

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

The regular meeting of the Board of Supervisors of the Lake Ashton Community Development District was held on Monday, **November 18, 2024** at 9:01 a.m. at the Lake Ashton Clubhouse Ballroom, 4141 Ashton Club Drive, Lake Wales, FL.

Present and constituting a quorum were:

Brenda VanSickle  
Mike Costello  
Steve Realmuto  
Debby Landgrebe  
Greg Ulrich

Chairperson  
Vice Chairman  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Jay Lazarovich  
Garret Posten  
Matt Fisher  
Christine Wells  
Pete Whitman

District Manager, GMS  
Latham Luna, District Counsel  
District Engineer, Rayl Engineering  
Operations Manager  
Community Director  
Yellowstone Landscaping

*The following is a summary of the discussions and actions taken at the November 18, 2024 Lake Ashton Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call and Pledge of Allegiance**

Ms. Burns called the meeting to order at 9:01 a.m., called roll, and the pledge of allegiance was recited. Four Supervisors were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Approval of Meeting Agenda**

Ms. VanSickle asked for any comments or changes to the meeting agenda. Hearing no changes or comments, the meeting agenda was approved.

On MOTION by Ms. Landgrebe, seconded by Mr. Realmuto, with all in favor, the Meeting Agenda, was approved 4-0.
--

**November 18, 2024**

**Lake Ashton CDD**

**THIRD ORDER OF BUSINESS**

**Public Comments on Specific Items on the Agenda (*the District Manager will read any questions or comments received from members of the public in advance of the meeting*)**

Ms. VanSickle opened the public comment period. There being no public comment, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes from the September 23, 2024 Board of Supervisors Meeting**

Ms. VanSickle presented the minutes from the September 23, 2024 Board of Supervisors meeting to the Board. There were no comments or corrections to these minutes.

On MOTION by Mr. Costello, seconded by Ms. Landgrebe, with all in favor, the Minutes from the September 23, 2024 Board of Supervisors Meeting, were approved 4-0.

**FIFTH SIXTH ORDER OF BUSINESS**

**Engineering Report**

**A. Consideration of Proposal from Carter Geotechnical, LLC for Turnberry Lane Geotechnical Investigation**

Mr. Posten presented the Engineering Report to the Board. The first item reviewed on Mr. Posten’s report is the repairs made on the Dunmore Inlets. He stated that work has been completed. He explained that they are aware that the patches still do not have a comfortable transition and they are working with AAA to come back and fix those. He noted the underneath work by JNS was completed and there were no issues with that work. The next item reviewed on the report is repair areas that have been observed by staff through the community. He explained that the main concern is Bridge #11, which has some scouring and undermining. He noted they are going to request quotes for a repair on that work. He added that it is under water right now after the recent hurricane and rainfall, so the work will start when that water goes down. Staff will bring a quote to the Board for that repair. He also noted additionally that there are a few other minor repairs that they will get quotes for as well to present to the Board and will see if that work

**November 18, 2024****Lake Ashton CDD**

can be done at the same time to maybe save some mobilization costs. He stated there were letters sent to residences adjacent to Wetland Conservation Areas. In a couple of months, they will go back out and see if those letters have been effective. The next item he reviewed is regarding a concern submitted by a resident about the intersection of Gullane Drive and Muirfield Loop. Mr. Posten explained that this intersection is a four-way intersection where only three legs are stop controlled. The resident's concern is that when they come to that intersection, most are not aware that the fourth leg does not stop. He explained the current MUTCD standards do recommend that they have plaques that let the driver know that that leg does not stop at the intersection. He recommended that the Board go ahead and make that improvement to the intersection. Mr. Lazarovich stated they recommend that the Board bring up any noncompliance up to code. After discussion, Mr. Garrett stated they will put together the formal recommendation and will send it to staff. The next item Mr. Garrett reviewed is the City of Lake Wales sanitary sewer system inspection, which was completed in the areas that they identified to them. He stated they located two areas where the pavement depressions were a direct link to their sanitary sewer system. He explained that they have made the sanitary sewer repairs, and they are going to make the asphalt repairs above those lines. They are continuing to follow up with them. He sent an additional email this morning to let them know the schedule that is going to take place, and they said it could be a few weeks. The final item on his report is the Turnberry Lane Geotechnical investigation. He explained that Turnberry was one of the areas they had the city investigate their sanitary sewer system and they did not find any major structural issues with their sanitary sewer. He noted that their next recommendation would be to check the underlying soil conditions. He presented a quote to the Board by Carter Geotechnical for \$2,900 with additional \$750 option if an asphalt patch is required. He stated that their recommendation is for Carter Geotechnical to be a subconsultant to Rayl Engineering as it's engineering design services and they would just sign on with Carter directly. Mr. Garrett provided background on the scope of the problems. Ms. Landgrebe asked Mr. Lazarovich if they could rebuke the terms and conditions on the agreement because she is not happy with #5 or #6. Mr. Lazarovich responded that they can always rebuke those and supplement with an addendum. Mr. Realmuto stated in terms of legal direction, his concern is if there is going to be a

**November 18, 2024**

**Lake Ashton CDD**

requirement for payment within a certain amount of time, he would like to see if based off the date their engineer approves versus when they sent the invoice. Mr. Lazarovich recommend the motion approval be subject to counsel review of the terms and conditions.

On MOTION by Ms. Landgrebe, seconded by Mr. Costello, with all in favor, the Proposal from Carter Geotechnical, LLC for Turnberry Lane Geotechnical Investigation NTE \$3,650, was approved 4-0 subject to counsel review of the terms and conditions.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Discussion Regarding Appointing Greg Ulrich to the Board of Supervisors  
(requested by Supervisor VanSickle)**

Ms. VanSickle presented the appointment of Greg Ulrich to the Board of Supervisor.

On MOTION by Ms. VanSickle, seconded by Mr. Realmuto, with all in favor, Appointing Greg Ulrich to the Board of Supervisors, was approved 4-0.

Ms. Burns swore in Mr. Ulrich.

On MOTION by Ms. Landgrebe, seconded by Mr. Realmuto, with all in favor, Appointing Greg Ulrich as an Assistant Secretary, was approved 4-0.

**B. Discussion Regarding Supervisor Code of Conduct (requested by Supervisor VanSickle)**

Ms. VanSickle stated that their last meeting got a little out of hand with the audience. She suggested that starting with a fresh Board, she thinks they all need to work for the same goal of doing the best for their residents. She presented the Supervisor Code of Conduct and the Public Code of Conduct, which is included in the agenda package for review and was provided in this meeting. Ms. Burns briefly addressed the Code of Conduct. Ms. VanSickle reviewed the Code of Conduct for public meetings. Mr. Realmuto suggested that #1 and #2 of the Code of Conduct are redundant and not necessary to

**November 18, 2024****Lake Ashton CDD**

include. He explained that #1 is covered by the Sunshine Laws. Ms. Landgrebe suggested the Sunshine Laws be a preamble. Mr. Realmuto discussed the interactive style for when someone is speaking being formal or informal approach. The Board agreed with an informal approach. The Board agreed with more enforcement of discussions to be confined to that specific agenda item as well as avoiding repeating what has already been said. Mr. Realmuto suggested to add an additional detail on #5 for when someone expresses their views and then immediately tries to move without discussion from the other Board of Supervisors. The Board agreed with Mr. Realmuto's suggestion to hear from everyone before making a decision. For #6, Mr. Costello stated he doesn't know if they are going to be able to avoid not bringing up a subject that was brought up in the past at a future meeting. It was decided to strike #6. The Board agreed with #7. Mr. Realmuto recommended taking out "*This cost us.*" on #8. The Board agreed. After completed the review of the Code of Conduct, Ms. VanSickle noted it is nothing formal, but she wanted to have this discussion to set the tone for the right path. Mr. Ulrich provided some edit suggestions to be considered. One suggestion was that #9, #10, and #11 falls under #8. He suggested to cross out "*This cost us.*" in #8, "*Avoid micromanaging*" on #10, which were also suggested by Mr. Realmuto. Another suggestion was to cross out "*These people are paid to perform a service to the community.*" on #11.

### **C. Consideration of Resolution 2025-01 Selecting a District's Records Office Within Polk County**

Ms. Burns provided a brief explanation related to items C, D, and E. She explained that they are all administrative in matter and it's not changing any kind of policy or procedure that they aren't currently operating under. She further explained that they are looking to formalize these with a resolution because there isn't one in place.

Ms. Burns presented Resolution 2025-01 to the Board. She explained that the District is required to have a records office in the county where the District is, so GMS is their official records liaison. She noted that all this resolution was doing is setting the records office within Polk County officially as the clubhouse.

**November 18, 2024**

**Lake Ashton CDD**

On MOTION by Mr. Costello, seconded by Ms. Landgrebe, with all in favor, Resolution 2025-01 Selecting a District's Records Office Within Polk County, was approved 5-0.

**D. Consideration of Resolution 2025-02 Adopting a Records Retention Policy for the District (2 Options)**

Ms. Burns presented Resolution 2025-02 to the Board. She noted that there are two options included. Option one states that they will follow the state guidelines for record retention. Option two states that they will never destroy any records for all time. Staff's recommendation is to always go with option one. After discussion, it was decided to add a line to the policy that states, *"Any property acquired through means other than bond issuances will be retained and not destroyed."* or something to that effect. She noted they will run the language by counsel. The Board made the decision to go with option one with the addition regarding real estate not acquired through bonds.

On MOTION by Mr. Realmuto, seconded by Mr. Costello, with all in favor, Resolution 2025-02 Adopting a Records Retention Policy for the District Option One with Addition Regarding Real Estate Not Acquired through Bonds, was approved 5-0.

**E. Consideration of Resolution 2025-03 Designating the Primary Administrative Office and Principal Headquarters of the District – ADDED**

Ms. Burns presented Resolution 2025-03 to the Board. She explained that the primary administrative office is the GMS office in Orlando and the principal headquarters for the District has to be within Polk County. Mr. Realmuto asked who their current custodian is. Ms. Burns responded that she was named records custodian for this District. Mr. Realmuto asked for clarification on who they intend to appoint as the liaison officer. Ms. Burns responded that she believes it designates an employee of the management company as the records management liaison and their contract lists herself, Ms. Burns. Mr. Lazarovich confirmed that all their contracts list Ms. Burns as the records custodian.

On MOTION by Mr. Costello, seconded by Ms. Landgrebe, with all in favor, Resolution 2025-03 Designating the Primary Administrative Office and Principal Headquarters of the District, was approved 5-0.

**November 18, 2024**

**Lake Ashton CDD**

**F. Discussion Regarding Request from Lake Ashton II CDD to Move the Date and Time of Joint Meetings Held at the HFC**

**I. Consideration of Resolution 2025-04 Adopting Revised Joint Meeting Dates for Fiscal Year 2025**

Ms. Burns explained that she got a request from Jason, the District Manager, to readopt the meeting schedule to move the meetings held at the HFC to Thursday. Mr. Realmuto noted he has a long-standing meeting on Thursdays that would make it almost impossible for him to attend. Ms. Burn recommended the Chairperson and staff work with Lake Ashton II to come up with an idea. Mr. Realmuto suggested they alternate the actual location rather than scheduled location. After discussion, Ms. Burns recommended delegating authority to Ms. VanSickle and Mr. Mecsics and staff to work together to come up with something that can be presented to both Boards.

Mr. Realmuto asked for the February 17, 2025 regular meeting to be rescheduled to February 10, 2025 at 9:00 a.m. because of a tight time schedule on that day. Ms. Landgrebe noted she had an issue with the January 13, 2025 regular meeting. It was decided to change the January 13, 2025 regular meeting to January 21, 2025 at 9:00 a.m.

On MOTION by Ms. Landgrebe, seconded by Mr. Realmuto, with all in favor, Changing the January Regular Meeting to January 21, 2025 at 9:00 a.m. and the February Regular Meeting to February 10, 2025 at 9:00 a.m., was approved 5-0.

**SEVENTH ORDER OF BUSINESS**

**Monthly Reports**

**A. Attorney**

Mr. Lazarovich had no updates for the Board. Ms. Landgrebe stated questions were raised last month about the new storage unit and she asked for an update on this matter. Mr. Lazarovich apologized for not having an update on that, but stated he will follow up and get back with the Board on that matter.

**B. Lake Ashton Community Director**

**I. Consideration of Quotes to Add Two AED Units at the Clubhouse**

Ms. Wells presented the Lake Ashton Community Director report to the Board. She started with Safety and Security stating they processed approximately 1,200 Amenity

**November 18, 2024****Lake Ashton CDD**

Access Cards and issued approximately 1,100 RFID tags for Lake Wales residents. She noted that Winter Haven residents are coming to the clubhouse starting November 21, 2024 to receive their amenity access card(s). Lake Wales residents will receive their RFID tag(s) and amenity access card(s) at the clubhouse. Winter Haven residents will receive their RFID tag(s) at the HFC and their amenity access card(s) at the clubhouse. She also noted that email blasts informing residents of the Winter Haven distribution schedule have been sent and are scheduled to go out several times prior to the 21<sup>st</sup>. She stated copies of all email blasts were printed and are available for residents to pick up at the media center or clubhouse activities office. The welcome emails will be sent once distribution is complete. Training will occur prior to welcome emails being sent. Training will include how to access and use the visitor management system that residents can use to preregister guests to streamline the process of entering the gate. She pointed out that the first invoice for these additional security services was received in September. She noted staff requested a breakdown of the charges, which she received on Friday, so this invoice will be paid. Discussion ensued on Securitas not complying with the contract. Counsel will send a formal demand letter letting them know they are not in compliance. Ms. Wells and Mr. Lazarovich will discuss this matter further after the meeting to go over everything Securitas is not complying with in the contract.

Ms. Wells presented the general updates to the Board. She noted the seamless gutters were installed. She also noted the guard house, clubhouse, pavilion, shuffleboard court and pool columns were pressure washed and are in the process of receiving a primer coat. The painting will occur after this. She noted it is anticipated that the project will be completed by the second week in December. She stated the permanent roofline lighting is being installed today. She noted the natural gas pool heater has been installed and is connected as of Friday, November 8, 2024. The spa heater will be converted as soon as the conversion kit is received. She pointed out that at this time the pool heater will be running on natural gas and the spa heater will be running on propane. She noted they ordered a sign for the pet play park to reflect the change in rules, which are complete and will be installed this week. She stated that they are still working on some of the Hurricane Milton issues. They are working with FEMA to see if the CDD qualifies for any grants due to the damage incurred. She presented a Hurricane Milton task list to the



**November 18, 2024****Lake Ashton CDD**

Board. She asked for Board direction on the shuffleboard roof. She explained that they had some damage to the shuffleboard roof and the damages equate to about \$500 for the repairs, but the roofer is recommending replacement of the roof because there is more damage. The quote they received for the replacement of the shuffleboard roof is close to \$30,000. She added that if it is covered under insurance, it would be a \$10,000 deductible to replace that roofing structure. Mr. Ulrich was not in favor of moving forward with the insurance claim. Mr. Realmuto stated they need to understand what the condition of the existing structure is. After discussion, Mr. Costello made a motion to have the roof repaired for \$500.

On MOTION by Mr. Costello, seconded by Mr. Ulrich, with all in favor, Repairing the Shuffleboard Roof for \$500, was approved 5-0.

*\*Mr. Costello withdrew the motion.*

After further discussion, Mr. Costello withdrew the motion and decided to make a temporary repair by adding a tarp to protect the damaged area of the roof and this item will be brought back to the Board next month. There was Board direction to try and move forward with the insurance claim while protecting the damaged shuffleboard roof. Ms. Wells will get with the insurance company.

Ms. Wells brought the bike rack item up for Board discussion. She asked the Board's opinions on making the bike rack permanent. The Board responded that they have received resident complaints on the location of the bike rack.

Ms. Wells also asked the Board of Supervisors if they wanted name tags and business cards ordered. Each Board member responded. Mr. Realmuto requested a packet of all of the existing in effect contracts be sent to all Board of Supervisors.

Ms. Wells presented three quotes to add two additional AED units for the Board to consider. This project was included on the project list for the FY 2025 budget. After discussion, the Board decided to go with One Stop Shop.

**November 18, 2024**

**Lake Ashton CDD**

On MOTION by Mr. Costello, seconded by Ms. Landgrebe, with all in favor, the Quote from One Stop Shop to Add Two AED Units at the Clubhouse, was approved 5-0.

**II. Consideration of Installing Restaurant Sign at the Community Entrance**

Ms. Wells stated at the last meeting Nick expressed a strong desire to install a sign at the community entrance. She presented a sign included in the agenda package, which was designed by Nick and his team. The request is to have two signs installed with lights to light the signs. The Board agreed with one sign, a solar light, banners for two months, and an Easement Agreement drafted by Counsel. The Board will discuss installing a second sign at a later date.

On MOTION by Mr. Ulrich, seconded by Ms. Landgrebe, with Mr. Ulrich, Ms. Landgrebe, Mr. Realmuto, and Mr. Costello in favor and Ms. VanSickle opposed, Installing Restaurant Sign, Solar Light, and Banners for Two Months at the Community Entrance, was approved 4-1 subject to entering into an Easement Agreement drafted by Counsel.

Ms. Wells stated a resident approached staff with an offer to pay to have the pavers in the clubhouse pet play park sealed. This resident would like to remain anonymous and have a contractor lined up to complete the work. Staff brought this item to the Board for consideration. The Board noted concerns of continued maintenance and resealing of the pavers. After discussion, the Board decided to not accept the resident’s offer to pay to have the pavers in the clubhouse pet play park sealed at this time. The Board thanked this resident for their kind offer.

**C. Operations Manager**

**I. Landscape Update**

**a) Presentation of Monthly Landscaping Checklist and Report**

Mr. Fisher and Mr. Whitman presented the monthly landscaping report to the Board. They stated that the plants have been installed south side of the ballroom, the oak trees have been lifted in the west parking lot, the pet play park was treated for ants and the mulch will be installed the week of November 25, 2024. Mr. Whitman explained that

**November 18, 2024****Lake Ashton CDD**

he heard concerns of the mulch install being the week of Thanksgiving, but his concern is that the mulch vendors are extremely booked up and they may not be able to reschedule until January. He is going to follow-up with the mulch vendor to see when they can reschedule. Ms. Landgrebe suggested going forward to avoid holiday weeks especially for mulching. Mr. Whitman stated Mr. Fisher and Mr. Lopez is going to go to the nursery to look at plants for the front beds. He provided an update on the sod at Aberdeen. Discussion ensued on postponing sod installment. The Board members noted that it would be prudent to install at the beginning of the wet season. The Board addressed concerns with Yellowstone's service, compliance and response time. Ms. Landgrebe suggested for Mr. Whitman and Mr. Fisher to create a timeline that is specific as to when these items are coming as opposed to having these discussions. Ms. VanSickle suggested that Yellowstone take responsibility and have a person responsible for taking care of their services.

Mr. Fisher reviewed the facility maintenance services. He noted the Arinton Pool Services installed a new natural gas heater for the pool, Kincaid replaced the relay switch powering the pool circulating motor, which happened after the lengthy power outage that Lake Ashton experienced, staff pressure washed the shuffleboard court concrete areas, staff painted the sidewalk ledges and the bumpers at the shuffleboard court, staff replaced the cue hanger brackets at the shuffleboard court, Tropical Seamless Gutters completed installation of new gutters around the clubhouse, casters were welded onto the feet of the tables at the pavilion to allow residents to move the tables with little effort, and staff installed new up lights to the landscaping at the entrance to the community.

Mr. Fisher asked if anyone had any questions. Mr. Realmuto asked about items that were previously on the facility maintenance forecaster, which included refinishing or repainting the stop lines, the stop sign and street sign replacement and painting the post. Mr. Fisher provided an update on the items questioned, which are all in the process of being addressed efficiently at this time. Mr. Ulrich asked about painting the fountain in the front. Mr. Fisher responded that he wouldn't recommend painting it, but they are going to acid wash it before they turn the water back on, which should lighten the color a little. Ms. Wells noted that they could bleach it or sandblast it. Mr. Fisher is going to research this further for a way to lighten up the fountain and will follow-up with the Board. Ms.

**November 18, 2024**

**Lake Ashton CDD**

Landgrebe asked about the shutters not being able to be removed. Mr. Fisher will look further into having the shutters removed as well. Mr. Fisher concluded his operations manager report.

**II. Aquatics Update**

**b) Presentation of Monthly Aquatic Maintenance Checklist and Report**

Mr. Fisher reviewed the aquatic management services. He noted the CDD ponds were reviewed with Applied Aquatics, an article was included in the November LA Times informing residents of wetlands and conservation areas of Lake Ashton, Biweekly treatments of the stormwater ponds are being completed, conservation area from the boat ramp to the clubhouse treatments will happen in December, and the wetland maintenance will happen in December.

**D. District Manager’s Report**

**I. Reminder: 4 Hours of Ethics Training Must be Completed by 12/31/24**

Ms. Burns reminded the Board of Supervisors that they need to complete their four hours of ethics training by December 31, 2024. She noted that Mr. Ulrich does not need to complete this until next year.

**EIGHTH ORDER OF BUSINESS**

**Financial Report**

**A. September 2024**

- I. Combined Balance Sheet**
- II. Capital Projects Reserve Fund**
- III. Statement of Revenues, Expenditures, and Changes in Fund Balance**
- IV. Approval of Check Run Summary**

**B. October 2024**

- V. Combined Balance Sheet**
- VI. Capital Projects Reserve Fund**
- VII. Statement of Revenues, Expenditures, and Changes in Fund Balance**
- VIII. Approval of Check Run Summary**

Ms. VanSickle presented the financial report to the Board. Ms. Burns was happy to answer any questions. Regarding the September 2024 financials, Mr. Realmuto asked Ms. Burns if she would provide the Board with a final report like she did last year. Ms. Burns will let the Board know. Mr. Realmuto requested that they briefly look at the September 30<sup>th</sup> capital reserve fund. He pointed out that based on what has been

**November 18, 2024**

**Lake Ashton CDD**

submitted so far, they spent less than they budgeted for. He also pointed out that their fund balance was budgeted to be \$464,000 and instead it is \$197,000 higher for a total of \$661,000, which is good. He added that they need to utilize that to keep up the reserves.

On MOTION by Mr. Realmuto, seconded by Ms. Landgrebe, with all in favor, the Check Run Summary, was approved 5-0.

**NINTH ORDER OF BUSINESS**

**Public Comments**

Resident Daniel Davis (4445 Turnberry Lane) read the letter he wrote on behalf of the residents of Lake Ashton. The letter requested an explanation of why Mr. Ulrich has not been seated on the Board. The letter also addressed residents requesting immediate resignations of Mr. Costello, Ms. VanSickle and Ms. Landgrebe. In addition, the letter addressed Board of Supervisors not responding to residents to address concerns. It also addressed the residents concern of the room set up at the monthly Board meetings with the Board members being up on stage. They asked the Board to consider moving the Board of Supervisors down to the same level as the attendees. The letter continued with a list of the residents ongoing concerns, which Mr. Davis reviewed. The letter was sent to all Board of Supervisors to review. He questioned who brought up the idea for the new security gate system to be replaced. He also questioned how many bids the Board received before accepting the bid for \$348,000. He also questioned if the Winter Haven side also had to put out \$340,000 or did they absorb the whole amount on the Lake Wales side. If they did absorb the whole amount, he questions why they didn't split it seeing both sides use the gate system. He asked for each of the Board members to explain how the new system is any better than the old one. He noted that spending that amount of money on a new security gate system was a complete waste of money. He asked why no community input was asked from the residents before the project was done. He noted concerns of the costs to maintenance the system each year. All the Board of Supervisors addressed Mr. Davis's and the resident's noted concerns.

**TENTH ORDER OF BUSINESS**

**Supervisor      Requests/Supervisor  
Open Discussion**

**November 18, 2024**

**Lake Ashton CDD**

Ms. Landgrebe asked about resident interference. Ms. VanSickle cautioned residents to not use a Board members name or the CDD because it can cause a lot of confusion.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned.

On MOTION by Ms. Landgrebe, seconded by Mr. Costello, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary / Assistant Secretary

Signed by:



12F94F2404914EE...

Chairman / Vice Chairman