



Rizzetta & Company

The Groves Community Development District

**Board of Supervisors'
Regular Meeting
February 1, 2022**

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

www.thegrovescdd.org

THE GROVES COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Bill Boutin Richard Loar Jimmy Allison James Nearey Christina Cunningham	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Gregory Cox	Rizzetta & Company, Inc.
District Counsel	Dana Collier	Straley Robin & Vericker
District Engineer	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

Board of Supervisors
The Groves Community
Development District

January 25, 2022

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday, February 1, 2022 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 tentative agenda for this meeting.

BOARD OF SUPERVISORS MEETING

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ITEMS**
 - A. Consideration of Martin Aquatic Design Proposal for Pool Renovation Project.....Tab 1**
 - B. Consideration of Revised Yellowstone Mulch Proposal.....Tab 2**
 - C. Consideration of Restaurant Flooring Proposal.....Tab 3**
 - D. Discussion of Staffing Alternatives.....Tab 4**
- 5. STAFF REPORTS**
 - A. District Counsel**
 - 1. Discussion of Bayscape Matter.....Tab 5**
 - B. District Engineer**
 - 1. Update of Stormwater Facilities Study/Estimates**
 - C. Aquatics Report**
 - 1. January Waterway and Canal Reports – Steadfast (under separate cover)**
 - D. Client Relations Manager Update**
 - E. Clubhouse Manager**
 - 1. Review of January Report.....Tab 6**
 - F. District Manager**
 - 1. January 2022 District Manager Report.....Tab 7**
 - 2. 4th Quarter Website Audit Report.....Tab 8**
 - 3. Projects Management Plan Update.....Tab 9**
- 6. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on January 11, 2022.....Tab 10**
 - B. Consideration of Minutes of the Board of Supervisors' Workshop Meeting held on January 18, 2022.....Tab 11**
 - C. Consideration of Operation & Maintenance Expenditures For December 2021.....Tab 12**

7. **SUPERVISOR REQUESTS**
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,
Gregory Cox
District Manager

Tab 1

Project Proposal

The Groves CDD – Pool & Spa Engineering Additional Services

Aquatic Scope for Alterations - Professional Services

Project: The Groves CDD – Pool/Spa Specified Alterations Re-Design/Re-Engineering for the Groves Clubhouse
Date: 30 December 2021
To: The Groves CDD, 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544
Attn: Gregory Cox of Rizzetta & Company
From: Ken Martin, Martin Aquatic Design & Engineering
Subject: Martin Aquatic Proposal Offer for Professional Services and Engineering for the Specified Alterations Relating to the Pool & Spa

1. Project Description

Martin Aquatic's understanding of The Groves CDD project owns and operates an existing community facility located at the Clubhouse at 7924 Melogold Circle, Land O' Lakes, FL 33637. This facility includes one in-ground commercial pool and spa at this facility. Martin Aquatic has been requested to prepare this additional work scope for the Professional Services.

This offer for additional professional services is based upon the existing contract agreement (for the earlier assessment services for the pool & spa) dated December 11, 2021, and the existing mutually agreed documents for 1) Hourly Rates, 2) Terms and Conditions, 3) Certificate of Insurance, and 4) W-9. Therefore, this offer for additional professional services is subject to the referenced existing agreement for additional Fees, Terms, & Conditions.

2. The Scope of Stage 3 – Additional Professional Services:

- A. Attend one (1) on-site meeting at The Grove's CDD Board Meeting tentatively scheduled for January 18.
 - i. Before Martin Aquatic's appearance before the Grove CDD (as noted in Article 2A above), this add-services document describing the newly offered base services must be executed by all parties, and The Groves CDD formally accepts the noted fee in the below Article 3.
- B. Provide professional services for the following specific design & engineering services for the pool and spa
 - i. Provide and operate the dewatering activities & related services for the Pool & Spa basin activities for such a replaster
 1. As a part of the Pool Contractor's services, the Pool Contractor is required to provide specific insurance against potential hydrostatic uplift pressures that might damage the pool basin, decking, and existing perimeter piping
 - ii. Examine and prepare the existing interior surface as needed and directed by the Engineer
 - iii. Provide the removal & Replacement of existing wall tiles, floor tiles, and step tiles as needed



The Groves CDD – Pool & Spa Engineering Additional Services

Aquatic Scope for Alterations - Professional Services

- iv. Provide the removal of the non-bonding, loose, existing surfaces as necessary with related activities such as water-blasting and hand/power chipping.
 - v. Provide a review of the basin's existing interior surfaces for visible or suspicious structural issues (which would be reported by the Pool Contractor) for the Engineer's judgment and recommendations to the Owner if deemed necessary
 - vi. Provide a new pool & spa quartz plaster system with the manufacturer's pre-plaster, bonding coat, & underlayment.
 - vii. Retain a leak expert to search the pool for pool & spa water leaks
 - viii. Specify the following corrections designs and actions to be provided by the contractor:
 - 1. Signage Replacement
 - 2. ADA Lift Replacement
 - 3. Underwater light investigation or Replacement
 - 4. Gutter fittings distance investigation and correction if needed
 - 5. Drain sumps investigation and specify Replacement if needed
 - 6. Specify new safety equipment
 - ix. Engineering, calculations, and specification of replacement pumps, filters, heaters, chemical feed systems, new saline/chlorine systems, chemical controller, collector tanks, and cabinets.
 - x. **Exceptions/Exclusions:**
 - 1. Overhead lighting investigation and re-designs are not included in this proposal; however, Martin Aquatic shall recommend a specialist that offers such professional services.
 - 2. No re-design or engineering for coping units at the pool and spa perimeter – if desired, that shall result in additional professional fees
 - 3. No re-design for the wet deck replacement – if desired, that shall result in additional professional fees
 - 4. Engineering diagnosis for testing and evaluating compaction or density of soils. A Florida Licensed Geotechnical Engineer shall be provided by The Groves CDD if necessary.
- C. Additionally, the **Florida Building Code requires** that the following additional tasks be incorporated into the re-design by this Engineer and that we provide direction and written documents to guide the Pool Contractor to:
- i. Re-level the existing tiled gutter lip
 - ii. Re-design the water-line depth markers,
 - iii. Re-design the deck-located non-slip depth markings and the non-slip International No Diving Markers
 - iv. Evaluate the existing underwater lights (if applicable)
- D. This Engineer shall direct the contractor to provide **commissioning activities** such as:
- i. Oversee the re-filling of the Pool & Spa Basin
 - ii. The removal from the project all debris, excess materials, repair any damage to the Grove property caused as a result of this activity, and the disconnection of the dewatering system components
 - iii. Provide 2-week daily maintenance and a chemical re-balancing of the new water added to the pool (for the Owner's available water source).



The Groves CDD – Pool & Spa Engineering Additional Services

Aquatic Scope for Alterations - Professional Services

- E. Provide the Drawings and Technical Specifications, hereafter referred to as **Bid-Issue of the Contract Documents**, for the scope of specific services detailed above
- F. **Assemble Bid Documents & Locate Several Bidders**: Provide the Bidding Services to assemble the Bid-Issue of the Contract Documents, Bid forms, and informational documents, target to locate approximately 4 to 5 qualified licensed commercial pool contractors to send direct invitations to provide a bid for the requested tasks contained within the Contract Documents.
- i. **Attend Pre-Bid meeting on-site** at The Grove Clubhouse with potential bidders
 - ii. Exceptions:
 1. The Groves CDD shall, on its own, advertise, issue, and provide the Public Notice of Bid per their specific rules & regulations.
 2. Included in that Notice, The Groves CDD shall include the address and contact information where qualified licensed commercial pool contractors can obtain the Bidding Issue of the Contract Documents; additionally, the date for a pre-bid meeting shall be announced for the On-Site Pre-Bid meeting shall be made known.
 3. The bidders do not need to attend the Pre-Bid meeting.
 4. The Bid Date shall be provided in the Public Announcement.
 5. All other The Groves CDD requirements shall be adhered to in their public advertisement.
- G. **Review of Submitted Bids**: After The Groves CDD receives the Bids, Martin Aquatic shall provide a professional review of the bids and make a written recommendation to the Board for their use in selecting the qualified, licensed commercial pool contractor.
- i. Martin Aquatic shall originate an AIA document for the selected contractor to execute on behalf of the Client.
- H. **Attend one (1) Pre-Construction on-site meeting #1** at The Grove Clubhouse with the selected contractor – Date is not confirmed
- I. **Attend Construction Admin meeting #2 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- J. **Attend Construction Admin meeting #3 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- K. **Attend Construction Admin meeting #4 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- L. **Attend Construction Admin meeting #5 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed



The Groves CDD – Pool & Spa Engineering Additional Services

Aquatic Scope for Alterations - Professional Services

- M. **Attend Construction Admin meeting #6 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- N. **Attend Construction Admin meeting #7 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- O. **Attend Construction Admin meeting #8 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- P. **Attend Construction Admin meeting #9 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
 - ii. Exceptions/Exclusions:
 - 1. Additional on-site meetings during construction are NOT included in the Base Fees but shall be available for additional
- Q. **Attend Substantial Completion Admin meeting #10 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- R. **Attend Final Punchlist Completion Admin meeting #11 on-site** at The Grove Clubhouse with the contractor – Date is not confirmed
- S. **Attend The Groves CDD Board Meeting for a Final Report meeting #12** – Date is not confirmed

3. Professional Fees:

Article 3: Stage 3 - Base Services - Lump-Sum (Except Reimbursables)	Professional Fees (USD)
A. Design & Engineering Services	\$33,450.00
B. Department of Health meetings and coordination	\$2,890.00
C. Bidding Services including 1 pre-Bid meeting	\$3,130.00
D. 1 Pre-Construction On-Site Meeting + 8 Construction Admin On Site Meetings + 2 Substantial Completion meetings +1 Final Report Meeting at the CDD Board Meeting (12 total)	\$28,800.00
E. Total Lump Sum Professional fees	\$68,270.00

An advance retainer fee of \$10,000.00 is payable and due with the executed agreement.

4. Existing Terms & Conditions and related agreement documents apply to all additional services offers:



The Groves CDD – Pool & Spa Engineering Additional Services

Aquatic Scope for Alterations - Professional Services

The following four Exhibit Documents from the original agreement are incorporated into this fee proposal as exhibits:

- See Original Agreement for
 - Martin Aquatic Standard Terms & Conditions of the Contract
 - Martin Aquatic Hourly Rates for other optional services not described herein
 - Martin Aquatic Certificate of Insurance
 - Martin Aquatic W-9

5. Reimbursable Expenses

The following items are considered expenses to be reimbursed to Martin Aquatic by the Client at 1.0 times our cost:

- A. All reproduction costs, postage, overnight deliveries, and travel expenses (for each trip to the project site).
- B. All Permitting fees/expenses shall be paid directly by the Client.

6. Acceptance and authorization to provide additional professional services:

Martin Aquatic has submitted the above-outlined additional offer/proposal at your request. This proposal is subject to all parties' mutually agreeable, executed add-service agreement. If you require further additional information or clarification or would like to discuss the project scope further, please do not hesitate to contact us.

Martin Aquatic Design & Engineering

Approved and Accepted by:

Signature and Date

Printed Name

By: Ken Martin, Founding Principal

Title

Signature and Date

The proposal offer shall remain valid for 90 days from the original date issued.



Tab 2



Proposal #152420

Date: 12/08/2021

From: John Wegner

Proposal For

The Groves CDD

c/o Rizzetta & Company, Inc.
12750 Citrus Park Ln
Suite 115
Tampa, FL 33625

main:
mobile:

Location

7924 Melogold Cir
Land O' Lakes, FL 34637

Property Name: The Groves CDD

2021 Community Mulching

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Mulch - Pine Bark Mini Nuggets, Installation and Labor	350.00	\$44.50	\$15,575.00

Client Notes

Yellowstone will mulch all beds throughout the community, all roadways and sidewalks will be cleaned of all debris.

Signature

x

SUBTOTAL	\$15,575.00
SALES TAX	\$0.00
TOTAL	\$15,575.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

John Wegner

Office:

jwegner@yellowstonelandscape.com

Tab 3

Great Britain Tile, Inc.
 9533 Land O Lakes Blvd.
 Land O Lakes, FL 34638
 (813) 235-9775



Great Britain Tile
 Tile • Carpet • Wood • Laminate

QUOTE

QUOTE: 40684 Josh Hogan
 PAGE: 1 Kim Novotny
 DATE: 11/9/2021
 LOC: Great Britain Tile-LOL

JOB NUMBER: Groves - Cafe & Card Rm Carpet

B The Groves Golf & C.C.
I 5844 Old Pasco Road
L Suite # 100
L Wesley Chapel, FL 33544
T (813) 995-2832
O

S The Groves Golf & C.C.
H 5844 Old Pasco Road
I Suite # 100
P Wesley Chapel, FL 33544
T (813) 995-2832
O

Customer	Salesperson	Customer P. O.	Ship Via	Date Wanted	F.O.B.	Order	
8139952832	5		Pick Up	11/9/2021 E	Door To Door	40684	
Order	B/O	Ship	U/M	Item Number /Description	Unit Price	U/M	Total Price

((LABOR - CAFE & CARD ROOM CARPET TILE FLOORING REMODEL))

922.00	SF	LABOR-RipUpGCpt Glue Down Carpet Rip-up Pieces: 0 <i>Rip up existing carpet tile flooring at the Cafe & Card Room area floors. Includes labor & disposal fees.</i>	\$0.55	SF	\$507.10
922.00	SF	LABOR-GlueCarpe Install Glue Down Carpet Pieces: 0 <i>Install new 24x24 carpet tile flooring at the Cafe & Card Room area floors.</i>	\$1.00	SF	\$922.00
24.00	LF	LABOR-FMolding Install Transition Moldings Pieces: 0 <i>Install vinyl transition strip moldings at the tile & vinyl flooring transitions. Includes labor & vinyl transition materials.</i>	\$3.00	LF	\$72.00
175.00	LF	LABOR-VINYLBASE Install Vinyl Base, Vinyl Pieces: 0 <i>Install new 4" vinyl wall base around walls in the Cafe & Card Room areas.</i>	\$1.75	LF	\$306.25

((MATERIALS))

1,080.00	SF	MATL-MAINSTREE 24x24 DYNAMO MASTERFUL <i>**Same carpet tile as last remodel**</i>	\$1.99	SF	\$2,149.20
240.00	LF	MATL-ROPPE 4" ROPPE VINYL WALL BASE <i>**Color TBD**</i>	\$1.39	LF	\$333.60

Great Britain Tile, Inc.
 9533 Land O Lakes Blvd.
 Land O Lakes, FL 34638
 (813) 235-9775



Great Britain Tile
 Tile · Carpet · Wood · Laminates

QUOTE

QUOTE: 40684 Josh Hogan
 PAGE: 2 Kim Novotny
 DATE: 11/9/2021
 LOC: Great Britain Tile-LOL

JOB NUMBER: Groves - Cafe & Card Rm Carpet

B The Groves Golf & C.C.
I 5844 Old Pasco Road
L Suite # 100
L Wesley Chapel, FL 33544
T (813) 995-2832
O

S The Groves Golf & C.C.
H 5844 Old Pasco Road
I Suite # 100
P Wesley Chapel, FL 33544
T (813) 995-2832
O

Customer	Salesperson	Customer P. O.	Ship Via	Date Wanted	F.O.B.	Order	
8139952832	5		Pick Up	11/9/2021 E	Door To Door	40684	
Order	B/O	Ship	U/M	Item Number /Description	Unit Price	U/M	Total Price

Tax Exempt #: 85-8012666437C-0

Order Sub-Total:	\$4,290.15
Tax:	
Quote Amount:	\$4,290.15

Thank you for shopping Great Britain Tile, Inc.

*** QUOTE EXPIRES: 12/9/2021 ***

Tab 4

Greg, this is a really horrendous situation that Rizzetta has put us in. 4 Club Managers (Steve, Steve F, Mark, Moose) in less than 5 years (2 in the last year alone). Now a 5th possible replacement which has no club manager experience.

Add to that 5 DMs (Matt, Angel, Matt, Aimee, Greg,) and a 6th one they want to put in who has 2 years of experience in a construction CDD (no 20 year old community experience which is completely different).

I gave Rizzetta every chance possible and worked personally for the success for each person they placed here. I worked with Nick. We told you that it was unlikely that your financial software would work. We saw things go downhill when Elizabeth left and delays started in payment of bills and categorization. I have given Rizzetta 2nd and 3rd chances but things have gone down hill fast in the past 6-8 months. The handling of both Mark's situation and of Moose's puts our community at risk of litigation.

Please add to the agenda for Feb. - Management and Staffing Companies - You can put in under my name. I will provide more information for inclusion in the package.

Christina Cunningham



904.355.1831
245 Riverside Avenue, Suite 300
Jacksonville, FL 32202

VestaPropertyServices.com

January 24, 2022

To Whom It May Concern:

Vesta Property Services, Inc. has been the leading amenity management services provider for Florida's Community Development Districts since 1997 and we would welcome the opportunity to serve The Groves CDD in this same manner. Vesta provides outstanding amenity management services for such CDDs as LakeShore Ranch CDD and Long Lake Ranch CDD. Some of our specific scope-of-services include:

- Amenity Facilities Management & Operations, including delivering a comprehensive communications platform in order to ensure that the Board of Supervisors, other residents, and District Staff are fully informed and engaged in all matters of the District, throughout the week, month, and year.
- Field Operations Management Services: oversight of the District's common areas maintenance providers (landscaping, stormwater retention system, etc.), as well as project management services.
- Maintenance Services for all District-owned amenity facilities.
- Lifestyle Management including complete planning-and-execution of popular, communitywide special events, special-interest activities, clubs, and programs, etc. in order to fully engage the District's residents and serve as the catalyst for a dynamic, vibrant, and desirable community.
- Professional, turnkey Staffing for the above services. This entails fulfilling a comprehensive Performance Management System that centers on each associate's entire "employment lifecycle" with Vesta, including talent acquisition (recruiting, vetting, hiring, etc.), onboarding and orientation, training and development, and appropriately handling any necessary, internal disciplinary matters.

Vesta fulfills these services with our own associates (rather than third-party contractors who are not as effectively deployed and managed as our own staff.) We employ over 1,500 team members throughout Florida and **provide timely-and-effective oversight and support for our on-site staff in two main ways:**

- First, our full-time, dedicated Regional Management teams directly oversee our on-site managers, personally attend monthly CDD Meetings, and augment our on-site staff with their own, significant expertise and assistance on behalf of the Board of Supervisors and District Staff whom we serve.
- Second, our Human Resources team that includes our own Regional Human Resources Business Partners throughout the state; these Vesta professionals handle a variety of HR-related issues and spare the District and our operations personnel from having to get too involved in sensitive HR matters.

In anticipation of your District's possible *Request For Proposals* in the future, we will attend your Board of Supervisors Meeting on Tuesday, February 1. In the meantime, thank you for your consideration.

Sincerely,

Roy Deary
Vice President, Business Development

Tab 6

Monthly Manager's Report – January 2022



The Groves CDD Golf & Country Club
7924 Melogold Circle
Land O Lakes, FL 34637
813-995-2832

Operations/Maintenance Updates January 2022

- Yellowstone currently repairing irrigation malfunction in dog and butterfly park. Jon Souers, Business Development Manager, stepped in for John Wagner, currently on medical leave, to supervise landscape and irrigation issues and relay work tickets to the crew.
- Steadfast Environmental completed rim ditch clean-out on Berna (#10). Final area clean-up is in the works in conjunction with closing golf hole briefly to complete.
- Wilkes Air Conditioning addressed the thermostat issues. The app to adjust temperatures in main rooms has been provided to Bill Boutin, Jeff and Nico and Kellie. Codes for those thermostats in boxes have been recorded and provided as well.
- Lake Doctor's repairing front fountain and fountain on hole #14. Quote approved.
- Mr. Electric replacing light directed at LED display sign that is currently broken.
- McNatt made service call again for toilet repair in Clubhouse ladies' room. They recommend replacing with a new commercial toilet or will continue to just plug. Quote to follow.
- All 23 RV & Storage spots accounted for and contracts in place. Fees collected exceed \$3,500. for 1st Quarter.
- Pool renovation report presented by "Martin Aquatic Design & Engineering" at Workshop CDD Meeting, January 11, 2022.
- Back 9 Bistro celebrated Grand Opening January 21st. Floor covering quotes for both restaurant and card room are being reviewed. Bar issues fixed by CDD BOD member, Jimmy Allison.
- Accident at front of property, still not resolved.



Rizzetta & Company

- Stutzman Brothers removed trees and ground out stumps between 21038 & 21034 Tangor. Flooding issue still continues.
- Fencing throughout property in need of maintenance.
- Uniforms for staff completed. Jeff, Jan and Chris have 2 Polo's, 2 Tee's, and 1 long sleeve Tee each. Several Polo's available for future.
- Rock landscaping installed around guard shack. Planters with flowers and greenery to come.
- 2nd pump to be replaced and expected to be reinstalled by end of month. During that time Citrus 7 will be making addition repairs to peripheral equipment in the amount of approximately \$3,200. Fees continue to be split three ways; CDD/HOA/Golf.
- Clubhouse has been visited by Pest Control Vendor for ants in Ballroom.
- Multiple significant repairs need to be done to Community Property/CDD property. Currently working on resolving. (Individually not expensive repairs but need to be done and addressed immediately.)
- Available wood measurements and equipment status provided to Chairman Boutin for bridge work. Conservation walk/fishing pier/wooden bridges need immediate repairs.
- CDD communication issue with the email "blasts" resolved. Mailchimp used specific to HOA and their specific email database.
- Great reviews on the improved look and communications on the LED/front sign. Subscription expires October 2022.
- New processes for appointments/sign-in sheet for CDD in the front area of the lobby working efficiently.
- Maintenance shed purged of over 20 cartons of dated paperwork and returned to the HOA. This created usable space for CDD owned materials such as holiday décor.
- Holiday décor thinned out for damaged and unusable items. Trees stored in appropriate bags and bins purchased for better shelf life.
- Created work ticket process for CDD work orders/complaints. The job ticket can be accessed through the website or hard copy. The ticket is tracked for scheduling and completion.
- Barcodes issues nearly eliminated. New barcodes provided to new resident vehicles only. Very few reissued for damage or not reading properly at gates.
- Copying machine installed and running smoothly for over two months now however we no longer have fax capabilities.
- CDD security, and key accountability being reviewed and will continue.
- Floor stripping machine in need of repair or replacement by 2nd Quarter to stay ahead of regular maintenance.
- Gator removed off property behinds Trovita by SNAP, Statewide Nuisance Alligator Program.



Tab 7



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** March 1, 2022
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seats 1,2,3):** November 2022

**District
Manager's
Report**

February 1

2022

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<u>FINANCIAL SUMMARY</u>	<u>11/30/2021</u>	
General Fund Cash & Investment Balance:	\$1,829,592	
Reserve Fund Cash & Investment Balance:	\$1,785,577	
Debt Service Fund Investment Balance:	<u>\$203,276</u>	
Total Cash and Investment Balances:	\$3,818,445	
General Fund Expense Variance:	\$28,044	Under Budget
Reserve Fund Expense Variance:	<u>\$216,640</u>	Under Budget
Total General and Reserve Fund Variance:	\$244,684	Under Budget



Rizzetta & Company

Lanai Enclosure - Agreement has been executed. Permits being acquired. Working on start date.

Irrigation Renovation – Ballenger Irrigation conducted initial analysis of current system and is gathering more information from relative organizations.

Pool Renovation – Martin Aquatic Design has presented its assessment of the current facilities and equipment to the Board and is now presenting a proposal to the Board for additional work performance.

Tab 8



Quarterly Compliance Audit Report

The Groves

Date: December 2021 - 4th Quarter

Prepared for: Scott Brizendine

Developer: Rizzetta

Insurance agency:



Preparer:

Jason Morgan - *Campus Suite Compliance*

ADA Website Accessibility and Florida F.S. 189.069 Requirements

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ADA Compliance Categories	7
Web Accessibility Glossary	11

Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

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

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

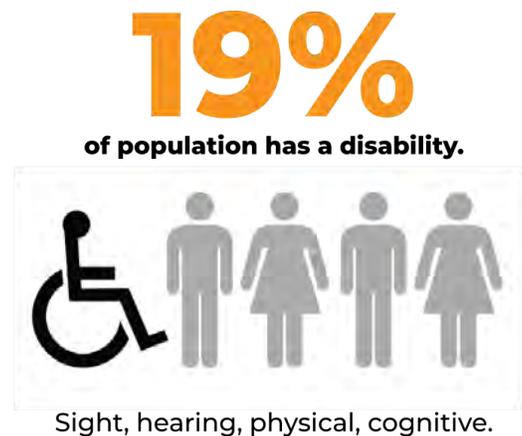
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitertools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

Tab 9

Project/Maintenance Management The Groves

Task	Priority	Status	Start	Estimate Completion	% Complete	Lead	Notes
Pool/Spa Analysis	High	In Progress	Oct 2021	Jan 2022	75%	OM/DE	Martin Aquatic Design has completed inspection. Presentation to Board Jan 18.
Pool/Spa RFP	High	Pending	NA	July 2022	0%	DM/DC/ Martin Aquatic	Martin Aquatic Design to develop Scope of Work
Pool/Spa Renovation	High	Pending	NA	July 2023	0%	Martin Aquatic	Martin Aquatic Design to oversee project
Pool Night Swimming Certification Validation	High	Pending	Jan 2022	Feb 2022	0%	DE/DM	Arranging for Engineering Measuring of Lumination
Lanai Remodel/Enclosure	High	In Progress	Oct 2021	July 2022	5%	OM	Permits being obtained.
Grill Operations Turn-Over	High	In Progress	Nov 2021	Feb 2022	75%	DC/OM	Final stages of determining reimbursements
Irrigation System Split Study	High	In Progress	Nov 2021	Mar 2022	5%	OM/DE	Ballenger Irrigation hired to conduct analysis
Audio System	High	Near Final	Oct 2021	Feb 2022	95%	OM	Final evaluation and adjustments
Pond Bank Restoration	High	Pending	Mar 2021	TBD	0%	DE	Previous Project Reports. Getting Quotes
Pool Pavers Reset	Normal	Unknown	Mar 2021	TBD	0%	OM	Previous Project Reports
Cabana Remodel	High	Unknown	Mar 2021	TBD	0%	OM/DE	Request to determine if water distribution can be added
Beverage Golf Cart	Normal	In Progress	Mar 2021	Feb 2022	50%	B9B	Liquour License obtained now Beverage Cart needed

Rim Ditch Clearing	Normal	In Progress	Nov 2021	Feb 2022	75%	OM	Areas are being cleared by vendor
Rizzetta Accounting Software App	Normal	In Progress	Mar 2021	Feb 2022	80%	DM	Rizzetta Accounting working on accounting software improvements
Stormwater Facilities Report	Normal	In Progress	Dec 2022	Mar 2022	30%	DE	District Engineer proposal approved to complete report
Roadway Repairs	Normal	In Progress	Nov 2021	Mar 2022	0%	DE	Mr. Allison Requeste Input on Repairs needed.
Policy for Vegetation Trimming on CDD Property	Normal	In Progress	Nov 2021	Feb 2022	25%	DM/DC	Mr. Cox to draft and present to the Board
Golf Maint Bldg Repairs	Normal	In Progress	Nov 2021	Feb 2022	25%	OM	Operations Mgr. Report
Pool Furniture Purchase	Normal	In Progress	Nov 2021	Mar 2022	0%	OM	Operations Mgr. Report
Camera Purchases	Normal	In Progress	Nov 2021	Apr 2022	0%	OM	Consider adding to back areas, maintenance, etc. Ops Mgr. Report
Water Meter Permit	Normal	In Progress	Nov 2021	Apr 2022	0%	OM	Determine if water distribution can be added to the cabana
Clubhouse Music System	Normal	In Progress	Nov 2021	Apr 2022	0%	OM	Previous Project Reports
Fencing Repairs	Normal	In Progress	Mar 2021	Apr 2022	80%	DM	Operations Mgr. Report
Clubhouse Drainage	Normal	In Progress	Nov 2021	Apr 2022	0%	OM/DE	Flooding near back entrances. Ops Mgr. Report
Flooding at Entrance	Normal	In Progress	Nov 2021	Apr 2022	0%	OM/DE	Flooding near front entrance sidewalk
The Groves Rock Display	Low	In Progress	Nov 2021	Apr 2022	0%	OM/DE	Mr. Allison to inspect for erosion

Tab 10

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, January 11, 2022, at 10:01 a.m., 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:

Gregory Cox	District Manager, Rizzetta & Co, Inc.
Jennifer Goldyn	District Manager, Rizzetta & Co, Inc.
Dana Collier	District Counsel, Straley, Robin & Vericker
Stephen Brletic	District Engineer, JMT Engineering Services
Kellie Sprague	Admin Assistant
Jennifer Goldyn	Rizzetta & Co., Inc., District Management Services
Nick Shaffery	Rizzetta & Co., Inc. Client Relations Manager
Lucianno Mastrianni	Director, Director, Amenity Community Services, Rizzetta & Co, Inc.
Gregg Gruhl	Amenity Services Manager, Rizzetta & Co, Inc.
Audience Members	Present

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present at the meeting joined in the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments

50
51
52 The Board received audience comments which included positive comments
53 regarding the community message board; the arrangement of the annuals in the
54 landscaping; and an interest in coordinating a fund raiser for local fire rescue personnel.
55 There was also a request for information regarding the status of Mr. Mustafa who was
56 not present at the meeting.

FOURTH ORDER OF BUSINESS

Back 9 Bistro Presentation/Updated

57
58
59
60 The Board received an update from Simone Tolley, operator of the Back 9 Bistro,
61 regarding the status of the restaurant. She noted that the “official opening” would be on
62 January 21, 2022. She requested that the Board consider replacing the carpet with vinyl
63 planking and that they would split the cost with the District. She estimated the cost at
64 \$4,500 versus \$1,750 for carpeting. She also noted that this would include the Card
65 Room.

66
67 Mr. Loar indicated that he would work with Ms. Tolley to get a proposal and that it
68 would then be ready for consideration at the February 1, 2022, CDD Board meeting.

69
70 Ms. Tolley also informed the Board that the alcohol permit that allowed for serving
71 alcohol on the golf course had been approved and that they were in the process of
72 seeking a beverage cart for that purpose.

73
74 The Board also briefly discussed the need for improved sound proofing in the
75 facility and that possibly the flooring might come with padding to assist with that.

FIFTH ORDER OF BUSINESS

**Consideration of Revised Yellowstone
Mulch Proposal**

76
77
78
79
80 The Board considered a proposal from Yellowstone Landscaping for mulch
81 installation throughout the community for \$15,575.

82
83 The Board members discussed their concerns regarding lack of information on the
84 proposal, if areas that were too full would be corrected, and if the proposal considered that
85 the entrance gatehouse area had been changed to remove mulch in that area.

86
87 The Board also requested that a map be created to reflect what areas are planned
88 for the mulch installation.

89
90 The proposal consideration was postponed until the next meeting scheduled for
91 February 1, 2022.

SIXTH ORDER OF BUSINESS

**Consideration of Tree Trimming
Proposal**

92
93
94
95
96 The Board considered a proposal from Stutzman Brothers Property Maintenance,
97 Inc. for \$4,562.50 to trim up trees along Merogold Circle and at front and back entrances
98 to clear access for trucks and emergency vehicles.

144 Bayscape regarding the status of their deposit versus damages; the expenses
145 incurred by Back 9 Bistro upon taking over operation; the damages left
146 unrepaired by Bayscape; and the steps to be taken to bring the turnover to a
147 conclusion.

148
149 **B. District Engineer**
150 The Board received a District Engineer update from Mr. Stephen Brletic. He
151 provided information regarding the new requirement for a CDD Stormwater
152 Management Needs Analysis as now required by Chapter 2021-194, Laws of
153 Florida, and provided a proposal to complete the required analysis report for
154 the District with an estimated cost of \$5,610.
155

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board unanimously approved the stormwater management needs analysis to be provided by JMT / Mr. Brletic for a not-to-exceed amount of \$5,610, for The Groves CDD.

156
157 **C. Aquatic Report – August Waterway and Canal Report**
158 The Board reviewed the aquatic maintenance report from Steadfast Aquatics.
159

160 **D. Client Relations Manager Update**
161 The Board received a Client Relations Manager update from Mr. Nick
162 Shaffery, with Rizzetta. He provided that Rizzetta was in the final stages of
163 the shared drive for the Board. He addressed questions from the Board
164 regarding the coding process in the District financials.
165

166 Mr. Loar noted concerns he had regarding multiple invoices from Central Pest
167 Control and requested clarification.
168

169 Mr. Boutin indicated that the Board wants corrective actions reported back
170 once they are identified.
171

172 Ms. Cunningham expressed her specific concerns that the debit card
173 purchases are being properly coded along with items like the gate house
174 renovations.
175

176 Mr. Shaffery informed the Board that he will have the appropriate staff
177 member research those areas.
178

179 **E. Clubhouse Manager**
180 The Board reviewed the Clubhouse Manager report and Ms. Cunningham
181 requested more information regarding the vehicle accident where a light post
182 was hit at the front of the community. She also discussed the water meter
183 permit and asked if the water line can be extended to the cabana.
184

185 The Board concluded that adding water is a separate project requiring plumbing
186 and that the project could be discussed at the workshop scheduled for January
187 18, 2022.
188

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F. District Manager

The District Management report was presented by Mr. Cox.

He provided a status of District financials as of November 2021.

He noted that the next regular meeting was scheduled for February 1, 2022.

He reminded the Board that there were three seats up for General Election in November 2022.

Mr. Loar requested information as to where the recent Reserve Study financial information was obtained.

Ms. Cunningham requested the current information for the meeting schedule for the fiscal year.

TENTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on December 7, 2021

The Board reviewed the Minutes of the December 7, 2021 CDD Board meeting and Mr. Loar requested two administrative corrections.

On a motion from Mr. Nearey, seconded by Mr. Allison, the Board unanimously approved the minutes of the December 7, 2021 CDD Board meeting, as amended, for The Groves CDD.

ELEVENTH ORDER OF BUSINESS

Consideration of Operations and Maintenance Expenditures for November 2021

The Board reviewed the Operations and Maintenance Expenditures report for November 2021.

Mr. Loar requested that staff seek to have sales tax expenses removed from invoices such as Ring Central and Spectrum bills if possible.

On a motion from Mr. Nearey, seconded by Mr. Loar, the Board unanimously approved to receive and file the November 2021 Operations and Management Report, for The Groves CDD.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

During Supervisor Requests, Mr. Loar indicated he wanted to have the Board look at photos of areas that contained overgrowth of vegetation behind various residents' property.

230

On a motion from Mr. Loar, seconded by Mr. Allison, the Board unanimously approved to receive and file photos of vegetation growth on CDD property, for The Groves CDD.

231

232

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237

Mr. Loar explained that some residents were complaining about the growth of vegetation from CDD property that was beginning to encroach upon residential property, and he was requesting guidance from the Board as to how to respond to the residents.

The Board discussed the need for a policy to be developed on issues like this.

238

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243

Mr. Boutin requested that Yellowstone take steps to center the marquee plantings; that staff have an electrician inspect the main entrance to determine if there are issues with the GFIs; that he get an inventory of the bridge repair lumber and status of the generator; and suggested a newsletter article about how many garages are being continually being left open.

244

NINTH ORDER OF BUSINESS Adjournment

245

On a motion from Ms. Cunningham, seconded by Mr. Loar, the Board unanimously approved adjourn the meeting at 1:00 p.m., for The Groves CDD.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 11

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 workshop meeting of the Board of Supervisors of The Groves Community Development District was held on Tuesday, January 18, 2022, at 10:00 a.m., 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:

Gregory Cox	District Manager, Rizzetta & Co, Inc.
Kellie Sprague	Admin Assistant
Stephen Brletic	JMT Engineering

Audience: **Present**

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Greg Cox called the meeting to order and performed roll call, confirming that all Board members and requested staff members were present.

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

All present at the workshop joined in the Pledge of Allegiance.

THIRD ORDER OF BUSINESS **Audience Comments**

The Board received audience comments from those present. Comments from the audience included concern about how project management was performed by the Board; the type of flooring being considered for the restaurant (carpet vs. vinyl); the need for new pool furniture; the need to change management service; the concern that the Operations Manager was not present at the workshop; the interest in having the Operations Manager brought back to the community; a request to have the dog park better maintained; the need for bridges and fishing pier maintenance.

FOURTH ORDER OF BUSINESS

Review and Planning for CDD Projects

50
51
52 The Board received a presentation from Mr. Ken Martin, with Martin Aquatic Design
53 & Engineering, regarding the Pool/Spa Project Assessment Report/Observation report his
54 company had prepared following their November 2, 2021 inspection and assessment they
55 had conducted for The Groves CDD.

56
57 Mr. Martin addressed questions from the Board regarding the facility deficiencies
58 noted in the report and provided an “Early Opinion of Costs” for the project. He noted that
59 some of the deficiencies were ones that could be resolved now while others would be
60 resolved through the renovation project.

61
62 Mr. Martin provided a brief explanation of how the scope of work would be
63 developed to identify work requirements and equipment needed per the design drawings
64 his company would develop.

65
66 There was a discussion regarding the possible redesign of the equipment
67 enclosure area; identification of gas line locations; and the need for a survey to a
68 conducted.

69
70 Mr. Martin discussed the process for the Requests for Proposals (RFP) that his
71 company would prepare for the project and how the Board would be involved with
72 developing the weighting of the criteria used in the RFP to score the proposals. Mr. Martin
73 indicated that his research has revealed that the order-to-arrive time for needed
74 components is currently in an acceptable range and that he would hope to have as many
75 as seven qualified bidders on the project. He noted that the RFP contractor selection
76 process alone would encompass several months’ time and that equipment needed could
77 be ordered ahead the actual contractor selection.

78
79 Mr. Martin presented a Pool & Spa Engineering Additional Services proposal and
80 addressed questions from the Board regarding its content. Mr. Cox noted that the
81 proposal would be included in the agenda for the February 1, 2022, CDD Board meeting
82 for consideration.

83
84 The Board participated in a telephone conference call with Mr. Mark Ballenger, with
85 Ballenger Irrigation, regarding his on-going work to help the Board assess the current
86 irrigation system supporting the District, HOA and golf course. Mr. Ballenger explained
87 that an initial meeting with members of the CDD staff, CDD Board, District Engineer and
88 landscape and irrigation contractor, had been held. He noted that during the meeting,
89 information was identified that needed to be researched / obtained for him to proceed on to
90 the assessment. He explained that the completed assessment would then provide the
91 Board with information and options for a renovation or replacement of the current irrigation
92 system that was aging to the point that it was reaching its life expectancy.

93
94 Mr. Cox provided the Board with a revised Project Planning list that had been
95 recently updated and requested that the Board provide any updates to the list they felt
96 were needed.

97
98

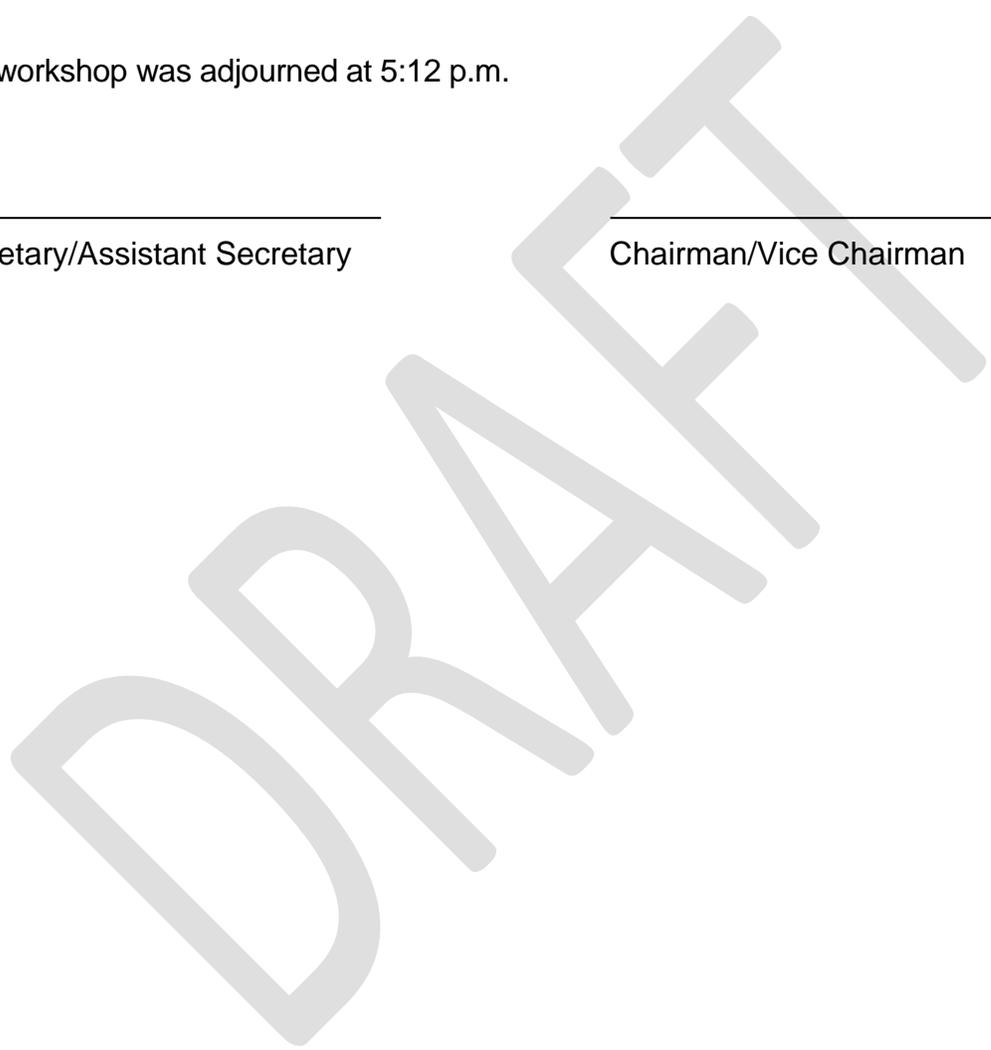
99 **FIFTH ORDER OF BUSINESS** **Supervisor Requests and Audience**
100 **Comments**

101
102 During Supervisor Requests, there was an open discussion among Board
103 members regarding handling of the Operations Manager situation by Rizzetta & Company
104 and Board members and treatment of the staff.

105
106 **SIXTH ORDER OF BUSINESS** **Adjournment**

107
108
109 The workshop was adjourned at 5:12 p.m.

110
111
112
113 _____
114 Secretary/Assistant Secretary Chairman/Vice Chairman



Tab 12

THE GROVES COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel · Florida · 813-994-1001

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.thegrovescdd.org

Operation and Maintenance Expenditures December 2021 For Board Approval

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

The total items being presented: **\$103,408.54**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Groves Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ada Whitehouse	007981	121521-Whitehouse	Reimbursement-Fountain Electric 4th Quarter	\$ 90.00
Brighthouse Networks	20211210	091844201112421	7924 Melogold Cir 12/21	\$ 117.08
Brighthouse Networks	44531	46594101121021	7924 Melogold Circle-Golf & Club 12/21	\$ 261.95
Brighthouse Networks	20211208	051389101112321	7924 Melogold Cir Back Gate 12/21	\$ 123.17
Brighthouse Networks	20211209	088099301111921	Internet for Master Business Accts 11/21	\$ 299.44
Central Termite & Pest Control Inc.	007961	80946	Pest Control Monthly Rodent 12/21	\$ 50.00
Central Termite & Pest Control Inc.	007961	82718	Pest Control Monthly 12/21	\$ 52.00
Christina Cunningham	007962	CC120721	Board Of Supervisors Meeting 12/07/21	\$ 200.00
City of Clearwater	007983	4156233 12/21	7924 Melogold Circle 12/21	\$ 4,092.03
Clean Sweep Supply Co., Inc.	007947	2199	Janitorial Supplies 11/21	\$ 106.40
Clean Sweep Supply Co., Inc.	007984	2351	Janitorial Supplies 12/21	\$ 185.75
ESS Global Corporation	007948	112221	Security Services 11/15/21-11/21/21	\$ 1,592.94

The Groves Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ESS Global Corporation	007948	112921	Security Services 11/22/21-11/28/21	\$ 1,732.56
ESS Global Corporation	007963	120621	Security Services 11/29/21-12/05/21	\$ 1,617.00
ESS Global Corporation	007975	121321	Security Services 12/06/21-12/12/21	\$ 1,617.00
ESS Global Corporation	007985	122021	Security Services 12/13/21-12/19/21	\$ 1,592.94
Fitness Logic, Inc.	007986	104778	Quarterly General Maintenance 12/21	\$ 170.00
Florida Department of Revenue	007964	61-8017755714 11/21	Sales & Use Tax 11/21	\$ 150.57
Florida Reserve Study And Appraisal, Inc.	007976	12142021	Reserve Study 12/21	\$ 3,900.00
Gray Robinson Atty.	007965	11047737	Civic Center Liquor License Update 11/21	\$ 1,014.00
James P Nearey	007967	JN120721	Board Of Supervisors Meeting 12/07/21	\$ 200.00
Jimmy Allison	007959	JA120721	Board Of Supervisors Meeting 12/07/21	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	007977	10-184666	Engineer Services 11/21	\$ 2,107.50
Mr Electric of Land O Lakes	007987	16143571	Electrical Services Repair Wiring 11/21	\$ 391.18

The Groves Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mr Electric of Land O Lakes	007987	16210257	Replace 2 Outdoor GFCI Receptacles 12/21	\$ 587.98
Mr Electric of Land O Lakes	007987	16366033	Electrical Services Ballroom Light 12/21	\$ 411.00
Pam Baker	007974	121521-Baker	Reimbursement-Fountain Electric 4th Quarter	\$ 90.00
Pasco County	007968	15714485	7924 Melogold Cir - Reclaimed 10/21	\$ 3,367.70
Pasco County	007949	15790043	7924 Melogold Circle Hydrant 11/21	\$ 25.48
Pasco County	007968	15858422	7320 Land O Lakes Blvd 11/21	\$ 227.02
Pasco County	007968	15858423	0 Festive Groves Blvd 11/21	\$ 30.50
Pasco County	007968	15858560	7324 Melogold Cir 11/21	\$ 1,099.65
Pasco County	007968	15858561	7924 Melogold Cir - Reclaimed 11/21	\$ 3,199.00
Proteus Pool Services LLC	007950	Grovoo9	Pool Maintenance Contract 11/21	\$ 1,502.53
Richard Loar	007966	RL120721	Board Of Supervisors Meeting 12/07/21	\$ 200.00
Rizzetta & Company, Inc.	007988	INV000000000064514	Employee Holiday Gift Cards 12/21	\$ 875.00

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Rizzetta & Company, Inc.	007951	INV0000063343	Management Fees 12/21	\$ 5,025.00
Rizzetta & Company, Inc.	007951	INV0000063344	Assessment Roll Preparation FY 21/22	\$ 5,000.00
Rizzetta Amenity Services, Inc.	007952	INV00000000009329	Personnel 11/26/21	\$ 6,959.68
Rizzetta Amenity Services, Inc.	007978	INV00000000009354	Out of Pocket Expenses 11/21	\$ 100.00
Rizzetta Amenity Services, Inc.	007978	INV00000000009374	General Management & Oversight 12/21	\$ 1,458.33
Rizzetta Amenity Services, Inc.	007978	INV00000000009374	Personnel 12/10/21	\$ 7,313.33
Rizzetta Technology Services, LLC	007953	INV0000008292	Email & Website Hosting Services 12/21	\$ 175.00
Ronald Tamborski	007980	121521-Tamborski	Reimbursement-Fountain Electric 4th Quarter	\$ 90.00
Sarah Romanell	007979	121521-Romanell	Reimbursement-Fountain Electric 4th Quarter	\$ 90.00
Securiteam, Inc.	007969	11549102921	Service Call for Staff Training 12/21	\$ 275.00
Spectrum	007954	0034594836-01 11/21	7924 Melogold Circle- Ballroom 11/21	\$ 6.60
Spectrum	20211211	0034594836-01 12/21	7924 Melogold Circle- Ballroom 12/21	\$ 6.60

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Steadfast Environmental, LLC	007970	SE-20337	Lake & Pond Management Services 12/21	\$ 1,252.00
Straley Robin Vericker	007955	20617	Legal Services 11/21	\$ 2,907.00
Stutzman Brothers Property Maintenance, Inc.	007989	14055	Tree Trimming (5) Oak Trees 12/21	\$ 1,250.00
Stutzman Brothers Property Maintenance, Inc.	007989	14150	Tree Removal & Stump Grinding 12/21	\$ 1,125.00
Stutzman Brothers Property Maintenance, Inc.	007989	14152	Tree Trimming Dog Park 12/21	\$ 900.00
Stutzman Brothers Property Maintenance, Inc.	007989	14360	Tree Trimming Around Building 12/21	\$ 525.00
The Groves CDD	CD404	CD404	Replenish Debit Card	\$ 2,884.30
The Groves CDD	CD402	CD402	Replenish Debit Card	\$ 1,488.34
The Groves CDD	CD403	CD403	Replenish Debit Card	\$ 3,212.22
Toshiba Financial Services	007956	30515425	Copier Maintenance/Color Images 11/21	\$ 433.73
US Bank	007971	6338502	Custodian Fees 11/01/21-10/31/22	\$ 1,000.00
Waste Management Inc. of Florida	007957	0703727-1568-3	Waste Disposal Services 12/21	\$ 203.00

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Wilbur H. Boutin Jr	007960	BB120721	Board Of Supervisors Meeting 12/07/21	\$ 200.00
Withlacoochee River Electric Cooperative, Inc	007972	Summary Elec 11/21	Summary Electric 11/21	\$ 6,059.87
World of Lawncraft LLC	007958	182021	Remove Cut Branches 08/21	\$ 800.00
World of Lawncraft LLC	007958	192021	Remove Cut Tree Limbs 08/21	\$ 300.00
World of Lawncraft LLC	007958	202021	Canal Side Cleanup 08/21	\$ 150.00
World of Lawncraft LLC	007958	212021	Guard Shack Root Removal 11/21	\$ 1,450.00
World of Lawncraft LLC	007990	222021	Melogold Canal Clean Up 12/21	\$ 4,000.00
Yellowstone Landscape	007973	TM 303446	Irrigation Repairs 12/21	\$ 1,491.00
Yellowstone Landscape	007982	TM 305096	Monthly Landscape Maintenance 12/21	<u>\$ 11,798.17</u>
Report Total				<u>\$ 103,408.54</u>