



Rizzetta & Company

# Harbourage at Braden River Community Development District

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## Board of Supervisors' Meeting July 08, 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**

July 1, 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, July 8, 2020 at 1:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-69 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, and June 23, 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 June 10, 2020 .....Tab 1
  - B. Consideration of the Minutes of the Audit Committee Meeting Held on May 13, 2020 .....Tab 2
  - C. Consideration of Operation and Maintenance Expenditures for May 2020 .....Tab 3
- 4. BUSINESS ITEMS**
  - A. Presentation of Waterway Inspection Report .....Tab 4
  - B. Consideration of Preventive Maintenance Services Proposal .....Tab 5
  - C. Consideration of Resolution 2020-05, Re-designating Assistant Secretary .....Tab 6
  - D. Discussion Regarding 2019-2020 Capital Outlay Items .....Tab 7
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Clubhouse Manager
    1. Presentation of Operations and Maintenance Report .....Tab 8
  - 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,  
*Jennifer Goldyn*  
Jennifer Goldyn  
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, June 10, 2020 at 1:00 p.m.** to be conducted by means of communications media technology telephone pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54 (5)(b)2., Florida Statutes.

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>
Jennifer Goldyn	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel; Straley Robin &amp; Vericker</b>
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 Roll Call**

Mr. Croom called the meeting to order and read roll call, conforming a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience comments

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on May 13, 2020**

On a Motion by Mr. Malik, seconded by Mr. Garceau, with all in favor, the Board approved the minutes from the Board of Supervisors' regular meeting held on May 13, 2020 for Harbourage at Braden River Community Development District.

47 **FOURTH ORDER OF BUSINESS**

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

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On a Motion by Mr. Burke, seconded by Mr. Garceau, with all in favor, the Board approved the operation and maintenance expenditures for April 2020 (\$30,934.48) for Harbourage at Braden River Community Development District.

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52 **FIFTH ORDER OF BUSINESS**

**Presentation of Pond Report**

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54 Mr. Croom presented the Pond Report to the Board and a discussion ensued.

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56 **SIXTH ORDER OF BUSINESS**

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

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59 The Board discussed several issues including but not limited to the following; gate house  
60 remotes, resident access remote, upgrading WIFI /cell, and removal of furniture.

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62 **SEVENTH ORDER OF BUSINESS**

**Discussion of Insurance Schedule**

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64 Tony reviewed the insurance schedule with the Board, and adjustments were made  
65 accordingly, by the Board.

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On a Motion by Mr. Malik, seconded by Mr. Burke, with all in favor, the Board adopted to increase Marine and add Security Cameras for Harbourage at Braden River Community Development District.

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68 **EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Amenity  
Closures and Re-Openings**

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71 The Board discussed the Amenity Closure and Re-Openings and came up with the following  
72 plan;

- 73 1. Pool Opening Friday mornings

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On a Motion by Mr. Garceau, seconded by Mr. Burke, with all in favor, the Board adopted Pool Re-Opening on Friday, June 12, 2020, Morning for Harbourage at Braden River Community Development District.

- 75 2. Opening of the Gym operating normal hours.

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On a Motion by Mr. Garceau, seconded by Mr. Burke, with all in favor, the Board adopted Re-Opening the Gym operating normal hours for Harbourage at Braden River Community Development District.

- 78 3. Opening of the Club House at 50% capacity.  
79 No rentals/or meetings permitted  
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On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board adopted Re-Opening the Clubhouse at 50% capacity with not rentals or meetings permitted for Harbourage at Braden River Community Development District.

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board adopted a proposal to allow District Staff along with Chair to adjust said plan as needed for Harbourage at Braden River Community Development District.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**  
Re-Openings.

**B. District Engineer**  
Mr. Schappacher had nothing to report.

**C. Clubhouse Manager Report**  
Mr. Gipe reviewed the Clubhouse Management Report to the Board.  
Mr. Gipe has the light issues wrapped in yellow tape.  
Mr. Gipe is still working on the furniture being refurbished.

**D. District Manager**  
Mr. Croom stated that the next regular meeting is scheduled for July 8, 2020, 1:00 p.m. at the Harbourage Recreation Center, located at 5705 Key West Place Bradenton, FL.

**TENTH ORDER OF BUSINESS**

**Public Comments**

Comment regarding "Social Distancing" at the Gym signs be made.  
Comment regarding the cushions

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Request**

There were no Supervisor Request.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Board adjourned the meeting at 1:59 p.m. for Harbourage at Braden River Community Development District.

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**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 1<sup>st</sup> Audit Committee meeting the Harbourage at Braden River Community Development District was held on Wednesday, **May 13, 2020 at 01:00 p.m.** 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.

Present and constituting a quorum were:

Tom Bonenberger	Board Supervisor, Chairman
Mike Malik	Board Supervisor, Vice Chairman
James Burke	Board Supervisor, Assistant Secretary
Alan Garceau	Board Supervisor, Assistant Secretary
Justin Sperko	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Bridget Murphy	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel; Straley Robin &amp; Vericker</b>
Rick Schappacher	<b>District Engineer, Schappacher Engineering</b>
Tony Gipe	<b>Operations Manager: RASI</b>
Alex Johnson	<b>Solitude</b>
Liz Roque	<b>Solitude</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Presentation of Audit Proposal  
Instructions**

Mr. Croom presented the audit proposal instructions to the Audit Committee for their consideration.

On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Audit Committee approved the audit proposal instructions with price for the Harbourage at Braden River Community Development District.

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**THIRD ORDER OF BUSINESS**

**Presentation of Audit Evaluation Criteria**

Mr. Croom presented the evaluation criteria with price and without price to the audit committee for their consideration.

On a Motion by Mr. Garceau, seconded by Mr. Malik, with all in favor, the Audit Committee approved the evaluation criteria with price as presented for the Harbourage at Braden River Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Presentation of Request for Proposals for Annual Auditing Services**

Mr. Croom presented the RFP advertisement for annual auditing services to the audit committee for their consideration, noting that proposals would then be brought before the committee at their August meeting.

On a Motion by Mr. Burke, seconded by Mr. Malik, with all in favor, the Audit Committee approved the request for proposals for annual auditing services as presented for the Harbourage at Braden River Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Audit Committee adjourned the meeting at 1:09 PM for the Harbourage at Braden River Community Development District.

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

\_\_\_\_\_  
Chair / Vice Chair



# HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented: **\$27,670.92**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Harbourage at Braden River Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 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	001796	Invoice 10	Sidewalk Grinds 05/20	\$ 945.00
Alan Garceau	001806	AG051320	Board of Supervisors Meeting 05/13/20	\$ 200.00
Bloomings Landscape & Turf Management, Inc.	001797	2020-01291	Irrigation Repairs 04/20	\$ 65.00
Bloomings Landscape & Turf Management, Inc.	001807	2020-01441	Monthly Grounds Maintenance 05/20	\$ 4,979.17
Bradenton Herald	001792	0004624711 04/22/20	Legal Advertising 04/20	\$ 150.93
Comcast Communications	001799	8535100450006759 05/20	Rec Center Cable/Internet 05/20	\$ 226.74
Comcast Communications	001809	8535100450011288 - 06/20	Guard House Internet 06/20	\$ 119.69
Commercial Fitness Products, Inc	001800	A004019	Preventative Maintenance 04/20	\$ 150.00
Envera Systems LLC	001793	689227	Gate Access Monitoring 05/20	\$ 3,473.16
Envera Systems LLC	001793	689557	Club House/Pool Monitoring 05/01/20-07/31/20	\$ 1,247.94
Envera Systems LLC	001810	690068	Gate Access Monitoring 06/20	\$ 3,473.16
Florida Department of Revenue	001801	Sales Tax 04/20	51-8016045527-4 Sales Tax 04/20	\$ 90.22
FPL	001803	Electric Summary 04/20	FPL Electric Summary 04/20	\$ 1,189.69
Frontier Florida LLC	001811	941-752-1273 06/20	941-752-1273 Gatehouse 06/20	\$ 69.06
Frontier Florida LLC	001802	941-753-1478-093004- 5 04/20	941-753-1478-Pool House 04/20	\$ 183.76

# Harbourage at Braden River Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Harbourage at Braden River CDD	CD056	Debit Card	Debit Card Replenishment	\$ 2,397.21
James M. Burke	001808	JB051320	Board of Supervisors Meeting 05/13/20	\$ 200.00
Justin P Sperko	001816	JS051320	Board of Supervisors Meeting 05/13/20	\$ 200.00
Manatee County Sheriff's Office	001818	39129	Off Duty Patrol 04/20	\$ 720.00
Manatee County Utilities Department	001794	MCUD Summary 04/20	MCUD Water Summary 04/20	\$ 254.75
Michael V. Malik	001812	MM051320	Board of Supervisors Meeting 05/13/20	\$ 200.00
Oliver Cole	001798	101119-Cole	Refund of Marina Deposit	\$ 250.00
Pools By Lowell, Inc.	001813	212416	Monthly Pool Service 05/20	\$ 420.00
Rizzetta & Company, Inc.	001795	INV0000049245	District Management Fees 05/20	\$ 3,271.67
Rizzetta Amenity Services, Inc	001804	INV0000000007509	Actual Bi-Weekly Payroll 05/15/20	\$ 764.60
Rizzetta Amenity Services, Inc	001814	INV0000000007540	Cell Phone 04/20	\$ 147.87
Schappacher Engineering, LLC	001805	1618	Engineering Services 04/20	\$ 320.00
Solitude Lake Management	001815	PI-A00405411	Lake & Pond Services 05/01/20- 07/31/20	\$ 1,761.30
Thomas J. Bonenberger	001817	TB051320	Board of Supervisors Meeting 05/13/20	<u>\$ 200.00</u>
<b>Report Total</b>				<b><u>\$ 27,670.92</u></b>

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT APPOINTING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS Harbourage at Braden River Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida; and

WHEREAS the Board of Supervisors of the District now desires to appoint an Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT:**

Section 1.               Jennifer Goldyn           is appointed as Assistant Secretary.

Section 2.     This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3.     This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 8<sup>th</sup> DAY OF JUNE 2020.**

**HARBOURAGE AT BRADEN RIVER  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

**ATTEST:**

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Secretary / Assistant Secretary