



Rizzetta & Company

# **Tara Community Development District**

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**Board of Supervisors' Meeting  
October 27, 2020**

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

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

# **TARA COMMUNITY DEVELOPMENT DISTRICT I**

Tara Community Center, 7340 Tara Preserve Lane, Bradenton, FL 34203

<b>Board of Supervisors</b>	Darby Connor	Chairman
	Joe Dibartolomeo	Vice Chairman
	Joseph Mojica	Assistant Secretary
	Barbara Linden	Assistant Secretary
	Peyton Phillips	Assistant Secretary
<b>District Manager</b>	Jennifer Goldyn	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Rick Schappacher	Schappacher 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.

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**TARA COMMUNITY DEVELOPMENT  
DISTRICT 1  
DISTRICT OFFICE • 5844 OLD PASCO RD • SUITE 100 • WESLEY CHAPEL, FL  
33544 [www.taracdd.org](http://www.taracdd.org)**

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October 19, 2020

**Board of Supervisors  
Tara Community  
Development District 1**

**PLEDGE OF PUBLIC CONDUCT**

WE MAY DISAGREE, BUT WE WILL BE RESPECTFUL OF ONE  
ANOTHER WE WILL DIRECT ALL COMMENTS TO ISSUES  
WE WILL AVOID PERSONAL  
ATTACKS

Dear Board Members:

The regular meeting of the Board of Supervisors of the Tara Community Development District 1 will be held on **Tuesday, October 27, 2020 at 9:00 a.m.**, at the Tara Community Center, located at 7340 Tara Preserve Lane, Bradenton, FL 34203. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPTION OF AGENDA**
- 4. AUDIENCE COMMENTS**
- 5. STAFF REPORTS**
  - A. Aquatics/Landscape
    1. Aquatics Report.....Tab 1
    2. Landscape Maintenance Update
  - B. Field Manager
    1. Field Manager Report.....Tab 2
  - C. District Counsel
  - D. District Engineer
  - E. District Manager
- 6. BUSINESS ITEMS**
  - A. Discussion Regarding Amenities Re-Opening
  - B. Acceptance of Third Addendum to District Services Contract..Tab 3
- 7. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on September 22, 2020.....Tab 4
  - B. Consideration of Operation & Maintenance Expenditures for September 2020.....Tab 5
- 8. SUPERVISOR REQUESTS**
- 9. ADJOURNMENT**

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

Sincerely  
**Jennifer Goldyn**  
District Manager

cc: John Vericker, District Counsel

## **Tab 1**

### THIRD ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

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This Third Addendum to the Contract for Professional District Services (this "**Addendum**"), is made and entered into as of the 1<sup>st</sup> day of October, 2020 (the "**Effective Date**"), by and between **Tara Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Manatee County, Florida (the "**District**"), and **Rizzetta & Company, Inc.**, a Florida corporation (the "**Consultant**").

#### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated October 1<sup>st</sup>, 2017 (the "**Contract**"), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.



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Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY:



PRINTED NAME:

William J. Rizzetta

TITLE:

President

DATE:

10/13/2020

WITNESS:

Signature

Print Name

**TARA COMMUNITY DEVELOPMENT DISTRICT**

BY:



PRINTED NAME:

Darryl Connor

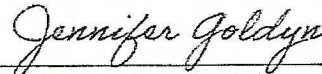
TITLE:

Chairman/Vice Chairman

DATE:

10-6-20

ATTEST:



Vice Chairman/Assistant Secretary  
Board of Supervisors

Jennifer Goldyn

Print Name

**Exhibit B – Schedule of Fees**



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**EXHIBIT B**  
**Schedule of Fees**

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	<b>MONTHLY</b>	<b>ANNUALLY</b>
Management:	\$2,084.75	\$25,017
Administrative:	\$333.33	\$4,000
Accounting:	\$1,530.00	\$18,360
Financial & Revenue Collections:	\$375.00	\$4,500
Assessment Roll (1):		\$5,000
<b>Total Standard On-Going Services:</b>	<b>\$4,323.08</b>	<b>\$56,877</b>

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.



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## ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 180.25
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to		
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public		
Records Requests	Hourly	Upon Request

## PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

### JOB TITLE:

### HOURLY RATE:

Senior Manager  
District Manager  
Accounting & Finance Staff  
Administrative Support Staff

\$ 54.00  
\$ 42.00  
\$ 29.00  
\$ 25.00

## LITIGATION SUPPORT SERVICES:

Hourly

Upon Request

## ADDITIONAL THIRD-PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner  
Bulk Parcel(s)

Per Occurrence  
Per Occurrence

Upon Request  
Upon Request



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## **Tab 2**

**MINUTES OF MEETING**

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

**TARA****COMMUNITY DEVELOPMENT DISTRICT 1****PLEDGE OF PUBLIC CONDUCT**

WE MAY DISAGREE, BUT WE WILL BE RESPECTFUL OF ONE ANOTHER  
WE WILL DIRECT ALL COMMENTS TO ISSUES  
WE WILL AVOID PERSONAL ATTACKS

The regular meeting of the Board of Supervisors of the Tara Community Development District 1 was held on **Tuesday, September 22, 2020 at 9:03 a.m.** conducted by means of communications media technology telephone pursuant to Executive 20-179 as extended by Executive Order 20-193 issued by Governor DeSantis.

Present via teleconference and constituting a quorum:

Darby Connor	<b>Board Supervisor, Chairman</b>
Joe DiBartolomeo	<b>Board Supervisor, Vice Chairman</b>
	<i>(joined the meeting in progress)</i>
Joe Mojica	<b>Board Supervisor, Assistant Secretary</b>
Barbara Linden	<b>Board Supervisor, Assistant Secretary</b>
Peyton Phillips	<b>Board Supervisor, Assistant Secretary</b>

Also present via teleconference were:

Jennifer Goldyn	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley &amp; Robin</b>
Rick Schappacher	<b>District Engineer, Schappacher Engineering</b>
Duane Smith	<b>Field Manager</b>
Bill Conrad	<b>Representative, Sunrise Landcare</b>
Mike Kaigan	<b>Representative, Aquagenix</b>

Audience: **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Adoption of Agenda**

Ms. Goldyn asked for a motion to adopt the meeting agenda.

On a Motion by Mr. Mojica, seconded by Ms. Linden, with all in favor, the Board of Supervisors adopted the meeting agenda as presented for the Tara Community Development District 1.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Audience comments were entertained regarding extended pool hours and the pickleball courts.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

A. Aquatics & Landscape Update

Ms. Goldyn presented and reviewed the Aquatics Reports dated September 14, 2020. A discussion ensued regarding the ponds.

A discussion ensued regarding the landscape maintenance. A proposal was brought under separate cover for bushhog mowing.

On a Motion by Ms. Linden, seconded by Mr. Phillips, with all in favor, the Board of Supervisors approved the proposal for bush hog mowing service (\$720.00) for the Tara Community Development District 1.

B. Field Manager Report

Mr. Smith presented his Field Manager Report. A discussion ensued.

C. District Counsel

Mr. Vericker informed the board that the Board meetings may possibly resume in person in October.

D. District Engineer

Mr. Schappacher had no report to present at this time.

E. District Manager

Ms. Goldyn announced that the next meeting was scheduled for October 27, 2020 at 9:00 a.m.

#### **FIFTH ORDER OF BUSINESS**

#### **Discussion Regarding Amenities Re-Opening**

A discussion ensued regarding the opening of the amenities.

On a Motion by Ms. Linden, seconded Mr. Mojica, with all in favor, the Board approved opening a discussion regarding the Pickleball Courts for the Tara Community Development District 1.

On a Motion by Mr. Phillips, seconded Mr. Mojica, with all in favor, the Board approved the opening of the Pickleball Courts to doubles with hours of M-F 8:30 a.m. – 12:30 p.m. and Saturdays 9:00 a.m. – 3:00 p.m. with masks worn while playing and on the sidelines for the Tara Community Development District 1.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Well Maintenance**

Ms. Goldyn presented the proposal from Sunrise Landscape for Well Maintenance.

On a Motion by Mr. Connor, seconded Mr. Mojica, with all in favor, the Board approved Sunrise Landscape's proposal for Well Maintenance (\$900.00/quarter-\$3,600.00/year) for the Tara Community Development District 1.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Minutes of the Board of Supervisors' Meeting held on August 25, 2020**

Ms. Goldyn presented the minutes of the Board of Supervisors' meeting held on August 25, 2020.

On a Motion by Mr. Mojica, seconded Mr. Connor, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on August 25, 2020 as presented for the Tara Community Development District 1.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for August 2020**

Ms. Goldyn presented the Operations and Maintenance Expenditures for August 2020.

On a Motion by Mr. Mojica, seconded by Mr. Connor, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2020 (\$41,162.68) as presented for the Tara Community Development District 1.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal for District's Insurance Renewal**

Ms. Goldyn presented the proposal for the District's Insurance Renewal.

On a Motion by Mr. Mojica, seconded by Mr. Connor, with all in favor, the Board of Supervisors approved Egis Insurance's Proposal for the District's Insurance Renewal for the Tara Community Development District 1.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Goldyn asked if there were any Supervisor requests. There were none put forth at this time.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Goldyn stated that if there was no further business to come before the Board then a motion to adjourn would be in order.

On a Motion by Ms. Linden, seconded by Mr. DiBartolomeo, with all in favor, the Board adjourned the meeting at 10:45 a.m. for the Tara Community Development District 1.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman



## **Tab 3**

# TARA COMMUNITY DEVELOPMENT DISTRICT 1

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

## **Operation and Maintenance Expenditures September 2020 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$70,339.53**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Tara Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Air Clean of Florida, Inc.	006551	CP-7340-93	Various Repairs - Clubhouse 09/20	\$ 2,400.00
AM PM Mailing Service	006552	27610	Newsletter Mailings 08/20	\$ 761.25
Aquagenix	006558	4089617	Waterway Maintenance 09/20	\$ 2,655.00
Barbara Linden	006547	BL082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
Barbara Linden	006568	BL092220	Board of Supervisors Meeting 09/22/20	\$ 200.00
Bravo Cleaning Services, LLC	006553	203096	Janitorial Services 08/20	\$ 600.00
Comcast Communications	006554	8535 10 048 0005540 09/20	Community Center Phone/Internet Service 09/20	\$ 197.90
EGIS Insurance Advisors LLC	006567	11470	Policy #100120641 10/01/2020-10/01/2021	\$ 11,560.00
Florida Power & Light Company	006559	85063-48567 08/20	6208 Cormorant Ct. Aerator 08/20	\$ 90.48
Florida Power & Light Company	006564	FPL Summary 08/20	Electric Summary 08/20	\$ 3,011.74
George D Connor	006545	DC082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
George D Connor	006565	DC092220	Board of Supervisors Meeting 09/22/20	\$ 200.00
Jayanthi Gopalakrishnan	006538	CDD0009	Newsletter 08/20	\$ 450.00

## Tara Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Joseph Di Bartolomeo	006546	JD082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
Joseph Di Bartolomeo	006566	JD092220	Board of Supervisors Meeting 09/22/20	\$ 200.00
Joseph Mojica	006548	JM082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
Joseph Mojica	006569	JM092220	Board of Supervisors Meeting 09/22/20	\$ 200.00
Kenneth W. Johnson dba PC Consultants	006570	107223	Service Call - IT 09/20	\$ 90.00
Manatee County Utilities	006539	179079-104839 08/20	7340 Tara Preserve Lane 08/20	\$ 226.35
Peyton Paul Phillips	006549	PP082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
Peyton Paul Phillips	006571	PP092220	Board of Supervisors Meeting 09/22/20	\$ 200.00
Pools by Lowell, Inc.	006540	216679	Repair Pump 08/20	\$ 1,191.19
Pools by Lowell, Inc.	006560	216943	Monthly Pool Service 09/20	\$ 350.00
Pools by Lowell, Inc.	006560	217654	Replace Ropes - Pool 09/20	\$ 219.76
Pools by Lowell, Inc.	006560	217672	Pool Repair 09/20	\$ 119.37
Rayco Electric, Inc.	006544	59170	Install Aerator Pump for Ponds 07/20	\$ 1,900.00

## Tara Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	006541	INV0000052602	District Management Fees 09/20	\$ 4,252.16
Rizzetta Amenity Services, Inc.	006550	INV00000000007889	Amenity Management Services 08/20	\$ 710.00
Rizzetta Amenity Services, Inc.	006555	INV00000000007921	Amenity Management Services 09/20	\$ 1,510.00
Rizzetta Amenity Services, Inc.	006561	INV00000000007950	Out of Pocket Expense 08/20	\$ 50.00
Rizzetta Amenity Services, Inc.	006572	INV00000000007981	Amenity Management Services 09/20	\$ 714.37
Rizzetta Technology Services	006542	INV0000006238	Email and Website Hosting Services 09/20	\$ 190.00
Schappacher Engineering LLC	006556	1708	Engineering Services 08/20	\$ 450.00
Straley Robin Vericker	006543	18715	Legal Services 08/20	\$ 1,653.10
Straley Robin Vericker	006573	18880	Legal Services 09/20	\$ 2,440.55
Sunrise Landcare, Inc.	006562	70780	Landscape Maintenance 09/20	\$ 13,128.66
Sunrise Landcare, Inc.	006562	71035	Hydroseeding 09/20	\$ 3,708.00
Sunrise Landcare, Inc.	006562	71038	Install Annuals 09/20	\$ 1,720.00
Sunrise Landscape	006557	70615	Replace Control Box - Irrigation Pump 07/20	\$ 566.39

## Tara Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sunrise Landscape	006557	70617	Repair Irrigation Pump - Well #1 07/20	\$ 4,551.54
Sunrise Landscape	006557	70620	Repair Irrigation Pump - Well #2 07/20	\$ 4,098.22
Tara CDD	CD1085	CD1085	Debit Card Replenishment	\$ 281.36
Tara CDD	CD1086	CD1086	Debit Card Replenishment	\$ 683.88
Teco Peoples Gas	006574	211014511060 08/20	Gas Service for Pool Heater 08/20	\$ 33.26
Welch Tennis Courts, Inc.	006563	3970	Install Netting 09/20	<u>\$ 1,775.00</u>
Report Total				<u><u>\$ 70,339.53</u></u>