



Rizzetta & Company

Meadow Pointe IV Community Development District

Board of Supervisors' Meeting January 8, 2020

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615**

www.meadowpointe4cdd.org

MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT AGENDA

To be held at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd,
Wesley Chapel, FL 33543.

District Board of Supervisors	Liane Sholl Denise Rae William Horner Susan Fischer Megan McNeil	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Gregory B. Cox	Rizzetta & Company, Inc.
District Attorney	Mark Straley/ Vivek Babbar	Straley & Robin
District Engineer	Tonja Stewart	Stantec Consulting Services Inc

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.

MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

www.meadowpointe4cdd.org

**Board of Supervisors
Meadow Pointe IV Community
Development District**

December 30, 2019

AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Meadow Pointe IV Community Development District will be held on **Wednesday, January 8, 2020 at 5:00 p.m.** at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd, Wesley Chapel, FL 33543. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors Regular Meeting held on December 11, 2019 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for November 2019 Tab 2
- 5. BUSINESS ITEMS**
 - A. Consideration of Resolution 2020-01; Approval of Pavers Tab 3
 - B. Discussion Regarding Clearing of Conservation Areas..... Tab 4
 - C. Consideration of Volleyball Court Proposal..... Tab 5
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update on Sidewalk Repairs Project
 2. Update on Pool Status
 - C. Field Services Manager
 1. Presentation of the Field Inspection Report Tab 6
 - D. Aquatic Systems
 1. Presentation of the Waterway Inspection Report Tab 7
 - E. Amenity Management
 1. Review of Amenities Report Tab 8
 - F. District Manager
- 7. AUDIENCE COMMENTS ON OTHER ITEMS**
- 8. SUPERVISOR REQUESTS**
- 9. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Sincerely,

Gregory B. Cox

Gregory B. Cox
District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

**MEADOW POINTE IV
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors' of the Meadow Pointe IV Community Development District was held on **Wednesday, December 11, 2019 at 12:00 p.m.** at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd, Wesley Chapel, Florida 33543.

Present and constituting a quorum:

Liane Sholl	Board Supervisor, Chairman
Denise Rae	Board Supervisor, Vice Chairman
Susan Fischer	Board Supervisor, Assistant Secretary
Bill Horner	Board Supervisor, Assistant Secretary
Megan McNeil	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
Vivek Babbar	District Counsel, Straley, Robin, & Vericker
Tonja Stewart	District Engineer, Stantec (via conf. call)
Raul Anaya	Clubhouse Manager
Kelly Klukowski	Clubhouse Assistant Manager

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and performed roll call confirming a quorum for the meeting. All attendees participated in the Pledge of Allegiance to the U.S. Flag.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Diane Horner addressed the Board regarding the agenda posted to the website.

Mr. Scott Page addressed the Board regarding the agenda posted to the website, vehicles speeding within The Enclave and the sidewalks in The Enclave.

52 **THIRD ORDER OF BUSINESS**

Staff Reports

53
54 A. Field Inspection Report

55 The Board reviewed the Field Inspection Report prepared by Tyree Brown
56 and also the response to the report prepared by LMP. The Board received
57 a landscape update from Jason Liggett and Brian Mortillaro, with LMP,
58 present at the meeting.
59

60
61 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board
of Supervisors' Regular Meeting held
on November 13, 2019**

62
63
64
65 On a Motion by Ms. Rae, seconded by Ms. McNeil, with all in favor, the Board of
Supervisors approved the minutes of the Board of Supervisors' meeting held on
November 13, 2019, for the Meadow Pointe IV Community Development District.

66 **FIFTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
October 2019**

67
68
69
70 On a Motion by Ms. Fischer, seconded by Ms. Sholl, with all in favor, the Board of
Supervisors approved to ratify the payment of invoices in the Operations and
Maintenance Expenditures report for October 2019 (\$111,341.68) for the Meadow
Pointe IV Community Development District.

71 **SIXTH ORDER OF BUSINESS**

**Consideration of Waste Connection
Agreement Pointe North**

72
73
74 The Board reviewed an agreement with Waste Connections for service to Meadow
75 Pointe North and was advised by Mr. Cox that this agreement is being modified by District
76 Counsel and that it would be executed upon final revisions were made.
77

78 **SEVENTH ORDER OF BUSINESS**

**Consideration of Televis Gravity
Manhole Proposal**

79
80
81 The Board reviewed a proposal from Inframark for televised inspection of a sewer
82 pipe for \$1,124.20 and took no action to approve it. The Board directed staff to continue
83 to monitor the roadway depression related to this work and also to attempt to seek out
84 local vendors who might have lower rates.
85

86 **EIGHTH ORDER OF BUSINESS**

**Consideration of Southern Automated
Access Proposal for Age Singes in
Meridian**

87
88
89
90 On a Motion by Ms. McNeil, seconded by Mr. Horner, with all in favor, the Board of
Supervisors approved a proposal from Southern Access for the replacement of siren
sensors at 5 gated entrances for \$2,550.00, for the Meadow Pointe IV Community
Development District.

91 **NINTH ORDER OF BUSINESS**

**Consideration of Southern Automated
Access Proposal for Siren Sensors**

92
93
On a Motion by Ms. Sholl, seconded by Ms. Fischer, with all in favor, the Board of Supervisors approved a proposal from Southern Access for siren sensors for \$3,231.25, for the Meadow Pointe IV Community Development District.

94
95 **TENTH ORDER OF BUSINESS**

**Consideration of Southern Automated
Access Proposal for Gate
Preventative Maintenance**

96
97
98
On a Motion by Ms. Rae, seconded by Ms. McNeil, with all in favor, the Board of Supervisors approved a proposal from Southern Access for gate preventative maintenance for \$1,520.00 per quarterly, for the Meadow Pointe IV Community Development District.

99
100 **ELEVENTH ORDER OF BUSINESS**

Staff Reports (Continued)

101
102 A. District Counsel

103
104 The Board received a District Counsel update from Mr. Babbar.

105
106 B. District Engineer

107
108 The Board received a District Engineer report from Ms. Stewart. Ms.
109 Stewart provided an update of the sidewalk and gutter repairs project
110 current in progress. The Board confirmed that they wanted to hold a
111 sidewalk workshop on January 8, 2014 at 4:00 p.m. Ms. Stewart provided
112 information regarding the on-going preparation of a revised maintenance
113 map and her thoughts regarding the need to look at the scope of work
114 regarding pond bank vegetation currently in the aquatic maintenance
115 agreement.

116
117 C. Aquatics Report

118
119 The Board reviewed the Aquatic Systems waterway report. The Board
120 reviewed the semi-annual monitoring reports submitted by Eco
121 Consultants.

122
123 D. Amenity Management

124
125 The Board received an Amenity Management update from Mr. Raul
126 Anaya. He discussed the upcoming Christmas party; playground repairs;
127 awnings replacement; and athletic court repairs pending. Mr. Anaya
128 presented a proposal from Gladiator Pressure Washing for work in the
129 community for \$10,230. The Board discussed the merits of seeking
130 additional proposals for this service or not.
131

On a Motion by Ms. McNeil, seconded by Ms. Sholl, with all in favor, the Board of Supervisors approved a proposal from Gladiator Pressure Washing for \$10,230.00, for the Meadow Pointe IV Community Development District.

132
133 E. District Manager
134

135 Mr. Cox reminded the Board that the next regular meeting is scheduled for
136 Wednesday, January 8, 2020 at 5:00 p.m. The Board will also hold a
137 workshop to discuss sidewalks at 4:00 p.m. on January 8, 2020 at the
138 Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd,
139 Wesley Chapel, Florida 33543.
140

141 Mr. Cox discussed the status of the newly released CDD website and
142 requested that the Board review the new website and forward questions and
143 concerns to him for review.
144

145 Mr. Babbar informed the Board of a recent request for approval to install
146 pavers in the apron of a resident's driveway and recommended that the
147 Board consider a resolution to establish updated guidance to residents of
148 what is required in order to get consideration from the Board. The Board
149 directed staff to prepare such a resolution and supporting information for
150 the January meeting.
151

152 **TWELFTH ORDER OF BUSINESS**

152 **Audience Comments**

153
154 Ms. Diane Horner addressed the Board regarding an update on the tree
155 replacement. Mr. Cox indicated that he will email out an update to the Board.
156

157 **THIRTEENTH ORDER OF BUSINESS**

157 **Supervisor Requests**

158
159 There were no supervisor requests.
160

161 **FOURTEENTH ORDER OF BUSINESS**

161 **Adjournment**

162 On a Motion by Ms. Fischer, seconded by Ms. Sholl, with all in favor, the Board of
Supervisors adjourned the meeting at 1:28 p.m. for the Meadow Pointe IV Community
Development District.

163
164
165 _____
166 Assistant Secretary
167

163
164
165 _____
166 Chairman/Vice Chairman
167

Tab 2



MEADOW
POINTE

MEADOW POINTE IV

COMMUNITY DEVELOPMENT DISTRICT

5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544 - 813-994-1001 - Meadowpointe4cdd.org

Operations and Maintenance Expenditures November, 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

\$95,244.47

The total items being
presented:

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

_____ **MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT** _____

Liane Sholl
Chairman

Denise-Rae Herrera
Vice Chairman

William Horner
Supervisor

Meagan McNeil
Supervisor

Susan Fischer
Supervisor

Clifton Fischer
District Manager

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Airite Air Conditioning, Inc	003859	C92523	Maintenance & Repairs 11/19-01/20	\$ 280.00
Aquatic Systems, Inc.	003860	0000460506	Monthly Aquatic Maintenance 11/19	\$ 4,340.00
Arbor Bay Inc.	003842	3872	Tree Removal Services 10/19	\$ 6,037.00
Board of County Commissioners	003869	19177080	2019 Solid Waste Assessment 22-26-20-0000-00100-0031	\$ 5,174.64
DCSI, Inc.	003862	26329	Gate CCTV Warranty- Shellwood, Parkmonte, Whinsenton 11/19	\$ 98.97
DCSI, Inc.	003862	26355	Gate Warranty Windsor, Meridian, Provence, MPN Enclave 11/19	\$ 545.00
Denise Rae	003870	DR111319	Board of Supervisors Meeting 11/13/19	\$ 200.00
Ecological Consultants, Inc.	003849	11651	21st Semi Annual Monitoring Report & Maintenance Parcel AA 10/19	\$ 2,550.00
Ecological Consultants, Inc.	003849	11653	29th Semi Annual Monitoring Report MP Blvd PH1 Heidt 10/19	\$ 1,955.00
Florida Department of Economic Opportunity	003861	74044	Special District Fee FY 19/20	\$ 175.00
Florida Department of Revenue	003850	61-8015577602-6 10/19	Sales & Use Tax 10/19	\$ 141.96
Frontier Communications of Florida	003843	813-973-3003-101308-5 10/19	Clubhouse FIOS Service 10/19	\$ 465.48
Jennifer L. Sholl	003874	LS111319	Board of Supervisors Meeting 11/13/19	\$ 200.00
Jerry Richardson	003881	1288	Monthly Hog Removal Service 11/19	\$ 1,200.00
Landscape Maintenance Professionals, Inc.	003865	147612	Monthly Grounds Maintenance & Addendum 1 11/19	\$ 12,997.34

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	003865	148092	Pest Control 10/19	\$ 335.00
Landscape Maintenance Professionals, Inc.	003865	148172	Irrigation Repairs 11/19	\$ 168.00
Landscape Maintenance Professionals, Inc.	003865	148238	Irrigation Repairs 11/19	\$ 200.00
Meadow Pointe IV CDD	CD251	CD251	Debit Card Replenishment	\$ 746.44
Megan McNeil	003866	MM111319	Board of Supervisors Meeting 11/13/19	\$ 200.00
Mike Fasano, Tax Collector	003876	22-26-20-0000-00100-0031 2019	2019 County Stormwater Assessments	\$ 2,444.16
Municipal Asset Management, Inc.	003844	0617475	41 Payment Tax Exempt Lease Purchase 10/19	\$ 487.69
Navitas Credit Corporation	003867	40257864 11/19	Security Systems 11/19	\$ 977.54
Outsmart Pest Management Inc.	003868	25340	Pest Control Service 11/19	\$ 51.00
Pasco County Utilities	003845	12582006	#0514195 - 3900 Meadow Pointe Blvd 09/19	\$ 1,285.52
Pasco County Utilities	003880	12724244	#0514195 - 3900 Meadow Pointe Blvd 10/19	\$ 699.62
Pasco County Utilities	003845	Pasco Water Summary 09/19	Pasco Water Summary 09/19	\$ 243.75
Pasco County Utilities	003880	Pasco Water Summary 10/19	Pasco Water Summary 10/19	\$ 562.13
Pasco Sheriff's Office	003846	110119	Law Enforcement Services Installment #2 11/19	\$ 8,713.33
Rizzetta & Company, Inc.	003851	INV000000000044530	District Management Fees 11/19	\$ 5,987.50

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	003847	INV00000000006802	Amenity Management Services 11/19	\$ 6,221.71
Rizzetta Amenity Services, Inc.	003853	INV00000000006832	Out Of Pocket Expenses 10/19	\$ 252.45
Rizzetta Amenity Services, Inc.	003871	INV00000000006859	Amenity Management Services 11/19	\$ 4,201.16
Rizzetta Technology Services, LLC	003852	INV0000004897	Website Hosting Services 11/19	\$ 100.00
Romaner Graphics	003855	19734	Maintenance & Repairs 10/19	\$ 100.00
Romaner Graphics	003873	19750	Maintenance & Repairs 11/19	\$ 190.00
Southern Automated Access Services LLC	003854	7042	Cellular Unit/Gate Repairs Provence 11/19	\$ 95.00
Southern Automated Access Services LLC	003854	7048	Gate Repairs Meridian 11/19	\$ 99.00
Southern Automated Access Services LLC	003854	7049	Gate Repairs Provence 11/19	\$ 95.00
Southern Automated Access Services LLC	003854	7050	Gate Repairs/Windshield Reader Parkmonte 11/19	\$ 207.50
Southern Automated Access Services LLC	003872	7060	Gate Repairs/Windsor 11/19	\$ 292.00
Southern Automated Access Services LLC	003872	7061	Gate Repairs/Windsor 11/19	\$ 285.00
Southern Automated Access Services LLC	003872	7062	Gate Repairs/Windsor 11/19	\$ 95.00
Southern Automated Access Services LLC	003872	7068	Gate Repairs/Whinsenton 11/19	\$ 400.00

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Stantec Consulting Services Inc.	003856	1580807	Engineering Services 10/19	\$ 1,964.02
Suncoast Pool Service	003875	5742	Pool Supplies Maintenance 11/19	\$ 1,145.00
Susan A. Fischer	003863	SF111319	Board of Supervisors Meeting 11/13/19	\$ 200.00
TECO	003848	221006228235 10/19	Oldwoods Ave Street Light Service 10/19	\$ 1,206.14
TECO	003882	221006228235 11/19	Oldwoods Ave Street Light Service 11/19	\$ 1,206.14
Waste Connections Of Florida	003857	4323812	Waste Disposal Residential Services 10/19	\$ 6,397.44
Waste Connections Of Florida	003877	656674	Waste Disposal Recreation Center 11/19	\$ 70.00
Wildlands Conservation, Inc.	003858	1919	Conservation Easements Annual Reports 01/19	\$ 3,150.00
William P. Horner	003864	WH111319	Board of Supervisors Meeting 11/13/19	\$ 200.00
Withlacoochee River Electric Cooperative, Inc.	003878	10252971 10/19	Account #10252971 10/19	\$ 5,952.54
Withlacoochee River Electric Cooperative, Inc.	003879	Summary 10/19	Summary Bill 10/19	<u>\$ 1,657.30</u>
Report Total				<u>\$ 95,244.47</u>

Tab 3

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY ON DRIVEWAY APRON AND SIDEWALK IMPROVEMENTS LOCATED ON DISTRICT OWNED SUBDIVISION ROAD RIGHT OF WAYS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Meadow Pointe IV Community Development District (the “**District**”) owns most of the subdivision road right of ways within the District (the “**District ROW**”);

WHEREAS, the District ROW begins on the outer edge of the sidewalk and runs through the entire width of the sidewalk, the landscaping strip, the road, all the way to the outer edge of the sidewalk on the opposite side of the District ROW;

WHEREAS, the District maintains the roads and the sidewalks (excluding any portion of sidewalks in a resident’s driveway apron) located within the District ROW and the District’s staff or vendors, on at least an annual basis, inspects the sidewalks and reports any unsafe conditions observed to the Board of Supervisors of the District (the “**Board**”);

WHEREAS, homeowners have requested to install certain improvements in their driveway apron and or portions of the sidewalk located in the District ROW in front of their homes;

WHEREAS, the Board is authorized to establish policies for District owned property; and

WHEREAS, the Board desires to adopt the “**Policy on Driveway Apron and Sidewalk Improvements Located in the District ROW**” attached hereto as **Exhibit A** to permit homeowners to install certain improvements within the District ROW.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

1. **Incorporation of Recitals**. The above recitals are true and correct and by this reference are incorporated as a material part of this Resolution.
2. **Adoption of Policy**. The Board hereby adopts the Policy on Driveway Apron and Sidewalk Improvements Located in the District ROW.
3. **Future District ROW**. In the event that subdivision road right of ways that are within the District’s boundaries and not currently owned by the District are in the future conveyed or dedicated to the District, then this Resolution and the policies adopted herein shall automatically apply to such subdivision road right of ways upon the District’s acceptance of such conveyance or dedication.
4. **Conflicts**. This Resolution replaces any resolution, policy, rules, actions, or motion in conflict with this Resolution.
5. **Severability**. If any section or part of a section of this Resolution is declared invalid, unconstitutional, or inconsistent with any law or regulation, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless

it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

- 6. Effective Date.** This Resolution shall become effective immediately upon its adoption and shall remain in effect unless rescinded, repealed, replaced, or superseded.

PASSED AND ADOPTED ON JANUARY 8, 2020.

Attest:

**Meadow Pointe IV
Community Development District**

Greg Cox
Assistant Secretary

Liane Sholl
Chair of the Board of Supervisors

Exhibit A

Policy on Driveway Apron and Sidewalk Improvements Located in the District ROW

The Meadow Pointe IV Community Development District (the “**District**”) owns most of the subdivision road right of ways (“**District ROW**”) in the District. The District ROW begins on the outer edge of the sidewalk and runs through the entire width of the sidewalk, the landscaping strip, the road, all the way to the outer edge of the sidewalk on the opposite side of the District ROW.

The following policy applies for homeowners desiring to install and maintain driveway apron and sidewalk improvements, including, but not limited to, stamped concrete, concrete staining, or pavers (the “**Improvements**”), located in the District ROW:

1. Homeowners must submit their request in writing to the Clubhouse Manager or the District Manager. The request must include a detailed description of the Improvements the homeowner desires to install.
2. The District Manager, Chair or Vice-Chair of the Board of Supervisors, and other District staff shall review the request.
3. If the District Manager, Chair or Vice-Chair of the Board of Supervisors, and other District staff have no concerns then the Clubhouse Manager or District Manager will provide the homeowner a Driveway Apron and Sidewalk Improvement License Agreement (the “**Agreement**”) that will need to be signed by all record owners of the home (as evidenced by their deed) and returned to the District.
 - a. The Agreement ensures the homeowner and their successors agree in writing to be responsible for maintaining and repairing the Improvements in compliance with all governmental regulations and permits (including the Americans with Disabilities Act) and other items as described in the Agreement.
 - b. All record owners will need to sign their signature block(s) of the Agreement in blue ink and ensure the signatures are properly witnessed and notarized.
4. Upon receipt of the original homeowner signature pages the District will coordinate its execution of the Agreement and send the originals to the District Counsel so that they will record the fully executed Agreement in the public records of Pasco County, Florida.
5. The Clubhouse Manager or District Manager will provide the homeowner a copy of the recorded Agreement for their records.
6. The Clubhouse Manager or District Manager shall keep a list of all locations where an Agreement exists and will remove such locations from the District’s list of sidewalks to maintain.
7. The homeowner may not construct the Improvements until they have received written authorization from the District and any applicable association or governmental entity.

The District reserves the right to review, amend, replace, or rescind this Policy. Nothing in this Policy shall be construed to create or imply a present or continuing obligation on the part of the District to maintain sidewalks located in a resident’s driveway apron or any resident Improvements.