



Rizzetta & Company

# **Connerton West Community Development District**

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## **Board of Supervisors' Regular Meeting August 2, 2021**

**District Office:  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 32625  
813.933.5571**

**[www.connertonwestcdd.org](http://www.connertonwestcdd.org)**

# **CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT AGENDA**

At Club Connerton located at 21100 Fountain Garden Way, Land O Lakes, FL 34638.

<b>District Board of Supervisors</b>	Vacant	Chairman
	Daniel Novak	Vice Chairman
	Chris Kawalec	Assistant Secretary
	Fredrick Lise	Assistant Secretary
	Tyson Krutsinger	Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Attorney</b>	Roy Van Wyk	KE Law, PLLC
<b>District Engineer</b>	Greg Woodcock	Cardno

**All cellular phones must be placed on mute 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 813-933-5571. 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.

**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**

July 30, 2021

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of Connerton West Community Development District will be held on **Monday, August 2, 2021 6:00 p.m.**, at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638. The following is the agenda for this meeting.

**BOARD OF SUPERVISORS MEETING**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. District Counsel**
  - B. District Engineer**
    1. Update on Trail Project
    2. Update on Storybrook
    3. Review of Cardo Reports Regarding Asphalt Depression near Passive Porch and Sign Replacements.....Tab 1
  - C. Field Inspection Report**
    1. Reply to June Field Inspection Report  
**(under separate cover)**
    2. July Field Inspection Report  
**(under separate cover)**
  - D. Irrigation Report.....Tab 2**
  - E. Aquatics Report**
    1. Aquatic Weed Control July Report.....Tab 3
    2. Cardno July Pond Inspection Report.....Tab 4
  - F. Property Maintenance Report – Stan Zeurcher.....Tab 5**
  - G. District Manager**
- 4. BUSINESS ITEMS**
  - A. Discussion of Willow Vista Entry Way**
  - B. Ratification of District Counsel Letter.....Tab 6**
  - C. Consideration of Resolution 2021-07, Declaring FY 2021-2022 O&M Assessments and Setting Public Hearing.....Tab 7**
  - D. Consideration of Resolution 2021-08, Re-Designating Assistant Secretary – Matthew Huber.....Tab 8**
  - E. Consideration of FY 2022-2026 Audit Engagement Letter – Grau & Associates.....Tab 9**
  - F. Consideration of Boundary Cost Funding Agreement.....Tab 10**
  - G. Consideration of LED Lighting Proposal.....Tab 11**

- H. Consideration of Cattle Pen Roadway  
Special Warranty Deed.....Tab 12
- I. Consideration of Fish Stocking & Planting Proposal.....Tab 13
- J. Consideration of CLM Tree Removal Proposal.....Tab 14
- K. Consideration of K & J's Lawn Proposal for Cutbacks.....Tab 15
- L. Consideration of Candidates for Open Seat.....Tab 16
- M. Discussion of HOA/CDD Equipment.....Tab 17
- N. Discussion of HOA FHP Expense
- 5. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors'  
Budget Workshop Meeting held on May 18, 2021.....Tab 18
  - B. Consideration of Minutes of the Board of Supervisors'  
2<sup>nd</sup> Audit Meeting held on May 18, 2021.....Tab 19
  - C. Consideration of Minutes of the Board of Supervisors'  
Regular Meeting held on May 18, 2021.....Tab 20
  - D. Consideration of Minutes of the Board of Supervisors'  
Regular Meeting held on June 7, 2021.....Tab 21
  - E. Consideration of Operation and Maintenance  
Expenditures for May 2021.....Tab 22
- 6. **SUPERVISOR REQUESTS**
- 7. **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) 994-1001.

Sincerely,

*Matthew Huber*

Matthew Huber  
District Manager



## **Tab 1**

## MEMORANDUM

To: Matthew Huber, Harbor Bay CDD District Manager

From: Greg Woodcock, Project Manager

Project: Connerton Asphalt Repair Summary

Date: July 22, 2021

On July 20, 2021, Cardno staff visited Connerton to review a reported pothole in the road. Below is a location map showing the location of the pothole. Based on our review there is a storm pipe shown on the plans in the proximity of the depression that does not appear to have been constructed. The issue does not seem to be caused by underground utilities in the area. I would recommend saw cutting a 4' square, removing the pavement and base, and replacing it with a minimum of 12" of compacted crushed concrete and 2" of asphalt matching the asphalt surrounding grades.

### Asphalt Depression Location Map





**Drainage Plan and Photos of the depression**



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## MEMORANDUM

To: Matthew Huber, Harbor Bay CDD District Manager

From: Greg Woodcock, Project Manager

Project: Depression by inlet at Passive Porch and Park Bench CT

Date: July 22, 2021

On July 20, 2021, Cardno staff visited Connerton and discovered an asphalt depression in front of an existing street inlet located on the northeast corner of Park Bench CT and Passive Porch. It is recommended that the stormwater pipe be exposed for review of the joint as well as the pipe connection to the existing inlet. When exposed, if a joint separation or failure is occurring a concrete collar will be constructed around the concrete joint with filter fabric around the pipe. The contractor is to restore the roadway with 12" min of crushed concrete base and 2" of asphalt matching the existing grades

### Asphalt Depression Location Map



**Drainage Plan of Depression Area**

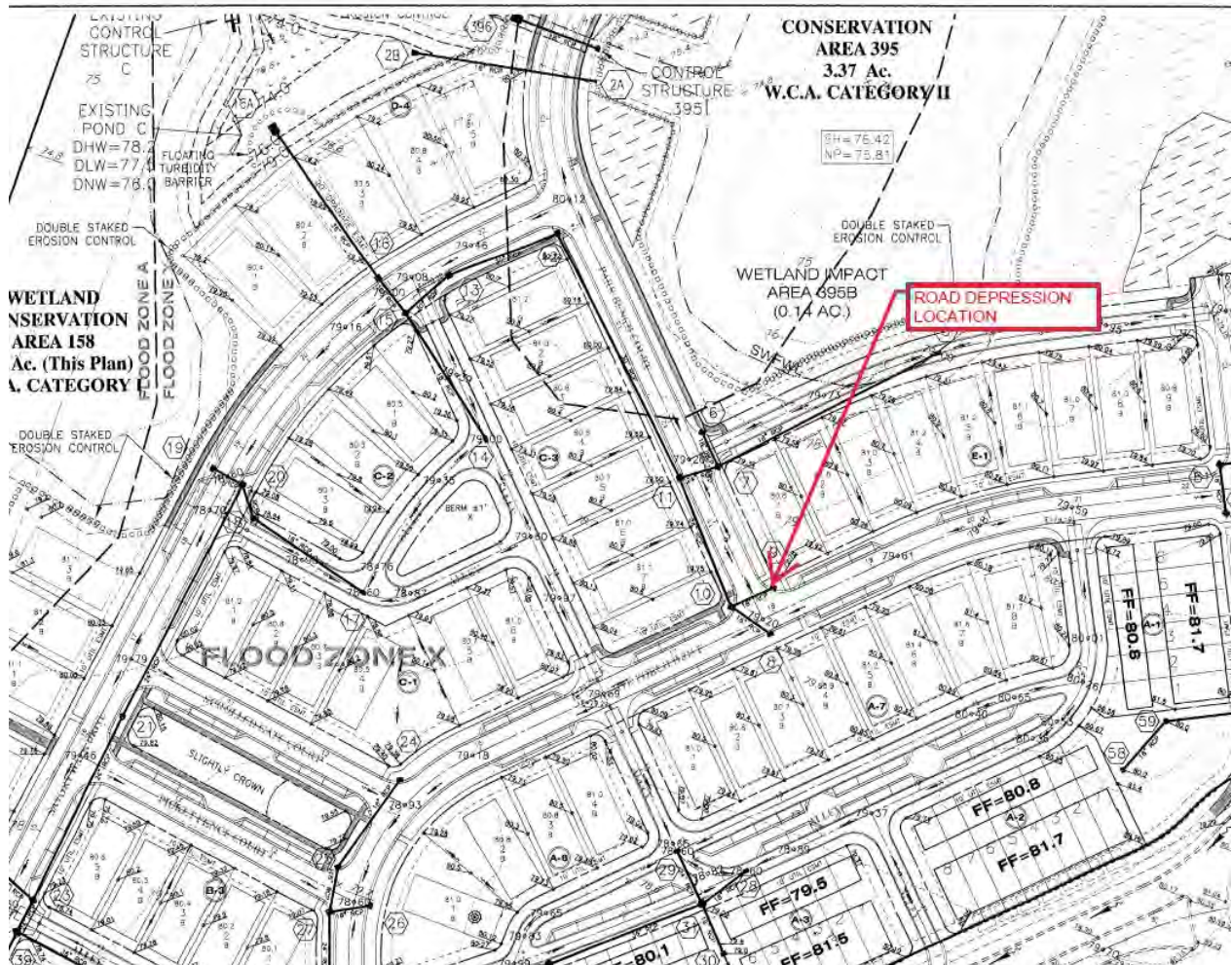




Photo of depression in front of existing inlet



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**Contact Information:**

Connerton West CDD  
12750 Citrus Park Lake  
Suite 115  
Tampa, FL 33625

**Invoicing Address:**

Connerton West CDD  
12750 Citrus Park Lake  
Suite 115  
Tampa, FL 33625

**Shipping Address:**

Connerton West CDD, Install  
Address  
Connerton West  
US 51  
Land O' Lakes, FL 34637

## Quotation # SO15013

**Quotation Date:** 06/10/2021  
**Salesperson:** Leah Massie

Description	Quantity	Unit Price	Taxes	Amount
[SBDS-0636-02-HI] 6"x36" Double-Sided Aluminum Street Blade Insert w. Rounded Corners, High Intensity Reflective Vinyl WISTFUL YEARN DR BILLOWY JAUNT DR SEQUESTER LOOP FLOURISH DR	4.000	71.0000	Exempted Tax (Sale)	\$ 284.00
[SBDS-0642-02] 6"x42" Double-Sided Aluminum Street Blade Insert w. Rounded Corners, High Intensity Reflective Vinyl 6"x42" Double-Sided Aluminum Street Blade Insert w. Rounded Corners, High Intensity Reflective Vinyl SHADY PAVILLION CT CONNERTON BLVD (2) BRISKE MORNING AVE SUNLIT HORIZON LN SOUTHERN CHARM DR	6.000	92.0000	Exempted Tax (Sale)	\$ 552.00
[CC812F-90] CC812F-90	10.000	20.0000	Exempted Tax (Sale)	\$ 200.00
[CC812F-U-9] CC812F-U-90	10.000	1.0000	Exempted Tax (Sale)	\$ 10.00
[DOT-3030-FT-NONE-/] HI-Stop (DOT Sign Size: 30"w x 30"h) HI-Stop Sign R1-1 DOT High Intensity Stop Sign at Passive Porch Dr & Forget Me Not Crt	2.000	123.0000	Exempted Tax (Sale)	\$ 246.00

Description	Quantity	Unit Price	Taxes	Amount
[Red Post Reflector] Red Post Reflector Red Reflective Sign Post (2--3" x 30")	2.000	75.0000	Exempted Tax (Sale)	\$ 150.00
[12GALV-UCHANPOST] 12' GALV-U CHANNEL 12' GALVANIZED U-CHANNEL POST	7.000	123.0000	Exempted Tax (Sale)	\$ 861.00
[LP-U-Channel] LP-U-Channel with Breakaway Includes: 42'x3# Marion Galvanized U-channel, Lap Splice Silver Breakaway Hardware kit, 10'x2.5# galv. U-channel Post	7.000	50.0000	Exempted Tax (Sale)	\$ 350.00
[INSTALL] Installation Services Installation - wants the breakaway with concrete.	1.000	680.0000	Exempted Tax (Sale)	\$ 680.00
<b>Subtotal</b>				<b>\$ 3,333.00</b>
<b>Taxes on \$ 3,333.00</b>				<b>\$ 0.00</b>
<b>Total</b>				<b>\$ 3,333.00</b>

**TERMS AND CONDITIONS: TERMS:** This quotation is subject to acceptance within 30 days from the date of the quotation. Arete Industries must approve all changes, deletions or additions to this proposal and any changes therefore will be reflected in the final invoice. Unless otherwise indicated, prices are FOB Odessa, Florida and shipments will be sent COD with the carrier fees and freight charges prepaid and added to the final invoice. Unless otherwise indicated, this quotation does not include applicable sales or other taxes, if any. The status of the agreement shall be deemed to Pasco County, Florida and shall governed by the laws of the State of Florida. If it becomes necessary to institute legal action or use any outside agency to enforce collection of amounts due under this agreement, buyer agrees to reimburse seller for all costs and attorney's fees. **PAYMENT:** Unless otherwise noted above, a deposit of 50% is required with the signed copy of this agreement. Balance due upon delivery. A 4% processing fee is applied if paying by credit card. Late payments will be assessed a late payment fee of 1.5% per month (18 % annual interest rate). on any unpaid balance.

**50% Deposit/Balance Due 30 Days**

## Tab 3



# AQUATIC WEED CONTROL, Inc.

Orlando - Ft. Myers - Tampa - Daytona Beach 800-543-6694

## Lake & Wetland Customer Service Report

Job Name: \_\_\_\_\_  
Customer Number: 1195 Customer: CONNERTON WEST CDD  
Technician: Jason Marks  
Date: 07/22/2021 Time: 08:12 AM  
Customer Signature: \_\_\_\_\_

Waterway Treatment	AP	700	400	1100	387A	387C	387B	218G	218F	218H	218J	218C	218E						
Algae		x	x	x	x	x	x	x	x	x	x	x	x						
Submersed Weeds																			
Grasses and Brush	x	x	x	x	x	x	x	x	x	x	x	x	x						
Floating Weeds		x																	
Blue Dye																			
Inspection																			
Request for Service																			
Restriction																			
(# of days)																			

Trash picked up \_\_\_\_\_

<b>CLARITY</b> <input type="checkbox"/> < 1' <input checked="" type="checkbox"/> 1-2' <input type="checkbox"/> 2-4' <input type="checkbox"/> > 4'	<b>FLOW</b> <input type="checkbox"/> None <input type="checkbox"/> Slight <input checked="" type="checkbox"/> Visible	<b>METHOD</b> <input checked="" type="checkbox"/> ATV <input type="checkbox"/> Airboat <input type="checkbox"/> Backpack <input type="checkbox"/> Boat <input type="checkbox"/> Truck	<b>CARP PROGRAM</b> <input type="checkbox"/> Carp observed <input type="checkbox"/> Barrier Inspected	<b>WATER LEVEL</b> <input checked="" type="checkbox"/> High <input type="checkbox"/> Normal <input type="checkbox"/> Low	<b>WEATHER</b> <input type="checkbox"/> Clear <input checked="" type="checkbox"/> Cloudy <input checked="" type="checkbox"/> Windy <input checked="" type="checkbox"/> Rainy
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### FISH and WILDLIFE OBSERVATIONS

<input checked="" type="checkbox"/> Alligator <input checked="" type="checkbox"/> Anhinga <input checked="" type="checkbox"/> Bass <input checked="" type="checkbox"/> Bream	<input checked="" type="checkbox"/> Catfish <input type="checkbox"/> Coots <input checked="" type="checkbox"/> Cormorant <input checked="" type="checkbox"/> Egrets	<input checked="" type="checkbox"/> Gallinules <input checked="" type="checkbox"/> Gambusia <input checked="" type="checkbox"/> Herons <input checked="" type="checkbox"/> Ibis	<input checked="" type="checkbox"/> Osprey <input type="checkbox"/> Otter <input type="checkbox"/> Snakes <input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Woodstork <input checked="" type="checkbox"/> Ducks <input type="checkbox"/> _____ <input type="checkbox"/> _____
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### NATIVE WETLAND HABITAT MAINTENANCE

<input checked="" type="checkbox"/> Arrowhead <input checked="" type="checkbox"/> Bacopa <input type="checkbox"/> Blue Flag Iris	<input checked="" type="checkbox"/> Bulrush <input type="checkbox"/> Chara <input checked="" type="checkbox"/> Cordgrass	<input checked="" type="checkbox"/> Golden Canna <input checked="" type="checkbox"/> Gulf Spikerush <input checked="" type="checkbox"/> Lily
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### Beneficial Vegetation Notes:

<input type="checkbox"/> Naiad <input checked="" type="checkbox"/> Pickerelweed <input checked="" type="checkbox"/> Soft Rush	<input type="checkbox"/> _____ <input checked="" type="checkbox"/> Fire Flag
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## Tab 4



Contractor	Contact	Proposal Amount	Notes
Site Masters	Tim Cooney	\$9,500	SWFWMD Permit 23534.003 Connerton Village 2 Ph 1
Cross Creek Environmental	Derek Wagner	\$6,645	SWFWMD Permit 23534.003 Connerton Village 2 Ph 1

**Site Masters of Florida, LLC**  
5551 Bloomfield Blvd.  
Lakeland, FL 33810  
Phone: (813) 917-9567  
Email: tim.sitemastersofflorida@yahoo.com

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**PROPOSAL**

**Connerton West CDD**  
**Village 2 - SWFWMD O&M Repairs**

**7/7/2021**

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**Perform repairs and maintenance at stormwater structures  
in accordance with details provided in Inspection Report  
provided by District Engineer, via email, on May 26, 2021.**

<u>Location/Item #</u>	<u>General Description</u>	<u>Unit Price</u>
1	Erosion repair	\$800
2	Erosion repair/Clearing	\$1,200
3	Remove debris	\$200
4	Erosion repair	\$1,400
5	Erosion repair	\$1,600
6	Erosion repair	\$1,000
7	Erosion repair/Clearing	\$800
8	Clearing	\$400
9	Clearing	\$400
10	Clearing	\$400
11	Erosion repair	\$300
12	Erosion repair	\$1,000

**TOTAL      \$9,500**



# Crosscreek Environmental Inc.

111 Palmview Rd  
Palmetto, FL 34221

Estimate

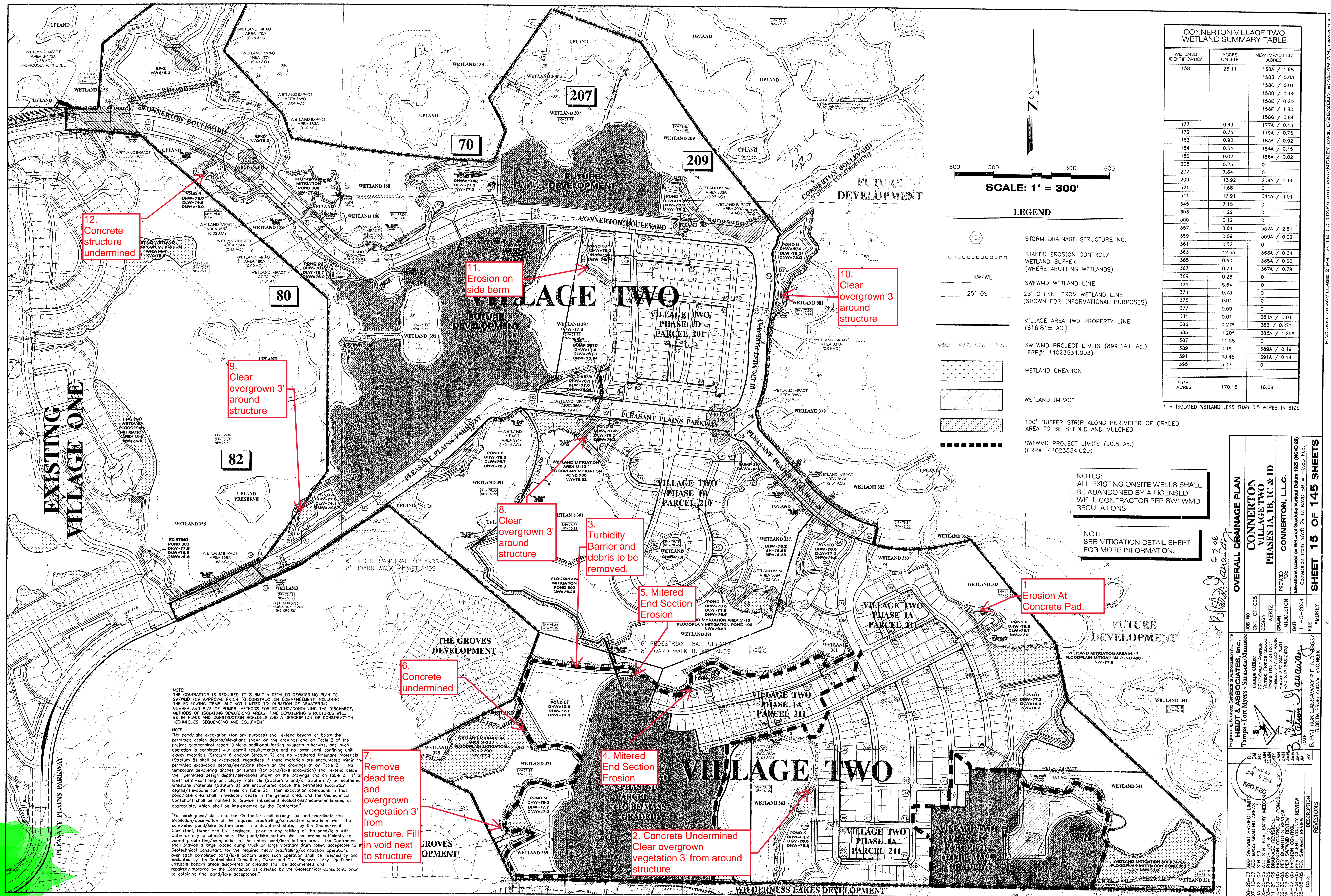
Date	Estimate #
7/9/2021	7830

Name / Address
Connorton CDD C/O Cardno 380 Park Place Blvd. Ste 300 Clearwater, FL 33759 Attn: Frank Nolte

\* Estimate Good For 30 Days

Description	Qty	Rate	Total
Repair & execution of all items listed in the Cardno Pond O&M report, send to Crosscreek on May 26th, 2021			
#1 - Remove vegetation and add compacted fill beneath and around slab then sod with Bahia	1	380.00	380.00
#2 - Fill under spillway with concrete, add fill dirt and bahia	1	745.00	745.00
#2 - Clear vegetation 3 ft from structure	1	190.00	190.00
#3 - Remove Turbidity barrier and debris	1	195.00	195.00
#4 - Install footing per MES footing detail	1	705.00	705.00
#5 - Install footing per MES footing detail	1	705.00	705.00
#6 - Fill under spillway with concrete, add fill dirt and bahia	1	745.00	745.00
#7 - Remove dead trees	1	190.00	190.00
#7 - Remove overgrown vegetation around structure and add compacted fill to void and sod	1	440.00	440.00
#8 - Trim tree limbs from around structure	1	285.00	285.00
#9 - Clear vegetation 3 ft from structure	1	365.00	365.00
#10 - Clear vegetation 3 ft from structure	1	340.00	340.00
#11 - Add compacted fill around side berm, sod with bahia	1	370.00	370.00
#12 - Clear vegetation 3 ft from structure. Fill undermined spillway with concrete and sod	1	990.00	990.00
30% deposit due prior to commencement of work. Amount to be deducted from final invoice.			
		<b>Total</b>	<b>\$6,645.00</b>

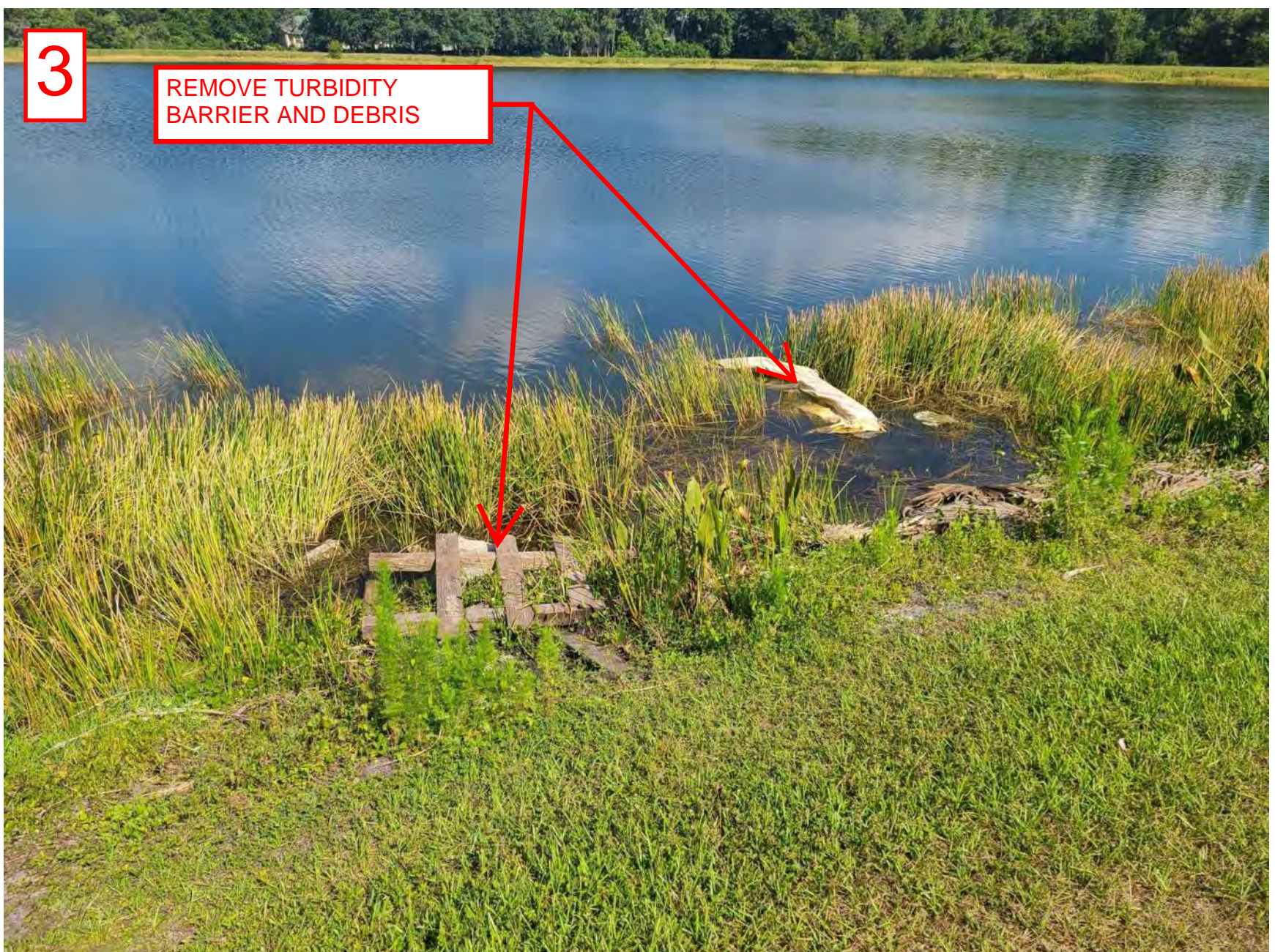








































ADD COMPACTED FILL  
AROUND SIDE BERM.  
ADD BAHIA SOD FOR  
EXPOSED DIRT AREAS.  
SOD ALL DISTURBED  
AREAS

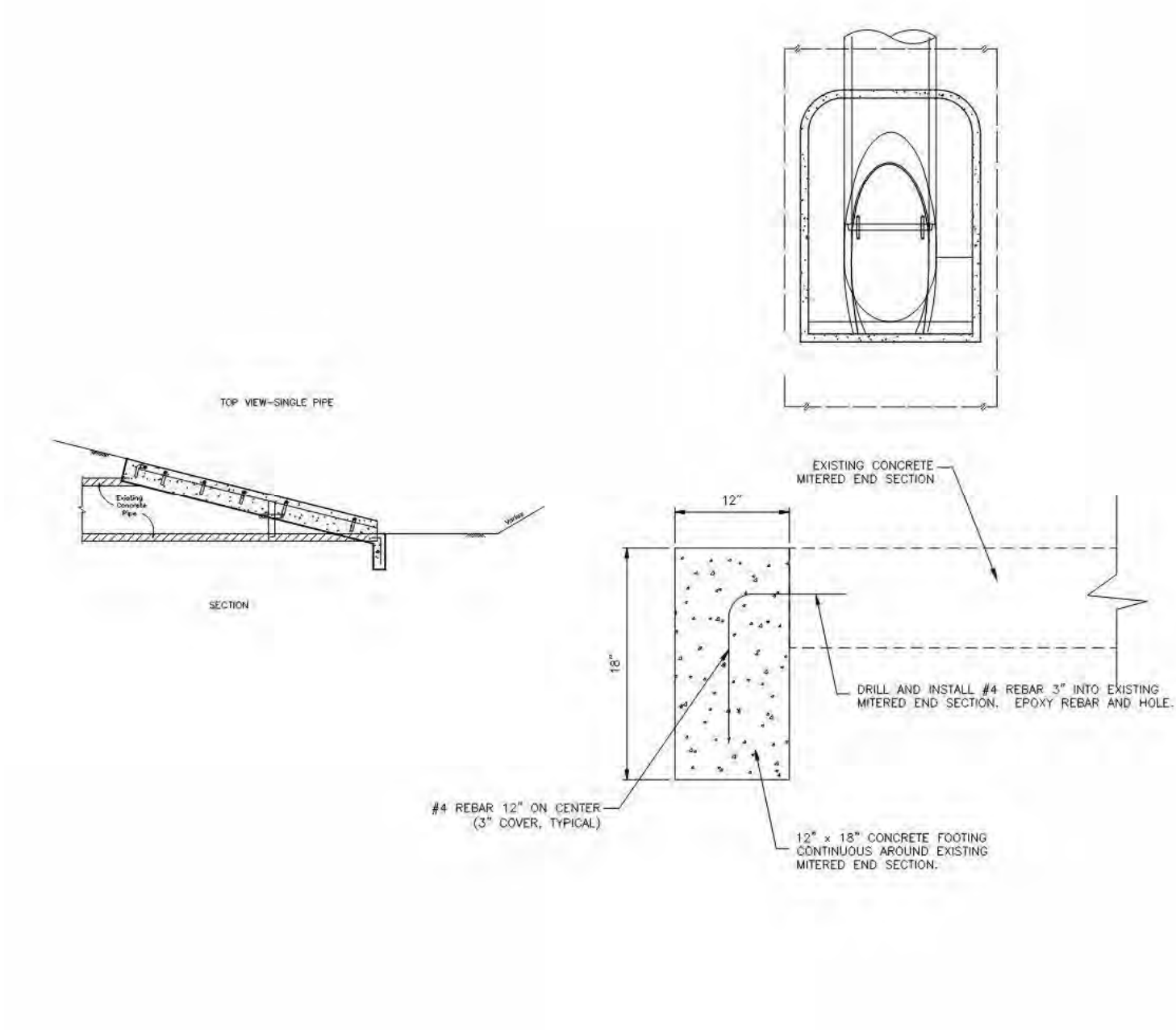


CLEAR OVERGROWN  
VEGETATION 3' FROM  
AROUND STRUCTURE

FILL UNDERMINED  
SPILLWAY WITH CONCRETE  
ADD COMPACTED FILL TO  
GRADE AWAY TOWARDS  
WETLAND. SOD ALL  
DISTURBED AREAS.



**MES Repair Detail:**



## Tab 5

CONNERTON DAILY JOB LOG  
PAY PERIOD 6/28/21– 7/11/21  
FOR: STAN ZUERCHER

DATE:

6/28/21 (CDD) Check site, checked fountain, checked bike trail, empty trash, checked maint, checked playgrounds, picked up trash, empty cans, check for fire ant beds, empty & fill dogipot stations, picked up roadway trash, clean graffiti from tunnel wall, paint bollards @ GPP (6.0hrs)

6/28/21 (HOA) CC maint, empty trash, set up camp room, clean fitness rm (2.0hrs)

6/29/21 (CDD) Went to HD for graffiti remover, pressure washed tunnel floor, walls and sidewalk (3.0 Hrs)

6/30/21 (Covid testing ) (8.0hrs) (PTO)

7/1/21 (CDD) Check site, checked fountain, re set light timers, checked playgrounds, check trash, cleaned up eroded mulch @ GPP, cleaned up eroded stone & mulch @ storybrook park & dog park, empty & fill dogipot stations, picked up trash, picked up roadway trash, checked maint, checked bike trail, empty trash, blow off, replace board on long bridge(6.5hrs)

7/1/21 (HOA) CC maint, pressure wash curbs in parking lot (1.0hrs)

7/2/21 (PTO) (8.0hrs)

7/3/21 (HOA) CC a/c drain clean (2.5hrs)

(PTO) (19.0hrs total for week)

7/5/21 (PD Holiday) (8.0hrs)

7/5/21 (CDD) Check site, check bike trail, empty trash checked playgrounds, cleaned up sidewalks @ GPP, cleaned up sidewalks @ storybrook park, cleaned up dog park, empty & fill dogipot stations, picked up roadway trash (4.25hrs)

7/5/21 (HOA) Remove flags, checked fountain, tested stick on weather stripping, removed bad speaker (1.0hrs)

7/6/21 (HOA) CC maint, remove patio furniture & tie down (3.0hrs)

7/6/21 (CDD) Check site, check bike trail, checked maint, ckeaned up eroded stone on walkway @ storybrook park (2.25.hrs)

7/7/21 (CDD) Checked site, street light down on woodshadow (called wrec to remove), checked bike trail, removed fallen tree on trail, blew off trail, blow off 10' walk on Connerton by playground to bike trail, repair street sign @ GPP (2.5hrs)

7/7/21 (HOA) Re set patio furniture (1.0hrs)

7/8/21 (HOA) CC maint, repair bulbs in gym (fixture inop), (3.0hrs)

7/8/21 (CDD) check site, checked maint, started cleaning sidewalks GPP, Storybrook park, check bike trail (2.5hrs)

7/9/21 (HOA) CC maint, cleaning, pressure washing parking lot curbs, went to Lowes for lights & battery's (5.5hrs)

7/9/21 (CDD) Check site, checked playgrounds, check bike trail, empty dogipot stations, sidewalk clean up GPP, Storybrook park (2.5hrs)

CONNERTON DAILY JOB LOG  
PAY PERIOD 7/12/21– 7/25/21  
FOR: STAN ZUERCHER

DATE:

7/12/21 (CDD) Check site, checked fountain, checked bike trail, empty trash, blow off trail, checked maint, checked playgrounds, picked up trash, empty cans, check for fire ant beds, empty park trash, clean up stone in drive apron at story brook park, adj. lights at south Arbors sign, empty & fill dogipot stations, clean up dog park, picked up roadway trash (6.0hrs)

7/12/21 (HOA) CC maint, looked at pool pump issue, clean fitness rm, install 2 new emergency lights (2.25hrs)

7/13/21 (CDD) Check site, checked bike trail, checked maint, picked up roadway trash (2.0hrs)

7/13/21 (HOA) CC maint, install 3 batterys for emergency lights, started pressure washing curbs, met w/ fob sub for lap pool, met w/ Brandon Elec. Pool electrical problems, young boy hurt leg by amphitheatre, wrapped & assisted till parent arrived to transport to doctor (5.25 hrs)

7/14/21 (CDD) Check site, checked bike trail, checked playgrounds, checked trash, empty & fill dogipot stations, checked maint, picked up roadway trash, clean up eroded stone @ storybrook pk (4.0hrs)

7/14/21 (HOA) CC maint, checked on sub for filter clean out, pressure wash curbs (3.5hrs)

7/15/21 (HOA) CC maint, grill clean, gym clean (help), pool start up after filter repair (6.25hrs)

7/15/21 (CDD) Check site checked maint, blow off GPP walk areas, cleaned up eroded stone @ story brook park, check bike trail, remove dead animals from roadways, picked up trash (3.0hrs)

7/16/21 (CDD) Check site, check bike trail, check playgrounds, checked for fire ants, empty & fill dogipot stations, check roadway trash (3.50hrs)

7/16/21 (HOA) Re start pool pump, repair blower, start filling pool (1.25hrs)  
(PTO) (3.0hrs)

7/19/21 (HOA) CC maint, trash, clean gym (2.0hrs)

7/19/21 (CDD) Check site, checked fountain picked up trash check playgrounds, check for fire ants, empty trash, checked bike trail, empty trash, replace 2 bridge boards, empty & fill dogipot stations, checked dog park, empty park trash cans, picked up roadway trash (6.0hrs)

7/20/21 (CDD) Check site, check maint, check bike trail, pick up roadway trash (2.0hrs)

7/20/21 (HOA) CC maint, replace battery's in emergency lights, pool deck clean up, checked reported leaks in pool room, pressure wash parking lot curbs, went to lowes for emergency light order pick up (6.5hrs)

7/21/21 (CDD) Check site, remove ht deer on Conn Bld, checked playgrounds, checked trash, checked bike trail, checked & emptied dogipot stations, checked maint, pick up roadway trash, checked outlying areas (4.0hrs)

7/21/21 (HOA) CC maint, replaced several bulbs, replaced 4 emergency lights, checked pumps (2.0hrs)

7/22/21 (CDD) Check site, checked maint, (.5hrs)

7/22/21 (HOA) CC maint, wash covered patio, blow off pool deck, bulb replacement, pressure wash parking lot (6.0hrs)

7/23/21 (CDD) Check site, check fountain & fill, check bike trail & trash, check playgrounds, empty trash, empty & fill dogipot stations, checked park trash, picked up roadway trash, checked maint, blow out pedestrian tunnel (4.0hrs)

(PTO) (7.0hrs)

## Tab 6

# Hopping Green & Sams

Attorneys and Counselors

July 22, 2021

VIA ELECTRONIC MAIL

Connerton West CDD  
c/o Scott Brizendine  
Rizzetta & Company, Inc.  
3434 Coldwell Avenue, Suite 200  
Tampa, Florida 33614  
[sbrizendine@rizzetta.com](mailto:sbrizendine@rizzetta.com)

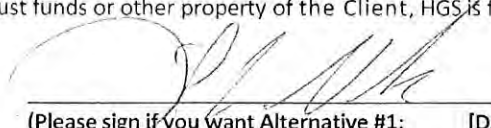
**RE: JOINT LETTER BY HOPPING GREEN & SAMS AND KE LAW GROUP, PLLC, ANNOUNCING THE DEPARTURE OF ROY VAN WYK, JERE EARLYWINE, SARAH WARREN, AND JENNIFER KILINSKI TO KE LAW GROUP, PLLC**

Dear Scott,

As of July 19, 2021, Roy Van Wyk, Jere Earlywine, Sarah Warren, Lauren Gentry, and Jennifer Kilinski ("Attorneys") will be withdrawing as Attorneys from Hopping Green & Sams, P.A. ("HGS") and will be working for KE Law Group, PLLC ("KE Law"). Attorneys have provided services in connection with this Firm's representation of the Client on the above referenced matter(s) (the "Client Matters"). While Attorneys through their new firm, KE Law, and HGS, are each prepared to continue as the Clients' legal counsel with respect to the Client Matters, it is the Client's choice as to who should serve as its legal counsel, and whether the Client Matters and files should be transferred to KE Law, or remain with HGS.

Please select one of the following alternatives:

1. **ALTERNATIVE #1.** The Client asks that the Client Matters be transferred to Attorneys and their new firm, KE Law. Please transfer to Attorneys and their new firm all original files and electronic files relating to the Client Matters. The Client understands that HGS will have the right to keep a copy of those files. HGS's legal representation of the Client will cease on the date of HGS's receipt of their written notice. After that date, Attorneys and their new firm, KE Law, will be responsible for legal representation of the Client in the Client Matters. To the extent that HGS is holding any trust funds or other property of the Client, HGS is further instructed to transfer such funds or property KE Law.

  
(Please sign if you want Alternative #1; [DATE]  
otherwise, do not sign on this line.)

2. **ALTERNATIVE #2.** The Client does not want any files or pending matters transferred to Attorneys or their new firm. HGS should continue to serve as the Clients' legal counsel for all pending matters until the attorney-client relationship is changed sometime after the date of this document. All Client Matters and files should remain in the custody of HGS until further notice.

\_\_\_\_\_  
(Please sign if you want Alternative #2; [DATE]  
otherwise, do not sign this line.)

3. If you do not want either Alternative #1 or Alternative #2, please advise us what we should do



regarding your matters and files.

\_\_\_\_\_  
(Please sign here if you have [DATE]  
Given instructions under Alternative  
#3; otherwise do not sign on this line.)

After you have completed and signed this form, please send a copy via electronic mail to [JasonM@hgslaw.com](mailto:JasonM@hgslaw.com), [AmyC@hgslaw.com](mailto:AmyC@hgslaw.com) and [MarkS@hgslaw.com](mailto:MarkS@hgslaw.com), with a copy to [roy@kelawgroup.com](mailto:roy@kelawgroup.com), [jere@kelawgroup.com](mailto:jere@kelawgroup.com), [sarah@kelawgroup.com](mailto:sarah@kelawgroup.com), [lauren@kelawgroup.com](mailto:lauren@kelawgroup.com), [jennifer@kelawgroup.com](mailto:jennifer@kelawgroup.com).

Thank you for your consideration and assistance.

HOPPING GREEN & SAMS, P.A.

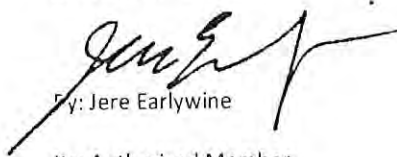


By: Jonathan Johnson

Its: President

Date: July 22, 2021

KE LAW GROUP, PLLC



By: Jere Earlywine

Its: Authorized Member

Date: July 22, 2021

## **Tab 7**

## **RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGET PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (**"Board"**) of the **Connerton West** Community Development District (**"District"**) prior to June 15, 2021, proposed budget (**"Proposed Budget"**) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (**"Fiscal Year 2021/2022"**); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, **"Services"**) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes (**"Assessments"**), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has previously considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached pursuant to Resolution 2021-07 is hereby approved as the basis for determining and apportioning Assessments.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the **"District's Office,"** 5844 Old Pasco Rd, Suite 100, Wesley Chapel, Florida 33544. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the

District's Office. The Assessments may be paid in one more installment pursuant to a bill issued by the District in November of 2021, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on imposition of the Assessments is hereby declared and set for the following date, hour and location:

DATE: August 2, 2021  
HOUR: 6:00 P.M.  
LOCATION: 21100 Fountain Garden Way  
Land O' Lakes, Florida 34368

**4. PUBLICATION OF NOTICE.** The District shall cause notice of the public hearing on Assessments to be published in a newspaper of general circulation published in Pasco County. Additionally, notice of the public hearing shall be mailed to property owners in the manner prescribed in Florida law.

**5. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF JULY 2021.**

ATTEST:

**CONNERTON WEST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## Tab 8



**RESOLUTION 2021-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT  
REDESIGNATING ASSISTANT SECRETARY OF THE DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Connerton West Community Development District (hereinafter 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 (hereinafter the “Board”) previously designated Greg Cox and Aimee Brandon as Assistant Secretary pursuant to Resolution 2020-14; and

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

Section 1. Matthew Huber is appointed Assistant Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF JULY 2021.**

**CONNERTON WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

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**CHAIRMAN**

**ATTEST:**

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**ASSISTANT SECRETARY**

## Tab 9



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

July 8, 2021

To Board of Supervisors  
Connerton West Community Development District  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

We are pleased to confirm our understanding of the services we are to provide Connerton West Community Development District, Pasco County, Florida ("the District") for the fiscal year ended September 30, 2022 with an option for four one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Connerton West Community Development District as of and for the fiscal year ended September 30, 2022 with an option of four one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.



Our fee for these services will not exceed \$3,400 for the September 30, 2022 audit. This agreement provides for a contract period of one year. This agreement may be renewed for four additional one-year terms subject to the mutual agreement by both parties to all terms and fees. If the District agrees to subsequent renewals, the fees for fiscal year 2023, 2024, 2025 and 2026 will not exceed \$3,500, \$3,600, 3,700 and \$3,800, respectively, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2022 must be provided to us no later than January 30, 2023, in order for us to complete the engagement by May 31, 2023.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Connerton West Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



---

Racquel McIntosh

RESPONSE:

This letter correctly sets forth the understanding of Connerton West Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



**AICPA**

Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Gru & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

## **Tab 10**

**FUNDING AGREEMENT  
BETWEEN THE CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT  
AND LENNAR HOMES LLC**

This Funding Agreement (the “**Agreement**”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 (the “**Effective Date**”), by and between:

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Pasco County, Florida whose mailing address is 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (the “**District**”); and

**LENNAR HOMES, LLC**, a Florida limited liability company and owner of lands within the boundaries of the District, whose principal address is 700 N.W. 107<sup>th</sup> Avenue, Suite 400, Miami, Florida 33172 (“**Developer**”).

**RECITALS**

**WHEREAS**, the District was established pursuant to Chapter 190 Florida Statutes, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements permitted by the Act; and

**WHEREAS**, the Developer has approached the District regarding the establishment of a Community Development District to be known as Connerton East Community Development District (“**Connerton East CDD**”); and

**WHEREAS**, a portion of the lands proposed to be included in the Connerton East CDD is also located within the District (“**Common Lands**”); and

**WHEREAS**, the Developer desires to have the District and Connerton East CDD, once established, enter into an interlocal agreement (“**Interlocal Agreement**”) setting forth certain details regarding special assessments, maintenance, and other details regarding the Common Lands; and

**WHEREAS**, the District desires to cooperate with and assist the Developer in the establishment of the Connerton East CDD and preparing the necessary documents without imposing costs on the residents and landowners of the District; and

**WHEREAS**, the District and the Developer desire to enter into this Agreement to provide funding for reimbursement of the actual fees and costs incurred by the District in assisting the Developer in the establishment of Connerton East CDD as well as for the drafting and negotiating of an Interlocal Agreement or any related efforts, including management, engineering, and legal costs necessary to assist the Developer (collectively, the “**Cooperation Costs**”), subject to the terms of this Agreement.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:



**1. FUNDING OF DISTRICT'S COOPERATION COSTS.** Unless this Agreement is sooner terminated in accordance with the terms hereof, until the formation of the Connerton East CDD (as evidenced by the recordation of a Notice of Establishment for the formation of the Connerton East CDD) and complete execution of an Interlocal Agreement by respective chairpersons of the District and the Connerton East CDD (the "**Funding Expiration Date**"), Developer agrees to reimburse the District each month for the Cooperation Costs incurred in the prior month. Until the Funding Expiration Date or termination of this Agreement, the Cooperation Costs shall be reimbursed by the Developer in accordance with the following provisions:

A. On or before the fifth (5<sup>th</sup>) day of each calendar month after the Effective Date, the District shall provide the Developer with a written invoice and substantiating documentation (including receipts, invoices and/or billings) evidencing the Cooperation Costs incurred by the District during the prior month. Subject to the terms of this Agreement, no later than fifteen (15) days after Developer's receipt of such invoice and substantiating documentation, Developer agrees to provide to the District funds in an amount equal to the Cooperation Costs evidenced by the monthly invoice and substantiating documentation. Such funds, and all future funds provided pursuant to this Agreement, may be supplied by check made payable to the District, cash, wire transfer or other form of payment deemed satisfactory in the reasonable discretion of the District as determined by the District Manager.

B. Notwithstanding anything contained herein to the contrary, the Developer's obligation to reimburse the District for the Cooperation Costs shall not exceed Ten Thousand Dollars (\$10,000.00) in total (the "**Developer Funding Cap**"). To the extent the District reasonably anticipates it will likely incur additional costs in its cooperation with formation of the Connerton East CDD and the negotiating of an Interlocal Agreement beyond the Developer Funding Cap, then (i) the District shall promptly inform Developer of such anticipated additional costs (including the anticipate overage amounts and sources of such costs), and (ii) the District may request in writing to the Developer to consent to increase the Developer Funding Cap by an amount not to exceed Five Thousand Dollars (\$5,000.00) for actual costs incurred by the District in connection with this Agreement, which consent to increase the Developer Funding Cap by such amount shall not be unreasonably withheld by the Developer so long as such increase for additional costs is in accordance with this Agreement. The District shall remain obligated to use good faith efforts to continue assisting and cooperating with the Developer with respect to formation of the Connerton East CDD, the Interlocal Agreement and related efforts. The District agrees that any funds provided by Developer pursuant to this Agreement shall be used solely for fees, costs, and expenses arising from or related to the District's assistance in the establishment of Connerton East CDD, including the Interlocal Agreement or any related efforts contemplated by this Agreement.

C. In the event that Developer fails to provide any funds for reimbursement of the Cooperation Costs within fifteen (15) days after receipt of the invoice and substantiating documentation pursuant to this Agreement, Developer and the District agree the District's efforts under this Agreement may be halted until such time as sufficient funds are provided by Developer to ensure payment of the costs, fees or expenses which may be incurred in the performance of such efforts, up to the Developer Funding Cap.

**2. COOPERATION.** District understands that time is of the essence for the Developer regarding the establishment of the Connerton East CDD. To that end, District agrees

to use all good faith efforts to reach a mutually acceptable Interlocal Agreement with the Connerton East CDD once established, and to timely assist Developer in executing any applications or taking such other actions as are reasonably requested by Developer to facilitate the establishment of the Connerton East CDD.

**3. TERMINATION.** Developer and District agree that Developer may terminate this Agreement without cause by providing ten (10) days written notice of termination to the District. In the event of any such termination by Developer, the District shall invoice the Developer for the Cooperation Costs as of and up to the date by when notice of termination is received, and Developer shall pay all outstanding and unpaid Cooperation Costs as evidenced by such invoice and substantiating documentation, up to the date by when notice of termination is received and subject to the Developer Funding Cap. Developer and the District agree that the District may terminate this Agreement due to an uncured default or failure of Developer to provide reimbursement of the Cooperation Costs in accordance with Section 1 of this Agreement, by providing ten (10) days written notice of termination to Developer; provided, however, that the Developer shall be provided a reasonable opportunity to cure any such failure as provided herein.

**4. DEFAULT; NOTICE AND CURE.** In the event of a breach of this Agreement by either party (including, without limitation, failure by the Developer to pay any funds due under this Agreement), the non-breaching party shall provide written notice to the other party of such breach, in which event such party shall have fifteen (15) days to cure such breach. In the event such party fails to cure the breach within fifteen (15) days after written notice from the non-breaching party, such party shall be deemed in default of this Agreement. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief and/or specific performance. However, failure of the parties to reach a mutual agreement as to the terms and conditions of any Interlocal Agreement after using commercially reasonable efforts shall not be considered a default under this agreement by either party.

**5. ENFORCEMENT OF AGREEMENT.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorney's fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**6. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the parties relating to the subject matter of this Agreement. No provisions of this Agreement shall be construed against or interpreted to the disadvantage of any party by any court or other governmental or judicial authority by reason of such party's having, or being deemed to have, structured, written, drafted, or dictated such provisions. Paragraph titles used herein are solely for convenience and are not to be used in interpreting particular provisions of this Agreement. The parties may evidence their acceptance of this Agreement by electronic mail transmission of a copy of this Agreement bearing the respective party's signature, and such electronic mail copy shall be binding for all purposes as fully as a copy bearing the original signature of such party.

**7. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

**8. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

**9. NOTICES.** All notices, requests, consents and other communications hereunder (“**Notices**”) shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

A.     **If to District:**                                 Connerton West Community Development District  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, Florida 33544  
Attn: District Manager

**With a copy to:**                                 Hopping Green & Sams, P.A.  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301  
Attn: Roy Van Wyk

B.     **If to Developer:**                                 LENNAR HOMES, LLC  
Attn: Laura Coffey  
4600 W Lennar St. Suite 200  
Tampa, Florida 33607

**With a copy to:**                                 Lennar Homes, LLC  
700 NW 107th Avenue, Suite 400  
Miami, Florida 33172  
Attn: General Counsel

**With a copy to:**                                 Stearns Weaver Miller Weissler Alhadeff &  
Sitterson, P.A.  
401 East Jackson Street, Suite 2100  
Tampa, Florida 33602  
Attn: Christian F. O’Ryan  
Attn: Jacob Cremer

Except as otherwise provided herein, any Notice shall be deemed received only upon actual delivery at the address set forth herein. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the parties. Any party or other person to

whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**10. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

**11. ASSIGNMENT.** Neither party may assign this Agreement or any monies to become due hereunder without the prior written approval of the other party.

**12. CONTROLLING LAW; VENUE.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue and jurisdiction for any legal proceedings in connection with, based upon, or arising out of, under, or in connection with, this Agreement shall be in the Federal and State courts located in Pasco County, Florida.

**13. EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties hereto and shall remain in effect unless terminated by either of the parties hereto.

**14. PUBLIC RECORDS.** Developer understands and agrees that all documents of any kind provided to the District or to District Staff in connection with the work contemplated under this Agreement are public records and are treated as such in accordance with Florida law.

**15. SEVERABILITY.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

**16. WAIVER OF TRIAL BY JURY.** THE PARTIES TO THIS AGREEMENT HEREBY EXPRESSLY COVENANT AND AGREE TO WAIVE THE RIGHT TO A TRIAL BY JURY IN CONNECTION WITH ANY LITIGATION OR JUDICIAL PROCEEDING RELATING TO, DIRECTLY OR INDIRECTLY, OR CONCERNING THIS AGREEMENT OR THE CONDUCT, OMISSION, ACTION, OBLIGATION, DUTY, RIGHT, BENEFIT, PRIVILEGE, OR LIABILITY OF A PARTY HEREUNDER TO THE FULL EXTENT PERMITTED BY LAW. THIS WAIVER OF THE RIGHT TO A TRIAL BY JURY IS SEPARATELY GIVEN AND IS KNOWINGLY, INTENTIONALLY, AND VOLUNTARILY MADE BY THE PARTIES. THE PARTIES HAVE HAD AN OPPORTUNITY TO SEEK LEGAL COUNSEL CONCERNING THIS WAIVER. THIS WAIVER IS INTENDED TO AND DOES ENCOMPASS EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A JURY TRIAL WOULD OTHERWISE ACCRUE. EACH PARTY FURTHER CERTIFIES AND REPRESENTS TO THE OTHER THAT NEITHER SUCH PARTY, NOR ANY REPRESENTATIVE OR AGENT OF SUCH PARTY (INCLUDING, BUT NOT LIMITED TO,



ITS RESPECTIVE COUNSEL) HAS REPRESENTED, EXPRESSLY OR OTHERWISE, TO SUCH PARTY OR TO ANY AGENT OR REPRESENTATIVE OF SUCH PARTY (INCLUDING, BUT NOT LIMITED TO, ITS RESPECTIVE COUNSEL) THAT THEY WILL NOT SEEK TO ENFORCE THIS WAIVER OF THE RIGHT TO A JURY TRIAL. THIS WAIVER SHALL APPLY TO THIS AGREEMENT AND ANY FUTURE AMENDMENTS, SUPPLEMENTS, AND/OR MODIFICATIONS TO THIS AGREEMENT.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties execute this Agreement to be effective the day and year first written above.

**ATTEST:**

**CONNERTON WEST COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: Chairman, Board of Supervisors

**LENNAR HOMES, LLC**, a Florida limited  
liability company

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **Tab 12**

Prepared by:  
Watson Law Group, PLLC  
4925 Greenville Ave., Ste. 604  
Dallas, Texas 75206  
Attention: Monty Watson

[Space Above This Line For Recording Data]

### **SPECIAL WARRANTY DEED**

THAT **Pasco Investment Land LLC**, a Delaware limited liability company, whose mailing address is 1601 Elm Street, Suite 3110, Dallas, Texas, 75201, Attn: Ashley Noonan (“Grantor”), for Ten and No/100 Dollars (\$10.00) paid to Grantor by **CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government, whose address is 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544 (“Grantee”), the receipt and sufficiency of which consideration are hereby acknowledged and confessed by Grantor, has GRANTED, BARGAINED, SOLD, and CONVEYED, and by these presents does GRANT, BARGAIN, SELL, and CONVEY, unto Grantee, certain real property described on Exhibit A attached hereto (the “Land”) and made a part hereof for all purposes, together with (i) all right, title, and interest of Grantor, if any, in and to any and all buildings, structures, fixtures and improvements located on the Land, and (ii) all right, title, and interest of Grantor, if any, in and to all rights, privileges and easements appurtenant to the Land, all strips and gores adjoining or crossing the Land, and all appurtenances thereto (collectively, the “Property”).

This Special Warranty Deed (this “Deed”) is expressly made subject to the conditions, restrictions, reservations and easements of record affecting all or any part of the Property.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereunto in anywise belonging, unto Grantee, Grantee’s heirs, successors, and assigns, forever; and Grantor does hereby bind Grantor, Grantor’s heirs, successors, assigns and legal representatives, except for the Permitted Exceptions and as otherwise provided in this Deed, to WARRANT and FOREVER DEFEND all and singular the Property unto Grantee, Grantee’s heirs, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through or under Grantor, but not otherwise.

GRANTEE, BY ACCEPTANCE OF THIS DEED, ACKNOWLEDGES THAT IT HAS INSPECTED AND ASSESSED THE PROPERTY AND HAS SATISFIED ITSELF AS TO THE CONDITION OF SAME. GRANTEE AGREES THAT IT IS ACQUIRING THE PROPERTY ON AN “AS IS, WHERE IS AND WITH ALL FAULTS BASIS”, AND THAT GRANTEE HAS NOT RELIED ON, AND THAT GRANTOR, ITS EMPLOYEES, AGENTS AND REPRESENTATIVES HAVE NOT MADE AND HEREBY SPECIFICALLY DISCLAIM, ANY REPRESENTATIONS, WARRANTIES OR COVENANTS, EXPRESS OR IMPLIED, OF ANY KIND OR NATURE. GRANTEE REPRESENTS THAT IT IS A KNOWLEDGEABLE BUYER OF REAL PROPERTY AND THAT GRANTEE IS RELYING SOLELY ON ITS OWN EXPERTISE AND THAT OF ITS CONSULTANTS IN PURCHASING THE PROPERTY. GRANTEE HAS CONDUCTED SUCH INSPECTIONS AND INVESTIGATIONS OF THE PROPERTY, INCLUDING THE PHYSICAL AND ENVIRONMENTAL CONDITION THEREOF, AS GRANTEE DEEMS NECESSARY AND ASSUMES THE RISK OF ANY



ADVERSE MATTERS, INCLUDING ADVERSE PHYSICAL AND ENVIRONMENTAL CONDITIONS THAT MAY NOT HAVE BEEN REVEALED BY SUCH INSPECTIONS AND INVESTIGATIONS.

Grantee, by acceptance of this Deed, hereby FOREVER RELEASES AND DISCHARGES Grantor and its affiliates, employees, representatives, agents, members, managers and officers (collectively, the "Grantor Parties") from all responsibility and liability for, attributable to, or in connection with the Property, whether arising or accruing before, on, or after the date of this Deed, including, without limitation: (a) any and all statements or opinions heretofore or hereafter made, or information furnished, by any Grantor Parties to Grantee or any representative of Grantee; and (b) any and all liabilities, claims, obligations, demands damages, costs and expenses with respect to the structural, physical, or environmental condition of the Property or the valuation, salability or utility of the Property, or its suitability for any purpose whatsoever; and (c) any implied or express warranties or guaranties of fitness, merchantability or any other implied or express warranty or guaranty of any kind or nature regarding or relating to any portion of the Property. Grantee further hereby WAIVES (and by acceptance of this Deed will be deemed to have WAIVED) any and all objections and complaints (including, but not limited to, federal, state and local statutory and common law based actions, and any private right of action under any federal, state or local laws, regulations or guidelines to which the Property is or may be subject) concerning the physical characteristics and any existing conditions of the Property.

**NOTE TO RECORDER: Documentary stamp taxes in the amount of \$.70 are being paid on \$10.00 consideration in connection with this Deed as required pursuant to Section 201.02, Florida Statutes.**

*[remainder of page intentionally left blank;  
signature page follows]*

EXECUTED effective as of June \_\_\_, 2021.

**WITNESSES:**

\_\_\_\_\_  
Print name: \_\_\_\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_

**GRANTOR:**

**PASCO INVESTMENT LAND LLC,**  
a Delaware limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, as the \_\_\_\_\_ of **Pasco Investment Land LLC**, a Delaware limited liability company, on behalf of said limited liability company, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[NOTARY SEAL]

**EXHIBIT A TO SPECIAL WARRANTY DEED**

**Legal Description of Real Property**

TRACT P-14, CONNERTON VILLAGE TWO PARCEL 209, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK \_\_\_\_, PAGES \_\_\_\_ THROUGH \_\_\_\_ OF THE PUBLIC RECORDS OF PASCO COUNTY, FLORIDA.

## **Tab 13**



# Aquatic Weed Control, Inc.

Your **CLEAR** Choice in Waterway Management Since 1992

---

THIS AGREEMENT made the date set forth below, by and between Aquatic Weed Control, Inc. Hereinafter called "AWC", and

Connerton West CDD

c/o Rizzetta

5844 Old Pasco Rd.

Suite 100

Wesley Chapel, FL 33544

Aimee Brandon 813-533-2950 [ABrandon@rizzetta.com](mailto:ABrandon@rizzetta.com)

07/12/2021

Hereinafter called "**CUSTOMER**". The parties hereto agree as follows:

AWC agrees to provide the following mitigation services for Connerton West CDD in accordance with the terms and conditions of this agreement,

AWC agrees to provide and acclimate a total of (2,835) 1-3" Blue Tilapia for ponds 1100, 400, 387B and 387C located in Connerton West CDD.

Customer agrees to pay AWC in the following amount and manor:

(2,835) 1-3" Blue Tilapia @ \$ .60 each

\$ 1,701.00

Delivery fee

\$ 250.00

Total investment \$ 1,951.00

Payments for this service will be due in full within 30 days of the invoice date. Unpaid invoices will accrue interest at 1.5% per month.

Aquatic Weed Control, Inc. maintains 2 million dollars general liability, 1 million dollars commercial auto, pollution liability, herbicide/pesticide operations, watercraft liability, workers compensation and 5 million dollars excess umbrella. Certificates will be provided upon request.

## ACCEPTANCE OF AGREEMENT

Tad Roman

Aquatic Weed Control, Inc.

\_\_\_\_\_  
**Customer's Signature**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Company Name





# Aquatic Weed Control, Inc.

Your **CLEAR** Choice in Waterway Management Since 1992

---

THIS AGREEMENT made the date set forth below, by and between Aquatic Weed Control, Inc. Hereinafter called "AWC", and

Connerton West CDD  
c/o Rizzetta  
5844 Old Pasco Rd.  
Suite 100  
Wesley Chapel, Fl. 33544  
Aimee Brandon 813-533-2950 [ABrandon@rizzetta.com](mailto:ABrandon@rizzetta.com)

07/12/2021

Hereinafter called "**CUSTOMER**". The parties hereto agree as follows:

AWC agrees to provide the following mitigation services for Connerton West CDD in accordance with the terms and conditions of this agreement,

AWC agrees to provide and install a total of (300) Bareroot Pickerelweed and (300) Bareroot Duck potato, for the littoral shelf and the shallow area in the opposite corner of pond 400.

(300) Bareroot Pickerelweed @ \$ .85 each	\$ 255.00
(300) Bareroot Duck Potato @ \$ .85 each	\$ 255.00

Total investment \$ 510.00

Payments for this service will be due in full within 30 days of the invoice date. Unpaid invoices will accrue interest at 1.5% per month.

Aquatic Weed Control, Inc. maintains 2 million dollars general liability, 1 million dollars commercial auto, pollution liability, herbicide/pesticide operations, watercraft liability, workers compensation and 5 million dollars excess umbrella. Certificates will be provided upon request.

## ACCEPTANCE OF AGREEMENT

Tad Roman

Aquatic Weed Control, Inc.

\_\_\_\_\_  
**Customer's Signature**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Company Name

## **Tab 14**



## Proposal #258

Date: 6/15/2021

PO #

### Customer:

John Toborg  
Rizzetta  
9428 Camden Field Parkway  
Riverview, FL 33578

### Property:

Rizzetta - Connerton West CDD  
21100 Fountain Garden Road  
Land O' Lakes, FL 34637

## Connerton dead Tree removal

This proposal is to remove the dead trees and replace with sod .

### Services Billed Upon Completion

Description of Services	Frequency	Cost per Occ.	Annual Cost
Tree Removal/Stump Gring		\$1,070.15	\$1,070.15

By \_\_\_\_\_

**Craig Bramblett**

Date 6/15/2021 \_\_\_\_\_

**Capital Land Management**

By \_\_\_\_\_

Date \_\_\_\_\_

**Rizzetta - Connerton West CDD**

**Tree Removal/Stump Gring**

All work will be completed as proposed and/or in accordance with plan design unless change orders are agreed upon in writing. All Trees, Palms, Plants and Turf are warranted for thirty (30) days once installed. It is neither implied nor understood that any plant that is transplanted shall be warranted or survival guaranteed. Theft and Vandalism is not warranted. No warranty applies to events caused by Mother Nature such as but not limited to, freeze, drought, flood, winds, natural disasters, ect. No warranty applies to mechanical failure such as but not limited to irrigation systems, wells or other sources of water unless Contractor is found negligent. Grassy weeds in turf such as, but not limited to Torpedo, Carpet, Crab, Goose, Bermuda, ect. cannot be warranted or fully prevented. Balances not paid by the due date are subject to late fees.



## **Tab 15**



# **K. JOHNSON'S LAWN & LANDSCAPING, INC.**

## **CONTRACT SPECIFICATIONS**

The landscape renovation for **CONNERTON WEST CDD** shall be as follows:

Perform wood line cut back to entire length of the bike trail.

***Total Cost: \$ 1,600.00***

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum of **\$ 1,600.00.**

Dollars: One Thousand Six Hundred dollars with payments to be made as follows:

**UPON JOB COMPLETION**

---

ACCEPTED FOR  
**CONNERTON WEST CDD**

BY:

DATE:

---

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KERRY JOHNSON  
K. JOHNSON'S LAWN & LANDSCAPING, INC.

This contract constitutes the entire agreement between the client and contractor, and no modification, amendment, or alteration to the terms of this agreement shall be of any force or effect unless mutually agreed upon in writing.

## **Tab 16**

**From:** Sandton Realty <[sandtonrealty@yahoo.com](mailto:sandtonrealty@yahoo.com)>  
**Sent:** Tuesday, July 27, 2021 1:00 PM  
**To:** Matthew E. Huber <[MHuber@rizzetta.com](mailto:MHuber@rizzetta.com)>  
**Cc:** Stacey Gillis <[SGillis@rizzetta.com](mailto:SGillis@rizzetta.com)>  
**Subject:** I would like to serve in the Connerton Board - if the position is still available

Dear Mr. Huber,

My name is Mr. John Ngerem and I own 21334 Wistful Year Drive Land O Lakes, FL 34637 since November 2017 with my wife Beta. We are blessed with three kids John 111, Olivia and Brianna.

I graduated from University of South Florida and I have been in the Real Estate business since 2015. I currently run my own Brokerage as the Broker - Sandton Realty.

I hope my education and experience will be valuable assets to the Connerton Community.

Thank you,

John Ngerem, MBA, CPME, REOS

Broker/Owner

Sandton Realty

14502 North Dale Mabry Highway Suite 200

Tampa, Florida 33618

Cell: 813-506-3137

Phone: 813-443-5181

Fax: 813-699-8307

Web: [www.sandtonrealty.com](http://www.sandtonrealty.com)





**TERRY SILBERGER**  
**8807 Handel Loop**  
**Land O Lakes, Florida 34637**  
**Cellular (319)213-6605**

Certified Project Manager with over 36 years of project, audit, risk management and operations management in the Insurance and Financial Services industry. Goal-driven executive with demonstrated track record directing complex projects, operations management, audit and risk management initiatives.

Partner with senior leadership, stakeholders, and clients to elicit detailed business/technical requirements to drive operational/technical solutions development. Manage cross-functional teams and external contributors to meet ambitious deadlines and high technical quality standards. Lead strategic resource and budget planning based on overall objectives and project-level needs.

Possess expertise in Project Management Institute (PMI), Capability Maturity Model (CMM), & Lean Six Sigma. Experience working within both a project-centric and project matrix environments and Systems Development Life Cycle (SDLC), Waterfall and Agile methodologies.

**MANAGEMENT METHODOLOGIES:**

- Six Sigma DMAIC & Lean methodologies for process improvement and Reengineering
- Project Management Institute's PMBOK framework.
- Waterfall Management that adheres to traditional life-cycle management
- Agile Management and Software Development with Extreme Programming, Scrum, RAD and "Agile" RUP .
- Mentoring, Tutoring and Training Delivery for both technical and non-technical subjects. Quality program experience such as ISO-9000, CMMI or Six Sigma implementation and assessments.
- SEI's Capability Maturity Model (CMM) including Organization Process Definition, Mentoring and Peer.
- Thirty-five years of management experience in insurance and financial services with specialization in project management, business analysis, audit, risk management, application development, operational, customer services and agency support.
- Project Management Professional (PMP) designation in Project Management.
- Active member in Professional Organizations supporting Project Management, Six Sigma and Internal Audit.
- Participated in the Volunteer Instructor Program for the Institute of Internal Auditor .
- Proven effective management skills with involvement in corporate management decisions.
- Experienced public speaker and trainer.
- Consistently promoted as a result of ability to find dynamic solutions to difficult problems.
- Exceptional dedication to customer service and client relations.
- Excellent interpersonal and communication skills, both oral and written.
- Work well under deadlines and extreme pressure.

**PROFESSIONAL EXPERIENCE:**

**PSCU**

**2010 to Present**

**Program Manager, Operations Management, Governance**

- Oversee all aspects of implementations, Operations management and Governance that encompasses managerial oversight and support for PSCU's credit, debit, e-commerce Programs, ATM Terminal Driving and File Certification
- Ensure programs and processes are in place for supporting clients and their downstream support organizations
- Oversee steering committees specific to operations and/or project initiatives within the PSCU implementation teams
- Oversee operational processes of departmental operations/project teams and strategies that support departmental and organizational key performance indicators including but not limited to project roadmaps, all aspects for operational support for projects and/or programs
- Ensure expenses, production goals and productivity is in line with company expectations and strategies.
- Support all staffing, evaluations and budgets for operations management.
- Performed risk analysis of the requirements to identify the key business risks areas for all project and operations related activities including quarterly audits both internal and external to PSCU
- Oversee activities to ensure operational goals and objectives are defined and managed for individual contributors that fall under my management domain
- Provide superior service to internal and external customers.

**Transamerica/AEGON Financial Partners**  
**New Business Department Manager**

**2009 to 2010**

- Oversee all aspects of the New Business function for AEGON Financial Partners. Responsibility includes but not limited to all aspect of planning, directs, organizes, maintains and manages one or more operating units.
- Ensure programs are in place for the training, development and motivation of staff.
- Ensure expenses, production goals and productivity is in line with company expectations and strategies.
- Oversee progress of department project teams and plans and implements changes.
- Assist management in establishing and achieving strategic goals for New Business function – Program management responsibilities for all product related implementations on policy administration systems – Cyberlife, Life/70, Vantage 12.0 and Vantage 15.0 systems.
- Prepared the Process flows, Flowcharts and Information Value Chain for the Current state for all the transactions across all distribution channels
- Performed risk analysis of the requirements to identify the key business risks areas for the project and prioritized the application development and testing.
- Oversee activities to ensure production goals are met.
- Provide superior service to internal and external customers.
- Facilitate resolution of any issues/problems that may arise.
- Assist in administration of annual budget.

**AEGON USA, Inc. 2004 to 2009**  
**Corporate Program Manager & Internal Audit/Risk Management**

- Planned and executed companywide projects, including the preparation of an objective risk-based assessment and management of compliance projects that encompass mergers, acquisition, privacy/HIPPA programs.
- Prepared the BRD (Business Requirement document), FRD (Functional requirement document) UCN (Use case narrative), Screen Specification details, GUI documentation for the project.
- Have developed and prepared the Data model for the application.
- Involvement into Investigating, facilitating, analyzing and documenting high level Business requirements
- Translating Business requirements into a systems design that can be understood by the lead developers
- Create functional system design documents FSD that will be the basis for the technical systems design, QA, documentation and training
- Implemented the RUP methodology to help analyze the problem, understand users needs, and manage requirements.
- Evaluated the adequacy of internal control and developing creative and realistic recommendations.
- Audited the accounting and statistical data of various departments, divisions, and locations of the organization.
- Developed Business Unit Documentation that help support all requirements for the SOX 404 Initiatives
- Led audits of the activities of various departments for compliance with plans, policies, and procedures for operational and technological areas for AEGON USA
- Determined proper accountability of assets through physical count, inventory, and confirmation.
- Prepared and submitted reports on the results of audits, including recommending improvements in policies and procedures.
- Assisted in the development of the annual audit plan.
- Obtained sufficient information regarding an operation's procedures, identifying weaknesses, testing for procedural compliance, and recommending changes in procedures.
- Effectively identified and evaluated the risks/impacts associated with identified business issues.
- Assisted with the review and evaluation of staff performance.
- Projects included the following: oversaw program activities supporting the successful conversion of from multiple administration systems (Cyberlife, Vantage, Life/70 and Commission Systems) as a result of regulatory mergers from 2005 - Present

**Aegon Financial Partners**  
**Quality Assurance Manager**

**2000 to 2004**

- Directed and oversaw all I.T. Quality Assurance Testing. This will include the direction of the system certification planning, consultation and execution, the testing automation and technical support and status tracking, the multi-platform testing support and the IT process quality improvements and process metrics. This position will be responsible to ensure that all systems applications tested by the Quality Assurance Services group are certified as ready for production, preserve the integrity of the system, ensure that all migrations to test/production levels are under source management tools such as endeavor, PVS, etc, meet user requirements and secure appropriate sign-offs and have been developed with efficiency and adherence to departmental standards and budgets.
- Projects included conversion programs that impacted the following administration systems – Cyberlife 01.01/97.01, Vantage 15.0, Vantage 12.0, DSS 15.0, DSS 12.0, Life/70 and Performance Plus.
- Project Manager for a holding corporation of one of the world's ten largest listed life insurance groups ranked by market capitalization and assets. Responsible for project management from the initiation, definition, planning, execution and control to close-out of mainframe, client server and interface related projects' exceeding project-related costs exceeding \$100,000.
- Served as Project Manager for the implementation of the WRL Freedom Term Product.
- Served as Project Manager of a Informational Technology Project to implement the New Business Vantage 15.0 Annuities Program
- Served as Project Manager for the addition of the Luther King Portfolio to Cyberlife 97.01, Vantage 15.0, Vantage 12.0 and Life/70 Administration systems
- Served as Project Manager for Electronic Application Processing
- Served as Project Manager for the Mobius Cold Storage Project
- Serving as Project Manager for the NY AUSA Annuity – Freedom Premier Product
- Support the organization in the development of products and/or services in order to stay competitive in the marketplace for new and/or re-filed life and annuity products
- Upgrading systems and technology to become more efficient and effective for mainframe, client server and interfaces.
- Developed and supported the implementation of the Project Management Office for the Florida site.
- Implemented processes and procedures supporting a four tier testing methodology for client server applications and supporting components.
- Built and develop relationships with vendors, distributors and customers.
- Provide leadership, mentoring and coaching as applicable
- Projects included conversion programs, product implementation, new system installations, enhancements and maintenance projects that impacted the following administration systems – Cyberlife 01.01/97.01, Vantage 15.0, Vantage 12.0, DSS 15.0, DSS 12.0, Life/70 and Performance Plus.

**Insurance Management Solutions Group**  
**Account/Project Manager**

**1998 to 2000**

- Responsible for project and account management for commercial lines and claims for companies with an average portfolio size that exceeded ten million dollars.
- Served as Project Manager in the initiation, planning, executing and closeout of three major projects over a 2-year period.
- Participated and implemented the Systems Development Life Cycle Methodology.
- Prepared and submitted Business Proposals to several large insurance carriers.
- Involvement into Investigating, facilitating, analyzing and documenting high level business requirements
- Translating Business requirements into a systems design that can be understood by the lead developers
- Create functional system design documents FSD that will be the basis for the technical systems design, QA, documentation and training
- Negotiated and prepared cost analysis for outsourcing companies
- Participated and managed job fairs for Information Technology professionals
- Manage functional relationships between research, development, and business units
- Develop reward and incentive systems, which are consistent with the changing motivations of technical professionals.
- Projects included conversion programs, product implementation, new system installations, enhancements and maintenance projects that impacted multiple administration systems.

**Nationwide Insurance Companies**  
**Project Leader/Manager**

**1984 to 1998**

- Served a Project Leader/Manager in the initiation, planning, executing and close-out of 2 programs supporting the State Operating Systems Support Initiative
- Served as project leader in the overall organizational efforts supporting the centralized state operating help desk.
- Developed the Organization Plan supporting the Staffing Management Plan, Recruitment Strategy, and Staff Acquisition for the Claims Help Desk
- Developed Processes and Administration Policy for the State Operating Claims Help Desk
- Managed the day to day operations of the Help Desk Operations. These activities included but not limited to the following: Administration of policies & personnel, departmental performance reporting and individual performance reporting for a staff of 20.
- Served as project/business unit leader in the overall organization and planning efforts supporting the state operating systems support for field operations in South Carolina, Georgia and Alabama field offices
- Designed and directed system operations and coordinated/facilitated training efforts for field personnel
- Primary contact for Home Office communications to the field.
- Led project efforts on the Claims FAST Digital Camera and Server implementation in South Carolina.
- Lotus Notes Administrator and trainer for State Operating Systems Support with focus on training claim professionals

- Managed and coordinated technical and business projects for South Carolina, Georgia and Alabama field offices.
- Developed, coordinated and executed training for nationwide employees and licensed representatives personnel in the field.
- Project Lead for commercial development, systems support, and training
- Project Lead for planning, executing and implementing applications and interfaces for commercial product development.
- Facilitated all coordination efforts for commercial lines processing for customer services, underwriting, word processing support and systems.
- Department of Insurance Filings , Announcements, & Regulatory Changes
- Coordinated the communication of all changes whether system and/or workflow related to internal and external customers
- Provided support to the licensed representatives on agency contracting, licensing, and commission issues for commercial products.

**Business Analyst and Project Lead:**

- Responsible for all development activities of the Clips Program.
- Developed Business Specifications and rating formulas supporting the on-line rating and premium calculations for commercial products.
- Interfaces programs to the mainframes.
- Ensured that commission calculations and charge-backs by line of insurance corresponded with manual calculations based on New Business, Changes and Renewal Business Rules
- Facilitated team meetings with home office commercial and IT staffs
- Responsible for the coordination of field communications and performed as relationship manager for the field offices.

**TECHNICAL EXPERIENCE:**

NE Wilmington, Omaha/Optis, digital products and solutions, Life/70, Cyberlife 01.01/97.01, Vantage 15.0, Vantage 12.0, DSS 15.0, DSS 12.0, and Performance Plus, Mainframe Systems, Windows 7, Windows XP, Windows NT/XP/VISTA, Windows 95/98, Windows OS, Oracle, and Open VMS (Alpha/VAX), Novell Netware 4.1X and 5.X; UNIX; Windows NT workstation and Server; Windows 3.1X, IMS, DB2, Lotus Notes, MS Project, Excel, Oracle, Access, PowerPoint, Visio, Word, SQL, Microsoft SQL Server relational and Object-Oriented Databases, MS Professional, Netscape 3.X/4.X and 5.X, Internet Explorer, Java, Project Server, Enterprise Project Management Systems, Agilis, Apra Edge and Apra Advanced Software supporting ATM terminals



**EDUCATION:**

- Nova Southeastern University, MBA in Management Information Systems
- Nova Southeastern University, BS in Professional Management
- Project Management Professional (PMP) Certification
- Certificate of Proficiencies in Project Planning and Management, Nationwide Leadership Series Model, MS Project, Human Resource Management, Workplace Diversity, Creating – Planning – Organizing - Training Assignments and Gathering Business Requirements
- Six Sigma DMAIC & Lean methodologies for process improvement & operational excellence

**Interests and Activities:**

- Active participant in Professional Organizations supporting the Project Management Institute & Institute of Internal Auditors
- Volunteer Instructor supporting the Institute of Internal Auditors



**Beverly Abbott**  
**8301 Swiss Chard Circle**  
**Land O Lakes, FL 34637**  
**Cell: 706-476-3577**  
**Email: Bev18@hotmail.com**

## **Summary of Qualifications**

Dynamic professional with more than 19 years experience in the social services field  
Excellent supervisory, analytical, written, organizational and problem-solving skills  
Positive team player

### **EXPERIENCE:**

#### **2013 - LTC Case Manager, Sunshine Health Tampa, FL.**

- Complete 701B Assessments with member/caregiver provider to obtain information regarding client status
- Monitor delivery of services and follow up with members, caregivers, and providers
- Authorize and coordinate referral for services
- Ensure provider services are delivered without gaps in plan of care
- Assist in coordinating the development of informal or voluntary services
- Responsible for members gaining access to needed services through LTC
- Assist members with filing resolution complaints and appeals

#### **2011 – 2013: Church Secretary First Mount Pilgrim Baptist Church St. Petersburg, FL.**

- Light typing, preparing reports, coordinating services for the quarterly union meeting
- Depositing weekly tithes into the Bank as well as paying all utilities
- Ordering church supplies for the church, Sunday school books, communion etc.
- Making monthly phone calls to parishioners/members etc

#### **2007 – 2010: CPS Intake Case Manager Henry County Department of Family & Children Services McDonough, GA.**

- Worked on a team consisting of the family and other service providers as well as on call support

- Assessed risk of abuse, neglect and threatened harm by gathering appropriate information and developed individual case plan
- Conducted home visits with children and parents or caregivers that included the on-going assessment of child safety, permanency, and well-being
- Developed and implemented a plan that meets the needs of the children and the family
- Assisted individuals and families in crisis in a way that promotes positive change, growth, development, and safety for all family members.
- Performed case management responsibilities in accordance with state and federal laws, Department of Families and Children Administrative Codes and Operating Procedures
- Attended and testified at court hearings, prepared and filed all court documents within required timeframes.
- Provided support to children, families and caregivers to ensure stable placement and timely achievement of permanency

#### **2005 – 2006: Leak & Watts Services Case manager Bronx, NY**

- Provided direct service case planning for individuals and families
- Worked with families and children to prevent foster care placement
- Referred biological parents to drug rehabilitation programs, parenting skills programs Section 8 and domestic violence groups
- Prepared up to date accurate and punctual reports in compliance with mandates from uniform case record system
- Maintained case records according to city and state standards, annotating all contracts
- Represented client and agency in court activities
- Attended trainings to keep current with new developments and resources

#### **2004 – 2005: Steinway Child and Family Services Intensive Care Coordinator Bronx, NY**

- Responsible for service plan development, assessment, linking and advocating
- Monitoring and clinical consultation of clients
- Provided crisis intervention and professional crisis response twenty four hours a day seven days a week
- Supervised Intensive in Home, Family Support, Respite Care and Skill Building Workers
- Worked with mentally ill children with a DSM- IV diagnosis to prevent institutionalized care and to promote healthy family life
- Made weekly home visits to ensure clients were following recommended goals

#### **2001 – 2004: Steinway Child and Family Services Senior Clinical Supervisor**

- Responsible for day-to-day operation of case related issues, including the training and supervision of the Children's Blended Case Management Team and Supportive Staff
- Handled case management teams and promoted quality assurance mandates to clients
- Assigned and approved closing of cases, coordinated and facilitated weekly meetings
- Promoted Steinway services to consumers and service providers
- Planned trips to historical places of interest – amusement parks and prisons

- Provided leadership in creating an office marked by collaborations, teamwork, and excellence in service
- Made weekly home visits to ensure clients were following recommended goals

**EDUCATION:**

City College of the City University of New York, Masters of Science, Education

Herbert H Lehman College, Bronx, New York, Bachelor of Arts, Sociology





# BRUCE GOODSON

20444 Lace Cascade Rd  
Land O' Lakes, FL 34637

Cell: 757.880.3142  
bruce@goodson.org

**OBJECTIVES** To serve my community and improve the quality of life for residents of the Connerton West Community Development District.

## PROFESSIONAL

2015 – Present  
Managing Partner **Goodson Family, LLC.**  
Directly manage commercial rental property in Virginia and North Carolina.

1975 - 2015  
President **Diamond/Goodson Equipment Corporation  
Norfolk & Richmond, Virginia**  
1992 - 2015 Served as President since 1992 and oversee all operations. Duties include direct oversight of branch managers and credit manager and leading sales force. Also manage and acquire business & rental fleet assets, secure credit lines and implement computer systems.

Negotiated the sale of the equipment business to Atlantic Lift Systems in 2015.

## GOVERNMENT & COMMUNITY SERVICE

Appointed 2013  
Term 2013-2017  
Chairman 2015 **Commission on Local Government, Commonwealth of Virginia**  
Members are appointed by the Governor and reviews and publishes advisory reports on boundary change and governmental transition issues for the courts and localities. The Commission also provides technical assistance to localities and state agencies on the state's boundary change and governmental transition processes.

2011 – 2017 **Thomas Nelson Community College Board**  
Community College serving Hampton, Newport News, Poquoson and Williamsburg and Counties of York and James City.

Elected 1999  
Re-elected 2003  
& 2007-2011 **James City County Board of Supervisors  
County of James City, Virginia**  
Duties include developing and approving annual budgets, annual review of the county administrator, meeting with citizens and advocacy groups. Personal initiatives include a successful plan to regionalize public safety communications, a public-private partnership to better serve stray animal management, and introducing a more proactive approach to annual budget planning.

Chairman 2004, 2006 & 2008	Served as the chief county elected official where duties included presiding over board meetings, membership in Hampton Roads & Peninsula Mayors and Chairs and regular meetings with leaders of neighboring localities, working with rating agencies, and negotiating the employment contract with the county attorney.
2000 - Present Chairman 2002 & 2009	<b>James City Service Authority</b> Duties include approving the annual budget, setting water and sewer rates, oversight of assets and establishing policies. Personally developed a unique and creative water conservation policy which allowed customers the convenience of hand water use while maintaining the integrity of the odd/even use restrictions
2003 - 2004 & 2006 – Present Chairman 2008-10	<b>Hampton Roads Planning District Commission</b> Served on committee that hired the new executive director. Represent the commission at the annual state association of Planning District Commissions.
2003 – 2004 & 2006 – Present Chairman 2008	<b>Hampton Roads Metropolitan Planning Organization</b> <b>Hampton Roads Transportation Planning Organization</b> Served as chairman during the reorganization and redesignation of the Hampton Roads MPO in 2008.

## PROFESSIONAL SERVICE

2012 – 2015 Secretary-Treasurer	<b>American Rental Association of Virginia</b> Maintained association accounts using QuickBooks, developed budgets, recorded minutes from all meeting and helped developed programs. Successfully worked with the Virginia General Assembly to get favorable legislation for the industry enacted into law.
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## MEMBERSHIPS & ACTIVITIES

Hampton Roads Military and Federal Facilities Alliance  
 Hampton Roads Economic Development Alliance  
 Peninsula Mayors and Chairs  
 Hampton Roads Mayors and Chairs Caucus  
 Jamestown 2007 America's Anniversary  
     Logistics Subcommittee  
     Historic Triangle Host Committee  
 Williamsburg Area Regional Issues Committee  
 Joint Sanitary District #1, Board of Directors  
 James City County Transit Authority Board of Directors  
 Greater Peninsula Workforce Development Consortium  
 Virginia Association of Counties  
     Community Development and Planning Steering Committee  
 Virginia Municipal League

Transportation Steering Committee  
Governor's Commission on Welfare Reform  
Virginia's Industrial Development Services Advisory Board  
Williamsburg Rotary Club  
Peninsula Chamber of Commerce Board of Directors  
Williamsburg Area Chamber of Commerce Board of Directors

## **CERTIFICATES & AWARDS**

4Ward Hampton Roads Local Elected Official Award 2009 LEAD-HR  
Certified Local Government Official VEOLA

## **EDUCATION**

**Virginia Wesleyan College**  
B.A., Mathematics & Computer Science 1979  
**Walsingham Academy**  
Graduated 1975



# STEVEN DALY

21954 Butterfly Kiss Drive • Land O Lakes, Florida 34637  
sdaly20142@gmail.com • 703-623-4986 (c)

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## PROJECT MANAGEMENT / OUTSOURCING / FINANCIAL MANAGEMENT

Seasoned Utility professional leader with extensive background and career achievements in project management office, managing outsourced operations, accounting, team building and problem solving.

### *Core competencies:*

- Team Building & Leadership
  - Outsourced Operations Oversight
  - Finance & Accounting Management
  - Application project leadership
  - Process Improvements
  - Change Management
- 

## PROFESSIONAL EXPERIENCE

SNL CONSULTING, TAMPA, FL

### **PRESIDENT – CONSULTANT (2/2014 – 1/2017)**

Utility Client – 8/2018 – 1/2019: Served client lead on outsourcing pension payroll and HR functions to new service providers. Duties included oversight of documentation, training and application interface development. Also acted as liaison between Workforce implementation team and the new service providers.

Utility Client – 10/2015 – 1/2017: Acting as Client Training Lead, conducted Training Needs Analysis (TNA) with several dozen business managers for new SAP CRM and Field Mobile Work Management applications. Also led analysis to determine training site decisions and coordinated training facilities build out. Responsible for the scheduling of 1200 employee and contractor trainees for attendance at seven training sites. Developed training reporting for senior management.

Utility Client – 2/2015 – 9/2015: Acting in Organizational Change Management (OCM) capacity, prepared stakeholder analysis and training plan for a project to deploy mobile devices to field operations techs in order to perform field surveys of natural gas lines and inspecting meter structures. Responsible for communications and coordination of materials, schedule and execution of training.

Utility Client - 3/2014 – 2/2015 : Tested, trained employees and deployed PeopleSoft eProcurement at major utility. Documented changes, developed procedures, created job aids, trained more than 200 employees to request and process payment for goods and services. Contract extended to provide post deployment support and build knowledge in Procurement.

WASHINGTON GAS LIGHT COMPANY, Springfield, VA

### **Director – Project Management Office (10/2012 to 2/2014)**

Responsible for project initiatives totaling \$22 million per fiscal year. Directed five professionals and two contract project managers to scope, plan and implement various process and technology projects. Coordinated with service provider and third party vendors to provide project resources and program management tools to ensure projects execute on time, within budget and meet customer requirements.

#### ***Selected Contributions:***

- ♦ Instituted changes and established vision of PMO as a Center of Excellence within Washington Gas. Led benchmarking exercise with Corporate Executive Board
- ♦ Instituted new customer survey and project feedback mechanism to evaluate PM effectiveness
- ♦ Developed cost estimation model for \$9 million PeopleSoft upgrade / implementation project

**Director – Enterprise Projects / Tower Lead Activities, 10/2011 to 10/2012**

...continued...

Project manager for PeopleSoft HR upgrade to v9.1. Completed finance roadmap exercise to assess key finance process system requirements. Strategized with senior leaders to identify key issues and potential solutions for a 3-4 year roadmap of process initiatives and system enhancements.

**Selected Contributions:**

- ♦ Led effort with finance leadership to develop roadmap for PeopleSoft upgrade and improvements
- ♦ Co-managed outsourcing of warehouse operations and upgrade of SOX tool

**Director – Tower Lead HR/Payroll and Supply Chain Operations, 8/2007 to 9/2012**

Liaised between the Supply Chain and Human Resources business units and Company's service provider. Coordinated resolution of operational issues and identified/resolved performance issues relative to service levels. Escalated unresolved performance issues to the governance committee. Managed process improvements and system changes.

**Selected Contributions:**

- ♦ Directed outsourced sourcing managers who generated \$24 million in contracted savings for the company
- ♦ Instituted changes and formalized SLA reporting for ease of operations tracking
- ♦ Instituted time saving changes to inventory physical count processing

**Director / Manager – Accounting 02/2002 to 07/2007**

Led corporate and asset accounting activities including the accurate recording of financial transactions, overseeing the closing of the books, and performing analysis for senior level management, external auditors and regulatory agencies.

As Finance Lead, directed upgrade of PeopleSoft finance and the implementation of the PowerPlant asset accounting system. Managed external consulting resources and internal Finance managers in the design, configuration, testing and implementation of these systems.

**Selected Contributions:**

- ♦ Implemented multiple month-end close improvements to reduce closing days
- ♦ Led PeopleSoft Upgrade / PowerPlant implementation project on time and under budget

**Manager – Business Systems, 02/2001 to 01/2002**

Responsible for coordinating the activities of business application support groups to prioritize and sequence applications to the company's primary business applications.

**Selected Contributions:**

- ♦ Selected to be one of few company leaders on a corporate-wide process improvement initiative.
- ♦ Led the Procurement process team to reduce inventory, improve timely disposal of obsolete materials, improve PACRD procedures and implement a new contract administration system

**PRICEWATERHOUSECOOPERS CONSULTING, Falls Church, VA**

**Consultant, 04/2000 to 01/2001**

Co-lead of the Global Design team, facilitated discussion of project issues and resolution of issues and identified non-project corporate initiatives. As Shared Services coordinator, interacted with the client Shared Services project team to identify and document application billing and management reporting requirements.

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## EDUCATION AND CREDENTIALS

**Project Management Professional (PMP) 2013**

**Masters of Business Administration (MBA) 1985 • GEORGE MASON UNIVERSITY, FAIRFAX, VIRGINIA**

**Certified Public Accountant (CPA) 1983 • VIRGINIA**

**B.S. Business Administration 1978 • FROSTBURG STATE UNIVERSITY, FROSTBURG. MARYLAND**



## **Tab 17**

HOA tool invnetory		CDD Recommended tool Purchase to replace HOA tools			
ITEM	Quantity	ITEM	Quantity	Item number	Cost
John Deere 625	1	Kawasaki 2021 4010 Tran	1	Tampa bay power sports	\$15,132.60
12 Volt Battery	1	12 Volt Battery	1		
On demnd 12 volt pump	1	On demand 12 volt pump	1		
Simpson pressure washer	1	Simpson pressure washer	1	1452368	\$599
20" surface cleaner	1	Briggs 20" surface cleaner	1	1072987	\$69.98
12 volt battery charger	1	12 volt battery charger	1		
shole	1	Tansfer shovel	1	1120726	\$18.98
post hole digger	1	craftsman post hole digger	1	1120721	\$42.98
Stihl pack pack blower	1	Husqvarna pack pack blower	1	192729	\$329.99
1 gallon pump sprayer	1	Chapin 1 gallon pump sprayer	1	382422	\$14.48
		Craftsman digging shovel	1	1130725	\$18.98
		Kolbalt 5 lbs, Pick	1	863647	\$34.98
		Craftsman Tinebow rake	1	1120722	\$19.98
		Eagle 5 gallon gas can	1	145709	\$49.98
		1 gallon mix gas can	1	1051375	\$14.98
		Total cost for HOA replacment without Kawasaki			\$1,214.31
CCD Tool Inventory		CCD commonded purchase.			
ITEM	Quantity	ITEM	Quantity		
Porter cable 20 volt sawzall	1				
Porter Cable 20 volt skill saw	1				
		Schumacher electic 750 Watt inverter	1	595188	79.99
Stan's Equipment		CDD Recommended tool purchase to replace Stan's tool			
Item	Quantity	Item	Quantity		
Porter Cable 20 volt drills	1	Porter Cable 20 volt drills			
Ryobi skill saw	1	Dewalt 20Volt brushless 6 tool kit			
Black and Decker electric drill	1	2 Drill, Skill Saw, Sawzall	1	2636022	\$499
Air complressor	1	Craftsman pancake compressor	1	1068254	\$99
Ryobi weed eater	1	Craftsman 27CC weed eater	1	2636079	\$179
6' step ladder	1	17' Ladder	1	935161	\$199
All hand tools	1	All hand tools			
Portable air compressor	1	Portable air compressor			
				Total	\$976
		Total for HOA and Stan's replacement			\$2,190.31

12:01



< Notes



June 8, 2021 at 6:57 AM — Shared

## HOA

John Deere 625i

- 1 - 1gal pump sprayer
- 1 - 12 volt battery
- 1 - on demand 12 volt pump
- 1 - Simpson pressure washer
- 1! - Stihl backpack blower
- 1 - 20" surface cleaner
- 1 - 12 volt battery charger
- 2 - Shovel and post hole digger

CDD

- 1 - porter cable 20 volt sawzall
- 1 - porter cable 20 volt skill saw

STANS EQUIPMENT

- Porter cable 20 volt drills
- Ryobi skill saw
- Black and decker electric drill
- Air compressor
- Ryobi weed eater
- 6' step ladders
- All hand tools
- Portable air compressor



## **Tab 18**

**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 budget workshop Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, May 18, 2021 at 3:03 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Daniel Novak	<b>Board Supervisor, Vice-Chairman</b>
Chris Kawalec	<b>Board Supervisor, Assistant Secretary</b>
Fredrick Lise	<b>Board Supervisor, Assistant Secretary (via phone)</b>
Tyson Krutsinger	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Company</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Greg Woodcock	<b>District Engineer, Cardno</b>

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

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Discussion of Fiscal Year 2021-2022  
Budget Planning**

Ms. Brandon presented the FY 2021-2022 Proposed Budget to the Board of supervisors.

Ms. Brandon informed the Board of a 2% increase in Administrative Services, District Management, Assessment Roll, Financial & Revenue Collections and Accounting Services.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**May 18, 2021 - Minutes of Meeting**  
**Page 2**

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50 A brief discussion was held regarding Deputy Patrols and the possibility of  
51 increasing the budget on this item. The Board would like Ms. Brandon to check with the  
52 HOA to see if they would be willing to increase the amount of Patrols and still split the cost.

53  
54 There was discussion as to whether the water-sewer services budget should be  
55 increased or not, ultimately the Board decided to keep the numbers consistent with last  
56 years budget.

57  
58 The Board discussed the lake/pond bank maintenance and stormwater system  
59 maintenance line items. They agreed to keep the line item for lake/pond bank  
60 maintenance with no dollar amount on the budget and also agreed to place the budget for  
61 stormwater system maintenance at \$10,000.

62  
63 Ms. Brandon had a budget of \$4,000 for Wetland Monitoring & Maintenance and  
64 discussed with the Board that it may be included in the Aquatics Maintenance budget. She  
65 informed the Board that she would investigate this line item and if it is not necessary to  
66 have, she will remove this item from the budget.

67  
68 Ms. Brandon asked the Board if they would like to increase the budget for  
69 Miscellaneous Expenses. The Board agreed that item was not necessary and asked Ms.  
70 Brandon to remove this line item from the budget.

71  
72 A brief discussion ensued regarding the line item for Landscape Maintenance. Ms.  
73 Brandon mentioned to the Board that she placed a 4% increase to \$402,272 for this item.  
74 However, after some discussion, the Board felt this increase was not sufficient and asked  
75 Ms. Brandon to increase the budget for Landscape Maintenance to \$420,272.

76  
77 Ms. Brandon discussed the Irrigation Maintenance line item with the Board. After  
78 some discussion, the Board asked Ms. Brandon to increase the budget for this item from  
79 \$115,000 to \$120,000.

80  
81  
82 **Ms. Gail Huff entered the meeting at 4:00 p.m.**

83  
84 After a brief discussion with Ms. Huff, the Board decided to increase the budget for  
85 Irrigation Filters from \$162 to \$4,000.

86  
87 Discussion ensued regarding mulch re-placement and if it was necessary to budget  
88 \$62,400 to be done two times a year. The Board agreed that they would like to drop the  
89 budget to \$35,000 and only have it done once a year and use the miscellaneous reserves  
90 if necessary.

91  
92 After discussion of the Conservation Cutback line item, the Board agreed to  
93 increase the budget from \$5,000 to \$7,500.

94  
95 Ms. Brandon suggested putting an amount in the Street Sign Repair and  
96 Replacement line item. Ms. Brandon will work with Mr. Chris Kawalec on getting new  
97 signage. The Board agreed to set the budget to \$5,000.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**May 18, 2021 - Minutes of Meeting**  
**Page 3**

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98           The Board discussed Roadway Repair Maintenance and agreed to set the budget  
99   for this to \$10,000.

100  
101           Ms. Kelly Klukowski and Ms. Deneen Klenke presented the RASI Proposal and  
102   discussed several budget items.

103  
104           A brief discussion ensued regarding, benefits offered, vacation hours and training.  
105   The Board requested that a member from the RASI team interview Stan. They would also  
106   like Ms. Brandon to reach out to the HOA regarding reimbursement. Mr. Novak will work  
107   with Ms. Klukowski from RASI regarding the different proposal options.

108  
109  
110   **Ms. Brandon asked for direction from the Board to close the Budget Workshop at**  
111   **5:40 p.m.**

112  
113  
114   \_\_\_\_\_  
115   Assistant Secretary

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



## **Tab 19**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**May 18, 2021 - Minutes of Meeting**  
**Page 1**

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**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 2nd Audit Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Tuesday, May 18, 2021 at 5:47 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Tyson Krutsinger	<b>Committee Member</b>
Daniel Novak	<b>Committee Member</b>
Chris Kawalec	<b>Committee Member</b>
Fredrick Lise	<b>Committee Member (via phone)</b>

Also present were:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Company</b>
Jason Liggett	<b>Field Services Manager, Rizzetta &amp; Company</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Greg Woodcock	<b>District Engineer, Cardno</b>
Gail Huff	<b>Representative, Ballenger</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Aimee Brandon opened the 2<sup>nd</sup> Audit Committee meeting at 5:47 p.m. and noted that there were no audience members in attendance.

**SECOND ORDER OF BUSINESS**

**Ranking of Audit Proposals Received**

During the Ranking of Proposals, the Board provided Ms. Aimee Brandon with their individual scoring sheets to be tallied.

Ms. Brandon tallied the numbers and noted that Grau & Associates ranked highest with a total of 296 points.

The Board unanimously agreed as the Audit Committee that Grau & Associates would be their recommendation.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**May 18, 2021 - Minutes of Meeting**  
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**THIRD ORDER OF BUSINESS**

**Adjournment**

The Board agreed to close the 2nd Audit Committee at 5:49 p.m.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

## **Tab 20**

**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, May 18, 2021 at 5:49 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Daniel Novak	<b>Board Supervisor, Vice-Chairman</b>
Chris Kawalec	<b>Board Supervisor, Assistant Secretary</b>
Tyson Krutsinger	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Company</b>
Jason Liggett	<b>Field Services Manager, Rizzetta &amp; Company</b>
Michelle Rigoni	<b>District Counsel, Hopping Green &amp; Sams, P.A.</b>
Greg Woodcock	<b>District Engineer, Cardno</b>
Gail Huff	<b>Representative, Ballenger</b>

Audience	<b>Not Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Counsel**

District Counsel has no report at this time.

Mr. Chris Kawalec questioned why the District has been receiving monthly invoices for the meeting advertisements instead of just the one at the beginning of the fiscal year.

Ms. Rigoni explained that there are two separate statutes that support this.

Ms. Brandon mentioned that they are working on changing the legislation on the requirements of advertising, but they have not finalized it yet.

**B. District Engineer – Greg Woodcock**

The Board received the District Engineer Report from Mr. Greg Woodcock.

**1. Update on Trail Project:**

Mr. Woodcock provided the Board with an update on the Trail Project. He informed the Board that the County was still in the review process and that he continues to push for answers.

**2. Update on Storybrook Park:**

Storybrook Park is currently in for SWFMD today. SWFMD requested that an O&M Inspection be done, proof of ownership must be provided and a curb number calculation for the impervious and pervious sections must be provided.

**3. Fence Easement License Agreement Update**

Mr. Woodcock explained to the Board that he would be working with Ms. Brandon to get letters out to each of the homeowners to get licenses Agreements in place.

**C. District Manager Report**

The Board received the District Manager report from Ms. Brandon.

Ms. Brandon reminded the Board of their next regular scheduled meeting that will be held on June 7<sup>th</sup> at 6:00 p.m.

Ms. Brandon announced to the Board that there are 2,658 registered voters in Connerton West CDD.

Ms. Brandon discussed the financial statement.

**FOURTH ORDER OF BUSINESS**

**Consideration of RFP for Landscaping**

The Board discussed RFP for Landscaping and directed staff to prepare the Request for Proposal documents and advertise for Bids.

On a motion from Mr. Krutsinger, seconded by Mr. Kawalec, with all in favor, the Board of Supervisors approved to proceed with the Landscaping Request for Proposals (RFP) package as presented for the Connerton West Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Audit Committee's  
Recommendation for Audit Services &  
Award Contract**

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**May 18, 2021 - Minutes of Meeting**  
**Page 3**

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The Board received the Audit Committee recommendation to award Grau & Associates with the contract.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the Audit Committee recommendation to award Grau & Associates with a contract for the Connerton West Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Garden Party Park Exhibits**

Mr. Woodcock explained the different options and costs to the Board. A brief discussion ensued; the Board decided to go with option 1.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved Option 1 for the Garden Party Park renovation for the Connerton West Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Landscape Lighting Proposal**

Mr. Woodcock mentioned to the Board that he has been in contact with Bluewave Lighting regarding the Ballard light repairs. Bluewave Lighting gave a not to exceed proposal price of \$950.00.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the Bluewave Lighting proposal, not to exceed \$950.00, for the Connerton West Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Boardwalk Assessment and Fee**

The Board reviewed the Boardwalk Assessment and Fee proposal and a brief discussion ensued regarding the NTE amount of \$12,385.00.

Mr. Krutsinger feels that this proposal amount seems very high. Mr. Woodcock said he can negotiate the cost.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the Cardo Proposal, NTE \$12,385.00, for the Connerton West Community Development District.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

During Supervisor request, Mr. Kawalec requested Ms. Brandon reach out to Lennar to find out when they will start to develop the area by Stan's shed.



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**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion from Mr. Novak, seconded by Mr. Krutsinger, the Board agreed to adjourn the meeting at 6:41 p.m. for the Connerton West Community Development District.
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Assistant Secretary

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Chairman / Vice-Chairman

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## **Tab 21**

**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, June 7, 2021 at 6:00 p.m.** at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638

Present and constituting a quorum:

Daniel Novak	<b>Board Supervisor, Vice-Chairman</b>
Chris Kawalec	<b>Board Supervisor, Assistant Secretary</b>
Tyson Krutsinger	<b>Board Supervisor, Assistant Secretary</b>
Fredrick Lise	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Company</b>
Jason Liggett	<b>Field Services 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>
Gail Huff	<b>Representative, Ballenger</b>
Craig Bramblett	<b>CLM</b>
Stan Zuercher	<b>Field Operations</b>

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

**Call to Order**

Ms. Aimee Brandon opened the regular CDD Meeting in person at 6:00 p.m. and noted that there were audience members in attendance.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

The Board received audience comments regarding; fence review process as it relates to the HOA and clarification about cutbacks.

**THIRD ORDER OF BUSINESS**

**STAFF REPORTS**

**A. Operations Report**

The Board received the Property Maintenance Report from Mr. Stan Zuercher. The Board asked from Mr. Zuercher to treat the fire ants around the playgrounds

**B. Field Inspection Report**

The Board received the Field Inspection Report from Mr. Jason Liggett.

The Board discussed beginning the Landscaping RFP process.

The Board agreed to keep the existing scope of work with the addition of Mr. Chris Kawalec's suggested additions.

Mr. Liggett reminded the Board the Cutback RFP will be separate from the Landscaping RFP.

The Board discussed the CLM proposal for annuals and soil in the amount of \$12,650.00. The Board agreed to have CLM plant a combination of Coleus and Zinnia flowers.

On a motion from Mr. Fredrick Lise, seconded by Mr. Kawalec, the Board approved to authorize staff to begin the Landscaping RFP process for the Connerton West Community Development District.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board approved the CLM proposal for \$12,650.00 for the Connerton West Community Development District.

**C. Irrigation Report**

The Board received the Irrigation Report from Ms. Gail Huff. A brief discussion ensued regarding EP1 being rusted over and the cause of the stuck valve in Verona.

**D. Aquatics Report**

The Board received the Aquatics Report from Aquatic Weed Control. The Board requested the vendors' presence at the next meeting.

**E. District Counsel**

The Board received the District Counsel Report from Mr. Roy Van Wyk.

Mr. Van Wyk discussed the funding agreement with Lennar.

Mr. Van Wyk discussed the license agreement request from the development counsel. He suggested waiting on signing the license agreement until the master agreement with the County was released.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**June 7, 2021 - Minutes of Meeting**  
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**F. District Engineer – Greg Woodcock**

The Board received the District Engineer Report from Mr. Greg Woodcock.

Mr. Woodcock provided the Board with an update on the Trail Project.

Mr. Woodcock also discussed the Storybrook Park and the proposal from Sitemasters for \$600.00.

The Board discussed the Fence Easement License agreement update. Mr. Van Wyk suggested the Board send a letter to the resident who has a chain blocking the CDD easement and access to the pond requesting them to remove it.

The final notices should be sent immediately to those who previously were notified to rectify the issue with the one new address to receive the first notice. All have until July 12th to comply, or Roy is to take further legal action.

On a motion from Mr. Kawalec, seconded by Mr. Lise, the Board approved the Sitemaster proposal for \$600.00 for the Connerton West Community Development District.

On a motion from Mr. Daniel Novak, seconded by Mr. Kawalec, the Board approved District Counsel sending a letter to the resident by the July 12th if the chain has not been removed for the Connerton West Community Development District.

**G. District Manager Report**

The Board received the District Manager report from Ms. Brandon.

Ms. Brandon discussed cancelling the July Board of Supervisors meeting.

Ms. Brandon provided the Board with an update on their financials.

The Board discussed advertising for the open seat.

Ms. Brandon mentioned the HOA request to see the Verona and The Arbors entrance signs repainted. Mr. Novak said that he would have a couple of recommended vendors we could choose from.

The Board gave District Management authorization to approve painting the signs if the price comes within the threshold of approval.

On a motion from Mr. Kawalec, seconded by Mr. Lise, the Board agreed to cancel the July meeting. The next regular scheduled Board of Supervisors meeting will be held on August 2nd at 6:00 p.m. for the Connerton West Community Development District.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**June 7, 2021 - Minutes of Meeting**  
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**FOURTH ORDER OF BUSINESS**

**Update on RASI Amenity Proposal**

The Board discussed the RASI Amenity Proposal.

Ms. Brandon provided the Board with an update on the negotiation between RASI and Mr. Stan Zuercher. The new proposal amount for keeping Mr. Zuercher at his current rate would increase to a total of \$98,330.00.

The Board discussed having an effective date of October 1st, 2021 to implement the changes. The Board agreed to discuss with the HOA a possible "cost share agreement" so that the HOA could continue to have work done by Mr. Zuercher.

On a motion from Mr. Novak, seconded by Mr. Kawalec, the Board approved the RASI Amenity Proposal for \$98,330.00 with an effective date of October 1st, 2021 for the Connerton West Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of FY 2019-2020 Audit Report**

The Board received the Consideration of FY 2019-2020 Audit Report.

On a motion from Mr. Lise, seconded by Mr. Novak, the Board approved to receive the FY2019-2020 Audit Report for the Connerton West Community Development District.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Notice of Rule Making**

Ms. Brandon requested opening a Public Hearing on Notice of Rule Making.

On a motion from Mr. Novak, seconded by Mr. Lise, the Board agreed to open a Public Hearing on Notice of Rule Making for the Connerton West Community Development District.

The Board received the Consideration of Resolution 2021-05, Adopting a Rule for the Purpose of Setting a Rate for the Fee relating to Fence Applications.

There were no audience comments.

On a motion from Mr. Novak, seconded by Mr. Lise, the Board agreed to Adopt Resolution 2021-05, Adopting a Rule for the Purpose of Setting a Rate for the Fee relating to Fence Applications for the Connerton West Community Development District.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**June 7, 2021 - Minutes of Meeting**  
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Ms. Brandon requested to close the Public Hearing.

On a motion from Mr. Lise, seconded by Mr. Kawalec, the Board closed the Public Hearing for the Connerton West Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of FY 2021-2022  
Proposed Budget**

The Board received the Consideration for FY 2021-2022 Proposed Budget.

Ms. Brandon discussed decreasing the Reserve amount to offset the increase in the RASI Amenity Proposal so that no residents would incur an assessment increase.

Ms. Brandon noted that the Apartments, Commercial and Unplotted parcels would receive an increase in assessments.

On a motion from Mr. Lise, seconded by Mr. Tyson Krutsinger, the Board approved the FY 2021-2022 Proposed Budget for the Connerton West Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-06,  
Approving FY 2021-2022 Proposed  
Budget and Setting Public Hearing**

The Board received the Consideration of Resolution 2021-06, Approving FY 2021-2022 Proposed Budget & Setting the Public Hearing Date.

On a motion from Mr. Lise, seconded by Mr. Kawalec, the Board approved Resolution 2021-06, Approving FY 2021-2022 Proposed Budget & Setting the Public Hearing Date for the Connerton West Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' 1<sup>st</sup> Audit Meeting held  
on April 5, 2021**

The Board received the Consideration of Minutes of the Board of Supervisors' 1st Audit Meeting held on April 5, 2021.

On a motion from Mr. Novak, seconded by Mr. Lise, the Board approved the Minutes of the Board of Supervisors' 1st Audit Meeting held on April 5, 2021, as presented, for the Connerton West Community Development District.



**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**

**June 7, 2021 - Minutes of Meeting**

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**TENTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Regular Meeting held  
on April 5, 2021**

The Board received the Consideration of Minutes of the Board of Supervisors' Meeting Held on April 5, 2021.

On a motion from Mr. Lise, seconded by Mr. Krutsinger, the Board approved the Minutes of the Board of Supervisors' Meeting Held on April 5, 2021, as presented, for the Connerton West Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for March &  
April 2021**

The Board received the Consideration of Operation & Maintenance Expenditures for March & April 2021.

On a motion from Mr. Kawalec, seconded by Mr. Novak, the Board agreed to ratify the O&M Expenditure invoices for March 2021 (\$154,480.55) and April 2021 (\$118,431.42) for the Connerton West Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

During Supervisors Request Mr. Novak discussed the meeting he had with a lighting vendor to discuss LED lights at the monuments. The Board agreed to have Mr. Novak obtain a formal proposal for their consideration.

Mr. Kawalec requested and discussed the following: that Mr. Zuercher be asked to clean the monument sign off Pleasant Plains Parkway with a cleaner, asked District Management to find out what the process will be to request funds from the Community Council for District improvements, and asked if someone could find out when Lennar plans on developing the road and area near Mr. Zuerchers' office.

Mr. Kawalec discussed the K&J Pressure washing proposal.

The Board agreed to move forward with the proposal but to eliminate the Flourish Drive section in the amount of \$1535.00 brining the new proposal amount to \$8,346.50.

On a motion from Mr. Novak, seconded by Mr. Kawalec, the Board approved the K&J pressure washing proposal for the Connerton West Community Development District.

**CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT**  
**June 7, 2021 - Minutes of Meeting**  
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225     **THIRTEENTH ORDER OF BUSINESS**                      **Adjournment**

On a motion from Mr. Novak, seconded by Mr. Lise, the Board approved to adjourn the meeting at 8:42 p.m. for the Connerton West Community Development District.
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Assistant Secretary

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Chairman / Vice-Chairman

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## **Tab 22**

# CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

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District Office · Wesley Chapel, Florida · (813) 994-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.connertonwestcdd.org](http://www.connertonwestcdd.org)

## **Operation and Maintenance Expenditures May 2021 For Board Approval**

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

The total items being presented:           **\$100,300.16**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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



## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Numl</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ballenger & Company, Inc.	003157	21143	Irrigation Maintenance 04/21	\$ 8,175.00
Ballenger & Company, Inc.	003157	21153	SWFWMD Meter Reading/Irrigation Pump Station 04/21	\$ 1,300.00
Ballenger & Company, Inc.	003157	21160	Repair Irrigation System 04/21	\$ 75.00
Ballenger & Company, Inc.	003157	21171	Repair Irrigation System 05/21	\$ 615.00
Ballenger & Company, Inc.	003157	21173	Repair Irrigation System 05/21	\$ 225.00
Ballenger & Company, Inc.	003167	21178	Repair Irrigation System 05/21	\$ 430.00
Capital Land Management Corporation	003151	210927	Fertilization 04/21	\$ 7,300.00
Capital Land Management Corporation	003168	210974	Landscape Maintenance 05/21	\$ 31,100.00
Cardno, Inc.	003158	309791	District Engineer 03/21	\$ 4,400.00
Cardno, Inc.	003158	311375	Monthly Mitigation Maintenance Village 2 Phase A 04/21	\$ 1,550.00
Cardno, Inc.	003169	309813	Monthly Lake Management 03/21	\$ 3,530.00

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Num</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Christopher Kawalec	003170	CK-051821	Board of Supervisors Budget Workshop 05/18/21	\$ 200.00
Christopher Kawalec	003170	CK051821	Board of Supervisors Meeting 05/18/21	\$ 200.00
Connerton Community Association, Inc.	003164	202104	Salary Reimbursement 04/21	\$ 3,408.00
Daniel Novak	003173	DN-051821	Board of Supervisors Budget Workshop 05/18/21	\$ 200.00
Daniel Novak	003173	DN051821	Board of Supervisors Meeting 05/18/21	\$ 200.00
Fredrick Lise	003172	FL051821	Board of Supervisors Meeting 05/18/21	\$ 200.00
Jeremy R. Cohen	003159	JC040221	Off Duty Patrols 04/21	\$ 350.00
Jeremy R. Cohen	003159	JC042621	Off Duty Patrols 04/21	\$ 200.00
Jerry Richardson	003174	1491	Monthly Hog Removal Service 05/21	\$ 800.00
K & J Pressure Cleaning LLC	003152	8549	Pressure Wash & Clean Retaining Wall 04/21	\$ 1,323.00
K. Johnson's Lawn & Landscaping, Inc.	003153	17903	Mowing Bike Trail 04/21	\$ 700.00

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kevin Eric Hamilton	003161	KH040721	Off Duty Patrols 04/21	\$ 200.00
Kevin Eric Hamilton	003161	KH042321	Off Duty Patrols 04/21	\$ 200.00
Mobile Mini, Inc.	003165	9010421497	Mobile Storage Rental Acct #10023746 05/21	\$ 223.19
Pasco County Property Appraiser	003154	040121	Non-Ad Valorem Assessment Annual Fee 20/21	\$ 150.00
Patrick J. Elmore	003160	PE043021	Off Duty Patrols 04/21	\$ 200.00
Rizzetta & Company, Inc	003155	INV0000058167	District Management Fees 05/21	\$ 6,430.41
Rizzetta Technology Services, LLC	003156	INV0000007490	Email & Website Hosting Services 05/21	\$ 175.00
Stan Zuercher	003163	050721	Reimbursement-Stan Zuercher 05/21	\$ 107.81
Stan Zuercher	003176	051921	Reimbursement-Stan Zuercher 05/21	\$ 130.88
Suncoast Pool Service	003175	7206	Fountain Service 05/21	\$ 250.00
Times Publishing Company	003162	0000153238 04/25/21	Acct #119853 Legal Advertising 04/21	\$ 154.50

## Connerton West Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Numl</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tyson Krutsinger	003171	TK-051821	Board of Supervisors Budget Workshop 05/18/21	\$ 200.00
Tyson Krutsinger	003171	TK051821	Board of Supervisors Meeting 05/18/21	\$ 200.00
Withlacoochee River Electric Cooperative Inc.	003166	Electric Summary Bill 04/21	Electric Summary Bill 04/21	<u>\$ 25,197.37</u>
<b>Report Total</b>				<b><u>\$ 100,300.16</u></b>