



Rizzetta & Company

Talavera Community Development District

**Board of Supervisors Meeting
February 16, 2022**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544**

813-994-1001

www.talaveracdd.org

**TALAVERA
COMMUNITY DEVELOPMENT DISTRICT**

Board of Supervisors	Betty Valenti David Griffin Marco Kremser Tawana Butler Lee Thompson	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lynn Hayes	Rizzetta & Company, Inc.
District Counsel	Scott Steady	Burr Forman, PA
District Engineer	Tonja Stewart	Stantec Consulting

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.

TALAVERA COMMUNITY DEVELOPMENT DISTRICT
District Office · Wesley Chapel, Florida (813) 994-1001
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.TalaveraCDD.org

February 8, 2022

**Board of Supervisors
Talavera Community
Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Talavera Community Development District will be held on **Wednesday, February 16, 2022, at 6:00 p.m.** at the Talavera Amenity Center located at 18955 Rococo Road, Spring Hill, Florida 34610. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors Meeting held on November 17, 2021 Tab 1
 - B. Consideration of Operation & Maintenance Expenditures for November, December 2021 and January 2022 Tab 2
- 4. BUSINESS ITEMS**
 - A. Presentation of Solitude Aquatic Reports Tab 3
 - B. Presentation of Field Inspection Reports Tab 4
 - C. Presentation of RedTree Inspection Reports Tab 5
 - D. Presentation of Landscape Grounds Committee Meeting Minutes/Updates Tab 6
 - E. Consideration of Cross Creek Environmental Pond Erosion Repairs Proposal Tab 7
 - F. Consideration of Common Area Sidewalks and Sewer Cover Lids- Pressure Washing Quotes Tab 8
 - G. Consideration of Meeting Room Expansion Project (USC) Tab 9
 - H. Discussion of Adding Two Cabanas on the Pool Deck (USC)... Tab 10
 - I. Consideration of RedTree Landscape Proposals..... Tab 11
 - J. Ratification of Seasonal Color Installation Proposal..... Tab 12
 - K. Consideration of Resolution 2022-01, Adopting Prompt Payment Policies and Procedures Tab 13
 - L. Consideration of Securiteam Amenity Center Meeting Room PA Sound System Proposal Tab 14
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Clubhouse Manager
 1. Presentation of Clubhouse Reports.....Tab 15
 - D. District Manager Reports.....Tab 16

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) 994-1001.

Sincerely,
Lynn Hayes
District Manager

Tab 1

MINUTES OF MEETING

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TALAVERA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Talavera Community Development District was held on **Wednesday, November 17, 2021, at approximately 9:01 a.m.** at the offices of Rizzetta & Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Betty Valenti	Board Supervisor, Chair
David Griffin	Board Supervisor, Vice Chair <i>(joined at approximately 9:10 a.m.)</i>
Marco Kremser	Board Supervisor, Assistant Secretary
Lee Thompson	Board Supervisor, Assistant Secretary

Also present were:

Lynn Hayes	District Manager; Rizzetta & Company, Inc.
Scott Steady	District Counsel, Burr Forman, PA
Tonja Stewart	District Engineer, Stantec Consulting Services
Brian Mahar	Representative, Yellowstone Landscape
John Wegner	Representative, Yellowstone Landscape
Jason Liggett	Field Services, Rizzetta & Company, Inc.,
Kevin Wilt	Representative, Solitude Lake Management LLC
Justin Lawrence	Clubhouse Manager, Rizzetta & Company, Inc.,
Deneen Klenke	Amenity Services Manager, Rizzetta & Company, Inc.
Peter Lucadano	Representative, RedTree Landscaping

Audience Members Present

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order and roll call performed, confirming that a quorum was present.

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SECOND ORDER OF BUSINESS

Audience Comments

It was mentioned to the Board that residents would like the Board to get a quote for pressure washing all of the CDD common areas, curbing and sewer cover lids.

THIRD ORDER OF BUSINESS

Consideration of Fence Install/Property Easement

On a Motion by Mr. Kremser, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the fence installation for Paul & Tami Personette at 18827 Henequen Lane, for the Talavera Community Development District.

On a Motion by Mr. Kremser, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the fence installation for Jesse & Katie Rause at 18868 Malinche Loop, for the Talavera Community Development District.

On a Motion by Mr. Kremser, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the fence installation for Martin & Neitza Hooper at 12385 Criollo Road, for the Talavera Community Development District.

FOURTH ORDER OF BUSINESS

Evaluation of Proposals for Landscape Maintenance

Mr. Liggett discussed the “Landscaping RFP’s and presented the Board with the proposals received from four landscaping vendors. Each committee member turned in a ranking sheet for the proposals that were received. The Board ranked the proposals as follows:

- #1 RedTree Landscape – 375 points
- #2 Yellowstone Landscape – 361.28 points
- #3 LMP – 350.08 points
- #4 Brightview Landscape – 347.24 points

On a Motion by Mr. Kremser, seconded by Mr. Griffin, with all in favor, the Board of Supervisors agreed to enter into contract with RedTree Landscaping as the new vendor for Landscape & Irrigation Maintenance services after District Counsel prepares the agreement in final form, for the Talavera Community Development District.

FIFTH ORDER OF BUSINESS

**Authorization to Provide Notice of
Contract Award Letters to All proposers
and Execute Agreement with Top
Ranked Proposer**

On a Motion by Mr. Thompson, seconded by Mr. Kremser, with all in favor, the Board of Supervisors agreed to authorize District Counsel to prepare a notice contract award letter to all proposers and authorized the Chair to execute the agreement with RedTree Landscaping, for the Talavera Community Development District.

SIXTH ORDER OF BUSINESS

**Authorization to Terminate Current
Agreement for Landscape and Irrigation
Maintenance Services**

On a Motion by Mr. Kremser, seconded by Mr. Griffin, with all in favor, the Board of Supervisors authorized the termination of the current Landscape and Irrigation Maintenance Services contract with Yellowstone Landscape and authorized District Counsel to prepare and provide a written termination letter to Yellowstone Landscape, for the Talavera Community Development District.

SEVENTH ORDER OF BUSINESS

Presentation of Solitude Aquatic Report

Mr. Wilt presented the aquatic report and asked the Board if they had any questions. There were none.

EIGHTH ORDER OF BUSINESS

Presentation of Field Inspection Report

Mr. Liggett presented the Field Inspection Report dated October 28, 2021. Mr. Liggett will provide District Counsel a description of all warranty items that Yellowstone needs to complete before their last day of service. Mr. Liggett will request quotes from RedTree Landscape to remove and replace dead plant material at the main monument signs, the cost to install a valve box and put the "whip it" in on the exit side of the main entrance to Talavera. He will also obtain a quote to remove the dead anise near the mail kiosk.

NINTH ORDER OF BUSINESS

Presentation of Yellowstone Report

Mr. Wegner presented the Yellowstone report dated November 8, 2021. He informed the Board they are mowing on a bi-weekly basis.

TENTH ORDER OF BUSINESS

**Presentation of Landscape Grounds
Committee Meeting Minutes/Updates**

District Counsel and District Manager reviewed the resolution to create a landscape committee with the committee members to remind the landscape committee that they must provide their monthly meeting schedule to the District Manager in order to advertise in the newspaper. District Counsel stated that to be in compliance with

133 Sunshine and Florida laws that the landscape committee cannot have another meeting
134 until the meeting schedule is properly advertised in the newspaper. The District Manager
135 also stated that the landscape committee must provide their monthly meeting minutes
136 and monthly report at least eight days in advance of the next scheduled CDD Board
137 meeting so it can be included in the monthly Board CDD meeting agendas. Further
138 discussion ensued to ensure all parties understood the Board expectations of the
139 landscape committee. Mr. Rick Henderson presented the committee report and asked the
140 Board and Field Services Manager questions.

141
142 **ELEVENTH ORDER OF BUSINESS** **Consideration of Storm Drain Repair**
143 **Proposal**
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145 On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of
146 Supervisors approved the Storm Drain Repair Proposal for \$435, for the Talavera
147 Community Development District.

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149 **TWELFTH ORDER OF BUSINESS** **Consideration of Solitude Lake**
150 **Management Annual Renewal Contract**
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152 Mr. Wilt provided the Solitude Lake Management Annual Renewal Contract for
153 consideration.

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155 On a Motion by Ms. Valenti, seconded by Mr. Kremser, with all in favor, the Board of
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157 \$15,996 after District Counsel prepares the agreement in final form, for the Talavera
158 Community Development District.

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160 **THIRTEENTH ORDER OF BUSINESS** **Consideration of the Minutes of the**
161 **Board of Supervisors Meeting held on**
162 **October 20, 2021**
163

164 Mr. Hayes presented the October 20, 2021, meeting minutes and inquired if there
165 were any amendments. There was a change to line 126.

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167 On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of
168 Supervisors approved the minutes of the Board of Supervisors meeting held on October 20,
169 2021, as amended, for the Talavera Community Development District.

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171 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Operation and**
172 **Maintenance Expenditures for October**
173 **2021**
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175 Mr. Hayes presented the Operation & Maintenance Expenditures for October 2021.
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On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for October 2021 (\$35,785.92), for the Talavera Community Development District.

FIFTEENTH ORDER OF BUSINESS

Consideration of Consent to Assignment to Rizzetta & Company/Rizzetta Technology Contract Agreement

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Assignment of the Rizzetta Technology Services and Talavera Community Development District Agreement to Rizzetta & Company, for the Talavera Community Development District.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

Ms. Stewart reviewed easement drainage ingress and egress Pasco County rules.

C. Clubhouse Manager

Mr. Lawrence presented his report. He will provide quotes to get the pool furniture cushions and fabric replaced which will be discussed at the December 15, 2021 meeting.

D. District Manager

Mr. Hayes presented report to the Board and announced that the next meeting would be held on December 15, 2021, at 6:00 p.m. at the Talavera Amenity Center located at 18955 Rococo Road, Spring Hill, FL 34610.

SEVENTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Kremser brought up the importance of comprehensive planning for FY 22/23 and beyond for the community. This would include preventative maintenance projects for the pool, irrigation systems, roads, sidewalks, community infrastructure, current equipment, and future projects they would like to consider for the FY 22-23 budget. The Board requested that the District Manager get a quote from Jon's Fence to fix the wrought iron fence near Moorish and Conquistador on the retaining wall to be presented at the December 15, 2021, meeting.

On a Motion by Mr. Kremser, seconded by Mr. Thompson, with all in favor, the Board of Supervisors authorized District Counsel to draft a short form agreement authorizing M/I Homes to add more mailboxes to the kiosk and be responsible for any damage they cause, for the Talavera Community Development District.

215 **EIGHTEENTH ORDER OF BUSINESS** **Adjournment**
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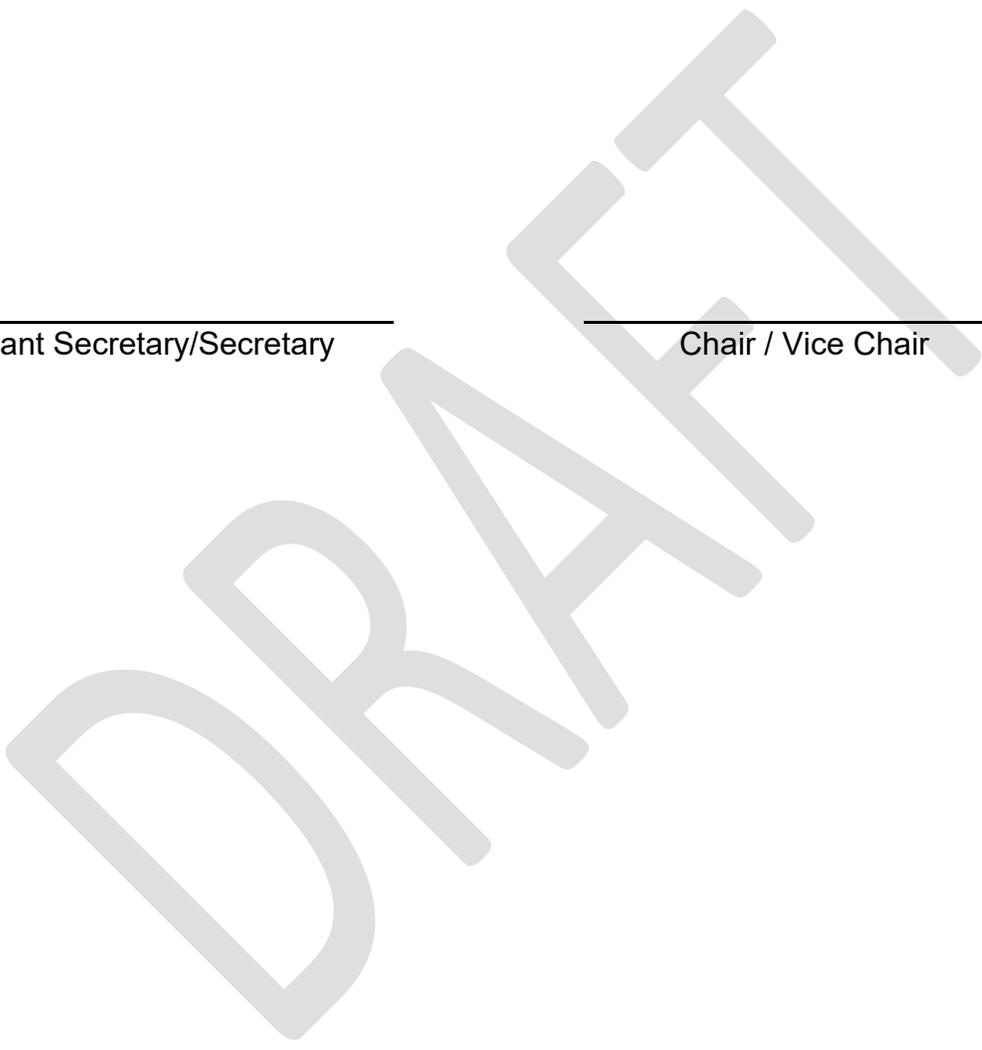
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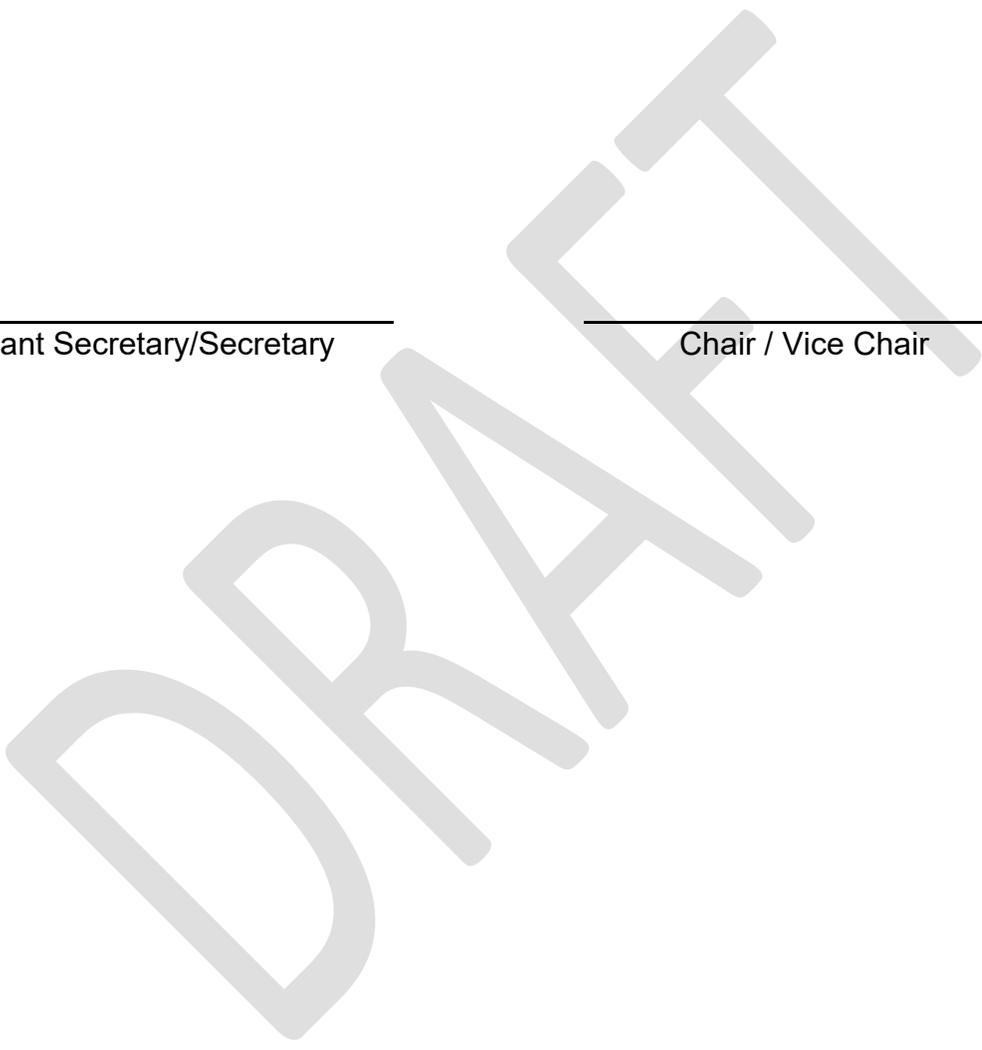
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Assistant Secretary/SecretaryChair / Vice Chair



Tab 2

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.talaveracdd.org

Operation and Maintenance Expenditures November 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$75,078.95**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Talavera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Abco Fire & Safety, Inc.	001669	111921-ABCO	Fire Extinguisher Inspection 11/21	\$ 193.50
Board of County Commissioners	001667	21121555	Solid Waste Assessment 04-25-18-0010-00A00 2021	\$ 175.52
Brighthouse Networks	001662	077974101102221	18955 Rococo Rd 11/21	\$ 253.07
Burr & Forman, LLP	001644	1268326	General Legal Services 09/21	\$ 1,995.00
County Sanitation Service	001654	1B100954	Recycling Services 11/21	\$ 8,089.62
Department of Economic Opportunity	001663	85069	Special District Fee FY 21/22	\$ 175.00
Disclosure Services LLC	001664	1	Amortization Schedule Series 2016A-3	\$ 100.00
Dog Waste Depot	001670	446558	Pet Waste Station 11/21	\$ 980.06
GEC Services LLC dba Office Pride	001646	Inv-48871	Janitorial Services 10/21	\$ 654.16
GEC Services LLC dba Office Pride	001646	Inv-48927	Janitorial Supplies 10/21	\$ 47.78

Talavera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
GEC Services LLC dba Office Pride	001646	Inv-49356	Janitorial Supplies 10/21	\$ 28.12
GEC Services LLC dba Office Pride	001656	Inv-49741	Janitorial Supplies 10/21	\$ 28.12
GEC Services LLC dba Office Pride	001656	Inv-54233	Janitorial Services 11/21	\$ 654.16
Horner Environmental Professionals, Inc.	001655	217892	Chemical Application Mitigation Area 09/21	\$ 575.00
Lee R. Thompson	001677	LT111721	Board Of Supervisor Meeting 11/17/21	\$ 213.50
Marco Kremser	001671	MK111721	Board Of Supervisor Meeting 11/17/21	\$ 200.00
Nvirotect Pest Control Services	001645	246774	Pest Control Treatment 10/21	\$ 70.00
Pasco County Tax Collector	001665	04-25-18-0010-00A00 2021	Non-Ad Valorem Stormwater Assessment 2021	\$ 556.32
Pasco County Utilities	001666	15715883	18955 Rococo Road 10/21	\$ 419.79
Pasco County Utilities	001666	15718005	0 Conquistador Common Area Loop 10/21	\$ 20.62

Talavera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	001647	INV0000062508	District Management Fees 11/21	\$ 4,332.92
Rizzetta Amenity Services, Inc.	001657	INV0000000009267	Bi-Weekly Payroll 10/29/21	\$ 3,378.93
Rizzetta Amenity Services, Inc.	001672	INV0000000009291	Out of Pocket Expenses 10/21	\$ 101.59
Rizzetta Amenity Services, Inc.	001672	INV0000000009316	General Management & Oversight 11/12/21	\$ 4,270.16
Rizzetta Technology Services, LLC	001648	INV0000008139	Website Hosting Services 11/21	\$ 100.00
Romaner Graphics	001658	20788	Install Tie Downs On Shed 10/21	\$ 450.00
Rust Off Inc.	001659	32726	50 Gallons RX-10 Chemical For Rust Control 10/21	\$ 149.50
Solitude Lake Management LLC	001649	PI-A00687629	Monthly Lake & Pond Services 10/21	\$ 1,294.00
Solitude Lake Management LLC	001673	PI-A00705771	Monthly Lake & Pond Services 11/21	\$ 1,294.00
Solitude Lake Management LLC	001673	PI-A00711132	Monthly Lake & Pond Services 11/21	\$ 571.18

Talavera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Stantec Consulting Services, Inc.	001650	1841445	Engineering Services 09/21	\$ 570.00
Stantec Consulting Services, Inc.	001660	1851106	Engineering Services 10/21	\$ 2,255.50
Sunbrite Outdoor Furniture Inc	001674	110921	48' Garden Bench 11/21	\$ 965.00
Suncoast Pool Service	001651	7676	Pool Service 10/21	\$ 1,050.00
Suncoast Pool Service	001675	7757	Pool Service 11/21	\$ 1,050.00
Talavera CDD	CD027	CD027	Debit Card Replenishment	\$ 752.45
Talavera CDD	CD029	CD029	Debit Card Replenishment	\$ 911.14
Times Publishing Company	001652	0000189989 10/20/21	Account #121610 Legal Advertising 10/21	\$ 296.80
Times Publishing Company	001676	0000194225 11/10/21	Account #121610 Legal Advertising 11/21	\$ 92.80
WREC	001668	WREC Electric Summary 10/21	Electric Summary 10/21	\$ 7,690.73

Talavera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001653	TM 269192	Monthly Landscape Maintenance 10/21	\$ 13,870.49
Yellowstone Landscape	001653	TM 282097	Irrigation Repairs 10/21	\$ 118.03
Yellowstone Landscape	001678	TM 283196	Monthly Landscape Maintenance 11/21	\$ 13,870.49
Yellowstone Landscape	001678	TM 291497	Irrigation Repairs 11/21	\$ 123.38
Yellowstone Landscape	001678	TM 293148	Irrigation Repairs 11/21	<u>\$ 90.52</u>
Report Total				<u>\$ 75,078.95</u>

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.talaveracdd.org

Operation and Maintenance Expenditures December 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$42,134.75**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Talavera Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Brighthouse Networks	001690	077974101112221	18955 Rococo Rd 12/21	\$ 253.07
Burr & Forman, LLP	001696	1276562	General Legal Services 10/21	\$ 1,414.50
County Sanitation Service	001691	1C100948	Recycling Services 12/21	\$ 8,115.80
DCSI Inc.	001679	29216	Service For Walk Gate 11/21	\$ 175.00
GEC Services LLC dba Office Pride	001684	Inv-55127	Janitorial Supplies 11/21	\$ 50.83
GEC Services LLC dba Office Pride	001684	Inv-59509	Janitorial Services 12/21	\$ 654.16
GEC Services LLC dba Office Pride	001703	Inv-60098	Janitorial Supplies 12/21	\$ 50.83
Horner Environmental Professionals, Inc.	001680	217978	Chemical Application Mitigation Area 10/21	\$ 575.00
Illuminations Holiday Lighting, LLC	001681	2031121	Deposit Holiday Lighting & Decoration 11/21	\$ 2,250.00

Talavera Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
MI Homes	001682	120221-M/I Homes	Reimbursement For Shed Permit Extension 09/21	\$ 138.37
MI Homes	001697	121421-M/I Homes	Reimbursement For Shed Permit 12/21	\$ 46.50
Nvirotect Pest Control Services	001683	249277	Pest Control Treatment 11/21	\$ 70.00
Nvirotect Pest Control Services	001702	251623	Pest Control Treatment 12/21	\$ 70.00
Pasco County Utilities	001692	15859953	18955 Rococo Road 11/21	\$ 210.69
PC Consultants	001685	107616	Domain Renewal 11/21	\$ 90.00
Rizzetta & Company, Inc.	001686	INV0000063090	District Management Fees 12/21	\$ 4,332.92
Rizzetta Amenity Services, Inc.	001687	INV00000000009342	Personnel 11/26/21	\$ 3,215.86
Rizzetta Amenity Services, Inc.	001698	INV00000000009364	Out of Pocket Expenses 11/21	\$ 139.60

Talavera Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	001698	INV0000000009387	General Management & Oversight/Personnel 12/10/21	\$ 3,881.99
Rizzetta Technology Services, LLC	001688	INV0000008231	Website Hosting Services 12/21	\$ 100.00
Rust Off Inc.	001699	33436	50 Gallons RX-10 Chemical For Rust Control 11/21	\$ 149.50
Rust Off Inc.	001699	33440	50 Gallons RX-10 Chemical For Rust Control 12/21	\$ 149.50
Securiteam, Inc.	001689	14923	Virtual Security Guard Quarterly 12/21	\$ 1,350.00
Solitude Lake Management LLC	001700	PI-A00724139	Monthly Lake & Pond Services 12/21	\$ 1,333.00
Stantec Consulting Services, Inc.	001693	1863589	Engineering Services 11/21	\$ 950.00
Suncoast Pool Service	001694	7839	Pool Service 12/21	\$ 1,050.00
Talavera CDD	CD030	CD030	Debit Card Replenishment	\$ 749.19

Talavera Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Talavera Master Association, Inc.	001704	122021-Talavera HOA	Cost Share 12/21	\$ 2,746.04
Times Publishing Company	001695	0000197475 11/28/21	Account #121610 Legal Advertising 11/21	\$ 102.00
WREC	001701	WREC Electric Summary 11/21	Electric Summary 11/21	<u>\$ 7,720.40</u>
Report Total				<u>\$ 42,134.75</u>

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.talaveracdd.org

Operation and Maintenance Expenditures January 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$57,810.73**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Talavera Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Brighthouse Networks	20220110-01	077974101122221	18955 Rococo Rd 01/22	\$ 253.07
Burr & Forman, LLP	001712	1283340	General Legal Services 11/21	\$ 1,890.00
County Sanitation Service	001713	21117824	Recycling Services 01/22	\$ 8,424.56
Cushion Solutions	001718	011922-Cushion Solutions	Pool & Lounge Chairs Fabric Replacement 01/22	\$ 1,537.50
DCSI Inc.	001706	29272	Quarterly Gate Monitoring Services 01/22	\$ 135.00
Florida Department of Revenue	001707	61-8017594644-7 10/21-12/21	Sales & Use Tax 10/21-12/21	\$ 31.09
GEC Services LLC dba Office Pride	001720	Inv-64859	Janitorial Services 01/22	\$ 654.16
GEC Services LLC dba Office Pride	001720	Inv-65475	Janitorial Supplies 01/22	\$ 84.52
Horner Environmental Professionals, Inc.	001708	218061	Chemical Application Mitigation Area 11/21	\$ 575.00
Illuminations Holiday Lighting, LLC	001719	203122	Balance Holiday Lighting & Decoration 01/22	\$ 2,250.00
Pasco County Utilities	001714	15998438	18955 Rococo Road 12/21	\$ 309.93
RedTree Landscape Systems, LLC	001721	9448	Monthly Landscape Maintenance 01/22	\$ 13,175.00
Rizzetta & Company, Inc.	001715	INV000000000064745	General Management & Oversight/ Personnel 01/07/22	\$ 3,642.34

Talavera Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	001709	INV0000064535	District Management Fees 01/22	\$ 4,432.92
Rizzetta & Company, Inc.	001722	INV0000064814	Annual Dissemination Services FY 21/22	\$ 6,000.00
Rizzetta Amenity Services, Inc.	001710	INV00000000009415	Personnel 12/23/21	\$ 2,981.67
Romaner Graphics	001716	20903	Overnight Parking Sign Installation 12/21	\$ 165.00
Solitude Lake Management LLC	001723	PI-A00739981	Monthly Lake & Pond Services 01/22	\$ 1,333.00
Stantec Consulting Services, Inc.	001717	1874702	Engineering Services 12/21	\$ 927.00
Suncoast Pool Service	001724	7936	Pool Service 01/22	\$ 1,050.00
Times Publishing Company	001711	0000201486 12/29/21	Account #121610 Legal Advertising 12/21	\$ 71.20
WREC	001725	WREC Electric Summary 12/21	Electric Summary 12/21	\$ <u>7,887.77</u>
Report Total				\$ <u>57,810.73</u>

Tab 3

SOLITUDE

LAKE MANAGEMENT



Talavera CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2021-12-03

Prepared for:

Lynn Hayes
Rizzetta & Company

Prepared by:

Kevin Wilt, Service Manager

Wesley Chapel Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

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	Pg
SITE ASSESSMENTS	
PONDS220,230,S1/31	3
PONDS2/310A,300,	4
PONDS190,420,430	5
PONDS S4	6
MANAGEMENT/COMMENTS SUMMARY	7
SITE MAP	8

220

Comments:

Normal growth observed

Minor Pennywort noted on a 50' stretch of the site. This area will be treated during our first December visit. Gulf Spikerush appeared stressed.



Action Required:

Treat within 7 days

Target:

Pennywort

230

Comments:

Normal growth observed

Site had decaying growth noted sitting on the pond bottom. Currently the water level is sitting at about 1'.



Action Required:

Routine maintenance next visit

Target:

s1/310B

Comments:

Normal growth observed

Sites kept clear and nothing to report.



Action Required:

Routine maintenance next visit

Target:

S2/310A

Comments:

Normal growth observed
 Sites were clear with minimal new growth noted.



Action Required:

Routine maintenance next visit

Target:

300

Comments:

Normal growth observed
 Site 300 had small amounts of Pondweed noted. These areas will be a main focus to ensure it does not take over the whole site. Treatments will begin on our next visit



Action Required:

Treat within 7 days

Target:

Sub-surface algae

180

Comments:

Site looks good
 Healthy stand of Gulf Spikerush noted.



Action Required:

Routine maintenance next visit

Target:

Site: 190

Comments:

Normal growth observed
Decaying algae noted below the surface. All in all site looked good.



Action Required:

Routine maintenance next visit

Target:

Site: 420

Comments:

Normal growth observed
Minor amount of shoreline weeds noted. Cattails and Primrose Willow were targeted.



Action Required:

Routine maintenance next visit

Target:

Site: 430

Comments:

Site continues to have vegetation decaying and looking good.



Action Required:

Routine maintenance next visit

Target:

Site: S4

Comments:

Site looks good



Action Required:

Routine maintenance next visit

Target:

Management Summary

All in all the sites featured in this months inspection look good.

Beneficial growth on some sites were noted to be stressed, potentially from receding water levels coupled with the cold weather.

Pondweed was noted on site 300 which will require a series of applications to control it. These will begin immediately and control should be made before month end. Other sites will be closely monitored during our routine treatments for Pondweed and other submersed weeds as well.

Midge fly activity was not noted on any sites inspected today.

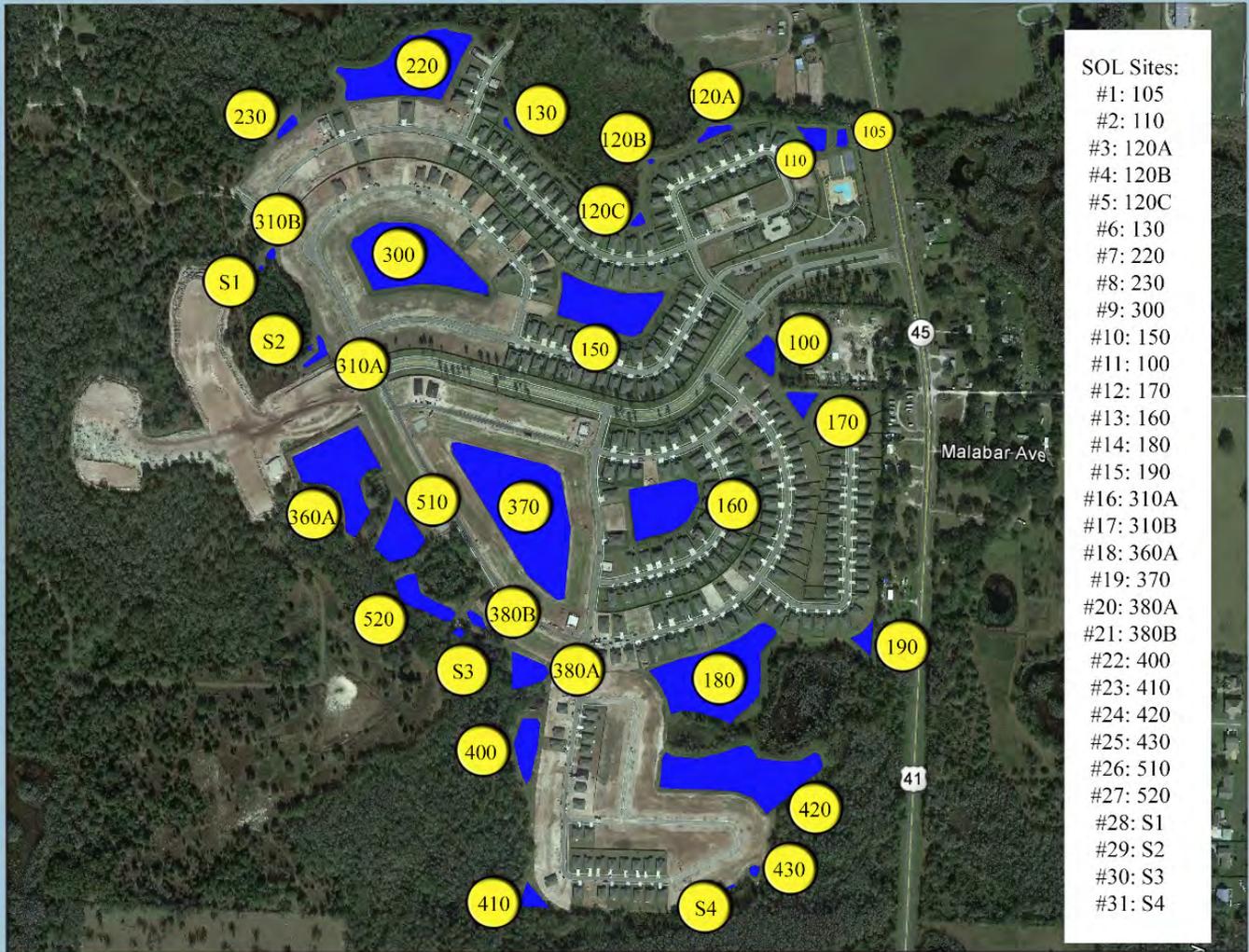
Thank you for choosing Solitude Lake Management.

Site	Comments	Target	Action Required
	Normal growth observed	Pennywort	Treat within 7 days
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed	Sub-surface algae	Treat within 7 days
	Site looks good		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
			Routine maintenance next visit
	Site looks good		Routine maintenance next visit

SOLITUDE
 LAKE MANAGEMENT
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Talavera CDD
 Spring Hill, Florida

Call 888.480.LAKE



SOL Sites:

- #1: 105
- #2: 110
- #3: 120A
- #4: 120B
- #5: 120C
- #6: 130
- #7: 220
- #8: 230
- #9: 300
- #10: 150
- #11: 100
- #12: 170
- #13: 160
- #14: 180
- #15: 190
- #16: 310A
- #17: 310B
- #18: 360A
- #19: 370
- #20: 380A
- #21: 380B
- #22: 400
- #23: 410
- #24: 420
- #25: 430
- #26: 510
- #27: 520
- #28: S1
- #29: S2
- #30: S3
- #31: S4

SOLITUDE

LAKE MANAGEMENT



Talavera CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2022-01-07

Prepared for:

Lynn Hayes
Rizzetta & Company

Prepared by:

Kevin Wilt, Service Manager

Wesley Chapel Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

TABLE OF CONTENTS

	Pg
SITE ASSESSMENTS	
PONDS360A,510,380	3
PONDS400,410,105	4
PONDS110,120A,12C	5
PONDS 120C,130	6
MANAGEMENT/COMMENTS SUMMARY	7
SITE MAP	8

360A

Comments:

Normal growth observed
Site looked good with all invasive
vegetation treated in the water.



Action Required:

Routine maintenance next visit

Target:

510

Comments:

Normal growth observed
Minor Duckweed noted on the
south side.



Action Required:

Routine maintenance next visit

Target:

380A

Comments:

Normal growth observed
Slender Spikrush becoming
exposed as the water level drops
and was treated accordingly.
Trash noted and removed during
the inspection.



Action Required:

Routine maintenance next visit

Target:

400

Comments:

Normal growth observed
Minor algae noted along the shoreline along with dense trash. A follow up for trash will be required.



Action Required:

Routine maintenance next visit

Target:

410

Comments:

Normal growth observed
Penneywort noted and treated during today's inspection.



Action Required:

Routine maintenance next visit

Target:

105

Comments:

Site looks good
Healthy stand of Gulf Spikerush noted.



Action Required:

Routine maintenance next visit

Target:

Site: 110

Comments:

Normal growth observed
Gulf Spikerush noted to be stressed.



Action Required:

Routine maintenance next visit

Target:

Site: 120A

Comments:

Normal growth observed
Site looked good with healthy stand of plants.



Action Required:

Routine maintenance next visit

Target:

Site: 120B

Comments:

Site looked good.



Action Required:

Routine maintenance next visit

Target:

Site: 120C/130

Comments:

Site looks good



Action Required:

Routine maintenance next visit

Target:

Management Summary

Sites during this months inspection all looked good.

Floating weeds have been a main focus this past month along with trash.

Duckweed and Salvinia have found their way into many of the sites which were quickly spotted and treated.

Trash has been relatively heavy around the community with a mixture of construction debris and residential.

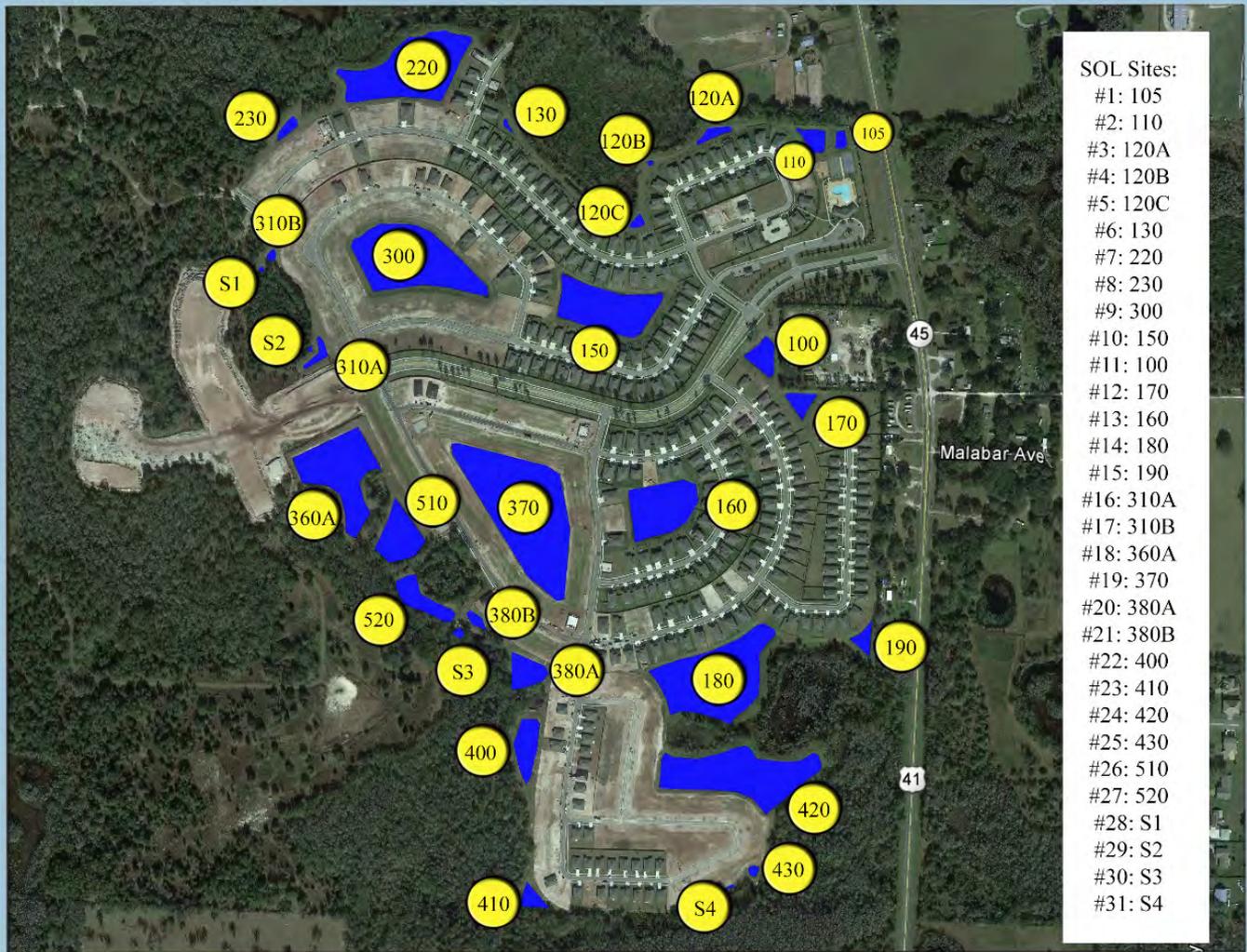
Water levels during this inspection are finally starting to recede. We will continue to treat what is within the water during our visit and keeping algae, submersed weeds, and floating weeds at bay.

Site	Comments	Target	Action Required
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Site looks good		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
			Routine maintenance next visit
	Site looks good		Routine maintenance next visit

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Talavera CDD
Spring Hill, Florida

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SOL Sites:

- #1: 105
- #2: 110
- #3: 120A
- #4: 120B
- #5: 120C
- #6: 130
- #7: 220
- #8: 230
- #9: 300
- #10: 150
- #11: 100
- #12: 170
- #13: 160
- #14: 180
- #15: 190
- #16: 310A
- #17: 310B
- #18: 360A
- #19: 370
- #20: 380A
- #21: 380B
- #22: 400
- #23: 410
- #24: 420
- #25: 430
- #26: 510
- #27: 520
- #28: S1
- #29: S2
- #30: S3
- #31: S4

SOLITUDE

LAKE MANAGEMENT



Talavera CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2022-02-07

Prepared for:

Lynn Hayes
Rizzetta & Company

Prepared by:

Kevin Wilt, Service Manager

Wesley Chapel Field Office
SOLITUDELAKEMANAGEMENT.COM
888.480.LAKE (5253)

TABLE OF CONTENTS

	Pg
SITE ASSESSMENTS	
PONDS220,230,310B	3
PONDS310A/S2,300,	4
PONDS160,370,100	5
PONDS 107	6
MANAGEMENT/COMMENTS SUMMARY	7
SITE MAP	8

220

Comments:

Normal growth observed
Recent signs of a hard freeze
evident on the Gulfspikerush.



Action Required:

Routine maintenance next visit

Target:

230

Comments:

Normal growth observed
Site almost dry.



Action Required:

Routine maintenance next visit

Target:

310B/S1

Comments:

Normal growth observed
Both sump and pond site looked
good.



Action Required:

Routine maintenance next visit

Target:

310A/S2

Comments:

Normal growth observed
 Sites looked good with minimal growth noted,



Action Required:

Routine maintenance next visit

Target:

300

Comments:

Normal growth observed
 Trash previously observed was not noted and the site as a whole looked great.



Action Required:

Routine maintenance next visit

Target:

150

Comments:

Normal growth observed
 Trash was noted around the perimeter of the pond.



Action Required:

Routine maintenance next visit

Target:

Site: 160

Comments:

Treatment in progress
Bladderwort was noted during the inspection. Treatments were made but follow up is needed.



Action Required:

Routine maintenance next visit

Target:

Site: 370

Comments:

Normal growth observed
Minor patches of Penneywort noted.



Action Required:

Routine maintenance next visit

Target:

Site: 100

Comments:

Site looked good.



Action Required:

Routine maintenance next visit

Target:

Site: 170

Comments:

Site looks good
Minor trash noted and removed during the inspection.

**Action Required:**

Routine maintenance next visit

Target:

Management Summary

With cold weather among us we typically see frequent showers coupled with it. Unfortunately so far we have not seen much rain and it is apparent as the ponds are dropping quickly.

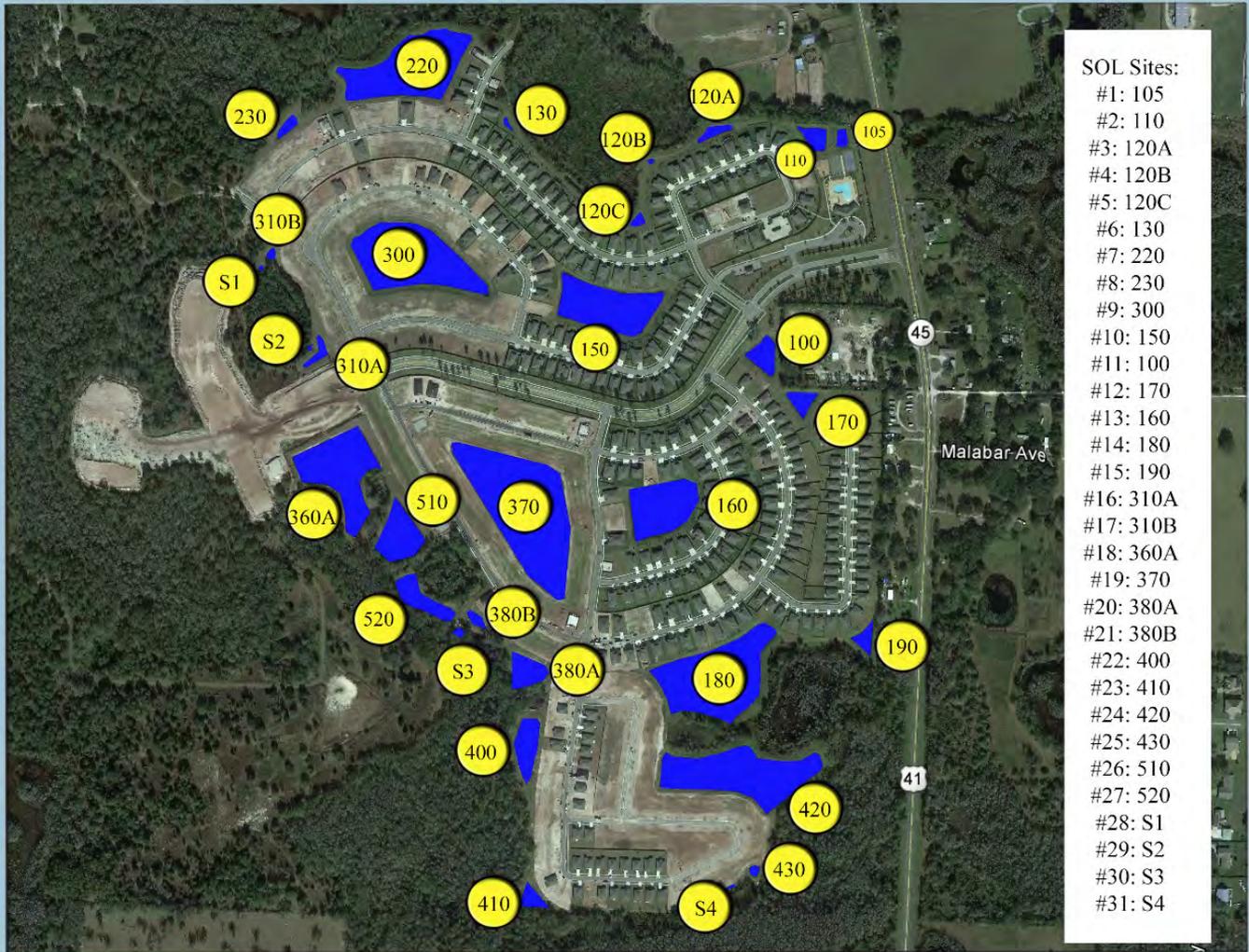
With a few nights of freezing weather it has paid a toll on the beneficial plants. While they are burnt from the freeze they will make a recovery come spring time.

Submersed weeds treatments have been made geared towards Slender Spikerush and Bladderwort. Floating weeds noted during last months inspection were not seen during today's visit.

Trash continues to be noted and removed during our visits. With the recent heavy winds some sites appeared worse than the previous few months.

All in all the sites are looking good within Talavera.

Site	Comments	Target	Action Required
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
	Treatment in progress		Routine maintenance next visit
	Normal growth observed		Routine maintenance next visit
			Routine maintenance next visit
	Site looks good		Routine maintenance next visit



Tab 4

TALAVERA

FIELD INSPECTION REPORT



December 1, 2021
Rizzetta & Company
Jason Liggett - Field Services Manager



Rizzetta & Company
Professionals in Community Management

SUMMARY & POOL HOUSE

General Updates, Recent & Upcoming Maintenance Event

- ❖ Replace under warranty the dead areas of Saint Augustine at the amenity enter and in the center island on Talavera Parkway.
- ❖ We still have no replacement of annuals in the district. The annuals are coming up to the next changeout however we have had dead annuals in the beds for 2 months which is before the changeout.

The following are action items for Yellowstone. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and Underlined** indicates a board decision.

1. During my inspection we are still having issues with the annuals dying in areas. No replacements have been installed. We are coming up on the next annual changeout.



2. Remove the tall weeds growing in the Indian Hawthorne's in the front of the clubhouse by hand.
3. During my inspection we are still in need of turf replacement at the amenity center. Areas on the westside of the amenity center and the areas to the east of the main entrance to the amenity center need to be replaced.(3a,3b,3c)

Talavera Parkway



4. Diagnose and treat the declining Bird of Paradise to the east of the main entrance gate to the amenity center.
5. Remove the weeds by hand growing in the Liriope around the pool fencing perimeter.
6. Treat the dollar weed in the turf areas on the backside of the pool area near the tennis courts.
7. **Examine the bad erosion taking place behind the tennis court areas. (Pic 7)**



8. **During my inspection there were tennis lessons signed installed in the back near the basketball court was this approved? (Pic 8)**

9. The mole mounds are starting to become an issue like every winter. Contractor to do the best job they can raking down the mounds during service visits.

10. Treat the turf weeds in the center island in front of the amenity center.

11. Remove the seedpods growing in the Sylvester Palm in the same center island as above.

12. Remove the stakes growing on the base of the standard Loropetalum trees in the same center island as above.

13. **Can district staff get a lock for the White Vinyl fence pump area in front of the amenity centers.(Pic 13)**



Talavera Parkway

14. During my inspection we still had irrigation marker flags in the front of the community. I have directed district staff to have these removed.
15. Spray out the weeds in the beds in the front of the Talavera Monument sign.
16. Treat the ant mounds popping up at the main entrance to Talavera and down the fence line on us 41.
17. Throughout the property we need to detail out the African Iris for dead material. This will involve pruning and pulling the dead. This has been requested in multiple reports.
18. String trim the leftover areas in the Us 41 frontage turf. During my inspection I walked these areas, and they can be completed. (Pic 18)
22. Treat the ant mounds popping up at the Rocco Road turf areas. Once eradicated rake down mounds.
23. Treat the fire ant mounds with shakers around the pond banks.
24. During my inspection of the ponds the planted trees around the pond banks are not doing well in areas. Some are dead or dying. The district currently doesn't have a plan in place for the maintenance or watering of these recently planted trees.
25. During my inspection of lake banks there was a noticeable amount of new erosion in some of the new pond areas. These need to be looked at.



19. Replace under warranty the Saint Augustine that is dead in the center island going in the entrance to Talavera Parkway. Improve the turf color in this center island also.
20. Remove the Magnolia Tree leaf drop in the center island going into Talavera.
21. Remove the pups growing on the palms in the center island as you enter Talavera Parkway.

TALAVERA

FIELD INSPECTION REPORT



January 11, 2022
Rizzetta & Company
Jason Liggett - Field Services Manager



Rizzetta & Company
Professionals in Community Management

SUMMARY & POOL HOUSE

General Updates, Recent & Upcoming Maintenance Event

- ❖ Redtree to start treating the turf weeds in the Bahia on Talavera Parkway and around the Mail Kiosk fields.
- ❖ Provide the district with a Price to overseed with Bahia in these areas.

The following are action items for Redtree Landscaping. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and Underlined** indicates a board

1. Provide the district a proposal to replace the Annuals. If the district was to hold any money from Yellowstone this is what I would hold back for a changeout.

2. We will need the Washingtonian and the Canary Date palms trimmed at the entrance and in the center island at the Amenity center.(Pic 2)



rotor in the front of the amenity center in the bed next to the Information Sign.(Pic 4)



3. Trim the dead heads from the bird of paradise at the pool fence line on the southwest side of the amenity center. There was noticeable decline in these can Redtree look and produce a diagnosis for these.(Pic 3)



4. Looks like we have an irrigation leak in the

Talavera Parkway

5. Spray out the bed weeds in the pool pump area.
6. Treat the turf weeds on the east side of the pool area and in-between the tennis court and the pool area. These areas are showing a lot of Aquatic weeds. Check the irrigation in this area and make sure we are not overwatering.



at the Inbound side of the entrance. (Pic 13)



7. Remove the dead from the Flax Lilies on the permitter fence around the pool areas.
8. Redtree to start spraying out the turf weeds in the Bahia on Talavera Parkway. **Provide the district with a price to overseed with Bahia in these areas.**
9. Treat the bed weeds in the beds at the front entrance monument signs to Talavera.
10. Make sure we re treating the Ant mounds throughout the district. Once eradicated rake down the mounds.
11. Redtree to detail out the fence line bed going down US 41. Remove leaf debris and dead from Liriope and African Iris.
12. Remove the dead from the Liriope and African Iris on Talavera Parkway.(Pic 12>)
13. **Remove the sand and debris with a shovel in the gutter on Talavera Parkway**



TALAVERA

FIELD INSPECTION REPORT



January 11, 2022
Rizzetta & Company
Jason Liggett - Field Services Manager

SUMMARY & POOL HOUSE

General Updates, Recent & Upcoming Maintenance Event

- ❖ Redtree to start treating the turf weeds in the Bahia on Talavera Parkway and around the Mail Kiosk fields.
- ❖ Provide the district with a Price to overseed with Bahia in these areas.
Proposal attached

The following are action items for Redtree Landscaping. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and Underlined** indicates a board

1. Provide the district a proposal to replace the Annuals. If the district was to hold any money from Yellowstone this is what I would hold back for a changeout. **submitted last month.**
2. We will need the Washingtonian and the Canary Date palms trimmed at the entrance and in the center island at the Amenity center.(Pic 2) **completed**

rotor in the front of the amenity center in the bed next to the Information Sign.(Pic 4) ***see below**



3. Trim the dead heads from the bird of paradise at the pool fence line on the southwest side of the amenity center. There was noticeable decline in these can Redtree look and produce a diagnosis for these.(Pic 3)
completed
4. Looks like we have an irrigation leak in the

***had rotors on all working in area, nothing leaking. Some rubber tops were missing. does not warrant changing head.**

Talavera Parkway

5. Spray out the bed weeds in the pool pump area. **will be completed.**
6. Treat the turf weeds on the east side of the pool area and in-between the tennis court and the pool area. These areas are showing a lot of Aquatic weeds.*Check the irrigation in this area and make sure we are not overwatering. *** New program - completed 1.15.22**



**at the Inbound side of the entrance. (Pic 13)
completed.**



7. Remove the dead from the Flax Lilies on the permitter fence around the pool areas. **completed**
8. Redtree to start spraying out the turf weeds in the Bahia on Talavera Parkway. **Provide the district with a price to overseed with Bahia in these areas. proposal attached.**
9. Treat the bed weeds in the beds at the front entrance monument signs to Talavera. **will be completed.**
10. Make sure we re treating the Ant mounds throughout the district. Once eradicated rake down the mounds. **will be completed**
11. Redtree to detail out the fence line bed going down US 41. Remove leaf debris and dead from Liriope and African Iris. **completed**
12. Remove the dead from the Liriope and African Iris on Talavera Parkway.(Pic 12>) **completed**
13. **Remove the sand and debris with a shovel in the gutter on Talavera Parkway**



TALAVERA

FIELD INSPECTION REPORT



January 27, 2022
Rizzetta & Company
Jason Liggett - Field Services Manager



Rizzetta & Company
Professionals in Community Management

SUMMARY & POOL HOUSE

General Updates, Recent & Upcoming Maintenance Event

- ❖ Work on the treatment of turf weeds in the Bahia.

The following are action items for Redtree Landscaping. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and Underlined** indicates a board

1. During my inspection there was a noticeable amount of frost damage on the site. This includes the turf and plant material. Redtree to hold off on trimming of frost damaged material until we are clear of any more freezes.(Pic 1)



5. Replace the valve box covers that are damaged on the east side of the tennis court that have been chopped up by mowers.(Pic 5)



2. **District staff to find a different area out of site to homeowners for the chairs in the pool pump area.**
3. Continue to tree the dollar weed on the east side of the pool area and the south side of the tennis court area in the turf areas.
4. Replace the drain basin lid on the southeast corner of the tennis court.(Pic 4)



Talavera Parkway

6. During my inspection I noticed browning and dirt on the vinyl fence on the east side of the amenity center. District staff to pressure wash and clean up vinyl fencing.(Pic 6)



7. Remove the dead from the base of the Liriope on the back fence of the pool area.
8. Make sure the crew are string trimming around the cypress trees on the backside of the tennis court area to the north.
9. During my inspection, a break was noticed in the drip line on the Northwest fence area to the amenity center.



10. Make sure all recently install saint Augustine is getting adequate watering at the amenity center.

11. During my inspection, the Bahia turf grass is going dormant and will be brown for the rest of the winter until spring.
12. Treat the ant mound across from the mail kiosk area. Once eradicated rake the mounds down.
13. District staff to remove the rebar that is along the anise hedge as you come into the mail kiosk area on the left side.
14. Remove the bed weeds in the Confederate jasmine at the intersection of Talavera Parkway and Baragan Way. This goes for the entire berm area as well.
15. Treat the ant mounds throughout Talavera Parkway. In the beds and turf. Once eradicated rake mounds down if it is in bed space rake mulch over.
16. Remove the buildup of leaf drop under the magnolia trees on the berm frontage for the pool area on Talavera Parkway.
17. Treat the ant mounds throughout the bed space on Us 41. We need to rake down the mounds once eradicated and cover with mulch.
18. Remove any dead plant material down the bed space on Us 41.
19. Remove the low hanging moss from the trees on the us 41 frontage.
20. Redtree to check the saint Augustine in the entrance to Talavera for fungus treat as needed if confirmed.



Proposal

1. Provide the district a price to replace the Bird of Paradise that is dead on the southeast side of the pool area. Dwarf ixora are red hot hibiscus.(Pic 1)



2. Provide the district a cost to replace the gold mound duranta in the same area as above with Dwarf ixora.(Pic 2)



3. Provide the district a price to replace the Jack frost Ligustrum on the backside of the pool area in both areas. Using Red hot hibiscus and Dwarf ixora.
4. Provide the district with a redesign for both main entrance monument signs. Removing the existing material.





The New Standard in Landscape Maintenance

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5532 Auld Lane, Holiday FL 34690

Overseeding Proposal

FOR

Talavera CDD

Attention: Mr. Jason Liggett, Field Services Manager

January 17, 2022

Scope of Work

- Overseeding (10) acres Bahia grass on Talavera Parkway.
- Includes all labor and materials.

PRICE: \$5,000.00

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059

Tab 5



Monthly Report for Talavera Community Development District – DECEMBER 2021

Grounds Maintenance

- The Grounds Maintenance crew to start with their first visit on January 7th. More information will be forthcoming with our response to the January Field Inspection Report.

Irrigation –

- Initial Irrigation Inspection and system audit to be done in January. More information will be forthcoming with our response to the January Field Inspection Report.

Pest Control/Fertilization –

- None to report for this month

Landscape -

- None to report for this month

Arbor Care -

- None to report for this month.

Recommendations - The following proposals have been submitted and are waiting on approval.

- Entrance Monument Plant Replacement Proposal submitted on December 6, 2021.
- Front Entry Whip Valve Box Installation Proposal submitted on December 6, 2021.
- Mailbox areas Plant Replacement Proposal submitted on December 6, 2021.
- Mulch Installation Proposal submitted on December 6, 2021.
- Seasonal Color Installation Proposal submitted on December 6, 2021.
- Landscape Enhancement Proposal for 2 center medians on main boulevard submitted on January 7, 2022.

Tab 6

TALAVERA LANDSCAPE COMMITTEE MEETING

The Talavera Landscape Committee met at the amenity center on Saturday, December 4th at 9am. 3 committee members were in attendance. No others attended.

Bill O'Donovan
Dave Doreo
Rick Henderson

The meeting began at 9am and ended at 10am. Several items were discussed and the committee is requesting the CDD Board and Rizzetta review to determine if any further action is required.

A. The transition from Yellowstone to Red Tree. We suggest that Red Tree be given time to establish their maintenance routine before submitting requests for landscape improvement proposals.

B. The field inspection that was completed by Jason Liggett on 12/1/21 with Dave Doreo in attendance representing the Landscape Committee. It appears that Yellowstone has not addressed the majority of the deficiencies listed in previous inspection reports.

C. The mowing, trimming and detailing. Yellowstone stated that the mowing was reduced to every other week in October. The common areas around the amenities and along the parkway have been mowed every 2 weeks in October and November however, the outlying areas were only mowed every 4 weeks in October and November. Also, it appears that Yellowstone is not performing any detail work such as tree trimming or cleaning out dead foliage (Iris) from the plant beds.

E. Mole mounds. This issue has been listed in previous inspection reports dating back to November 2020. In March 2021, CDD meeting notes indicate that Yellowstone said they were raking down the mounds. We continue to have a significant infestation and the mounds are being run over by mowers, not raked.

The Talavera Landscape Committee met at the amenity center on Saturday, January 8th at 9am. 3 committee members were in attendance.

Bill O'Donovan
Dave Doreo
Rick Henderson

Marco Kremser was also in attendance.

The meeting began at 9am and ended at 930am.

Marco reviewed the guidelines for the Landscape Committee and discussion ensued regarding some improvements to the landscape throughout the highly visible areas along the parkway and surrounding the clubhouse.

The committee would like to request the following landscape improvement proposals;

1. At the next scheduled annual planting, the committee would like to see the current annuals replaced with symmetrical designs versus the previous "tossed-salad" design.
2. The committee would like to see colorful plants added to the large empty areas in plant beds in the parkway median during the upcoming spring planting season.
3. The committee would like to see the Bermuda replaced with Floratam in front of the clubhouse to prevent the Bermuda from further invading the surrounding Floratam.

Tab 7



Crosscreek Environmental Inc.

111 61st Street East
Palmetto, FL 34221

Estimate

Date	Estimate #
12/7/2021	8364

Name / Address
Talavera CDD C/O Rizzetta and Company 5844 Old Pasco Rd., Ste 100 Wesley Chapel, FL 33544 Attn: Tonja Stewart

* Estimate Good For 30 Days

Description	Qty	Rate	Total
Supply and installation of all labor, equipment and materials needed to install 7' FW404 woven geotec tube to repair and control erosion directly behind the homes. B.E.S.T. installation will include following scope of work: * Prep work of lake bank for installation of B.E.S.T. geotextile tube. * Grading of repaired area to match existing slope. * Installation of Matching sod to stabilize and repair any area disturbed by installation of B.E.S.T. geotextile tube. * Extending of corrugated drain pipes within work area to waters edge.			
Pond 360A	775	47.00	36,425.00
Pond 370	1,890	47.00	88,830.00
Pond 420	750	47.00	35,250.00
30% deposit due prior to commencement of work. Amount to be deducted from final invoice. **It will be the Owners responsibility to keep sod watered once Contract Work has been completed. Crosscreek will water initially once installed.			
Please sign and return if accepted		Total	\$160,505.00



Legend
Talavera Pkwy

Talavera Pkwy

Talavera Pkwy

Talavera Pkwy

Talav

Malinche Loop

Malinche Loop

Cortes Creek Blvd

Cortes Creek Blvd

Malinche Loop

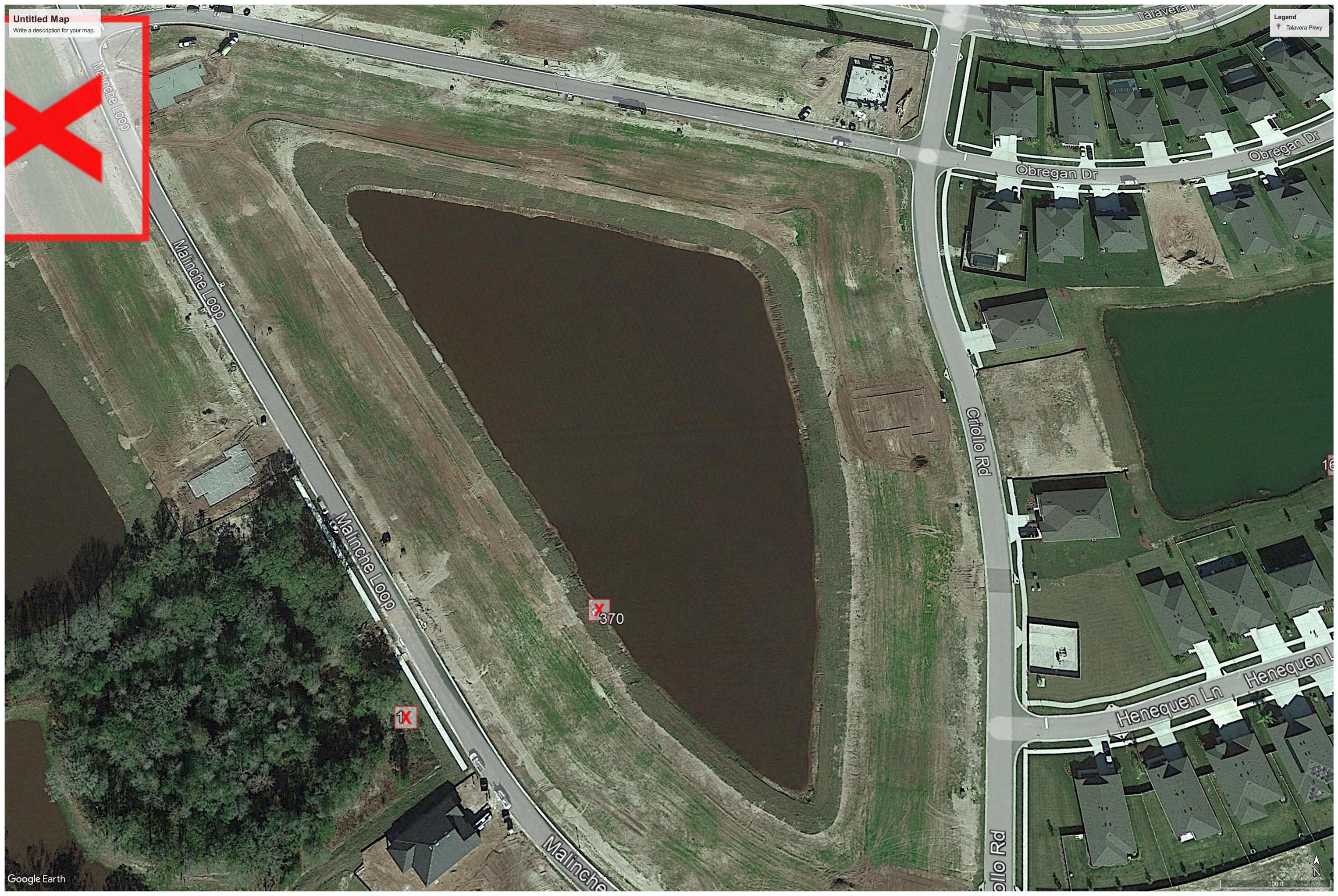
360A X





Untitled Map
Write a description for your map.

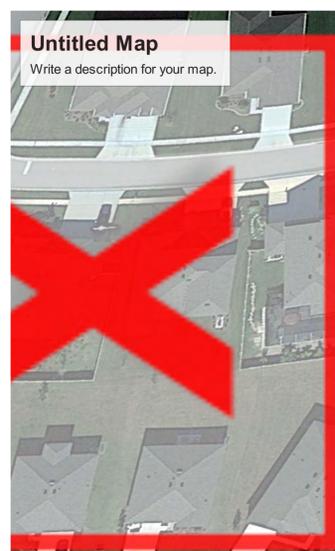
Legend
Talavera Pkwy



1K

370

Untitled Map
Write a description for your map.



Tab 8



Craig Baddorf
 Temple Terrace, Fl 33637
 813-957-5243
 downanddirtypressurewashing19@yahoo.com

**Talavara subdivision
 18955 Rococo rd
 c/o Lynn Hayes
 Rizzetta and Co**

**Date 11/20/2021
 Quote #111004**

**Pressure wash all common area sidewalks
 in subdivision**

@0.08 per sq ft Fee \$ 19,734.00

**Pressure wash all gutters and curbs
 in subdivision to include storm drains 164
 includes island curbing**

@0.09 per linear ft Fee \$ 6,879.51

**MI information center parking lot
 to include parking stops**

@0.09 per sq ft Fee \$ 1502.46

At pool building center island pavers cleaning

Fee \$ 375.00

Total fee's before deposit \$ 28,490.97

Deposit fee \$ 11,396.39

Total fee's after deposit \$ 17,094.58

total sq ft is 246,675

total linear ft is 76,439

Water will need to be supplied on site

A deposit of 40% will be required before work can start

****Disclaimer:** 1.) Estimates are valid for 60 days unless otherwise agreed upon in writing. 2.) Upon acceptance of estimate any additional services requested by you that are not covered by the original estimate shall incur additional charges, unless otherwise agreed upon in writing. 3.) Unless explicitly agreed prior to commencement of work, payment will be due in full upon completion of the work or services provided. 4.) Unless notified in writing of a 30 day payment option payment will be due within 10 day's of completion and invoice received or a 10% late fee of balance owed will be applied each month until payment is received. 5.) All deposits are non refundable . 6.) If legal action is required customer is responsible for all legal fee's. **

*****Down and Dirty Pressure Washing shall not be held responsible for any loss or damage to property, materials or individuals caused by the personal actions of the customer or other household members or guests before, during or after such work has been carried out.*****

Under Pressure LLC

4037 Orient Dr
Hernando Beach FL, 34607
3526671314
tyler@upcfl.com
upcfl.com



Estimate

Estimate No: 288
Date: 11/20/2021

For: Talavera Cdd
LHayes@rizzetta.com

Ship To:

Tracking No:
Ship Via:
Free Shipping

Description	Quantity	Rate	Amount
Power wash common areas of sidewalks along: Talavera Parkway, Palapa loop, Moorish place, Conquistador Loop, Romanesque Ct., Rococo Rd, Bargain way, Malinche Loop, Obregan Dr., Henequen Ln, Chaya Ct, Criollo Rd, Gothic Rd, Diego Circle Cortez Creek Blvd, Alfaro loop	1	\$10,000.00	\$10,000.00
Power wash all street gutters along: Talavera Parkway, Palapa loop, Moorish place, Conquistador Loop, Romanesque Ct., Rococo Rd, Bargain way, Malinche Loop, Obregan Dr., Henequen Ln, Chaya Ct, Criollo Rd, Gothic Rd, Diego Circle Cortez Creek Blvd, Alfaro loop	1	\$8,750.00	\$8,750.00
Power wash all sewer covers Approximately 120	1	\$1,200.00	\$1,200.00
		Subtotal	\$19,950.00
		Shipping	\$0.00
		Total	\$19,950.00
		Total	\$19,950.00

Comments

Thank you for your business.

Under Pressure LLC

Client's signature

Tab 9

Tab 10

Tab 11



The New Standard in Landscape Maintenance

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5532 Auld Lane, Holiday FL 34690

MAILBOX AREA: PLANT REPLACEMENT PROPOSAL
FOR
TALAVERA CDD

Attention: Mr. Jason Liggett – Field Services Manager

December 6, 2021

Target Area



Scope of Work

- Removal of (20) declining plant material / dead plant material / stumps from existing anise hedge.
- Installation of (20) 7-gallon anise to repair hedge.

Total Project Charge: \$1,110.00

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization



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5532 Auld Lane, Holiday FL 34690

Overseeding Proposal

FOR

Talavera CDD

Attention: Mr. Jason Liggett, Field Services Manager

January 17, 2022

Scope of Work

- Overseeding (10) acres Bahia grass on Talavera Parkway.
- Includes all labor and materials.

PRICE: \$5,000.00

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059



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5532 Auld Lane, Holiday FL 34690

Landscape Enhancement Proposal

FOR

Talavera CDD

Attention: Mr. Jason Liggett

February 15, 2022

Scope of Work

Landscape Enhancement - Southeast part of Clubhouse - outsider pool area along the black fence



- Rip out existing Bird of Paradise. (no charge)
- Install (6) 3-gallon Dwarf Ixora.
- Includes all labor, materials, and debris disposal.

PRICE: \$108.00

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

Landscape Enhancement Proposal

FOR

Talavera CDD

Attention: Mr. Jason Liggett

February 15, 2022

Scope of Work

Landscape Enhancement - Southeast part of Clubhouse - outsider pool area along the black fence



- Rip out existing Bird of Paradise. (no charge)
- Install (6) 3-gallon Red Hot Hibiscus.
- Includes all labor, materials, and debris disposal.

PRICE: **\$108.00**

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059



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5532 Auld Lane, Holiday FL 34690

Landscape Enhancement Proposal

FOR

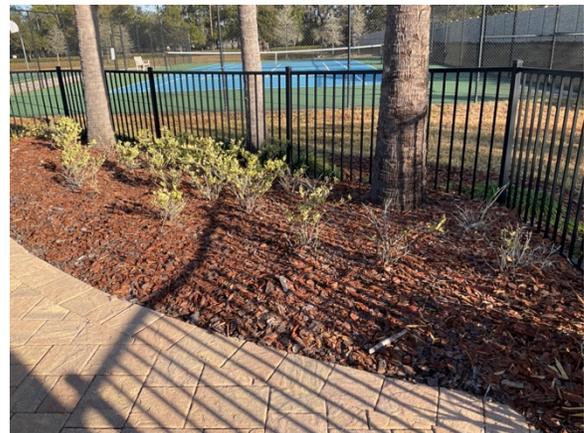
Talavera CDD

Attention: Mr. Jason Liggett

February 15, 2022

Scope of Work

Landscape Enhancement - 2 beds on backside of pool deck.



- Rip out existing Jack Frost shrubs.
- Install (40) 3-gallon Red Hot Hibiscus.
- Install (40) 3-gallon Dwarf Ixoras.
- Includes all labor, materials, and debris disposal.

PRICE: **\$1,140.00**

Authorized Signature to Proceed

Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

Landscape Enhancement Proposal *Talavera CDD*

Attention: Mr. Jason Liggett

February 15, 2022

Scope of Work

Landscape Enhancement - Southeast part of Clubhouse - outsider pool area along the black fence



- Rip out existing Gold Mounds.
- Install (10) 3-gallon Dwarf Ixoras.
- Includes all labor, materials, and debris disposal.

PRICE: \$280.00

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by Robert Johnson - Client Care Specialist
rjohnson@redtreelandscape.com / Cell phone: (727) 267-2059

Tab 12



The New Standard in Landscape Maintenance

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5532 Auld Lane, Holiday FL 34690

SEASONAL COLOR INSTALLATION PROPOSAL
FOR
TALAVERA CDD

Attention: Mr. Jason Liggett – Field Services Manager

December 6, 2021

Target Areas

All seasonal color needs are in need of supplemental “mounding” with organic potting media and fresh Holiday-season theme annuals. The existing annuals on property are declining and partially dead.



Scope of Work

- Installation of mounded organic potting media in all designated seasonal color beds.
- Installation of (1,692) 4” annuals in all designated seasonal color beds.

(1,692) 4” annuals X \$2.25 per annual: \$3,807.00


Authorized Signature to Proceed

01 / 19 / 2022
Date of Authorization

Tab 13

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TALAVERA COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Talavera Community Development District (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, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 15th day of December 2021.

ATTEST:

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

TALAVERA COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

December 15, 2021

TALAVERA Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the TALAVERA Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods, and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells, or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8013730746C-2. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone (813) 994-1001, email lhayes@rizzeta.com).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. **Mailing and Drop Off Address**
Talavera Community Development District
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
2. **Email Address**
cddinvoice@rizzetta.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. **Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
2. **Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
3. **Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third-party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third-party purchases from amounts owed to the Provider. If the costs of the third-party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

Tab 14



Amenity Center Meeting Room Sound System

Talavera CDD

Talavera Amenity
18904 Diegio Circle
Spring Hill, FL
(727) 488-3433

Prepared by:

Frank Prete
Vice President
Frank@mysecuriteam.com
813-978-1978

Why Securiteam

At Securiteam, we challenge conventional thinking in everything we do. We believe that thinking differently inspires innovation and creativity, enabling us to design and create innovative customized security and technology solutions that are durable, reliable, and user friendly.

We pride ourselves on our responsiveness, attention to detail, and customer service. We listen to your needs, collaborate ideas, and work to develop unique value-added solutions that meet today's most demanding requirements.

About Us

We are a Premier Security Solutions & Technology Integration Company Founded in 2005

Nationally recognized as a 2020 Top-100 Systems Integrator by SDM Magazine

Created our Proprietary Virtual Security Guard Kiosk in 2012

We Customize State-of-the-Art Solutions that meet YOUR Specific Needs

Licensed, Bonded, Insured, and State Certified Security & Alarm Contractor

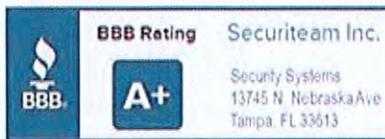
Customer-Centric Business Culture Providing YOU with Exceptional Customer Service

Industry Leading A+ Better Business Bureau Rating and a 4.9 Google Rating

Panasonic Diamond Level Security Solutions Provider

What We Do

- Access Cards & Fobs
- Access Control Systems
- AV (Television & Projector) Systems
- Electronic Meeting Room Scheduler
- Centralized Touchpad Controller
- Climate Control
- Digital Signage
- Ethernet & USB Ports
- Gate Operating Systems
- Guest Wi-Fi
- Low Voltage Cabling
- Lutron Lighting Integration
- Music & Sound Distribution
- Music Streaming Service
- Security Systems
- Surveillance Systems
- Troubleshooting & Repair Services
- Virtual Security Guard Kiosk
- Virtual Security Guard Surveillance
- VOIP Phones and Service



Summary of Qualifications

Securiteam, Inc.

- Securiteam is locally owned and operated in Tampa, FL
- Installations include Moffitt Cancer Center, Del Web at Bexley, Harrison Ranch, Tampa Bay Golf, The Groves and many more.
- Licensed, Bonded, Insured and State Certified Security and Fire Alarm Contractors
- \$2 Million Liability Insurance policy
- A+ rating by the BBB
- 24/7/365 live tech support
- Listed in the top 100 Security Integrator's in the country

Key Personnel

Rob Cirillo – Founder & CEO

- 25+ Years of electronic security industry experience including regional management positions.
- Licensed to design and install Security and Fire Alarm Systems in FL, MA, & ME
- Automatic Fire Alarm Association Trained and Certified

Frank Prete – Vice President

- 25+ Years technical industry experience
- Certified for Burglar Alarm and Fire Alarm Installations

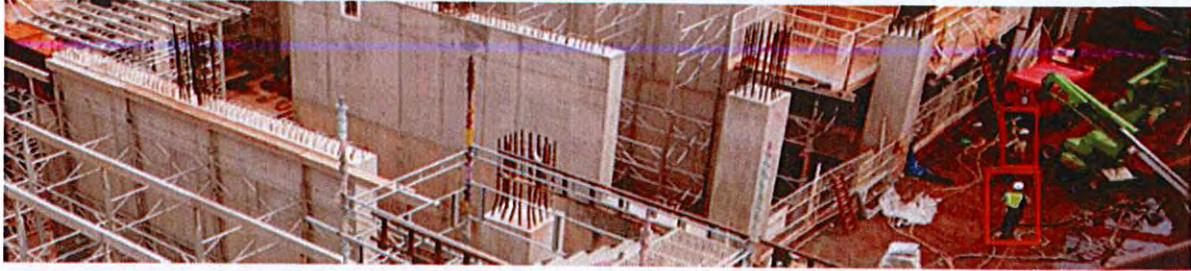
Technical Team

- 25+ Years technical industry experience

Office Personnel

- Nisha Sevilla – Office Manager – 5+ years of experience

Advanced Analytics & Surveillance



Through industry leading partnerships and innovative design, Securiteam provides true preventative protection using advanced AI Technology. Video technology is constantly evolving. If you're looking for the highest resolution, intelligent analytics, professional design, or knowledgeable staff, Securiteam can provide the best solution to meet your needs. We partner with companies to provide class leading, innovative solutions through smarter object detection (Vehicle or person), advanced, pattern-based video searches, and self-learning analytics. The technologies used include better scenario-based alerts like intrusion, loitering, and unusual activity detection. Securiteam leads the way by providing the best technologies through strategic partnerships.

Better-Than-Guard Level Security a Fraction of the cost

When Human presence is detected in an authorized area, the signal is sent to our state-of-the-art remote video monitoring center. Once the activity is verified by the remote officer, your custom predefined action plan is implemented which may include a live voice to the premises. The best part is that our cameras do not sleep, take breaks call out sick or ever get distracted.



Limit False Alarms and Save Storage



Using scene adaptive intelligence and varied analytical profiles, Advanced analytics reduce remote and local guard costs by eliminating most nuisance alarms that occur with conventional video motion detection. Simply put, our partners technologies can identify the difference between a person, a bird and windblown leaves where simple video motion cannot.

Talavera CDD
Amenity Center Meeting Room Sound System

Conference Room PA Sound System

\$6,544.83

- 1 8-Ch. Conference Microphone System / Wireless Microphones & Receiver with (8) Gooseneck Mics
- 3 Labor on Item
- 1 60 Watt Mixer Amplifier
- 4 Episode® 250 Commercial Series 25/70-Volt Two-Way In-Ceiling Speaker with 6-1/2" Woofer
- 1 In-Wall Dual Channel Stereo Volume Control
- 0 Labor On Item
- 2 RCA M to M Patch Cord 3-foot
- 1 16 2 AUDIO RISER 1000 White
- 1 6U Wall Mount Equipment Rack
- 1 1U A V Rack Shelf

Project Summary

TOTAL:

\$6,544.83

10% Discount with Virtual Security Guard Service Contract Renewal

** Recurring service charges not included in the total install price.*



8-Ch. Conference Microphone System / Wireless Microphones & Receiver with (8) Gooseneck Mics

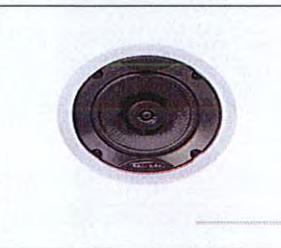
Features:

Professional UHF Conference Microphone System
 Desktop, Tabletop Office Microphone Style
 Includes (8) Tabletop Goosenecks Mics
 Multi-Channel Selectable Frequency Setting
 Hassle-Free Audio Operation
 Simple Electric Plug-in Design
 Independent Channel Volume Adjustment
 Extended Wireless Operating Range
 Mobile Anti-Interference Cartridge
 Low Distortion Condenser Mics
 LED Audio Signal Indicator Lights
 Used for Home, Office, School & Business Applications



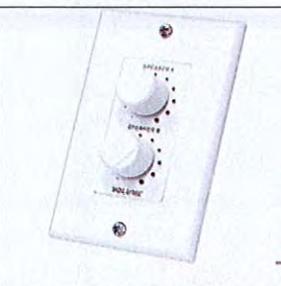
60 Watt Mixer Amplifier

The AtlasLED AA60G is a 4 input channel mixer amplifier designed for distributed business paging and background music BGM systems small to medium speech privacy systems and in applications where music on hold MOH plus paging is required. With 1 mic line input and 2 stereo line inputs the AA60G will accommodate a variety of input sources including paging microphones CD players and digital music receivers. A dip switch selectable matrix allows the creation of a Zone 2 mix from any or all of the input sources for music or messaging on hold applications. 70.7V 100V and 80 outputs are provided.



Episode® 250 Commercial Series 25/70-Volt Two-Way In-Ceiling Speaker with 6-1/2" Woofer

A two-way design delivers better sound quality than a single full-range driver. The Nomex® spider and high-temperature voice coil assure a long-lasting product, and the fluid-cooled neodymium tweeter magnet delivers a smooth, high-frequency performance.



In-Wall Dual Channel Stereo Volume Control

Control the volume of your home speakers with the In-Wall Dual Channel Stereo Volume Control from Pyle Pro. The control features two knobs and installs in a junction box in the wall, like a light switch. Once installed, you'll benefit from having control over a maximum of two speakers with the two independent rotary faders. To best match your decor, both a standard and Decora-style wall plate are included.

Terms, Scope, & Acceptance

Your satisfaction is important to us, and we plan to exceed your expectations!
This proposal is a complete package, including design, wiring, equipment, installation.

All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system.

Customer must maintain sufficient insurance to cover property damages or bodily injury for Customer and any of its licensees, invitees or others who are not such licensees, contractors, employees, agents or invitees of Securiteam, Inc. Customer agrees that recovery from Securiteam for any property damage or bodily injury shall be offset by payment from such insurance.

Prices contained in this proposal are valid for 30 days. Any changes to this proposal will be submitted in writing for approval.

To be supplied by others to Securiteam's specifications:

- Municipal permit fees (if applicable)
- A/C power & electrical conduit
- Applicable internet or telephone communications services
- 50% down and balance upon substantial completion

Accepted by

Date

Securiteam

I accept this proposal and authorize the work to be done and accept responsibility for payments due. _____

Tab 15

Monthly Operations Report – December 2021 (Nov. 9th-Dec.4th)



Talavera Community Development District (CDD)
18955 Rococo Road, Spring Hill, FL 34610
Phone: 813-536-1445 **Email:** manager@talaveraclub.com

Clubhouse Operations/Maintenance Updates

- Maintenance on all fire extinguisher (3)
- Finalized install of new dog waste stations (4) (maintenance)
- Added USCG Approved Pool Safety Ring
- Repaired West clubhouse gate & added gate stoppers to all clubhouse/amenity gates
- Ordered all needed clubhouse supplies
- Continued Audit/clean-up of resident access card (Doorking)
- Assisted HOA/ACC Committee with ACC alteration forms (documenting/filing/agenda)
- Successfully ran all clubhouse activities & events (Between 11/9-12/4)
- Helped Spirit Committee with the prep & operations of the '6th Annual Talavera Christmas Celebration'
- Helped Spirit Committee with needed purchases
- Cleaned all amenity signs
- Changed net on 1 basketball rim & detailed cleaning of both backboards
- Repaired Men's Bathroom sink (Manager & Maintenance)
- Removed Pasco County permit post (By shed)
- Installed Staff/Vendor Lockbox (Maintenance)
- Repaired & painted few spots on the walls in manager's office (Maintenance)
- Fixed/adjusted loose clubhouse roof lamp socket
- Normal daily routine for facility, safety & trash checks
- Normal daily routine of handling/resolving any resident issues
- Weekly update/check on community bulletin boards
- Send out all needed community updates via email blasts



Rizzetta & Company

Full Community Walkthroughs/Checks

- 12/1-12/31 – Routine trash pickup (Alternate zones every day/week)
- 12/1 – Safety/hazard checks & blow debris around clubhouse/amenities
- 12/6 – Check/treat for ants/wasps
- 12/8 – Safety checks & blow debris around clubhouse/amenities
- 12/13 – Check/treat for ants/wasps
- 12/15 – Safety checks & blow debris around clubhouse/amenities
- 12/20 – Check/treat for ants/wasps
- 12/22 - Safety checks & blow debris around clubhouse/amenities
- 12/27 – Check/treat for ants/wasps
- 12/29 - Safety checks & blow debris around clubhouse/amenities

[Safety/hazard checks would include but not limited to playground, basketball court, tennis courts & any outside district amenities]

Pool & Pool Deck Checks

- 12/1-12/31 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed (Multiple times a day needed during the spring & summer months as well)

Vendor Services Performed And/Or Site Visits

- **DCSI**
 - Repaired West Clubhouse Gate & Added Gate Stoppers To All Clubhouse/Amenity Gates

Upcoming Events & Food Trucks

- Remainder of December/January
 - 12/18: Craving Donuts 5-8pm (Dessert Truck)
 - 1/7: Crab Daddy's Surf & Turf 5-8pm
 - 1/15: Just Smokin' BBQ 5-8pm
 - 1/21: Shula Burger 5-8pm
Scoopy Doodles (Dessert Truck)
 - 1/29: Coco's Latin Cuisine 5-8pm



Rizzetta & Company

Board of Supervisor's Requests

- Continue to send out CDD 'Summary of Actions'

Resident Requests

- More clear/updated mail box numbers

Items for Board Review

- N/A

[Last Updated: 12/4/2021]



Rizzetta & Company

Monthly Operations Report – January 2022 (Dec.5th-Jan.8th)



Talavera Community Development District (CDD)
18955 Rococo Road, Spring Hill, FL 34610
Phone: 813-536-1445 **Email:** manager@talaveraclub.com

Clubhouse Operations/Maintenance Updates

- Organized maintenance closet
- Ran successful 'Christmas Ornament Decorating' event
- Touched-up gender signs outside clubhouse restrooms
- Worked with Coach Marvin to get new tennis benches & storage chest in best locations
- Deep carpet clean in multi-purpose room & kitchen
- Cleaned/attempted to straighten out heater lamp tops (Maintenance)
- Repaired tennis gate
- Installed new basketball rims & nets
- Detailed cleaning of roadside/large community board (Maintenance)
- Worked with Securiteam to put together multi-purpose room sound system proposal
- Restored/repaired pool skimmer & rescue life hook poles
- Normal daily routine for facility, safety & trash checks
- Normal daily routine of handling/resolving any resident issues
- Weekly update/check on community bulletin boards
- Send out all needed community updates via email blasts

Full Community Walkthroughs/Checks

- 1/1-1/31 – Routine trash pickup (Alternate zones every day/week)
- 1/3 – Safety/hazard checks & blow debris around clubhouse/amenities
- 1/5 – Check/treat for ants/wasps
- 1/10 – Safety checks & blow debris around clubhouse/amenities
- 1/12 – Check/treat for ants/wasps
- 1/17 – Safety checks & blow debris around clubhouse/amenities
- 1/19 – Check/treat for ants/wasps
- 1/26 - Safety checks & blow debris around clubhouse/amenities
- 1/28 – Check/treat for ants/wasps



Rizzetta & Company

[Safety/hazard checks would include but not limited to playground, basketball court, tennis courts & any outside district amenities]

Pool & Pool Deck Checks

- 1/1-1/31 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed (Multiple times a day needed during the spring & summer months as well)

Vendor Services Performed And/Or Site Visits

- **Romaner Graphics**
 - Clubhouse Parking Lot Sign Repair & Building Sign Removal

Upcoming Events & Food Trucks

- Remainder of January/February
 - 1/15: Just Smokin' BBQ 5-8pm
 - JB's Sweet Addiction (Dessert Truck)
 - 1/21: Shula Burger 5-8pm
Scoopy Doodles (Dessert Truck)
 - 1/29: Coco's Latin Cuisine 5-8pm
Craving Donuts (Dessert Truck)
 - 2/4: The Melt Machine 5-8pm
The Kake Shoppe (Dessert Truck)
Scoopy Doodles (Dessert Truck)
 - 2/12: The Forge Wood Fire Pizza 5-8pm



Rizzetta & Company

Board of Supervisor's Requests

- N/A

Resident Requests

- N/A

Items for Board Review

- Multi-Purpose Room Sound System

[Last Updated: 1/8/2022]



Rizzetta & Company

Monthly Operations Report – February 2022 (Jan.9th-Feb.8th)



Talavera Community Development District (CDD)
18955 Rococo Road, Spring Hill, FL 34610
Phone: 813-536-1445 **Email:** manager@talaveraclub.com

Clubhouse Operations/Maintenance Updates

- Fixed/reinstalled Baragan Wy/Diego Cir street sign
- Fixed/reinstalled MI Homes large banner off Talavera Pkwy
- Fixed/reinstalled 3/4 MI Homes large flag banners off SR 41
- Deep carpet clean in Clubhouse manager's office (Maintenance)
- Fixed tennis net (Maintenance)
- Fixed basketball nets (Maintenance)
- Fixed/improved playground gate spring system
- Fixed toilet seat in men's clubhouse bathroom
- Worked on prep for Valentine's Day event & 3V3 basketball tournament
- Ordered all needed purchases for upcoming clubhouse events
- Worked on prep for next movie night
- Had successful movie night
- Helped Spirit Committee with the prep of 'Adult Night Out' (Gasparilla Themed) event
- Helped Spirit Committee with needed purchases for next couple future events
- Normal daily routine for facility, safety & trash checks
- Normal daily routine of handling/resolving any resident issues
- Weekly update/check on community bulletin boards
- Send out all needed community updates via email blasts

Full Community Walkthroughs/Checks

- 2/1-2/28 – Routine trash pickup (Alternate zones every day/week)
- 2/2 – Safety/hazard checks & blow debris around clubhouse/amenities
- 2/4 – Check/treat for ants/wasps
- 2/9 – Safety checks & blow debris around clubhouse/amenities
- 2/11 – Check/treat for ants/wasps
- 2/16 – Safety checks & blow debris around clubhouse/amenities
- 2/18 – Check/treat for ants/wasps
- 2/23 - Safety checks & blow debris around clubhouse/amenities
- 2/25 – Check/treat for ants/wasps



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[Safety/hazard checks would include but not limited to playground, basketball court, tennis courts & any outside district amenities]

Pool & Pool Deck Checks

- 2/1-2/28 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed (Multiple times a day needed during the spring & summer months as well)

Vendor Services Performed And/Or Site Visits

- **Cushion Solutions**
 - Worked with Cushion Solutions to pick up needed pool chairs/lounge chairs to be re-slung
- **Romaner Graphics**
 - Installed new parking block & County required pool sign additions

Upcoming Events & Food Trucks

- Remainder of February/March
- 2/12: The Forge Wood Fire Pizza 5-8pm
Kawaii Bubble Tea (Dessert Truck)
- 2/18: Auntie Anne's Pretzels 5-8pm
- 2/26: Mapache Tacos 5-8pm
Glorious Pies (Dessert Truck)
- 3/4: Engine 53 Pizza 5-8pm
Kawaii Bubble Tea (Dessert Truck)
- 3/10: Got Lobstah? 5-8pm
- 3/18: Wing Box 5-8pm
- 3/26: Shula Burger 5-8pm



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Board of Supervisor's Requests

- N/A

Resident Requests

- N/A

Items for Board Review

- Waivers needed for 3V3 Basketball Tourney

[Last Updated: 2/8/2022]



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Talavera "March Madness"



Tournament

3/12/22

11am-4pm

Ages 15 & up*

Register at the clubhouse or scan back the team registration form to: manager@talaveraclub.com

Residents only!

**** The manager will have the ability to approve a small amount of Non-residents or players under 15, depending on a fair skill/experience level to finalize a team or ensure enough teams in the tournament. There will be a free-agent list as well for those residents that want to sign up individually and be placed on a team***

Every player on each team should be prepared to prove residency, if requested



***1st Place
(Each Player)***



Team Basketball

Awards



***2nd Place
(Each Player)***

Talavera "March Madness"



Tournament

3/12/22

11am-4pm

**Drop back off at clubhouse
or scan to email below:
manager@talaveraclub.com**

Team Name: _____

(Keep appropriate)

Player 1/Captain: _____ Age: _____

Phone Number: _____

Address: _____

(If team lives in same household, only need to list once)

Player 2: _____ Age: _____

Phone Number: _____

Address: _____

Player 3: _____ Age: _____

Phone Number: _____

Address: _____

Did all team members:

Fill out waiver: Yes No

Give permission to photograph: Yes No

Residency verified: Yes No

Tab 16



UPCOMING DATES TO REMEMBER

- **Next Meeting:** January 19, 2022 @ 6:00 PM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seat 4 Betty Valenti, Seat 5 David Griffin):** November 8, 2022

December 15

District
Manager's
Report

2021

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<u>FINANCIAL SUMMARY</u>	<u>10/31/2021</u>
General Fund Cash & Investment Balance:	\$99,546
Reserve Fund Cash & Investment Balance:	\$60,655
Debt Service Fund Investment Balance:	\$952,398
Total Cash and Investment Balances:	\$1,112,599
General Fund Expense Variance: \$24,100	Under Budget



UPCOMING DATES TO REMEMBER

- **Next Meeting:** February 16, 2022 @ 6:00 PM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seat 4 Betty Valenti, Seat 5 David Griffin):** November 8, 2022

District
Manager's
Report

January 19

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<u>FINANCIAL SUMMARY</u>	<u>11/30/2021</u>
General Fund Cash & Investment Balance:	\$127,254
Reserve Fund Cash & Investment Balance:	\$60,656
Debt Service Fund Investment Balance:	\$642,902
Total Cash and Investment Balances:	\$830,812
General Fund Expense Variance: \$41,517	Under Budget



UPCOMING DATES TO REMEMBER

- **Next Meeting:** March 16, 2022 @ 6:00 PM
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seat 4 Betty Valenti, Seat 5 David Griffin):** November 8, 2022
- **General Election Qualifying Period:** Noon, June 13, 2022 – Noon, June 17, 2022 to submit your paperwork to the Pasco County Supervisors Elections Office

District
Manager's
Report

February 16

2022

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<u>FINANCIAL SUMMARY</u>	<u>12/31/2021</u>
General Fund Cash & Investment Balance:	\$854,034
Reserve Fund Cash & Investment Balance:	\$60,656
Debt Service Fund Investment Balance:	<u>\$1,241,908</u>
Total Cash and Investment Balances:	\$2,156,598
General Fund Expense Variance: \$70,778	Under Budget



Quarterly Compliance Audit Report

Talavera

Date: December 2021 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

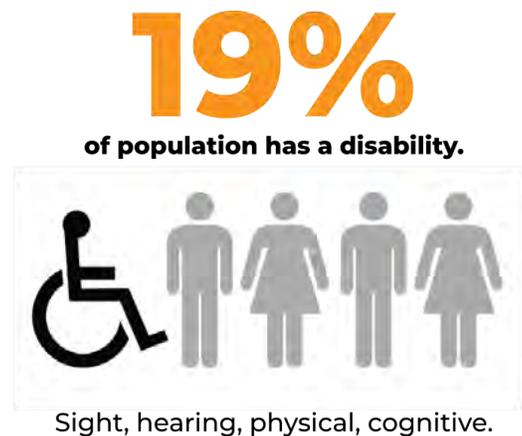
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
X	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web