



Rizzetta & Company

Covington Park Community Development District

Board of Supervisors' Meeting December 19, 2018

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

Covington Park Clubhouse, 6806 Covington Garden Drive, Apollo Beach, FL 33572

Board of Supervisors	Alan Untracht	Chairman
	Stephen Brown	Vice Chairman
	Tarlese Allen	Assistant Secretary
	Scott Harrison	Assistant Secretary
	Jennifer Van Haren	Assistant Secretary
District Manager	Grant Phillips	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Petitt Worrell Craine Wolfe, LLC
District Engineer	Tim Plate	Heidt Design, LLC

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) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

December 11, 2018

**Board of Supervisors
Covington Park Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Wednesday, December 19, 2018 at 6:00 PM** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Field Manager ReportTab 1
 - i. Consideration of Landscape-Related Proposals.....Tab 2
 - B. Aquatics Report
 - i. Consideration of Aquatics-Related Proposals
 - C. District Counsel
 - D. District Engineer
 - i. Discussion of District Infrastructure OwnershipTab 3
 - E. Community Coordinator Report
 - F. District Manager
 - i. Presentation of Unaudited Financial StatementsTab 4
 - ii. Presentation of Action Item List *under sep. cover*
- 4. BUSINESS ITEMS**
 - A. Discussion Regarding Designated Smoking Areas
 - B. Discussion Regarding Clubhouse Expansion Project
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting Held on November 26, 2018Tab 5
 - B. Consideration of Operation & Maintenance Expenditures for November 2018..... *under sep. cover*
 - C. Ratification of Series 2015 Requisitions (if any)
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 533-2950.

Respectfully,
Grant Phillips
Grant Phillips
District Manager

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.

**COVINGTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Monday, November 26, 2018 at 6:08 PM** at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572.

Present and constituting a quorum were:

Alan Untracht	Board Supervisor, Vice Chairman
Tarlese Allen	Board Supervisor, Asst. Secretary
Stephen Brown	Board Supervisor, Asst. Secretary
Scott Harrison	Board Supervisor, Asst. Secretary
Jennifer Van Haren	Board Supervisor, Asst. Secretary (<i>joined the meeting in progress</i>)

Also present were:

Grant Phillips	District Manager; Rizzetta & Co., Inc.
Biff Craine	District Counsel; Pettitt Worrell (<i>via phone</i>)
Cathy Sobrito	Community Coordinator

Audience

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Mr. Phillips called the meeting to order and conducted roll call. All present then stood and recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

- Dave Rochford spoke about landscaping on Covington Stone and Covington Garden.
- Bill Irwin spoke about updated maps and having an action item list.

46 **THIRD ORDER OF BUSINESS** **Administration of Oath of Office**

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48 Mr. Phillips administered the Oath of Office to newly elected Board supervisors Mr.
49 Harrison, Mr. Brown, and Mr. Untracht.

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51 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution**
52 **2019-01, Designating Officers**
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54 Mr. Phillips presented Resolution 2019-01, Designating Officers of the District, to
55 the Board for consideration. The Board agreed that Mr. Untracht would serve as Board
56 Chair, Mr. Brown would serve as Vice Chair, and the remaining supervisors would serve
57 as assistant secretaries along with Mr. Phillips.

On a Motion by Ms. Allen, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adopted Resolution 2019-01, Designating Officers, for the Covington Park Community Development District.

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59 **FIFTH ORDER OF BUSINESS** **Staff Reports**

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61 **A. Field Manager Report**

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63 Mr. Phillips presented Senior Field Services Manager John Toborg's latest
64 inspection reports to the Board for review. Discussion ensued.

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66 **i. Consideration of Landscape Proposals**

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68 Mr. Phillips presented three proposals from LMP to the Board for
69 consideration. Discussion ensued.

On a Motion by Ms. Allen, seconded by Mr. Untracht, with all in favor, the Board of Supervisors approved proposals #49396 (Guilford Park hedge irrigation repairs, \$988.95) and #49397 (Guilford Park irrigation repairs, \$309.60) from LMP in the total amount of \$1,298.55 for the Covington Park Community Development District.

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72 **B. Aquatics Report**

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74 Mr. Phillips provided an aquatics summary for the Board. He then presented
75 proposals for Brazilian pepper tree removal and for cattails removal to the Board
76 for consideration. After discussion the Board declined to take action on the
77 proposals at this time.

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79 **C. District Counsel**

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81 Mr. Craine addressed and answered general questions from the Board. He
82 discussed the

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84 **D. District Engineer**

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86 Mr. Phillips advised that a sidewalk map is to be drafted.

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88 **E. Community Coordinator Report**

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90 Ms. Sobrito addressed and answered general questions from the Board.

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92 **F. District Manager**

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94 Mr. Phillips noted that the next Board of Supervisors' meeting will be held on
95 Wednesday, December 19, 2018 at 6:00 PM at the Covington Park Clubhouse
96 located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

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98 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding Clubhouse
Expansion Project**

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101 Mr. Phillips introduced the topic to the Board. Lengthy discussion ensued.

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103 **SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
Held on October 22, 2018**

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107 Mr. Phillips presented the minutes of the Board of Supervisors' meeting held on
108 October 22, 2018 to the Board for consideration. Brief discussion ensued.

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On a Motion by Ms. Van Haren, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held October 22, 2018 as presented for the Covington Park Community Development District.
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111 **EIGHTH ORDER OF BUSINESS**

**Consideration of October 2018
Operation & Maintenance
Expenditures**

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115 Mr. Phillips presented the October 2018 Operations & Maintenance expenditures
116 to the Board for consideration.

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On a Motion by Ms. Van Haren, seconded by Ms. Allen, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for October 2018 (\$61,660.72) for the Covington Park Community Development District.

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NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Brown discussed parking on Monarch Park.

Mr. Untracht spoke about streamlining topics and the action item list.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Harrison, seconded by Mr. Untracht, with all in favor, the Board of Supervisors adjourned the meeting at 8:04 PM for the Covington Park Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

