

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, December 1, 2020 at 6:39 p.m.** at the Fishhawk Ranch Tennis Club located at 5921 Courtside View Drive, Lithia, Florida 33547.

Present and constituting a quorum were:

Robert Kneusel	Board Supervisor, Chairman
Thomas Avino	Board Supervisor, Vice Chairman
Terrie Morrison	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, Fishhawk Ranch CDD
Don Cameron*	O&M Supervisor, Fishhawk Ranch CDD
John Toborg	Manager, Field Services, Rizzetta & Company, Inc.
Andrew Sanderson	Tennis Club Contract Administrator
Eartie Flener*	Fishhawk Site Manager, Capital Land Management
Jason Chambrot*	Representative, Capital Land Management
Peter Simoes*	Representative, Solitude
Jason Jaszak*	Representative, Solitude
Tonya Martinez*	LCAM, Rizzetta & Company, Inc.

Note (*) - Attended via conference call

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

Administer Oath of Office

Mr. Dailey, a public notary in the state of Florida, administered the oath of office to all the present newly elected Board Supervisors. Mr. Dailey then asked if they would like to waive or accept compensation of \$200.00 per meeting up to \$4,800.00 per year. Mr. Kneusel, Mr. Avino, Ms. Morrison, and Ms. Turner, all agreed to accept compensation.

THIRD ORDER OF BUSINESS

Audience Comments

Audience was present but no comments.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic reviewed his report for the Board. Mr. Brletic stated he does not have any further updated proposals for the Park Square fountain repair however he did confirm that the proposal from Suncoast Pool Service does have a warranty and will meet the required codes for operation.

On a Motion by Ms. Morrison, seconded by Mr. Avino, with all in favor, the Board approved the proposal from Suncoast Pool Service for \$17,850.00, for Fishhawk Ranch Community Development District.

The Board decided to table the security camera, bollard, and resurfacing proposals for now to discuss after the fountain is repaired to make sure this option works.

Mr. Brletic informed the Board that the sinking paver repair near 16123 Churchview Dr. should be completed this week by Site Masters subject to any additional issues being found. Mr. Craine recommended the Board ratify the proposal.

On a Motion by Ms. Kneusel, seconded by Ms. Turner, with all in favor, the Board ratified the execution of the proposal from Site Masters not to exceed \$10,000.00 by the Chairperson, for Fishhawk Ranch Community Development District.

Mr. Brletic sated he had collected a few proposals for the erosion repairs ranging from \$75,000.00 to \$105,000.00. Mr. Brletic recommended the Board wait until he gets the proposals for pond 15 to reduce mobilization costs. Mr. Brletic also stated that a survey is needed for pond 15 to properly put a scope of services together for bidding.

89 On a Motion by Ms. Morrison, seconded by Ms. Turner, with all in favor, the Board
90 authorized Mr. Brletic to have a survey done of pond 15 not to exceed \$3,000.00, for
91 Fishhawk Ranch Community Development District.

92
93 Mr. Brletic stated that he reviewed some erosion issues around the DRA's (dry
94 retention areas) that residents called about. Mr. Brletic said that they are fine for
95 now; he will continue to monitor them for now.

96
97 Mr. Brletic updated the Board on the Palmetto Club roof issues that he has been
98 working on with Mr. Cameron. Mr. Brletic stated the insurance company Egis, will
99 need a report with the specific information as to cause and scope to be able to
100 evaluate any possible claim. Mr. Avino suggested the Mr. Brletic reach out to a
101 few general contractors to see if they might bid and provide a report that will meet
102 what Egis will need. Mr. Brletic stated he will follow up with Egis to confirm the
103 required scope of the report.

104
105 On a Motion by Ms. Morrison, seconded by Mr. Kneusel, with all in favor, the Board
106 approved Mr. Brletic securing a report if needed for a not to exceed amount of \$5,000.00,
107 for Fishhawk Ranch Community Development District.

108
109 The Board stated they would like to discuss options for the use of the Palmetto
110 Club at their next workshop. Mr. Brletic stated if the Board wants to look at options
111 for possible renovations, he works with an architectural firm that he would
112 recommend and stated it would be about \$10,000.00 to have them provide an
113 estimate and budget.

114
115 Mr. Brletic stated he updated the new District map with the notes he has received
116 so far. The Board asked that all remaining comments be sent to Mr. Brletic by
117 December 31, 2020. Mr. Brletic also mentioned the options of GIS mapping which
118 would be the next step in evolution of this draft; he stated it would be about
119 \$7,5000.00 to do the upgrade plus a per user seat monthly fee.

120
121 Mr. Brletic left the meeting at 7:35 p.m.

122
123 **B. Aquatic Services**

124
125 Mr. Dailey stated a resident called about pond 38 having too much vegetation
126 around it and Solitude has provided a proposal for \$2,100.00 to remove it. Mr.
127 Dailey asked that the Board please review the pond and determine if they wish to
128 discuss the proposal at a future meeting.

129
130 Mr. Simoes with Solitude reviewed the aquatics inspection reports. Mr. Avino
131 asked about the pond workshop status. Mr. Dailey asked Mr. Simoes and Mr.
132 Jaszak to get with Ms. Quigley to set something set up ASAP.

134 Mr. Dailey stated he has received a proposal to replace the motor on the fountain
135 at the pond adjacent to the Osprey Club for \$1,700.00 and will approve it on
136 Wednesday as routine maintenance.

137

138 **C. Tennis Club Report**

139

140 Mr. Sanderson reviewed the Tennis Club report with the Board. Mr. Sanderson
141 stated that Specturm services have been terminated as of Monday. Mr. Sandersen
142 stated Mr. Freiman has decided he does not want to amend the revenue sharing
143 agreement in the current contract with the District.

144

145 Mr. Sandersen stated he met with Mr. Toborg regarding removal of landscape and
146 trees that are damaging the tennis courts. Mr. Toborg estimated we would likely
147 need to remove 15-20 trees in the area. The Board discussed the need to protect
148 the investment in the tennis courts and facility.

149

150 On a Motion by Ms. Morrison, seconded by Mr. Avino, with all in favor, the Board approved
151 the removal of the affected landscaping and trees damaging the tennis courts at the
152 Fishhawk Ranch Tennis Club for a not to exceed amount of \$15,000.00, for Fishhawk
153 Ranch Community Development District.

154

155 The Board asked for at least three proposals to do the required removal. Mr.
156 Toborg stated they also need to involve Mr. Brletic to review the development order
157 regarding tree removal and replacement if required. The Board directed staff to
158 expedite removal of what is presenting risk to the court surfaces asap and then
159 come back with any requirements for tree replacements. The Board also asked
160 staff to make the residents near the Tennis Club aware of the removal once the
161 time frame is set.

162

163 **D. Field Services Manager**

164

165 Mr. Toborg reviewed his reports for September and October with comments
166 provided back by CLM. Mr. Toborg noted that parking is still an issue at the Egret
167 playground area. The Board asked staff to get signage posted for no parking and
168 Ms. Quigley stated she is working on the language with FHP.

169

170 Mr. Flener reviewed the CLM report with Board. Mr. Flener stated annuals will go
171 in the first week full week in December.

172

173 Mr. Dailey and Mr. Toborg reviewed the proposals provided by CLM, noting these
174 are two months of proposals from prior inspections. The Board discussed the total
175 amount of \$54,444.47 and inquired whether they all were required at this time,
176 whether some should be deferred to the growing season, and whether some were
177 discretionary. Mr. Avino addressed the lack of attention in area three and the
178 service levels of the previous landscaper vendor. The Board addressed with Mr.
179 Dailey and Mr. Toborg the need to better organize the proposals for presentation

180 and only bring proposals that required discussion moving forward. The Board
181 stated they trust Mr. Toborg's judgment on the need for proposals and his overall
182 approach to management of the community. The Board also stated they
183 appreciate Mr. Avino's involvement in landscape oversight and want to make sure
184 equal attention is being given to all areas within the District. The Board agreed
185 to a revised list of the proposals and requested a list be provided with a schedule
186 for completion as some of the approved proposals will be done now and others
187 deferred to the growing season.
188

189 On a Motion by Mr. Kneusel, seconded by Mr. Avino, with all in favor, the Board approved
190 a revised list of proposals from Capital Land Management for \$46,511.28, for Fishhawk
191 Ranch Community Development District.

192
193 **E. Community Director**
194

195 Ms. Quigley stated the Starling Club lap pool was down but will be back up this
196 week after repairs are made. Ms. Quigley stated she will update via Twitter and
197 that we had over 40 followers currently on Twitter. Mr. Kneusel asked that a QRC
198 code be added to the January Talon article announcing the new Twitter account,
199 to make it easier for residents to load the app.
200

201 Ms. Quigley stated this week is the first payroll through ADP she will run 100% on
202 her own. Ms. Quigley stated they will have an employee roll out of the ADP portal
203 in two weeks.
204

205 Ms. Quigley stated they are currently making repairs to the fence on the Lithia
206 Springs buffer. Ms. Quigley also stated the no trespassing signs will be installed
207 near the DRA this week.
208

209 Ms. Quigley stated the lights were replaced and are working at Weekly Commons.
210

211 Ms. Quigley stated the test with re-opening the Park Square bathrooms has gone
212 well and no new vandalism has occurred. The Board asked to now extend the
213 hours from 7:00 am to 5:00 pm.
214

215 Mr. Avino asked about Park Square security issues. Ms. Quigley stated these are
216 issues on Park Square property not the District. Ms. Quigley was asked about
217 security cameras and said we have them for the bathrooms and garbage corral
218 area only. Ms. Turner suggested getting an additional one to face the new artificial
219 turf area recently installed. Ms. Morrison agreed she would speak with Park
220 Square management and several of the business owners at Park Square to gain
221 further insight and will report back to the Board.
222

223 Ms. Morrison made a request that the Board approve a holiday bonus for the staff
224 due to the issues with COVID-19 and the hard work they did during this
225 extraordinarily difficulty year. Ms. Morrison recommended \$100.00 each for the

226 two full-time office staff and all the O&M staff, and \$75.00 each for the rest of the
227 current staff that have worked at least 80 hours this year. Ms. Morrison estimated
228 this would be about \$2,200.00 and she wanted to have these grossed up, so they
229 net \$100.00 and \$75.00 for the bonus.
230

231 On a Motion by Ms. Morrison, seconded by Ms. Turner, with all in favor, the Board
232 approved the proposed holiday bonuses for the staff at \$100.00 and \$75.00 as
233 determined by Ms. Quigley and Mr. Dailey, grossed up to receive the full amount after
234 taxes, for Fishhawk Ranch Community Development District.

235
236 **F. District Counsel**

237
238 Mr. Craine stated he had no updates at this time and has a few items to address
239 later in the agenda.
240

241 **G. District Manager**

242
243 Mr. Dailey reminded the Board that the next regular CDD Board meeting is set for
244 December 15, 2020 at 6:30 p.m. at the Palmetto Club.
245

246 Mr. Dailey stated the CDD website is updated with the election changes and new
247 Starling HOA management company Inframark.
248

249 Mr. Dailey stated he and Ms. Quigley are working with Mr. Kneusel on staffing
250 costs and scope to bring to the Board in January.
251

252 Mr. Dailey reviewed the Action Item list with the Board.
253
254

255 **FIFTH ORDER OF BUSINESS**

**Consent Agenda Items/Business
Administration**

256
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258 Mr. Dailey presented Resolution 2021-01, Appointing Officers to the Board for
259 discussion.
260

261 On a Motion by Ms. Morrison, seconded by Mr. Avino, with all in favor, the Board approved
262 Resolution 2021-10, appointing Mr. Kneusel as Chairman, Mr. Avino as Vice Chairman,
263 and Ms. Morrison, Ms. Turner and Ms. McDougald as Assistant Secretaries, for Fishhawk
264 Ranch Community Development District.

265
266 Mr. Dailey asked if the Board had any questions regarding the consent agenda
267 items. The Board had no questions or comments.
268

269 On a Motion by Ms. Morrison, seconded by Ms. Turner, with all in favor, the Board
270 approved the consent agenda items, for Fishhawk Ranch Community Development
271 District.

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SIXTHTH ORDER OF BUSINESS

**Consideration of Proposals from Atlas
Professional Services for the Resident
Services Office**

278 Mr. Dailey reviewed the proposals from Atlas Professional Services noting that the
279 District spent \$8,644.00 last year on services calls with Atlas and that this managed services
280 proposal with help to reduce costs and be more efficient for the staff. Mr. Dailey stated the
281 proposal for the upgrades will bring the rest of the office up to date with newer computers.
282

283 On a Motion by Ms. Turner, seconded by Ms. Morrison, with all in favor, the Board
284 approved the Atlas Professional Services proposals for managed services at \$5,904.00
285 and the computer upgrades for \$2,398.63, for Fishhawk Ranch Community Development
286 District.

287
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SEVENTH ORDER OF BUSINESS

Update on CDD/HOA Staff Transition

289 Mr. Kneusel said there are no updates and that the operating agreements are ready
290 for consideration by the Board. Mr. Kneusel also stated he has not been asked by the HOA's
291 to attend any further meetings or calls at this time.
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EIGHTH ORDER OF BUSINESS

**Consideration of the Operating
Agreements with the Homeowners
Associations**

300 Mr. Craine presented the operating agreements with the FishHawk Ranch HOA
301 and Starling HOA, stating he has incorporated all comments he has received to date. Mr.
302 Craine stated if approved by the Board they will go back to the HOA's for any final
303 comments and approval.
304

305 Mr. Craine stated it was also decided to have only these two agreements in place
306 and allow Ms. Quigley to do smaller event agreements with any sub associations for
307 meeting room space only, as needed.
308

309 On a Motion by Ms. Morrison, seconded by Mr. Avino, with all in favor, the Board approved
310 the operating agreements for the FishHawk Ranch HOA and Starling HOA, for Fishhawk
311 Ranch Community Development District.

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314 **NINTH ORDER OF BUSINESS** **Consideration of Addendum from**
315 **Halifax Solutions, LLC for District**
316 **Management Services**
317

318 Mr. Dailey presented the proposal from Halifax Solutions, LLC for additional
319 services related to the oversight of the amenity staff, as previously discussed by the
320 Board. Mr. Dailey stated the proposal also includes the hourly costs associated with the
321 ADP set up and transfer as previously directed by the Board.
322

323 On a Motion by Ms. Turner, seconded by Mr. Avino, with all in favor, the Board approved
324 the addendum for Halifax Solutions, LLC for additional District Management Services for
325 \$750.00 per month and the one-time hourly billing total for \$2,625.00, for Fishhawk Ranch
326 Community Development District.

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329 **TENTH ORDER OF BUSINESS** **Discussion on Scheduling a**
330 **Workshop**
331

332 The Board discussed the meeting options with COVID-19 and the Sunshine law.
333 The Board decided to cancel the December 15, 2020 Board meeting and replace it with
334 a workshop on the same day. Mr. Craine said since it is a workshop, they can meet via
335 communications media technology (Zoom) since a quorum is not required and no Board
336 action can be taken.
337

338 On a Motion by Ms. Turner, seconded by Ms. Morrison, with all in favor, the Board
339 cancelled the December 15, 2020 Board of Supervisors Meeting and authorized Mr.
340 Dailey to place an advertisement for a Board Workshop via communications media
341 technology for December 15, 2020 at 6:30 p.m., for Fishhawk Ranch Community
342 Development District.

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345 **ELEVENTH ORDER OF BUSINESS** **Consideration of Capital Land**
346 **Management for the Preserve Entrance**
347

348 Mr. Dailey presented the addendum from Capital Land Management for a
349 termination of service at the request of the Starling HOA. Mr. Dailey stated the Starling
350 HOA would also like to maintain the two planters on the monument sign. Mr. Dailey noted
351 the monument is owned by the District, so we still need an easement to access it for
352 maintenance. A discussion ensued and the Board wanted to note for the record this is a
353 one-off type of request due to the location of the landscaping on HOA property and the
354 entrance.
355
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358

359 On a Motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board approved
360 the Capital Land Management addendum for the Preserve Entrance for a total annual
361 deduct of \$1,440.00 and authorized District Counsel to draft a maintenance access
362 easement agreement for the monument, for Fishhawk Ranch Community Development
363 District.

364

365

366 **TWELFTH ORDER OF BUSINESS**

Supervisors Requests

367

368 Ms. Turner stated the Palmetto Club needs to be discussed regarding how it looks
369 inside. Mr. Dailey stated he and Ms. Quigley have a list they are working on to present
370 to the Board.

371

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373 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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375 On a Motion by Ms. Turner, seconded by Ms. Morrison, with all in favor, the Board
376 adjourned the meeting at 9:48 p.m., for Fishhawk Ranch Community Development
377 District.

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Secretary/Assistant Secretary


Chairman/ Vice Chairman