



Rizzetta & Company

# Waterset Central Community Development District

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**Board of Supervisors' Meeting  
March 12, 2020**

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

[www.watersetcentralcdd.org](http://www.watersetcentralcdd.org)

# **WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT**

Offices of Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578

<b>District Board of Supervisors</b>	Amanda King Aaron Baker Pam Parisi Lynda McMorro Pete Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Erin McCormick	Erin McCormick Law, PA
<b>District Engineer</b>	Jamie Scarola	Scarola Associates

**All cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comment 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.

March 5, 2020

**Board of Supervisors  
Waterset Central Community  
Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterset Central Community Development District will be held on **Thursday, March 12, 2020 at 9:00 AM** at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting: Height Design

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
  - A. Ratification of Pipe Repair Proposal.....Tab 1
  - B. Consideration of True Up per Interlocal Agreement.....Tab 2
  - C. Consideration of Gem Cart Proposals.....Tab 3
- 4. STAFF REPORTS**
  - A. Landscape & Irrigation
    - i. Presentation of Waterway Inspection Report.....Tab 4
    - ii. Presentation of Irrigation Report.....Tab 5
    - iii. Presentation of Field Inspection Report.....Tab 6
  - B. District Counsel
  - C. District Engineer
  - D. Clubhouse Manager
    - i. Presentation of Management Report.....Tab 7
  - E. District Manager
- 5. BUSINESS ADMINISTRATION**
  - i. Consideration of Minutes of Board of Supervisors' Meeting held on February 13, 2020 .....Tab 8
  - ii. Consideration of Operations & Maintenance Expenditures for February 2020.....Tab 9
- 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  
Regional 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.*

**WATERSET CENTRAL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterset Central Community Development District was held on **Thursday, February 13, 2020 at 9:00 AM** at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, FL 33578.

Present and constituting a quorum:

Amanda King	<b>Board Supervisor, Chairman</b>
Pete Williams	<b>Board Supervisor, Assistant Secretary</b>
Aaron Baker	<b>Board Supervisor, Assistant Secretary</b>
Lynda McMorrow	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
John Toborg	<b>Field Service Manager; Rizzetta &amp; Company, Inc.</b>
Chuck Schulze	<b>Clubhouse Manager</b>
Gail Huff	<b>Ballenger &amp; Company, Inc.</b>
Garth Rinnard	<b>LMP</b>
Paula Means	<b>LMP</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members present at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Clubhouse  
Fitness Center Maintenance  
Proposal**

Mr. Croom presented a proposal for the clubhouse fitness center maintenance for the Board to review. The Board would like to table this proposal.

51 **FOURTH ORDER OF BUSINESS**

51 **Staff Reports**

52  
53 **A. Landscape & Irrigation**

54  
55 **i. Aquatic Services Update**

56  
57 Mr. Croom reviewed the aquatics inspection reports with the board.  
58 Discussion ensued regarding several issues at specific pond sites 5 & 8. The  
59 Board would like solitude to begin reporting on every pond and be more  
60 consistent with inspections.

61  
62 **ii. Presentation of Field Inspection Report**

63  
64 Mr. Toborg reviewed the Field Inspection Reports with the Board. The Board  
65 discussed item #12 in the report and would like to see more irrigation in that  
66 area. A discussion ensued regarding Turf issues and what they would like  
67 LMP to address concerning soil testing. Mr. Toborg also informed the Board  
68 that a custom blend of fertilizer is being applied to match PH levels in the soil

69  
70 **iii. Presentation of Irrigation Report**

71  
72 The Board reviewed January 2020 Irrigation Reports. There was a discussion  
73 about the construction damage that was created near the new townhomes.

74  
75 **iv. Consideration of Landscape Maintenance Addendum**

76  
77 Mr. Croom reviewed the addendum to the landscape maintenance services  
78 agreement with the Board.

79  
80 On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board approved  
81 the addendum increase of \$250.00 a month for the LMP landscape maintenance services  
82 agreement for the Waterset Central Community Development District.

83  
84 **B. District Counsel**

85  
86 No report.

87  
88 **C. District Engineer**

89  
90 Not present. No report was provided.

91  
92 **D. Clubhouse Manager**

93  
94 **i. Presentation of Management Report**

95  
96 Mr. Schulze provided an update to the Board. There was a discussion  
regarding clubhouse rentals. The Board would like to see more structured  
hours for rentals and would like staff present during rental times. The also  
discussed rental costs and want the rates to be firm with no exceptions.

97  
98           **E.     District Manager**  
99

100           Mr. Croom informed the Board that the next regular meeting will take place on  
101           Thursday, March 12, 2019 at 9:00 AM. There was a discussion regarding  
102           acoustic sound barrier installation.  
103

104           **FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Regular  
Meeting held on January 9, 2020**

On a Motion by Mr. Baker, seconded by Ms. King, with all in favor, the Board approved the minutes of Board of Supervisors' regular meeting held on January 09, 2020, for the Waterset Central Community Development District.

108  
109           **SIXTH ORDER OF BUSINESS**

**Consideration of Operations &  
Maintenance Expenditures for  
December 2019**

On a Motion by Mr. Williams, seconded by Ms. McMorrow, with all in favor, the Board ratified the Operations & Maintenance Expenditures for December 2019 in the amount of \$57,012.54, for the Waterset Central Community Development District.

113  
114           **SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

115  
116           There were no supervisor requests.  
117

118           **EIGHTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. King, seconded by Ms. McMorrow, with all in favor, the Board of Supervisors adjourned the meeting at 10:02 a.m. for the Waterset Central Community Development District.

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121  
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123  
124           \_\_\_\_\_  
Assistant Secretary

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

# Wataset Central Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

## Operations and Maintenance Expenditures January 2020 For Board Approval

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

The total items being presented: **\$37,122.35**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Angela Dixon	001524	011520-Dixon	Rental Deposit Refund	\$ 200.00
Ballenger & Company, Inc.	001507	19454	Irrigation Maintenance 12/19	\$ 2,530.00
BOCC Hillsborough County Public Utilities	001520	7687161865-7020 Saguaro Way	Initial Set Up - 7020 Saguaro Way	\$ 520.00
BOCC Hillsborough County Public Utilities	001521	7687161865-7030 Reservoir Ct	Initial Set Up - 7030 Reservoir Ct	\$ 1,000.00
BOCC Hillsborough County Public Utilities	001522	7687161865-7054 Reservoir Ct	Initial Set Up - 7054 Reservoir Ct	\$ 520.00
Brady Breaux	001496	122119-Breaux	Rental Deposit Refund	\$ 200.00
Cailin Murty	001503	121519-Murty	Rental Deposit Refund	\$ 200.00
Castle Management, LLC	001523	INS-1219-203	Insurance Reimbursement 12/19	\$ 228.25
Castle Management, LLC	001532	MISC-1219-141	Janitorial Service 10/19, 11/19, 12/19	\$ 2,532.00
Castle Management, LLC	001523	PREIM01-03-20-224	Payroll Pay Period 12/14/19-12/27/19	\$ 1,709.31
Castle Management, LLC	001498	PREIM12-06-19-225	Payroll Pay Period 11/16/19-11/29/19	\$ 1,335.31
Castle Management, LLC	001508	PREIM12-20-19-226	Payroll Pay Period 11/30/19-12/13/19	\$ 1,405.01

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Center Academy	001499	120619-Center	Rental Deposit Refund	\$ 200.00
Daniel Perez	001534	010520-Perez	Rental Deposit Refund	\$ 200.00
Elizabeth Fernandez	001526	011520-Fernandez	Rental Deposit Refund	\$ 200.00
Erin McCormick Law, PA	001525	10392	General Legal Services 12/19	\$ 3,305.50
FitRev	001500	20018	Quarterly Maintenance 12/19	\$ 340.00
Florida Department of Revenue	001519	39-8017823354-9 01/20	Sales & Use Tax Payable Quarterly	\$ 304.36
Florida Natural Gas	001527	319501ES	7281 Paradiso Drive Pool Heaters 12/19	\$ 490.40
Frontier	001533	813-741-0603-061118-5 01/20	Fios Internet 01/20	\$ 500.18
Grau & Associates	001510	V34770258K27	Audit Services FY18/19 - Confirmations 10/19	\$ 23.00
Karl J. Koudelka	001497	3912141	Access Cards 12/19	\$ 123.40
Landscape Maintenance Professionals, Inc.	001517	149513	Pest Control 12/19	\$ 650.00
Municipal Asset Management, Inc.	001502	0617550	Lease Payment on Fitness Equipment 12/19	\$ 1,323.91

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nancy Negroni	001504	122119-Negroni	Rental Deposit Refund	\$ 200.00
Nvirotect Pest Control Services	001528	195893	Monthly Pest Control #12545 01/20	\$ 185.00
Payne Air Conditioning & Heating Inc	001518	646824	HVAC Repair 01/20	\$ 170.00
Payne Air Conditioning & Heating Inc	001511	C21228	Preventative Maintenance 12/19	\$ 356.00
Republic Services	001512	0696-00846501	(1) Waste & (1) Recycle Container Service 01/20	\$ 209.16
Residential Acoustics, LLC	001509	CA02030-3F	Balance Due - Acoustics 12/19	\$ 1,701.80
Rizzetta & Company, Inc.	001506	INV0000045789	District Management Fees 01/20	\$ 4,569.41
Rizzetta & Company, Inc.	001529	INV0000046367	Annual Dissemination Services FY19/20	\$ 5,000.00
Rizzetta Technology Services	001530	INV0000005345	Email & Website Hosting Services 01/20	\$ 175.00
Rose Maston	001501	121519-Maston	Rental Deposit Refund	\$ 200.00
SNM Lawn and Landscape Services	001516	5950 Final	Balance Due - Holiday Lighting 01/20	\$ 683.00
TECO	001531	Summary Bill 12/19	Summary Bill 12/19	\$ 3,385.86

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waterset Central CDD	CD018	CD018	Debit Card Replenishment	<u>\$ 246.49</u>
Report Total				<u>\$ 37,122.35</u>