

**MINUTES OF MEETING  
LAKE ASHTON II  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Ashton II Community Development District was held on Friday, December 20, 2019 at 9:00 a.m. at Lake Ashton II Health & Fitness Center, 6052 Pebble Beach Boulevard, Winter Haven, Florida 33884.

Present and constituting a quorum were:

Doug Robertson	Chairman
James Meccics	Vice Chairman <i>(by phone)</i>
Bob Zelazny	Assistant Secretary
Stanley Williams	Assistant Secretary

Also present were:

Jill Burns	District Manager
Sarah Sandy	District Counsel <i>(by phone)</i>
Alan Rayl	District Engineer
Mary Bosman	Community Director
Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call and Pledge of Allegiance**

Ms. Burns called the meeting to order at approximately 9:00 a.m., called the roll and the pledge of allegiance was recited.

**SECOND ORDER OF BUSINESS**

**Approval of Meeting Agenda**

On MOTION by Mr. Williams seconded by Mr. Zelazny with all in favor the meeting agenda was approved.
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**THIRD ORDER OF BUSINESS**

**Audience Comments on Specific Items on the Agenda** *(speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting. Individuals providing speaker cards will also have an opportunity to speak prior to Board action)*

Ms. Johanna Straight asked if steps were in place to improve ADA access to Eagles Nest. The elevator could not be accessed after the Pro Shop closed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the  
September 20, 2019 and October 7,  
2019 Meetings**

On MOTION by Mr. Zelazny seconded by Mr. Williams with all in favor the Minutes of the September 20, 2019 and October 7, 2019 Meetings were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Unfinished Business**

**A. Update and Discussion of Golf Course Acquisition**

Mr. Robertson signed the closing documents on Tuesday. The IGM interim golf club management contract was executed with the District. It would be month-to-month during the bidding process, so IGM would manage all Eagles Nest, pro shop and restaurant staff on an interim basis. Employees were happy with the transition. There were some issues with the fire marshall, but they were handled within 24 hours.

Ms. Burns confirmed the acquisition officially closed on Wednesday and Lake Ashton attorneys authorized the wire transfer, which was sent to the bank yesterday. It was completed this morning. Mr. Robertson was going before the county next week to transfer the business application into the District's name. Any charges after the closing would be reconciled.

Mr. Robertson requested another time clock, after the one at Eagles Nest was removed.

Ms. Burns stated any transition issues would be dealt with as they arise.

Mr. Williams voiced concern with volunteers and the District's liability.

Ms. Sandy indicated IGM should be notified since the volunteers may be considered employees and IGM was responsible for the employees.

Mr. Williams asked if the CDD was liable for volunteers if they received free golf.

Ms. Burns explained volunteers were provided free memberships from the seller for this year.

Mr. Williams suggested IGM pay the District for the memberships and handle them.

Mr. Robertson would provide a list of the employees/volunteers and a recommendation at the next meeting and presented a press release that Mr. Mecsics prepared, informing the public that part of the golf course was in a 55+ community.

Mr. Zelazny provided a correction.

Ms. Sandy suggested these be subject to the official rates adopted by the Board and employees of the Pro Shop and Eagles Nest send out the e-blasts through Constant Contact®.

Mr. Robertson preferred to included names on the e-blast, whether individual names or the Board as a group.

Mr. Williams wanted it to come from the entire Board, since the District now owned the golf course.

There was Board consensus.

Mr. Zelazny suggested a reminder that the amenities; ponds, lakes and bridges were open to non-golfers.

Mr. Williams proposed including interim pricing.

Ms. Burns recommended a rate hearing to adopt the rate before including it in the news blast.

Mr. Zelazny agreed and suggested using the term, "semi-private."

Ms. Sandy cautioned the Board against using terms like that since the CDD was considered public.

Mr. Robertson suggested identifying the golf cart rules in the amenities policy and memberships.

Mr. Zelazny noted the golf course was originally not included in the amenities policy because the CDD did not own the golf course, but it should be included now, and asked if golf carts were a CDD or HOA responsibility.

Mr. Robertson explained the CDD owned the cart paths and any cart not on the cart path, the CDD was not responsible for.

Ms. Sandy suggested involving the management company in the rules.

Mr. Mecsics proposed the management company identify people using the amenities, like the golf course and driving range. Anyone using the cart path must be a member and identifiable.

Mr. Zelazny was asked to amend the amenities policy for golf course use and general amenities.

Mr. Robertson received requests from residents for new tee markers, two par-60s and not allowing water carries or golf during wet conditions.

There would be no cost for the tee markers.

Mr. Zelazny was not in favor of making substantive changes for the first 30, 60 or 90 days. Even though there may be no cost for the tee markers, there was a cost for score cards.

Mr. Mecsics suggested further discussion in February.

Mr. Zelazny asked if there was a need for a January meeting.

Ms. Burns responded it would depend on the RFP discussion.

**SIXTH ORDER OF BUSINESS**

**New Business / Supervisors Requests**

**A. Discussion on Applied Aquatic Contract** *(requested by Supervisor Zelazny)*

Mr. Zelazny presented a proposal for Applied Aquatic to maintain 23 ponds on the west side of the golf course in the amount of \$21,000 per year.

Mr. Robertson requested all ponds in a single contract.

Ms. Burns would call Applied Aquatic to get the ponds added to the existing contract and provide a revised agreement.

On MOTION by Mr. Zelazny seconded by Mr. Williams with all in favor the Applied Aquatic contract for the maintenance of all ponds in the amount of \$21,000 was approved.

**B. Discussion on Capital Reserve Study** *(requested by Supervisor Zelazny)*

Mr. Zelazny distributed the Capital Reserve Study and requested the Board review it and provide comments to Ms. Burns. He also provided a Golf Course Funding Analysis, based on the November financials. Mr. Mecsics appreciated Mr. Zelazny's hard work. Mr. Robertson requested the year end closing statement for comparison purposes and tracking all acquisition costs for the golf course.

**C. Review and Approval of RFP Documents for Golf Course Management**

- 1. RFP for Golf Club Management Services**
- 2. RFP for Landscape Maintenance**

Ms. Sandy presented documents for IGM to provide golf club management services on an interim basis during the Request for Proposal (RFP) process. The original direction from the Board was to separate golf course management from landscape maintenance. The Board would have to go through a formal RFP process for golf course maintenance, as it was over the bidding threshold of \$195,000. They received feedback

from management companies that typically employ all of the maintenance workers and provide a budget for the labor and maintenance expenses.

Ms. Burns stated bidding golf course management and maintenance together would provide savings.

Mr. Zelazny felt separating it would limit the responses to the RFP and wanted one consolidated RFP and had asked if the current contractor Yellowstone would be allowed to bid on Area 2.

Mr. Robertson did not want to exclude them.

Ms. Sandy would review Yellowstone's contract.

Ms. Burns confirmed the current landscape maintenance contract was \$150,000, but it included the ponds and would obtain a proposal.

Mr. Zelazny suggested the RFP include three areas and the Board could choose the areas.

Ms. Sandy recommended obtaining a proposal from Yellowstone for the CDD common areas and the newly acquired common areas.

Mr. Zelazny questioned if IGM would continue to cut non golf course property.

Mr. Robertson suggested using the Yellowstone contract for bidding the common areas.

Ms. Sandy voiced concern about using the scope of existing contracts.

After further discussion, there was Board consensus to obtain a proposal from Yellowstone to include Area 2, and if it was over the bidding threshold of \$195,000, they would go out for RFP.

Mr. Rayl would provide a map for the golf course operations, Eagles Nest and landscaping in three separate areas.

The Board directed Mr. Zelazny to work with Ms. Sandy to finalize the RFP.

**SEVENTH ORDER OF BUSINESS**

**Staff and Board Reports**

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

Mr. Rayl suggested having Applied Aquatic number the ponds, based on the Southwest Florida Water Management District permits and construction plans.

Mr. Zelazny agreed as it would distinguish between the ponds currently under contract versus the new ones.

**2. Priority Ranking of ADA Improvements**

Mr. Rayl provided a report prepared by ADA compliance specialists in June of 2019, recommending 19 items to be addressed, since the CDD closed on the golf course facilities.

Ms. Sandy suggested prioritizing them and Mr. Rayl provided estimates of construction costs, based on high, medium, and low priorities.

Mr. Rayl stated the report suggested the parking lot be re-striped, re-graded and re-paved to relocate the handicapped spaces from the outside parking lot to the interior parking lot. According to ADA requirements, the nearest spaces to the facility must be handicap accessible spaces; therefore striping the accessible route from those parking spaces, to the corner of the building to fortify a short section of pavement connection from the building sidewalk to the parking lot was suggested.

Mr. Robertson proposed to complete Items 7, 12, 13 and 15 of the ADA Compliance Report.

There was Board consensus.

**1. Consideration of Revised Fee Schedule for District Engineer**

Mr. Rayl presented a revised fee schedule. This was the first rate increase since August of 2009 and would not take effect until February of 2020.

Mr. Robertson expressed the Board was happy with Mr. Rayl's service to the community and the savings.

On MOTION by Mr. Robertson seconded by Mr. Zelazny with all in favor the revised fee schedule for the District Engineer was approved.

After the meeting, Mr. Robertson would discuss the transition between the cart path and the bridges with Mr. Rayl.

**C. CDD Manager**

Ms. Burns was working on getting a quote on the lights from TECO, and indicated it was a pleasure working with the Board and they should be proud of their accomplishments.

Mr. Robertson reported the city had provided their own inspectors for the restaurant inspection.

Ms. Burns indicated she would ask the city to update their contact information on their forms, as the phone number was to the athletic department for the school and that the IGM representatives were impressed with the progress of Eagles Nest and there were no issues.

Mr. Zelazny asked if IGM was interested in bidding on the golf course management.

Mr. Robertson replied affirmatively and thanked Ms. Burns for all of her hard work.

**D. Lake Ashton II Community Director**

Ms. Bosman presented the Community Director Report and reported receiving good responses from residents on Constant Contact®, the golf staff had tutorials and their first e-blast was sent out yesterday, and the cost to purchase Constant Contact® was \$349.65, which would be split with the Lake Ashton CDD.

Ms. Burns indicated she would send an invoice at the end of the fiscal year.

Ms. Bosman also briefly discussed issues with puddles on the pickleball courts, incidents at the pet parks, recent failure of a pump station at the gatehouse, which caused an unexpected expense of \$4,000, asked the Board to consider hiring a part-time employee now that the golf course purchase was complete, and explained some misunderstandings with the fees for the golf course. The non-resident user fee should be purchased before the separate fees for the non-resident golfer.

Mr. Robertson stated a non-resident could become a member of the Lake Ashton CDD for \$2,400 and use the HFC and billiard rooms. The new fee for a family to use the golf course only was \$5,600 plus \$10 for a golf cart.

**SIXTH ORDER OF BUSINESS**

**New Business / Supervisors  
Requests (continued)**

Mr. Zelazny proposed dog rules be included in the amenities policy to address aggressive dogs, due to incidents at the dog parks. The first paragraph was taken from the signage in the parks. The second and third paragraphs refer to punishments for an aggressive dog. If a dog bites another dog or owner, the pet would be banned for visiting the park for 30 days. He was working with the dog park representatives to establish a set

time for banned dogs to use the park. If there were dogs in the park, they would not be able to use the park, or their dog must be on a leash. If a second incident occurred in a six-month period, the dog would be banned for one year.

After further discussion ensued,

On MOTION by Mr. Zelazny seconded by Mr. Williams with all in favor the dog park rules as presented and including in the amenity policy was approved.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Check Run Summary**

On MOTION by Mr. Zelazny seconded by Mr. Williams with all in favor the Check Run Summary was approved.

**B. Combined Balance Sheet**

Mr. Zelazny provided comments, but no action was taken.

**NINTH ORDER OF BUSINESS**

**Public Comments**

Mr. Steve Realmuto congratulated the Board and staff for finalizing the golf course acquisition, as it would benefit all residents. Since the e-blasts were now going to a much wider audience, it would be a good opportunity for education. He suggested having a golf course map with hole numbers and direction of play, including golf course jargon and allowing people to opt out of communications.

Ms. Iris Realmuto asked if the part-time employee at Eagles Nest would be paid out of golf course maintenance or CDD budget, if the hours of Eagles Nest would be 10:00 a.m. to 6:00 p.m., and who determined special events.


**TENTH ORDER OF BUSINESS**

**Adjournment**

There not being any further business to discuss,

On MOTION by Mr. Williams seconded by Mr. Zelazny with all in favor the meeting was adjourned.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman