



Date: April 2, 2024  
Time: 7:00 p.m.

Minutes of the Board of Supervisors  
Lake St. Charles Community Development District  
6801 Colonial Lake Drive  
Riverview, FL 33578  
813-741-9768

**Supervisors:**

Chairman, Marlon K. Brownlee  
Vice Chair, Yvonne Brown  
Treasurer/Secretary, Virginia Gianakos  
Supervisor, Benjamin Turinsky  
Supervisor, Robb Fannin

**Staff:**

Adriana Urbina, District Manager  
Luis Martinez, Interim Property Manager

**In attendance:**

Maggie Mooney, Legal Counsel  
Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chairman, Marlon K. Brownlee

Many residents present requested updates on the playground closure, the dock installation, updates to the dog park and grant updates.

Resident inquire about the status of the re-location of the dog park closer to I-75 wall as shown on the proposed master park plan. The Chair informed her that the master park plan was adopted as a guideline and the Board approves projects based on highest priority. Supervisor Turinsky stated the dog park has been sprayed for fleas and maintenance staff will be tasked once a month to clean the dog park area. He also informed the residents that if any issues are seen in the community, they can feel free to text him and he will immediately have staff address it.

Resident informed the Board that the community entry ways are in bad shape and could use some work. He recommended adding some flowers. Supervisor Turinsky informed the resident that LMP has begun servicing the community once a week and they will be providing an update proposal to spruce up the entry signs and directory. He also stated the Board needs 3 bids for the updating of all entrances.

Resident asked for a way to work on communication throughout the community, District Manager informed him that she is working on refreshing the access control system and the plan is to have new agreements signed while asking residents to provide their email address so the District can create an email blast list. Once this is created the Supervisor packet and minutes can be shared via email.

The present residents were updated on the demand letter sent to Hardeman Landscaping for reimbursement of concrete that was not installed as part of the trail project. The contractor responded with a statement that a refund is not due because sod and dirt were installed as an exchange to the District. The contractor also stated that they were not involved in providing services to the previous employee of the District. Legal Counsel stated if the desire of the Board is to pursue this claim will they be willing to approve the legal fees for a lesser recovery. Mrs. Mooney stated that the District will need majority Board approval to enter litigation. She also recommended the Board appoint a staff member as point of contact for this legal matter.

Resident asked if background checks for criminal records are performed on vendors. She was informed that this is not a common practice and if the District wishes to do a background check it would be in search of public entity crimes.

Resident asked about holding yoga classes for the community in the pool facility. A decision could not be made at this moment.

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved the, April 2, 2024 Consent Agenda consisting of the: March 5, 2024 General Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2024 Financial Reports and the Facility Monitor March 2024 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 1 Supervisor Gianakos opposed
2. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved to waive the District's Paid Time Off (PTO) Policy #3500.6 and pay the full 349 hours Mr. Cooper accrued. Supervisor Brown stated the Policy calls for a max pay out of 240 hours in based on the date of separation. Mrs. Mooney

recommended the Board pay for the accrued hours to prevent litigation. Motion passed 5 to 0

Treasurer Gianakos made a statement that the expenditures listed on the agenda were not reviewed by Treasurer Committee. She would like to request that the expenditures be remanded back to committee for review. She provided additional information such as the code enforcement officer stated the Hillsborough County was not requesting to shut down the playground, he recommended, the District should contact their insurance carrier for guidance. To date no one has reached out to the District's insurance carrier so she called and spoke to Andres Jimenez. Mr Jimenez stated he could send a certified playground inspector to inspect the playground at zero cost to the community. She again stated the expenses should not be reviewed at this meeting. She stated that Miller could resubmit the drawings based on comments made by the Natural resources department. A survey was not requested by the county. She also stated Mr. Rick Espinoza could come out and repair the turf since there is a 12 year warranty on this. Following this she spoke about the Above Water Contract and that \$22k has already been paid, she stated there is a license and insurance for this vendor. She stated that O&G has a Marine license they are on Sunbiz and can complete the dock work.

Legal Counsel stepped in and made a statement in regards to Robert's Rules of Order and how meetings work. The Chair controls the meeting and will call on individuals one by one to be heard. It's absolutely inappropriate, disrespectful and uncivil for anyone to interrupt others, that is not how Government works. This does not happen at the County or the Cities, so it shouldn't happen here. The Chair is fully within his right to control the orderly conduct of the meeting, to adjourn the meeting or to take a recess. The meeting could also be continued another day, but devolving into yelling or devolving into uncivil conduct is not appropriate in any form. She also stated she has work at many levels of Government and what she is seeing here is totally unorthodox, residents are getting a gift from the Board for allowing the dialogue. The Board is not legally bound to do this. If a free for all continues the Chair can call the Police to be present at the meetings. She doesn't recommend this and she hopes it doesn't go there. All Board members have the right to be heard and they should be treating each other with respect. The Board sets the tone and the standards for all present.

Maggie also stated the agenda needs to be followed in the order it is presented.

AI: Management Committee to review PTO policy and update as necessary.

Mr. Hank Schneider, Civil Engineer, provided the Board and present residents' information on obtaining engineer services for the District. His recommendation is to have the District issue an RFQ to hire a Firm, while following CCNA procedures. A Civil Engineer can be hired to negotiate contract and rates, they will also provide design drawings for projects and review bids for license criteria. He stated that if the District had an engineer firm on contract the District would not be in the situation it

is in now. He recommended a 5 year contract with an Engineer Firm that is reviewed annually, along with requesting an extension for the upcoming SWFWMD permit.

3. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved to have Legal Counsel assist in preparing a RFQ for District Engineering Services. Motion passed 5 to 0
4. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved the proposal received from Aurora Civil Engineering for the required playground site drawings in the amount of \$6,200 not exceed \$8,000. Legal Counsel stated that the hiring of an Engineer for single projects is not recommended as daily practice but this would be exempt from CCNA requirements. Motion passed 5 to 0
5. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved the proposal received from Robertson Survey to provide the required playground property survey in the amount of \$4,750 not to exceed \$6,500. The survey is required along with the engineer drawing as it is required for playground permitting. This will also check for drainage boxes. Motion passed 5 to 0
6. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved the proposal received from Outdoor Living Pro's for the replacement of the playground's artificial turf in the amount of \$4,775 not to exceed \$5,000. The previously installed turf is failing and other vendors will not offer to fix it as they did not install it. Supervisor Gianakos stated that Rick Espinoza was the original installer and he will come out to repair the turf that has a 12 year warranty. Supervisor Turinsky stated that this turf has been repaired twice and it keeps failing. This turf needs to be up to standard to pass inspection. Motion passed 4 to 1 Supervisor Gianakos opposed
7. On **MOTION** by Supervisor Turinsky and second by Supervisor Brown, the Board approved the proposal received from Don's Bay Area Painting in the amount of \$6,800 to paint the missed exercise equipment, playground fence and bleachers. Motion passed 4 to 1 Supervisor Gianakos opposed

AI: District Manager needs to send to Legal Counsel the DEP grant contract along with Mr. Cooper's grant manager contract for review.

8. On **MOTION** by Supervisor Turinsky and second by Supervisor Brown, the Board discussed amending Motion #2 from the March 5, 2024 meeting to accurately reflect the termination of Mark Cooper. Supervisor Turinsky was informed that this correction should have been called for before approving the Meeting Minutes dated March 5, 2024. Motion was rescinded

9. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved the proposal received from Florida Structural Group for the permitting and installation of the District's floating docks in the amount of \$24,600. Motion passed 5 to 0

Chairman Brownlee stepped out from meeting

10. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved to hire a third party insured transportation provider for the delivery of the floating docks from the manufacturer to the District, not to exceed \$2,000. Motion passed 4 to 0

11. On **MOTION** by Supervisor Brown and Second by Supervisor Gianakos, the Board approved to extend the General Meeting until 10:17PM. Motion passed 4 to 0

Chairman Brownlee returned to meeting

12. On **MOTION** by Supervisor Brown and second by Supervisor Fannin, the Board discussed amending Motion #3 from the March 5, 2024 meeting. An RFP for District Management Services is not necessary as only one open position within the District needs to be filled. Supervisor Brown was instructed to restate her motion as reconsideration instead of an amendment. Motion was rescinded

13. On **MOTION** by Supervisor Brown and second by Supervisor Gianakos, the Board approved to place the previous motion as a continuation to next Month's Meeting agenda. Motion passed 5 to 0

AI: Interim Property Manager to see the status of the zip line repair and review items needed to order for repair.

Meeting adjourned at 10:19PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair