



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
November 25, 2019**

**District Office:
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625**

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Vacant Stephen Brown Tarlese Allen Scott Harrison Jennifer Van Haren	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Angel Montagna	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Petitt Worrell Craine Wolfe, LLC
District Engineer	Giacomo Licari	Dewberry Engineers

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), 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.

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.covingtonparkcdd.org

November 15, 2019

Board of Supervisors
Covington Park Community
Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, November 25, 2019 at 6:00 p.m.** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572. The following is the advanced agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Field Manager Report..... Tab 1
 - i. Consideration of LMP's Proposals Tab 2
 - B. Aquatics Report..... Tab 3
 - i. Consideration of Remson Aquatics Proposal for Plantings for Pond #3 Tab 4
 - C. District Counsel
 - D. District Engineer
 - i. Update on Construction Project
 - E. Community Coordinator Report..... Tab 5
 - F. District Manager
 - G. i. Presentation of Action Item List.....Tab 6
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on October 28, 2019..... Tab 7
 - B. Consideration of Operation & Maintenance Expenditures for October 2019..... Tab 8
 - C. Ratification of Series 2015 Requisitions (if any)
 - D. Consideration of a Board Supervisor Replacement..... Tab 9
 1. Administer Oath of Office to Newly Appointed Officer Tab 10
 2. Review of Form 1 and Sunshine Amendment
 - E. Consideration of Resolution 2020-01, Designating Officers of the District Tab 11
- 5. BUSINESS ITEMS**
 - A. Consideration of Proposal to Remove Brazilian Peppers.....Tab 12
 - B. Discussion Regarding LMP's Contract
- 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) 933-5571.

Respectfully,
Angel Montagna
District Manager

Tab 1

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, October 28, 2019 at 6:00 p.m.** at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572.

Present and constituting a quorum were:

Stephen Brown	Board Supervisor, Vice Chair
Jennifer Van Haren	Board Supervisor, Asst. Secretary
Scott Harrison	Board Supervisor, Asst. Secretary

Also present were:

Tarlese Allen	Board Supervisor, Asst. Secretary <i>(via conference call)</i>
Angel Montagna	Regional District Manager; Rizzetta & Co., Inc.
Biff Craine	District Counsel; Pettitt Worrell <i>(via conference call)</i>
Giacomo Licari	District Engineer, Dewberry Engineers
Cathy Sobrito	Community Coordinator
Paula Means	LMP

Audience

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Ms. Montagna 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

A discussion ensued regarding construction and permitting.

The Board entertained audience comments regarding Brazilian Peppers, conservation area overgrowth, community coordinator action list and vendor clubhouse badges being shared. General comments were also entertained.

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THIRD ORDER OF BUSINESS Staff Reports

A. Field Manager Report

Ms. Montagna presented and reviewed the Field Inspection Report. A discussion ensued regarding bushes at Crownwall entrance and ant treatment at the Clocktower.

Ms. Montagna presented LMP's responses to the Filed Inspection Report and their proposals. The following proposals were approved:

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved LMP's proposal for mulch (not-to-exceed \$25,000.00) for the Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Mr. Brown, with all in favor, the Board of Supervisors approved LMP's proposal #60713 for enhancements and mulch (\$708.75) for the Covington Park Community Development District.

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved LMP's proposal #61536 for Arbor Care and Services (\$1,823.25) for the Covington Park Community Development District.

The remaining landscape proposals were tabled.

B. Aquatics Report

Ms. Montagna presented and reviewed the Aquatics Report. A discussion ensued regarding the aquatic maintenance.

C. District Counsel

Mr. Craine gave the Board an update on the construction project contracts.

D. District Engineer

Mr. Licari reviewed his survey on pond #3 regarding structure. He stated that the pond needs plantings. Remson Aquatics to provide a proposal for the pond plantings.

85 **E. Community Coordinator Report**

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87 Ms. Sobrito presented her report and answered the Board's general
88 questions. The Board approved the following items:
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On a Motion by Ms. Van Haren, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the UPS contract as presented for the Covington Park Community Development District.

90 A proposal for pressure washing was presented and put on hold.
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On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved a proposal for a drinking fountain (\$1,225.37 plus installation) as presented for the Covington Park Community Development District.

93 **F. District Manager**

94 Ms. Montagna noted that the next Board of Supervisors' regular meeting will
95 be held on Monday, November 25, 2019 at 6:00 p.m. at the Covington Park
96 Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.
97

98 Ms. Montagna presented and reviewed the updated Action Item List.
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100 Ms. Montagna presented the resignation letter that she received from Alan
101 Untracht and asked the Board for a motion to accept the resignation letter.
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On a Motion by Ms. Van Haren, seconded by Ms. Allen, with all in favor, the Board of Supervisors accepted Alan Untracht's letter of resignation from the Board of Supervisors for the Covington Park Community Development District.

105 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
held on September 23, 2019**

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110 Ms. Montagna presented the September 23, 2019 meeting minutes to the Board.
111 There were no changes made.
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On a Motion by Mr. Brown, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held September 23, 2019 as presented for the Covington Park Community Development District.

113 **FIFTH ORDER OF BUSINESS**

**Consideration of Operations &
Maintenance Expenditures for
September 2019**

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117 Ms. Montagna presented the September 2019 Operation and Maintenance
118 Expenditures.
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On a Motion by Mr. Brown, seconded by Ms. Allen, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for September 2019 (\$83,920.29) for the Covington Park Community Development District.

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121 **SIXTH ORDER OF BUSINESS** **Ratification of Series 2015**
122 **Requisitions if any**
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124 Ms. Montagna stated that there were no Series 2015 Requisitions to present at
125 this time.
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REQUISITION NO.	PAYEE	AMOUNT

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129 **SEVENTH ORDER OF BUSINESS** **Discussion Regarding Resident**
130 **Issue with Brazilian Peppers**
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132 Ms. Montagna reviewed the resident's pictures with the Board. A discussion
133 ensued. Ms. Sobrito will obtain proposals for the removal of the Brazilian Peppers.
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135 **EIGHTH ORDER OF BUSINESS** **Consideration of Pro**
136 **Performance for Pressure**
137 **Washing**
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139 This item was discussed earlier in the meeting.
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141 **NINTH ORDER OF BUSINESS** **Supervisor Requests**
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143 Ms. Montagna asked if there were any Supervisor requests. Mr. Brown spoke about the
144 construction project. Ms. Van Haren spoke about the FDOT.
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146 **TENTH ORDER OF BUSINESS** **Adjournment**
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148 Ms. Montagna stated that if there was no further business to come before the
149 Board than a motion to adjourn would be in order.
150

On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adjourned the meeting at 8:28 p.m. for the Covington Park Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 2

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures October 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$64,534.15**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A Bales Security Agency, Inc.	002131	35739	Security Patrol 10/20/19-11/2/19	\$ 660.00
A Bales Security Agency, Inc.	002102	36171	Security Patrol 09/08/19-9/21/19	\$ 660.00
ABM Building Services, LLC	002108	14338571	Maintenance Agreement 09/19	\$ 360.50
ABM Building Services, LLC	002137	14416244	Maintenance Agreement 10/19	\$ 360.50
Access Residential Management LLC	002112	CPCDD-2019-010	Management Fee 10/19	\$ 1,400.00
Access Residential Management LLC	002112	CPCDD-2019-010	Payroll 10/19	\$ 15,826.32
Alan Untracht	002129	PR AU	Board of Supervisors 09/30/19	\$ 200.00
Alan Untracht	002110	UA092319	Board of Supervisors 09/23/19	\$ 200.00
Beyond Fitness Equipment Repair	002133	101019	Repair/Maintenance 10/19	\$ 150.00
Beyond Fitness Equipment Repair	002122	10919	Gym Wipes 10/9/19	\$ 105.00
BOCC	002113	3434800000 09/19	7036 Monarch Park Drive 09/19	\$ 30.41
BOCC	002132	3434800000 10/19	7036 Monarch Park Drive 10/19	\$ 69.86
BOCC	002113	8825800000 09/19	7734 Covington Stone Avenue 09/19	\$ 12.97
BOCC	002132	8825800000 10/19	7734 Covington Stone Avenue 10/19	\$ 25.94

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	002113	Water Summary	BOCC Water Bill Summary 09/19	\$ 326.75
Covington Park CDD - Debit Card	CD0888	09/19 Debit Card	Debit Card Replenishment	\$ 216.60
Covington Park CDD - Debit Card	CD0890	Replenishment Debit Card	Debit Card Replenishment	\$ 718.47
Covington Park CDD - Debit Card	CD0891	Replenishment Debit Card	Debit Card Replenishment	\$ 599.37
Dewberry Engineers Inc	002105	1733160	Engineering Services 08/19	\$ 225.00
Dewberry Engineers Inc	002134	1745591	Engineering Services 10/19	\$ 1,050.00
Florida Department of Revenue	002114	Sales Tax 09/19	Sales Tax 09/19	\$ 31.34
Frontier Florida LLC	002135	112515-5 10/19	Fios Internet 10/7/19	\$ 161.82
Frontier Florida LLC	002135	121515-5 10/16/19	Fios Internet 10/16/19	\$ 311.18
Frontier Florida LLC	002106	121515-5 9/19	Fios Internet 10/19	\$ 310.80
Grau & Associates	002124	18687	Audit Services for PE 09/30/18	\$ 500.00
Home Depot Credit Services	002118	322531918559 09/19	Clubhouse Office/Janitor Supplies 09/19	\$ 584.15
Jennifer Van Haren	002111	HJ092319	Board of Supervisors 09/23/19	\$ 200.00
Jennifer Van Haren	002130	JH093019	Board of Supervisors 09/30/19	\$ 200.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	002136	146915	Monthly Maintenance 10/19	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002115	147225	Irrigation Repairs - Zone 7	\$ 392.70
Landscape Maintenance Professionals, Inc.	002115	147255	Fertilizer 09/19	\$ 2,911.50
Landscape Maintenance Professionals, Inc.	002115	147256	Pest Control 09/19	\$ 395.00
Office Depot Credit Plan	002126	568510096415 09/19	Clubhouse Office/Janitor Supplies 09/19	\$ 17.17
Remson Aquatics, LLC	002138	111884	Lake Maintenance 10/19	\$ 2,915.00
Republic Services # 696	002117	0696-000829473	6806 Covington Garden Dr 10/19	\$ 277.78
Rizzetta & Company, Inc.	002116	INV0000043882	District Management Fees 10/19	\$ 6,812.50
Rizzetta & Company, Inc.	002116	INV000043754	Assessment Roll FY 19/20	\$ 5,250.00
Rizzetta Technology Services, LLC.	002139	INV0000004793	Email/Website Hosting Services 10/19	\$ 190.00
Scott Harrison	002107	SH092319	Board of Supervisors 09/23/19	\$ 200.00
Scott Harrison	002125	SH093019	Board of Super Workshop Meeting 09/30/19	\$ 200.00
Sprint	002127	536265800-116	Board Member and Staff Cell Phones 09/19	\$ 170.62

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2019 through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Stephen J Brown	002104	SB092319	Board of Supervisors 09/23/19	\$ 200.00
Stephen J Brown	002123	SB093019	Board of Supervisors 09/30/19	\$ 200.00
Tarlese Allen	002103	TA092319	Board of Supervisors 09/23/19	\$ 200.00
Tarlese Allen	002121	TA093019	Board of Supervisors 09/30/19	\$ 200.00
TECO	002120	211015064275 09/19	7411 Surrey Pines Dr 09/19	\$ 246.38
TECO	002120	211015064382 09/19	7574 Oxford Garden 09/19	\$ 52.37
TECO	002128	311000010158 09/19	Summary Bill 09/19	\$ 4,515.40
Times Publishing Company	002109	0000014802 09/20/19	Legal Advertising 09/19	\$ 197.50
Times Publishing Company	002140	0000014807 10/18/19	Legal Advertising 10/18/19	\$ 269.75
Zebra Cleaning Team, Inc.	002141	3329	Pool Cleaning 10/19	\$ <u>834.00</u>
Report Total				\$ <u>64,534.15</u>

Tab 3

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2019.

**COVINGTON PARK COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY