



Rizzetta & Company

# **The Groves Community Development District**

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**Board of Supervisors'  
Meeting  
March 2, 2021**

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

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

# **THE GROVES COMMUNITY DEVELOPMENT DISTRICT**

The Groves Civic Center, 7924 Melogold Circle, Land O' Lakes, FL 34637

<b>Board of Supervisors</b>	Bill Boutin Richard Loar Jimmy Allison James Nearey Christina Cunningham	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Aimee Brandon	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Stephen Brletic	JMT 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) 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.

**THE GROVES COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE □ 5844 OLD PASCO RD □ SUITE 100 □ WESLEY**  
**CHAPEL, FL 33544**  
[WWW.THEGROVESCDD.ORG](http://WWW.THEGROVESCDD.ORG)

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February 23, 2021

**Board of Supervisors**  
**The Groves Community**  
**Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday, March 2, 2021 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. AWARD PRESENTATION**
- 5. BUSINESS ITEMS**
  - A. Consideration of Rizzetta Amenity Services Proposal (Kelly).....Tab 1
  - B. Discussion of Project Planning (Christina)
- 6. STAFF REPORTS**
  - A. District Counsel
    1. Presentation and Consideration of E-Verify Memorandum of Understanding.....Tab 2
  - B. District Engineer
    1. Discussion of SWFWMD Inspection Report.....Tab 3
  - C. Presentation of February 2021 Aquatics Inspection Report.....Tab 4
  - D. Clubhouse Manager
    1. Review of February Report.....Tab 5
    2. Consideration of Roofing Proposals.....Tab 6
  - E. District Manager
    1. Review of January Financials.....Tab 7
- 7. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on February 2, 2021.....Tab 8
  - B. Consideration of Operation & Maintenance Expenditures for January 2021.....Tab 9

8. SUPERVISOR REQUESTS
9. 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



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# **The Groves Community Development District**

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## **Proposal for Amenity Management Services**

**Presented by: Rizzetta & Company, Inc.**

**3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614  
813.514.0400**

**[rizzetta.com](http://rizzetta.com)**

19 January 2021



**Board Members,**

Following your request, Rizzetta Amenity Services is pleased for the opportunity to provide a proposal for additional onsite amenity personnel. After in-depth conversations with Mark Bufano and an evaluation of your community needs, we recommend the additional positions of Assistant Manager and a part time maintenance position.

The Operations Manager will oversee and supervise the amenity facilities, handle resident relations, and manage projects. The Operations Manager will track work orders accomplished by onsite personnel and collaborate with District staff on capital improvement projects.

The Assistant Manager will assist in daily operations and be another contact person for the resident's questions, problems, or requests, to be sure items are handled as quickly as possible.

The Custodial Attendant and General Maintenance positions will remain to complete cleaning and maintenance at the Clubhouse facility, amenities, and District property.

The additional Part Time Maintenance position will assist with maintenance projects. It is more efficient to have an assistant with specific projects. These extra hours will ensure maintenance tasks are completed promptly, safely and are the best avenue for cost savings to the District.

We explained each position's responsibilities throughout this proposal and included a cost breakdown comparison from the current budget and the proposal contract. Rizzetta Amenity Services looks forward to discussing this staffing arrangement with the Board of Supervisors. Rizzetta will always strive to provide the best service and support for The Groves Community.

Please feel free to reach out if you have any questions.

Thank you for your time,

**Gregg Gruhl**  
*Amenity Services Manager*

Rizzetta & Company  
12750 Citrus Park Lane Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571 Ext. 8011

[ggruhl@rizzetta.com](mailto:ggruhl@rizzetta.com)



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## Corporate Management Team

**Gregg Gruhl** is the Manager, Amenity Services for Rizzetta & Company, Inc., and oversees and supports the onsite facility management staff for Rizzetta Amenity Services, Inc. (RASI). He was named to the position in April 2016. Mr. Gruhl most recently served as Clubhouse and Amenity Manager for the Country Walk community in Wesley Chapel, Florida. Mr. Gruhl started with Rizzetta Amenity Services in May of 2011 as a Clubhouse and Amenity Manager for the Carriage Point community in Gibsonton, Florida.

Prior to joining Rizzetta Amenity Services Mr. Gruhl served as the Region 3 Tennis Program Coordinator for USTA Florida where he developed the strategic marketing for Adult & Junior League tennis in the USTA Florida Section Region 3 including more than 30 tennis leagues and involving more than 7,000 players.

Prior to that Mr. Gruhl was also the Chief Operating Officer and founding partner of GL Sports Entertainment planning and directing event operations as well as sponsorship sales. He has a wide variety of event experience that ranges from the USTA Pro Circuit, ABA, AVP and Indy Car to MMA, Boxing and Soccer.

In 2005 Mr. Gruhl opened the \$12 million dollar Sports & Field Athletic Club in Wesley Chapel assuming a double duty role by not only being the General Manager of the facility, but also the General Manager of the Tampa Bay Strong Dogs a member of the American Basketball Association. A team owned by Sports & Field.

Mr. Gruhl is also a former Athletic Director of Tampa's prestigious Harbour Island Athletic Club, after serving 22 years as the Director of Tennis at Northdale Golf and Tennis Club. Mr. Gruhl received his Bachelor of Arts from the University of South Florida in 1981. He is one of 3 Founders of the CHAMPS Middle School Foundation.

Mr. Gruhl can be reach at the following office location:

Citrus Park Office  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571

**Email: [ggruhl@rizzetta.com](mailto:ggruhl@rizzetta.com)**



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**Deneen Klenke** is an Assistant Manager of Amenity Services for Rizzetta & Company, Inc., and assists with the management and support of the onsite personnel for Rizzetta Amenity Services, Inc. (RASI). Deneen has 9+ years of Clubhouse management experience and has worked for RASI as a Clubhouse and Amenities Manager for six of those years. Deneen received her Bachelor of Arts degree in Business Administration from Lenoir-Rhyne College in Hickory, NC.

Ms. Klenke can be reached at the following office location:

Citrus Park Office  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571

**Email: [dklenke@rizzetta.com](mailto:dklenke@rizzetta.com)**

**Kelly Klukowski** is an Assistant Manager, Amenity Services for Rizzetta & Company, Inc., and assists with the management and support of the onsite personnel for Rizzetta Amenity Services, Inc. (RASI). Kelly started in 2018 as the Assistant Clubhouse and Amenity Manager for the Meadow Pointe IV community in Wesley Chapel, Florida. She worked at Meadow Pointe IV for two years before recently joining the Amenity Services management team. Kelly received her bachelor's degree from the Zimmerman School of Advertising & Mass Communications from U.S.F.

Miss. Klukowski can be reached at the following office location:

Citrus Park Office  
12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: 813.933.5571

**Email: [kklukowski@rizzetta.com](mailto:kklukowski@rizzetta.com)**



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## Scope of Services

### INTRODUCTION:

Rizzetta Amenity Services, Inc. ("Consultant"), at the request of the The Groves Community Development District ("District") is providing a proposal for professional Amenity Management Services. These services are listed by the following categories:

- MANAGEMENT
- PERSONNEL
- RESPONSIBILITIES
- ADDITIONAL SERVICES
- LITIGATION SUPPORT SERVICES

A detailed description of these services is provided below:

### MANAGEMENT:

Rizzetta Amenity Services, Inc. shall provide expert general management and oversight of the contract with the District within the agreed to scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.

As required, the Consultant will attend meetings to provide any updates or address concerns. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.

### PERSONNEL:

The Consultant shall provide the services of an Operations Manager, Assistant Manager, Custodial Attendant, and General Maintenance positions that will be assigned to the District. A general description of these positions is provided below:

1. **Operations Manager:** Shall be employed as a full time, salaried position to oversee and supervise the amenity facilities. They are the onsite representative of the Consultant. The Operations Manager shall be responsible for the District's recreational facilities and amenities' overall operations. They are responsible for ensuring enforcement of all policies and procedures established by the Board of Supervisors and the management company. One of the Operations Manager's primary functions is to be a contact person for the residents and to assure that the response to problems or requests for service is handled as expeditiously as possible. They will communicate with the District's Board of Supervisors and District Manager regularly.



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2. **Assistant Manager:** Shall be employed as a full time, hourly position to assist the Operations Manager in overseeing and supervising the amenity facilities, enforcing District rules and policies, and interacting with residents.
3. **Custodial Attendant:** Shall be employed as a full time, hourly position responsible for all aspects of cleaning the clubhouse facility and surrounding amenities areas including exterior spaces.
4. **General Maintenance:** Shall be employed as a full time and/or part time, hourly positions responsible for conducting indoor and outdoor general maintenance procedures.

## RESPONSIBILITIES:

The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

### Operations Manager

- Responsible for day-to-day operations, managing vendor contracts relating to the Clubhouse, development of standard operation policies and procedures.
- Ensures a presentable overall appearance of the Clubhouse and amenities.
- Serves as the on-site representative of the District to the residents.
- Responsible for the following as it relates to the residents, but not limited to:
  - Check resident ID cards
  - Issue resident access cards and monitor the card system
  - Respond to after-hours emergency calls
  - Interact with residents and guests on a day-to day basis
  - Notify residents of upcoming events, meetings, and general information
  - Monitors guest and visitor policies and enforces the rules and regulations of the facility.
  - Manage the private events calendar for the Clubhouse and completes private event rental forms, security deposits and check-in/out documents.
- Assesses condition of District property resulting from neglect, vandalism, depreciation and estimates the costs associated with its repair and/or replacement.
- Performs regularly scheduled reviews of preventative maintenance records, inventories, and assists the District Manager in monitoring district invoices and purchases as well as monitoring and controlling of expenditures.
- Maintains control of the District's maintenance items, tools and equipment.
- Documents all complaints, injuries and maintenance issues in a specified log book.
- Prepares any incident or accident reports and forwards them appropriately.
- Responsible for processing and managing work orders as needed.



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- Assesses clubhouse needs and provides yearly budgetary input.
- Works with assigned contractors to ensure quality service is provided to the community.
- Oversees workplace operations to maintain and improve effectiveness and efficiency.
- Responsible for preparing monthly management reports.
- Serves as the liaison with the Board of Supervisors and District Management.
- Responsible, upon request, for attending monthly board meetings and presenting a Clubhouse Management report.
- Non-essential duties include other job related duties as assigned.

### **Assistant Manager**

- Assist in day-to-day operations, managing vendor contracts relating to the Clubhouse, development of standard operation policies and procedures.
- Ensures a presentable overall appearance of the Clubhouse and amenities.
- Serves as the on-site representative of the District to the residents.
- Responsible for the following as it relates to the residents, but not limited to:
  - Check resident ID cards
  - Issue resident access cards and monitor the card system
  - Respond to after-hours emergency calls, if Manager is unavailable
  - Interact with residents and guests on a day-to day basis
  - Notify residents of upcoming events, meetings, and general information
  - Monitors guest and visitor policies and enforces the rules and regulations of the facility.
  - Manage the private events calendar for the Clubhouse and completes private event rental forms, security deposits and check-in/out documents.
- Assist the Operations Manager in assessing the condition of District property resulting from neglect, vandalism, depreciation and estimates the costs associated with its repair and/or replacement.
- Assist the Operations Manager in regularly scheduled reviews of preventative maintenance records, inventories, and monitoring expenditures.
- Documents all complaints, injuries and maintenance issues in a specified log book and inform the Operations Manager.
- Prepares any incident or accident reports and forwards them appropriately.
- Assist with processing and managing work orders as needed.
- Works with assigned contractors to ensure quality service is provided to the community.
- Assist the Operations Manager in overseeing workplace operations to maintain and improve effectiveness and efficiency.
- Assist in preparing monthly management reports.



- Non-essential duties include other job related duties as assigned.

### **Custodial Attendant**

- Removing trash and debris, restocking supplies, and adhere to proper application of cleaning supplies, solutions, and chemicals, equipment usage, safety and floor care procedures, dusting, vacuuming, mopping, as well as other related duties. Assigned areas include floor surfaces, fixtures, windows, doors, rest rooms, straightening furniture, etc.
- Light maintenance duties include but not limited to: replacing light bulbs, pressure washing, light painting, minor trouble shooting, minor repair work and also assisting maintenance staff if needed.
- Conducts routine cleaning and maintenance procedures.
- Responsible for maintaining cleaning equipment in good working order.
- Assists with other assigned projects.
- Non-essential duties include other job-related duties as assigned.

### **General Maintenance**

- Conducts routine general maintenance procedures.
- Responsible for, including but not limited to, painting, pressure washing, mopping, drywall repairs, stocking shelves, plumbing, light electrical repair and light wood working.
- Responsible for maintaining equipment in good working order.
- Assists with other assigned projects.
- Non-essential duties include other job related duties as assigned.



### **ADDITIONAL SERVICES:**

In addition to the Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include but are not limited to attendance at additional meetings, District presentations and vendor responses.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

### **LITIGATION SUPPORT SERVICES:**

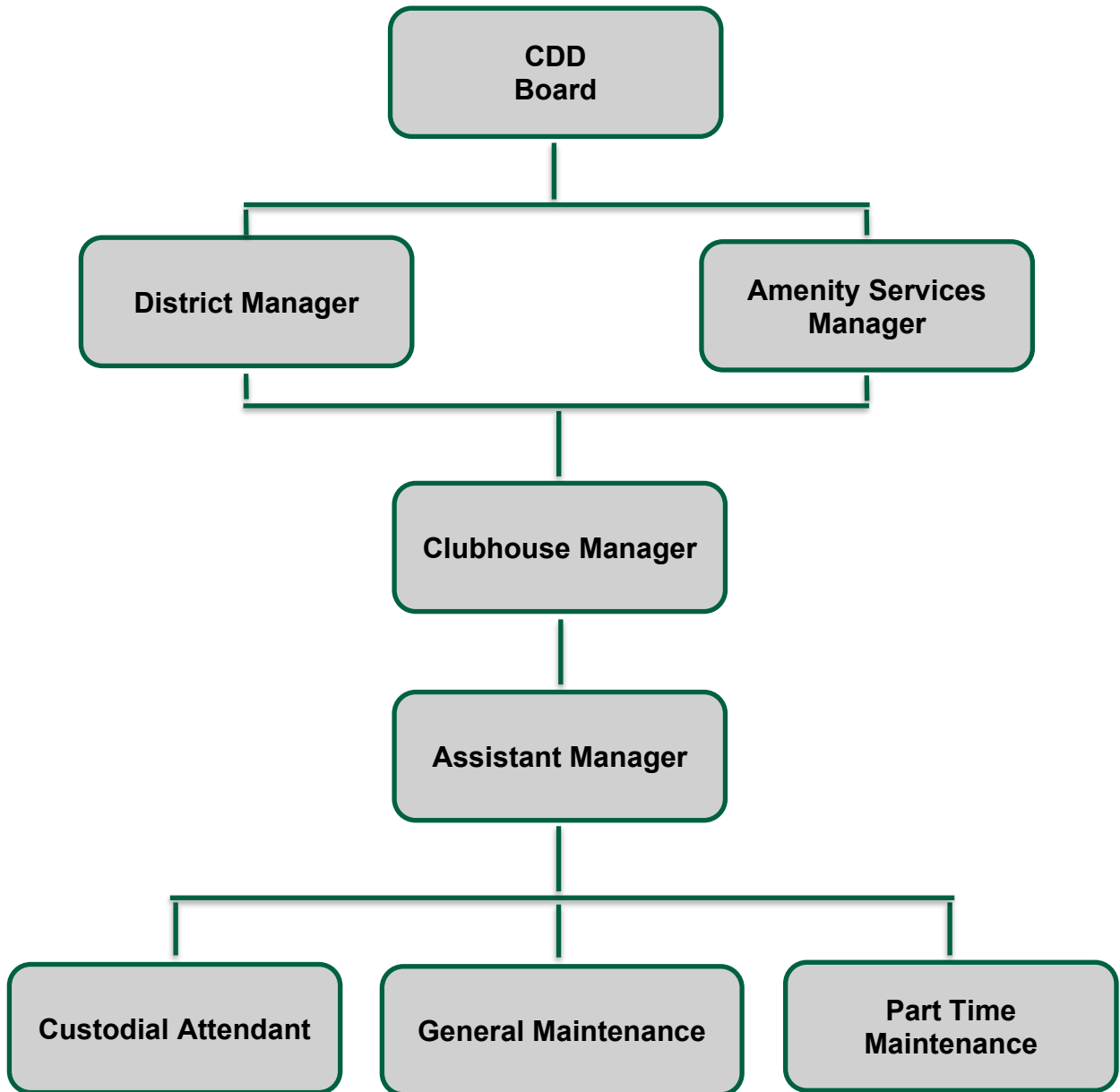
Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

If any litigation support services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.



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## Organization Chart



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## Comparison to CDD Budget

Current Contract		Proposed Contract		
Operations Manager	40 hr/wk	Operations Manager	40 hr/wk	
Custodial Attendant	40 hr/wk	Assistant Manager	40 hr/wk	
General Maintenance	40 hr/wk	Custodial Attendant	40 hr/wk	
		General Maintenance	40 hr/wk	
		Part Time Maintenance	29 hr/wk	
Total Annual Hours: 6,240		Total Annual Hours: 9,828		57.5% increase
Personnel Total	\$ 155,426.	Personnel Total	\$ 261,201.	68% increase
Management Fee	\$ 24,000.	Management Fee	\$ 24,000.	0% increase
<b>Annual Budget</b>	<b>\$ 179,426.</b>	<b>Total Annual Cost</b>	<b>\$ 285,301</b>	<b>59% increase</b>

### Amenity Contract Cost Per Assessment:

$\$285,301 \div 755 \text{ units} = \$338 \div 12 \text{ months} = \$31.50$

\$31.50 monthly average based on unit assessment



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## Schedule of Fees – Fiscal year 2020/2021

**AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **March 13, 2021 to September 30, 2021.**

**PERSONNEL:**

**Operations Manager**

Full Time Personnel - 40 hrs/wk

**Assistant Manager**

Full Time Personnel - 40 hrs/wk

**General Maintenance**

Full Time Personnel - 40 hrs/wk

**Custodial Attendant**

Full Time Personnel - 40 hrs/wk

**General Maintenance**

Part Time Personnel - 29 hrs/wk

**ANNUAL**

Budgeted Personnel Total <sup>(1)</sup>

\$ 138,570.

General Management and Oversight <sup>(2)</sup>

\$ 12,000.

**Total Services Cost:**

**\$ 150,570.**



## Schedule of Fees – Fiscal year 2021/2022

### AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2021 to September 30, 2022.**

### PERSONNEL:

#### Operations Manager

Full Time Personnel - 40 hrs/wk

#### Assistant Manager

Full Time Personnel - 40 hrs/wk

#### General Maintenance

Full Time Personnel - 40 hrs/wk

#### Custodial Attendant

Full Time Personnel - 40 hrs/wk

#### General Maintenance

Part Time Personnel - 29 hrs/wk

### ANNUAL

Budgeted Personnel Total <sup>(1)</sup>	\$	261,201.
General Management and Oversight <sup>(2)</sup>	\$	24,000.

**Total Services Cost: \$ 285,301.**

One-time Payroll Deposit <sup>(3)</sup>	\$	1,444.
- Revised payroll deposit \$20,314.81, minus current deposit \$18,870.81.		

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

**(3).** Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.



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The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

**Pre-employment Testing:** Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

**Uniforms:** Personnel shall wear community specific shirts provided by the District if required.

**Cell Phone:** Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

**Office Equipment:** Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

**Mileage Reimbursement:** Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.



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**ADDITIONAL AND LITIGATION SUPPORT SERVICES:**

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

<b>Job Title:</b>	<b>Hourly Rate:</b>
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Information Technology Manager	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Accounting Clerk	\$ 85.00
Administrative Assistant	\$ 85.00



## **Tab 8**

**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, February 2, 2021 at 10:00 a.m.**, held at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 33637.

Present and constituting a quorum:

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

Also present were:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Co, Inc.</b>
Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Co, Inc.</b>
John Vericker	<b>District Counsel, Straley, Robin &amp; Vericker</b>
Mark Bufano	<b>Operations Manager</b>
Steven Brletic	<b>JMT Engineering</b>

Audience: **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board heard audience comments regarding the following: electrical issues at the maintenance barn and bond payoffs. Mr. Jimmy Allison addressed the comment regarding electrical issue at the maintenance barn.

**THIRD ORDER OF BUSINESS**

**Consideration of Yellowstone Contract Addendum**

The Board discussed the Yellowstone Contract Addendum presented by Mr. James Nearey. Mr. Nearey discussed the changes to the scope and clarified the comments regarding additional staff on site.

The Board also discussed the pond cutbacks down to 1foot. Mr. Bill Boutin recommended that the grass be cut down to 1ft for the aesthetics.

Mr. Richard Loar expressed concern for the quality of the water if the grass was cut back to 1ft. Mr. Stephen Brletic agreed that the grass perimeter is better for the quality of the pond.

The Board agreed to cut back to 1ft and monitor the state of the pond and quality of the water.

On a motion from Mr. Nearey, seconded by Mr. Loar, the Board approved to adopt the Yellowstone Contract Addendum with the addition of monitoring water quality and approved the Chairman authorizing the contract outside the meeting for The Groves Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposes Rules of Procedure 1.3**

The Board discussed the Proposed Rule of Procedure 1.3.

Mr. Boutin opened the public hearing. Mr. John Vericker, DC discussed the proposed change of adding agenda items.

Mr. Loar felt that items should be able to be added in emergency situations.

Mr. Allison discussed previous items that he had added to the agenda after the agenda was published. His concern is defining what constitutes an emergency and who would determine it.

The Board discussed that if items are added, supporting documents should be included with the Board members being identified as the person who requested the addition.

Mr. Boutin felt that the proposed changes should be adopted. Ms. Christina Cunningham feels that the current process is working just fine and suggest leaving it as is. Ms. Cunningham feels that the Board members can decide if they feel an item is time sensitive.

The Board voted and the results were 2 approved and 3 against. The motion did not pass.



92 Mr. Allison made a statement that if something appears on the agenda that does  
93 not have supporting documents that he would make a motion to table it. Mr. Nearey  
94 agreed that each Board member should feel prepared prior to a meeting.

On a motion from Mr. Loar, seconded by Mr. Allison, the Board agreed to close the public hearing for The Groves Community Development District.

95  
96 **FIFTH ORDER OF BUSINESS** **Discussion on Bond Refinancing –**  
97 **Scott Brizendine**  
98

99 The Board received Bond Refinance update from Mr. Scott Brizendine.

100  
101 Mr. Brizendine discussed working with Mr. Loar regarding the possibility of  
102 refinancing. Mr. Brizendine agreed that due to the existing low interest rates that the Board  
103 was choosing a good time to look at their options.

104  
105 Mr. Loar discussed the cost associated with refinancing versus the minimal impact  
106 of savings overall on the existing bond loan and does not feel that it would be beneficial.

107  
108 Mr. Nearey questioned what the payoff amount is per home. Mr. Brizendine  
109 directed the Board to have residents send their payoff request to  
110 [Bondpayoff@rizzetta.com](mailto:Bondpayoff@rizzetta.com).

111  
112 The Board agreed to table the discussion until further notice.

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board agreed to end discussions of Bond Refi at this time for The Groves Community Development District.

113  
114 **SIXTH ORDER OF BUSINESS** **Discussion of Rizzetta District**  
115 **Professional Services**  
116

117 The Board received the Rizzetta District Professional Services presentation from  
118 Ms. Brandon.

119  
120 Ms. Brandon read for the Boards review the email sent to them by Rizzetta COO,  
121 Bob Schleifer, that addressed Ms. Cunningham’s previous concerns regarding  
122 processes and procedure of Rizzetta Professional Services. Ms. Brandon reviewed the  
123 supporting documents she provided that showed some internal processes that she  
124 follows as District Manager.

125  
126 Ms. Cunningham stated that she felt that Rizzetta should be placed on a  
127 probation period to monitor their processes and procedures.

128  
129 Mr. Loar requested that District Management review invoices more closely before  
130 agreeing to pay them. He also suggested that Ms. Cunningham remain the main point  
131 person on District Professional services and requested that a timeline be given of when  
132 items will be addressed and fixed.

133  
134 Ms. Cunningham mentioned that there should be a transfer of responsibility  
135 between District Manager and Clubhouse Manager.

136  
137 Mr. Boutin discussed the need for RASI to provide a proposal for additional staff  
138 to assist Mr. Mark Bufano with onsite tasks.

139  
140 The Board agreed that it would be appropriate to add Ms. Brandon as assistant  
141 Secretary.

On a motion from Mr. Loar, seconded by Mr. Nearey the Board approved adding Ms. Brandon as Assistant Secretary to The Groves Community Development District.

142  
143 **SEVENTH ORDER OF BUSINESS** **Discussion of Project Planning**

144  
145 The Board discussed the Project Planning presented by Ms. Cunningham.

146  
147 Ms. Brandon provided a more clearly defined expectation of the Project Planning  
148 Workshop meeting.

149  
150 Ms. Brandon suggested that the Board should utilize a spreadsheet that  
151 incorporated Project Projection Planning. Ms. Brandon recommended identifying larger  
152 future projects and the associated cost for budget planning and allocation of funds in  
153 conjunction with the Reserve Study.

154  
155 **EIGHTH ORDER OF BUSINESS** **Discussion of Aquatic Management**  
156 **Proposals**

157  
158 The Board discussed the Aquatics Management Report. Mr. Boutin requested a  
159 report on the Canals. Mr. Bufano discussed tabling the pond maintenance proposals until  
160 the March Meeting.

161  
162 **NINTH ORDER OF BUSINESS** **Staff Reports**

163  
164 **A. District Counsel**

165 The Board received District Counsel report from Mr. Vericker. Mr. Vericker  
166 mentioned that he would be introducing a new District Counsel attorney,  
167 Dana Collier. Ms. Collier will be present for the February 24<sup>th</sup> Workshop  
168 meeting.

169  
170 **B. District Engineer**

The Board received the District Engineer Report from Mr. Brletic.

171  
172 Mr. Brletic mentioned that the survey was almost complete and that he would  
173 send it to Ms. Brandon to distribute to the Board. Mr. Brletic discussed putting  
174 in a control structure for the pond on Hole 10 and the need to obtain a small

175 permit. He explained that the control structure will eliminate the need to tear  
176 up the golf course.

177  
178 Mr. Brletic recommended starting the project planning and permit process. He  
179 provided the Board with an estimate of no more than \$7,000 to begin.

180  
181 Mr. Boutin asked if the design plan and RFP preparations could be completed  
182 by the Workshop meeting for review.

183  
184 Mr. Brletic agreed that it would be ready by then. Mr. Loar requested that the  
185 \$7,000 be taken out of the Reserve Fund.

On a motion from Mr. Allison, seconded by Mr. Nearey, the Board approved the design planning with permit and RFP process with a not-to-exceed amount of \$7,000.00 for The Groves Community Development District.

186  
187 **C. Clubhouse Manager**  
188 The Board received the Clubhouse Report from Mr. Bufano via conference  
189 call.

190 **D. District Manager**  
191 The Board received the District Manager report from Ms. Brandon.

192  
193 Ms. Brandon reminded the Board of the next regular scheduled meeting  
194 scheduled for March 2nd, 2021 at 10:00a.m. and the scheduled Workshop  
195 meeting on February 24th at 10:00a.m.

196  
197 Ms. Brandon reviewed the Monthly Financials.

198 **TENTH ORDER OF BUSINESS** **Consideration of Minutes of the**  
199 **Board of Supervisors' Meeting held**  
200 **on January 5, 2021**

201  
202 The Board was presented with the Minutes of the Board of Supervisors meeting  
203 held on January 5th, 2021. Mr. Loar and Ms. Cunningham provided some corrections.

204  
On a Motion from Mr. Nearey, seconded by Mr. Loar, the Board approved, as amended, the Minutes of the Board of Supervisor's meeting held on January 5th, 2021 for The Groves Community Development District.

205  
206  
207  
208  
209  
210

211 **ELEVENTH ORDER OF BUSINESS** **Consideration of Operations and**  
212 **Maintenance Expenditures for**  
213 **December 2020**  
214

215 The Board was presented with the Operation and Maintenance Expenditures for  
216 December 2020 for \$95,487.86.

On a motion from Mr. Allison, seconded by Ms. Cunningham, the Board approved to ratify the Operation and Maintenance Expenditures for December in the amount of \$95,487.86 for The Groves Community Development District.

217 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**  
218

219 During Supervisor requests, Mr. Brizendine provided the Board with the payoff  
220 amount for residents for their assessment bond in the amount of \$1580.00.  
221

222 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**  
223

224 Mr. Boutin requested a motion to adjourn the meeting of the Board of  
225 Supervisors' for The Groves Community Development District.  
226

227 On a motion from Mr. Loar, seconded by Mr. Nearey, the Board agreed to adjourn the meeting at 12:15 p.m. for The Groves Community Development District.

228  
229  
230  
231 \_\_\_\_\_  
232 Secretary/Assistant Secretary Chairman/Vice Chairman

## **Tab 9**

# THE GROVES COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures January 2021 For Board Approval

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

The total items being presented:    **\$121,326.04**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
American Leak Detection	007418	011521	Check Request- Pool Leak 01/21	\$ 1,225.00
Ardaman & Associates, Inc.	007385	TP24944	Micro-Surfacing Inspections 12/20	\$ 4,880.80
Bright house Networks	007372	0034594836-01 12/20	7924 Melogold Circle-Ballroom 12/20	\$ 6.60
Bright house Networks	007417	046594101011021	7924 Melogold Circle-Golf & Club 01/21	\$ 616.57
Bright house Networks	007372	051389101122320	7924 Melogold Cir Back Gate 12/20	\$ 123.13
Bright house Networks	007372	088099301121920	Internet for Master Business Accts 12/20	\$ 294.84
Bright house Networks	007383	091844201122420	7924 Melogold Cir 01/21	\$ 214.05
Christina Cunningham	007387	CC010521	Board Of Supervisors Meeting 01/05/21	\$ 200.00
City of Clearwater	007419	4156233 01/21	7924 Melogold Circle 01/21	\$ 4,781.98
Clean Sweep Supply Co., Inc.	007373	00211578	Janitorial Supplies 12/20	\$ 230.70
Clean Sweep Supply Co., Inc.	007404	00211856	Janitorial Supplies 01/21	\$ 229.70
Dynamic Security, Inc.	007388	2000005472	Security Services 12/12/2020-12/18/2020	\$ 1,425.48

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dynamic Security, Inc.	007388	2000005481	Security Services 12/19/2020-12/25/2020	\$ 1,425.48
Dynamic Security, Inc.	007388	2000005493	Security Services 12/26/2020-01/01/2021	\$ 1,425.48
Dynamic Security, Inc.	007405	2000005594	Security Services 01/02/2021-01/08/2021	\$ 1,425.48
Fitness Logic, Inc.	007389	98833	Quarterly General Maintenance 12/20	\$ 170.00
Gladiator Pressure Cleaning	007406	20195	Pressure Wash Sidewalks And Street 01/21	\$ 7,250.00
Gladiator Pressure Cleaning	007406	20196	Pressure Wash Clubhouse Area 01/21	\$ 900.00
Great America Financial Services Corporation	007390	28346440	Copier Maintenance/Color Images 12/20	\$ 962.71
Great America Financial Services Corporation	007407	28539393	Copier Maintenance/Color Images 01/21	\$ 379.80
Innersynce Studio, Ltd DBA Campus Suite	007391	19109	CDD Website Services 01/21	\$ 273.75
James P Nearey	007394	JN010521	Board Of Supervisors Meeting 01/05/21	\$ 200.00
Jimmy Allison	007384	JA010521	Board Of Supervisors Meeting 01/05/21	\$ 200.00
Landmark Engineering & Surveying Corp.	007374	2000020-242	Engineering Services 11/20	\$ 625.00



# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mood Media	007375	55904647	Clubhouse Music Monthly Service 01/21	\$ 153.28
Mr. Electric of Land O Lakes	007393	6059138	Electrical Services 01/21	\$ 566.83
Navitas Credit Corp	007420	40526618-1 01/21	Security Surveillance 01/21	\$ 2,103.19
Navitas Credit Corp	007376	40526618-1 12/20	Security Surveillance 12/20	\$ 2,852.18
Office Pride	007377	IN000531146	Janitorial Supplies 12/20	\$ 75.00
Pasco County	007378	14349835	7924 Melogold Circle Hydrant 12/20	\$ 25.48
Pasco County	007408	14398430	7320 Land O Lakes Blvd 12/20	\$ 483.06
Pasco County	007408	14398431	0 Festive Groves Blvd 12/20	\$ 29.66
Pasco County	007408	14398579	7924 Melogold Cir 12/20	\$ 645.28
Pasco County	007395	14398580	7924 Melogold Circle Hydrant 12/20	\$ 2,229.50
Richard Loar	007392	RL010521	Board Of Supervisors Meeting 01/05/21	\$ 200.00
Rizzetta & Company, Inc.	007379	INV0000055513	District Management Fees 01/21	\$ 6,449.17

## The Groves Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	007409	INV0000055627	Annual Dissemination Services FY 20/21	\$ 1,000.00
Rizzetta Amenity Services, Inc.	007380	INV00000000008358	Bi-Weekly Payroll-Insurance Reim 12/20	\$ 5,062.93
Rizzetta Amenity Services, Inc.	007410	INV00000000008387	Bi-Weekly Payroll-Insurance Reim 01/21	\$ 7,465.19
Rizzetta Technology Services, LLC	007381	INV0000006744	Email & Website Hosting Services 01/21	\$ 175.00
Securiteam, Inc.	007396	10536121420	Service Call - Replaced Camera 12/20	\$ 192.49
Securiteam, Inc.	007396	10551120920	Service Call - Card Access 12/20	\$ 250.00
Securiteam, Inc.	007411	10634010621	Barcode Scanner Replacement 01/21	\$ 9,040.99
Securiteam, Inc.	007396	13814	Quarterly Video Monitoring 01/21	\$ 6,300.00
SESAC, INC.	007382	10452932	Music License 01/01/21 - 12 /31/21	\$ 191.00
Solitude Lake Management LLC	007412	PI-A00534549	Canal & Ditch Maintenance Services 01/21	\$ 1,395.00
Sports Surfaces LLC	007397	11734	Resurface 3 Tennis Courts 01/21	\$ 6,402.00
Steve Gaskins Contracting, Inc.	007413	0000019	Off Duty Deputy & Scheduler Fee 11/20	\$ 524.00

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	007398	19204	Legal Services 12/20	\$ 2,847.50
Stutzman Brothers Property Maintenance, Inc.	007399	11470	Tree Trimming 12/20	\$ 450.00
The Groves CDD	CD387	CD387	Debit Card Replenishment	\$ 3,447.93
The Lake Doctors, Inc.	007401	551332	Fountain Quarterly Service 01/21	\$ 350.00
Times Publishing Company	007400	0000127492 12/09/20	Acct 109332 Legal Advertising 12/20	\$ 208.00
Verizon Wireless	007421	9871159196	713738176-00001 01/21	\$ 35.22
Vicious Art Studios	007402	1100-24	Tech Support 12/20	\$ 175.00
Waste Management Inc. of Florida	007403	0609124-1568-8	Waste Disposal Services 01/21	\$ 224.68
Wilbur H. Boutin Jr	007386	BB010521	Board Of Supervisors Meeting 01/05/21	\$ 200.00
Withlacoochee River Electric Cooperative, Inc	007414	Summary Elec 12/20	Summary Electric 12/20	\$ 5,643.96
World of Lawncraft LLC	007415	256	Shaddock Hedge Trimming 01/21	\$ 500.00
Yellowstone Landscape	007416	TM 168577	Monthly Landscape Maintenance 12/20	\$ 11,798.17

# The Groves Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	007416	TM 178213	Monthly Landscape Maintenance 01/21	\$ 11,798.17
Yellowstone Landscape	007416	TM 182787	Irrigation Repairs 01/21	<u>\$ 369.63</u>
<b>Report Total</b>				<b><u>\$ 121,326.04</u></b>