



Rizzetta & Company

# Harbourage at Braden River Community Development District

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## Board of Supervisors' Meeting June 10, 2020

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**

June 2, 2020

**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, June 10, 2020 at 1:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. 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 May 13, 2020 .....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for April 2020.....Tab 2
- 4. BUSINESS ITEMS**
  - A. Presentation of Pond Report .....Tab 3
  - B. Discussion Regarding 2019-2020 Capital Outlay Items.....Tab 4
  - C. Discussion of Insurance Schedule .....Tab 5
  - D. Discussion regarding amenity closures and re-openings
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Clubhouse Manager
    1. Presentation of 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, March 11, 2020 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>
James Burke	<b>Board Supervisor, Assistant Secretary</b>
Alan Garceau	<b>Board Supervisor, Assistant Secretary</b>
Justin Sperko	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Justin Croom	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Roxanne Turnipseed	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel; Straley Robin &amp; Vericker</b> <i>(via phone)</i>
Rick Schappacher	<b>District Engineer, Schappacher Engineering</b>
Tony Gipe	<b>Operations Manager: RASI</b>
Alex Johnson	<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**

No Audience.

50 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting held on February 12, 2020**

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53  
On a Motion by Mr. Garceau, seconded by Mr. Bonenberger, with all in favor, the Board approved the minutes from the Board of Supervisors' regular meeting held on February 12, 2020 for Harbourage at Braden River Community Development District.

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55 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for  
January 2020**

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57  
58  
On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board approved the operation and maintenance expenditures for January 2020 totaling (\$38,318.96) for Harbourage at Braden River Community Development District.

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60 **FIFTH ORDER OF BUSINESS**

**Presentation of March 2020 Pond  
Report**

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63 Mr. Croom reviewed the March 2020 pond inspection report with the Board.

64  
65 **SIXTH ORDER OF BUSINESS**

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

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68 The Board discussed the capital outlay items presented in the agenda.

69  
70 **SEVENTH ORDER OF BUSINESS**

**Ratification of Brothers Property  
Group Pier Repairs**

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On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board ratified the proposal from Brothers Property Group for pier repairs at a total cost of \$2,368.00 Harbourage at Braden River Community Development District.

73  
74 **EIGHTH ORDER OF BUSINESS**

**Ratification of Hoover Pump Filter  
Discs Cleaning Proposal**

75  
76  
On a Motion by Mr. Garceau, seconded by Mr. Burke, with all in favor, the Board ratified the proposal from Hoover for filter cleaning at a total cost of \$1,138.30 Harbourage at Braden River Community Development District.

77  
78 **NINTH ORDER OF BUSINESS**

**Consideration of Off Duty Sheriff  
Patrol Agreement**

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80  
On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board approved the off-duty sheriff patrol agreement for an annual cost of \$9,360.00 for Harbourage at Braden River Community Development District.

82 **TENTH ORDER OF BUSINESS** **Selection of Audit Committee and**  
83 **Setting the First Audit Committee**  
84 **Meeting**  
85

86 The Board discussed the 1<sup>st</sup> audit committee meeting and set the date for April 8<sup>th</sup>, 2020 at  
87 1:00 p.m. at the Harbourage Recreation Center located at 5705 Key West Place Bradenton,  
88 FL.  
89

On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board selected the Board members at the Audit Committee members for Harbourage at Braden River Community Development District.

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91 **EIGHTH ORDER OF BUSINESS** **Staff Reports**  
92

93 **A. District Counsel**

94 No Report.

95  
96 **B. District Engineer**

97 Mr. Schappacher gave a report on several projects happening throughout out  
98 the District. There was a discussion regarding the maintenance agreement on  
99 the trees by pond 2. It was made clear that homeowners can cut trees that  
100 hang over on private property but only the part that hangs over onto the  
101 property. Mr. Schappacher informed the Board that the asphalt been completed  
102 and there was a discussion about some of the issues that came from that. The  
103 Board was concerned about the Drainage by Key Largo and would like a  
104 proposal from ANJ services to address it.

105  
106 **C. Clubhouse Manager Report**

107 Mr. Gipe reviewed the Clubhouse Management Report to the Board. He informed  
108 the Board that the Yacht club will be having a clean up volunteer program on  
109 March 21<sup>st</sup> at 9:00 a.m. He also discussed a few landscape issues he would like  
110 to see proposals for and new plantings that are included in current contracts.

111  
112 **D. District Manager**

113 Mr. Croom stated that the next regular meeting is scheduled for April 12, 2020,  
114 1:00 p.m. at the Harbourage Recreation Center, located at 5705 Key West Place  
115 Bradenton, FL. There was a discussion regarding the Boat slip taxes.

116  
117 **NINTH ORDER OF BUSINESS** **Public Comments**  
118

119 There were no public comments.  
120

121 **TENTH ORDER OF BUSINESS** **Supervisor Request**  
122

123 Mr. Bonenberger would like to send a letter to homeowners about cops patrolling the  
124 community.  
125

126 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

127

On a Motion by Mr. Garceau, seconded by Mr. Burke, with all in favor, the Board adjourned the meeting at 1:54 p.m. for Harbourage at Braden River Community Development District.

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

\_\_\_\_\_  
Chairman / Vice Chairman

DRAFT

# HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$30,934.48**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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



# Harbourage at Braden River Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A N J Excavation LLC	001774	Invoice 9	Asphalt Removal & replacement 03/20	\$ 3,225.00
Black Jack Air & Mechanical, LLC	001775	12720	Air Conditioner Maintenance 03/20	\$ 3,875.00
Bloomings Landscape & Turf Management, Inc.	001769	2020-00943	Reconnect Irrigation 03/20	\$ 58.75
Bloomings Landscape & Turf Management, Inc.	001785	2020-01090	Monthly Grounds Maintenance 04/20	\$ 4,979.17
Comcast Communications	001776	8535100450006759 04/20	Rec Center Cable/Internet 04/20	\$ 226.74
Comcast Communications	001784	8535100450011288 - 04/20	Guard House Internet 04/20	\$ 119.69
Comcast Communications	001786	8535100450011288 - 05/20	Guard House Internet 05/20	\$ 129.69
Commercial Fitness Products, Inc	001782	A003164	Service Call- Replace Heart Rate Grip 03/20	\$ 174.27
Envera Systems LLC	001770	688145	Gate Access Monitoring 04/20	\$ 3,473.16
Florida Department of Revenue	001771	Sales Tax 03/20	51-8016045527-4 Sales Tax 03/20	\$ 56.85
FPL	001777	Electric Summary 03/20	FPL Electric Summary 03/20	\$ 1,970.50
Frontier Florida LLC	001787	941-752-1273 05/20	941-752-1273 Gatehouse 05/20	\$ 69.06
Main Gate Enterprises, Inc.	001761	30294	Back Gate Stuck Open 03/20	\$ 170.00
Main Gate Enterprises, Inc.	001761	30298	Gate Service Call 03/20	\$ 193.71
Main Gate Enterprises, Inc.	001778	30361	Gate Service Call 04/20	\$ 173.99

## Harbourage at Braden River Community Development District

### Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Main Gate Enterprises, Inc.	001788	30427	Gate Service Call 04/20	\$ 294.04
Manatee County Sheriff's Office	001779	39128	Off Duty Patrol 04/20	\$ 360.00
Manatee County Utilities Department	001762	MCUD Summary 03/20	MCUD Water Summary 03/20	\$ 283.41
Pools By Lowell, Inc.	001763	210915	Repair Spa CHL Feeder 03/20	\$ 146.40
Pools By Lowell, Inc.	001772	211087	Repaired Pool PH Feeder 03/20	\$ 69.00
Pools By Lowell, Inc.	001789	211757	Monthly Pool Service 04/20	\$ 420.00
Rizzetta & Company, Inc.	001764	INV0000048110	District Management Fees 04/20	\$ 3,271.67
Rizzetta Amenity Services, Inc	001773	INV00000000007341	Actual Bi-Weekly Payroll 04/3/20	\$ 1,995.47
Rizzetta Amenity Services, Inc	001783	INV00000000007417	Cell Phone 03/30	\$ 50.00
Rizzetta Amenity Services, Inc	001783	INV00000000007446	Actual Bi-Weekly Payroll 04/17/20	\$ 753.42
Robert Angers	001765	192712	Reimbursement Tree Trimming 02/20	\$ 300.00
Schappacher Engineering, LLC	001780	1590	Engineering Services 03/20	\$ 480.00
Solitude Lake Management	001790	PI-A00386321	Fountain Maintenance Services 04/01/20-06/30/20	\$ 167.00
Solitude Lake Management	001790	PI-A00386322	Aerator Maintenance Services 04/01/20-06/30/20	\$ 166.00
Solitude Lake Management	001790	PI-A00388885	Lake & Pond Services 04/20	\$ 397.00

# Harbourage at Braden River Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	001766	18134	Professional Services Through 03/15/20	\$ 660.00
Straley Robin Vericker	001791	18241	Professional Services Through 04/15/20	\$ 55.00
Suburban Propane, L.P.	001767	1564-442597	1564-093972 Propane Delivery 03/20	\$ 500.15
Underwood Restoration, LLC	001781	3-18-58218	Refinish Club House Furniture 04/20	\$ 1,660.00
Water Boy Inc.	001768	24050471	Water Delivery 03/20	<u>\$ 10.34</u>
<b>Report Total</b>				<b><u>\$ 30,934.48</u></b>