

Board of Supervisors
Harbour Isles Community
Development District

September 8, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District will be held on **Tuesday, September 22, 2020 at 11:00 a.m.** to be conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS AND UPDATES**
 - A. Landscape & Irrigation Update
 - B. Aquatics Update
 - i. Presentation of Waterway Inspection Report..... Tab 1
 - C. District Engineer
 - D. District Counsel
 - E. Property Manager Report..... Tab 2
 - F. District Manager
 - i. Presentation of Monthly Financials Tab 3
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 26, 2020 Tab 4
 - B. Consideration of Operations & Maintenance Expenditures for August 2020 Tab 5
- 5. BUSINESS ITEMS**
 - A. Consideration of Re-paving Clubhouse Parking Lot..... Tab 6
 - B. Consideration of Office Camera Proposal Tab 7
 - C. Consideration of Gate Remotes Proposal..... Tab 8
 - D. Consideration of Aeration & Electrical Proposal for Pond 14..... Tab 9
 - E. Consideration of ITB for District Management & Amenity Management Services (under separate cover)
- 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 contact us at (813) 533-2950.

Respectfully,
Taylor Nielsen
Taylor Nielsen
District Manager

Tab 4

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.

HARBOUR ISLES
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harbour Isles Community Development District was held on **Tuesday, August 26, 2020 at 6:00 p.m.** conducted by means of communications media technology pursuant to Executive Orders issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Betty Fantauzzi	Board Supervisor, Chair
Gregg Letizia	Board Supervisor, Vice Chair
Glenn Clavio	Board Supervisor, Asst. Secretary
Bob Nesbitt	Board Supervisor, Asst. Secretary
Bryce Bowden	Board Supervisor, Asst. Secretary

Also present were:

Greg Cox	District Manager; Rizzetta & Co., Inc.
Taylor Nielsen	District Manager; Rizzetta & Co., Inc.
Biff Craine	District Counsel; Brooks, Sheppard & Rocha, PLLC
Stephen Brletic	District Engineer; JMT
Kelly Klukowski	Amenity Services Coordinator, RASI
Will Williams	On Site Manager; RASI
Jason Jaszak	Solitude Lake Management
Juan Nova	Capital Land Management
Jason Chambrot	Capital Land Management

Audience Present

FIRST ORDER OF BUSINESS

Call to Order & Pledge of Allegiance

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

SECOND ORDER OF BUSINESS

Audience Comments

No audience comments.

THIRD ORDER OF BUSINESS

Staff Reports and Updates

A. Landscape & Irrigation Update

The Board received a landscaping update from Juan Nova, who informed the Board of some irrigation issues he had been working on. He also is sending Taylor Nielsen the proposals for fixing the parking lot from the fertilizer spill. The Board review several landscape proposals.

On a Motion by Ms. Fantauzzi, seconded by Mr. Bowden, with all in favor, the Board of Supervisors approved the CLM annuals proposal with a Not-to-Exceed amount of \$2.00 per annual, for the Harbour Isles Community Development District.

On a Motion by Mr. Letizia, seconded by Mr. Clavio, with all in favor, the Board of Supervisors approved the CLM mulch proposal in the amount of \$13,000.00, for the Harbour Isles Community Development District.

On a Motion by Mr. Bowden, seconded by Mr. Letizia, with all in favor, the Board of Supervisors approved the CLM tree removal proposal in the amount of \$214.30, for the Harbour Isles Community Development District.

On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, the Board of Supervisors approved the CLM Junipers and Flax Lily proposal in the amount of \$704.69, for the Harbour Isles Community Development District.

On a Motion by Ms. Fantauzzi, seconded by Mr. Letizia, with all in favor, the Board of Supervisors approved the Brazilian Pepper removal proposal in the amount of \$2,404.75, for the Harbour Isles Community Development District.

B. Aquatics Update

i. Presentation of Waterway Inspection Report

The Board received a waterway inspection report from Jason at Solitude, informing them that they are bringing a mobitrac in for pond MA. Pond 14 and 18 are still receiving midge fly treatments.

C. District Engineer

The Board received an update on the aeration proposal from Stephen Brletic, who will have an electric installation cost for the Board at the next meeting after they make their site visits. Mr. Brletic further discussed the pond 14 bank restoration project with the Board. Stephen is beginning the process of collection proposals from vendors on this labor, and the Board discussed allocating more money in the budget for FY 2020-2021 for this project.

82 **D. District Counsel**

83
84 The Board received a District Counsel update from Biff Craine, who
85 inquired if the Board would like to close the clubhouse for lease for an
86 additional month.

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88 **E. Property Manager Report**

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90 Mr. Williams presented the Property Manager's Report to the Board.

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92 **F. District Manager**

93
94 Mr. Nielsen announced to the Board that the next regular meeting will be
95 held on Tuesday, September 22, 2020 at 11:00 a.m.

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97 The Board also received a financial update from Mr. Nielsen, and the
98 updated EGIS insurance proposal.
99

On a Motion by Ms. Fantauzzi, seconded by Mr. Clavio, with all in favor, the Board of Supervisors approved the Egis Insurance proposal, for the Harbour Isles Community Development District.

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101 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Board of Supervisors' Regular
Meeting held on July 28, 2020**

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105 Mr. Nielsen presented the minutes of the Board of Supervisors' regular meeting
106 held on July 28, 2020 to the Board.
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On a Motion by Mr. Clavio, seconded by Mr. Bowden, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on July 28, 2020, for the Harbour Isles Community Development District.

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109 **FIFTH ORDER OF BUSINESS**

**Ratification of Operations &
Maintenance Expenditures for
July 2020**

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113 Mr. Nielsen presented the Operations & Maintenance Expenditures for July 2020 to
114 the Board for ratification.
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On a Motion by Mr. Letizia, seconded by Mr. Nesbitt, with all in favor, the Board of Supervisors approved to ratified the Operations & Maintenance Expenditures for July 2020 (\$50,050.73), for the Harbour Isles Community Development District.

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122 **SIXTH ORDER OF BUSINESS** **Consideration of Bridge Repair**
123 **Proposals**
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On a Motion by Mr. Nesbitt, seconded by Ms. Fantauzzi, with all in favor, the Board of Supervisors approved the CMS proposal for the bridge repair project in the amount of \$5,490.00, for the Harbour Isles Community Development District.

125 **SEVENTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2020-**
126 **2021 Final Budget**
127
128

129 Mr. Cox explained the budgeting process in place to finalize the approval of the
130 final budget for the next fiscal year and requested a motion from the Board to open the
131 duly noticed public hearing for the Proposed Budget for Fiscal Year 2020-2021.
132

On a Motion by Ms. Fantauzzi, seconded by Mr. Bowden, with all in favor, the Board of Supervisors opened the public hearing, for the Harbour Isles Community Development District.

133
134 There were no public comments.
135

On a Motion by Mr. Letizia, seconded by Mr. Clavio, with all in favor, the Board of Supervisors closed the public hearing, for the Harbour Isles Community Development District.

136 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2020-**
137 **08; Approving Fiscal Year 2020-**
138 **2021 Final Budget**
139
140

141 The Board directed staff to after increase the capital outlay amount from 100,000.00
142 to 150,000.00.
143

On a Motion by Ms. Fantauzzi, seconded by Mr. Bowden, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-08; Approving Fiscal Year 2020-2021 Final Budget, for the Harbour Isles Community Development District.

144 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2020-**
145 **09; Imposing Special Assessments**
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On a Motion by Mr. Letizia, seconded by Mr. Clavio, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-09; Imposing Special Assessments, for the Harbour Isles Community Development District.

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155 **TENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-**
156 **07; Setting Fiscal Year 2020-2021**
157 **Meeting Schedule**
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On a Motion by Mr. Letizia, seconded by Ms. Fantauzzi, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-07; Setting Fiscal Year 2020-2021 Meeting Schedule, as amended, for the Harbour Isles Community Development District.

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160 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**
161

162 Mr. Letizia requested that the District terminate the Rizzetta Amenity Management
163 Services agreement.
164

On a Motion by Mr. Letizia, seconded by Mr. Nesbitt, with all in favor, the Board of Supervisors approved to terminate the Rizzetta Amenity Management Services Agreement, effective October 31, 2020, for the Harbour Isles Community Development District.

165
166 Ms. Fantauzzi requested that a camera be installed in the property manager's office
167 and directed staff to bring proposals to the September CDD meeting for consideration.
168

On a Motion by Ms. Fantauzzi, seconded by Mr. Letizia, with all in favor, the Board of Supervisors approved to install a camera in the property manager's office, for the Harbour Isles Community Development District.

169
170 Ms. Fantauzzi requested that the District Management's contract be put out for
171 Invitation to Bid with proposals to be submitted for consideration at the September CDD
172 meeting.
173

On a Motion by Ms. Fantauzzi, seconded by Mr. Letizia, with all in favor, the Board of Supervisors approved to put the District Management services out for Invitation to Bid, for the Harbour Isles Community Development District.

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175 **TWELFTH ORDER OF BUSINESS** **Adjournment**
176

On a Motion by Mr. Letizia, seconded by Mr. Clavio, with all in favor, the Board of Supervisors adjourned the meeting at 7:43 p.m., for the Harbour Isles Community Development District.

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180 Asst. Secretary Chair / Vice Chair

Tab 5

HARBOUR ISLES 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: **\$56,164.10**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Harbour Isles 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>
ABM Building Services, LLC	002160	15154717	Monthly AC Maintenance 05/20	\$ 305.00
ABM Building Services, LLC	002183	15395183	Monthly AC Maintenance 07/20	\$ 305.00
BOCC	002179	5330388063 07/20	Water Summary 07/20	\$ 205.03
BOCC	002180	7759220000 07/20	121 Spindle Shell Way 07/20	\$ 230.17
Bright House Networks	002184	086415102081220	121 Spindle Shell Way - Clubhouse 08/20	\$ 182.41
Bryce Bowden	002161	BB072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Capital Land Management Corporation	002162	208772	Fertilization 07/20	\$ 1,875.00
Capital Land Management Corporation	002173	208818	RV Storage Lots Clean Out 07/20	\$ 1,920.00
Capital Land Management Corporation	002185	208852	Landscape Maintenance 08/20	\$ 7,350.00
David H. Forrester	002172	16492	Backflow Test 08/20	\$ 40.00
Elizabeth Fantauzzi	002164	BF072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
FitRev Inc.	002165	21277	Quarterly Preventative Maintenance 07/20	\$ 210.00

Harbour Isles 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>
Florida Department of Revenue	002175	Sales Tax 07/20	Sales Tax 07/20	\$ 205.86
Glenn Anthony Clavio	002163	GC072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Gregg M. Letizia	002166	GL072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Harbour Isles CDD	CD2981	Debit Card Replenishment	Debit Card Replenishment	\$ 250.00
Harbour Isles CDD	CD2984	Debit Card Replenishment	Debit Card Replenishment	\$ 194.10
Nvirotect Pest Control Services, Inc.	002188	212181	Acct #6310 - Commercial General Pests 08/20	\$ 158.00
QFC Supply Company	002168	15-11753	Dog Waste Station Supplies 07/20	\$ 235.00
QFC Supply Company	002189	15-11800	Dog Waste Station Supplies 08/20	\$ 60.00
Rizzetta & Company, Inc.	002169	INV0000051802	District Management Fees 08/20	\$ 4,882.49
Rizzetta Amenity Services, Inc.	002181	INV00000000007780	Amenity Management Services 08/07/20	\$ 4,086.90
Rizzetta Amenity Services, Inc.	002181	INV00000000007843	Auto Mileage & Travel 07/20	\$ 111.20
Rizzetta Technology Services, LLC	002170	INV0000006129	Website Hosting 08/20	\$ 175.00

Harbour Isles 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>
Robert Nesbitt	002167	BN072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Securiteam Inc.	002176	13404	Security Monitoring Services - Qtrly 08/20	\$ 2,553.00
Securiteam Inc.	002190	9345080520	Replace Unit/Rewire 08/20	\$ 633.99
Solitude Lake Management	002191	PI-A00455047	Wetland Maintenance SVR47806 08/20	\$ 460.00
Solitude Lake Management	002191	PI-A00455048	Wetland Maintenance SVR47807 08/20	\$ 265.00
Solitude Lake Management	002191	PI-A00455049	Lake & Pond Management Services 08/20	\$ 2,081.00
Solitude Lake Management	002191	PI-A00460020	Fish Stocking 08/20	\$ 5,986.00
Solitude Lake Management	002177	SMOR-375407	50% Deposit-Fish Stocking 08/20	\$ 2,993.00
Solitude Lake Management	002177	SMOR-375408	50% Deposit-Midge Fly Treatments 08/20	\$ 4,775.00
Suncoast Pool Service	002186	6467	Swimming Pool Service 08/20	\$ 900.00
Suncoast Pool Service	002174	6517	Replace Lift Operator Control Board 08/20	\$ 419.00
T Mobile	002178	900630793 07/20	Cell Phone Services 07/20	\$ 73.34

Harbour Isles 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>
Tampa Electric	002182	Summary 07/20	Electric Summary 07/20	\$ 9,648.11
Times Publishing Company	002171	0000093726 07/22/20	Legal Advertising 07/22/20	\$ 945.50
TKOT Enterprises, LLC	002187	160323	Janitorial Services 08/20	<u>\$ 450.00</u>
Report Total				<u>\$ 56,164.10</u>