

THE GROVES COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE □ 5844 OLD PASCO RD □ SUITE 100 □ WESLEY
CHAPEL, FL 33544
WWW.THEGROVESCDD.ORG

November 25, 2020

Board of Supervisors
The Groves Community
Development District

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday, December 1, 2020 at 10:00 a.m.** to be held at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 34637. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLIGENCE**
- 3. AUDIENCE COMMENTS**
- 4. BUSINESS ITEMS**
 - A.** Consideration of Resolution 2021-02,
Designating Officers for 2020 General Election.....Tab 1
 - B.** Consideration of Annual Pond and Canal Management
Services Contract.....Tab 2
 - C.** Status of Negotiations with New District Engineer
 - D.** Discussion on Rules of Procedure.....Tab 3
 - E.** Discussion on CDD Common Area Use Policy
 - F.** Consideration of Resolution 2021-03, Common Area
Fireworks Policy.....Tab 4
- 5. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** Presentation of Aquatics Report.....Tab 5
 1. Update on Cleaning Culverts at Hole 10
 - D.** Clubhouse Manager
 1. Review of Monthly Report.....Tab 6
 2. Consideration of Tennis Court Resurfacing Proposals.....Tab 7
 - E.** District Manager
 1. Update on Insurance Claim for Damage
To Fence Line on U.S. 41
- 6. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of the Board of Supervisors'
Meeting held on November 10, 2020.....Tab 8
 - B.** Consideration of Operation & Maintenance Expenditures for
October 2020.....Tab 9

7. SUPERVISOR REQUESTS

1. Award Recognitions

2. Resident Conduct Towards CDD Staff (under separate cover)

8. 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,

Aimee Brandon

District Manager

Tab 1

RESOLUTION 2021-02

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

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

WHEREAS, the Board of Supervisors (hereinafter the "Board") desires to designate the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

PASSED AND ADOPTED this 1st day of December 2020.

ATTEST:

**THE GROVES COMMUNITY
DEVELOPMENT DISTRICT**

Name: _____
Secretary / Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

Tab 2

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVES COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY PROHIBITING THE USE OF FIREWORKS ON DISTRICT OWNED COMMON AREAS AND THE DISTRICT OWNED CIVIC CENTER AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Groves Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District owns and maintains numerous common areas and the civic center within the boundaries of the District; and

WHEREAS, the District desires to adopt a policy prohibiting the use of fireworks on District owned common areas and the civic center.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVES COMMUNITY DEVELOPMENT DISTRICT (THE “BOARD”):

Section 1. Fireworks Policy. No fireworks of any kind may be used on District owned common areas or at the civic center.

Section 2. Enforcement. The Board hereby authorizes the Pasco County Sheriff’s Office and other applicable law enforcement agencies to issue trespass warnings or otherwise remove violators that violate this policy.

Section 3. This Resolution shall become effective immediately upon its adoption and may be amended or modified at any time by the Board.

Passed and adopted as of December 1, 2020.

Attest:

**The Groves
Community Development District**

Name: _____
Assistant Secretary

Wilbur Boutin
Chair of the Board of Supervisors

Tab 3

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 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 GROVES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Groves Community Development District was held on **Tuesday, November 10, 2020 at 10:00 a.m.**, to be held at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 33637.

Present and constituting a quorum:

Bill Boutin	Board Supervisor, Chairman
Richard Loar	Board Supervisor, Vice Chairman
Jimmy Allison	Board Supervisor, Assistant Secretary
Christina Cunningham	Board Supervisor, Assistant Secretary
James Nearey	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Aimee Brandon	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin & Vericker
Katie Vander Meade	District Engineer, Landmark Engineering
Mark Bufano	Operations Manager
Jason Diogo	Solitude
Steven Brletic	JMT Engineering

Audience: **Present**

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Boutin asked if there were any audience comments. The Board received audience comments regarding community communication and request for a timelier delivery method and Mr. Mark Bufano received audience praise for the work that he has done for the community as Operations Manager.

THIRD ORDER OF BUSINESS

District Engineer RFQ Interviews

During the District Engineer RFQ Interviews, the Board was presented with two District Engineering firms: JMT Engineering and Johnson Engineering, for the consideration of a new District Engineer.

On a motion from Mr. Bill Boutin, seconded by Mr. Richard Loar, the Board accepted proposal folders from Mr. Phil Chang with Johnson Engineering and from Mr. Steve Brletic with JMT Engineering for The Groves Community Development District.

The Board engaged in discussions of both presentations. Mr. Loar expressed his desire to see quotes of standard charges from both vendors before choosing. Counsel reminded the Board that the RFQ process does not allow for pricing to be part of the consideration and that only after choosing a vendor can you then negotiate price

On a motion from Mr. Boutin, seconded by Mr. Jimmy Allison, the Board approved JMT Engineering as new District Engineer for The Groves Community Development District.

The Board asked Mr. Allison to be the negotiator of pricing with JMT Engineering.

The Board dismissed both JMT Engineering and Johnson Engineering when presentations concluded

FOURTH ORDER OF BUSINESS

Review of Yellowstone Landscape's Contract

The Board received introductions from Bayscape owners.

The Board reviewed the Yellowstone Landscape Contract. The Board discussed the need to review the current contract to identify what is missing and suggested that Mr. James Nearey be given that responsibility before going out to bid for new landscaping contract.

On a motion from Mr. Boutin, seconded by Mr. Allison, the Board approved Mr. Neary reviewing the current landscape contract with Yellowstone. for The Groves Community Development District.

On a motion from Mr. Allison, seconded by Mr. Loar, the Board approved to go out to bid for new landscaping company for The Groves Community Development District.

81 **FIFTH ORDER OF BUSINESS** **Discussion Regarding Rules of**
82 **Procedure**
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84 The Board discussed the Rules and Procedures led by Ms. Christina
85 Cunningham. Ms. Cunningham discussed Board members having the ability to make
86 changes to the agenda before meetings. Counsel recommended sending him the
87 changes prior to the December meeting to allow for advertising in January.
88

89 **SIXTH ORDER OF BUSINESS** **Acceptance of Second Addendum to**
90 **District Services Contract**
91

92 The Board discussed the second addendum to District Services Contract. Ms.
93 Cunningham requested that she be given an opportunity to review internal Rizzetta
94 accounting procedures and processes before she would feel comfortable voting on the
95 addendum. The subject was tabled until the next scheduled Board of Supervisors
96 meeting.
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98 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2021-01,**
99 **Re-Designating the Assistant**
100 **Secretary**
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102 The Board discussed administration task of Resolution 2021-01, Re-Designating
103 an Assistant Secretary. The discussion was tabled until the next scheduled Board of
104 Supervisors meeting.
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106 **EIGHTH ORDER OF BUSINESS** **Consideration of Annual Pond and**
107 **Canal Management Services Contract**
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109 The Board discussed the Annual Pond Maintenance Agreement and Mr. Boutin
110 recommended that the subject be tabled until the new District Engineer could review the
111 scope of work for this agreement.
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113 **NINTH ORDER OF BUSINESS** **Staff Reports**
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115 **A. District Counsel**
116 No Report
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118 **B. District Engineer**
119 No Report
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121 **C. Aquatics Report**
122 The Board received Aquatics Report from Mr. Jason Diogo with Solitude. The
123 Board expressed their displeasure of the state of the ponds and suggested that
124 pond maintenance conversations halt until the new District Engineer comes on
125 board. Tabled until the next Board of Supervisors meeting in December.
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D. Clubhouse Manager

The Board received the Clubhouse manager report from Mr. Bufano. Mr. Bufano shared with the Board the progress of the restaurant remodel. He also expressed his appreciation and gratitude for the volunteers and staff that have worked so hard on the project. Ms. Cunningham suggested that the Board reward the employees who assisted with the remodel with a small cash bonus and a gift card to the Bayscape Restaurant for the volunteers who assisted with the remodel as well.

On a motion from Ms. Cunningham, seconded by Mr. Nearey, the Board approved a small cash bonus for employees and gift card for volunteers for The Groves Community Development District.

Mr. Bufano also discussed the progress of the road work. The Board discussed sending out email blast with information of the road work schedules to residents.

On a motion from Ms. Cunningham, seconded by Mr. Nearey, the Board approved to send out an email blast to residents for informational purposes for The Groves Community Development District.

The Board discussed several proposals presented by Mr. Bufano regarding Roof replacement and Pressure washing.

On a motion from Mr. Neary, seconded by Mr. Loar and opposed by Mr. Boutin, the Board approved Watertight Roofing Proposal for \$68,864.00 for The Groves Community Development District.

On a motion from Mr. Allison, seconded by Mr. Nearey, the Board approved the Gladiator Pressure Washing proposal for \$7,250 for informational purposes for The Groves Community Development District.

E. District Manager

Mrs. Brandon noted the next scheduled meeting will be on December 1, 2020 at 10:00 a.m. at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 34637.

TENTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on September 1, 2020

Mr. Boutin presented the minutes of the Board of Supervisors' meeting held on October 6, 2020. There were a few changes to the meeting minutes.

On a Motion by Mr. Nearey, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on October 6, 2020 as amended for The Groves Community Development District.

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ELEVENTH ORDER OF BUSINESS

**Consideration of Operations and
Maintenance Expenditures for
September 2020**

Mr. Boutin presented the Operation and Maintenance Expenditures for September 2020 to the Board.

On a Motion by Mr. Nearey, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors received and filed the Operation and Maintenance Expenditures for September 2020 (\$ 137,634.76) The Groves Community Development District.

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TWELFTH ORDER OF BUSINESS

Supervisor Requests

During Supervisor Request, Ms. Cunningham expressed the need for a January workshop and updated reserve study for large, expensive items. Mr. Loar requested a certificate of Insurance, Mr. Boutin requested that Counsel look into easement documents for the front monument.

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THIRTEENTH ORDER OF BUSINESS

Adjournment

Mr. Boutin requested a motion to adjourn the meeting of the Board of Supervisors' for The Groves Community Development District.

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On a Motion by Mr. Nearey, seconded by Mr. Loar, and followed by a vote of all in favor, the Board of Supervisors adjourned the meeting at 12:58 p.m. for The Groves Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 4

THE GROVES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$85,475.67**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ada Whitehouse	007238	100820-Whitehouse	Reimburse - Electric For Fountain	\$ 90.00
Anthony Buzzeo	007228	100920-Buzzeo	Reimbursement For Sign Repairs 10/20	\$ 60.65
Brighthouse Networks	007239	046594101101020	7924 Melogold Circle-Golf & Club 10/20	\$ 613.64
Brighthouse Networks	007215	051389101092320	7924 Melogold Cir Back Gate 09/20	\$ 123.13
Central Termite & Pest Control Inc.	007216	68126	Pest Control Monthly 09/20	\$ 50.00
Christina Cunningham	007229	CC100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
City of Clearwater	007254	4156233 10/20	7924 Melogold Circle 10/20	\$ 903.37
Clean Sweep Supply Co., Inc.	007240	00210777	Janitorial Supplies 09/20	\$ 287.30
Commercial Fire & Communications, Inc.	007253	7813132	Fire Alarm Service Annual Fee FY20/21	\$ 390.00
Drain Relief LLC	007241	23	Kitchen Plumbing Work 10/20	\$ 2,450.00
Dynamic Security, Inc.	007217	2000005038	Security Services 09/19/20-09/25/20	\$ 1,425.48
Dynamic Security, Inc.	007242	2000005049	Security Services 09/26/20-10/02/20	\$ 1,425.48

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dynamic Security, Inc.	007242	2000005154	Security Services 10/03/2020-10/09/20	\$ 1,425.48
Florida Department of Revenue	007218	61-8017755714 09/20	Sales & Use Tax 09/20	\$ 13.08
Gray Robinson Atty.	007230	546063-2	Civic Center Liquor License update 10/20	\$ 1,488.00
GreatAmerica Financial Services Corporation	007255	27965941	Copier Maintenance/Color Images 10/20	\$ 379.80
James P Nearey	007233	JN100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Jayman Enterprises, LLC	007219	1283	Demo 6 Walls In The Kitchen 09/20	\$ 3,800.00
Jimmy Allison	007226	JA100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Landmark Engineering & Surveying Corp.	007243	2000020-240	Engineering Services 09/20	\$ 500.00
Mood Media	007244	55523473	Clubhouse Music Monthly Service 07/20	\$ 153.28
Mood Media	007256	55709992	Clubhouse Music Monthly Service 10/20	\$ 148.28
Mr Electric of Land O Lakes	007220	4514433	Electrical Services 09/20	\$ 1,749.41
Mr. Electric of Land O Lakes	007220	4528513	Electrical Services 09/20	\$ 1,890.59

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Navitas Credit Corp	007257	40526618 10/20	Security Surveillance 10/20	\$ 2,103.19
Office Pride	007258	IN000526940	Janitorial Supplies 09/20	\$ 75.00
Office Pride	007221	IN000527304	Janitorial Supplies 09/20	\$ 25.00
Office Pride	007258	IN000528272	Janitorial Supplies 10/20	\$ 75.00
Pasco County	007222	13960248	7924 Melogold Reclaimed Water 09/20	\$ 25.48
Pasco County	007245	14016182	7320 Land O Lakes Blvd 09/20	\$ 103.60
Pasco County	007245	14016183	0 Festive Groves Blvd 09/20	\$ 28.84
Pasco County	007245	14016334	7924 Melogold Circle Hydrant 09/20	\$ 384.92
Pasco County	007245	14016335	7924 Melo gold Circle Hydrant 09/20	\$ 1,146.48
Richard Loar	007231	RL100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Rizzetta & Company, Inc.	007234	INV0000053392	District Management Fees 10/20	\$ 6,449.17
Rizzetta & Company, Inc.	007234	INV0000053647	Assessment Roll Preparation FY 20/21	\$ 5,250.00

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	007235	INV00000000007990	Bi-Weekly Payroll-Insurance Reim 10/20	\$ 7,717.80
Rizzetta Amenity Services, Inc.	007246	INV00000000008049	Bi-Weekly Payroll-Insurance Reim 10/20	\$ 5,744.13
Rizzetta Technology Services, LLC	007259	INV0000006439	Email & Website Hosting Services 10/20	\$ 175.00
RLC Pool LLC	007260	1787	Pool Maintenance 10/20	\$ 750.00
Ronald Tamborski	007237	100820	Reimbursement Fountain Elec 10/20	\$ 90.00
Sarah Romanell	007236	100820-Romanell	Reimbursement-Fountain Electric 10/20	\$ 90.00
Securiteam, Inc.	007247	13574	Quarterly Video Monitoring 10/20	\$ 6,300.00
Securiteam, Inc.	007261	20096	Service Call -Trouble Shoot Inter 10/20	\$ 216.90
Solitude Lake Management LLC	007262	PI-A00487958	Lake & Pond Management Services 10/20	\$ 1,530.58
Solitude Lake Management LLC	007262	PI-A00487959	Canal & Ditch Maintenance Services 10/20	\$ 1,395.00
Steve Gaskins Contracting, Inc.	007248	25788	Off Duty Deputy & Scheduler Fee 07/20	\$ 524.00
Steve Gaskins Contracting, Inc.	007223	26067	Off Duty Deputy & Scheduler Fee 09/20	\$ 524.00

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Groves CDD	CD381	CD381	Debit Card Replenishment	\$ 2,619.47
The Lake Doctors, Inc.	007250	533580	Fountain Quarterly Service 10/20	\$ 350.00
Times Publishing Company	007249	0000102287 09/23/20	Acct 109332 Legal Advertising 09/20	\$ 136.40
Waste Management Inc. of Florida	007251	0575356-1568-6	Waste Disposal Services 09/20	\$ 87.00
Wesco Turf, Inc.	007263	39185247	Irrigation Service Call 10/20	\$ 328.28
Wilbur H. Boutin Jr	007227	BB100620	Board Of Supervisors Meeting 10/06/20	\$ 200.00
Withlacoochee River Electric Cooperative, Inc	007252	Summary Elec 09/20	Summary Electric 09/20	\$ 5,387.49
World of Lawn craft LLC	007224	259	Shaddock Hedge Trimming 09/20	\$ 1,900.00
World of Lawncraft LLC	007264	259-1	Lake Side Clean Up 10/20	\$ 1,000.00
Yellowstone Landscape	007225	TM 152352	Plant Installation 09/20	\$ 468.45
Yellowstone Landscape	007265	TM 155368	Monthly Landscape Maintenance 10/20	\$ 11,798.17
Yellowstone Landscape	007265	TM 157331	Irrigation Repairs 10/20	\$ 131.90

The Groves Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	007265	TM 158667	Irrigation Repairs 10/20	<u>\$ 177.45</u>
Report Total				<u><u>\$ 85,475.67</u></u>