



Rizzetta & Company

# **Waterset Central Community Development District**

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**Board of Supervisors' Meeting  
November 11, 2021**

**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 Larry Woster Lynda McMorrow Pete Williams	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>Interim District Manager</b>	Jerry Whited	Rizzetta & Company, Inc.
<b>District Counsel</b>	Erin McCormick	Erin McCormick Law, PA
<b>District Engineer</b>	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.

November 3, 2021

**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 November 11, 2021 at 9:00 AM** at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578. 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. Ratification of Amenity Management Agreement .....Tab 1
  - B. Ratification of Landscape Maintenance Agreement.....USC
  - C. Consideration of Rizzetta Technology Services Agreement ...Tab 2
  - D. Consideration of Yoga Services Proposal.....Tab 3
  - E. Consideration of Fitness Equipment Repair Proposal.....Tab 4
  - F. Consideration of Signage Proposals.....Tab 5
- 4. STAFF REPORTS**
  - A. Landscape & Irrigation
    - i. Presentation of Waterway Inspection Report.....Tab 6
    - ii. Presentation of Irrigation Report
    - iii. Presentation of Field Inspection Report.....Tab 7
  - B. District Counsel
  - C. District Engineer
  - D. Clubhouse Manager
    - i. Presentation of Management Report .....Tab 8
  - E. District Manager .....Tab 9
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on September 20, 2021 .....Tab 10
  - B. Ratification of Operations & Maintenance Expenditures for August 2021 & September 2021 .....Tab 11
- 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,

*Jerry Whited*

Jerry Whited  
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, September 20, 2021 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>
Lynda McMorrow	<b>Board Supervisor, Assistant Secretary</b>
Lennie Woster	<b>Board Supervisor, Assistant Secretary</b>
Pete Williams	<b>Board Supervisor, Assistant Secretary (via phone)</b>

Also present were:

Jerry Whited	<b>District Manager; Rizzetta &amp; Company</b>
John Toborg	<b>Field Service Manager; Rizzetta &amp; Company</b>
Erin McCormick	<b>District Counsel</b>
Gabby Davis	<b>Castle Management</b>
Paula Means	<b>LMP</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of CDD Land Use Request**

The Board considered the CDD Land Use Request for 6228 Mooring Line Cir.

On a motion by Ms. King, seconded by Ms. McMorrow, the Board unanimously approved the CDD Land Use Request for the Waterset Central Community Development District.
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46 **FOURTH ORDER OF BUSINESS** **Consideration of Landscape RFP Bid**  
47 **Responses**  
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49 The Board Considered the Landscape RFP Big Responses and ranked them. Sunrise  
50 was ranked the highest at 393.88 points. Followed by CLM (378.64), LMP (365.96),  
51 Trimac (330.02), Russel Landscape (312).  
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On a motion by Ms. King, seconded by Ms. McMorrow, the Board unanimously approved to award the Landscape Bid to Sunrise for the Waterset Central Community Development District.

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55 On a motion by Ms. King, seconded by Mr. Woster, the Board unanimously approved  
56 for Ms. King to sign the Landscape contract with Sunrise before the next meeting for  
57 the Waterset Central Community Development District.

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55 **FIFTH ORDER OF BUSINESS** **Consideration of Deed and Bill of Sale**  
56 **Phase 5B-2**  
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On a motion by Mr. Williams, seconded by Ms. McMorrow, the Board unanimously approved the Deed and Bill of Sale for Phase 5B-2 for the Waterset Central Community Development District.

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59 **SIXTH ORDER OF BUSINESS** **Staff Reports**  
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61 **A. Landscape & Irrigation**

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63 **i. Presentation of Waterway Inspection Report**

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65 The Board reviewed the Waterway Inspection Report. General discussion  
66 ensued.  
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68 **ii. Presentation of Irrigation Report**

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70 The Board reviewed the Irrigation Report.  
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72 **iii. Presentation of Field Inspection Report**

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74 The Board received the Field Inspection Report from Mr. Toborg who was in  
75 attendance.  
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77 **A. District Counsel**

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79 The Board received the District Counsel update from Ms. McCormick who was in  
80 attendance. The Castle Contract and Landscape Contract were discussed.  
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On a motion by Ms. King, seconded by Ms. McMorrow, the Board unanimously approved for Ms. King to sign off on the revised version of the Castle agreement for the Waterset Central Community Development District.

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**B. Clubhouse Manager**

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**i. Presentation of Management Report**

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The Board received the Clubhouse Manager report from Ms. Leendertz who was in attendance. The Wind screen and stickers have been installed at the amenity courts. A new proposal for holiday lights is coming. We will continue the sheriff patrols.

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**C. District Engineer**

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Not present. No report.

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**D. District Manager**

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The Board received a report from District Manager Jerry Whited who was in attendance. The Next meeting will take place on October 14<sup>th</sup>, 2021.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Regular Meeting held on August 12, 2021**

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On a motion by Ms. McMorrow, seconded by Mr. Woster, with all in favor, the Board approved the minutes, as amended of Board of Supervisors' regular meeting held on August 12, 2021, for the Waterset Central Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for July 2021**

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On a Motion by Ms. King, seconded by Ms. McMorrow, with all in favor, the Board approved to ratify the payment of the invoices in the July 2021 (\$104,902.95 ) Operation and Maintenance Expenditures Report for the Waterset Central Community Development District.

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**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

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There were no additional supervisor requests.

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**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. King, seconded by Ms. McMorrow, the Board unanimously approved to continue the meeting for August 19<sup>th</sup>, 2021 at 10:00 a.m. for the Waterset Central Community Development District.

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

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

# Waterset Central Community Development District

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District Office · Riverview, Florida · (813)-533-2950

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

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

## **Operations and Maintenance Expenditures August 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2021 through August 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$111,561.01**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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



# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Accurate Electronics Inc	002076	103305	Service Call - Remove Maglock on Gym Door 07/21	164.00
Accurate Electronics Inc	002076	103360	Service Call - Return Maglock to Gym Door 07/21	164.00
Accurate Electronics Inc	002076	103566	Service Call 07/21	300.25
Ashley South	002091	071721-South	Deposit Refund	70.00
Ballenger & Company, Inc.	002094	21288	Irrigation Maintenance 07/21	4,701.00
BOCC	20210802-1	7687161865 06/21	Summary 06/21	4,797.01
BOCC	002095	7687161865 07/21	Summary 07/21	1,383.60
Castle Management, LLC	002096	INS-0721-252	Insurance Reimbursement 07/21	594.00
Castle Management, LLC	002084	PREIM07-16-21-286	Payroll Pay Period 06/26/21-07/09/21	7,074.95
Castle Management, LLC	002096	PREIM07-30-21-287	Payroll Pay Period 07/10/21-07/23/21	5,676.25
Erin McCormick Law, PA	002077	10521	General Legal Services 07/21	3,300.66
FitRev	002085	13043	Service Call - Fitness Equipment 08/21	643.20

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
FitRev	002085	23774	Quarterly Maintenance 08/21	340.00
Florida Natural Gas	002098	511576ES	7281 Paradiso Drive Pool Heaters 06/21	63.77
Frontier	002099	813-741-0603-061118-5 08/21	Fios Internet 08/21	475.94
J&S Plumbing, Inc.	002078	6236	Service Call - Women's Restroom 07/21	495.00
Jeffery Merry Jr.	002101	081721-Merry	Off Duty Patrol 08/17/21	99.00
Jennifer Suro	002092	071721-Suro	Deposit Refund	200.00
Jessica Rivera	002089	071721-Rivera	Deposit Refund	200.00
Jessica Rivera	002089	073121-Rivera	Deposit Refund	200.00
Karl J. Koudelka	002083	4107319	Access Cards 07/21	255.29
Ketner Jackson	002086	073121-Jackson	Deposit Refund	200.00
Landscape Maintenance Professionals, Inc.	002088	161213	Monthly Ground Maintenance 07/21	19,291.28
Landscape Maintenance Professionals, Inc.	002088	161403	Replace Cordgrass - Child's Play Area 07/21	178.75

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	002088	161408	Replace Pine - Phase 4B 07/21	496.35
Landscape Maintenance Professionals, Inc.	002100	161897	Monthly Ground Maintenance 08/21	19,291.28
Landscape Maintenance Professionals, Inc.	002100	162028	Addendum 10 Phase 5B1 05/21-08/21	12,790.47
Landscape Maintenance Professionals, Inc.	002088	162081	Fertilize Ornamental & Palm 5B-1 06/21	1,110.00
Landscape Maintenance Professionals, Inc.	002100	162142	Fertilize Bermuda, St Augustine 07/21	3,808.00
Landscape Maintenance Professionals, Inc.	002100	162143	Pest Control 07/21	660.00
Municipal Asset Management, Inc.	002102	0618223	Lease Payment on Fitness Equipment 08/21	1,323.91
Nvirotect Pest Control Services	002103	242047	Monthly Pest Control #12545 08/21	185.00
Nvirotect Pest Control Services	002103	242619	Additional Service - Pest Control 08/21	135.00
Ozair Labib	002087	071721-Labib	Deposit Refund	200.00
Republic Services	002079	0696-000962905	(1) Waste & (1) Recycle Container Service 08/21	308.34
Rizzetta & Company, Inc.	002080	INV0000060273	District Management Fees 08/21	4,688.50

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services	002081	INV0000007758	Email & Website Hosting Services 08/21	175.00
Solitude Lake Management, LLC	002090	PI-A00645074	Monthly Lake & Wetland Service 7/21	2,577.00
Steven Duron	002097	082021-Duron	Off Duty Patrol 08/20/21	99.00
Suncoast Pool Service	002104	7522	Monthly Pool Service 08/21	1,850.00
TECO	002093	211021571990 07/21	7008 Waterline Ct - Irrigation 07/21	21.33
TECO	002093	221007962220 07/21	Waterset Blvd. - Streetlights 07/21	1,902.35
TECO	002093	221008097190 07/21	Phase 5A2-2B - Streetlights 07/21	789.94
TECO	002093	Summary Bill 07/21	Summary Bill 07/21	1,414.32
Times Publishing Company	002082	0000170412 07/21/21	Legal Advertising Account #173492 07/21	2,389.27
Waterset Central CDD	CD040	CD040	Debit Card Replenishment	422.17
Waterset Central CDD	CD041	CD041	Debit Card Replenishment	1,783.12
Waterset Central CDD	CD042	CD042	Debit Card Replenishment	651.56

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waterset Central CDD	CD043	CD043	Debit Card Replenishment	<u>1,621.15</u>
<b>Report Total</b>				<b><u>\$ 111,561.01</u></b>

# Waterset Central Community Development District

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District Office · Riverview, Florida · (813)-533-2950  
Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614  
[www.watersetcentralcdd.org](http://www.watersetcentralcdd.org)

## **Operations and Maintenance Expenditures September 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$70,696.67**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Affordable Backflow Testing & Irrigation LLC	002105	17187	Backflow Preventative Test 03/21	\$ 40.00
Ampaphan Gregory	002117	082021-Gregory	Rental Deposit Refund	\$ 170.00
Andrea Contreras	002115	082021-Contreras	Rental Deposit Refund	\$ 200.00
Camay Polarchy	002120	082521-Polarchy	Rental Cancellation	\$ 450.00
Candace Gallegos	002116	082021-Gallegos	Rental Cancellation	\$ 150.00
Castle Management, LLC	0002127	INS-0821-257	Insurance Reimbursement 08/21	\$ 594.00
Castle Management, LLC	0002127	MISC-0821-025	Janitorial Service 03/21 & 06/21-08/21	\$ 4,793.60
Castle Management, LLC	002106	PREIM08-13-21-284	Payroll Pay Period 07/24/21-08/06/21	\$ 5,103.34
Castle Management, LLC	002127	PREIM08-27-21-281	Pay Period 08/07/21-08/20/21	\$ 5,605.83
Castle Management, LLC	002133	PREIM09-10-21-280	Payroll Pay Period 08/21/21-09/03/21	\$ 5,611.73
Cory M Copeland	002107	081721-Copeland	Off Duty Patrol 08/08/21 & 08/17/21	\$ 198.00
Courtney Walker	002123	090121-Walker	Rental Deposit Refund	\$ 200.00

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dan Register	002121	082221-Register	Rental Deposit Refund	\$ 200.00
Egis Insurance Advisors LLC	0002128	14051	Florida Insurance Alliance 10/01/2021-10/01/2022	\$ 23,392.00
Egis Insurance Advisors LLC	002134	14441	Florida Insurance Alliance 10/01/2021-10/01/2022	\$ 1,500.00
Erin McCormick Law, PA	002109	10526	General Legal Services 08/21	\$ 4,605.16
F Peter Williams	002112	PW081221	Board of Supervisors Meeting 08/12/21	\$ 200.00
Frontier	0002130	813-741-0603-061118-5 09/21	Fios Internet 09/21	\$ 476.00
Heather Evans	0002129	090721-Evans	Rental Deposit Refund	\$ 170.00
Javere Smith	002111	072121-Smith	Off Duty Patrol 07/21/21	\$ 99.00
Javere Smith	002122	082321-Smith	Off Duty Patrol 8/23/21	\$ 99.00
Kendal Smith	0002132	091521-Smith	Rental Deposit Refund	\$ 200.00
Leigh Ann Wilhelmsen	002124	082121-Wilhelmsen	Rental Deposit Refund	\$ 200.00
Municipal Asset Management, Inc.	002135	0618251	Lease Payment on Fitness Equipment 09/21	\$ 1,323.91



# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nvirotec Pest Control Services	0002131	245094	Monthly Pest Control #12545 09/21	\$ 135.00
Payne Air Conditioning & Heating Inc	002128	671753	HVAC Repair - Refrigerant 09/21	\$ 100.00
Payne Air Conditioning & Heating Inc	002136	672907	Service Call - HVAC	\$ 843.13
Payne Air Conditioning & Heating Inc	002119	676522	Leak Search AC System 8/21	\$ 475.00
Payne Air Conditioning & Heating Inc	002128	C30346	Preventative Maintenance 07/21	\$ 396.00
Raphael Alston	002113	090121-Alston	Rental Deposit Refund	\$ 200.00
Republic Services	002110	0696-000969042	(1) Waste & (1) Recycle Container Service 09/21	\$ 302.73
Rizzetta & Company, Inc.	002125	INV0000061073	District Management Fees 09/21	\$ 4,688.50
Rizzetta Technology Services	002126	INV0000007850	Email & Website Hosting Services 09/21	\$ 175.00
Shelby Carpenter	002114	082121-Carpenter	Rental Deposit Refund	\$ 200.00
Suncoast Pool Service	002137	7599	Monthly Pool Service 09/21	\$ 1,850.00
Susan Martin	002118	081021-Martin	Rental Deposit Refund	\$ 200.00

# Waterset Central Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	20210920-1	211021571990 08/21	7008 Waterline Ct - Irrigation 08/21	\$ 21.51
TECO	20210920-1	221007962220 08/21	Waterset Blvd. - Streetlights 08/21	\$ 1,913.63
TECO	20210920-1	221008097190 08/21	Phase 5A2-2B - Streetlights 08/21	\$ 794.66
TECO	20210920-1	Summary Bill 08/21	Summary Bill 08/21	\$ 2,342.54
Times Publishing Company	002138	0000186219 09/12/21	Legal Advertising Account #173492 09/21	\$ 378.40
William P Dillmore	002108	080421-Dillmore	Off Duty Patrol 08/04/21	<u>\$ 99.00</u>
<b>Report Total</b>				<b><u>\$ 70,696.67</u></b>