



Rizzetta & Company

K-Bar Ranch II Community Development District

**Board of Supervisors'
Meeting
February 13, 2020**

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

www.kbarranchllcdd.org

**K-BAR RANCH II
COMMUNITY DEVELOPMENT DISTRICT**

M/I Homes of Tampa, LLC 4343 Anchor Plaza Parkway, Suite 200, Tampa, FL 33634

Board of Supervisors	Betty Valenti Chloe Firebaugh Jennifer Stilwell Joshua Hall Lee Thompson	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Angel Montagna	Rizzetta & Company, Inc.
District Counsel	Andy Cohen	Persson Cohen & Mooney, PA
District Engineer	Tonja Stewart	Stantec Consulting Services

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

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL
33544

WWW.KBARRANCHIICDD.ORG

Board of Supervisors
K-Bar Ranch II Community
Development District

February 5, 2020

Dear Board Members:

The **first audit committee** and regular meeting of the Board of Supervisors of the K-Bar Ranch II Community Development District will be held on **Thursday, February 13, 2020 at 9:30 a.m.** at the office of M/I Homes, located at 4343 Anchor Plaza Parkway, Suite 200, Tampa, FL 33634. The following is the agenda for the meeting.

AUDIT COMMITTEE MEETING:

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
 - A. Presentation of Audit Proposal Instructions Tab 1
 - B. Presentation of Audit Evaluation Criteria..... Tab 2
- 3. ADJOURNMENT**

BOARD OF SUPERVISORS' 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 January 9, 2019 Tab 3
 - B. Consideration of Operation and Maintenance Expenditures for December 2019 Tab 4
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 5. BUSINESS ITEMS**
 - A. Presentation of Landscape Report and Responses Tab 5
 - B. Presentation of Yellowstone's Report and Consideration of Proposals Tab 6
 - C. Presentation of Aquatics Report..... Tab 7
 - D. Consideration of Audit Committee's Recommendation
 - E. Consideration of Office Pride's Service Agreement Tab 8
 - F. Consideration of Revised Vendor Agreement Tab 9
 - G. Consideration of Resolution 2020-03, Adopting Parking Policies..... Tab 10
- 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,
[Angel Montagna](#)
District Manager

Cc: Andy Cohen, Persson Cohen & Mooney, P.A.
Betty Valenti, Chairman

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.

**K-BAR RANCH II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the K-Bar Ranch II Community Development District was held on **Thursday, January 9, 2020 at 9:31 a.m.** at the office of M/I Homes, located at 4343 Anchor Plaza Parkway, Suite 200, Tampa, FL 33634.

Present and constituting a quorum were:

Betty Valenti	Board Supervisor, Chairman
Chloe Firebaugh	Board Supervisor, Assistant Secretary
Lee Thompson	Board Supervisor, Assistant Secretary
Jennifer Stilwell	Board Supervisor, Assistant Secretary

Also present were:

Angel Montagna	District Manager, Rizzetta & Company, Inc.
Andrew Cohen	District Counsel, Persson, Cohen & Mooney <i>(via conference call)</i>
Tonja Stewart	District Engineer, Stantec Consulting

FIRST ORDER OF BUSINESS

Call to Order

Ms. Montagna called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Meeting
held on December 12, 2019**

Ms. Montagna presented the minutes of the Board of Supervisors' meeting held on December 12, 2019.

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 12, 2019 as presented for K-Bar Ranch II Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for November 2019

Ms. Montagna presented the Operation and Maintenance Expenditures for October 2019. A discussion ensued regarding Yellowstone’s invoice for tree cleanup and M/I Homes refunding the District.

On a Motion by Ms. Valenti, seconded by Ms. Stilwell, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for November 2019 (\$13,077.41) for K-Bar Ranch II Community Development District.

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FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No report to present currently.

B. District Engineer
A discussion ensued regarding a deed and the pond maintenance.

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved recording the deed after review by District staff for K-Bar Ranch II Community Development District.

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C. District Manager
Ms. Montagna reminded the Board that their next meeting is scheduled for February 13, 2020 at 9:30 a.m. at the office of M/I Homes, located at 4343 Anchor Plaza Parkway, Suite 200, Tampa, FL 33634.

A discussion ensued regarding the following items:

- Pool
- Janitorial
- Vendor Agreement
- Amenity Hours

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the following amenity hours (Sundays 1/2 day, 11 – 5, Monday closed, and Saturday 1/2 day , 11 – 5 as discussed) for K-Bar Ranch II Community Development District.

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SIXTH ORDER OF BUSINESS

Presentation of Landscape Report and Responses

Ms. Montagna presented the Landscape Report for December along with the landscaper’s responses to the report.

SEVENTH ORDER OF BUSINESS

**Presentation of Yellowstone's
Onsite Report and
Consideration of Proposals**

Ms. Montagna presented Yellowstone's Onsite Report and three proposals. The proposals for winter annuals was previously approved.

On a Motion by Ms. Valenti, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors approved Yellowstone's Proposal for Live Oak Replacement on Paddock View (\$1,320.80) and the proposal for Sod in Large Oak Tree Areas on K-Bar Parkway (\$580.20) for K-Bar Ranch II Community Development District.

EIGHTH ORDER OF BUSINESS

Presentation of Aquatics Report

Ms. Montagna presented the Aquatics Report from Horner Environmental for December 2019. A discussion ensued.

NINTH ORDER OF BUSINESS

**Consideration of Establishment
of Audit Committee**

Ms. Montagna stated that it was time for the District to go out to bid for Audit Services. She stated that the Board would need to select an audit committee and authorize District staff to advertise for audit committee meetings and an RFP for Audit Services.

On a Motion by Mr. Thompson, seconded by Ms. Firebaugh, followed by a vote of all in favor, the Board of Supervisors appointed themselves as the Audit Committee and authorized District staff to advertise for Audit Committee Meetings and an RFP for Audit Services for K-Bar Ranch II Community Development District.

TENTH ORDER OF BUSINESS

**Public Hearing on Amenity
Rules and Rates**

Ms. Montagna asked for a motion to open the public hearing on Amenity Rules and Rates.

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors opened the Public Hearing on Amenity Rules and Rates for K-Bar Ranch II Community Development District.

A discussion ensued regarding the Amenity Rules and Rates and some revisions were made.

There were no audience members present to comment.

117 Ms. Montagna asked for a motion to close the public hearing on Amenity Rules and
118 Rates.
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On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors closed the Public Hearing on Amenity Rules and Rates for K-Bar Ranch II Community Development District.

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121 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution**
122 **2020-02, Adopting Amenity**
123 **Rules and Rates**
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125 Mr. Cohen presented and reviewed Resolution 2020-02, Adopting Amenity Rules
126 and Rates.
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On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved Resolution 2020-02, Adopting Amenity Rules and Rates as amended for K-Bar Ranch II Community Development District.

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129 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
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131 Ms. Montagna asked if there were any Supervisor requests. Ms. Firebaugh
132 discussed the financials and Securiteam.
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On a Motion by Mr. Thompson, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors approved a Monitoring Agreement for Mossy Pine (41,050,00 per month) for K-Bar Ranch II Community Development District.

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135 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
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137 Ms. Montagna stated that if there was no further business to come before the
138 Board then a motion to adjourn the meeting would be in order.
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On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors Adjourned the meeting at 11:44 a.m. for K-Bar Ranch II Community Development District.

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143 Secretary / Assistant Secretary Chairman / Vice Chairman

Tab 2

K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

Operations and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented **\$57,172.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	001310	076584502112019	10711 Mistflower Lane 12/19	\$ 124.97
Bright House Networks	001310	076593901112019	10541 K-Bar Ranch Parkway 12/19	\$ 124.97
Bright House Networks	001304	076594101111319	10339 K-Bar Ranch Pkwy Bldg Gate 11/19	\$ 124.97
Bright House Networks	001310	080985202113019	10340 K-Bar Ranch Parkway 12/19	\$ 89.97
Bright House Networks	001310	085934601112219	10820 Mistflower Lane 12/19	\$ 232.40
Bright House Networks	001310	085978601112719	19292 Mossy Pine Dr 12/19	\$ 232.40
Florida Dept of Revenue	001312	Sales and Use Tax 11/19	Sales and Use Tax 11/19	\$ 54.84
Horner Environmental Professionals, Inc.	001306	216109	Aquatics Maintenance Parcel A 10/19	\$ 762.23
Horner Environmental Professionals, Inc.	001306	216110	Aquatics Maintenance 10/19	\$ 2,511.60
Horner Environmental Professionals, Inc.	001306	216111	Mitigation Area Maintenance 10/19	\$ 812.50
Persson, Cohen & Mooney, P.A.	001308	23396	Legal Services 11/19	\$ 2,422.50
Regions Bank Corporate Trust	001309	75152	Trustee Fees S2017A-1 01/01/20-12/31/20	\$ 3,000.00

K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Regions Bank Corporate Trust	001309	75153	Trustee Fees S2017A-2 01/01/20-12/31/20	\$ 3,000.00
Rizzetta & Company, Inc.	001302	INV0000045136	District Management Fees 12/19	\$ 4,669.17
Rizzetta Technology Services, LLC	001303	INV000004921	Website Hosting Services 12/19	\$ 100.00
TECO	001305	Summary 11/19	TECO Electric Summary 11/19	\$ 6,903.96
Yellowstone Landscape	001311	TM 63156	Landscape Maintenance 11/19	\$ 16,090.42
Yellowstone Landscape	001311	TM 64779	Annual Mulching of Property 11/19	\$ 9,100.00
Yellowstone Landscape	001311	TM 66741	Additional Mulching of Property 11/19	\$ 6,142.50
Yellowstone Landscape	001311	TM 68402	Sod in Magnolia Tree Ring 11/30	\$ <u>672.60</u>
Report Total				\$ <u>57,172.00</u>

Tab 3

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PARKING POLICIES STATEMENT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the K-Bar Ranch II Community Development District (hereinafter the "District") is a special district created by the authority granted in Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District is authorized by Chapter 190, Florida Statutes, to adopt Resolutions which may be necessary for the conduct of District business.

NOW, THEREFORE, be it resolved by K-Bar Ranch II Community Development District:

Section 1: The Board of Supervisors hereby adopts the Parking Policies Statement, as attached.

Section 2: This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Board of Supervisors of K-Bar Ranch II Community Development District this ____ day of _____, 2020.

ATTEST:

Secretary/Asst. Secretary

**K-BAR RANCH II COMMUNITY
DEVELOPMENT DISTRICT**

Chair
Date: _____

**K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT
PARKING POLICIES STATEMENT
RESERVATION OF AMENDMENT POWER**

The Board of Supervisors of K-Bar Ranch II Community Development District (hereinafter referred to as the "District") reserves the right to amend, at any time, the policies contained herein at its sole and absolute discretion.

NOTICE

Failure to comply with the policies stated herein may possibly result in towing / removal of the violating personal property (Watercraft, Trailer, RV, etc.) or vehicle (car, truck, motorcycle) at owner's expense.

Park At Your Own Risk: The District assumes no liability for any theft, vandalism and / or damage that might occur to personal property and / or vehicles parked on its property.

In the event theft, vandalism and / or damage occur to either personal property or vehicles, affected owners are advised to contact the local law enforcement. In the event theft, vandalism and / or damage occur, District staff will not contact local law enforcement on behalf of affected owners.

SECTION I: DESIGNATED PARKING AREAS

Street Parking:

- NO OVERNIGHT PARKING permitted anytime between the hours of 2:00 A.M. and 6:00 A.M. (ARE THESE HOURS ACCEPTABLE?)
- NO PARKING on the main thoroughfares (DO WE WANT TO NAME THESE?), at any time except for temporary sightseeing where one does not leave his or her vehicle.

Recreational Facilities Parking:

- As governed by the Community Facilities Rules & Regulations adopted by the District on January 9, 2020, as amended.

Other District Common Areas (if any):

- Parking for District Staff, Employee and Vendors / Consultants only (active project or construction related activities).
- NO OTHER PARKING permitted.

SECTION II: PARKING EXCEPTIONS / SPECIAL DISPENSATION AND CIRCUMSTANCES

1. Parking exceptions will be granted by way of written correspondence from the District Manager (agent and representative of the management firm hired by the District), or his/her designee, as the designated authority of the District.
 - a. No verbal grants of authority will be issued or be held valid.
 - b. It is the responsibility of the person(s) requesting a parking exception to secure all necessary documentation and approvals.
 - c. Failure to secure all necessary documentation and approvals may result in the towing and / or removal of the vehicle and / or personal property from the premises.
2. Issuance of Written Exception Notice.
 - a. Copy of Notice to be placed on highly visible area of the vehicle and / or personal property for which exception was granted.
 - b. Digital photograph of item (to include identifying license plates or registration numbers if / whenever possible) for which exception was granted.
 - c. Location of vehicle and / or personal property (as described above).
 - d. Reason and special terms of parking exception.
 - e. Date and time of written exception notice issuance.
 - i. Long date format (e.g., Tuesday, May 26, 2009)
 - ii. 24-hour clock format (e.g., 16:30)
 - f. Date and time of written exception notice expiration.
 - i. Long date format (e.g., Tuesday, June 2, 2009)
 - ii. 24-hour clock format (e.g., 16:30)
 - g. Contact information of the District.
 - h. Signature of owner.
3. No parking exceptions will be granted for periods exceeding **ten (10) (IS THIS ACCEPTABLE?)** consecutive days.
4. Upon expiration of the Written Exception Notice, owner will have twenty-four (24) hours to remove the vehicle and / or personal property in accordance with the policies stated herein.
 - a. Failure to remove the vehicle and / or personal property within the stated timeframe may result in the commencement of immediate towing and removal per the provisions of Section III except such towing will be without further warning or opportunity for compliance.

SECTION III: TOWING / REMOVAL PROCEDURES

1. Signage and Language Compliance
 - a. The appropriate towing signage and verbiage will be posted on District property in conformance with applicable Florida Statutes and the District shall enter into and maintain a written agreement with a firm authorized by Florida law to perform such towing/removal services.

2. Towing / Removal Discretion Authority
 - a. Prior to any towing or removal action being taken by anyone other than the District Manager or his/her designee, the authorized individuals must first contact the District Manager for verification that no exceptions were granted for the subject personal property or vehicle.
 - b. The District Manager is to be copied on any written correspondence permitting / granting parking exceptions.

3. Issuance of Written Warning Notice.
 - a. Notice to be placed on highly visible area of violating personal property and / or vehicle by Executive Director or his/her designee, including the District's security vendor, if applicable.
 - b. Digital photograph of violating personal property or vehicle (to include identifying license plates or registration numbers if / whenever possible).
 - c. Location of personal property and / or vehicle violation (as described above).
 - d. Description of violation.
 - e. Date and time of Written Warning Notice issuance
 - i. Long date format (e.g., Tuesday, May 26, 2009)
 - ii. 24-hour clock format (e.g., 16:30)
 - f. Date of potential personal property and / or vehicle tow / removal, if not removed.
 - i. Long date format (e.g., Wednesday, May 27, 2009)
 - ii. 24-hour clock format (e.g., 16:30)
 - g. Contact information of District.

4. Owner will have 24 hours from issuance of the Written Warning Notice (date and time) to remove the violating personal property and / or vehicle or towing will commence. If any personal property and/or vehicle is found in violation of these policies again at any time, such personal property and/or vehicle may be towed without further notice.
 - a. The following information will be kept on file at the District:
 - i. Copy of all Written Warning Notice issuances
 1. Date and time of Written Warning Notice issuance
 - a. Long Date Format (e.g., Tuesday, May 26, 2009)
 - b. 24 Hour Clock format (e.g., 16:30)
 2. Log of date the personal property and / or vehicle was towed / removed (if towed/removed)
 - a. Long Date Format (e.g., Wednesday, May 27, 2009)

- b. 24 Hour Clock format (e.g., 16:40)
 - ii. Digital photograph of violating personal property and / or vehicle.
- 5. Tow / Removal Appeal and Cost Reimbursement.
 - a. Any person(s) has the right to dispute and request cost reimbursement for a tow and / or removal action by appealing to the Board of Supervisors of the District.
 - i. An appeal must be submitted in writing to the District for placement on the next regularly scheduled District meeting agenda.
 - ii. The District must be in receipt of such appeal no fewer than ten (10) calendar days prior to the next regularly scheduled District meeting.
 - b. Any person(s) appealing a tow and / or removal action will be governed by the following conditions:
 - i. Must be physically present at meeting in which the appeal will be heard by the Board of Supervisors.
 - 1. Failure of attendance will result in dismissal of appeal with no resubmission on future District agenda docket.
 - ii. Argument and basis for appeal will be limited to five (5) minutes per account.
 - iii. Must furnish own copies of any documentation to present to the Board of Supervisors supplementing the argument and basis for the appeal (if applicable).
 - c. The District's Board of Supervisors reserves the right to grant or deny any appeal and cost reimbursement at its sole and absolute discretion.
 - i. District action(s) will be resolved by way of successful Board motion.
- 6. Emergencies.

Notwithstanding any provision contained herein, the District specifically reserves the right to immediately tow and/or remove any personal property or vehicle, without complying with the notice provisions referenced above, which poses a safety hazard or is preventing ingress/egress to public and/or another's private property.