



Rizzetta & Company

Harbourage at Braden River Community Development District

Board of Supervisors' Meeting September 9, 2020

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

www.harbouragecdd.org

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Tom Bonenberger	Chair
	Mike Malik	Vice Chair
	James Burke	Assistant Secretary
	Michael Monti	Assistant Secretary
	Justin Sperko	Assistant Secretary
District Manager	Jennifer Goldyn	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	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**

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

September 2, 2020

FINAL 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, September 9, 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, 20-150, 20-179, 20-193 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, June 23, 2020, July 29, 2020 and August 7, 2020 respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 929-205-6099, and enter the ID# 5647203598. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the final 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 August 12, 2020Tab 1
 - B. Consideration of the Minutes of the Audit Committee Meeting held on August 12, 2020Tab 2
 - C. Consideration of Operation and Maintenance Expenditures for July and August 2020.....Tab 3
- 4. BUSINESS ITEMS**
 - A. Review of landscape report.....Tab 4
 - B. Review of Lake Maintenance report.....Tab 5
 - C. Consideration of Exterior Cleaning ProposalTab 6
 - D. Discussion of additional/backup janitorial services.....Tab 7
 - E. Consideration of Florida Insurance Alliance Proposal.....Tab 8
 - F. Discussion of Clubhouse Manager Salary
 - G. Review of Capital OutlayTab 9
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Clubhouse Manager
 1. Presentation of Operations and Maintenance ReportTab 10
 - A. Review of Revised Community Parking PolicyTab 11
 - B. Discussion of Recreation Center Cameras.....Tab 12
 - 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, July 8, 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	Chairman
Mike Malik	Vice Chairman
James Burke	Assistant Secretary
Justin Sperko	Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Co., Inc.
Jennifer Goldyn	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel; Straley Robin & Vericker
Rick Schappacher	District Engineer, Schappacher Engineering
Tony Gipe	Operations Manager: RASI
Alex Johnson	Representative, Solitude
Liz Roque	Representative, Solitude
Lynn	Representative, Condo Board
Matthew	Representative, HOA
Audience	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Goldyn called the meeting to order and read roll call, conforming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

No audience comments

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THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on July 8, 2020**

On a Motion by Mr. Bonenberger, seconded by Mr. Burke, with all in favor, the Board approved the minutes from the Board of Supervisors' regular meeting held on June 10, 2020, for Harbourage at Braden River Community Development District.

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FOURTH ORDER OF BUSINESS

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

On a Motion by Mr. Bonenberger, seconded by Mr. Sperko, with all in favor, the Board approved the operation and maintenance expenditures for June 2020 (\$17,982.19), for Harbourage at Braden River Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Michael Monti's
Resume**

Ms. Goldyn presented Mr. Monti's resume to the Board.

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board appointed Mr. Monti as an Assistant Secretary, for Harbourage at Braden River Community Development District.

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Mr. Monti took his Oath of Office.

SIXTH ORDER OF BUSINESS

**Consideration of Audit Committee
Recommendations**

The Audit Committee's suggestion was Grau & Associates as Auditors.

On a Motion by Mr. Burke, seconded by Mr. Malik, with all in favor, the Board approved the Audit Committee's suggestion and appointed Grau & Associates as the Auditors, for Harbourage at Braden River Community Development District.

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SEVENTH ORDER OF BUSINESS

**Public Hearing on FY 2020/2021
Budget**

Ms. Goldyn asked the Board for a Motion to Open the Public Hearing on FY 2020/2021 Budget.

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board Opened the Public Hearing on FY 2020/2021 Budget, for Harbourage at Braden River Community Development District.

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On a Motion by Mr. Burke, seconded by Mr. Bonenberger, with all in favor, the Board Close the Public Hearing on FY 2020/2021 Budget, for Harbourage at Braden River Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2020-06, Adopting FY 2020/2021 Final Budget

Ms. Goldyn presented Resolution 2020-06, Adopting FY 2020/2021 Final Budget to the Board of Supervisors.

On a Motion by Mr. Bonenberger, seconded by Mr. Sperko, with all in favor, the Board adopted Resolution 2020-06, Adopting FY 2020/2021 Final Budget, for Harbourage at Braden River Community Development District.

NINTH ORDER OF BUSINESS

Public Hearing on Levying O&M Assessments

Ms. Goldyn asked the Board for a Motion to Open the Public Hearing on Levying O&M Assessments.

On a Motion by Mr. Bonenberger, seconded by Mr. Burke, with all in favor, the Board Opened the Public Hearing on Levying O&M Assessments, for Harbourage at Braden River Community Development District.

On a Motion by Mr. Malik, seconded by Mr. Sperko, with all in favor, the Board Closed the Public Hearing on Levying O&M Assessments, for Harbourage at Braden River Community Development District.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2020-07, Levying O&M Assessments for FY 2020/2021 Final Budget

Ms. Goldyn presented Resolution 2020-07, Levying O&M Assessments for 2020/2021 Final Budget to the Board of Supervisors.

On a Motion by Mr. Burke, seconded by Mr. Malik, with all in favor, the Board adopted Resolution 2020-07, Levying O&M Assessments for FY 2020/2021 Final Budget, for Harbourage at Braden River Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-08, Setting FY 2020/2021 Meeting Schedule

Ms. Goldyn presented Resolution 2020-08, Setting FY 2020/2021 Meeting Schedule to the Board.

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board adopted Resolution 2020-08, Setting FY 2020/2021 Meeting Schedule, for Harbourage at Braden River Community Development District.

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115 **TWELFTH ORDER OF BUSINESS** **Review of Capital Outlay**

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117 The Board discussed adding pool resurfacing.

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119 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**

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121 **A. District Counsel**

122 Mr. Vericker had nothing to report.

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124 **B. District Engineer**

125 Mr. Schappacher had nothing to report.

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127 **C. Clubhouse Manager Report**

128 Mr. Gipe reviewed the Clubhouse Management Report to the Board. Discussion
129 ensued about trespassing and resurfacing the pool.

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131 **D. District Manager**

132 Ms. Goldyn stated that the next regular meeting is scheduled for September 9,
133 2020, 1:00 p.m., via zoom.

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135 **FOURTEENTH ORDER OF BUSINESS** **Public Comments**

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137 No public comments.

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139 **FIFTEENTH ORDER OF BUSINESS** **Supervisor Request**

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141 Mr. Bonenberger mentioned bringing the police back on the agenda.

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143 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

On a Motion by Mr. Bonenberger, seconded by Mr. Malik, with all in favor, the Board adjourned the meeting at 2:00 p.m., for Harbourage at Braden River Community Development District.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

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 2nd Audit Committee meeting the Harbourage at Braden River Community Development District was held on Wednesday, **August 12, 2020 at 01:00 p.m.** by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179 and August 7, 2020 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 29, 2020 and August 7, 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	Audit Committee Member
Mike Malik	Audit Committee Member
James Burke	Audit Committee Member
Justin Sperko	Audit Committee Member

Also present were:

Justin Croom	District Manager, Rizzetta & Co., Inc.
Jennifer Goldyn	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel; Straley Robin & Vericker
Rick Schappacher	District Engineer, Schappacher Engineering
Tony Gipe	Operations Manager: RASI
Alex Johnson	Representative, Solitude
Liz Roque	Representative, Solitude
Lynn	Representative, Condo Board
Matthew	Representative, HOA
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Ranking of Proposals

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

50 **THIRD ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Bonenberger, seconded by Mr. Burke, 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

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

Operation and Maintenance Expenditures July 2020 For Board Approval

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

The total items being presented: **\$28,614.48**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bloomings Landscape & Turf Management, Inc.	001842	2020-01792	Monthly Grounds Maintenance 06/20	\$ 4,979.17
Bloomings Landscape & Turf Management, Inc.	001863	2020-01992	Monthly Grounds Maintenance 07/20	\$ 4,979.17
Bradenton Herald	001851	0004669154 06/12/20	Legal Advertising 06/20	\$ 95.94
Bradenton Herald	001858	0004684987 07/01/20	Legal Advertising 07/20	\$ 164.97
Comcast Communications	001854	8535100450006759 07/20	Rec Center Cable/Internet 07/20	\$ 226.74
Comcast Communications	001843	8535100450011288 - 07/20	Guard House Internet 07/20	\$ 119.69
Florida Department of Revenue	001856	Sales Tax 06/20	51-8016045527-4 Sales Tax 06/20	\$ 98.06
FPL	001859	Electric Summary 06/20	FPL Electric Summary 06/20	\$ 1,650.86
Frontier Florida LLC	001852	941-752-1273 07/20	941-752-1273 Gatehouse 07/20	\$ 69.06
Frontier Florida LLC	001855	941-753-1478-093004- 5 06/20	941-753-1478-Pool House 06/20	\$ 183.76
Hoover Pumping Systems Corporation	001864	155124	Filter Disc Cleaning 07/20	\$ 1,138.33
Main Gate Enterprises, Inc.	001865	30642	Gate Service Call 07/20	\$ 170.00
Manatee County Sheriff	001853	432983	Annual Alarm Permit Fee	\$ 15.00
Manatee County Utilities Department	001844	MCUD Summary 06/20	MCUD Water Summary 06/20	\$ 241.64
Pools By Lowell, Inc.	001845	213787	Monthly Pool Service 06/20	\$ 420.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pools By Lowell, Inc.	001866	214917	Monthly Pool Service 07/20	\$ 420.00
Pools By Lowell, Inc.	001860	215374	Replace Cartridge 07/20	\$ 901.60
Pools By Lowell, Inc.	001860	215393	Replace Digital Timer Spa Jet 07/20	\$ 465.77
Rizzetta & Company, Inc.	001846	INV0000050735	District Management Fees 07/20	\$ 3,271.67
Rizzetta Amenity Services, Inc	001847	INV0000000007664	Actual Bi-Weekly Payroll 06/26/20	\$ 849.65
Rizzetta Amenity Services, Inc	001861	INV0000000007696	Actual Bi-Weekly Payroll 07/10/20	\$ 1,709.56
Rizzetta Amenity Services, Inc	001867	INV0000000007727	Cell Phone 06/20	\$ 50.00
Rizzetta Amenity Services, Inc	001867	INV0000000007758	Actual Bi-Weekly Payroll 07/24/20	\$ 752.34
Schappacher Engineering, LLC	001862	1668	Engineering Services 06/20 Lake	\$ 200.00
Solitude Lake Management	001857	PI-A00405412	& Pond Services 05/20 Lake &	\$ 397.00
Solitude Lake Management	001848	PI-A00422495	Pond Services 06/20	\$ 397.00
Solitude Lake Management	001868	PI-A00435850	Fountain Maintenance Services 07/01/20-09/30/20	\$ 167.00
Solitude Lake Management	001868	PI-A00438408	Lake & Pond Services 07/20	\$ 397.00
Straley Robin Vericker	001849	18482	Professional Services Through 06/15/20	\$ 942.50
Straley Robin Vericker	001869	18623	Professional Services Through 07/15/20	\$ 642.50

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Timothy Tyrrell	001870	072920-Tyrrell	Marina Deposit Refund	\$ 838.50
Underwood Restoration, LLC	001850	6-17-58218	Refinish Club House Furniture 06/20	<u>\$ 1,660.00</u>
Report Total				<u>\$ 28,614.48</u>

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures August 2020 For Board Approval

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

The total items being presented: **\$31,155.23**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bloomings Landscape & Turf Management, Inc.	001893	2020-02242	Monthly Grounds Maintenance 08/20	\$ 4,979.17
Bradenton Herald	001871	0004674124	Legal Advertising 07/20	\$ 117.00
Bradenton Herald	001871	0004674173	Legal Advertising 07/22/20	\$ 782.40
Comcast Communications	001887	8535100450006759 08/20	Rec Center Cable/Internet 08/20	\$ 226.75
Comcast Communications	001873	8535100450011288 - 08/20	Guard House Internet 08/20	\$ 119.69
Envera Systems LLC	001895	690900	Gate Access Monitoring 07/20	\$ 3,473.16
Envera Systems LLC	001874	692008	Gate Access Monitoring 08/20	\$ 3,473.16
Envera Systems LLC	001874	692370	Club House/Pool Monitoring 08/20	\$ 1,267.62
Florida Department of Revenue	001884	Sales Tax 07/20	51-8016045527-4 Sales Tax 07/20	\$ 213.50
FPL	001888	Electric Summary 07/20	FPL Electric Summary 07/20	\$ 1,648.06
Frontier Florida LLC	001875	941-752-1273 08/20	941-752-1273 Gatehouse 08/20	\$ 68.96
Frontier Florida LLC	001876	941-753-1478-093004- 5 07/20	941-753-1478-Pool House 07/20	\$ 186.63
Hoover Pumping Systems Corporation	001889	155460	Installed New 4' Magmeter 08/20	\$ 1,883.53
James M. Burke	001872	JB070820	Board of Supervisors Meeting 07/08/20	\$ 200.00
James M. Burke	001894	JB081220	Board of Supervisors Meeting 08/12/20	\$ 200.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Justin P Sperko	001881	JS070820	Board of Supervisors Meeting 07/08/20	\$ 200.00
Justin P Sperko	001899	JS081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Manatee County Utilities Department	001878	MCUD Summary 07/20	MCUD Water Summary 07/20	\$ 251.89
Michael V. Malik	001877	MM070820	Board of Supervisors Meeting 07/08/20	\$ 200.00
Michael V. Malik	001896	MM081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Pools By Lowell, Inc.	001897	215846	Monthly Pool Service 08/20	\$ 420.00
Pools By Lowell, Inc.	001879	215922	Installed New Vacuum Port Cover 07/20	\$ 28.95
Pools By Lowell, Inc.	001885	216389	Treated Pool For Algae 07/20	\$ 295.20
Pools By Lowell, Inc.	001897	216594	Replaced Hardware Equipment Cabinet 08/20	\$ 564.42
Rizzetta & Company, Inc.	001880	INV00000051746	District Management Fees 08/20	\$ 3,271.67
Rizzetta Amenity Services, Inc	001886	INV00000000007477	Actual Bi-Weekly Payroll 05/01/20	\$ 1,664.60
Rizzetta Amenity Services, Inc	001890	INV00000000007790	Actual Bi-weekly Payroll 08/06/20	\$ 1,566.93
Rizzetta Amenity Services, Inc	001890	INV00000000007852	Cell Phone 07/20	\$ 50.00
Solitude Lake Management	001898	PI-A00457013	Lake & Pond Services 08/01/20- 10/31/20	\$ 1,761.30
Solitude Lake Management	001898	PI-A00457014	Lake & Pond Services 08/20	\$ 397.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Special Markets Insurance Consultants, Inc.	001891	42674A	Volunteer Coverage 08/27/20	\$ 300.00
Suburban Propane, L.P.	001882	1564-444709	1564-093972 Propane Delivery 07/20	\$ 534.50
Thomas J. Bonenberger	001883	TB070820	Board of Supervisors Meeting 07/08/20	\$ 200.00
Thomas J. Bonenberger	001900	TB081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Water Boy Inc.	001892	00203237	Qtrly Cooler Rental 7/20	\$ <u>9.14</u>
Report Total				<u>\$ 31,155.23</u>