



Rizzetta & Company

# Harbourage at Braden River Community Development District

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## Board of Supervisors' Meeting January 8, 2019

District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950

[www.harbouragecdd.org](http://www.harbouragecdd.org)

## **HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT**

Harbourage Recreation Center, 5705 Key West Place, Bradenton, FL 34203

<b>Board of Supervisors</b>	Tom Bonenberger	Chair
	Mike Malik	Vice Chair
	James Burke	Assistant Secretary
	Alan Garceau	Assistant Secretary
	Justin Sperko	Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Rick Schappacher	Schappacher Engineering

### **All Cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comments 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) 533-2950. 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.

**HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT  
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578**

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**Board of Supervisors  
Harbourage at Braden River Community  
Development District**

December 30, 2019

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District will be held on **Wednesday, January 8, 2020 at 7:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on December 11, 2019 .....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for November 2019 .....Tab 2
- 4. BUSINESS ITEMS**
  - A. Presentation of December 2019 Pond Report .....Tab 3
  - B. Consideration of Vegetation Removal Proposal .....Tab 4
  - C. Discussion Regarding 2019-2020 Capital Outlay Items .....Tab 5
  - D. Discussion of Power Washing of White Fence on Natalie Way
  - E. Discussion of Sealing of Pavers at Entrance
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Clubhouse Manager
    1. December 2019 Operations and Maintenance Report.....Tab 6
  - D. District Manager
- 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 call us at (813) 533-2950.

Sincerely,  
*Justin Croom*  
Justin Croom  
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.

**HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District was held on **Wednesday, December 11, 2019 at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL.

Present and constituting a quorum were:

Tom Bonenberger	<b>Board Supervisor, Chairman</b>
Mike Malik	<b>Board Supervisor, Vice Chairman</b>
James Burke	<b>Board Supervisor, Assistant Secretary</b>
Alan Garceau	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Justin Croom	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel, Straley and Robin (via phone)</b>
Rick Schappacher	<b>District Engineer, Schappacher Engineering</b>
Tony Gipe	<b>Operations Manager: RASI</b>
Steve Sutton	<b>Bloomings</b>
Liz Roque	<b>Solitude</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order and Pledge of Allegiance**

Mr. Croom called the meeting to order and conducted roll call and asked everyone present to recite the Pledge of Allegiance.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident asked a question regarding the fishing dock railing and the chain link fence along the stormwater drainage ditch.  
A resident asked a question about power washing the white gates at Natalie way.  
A resident asked a question about the flag pole at the dock.

50 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting held on November 6, 2019**

51  
52  
53  
On a Motion by Mr. Bonenberger, seconded by Mr. Garceau, with all in favor, the Board approved the minutes as amended from the Board of Supervisors' regular meeting held on November 6, 2019 for Harbourage at Braden River Community Development District.

54  
55 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for  
October 2019**

56  
57  
58  
On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Board approved the operation and maintenance expenditures for October 2019 totaling (\$48,190.92) for Harbourage at Braden River Community Development District.

59  
60 **FIFTH ORDER OF BUSINESS**

**Presentation of Pond Report**

61  
62 Mr. Croom reviewed the pond inspection report with the Board. Liz Roque from Solitude  
63 presented several pond proposals under separate cover for the Board to review. Ms. Roque  
64 answered questions regarding pond maintenance from the Board. Discussion ensued.

65  
66 **SIXTH ORDER OF BUSINESS**

**Discussion Regarding 2019-2020  
Capital Outlay Items**

67  
68  
69 Mr. Croom reviewed the 2019-2020 Capital Outlay Item List to the Board. A discussion  
70 ensued.

71  
72 The Board discussed the upcoming landscape items that will take place in January.

73  
74 **SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Website  
Agenda**

75  
76  
77 Mr. Croom informed the Board of the ADA changes to the District Website and asked for  
78 direction from the Board on what they would like to include on the agendas that get posted to  
79 the website. There was a direction from the Board to remove O&M invoices and reports from  
80 the agendas that get posted to the website.

81  
82 **EIGHTH ORDER OF BUSINESS**

**Staff Reports**

83  
84 **A. District Counsel**

85 No report.

86  
87 **B. District Engineer**

88 Mr. Schappacher informed the Board that the interlocal agreement has still not  
89 been signed by the county Board. Mr. Schappacher also gave an update on the  
90 paving of district roads.  
91

92 **C. Clubhouse Manager Report**

93 Mr. Gipe reviewed the Clubhouse Management Report to the Board.

94 There was a discussion regarding the ongoing pool surfacing project. The  
95 Board would like Mr. Gipe to follow up with the health department about the  
96 project. Mr. Gipe informed the Board that he will get an update from the County  
97 about the garbage truck that spilled oil in the roads.  
98

99 **D. District Manager**

100 Mr. Croom stated that the next regular meeting is scheduled for January 8, 2019,  
101 7:00 p.m. at the Harbourage Recreation Center, located at 5705 Key West Place  
102 Bradenton, FL.  
103

104 **NINTH ORDER OF BUSINESS**

**Public Comments**

105  
106 There were no public comments.  
107

108 **TENTH ORDER OF BUSINESS**

**Supervisor Request**

109  
110 Mr. Malik commented on the damage that is being done by the heavy trucks that are  
111 coming down Natalie Way.  
112

113 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

114  
115  
116  
117  
118  
119  
120  

On a Motion by Mr. Garceau, seconded by Mr. Burke, with all in favor, the Board adjourned the meeting at 2:48 p.m. for Harbourage at Braden River Community Development District.
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Secretary / Assistant Secretary

Chairman / Vice Chairman

# HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures November 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,404.93**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Harbourage at Braden River Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001618	0000460881	Monthly Lake & Wetland Services 11/19	\$ 397.00
Aquatic Systems, Inc.	001618	0000461225	Quarterly Mitigation Services 11/19	\$ 1,710.00
Bloomings Landscape & Turf Management, Inc.	001602	2019-02060	Remove Oak Tree 10/19	\$ 75.00
Bloomings Landscape & Turf Management, Inc.	001602	2019-02062	Irrigation Inspection 10/19	\$ 185.80
Bloomings Landscape & Turf Management, Inc.	001619	2019-02198	Monthly Grounds Maintenance 11/19	\$ 4,979.17
Comcast Communications	001620	8535100450006759 11/19	Rec Center Cable/Internet 11/19	\$ 217.23
Comcast Communications	001603	8535100450011288- 11/19	Guard House Internet 11/19	\$ 118.09
Daystar Exterior Cleaning, Inc.	001621	009687	Sidewalk Cleaning for Mildew 10/19	\$ 5,250.00
Department of Economic Opportunity	001622	74089	Special District Fee FY 19/20	\$ 175.00
Envera Systems LLC	001611	684736	Club House Data Management 10/19-01/20	\$ 329.04
Florida Department of Revenue	001612	Sales Tax 10/19	51-8016045527-4 Sales Tax 10/19	\$ 33.52
FPL	001613	Electric Summary 10/19	FPL Electric Summary 10/19	\$ 1,967.70
Frontier Florida LLC	001604	941-752-1273 11/19	941-752-1273 Gatehouse 11/19	\$ 69.60
Frontier Florida LLC	001605	941-753-1478-093004- 5 11/19	941-753-1478-Pool House 11/19	\$ 185.96
Ken Burton, Jr. Tax Collector	001624	1734100159 - 2019	2019 Real Estate Taxes	\$ 360.15



## Harbourage at Braden River Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ken Burton, Jr. Tax Collector	001625	1734400109 - 2019	2019 Real Estate Taxes	\$ 3,062.38
Main Gate Enterprises, Inc.	001606	15275	Install Side Barrier Arm	\$ 1,322.00
Pools By Lowell, Inc.	001626	205856	Monthly Pool Service 11/19	\$ 420.00
Pools By Lowell, Inc.	001607	206038	Repair Spa CHL Feeder 10/19	\$ 191.14
Pools By Lowell, Inc.	001607	206039	Replace Skimmer Grates 10/19	\$ 196.40
Pools By Lowell, Inc.	001626	206166	Replace Bulb - Spa Light 11/19	\$ 150.66
Rizzetta & Company, Inc.	001614	INV0000044469	District Management Fees 11/19	\$ 3,271.67
Rizzetta Amenity Services, Inc	001608	INV00000000006815	Management Services & Bi-Weekly Payroll 11/19	\$ 1,295.96
Rizzetta Amenity Services, Inc	001615	INV00000000006844	Cell Phone 10/19	\$ 50.00
Rizzetta Amenity Services, Inc	001627	INV00000000006872	Actual Bi-Weekly Payroll 11/15/19	\$ 557.79
Sign A Rama, Inc.	001616	18635	Vinyl Graphics 08/19	\$ 200.00
Suburban Propane, L.P.	001609	1564-430111	1564-093972 Propane Delivery 11/19	\$ 531.07
VenturesIn.com, Inc.	001610	44888	Monthly Website Hosting 11/19	\$ 80.00
Water Boy Inc.	001617	24037830	Qtrly Cooler Rental 10/19	<u>\$ 22.60</u>
<b>Report Total</b>				<b><u>\$ 27,404.93</u></b>

## SERVICES QUOTATION

PROPERTY NAME: Harbourage at Braden River CDD  
CONTRACT DATE: December 17, 2019  
SUBMITTED TO: Justin Croom  
SUBMITTED BY: Liz Rocque

PROJECT SUMMARY: SŌLitude Lake Management® is pleased to submit this proposal to remove aquatic vegetation in Pond 4 in the Harbourage at Braden River community located in Bradenton, Florida. The scope of work to be performed is outlined below.

### SPECIFICATIONS:

1. Contractor will remove all aquatic emergent vegetation within Pond 4.
2. Contractor will haul off removed vegetation on shelf to an off-site location.

### GENERAL TERMS:

1. Contractor is certified in Stormwater BMP (Best Management Practice) Inspection and Maintenance, and is a Certified Compliance Inspector of Stormwater (CCIS).
2. Contractor is a National Stormwater Center Certified Stormwater Inspector.
3. Contractor and/or its sub-contractors will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
4. Contractor will be responsible for providing personnel, equipment, boats, materials, sub-contractors, professional services, and other items required to provide the forgoing at his expense.
5. Contractor is dedicated to environmental stewardship in all of its work and maintains a diligent program to recycle all plastic containers, cardboard, paper and other recyclable wastes generated through the performance of our contract work.
6. Contractor will maintain general liability and workman's compensation insurance.
7. The client agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the client.
8. The client covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SŌLitude Lake Management® for collection of past due invoices and account balances and for any other actions required to remedy a material breach of this contract.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SŌLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SŌLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



**PRICE: \$826.00**

**PAYMENT TERMS:**

1. Payment due upon completion
2. **Remit Payment To: 1320 Brookwood Drive, Suite H, Little Rock, AR 72202**

**APPROVED:**

\_\_\_\_\_  
**(Authorized Signature)** Harbourage at Braden River CDD

\_\_\_\_\_  
**(Print Name and Title)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
SOLitude Lake Management®



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