



Rizzetta & Company

# Chapel Creek Community Development District

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**Board of Supervisors' Meeting  
July 2, 2019**

**District Office:  
5844 Old Pasco Road, Suite 100  
Pasco, Florida 33544  
813.994.1615**

[www.chapelcreekcdd.org](http://www.chapelcreekcdd.org)

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>	Chip Jones Bob Bishop Milton Andrade Brian Walsh John Blakley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	Roy Van Wyk	Hopping, Green & Sams, P.A.
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**CHAPEL CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD• SUITE 100 • WESLEY CHAPEL, FL 33544**  
[www.chapelcreekcdd.org](http://www.chapelcreekcdd.org)

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June 17, 2019

Board of Supervisors  
Chapel Creek Community  
Development District

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Chapel Creek Community Development District will be held on **Tuesday, July 2, 2019 at 11:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 7, 2019.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for the Month of April and May 2019.....Tab 2
  - C. Ratification of Series 2006A & B Capital Improvements Requisitions - 307-311.....Tab 3
  - D. Ratification of Series 2006A & B Capital Improvement Requisitions – 312.....Tab 4
- 4. BUSINESS ITEMS**
  - A. Presentation of Aquatic Systems Report.....Tab 5
  - B. Consideration of ADA Proposals for Website Compliance.....Tab 6
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

*Jordan Lansford*

Jordan Lansford  
District Manager

cc: Roy Van Wyk, Hopping, Green and Sam  
Tonja Stewart, Stantec Consulting

# Tab 1

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**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.

**CHAPEL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Chapel Creek Community Development District was held on **Tuesday, May 7, 2019, at 11:08 a.m.** at the offices of Rizzetta and Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Chip Jones	<b>Board Supervisor, Chairman</b>
Bob Bishop	<b>Board Supervisor, Vice Chairman</b>
John Blakley	<b>Board Supervisor, Assistant Secretary</b>
Brian Walsh	<b>Board Supervisor, Assistant Secretary (via conference call)</b>
Milton Andrade	<b>Board Supervisor, Assistant Secretary (via conference call)</b>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Roy Van Wyk	<b>District Counsel, Hopping, Green &amp; Sam</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting (via conference call)</b>
Jeremy Horelick	<b>Representative, ADA Site Compliance (via conference call)</b>
Scott Trachtenberg	<b>CEO, ADA Site Compliance (via conference call)</b>
VB & Kristen	<b>Representative, Vtech Global (via conference call)</b>
Andy Jimenez	<b>Representative, EGIS (via conference call)</b>

Audience	<b>None</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Lansford called the meeting to order and read the roll call confirming a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes from the Board of Supervisors' Meeting held on April 2, 2019**

Ms. Lansford presented the April 2, 2019 Meeting Minutes to the Board of Supervisors.

On a Motion by Mr. Blakely, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors Meeting held on April 2, 2019, as presented, for Chapel Creek Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for March 2019**

Ms. Lansford presented the March 2019 Operation and Maintenance Expenditures to the Board of Supervisors for \$12,089.64.

On a Motion by Mr. Bishop, seconded by Mr. Jones, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures March 2019 in the amount of \$12,089.64, for Chapel Creek Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of ADA Proposals**

The ADA proposals were presented. Ms. Lansford will illustrate an analysis between the VTech Global and ADASC proposals for the next meeting.

**SIXTH ORDER OF BUSINESS**

**Presentation of Aquatic Systems Report**

Ms. Lansford presented the Aquatic Systems report.

On a Motion by Mr. Blakely, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approving the Aquatic Systems report, for Chapel Creek Community Development District.

80 **SEVENTH ORDER OF BUSINESS** **Presentation of Registered Voter**  
81 **Count**

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83 The Pasco County Registered Voter Count as of April 15, 2019 is 231.

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85 **EIGHTH ORDER OF BUSINESS** **Discussion of Gideon Circle**  
86 **Landscaping**

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88 **A.** It was noted that Gideon Circle is already under the landscape contract  
89 and will be colored in on the maintenance map. Residents at 7106 and 6836  
90 Gideon Circle received Violation Letters and have removed the dirt that was  
91 dumped in the pond behind their home.

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93 **B.** The two pond banks are included in the maintenance agreement. They  
94 were unable to service because there was no access due to slit fences around  
95 and down to the water line in several areas. These have been removed and  
96 are now back in the rotation.

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98 **NINTH ORDER OF BUSINESS** **Presentation of FY 2019-2020**  
99 **Proposed Budget**

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101 1. The below changes were made to the Proposed Budget to total \$250,351.00 in  
102 expenditures:

- 103  
104 a. ADA Website Compliance: decreased from \$14000 to \$10000 (-\$4000)  
105 b. Aquatic Maintenance: decreased from \$10800 to \$9800 (-\$1000)  
106 c. Landscape Maintenance: increased from \$70760 to \$73160 (+\$2400) for  
107 "lake/pond bank mowing" – Jordan will get with K. Johnson on this.  
108 d. Lake/Pond Bank Mowing: eliminated \$5000 (-\$5000)  
109 e. Miscellaneous Expense: eliminated \$5000 (-\$5000)  
110 f. Parking Lot Repair & Maintenance: eliminated \$1500 (-\$1500)  
111 g. Street Sign Repair & Maintenance: eliminated \$2500 (-\$2500)

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113 Total Reduction in Expenditures: \$16600  
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On a Motion by Mr. Jones, seconded by Mr. Bishop, with all in favor, the Board of Supervisors approving the changes to FY 2019-2020 Proposed Budget, for Chapel Creek Community Development District.
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**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-31;  
Approving FY 2019-2020 Proposed  
Budget and Setting Public Hearing**

The Board approved Resolution 2019-31; Approving FY 2019-2020 Proposed Budget. The Public Hearing is August 6, 2019 at 5:00 p.m.

On a Motion by Mr. Jones, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved the Resolution 2019-31; Approving the FY 2019-2020 Proposed Budget at \$250351.00 and set the Public Hearing for August 6, 2019 at 5:00 p.m. at Rizzetta and Company, Inc., 5844 Old Pasco Rd, Suite 100, Wesley Chapel Florida, 33544, for Chapel Creek Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Van Wyk will have the End of Session report for the next meeting.
- B. District Engineer  
No report.
- C. District Manager  
Ms. Lansford reminded the Board of the next meeting scheduled for June 4, 2019, at 11:00 a.m.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

No Supervisor Requests

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Blakley, seconded by Mr. Bishop, with all in favor, the Board of Supervisors adjourned the meeting at 12:19 p.m. for Chapel Creek Community Development District.

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Assistant Secretary

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Chairman/Vice Chairman