



Rizzetta & Company

Covington Park Community Development District

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

**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	Stephen Brown	Chairman
	Scott Harrison	Vice Chairman
	Tarlese Allen	Assistant Secretary
	Jennifer Van Haren	Assistant Secretary
	Dr. Ronald Blue	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.

January 17, 2020

**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, January 27, 2020 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
 - ii. Well Update
 - B. Aquatics Report (under separate cover)
 - C. District Counsel
 - D. District Engineer
 - i. Update on Construction Project
 - E. Community Coordinator Report (under separate cover)
 - F. District Manager
 - G.
 - i. Presentation of Action Item List (under separate cover)
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on December 16, 2019 Tab 3
 - B. Consideration of Operation & Maintenance Expenditures for December 2019 Tab 4
 - C. Ratification of Series 2015 Requisitions (if any)
- 5. BUSINESS ITEMS**
 - A. Consideration of District Counsel's Engagement Letter..... Tab 5
- 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, December 16, 2019 at 6:04 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
Tarlese Allen	Board Supervisor, Asst. Secretary

Also present were:

Scott Harrison	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	Representative, LMP
Patrick Bell	Field Services Manager, Rizzetta & Company, Inc.

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

An audience comment was entertained regarding a violation letter received regarding trees they planted on District property. Mr. Bell and Ms. Means will check the area. Mr. Craine mentioned a Use Agreement.

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Manager Report

Mr. Bell presented and reviewed the Field Inspection Report. A discussion ensued regarding communication with LMP. The Board requested a well updated from Mr. Bell.

Mr. Bell presented LMP's proposals. The following proposals were approved:

On a Motion by Mr. Brown, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors approved LMP's proposal #61565 for River Birch Tree Removal (\$388.10) for the Covington Park Community Development District.

On a Motion by Ms. Van Haren, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #63568 to remove two dead Washington Palms at entry island to Bristol (\$1,705.00) for the Covington Park Community Development District.

B. Aquatics Report

Ms. Montagna presented and reviewed the Aquatics Report. A discussion ensued regarding plantings that were previously approved. It was stated that Mr. Remson will remove the fountain and store it.

C. District Counsel

Mr. Craine gave the Board an update regarding his changing of law firms as of January 1, 2020.

On a Motion by Ms. Allen, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors authorized the Vice Chairman to execute the Election Letter when received to continue District Counsel Services with Biff Craine and Brooks Sheppard Rocha for the Covington Park Community Development District.

D. District Engineer

Mr. Licari gave an update on the construction project. Ms. Montagna is still waiting for an estimate for the backstop.

E. Community Coordinator Report

Ms. Sobrito presented her report and answered the Board's general questions.

85 **F. District Manager**

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87 Ms. Montagna noted that the next Board of Supervisors' regular meeting will
88 be held on Monday, January 27, 2020 at 6:00 p.m. at the Covington Park
89 Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.
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91 Ms. Montagna stated that she is still waiting for an update from the engineer
92 on construction to have a completed Action Item List.
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94 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
held on November 25, 2019**

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98 Ms. Montagna presented the November 25, 2019 meeting minutes to the Board.
99 There were no changes made.
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On a Motion by Mr. Brown, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held November 25, 2019 as presented for the Covington Park Community Development District.

101 **FIFTH ORDER OF BUSINESS**

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

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106 Ms. Montagna presented the November 2019 Operation and Maintenance
107 Expenditures.
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On a Motion by Mr. Brown, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for November 2019 (\$35,906.23) for the Covington Park Community Development District.

109 **SIXTH ORDER OF BUSINESS**

**Ratification of Series 2015
Requisitions if any**

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113 Ms. Montagna stated that there were no Series 2015 Requisitions to present at
114 this time.
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116 **SEVENTH ORDER OF BUSINESS**

**Consideration of a Board
Supervisor Replacement**

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119 Ms. Montagna stated that she had received two letters of interest for the vacant
120 Board seat. A discussion ensued regarding the letters of interest from Ronald Blue and
121 William Irwin.
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On a Motion by Ms. Allen, seconded by Mr. Harrison, with all in favor, the Board of Supervisors appointed Ronald Blue to vacant seat #3 on the Board of Supervisors for the Covington Park Community Development District.

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EIGHTH ORDER OF BUSINESS

Administer Oath of Office to Newly Appointed Supervisor

Ms. Montagna, a Notary Public in the State of Florida administered the Oath of Office to Ronald Blue. Dr. Blue swore and affirmed to the oath and executed it. Dr. Blue chose to receive compensation for meeting attendance.

NINTH ORDER OF BUSINESS

Review of Form 1 and Sunshine Amendment

Ms. Montagna gave Dr. Blue the new Supervisor package and reviewed Form 1.
Mr. Craine briefly reviewed the Sunshine Amendment for Dr. Blue.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2020-01, Designating Officers of the District

Ms. Montagna presented and reviewed Resolution 202-01, Designating Officers of the District.

On a Motion by Ms. Allen, seconded by Mr. Harrison, with all in favor, the Board of Supervisors appointed Stephen Brown as District Chairman for the Covington Park Community Development District.

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On a Motion by Ms. Van Haren, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved Resolution 202-01, Designating Officers of the District as follows: Stephen Brown – Chairman, Scott Harrison – Vice Chairman, Tarlese Allen – Jennifer Van Haren, Ronald Blue, and Angel Montagna as Assistant Secretaries for the Covington Park Community Development District.

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ELEVENTH ORDER OF BUSINESS

Discussion Regarding LMP's Contract

LMP stated that they held their pricing as stated at the last meeting.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Ms. Montagna asked if there were any Supervisor requests. Ms. Allen thanked her fellow Board members for their work.

158 Mr. Van Haren spoke about Bill Irwin as a consultant.

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160 Dr. Blue thanked the Board for his appointment and addressed the audience.

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162 Mr. Harrison discussed his project concerns.

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164 Mr. Brown thanked the Board for appointing him as Chairman.

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166 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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

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On a Motion by Mr. Brown, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors adjourned the meeting at 7:22 p.m. for the Covington Park Community Development District.

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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 December 2019 For Board Approval

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

The total items being presented: **\$85,734.40**

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.	002186	35710	Security Patrol 10/06/19-10/19/19	\$ 660.00
A Bales Security Agency, Inc.	002186	37014	Security Patrol 11/17/19-11/29/19	\$ 660.00
A Bales Security Agency, Inc.	002199	37057	Security Patrol 12/01/19-12/14/19	\$ 660.00
ABM Building Services, LLC	002180	14532674	Maintenance Agreement 11/19	\$ 367.00
Access Residential Management LLC	002209	CPCDD-2019-011	Management Fee 11/19	\$ 1,400.00
Access Residential Management LLC	002209	CPCDD-2019-011 PR	Payroll 11/19	\$ 19,360.30
Access Residential Management LLC	002209	CPCDD-2019-012	Management Fee 12/19	\$ 1,400.00
Access Residential Management LLC	002209	CPCDD-2019-012 PR	Payroll 12/19	\$ 11,803.45
BOCC	002173	3434800000 11/18/19	7734 Covington Stone Avenue 11/19	\$ 2.25
BOCC	002173	8825800000 11/19	7734 Covington Stone Avenue 11/19	\$ 0.62
BOCC	002187	Water Summary 11/19	BOCC Water Bill Summary 11/19	\$ 297.52
Dewberry Engineers Inc	002175	1757524	Engineering Services 10/19	\$ 2,005.00
Doug Beldon, Tax Collector	002200	A0515240474 12/19	Ad & Non-Ad Valorem Assessments 12/19	\$ 306.70
Doug Beldon, Tax Collector	002200	A0515270501-2019	Ad & Non-Ad Valorem Assessments 12/19	\$ 1,930.46

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>
Frontier Florida LLC	002210	112515-5 12/19	Fios Internet 12/19	\$ 161.82
Frontier Florida LLC	002176	121515-5 12/19	Fios Internet 12/19	\$ 155.83
Grau & Associates	002177	Q34741139R81	Audit FYE 09/30/19 - Confirmation 10/19	\$ 46.00
Home Depot Credit Services	002188	322531918559 11/19	Clubhouse Office/Janitor Supplies 11/19	\$ 20.56
Hydro Harvest Farms	002201	120619	Poinsettias 12/19	\$ 54.00
Innersync Studio, Ltd	002189	17921	CDD Website Service - Annual	\$ 1,537.50
Jennifer Van Haren	002184	JH 112519	Board of Supervisors 11/25/19	\$ 200.00
Landscape Maintenance Professionals, Inc.	002202	148364	Landscape Maintenance 12/19	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002179	148584	Summer Annual Rotation 11/19	\$ 4,050.00
Landscape Maintenance Professionals, Inc.	002179	148593	Mulch/Plants - 11/19	\$ 708.75
Landscape Maintenance Professionals, Inc.	002190	148735	Fertilizer 11/19	\$ 5,523.50
Landscape Maintenance Professionals, Inc.	002190	148736	Pest Control 11/19	\$ 395.00
Landscape Maintenance Professionals, Inc.	002190	148784	Irrigation Repairs 11/19	\$ 581.06
Landscape Maintenance Professionals, Inc.	002190	148800	Irrigation Repairs 11/19	\$ 55.00

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.	002202	148944	Irrigation Repairs 12/19	\$ 425.00
LLS Tax Solutions Inc.	002203	001815	Arbitrage Rebate Calculation S2015	\$ 500.00
Mobile Helpdesk, Inc. dba MHD Communications	002191	18468	Quarterly Off Site Backup 01/20-03/20	\$ 225.00
Mobile Helpdesk, Inc. dba MHD Communications	002204	18569	Reactivate FOB	\$ 33.75
Office Depot Credit Plan	002205	568510096415 11/19	Clubhouse Office/Janitor Supplies 11/19	\$ 198.45
Petitt Worrell Rocha Sheppard PLLC	002192	13940	Legal Services 09/19	\$ 525.00
Remson Aquatics, LLC	002206	112080	Lake Maintenance 12/19	\$ 2,915.00
Republic Services # 696	002182	0696-000841519	6806 Covington Garden Dr 12/19	\$ 277.78
Rizzetta & Company, Inc.	002181	INV0000045202	District Management Fees 12/19	\$ 6,812.50
Rizzetta Technology Services, LLC.	002193	INV0000004877	Email/Website Hosting Services 11/19	\$ 190.00
Rizzetta Technology Services, LLC.	002183	INV0000004961	Email/Website Hosting Services 12/19	\$ 190.00
Scott Harrison	002178	SH 112519	Board of Supervisors 11/25/19	\$ 200.00
Sprint	002211	536265800-118	Board Member and Staff Cell Phones 11/19	\$ 170.62
Stephen J Brown	002174	SB 112519	Board of Supervisors 11/25/19	\$ 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>
Tarlese Allen	002172	TA 112519	Board of Supervisors 11/25/19	\$ 200.00
TECO	002207	211015064275-11/19	7411 Surrey Pines Dr 11/19	\$ 262.04
TECO	002207	211015064382-11/19	7574 Oxford Garden 11/19	\$ 54.52
TECO	002198	311000010158 11/19	Summary Bill 11/19	\$ 4,748.92
Terminix	002194	391913088	Pest Control Services 11/19	\$ 174.00
Zebra Cleaning Team, Inc.	002208	3367	Pool Cleaning 12/19	<u>\$ 700.00</u>
Report Total				<u>\$ 85,734.40</u>