



Rizzetta & Company

Astoria Community Development District

**Board of Supervisors' Meeting
December 17, 2019**

District Office:
5844 Old Pasco Road, Suite 100 Pasco, Florida
33544 813.994.1615

www.asturiacdd.org

**ASTURIA
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

| | | |
|-----------------------------|---|--|
| Board of Supervisors | Lane Gardener Walter O' Shea Lee Thompson Carla Luigs Matthew Gallagher | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Matthew Huber | Rizzetta & Company, Inc. |
| District Counsel | Sarah Warren | Hopping, Green & Sams |
| District Engineer | Al Belluccia | Florida Design Consultants |

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) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 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 9, 2019

Board of Supervisors
**Asturia Community
Development District**

FINAL AGENDA

The **Regular** meeting of the Board of Supervisors of the Asturia Community Development District will be held on **December 17, 2019 at 6:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556. The following is the advanced agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Discussion Regarding RFQ for District Engineer
 - B. Continued Discussion on Amended Amenity Rules & Policies.
 - C. Consideration of Audit Engagement Letter..... Tab 1
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors Regular Meeting held on October 22, 2019..... Tab 2
 - B. Consideration of Operation and Maintenance for October 2019..Tab 3
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Presentation of Monthly Maintenance Inspection Reports
 1. November 2019 Aquatics Report
 - D. Clubhouse Manager Report
 1. Operations Reports
 - E. District Manager
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 994-1001.

Very truly yours,

Matthew Huber
District Manager

Tab 1

MCDIRMIT DAVIS

CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS

October 18, 2019

Board of Supervisors
Asturia Community Development District
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625

The following represents our understanding of the services we will provide *Asturia Community Development District*.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of *Asturia Community Development District*, as of September 30, 2019, and for the year then ended and the related notes to the financial statements, which collectively comprise *Asturia Community Development District's* basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

MCDIRMIT DAVIS & COMPANY, LLC

934 NORTH MAGNOLIA AVENUE, SUITE 100 ORLANDO, FLORIDA 32803
T: 407-843-5406 F: 407-649-9339 WWW.MCDIRMITDAVIS.COM

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Asturia Community Development District's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of the audit, we will assist preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have accepted responsibility for them.

With respect to any nonattest services we perform, we agree to propose adjusting or correcting journal entries to be reviewed and approved by management, and to prepare the financial statements.

We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards
- The engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of *Asturia Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Asturia Community Development District*. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in January 2020 and the audit reports and all corresponding reports will be issued no later than March 1, 2020.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmit Davis & Company, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$3,600 for the year ended September 30, 2019, inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed; the assistance that *Asturia Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for one additional year subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Asturia Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Public Records

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Auditor acknowledges that the designated public records custodian for the District is Rizzetta (“Public Records Custodian”). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District, in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE AUDITOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 813-933-5571, KGALLANT@RIZZETTA.COM, OR AT 12750 CITRUS PARK LANE, SUITE 115, TAMPA, FL 33625.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity’s significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis & Company, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis & Company, LLC’s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

McDirmit Davis & Company, LLC

McDirmit Davis & Company, LLC
Orlando, FL

RESPONSE:

This letter correctly sets forth our understanding.

Astoria Community Development District

Acknowledged and agreed on behalf of Astoria Community Development District by:

Title: _____

Date: _____



Report on the Firm's System of Quality Control

October 13, 2017

To the Owners of McDirmit Davis & Company, LLC
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act and an audit of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis & Company, LLC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis & Company, LLC has received a peer review rating of *pass*.

Gregory, Sharer & Stuart, P.A.

Tab 2

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.

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Asturia Community Development District was held on **Tuesday, October 22, 2019 at 1:00 PM** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present and constituting a quorum:

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|--------------|--|
| Lane Gardner | Board Supervisor, Chair |
| Lee Thompson | Board Supervisor, Asst. Secretary |
| Carla Luigs | Board Supervisor, Asst. Secretary |

Also present were:

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|------------------|--|
| Greg Cox | District Manager; Rizzetta & Co., Inc. |
| Sarah Warren | District Counsel; Hopping Green & Sams <i>(by phone)</i> |
| Ivette Fernandez | Amenities Manager; RASI |
| Sean Manson | Construction Manager; Hines |
| Scott Brady | Down to Earth Landscaping |
| Audience | |

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and performed roll call, confirming a quorum was present.

SECOND ORDER OF BUSINESS

**AUDIENCE COMMENTS ON
AGENDA ITEMS**

There were audience members present, but no comments were put forward on agenda items.

Mr. Gardner provided a community update to the audience and Board members regarding several current topics of interest. He introduced Scott Brady as a new representative with Down to Earth, who will be working in support of the communities landscaping.

46 **THIRD ORDER OF BUSINESS**

**Consideration of Amended
Amenity Rules & Policies**

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The Board discussed the topic of amending the Amenity Rules and Policies and the need to schedule a public hearing for the purpose of receiving input from the audience regarding potential changes to current policies.

On a Motion by Mr. Gardner, seconded by Mr. Thompson, with all in favor, the Board of Supervisors set a public hearing to amend the Amenity Rules and Policies for January 28, 2020 at 6:00 PM for the Asturia Community Development District.

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55 **FOURTH ORDER OF BUSINESS**

**Consideration of Adopting
Revised Rules of Procedure**

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Ms. Warren spoke regarding the need to update the rules of procedure for the District based on legislative changes. She reviewed the procedure for doing so and presented Resolution 2020-01 setting a public hearing date to revise the Rules of Procedure. It was noted that the public hearing could be on the same day as the Amenity rules hearing.

On a Motion by Mr. Gardner, seconded by Ms. Luigs, with all in favor, the Board of Supervisors approved Resolution 2020-01 setting the public hearing to revise the Rules of Procedure for January 28, 2020 at 6:00 PM for the Asturia Community Development District.

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65 Ms. Warren stated that she would work with Staff to determine if it would be possible to prepare one legal notice can be utilized for both public hearings.

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68 **SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors' Meeting
Held on September 24, 2019,
2019**

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73 Mr. Cox presented the minutes of the Board of Supervisors' regular meeting held on September 24, 2019.

On a Motion by Mr. Gardner, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 24, 2019 as presented for the Asturia Community Development District.

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77 **SEVENTH ORDER OF BUSINESS**

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

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81 Mr. Huber presented the Operations & Maintenance expenditures for September
82 2019 to the Board of Supervisors for ratification.
83

On a Motion by Mr. Gardner, seconded by Ms. Luigs, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for September 2019 (\$54,717.54) for the Asturia Community Development District.

84
85 **EIGHTH ORDER OF BUSINESS**

Ratification of Requisitions

86
87 Mr. Huber presented requisitions #64 & #65 to the Board for ratification.
88

On a Motion by Mr. Gardner, seconded by Ms. Luigs, with all in favor, the Board of Supervisors ratified requisitions #64 & #65 for the Asturia Community Development District.

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91 **ELEVENTH ORDER OF BUSINESS**

Staff Reports

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93 **A. District Counsel**
94 No report.

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96 **B. District Engineer**
97 Not present; no report provided.
98

99 **C. Presentation of Monthly Maintenance Inspection Reports**

100 Mr. Scott Brady provided an update on the status on items listed on the most
101 recent landscape report and addressed questions from the audience.
102

103 **D. Clubhouse / Amenities Management Report**

104 The Board received an update from the Chairman and Clubhouse Manager
105 regarding on-going maintenance topics
106

107
108 **E. District Manager**

109 Mr. Cox informed the Board that the next meeting is scheduled to be held on
110 November 26, 2019 at 1:00 PM.
111

112 Mr. Cox presented a proposal for aquatic plantings that was pending
113 consideration. There was no Board action taken.

114 **TWELFTH ORDER OF BUSINESS** **Public Comments**

116 The Board entertained additional audience comments. The Chairman addressed
117 questions regarding the shopping area at the entrance and the walking path at the back
118 of the community.
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120 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**

121 There were no requests put forward at this time.

122 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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| On a Motion by Mr. Thompson, seconded by Mr. Gardner, with all in favor, the Board adjourned the Board of Supervisors' meeting at 1:30 PM for the Asturia Community Development District. |
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Assistant Secretary Chair / Vice-Chair

Tab 3

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures October 2019 For Board Approval

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

The total items being presented: **\$49,291.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia 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> |
|-----------------------------------|---------------------|-----------------------|---------------------------------|-----------------------|
| Ashely Eckert | 002267 | 101519-Eckert | Refund of Rental Deposit 10/19 | 250.00 |
| Augusto Montero | 002252 | 092419-Montero | Refund of Rental Deposit 09/19 | 250.00 |
| Aurora Martinez | 002272 | 101519-Martinez | Refund of Rental Deposit 10/19 | 250.00 |
| Best Termite & Pest Control, Inc. | 002259 | 982960 | Pest Control 09/19 | 55.00 |
| Blue Water Aquatics, Inc. | 002260 | 25860 | Aquatic Services 09/19 | 620.00 |
| Brooke Kohler | 002250 | 092419-Kohler | Refund of Rental Deposit 09/19 | 250.00 |
| Charles Brennan | 002248 | 092419-Brennan | Refund of Rental Deposit 09/19 | 250.00 |
| Conley's Drinking Fountains, LLC | 002262 | 1558 | Repair Drinking Fountains 09/19 | 437.96 |
| County Sanitation | 002263 | 10442184 | Clubhouse Dumpster 10/19 | 34.00 |
| DCSI, Inc | 002264 | 26130 | Alarm Monitoring Service 09/19 | 59.99 |
| DCSI, Inc | 002264 | 26141 | Repairs Access/Gates 09/19 | 105.00 |
| DCSI, Inc | 002264 | 26231 | Repairs Access/Gates 10/19 | 105.00 |
| DCSI, Inc | 002264 | 26271 | Alarm Monitoring Service 10/19 | 59.99 |
| Duke Energy | 002255 | 02017 22358 08/19 | 000 Aviles Parkway Lite 08/19 | 3,203.84 |

Astoria 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> |
|----------------------------------|---------------------|--------------------------------|---|-----------------------|
| Duke Energy | 002257 | Duke Electric Summary 09/19 | Duke Electric Summary 09/19 | 2,750.18 |
| Duke Energy | 002266 | 13808 69448 09/19 | 14721 State Rd 54 Lite 09/19 | 6,772.24 |
| ERE Cleaning LLC. | 002268 | 092419 | Floor, Grout & Furniture Cleaning 09/19 | 1,366.00 |
| ERE Cleaning LLC. | 002282 | 082419 | Exterior Windows Cleaning 09/19 | 366.00 |
| FitRev, Inc. | 002269 | 19282 | Preventative Maintenance 09/19 | 330.00 |
| FitRev, Inc. | 002269 | 19283 | Parts for Fitness Equipment 09/19 | 190.00 |
| Florida Department of Revenue | 002258 | 85-8016529160C-9 09/19 | Sales & Use Tax 09/19 | 55.29 |
| Hopping Green & Sams | 002270 | 109626 | General Legal Services 07/19 | 1,985.50 |
| Hopping Green & Sams | 002270 | 110221 | General Legal Services 08/19 | 3,484.50 |
| Jamie Malicher | 002271 | 101519-Malicher | Refund of Rental Deposit 10/19 | 250.00 |
| Jerry Richardson | 002278 | 1263 | Hog Removal Service 09/19 | 1,300.00 |
| Lee R. Thompson | 002253 | LT092419 | Board of Supervisors Meeting 09/24/19 | 200.00 |
| Natalia Melnyctzuk | 002251 | 092419-Melnyetzuk | Refund of Rental Deposit 09/19 | 250.00 |
| Pasco County | 002256 | Water Summary 08/19 | Water Summary 08/19 | 469.95 |
| Pasco County | 002273 | 12523646 | 0956650 14575 Promenade Parkway 09/19 | 3,627.85 |

Asturia 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> |
|-----------------------------------|---------------------|-----------------------|--|-----------------------|
| Pasco County | 002273 | 12523647 | 0956655 14502 Promenade Parkway 09/19 | 60.95 |
| Rizzetta Amenity Services, Inc. | 002274 | INV00000000006764 | Out Of Pocket Expenses 09/19 | 119.32 |
| Rizzetta Technology Services, LLC | 002275 | INV0000004695 | Email Hosting & Website Services 09/19 | 190.00 |
| Savannah Aaron | 002254 | 100119-Aaron | Refund of Rental Deposit 10/19 | 250.00 |
| Spectrum | 002249 | 065826701092219 | 14575 Promenade Parkway 09/19 | 242.24 |
| SSS Down To Earth Opco LLC | 002265 | 43679 | Grounds Maintenance 08/19 | 12,876.00 |
| SSS Down To Earth Opco LLC | 002265 | 43994 | Annuals Installation 08/19 | 886.50 |
| SSS Down To Earth Opco LLC | 002265 | 44752 | Irrigation Repairs 08/19 | 207.01 |
| SSS Down To Earth Opco LLC | 002265 | 46266 | Irrigation Repairs 08/19 | 192.52 |
| SSS Down To Earth Opco LLC | 002265 | 46271 | Irrigation Repairs 08/19 | 691.59 |
| Staples Advantage | 002277 | 8053719606 | Office/Cleaning/Maintenance Supplies 03/19 | 105.12 |
| Staples Advantage | 002277 | 8054055406 | Office/Cleaning/Maintenance Supplies 04/19 | 179.40 |
| Staples Advantage | 002277 | 8054055406A | Office/Cleaning/Maintenance Supplies 04/19 | 9.29 |

Asturia 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> |
|--------------------------|---------------------|-----------------------|---|----------------------------|
| Staples Advantage | 002277 | 8054386581 | Office/Cleaning/Maintenance Supplies 05/19 | 273.39 |
| Staples Advantage | 002277 | 8054699968 | Office/Cleaning/Maintenance Supplies 06/19 | 181.12 |
| Staples Advantage | 002277 | 8054848689 | Office/Cleaning/Maintenance Supplies 06/19 | 88.93 |
| Staples Advantage | 002277 | 8054848689A | Office/Cleaning/Maintenance Supplies 06/19 | 47.58 |
| Staples Advantage | 002277 | 8055001864 | Office/Cleaning/Maintenance Supplies 07/19 | 164.17 |
| Staples Advantage | 002277 | 8055331173 | Office/Cleaning/Maintenance Supplies 08/19 | 118.85 |
| Tampa Poop 911 LLC | 002261 | A092019 | Weekly Clean Pet Waste Stations & Trash Cans 09/19 | 540.15 |
| TCF National Bank | 002279 | 6226023 | Exercise Equipment Lease 10/19 | 2,176.63 |
| Times Publishing Company | 002281 | 0000016192 10/10/19 | Account #122995 Legal Advertising 10/19 | 112.80 |
| Victor Teschel | 002280 | 101519-Teschel | Refund of Rental Deposit 10/19 | <u>250.00</u> |
| Report Total | | | | <u>\$ 49,291.85</u> |