



Rizzetta & Company

The Preserve at South Branch Community Development District

Board of Supervisors' Meeting November 19, 2019

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

www.thepreserveatsouthbranchcdd.org

THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	John Snyder Anne Mize Hal Lutz Frank Messina Joe Burgess	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Jordan Lansford	Rizzetta & Company, Inc.
District Counsel	Jan Carpenter	Lathan, Shuker, Eden & Beaudine
Interim Engineer	Joseph Cimino	WRA Engineering

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.

**THE PRESERVE AT SOUTH BRANCH COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

November 11, 2019

**Board of Supervisors
The Preserve at South Branch
Community Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Preserve at South Branch Community Development District will be held on **Tuesday, November 19, 2019 at 9:00 a.m.** at the office of Rizzetta & Company located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 15, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 2019.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of 2020 Maintenance Contract for Phase 2-3.....Tab 3
 - B. Consideration of Scope of Service for Landscape RFP.....Tab 4
- 5. STAFF REPORTS**
 - A. District Counsel
 1. Consideration of Campus Suite Contract.....Tab 5
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

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

Sincerely,
Jordan Lansford
District Manager

Tab 1

MINUTES OF MEETING

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

THE PRESERVE AT SOUTH BRANCH
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of The Preserve at South Branch Community Development District was held on **Tuesday, October 15, 2019 at 9:00 a.m.** at the office of Rizzetta & Company, Inc. located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

Present and constituting a quorum were:

Anne Mize	Board Supervisor, Vice Chairman
Joe Burgess	Board Supervisor, Assistant Secretary
Hal Lutz	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager; Rizzetta & Company
Jordan Lansford	District Manager; Rizzetta & Company
Andrew d'Adesky	District Counsel; Latham, Shuker, Eden & Beaudine, LLP (attending via conference call)
Matt Howell	Representative; Capital Land Management
Gary	Representative; Capital Land Management
Scott Brizendine	Financial Services; Rizzetta & Company (attending via conference call)

No Audience was present.

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
September 17, 2019**

Ms. Lansford presented the Minutes of the Board of Supervisors' Meeting held on September 17, 2019.

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on September 17, 2019, as presented, for The Preserve at South Branch Community Development District.

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48 **THIRD ORDER OF BUSINESS**

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

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52 Ms. Lansford presented the Operation and Maintenance Expenditures for August
53 2019 to the Board for approval.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved, as presented, the Operation and Maintenance Expenditures for August 2019 in the amount of \$63,205.80, for The Preserve at South Branch Community Development District.

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56 **FOURTH ORDER OF BUSINESS**

**Presentation of Updated Engineer's
Report**

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58 Ms. Lansford presented the Updated Engineer's Report to the Board for approval.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Updated Engineer's Report, as presented, for The Preserve at South Branch Community Development District.

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62 **FIFTH ORDER OF BUSINESS**

**Presentation of Final Assessment
Allocation Report**

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65 Ms. Lansford presented the Final Assessment Allocation Report to the Board for
66 approval.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Final Assessment Allocation Report, for The Preserve at South Branch Community Development District.

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69 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01;
Finalizing Series 2019 Assessments**

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72 Ms. Lansford presented Resolution 2020-01; Finalizing Series 2019 Assessments to
73 the Board for approval.
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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Resolution 2020-01; Finalizing Series 2019 Assessments, for The Preserve at South Branch Community Development District.

76 **SEVENTH ORDER OF BUSINESS**

Consideration of Dissemination Agent Agreement

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79 Ms. Lansford presented the Dissemination Agent Agreement to the Board for
80 consideration.
81

On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board approved the Dissemination Agent Agreement, for The Preserve at South Branch Community Development District.

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83 **EIGHTH ORDER OF BUSINESS**

Discussion of Landscape RFP

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85 The Discussion of Landscape RFP was tabled.
86

87 **NINTH ORDER OF BUSINESS**

Staff Reports

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89 **A. District Counsel**

90 No report was given.
91

92 **B. District Engineer**

93 Not present.
94

95 **C. District Manager**

96 Ms. Lansford advised the Board that the next regular meeting of the Board
97 of Supervisors' is scheduled for Tuesday, November 19, 2019 at 9:00 a.m.,
98 at the office of Rizzetta & Company located at 5844 Old Pasco Road, Suite
99 100, Wesley Chapel, Florida 33544.
100

101 **TENTH ORDER OF BUSINESS**

Supervisor Requests and Audience Comments

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104 The Board heard Supervisors' requests and there were no Audience comments.
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106 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Ms. Mize, seconded by Mr. Lutz, with all in favor, the Board adjourned the meeting at 9:12 a.m., for The Preserve at South Branch Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman