



Rizzetta & Company

# **Talavera Community Development District**

---

**Board of Supervisors  
Regular Meeting  
February 15, 2023**

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

**[www.talaveracdd.org](http://www.talaveracdd.org)**

# **TALAVERA COMMUNITY DEVELOPMENT DISTRICT**

Talavera Amenity Center, 18955 Rococo Road, Spring Hill, FL 34610

<b>Board of Supervisors</b>	Marco Kremser Richard Henderson Pamela Plehal Lee Thompson	Chair Vice Chair Assistant Secretary Assistant Secretary
<b>District Manager</b>	Lynn Hayes	Rizzetta & Company, Inc.
<b>District Counsel</b>	Scott Steady	Burr Forman, PA
<b>District Engineer</b>	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.

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](http://www.TalaveraCDD.org)

---

February 1, 2023

**Board of Supervisors  
Talavera Community  
Development District**

**REVISED 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 15, at 6:00 p.m.** at the Talavera Amenity Center located at 18955 Rococo Road, Spring Hill, Florida 34610. The following is the Revised Final Agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Applicants for Vacant Board Seat..... Tab 1
  - B. Administer the Oath of Office to Newly Elected Supervisors ..... Tab 2
    1. Review of Form 1 and Sunshine Law Requirements
  - C. Consideration of Resolution 2023-03; Designating the Officers of the District..... Tab 3
  - D. Consideration of the Minutes of the Board of Supervisors Meeting held on January 18, 2023..... Tab 4
  - E. Consideration of the Operation and Maintenance Expenditures for January 2023..... Tab 5
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Discussion of Traffic Signs/Crosswalks/Traffic Study Pavement Marking Company Quote for the 2023/2024 Fiscal Year Budget ..... Tab 6
  - C. Presentation of the Landscape Inspection Specialist Report and RedTree Landscape Comments ..... Tab 7
  - D. Consideration of Landscape Sod Quotes..... Tab 8
    1. RedTree Landscape Quote
    2. Quality Sod and Landscape LLC Quote
  - E. Consideration of RedTree Landscape Island Renovation Quote..... Tab 9
  - F. Consideration of RedTree Landscape Spring 2023 Seasonal Color Installation Project..... Tab 10

**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](http://www.TalaveraCDD.org)

---

- G. Presentation of Clubhouse Manager Report ..... Tab 11
- H. Presentation of Solitude Aquatic Report ..... Tab 12
- I. **District Manager's Report** ..... Tab 13
  - 1. Talavera 4<sup>th</sup> Quarter ADA Website Compliance Audit Report
- 5. **BUSINESS ITEMS**
  - A. Consideration of Establishment of an Audit Committee
  - B. Discussion of the Janitorial Services Contract..... Tab 14
- 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**

# **WILLIAM (BILL) O'DONOVAN**

18946 Diego Cir, Spring Hill FL 34610

## **Summary of Skills**

Management/leadership training and experience in both career jobs held

## **Education**

### ***Degree / Date of Graduation***

High school and some college

## **Experience and Name of Employers**

### ***Job Title / Dates of Employment***

**Merrill Lynch**, Retirement Plans clerk/lead clerk/supervisor 9/83-4/89. Was enrolled In management training program.

**United Parcel Service**, Package Car Driver 4/89-4/2019. Most of those years I was a Union Shop Steward working and leading as much as 100 employees and union members.

Throughout those years I held multiple side jobs such as, Waiter, bartender and custodian.

## **Personal**

I am a member of the KNIGHTS OF COLUMBUS for 35 years and was an officer of Council 6201 Howell/Jackson NJ. We were heavily involved In performing charity work for our Catholic Church and local community. As an officer I rose to the position of Grand Knight. Columbian Club President (bar/hall rental and 2 acre property) over the years and helped lead a membership of over 500 men and their families.

Married In October 86' to present to Jacqueline (Jacqui)

**Respectfully yours**

William O'Donovan\_ bodonovan1186@gmail.com\_(352)442-3981

**Talavera Community Development District  
Board of Supervisors Nominee Application**

**Name:**

**Address:**

**Occupation:**

**1. Tell us how long have you lived in the community?**

We purchased our home in January of 2019 and moved in  
the end of April.

**2. What has your experience with the community been like so far?**

We have been delighted with all the wonderful people and  
neighbors. This is a great community

**3. Do you currently, or have you held other board and/or committee positions in or outside of Talavera? Please describe.**

No

**4. Please describe any expertise you possess which you feel would benefit our community.**

Good communication skills, I have been in a leadership role  
my entire career

**5. In your own words, why should you be appointed to the Talavera Community Development District Board of Supervisors?**

I have been active and attended as many CDD/HOA  
meetings as possible as well as chaired the Landscape  
Committee

**Upon completion, this form is to be emailed to Lynn Hayes, CDD District  
Manager, at [Lhayes@Rizzetta.com](mailto:Lhayes@Rizzetta.com)**

**Deadline for all applications is Friday, February 3, 2023 at 5:00 PM.**

**Talavera Community Development District  
Board of Supervisors Nominee Application**

**Name: Chris Walsh**

**Address: 12327 Criollo Road, Spring Hill, Florida, 34610**

**Occupation: Information Technology Service Management Manager**

**1. Tell us how long have you lived in the community? Since March of 2020**

**2. What has your experience with the community been like so far?**

I have had a pleasant experience in community since moving in almost 3 years ago. I feel the community is well managed but could do better in promoting more interaction with residents as well as better communication with residents on Board decisions past, present, and future.

**3. Do you currently, or have you held other board and/or committee positions in or outside of Talavera? Please describe. None**

**4. Please describe any expertise you possess which you feel would benefit our community.**

With 30+ years in the IT industry working in the legal, government, and retail fields I feel like I have the business experience necessary to be an effective board member. I have also founded and sold a small business. I manage people and finances, budgets exceeding \$10MM. I have experience with creating and managing contracts, mediating disputes between internal and external parties. I am also well versed in leading as a chairperson on many committees in my professional work life.

**5. In your own words, why should you be appointed to the Talavera Community Development District Board of Supervisors?**

Based on my professional experience, in my opinion I would be a desirable candidate to be appointed to the Talavera Community Development District Board of Supervisors. I intend to be a problem solver and want to represent the residents by answering questions, providing feedback to complaints, and addressing concerns the residents have. Board Members are here to represent the residents and that is my intention. I intend to work with fellow Board Members on fiscal accountability, community problem solving, communication with residents, and overall keeping Talavera as a desirable place to reside while upholding my obligations to be an impartial and active Board Member. I intend to be proactive in reviewing invoices and all other items included in the monthly board package and be prepared to engage in conversation as well ask any questions that I have.

**Upon completion, this form is to be emailed to Lynn Hayes, CDD District Manager, at [Lhayes@Rizzetta.com](mailto:Lhayes@Rizzetta.com)**

**Deadline for all applications is Friday, February 3, 2023 at 5:00 PM.**

## **Christopher Walsh**

12327 Criollo Road ♦ Spring Hill, FL 34610  
661-313-5222  
gjarmel@gmail.com

---

### **Technical IT Executive Professional**

*Accomplished, dynamic, hands-on leader with outstanding track history of delivering technological infrastructures and systems to create business solutions and achieve corporate objectives. Expertise in strategically building and driving global IT organizations and directing major initiatives / projects to support mission-critical business processes. Adept at turning around and engineering global IT functions to dramatically improve performance while reducing cost. Resourceful, results-oriented problem solver who directs top-level teams by example to ensure achievement of goals on time and within budget. Highly experienced at overseeing operations on multiple domestic / foreign sites, specializing in Mexico. Exceptionally skilled communicator with demonstrated negotiation talents.*

#### **Selected Achievements**

- Reduced costs by \$5M by consolidating telecom contracts and run-a-way IT expenditures. {Sigue}
- Implemented and architected a storage system that off lined stale data automatically, saving 450tb of high cost, high performance disk space which resulted in the cost avoidance of \$7M (ACT/DR)
- Generated \$3M increased revenue by driving the deployment of web based terminals driving down costs by 60% per transaction. {Sigue}
- Successfully, led, planned, and managed, the relocation of a financial institution to a new location. {Matadors Community Credit Union}
- Led IT successful IT integration when ACT Litigation Services was acquired by Discover Ready.
- Successfully managed domain consolidation over 800 Windows servers, 2800 users, 5 petabyte of storage, across three data centers. (ACT/DR)
- Decreased IT expenditures by 20% by streamlining IT help desk operations for a NYSE insurance company. {SCPIE}
- Led strategic initiatives that doubled profits in one calendar year. {United Tile Company}
- Successfully migrated 6 datacenters to a dual, active/active, datacenter environment. (ACT/Discoverready)
- Founded, owned and operated, and sold a successfully consulting company with \$10M in annual sales.
- Chief purchaser for all IT products and services, sole negotiator of IT contracts and SOP's (Discoverready)
- Architected and Engineered the build out of two datacenters with over 40 cabinets of storage, compute, and network. (Discoverready)
- Successfully achieved ISO 27001 certification (Discoverready)
- Generated 15% increase in revenue through the implementation of IT automation for processing and review (Discoverready)
- Architected, Engineered, and installed new European datacenter for top 3 client with full GDPR compliance within 45 days (Discoverready)
- Responsible INFOSEC (Discoverready)
- Consolidated 5 US datacenters reducing cost and increasing uptime (Consilio)
- Drove 30 % Reduction in Major Incidents and Failed Changes (Footlocker)
- Successfully Implemented Federated Change Review Board for Global IT Changes (Footlocker)

## Areas of Expertise

- |                                 |                                   |                                 |
|---------------------------------|-----------------------------------|---------------------------------|
| ◆ Strategic Technology Planning | ◆ Staff Development / Mgmt.       | ◆ Change Management             |
| ◆ Business Leadership           | ◆ Financial / Budget Mgmt. / P&L  | ◆ Global Sourcing               |
| ◆ Operations Management         | ◆ Partnerships / Alliances / JV's | ◆ Multi-Site Team Leadership    |
| ◆ Problem Resolution            | ◆ Process Re-engineering          | ◆ Systems Development Lifecycle |
- 

## Professional Summary

Footlocker, Inc. ◆ Tampa, FL ◆ 2020 to Present

### **IT Service Management Manager**

- Primary Responsibility For Global IT Command Center, Global IT Change Management, and IT Audit
- Leads Global Major Incident Management Team
- Leads Global Command Center, Manages a Team of 18 Associates
- Leads Global IT Federated Change Management Team of 12 Associates
- Leads IT Audit Team for SoX Compliance
- Leads ITIL Service Management Practice

ACT Litigation Services / DiscoverReady / Consilio ◆ Valencia, CA ◆ 2009 to 2020

### **IT Director**

- Responsible for technology in the Electronic Discovery workflow.
- Responsible for 5+ PB of Storage using EMC, Net App, Isilon, and Synology.
- Lead architect and design engineer for the Electronic Discovery and Legal Review Platforms.
- Responsible for 20 direct reports in 3 locations over 4 time zones, including a datacenter in Paris, France.
- Built out and expanded a 15,000 square foot onsite data center in the Valencia facility.
- Overall management of three Data Centers and Disaster Recovery Center.
- Established System Assurance (SA) Group. Implemented Company Wide Change Management program. Executed an Operational cultural change and transitioned the organization from a reactive to proactive environment. Established collocation agreements for hosting platforms at the Orange County Data Center.
- SoX specialist, responsible for compliance for the organization
- Direct responsibility of EMC, Net App, and Isilon storage systems totaling over 36 petabytes of storage.
- Direct responsibility of Citrix platform which drives a web based legal review platform with a user base of 1800 users, 1200+ concurrently connected 24 hours a day.
- Responsible for IT annual budget of \$15M
- Complete responsibility of Windows 20xx Active Directory Domain, 4000+ servers, Multiple Sharepoint server environment, Multiple Exchange Servers, with data replication of key components and data to a Recovery Data Center.
- CISCO, Microsoft, EMC, Net App, Isilon, Fortinet, kCura's Relativity, iConect, HP, Avaya, Super Micro, Advanced level skillset.
- Responsibility for a "Forklift" datacenter Migration from New York City to Las Vegas, Nevada. Successfully completed within a 48 hour time period over 150 core assets.
- Continuing management of an overall IT budget of over \$15M
- Budget Responsibility, Reports to Executive Committee
- Manages Development, Security, Infrastructure, and Support Teams

ACS, Inc. ◆ Los Angeles, CA ◆ 2008 to 2009

### **Systems Director**

- Systems Director for the Metro TAP Card Implementation
- Responsible for all technical aspects of the TAP Card program.
- Principle contact for the MTA with respect to all technical details for the TAP program.

- Lead architect and design engineer for Siebel and Oracle Back End System.
- Overall management of the Primary Data Center and Disaster Recovery Center.
- Established Quality Assurance (QA) Group. Implemented Change Management program. Executed an Operational cultural change and transitioned the organization from a reactive to proactive environment. Established collocation agreements for hosting platforms at the Orange County Data Center.
- SOX and PCI specialist, responsible for compliance for the TAP program.
- CISCO, Microsoft, EMC, Checkpoint, HP, Avaya, Advanced level skillset.

#### Sigue Corporation ♦ San Fernando, CA ♦ 2005 to 2008

##### **IT Executive**

- Technical Director of a 800 seat VoIP Call Center, Strategic and technological direction, planning, and management of the Information Technology group encompassing applications development, support center, network/telecom services, systems administration, architecture, disaster recovery, client services, budgeting, software support, data center services, quality assurance, and computer operations for a international organization providing money transfer services.
- Oversee \$3M CAPEX budget and management of 23 information technology professionals. Implemented enterprise SAN/Backup infrastructure to support Wire System and disaster recovery. Implemented redundant WAN to deliver high availability infrastructure to branches.
- Negotiated enterprise services agreements with critical vendors for 40% reduction in annual costs.
- Overall management of the Primary Data Center and Disaster Recovery Center. Implemented 24x7x365 system and network monitoring.
- Managed a talented staff of 7 SQL 2000 DBAs.
- Established Quality Assurance (QA) Group. Implemented Change Management program. Executed an Operational cultural change and transitioned the organization from a reactive to proactive environment. Established collocation agreements for hosting platforms at MCI/Verizon data centers. Negotiated SLA's with business units/divisions for mission critical applications. Negotiated enterprise agreements for systems, storage and disaster recovery services with key vendors. Implemented Storage Area Networks (SAN's) and standardized across all Sigue Data Centers to increase, storage utilization, standardize server platforms, and reduce Data Center TCO.
- Managed Great Plains migration and version upgrades.
- Responsible for a staff of 23 IT professionals.
- Planned and Managed upgrade of over 80 server from Windows 2000 to Windows 2003
- Planned and Managed upgrade of Exchange Server from 2000 to 2003
- Implemented "real time" data redundancy between EMC Storage Area Networks across international DS3's.
- CISCO, Microsoft, EMC, Checkpoint, HP, Nortel, Advanced level skillset.

#### Matadors Community Credit Union ♦ Northridge, CA ♦ 2003-2005

##### **Director of Technology**

- Architected and managed all aspects of the WAN, Managing a server Citrix Farm, Hands on managing the following: Windows 2000 Active Directory Domain, MS Exchange 2000, MS SQL 2000 (2), SQL Website administration, Sidewinder Firewall, IBM AIX Operating System, OS/2, Cisco VOIP Routers, Nortel BCM Telephony, Symitar (Credit Union Application.)
- Served as technical adviser to the CEO / board of directors and managed \$300M in deposits for credit union members.
- Created new IT organization to support the acquisition of another smaller credit union by redesigning networks, middleware, services the relocation of the credit union's headquarters.
- Evaluated, restructured, and led turnaround to successfully improve capabilities of IT services / infrastructure.

#### The SCPIE Companies ♦ Century City, CA ♦ 1999-2002

##### **Help Desk Director**

- Managing staff of 10 personnel, 24\*7 management of network operations, Windows NT 4.0 & AS400 Environment, Inventory and Purchasing of MIS equipment, Telecommunications.
- Decreased IT expenditures by 20% by streamlining IT help desk operations for a NYSE insurance company.
- Led all aspects of business applications, telecommunications, networks, AS400, and systems software / hardware management. Prepared annual budget, procured IT, and conducted employee reviews.

- Met 99% SLA requirements and increased productivity to maximum capacity by redefining processes and redistributing work force.

United Title Company ♦ Los Angeles, CA ♦ 1998-1999

**MIS Operations Manager**

- Managing MIS Helpdesk of 5 personnel, day today network operations, MS SQL database updates, WAN/LAN, Definity G3 PBX,AS400, work with development team, equipment requisitions, managing growth of WAN/LAN, Citrix Winframe/MS Terminal Server rollout.
- Created network architecture / company infrastructure for World Wide Internet / Intranet, and maintained all NT and AS400 systems.
- Led strategic initiatives that doubled profits in one calendar year.

Computer Connection ♦ Fresno, CA ♦ 1993-1997

**Founder, Owner, Operator**

- Day to day operations as well as ordering, Scheduling, training, and maintenance of many different computer networks MS Office Training and training courses books authored.
  - Developed extensive hardware knowledge and trouble-shooting skills. Novell, Microsoft NT networks installed and maintained Microsoft Office implementation & maintenance. Proficient in TCIP,10/100 Base T, Intel/IBM Based Computer Design. Extensive Knowledge in MS DOS, Windows 3.11, Windows 95, Windows NT, Novell operating systems.
  - Youngest Compaq Authorized Owner in the Western Hemisphere.
  - Sold profitable business with \$10M in annual sales to another local computer chain store.
- 

## **Education**

1987-1990 ♦ Fresno City College ♦ Associate Degree

1990-1992 ♦ Attended California State University Fresno

---

♦ References available via <http://www.linkedin.com/in/chriswwalsh>



03/31/2020

I am writing this letter of reference on behalf of Chris Walsh. I have known Chris for over 6 years and would strongly recommend him for any position in IT. Chris worked for me at DiscoverReady which was a privately-owned E-Discovery company. During my time at DiscoverReady, Chris was responsible for a massive IT / resiliency transformation designed to improve overall application screen to screen response time, enhance security, and move to a 24x7 uptime model for our litigation/review applications. Most of DiscoverReady's Attorney based reviews were performed in our highly secure review facilities where DiscoverReady's contracts were focused on hourly work. The importance of speed and uptime was essential to DiscoverReady's profitability.

During this time Chris lead several massive transformations for DiscoverReady. These transformations included, but were not limited to the following:

- Transformed the DiscoverReady low grade DIA network to a Level 3 MPLS backbone for our California, Charlotte, and New York review offices. Additionally, Chris coordinated the deployment of a high speed 10gb backbone between the Las Vegas and Charlotte Data Centers in a HA data center availability configuration. Chris' team also built out a Data Center in France as well as successfully completed a cross town Charlotte, NC datacenter migration.
- Consolidated the Valencia and New York Data Centers in to our Las Vegas Data Center. Chris' team also built out a Data Center in France as well as successfully completed a cross town Charlotte, NC datacenter migration. This reduced cost and risk.
- Completed the refresh of all our MS SQL Servers which were large physical servers on a SAN. These servers were the backbone of our review applications. He also spearheaded the migration to virtual SQL and cloud-based SQL.
- Completed the refresh of our expensive and large EMC SAN storage platforms to a single Netapp footprint that provided both block and NAS storage as well as flash disk. This project greatly improved application performance as well as reduced our Data Center footprint.
- Deployed Dell Secure works where our SOC was outsourced and all of our mission critical security alerts and logging were consolidated to a single platform. DiscoverReady, being an E-DiscoverReady company managed proprietary, confidential and PII data for fortune 500 companies.
- Chris was also instrumental in building Service Excellence in all aspects of the IT department. This was most beneficial as the company was going through mergers and acquisitions. Being processed minded and agile, Chris was able to build ITIL foundations into software deployment, hardware/software maintenance, upgrades/patching, and problem resolution not only into documentation but into the fabric of the IT organization.

In summary, Chris is a highly experienced, well rounded IT professional who I would highly recommend.

Peter Dorfman IT Director at Ally Investments  
Pdorfman22@gmail.com  
704-900-9359

## **Tab 2**

**TALAVERA COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
OATH OF OFFICE**

---

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF TALAVERA COMMUNITY DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

\_\_\_\_\_  
Board Supervisor

**ACKNOWLEDGMENT OF OATH BEING TAKEN**

STATE OF FLORIDA  
COUNTY OF PASCO

The foregoing Oath was administered before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by \_\_\_\_\_, who personally appeared before me, and is personally known to me or has produced \_\_\_\_\_ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Talavera Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_ Expires: \_\_\_\_\_

## **Tab 3**

**RESOLUTION 2023-03**

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

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

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

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

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

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

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Lynn Hayes is appointed Assistant Secretary.  
Debby Bayne-Wallace is appointed Assistant Secretary.

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

**PASSED AND ADOPTED THIS 15, FEBRUARY 2023.**

**TALAVERA COMMUNITY  
DEVELOPMENT DISTRICT**

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

**ATTEST:**

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

## Tab 4

**MINUTES OF MEETING**

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

**TALAVERA COMMUNITY DEVELOPMENT DISTRICT**

The Special Meeting of the Board of Supervisors of Talavera Community Development District was held on **Wednesday, January 18, 2023, at 6:00 p.m.** at the Talavera Amenity Center located at 18955 Rococo Road, Spring Hill, Florida 34610.

**Present and Constituting a Quorum:**

Marco Kremser	<b>Board Supervisor, Chair</b>
Richard Henderson	<b>Board Supervisor, Vice Chair</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>
Pamela Plehal	<b>Board Supervisor, Assistant Secretary</b>

**Also Present Were:**

Lynn Hayes	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tonja Stewart	<b>District Engineer, Stantec Consulting Services</b>
Angela Del Castillo	<b>Clubhouse Manager, Rizzetta &amp; Company, Inc.</b>

Audience Members	<b>Present</b>
------------------	----------------

**FIRST ORDER OF BUSINESS      Call to Order**

The Meeting was called to order and roll call performed confirming that a quorum was present. The meeting started at 6:00 p.m.

**SECOND ORDER OF BUSINESS      Audience Comments**

The Board of Supervisors heard from a homeowner concerning property damage from contractors working in the area.

**THIRD ORDER OF BUSINESS**

**Consideration of Fence Install/Talavera  
CDD Property Easement**

On a Motion by Mr. Marco Kremser and seconded by Mr. Richard Henderson, with all in favor, the Board of Supervisors approved Mr. Mathew and Ms. Melisa Menz to install a fence on their property with a CDD easement after the recording fee payment is made for a Revocable License Agreement, as presented, for the Talavera Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors Regular Meeting held on  
December 14, 2022.**

Mr. Lynn Hayes presented the December 14, 2022 Regular Meeting Minutes and inquired if there were any amendments. The Board of Supervisors had no changes.

On a Motion by Mr. Lee Thompson and seconded by Mr. Marco Kremser, with all in favor, the Board of Supervisors approved the December 14, 2022 Minutes, as presented, for the Talavera Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for  
November 2022 and December 2022**

Mr. Lynn Hayes presented the Operation and Maintenance Expenditures for November 2022 and December 2022.

On a Motion by Mr. Lee Thompson and seconded by Mr. Marco Kremser, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for November 2022 (\$63,569.33) and December 2022 (\$144,660.57), as presented, for the Talavera Community Development District.

**SIXTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Presentation of Landscape Inspection Specialist Report and Landscaper  
Comments**

District Manager presented report.



**B. Presentation of Landscape Grounds Committee Meeting Minutes/Update**

No Report. The Landscape Grounds Committee informed the Board Of Supervisors they will be disbanding as of the January 18, 2023 Meeting.

On a Motion by Mr. Marco Kremser and seconded by Ms. Pamela Plehal, with all in favor, the Board of Supervisors accepted the disbanding of the Landscape Grounds Committee with the right for the Board of Supervisors to re-enact the Landscape Grounds Committee, if necessary, at a later date, for the Talavera Community Development District.

**C. Presentation of the Clubhouse Manager Report**

Ms. Angela Del Castillo presented her report. Ms. Angela Del Castillo informed the Board of Supervisors that she is stepping down from her Clubhouse Manager position effective at the end of January 2023.

**D. Presentation of Aquatic Report**

Mr. Lynn Hayes presented the report.

**SEVENTH ORDER OF BUSINESS****STAFF REPORTS****A. District Counsel**

No Report.

**B. District Engineer**

Ms. Tonja Stewart provided the Board of Supervisors with an update on the Cross Creek Environmental Erosion Project and will meet on-sight with Cross Creek Environmental to ensure the project completion and they are following the District Engineer specifications. Ms. Tonja Stewart stated she will continue to monitor the project after completion to ensure functionality during the 1-year warranty period.

Ms. Tonja Stewart discussed the Pond Slope Assessment to be considered for the 2023/2024 Fiscal Year Budget. Ms. Tonja Stewart will work with Cross Creek Environmental to obtain reports and quotes for the Pond Slope project.

Ms. Tonja Stewart, at the request of the Board of Supervisors, will coordinate a conference call between the Board of Supervisors, a traffic safety expert, and herself, for a traffic study within the District to be included in the 2023/2024 Fiscal Year Budget.

---

**C. District Manager Report**

Mr. Lynn Hayes presented his report to the Board of Supervisors and announced the next regularly scheduled meeting will be held on February 15, 2023 at the Talavera Amenity Center located at 18955 Rococo Road, Spring Hill, Florida 34610.

**TENTH ORDER OF BUSINESS****Supervisor Requests**

The Board of Supervisors discussed the vacant Board of Supervisors seat. The Board of Supervisors asked the Homeowner's Association to distribute an e-mail to all residents asking if anyone is interested. Mr. Marco Kremser outlined the requirements that must be met and that all documentation be sent to Lynn Hayes.

**ELEVENTH ORDER OF BUSINESS****Adjournment**

Mr. Hayes stated that if there was no further business to come before the Board of Supervisors, then a motion to adjourn would be in order

On a Motion by Mr. Marco Kremser and seconded by Mr. Lee Thompson, with all in favor, the Board of Supervisors adjourned the meeting at 7:07 p.m., for the Talavera Community Development District.

---

Assistant Secretary/Secretary

---

Chair/Vice Chair

## **Tab 5**

# 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](http://www.talaveracdd.org)

## **Operation and Maintenance Expenditures**

**January 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$ 74,028.23**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

## Talavera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Abco Fire & Safety, Inc.	100135	268788	2 Fire Extinguishers 01/23	\$ 100.50
Burr & Forman, LLP	100129	1339486	General Legal Services 09/22	\$ 280.00
Burr & Forman, LLP	100129	1364380	General Legal Services 01/23	\$ 2,083.00
Charter Communications	1092023	077974101122222 01/23 Autopay	Account 9741-01 01/23	\$ 281.14
Coastal Waste & Recycling, Inc.	100126	SW0000249220	Monthly Waste Collection 01/23	\$ 10,130.50
County Sanitation Service	100113	2C100985	Recycling Services 12/22	\$ 9,822.70
DCSI, Inc.	100117	30274	Quarterly Gate Monitoring Services 01/23	\$ 135.00
Illuminations Holiday Lighting, LLC	100118	2021222	Holiday Lighting & Decoration Balance Due 12/22	\$ 2,250.00
Jerry Richardson Trapper	100136	1721	Wildlife Removal 01/23	\$ 1,200.00
Lee R Thompson	100137	LT011823B	Board Of Supervisor Meeting 01/18/23	\$ 23.58

## Talavera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lee R Thompson	100130	LT011823	Board Of Supervisor Meeting 01/18/23	\$ 200.00
Marco Kremser	100131	MK011823	Board Of Supervisor Meeting 01/18/23	\$ 200.00
Nvirotect Pest Control Service, Inc.	100122	279402	Pest Control Treatment 11/22	\$ 70.00
Nvirotect Pest Control Service, Inc.	100114	281904	Pest Control Treatment 12/22	\$ 70.00
Nvirotect Pest Control Service, Inc.	100138	284477	Pest Control Treatment 01/23	\$ 70.00
Office Pride	100139	Inv-125801	Janitorial Supplies 01/23	\$ 654.16
Pamela Plehal	100132	PP011823	Board Of Supervisor Meeting 01/18/23	\$ 200.00
Pasco County Tax Collector	100133	04-25-18-0010-00A00-0000 2022	Non-Ad Valorem Stormwater Assessment 2022	\$ 567.91
Pasco County Utilities	100123	17601645.55	Pasco Utilities 12/22	\$ 336.19
RedTree Landscape Systems, LLC	100140	12339	Monthly Landscape Maintenance 01/23	\$ 16,675.00

## Talavera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Richard L Henderson Jr	100134	RH011823	Board Of Supervisor Meeting 01/18/23	\$ 200.00
Rizzetta & Company, Inc.	100112	INV0000074770	Personnel Reimbursement 12/23/22	\$ 2,176.30
Rizzetta & Company, Inc.	100125	INV0000075251	Personnel Reimbursement 01/23	\$ 3,652.40
Rizzetta & Company, Inc.	100124	INV0000074934	Personnel Reimbursement 01/23	\$ 4,476.99
Rizzetta & Company, Inc.	100111	INV0000074651	District Management Fees 01/23	\$ 4,682.09
Rizzetta & Company, Inc.	100119	INV0000074862	Annual Dissemination Services 01/23	\$ 6,000.00
Solitude Lake Management, LLC	100115	PSI-36309	Monthly Lake & Pond Services 12/22	\$ 1,333.00
Stantec Consulting Services, Inc.	100127	2030124	Engineering Services 12/22	\$ 1,816.00
Suncoast Pool Service, Inc.	100116	8875	Pool Service 12/22	\$ 1,050.00
Talavera CDD	DC012323	DC012323	Debit Card Replenishment 01/23	\$ 556.98

## Talavera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Talavera CDD	DC013023	DC013023	Debit Card Replenishment 01/23	\$ 693.59
Times Publishing Company	100128	0000242841 08/24/22	Account #121610 Legal Advertising 08/22	\$ 71.20
Weldon Wildlife Removal, LLC	100121	11162203	Wildlife Removal Services 11/22	<u>\$ 1,970.00</u>
<b>Report Totals</b>				<u><b>\$ 74,028.23</b></u>



## **Tab 6**



## 5) Talavera Parkway & Diego Circle/Baragan Way Crosswalk







**AKCA  
INC.**

The Pavement Marking Company

4603 Reece Road  
Plant City, FL 33566  
(813) 752-4471 Office  
(813) 752-2357 Fax

**TO:  
All Bidders**

## Estimate

**Number:**  
**Bid Date:** January 18, 2023  
**Revised Date:**

PLANS DATED	TERMS	COUNTY		PROJECT	
	Net 30 Days	Pasco		Talavera CDD	
Item	Description	Quantities	Unit	Unit Price	Amount
	Stop Bar Thermoplastic	8.000	ea	\$ 250.00	\$ 2,000.00
	Sign - R1-1 On U Channel Post	8.000	ea	\$ 300.00	\$ 2,400.00
	Sign - All way signs	16.000	ea	\$ 50.00	\$ 800.00
	Sign - W11-2 with w16-7P at crosswalk on Talavera and Baragan	2.000	ea	\$ 350.00	\$ 700.00
	Sign - W11-2 with Ahead 200 ft in advance of same crosswalk	2.000	ea	\$ 350.00	\$ 700.00
	Sign - Dog park Sign and Post	1.000	ea	\$ 225.00	\$ 225.00
	Sign - No swimming sign and Post	1.000	ea	\$ 225.00	\$ 225.00
				<b>Total</b>	<b>\$ 7,050.00</b>

**NOTE:**

- 1 All MOT to be provided by the Prime Contractor for all striping, signage installation & testing.
- 2 MOT required to be provided by Striping Contractor will carry an additional charge to be determined by MOT devices and crew requirements.
- 3 **All signs to meet Pasco County Specifications.**  
 Bid quantities are approximate and will be invoiced per actual quantities installed.  
 Thermoplastic price is based on actual cost at time of bid. Any change + or - will be adjusted at time of installation.  
 This Proposal is contingent upon acceptance. A three week notice required before work begins.  
 Fourteen (14) day notice for crew mobilization required. Retainage not to exceed 2.5% of invoice.  
 All work shall meet F.D.O.T., Specifications & Standards.  
 This quotation may be withdrawn if not accepted within 30 days of proposal date.  
 Above quote is package priced, line items will not be separated.

Respectfully Submitted: \_\_\_\_\_

Dale Bussey - Sales Manager AKCA, Inc.

**Please sign and return original upon acceptance.**

Upon execution of this proposal this document becomes a contract.

The above prices, specifications and conditions are satisfactory and are hereby accepted. We authorize Striping Contractor to do the work specified. Payment will be made within 30 days of invoice date following completion of work.

## **Tab 7**

# TALavera

## LANDSCAPE INSPECTION REPORT



January 25, 2023  
Rizzetta & Company  
Jason Liggett – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



# SUMMARY & POOL HOUSE

## General Updates, Recent & Upcoming Maintenance Event

- Treat the ant mounds in the bed spaces throughout the district.
- Work on the detail in the plant material on Talavera Parkway. Removing dead from the base of the material.

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 decision.

1. Still a lot of Gopher activity I will follow up with the trapper to see where we are at.
2. Remove the dead from the base of the Liriope on the inbound side on the berm area to Talavera Parkway. This should be part of the detail cycle of the community. (Pic 2)



3. During my inspection, the property was partially mulch we need to make sure the rest of it is finished. **Noted**
4. Note for the board a lot of plant material has taken heavy frost damage. This material will be rejuvenation pruned in the springtime.(Pic 4)
5. The paver area has been removed to the model home we will need to monitor for the correct install of Saint Augustine in this area. **Noted**
6. Treat the ant mounds in the bed spaces to the west of the amenity center along the vinyl fence. Once eradicated rake down and cover with mulch. **Completed**
7. Remove the moss in the oak trees on the inbound side of Talavera Parkway between the main entrance to the clubhouse and Bargan way. This also goes for 15 feet throughout the rest of the community. **Completed**



## Talavera Parkway

8. Continue to push new growth in the installed Viburnum at the back entrance to the amenity center on Bargan Way.

**Noted**

9. Work on the detail and removal of dead from the plant material throughout Talavera Parkway. This is an ongoing process that needs to be done with the detail schedule of the property.

**Noted**

10. During my inspection, the pond mowing looked fine.

**Noted**

11. Make sure that we are providing the district with the proposal for the center island to include as much bed space as possible to limit the amount of SOD in this island.

**Proposal submitted on February 9, 2023 and attached to this report.**

**Submitted on February 13, 2023  
by John Burkett, Client Care Specialist  
RedTree Landscape Systems**







## **TALAVERA CDD PHOTOS OF WORK PERFORMED**

The crews came out and mulched the long bed that runs along the long hedge on 41 and also started mulching down Talavera Parkway.













## Tab 8





*The New Standard in Landscape Maintenance*

**1.888.RED.TREE**

www.redtreelandscapesystems.com

5532 Auld Lane, Holiday FL 34690

**(REVISED) CLUBHOUSE: SOD REPLACEMENT PROPOSAL**  
FOR  
**TALAVERA CDD**

**Attention: Mr. Jason Liggett – Field Services Manager**

**January 19, 2023**

Target Areas: Pink highlighted areas below.



Scope of Work

- Kill all noted areas with contact herbicide twice within a week's interval.
- Flag all irrigation heads in target area.
- Cut out dead turf areas with sod cutter.
- Debris removal, hauling fees and dumping fees.
- Grading of target area.
- Installation of grade "A" muck-grown floritam sod.
- Rolling new sod upon completion for even establishment.
- Full sod warranty for lifetime of landscape maintenance contract between the District and RedTree Landscape Systems. Exclusions include lack of water source, theft, vandalism or acts of God.

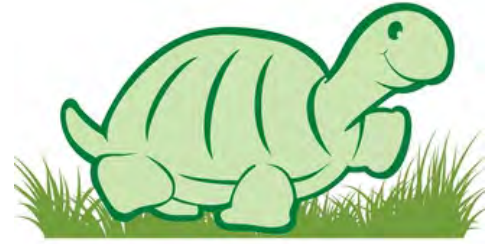
**(27,350) sq. ft. X \$1.45 per sq. ft.: \$39,657.50**

\_\_\_\_\_  
Authorized Signature to Proceed

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Authorization



Quality Sod and Landscape LLC  
18402 US Hwy 41  
Spring Hill, FL 34610 US  
qualitysodsolutions@gmail.com



**ADDRESS**

Talavera CDD  
C/O Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

**Estimate 2896**

**DATE** 01/27/2023

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	<b>Pasco ReSod</b> <b>Commercial Pasco</b> <b>ReSod Commercial</b> <b>Floritam</b>	Floritam re-sod at Talavera- All areas marked in Purple on the map sent by Lynn H. on 3/7/22. Areas on berm side of entrance drive to clubhouse and areas marked around clubhouse, b-ball and tennis court. Estimate good for 90 days	27,350	0.90	24,615.00

SUBTOTAL 24,615.00  
TAX 0.00

**TOTAL \$24,615.00**

Accepted By

Accepted Date





## **Tab 9**



5532 Auld Ln. Holiday, FL 34690

1.888.RED.TREE

**Date:** 2/8/2023  
**Client:** Talavera CDD c/o Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614  
**Project :** Island Renovation  
**Plan :** See Attached

**Phone:** 813.933.5571  
**Fax:**  
**Email:** [Lhayes@rizzetta.com](mailto:Lhayes@rizzetta.com)  
**Attention:** Lynn Hayes

---

**Scope of Work:**

RedTree Landscape Systems proposes to furnish all necessary labor, materials and equipment to complete the above mentioned project.

---

**LANDSCAPE**

---

<u>Qty</u>	<u>Description</u>	<u>Size/Unit</u>	<u>Unit Cost</u>	<u>Total</u>
115	JACK FROST LIUSTRUM	7gal	75.00	8,625.00
153	PARSONS JUNIPER	3gal	28.00	4,284.00
174	PINK MUHLY GRASS	3gal	28.00	4,872.00
298	STAR CLUSTER	1gal	11.00	3,278.00
50	Hardwood Mulch	yards	65.00	3,250.00
25	Soil & Prep	yards	150.00	3,750.00
1	Rip Out Existing plant material and sod according to design	all	1500.00	1,500.00

**Total Landscape:**

**\$29,559.00**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposal submitted by:**

**Kevin Smith**

**Senior Landscape Designer/Advisor**

**727.426.3679**

[ksmith@redtreelandscape.systems](mailto:ksmith@redtreelandscape.systems)



STAR CLUSTER



PARSONS JUNIPER

©2022 Horticoxia, Inc.

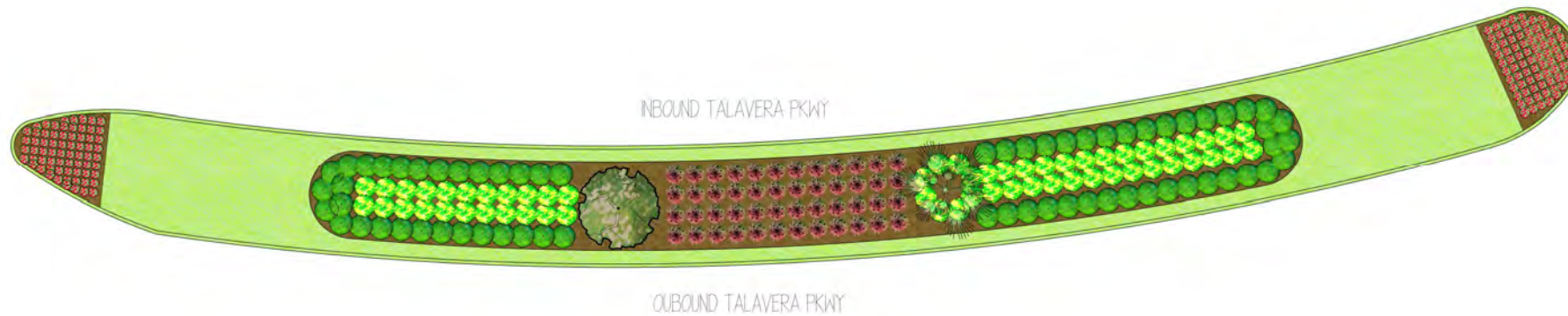
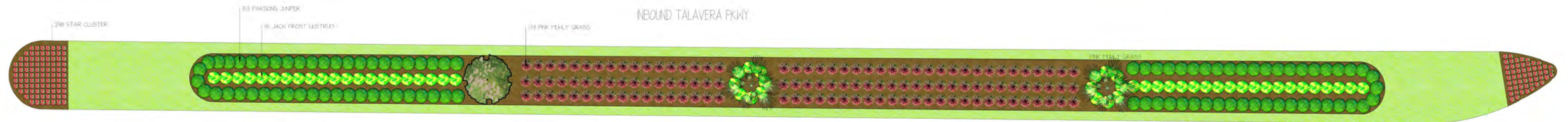


Ligustrum-Jack-Frost-2



©2022 Horticoxia, Inc.

PINK MUHLY GRASS



Qty	Common Name
Shrubs	
115	JACK FROST LISTRUM
Ornamental Grasses	
174	PINK MUHLY GRASS
Perennials and Annuals	
298	STAR CLUSTER
Groundcovers	
153	PARSONS JUNIPER

TALAVERA CDD ISLAND RENOVATION		
client:	date:	revision:
scale:	2/7/2023	
drawn by:	checked by:	drawing #:
RS	RS	1/1

## **Tab 10**





*The New Standard in Landscape Maintenance*

**1.888.RED.TREE**

www.redtreelandscapesystems.com

5532 Auld Lane, Holiday FL 34690

**SPRING 2023 SEASONAL COLOR INSTALLATION PROPOSAL**  
FOR  
**TALAVERA CDD**

**Attention: Mr. Jason Liggett – Field Services Manager**

**February 10, 2023**

**Target Areas**

All seasonal color beds on property with the following suggestion:



Recommendation: **PANSIES (MIXED COLOR)**

Pansies are charming cold-tolerant annuals that you can plant in winter and enjoy through spring - **IFAS**

**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

\_\_\_\_\_  
Date of Authorization

[peteluke@redtreelandscape.systems](mailto:peteluke@redtreelandscape.systems) / Cell phone: (727) 919-3915

## **Tab 11**

## Monthly Operations Report – January 2023



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

### **Clubhouse Operations/Maintenance Updates**

- Fixed cabinet in office (Maintenance)
- Painted basketball back splash(Maintenance)
- Steamed cleaned carpet in office(Maintenance)
- Re-organized maintenance closet(Maintenance)
- Painted easements (Maintenance)
- Detailed ant treatment outside/surrounding areas of clubhouse for current/future events
- Detailed trash pickup outside/surrounding areas of clubhouse
- 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

### **Future Projects**

- New swing seats to be installed (Maintenance) / (Manager will order seats)
- Refill spots on the playground with appropriate mulch / The time has not been determined

### **Full Community Walkthroughs/Checks**

- 1/2/23-1/31/23 – Routine trash pickup (Alternate zones every day/week)



- 1/2 – Check/treat for ants/wasps
- 1/2 – Safety checks & blow debris around clubhouse/amenities
- 1/8 – Check/treat for ants/wasps
- 1/9 – Safety checks & blow debris around clubhouse/amenities
- 1/15 – Check/treat for ants/wasps
- 1/22 - Safety checks & blow debris around clubhouse/amenities
- 1/29 – Check/treat for ants/wasps

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

### **Pool & Pool Deck Checks**

- 1/2-1/30 – Daily cleaning of furniture, checking trash/trash bags & wipe down/clean all tables when needed. Checking for mold and weeds on the pool deck.

### **Vendor Services Performed And/Or Site Visits**

1/30- 2/1

Gladiator Pressure Cleaning

Pressure washed pool area, mail station and sidewalks around amenity center

### **Upcoming Events & Food Trucks**

Friday, Feb. 3rd / Food Truck

Saturday, Feb. 8th / Arts n' Crafts Night

Thursday, Feb. 9th / National Pizza Day

Friday, Feb. 10th / Coffee and Donuts

Saturday, Feb. 11th / Food Trucks

Friday, Feb. 17th / Food Truck

Saturday, Feb. 18th / Spirit Committee Valentine Event

Friday, Feb. 24th / Coffee and Donut

- Saturday, Feb. 25th / Feb. Birthday Bash

Saturday, Feb. 25th / Blood Drive

### **Board of Supervisor's Requests**

N/A

**Resident Requests**

**Items for Board Review**

**[Last Updated: 1/30/2023]**

## **Tab 12**

# SOLITUDE

LAKE MANAGEMENT



## Talavera CDD Waterway Inspection Report

---

**Reason for Inspection:** Monthly required

**Inspection Date:** 2023-02-02

**Prepared for:**

Lynn Hayes  
Rizzetta & Company

**Prepared by:**

Nick Margo, Aquatic Biologist

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

TABLE OF CONTENTS

Pg

SITE ASSESSMENTS

PONDS 105,110,120 3

PONDS 130,190,310 4

PONDS 310B,360A 5

PONDS 380A 6

MANAGEMENT/COMMENTS SUMMARY 7

SITE MAP 8



105

**Comments:**

Normal growth observed

The site has some algae from submersed vegetation and from the water level receding.

**Action Required:**

Routine maintenance next visit

**Target:**

Surface algae



110

**Comments:**

Site looks good

The site remains in good condition with no major issues and a strong monoculture of native, beneficial Gulf Spikerush.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific



120A-C

**Comments:**

Site looks good

All three sites are in good condition with no issues. They are all going dry with site A being the only one with water in it still.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific





130

**Comments:**

Site looks good

The site remains dry with no issues.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific



190

**Comments:**

Normal growth observed

Most of the submersed weeds are controlled but some algae still remains and algaecide should be reapplied.

**Action Required:**

Routine maintenance next visit

**Target:**

Surface algae



310A/S2

**Comments:**

Site looks good

Both sites remain in good condition with no nuisance vegetation present.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific





**Site:** 310B/S1**Comments:**

Site looks good

Both sites are in good condition with no nuisance vegetation present.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific

**Site:** 360A**Comments:**

Site looks good

The site is in good condition with minimal nuisance, shoreline vegetation and good water clarity.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific

**Site:** 370**Comments:**

Normal growth observed

The water is receding and some seasonal green algae has bloomed along the perimeter. There is minimal nuisance, shoreline grasses and brush though..

**Action Required:**

Routine maintenance next visit

**Target:**

Surface algae





**Site:** 380A**Comments:**

Normal growth observed

The vegetation in the water column is topping out and causing algae as the water level recedes.

**Action Required:**

Routine maintenance next visit

**Target:**

Submersed vegetation

**Management Summary**

Sites 105, 190 & 370 have some form of seasonal algae along the perimeter. Nothing that shouldn't be too hard to control. Site 190 specifically was treated for submersed vegetation recently so the algae could be leftover or from the decay.

Site 380A looks like it has an algae bloom but it's in-fact a submersed slender spikerush bloom that is being intensified by the water level receding at the same time. We might have to wait until the site dries out to get successful control.

All the other sites inspected were in good condition with minimal nuisance species and no noted issues.

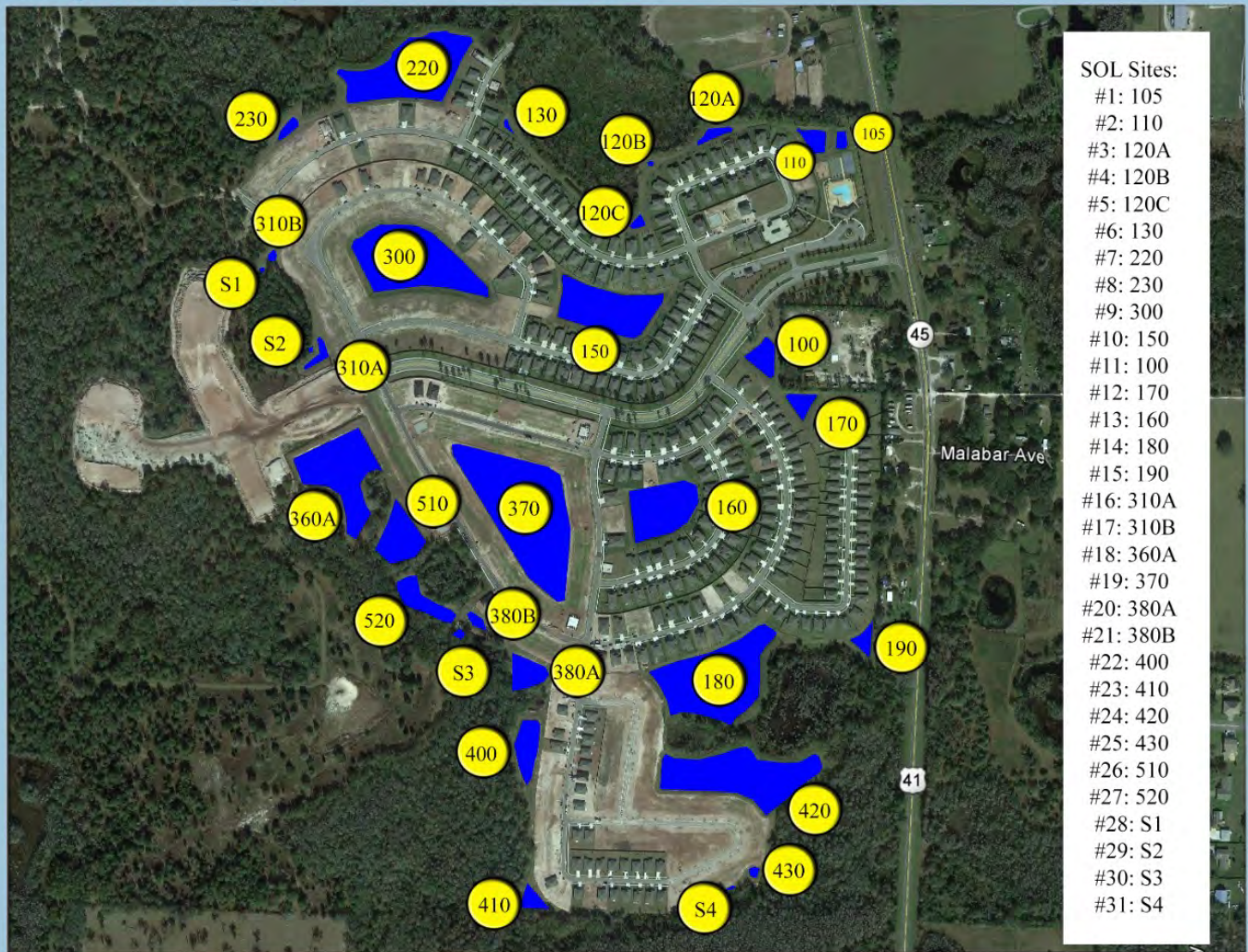
Thank You For Choosing SOLitude Lake Management.

Site	Comments	Target	Action Required
105	Normal growth observed	Surface algae	Routine maintenance next visit
110	Site looks good	Species non-specific	Routine maintenance next visit
120	Site looks good	Species non-specific	Routine maintenance next visit
130	Site looks good	Species non-specific	Routine maintenance next visit
190	Normal growth observed	Surface algae	Routine maintenance next visit
310A	Site looks good	Species non-specific	Routine maintenance next visit
310B	Site looks good	Species non-specific	Routine maintenance next visit
360A	Site looks good	Species non-specific	Routine maintenance next visit
370	Normal growth observed	Surface algae	Routine maintenance next visit
380A	Normal growth observed	Submersed vegetation	Routine maintenance next visit

**SOLITUDE**  
LAKE MANAGEMENT  
A Rentokil Company  
Restoring Balance. Enhancing Beauty.

**Talavera CDD**  
Spring Hill, Florida

Call 888.480.LAKE



## **Tab 13**





Rizzetta & Company

**UPCOMING DATES TO REMEMBER**

- **Next Meeting:** March 15, 2023 @ 6:00 PM

**District  
Manager's  
Report**

February 15

**2023**

T  
A  
L  
V  
E  
R  
A  
  
C  
D  
D

**FINANCIAL SUMMARY**

**1/31/2023**

General Fund Cash & Investment Balance: \$1,186,821

Reserve Fund Cash & Investment Balance: \$101,863

Debt Service Fund Investment Balance: \$1,246,721

**Total Cash and Investment Balances: \$2,535,405**

**General Fund Expense Variance: \$139,182 Under Budget**



# Quarterly Compliance Audit Report

---

## Talavera

**Date:** January 2023 - 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*

# Table of Contents

---

## **Compliance Audit**

Overview	2
<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
Audit Process	3

## **Audit results**

ADA Website Accessibility Requirements	4
Florida F.S. 189.069 Requirements	5

## **Helpful information:**

Accessibility overview	6
ADA Compliance Categories	7
Web Accessibility Glossary	11

---

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

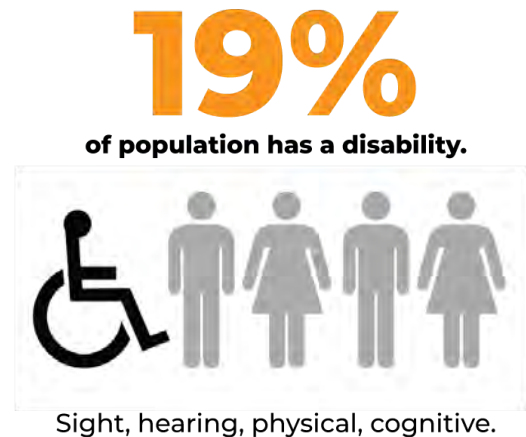
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	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](http://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

## **Tab 14**

## Service Agreement

**Customer:** Talavera CCD

**Date:** 12/26/17/2017

**Location:** Spring Hill, FL

**Contractor:** Suncoast Spotless, LLC dba Office Pride of Palm Harbor

### **I. Contractor Responsibility**

- a. Contractor agrees to provide all services as described on the attached Cleaning Specifications sheet.
- b. Contractor agrees to provide all labor, equipment and cleaning supplies.
- c. Contractor agrees to provide service 2 time(s) per week after regular business hours.
- d. Contractor agrees to clean on the following days: **Monday or Tuesday and Thursday or Friday** depending on weather conditions.

### **II. Customer Responsibility**

- a. Customer agrees to provide adequate secured storage facilities for contractor's equipment and supplies.
- b. Customer agrees to provide adequate water and electrical facilities for use of contractor.
- c. Customer agrees to provide three sets of keys for contractor's use.
- d. Customer to furnish all trash bags, paper products and soap. If client requests, contractor can provide and deliver these items for a competitive price.
- e. Customer agrees to provide adequate trash disposal facilities.
- f. Customer agrees not to employ or seek to employ any contractor employee or franchisee assigned to service client facilities during term of this agreement and for a period of three months following termination of this agreement unless given written permission by contractor.
- g. Customer agrees that contractor is not responsible for cleaning any blood spills and that blood spills will be cleaned upon occurrence by client's staff.
- h. Customer agrees this contract may be serviced by the contractor's in-house janitorial service or by an assigned franchise location which meets all the requirements set forth in this contract.

### **III. Insurance Coverages**

- a. Contractor agrees to keep in force during term of this agreement the following insurance coverage:
  - i. Workers compensation (Policy limits per state statute).
  - ii. Comprehensive General Liability (\$1,000,000 per occurrence).
  - iii. \$10,000 Fidelity Bond for all employees.

**IV. Period of Agreement**

- a. Service will commence the \_\_\_\_ day of \_\_\_\_\_, 2017 and continue for a period of 1 year(s) or until canceled by thirty (30) days written notice by either party. Contract will automatically renew at end of time period specified above unless notice is given by either party.

**V. Changes in Specifications or Frequencies**

- a. Customer and contractor agree that specifications, frequencies or work assignments may be altered at any time by written notice. Contractor and customer will negotiate to determine cost of service changes.

**VI. Cost of Service.**

- a. Customer agrees to pay contractor the sum of \$650.75 plus Florida sales tax per month. Invoices are sent on or around the first business day of the month. Payment is due by the 30<sup>th</sup> of the same month. Accounts not paid within terms are subject to a 1.5% monthly finance charge.
- b. Customer agrees to pay a collection cost, of not less than 25% of customer's account balance, and reasonable attorney's fees if customer's account is placed for collection with an outside collection firm, or an attorney, whether suit be brought or not. Customer agrees to pay contractor interest, including post judgment interest, at the highest rate allowable by law on all sums not timely paid and hereby submits to the jurisdiction of the courts within this State of Florida, whose laws govern this Agreement.
- c. Unless noted, customer agrees that the following services are separate from this contract and can be quoted upon request:

- "Extra" cleaning tasks not covered in the attached cleaning Specifications..... \$35.00 per hour
- Refrigerator/Freezer Cleaning..... \$35.00 per appliance
- Window Washing.....\$3.00 per pane/side\*
- Carpet Cleaning.....\$0.25 per sqft\*
- Hard Floor Cleaning..... \$0.45 per sqft\*
- Strip and Wax VCT Tile.....\$0.65 per sqft\*

\*Minimum Service Charge Applies





Commercial Cleaning Services

Service Agreement – Page 3

Customer: Talavera CCD

Location: Spring Hill, FL

Signed By: Betty Valenti

Title: CHAIRMAN

Name: BETTY VALENTI

Date: 1/2/18

Office Pride: Suncoast Spotless, LLC dba Office Pride of Palm Harbor

Signed By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Cleaning Specifications and Proposal

### Talavera CCD Amenity Center

#### 2 TIMES PER WEEK

1. Clean and sanitize toilets and urinals
2. Clean and sanitize sinks and counter tops and mirrors in restrooms
3. Clean and sanitize diaper changing stations
4. Clean and sanitize hand rails, paper towel dispensers and light switches
5. Replenish soap in soap dispensers
6. Replenish paper towels and toilet tissue
7. Empty trash cans, change out trash bag liners (in restrooms and on pool deck)
8. Mop floors with clean mop and industrial quality cleaning product
9. Clean and sanitize water fountains
10. Straighten and wipe down all pool furniture
11. Pick up trash on pool deck and areas within the fenced pool area – place any orphan items that are in good condition in the Lost and Found basket
12. Pick up trash around playground and park
13. Notify manager of issues noticed (vandalism, broken items, plumbing issues, etc.)
14. Complete work sheet showing what services were provided at each visit (worksheet must show date of service and initials of service provider)

#### 1 TIME PER WEEK

1. Wipe down restroom stall sections and doors with disinfectant
2. Clean restroom doors
3. Wipe down window sills
4. Dust, damp wipe/disinfect surfaces in meeting/amenity rooms and offices. Sweep mop and/or vacuum floors as needed.
5. Clean and sanitize trash can receptacles
6. Clean spider webs, cocoons, wasp & mud dauber nests from overhangs, ceiling of cabana, restrooms, windows, and pool furniture, dust light fixtures, wipe if needed
7. Check light fixtures for light bulbs; replace as needed
8. Clean pool deck, remove/pick up all dirt leaves (If using a water hose or blower, direct spray/blow away from the pool.)
9. Straighten the supply storage area and clean as needed
10. Inventory supplies and place order for needed supplies



**MONTHLY**

1. Clean all pool chairs, lounges and tables with appropriate cleaning product
2. Clean ceiling fan blades
3. Clean interior windows

**Quotes**

1. Janitorial Cleaning \$650.75 plus tax per month for cleaning 2X per week.
2. Janitorial Cleaning \$845.75 plus tax per month for cleaning 3X per week.