



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
March 23, 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	Brooks, Sheppard & Rocha
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.

March 13, 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, March 23, 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..... Tab 3
 - C. District Counsel
 - D. District Engineer
 - i. Update on Construction Project
 - E. Community Coordinator Report and Proposals Tab 4
 - 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 February 24, 2020 Tab 5
 - B. Consideration of Operation & Maintenance Expenditures for February 2020 Tab 6
 - C. Ratification of Series 2015 Requisitions – if any
- 5. BUSINESS ITEMS**
 - A. Discussion Regarding Construction Management Services, LLC Contract (tabled from last meeting).....Tab 7
 - B. Consideration of Updated Addendum for Access Maintenance, LLC Agreement (under separate cover)
- 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, February 24, 2020 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
Scott Harrison	Board Supervisor, Vice Chairman
Tarlese Allen	Board Supervisor, Assistant Secretary
Jennifer Van Haren	Board Supervisor, Asst. Secretary <i>(joined the meeting in progress)</i>
Dr. Ronald Blue	Board Supervisor, Asst. Secretary

Also present were:

Angel Montagna	Regional District Manager, Rizzetta & Co., Inc.
Michael Rodriguez	District Manager, Rizzetta & Co., Inc.
Biff Craine	District Counsel; Pettitt Worrell <i>(via conference call)</i>
Cathy Sobrito	Community Coordinator
Paula Means	Representative, LMP
Garth Rinard	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 pond issues. A discussion ensued. Another audience comment was entertained regarding Brazilian Peppers.

THIRD ORDER OF BUSINESS

Staff Reports

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A. Field Manager Report

Mr. Bell presented and reviewed the Field Inspection Report dated February 10, 2020.

Mr. Bell presented several proposals from LMP. A discussion ensued. The Board approved the following proposals:

On a Motion by Mr. Brown, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved LMP's proposal #64126 to remove limbs touching the gazebo in the Bell Tower Park (\$600.00) for the Covington Park Community Development District.

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #64119 to replant around well/pump at Bristol (\$705.20) 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 #64339 to remove winter annuals and install summer annuals (\$4,050.00) for the Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Ms. Allen, with three in favor and two opposed (Mr. Brown and Dr. Blue), the Board of Supervisors approved LMP's proposal #62550 to remove and enhance front entry median at Big Bend Road (\$16,912.75) for the Covington Park Community Development District.

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP's proposal #64230 to flush cut three dead Pine trees at end of Surrey Pines Rd. and one dead Palm tree at Flag Park (\$540.00) for the Covington Park Community Development District.

B. Aquatics Report

Ms. Montagna presented and reviewed the February Aquatics Report.

C. District Counsel

Mr. Craine stated that he sent a notice of default to Fieldstone A&E, LLC on

77 February 10th and he still has not received a response. A discussion
78 ensued.
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On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved allowing Fieldstone A&E, LLC an additional seven (7) days from February 24, 2020 to respond to the Notice of Default for the Covington Park Community Development District.

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D. District Engineer

Ms. Montagna read Mr. Licari's emailed report to the Board.

E. Community Coordinator Report

Ms. Sobrito presented her report. She answered the Board's general questions. Ms. Sobrito stated that the swings have been repaired and the pergola is in process. A discussion ensued.

On a Motion by Mr. Harrison, seconded by Mr. Brown, with all in favor, the Board of Supervisors authorized the purchase of a new grill for the outside for the Covington Park Community Development District.

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F. District Manager

Ms. Montagna noted that the next Board of Supervisors' regular meeting will be held on Monday, March 23, 2020 at 6:00 p.m. at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, FL 33572. A discussion ensued regarding holding a budget workshop. The Board decided to hold for their budget workshop on Monday, April 20th at 6:30 p.m. at the Covington Park Clubhouse.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting held on January 27, 2020

Ms. Montagna presented the January 27, 2020 meeting minutes to the Board. There was a change made to line 153 of the meeting minutes.

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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 January 27, 2020 as amended for the Covington Park Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for January 2020

Ms. Montagna presented the January 2020 Operation and Maintenance

113 Expenditures.
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On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for January 2020 (\$110,367.57) for the Covington Park Community Development District.

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116 **SIXTH ORDER OF BUSINESS** **Ratification of Series 2015**
117 **Requisition #31**
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119 Ms. Montagna presented Series 2015 Requisition #31.
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On a Motion by Ms. Allen, seconded by Mr. Brown, with all in favor, the Board of Supervisors ratified Series 2015 Requisition #31 - Fieldstone (\$18,445.00) for the Covington Park Community Development District.

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122 **SEVENTH ORDER OF BUSINESS** **Discussion** **Regarding**
123 **Construction** **Management**
124 **Services, LLC Contract**
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126 This Board tabled this contract for modification.
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128 **EIGHTH ORDER OF BUSINESS** **Discussion Regarding Access**
129 **Maintenance, LLC Agreement**
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131 A discussion ensued regarding the Access Maintenance, LLC Agreement.
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On a Motion by Dr. Blue, seconded by Mr. Harrison, with all in favor, the Board of Supervisors authorized District Counsel to draft an updated Addendum to the Access Maintenance, LLC Agreement for the Covington Park Community Development District.

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134 **NINTH ORDER OF BUSINESS** **Discussion Regarding Removal**
135 **of Brazilian Peppers**
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137 The Board decided to discuss this item at their budget workshop in April.
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139 **TENTH ORDER OF BUSINESS** **Supervisor Requests**
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141 Ms. Montagna asked if there were any Supervisor requests. Dr. Blue discussed
142 Monarch, irrigation and the facilities report.

143 Mr. Harrison commented on the amenities project.
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145 Mr. Brown stated that Mr. Harrison can write a summary for the HOA newsletter.
146 He also spoke about finances, the construction account, carry forward funds and
147 communication with vendors. A discussion ensued.
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149 An audience comment was made from Bill Irwin who stated that he was meeting

150 with a Civil Engineer. A discussion ensued.

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152 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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

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On a Motion by Ms. Allen, seconded by Mr. Harrison, with all in favor, the Board of Supervisors adjourned the meeting at 8:07 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 February 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$48,440.34**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 through January 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
A Bales Security Agency, Inc.	002261	37172	Security Patrol 01/12/20-01/25/20	\$ 660.00
A Bales Security Agency, Inc.	002274	37201	Security Patrol 01/26/20-02/08/20	\$ 660.00
ABM Building Services, LLC	002254	14764066	Maintenance Agreement 01/20	\$ 367.00
ABM Building Services, LLC	002277	14850060	Maintenance Agreement 02/20	\$ 367.00
Access Residential Management LLC	002262	CPCDD-2020-02	Management Fee 02/20	\$ 1,400.00
Access Residential Management LLC	002262	CPCDD-2020-02-PR	Payroll 02/20	\$ 11,482.84
Beyond Fitness Equipment Repair	002264	010620	Repair/Maintenance 01/20	\$ 150.00
Beyond Fitness Equipment Repair	002264	111919	Repair/Maintenance 11/19	\$ 229.00
BOCC	002251	3434800000 01/20	7036 Monarch Park Drive 01/20	\$ 30.12
BOCC	002251	8825800000 01/20	7734 Covington Stone Avenue 01/20	\$ 13.59
BOCC	002263	Water Summary-01/20	BOCC Water Bill Summary - 01/20	\$ 339.94
Covington Park CDD - Debit Card	CD0897	Debit Card Replenishment	Debit Card Replenishment	\$ 601.75
Dog Waste Depot	002265	308263	Dog Waste Roll Bags 11/19	\$ 610.86

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	002252	Sales Tax 01/20	Sales Tax 01/20	\$ 166.39
Frontier Florida LLC	002275	112515-5 02/20	Fios Internet 02/20	\$ 161.82
Home Depot Credit Services	002266	322531918559 01/20	Clubhouse Office/Janitor Supplies 01/20	\$ 73.25
Landscape Maintenance Professionals, Inc.	002253	149807	Irrigation Repairs 01/20	\$ 99.20
Landscape Maintenance Professionals, Inc.	002276	149844	Landscape Maintenance 02/20	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002267	150062	Irrigation Repairs 01/20	\$ 381.16
Landscape Maintenance Professionals, Inc.	002272	150175	Pest Control 01/20	\$ 675.00
Lenox Millennial Cleaning, LLC	002273	10037	Clubhouse Cleaning 02/20	\$ 425.00
Mobile Helpdesk, Inc. dba MHD Communications	002278	20013	Camera Assistance 12/19	\$ 33.75
Mobile Helpdesk, Inc. dba MHD Communications	002278	20052	Camera Assistance 01/20	\$ 33.75
Remson Aquatics, LLC	002279	112277	Lake Maintenance 02/20	\$ 2,915.00
Republic Services # 696	002280	0696-000859370	6806 Covington Garden Dr 03/20	\$ 277.78
Rizzetta & Company, Inc.	002255	INV0000046535	District Management Fees 02/20	\$ 6,812.50

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC.	002256	INV0000005508	Email/Website Hosting Services 02/20	\$ 190.00
Ronald W Blue	002258	RB012720	Board of Supervisors 01/27/20	\$ 200.00
Scott Harrison	002260	SH012720	Board of Supervisors 01/27/20	\$ 200.00
Sprint	002281	536265800-120	Board Member and Staff Cell Phones 01/20	\$ 170.04
Stephen J Brown	002259	SB012720	Board of Supervisors 01/27/20	\$ 200.00
Tarlese Allen	002257	TA012720	Board of Supervisors 01/27/20	\$ 200.00
TECO	002268	211015064275-01/20	7411 Surrey Pines Dr 01/20	\$ 230.80
TECO	002268	211015064382-01/20	7574 Oxford Garden 01/20	\$ 47.77
TECO	002268	311000010158 01/20	Summary Bill 01/20	\$ 4,520.09
Zebra Cleaning Team, Inc.	002269	3400	Chemical Pump 02/20	\$ 425.44
Zebra Cleaning Team, Inc.	002282	3406	Pool Cleaning 02/20	<u>\$ 700.00</u>
Report Total				<u>\$ 48,440.34</u>