



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
February 22, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578**

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Stephen Brown Scott Harrison Tarlese Allen Rick Reidt Dr. Ronald Blue	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Taylor Nielsen	Rizzetta & Company, Inc.
District Counsel	David Jackson	Straley, Robin & Vericker
District Engineer	Richard Ellis	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.

February 16, 2021

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

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, February 22, 2021 at 6:00 p.m.** in person at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 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. Community Coordinator Report Tab 1
 - B. Field Manager Report and Landscaper’s Responses..... Tab 2
 - i. Consideration of LMP Proposals Tab 3
 - C. Presentation of Aquatics Report..... Tab 4
 - i. Consideration of Remson Aquatics Proposals..... Tab 5
 - D. District Counsel
 - i. Discussion on Encroachments
 - E. District Engineer
 - F. District Manager
 - i. Presentation of Current Financial StatementsTab 6
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors’ Meeting held on January 25, 2021 Tab 7
 - B. Consideration of Operation & Maintenance Expenditures for January 2020Tab 8
- 5. BUSINESS ITEMS**
 - A. Consideration of Bonus Policy Tab 9
 - B. Ratification of CR 34..... Tab 10
- 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,

Taylor Nielsen

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, January 25, 2021 at 6:00 p.m.** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

Present and constituting a quorum were:

Stephen Brown	Board Supervisor, Chairman
Scott Harrison	Board Supervisor, Vice Chairman
Tarlese Allen	Board Supervisor, Assistant Secretary
Rick Reidt	Board Supervisor, Assistant Secretary
Dr. Ronald Blue	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
Biff Craine	District Counsel, Brooks, Sheppard & Rocha
Bryan Schaub	Field Services Manager, Rizzetta & Co., Inc.
Richard Ellis	District Engineer, Dewberry
Cathy Sobrito	Community Coordinator
Paula Means	Representative, LMP
Keith Remson	Representative, Remson Aquatics
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Nielsen called the meeting to order and conducted roll call confirming a quorum for the meeting. Mr. Nielsen led those present in the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

Audience Comments were entertained regarding Brazilian pepper at the conversation site #13, to which they requested a proposal for Remson to remove. They also received comments regarding the meeting minutes from December, and the fence line trimming.

49 **THIRD ORDER OF BUSINESS** **Consideration of District Counsel**
50 **Proposal**
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52 The Board heard proposals for the District Counsel position from Hopping
53 Greens and Sams, Straley Robin Vericker, and Persson Cohen Mooney. The
54 Board voted to hire Persson Cohen Mooney as their new District Counsel.
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On a Motion by Dr. Blue, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved the Persson Cohen Mooney proposal for their new District Counsel for, Covington Park Community Development District.

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58 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2021-02;**
59 **Designating District Counsel**
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On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors adopted Resolution 2021-02; Designating District Counsel, for Covington Park Community Development District.

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62 **FIFTH ORDER OF BUSINESS** **Staff Reports**
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64 **A. Community Coordinator Report**
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66 Ms. Sobrito presented her report and mentioned all sidewalks have been
67 pressure washed. No comments were made by the Board.
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69 **B. Field Manager Report and Landscaper's Responses**
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71 Mr. Schaub presented and reviewed the Field Inspection Report and
72 Landscape Responses.
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74 The Board requested proposal options from LMP to maintain private fence
75 lines adjacent CDD property.
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On a Motion by Mr. Reidt, seconded by Mr. Harrison, with three in favor, and with Ms. Allen and Dr. Blue, opposed, the Board of Supervisors approved the proposal options from LMP to maintain private fence lines, for Covington Park Community Development District.

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85 **i. Consideration of LMP Landscape Proposals**

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87 Mr. Nielsen presented several proposals from LMP for landscape
88 enhancements.
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On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP proposal #69196 for mulching the property under the direction/prioritization of Field Services for a total of (\$23,400.00), for Covington Park Community Development District.

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On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP proposal #69633 for a magnolia replacement for a total of (\$870.25) for Covington Park Community Development District.

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93 **C. Aquatics Report**

94 Mr. Remson presented the Aquatics Report.

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96 The Board requested Remson put together a proposal for a Brazilian
97 Pepper Maintenance program and Weir Maintenance program for
98 consideration during budgeting the next fiscal year.
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101 **i. Consideration of Remson Aquatics Proposals**

102 Mr. Nielsen presented several proposals from Remson Aquatics' for aquatic
103 enhancements.
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On a Motion by Mr. Brown, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved Remson proposal #1430 to dredge Pond 10 for a total of (\$3,885.00) for Covington Park Community Development District.

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On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved Remson proposal #1431 for the cleaning of 7 weirs, for a total of (\$4,630.00) for Covington Park Community Development District.

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On a Motion by Dr. Blue, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved Remson proposal #1439 for replacing the aerator motor in Pond 12, for a total of (\$1,385.00) for Covington Park Community Development District.

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ii. Consideration of Pond Electric Installation Proposals

Mr. Nielsen presented the proposals for the Pond Electric Installation.

The Board postponed the Pond Electric Installation Proposals until next budget year.

D. District Counsel

Mr. Craine presented his report. There were no comments from the Board.

Mr. Nielsen opened a discussion on Encroachments. The Board approved for the District Management to work with the new District Counsel on sending follow up letters to those notified of encroachments.

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved for District Management to work with new District counsel to send out the encroachment letters, for Covington Park Community Development District.

Mr. Nielsen opened a discussion on Audit Proposals. The Board postponed Consideration of Financial Audit proposals until next budget year.

On a Motion by Mr. Reidt, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved to postpone the consideration of Financial Audit Proposals until next budget year, for Covington Park Community Development District.

Mr. Nielsen presented the HOA Lease Amendment.

On a Motion by Mr. Reidt, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved the proposed lease amendment to the HOA lease agreement, for Covington Park Community Development District.

Mr. Nielsen presented the Memorandum of Interpretation for the Remson Aquatics Contract.

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the Memorandum of Interpretation for the Remson Contract, for Covington Park Community Development District.

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E. District Engineer

Mr. Ellis presented the District Engineer report.

The Board requested Mr. Ellis and Mr. Nielsen coordinate the exchange of information regarding the amenity project between the previous and the future District Counsel.

F. District Manager

Mr. Nielsen noted that the next Board of Supervisors' regular meeting will be held on February 22, 2021 at 6:00 p.m.

Mr. Nielsen informed the Board of the Current Financial Statements.

SIXTH ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Meeting
held on December 28, 2020 and
Operation & Maintenance
Expenditures for December
2020**

Mr. Nielsen presented the December 28, 2020 Board of Supervisors' Meeting Minutes to the Board and the December 2020 Operation and Maintenance Expenditures.

<p>On a Motion by Mr. Reidt, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved the Minutes of Board of Supervisors' Meeting held on December 28, 2020, with one modification to the minutes; and the Operation and Maintenance Expenditures for December 2020 (\$100,763.53), for the Covington Park Community Development District.</p>

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SEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests. The Board members requests are as follows:

1. The Board requested Remson Aquatics to evaluate Pond 40; conservative site 13 for Brazilian peppers and provide a proposal.
2. The Board also requested adding an option on the website to enroll in the email list for the CDD.

EIGHTH ORDER OF BUSINESS

Adjournment

Mr. Nielsen stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Mr. Reidt, seconded by Ms. Allen, with all in favor, the Board of Supervisors adjourned the meeting at 8:43 p.m. for the Covington Park Community Development District.

Assistant Secretary

Chair / Vice Chair

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2021 through January 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$92,102.61**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<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.	002655	37661	Security Patrol 12/06/20-12/19/20	\$ 825.00
A Bales Security Agency, Inc.	002663	37675	Security Patrol 12/20/20-01/02/21	\$ 825.00
A Bales Security Agency, Inc.	002684	37688	Security Patrol 01/03/21-01/16/21	\$ 825.00
ABM Building Services, LLC	002657	15728098	Maintenance Agreement 12/20	\$ 367.00
Access Residential Management LLC	002664	CPCDD-2021-1F	Management Fee 01/21	\$ 1,400.00
Access Residential Management LLC	002664	CPCDD-2021-1P	Payroll 01/21	\$ 11,189.70
BOCC	002666	Water Summary 12/20	BOCC Water Bill Summary - 12/20	\$ 353.32
Covington Park CDD	CD0914	Debit Card Replenishment	Debit Card Replenishment	\$ 687.43
Digicom	002669	63574	Alarm Monitoring 01/01/2021-03/31/2021	\$ 135.00
Frontier Florida LLC	002687	112515-5 01/21	Fios Internet 01/21	\$ 160.97
Global Equipment Company	002670	18434473 Global	Receptacles 12/20	\$ 305.84
Home Depot Credit Services	002672	8559 12/20	Supplies 12/20	\$ 170.19
Landscape Maintenance Professionals, Inc.	002656	156022	Landscape Maintenance 11/20	\$ 12,389.50

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	002673	157022	Landscape Maintenance 1/21	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002673	157280	Pest Control 12/20	\$ 400.00
Landscape Maintenance Professionals, Inc.	002673	157287	Irrigation Repairs 12/20	\$ 107.00
Landscape Maintenance Professionals, Inc.	002680	157419	Tree Removal 01/21	\$ 290.00
Landscape Maintenance Professionals, Inc.	002688	157575	Plants 1/21	\$ 622.00
Lenox Millennial Cleaning, LLC	002674	10118	Clubhouse Cleaning 01/21	\$ 425.00
Office Depot Credit Plan	002681	142648584001 12/20	Clubhouse Office/Janitor Supplies 12/20	\$ 6.37
Redwire, LLC	002675	264465	Video Surveillance Install 50% Balance	\$ 1,801.28
Redwire, LLC	002675	264466	CCTV Maintenance 12/20	\$ 45.83
Redwire, LLC	002659	268120	CCTV Maintenance 01/21	\$ 55.00
Remson Aquatics, LLC	002660	113004	Dredge Ponds 09/20	\$ 3,885.00
Remson Aquatics, LLC	002689	113119	Lake Maintenance 1/21	\$ 2,105.00
Remson Aquatics, LLC	002677	113246	Fountain Repair 12/20	\$ 4,209.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Remson Aquatics, LLC	002660	113247	Weir Clearing 12/20	\$ 5,945.00
Remson Aquatics, LLC	002660	113268	Fountain Repair 12/20	\$ 1,290.00
Remson Aquatics, LLC	002689	113307	Lake Maintenance 1/21	\$ 2,105.00
Remson Aquatics, LLC	002677	113322	Fountain Repair 01/21	\$ 9,221.92
Rick L. Reidt	002676	RR 122820	Board of Supervisors 12/28/20	\$ 200.00
Rizzetta & Company, Inc.	002658	INV0000055489	District Management Fees 1/21	\$ 5,650.00
Rizzetta & Company, Inc.	002682	INV0000055613	Annual Dissemination Service 2021	\$ 5,000.00
Rizzetta Technology Services, LLC.	002661	INV0000006723	Email/Website Hosting Services 1/21	\$ 190.00
Ronald W Blue	002667	RB 122820	Board of Supervisors 12/28/20	\$ 200.00
Scott Harrison	002671	SH122820	Board of Supervisors 12/28/20	\$ 200.00
Sprint	002690	536265800-131	Board Member and Staff Cell Phones 01/21	\$ 87.66
Stephen J Brown	002668	SB122820	Board of Supervisors 12/28/20	\$ 200.00
Tarlese Allen	002665	TA 122820	Board of Supervisors 12/28/20	\$ 200.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	002678	211015064275 - 12/20	7411 Surrey Pines Dr 12/20	\$ 208.83
TECO	002678	211015064382 - 12/20	7574 Oxford Garden 12/20	\$ 53.36
TECO	002683	311000010158 12/20	Summary Bill 12/20	\$ 4,315.91
Zebra Cleaning Team, Inc.	002679	4244	Pool Repairs 01/21	\$ 360.00
Zebra Cleaning Team, Inc.	002691	4252	Pool Cleaning 01/21	\$ <u>700.00</u>
Report Total				\$ <u>92,102.61</u>