

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE · 5844 OLD PASCO RD SUITE 100, WESLEY CHAPEL, FL 33544**  
**www.connertonwestcdd.org**

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**Board of Supervisors**  
**Connerton West Community**  
**Development District**

November 25, 2020

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of Connerton West Community Development District will be held on **Monday, December 7, 2020 at 4:00 p.m.**, at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on November 2, 2020 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for October 2020 ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Consideration of Resumes for Open Board Seat ..... Tab 3
  - B. Consideration of Resolution 2021-01; Re-Designating Officers of the District..... Tab 4
  - C. Ratification of Chairman's Execution of Connerton Parcel 208 and 209 Plats
  - D. Consideration of Monument Sign Repainting Proposal..... Tab 5
  - E. Consideration of Pressure Cleaning Proposals..... Tab 6
  - F. Consideration of Fence Proposal ..... Tab 7
  - G. Field Inspection Report ..... Tab 8
  - H. Irrigation Report
    1. Consideration of Seal Replacement Proposal..... Tab 9
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Consideration of Trail Options (under separate cover)
  - C. District Manager
    1. Financial Status Update
- 7. AUDIENCE COMMENTS**

**8. SUPERVISOR REQUESTS**

- A.** Discussion of Relocation and Reduction of Annuals  
from the Walls on Connerton Blvd and 41..... Tab 10

**9. ADJOURNMENT**

I 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) 933-5571.

Sincerely,

*Aimee Brandon*

Aimee Brandon  
District Manager

cc: Roy Van Wyk, Hopping Green & Sams, P.A.

# Tab 1

**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.*

**CONNERTON WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, November 2, 2020 at 6:01 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Jack Knowles	<b>Board Supervisor, Chairman</b>
Daniel Novak	<b>Board Supervisor, Vice-Chairman</b>
Richard Dombrowski	<b>Board Supervisor, Assistant Secretary</b>
Fredrick Lise	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>Regional District Manager, Rizzetta &amp; Company</b>
Aimee Brandon	<b>District Manager, Rizzetta &amp; Company</b>
Roy Van Wyk	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Greg Woodcock	<b>District Engineer, Cardno</b>
Bryan Schaub	<b>Field Services Manager, Rizzetta &amp; Company</b>
Gail Huff	<b>Representative, Ballenger</b>
Craig Chambrot	<b>Representative, CLM</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Brandon called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

The Board heard from an audience member who mentioned the recent car thefts in the community

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Meeting held on  
October 5, 2020**

Ms. Brandon presented the minutes of the Board of Supervisors' meeting held on October 5, 2020.

On a Motion by Mr. Dombrowski, seconded by Mr. Knowles, with all in favor, the Board of Supervisors unanimously approved the minutes of the Board of Supervisors' Meeting held on October 5, 2020, as presented, for the Connerton West Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for August  
2020**

Ms. Brandon presented the September 2020 Operation and Maintenance Expenditure Report to the Board. Mr. Daniel Novak asked if the refunds owed from Ballinger in the amount of \$900 and FHP for \$150 were received and credited back to the CDD. Mr. Novak also discussed details on the Hog Removal invoice.

On a Motion by Mr. Dombrowski, seconded by Mr. Lise, with all in favor, the Board of Supervisors approved to ratify the payments of the invoices in the September 2020 O&M Expenditures Report (\$205,829.32), for the Connerton West Community Development District.

**FIFTH ORDER OF BUSINESS**

**Acceptance of James Jackson  
Resignation**

Ms. Brandon presented the resignation for Mr. James Jackson from Seat #3 on the Board of Supervisors for the Board to consider.

On a motion from Mr. Dombrowski, seconded by Mr. Knowles, the Board approved to accept and file the resignation of Mr. James Jackson from Seat #3 on the Board of Supervisors for the Connerton West Community Development District.

**SIXTH ORDER OF BUSINESS**

**Discussion of Open Board Seats**

The Board discussed the now vacant Seat #3 and vacant Seat #1 along with recognition that there were currently two candidates who had submitted their interest in being appointed to fill the vacancies. The Board agreed to wait for the December 7th Board of Supervisors Meeting to discuss candidates and will continue to advertise for the two vacancies.

**SEVENTH ORDER OF BUSINESS**

**Field Inspection Report**

The Board received Field Inspection Report from Bryan Schaub via telephone conference. Mr. Knowles inquired with Mr. Craig Bramlett with CLM regarding the progress of requested cutbacks of tree limbs.

**EIGHTH ORDER OF BUSINESS**

**Irrigation Report**

The Board reviewed the Ballenger Irrigation Update Report and received an update from Ms. Gail Huff. The Board requested a proposal to address capping off irrigation pipes around trees that may no longer require irrigation, specifically trees located near the playgrounds.

**NINTH ORDER OF BUSINESS**

**Consideration of CLM Pine Park Proposal**

Ms. Brandon presented the Board with the CLM Pine Bark Proposal #300856 in the amount of \$48,200.00 for consideration.

On a motion from Mr. Knowles, seconded by Mr. Lise, the Board approved the Pine Bark Mulch for \$45,000.00 and Pine Straw for \$3,200.00 totaling \$48,200.00 (#300856), for the Connerton West Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Stormwater Maintenance Proposals**

The Board received the District Engineer Report update from Mr. Greg Woodcock. Mr. Woodcock presented the Board with 3 proposals for consideration of Stormwater maintenance and two additional proposals for pond repairs for storm issues and clearing of outfalls.

On a motion from Mr. Novak, seconded by Mr. Knowles, the Board approved proposal (#1760) from Finn Outdoor for stormwater maintenance in the amount of \$2,375.00, for the Connerton West Community Development District.

On a motion from Mr. Dombrowski, seconded by Mr. Lise, the Board approved proposal from Site Masters for pond repairs for storm issues and clearing of outfalls in the amount of \$19,300.00, for the Connerton West Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Counsel**

The Board received the District Counsel update from Mr. Roy Van Wyke via telephone conference. Mr. Van Wyke stated that Pasco County Attorney reached out to him regarding a request to revise the current license and maintenance agreement with the CDD. He noted that the County Attorney will be sending a new version to the CDD for the Boards consideration at the December 7<sup>th</sup> Board of Supervisors meeting

**B. District Manager**

Ms. Brandon reminded the Board of the next regular meeting scheduled for December 7, 2020 at 4:00 p.m.

The Board received the District Manager update from Mr. Greg Cox. Mr. Cox discussed the progress of projects in the action item list. Mr. Lise asked for additional information regarding the Cell Tower project. Ms. Brandon discussed install date for Holiday Lighting. She also discussed the CLM proposal #300511 for December Annuals for \$12,000.00 and presented it to the Board for consideration.

On a motion from Mr. Dombrowski, seconded by Mr. Lise, and opposed by Mr. Knowles, the Board approved CLM proposal #300511 for December Annuals for \$12,000.00, for the Connerton West Community Development District.

The Board received Financial status update from Ms. Brandon

**TWELVTH ORDER OF BUSINESS**

**Audience Comments**

During audience comments, Mr. Knowles addressed audience members' earlier comment regarding car thefts in the community.

**THIRTHEENTH ORDER OF BUSINESS**

**Supervisor Requests**

During Supervisor Requests, Mr. Dombrowski inquired about proper protocol for Board members regarding Facebook Chatter.

Mr. Novak requested moving "no fishing" signs to the correct locations and requested the faded Lennar signs be removed.

Mr. Dombrowski inquired as to where the community enhancement fees are sent.

Mr. Novak requested that the email blast be sent to residents regarding removing fences that are blocking maintenance easements.

Mr. Knowles requested that the monument signs be repainted to match the color scheme throughout the community. Mr. Knowles discussed pressure washing the sidewalks in common areas.

The Board discussed obtaining a proposal for pressure washing in a not-to-exceed amount of \$7,000.00.

On a motion from Mr. Dombrowski, seconded by Mr. Novak, the Board approved a proposal for sidewalk pressure washing in a not-to-exceed amount of \$7,000.00, for the Connerton West Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion from Mr. Dombrowski, seconded by Mr. Lise, the Board approved to adjourn the meeting at 7:46 p.m. for the Connerton West Community Development District.

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

\_\_\_\_\_  
Chairman / Vice-Chairman

## **Tab 2**

# CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2020 For Board Approval

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

The total items being presented:           **\$63,340.64**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ballenger & Company, Inc.	002936	20294	Repair Irrigation System 09/20	\$ 960.00
Ballenger & Company, Inc.	002936	20314	Irrigation Maintenance 09/20	\$ 8,175.00
Ballenger & Company, Inc.	002936	20322	SWFWMD Meter Reading/Irrig Pump Station 09/20	\$ 1,300.00
Ballenger & Company, Inc.	002936	20328	Repair Irrigation System 09/20	\$ 130.00
Ballenger & Company, Inc.	002936	20334	Repair Irrigation System 09/20	\$ 775.00
Connerton Community Association, Inc.	002937	202009	Salary Reimbursement 09/20	\$ 3,458.00
Daniel Novak	002948	DN100520	Board of Supervisors Meeting 10/05/20	\$ 200.00
Fredrick Lise	002956	FL100520	Board of Supervisors Meeting 10/05/20	\$ 200.00
Hopping Green & Sams	002938	117300	General/Monthly Legal Services 08/20	\$ 1,501.50
Innersynce Studio, Ltd DBA Campus Suite	002939	18921	CDD Website Services 10/20	\$ 384.38

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jack Knowles	002946	JK100520	Board of Supervisors Meeting 10/05/20	\$ 200.00
James Jackson	002945	JJ100520	Board of Supervisors Meeting 10/05/20	\$ 200.00
Jeremy R. Cohen	002950	JC090720	Off Duty Patrols 09/20	\$ 200.00
Jeremy R. Cohen	002950	JC091420	Off Duty Patrols 09/20	\$ 200.00
Kevin Eric Hamilton	002944	KH090720	Off Duty Patrols 09/20	\$ 200.00
Kevin Eric Hamilton	002944	KH092920	Off Duty Patrols 09/20	\$ 200.00
Mark Seckley	002959	101620	Reimburse Deposit To Use Lot 10/20	\$ 300.00
Mobile Mini, Inc.	002940	9009130664	Mobile Storage Rental Acct #10023746 09/20	\$ 213.11
Pasco County	002952	Pasco Water Summary 09/20	Water Summary 09/20	\$ 39.38
Pasco County	002957	14019426	8775 Birchleaf Reclaim Ct 09/20	\$ 1.36

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco County	002957	14019427	22018 Emory Oak Reclaim PI 09/20	\$ 3.40
Pasco County	002957	14019428	8583 Gibbons Grove Loop 09/20	\$ 2.04
Pasco County	002957	14019429	8788 White Sage Reclaim Way 09/20	\$ 0.68
Pasco County	002957	14019430	8611 Acadia Reclaim Loop 09/20	\$ 4.08
Patrick J. Elmore	002951	PE090920	Off Duty Patrols 09/20	\$ 200.00
Patrick J. Elmore	002951	PE093020	Off Duty Patrols 09/20	\$ 200.00
Richard A. Dombrowski	002942	RD100520	Board of Supervisors Meeting 10/05/20	\$ 200.00
Rizzetta & Company, Inc	002949	INV0000053357	District Management Fees 10/20	\$ 6,474.16
Rizzetta & Company, Inc	002949	INV0000053613	Assessment Roll Preparation FY 20/21	\$ 5,250.00
Rizzetta Technology Services, LLC	002958	INV0000006408	Email & Website Hosting Services 10/20	\$ 175.00

# Connerton West Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Site Masters of Florida, LLC	002953	100720-1	Construct Concrete Slabs 10/20	\$ 3,600.00
Stahl & Associates	002955	41372939 10/15/20	Utility Bond For WREC #41372939 Renewal	\$ 3,716.00
Withlacoochee River Electric Cooperative Inc.	002954	Electric Summary Bill 09/20	Electric Summary Bill 09/20	<u>\$ 24,677.55</u>
<b>Report Total</b>				<b><u>\$ 63,340.64</u></b>

## **Tab 3**

**RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Connerton West Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) desires to elect the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is elected Chairperson.

Section 2. \_\_\_\_\_ is elected Vice-Chairperson.

Section 3. \_\_\_\_\_ is elected Secretary.

Section 4. \_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 7th day of December, 2020.

**ATTEST:**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson/Vice-Chairperson