

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**

October 6, 2020

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, October 14, 2020 at 12:00 p.m.** at the Meadow Pointe 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 September 9, 2020..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for August 9 2020 Tab 2
- 5. BUSINESS ITEMS**
 - A. Discussion of Workshop
 1. HOA/CDD Maintenance
 2. Street Tree Policy
 - B. Update on Standard Pacific's Parcel N Project
 - C. Discussion of Re-Opening Amenities
 - D. Consideration of Amenity Services Proposal Tab 3
 - E. Consideration of Resolution 2021-02;
Re-Designating Assistant Secretary Tab 4
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update on Sidewalk/Gutter Repairs Project
 2. Windsor Access
 - C. Field Services Manager
 1. Presentation of the Field Inspection Report..... Tab 5
 - D. Aquatic Maintenance Tab 6
 1. Wetland Mitigation Monitoring 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, September 9, 2020 at 12:00 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Liane Sholl	Board Supervisor, Chairman
Megan McNeil	Board Supervisor, Vice-Chairman
Susan Fischer	Board Supervisor, Assistant Secretary
Scott Page	Board Supervisor, Assistant Secretary

Appointed during the meeting:

Michael Scanlon	Board Supervisor, Assistant Secretary
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Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
Aimee Brandon	District Manager, Rizzetta & Company, Inc.
Vivek Babbar	District Counsel, Straley, Robin, & Vericker
Tonja Stewart	District Engineer, Stantec
Bryan Schaub	Field Services Manager, Rizzetta & Company, Inc.
Raul Anaya	Clubhouse Manager
Kelly Klukowski	Amenity Services Coordinator, RASI
Jason Liggett	Representative, LMP
Jason Diogo	Representative, Solitude

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and performed roll call confirming a quorum for the meeting.

51 **SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda
Items**

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54 The Board received audience comments regarding an update request of the tree
55 removal project.

56
57 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board
of Supervisors' Regular Meeting held
on August 12, 2020**

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59
60

On a Motion by Ms. Sholl, seconded by Ms. Fischer, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors' meeting held on August 12, 2020, for the Meadow Pointe IV Community Development District.

61
62 **FOURTH ORDER OF BUSINESS**

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

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64
65
66 Mr. Page requested staff to coordinate a meeting between him and Jerry
67 Richardson who owns the hog trapping service.

68

On a Motion by Ms. Sholl, seconded by Ms. McNeil, with all in favor, the Board of Supervisors approved to ratify the payment of invoices in the Operations and Maintenance Expenditures report for August 2020 (\$125,579.63) for the Meadow Pointe IV Community Development District.
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69
70 **FIFTH ORDER OF BUSINESS**

**Appointment of Open Seat #3 (Term
2016-2020)**

71
72
73 The Board considered four qualified residents who were interested in being
74 appointed to the vacant seat # 3 on the Board of Supervisors. Mr. Cliff Brogdan, Mr. Gary
75 Pilling, Mr. Michael Scanlon and Mr. Johnathan Williams had submitted information to the
76 Board and Mr. Pilling and Mr. Scanlon were present at the meeting.

77

On a Motion by Ms. Fischer, seconded by Ms. McNeil, with all in favor, the Board of Supervisors appointed Michael Scanlon to Seat 3 for a term of 2016-2020, for the Meadow Pointe IV Community Development District.

78
79 The Oath of Office was administered to Mr. Scanlon by Mr. Cox, a Florida
80 Notary. Mr. Babbar provided Mr. Scanlon with information regarding the Florida Sunshine
81 and Ethics Laws. Mr. Scanlon confirmed that he will accept the authorized compensation
82 for the position.

83
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91 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2020-10;**
92 **Re-Designating Officers**
93

94 The Board members selected Liane Sholl to remain as Chairman and Megan
95 McNeil to remain as Vice-Chairman as well as named the remaining Board members as
96 Assistant Secretaries along with Mr. Greg Cox.
97

On a Motion by Ms. Sholl, seconded by Mr. Fischer, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-10; Re-Designating Officers, for the Meadow Pointe IV Community Development District.

98
99 **SEVENTH ORDER OF BUSINESS** **Update on Standard Pacific's Parcel N**
100 **Project**
101

102 The Board received an update from Mr. Jeff Collier and Ms. Kelly Evans, with
103 Lennar, regarding the status of the new townhome development currently under
104 construction at Parcel N. The Board requested that Mr. Collier and Ms. Evans be added
105 to the agenda of the next meeting to review Army Corps of Engineers report findings.
106

107 **EIGHTH ORDER OF BUSINESS** **Appointment of Open Seat #3**
108

109 The Board requested an eblast be sent out to the community and resumes be
110 presented at the September CDD meeting.
111

112 **NINTH ORDER OF BUSINESS** **Consideration of Amenity Services**
113 **Proposal**
114

115 The Board considered a proposal for a revised Amenity Service agreement from
116 Kelly Klukowski, with RASI. The Board requested that the proposal be revised to show a
117 decrease in hours. A more detailed explanation of the management fees was also
118 requested.
119

On a Motion by Ms. McNeil, seconded by Mr. Page, with all in favor, the Board of Supervisors approved to authorize the Chairman to execute an addendum to the current Amenity Management agreement to extend through the month of October with a not-to-exceed amount of \$6,743.00, for the Meadow Pointe IV Community Development District.

120
121 **TENTH ORDER OF BUSINESS** **Consideration of Pasco County**
122 **Sheriff Contract for Fiscal Year 2020-**
123 **2021**
124

125 The Board considered the proposed agreement with the Pasco County Sheriff's
126 Office for FY2020-2021. The Board requested that staff coordinate with the Sheriff's
127 Office to obtain regular reports from the Deputy servicing the District regarding on-going
128 events, issues and incidents and to have the Deputy attend CDD Board meetings to report
129 on that same information.
130
131
132

On a Motion by Ms. Sholl, seconded by Ms. McNeil, with all in favor, the Board of Supervisors approved the Pasco County Sheriff Contract for Fiscal Year 2021-2021, for the Meadow Pointe IV Community Development District.

133
134 **ELEVENTH ORDER OF BUSINESS** **Consideration of EGIS Insurance**
135 **Proposal for Fiscal Year 2020-2021**
136

137 Mr. Cox presented the proposed insurance policy and rates from EGIS. The Board
138 requested that staff work with EGIS to ensure all property such as the Provence and
139 Meadow Pointe North mail kiosks were included in the property schedule.
140

On a Motion by Ms. Fischer, seconded by Ms. McNeil, with all in favor, the Board of Supervisors approved the EGIS Insurance proposal for Fiscal Year 2020-2021, for the Meadow Pointe IV Community Development District.

141 **TWELFTH ORDER OF BUSINESS** **Consideration of Arbitrage Proposal**
142 **from LLS Tax Solutions**
143
144

On a Motion by Ms. Sholl, seconded by Mr. Scanlon, with all in favor, the Board of Supervisors approved the LLS Tax Solutions proposal for arbitrage, for the Meadow Pointe IV Community Development District.

145 **THIRTEENTH ORDER OF BUSINESS** **Presentation of Wildlands Report**
146
147

On a Motion by Ms. McNeil, seconded by Mr. Scanlon, with all in favor, the Board of Supervisors accepted and filed the Wildlands 4th Semi-Annual Monitoring Report for Meadow Pointe Parcels NOP M7 SWFWMD Permit No. 43021274.038, for the Meadow Pointe IV Community Development District.

148 **FOURTEENTH ORDER OF BUSINESS** **Discussion of Re-Opening Amenities**
149
150

151 The Board received a report from Clubhouse Manager regarding the status of the
152 amenities with regard to COVID-19 restrictions. The Board took no action to amend the
153 current status. Mr. Anaya discussed the status of gates remaining closed and supported
154 that the Clubhouse be permitted to be used for the November General Election voting by
155 the Supervisor of Elections but that the Clubhouse remain closed to the general use
156 during that time with one person on staff being present.
157

On a Motion by Mr. Scanlon, seconded by Ms. Fischer, with all in favor, the Board of Supervisors approved to authorize the Supervisor of Elections Office to use the Clubhouse as a voting site for the day of the November 3, 2020 General Election with one person on staff. , for the Meadow Pointe IV Community Development District.

158 The Board requested staff to send an email blast to all residents informing them that
159 the Clubhouse will be the voting location.
160
161
162
163

FIFTEENTH ORDER OF BUSINESS

**Consideration of Street Tree
Replacement Proposals**

The Board discussed the street tree replacement proposal prepared by Mr. Page. The Board members tabled the topic and requested that the proposal and exhibits be presented at the next CDD meeting. The Board requested that Bryan Schaub prepared his recommendations of acceptable tree options from the County's list of trees that meet the height, spread, and noninvasive root structure criteria for the next CDD meeting. The Board has requested the conversation resume during the scheduled CDD/HOA work shop to review new options.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

The Board received a District Counsel update from Mr. Vivek Babbar. He provided a general update of the Lennar "turn over punch list" status.

B. District Engineer

The Board received a District Engineer update from Ms. Stewart. She reviewed the status of the sidewalk and gutter repair projects. The Board discussed the need to have the street trees doing the damages resolved prior to fixing the sidewalks, gutters and roads. The Board received and update of the estimated costs to install fencing or to create a pedestrian / bike entrance at the access point from Windsor to SR 56. Ms. Stewart indicated that the first priority was to gain approval from FDOT to create the access connection. The Board requested that staff communicate with the various utilities companies to determine more precisely what their access requirements were as that might determine the course of action selected. The Board requested that this topic be added to the discussion for the October workshop.

C. Field Inspection Report

The Board received an update from Mr. Bryan Schaub, Rizzetta Field Services, regarding his Field Inspection report. Mr. Cox informed the Board of his review of the landscape map for the District and the meetings he has held with the various staff and vendor representatives to identify those areas needing correction on the map. Ms. McNeil requested that Mr. Schaub communicate with LMP regarding the area of land that has been over-looked on the pond next to 31951 Mardelle Place. She also requested that staff follow up with the inquiry with Duke regarding the potential tree plantings at Provence to help block the view of the sub-station. Ms. Fisher requested support to have a dead tree removed at Meadow Pointe North. It was also requested that signs be removed on Meadow Pointe Boulevard.

214 D. Aquatic Maintenance

215
216 The Board reviewed the aquatic maintenance report from Solitude.

217
218 E. Amenity Management

219
220 The Board received an Amenity Management update from Mr. Anaya.

221
222 F. District Manager

223
224 The Board received a District Manager update from Mr. Cox. He reminded
225 the Board that the next meeting was scheduled for October 14, 2020 at
226 12:00 p.m. and that the CDD/HOA workshop is scheduled for October 7,
227 2020 at 5:00 p.m. He noted that it was still unknown at this point if the
228 workshop was to be virtual or in-person.

229
230 **SEVENTEENTH ORDER OF BUSINESS Audience Comments**

231
232 The Board received additional audience comments regarding a needed sidewalk
233 repair on Edendale Drive, the number of Oak trees in Shellwood and information
234 regarding two stop signs in Windsor that required replacement or repair.

235
236 **EIGHTEENTH ORDER OF BUSINESS Supervisor Requests**

237
238 Ms. Sholl inquired about the status of the July meeting checks.

239
240 **NINETEENTH ORDER OF BUSINESS Adjournment**

241
242 On a Motion by Ms. McNeil, seconded by Ms. Sholl, with all in favor, the Board of
243 Supervisors adjourned the meeting at 4:23 p.m. for the Meadow Pointe IV Community
244 Development District.

245
246 _____
Assistant Secretary

Chairman/Vice Chairman

Tab 2

MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT

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

Operations and Maintenance Expenditures August 2020 For Board Approval

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

The total items being presented: **\$93,944.66**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Airite Air Conditioning, Inc	004244	197272	Air Conditioner Repair 07/20	\$ 1,003.36
Airite Air Conditioning, Inc	004250	095479	Cleaning Evaporator Coils 07/20	\$ 1,317.00
Clean Sweep Supply Co., Inc.	004235	00209180	Supplies 05/20	\$ 168.00
Clean Sweep Supply Co., Inc.	004235	00209243	Supplies 05/20	\$ 418.35
Clean Sweep Supply Co., Inc.	004235	00209991	Supplies 07/20	\$ 126.00
Clean Sweep Supply Co., Inc.	004264	00210249	Supplies 08/20	\$ 93.90
DCSI, Inc.	004251	27388	Gate CCTV Warranty- Shellwood, Parkmonte, Whinsenton 08/20	\$ 98.97
DCSI, Inc.	004251	27433	Gate Warranty Windsor, Meridian, Provence, MPN Enclave 08/20	\$ 545.00
Decorating Elves, Inc	004265	Dep 080520	Decorations Deposit 08/20	\$ 871.85
Ecological Consultants, Inc.	004236	11825	Maintenance MPIV Parcel AA North 07/20	\$ 1,800.00
Ecological Consultants, Inc.	004236	11828	Maintenance - Heidt SWFWMD Permit 43021274.0110 07/20	\$ 1,190.00
Ecological Consultants, Inc.	004252	11841	2nd Semi-Annual Monitoring Enclave M7 43021274.038 08/20	\$ 1,100.00
Florida Department of Revenue	004254	61-8015577602-6 07/20	Sales & Use Tax 07/20	\$ 45.79

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Frontier Communications of Florida	004237	813-973-3003-101308-5 07/20	Clubhouse FIOS Service 07/20	\$ 466.03
Jennifer L. Sholl	004261	LS081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Jerry Richardson	004271	1400	Monthly Hog Removal Service 08/20	\$ 1,200.00
Landscape Maintenance Professionals, Inc.	004245	154259	St Augustine Fertilizer 07/20	\$ 130.00
Landscape Maintenance Professionals, Inc.	004245	154260	Pest Control 07/20	\$ 340.00
Landscape Maintenance Professionals, Inc.	004266	154116	Monthly Grounds Maintenance & Addendum 1 08/20	\$ 12,997.34
Landscape Maintenance Professionals, Inc.	004266	154369	Install Mini Pine Bark Mulch 300 Yards 08/20	\$ 12,900.00
Landscape Maintenance Professionals, Inc.	004266	154462	Irrigation Repairs 08/20	\$ 425.00
Meadow Pointe IV CDD	CD260	Debit Card	Debit Card Replenishment	\$ 437.17
Megan McNeil	004255	MM081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Navitas Credit Corporation	004256	40257864 08/20	Security Systems 08/20	\$ 977.54
Outsmart Pest Management Inc.	004246	27702	Pest Control Service 08/20	\$ 51.00
Pasco County Utilities	004238	Pasco Water Summary 06/20	Pasco Water Summary 06/20	\$ 2,536.76

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pasco Sheriff's Office	004239	080120	Law Enforcement Services Installment #11 08/20	\$ 8,713.33
Rizzetta & Company, Inc.	004240	INV0000051807	District Management Fees 08/20	\$ 5,987.50
Rizzetta & Company, Inc.	004258	INV0000052326	Excess Meeting Time 08/20	\$ 87.50
Rizzetta Amenity Services, Inc.	004247	INV00000000007775	Amenity Management Services 08/20	\$ 10,252.63
Rizzetta Amenity Services, Inc.	004259	INV00000000007838	Out Of Pocket Expenses 07/20	\$ 203.28
Rizzetta Technology Services, LLC	004241	INV0000006134	Website Hosting Services 08/20	\$ 100.00
Romaner Graphics	004268	20119	Fence Replacement at Lift Station 08/20	\$ 600.00
Rust-Off Inc.	004269	27078	Monthly Rust Prevention - Maintenance 08/20	\$ 195.00
Scott W Page	004257	SP081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
Solitude Lake Management LLC	004270	PI-A00456197	Monthly Aquatic Maintenance 08/20	\$ 4,340.00
Southern Automated Access Services LLC	004242	8224	Gate Repairs Enclave 07/20	\$ 285.00
Southern Automated Access Services LLC	004242	8228	Gate Repairs MP North 07/20	\$ 275.00
Southern Automated Access Services LLC	004242	8231	Gate Repairs Shellwood 07/20	\$ 570.00

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Southern Automated Access Services LLC	004242	8232	Gate Repairs Shellwood 07/20	\$ 1,030.00
Southern Automated Access Services LLC	004242	8233	Gate Repairs Shellwood 07/20	\$ 495.00
Southern Automated Access Services LLC	004248	8247	Gate Repairs Enclave 07/20	\$ 262.75
Southern Automated Access Services LLC	004260	8262	Gate Repairs Windsor 08/20	\$ 107.00
Southern Automated Access Services LLC	004260	8269	Gate Repairs Meridian 08/20	\$ 95.00
Southern Automated Access Services LLC	004260	8270	Gate Repairs MP North 08/20	\$ 95.00
Southern Automated Access Services LLC	004260	8271	Gate Repairs MP North 08/20	\$ 95.00
Southern Automated Access Services LLC	004267	8345	Gate Repairs Enclave 08/20	\$ 95.00
Southern Automated Access Services LLC	004267	Southern Phone Summary 08/20	Southern Phone Summary 08/20	\$ 379.60
Straley Robin Vericker	004243	18669	General Legal Services 07/20	\$ 2,784.80
Suncoast Pool Service	004249	6518	Ladder Repair 08/20	\$ 85.00
Suncoast Pool Service	004272	6476	Pool Supplies Maintenance 08/20	\$ 1,145.00

Meadow Pointe IV Community Development District

Paid Operation & Maintenance Expenses

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Susan A. Fischer	004253	SF081220	Board of Supervisors Meeting 08/12/20	\$ 200.00
U.S. Water Services Corporation	004262	SI13418	Monthly Lift Station Inspection 07/20	\$ 81.02
Waste Connections Of Florida	004263	4773314	Waste Disposal Residential Services 07/20	\$ 6,397.44
Withlacoochee River Electric Cooperative, Inc.	004273	Summary 07/20	Summary Bill 07/20	<u>\$ 7,148.75</u>
Report Total				<u>\$ 93,944.66</u>

Tab 3



Rizzetta & Company

Meadow Pointe IV Community Development District

Proposal for Amenity Management Services

Presented by: Rizzetta & Company, Inc.

**3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
813.514.0400**

rizzetta.com

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Scope of Services

INTRODUCTION:

Rizzetta Amenity Services, Inc. (“Consultant”) is providing a proposal for professional Amenity Management Services, for the Meadow Pointe IV Community Development District (“District”). These services are listed by the following categories:

- MANAGEMENT
- PERSONNEL
- RESPONSIBILITIES
- ADDITIONAL SERVICES
- LITIGATION SUPPORT SERVICES

A detailed description of these services is provided below:

MANAGEMENT:

Rizzetta Amenity Services, Inc. shall provide expert general management and oversight of the contract with the District within the agreed to scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight and evaluation.

As required, the Consultant will attend meetings to provide any updates or address concerns. The Consultant will be available to any board member for open and direct communications regarding any questions they may have.

PERSONNEL:

The Consultant shall provide the services of a Clubhouse Manager, Assistant Clubhouse Manager, and Clubhouse Attendants that will be assigned to the District. A general description of these positions are provided below:

1. **Clubhouse Manager:** Shall be employed as a full time, hourly position to oversee and supervise the amenity facilities. They are the onsite representative of the Consultant. The Clubhouse Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District’s Board of Supervisors and District Manager.

They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.



Rizzetta & Company

2. **Assistant Clubhouse Manager:** Shall be employed as a full time hourly position to assist the Clubhouse Manager with the day to day operations of the amenities.
3. **Clubhouse Attendants:** Shall be employed on a part time status to support the Clubhouse Management and monitor the amenities.

RESPONSIBILITIES:

The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

Clubhouse Manager

- Ensure safe and presentable overall appearance of District property and facilities.
- Represent the District in interactions with residents and guests on a day-to-day basis.
- Display flexibility in handling after-hours emergency calls.
- Attend District Board of Supervisor meetings.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Handle interactions with residents professionally and forward their questions, concerns, and requests to the District Manager prior to making commitments.
- Responsible for day-to-day operations of District facilities in compliance with District Policies and Rules as follows.
- Prepare any incident or accident reports and forward to the District Manager.
- Submit a monthly Operations Manager report to the District Manager. Include:
 - Maintenance actions
 - Administrative actions
 - Incidents and issues
 - Purchase Log
 - Recommendations
- Purchase supplies, consumables, and other items as approved by the District, and timely review and monthly submission of invoices.
- Maintain preventative maintenance records and inventories.
- Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms.).
- Process Key Fob and Windshield gate purchase requests. Maintain log of all transactions and submit a monthly report to the CDD Staff Accountant.
- Update Key Fob and vehicle gate access databases.
- Request Video pulls for all incidents and entry gate incidents and submit to District Manager and District Counsel as required.
- Review and approve staff timecards bi-weekly.
- Contact vendors for maintenance issues as needed.



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- Work with assigned contractors to ensure quality service is provided to the District.
- Meet with prospective vendors for proposals, quotes, etc.
- Prepare and obtain quotes for services when directed by the District Manager.
- Minor repairs to facilities and equipment, as necessary.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Process and manage work orders as needed.
- Annual review of CDD property insurance (add new property, update values, etc.) and report to District Manager in advance of insurance binder updates.
- Ensure Clubhouse and Amenities and clean and sanitized accordingly.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Process and manage work orders as needed.
- Annual review of CDD property insurance (add new property, update values, etc.) and report to District Manager in advance of insurance binder updates.
- Send out Monthly Newsletters and notices to the residents.
- Clubhouse - Clean clubhouse, restrooms. Pick up parking lot litter and blow off debris as required. Deep clean of club house restrooms.
- Pool - Blow off pool deck, clean, sanitize, and arrange furniture, empty, and clean all receptacles, and adjust umbrellas. Ensure required safety equipment is in good order. As required, replace light bulbs and remove wasp nests and cobwebs.
- As required, clean grill grates.
- Fitness Center - Clean exercise equipment, check temperature settings, check that all windows are closed and locked. Sweep and mop the floor, clean windows, and door. Check TV and remote batteries.
- Parking Lot - Pick up litter, blow off debris.
- Baseball Court - Clear debris. Check basketball nets.
- Playground - check for hazards and pick up litter.



Assistant Clubhouse Manager

- Ensure safe and presentable overall appearance of District property and facilities.
- Represent the District in interactions with residents and guests on a day-to-day basis.
- Display flexibility in handling after-hours emergency calls.
- When requested, attend District Board of Supervisor meetings.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Handle interactions with residents professionally and forward their questions, concerns, and requests to the Clubhouse Manager prior to making commitments.
- Responsible for day-to-day operations of District facilities in compliance with District Policies and Rules as follows.
- Prepare any incident or accident reports and forward to the Clubhouse Manager.
- Process Key Fob and Windshield gate purchase requests. Maintain log of all transactions and submit a monthly report to the CDD Staff Accountant.
- Update Key Fob and vehicle gate access databases.
- Assist, reviewing and approving staff timecards bi-weekly.
- Work with assigned contractors to ensure quality service is provided to the District.
- Minor repairs to facilities and equipment, as necessary.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Ensure Clubhouse and Amenities and clean and sanitized accordingly.
- Send out Monthly Newsletters and notices to the residents.
- Clubhouse - Clean clubhouse, restrooms. Pick up parking lot litter and blow off debris as required. Deep clean of club house restrooms.
- Pool - Blow off pool deck, clean, sanitize, and arrange furniture, empty, and clean all receptacles, and adjust umbrellas. Ensure required safety equipment is in good order. As required, replace light bulbs and remove wasp nests and cobwebs.
- As required, clean grill grates.
- Fitness Center - Clean exercise equipment, check temperature settings, check that all windows are closed and locked. Sweep and mop the floor, clean windows, and door. Check TV and remote batteries.
- Parking Lot - Pick up litter, blow off debris.
- Baseball Court - Clear debris. Check basketball nets.
- Playground - check for hazards and pick up litter.



Rizzetta & Company

Clubhouse Attendant

- Ensure safe and presentable overall appearance of District property and facilities.
- Represent the District in interactions with residents and guests.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Handle interactions with residents professionally and forward their questions, concerns, and requests to the Clubhouse Management prior to making commitments.
- Full knowledge/awareness of all rules and regulations of the amenities.
- Prepare any incident or accident reports and forward to the Clubhouse Manager.
- Notify Clubhouse Manager of all maintenance issues.
- Minor repairs to facilities and equipment, as necessary.
- Oversee Clubhouse and Amenities to maintain and improve effectiveness and efficiency.
- Ensure Clubhouse and Amenities are clean and sanitized accordingly.
- Process Key Fob and Windshield gate purchase requests. Record all purchases on Payment Log.
- Update Key Fob and vehicle gate access databases.
- Clubhouse - Clean clubhouse, restrooms. Pick up parking lot litter and blow off debris as required. Deep clean of Clubhouse restrooms.
- Pool - Blow off pool deck, clean, sanitize, and arrange furniture, empty, and clean all receptacles, and adjust umbrellas. Ensure required safety equipment is in good order. As required, replace light bulbs and remove wasp nests and cobwebs.
- As required, clean grill grates.
- Fitness Center - Clean exercise equipment, check temperature settings, check that all windows are closed and locked. Sweep and mop the floor, clean windows, and door. Check TV and remote batteries.
- Parking Lot - Pick up litter, blow off debris.
- Baseball Court - Clear debris. Check basketball nets.
- Playground - check for hazards and pick up litter.
- Report all vandalism or damaged property to manager immediately.



ADDITIONAL SERVICES:

In addition to the Amenity Management Services described above, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services above, as well as any changes in the scope requested by the District, will be considered additional services. Such additional services may include but are not limited to attendance at additional meetings, District presentations and vendor responses.

If any additional services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.

LITIGATION SUPPORT SERVICES:

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.

If any litigation support services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services.



Rizzetta & Company

Contract Comparison

Current Contract		Proposed Contract		
Clubhouse Manager	40 hr/wk	Clubhouse Manager	40 hr/wk	
Assistant Manager	40 hr/wk	Assistant Manager	40 hr/wk	
Clubhouse Attendant	35 hr/wk	Clubhouse Attendant	66 hr/wk	
Seasonal Pool Monitors	28 hr/wk			
Total Annual Hours: 6,400		Total Annual Hours: 7,592		18.6% increase
Personnel Total	\$ 133,673.	Personnel Total	\$ 154,613.	15.7% increase
Management Fee	\$ 22,500.	Management Fee	\$ 22,500.	
Total Annual Cost	\$ 156,173.	Total Annual Cost	\$ 177,113.	13.4% increase

Example Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Raul 8am – 4pm	Raul 8am – 4pm	Raul 8am – 4pm	Raul 8am – 4pm	Raul 8am – 4pm	Lori 9am – 5pm	Staff 9am – 2pm
Lori 9am – 5pm	Lori 9am – 5pm	Staff 12pm – 6pm	Staff 12pm – 6pm	Staff 12pm – 6pm	Staff 12pm – 7pm	Staff 12pm – 7pm
Staff 3pm – 9pm	Staff 3pm – 9pm	Lori 1pm – 9pm	Staff 3pm – 9pm	Staff 3pm – 9pm	Staff 4pm – 9pm	Lori 1pm – 9pm

Schedule of Fees

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **November 1, 2020 to September 30, 2021.**

PERSONNEL:

Provides a total 146 weekly hours for personnel.

Full Time Personnel

- Clubhouse Manager – 40 hr/wk
- Assistant Manager – 40 hr/wk

Part Time Personnel

- Clubhouse Attendants – 66 hr/wk

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 142,720.
General Management and Oversight ⁽²⁾	\$ 22,500.
Total Annual Cost:	\$ 165,220.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



Rizzetta & Company

Schedule of Fees

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2021 to September 30, 2022.**

PERSONNEL:

Provides a total 146 weekly hours for personnel.

Full Time Personnel

- Clubhouse Manager – 40 hr/wk
- Assistant Manager – 40 hr/wk

Part Time Personnel

- Clubhouse Attendants – 66 hr/wk

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 154,613.
General Management and Oversight ⁽²⁾	\$ 22,500.
Total Annual Cost:	\$ 177,113.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



The District shall be responsible for any of the following costs associated with the operation of the amenity facilities:

Pre-employment Testing: Background and substance abuse reports shall be ordered for candidates identified to fill amenity positions.

Uniforms: Personnel shall wear community specific shirts provided by the District if required.

Cell Phone: Management personnel shall require a cell phone or a cell phone allowance. This phone will also be used as the contact number for the District for after hour emergencies.

Office Equipment: Personnel will require a dedicated computer, printer, and a digital camera as well as convenient access to an onsite copier and fax machine, provided by the District.

Mileage Reimbursement: Personnel shall receive mileage reimbursement incurred while performing the District's responsibilities when using a personal vehicle. Mileage shall be reimbursed at the rate approved by the Internal Revenue Service.



ADDITIONAL AND LITIGATION SUPPORT SERVICES:

Additional and Litigation Support Services will be billed hourly pursuant to the current hourly rates shown below:

Job Title:	Hourly Rate:
Principal	\$300.00
Vice President	\$250.00
Chief Financial Officer	\$250.00
Director	\$225.00
Information Technology Manager	\$225.00
Regional District Manager	\$200.00
Financial Services Manager	\$200.00
Accounting Manager	\$200.00
Regional Licensed Community Association Manager	\$200.00
District Manager	\$175.00
Licensed Community Association Manager	\$175.00
Amenity Services Manager	\$175.00
Clubhouse Manager	\$175.00
Senior Helpdesk Support Engineer	\$175.00
Financial Analyst	\$150.00
Senior Field Services Manager	\$150.00
Senior Accountant	\$150.00
Field Services Manager	\$125.00
Community Association Coordinator	\$100.00
Financial Associate	\$100.00
Staff Accountant	\$100.00
Accounting Clerk	\$ 85.00
Administrative Assistant	\$ 85.00



Tab 4

RESOLUTION 2021-02

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

WHEREAS, Meadow Pointe IV 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 now desires to re-designate the Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Greg Cox & Aimee Brandon are appointed as Assistant Secretaries.

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

PASSED AND ADOPTED THIS 14th DAY OF OCTOBER 2020.

ATTEST:

**MEADOW POINTE IV COMMUNITY
DEVELOPMENT DISTRICT**

SECRETARY

CHAIRMAN