



Rizzetta & Company

Covington Park Community Development District

**Board of Supervisors' Meeting
March 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	Persson, Cohen & Mooney
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.

March 15, 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, March 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. Discussion with Hillsborough County Staff, regarding Paseo Al Mar Construction and Neighborhood concerns.**
- 3. AUDIENCE COMMENTS**
- 4. 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 Proposal..... USC
 - D. District Counsel
 - i. Approval of MOU for E-Verify Tab 5
 - ii. Authorization of District Manger to register the District
 - E. District Engineer
 - F. District Manager
 - i. Presentation of Current Financial Statements..... Tab 6
- 5. BUSINESS ADMINISTRATION**
 - B. Consideration of Minutes of Board of Supervisors’ Meeting held on February 22, 2021..... Tab 7
 - C. Consideration of Operation & Maintenance Expenditures for December 2020 Tab 8
- 6. BUSINESS ITEMS**
 - A. Ratification of CR 35 Tab 9
 - B. Select an Audit Committee and Setting the First Audit Committee Meeting
- 7. SUPERVISOR REQUESTS**
- 8. 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,
Taylor Nielsen
District Manager

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$82,102.51**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 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.	002704	37699	Security Patrol 01/17/21-01/30/21	\$ 825.00
A Bales Security Agency, Inc.	002722	37713	Security Patrol 01/31/21-02/13/21	\$ 825.00
Access Residential Management LLC	002713	CPCDD-2021-2F	Management Fee 02/21	\$ 1,400.00
Access Residential Management LLC	002713	CPCDD-2021-2P	Payroll 02/21	\$ 13,079.79
BOCC	002693	3434800000 01/21	7036 Monarch Park Drive 01/21	\$ 31.11
BOCC	002693	8825800000 01/21	7734 Covington Stone Avenue 01/21	\$ 14.45
BOCC	002705	Water Summary 01/21	BOCC Water Bill Summary - 01/21	\$ 350.33
Covington Park CDD - Debit Card	CD0915	Debit Card Replenishment	Debit Card Replenishment	\$ 241.85
Dog Waste Depot	002714	390879	Dog Waste Roll Bags 02/21	\$ 499.81
Florida Department of Revenue	002715	Sales Tax 01/21	Sales Tax 01/21	\$ 140.62
Frontier Florida LLC	002696	121515-5 - 2/21	Fios Internet 2/21	\$ 147.25
Global Equipment Company	002706	117151835 Global	Facility Wipes 01/21	\$ 145.80
Global Equipment Company	002716	18645371	Door 02/21	\$ 416.94

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 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.	002712	156341	Irrigation Repairs 11/20	\$ 13.40
Landscape Maintenance Professionals, Inc.	002712	156743	Pest Control 11/20	\$ 405.00
Landscape Maintenance Professionals, Inc.	002712	157366	Tree Removal 01/21	\$ 706.75
Landscape Maintenance Professionals, Inc.	002712	157367	Plants 01/21	\$ 16.35
Landscape Maintenance Professionals, Inc.	002712	157380	Debris Removal 01/21	\$ 767.00
Landscape Maintenance Professionals, Inc.	002698	157618	Irrigation Repairs 01/21	\$ 235.00
Landscape Maintenance Professionals, Inc.	002725	157677	Landscape Maintenance 2/21	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002707	157931	Plants 02/21	\$ 870.25
Landscape Maintenance Professionals, Inc.	002712	157945	Pest Control 01/21	\$ 395.00
Landscape Maintenance Professionals, Inc.	002712	158067	Plants 02/21	\$ 57.60
Landscape Maintenance Professionals, Inc.	002717	158080	Trenching 02/21	\$ 495.00
Lenox Millennial Cleaning, LLC	002708	10128	Clubhouse Cleaning 02/21	\$ 425.00
Mobile Helpdesk, Inc. dba MHD Communications	002699	22225	Service Call 01/21	\$ 67.50

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Office Depot Credit Plan	002718	6415 01/21	Clubhouse Office/Janitor Supplies 01/21	\$ 3.99
Pro Performance Pressure Washing & Fleet Redwire, LLC	002709	PRO-7289	Pressure Washing Sidewalks 01/21	\$ 21,204.80
	002710	272127	CCTV Maintenace 02/21	\$ 55.00
Remson Aquatics, LLC	002719	113118	Fountain Maintenance 11/20	\$ 2,362.25
Remson Aquatics, LLC	002727	113416	Lake Maintenance 2/21	\$ 2,105.00
Remson Aquatics, LLC	002727	113433	Weir Maintenance 02/21	\$ 4,630.00
Remson Aquatics, LLC	002727	113434	Replace Motor 02/21	\$ 1,385.00
Republic Services # 696	002702	0696-000926900	6806 Covington Garden Dr 2/21	\$ 416.68
Republic Services # 696	002728	0696-000933091	6806 Covington Garden Dr 03/31	\$ 416.68
Rick L. Reidt	002701	RR 012521	Board of Supervisors 01/25/21	\$ 200.00
Rizzetta & Company, Inc.	002700	INV0000056026	District Management Fees 2/21	\$ 5,650.00
Rizzetta Technology Services, L	002703	INV0000006822	Email/Website Hosting Services 2/21	\$ 190.00
Ronald W Blue	002694	RB 012521	Board of Supervisors 01/25/21	\$ 200.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Scott Harrison	002697	SH 012521	Board of Supervisors 01/25/21	\$ 200.00
Stephen J Brown	002695	SB 012521	Board of Supervisors 01/25/21	\$ 200.00
Tarlese Allen	002692	TA 012521	Board of Supervisors 01/25/21	\$ 200.00
TECO	002720	211015064275 - 01/21	7411 Surrey Pines Dr 01/21	\$ 208.23
TECO	002720	211015064382 - 01/21	7574 Oxford Garden 01/21	\$ 52.27
TECO	002720	311000010158 01/21	Summary Bill 01/21	\$ 5,165.76
Zebra Cleaning Team, Inc.	002711	4273	Pool Repairs 01/21	\$ 741.48
Zebra Cleaning Team, Inc.	002721	4281	Pool Repairs 02/21	\$ 483.80
Zebra Cleaning Team, Inc.	002721	4282	Pool Repairs 02/21	\$ 370.27
Zebra Cleaning Team, Inc.	002729	4286	Pool Cleaning 02/21	<u>\$ 700.00</u>

Report Total

\$ 82,102.51

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 22, 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.
David Jackson	District Counsel, Straley, Robin & Vericker
Bryan Schaub	Field Services Manager, Rizzetta & Co., Inc. (by phone)
Richard Ellis	District Engineer, Dewberry
Cathy Sobrito	Community Coordinator
Paula Means	Representative, LMP
Garth Rinard	Representative, LMP (by phone)
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 the December agenda posted on the website.

49 **THIRD ORDER OF BUSINESS**

Staff Reports

50
51 **A. Community Coordinator Report**

52 Ms. Sobrito presented her report. No comments were made by the Board.

53
54
55 **B. Field Manager Report and Landscaper's Responses**

56
57 Mr. Schaub presented and reviewed the Field Inspection Report and
58 Landscape Responses.

59
60 **i. Consideration of LMP Landscape Proposals**

61
62 Mr. Nielsen presented several proposals from LMP for landscape
63 enhancements. The Board requested that Mr. Nielsen work with the HOA,
64 to see if they would be able to have an employee take responsibility for
65 documenting private fence conditions before and after any fence line
66 maintenance by LMP. The Board agreed to revisit this subject next meeting.

67
68 The Board approved a revision proposal for the mulch agreement with LMP
69 for a new quantity of 520 CY at \$45/per yard.

70
71 **C. Aquatics Report**

72
73 Mr. Remson presented the Aquatics Report. No comments were made by
74 the Board.

75
76 **i. Consideration of Remson Aquatics Proposals**

77
78 Mr. Nielsen presented several proposals from Remson Aquatics' for aquatic
79 enhancements.

80
81 The Board requested a new proposal from Remson, for the Brazilian Pepper
82 clean out at Pond 40/conservation site 13.

83
84

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the Remson proposal #1454, for a one-time maintenance on the Brazilian Pepper areas identified on the map, for a total cost of (\$455.00), 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 the Remson proposal #1455, for a one-time maintenance on all weirs, for a total of (\$380.00), for Covington Park Community Development District.
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134 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
135 **Maintenance Expenditures**
136 **from January 2021**
137

138 Mr. Nielsen presented the Operation and Maintenance Expenditures for January
139 2021 to the Board.
140

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the Minutes of Board of Supervisors' Meeting held on January 25, 2021, for the Covington Park Community Development District.

141 **SIXTH ORDER OF BUSINESS** **Consideration of Bonus Policy**
142
143

144 Mr. Nielsen presented the Bonus Policy to the Board. The Board tabled the Bonus
145 Policy, to review again at the next meeting with a recommendation from District Counsel.
146

147 **SEVENTH ORDER OF BUSINESS** **Ratification of CR 34**
148

149 Mr. Nielsen presented the Construction Requisition #34 to the Board for
150 ratification. The Board approved to ratify CR 34.
151

On a Motion by Mr. Reidt, seconded by Ms. Allen, with all in favor, the Board of Supervisors ratified Construction Requisition #34, for the Covington Park Community Development District.

152 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**
153
154

155 Mr. Nielsen asked if there were any Supervisor requests. The Board members
156 requests are as follows:
157

- 158
- 159 1. The Board requested to invite the County Liaison and the County Commissioner
160 to the following meeting on March 22, to address the concerns of the Board.
161

162 **NINTH ORDER OF BUSINESS** **Adjournment**
163
164

165 Mr. Nielsen stated that if there was no further business to come before the Board
166 than a motion to adjourn would be in order.
167

On a Motion by Ms. Allen, seconded by Mr. Reidt, with all in favor, the Board of Supervisors adjourned the meeting at 8:04 p.m. for the Covington Park Community Development District.

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171
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Assistant Secretary

Chair / Vice Chair