



Rizzetta & Company

# Lakeside Community Development District

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**Board of Supervisors' Meeting  
January 22, 2020**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544  
813-994-1001**

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

# **LAKESIDE COMMUNITY DEVELOPMENT DISTRICT**

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

|                             |                  |                                  |
|-----------------------------|------------------|----------------------------------|
| <b>Board of Supervisors</b> | Samantha Manning | Chairman                         |
|                             | Sean Knudsen     | Vice Chairman                    |
|                             | Linda Ramlot     | Assistant Secretary              |
|                             | Jack Koch        | Assistant Secretary              |
|                             | Annie Kilby      | Assistant Secretary              |
| <b>District Manager</b>     | Jordan Lansford  | Rizzetta & Company, Inc.         |
| <b>District Counsel</b>     | Alyssa Willson   | Hopping Green & Sams, PA         |
| <b>District Engineer</b>    | Jeff Denny       | Florida Design Consultants, 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) 933-5571. 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.

January 14, 2020

**Board of Supervisors  
Lakeside Community  
Development District**

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lakeside Community Development District will be held on **Wednesday, January 22, 2020 at 5:00 p.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**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 23, 2019.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for September, October and November 2019.....Tab 2
  - C. Ratification of Series 2018 Acquisition/Construction Requisitions – CUS 34-35.....Tab 3
  - D. Ratification of Series 2018 Custody Account Requisition – None
  - E. Ratification of Change Orders – None
- 4. BUSINESS ITEMS**
  - A. Presentation of Field Inspection Report.....Tab 4
  - B. Consideration of Resignation of Sean Knudsen.....Tab 5
  - C. Consideration of Replacement for Vacant Seat – Tammi Rivard
    1. Administer Oath of Office to Newly Appointed Supervisor.....Tab 6
    2. Review of Form 1 and Sunshine Amendment
  - D. Consideration of Resolution 2020-01; Designating Officers of District.....Tab 7
  - E. Consideration of Paving Proposal.....Tab 8
  - F. Consideration of Fence Repair Proposal.....Tab 9
  - G. Consideration of Irrigation Proposal.....Tab 10
  - H. Ratification of Second Addendum to the Contract for Professional District Services.....Tab 11
  - I. Consideration of Red Line Rules of Procedure.....Tab 12
  - J. Consideration of 2020-02; Resolution Setting Public Hearing on Rules and Procedure.....Tab 13

- K. Discussion of Bike Rack Installation at Bus Stops
  - L. Discussion of Contracting Law Enforcement to Patrol Community
  - M. Discussion of Conducting Reserve Study
- 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 contact me at (813)994-1001.

Sincerely,  
*Jordan Lansford*  
District Manager

# Tab 1

1  
2 **MINUTES OF MEETING**  
3 **LAKESIDE COMMUNITY DEVELOPMENT DISTRICT**  
4

5 *Each person who decides to appeal any decision made by the Board with respect to*  
6 *any matter considered at the meeting is advised that the person may need to ensure*  
7 *that a verbatim record of the proceedings is made, including the testimony and evidence*  
8 *upon which such appeal is to be based.*  
9

10 The Regular Meeting of the Board of Supervisors of Lakeside Community  
11 Development District was held on **Wednesday, October 23, 2019 at 11:01 a.m.** at the  
12 office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley  
13 Chapel, FL 33544.

14  
15 Present and constituting a quorum:

|    |                  |  |
|----|------------------|--|
| 16 |                  |  |
| 17 | Samantha Manning | <b>Board Supervisor, Chairman</b>            |
| 18 | Linda Ramlot     | <b>Board Supervisor, Assistant Secretary</b> |
| 19 | Jack Koch        | <b>Board Supervisor, Assistant Secretary</b> |
| 20 | Sean Knudsen     | <b>Board Supervisor, Vice Chairman</b>       |
| 21 | Annie Kilby      | <b>Board Supervisor, Assistant Secretary</b> |
| 22 |                  | <b>(via Conference Call)</b>                 |
| 23 |                  |  |

24 Also, Present:

|    |                |   |
|----|----------------|---|
| 25 |                |   |
| 26 | Angel Montagna | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| 27 | Alyssa Willson | <b>District Counsel, Hopping Green &amp; Sams</b>     |
| 28 |                | <b>(via Conference Call)</b>                          |
| 29 | Jeff Denny     | <b>District Engineer, Florida Design</b>              |
| 30 |                | <b>(via Conference Call)</b>                          |
| 31 |                |   |

32 Audience  
33  
34

35 **FIRST ORDER OF BUSINESS**

**Call to Order**

36  
37 Ms. Montagna called to order and performed roll call continuing a quorum for the  
38 meeting.  
39

40 **SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

41  
42 There were no Audience comments.  
43  
44

LAKESIDE COMMUNITY DEVELOPMENT DISTRICT

October 23, 2019 Minutes of Meeting  
Page 2

45 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**  
46 **Board of Supervisors' Meeting held on**  
47 **August 28, 2019**  
48

49 Ms. Montagna presented the Minutes from the Board of Supervisors' meeting held  
50 on August 28, 2019. The Board approved as presented.  
51

On a Motion by Mr. Koch, seconded by Ms. Manning, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 28, 2019, as presented, for the Lakeside Community Development District.

52  
53 **FOURTH ORDER OF BUSINESS** **Consideration of Operation &**  
54 **Maintenance Expenditures for July**  
55 **and August 2019**  
56

57 Ms. Montagna presented the Operation and Maintenance Expenditures for July  
58 2019 (\$10,979.46) and August 2019 (\$52,363.70). A July LMP bill for sod at \$380.00 was  
59 an HOA bill. This will be billed to the HOA.  
60

On a Motion by Ms. Manning, seconded by Mr. Koch, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures for July 2019, minus the July LMP Bill for \$380.00 (\$10,599.46) and August 2019 (\$52,363.70), for the Lakeside Community Development District.

61  
62 **FIFTH ORDER OF BUSINESS** **Ratification of Series 2018**  
63 **Acquisition/Construction Account**  
64 **Requisitions CUS #32-33**  
65

66 Ms. Montagna presented the Series 2018 Acquisition/Construction Account  
67 Requisitions #32-33 in the amount of \$135,142.83.  
68

On a Motion by Ms. Manning, seconded by Mr. Koch, with all in favor, the Board of Supervisors agreed to ratify the Series 2018 Acquisition/Construction Account Requisitions #32-33, in the amount of \$135,142.83, for the Lakeside Community Development District.

69  
70 **SIXTH ORDER OF BUSINESS** **Presentation of Field Inspection**  
71 **Report**  
72

73 Ms. Montagna presented the Field Inspection Report. The Board stated that,  
74 overall, Brightview seems to be doing a much better job. Moving forward, Ms. Lansford  
75 will approve mulch and annuals. There are also two (2) mounds of dirt by the dog park

76 that need to be removed by the developer or builder.

77

78 **SEVENTH ORDER OF BUSINESS** **Discussion of Brightview Response**  
79 **Letter**

80

81 Ms. Montagna presented the Brightview Response Letter to the Board. A  
82 discussion ensued.

83

84 **EIGHTH ORDER OF BUSINESS** **Consideration of Quit Claim Deed**

85

86 Ms. Wilson reviewed the Quit Claim Deed with Mr. Denny. Mr. Denny  
87 approved the inspection.

88

On a Motion by Ms. Manning, seconded by Mr. Knudsen, with all in favor, the Board of Supervisors approved the Quit Claim Deed, for the Lakeside Community Development District.

89

90 **NINTH ORDER OF BUSINESS** **Consideration of Phase 3 and 6 Pond**  
91 **Maintenance**

92

93 Ms. Montagna presented the Phase 3 and 6 Pond Maintenance Proposal to the  
94 Board. The Board approved the proposal to add the two new ponds in the new Phases for  
95 maintenance by Aquagenix for an additional \$1050.00 a month. The Board requested a  
96 map of all ponds being treated.

97

On a Motion by Mr. Koch, seconded by Ms. Manning, with all in favor, the Board of Supervisors approved the Aquagenix Proposal to add the two new ponds, in the new Phases, for maintenance at an additional \$1050.00 a month, for the Lakeside Community Development District.

98

99 **TENTH ORDER OF BUSINESS** **Consideration of BrightView**  
100 **Proposals**

101

102 Ms. Montagna presented the BrightView landscape proposal to the Board.  
103 The proposal was approved in the amount of \$946.00.

104

On a Motion by Ms. Manning, seconded by Mr. Knudsen, with all in favor, the Board of Supervisors approved the BrightView Fertilization Proposal in the amount of \$946.00, for the Lakeside Community Development District.

105

106

107



**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No report.
- B. District Engineer  
Mr. Denny spoke about encroachment areas. He is still working on this and when complete, District Counsel will send out demand letters to all violators.
- C. District Manager  
Ms. Montagna noted the next regular meeting is scheduled for January 22, 2019. It was agreed to cancel the November and December Board of Supervisors' meetings.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Koch noted there is algae in the Clubhouse Lake.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Montagna stated that if there was no more business to come before the Board than a motion to adjourn would be in order.

On a Motion by Ms. Manning, seconded by Ms. Ramlot, with all in favor, the Board of Supervisors adjourned the meeting at 11:44 a.m. for the Lakeside Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# Tab 7

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LAKESIDE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Lakeside Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKESIDE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**LAKESIDE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**SECRETARY/ASST. SECRETARY**

# Tab 11

**SECOND ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL DISTRICT SERVICES**

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This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2019 (the “**Effective Date**”), by and between **Lakeside Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2016 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY:

*William J. Rizzetta*

PRINTED NAME:

William J. Rizzetta

TITLE:

President

DATE:

12/12/2019

WITNESS:

*[Signature]*  
Signature

ERIC J. DAUER

Print Name

**LAKESIDE COMMUNITY DEVELOPMENT DISTRICT**

BY:

*Samanta Manning*

PRINTED NAME:

Samanta Manning

TITLE:

Chairman/Vice Chairman

DATE:

12/10/19

ATTEST:

*Jordan Lansford*

Vice Chairman/Assistant Secretary  
Board of Supervisors

Jordan Lansford

Print Name

**Exhibit B – Schedule of Fees**

**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

|  | <b>ANNUALLY</b>    |
|--|--------------------|
| Management:                              | \$15,218.00        |
| Administrative:                          | \$ 4,500.00        |
| Accounting:                              | \$15,000.00        |
| Financial & Revenue Collections:         | \$ 5,000.00        |
| Assessment Roll (1):                     | \$ 5,000.00        |
| <b>Total Standard On-Going Services:</b> | <b>\$44,718.00</b> |

**(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.**

**ADDITIONAL SERVICES:**

|   |                |              |
|---|----------------|--------------|
| Extended and Continued Meetings   | Hourly         | \$ 175       |
| Special/Additional Meetings   | Per Occurrence | Upon Request |
| Modifications and Certifications to<br>Special Assessment Allocation Report | Per Occurrence | Upon Request |
| True-Up Analysis/Report   | Per Occurrence | Upon Request |
| Re-Financing Analysis   | Per Occurrence | Upon Request |
| Bond Validation Testimony   | Per Occurrence | Upon Request |
| Special Assessment Allocation Report  | Per Occurrence | Upon Request |
| Bond Issue Certifications/Closing Documents                                 | Per Occurrence | Upon Request |
| Electronic communications/E-blasts  | Per Occurrence | Upon Request |
| Special Information Requests  | Hourly         | Upon Request |
| Amendment to District Boundary  | Hourly         | Upon Request |
| Grant Applications  | Hourly         | Upon Request |
| Escrow Agent  | Hourly         | Upon Request |
| Continuing Disclosure/Representative/Agent                                  | Annually       | Upon Request |
| Community Mailings  | Per Occurrence | Upon Request |
| Response to Extensive Public<br>Records Requests                            | Hourly         | Upon Request |

**PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

| <b>JOB TITLE:</b>            | <b>HOURLY RATE:</b> |
|------------------------------|---------------------|
| Senior Manager               | \$ 52.00            |
| District Manager             | \$ 40.00            |
| Accounting & Finance Staff   | \$ 28.00            |
| Administrative Support Staff | \$ 21.00            |

**LITIGATION SUPPORT SERVICES:** Hourly Upon Request

**ADDITIONAL THIRD-PARTY SERVICES:**

Pre-Payment Collections/Estoppel/Lien Releases:

|                |                |              |
|----------------|----------------|--------------|
| Lot/ Homeowner | Per Occurrence | Upon Request |
| Bulk Parcel(s) | Per Occurrence | Upon Request |



# Tab 13

**RESOLUTION 2020-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKESIDE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Lakeside Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKESIDE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt the District’s Rules of Procedure on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**ATTEST:**

**LAKESIDE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors