
128 until she presented her financial analysis.

129 Chairman Castillo asked Mr. Small if his spot mulch proposal was in two phases, given the  
130 \$101,000 cost. Mr. Small spoke to some of the different landscaping line items, such as sod and trees,  
131 that the funds can be pulled from. Supervisor McIntyre noted that LMP needed direction from the Board  
132 regarding not mulching. She also asked about mulch's impact on weed abatement. Mr. Hall added that  
133 mulch helps your plants as well.

134 Chairman Castillo asked Mr. Small if moving the excess mulch was included in the price on the  
135 proposal. Mr. Small advised that that cost would be separate; he did not have an estimate of the cost.  
136 Chairman Castillo said he liked the creativity of the idea, and asked LMP to bring a more complete  
137 proposal back next month that including moving up the mulch.

138 Supervisor McIntyre asked Mr. Small when they usually do the mulch. Mr. Small advised that  
139 they usually do the mulch around Thanksgiving.

140 Supervisor Acoff asked Mr. Babbar about making modifications to the contract with LMP  
141 concerning the mulch. Mr. Babbar stated that the wording of the contract is a factor, but in many cases  
142 mulch is an option on which the Board can give direction, and as long as both parties agree to the  
143 direction, no addendums need to be drawn up. The contract with LMP has mulching as a separate cost.

144 On a MOTION by Mr. Castillo, SECONDED by Ms. Belyea, WITH ALL IN FAVOR, the Board approved **Spot**  
145 **Mulching for This Year, with the use of Excess Funds To Be Determined**, for the Cory Lakes Community  
146 Development District.

147 **C. Allied Universal**

148 Kemuel Henderson (Client Manager) and Becky Abbott (Site Supervisor) addressed the Board  
149 and introduced themselves.

150 Ms. Abbott noted that Mr. Henderson sent the information that Supervisor Acoff asked for last  
151 month to Mr. Hall. Supervisor Acoff recalled his request was for an itemized accounting of Allied's new  
152 charges and added value to the district. Chairman Castillo added that there was the potential for the  
153 Board to explore other companies if the pricing was beyond acceptance.

154 Mr. Hall stated that the information sent to him might not be exactly what Supervisor Acoff was  
155 looking for. Mr. Henderson said that he sent over a list of what the officers do, but that he missed the  
156 itemized list. He said he would send that over to Mr. Hall first thing in the morning.

157 Supervisor McIntyre asked Ms. Abbott the Morris Bridge Entrance and children's safety in the  
158 morning. She said kids are going from being with a parent inside the community to outside the  
159 community alone and having to walk in front of and around cars. She added it will be getting dark soon  
160 and that she is concerned someone will get hurt. She mentioned volunteers may be an option to help.

161 Ms. Abbott said she is there every day and sees that most of the children are escorted by their  
162 parents. She noted that she does not see children running rampant, but when she does see kids where  
163 they should not be, she asks them to move to a safer location by her. Supervisor McIntyre asked Ms.  
164 Abbott if there was anything the Board could do to help make things better, and what she would  
165 recommend be done to make things safer, such as more people or volunteers? Ms. Abbott indicated a  
166 desire for more parental involvement. Supervisor McIntyre stated that the former District Manager said  
167 the District could have volunteers; Ms. Abbott said that would help. She also said that conditions have  
168 improved and that they are getting more support at the gate, both in the morning and afternoon. She  
169 added that the gate activity takes place in 2-hour windows in the morning and again in the afternoon,  
170 starting around 6:35 a.m. and again at 3:00 p.m., respectively.

171 Supervisor Acoff asked Mr. Babbar about the potential for insurance exposure by the District  
172 facilitating activity with the vendor for work beyond the scope of their contract at the gate. He asked  
173 for a review of the area.

174 Mr. Babbar addressed the Board and asked if the area discussed was a school-designated bus  
175 stop. Supervisors advised it is carpooling; Supervisor McIntyre stated it is not a parking lot. Ms. Abbott  
176 stated that the area has been used for the past six years of her being there and has only been an issue this  
177 year due to increased congestion.

178 Supervisor Acoff and Mr. Babbar discussed the proximity of the Club House and whether it  
179 would be a viable alternative that can also provide shelter in inclement weather. Mr. Babbar advised  
180 moving the carpooling activity to a designated facility or parking lot to limit potential liability for the  
181 District. Supervisor McIntyre inquired as to why they do not meet in the Publix Parking lot. Mr. Babbar  
182 asked if it was just community residents, or were non-residents also using the area. Supervisor McIntyre  
183 advised that people come from outside the community to pick up their children in the community and  
184 then carpool them to the private school.

185 Supervisor McIntyre asked Ms. Abbott why it would not work to have parents pick their kids  
186 up at the Beach Club. Ms. Abbott replied that when this was previously discussed, it was mentioned that  
187 it was too much for all the outside people to come inside the community. Supervisor McIntyre said this  
188 was addressed by the Security Committee and that the homeowners could park their cars in the parking  
189 lot at the Beach Club with their children standing at the entrance to the Beach Club, and the carpoolers  
190 would drive in, pick them up and drive out, and the homeowners could be on the Envera list to limit the  
191 amount of time spent identifying them.

192 Supervisor McIntyre suggested the CDD not allow people to park in the area currently used - if  
193 it is allowed to declare it a no parking area - to encourage people to use the Club House area, which she  
194 said would be safer.

195 Supervisor Fontcha mentioned that this has been an issue in the community for many years,  
196 though it has become a bigger issue this year, but that Allied seems to have things under control. Ms.  
197 Abbott said she believes it is much better now than it was. Supervisor Fontcha questioned if this was an  
198 issue; Supervisor McIntyre stated that it is a liability issue. Ms. Abbott said that she is there every  
199 morning and does not see the issues others are seeing. She says it has been much better since she sent  
200 out the letter telling people where they can park.

201 Supervisor Fontcha added that they can still manage the area and make sure kids are walking in  
202 safer areas. Supervisor Acoff stated that if it is working, that is good, but from a compliance standpoint,  
203 he wants to make sure Counsel is aware of any issues. He added that just because something has been  
204 done for a long time does not necessarily make it right – if it is wrong, longevity does not make it right.

205 Mr. Babbar suggested sending an aerial photo of the area with a description to the District's  
206 insurance carrier for its recommendations and any concerns. The insurance carrier will then be aware of  
207 the situation and will have the opportunity to advise against this activity, or if in support of it, to possibly  
208 provide parameters to ensure insurance coverage. Mr. Babbar suggested Mr. Hall provide the picture  
209 and description to Mr. Krause, who will then send it to the insurance carrier.

210 Supervisor McIntyre asked if the District could use volunteers. Mr. Babbar said that could be an  
211 option, but that it should also be presented to the District's insurance carrier for its recommendations.  
212 Ms. Thibault added that the insurance company has specific guidelines pertaining to volunteers,  
213 including adding them to a small workers' comp policy and providing for District oversight of managing  
214 the volunteers. Ms. Thibault said she had a document she could send to the Board that explained the  
215 oversight they would need to provide and advised Supervisors they would also need to determine which  
216 of them would provide that oversight of the volunteers. She added that there was some literature she  
217 would have Mr. Krause distribute to the Board on the subject.

218 Supervisor McIntyre stated that if the homeowners wanted to organize on their own, they could.  
219 Mr. Babbar said that regardless of who manages the process, if activity takes place on CDD property, it  
220 is a CDD issue, and the area in question was not designed to be used for carpooling. Supervisor McIntyre  
221 mentioned that a resident said she could organize parents to facilitate, but staff said that the CDD would  
222 still be liable for the activity on its property. Supervisor McIntyre agreed.

223 **SIXTH ORDER OF BUSINESS – Financial Items – Patricia Thibault**

224 **A. Exhibit 1 - Acceptance of the August 2023 Unaudited Financial Statement**

225 Ms. Thibault advised the Board that she included three financial documents under this item and  
226 asked that she be permitted to present the documents individually and then welcome any comments and  
227 questions. The Board approved.

228 Ms. Thibault began with the August 2023 Unaudited Financial Statement. She reminded the  
229 Board that the numbers presented were not BREEZE numbers and advised that the Fund Balance for  
230 the General Fund showed three months of Working Capital of \$482,069. She said that the Fiscal Year  
231 (FY) 2024 budget showed the District needs \$627,000 to cover the three months Working Capital  
232 needed, meaning the District is underbudgeted in the Working Capital line item by approximately  
233 \$145,000.

234 Ms. Thibault continued to discuss the General Fund and advised that she reviewed both revenues  
235 and expenditures and pulled some preliminary numbers from September. As of September 30 – which  
236 does not include all utility bills by the time of this presentation – the District is approximately \$135,000  
237 over budget in the Utilities line item. She also reviewed the FY 2024 budget at the same Utility line  
238 item, and noted the District will be between \$60,000 and \$80,000 over budget in the Utility line items  
239 if the District continues to trend [in spending] the same way. She said that she needs to do a full, in-  
240 depth analysis of the utility bills.

241 Ms. Thibault next discussed Landscaping. She advised that the Landscaping Budget,  
242 considering that not all bills have been received as of September 30, is \$116,757 over budget for FY  
243 2023. She said the two items together total over \$260,000 over budget for FY 2023.

244 Ms. Thibault discussed the Stormwater Project. She noted that the Board earmarked \$360,000  
245 for the Stormwater Project, so that the \$260,000 budget overage must now come from that \$360,000 for  
246 the Stormwater Project. She continued to explain that this means that money is now no longer available  
247 to address the Stormwater Project. Supervisor McIntyre asked for confirmation that by “Stormwater  
248 project” Ms. Thibault meant the Weir Project. Ms. Thibault confirmed that is what she meant. Supervisor  
249 Acoff added that the money that was assigned [for the Weir Project] was supposed to be assigned its  
250 own line item by request, along with the money from FY 2022.

251 Supervisor McIntyre said that she reviewed the loan papers when she got on the Board in  
252 December/January, and the paperwork said specifically that the loan money could not be comingled,  
253 that the \$360,000 needed to be kept separate and could not be used on General Fund items. Ms. Thibault  
254 reiterated that the District no longer has those funds available.

255 Supervisor Acoff expressed his displeasure with the fact that the previous management company  
256 did not separate those line items. Ms. Thibault continued with her presentation, stating that the District  
257 is starting the FY 2024 fiscal year over budget based on actuals from FY 2023, and that they would need  
258 to consider a budget amendment, as there is not enough fund balance or working capital, and they have  
259 spent the Capital Improvement Program Funds. She added that the District should end up with about  
260 \$160,000 - \$170,000 in unassigned, and recommended moving it to a separate fund for the Stormwater  
261 Project (Weirs).

262 Chairman Castillo noted that landscaping is over by \$116,000 and asked about utilities overage.  
263 Ms. Thibault said that utilities are over by \$135,000 for FY 2023, but that amount is unreconciled, as  
264 not all bills have been received and paid, and is why there are no remaining funds for the Stormwater  
265 Project in 2024. Supervisor Acoff added that if that is the trend, it gets worse.

266 Chairman Castillo said he understood that the District budgeted an excess for utilities for FY  
267 2024. Ms. Thibault advised they did increase the budget, but when she reviewed the actuals for 2023,  
268 she noticed they did not have enough budgeted and would be short by approximately \$60,000 – \$80,000.

269 Supervisor Fontcha asked Ms. Thibault if she had done an in-depth analysis of the budget to  
270 find out where there are any excesses compared to what was budgeted. Ms. Thibault said she started to  
271 pull the FY 2023 final numbers and asked for a Special Meeting in November to discuss the state of the

272 budget. She said she needed to revamp the budget and reiterated that there is not enough working capital  
273 or money set aside to complete the Stormwater Project, and she wanted to take a closer look at the  
274 budget. She added that she did not think the budget approved for FY 2024 is sufficient given the way  
275 the District is spending its funds, and she encouraged the Board to stifle non-critical spending until they  
276 could meet and review her analysis.

277 Supervisor McIntyre said they were told by the previous District Manager that they had  
278 \$555,000 left over from the FY 2022 budget, and then in July the auditor came and said they had  
279 \$432,000 left over, a difference which they questioned. She added that the money was supposed to be  
280 placed in a separate account that she says they were told by the auditor was “spendable money.”

281 Ms. Thibault stated that the District has working capital for three months of \$482,000, and there  
282 is no money in a separate account. Supervisor Acoff reiterated that the funds they had requested be put  
283 into a separate account never were. Chairman Castillo asked how much there was in “unassigned.” Ms.  
284 Thibault said that there was, at the end of August, \$529,000. She continued to say that the \$529,000  
285 considers the fact that they did not spend \$360,000 on the Stormwater Project. Chairman Castillo  
286 confirmed that the \$529,000 includes the \$360,000; Supervisor Acoff confirmed that money needs to  
287 cover the September expenses.

288 Ms. Thibault confirmed that when she reviewed the September 30<sup>th</sup> unreconciled balances, the  
289 district used \$176,000 of the \$529,000, leaving approximately \$350,000, unreconciled. She added that  
290 they have loan documents specifying that the loan money may only be expended solely for an intended  
291 purpose, and that the District establish a separate account with this money and safeguard it, although  
292 she said she anticipated they might need some of it to close out the Fiscal Year. Chairman Castillo asked  
293 if she was referring to the gap between the \$627,000 and the \$482,000. Ms. Thibault stated she was  
294 referring to daily operations.

## 295 **B. Analysis of Financial Banking Relationships**

296 Supervisor Acoff added that there was another \$28,000 that they agreed would be put into the  
297 General Fund earlier in the year that never happened, though the money is still there. Ms. Thibault  
298 advised the money to which Supervisor Acoff referred is a stand-alone fund called Series 2017 Fund,  
299 containing \$28,566. She confirmed with the bank that she could access that money and asked for a  
300 motion from the Board to allow her to close that account and move those funds to the General Fund.

301 On a MOTION by Ms. McIntyre, SECONDED by Mr. Acoff, WITH ALL IN FAVOR, the Board approved **the**  
302 **Closure of the Debt Services Reserve and Authorized Ms. Thibault to Move the \$28,566 in that Account**  
303 **to the General Fund**, for the Cory Lakes Community Development District.

304 Supervisor McIntyre asked if it created a liability to use the loan money for the General Fund.  
305 Mr. Babbar stated that there was the potential for liability, as the District must report the budget and  
306 audit. He added that the District may need to make a claim against Wrathell Hunt’s Liability Insurance.  
307 He reiterated that if there were any liability, they would look to the manager that caused that liability.

308 Chairman Castillo noted how much the District is over budget; Ms. Thibault stated that just in  
309 Landscaping and Utilities, the District is \$260,000 over budget. Chairman Castillo said they would like  
310 to know where exactly they went over budget. He said that utilities were understandable due to an  
311 extremely hot summer. He expressed incredulity at being so over budget in landscaping, as he said that  
312 had not happened in his previous 10 years on the Board.

313 Mr. Babbar reminded that Board that he, Ms. Thibault, and Mr. Krause expressed concerns over  
314 the existing budget process, and that Ms. Thibault is reviewing that now and will introduce the District  
315 to a new budget process that is used in multiple districts successfully. Ms. Thibault added that she is  
316 very transparent and that the Board will never have to come against her liability insurance for failure to  
317 disclose financial information.

318 An audience member asked who was legally liable for using designated monies for other  
319 operating expenses. Mr. Babbar said that it would be multiple parties, and explained that the Board  
320 relied upon the professional, expert advice of the District Manager and made a good faith reliance on  
321 his guidance; he noted that a court or anyone else would likely not look to the Board or the District, as  
322 they did their due diligence. The resident noted it might be the former District Manager, and Mr. Babbar  
323 pointed out it could possibly be his firm and not him individually.

324 Chairman Castillo stated that he did not know the \$529,000 included the \$360,000 from the  
325 loan. Supervisor Acoff agreed. He added that they tried to get those funds into separate line items and  
326 were continually ignored.

327 Ms. Thibault advised she was available to meet on November 7 for a Special Meeting to discuss  
328 the budget. Supervisor Acoff said that worked for him. Several other Supervisors said that date also  
329 worked for them. Ms. Thibault asked Mr. Babbar for an advertisement for that date. Supervisor McIntyre  
330 asked if the meeting would be at 6:00 p.m. Ms. Thibault confirmed 6:00 p.m. Ms. Thibault added that  
331 she would do more a more in-depth analysis of landscaping, as there is more overspending there, as well  
332 as the utility items.

333 Mr. Babbar asked Ms. Thibault if she was planning to do a budget amendment at the special  
334 meeting; she advised they would bring a budget amendment to the next regular meeting. Supervisor  
335 Acoff asked if holding the Special Budget Meeting on November 7<sup>th</sup> posed an issue, as it is Voting Day.  
336 The consensus was that it should not be a problem.

337 Some discussion ensued as to whether there would be a quorum for the Special Meeting; it was  
338 determined there would be. Mr. Krause advised they would set up ZOOM as well. Ms. Thibault advised  
339 that a budget amendment would be brought before the Board at the Regular CDD Meeting scheduled  
340 for November 16<sup>th</sup>.

341 Ms. Thibault moved on to **Exhibit 2**, and gave her banking presentation to the Board, which  
342 included her review of the District's banking relationships. She reviewed all bank statements received  
343 through September 30<sup>th</sup> and advised that the highest interest rate the District is receiving on any of its  
344 accounts is 1.26%, with some only getting 0.5%, and one only getting 0.0007%. She advised that as they  
345 are a governmental entity, the District cannot get a higher private interest rate, but should be able to get  
346 a rate higher than a governmental entity can receive due to their balances being insured under a Florida  
347 Qualified Public Depository. She asked the Board for a motion to allow her to close the accounts. She  
348 added that she works with Bank United, which provides a .25% interest rate hike over what they could  
349 get at other governmental entities, and that the rate has been holding at around 5.0%.

350 On a MOTION by Ms. McIntyre, SECONDED by Mr. Acoff, WITH ALL IN FAVOR, the Board approved **the**  
351 **Closure of Existing Interest-Earning Accounts and the Transfer of Such Accounts to Bank United**, for the  
352 Cory Lakes Community Development District.

353 Ms. Thibault stated that she would immediately close the account containing the \$28,000 and  
354 move that money over, and close the First Horizon accounts, and then open the accounts with Bank  
355 United in order to get the 5.0% rate. She added that all the tax deposits will come into the interest-  
356 earning money market account and then, on a one-time monthly basis, she will transfer funds over to  
357 pay for operating expenses, ensuring the District is always earning interest on its money.

358 Supervisor Acoff asked Ms. Thibault if the District was set for all tax assessments to roll into  
359 the right accounts. Ms. Thibault advised that she needs to file a form with Hillsborough County to  
360 provide it with information on the change in financial relationship; once filed, all funds would go into  
361 the one account. She also advised there is a SunTrust (Truist) account with ACH activity that the  
362 accounting team needs to review before moving that activity and closing that account. She will also keep



363 the account open for the Facilities Manager for emergency expenses until she can establish new debit  
364 and credit accounts.

365 Ms. Thibault then discussed **Exhibit 3** and the analysis of Fund Balance. She summarized the  
366 GASB (Governmental Accounting Standards Board) 54 fund classifications (non-spendable, restricted,  
367 assigned, and unassigned), and noted that if the loan document truly were earmarked and assigned to a  
368 specific expenditure, it would have been classified as restricted. She explained that non-spendable funds  
369 are usually dedicated for “pre-paids” and deposited funds; debt service funds have a restricted fund  
370 balance; assigned amounts are established by the Board and are very transparent to the residents, as they  
371 provide an idea of the Board’s vision, including for what they save.

372 Ms. Thibault talked about the Board’s 2008 Reserve Study that recommended by 2035 the  
373 community replace all pavers; she added that the 2008 cost was \$18 million. She stated that the District  
374 does not have any funds set aside for rainy day money and suggested the Board consider items [for  
375 savings] when the District prepares for the next budget. She said she is bringing items of need to the  
376 Board’s attention now so that they are aware and can plan. She reiterated paver repairs at a cost of \$18  
377 million in 2008 dollars, concrete curbs and gutters for \$1.3 million in 2008 dollars, and concrete  
378 sidewalks at \$1.4 million. She added that given the current market, it is possible that some of those costs  
379 have increased and may have doubled. Ms. Thibault noted there is also no money set aside for other  
380 potential expenses such as HVAC systems and playground replacements.

381 Ms. Thibault told the Supervisors she wants them to think about items in the community that  
382 will need to be repaired and get into a savings mindset. She said they also needed to establish an Asset  
383 Reserve Savings Account, which she explained can be done formally through a Reserve Study, which  
384 costs about \$4,500. Supervisor McIntyre said they already approved a Reserve Study. Ms. Thibault  
385 directed Mr. Krause to move forward and advised the Board that they will need to work with the Reserve  
386 Study analyst and should expect some high numbers, as the District has no money set aside for asset  
387 reserves. She added that they can move things around as needed and listed several items that she wants  
388 to see the Board cover: the pavers, streets, curbs, gutters, the Beach Club, HVAC systems, the security  
389 guard houses – those types of items are what she wants to see in the Reserve Study. Ms. Thibault also  
390 said that she anticipates that first year contribution will be close to \$300,000 to \$400,000.

391 Ms. Thibault suggested the Board ask an engineer or the District Engineer to do a paver and  
392 pavement analysis, as reserve studies tend to be more financial thinking regarding the life of an asset,  
393 but an engineer can create a priority plan for things like curbs and gutters and pavers, which may reduce  
394 the amount of the reserve study, as assets may last longer than anticipated by the analysts. Ms. Thibault  
395 summarized, saying that she felt the Board should get the Reserve Study Analyst and get a proposal  
396 from the District Engineer for the high-ticket items. She said she wanted to prioritize the high-ticket  
397 items based on feedback from the District Engineer.

398 Chairman Castillo said that the former District Manager advised them that current residents tend  
399 to not want to fund future repairs, as they may move away before any benefits to them are realized, and  
400 asked Ms. Thibault’s thoughts on this, as he opined that they may get some pushback. Ms. Thibault  
401 advised that this is the first district she had that did not have a Reserve Fund. Supervisor McIntyre stated  
402 she did not hear any opposition from homeowners about funding a Reserve Fund last year.

403 Ms. Thibault advised the Board that HOAs are required to fund Reserve Studies annually, but  
404 that CDD Boards are not. The CDD Board is also not required to follow the Reserve Study “to a T.”  
405 She added that through a Reserve Study, the Board is establishing a prudent fiscal plan that allows for  
406 some flexibility. Ms. Thibault put it on record that she recommends that the Board starts to ponder the  
407 items discussed.

408 Ms. Thibault asked the Board for a motion to direct staff to bring back a proposal from the  
409 District Engineer to provide a paver, curb, and gutter analysis so that they can be prioritized and removed  
410 from the Reserve Study analyst, and have him do the other items that are normally incorporated into a

411 Reserve Study, such as the buildings and roofs and guard houses. Supervisor McIntyre asked if this item  
412 could be postponed until next year, as there is no money now and the items are not prescribed to be  
413 addressed for another 12 years. Ms. Thibault advised she did not think the Engineer proposal would be  
414 too substantial, but suggested they wait until after the Special Budget meeting on November 7, as she  
415 said she feels the Board needs to get into the mindset of not spending and instead establishing that rainy  
416 day savings account, regardless of whether it is formalized through a Reserve Study or just a decision  
417 by the Board to start a savings account.

418 Supervisor Acoff agreed and reiterated that they need to develop a plan, and that part of the  
419 Reserve Study gives that 3-5-10 year plan. He said that no one operates a home without a reserve, and  
420 so how can they operate a community budget without one. Ms. Thibault restated that the District need  
421 not follow a Reserve Study, but that she does want them to start thinking about setting aside money in  
422 2025 that starts the rainy-day savings account, because she sees that they are already over budget for FY  
423 2024. Supervisor Acoff stated that they thought they had \$435,000. Supervisor McIntyre said that her  
424 understanding was that a well-funded reserve account added to home values.

425 On a MOTION by Mr. Castillo, SECONDED by Ms. Belyea, WITH ALL IN FAVOR, the Board accepted **the**  
426 **August 2023 Unaudited Financial Statement as Presented**, for the Cory Lakes Community Development  
427 District.

428 Supervisor Acoff asked if budgetary spreadsheets could be created; they would assist Mr. Hall  
429 and Ms. Green in knowing month to month exactly how much money is in the budget for any spending  
430 they may need to do, as well as alert them to any exceptions they could report at meetings, putting  
431 everyone on the same page. He asked for financial information as close to real time as possible, as  
432 currently all financial information is two months in the rears.

433 Ms. Thibault stated that she could give that report by dividing the FY 2024 budget by 12 and  
434 providing it in Excel. Supervisor Belyea added that he was asking for a monthly spreadsheet going  
435 forward. Supervisor Acoff and Mr. Hall noted this would be for big-ticket items, and Supervisor Acoff  
436 added that he wanted to be able to look at the previous year's budget as well and see actuals last year  
437 versus what was projected for the current year, which would make it easier to notice when something  
438 does not add up. Ms. Thibault said the team could work with Mr. Hall to create something with which  
439 he could work. She added that she will provide Mr. Hall with access to the bill payment systems so that  
440 he can also remain updated on what is coming through the system.

441 **C. Discussion on RFP for Audit Services**

442 Mr. Krause advised that the Board currently uses Grau & Associates for auditing services. Ms.  
443 Thibault asked the Board if they wanted to issue an RFP for Auditing Services, as there are other firms  
444 that are less expensive for the same services. She said they are currently paying about \$6,400, and that  
445 she has seen other firms charging between \$4,000 and \$5,000.

446 On a MOTION by Ms. McIntyre, SECONDED by Ms. Belyea, WITH ALL IN FAVOR, the Board approved  
447 **Staff to Issue an RFP for Auditing Services as Prescribed By District Counsel**, for the Cory Lakes  
448 Community Development District.

449 Mr. Babbar advised the Board that they need to follow Florida Statute Chapter 218 to designate  
450 the Audit Committee that approves the form of the RFP and then bring it back to this Board. He added  
451 that the Audit Committee is the Board of Supervisors, and that with the direction that the Board gave,  
452 staff will set up an Audit Committee meeting at the next regular Board meeting.

453 Vice Chair Belyea asked if they need a read ahead for that meeting. Mr. Babbar said the biggest  
454 issue is whether they want to include price in the RFP; he added that it is a best practice to include price,  
455 and that it would be a standard RFP packet.

456 **SEVENTH ORDER OF BUSINESS – Staff Update: Office Administrator – Dominique Green**

457 Ms. Green advised that she is back and working with the staff, as they had to replace one  
458 member of staff and now have a new team member. Ms. Green asked that anyone who comes into the  
459 office treat the team members with respect.

460 Ms. Green mentioned the Veterans Day Brunch Event on November 10<sup>th</sup> from 10 a.m. to 12  
461 p.m., and the Fall Festival that changed from November 4<sup>th</sup> to the same time on November 18<sup>th</sup>, due to  
462 the vendor needing more time to prepare. She added that updates are made to the District's Facebook  
463 page and encouraged people to follow events there. She added that she is also posting CDD-sponsored  
464 and non-CDD sponsored events there as well, and identifies them as such.

465 Ms. Green advised that she did not resubmit the Event Proposal, but mentioned that the only  
466 change is the Fall Festival in November. Supervisor Acoff asked if the Fall Festival is traditionally two  
467 hours or if it was three hours. Ms. Green advised that it was three hours, but as last year's event was in  
468 the paperwork for two hours, she went with that. She said she could make it three hours. Supervisor  
469 McIntyre asked if it would cost more to make it three hours. Ms. Green said that the event's main vendor  
470 is the same as previous years and so he is charging the same rates; she said she did not think he would  
471 charge more if she asked for a longer event.

472 The Board gave direction to Ms. Green to make the Fall Festival three hours long, from 11 a.m.  
473 to 2 p.m. Chairman Castillo noted a cost of \$4,500 for the Fall Festival and that sponsors have been  
474 utilized in the past. He asked if they still have sponsors for the event. Ms. Green advised that they do  
475 not have event sponsors this year, despite various outreach efforts. Supervisor Fontcha noted in the past  
476 they had Realtor sponsors. Ms. Green stated that she did reach out to them to no avail.

477 Chairman Castillo asked Ms. Green if she had access to records and previous sponsors. She said  
478 there is an events book that she references, but that it is outdated, so she does not have direct contact  
479 information. Vice Chair Belyea asked Ms. Green if she reached out for community volunteers, as they  
480 can sometimes bring in sponsors. Ms. Green advised that she posted it to Facebook and had reached out  
481 to some people who had reached out to her.

482 Chairman Castillo mentioned the Holiday Boat Parade and that a resident volunteer had  
483 sponsored that event, in part, for several years, and provided her name to Ms. Green. Supervisor  
484 McIntyre added that it was likely many of the vendors used in previous years are in the phone book;  
485 Vice Chair Belyea added that many of them advertise in The Islander as well. Supervisor Acoff said that  
486 he thought Ms. Green needed the names of potential contacts. Chairman Castillo said that Ms. Green  
487 should reach out to people in the most recent edition of The Islander and that she could review previous  
488 editions for potential donors. Ms. Green said she could do that and reach out to them. Supervisor  
489 McIntyre added that there is the Cory Lake Isle professional plaza with potential donors, and that Ms.  
490 Green could send a letter requesting sponsorship from some of the businesses there. Vice Chair Belyea  
491 said she would look into finding a list of donors from previous years that she could pass along to Ms.  
492 Green. Supervisor McIntyre mentioned a magazine with many advertisements that she would drop off  
493 at the office for Ms. Green as well.

494 **EIGHTH ORDER OF BUSINESS – Business Items**

495 **A. Consideration of Access Central Barrier Arm Proposal - \$7,082.14**

496 Supervisor Acoff said he thought this was a good deal and ultimately a money saver, but that it would  
497 need to wait to be considered until after the Special Budget Meeting. Supervisor McIntyre suggested  
498 adding this item to the December CDD Meeting.

499 **B. Discussion: Weir Project – *This item brought back from last meeting***

500 Ms. Thibault stated the engineer conducted an onsite review and agreed with the current plan.

501 Mr. Hall advised that he sent the current RFP and approved design drawings to the visiting  
502 engineer for his review and said that the engineer advised that he would have proposed the project the  
503 same way. He added that the current design is the easiest and least expensive way to address the issue,  
504 and that he would have budgeted about \$400,000 for the project, close to what the District Engineer  
505 projected.

506 Ms. Thibault advised that the visiting engineer reached out with two vendors who could possibly  
507 do the work. She added there is currently no funding to address the issue, but that she will move  
508 \$300,000 into a separate bank account/fund that will be restricted and find money to cover the rest.

509 **C. Discussion: Homeowner Action/Response Regarding Dispersion Pond [17923 Cachet Isle**  
510 **Drive] - This item brought back from last meeting**

511 Mr. Babbar advised that Mr. Hall had followed up with the resident and that they received a  
512 response that day from the resident's engineer who was looking for the elevations and other plat  
513 information. Mr. Hall mentioned he thought the District Engineer provided them with what he had,  
514 with only the original lot grading plans remaining to be obtained, and that they may need to go through  
515 the City of Tampa for those. Mr. Hall added that once the resident had the original drainage design  
516 drawings, they could provide more information pursuant to their game plan. Mr. Hall said that there is  
517 progress on this and that between his and Mr. Babbar's outreach efforts, the resident seems to be more  
518 responsive. Chairman Castillo asked if there was a timeline. Mr. Hall advised there is not one yet, and  
519 that he believes there are concerns about how much soil the resident has brought in and the changes he  
520 has made to SWFWMD's (Southwest Florida Water Management District) plans.

521 **D. Discussion of Events: Process and Forms**

522 **1. Defining a Group**

523 Mr. Krause advised the Board that they should define what a group is based on who needs to  
524 sign forms to use the Beach Club. He said that a group is technically two or more people, but that the  
525 Board could define a group for its purposes at whatever number it wished. Supervisor Fontcha said he  
526 felt a group should be two or more people. Supervisors asked Mr. Krause which form he was referring  
527 to. Supervisor McIntyre stated they should also consider whether they want to allow groups to make  
528 money through their use of the facility. Mr. Krause advised that topic was further down the agenda and  
529 responded to the earlier question that the group size issue applied to any form the District used that  
530 requires a group to sign, if there are any such forms.

531 Chairman Castillo stated that he believed the District had no forms for groups to sign; they only  
532 have forms to be signed by individuals and that individuals take responsibility for their events. Mr.  
533 Krause confirmed then that forms are submitted based on the duration of the event, not group size.

534 **2. Consideration of a Liability Waiver for CDD Facility Use**

535 Mr. Krause mentioned that some activities at the Beach Club present a higher potential for  
536 liability than do others and wanted to have a waiver in place to protect the District. Mr. Babbar stated  
537 the waiver was for anyone to sign who was going to engage in any physical activity or pose some sort  
538 of risk or hazard to the individual or to those around them. He added that it is a standard form that  
539 releases the District from liability from any claims and that the user is assuming all risk.

540 Chairman Castillo asked Mr. Babbar if the waiver would be the correct form to use for groups  
541 who wanted to do dance practice. Mr. Babbar said that it would, and included activities like dance,  
542 karate, Pilates, yoga – anything with physical activity where there is a risk of injury. Chairman Castillo  
543 asked for confirmation that the form would release the District from any liability; Mr. Babbar confirmed  
544 that that was the goal of the form.

545 Vice Chair Belyea asked if a dance group could fill out the form and use the facility without a  
546 reservation. Mr. Babbar confirmed that as long as there was no exclusive use and all participants signed

547 a liability waiver, then yes, the liability waiver would suffice for use of the facility. Supervisors asked  
548 for clarification concerning the need for a COI, which would not be needed unless a business is operating  
549 out of the facility, and the waiver would not supersede someone else's reservation.

550 Vice Chair Belyea made a motion to accept the Liability Waiver, and Chairman Castillo  
551 Seconded. Supervisor Acoff asked for a change to document in that an effective date be added to the  
552 footer for reference. Supervisor McIntyre added that they should produce written guidelines as to when  
553 the liability waiver should be used to help staff ensure that it is done correctly. She asked for a letter  
554 from Mr. Babbar outlining when the waiver should be signed.

555 Ms. Green asked for clarification between usage agreement or rental schedule. Vice Chair  
556 Belyea said she believed it would be only if there is an exclusive rental schedule. Supervisor Acoff told  
557 staff they will need to figure it out on a case-by-case basis. Supervisor Acoff added that everyone pays  
558 1/1000 of the cost of the facility, so that when they say they pay for it, they are paying 1/1000, or 1/500  
559 if they have two properties.

560 Supervisor McIntyre asked why the dance group could not fill out a form indicating that they  
561 would use the facility ahead of time, as having up to 15 people participate must be arranged. Ms. Green  
562 stated that most of the time the groups use the facility after hours, when no staff are present. Chairman  
563 Castillo asked if there is a maximum number of people for the activities under the Liability Waiver.

564 Supervisor McIntyre stated that currently there is a two-hour agreement for free and she did not  
565 know if that was going to change. She asked Mr. Babbar if the Liability Waiver was in lieu of a COI,  
566 and he indicated that was correct. Mr. Babbar added that if someone is operating a business, then they  
567 would fill out a COI. Supervisor McIntyre also stated that they need to decide if they want to allow  
568 people to come into the Beach Club to make money.

569 On a MOTION by Ms. Belyea, SECONDED by Mr. Castillo, WITH ALL IN FAVOR, the Board approved **the**  
570 **Liability Waiver with the addition of an Effective Date in the Footer**, for the Cory Lakes Community  
571 Development District.

572 Vice Chair Belyea asked for confirmation that Mr. Babbar would send the updated waiver to  
573 Mr. Krause, who would then send it to Ms. Green for use.

574 Supervisor McIntyre brought up food safety and handling as something the Board needed to  
575 address. Chairman Castillo advised that topic was not on the agenda.

576 **3. Discussion/Consideration: Beach Club Facility User Agreement and Rental Policies -**  
577 ***This item brought back from last meeting***

578 Mr. Krause stated that at the last meeting the Board discussed both the Beach Club User and  
579 Rental agreements and attempted to shorten both for simplification. The Board had requested the  
580 addition of a checklist that Mr. Krause added to the end of the Rental Agreement.

581 Mr. Babbar passed out updated versions of the Rental and User Agreements for the Board's  
582 review as discussion ensued. Vice Chair Belyea noted that Mr. Hall had requested a User Agreement  
583 for the Beach Club and said that the Rental Agreement and the User Agreement were two separate  
584 documents. She asked if they could address the User Agreement first.

585 **a. CLI Beach Club User Agreement DRAFT – Original**

586 Mr. Babbar advised that he removed some language from the document, as there is a "catch-  
587 all" paragraph at the beginning that says signers will abide by all policies of the Board. He added that  
588 his goal was to create a document that was simple and easy to understand and follow. He did not want  
589 to repeat what is in other documents, which can be updated as needed, with the goal that this one would  
590 not need to be updated, as it would evolve alongside those other forms.

591 Supervisor McIntyre suggested reviewing the Rules and Regulation to ensure they are consistent  
592 with these updates. She asked if it was appropriate to include language in the User Agreement about not  
593 teaching classes for profit. Mr. Babbar said that would be better placed in the policies. He said he prefers  
594 to call them policies, as “rules,” if adopted in the past, went through a formal, lengthy newspaper  
595 publication process, whereas policies can be adopted at any Board meeting. He added that if they wanted  
596 to change the name from Rules to Policies, they would need to check the files, and if they were adopted  
597 as rules, rescind them as rules and then adopt them as Policies.

598 Supervisor McIntyre asked Mr. Babbar to provide an update on this at the next CDD meeting,  
599 and Mr. Babbar asked Mr. Krause for the Resolution Adopting the Rules. Supervisor Acoff noted that  
600 he liked the document and that it was simple but effective.

601 On a MOTION by Ms. Belyea, SECONDED by Mr. Castillo, WITH ALL IN FAVOR, the Board approved **the**  
602 **Access and Use Agreement for the Beach Club Facility**, for the Cory Lakes Community Development  
603 District. *This item was amended later in the meeting to remove the word “Facility” from the document title.*

604 **b. CLI Beach Club Rental Agreement DRAFT – Original, with Checklist**

605 Mr. Babbar noted that he did not change any of the fees; he basically reorganized it, simplified  
606 it and streamlined it. Supervisor McIntyre expressed concerns that no one could use the Beach Club for  
607 free anymore. Chairman Castillo confirmed that costs only applied to exclusive use of the facility.  
608 Supervisor McIntyre asked how a group like the Book Club would proceed to request a one-hour  
609 meeting at the Beach Club. Vice Chair Belyea advised they would see Ms. Green and tell her they  
610 wanted to meet, and she would put their name in the book – they do not need a rental agreement.  
611 Chairman Castillo advised there would be no reservation required. Supervisor Acoff added that if you  
612 want exclusivity or after-hours, you pay the fees for the privilege, but that otherwise the two-hour  
613 reservation should be free.

614 Supervisor Fontcha wanted to clarify that people only pay for events that are exclusive.  
615 Supervisor Acoff asked if the limit was realistic regarding the number of people allowed for a two-hour  
616 reservation, currently limited to 25. He said that it should only be limited by the capacity of the facility.  
617 Other Supervisors agreed. Supervisor McIntyre added that the document should reference exclusive use.  
618 Supervisors agreed that exclusive use language should be added and that guest limitations should be  
619 removed on the two-hour rental.

620 Supervisor McIntyre asked about holding a public hearing any time you want to charge a fee.  
621 Mr. Babbar asked about the fees on the form he received and whether they had been adopted by the  
622 Board. Supervisors advised that they had not been adopted. Vice Chair Belyea and Supervisor McIntyre  
623 stated that the \$350 was adopted previously; Chairman Castillo asked if a public hearing was needed if  
624 the Board wanted to charge a lesser amount for the same venue. Mr. Babbar asked for confirmation that  
625 the fee and the deposit were already adopted – Supervisors confirmed that they were for the longer-term  
626 rental. Mr. Babbar said that now they are basically breaking up that approved fee and providing another  
627 option for a lower cost, but not increasing any fees.

628 Vice Chair Belyea stated that the previous office manager had requested the Board provide a  
629 rental option for users for a shorter period of time, and now they want to make it a rental agreement for  
630 exclusive use of Beach Club Facilities. Mr. Babbar stated that he would add specific language pursuant  
631 to renting the Beach Club. Supervisor Acoff said the User Agreement previously approved is not clear  
632 that it is for the Beach Club, as it states, “Beach Club and Equipment.” He opined that the addition of  
633 the word “equipment” makes it confusing and requested the language be clarified.

634 Mr. Babbar asked what the intent of the original document was. Vice Chair Belyea said that if  
635 people caused damage in the facility, there was no responsibility, as they never signed an agreement.  
636 She added that new homeowners have multiple forms they sign, including an agreement for use of the

637 pool and use of the gym, but not the Beach Club, so that is what this document is for. Mr. Babbar advised  
638 he would make that revision to the document as well as to change the language from “Beach Club  
639 Facility” to “Beach Club Meeting Room,” to include the kitchen, meeting room and bathrooms. Mr.  
640 Babbar advised that the furnishings in the three areas are included.

641 Supervisor McIntyre asked if there needed to be a hearing, and Counsel advised there does not.  
642 Vice Chair Belyea asked Counsel what the title of the document would now be. Mr. Babbar advised the  
643 document title would be, “Beach Club,” without the word “Facility.” Vice Chair Belyea asked if they  
644 could also change the name on the recently approved “Use Agreement” to also remove the word  
645 “Facility.” Mr. Babbar indicated yes.

646 On a MOTION by Ms. Belyea, SECONDED by Mr. Fontcha, WITH ALL IN FAVOR, the Board approved **the**  
647 **Rental Agreement for Exclusive Use of the Beach Club**, for the Cory Lakes Community Development  
648 District.

649 Supervisor Acoff followed up with a question regarding a change in the number of people, and  
650 Vice Chair Belyea confirmed that the change would be made as requested. Supervisor McIntyre stated  
651 that if anyone wanted to use the Beach Club for two hours, they just need to come in and speak with  
652 Ms. Green. Vice Chair Belyea said that she did not think there should be a two-hour time limit on use,  
653 as long as there is not an exclusive use agreement in place.

654 Ms. Green asked the Board for clarification; Mr. Hall said that according to one of the  
655 documents, someone could rent the clubhouse for two hours from 9 p.m. to 11 p.m. which would mean  
656 staff would need to be scheduled for that event, after hours. The Board amended the two-hour rental to  
657 state that the room could be rented exclusively up until 9 p.m. Mr. Babbar said that he would make that  
658 time change on the document, so that a two-hour rental had to end by 9 p.m.

659 Mr. Hall added that people wanting to visit the CDD office during normal business hours, even  
660 if there is a scheduled exclusive use rental scheduled for that time, should not be stopped from doing so.  
661 Mr. Babbar noted that goes to his definition of the meeting room, and that he will exclude the office  
662 from exclusivity, thereby allowing people access to the office during business hours, even if there is an  
663 exclusive event occurring at that time.

664 **E. Discussion on Setting a Public Hearing for Fee Changes at the Cory Lakes Beach Club**

665 Mr. Krause advised that based on earlier discussions, this item was no longer necessary.

666 **F. Discussion on Public Records Requests**

667 Ms. Thibault advised the Board that BREEZE received a number of public records requests  
668 recently and does honor them. She noted that they are time-consuming, and that she wanted to make  
669 sure staff had the correct documentation and furnished the records requesters with the exact documents  
670 they are requesting. She noted staff also was going to follow the timeline to fulfill a request, set by  
671 Statute at two weeks. Ms. Thibault noted that requests that took longer than 15 minutes to fulfill by staff  
672 would have a charge added to them as allowed by Statute, and that the charge would be \$45 per hour.  
673 She added that requests that took only a portion of an hour to fulfill would be charged for that portion,  
674 not the entire hour. Ms. Thibault also noted that payment would be required to be submitted before the  
675 records would be released. She introduced a form that BREEZE would like to establish for records  
676 requests and advised that the form would be made available on the CDD Website. This form would  
677 need to be filled out and submitted by anyone requesting a record for the District.

678 Supervisor McIntyre asked if any of the records could be placed on the website. Ms. Thibault  
679 advised they could, but would need to be ADA remediated, and she was not sure of the cost to doing  
680 that with the current vendor.

681 On a MOTION by Mr. Fontcha, SECONDED by Ms. McIntyre, WITH ALL IN FAVOR, the Board adopted  
682 the **Public Records Request Form**, for the Cory Lakes Community Development District.

683 **G. Discussion on How to Shorten CDD Meetings**

684 Mr. Krause advised that with the approval of several Beach Club documents, the Board went a  
685 long way in shortening meetings moving forward. Supervisor McIntyre said she thought that only people  
686 who sign up to speak should be allowed to speak. She added that she suggested it because public  
687 comments and ad hoc questions took 19 minutes last month. She added that she could get a list of the  
688 people on ZOOM who want to speak, and they could stick to the two lists. Mr. Babbar advised that  
689 sometimes people come late to the meeting but arrive during public comments, and so would not have  
690 the opportunity to sign up to speak, but should still be afforded the opportunity to speak. Vice Chair  
691 Belyea asked if they could limit comments to only agenda items, and Mr. Babbar advised that Mr.  
692 Krause did that earlier in the evening, but the Board allowed other comments. Supervisor Acoff said  
693 that if safety issues are brought up, they should be heard.

694 Chairman Castillo asked for confirmation from Mr. Babbar that it is the Board's discretion as  
695 to whether to allow off-agenda or additional comments; Mr. Babbar confirmed that the Board always  
696 has that discretion, but that it should be applied fairly. Supervisor McIntyre added that there is public  
697 comment allowed at the end of the meeting as well.

698 **H. UPDATE: Special Meeting between CLI POA & CDD, re: Community Covenants & Bylaws**  
699 **- Setting a Meeting Date**

700 Supervisors indicated they were available to meet on 12/11/23, but Mr. Babbar was not available  
701 to meet then. Other dates were discussed, but schedules could not be coordinated for December.

702 Supervisor Acoff asked about the Special Meeting in November and whether that would impact  
703 the [district management contract] budget, as the Board would now hold two special meetings instead  
704 of one, bringing their meeting total to 14 for the year. Mr. Krause explained that the BREEZE contract  
705 covers 13 meetings a year at the contracted cost, and any additional meetings would carry an additional  
706 cost. Supervisor McIntyre added that another option is to hold the POA meeting during the CDD  
707 meeting, but other Supervisors indicated that could be difficult, as the prevailing thought was the Joint  
708 POA/CDD Meeting needed two hours.

709 Chairman Castillo stated that they would need to look at dates in January for holding the Joint  
710 POA/CDD Meeting.

711 **I. Discussion on Committees**

712 Mr. Krause asked who appoints member to the committees, who is officially a member of a  
713 committee (currently and in the past), were they ever sworn in, what oversight does the Board have on  
714 committees, what kind of oversight does the Board want on committees – he said that it comes down to  
715 if the Board needs “committees,” and can the Board get by with “groups.” He asked how the committees  
716 were serving the Board and how the committees were set up, as he is receiving requests for emails from  
717 members who cannot be confirmed as members.

718 Chairman Castillo advised that through his experience on the Board, the committees they have  
719 had for a long time are LAF (Landscape, Aquascape, and Facilities), Security, and Special Projects,  
720 though it is a group and not a committee. Mr. Babbar said that whatever you call it, if the group is  
721 officially authorized by the Board and they have agenda items to discuss and provide updates to the  
722 Board, they must comply with Sunshine and public records laws and notice their public meetings.

723 Supervisor Acoff stated that it sounded like staff needs information related to who is on the  
724 committees. Mr. Krause confirmed he needs to know who members of the committees are officially.  
725 Supervisor Acoff asked if there was a form for the committees to fill out advising who is on them. Mr.



726 Babbar stated that the discussion centers around public records requests, whereby some people believed  
727 that if you just attended a committee meeting you automatically became a member of that committee,  
728 but Mr. Babbar stated that is not the way it functions. He said that typically the Board establishes a  
729 committee and nominates a Chair of that committee, and that the Chair would then appoint other  
730 committee members, and that would be provided in the meeting minutes.

731 Mr. Babbar mentioned that the membership information was not clear in the meeting minutes,  
732 which is why the discussion item is on the agenda. He added that staff wanted to make sure everything  
733 was in order for when records requests come in. He said that the process staff is looking for is that the  
734 Board authorizes the committee, it sets what the parameters are and what they are authorized to do,  
735 nominates the Chairperson and other members of the committee, but then the Committee Chair leads  
736 the rest of the committee as far as appointments go, as they must have several members in order to make  
737 quorum.

738 Mr. Krause asked if the committees have any decision-making powers or authority, and were  
739 the committees set up to be strictly informational gathering, or do they provide the Board with guidance  
740 and opinions, because a group could perform the same function. Supervisor Acoff stated that they make  
741 recommendations to the Board. The Board confirmed that committees bring items to the Board to  
742 consider, and Mr. Babbar confirmed that is part of the decision-making process, which is why all their  
743 meetings need to be noticed and open to the public.

744 Ms. Thibault asked the Board if they wanted Mr. Babbar and Mr. Krause to bring them back  
745 some parameters of how committees should be established, functions of committees, and the output of  
746 the committee and any considerations and appointments that are done by the committee. Chairman  
747 Castillo said yes and asked for guidelines and templates that they can use of committees that are running  
748 them successfully. Supervisor McIntyre clarified, "a suggested format for the structure."

749 Supervisor Fontcha added he would like information on who can become a member and who  
750 can be dismissed and by whom. Mr. Krause said that he was looking for information on who appoints  
751 and dismisses members of the committees. Chairman Castillo asked him what he has seen in other  
752 Communities. Mr. Krause advised that he does not have any other districts that have committees. Mr.  
753 Babar added that about 97% of his communities do not have committees.

754 Supervisor McIntyre stated she felt committees serve a valuable purpose in Cory Lakes, as  
755 homeowners are able to give input into issues important to them, and they encourage people to get  
756 involved in the governance of the District. She said people had been appointed to committees in a  
757 variety of ways according to her research. Ms. Thibault said the process just needed to be tightened up  
758 a bit. Supervisor Acoff echoed that sentiment and asked staff to bring back recommendations as a next  
759 step.

760 Mr. Babbar asked for current committees to send information to staff about how they currently  
761 operate, their purpose and vision, and current members, so that staff can work on a roadmap of how to  
762 ratify everything going forward.

763 Supervisor Fontcha asked staff to bring back recommendations regarding groups as well, if they  
764 felt those would work better. Mr. Babbar said that he has several communities that have groups that use  
765 Audience Comments to provide input to the Board, and they are not restricted by Sunshine and Public  
766 Records laws. He added it gives them more flexibility and freedom and less liability with respect to  
767 public records requests.

768 Vice Chair Belyea mentioned that the reason members of the previous Security Committee  
769 resigned was because they were told they had to submit to Sunshine Laws. Supervisor McIntyre stated  
770 that the current members have no issues with that.

771 Supervisor McIntyre asked what information the committee Chairs needed to provide. Mr.  
772 Babbar stated the committee's purpose, members, what they think their role is, and what kind of  
773 authority they would like to see or do already have.

774 Supervisor Fontcha said they are looking for recommendations and best practices from staff  
775 regarding committees. Mr. Babbar said the best practice, in his opinion, is not to have committees. He  
776 added that the people on the committees are providing a valuable service and could still email reports,  
777 but would be doing it as residents, not as committee members.

778 Vice Chair Belyea asked if Mr. Babbar's recommendation for no committees applied to all  
779 existing resident committees. He said that only the Board could dissolve the committees. Supervisor  
780 Acoff stated that Mr. Babbar's recommendation was that the Board send him information, and then he  
781 would get information back to them.

782 Ms. Thibault advised she would also reach out to the insurance company, as there may be  
783 coverage issues for committee members that could have some financial impacts to the District.

784 **NINTH ORDER OF BUSINESS – Committee Reports**

785 **A. Landscape Aquascape Facilities (LAF)**

786 Mr. Carpenter addressed the Board and spoke to debris blocking drains as an issue and wanted  
787 an email reminder sent to residents by the CDD and the POA.

788 Chairman Castillo asked Ms. Green to send out a notice to residents to clean their debris and  
789 advise their landscapers to take their debris with them from when they trim.

790 **B. Safety and Security Committee**

791 Ms. Thompson addressed the Board and asked about the Charter and Objectives of the  
792 Committee, but the Board asked to table that discussion until they get some guidance from staff.

793 Supervisor Fontcha brought up committee membership and how members were dismissed from  
794 the committee, and advised they would get direction from Counsel on that.

795 ***WALKED ON ITEM: Update on Gym Expansion Plans by Special Projects***

796 Supervisor Acoff asked if Mr. Apple could provide an update to the Board on the design for  
797 Gym expansion; the Board approved. Mr. Apple advised there were three public workshops held to  
798 solicit community input. They are working to bring the clubhouse into compliance. He presented a  
799 report on the community survey and input that was reviewed by the Engineer, Mr. Hall, and Mr. Acoff.  
800 He mentioned a design that takes into consideration expanding the square footage to the gym area, and  
801 seeing if they could improve storage for the racks outside and add curtain dividers to help privatize  
802 areas. He said that most of the feedback was not for more equipment but for more space for the  
803 equipment they already have. He went over next steps that included issuing an RFP and additional  
804 meetings. He also noted it would cost about \$10,000 to do the designed work.

805 **TENTH ORDER OF BUSINESS – Approval of Minutes**

806 **A. Board of Supervisors: September 21, 2023**

- 807 **i. Summary of Motions**
- 808 **ii. Regular Meeting**
- 809 **iii. Action/Agenda or Completed Items**

810 **B. Safety and Security Committee: September 5, 2023 - *This item brought back from last meeting.***

811

812 **C. LAF Committee: October 2, 2023**

813 Supervisor Acoff complimented Mr. Krause on doing a good job with the minutes.

814 On a MOTION by Ms. Belyea, SECONDED by Mr. Acoff, WITH ALL IN FAVOR, the Board approved the  
815 **Minutes for the September 21, 2023, Meeting as Edited**, for the Cory Lakes Community Development  
816 District.

817 **ELEVENTH ORDER OF BUSINESS – Staff Reports**

818 **A. District Engineer: Johnson Engineering, Inc.**

819 There being none, the next item followed.

820 **B. Facilities Manager: John Hall**

821 Mr. Hall noted a lift station in Canary Isle is in the process of being repaired and there is a hold  
822 on spending.

823 Chairman Castillo asked if there was an update on up lights in Cross Creek, as there were some  
824 still missing. Mr. Hall said there were some little issues remaining, but nothing major. He said all the  
825 power was restored, so Christmas lights should be OK. Supervisors advised there were still some lights  
826 that were out, including some on the ground. Chairman Castillo noted some trees need to be checked  
827 near the cutoff to enter the plaza.

828 Chairman Castillo also directed Mr. Hall to look into the pressure washing trailer and to get  
829 some prices for consideration for when the Board looks at the 2025 Budget, as it could save the District  
830 money over time. Supervisor Acoff added that it would clean the sidewalks as well as the curbs, which  
831 were not cleaned by the last vendor to clean the sidewalks.

832 Chairman Castillo asked if the \$7,000 would be put on hold until after the Special Budget  
833 Meeting. Supervisor Acoff advised that any costs would need to be considered after the Special Meeting.  
834 Chairman Castillo asked Mr. Hall if there were any monuments that needed immediate paint for the  
835 holidays. Mr. Hall advised the entrance monuments to the Isles need to be cleaned and would be done  
836 over the next couple of weeks, as they were previously approved.

837 **C. District Counsel: Straley Robin Vericker, P.A.**

838 Mr. Babbar said that he was going to discuss Sunshine Law and social media, but staff asked to  
839 table that item until the next meeting. Supervisor Acoff suggested putting the District Counsel report  
840 closer to the front of the meeting. Mr. Babbar advised that was possible and added that Supervisors had  
841 four-hour training coming up starting January 1, 2024. Supervisor McIntyre asked if it were four hours  
842 a year and if it could be done online. Mr. Babbar said that it could be done online and would be verified  
843 on their Form 1 when they fill it out each year.

844 **D. District Manager: BREEZE**

845 Ms. Thibault said she wanted to add Legal Recitals to bigger contracts that lay out details of  
846 legal and record keeping and other information items such as E-Verification. She said the staff has  
847 templates that are like mini-contracts and wants to start using them. Mr. Krause handed hard copy  
848 samples to the Supervisors for their review. Ms. Thibault said she wants to use them for proposals for  
849 anything over \$1000 to protect the District and tighten up processes. Mr. Babbar approved the document  
850 and advised that a section of it needed to be increased to 14-point font per State Statute.

851 On a MOTION by Ms. McIntyre, SECONDED by Mr. Acoff, WITH ALL IN FAVOR, the Board approved the  
852 **Use of the Contract Boilerplate Template for Items Costing \$1000 and Up, and Increasing the Font to Size**  
853 **14 Point as Prescribed by District Counsel**, for the Cory Lakes Community Development District.

854 Mr. Krause advised that the ZOOM link information is the same for all CDD meetings and that  
855 there is a call-in number should the link not work. He advised the link and call-in information are also  
856 available on the CDD Website as well as being posted on the top of the agenda and agenda packet.

857 Supervisor McIntyre asked about comments on ZOOM and if they could be deactivated. Staff  
858 advised that they could be turned off. Mr. Babbar suggested turning comments off.

859 **2. Quorum Check for Next Meeting – November 16, 2023, at 6 p.m.**

860 Supervisors advised they will be able to attend the next meeting.

861 **TWELFTH ORDER OF BUSINESS – Public Comments: Non-Agenda Items (3 Minutes per Speaker)**

862 Carlos Guzman said he wants to recover money from Wrathell Hunt from the loan that he said  
863 was allowed to be comingled with the General Fund and wanted to seek other costs from them related  
864 to Counsel fees. Ms. Thibault advised staff will review the Budget and that she would move about  
865 \$300,000 into a Reserve Fund. Mr. Guzman said he had video of Supervisors asking the former  
866 management company to separate that money. Ms. Thibault added that if they have the money available,  
867 that would demonstrate they did not have the intent or will to advance that. Mr. Babbar advised more  
868 data was needed to make an accurate analysis, and recovery would be difficult without evidence of  
869 damages, such as the loan being called into default or violations of the loan provisions.

870 Angela Delgado wanted clarification on the Security Group. She said they were not voted in  
871 and did not make decisions. She wanted to know if she was subject to Sunshine Law. Mr. Babbar advised  
872 that staff will be working with District Counsel to determine who was a committee member. He advised  
873 that just attending a meeting does not make one a member of that committee. Supervisor McIntyre said  
874 that at the top of the meeting minutes, it said, “members present” and was approved by the Board. Mr.  
875 Babbar reiterated that this is the process that will be reviewed by him and staff.

876 Kara Greco said the audio was hard to understand. She expressed frustration with several  
877 Supervisors and the former District Manager for the Budget issues facing the District. Ms. Thibault  
878 stated that the Board now understands the financial situation of the District and that it took an external  
879 entity to bring this financial information to the Board. She expressed pride in how the Board accepted  
880 the information she provided and that steps are being taken to address the issues, both now and in the  
881 future. She added that the Board relies on their professional team to advise them on such matters, and  
882 she is appreciative of the Board for quickly scheduling a meeting to address the issues.

883 **THIRTEENTH ORDER OF BUSINESS – Supervisors Requests**

884 Chairman Castillo asked if the agenda books could be bound moving forward to make them less  
885 unwieldy. Ms. Green said she can do that moving forward.

886 Supervisor McIntyre asked staff to put out notices of the meetings as far in advance as possible.  
887 Ms. Green advised she will send them out as soon as possible.

888 **FOURTEENTH ORDER OF BUSINESS – Adjournment**

889 The meeting adjourned at 9:16 p.m.

890 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at*  
891 *the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
892 *including the testimony and evidence upon which such appeal is to be based.*

893 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
894 **meeting held on Thursday, November 16, 2023.**

895

Signature

Signature

896

Larry B. Kowseh  
Printed Name

Ann E. Belyea  
Printed Name

897

Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

898