



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
December 16, 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.

December 6, 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, December 16, 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
 - C. District Counsel
 - D. District Engineer
 - i. Update on Construction Project
 - E. Community Coordinator Report..... Tab 4
 - F. District Manager
 - G. i. Presentation of Action Item List.....Tab 5
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 25, 2019 Tab 6
 - B. Consideration of Operation & Maintenance Expenditures for November 2019..... Tab 7
 - C. Ratification of Series 2015 Requisitions (if any)
 - D. Consideration of a Board Supervisor Replacement..... Tab 8
 1. Administer Oath of Office to Newly Appointed Officer Tab 9
 2. Review of Form 1 and Sunshine Amendment
 - E. Consideration of Resolution 2020-01, Designating Officers of the District Tab 10
- 5. BUSINESS ITEMS**
 - A. 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, November 25, 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 <i>(via conference call)</i> |
| Cathy Sobrito | Community Coordinator |
| Paula Means | Representative, LMP |
| Matt Remson | Representative, Remson Aquatics |

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

Audience comments were entertained regarding resumes for the vacant seat on the Board, Pond #3, and the bonds.

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Manager Report

Ms. Montagna presented and reviewed the Field Inspection Report.

Ms. Montagna presented LMP's proposals. The following proposals were approved:

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #60718 for Cromwell Entry Enhancement (\$810.00) 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 #60712 for Devon Entrance Enhancement (\$1,167.75) for the Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #60714 for Oxford Entry Enhancement (\$1,179.75) for the Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #60715 for Regents Way Entry Enhancement (\$1,286.25) 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 #60386 for Guilford Property Entrance Enhancement (\$540.00) for the Covington Park Community Development District.

B. Aquatics Report

Ms. Montagna presented and reviewed the Aquatics Report.

Ms. Montagna presented Remson Aquatic's proposal to remove Brazilian Peppers from two areas behind 6735 and 6739 Monarch Park Drive.

On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved Remson Aquatic's proposal to remove Brazilian Peppers from two areas behind 6735 and 6739 Monarch Park Drive (\$1,200.00) for the Covington Park Community Development District.

73

On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved Remson Aquatic's proposal Brazilian Pepper removal on Monarch (\$1,200.00) for the Covington Park Community Development District.

74

75

Ms. Montagna presented Remson Aquatic's proposal for plantings on pond #3.

76

77

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved Remson Aquatic's proposal #1241 for plantings on Pond #3 (\$1,000.00) for the Covington Park Community Development District.

78

79

C. District Counsel

80

Mr. Craine did not have a report to present at this time.

81

82

83

D. District Engineer

84

Mr. Licari gave an update on the construction project. He stated that he has received the marked-up plans with comments. The Board approved a re-submittal as long as all punch list items sent to the Engineer have been included.

85

86

87

88

89

90

E. Community Coordinator Report

91

Ms. Sobrito presented her report and answered the Board's general questions. She stated that a water cooler has been ordered. The Board approved the following items:

92

93

94

95

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved Lenox Millennial Cleaning's proposal to clean three times a week (\$500.00) for the Covington Park Community Development District.

96

97

On a Motion by Ms. Van Haren, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved MHD Communications' proposal for a Computer Update (\$1,709.19) for the Covington Park Community Development District.

98

99

F. District Manager

100

Ms. Montagna noted that the next Board of Supervisors' regular meeting will be held on Monday, December 16, 2019 at 6:00 p.m. at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

101

102

103

104

105 Ms. Montagna presented and reviewed the updated Action Item List.

106
107 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
held on October 28, 2019**

108
109
110
111 Ms. Montagna presented the October 28, 2019 meeting minutes to the Board.
112 There were no changes made.
113

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held October 28, 2019 as presented for the Covington Park Community Development District.

114
115 **FIFTH ORDER OF BUSINESS**

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

116
117
118
119 Ms. Montagna presented the October 2019 Operation and Maintenance
120 Expenditures.
121

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for October 2019 (\$64,534.15) for the Covington Park Community Development District.

122
123 **SIXTH ORDER OF BUSINESS**

**Ratification of Series 2015
Requisitions if any**

124
125
126 Ms. Montagna stated that there were no Series 2015 Requisitions to present at
127 this time.
128

129
130 **SEVENTH ORDER OF BUSINESS**

**Consideration of a Board
Supervisor Replacement**

131
132
133 Ms. Montagna stated that she had received three letters of interest for the vacant
134 Board seat. A discussion ensued. The Board decided to table this item until their
135 December meeting.
136

137 **EIGHTH ORDER OF BUSINESS**

**Administer Oath of Office to
Newly Appointed Supervisor**

138
139
140 This item was tabled.
141

142 **NINTH ORDER OF BUSINESS**

**Review of Form 1 and Sunshine
Amendment**

143
144

145 This item was tabled.

146
147 **TENTH ORDER OF BUSINESS** **Consideration of Resolution**
148 **2020-01, Designating Officers of**
149 **the District**

150
151 This item was tabled.

152
153 **ELEVENTH ORDER OF BUSINESS** **Consideration of Proposal to**
154 **Remove Brazilian Peppers**

155
156 This item was presented and approved earlier in the meeting.

157
158 **TWELFTH ORDER OF BUSINESS** **Discussion Regarding LMP's**
159 **Contract**

160
161 Ms. Montagna opened the floor for discussion regarding LMP's contract.

162
163 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**

164
165 Ms. Montagna asked if there were any Supervisor requests. Mr. Brown thanked
166 Ms. Montagna and District Engineer for moving the construction project forward.

167
168 Mr. Harrison spoke about the final project and permits.

169
170 Ms. Van Haren spoke about security companies.

171
172 Ms. Allen thanked Ms. Montagna and District Engineer for moving the construction
173 project forward.

174
175 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

176
177 Ms. Montagna stated that if there was no further business to come before the
178 Board than a motion to adjourn would be in order.

179

On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adjourned the meeting at 6:47 p.m. for the Covington Park Community Development District.

180

181

182

183

184

Assistant Secretary

Chair / Vice Chair

Tab 2

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$35,906.23**

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. | 002142 | 35785 | Security Patrol 11/03/19-11/16/19 | \$ 660.00 |
| Affordable Backflow Testing | 002155 | 15751 | Backflow Prevention Tests 11/18 | \$ 280.00 |
| Apollo Beach Plumbing Inc. | 002156 | 8115 | Service Call - 11/19 | \$ 145.00 |
| Beyond Fitness Equipment Repair | 002157 | 111119 | Repair/Maintenance 11/19 | \$ 105.00 |
| BOCC | 002148 | Water Summary 10/19 | BOCC Water Bill Summary 10/19 | \$ 327.47 |
| Department of Economic Opportunity | 002158 | 73266 | Special District Fee FY 19/20 | \$ 175.00 |
| Florida Department of Revenue | 002154 | Sales Tax 10/19 | Sales Tax Payable 10/19 | \$ 45.89 |
| Frontier Florida LLC | 002159 | 112515-5 11/19 | Fios Internet 11/7/19 | \$ 161.82 |
| Global Equipment Company | 002160 | 111319 Global | Purchase of Outdoor Fountain | \$ 1,101.00 |
| Home Depot Credit Services | 002149 | 322531918559 10/19 | Clubhouse Office/Janitor Supplies 10/19 | \$ 249.81 |
| Jennifer Van Haren | 002147 | JH102819 | Board of Supervisors 10/28/19 | \$ 200.00 |
| Landscape Maintenance Professionals, Inc. | 002165 | 147696 | Landscape Maintenance 11/19 | \$ 12,389.50 |
| Landscape Maintenance Professionals, Inc. | 002153 | 148099 | Fertilizer 11/19 | \$ 2,760.00 |
| Landscape Maintenance Professionals, Inc. | 002150 | 148100 | Pest Control 10/19 | \$ 390.00 |

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> |
|---------------------------|---------------------|-----------------------|---|-----------------------|
| Office Depot Credit Plan | 002161 | 568510096415 10/19 | Clubhouse Office/Janitor Supplies 10/19 | \$ 58.19 |
| Remson Aquatics, LLC | 002162 | 111986 | Lake Maintenance 11/19 | \$ 2,915.00 |
| Republic Services # 696 | 002146 | 0696-000835498 | 6806 Covington Garden Dr 10/19 | \$ 277.78 |
| Rizzetta & Company, Inc. | 002151 | INV0000044503 | District Management Fees 11/19 | \$ 6,812.50 |
| Scott Harrison | 002145 | SH102819 | Board of Supervisors 10/28/19 | \$ 200.00 |
| Sprint | 002166 | 536265800-117 | Phone bill 10/19 | \$ 170.62 |
| Stephen J Brown | 002144 | SB102819 | Board of Supervisors 10/28/19 | \$ 200.00 |
| Tarlese Allen | 002143 | TA102819 | Board of Supervisors 10/28/19 | \$ 200.00 |
| TECO | 002152 | 211015064275 11/19 | 7411 Surrey Pines Dr 11/19 | \$ 236.82 |
| TECO | 002152 | 211015064382 11/19 | 7574 Oxford Garden 11/19 | \$ 49.64 |
| TECO | 002163 | 311000010158 10/19 | Summary Bill 10/19 | \$ 4,961.19 |
| Zebra Cleaning Team, Inc. | 002164 | 3350 | Pool Cleaning 11/19 | <u>\$ 834.00</u> |
| Report Total | | | | <u>\$ 35,906.23</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