



Rizzetta & Company

Harbourage at Braden River Community Development District

**Board of Supervisors' Meeting
March 10, 2021**

**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	Mike Malik Michael Monti James Burke Nicole Banks Brenda Landers	Chairman Vice Chairman Assistant Secretary Assistant Secretary 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**

March 3, 2021

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, March 10, 2021 at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL. 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 February 10, 2021Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for February 2021Tab 2
- 4. BUSINESS ITEMS**
 - A. Review of Landscape ReportTab 3
 - B. Review of Lake Maintenance ReportTab 4
 - C. Discussion regarding website compliance
 - D. Discussion regarding landscape enhancementsTab 5
- 5. STAFF REPORTS**
 - A. District Counsel
 1. Presentation of E-VerifyTab 6
 - B. District Engineer
 - C. Clubhouse Manager
 1. Presentation of Operations and Maintenance ReportTab 7
 - 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, February 10, 2021 at 1:04 p.m.** at the Harbourage Recreation Center, located at 5705 Key West Place, Bradenton, FL.

Present and constituting a quorum were:

Mike Malik	Chairman
James Burke	Assistant Secretary
Nicole Banks	Assistant Secretary
Brenda Landers	Assistant Secretary

Also present were:

Jennifer Goldyn	District Manager, Rizzetta & Co., Inc.
Deneen Klenke	Assistant Amenity Service Manager, RASI
Gregg Gruhl	Amenity Services Manager, RASI
Rick Schappacher	District Engineer, Schappacher Engineering
John Vericker	District Counsel, Straley, Robin & Vericker
Steve Sutton	Representative, Bloomings Landscape

Audience

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments.

50 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on January 13, 2021**

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Ms. Goldyn presented the Minutes of the Board of Supervisors' Regular Meeting held on January 13, 2021 to the Board of Supervisors.

On a Motion by Ms. Banks, seconded by Mr. Malik, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on January 13, 2021, for Harbourage at Braden River Community Development District.

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58 **FOURTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
January 2021**

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Ms. Goldyn presented the Operation and Maintenance Expenditures for January 2021 to the Board of Supervisors. The Board of Supervisors tabled this item until March 2021 meeting to review Solitude invoices.

66 **FIFTH ORDER OF BUSINESS**

Review of Landscape Report

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Mr. Sutton presented his report to the Board of Supervisors.

70 **SIXTH ORDER OF BUSINESS**

Review of Lake Maintenance Report

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Ms. Goldyn presented Solitude's report with the Board of Supervisors.

74 **SEVENTH ORDER OF BUSINESS**

**Discussion regarding Chair
threshold**

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The Board discussed the Chair's threshold.

On a Motion by Ms. Banks, with lack of second Motion, the Board disapproved the changing the Chairman's and District Management's threshold to \$5,000.00, for the Tara Community Development District 1.

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80 **EIGHTH ORDER OF BUSINESS**

**Ratification of Guest Well Pump
proposal
(under separate cover)**

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Ms. Goldyn presented the Guest Well Pump proposal to the Board of Supervisors.

On a Motion by Mr. Malik, seconded by Ms. Linden, with all in favor, the Board ratified the Guest Well Pump proposal, for Harbourage at Braden River Community Development District.

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89 **NINTH ORDER OF BUSINESS** **Discussion regarding speed bumps**

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91 Ms. Goldyn presented the ANJ invoice for speed bump install to the Board of Supervisors.
92 (under separate cover)
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On a Motion by Mr. Malik, seconded by Ms. Linden, with all in favor, the Board ratified ANJ invoice for speed bump install in the amount of \$400.00, for Harbourage at Braden River Community Development District.

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95 Ms. Goldyn presented the Amazon purchase of speed bumps to the Board of Supervisors.
96 (under separate cover)
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On a Motion by Mr. Malik, seconded by Ms. Banks, with all in favor, the Board ratified the Amazon purchase of speed bumps in the amount of \$451.98, for Harbourage at Braden River Community Development District.

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99 The Board discussed adding speed bumps on Simonton.

On a Motion by Ms. Banks, seconded by Ms. Linden, with all in favor, the Board approved adding speed bumps on Simonton and for Ms. Banks to work with the District Engineer on the location of the speed bumps, for Harbourage at Braden River Community Development District.

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101 **TENTH ORDER OF BUSINESS** **Discussion of outdoor kitchen**

102 **maintenance**

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105 The Board of Supervisors discussed outdoor kitchen maintenance.

106 **ELEVENTH ORDER OF BUSINESS** **Consideration of Replacement of**

107 **Emergency Gate Motor**

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110 The Board of Supervisors discussed the replacement of Emergency Gate Motor.
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On a Motion by Mr. Malik, seconded by Ms. Banks, with all in favor, the Board approved the Gate Pro's proposal in the amount of \$3,325.00 for replacement of Emergency Gate Motor, for Harbourage at Braden River Community Development District.

112 **TWELFTH ORDER OF BUSINESS** **Staff Reports**

113 **A. District Counsel**

114 present and no report.

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123 **B. District Engineer**

124 Mr. Schappacher presented the Wise Reclaim Water application to the Board of
125 Supervisors.
126 (under separate cover)

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128 Mr. Schappacher presented the map of reclaimed water lines to the Board of
129 Supervisors.
130 (under separate cover)
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On a Motion by Ms. Banks, seconded by Mr. Burke, with all in favor, the Board approved moving forward with reclaimed water application, for Harbourage at Braden River Community Development District.

132 **C. Clubhouse Manager Report**

133 The Board reviewed Mr. Gipe's Operations Report.
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On a Motion by Ms. Banks, seconded by Mr. Malik, with all in favor, the Board approved the purchase of a pressure washer with a Not to Exceed of \$500.00, for Harbourage at Braden River Community Development District.

136 **D. District Manager**

137 Ms. Goldyn stated that the next regular meeting is scheduled for March 10, 2021,
138 at 1:00 p.m., at the Harbourage Recreation Center, located at 5705 Key West
139 Place, Bradenton, FL.
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142 Ms. Goldyn presented the draft budget for FY 21/22 to the Board of Supervisors.
143 (under separate cover)
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145 Ms. Goldyn reviewed the Sunshine Law with the Board of Supervisors.
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147 **THIRTEENTH ORDER OF BUSINESS**

Supervisor Request

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149 There were no Supervisor Requests.
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151 **FOURTEENTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Malik, seconded by Ms. Landers, with all in favor, the Board adjourned the meeting at 2:23 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

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

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$40,750.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<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	002056	Invoice 12	Install Two Speed Bumps 02/2/21	\$ 400.00
Bloomings Landscape & Turf Management, Inc.	002057	2021-00156	Irrigation Repairs 01/21	\$ 447.00
Bloomings Landscape & Turf Management, Inc.	002072	2021-00234	Monthly Grounds Maintenance 02/21	\$ 4,979.17
Brenda Landers	002068	BL021021	Board of Supervisors Meeting 02/10/21	\$ 200.00
Comcast Communications	002065	8535100450006759 02/21	Rec Center Cable/Internet 02/21	\$ 247.12
Comcast Communications	002046	8535100450011288 - 02/21	Guard House Internet 02/21	\$ 119.69
Envera Systems LLC	002058	00025993	Service Call: Replace Spa Camera 01/21	\$ 856.00
Envera Systems LLC	002073	697873	Gate Access Monitoring 02/21	\$ 3,577.35
Envera Systems LLC	002073	698783	Gate Access Monitoring 03/21	\$ 3,577.35
Florida Department of Revenue	002066	Sales Tax 02/21	51-8016045527-4 Sales Tax 02/21	\$ 88.58
FPL	002067	Electric Summary 01/21	FPL Electric Summary 01/21	\$ 2,060.02
Frontier Florida LLC	002059	941-753-1478-093004- 5 01/21	941-753-1478-Pool House 01/21	\$ 194.46
Gate Pros, Inc.	002062	021221-GatePro	Replace Gate Operator 50% down 02/21	\$ 1,662.50
Gate Pros, Inc.	002074	4931	Install Arm Brackets 02/21	\$ 1,662.50
Guest Well, Inc.	002060	012921-Guest Well	Install Pump System 01/21	\$ 4,500.00

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hoover Pumping Systems Corporation	002047	157049	Lake Maintenance 11/20	\$ 591.57
James M. Burke	002064	JB011021	Board of Supervisors Meeting 02/10/21	\$ 200.00
Main Gate Enterprises, Inc.	002048	31240	Gate Service Call 01/21	\$ 733.00
Manatee County Utilities Department	002049	MCUD Summary 01/21	MCUD Water Summary 01/21	\$ 249.13
Michael V. Malik	002069	MM021021	Board of Supervisors Meeting 02/10/21	\$ 200.00
Nicole Banks	002063	NB021021	Board of Supervisors Meeting 02/10/21	\$ 200.00
Odeh's Home Improvement, LLC	002055	001233	Clubhouse Restroom Painting 01/21	\$ 2,950.00
Pools By Lowell, Inc.	002075	223733	Monthly Pool Service 02/21	\$ 420.00
Pools By Lowell, Inc.	002075	224100	Replace Spa Skimmer Basket 02/21	\$ 19.35
Pools By Lowell, Inc.	002075	224123	Repair Pool PH Feeder 02/21	\$ 163.68
Rizzetta & Company, Inc.	002050	INV0000055994	District Management Fees 02/21	\$ 3,271.67
Rizzetta Amenity Services, Inc	002051	INV0000000008455	Actual Bi-Weekly Payroll 01/22/21	\$ 789.85
Rizzetta Amenity Services, Inc	002070	INV0000000008483	Actual Bi-Weekly Payroll 02/5/21	\$ 1,720.22
Rizzetta Amenity Services, Inc	002070	INV0000000008535	Cell Phone 01/21	\$ 50.00
Rizzetta Amenity Services, Inc	002076	INV0000000008561	Actual Bi-Weekly Payroll 02/19/21	\$ 867.97

Harbourage at Braden River Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	002052	INV0000006790	Website Email & Hosting Services 02/21	\$ 100.00
Schappacher Engineering, LLC	002077	1805	Engineering Services 01/21	\$ 1,890.00
Solitude Lake Management	002078	PI-A00549574	Lake & Pond Services 02/21	\$ 410.00
Straley Robin Vericker	002053	19329	Professional Services Though 01/15/21	\$ 152.50
Suburban Propane, L.P.	002061	1564-425709	1564-093972 Propane Delivery 01/21	\$ 1,170.05
Water Boy Inc.	002054	00230900	Qtrly Cooler Rental 12/20	\$ 9.00
Water Boy Inc.	002071	24072778	Water Delivery 02/21	<u>\$ 20.40</u>
Report Total				<u>\$ 40,750.13</u>