



Rizzetta & Company

Waterset Central Community Development District

**Board of Supervisors' Meeting
September 10, 2020**

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

www.watersetcentralcdd.org

WATERSET CENTRAL COMMUNITY DEVELOPMENT DISTRICT

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

District Board of Supervisors	Amanda King Aaron Baker Pam Parisi Lynda McMorro Pete Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Counsel	Erin McCormick	Erin McCormick Law, PA
District Engineer	Tim Plate	Height Design LLC

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.

September 2, 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, September 10, 2020 at 9:00 AM** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, and 20-193 issued by 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 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 this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
 - A. Consideration of Holiday Lighting ProposalTab 1
 - B. Consideration of Street Signage ProposalsTab 2
 - C. Consideration of Landscape Enhancement Proposals.....Tab 3
 - D. Discussion for Procedures for Handling Future Requests
to Use CDD Property for Access
 - E. Consideration of Bill of Sale #2 5A-2ATab 4
 - F. Consideration of EGIS ProposalTab 5
 - G. Consideration of Irrigation Box ProposalsTab 6
 - H. Consideration of Irrigation Maintenance ContractTab 7
- 4. STAFF REPORTS**
 - A. Landscape & Irrigation
 - i. Presentation of Waterway Inspection Report.....Tab 8
 - ii. Presentation of Irrigation Report.....Tab 9
 - iii. Presentation of Field Inspection ReportTab 10
 - iv. Consideration of Landscape Maintenance Services
AddendumTab 11
 - B. District Counsel
 - C. District Engineer
 - D. Clubhouse Manager
 - i. Presentation of Management ReportTab 12
 - ii. Discussion Regarding Pickleball Director
 - E. District Manager
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Meeting held on August 13, 2020.....Tab 13
 - B. Consideration of Minutes of Board of Supervisors'
Meeting held on July 9, 2020Tab 14
 - C. Consideration of Operations & Maintenance
Expenditures for August 2020.....Tab 15

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, August 13, 2020 at 9:00 AM** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, and 20-193 issued by 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.

Present and constituting a quorum:

Amanda King	Board Supervisor, Chairman
Pete Williams	Board Supervisor, Assistant Secretary
Lynda McMorrow	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager; Rizzetta & Company, Inc.
John Toborg	Field Service Manager, Rizzetta & Company, Inc.
Erin McCormick	District Counsel
Gabby Davis	Castle Management
Paula Means	LMP
Garth Rinnard	LMP

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident had a question regarding the benches, dog stations, and covered areas.

THIRD ORDER OF BUSINESS

**Consideration of Security Services
Proposals**

On a Motion by Mr. Williams, seconded by Mr. McMorrow, with all in favor, the Board authorized the chairman to work with staff on vendor & viable plan at a not-to-exceed amount of \$20,000.00 for the Waterset Central Community Development District.
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FOURTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2020-2021 Budget

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board opened the Public Hearing on Fiscal Year 2020-2021 Budget for Waterset Central Community Development District.

Mr. Croom presented the Fiscal Year 2020-2021 budget to the Board. There were no comments from the Board or audience.

On a Motion by Mr. Williams seconded by Ms. King with all in favor, the Board closed the Public Hearing on Fiscal Year 2020-2021 Budget for Waterset Central Community Development District.

2. Consideration of Resolution 2020-06, Adopting Fiscal Year 2020-2021 Budget

Mr. Croom presented Resolution 2020-06 to the Board, which will adopt the Budget for Fiscal Year 2020-2021

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board adopted Resolution 2020-06 for Waterset Central Community Development District.

3. Consideration of Resolution 2020-07, Imposing Special Assessments and Certifying Assessment Roll

Mr. Croom presented Resolution 2020-07 to the Board, which will impose special assessments and certify the tax roll for the 2020-2021 budget.

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board adopted Resolution 2020-07 for Waterset Central Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Addition of 5A2-5A1
Pond Area to Landscape
Maintenance Agreement (7th
Addendum)**

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board ratified the landscape addendum for the 5A2-5A1 Pond Area.

FIFTH ORDER OF BUSINESS

**Ratification of Addition of 5A Park
Area Paradiso/Madrigal to
Landscape Maintenance
Agreement (7th Addendum)**

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board ratified the landscape addendum for the 5A Park Area Paradiso/Madrigal.

FIFTH ORDER OF BUSINESS

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

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board adopted resolution 2020-08 for the Waterset Central Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Bill of Sale for Phases 5A-2B, 5B-1, & 5A-2A

Ms. McCormick explained the bill of sale to the Board, as well as what is still needed before it is recorded and finalized.

On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board approved the Bill of Sale for Phases 5A-2B and 5B-1 subject to certification of the improvements by the District Engineer, final review by District Counsel, and approval by the Chair, for the Waterset Central Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Special Warranty Deed for Phases 5A-2B and 5B-1

On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board approved the special warranty deed for phases 5A-2B and 5B-1, subject to certification by the District Engineer, final review by District Counsel, and approval by the Chair for the Waterset Central Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Landscape & Irrigation

B.

i. Presentation of Waterway Inspection Report

The Board reviewed the waterway inspection report. General discussion ensued.

ii. Presentation of Irrigation Report

There were no comments on the report.

iii. Presentation of Field Inspection Report

Mr. Toborg reviewed the field inspection report with the Board and answered general questions.

B. District Counsel

No report.

C. District Engineer

Not present. No report was provided.

D. Clubhouse Manager

i. Presentation of Management Report

Ms. Davis provided an update to the Board. There was a discussion regarding the reoccurring AC issues. The Board reviewed a proposal that was presented under separate cover for painting the slide stairs.

On a Motion by Ms. King, seconded by Mr. Williams, with all in favor, the Board approved the proposal from C&C Painting and Waterproofing for painting and pressure washing of the slide stairs and a total cost of \$3,385.00 for the Waterset Central Community Development District.

E. District Manager

Mr. Croom informed the Board that the next regular meeting will take place on Thursday, September 10, 2020 at 9:00 AM to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, and 20-193 issued by 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.

SEVENTH ORDER OF BUSINESS

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

There was an error in the fourth order of business motion, and district counsel suggested that the Board table these until the next meeting.

EIGHTH ORDER OF BUSINESS

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

On a Motion by Mr. Williams, seconded by Ms. King, with all in favor, the Board ratified the Operations & Maintenance Expenditures for July 2020 (\$63,586.24) for the Waterset Central Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Williams, seconded by Ms. McMorrow, with all in favor, the Board of Supervisors adjourned the meeting at 9:58 a.m. for the Waterset Central Community Development District.

Assistant Secretary

Chair / Vice Chair

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, July 9, 2020 at 9:00 AM** conducted 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.

Present and constituting a quorum:

Aaron Baker	Board Supervisor, Vice Chairman
Pete Williams	Board Supervisor, Assistant Secretary
Lynda McMorrow	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager; Rizzetta & Company, Inc.
Taylor Nielsen	District Manager; Rizzetta & Company, Inc.
John Toborg	Field Service Manager, Rizzetta & Company, Inc.
Erin McCormick	District Counsel
Gabby Davis	Castle Management
Peter Simoes	Solitude Lake Management
Jason Jaszczak	Solitude Lake Management
Paula Means	LMP

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident had a question regarding too many people at the basketball courts and limiting the number of guests and hours.

THIRD ORDER OF BUSINESS

Ratification of 2019 Financial Report

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board ratified the 2019 financial audit report the Waterset Central Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Solitude Lake Services Addendum

The Board reviewed the addendum from Solitude Lake Management for ponds 18,19,20, and 23 in 5A-2.

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board approved the Addendum from Solitude Lake Services for the Waterset Central Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Land Use Requests

Mr. Croom reviewed the architectural application to use district land with the Board. District Counsel reviewed the requirements of the agreement as well as the before and after photos and deposit.

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board approved the land use request subject to the homeowner trying to use their own land first for the Waterset Central Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Landscape & Irrigation

B.

i. Presentation of Waterway Inspection Report

The Board reviewed the waterway inspection report and asked general questions to the Solitude representatives present.

ii. Presentation of Irrigation Report

There were no comments on the report.

iii. Presentation of Field Inspection Report

Mr. Toborg reviewed the field inspection report with the Board and answered general questions. The Board reviewed several landscape enhancement proposals presented under separate cover.

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board approved the proposals from LMP for landscape enhancements at a total cost of \$2,103.10 for the Waterset Central Community Development District.

B. District Counsel

Ms. McCormick discussed an incident with resident Lisa Elberson at the pool and informed the Board the staff has issued a suspension letter. She also informed the Board that a homeowner had filed a police report.

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board authorized staff to extend the suspension for 6 months for the Waterset Central Community Development District.

C. District Engineer

Not present. No report was provided.

D. Clubhouse Manager

i. Presentation of Management Report

Ms. Davis provided an update to the Board. The Board had no comments on the report.

E. District Manager

Mr. Croom informed the Board that the next regular meeting will take place on Thursday, August 13, 2020 at 9:00 AM at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview FL 33578.

SEVENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Regular
Meeting held on May 14, 2020**

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board approved the minutes of Board of Supervisors' regular meeting held on May 14, 2020, for the Waterset Central Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Operations &
Maintenance Expenditures for May
2020 & June 2020**

On a Motion by Mr. Williams, seconded by Mr. Baker, with all in favor, the Board ratified the Operations & Maintenance Expenditures for May 2020 (\$62,250.76) & June 2020 (\$64,567.52) for the Waterset Central Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Baker, seconded by Mr. Williams, with all in favor, the Board of Supervisors adjourned the meeting at 9:44 a.m. for the Waterset Central Community Development District.

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 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: **\$85,179.77**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Waterset Central 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>
Alvarez Plumbing and Air Conditioning	001705	5206-11983	Service Call - Men's Restroom 07/20	\$ 1,249.00
Alvarez Plumbing and Air Conditioning	001715	5206-12356	Service Call - Broken Pipe 07/20	\$ 421.29
Ballenger & Company, Inc.	001716	20248	Irrigation Maintenance 07/20	\$ 3,325.00
Ballenger & Company, Inc.	001722	20262	Irrigation Repairs - Extras 07/20	\$ 85.00
BOCC	001717	7687161865 07/20	Summary 07/20	\$ 1,078.30
Castle Management, LLC	001718	INS-0720-222	Insurance Reimbursement 07/20	\$ 883.50
Castle Management, LLC	001713	PREIM07-17-20-260	Payroll Pay Period 06/27/20-07/10/20	\$ 7,431.54
Castle Management, LLC	001718	PREIM07-31-20-245	Payroll Pay Period 07/11/20-07/24/20	\$ 6,025.33
Cathy Lopez	001726	082020-Lopez	Rental Cancellation	\$ 500.00
Erin McCormick Law, PA	001707	10438	General Legal Services 07/20	\$ 5,890.00
F Peter Williams	001721	PW081320	Board of Supervisors Meeting 08/13/20	\$ 200.00
Florida Natural Gas	001724	352021ES	7281 Paradiso Drive Pool Heaters 06/20	\$ 19.73

Waterset Central 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>
Frontier	001731	813-741-0603-061118-5	Fios Internet 08/20	\$ 687.76
Karl J. Koudelka	001706	4006233	08/20 Access Cards 06/20	\$ 255.28
Landscape Maintenance Professionals, Inc.	001709	153866	Remove (78) Tree Stakes 07/20	\$ 383.20
Landscape Maintenance Professionals, Inc.	001725	154034	Monthly Ground Maintenance 08/20	\$ 15,991.28
Landscape Maintenance Professionals, Inc.	001709	154169	Install Mulch 07/20	\$ 8,100.00
Landscape Maintenance Professionals, Inc.	001709	154170	Install Mulch - Amenity Center 07/20	\$ 5,850.00
Landscape Maintenance Professionals, Inc.	001725	154240	Fertilize Augustine, Bermuda 07/20	\$ 2,662.00
Landscape Maintenance Professionals, Inc.	001725	154241	Pest Control 07/20	\$ 665.00
Landscape Maintenance Professionals, Inc.	001725	154393	Install Firebush 08/20	\$ 82.20
Landscape Maintenance Professionals, Inc.	001725	154394	Install Plants - Clubhouse 08/20	\$ 1,745.90
Landscape Maintenance Professionals, Inc.	001725	154487	Addendum 8 & 9-5A1-2 Ponds, Park 08/20	\$ 800.00
Nvirotect Pest Control Services	001719	213308	Monthly Pest Control #12545 08/20	\$ 185.00

Waterset Central 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>
Payne Air Conditioning & Heating Inc	001727	C24187	Preventative Maintenance 08/20	\$ 356.00
Republic Services	001710	0696-000888864	(1) Waste & (1) Recycle Container Service 08/20	\$ 245.19
Rizzetta & Company, Inc.	001711	INV0000051712	District Management Fees 08/20	\$ 4,569.41
Rizzetta Technology Services	001728	INV0000005951	Email & Website Hosting Services 07/20	\$ 175.00
Rizzetta Technology Services	001712	INV0000006052	Email & Website Hosting Services 08/20	\$ 175.00
Solitude Lake Management, LLC	001729	PI-A00455117	Monthly Lake & Wetland Service 08/20	\$ 2,577.00
Suncoast Pool Service	001730	6507	Monthly Pool Service 08/20	\$ 1,850.00
Suncoast Pool Service	001730	6519	Repair Slide 08/20	\$ 1,635.00
Syreeta Gaynor	001708	073020-Gaynor	Rental Cancellation	\$ 450.00
TECO	001720	211019514606 07/20	6350 Camino Dr. - Irrigation 07/20	\$ 21.33
TECO	001720	221007928999 07/20	5701 Waterset Blvd. - Prorate 07/20	\$ 282.44
TECO	001720	Summary Bill 07/20	Summary Bill 07/20	\$ 5,202.37

Waterset Central 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>
Waterset Central CDD	CD027	CD027	Debit Card Replenishment	\$ 2,469.72
Waterset North CDD	001714	OMR0720-1	Reimburse LMP Invoice #152931 Pest Control 05/20	<u>\$ 655.00</u>
Report Total				<u>\$ 85,179.77</u>