

**MINUTES OF MEETING  
POINCIANA WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Poinciana West Community Development District was held on Wednesday, **May 15, 2024** at 9:00 a.m. via Zoom Communication Media Technology and in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

Peggy Gregory	Chair
Roy LaRue	Vice Chairman
Dr. Maneck Master	Assistant Secretary
Ed Smith	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Monica Virgen	District Manager
Scott Clark <i>via Zoom</i>	District Counsel
Kathy Leo	District Engineer
Joel Blanco	GMS Field Staff

*The following is a summary of the discussions and actions taken at the May 15, 2024 Poinciana West Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order and called the roll at 9:00 a.m. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Public Comment Period on Agenda Items**

There being no comments, the next item followed.

May 15, 2024

Poinciana West CDD

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the March 20, 2024 Meeting**

Ms. Adams presented the draft minutes of the March 20, 2024 Board of Supervisors meeting, which were included in the agenda package and reviewed by management staff. Ms. Gregory requested that the comment on Page 12, regarding the temperature of the room, be removed, as it was not germane to the discussion. Dr. Master pointed out that the idea was not to have verbatim minutes, but just capture the gist of it. Ms. Adams would amend the minutes.

On MOTION by Mr. Smith seconded by Dr. Master with all in favor the Minutes of the March 20, 2024 Meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Gregory Hindahl**

Ms. Adams received a resignation letter via email from Mr. Hindahl on May 2, 2024, which was included in the agenda package and was effective immediately. This seat expired in November of 2024.

On MOTION by Mr. Smith seconded by Dr. Master with all in favor accepting the resignation of Mr. Greg Hindahl effective immediately was approved.

**B. Appointment of Individuals to Fulfill the Board Vacancy with a Term Ending November 2024**

**C. Administration of Oath of Office to Newly Appointed Board Member**

**D. Consideration of Resolution 2024-05 Election of Officers**

Ms. Adams explained that the Board had the option of filling the seat, by making an appointment to the Board of Supervisors. The Board could also choose to function as a four-member Board and fill the seat at the General Election in November. The person qualifying must be at least 18 years of age, a citizen of the United States and State of Florida, who resided within the Poinciana West CDD boundaries and registered to vote with Polk elections office. Ms. Gregory questioned when the qualifying period was. Ms. Adams confirmed that the qualifying period was from Noon on June 10, 2024 through Noon on June 14, 2024 with the Polk County Supervisor of Elections. Three seats were up for election; Seat 3, currently held by Mr. Ed Smith,

May 15, 2024

Poinciana West CDD

Seat 4, the vacant seat and Seat 5, currently held by Dr. Maneck Master. Dr. Master preferred to solicit resumes and letters of interest and review them. Ms. Gregory agreed, but wanted to ensure that there was a quorum for July and September. Mr. Clark agreed with what the Board proposed, noting that by the July meeting, the Board would know whether someone was qualified, but if no one qualified, this seat would be placed on the General Election ballot and recommended that this item be included on each agenda, until the seat was filled. *There was Board consensus to defer the appointment of a Supervisor.*

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2024-06 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing**

Ms. Adams presented Resolution 2024-06, approving the Proposed Budget for Fiscal Year (FY) 2025, which was attached as an exhibit, setting the public hearing for July 17, 2024 at 9:00 a.m. at this location. Approval of this resolution, allowed for transmittal of the budget to Polk County, posting the proposed budget on the District's website and publishing the public hearing in accordance with Florida Statutes. The District was required to approve the Proposed Budget no later than June 15<sup>th</sup> of each calendar year. Line items could be changed in the budget; however, Board Members should be mindful, that they were approving a cap on the operations and maintenance (O&M) assessment, which was proposed to be the same as the prior year. Therefore, no mailed notice was required, but if Board members wanted to increase the assessment, a mailed notice must be sent to residents. Ms. Adams stated that the gross per unit assessment was \$186.57, which was the same as the current budget. Ms. Adams presented the Proposed Budget for FY 2025 and highlighted the following:

- In the Revenue section, *Special Assessments – Tax Collector*, was for all properties within this District that were platted and placed on the Tax Roll. In the non-ad valorem section of property owners tax bills, there was a line for Poinciana West CDD O&M fees. For FY 2024, total assessments were \$291,299, which would remain the same for FY 2025. The Board requested that *Property Conveyance Fees* be included for informational purposes, as funds were received from the developer as compensation for professional fees related to the property conveyance. The amount was zero for FY 2025, as the District was not going through this process in 2025. *Interest* was requested by the Board to be included,

May 15, 2024

Poinciana West CDD

as the Board was actively obtaining the best interest rates possible on Surplus Funds and by the end of this fiscal year, the District was expected to receive \$20,000 in interest revenue and were being conservative for next fiscal year, by budgeting an additional \$15,000 in revenue. In order to balance the budget, \$56,028 in Surplus Funds were being recognized out of the *Carry Forward Balance*, to have total revenue of \$362,328.

Dr. Master asked if any of the *Carry Forward Balance* was used. Ms. Adams confirmed that the *Carry Forward Balance* was used to balance the budget. Mr. LaRue recalled that \$56,028 was the *Carry Forward Balance* from last year. Ms. Adams explained that it was used to balance the budget and all line items would be fine-tuned, based on feedback from the Board and any changes in the actuals. Mr. LaRue questioned why \$15,000 was budgeted for FY 2025, as \$3,000 was spent in 2023 and \$7,000 in 2022 for *Engineering*. Ms. Adams explained that \$15,000 was a placeholder for a District of this size with a stormwater system; however, it could be reduced, as the District was currently receiving discounted engineering rates, but recommended keeping it at \$15,000, since the District would still be issuing a Request for Qualifications (RFQ) for engineering services. Mr. LaRue questioned why \$20,000 was budgeted for *Attorney*, as they were currently spending \$13,000. Ms. Gregory was not in favor of changing the amounts budgeted for *Attorney* and *Engineering*, because the Proposed Budget was a guideline and these were the two main services for the community. In addition, they have been extremely lucky with their infrastructure, thanks to Ms. Leo, as the community was 25 years old and if drainage blew out from a broken pipe and they had damage, there would be legal and engineering work. Dr. Master agreed to not changing the amounts budgeted for *Attorney* and *Engineering*, as they were not raising assessments; however, if they were increasing assessments, he would lower these line items. *There was Board consensus to leave the amounts budgeted Attorney and Engineering fees as a placeholder.*

- *Dissemination*, the required reporting in accordance with SEC and Trust Indenture, increased from \$3,500 to \$3,675 for FY 2025.

Ms. Gregory questioned why *Dissemination*, *Annual Audit*, *Management Fees* and *Website Maintenance* increased by 5%. Ms. Adams explained that all GMS fees increased by 5%, due to the labor market, and the recruitment and retention of District Management staff including records and administrative support as well as accounting services. The *Annual Audit*

May 15, 2024

Poinciana West CDD

was based on Annual Audit Agreement previously approved by the Board. Mr. LaRue questioned when the GMS contract was up for renewal. Ms. Adams confirmed that it automatically renewed, unless it was terminated by either party, but the Board had the ability to bid out for District Management services.

- *Insurance* was based on an estimate for public officials liability and general liability insurance for the District and was subject to change, based on the actual insurance provider that the Board selected.
- For *Administrative Expenditures*, the proposed expense for FY 2025 was \$119,792.
- The current fee for *Field Services* was \$10,609 and the proposed fee for FY 2025 was \$11,140, for the GMS contract for field service staff to inspect the property, review the ponds, manage agreements and troubleshoot any resident complaints.

Ms. Gregory questioned the job description for field services and the hours per day that GMS was required to spend at Solivita, as GMS was paid \$5,000 per month, even when they did not have meetings and asked whether Mr. Clayton Smith received a promotion. Ms. Adams indicated that Mr. Clayton Smith was the Field Services Manager that managed the field services team and Mr. Joel Blanco, was his employee. The Field Services Agreement does have a specified number of field visits each month, but because of weather conditions, increase in algae and the pond service company being acquired by someone else, there were more visits being made than what was required per the agreement. However, staff wanted the project to be managed properly and felt that the fee was appropriate, based on what was required for the stormwater system to be operating properly and midge and vegetation complaints to be satisfied. Mr. LaRue questioned whether there was a service log. Ms. Adams indicated there were field service reports and a complaint log, which were included in the agenda package and presented to the Board. Mr. LaRue preferred to have a log of the time being spent, as the District was paying for results and the hours that it would take. Ms. Adams pointed out that the field services staff and Field Services Manager, made special visits, to interface with the new HOA landscaper, Yardnique, regarding areas that were CDD/HOA owned for maintenance responsibilities, but the CDD was not billed for extra visits.

- *Landscape Maintenance* increased by 3% from \$59,643 to \$68,449 and *Aquatic Control Maintenance* increased from \$58,509 to 69,210.

May 15, 2024

Poinciana West CDD

Mr. LaRue pointed out that the current monthly *Landscape Maintenance* amount was \$5,537.94, which was 13% higher than the projected amount for the next five months of \$4,904 and then Floralawn requested a 3% increase on top of that. Ms. Gregory questioned where the 3% comes from and whether Floralawn or Solitude requested it or if it was a yearly increase. Ms. Adams explained that each year, as part of Proposed Budget process, Mr. Smith reached out to vendors regarding budgeting expenses for the upcoming fiscal year. Any request for an increase in fees would be presented to and approved by the Board at a duly noticed public meeting and then the District was billed in accordance with the agreement. Ms. Leo indicated that the general practice with many of the field management services, was to include a 3% cost of living increase for service contracts. Ms. Gregory felt that Mr. Smith or Mr. Blanco did not have the authority to grant someone an increase on a contract that was not brought before the Board and requested that any requests be provided to the Board in writing, even if there was no meeting, so the Board was aware of it and were not blindsided when the budget was presented. Ms. Adams was happy to provide a letter from the vendor, but assured Chairman Gregory contractors were billed in accordance with the agreements that the Board approved and would not automatically increase without approval from the Board. Mr. LaRue requested that Ms. Adams provide the landscape and aquatic agreements, showing the monthly cost. Ms. Gregory recalled that when 19A and 19B ponds were conveyed, there was negotiation with Floralawn. Ms. Adams confirmed that it was negotiated down and would provide the current agreements to the Board.

- The assessment for FY 2025 was the same as the prior year, assuming that residents would receive their early payment discount of 4% and included the county fees for inclusion on the Tax Bill. There were 1,661 units, 1,650 single family homes and 11 recreational units.

Ms. Adams presented the budget narrative along with tables, as well as a Projected Fund Balance Analysis, which was requested by the Board. At the end of FY 2024, there was a projection to end the fiscal year with \$783,043, but there would be three months of operating expenses, before tax revenues were received in December, as well as an Unassigned Fund Balance of \$697,069. What was in the Operating Reserve, were not restricted funds, but what was required to operate the District. For Debt Service, there were expenditures for the Series 2017 R-1 and R-2 bonds and interest and principal payments were due in accordance with the Trust Indenture and Amortization Schedule.

May 15, 2024

Poinciana West CDD

On MOTION by Mr. LaRue seconded by Mr. Smith with all in favor Resolution 2024-04 Approving the Proposed Fiscal Year 2025 Budget and Setting the Public Hearing for July 17, 2024 at 9:00 a.m. at this location was adopted.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney****i. Presentation of Fee Rate Letter**

Ms. Clark presented a letter requesting an hourly rate increase from \$310 to \$325 per hour or less than 5%, due to increases in the cost of insurance, information technology, consulting services and software. Assuming the level of activity was the same as last year, the total increase would be an additional \$700 per year, which falls within the budget.

On MOTION by Dr. Master seconded by Ms. Gregory with all in favor the increase in the rate for attorney services was approved.

Mr. Clark appreciated the Board approving the rate increase and recalled at the last meeting, he reported that he was contacted by Taylor Morrison's attorney about the possibility of the CDD accepting the transfer of conservation and wetland parcels, but he had not received any further contact from Taylor Morrison's attorney. Mr. LaRue asked when a developer leaves, whether they normally turn over wetlands and conservation parcels. Mr. Clark stated that many conservation parcels were not designed for the District to take them over and many Water Management Districts, were much more aggressive about maintaining them and keeping invasive species out. In addition, some Districts were spending a large deal of money on their conservation parcels. Mr. Smith asked if there was a specific parcel identification for the wetlands and conservation areas that Taylor Morrison was requesting. Mr. Clark did not have the specifics. Ms. Leo believed that there were several wetland systems that were integral to the stormwater system that the Board could consider ownership of and recommended waiting until the parcels were requested to be conveyed before taking action. Ms. Gregory asked if Taylor Morrison was currently performing the maintenance. Ms. Leo reported that the only maintenance would be on the HOA side where wetlands were above backyards and rear swales, which they were be trimming back. Ms. Gregory recalled that four years ago, there was a budget entry in the HOA budget for wetland maintenance, which was \$40,000 per year to maintain two areas by the

May 15, 2024

Poinciana West CDD

HOA ponds, but it was the responsibility of the South Florida Water Management District (SFWMD), to remove invasive species. However, Floralawn was supposed to take care of the invasive species, but it was pushed over to the responsibility of the Club. Ms. Gregory was not privy to what was being done now.

Ms. Gregory did not want deal with the wetlands, because it was important to ensure that Taylor Morrison continued to have responsibility. Mr. Smith agreed, as based on his prior experience serving on the HOA, once the project was completed and turned over, the builder wanted nothing more than to leave and having no further involvement. Ms. Gregory felt that it came down to the cost and how much time the builder was willing to put into it. Ms. Leo would research where conservation easements were ultimately owned and maintained, as when the District was created, there were obligations of where all assets would go upon completion by the developer. It would either be the HOA or CDD. Dr. Master did not think it was the builder's desire to leave the community, based on the parcels and questioned maintenance responsibilities of property abutting wetlands, as Floralawn was mowing the edge of his property, which abutted a wetland. Ms. Leo explained that for private property that abutted the backs of wetlands, the CDD owned the pond and the HOA maintained up to the pond. Ms. Gregory believed that the HOA maintained behind Dr. Master's house. Dr. Master pointed out that the HOA was not mowing it. Ms. Leo would look into this, as areas abutting wetlands, were maintained by the HOA. Mr. LaRue requested documentation on who would own property completed by the developer.

## **B. Engineer**

- **Presentation of Letter of Resignation from GAI Consultants (ADDED)**

Ms. Adams received that a resignation letter was received from GAI Consultants, yesterday, which was added to the agenda for Board consideration. Ms. Leo reported that she worked with GAI Consultants since 2005 or 2006 and with the District for 18 years, with the goal of working with CDD until the ponds were acquired and in good working condition. Since the ponds were now transferred over, it was time for the District to consider other engineering firms. The Board thanked Ms. Leo for all of her hard work. Ms. Adams explained that typically, the Board would authorize District Management, to issue a Request for Qualifications (RFQ) for general engineering services, which the Board would review at either the July or September meeting. The Board would then rank the firms, based on criteria in accordance with Florida



May 15, 2024

Poinciana West CDD

Statutes and the District Rules, under a statutory process that the District was required to follow under the Consultants Competitive Negotiations Act (CCNA).

On MOTION by Mr. Smith seconded by Dr. Master with all in favor authorization for staff to issue a Request for Qualifications for engineering services and provide at the July meeting was approved.

**C. District Manager**

**i. April 2024 Financials**

Ms. Adams presented the Unaudited Financials through the end of April 30, 2024, which were included in the agenda package. Staff was monitoring the Unassigned Balance. The Board did a good job controlling the General Fund administrative and field expenses, which were running under budget. On the Investment Summary, Dr. Master questioned whether the six-month CD was renewed. Ms. Adams reported that staff reviewed CD rates at Bank United, Truist and Seacoast, after the CD matured on April 25<sup>th</sup> and the interest rates for nine- and 12-month products, at Seacoast, were around 4.75 to 4.5, but the Chair felt that it made sense, to move it to the Money Market Account, which was currently earning 5.15% interest with 100% liquidity. The CD was moved on May 1<sup>st</sup> to the Money Market Account and the balance was \$153,891. Ms. Gregory pointed out that Dr. Master was out of town when this decision needed to be made, but if he found a better rate, they could move it. Dr. Master felt moving it to the Money Market Account made sense. Ms. Adams noted at the end of April, the SBA Account was still earning 5.6% and the 12-month CD was earning 5.5%.

**ii. Approval of Check Register**

Ms. Adams presented the Check Register for March 1, 2024 through April 30, 2024 totaling \$262,613.85, which included the detailed invoices and Check Run Summary. Ms. Gregory questioned the room charge, as they were not supposed to be paying for it. Ms. Adams was in the process of attempting to get it refunded. Dr. Master questioned the transfer to MMA. Ms. Adams explained that this was the transfer of Surplus Funds from the General Fund to the Money Market Account. Ms. Gregory questioned the \$450 paid to AMTEC. Ms. Adams stated that AMTEC prepared the Arbitrage Rebate Calculation Report, which was required by the IRS,

May 15, 2024

Poinciana West CDD

to confirm that the District was not earning more interest than what they were paying on the Series 2017 bonds. Ms. Gregory asked about disclosure services. Ms. Adams explained that prior to the November and May principal and interest payments, when there was a prepayment on the bond, the Amortization Schedule was rerun, to ensure that the bond principal payment is applied properly. Ms. Gregory inquired why the CDD was paying the \$100 instead of the resident, if it had to do with bond prepayments. Ms. Adams pointed out that the Amortization Reports were not based on the number of people that prepaid. The Amortization Schedule was rerun 30 days before the principal payments were made. Ms. Adams asked if the Board wanted to set a rate hearing to collect additional fees from residents for prepayments. Ms. Gregory did not want to.

On MOTION by Dr. Master seconded by Ms. Gregory with all in favor the Check Register as stated above was approved.

**iii. Presentation of Registered Voters**

Ms. Adams stated that the District was required annually to present each year on the record, the number of registered voters to the Board. A letter was provided by the Polk County Supervisor of Elections office, confirming as of April 15, 2024, 2545 registered voters within the Poinciana West CDD. This information was important, because in the first six years of a District being established, they must have a certain number of registered voters to transition to the General Election process, which the District already met, but there was no provision in the Florida Statutes to stop reporting. No Board action was required.

**iv. Discussion of CDD Insurance Providers and Proposals for FY 2025**

Ms. Adams reported that the District currently had public officials liability and general liability insurance, but no property insurance. Staff anticipated receiving insurance proposals from FMIT, PGIT and FIAA. The District's insurance binder was from October 1<sup>st</sup> to September 30<sup>th</sup>; however, there was a restriction about the timing on when a proposal was provided by FIAA and in order to provide all three proposals at the same time, this item would be scheduled for the September meeting.

Mr. LaRue asked Ms. Adams to discuss the communication from Ms. Marie Sepe of the HOA. Ms. Adams confirmed that communication was received from the HOA Board of Directors, and it pertained to correspondence with elected officials outside of the Poinciana West

May 15, 2024

Poinciana West CDD

CDD and she sent a reply stating that all of those questions had previously been answered and the letter that they referred to did not exist. Mr. LaRue confirmed that the letter did not exist, because the CDD had not been contacted about Pond 22 on December 11<sup>th</sup>. Ms. Adams would provide a full response to the Board. Dr. Master was under the impression that Ms. Sepe resigned from the HOA. Mr. LaRue reported that Ms. Sepe resigned on May 7. Ms. Gregory felt that it was not Ms. Sepe's responsibility to inform Poinciana West CDD that they had a broken piece of concrete or tree. Dr. Master had an issue if Ms. Sepe was impersonating an HOA officer. *Ms. Adams would address these points in the communication back to the HOA and provide a copy of the letter to the Board.*

**D. Field Manager's Report**

- i. Field Manager's Report**
- ii. Pond Maintenance Report**

Mr. Blanco presented the Field Manager and Pond Maintenance Reports, which were included in the agenda package. Staff reviewed the ponds throughout the District and found that were experiencing excessive algae throughout the Spring months, due to the heat, lack of rain and high nutrients. Ponds 6, 8 and 16, were experiencing the highest amount of algae blooms, compared to the rest of the ponds. Staff was working with the vendor to ensure that those were getting addressed properly and providing updates to residents. Ms. Gregory felt that they were not doing anything effectively in terms of treatment. Mr. Blanco explained when they treated a pond, it takes seven to ten days for an algae bloom and after seven to ten days, they would come back and review it. If the color changed, the treatment had taken affect, but if there was no color change and nothing changed regarding the algae blooms, then he would ask the vendor to meet with him onsite, schedule another treatment or look at alternative treatment. Mr. LaRue understood that Mr. Blanco was seeing if there was an issue and informing the vendor how to treat it, but not reviewing it. Mr. Blanco reported that he was going around the ponds, ensuring that the specific algae present in the ponds were being treated, but if there was something minor, he would tell the vendor to schedule another treatment, but if there was no activity after the pond had been treated, he would leave it along and come onsite for a post inspection.

Ms. Gregory stated that she lived on a very large pond, but never noticed anyone looking at the pond bank and asked if Mr. Blanco walked all the way around the pond or looked at it with binoculars. Mr. Blanco confirmed that he tried to walk all of the ponds or if most of it was clear,

May 15, 2024

Poinciana West CDD

he would look at it from one location, but for the most part, they walked around it. If it was a larger pond, Mr. Blanco drove around with a golf cart. Staff was continuing to monitor, review and schedule treatment, as well as inform the Board of any unusual algae activity in specific ponds, which was requested by Ms. Gregory. Mr. Blanco was onsite once a week, even though contractually, they were supposed to be onsite twice a month. He was usually onsite all day for Solivita and divided his time between Poinciana and Poinciana West, reviewing a cluster of ponds in one District before proceeding to the other. Mr. LaRue asked if Mr. Blanco walked the ponds in Poinciana one day per week. Mr. Blanco explained that he was onsite on Wednesday, but it fluctuated. He would go to a cluster of ponds in Poinciana West and review the ponds and then divide his time reviewing other ponds in Poinciana. Mr. LaRue asked if Mr. Blanco was covering all of Solivita in one day. Mr. Blanco did not think it was possible. Ms. Gregory asked if Mr. Blanco was coming out to look at what was being treated or if there was a method. Mr. Blanco stated that he reviewed ponds that were brought to their attention from resident's requests. Mr. LaRue questioned how many ponds Mr. Blanco looked at every month. Mr. Blanco had confidence that he could review all 24 ponds in Poinciana West within a month, to be proactive, but if there was a complaint, he looked at a certain pond more than once a month. Ms. Gregory recalled for many years, when it was dark, someone would spray along the edge in a boat, but she had not seen anyone do that for a long time. Mr. Blanco was informed that, at some point, Clarke was performing both aquatic and midge control and would check with Solitude to verify if they were doing this.

Mr. LaRue heard from a friend that Solitude would allowing the edge grasses to grow to prevent erosion and questioned how far out they were going. Mr. Blanco was informed that the direction was to allow them to grow 6 to 10 feet. Ms. Gregory was surprised because it looked bad and residents would start to complain. Mr. Smith asked if Mr. Blanco explained to residents what they were doing. Mr. Blanco confirmed that many of the calls that he received were educational. Ms. Gregory was speaking to Ms. Adams about including a notice in *Reflections* about the ponds, because it was getting out of control. However, since there was no cooperation from the residents, Ms. Gregory requested that an e-blast be sent regarding the ponds. Ms. Adams would handle this. Mr. LaRue questioned what happened when the edge grasses reached 10 feet. Mr. Blanco stated they were spraying it back. Ms. Leo explained that due to the ponds going up and down, the level would change and generally, edge grasses would probably be 3 to 6

May 15, 2024

Poinciana West CDD

feet from the edge, but there was a margin of error of the sprayer. Mr. LaRue did not want the pond to fill up with cattails. Ms. Gregory pointed out it was getting high along the edge and voiced concern as she and other residents paid a large amount of money to live on the water. Ms. Leo advised that it was an art as the objective was to not destroy the edge and cause erosion problems. Mr. LaRue felt that 10 feet was extreme and preferred 3 to 6 feet. Ms. Gregory asked if the top could be cut off. Dr. Master felt that edge grasses less than 5 feet was all that they needed. Mr. LaRue questioned who the instructions were coming from. Ms. Leo confirmed that the initial instructions were coming from her, because the Poinciana CDD Board urged their maintenance team to not destroy the edge and leave vegetation there. Ms. Adams pointed out that this was the recommendation from District Engineers for stormwater ponds throughout Central Florida. There are articles from University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) regarding the benefits of grasses around ponds, in order to deter erosion and they recommended having a few feet of grasses around the ponds. Staff can continue to fine tune this process.

Mr. LaRue wanted to set some guidelines of less than 5 feet, so the people working on the pond would know what to work with. Mr. Smith suggested using a weed whacker to trim the top. Mr. Blanco would speak with Solitude to discuss viable options. Mr. LaRue felt that the Board needed to set the standard, not Solitude, versus discussing viable options. Ms. Gregory requested that representatives of Solitude attend the July meeting. Mr. LaRue wanted someone to have the authority and the wherewithal to say that the edge grasses needed to go out no more than 3 feet and leave it up to residents whether they wanted to weed whack. Ms. Adams indicated that residents were not allowed to maintain District property, due to liability issues. Mr. Blanco preferred to provide viable options, to preserve the plants, but still treat them. Mr. LaRue asked if the District Engineer was amenable to going out 3 feet and then giving some advice on whether they could be trimmed or not. Ms. Leo felt that 3 feet was a good number, but preferred to speak to Solitude regarding their scope. Mr. LaRue questioned whether trimming from the bank or in a boat would be practical. Ms. Leo explained that typically they did not trim into the lake, but if residents did not like the look of the pond and wanted to leave the edge natural for preventing erosion, the next step was planting aquatic plants along the edge which did not need the same type of maintenance. Mr. LaRue preferred to have a standard operating procedure and not rely on the provider. Ms. Gregory disagreed as they needed Mr. Blanco, Floralawn and

May 15, 2024

Poinciana West CDD

Solitude to be involved to understand the job and set the rules, so there was a plan. Mr. LaRue questioned who would determine the plan, as the Board was not qualified to set one. Ms. Adams pointed out that Ms. Leo was qualified. Ms. Leo advised that 3 feet was fine; however, this would not be easy, due to pond level. *Mr. Blanco would provide direction to Solitude to keep edge grasses at 3 to 4 feet.*

Mr. Blanco reported that GMS staff was continuing to review all landscaping areas throughout the District, in light of the HOA's transition from Floralawn to Yardnique. The overall quality continued to be in satisfactory condition. Before and after pictures were included in the report of Dry Pond P2, which was brought to his attention by Ms. Gregory, Dr. Master and Mr. Smith, at the last meeting and there was a statement in his report on edge grasses, to put it on the record. Mr. Smith voiced concern that Pond P2 was discussed several months ago and nothing was done until last week and questioned the schedule for maintaining the dry ponds on an ongoing basis. Mr. Blanco stated that he spoke with Floralawn, as he did not understand why they were cutting around it and allowing the middle part to grow and requested that they mow the dry pond more frequently than six months, versus the Board bringing it to his attention. They agreed to start mowing it frequently. In Mr. Blanco's opinion, twice a month in the Summer and once per month in the Winter, was fine, as it was a dry pond that was used for stormwater purposes. Mr. LaRue asked if the dry pond could be mowed in the Summer when it was raining. Mr. Blanco confirmed that it could not be mowed, because it would create ruts, which would jam their equipment. However, he did not think that Floralawn should use the rainy season as justification to not be going out and mowing, but if there was a storm and they were delayed, this was understandable, but it should not take six weeks to mow the pond, when it was not raining. Mr. LaRue felt there should be a standard operating procedure to mow it if it was over 1 foot. Dr. Master recommended having general instructions. *Mr. Blanco would monitor the dry pond, to ensure that Floralawn abided by contracted services.* GMS was invited by the HOA to have an Earth Day presentation on the purpose of the CDD and its relationship with the retention ponds. They fielded many questions during that presentation and a representative from Clarke was present to answer questions regarding the midges. It was successful, as there was a good turnout, with many residents attending from Poinciana West.

### **iii. Midge Management Report**

May 15, 2024

Poinciana West CDD

Mr. Blanco presented the Midge Management Report for March and April, which was included in the agenda package. Clarke was asked to provide better guidance on how to read their reports and they provided a cheat sheet, including the Site ID, identifying which ponds were treated, which was on the last page of Clarke's report. Mr. LaRue requested that Clarke include the pond numbers, instead of the Site ID. Dr. Master agreed. *Mr. Blanco would request that Clarke include pond numbers in their treatment report.*

#### **iv. Customer Complaint Log**

Mr. Blanco presented the Customer Complaint Log, which was included in the agenda package. A field for midge activity, was included at the Board's request. Three ponds had midge activity. Mr. LaRue requested that it be in a format that was printable and readable, by compressing the larger columns at the end and including a legend of the chemical that was used. In addition, when there was a midge complaint on Pond 22 or the pond in Bonita Springs, Mr. LaRue would like to be contacted, in order to determine if there was a significant issue, before treating the pond, to prevent treating a pond that did not have an issue. Mr. Blanco pointed out that this was the reason that he reviewed the pond and provided a response, as one resident contacted him various times regarding midges. The resident assumed that Clarke exterminated the midges and he explained to her, numerous times, that Clarke managed the midges. At the Board's request, *Mr. Blanco would magnify the Customer Complaint Log and include the chemical being used.* There were questions from residents at the presentation, as to whether the chemicals were environmentally friendly and Mr. Blanco explained that any chemical that was used, must be approved. Mr. LaRue questioned why Ponds 15 and 21 were treated for midges, when they were not included in the contract, as the only ponds that were supposed to be treated were Ponds 5, 6, 8 and 9. Mr. Blanco confirmed that Pond 21 was not included on the Treatment Report. Ms. Adams explained that Ponds 5, 6, 8 and 9 were treated on an as needed basis and if there was a problem with a different pond, Clarke was directed to treat it. Ms. Gregory questioned what habitat conditions meant for Ponds 1, 2, 8 and 15. *Mr. Blanco would ask Clarke for an explanation.*

### **EIGHTH ORDER OF BUSINESS**

#### **Supervisor's Requests**

There being no comments, the next item followed.

May 15, 2024

Poinciana West CDD

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**General Audience Comments**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Date – July 17, 2024**

Ms. Adams reported that the next meeting was scheduled for July 17, 2024 at 9:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Dr. Master seconded by Mr. Smith with all in favor the meeting was adjourned.

DocuSigned by:  
*Tricia Adams*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Peggy Gregory*  
48D9AA1DA19D428...  
Chair/Vice Chairman