



Rizzetta & Company

Astoria Community Development District

Board of Supervisors' Meeting February 25, 2020

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.

February 18, 2020

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 **February 25, 2020 at 6:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
- 4. STAFF REPORTS**
 - A. Presentation of Monthly Maintenance Inspection Reports
 - B. Clubhouse Manager Report
 - C. District Engineer
 - D. District Counsel
 - E. District Manager
- 6. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on January 28, 2020 Tab 1
 - B. Consideration of the Operation and Maintenance Expenditures for December 2019 Tab 2
 - C. Consideration of the Operation and Maintenance Expenditures for January 2020 Tab 3
 - D. Ratification of Requisitions (if any)
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. 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

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, January 28, 2020 at 6:00 PM** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present and constituting a quorum:

Lane Gardner	Board Supervisor, Chair
Lee Thompson	Board Supervisor, Asst. Secretary
Matthew Gallagher	Board Supervisor, Asst. Secretary

Also present were:

Matthew Huber	District Manager; Rizzetta & Co., Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Ed Colon	Down To Earth; Account Manager
Ivette Fernandez	Amenities Manager; RASI
Sean Manson	Construction Manager; Hines
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

A resident inquired on the timeframe to have the traffic light installed. She was advised it will be 180 days.

THIRD ORDER OF BUSINESS

Public Hearing on Rules of Procedure

Mr. Huber asked the Board for a motion to open the public hearing on Rules of Procedure.

<p>On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors opened the public hearing on Rules of Procedure for Asturia Community Development District.</p>

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors closed the public hearing on Rules of Procedure for Asturia Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-02,
Adopting Rules of Procedure**

Mr. Huber presented Resolution 2020-02, Adopting Rules of Procedure to the Board of Supervisors.

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors approved Resolution 2020-02, Adopting Rules of Procedure, for Asturia Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Amended Amenity Rules
& Policies**

Mr. Gardner presented the proposed changes to the Board of Supervisors. Discussions ensued regarding rental and staffing hours, signage lighting, rental policies, gym procedures and key fob access. The Board discussed and stated they would bring the updates to the next CDD meeting.

SIXTH ORDER OF BUSINESS

**Ratification of the Fifth Amendment to the
Consultant Agreement for Professional
Services between Asturia CDD & Water
Resource Associates LLC**

Mr. Huber presented the amendment to the Board of Supervisors, and it was ratified.

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors approved the Fifth Amendment to the Consultant Agreement for Professional Services between Asturia CDD & Water Resource Associates LLC, for Asturia Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Presentation of Monthly Maintenance Inspection Reports

Mr. Colon provided an update on the status on items listed on the most recent landscape report and advised there will be bi-weekly pond mowing.

B. Clubhouse / Amenities Management Report

The amenities manager presented 3 proposals from Poop 911 for 3 additional doggie stations at \$359 and 2 additional garbage cans at \$26 for areas next to the townhomes.

The amenities manager also presented proposals from FitRev for preventative maintenance to be completed 4 times a year at \$225 per services or \$900 per year. Nothing was approved by the Board of Supervisors.

C. District Engineer

Not present; no report provided.

D. District Counsel

Counsel discussed concerns with vehicles parked by the bus stop and addressed the Florida Statute that advised individuals not to park within 30 feet of a safety zone.

E. District Manager

Mr. Huber informed the Board that the next meeting is scheduled to be held on February 25, 2020 at 6:00 PM.

EIGHTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting Held December 17, 2019

Mr. Huber presented the minutes of the Board of Supervisors' regular meeting held on December 17, 2019.

On a Motion by Mr. Thompson, seconded by Mr. Gardner, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 17, 2019 for the Asturia Community Development District

NINTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for November 2019

Mr. Huber presented the Operations & Maintenance expenditures for November 2019 to the Board of Supervisors for ratification.

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for November 2019 (\$122,299.46) for the Asturia Community Development District.

TENTH ORDER OF BUSINESS

Ratification of Requisitions 71-75

Mr. Huber presented requisitions 71-75 to the Board of Supervisors, and they were approved.

On a Motion by Mr. Gardner, seconded by Mr. Thompson, with all in favor, the Board of Supervisors ratified requisitions 71-75 for the Asturia Community Development District.

ELEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no comments or requests put forward at this time.

TWELFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Lane, seconded by Mr. Thompson, with all in favor, the Board adjourned the Board of Supervisors' meeting at 7:55 PM for the Asturia Community Development District.

Assistant Secretary

Chair / Vice-Chair

Tab 2

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

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: **\$84,963.59**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Astoria Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anago Franchising, Inc.	002331	104054	Monthly Janitorial Services 11/19	\$ 233.65
Anago Franchising, Inc.	002346	104055	Monthly Janitorial Services 12/19	\$ 405.00
Astoria CDD	CD028	CD028	Debit Card Replenishment	\$ 276.71
Best Termite & Pest Control, Inc.	002332	992941	Pest Control 11/19	\$ 55.00
Blue Water Aquatics, Inc.	002333	26093	Aquatic Services 11/19	\$ 620.00
County Sanitation	002336	10444686	Clubhouse Dumpster 12/19	\$ 34.00
Duke Energy	002338	02017 22358 10/19	000 Aviles Parkway Lite 10/19	\$ 3,203.84
Duke Energy	002339	Duke Electric Summary 11/19	Electric Summary 11/19	\$ 1,729.02
Duke Energy	002348	13808 69448 11/19	14721 State Rd 54 Lite 11/19	\$ 6,914.05
Florida Department of Revenue	002350	85-8016529160C-9 11/19	Sales & Use Tax 11/19	\$ 36.10
Hopping Green & Sams	002340	111427	General Legal Services 10/19	\$ 1,814.50
Howard Anthony Frostman	002326	20191207-02	Balloon Artist & Face Painter for Christmas Event 12/07/19	\$ 325.00
Jerry Richardson	002352	1293	Hog Removal Service 12/19	\$ 1,300.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landmark Engineering & Surveying Corporation	002341	2190071-01	Traffic Control Devices Cert 11/19	\$ 2,800.00
Maria Evers	002349	Evers-110519	Refund of Rental Deposit 11/19	\$ 250.00
Miranda Mitchell	002327	Mitchell-112219	Refund of Rental Deposit 05/18	\$ 250.00
Pasco County	002351	12770664	0956650 14575 Promenade Parkway 11/19	\$ 4,273.60
Pasco County	002351	12770665	0956655 14502 Promenade Parkway 11/19	\$ 59.96
Pasco County	002351	Water Summary 10/19	Water Summary 10/19	\$ 1,666.29
Peter Michael Spoto	002328	1207191PS	2 Hour Santa for Holiday Event 12/19	\$ 350.00
Rizzetta & Company, Inc.	002342	INV0000045184	District Management Fees 12/19	\$ 4,509.50
Rizzetta Amenity Services, Inc.	002343	INV00000000006913	Amenity Management Services 11/19	\$ 3,659.84
Rizzetta Technology Services, LLC	002344	INV0000004948	Email & Website Hosting Services 12/19	\$ 190.00
Spectrum	002334	065826701112219	14575 Promenade Parkway 11/19	\$ 242.31
SR 54 Land Associates	002329	Asturia 11212019	Deposit Towards Holiday Lights 12/19	\$ 500.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
SSS Down To Earth Opco LLC	002325	51551	Irrigation Repairs 11/19	\$ 328.12
SSS Down To Earth Opco LLC	002325	51820	Tree Replacement - Crinum Lily Around Pool 11/19	\$ 125.00
SSS Down To Earth Opco LLC	002325	51821	Tree Replacement - Podocarpus Around Pool & Dog Park 11/19	\$ 1,035.00
SSS Down To Earth Opco LLC	002337	49181	Mulch Installation CDD Common Areas 10/19	\$ 16,280.00
SSS Down To Earth Opco LLC	002337	50315	Grounds Maintenance 11/19	\$ 13,469.10
SSS Down To Earth Opco LLC	002347	52728	Grounds Maintenance 12/19	\$ 13,469.10
Suncoast Pool Service	002330	5704	Monthly Pool Service 11/19	\$ 870.00
Suncoast Pool Service	002353	5785	Monthly Pool Service 12/19	\$ 870.00
Tampa Poop 911 LLC	002335	A112019	Clean Pet Waste Stations & Trash Cans 11/19	\$ 540.15
TCF National Bank	002354	6308771	Exercise Equipment Lease 12/19	\$ 1,978.75
The Syndicate of Sound	002345	120619	DJ Services for Holiday Event 12/19	\$ 300.00
Report Total				<u>\$ 84,963.59</u>

Tab 3

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$69,079.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia 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>
Anago Franchising, Inc.	02386	104111	Monthly Janitorial Services 01/20	\$ 405.00
Asturia CDD	CD029	CD029	Debit Card Replenishment	\$ 456.17
Best Termite & Pest Control, Inc.	002358	998028	Pest Control 12/19	\$ 55.00
Blue Water Aquatics, Inc.	02366	26201	Aquatic Services 12/19	\$ 620.00
Blue Water Aquatics, Inc.	02388	26330	Aquatic Services 01/20	\$ 620.00
County Sanitation	02368	10452023	Clubhouse Dumpster 01/20	\$ 34.00
Daniel Petri	02369	Petri-010720	Refund of Rental Deposit 01/20	\$ 250.00
DCSI, Inc	002360	26512	Alarm Monitoring Service 12/19	\$ 59.99
DCSI, Inc	002360	26566	Check Cameras & Internet - Gym 12/19	\$ 210.00
DCSI, Inc	02379	26638	Alarm Monitoring Service 01/20	\$ 59.99
Duke Energy	02371	02017 22358 11/19	000 Aviles Parkway Lite 11/19	\$ 3,203.84
Duke Energy	02372	Duke Electric Summary 12/19	Electric Summary 12/19	\$ 1,868.69
Duke Energy	02380	13808 69448 12/19	14721 State Rd 54 Lite 12/19	\$ 6,859.98

Asturia 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	02373	85-8016529160C-9 12/19	Sales & Use Tax 12/19	\$ 22.76
Hopping Green & Sams	02374	112058	General Legal Services 11/19	\$ 1,126.00
Jennifer Tontini	002357	Tontini-082519	Refund of Rental Deposit 11/19	\$ 250.00
Jerry Richardson	02392	1306	Hog Removal Service 01/20	\$ 1,300.00
Jessica Brightman	02378	Brightman-011620	Refund of Rental Deposit 01/20	\$ 250.00
Lee R. Thompson	002356	LT121719	Board of Supervisors Meeting 12/17/19	\$ 200.00
Lisa Decamella	02375	1152020	Fitness Center 101 Class 01/20	\$ 45.00
Maria Evers	02390	011420-Evers	Refund of Deposit and Rental Fee 01/20	\$ 425.00
Pasco County	02381	12917147	1031105 15233 Renaissance Ave 12/19	\$ 37.52
Pasco County	02381	12917148	1031115 15246 Caravan Ave 12/19	\$ 12.06
Pasco County	02381	12917149	1031120 15050 Caravan Ave 12/19	\$ 32.16
Pasco County	02381	12917717	0956650 14575 Promenade Parkway 12/19	\$ 2,627.50
Pasco County	02381	12917718	0956655 14502 Promenade Parkway 12/19	\$ 58.05
Pasco County	02381	Water Summary 11/19	Water Summary 11/19	\$ 510.54

Asturia 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 & Company, Inc.	002361	INV0000045848	District Management Fees 01/20	\$ 4,509.50
Rizzetta & Company, Inc.	02382	INV0000046401	Dissemination Agent/Disclosure Report FY19/20	\$ 7,000.00
Rizzetta Amenity Services, Inc.	002355	INV00000000006938	Out Of Pocket Expenses 11/19	\$ 115.75
Rizzetta Amenity Services, Inc.	002355	INV00000000006969	Amenity Management Services 12/19	\$ 4,783.12
Rizzetta Amenity Services, Inc.	002362	INV00000000007000	Amenity Management Services 12/19	\$ 3,808.34
Rizzetta Amenity Services, Inc.	02376	INV00000000007031	Amenity Management Services 01/20	\$ 5,302.34
Rizzetta Amenity Services, Inc.	02383	INV00000000007056	Out Of Pocket Expenses 12/19	\$ 50.00
Rizzetta Amenity Services, Inc.	02391	INV00000000007086	Amenity Management Services 01/20	\$ 2,791.04
Rizzetta Technology Services, LLC	02384	INV0000005388	Email & Website Hosting Services 01/20	\$ 190.00
Spectrum	002359	065826701122219	14575 Promenade Pkway 12/19	\$ 242.31
SSS Down To Earth Opco LLC	02370	55389	Rock Around Drain at Verona & Long Row 12/19	\$ 185.00
SSS Down To Earth Opco LLC	02370	55393	Irrigation Repairs 12/19	\$ 221.91

Asturia 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>
SSS Down To Earth Opco LLC	02370	55403	Irrigation Repairs 12/19	\$ 214.96
SSS Down To Earth Opco LLC	02389	55876	Grounds Maintenance 01/20	\$ 13,469.10
Staples Advantage	002363	8055655142	Office/Cleaning/Maintenance Supplies 09/19	\$ 300.93
Suncoast Pool Service	02393	5865	Monthly Pool Service 01/20	\$ 870.00
Tampa Poop 911 LLC	02367	A122019	Clean Pet Waste Stations & Trash Cans 12/19	\$ 540.15
TCF National Bank	02385	6350319	Exercise Equipment Lease 01/20	\$ 1,978.75
Time For Wine	02394	012120	Wine Tasting Event 02/20	\$ 295.00
Times Publishing Company	002364	0000046879 12/26/19	Account #122995 Legal Advertising 12/19	\$ 97.60
Times Publishing Company	02377	0000046884 12/27/19	Account #122995 Legal Advertising 12/19	\$ 169.60
Times Publishing Company	02395	0000052836 01/17/20	Account #122995 Legal Advertising 01/20	\$ 95.20
Vicki Benitez	02387	Benitez-012120	Refund of Rental Deposit 01/20	\$ 250.00
Report Total				<u>\$ 69,079.85</u>