

MINUTES OF MEETING

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

FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Fishhawk Ranch Community Development District was held on **Tuesday, September 15, 2020 at 6:32 p.m.** by means of communications media technology via Zoom or telephonic 301-715-8592; Meeting ID: 313 215 4874 and Passcode 413863.

Present and constituting a quorum were:

Terrie Morrison	Board Supervisor, Chairperson
Bob Kneusel	Board Supervisor, Vice Chairman
Tom Avino	Board Supervisor, Assistant Secretary
Kerri McDougald	Board Supervisor, Assistant Secretary
Dawn Turner	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions, LLC.
Biff Craine	District Counsel, Brooks, Sheppard, Rocha, PLLC
Stephen Brletic	District Engineer, Johnson, Mirmiran, Thompson
Holly Quigley	Community Director
Don Cameron	O&M Supervisor
John Toborg	Senior Field Services Manager, Rizzetta & Co.
Andrew Sanderson	Contract Administrator, Tennis Club
Eartie Flener	Fishhawk Site Manager, Capital Land Management
Jason Chambrot	Representative, Capital Land Management
Josh Burton	Representative, Capital Land Management
Peter Simoes	Representative, Solitude
Tonya Martinez	LCAM, Rizzetta & Co.
Chelsea Pellegrino	President, FishHawk Ranch HOA

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Dailey called the meeting to order and conducted roll call, confirming that a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

Audience was present but no comments were made.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic reviewed his report for the Board. Mr. Brletic stated he reviewed the issues with the Palmettoglen drainage project and Finn Outdoor will be out to fix the issues by the end of the week.

Mr. Brletic stated he is working on the RFP for the erosion and drainage issues with pond 102 & 103, he will have bids for the October meeting. Mr. Brletic notes he looked at some other issues with a pipe in Dunlinwood and will include this with the RFP for ponds 102 & 103.

Mr. Brletic introduced Mr. Dawson and Mr. Shoffstall from Florida Playstructures to review their proposal for the Park Square fountain repairs totaling \$98,940.00. Mr. Dawson went over the proposal for the Board and stated it would take 6-8 weeks to get the parts made once ordered and then 4-5 weeks to complete the installation once received. Mr. Dawson stated this repair would replace all 33 spray heads, the CPU and install an on/off timer activator. Mr. Kneusel asked about addressing the puddling on the pad surface. Mr. Dawson stated you need to remove the surface pad and fix the concrete then replace the pad. He stated you are looking at an estimated \$20,000.00 to make this repair. A discussion ensued by the Board on the proposal and costs to make the repairs.

Mr. Avino asked about a service plan for maintenance once repaired. Mr. Dawson said they could ask the manufacture about the CPU and spray heads but that your pool service provide could handle the rest. Ms. Morrison asked that before a decision is made, she would like to see all the costs associated with this project, the repairs, surface repair options, maintenance proposals, security options, etc. The Board directed Ms. Turner to work with Mr. Brletic and Mr. Dawson to come back to the Board at the October meeting with all the costs for consideration.

Mr. Brletic left the meeting at 7:12 p.m.

FOURTH ORDER OF BUSINESS

**Consideration of Amenity Staffing
Transition Plan**

The Board elected to address this agenda item next since they had members of the FishHawk Ranch HOA in attendance. Ms. Morrison reviewed the transition plan update with the Board that she and Ms. Quigley had been working on together. Ms. Morrison reviewed a few items of concern for the HOA with the transition. Ms. Morrison

93 asked if the Board agreed that the CDD facilities could continue to be used by the HOA
94 for events and their meetings. The Board discussed the request and agreed there was
95 no need to change this policy. The Board then reviewed the space use agreement drafted
96 by Mr. Craine for the HOA employees to work in the Osprey Club under agreed upon
97 COVID 19 safety protocols through December 31, 2020.
98

99 **On a Motion by Ms. Morrison, seconded by Ms. Turner, with all in favor, the Board**
100 **approved space use agreement with the FishHawk Ranch HOA through December 31,**
101 **2020, for Fishhawk Ranch Community Development District.**

102
103 A discuss ensued between the Board, Ms. Pellegrino, and other members of the
104 Fishhawk Ranch HOA and Starling HOA regarding overall communication issues from
105 the CDD on this transition process and timeline. After a discussion on various concerns,
106 all parties agreed that a workshop be held to address any concerns and make sure all the
107 issues are properly addressed with the transition. The Board directed Mr. Kneusel to
108 represent them at this workshop along with Ms. Quigley, Ms. Pellegrino, and Ms.
109 Crawford. The Board asked Mr. Dailey to provide a timeline of the actions taken to this
110 point by the Board and staff regarding the transition and provide it to the workshop group.
111

112 **B. Aquatic Services**

113
114 Mr. Simoes with Solitude reviewed the aquatics inspection reports. Mr. Simoes
115 stated they are working on the issues with the battery for the aerator for pond 15
116 and will take it back and charge it at the shop. He stated the lack of sun has not
117 allowed the battery to remain charged.
118

119 The Board asked a few questions about specific ponds in the report and Mr.
120 Simoes addressed the treatment plan.
121

122 **C. Tennis Club Report**

123
124 Mr. Sanderson reviewed the Tennis Club report with the Board. Mr. Sanderson
125 stated that club manager Dave Freiman asked about increasing the ball machine
126 usage and guest fees. The Board discussed the reasons for this request.
127

128 **On a motion by Ms. Morrison, seconded by Mr. Avino, with all in favor, the Board approved**
129 **to allow Tennis Connection to increase the ball machine usage fees and guest fees, for**
130 **the Fishhawk Ranch Community Development District.**

131
132 Mr. Sanderson stated Mr. Freiman would also like to get back to allowing room
133 rentals. The Board discussed the status of rentals for the rest of the CDD with Ms.
134 Quigley. The Board and Ms. Quigley agreed that this should be allowed at a room
135 capacity limit of 50 -75% with social distancing, proper COVID 19 protocols be
136 followed, the renters pay for a professional deep cleaning of the room, and that
137 participants sign a COVID 19 waiver to be drafted by Mr. Craine.

138 **D. Field Services Manager**

139
140 Mr. Toborg reviewed his report with the Board which had over 200 items noted that
141 needed to be addressed by the vendors. Mr. Toborg stated he was unhappy with
142 the continued issues he was seeing on his visit. A discussion ensued between Mr.
143 Toborg and the Board on concerns with the level of service and all the issues
144 presented in the report. Mr. Avino addressed concerns with phase 3 which have
145 been ongoing for a few months. Mr. Kneusel asked Mr. Toborg when the last time
146 he had CLM attend the site visit with him, and Mr. Toborg stated it was April due
147 to COVID 19 concerns. The Board asked Mr. Toborg his recommendation on how
148 to better manage this process and CLM. Mr. Toborg suggested more inspections
149 and better communication.

150
151 The Board asked that Mr. Dailey set a meeting ASAP with Mr. Toborg, CLM, Ms.
152 Quigley and Mr. Avino to review all the issues discussed at the meeting and come
153 up with a plan to better manage landscape issues in a more timely manner moving
154 forward.

155
156 Mr. Toborg reviewed the proposals provided by CLM. A discussion ensued
157 regarding the recommended amount of mulch to use at this time.

158
159 On a motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
160 approved the installation of 1" of pine bark mulch for \$90,300.00, for the Fishhawk Ranch
161 Community Development District.

162
163 On a motion by Ms. McDougald, seconded by Ms. Turner, with all in favor, the Board
164 approved the installation of pine straw bales for \$5,600.00, for the Fishhawk Ranch
165 Community Development District.

166
167 Mr. Toborg recommended that the Board not approve either of the proposals for
168 the sod installation at this time. Mr. Dailey stated he and Ms. Quigley reviewed
169 this area and agreed with Mr. Toborg.

170
171 Ms. Morrison asked Mr. Toborg to look at other options to replace the dead oak at
172 the Aquatic Club instead of the Board approving the replacement with another oak.
173 The Board agreed that remaining two proposals were needed.

174
175 On a motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board approved
176 CLM proposal #300212 for \$2,885.00 and proposal #300351 for \$3,174.02, for the
177 Fishhawk Ranch Community Development District.

178
179 **E. Community Director**

180

181 Ms. Quigley made a request for a resident in Starling to hold a blood drive through
182 One Blood at the Starling Club. The Board discussed making sure proper COVID
183 19 protocols are followed.
184

185 On a motion by Mr. Avino, seconded by Ms. McDougald, with all in favor, the Board
186 approved One Blood to host a blood drive at the Starling Club parking lot, for the Fishhawk
187 Ranch Community Development District.

188
189 Ms. Quigley updated the Board that the water parks were now open, and the
190 Aquatic Club slide will open next week once the traffic light is repaired. Ms. Quigley
191 also stated the fitness center hours have been extended, the resident services
192 office will be open 9:00 am to 5:00 pm starting next week Monday through Friday
193 and staff will work on a plan to allow private room rentals to commence with Covid
194 necessitated limitations and precautions in the near future.

195
196 Ms. Quigley stated the HOA has cancelled all events through the end of the year.
197

198 Ms. Quigley stated she received some dates from Mr. McGarry to hold a Zoom
199 pond workshop, and she is working with him to finalize the details.
200

201 Mr. Avino asked Ms. Quigley a few questions regarding Newsome swim practice,
202 missing items at some of the facilities, pool hours and being open on holidays.
203

204 **F. District Counsel**

205
206 Mr. Craine stated he had no items to discuss except for the County easement
207 agreement for consideration on the agenda.
208

209 **G. District Manager**

210
211 Mr. Dailey reminded the Board that the next regular CDD Board meeting was set
212 for October 20, 2020 at 6:30 p.m. at the Palmetto Club.
213

214 Mr. Dailey reviewed the Action Item list with the Board.
215

216 **FIFTH ORDER OF BUSINESS** **Consent Agenda Items/Business**
217 **Administration**

218
219
220 Mr. Dailey asked if the Board had any questions regarding the consent agenda items.
221

222 On a Motion by Ms. Turner, seconded by Mr. Avino, with all in favor, the Board approved the
223 consent agenda items, for Fishhawk Ranch Community Development District.

224
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227 **SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from FIA for
District Insurance for Fiscal Year 2020-
2021**

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229
230 Mr. Dailey presented the proposal from Egis for the insurance for fiscal year 2020-2021
231 and stated the costs fell within the approval budget.
232

233 On a Motion by Ms. Turner, seconded by Ms. McDougald, with all in favor, the Board
234 approved the proposal for District insurance with Egis for \$97,997.00, for Fishhawk Ranch
235 Community Development District.

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238 **SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from Atlas
Professional Services for Email**

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241 Mr. Dailey reviewed the proposal from Atlas which would set up email for the six of
242 the HOA amenity staff moving to the CDD and transfer management of the Board
243 Supervisors emails from Halifax Solutions to Atlas for a lessor monthly fee.
244

245 On a Motion by Ms. McDougald, seconded by Mr. Kneusel, with all in favor, the Board
246 approved the proposal from Atlas Professional Services for email services, for Fishhawk
247 Ranch Community Development District.

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250 **EIGHTH ORDER OF BUSINESS**

**Review of Costs for Staffing Water
Parks for COVID 19 Operation**

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253 Ms. Quigley reviewed the additional costs for the additional staffing required to
254 operate the water parks and pools for COVID 19 guidelines.
255

256 On a Motion by Ms. McDougald, seconded by Mr. Avino, with all in favor, the Board
257 approved the additional costs required to operate the water parks and pools for COVID
258 19 guidelines through December 31, 2020, for Fishhawk Ranch Community Development
259 District.

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262 **NINETH ORDER OF BUSINESS**

**Consideration of Easement Agreement
with Hillsborough County for Lithia
Springs (Under Separate Cover)**

263

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265

266 Mr. Craine reviewed the agreement that was sent to the Board under separate
267 cover by Mr. Dailey.
268

269 On a Motion by Mr. Kneusel, seconded by Ms. Turner, with all in favor, the Board approved
270 the easement agreement with Hillsborough County for Lithia Springs, for Fishhawk Ranch
271 Community Development District.

272
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274 **TENTH ORDER OF BUSINESS** **Discussion of Facility Space**
275 **Expansion for Staff**
276

277 The Board asked this item be added to the workshop in December for discussion.
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280 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**
281

282 Ms. Morrison asked that the December 1, 2020 meeting be changed to a workshop
283 for the Board to discuss plan for the next fiscal year once the new Board is seated
284 following the November general election.
285

286 Ms. Turner asked Ms. Quigley about the maintenance schedule for the entry
287 monuments. Ms. Quigley stated they are maintained as needed.
288

289
290 **TWELFTH ORDER OF BUSINESS** **Adjournment**
291

292 On a Motion by Mr. Kneusel, seconded by Mr. Avino, with all in favor, the Board adjourned
293 the meeting at 9:55 p.m., for Fishhawk Ranch Community Development District.

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297 _____
298 Secretary/Assistant Secretary

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298 Chairman/ Vice Chairman