

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 12750 CITRUS PARK LANE, STE. 115 TAMPA, FL 33625
www.diamondhillcdd.org

August 3, 2020

Board of Supervisors
Diamond Hill Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Diamond Hill Community Development District will be held on **Monday, August 10, 2020 at 4:00 p.m.** at the office of Rizzetta & Company, Inc., by means of communications media technology. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held July 13, 2020 Tab 1
 - B. Consideration of Operation & Maintenance Expenditures for June & July 2020..... Tab 2
- 4. STAFF REPORTS**
 - A. Aquatic Maintenance Update Tab 3
 - B. Landscape and Irrigation Maintenance Update..... Tab 4
 - C. District Counsel Update
 - D. District Engineer Update
 - 1 Consideration of Drainage Box Proposals (under separate cover)
 - E. District Manager Update
 1. Update of District Financials
 2. Presentation of Action Item List..... Tab 5
- 5. BUSINESS ITEMS**
 - A. Appointment of Open Board Seat
 - B. Consideration of Resolution 2020-08; Re-designating Officers of the District..... Tab 6
- 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 contact me at (813) 933-5571.

Sincerely,
Greg Cox
Greg Cox
District Manager

cc: James Oliver, Chairman
John Vericker, District Counsel

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.

**DIAMOND HILL
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Diamond Hill Community Development District was held on **Monday, July 13, 2020 at 4:00 p.m.** by means of communications media technology via telephonic pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

James Oliver	Board Supervisor, Chairman
Doug Taggerty	Board Supervisor, Vice Chairman
Linda Dunn	Board Supervisor, Assistant Secretary
Marian Estabrook	Board Supervisor, Assistant Secretary
Ferdinand Ramos	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Co., Inc.
Taylor Neilsen	District Manager, Rizzetta & Co., Inc.
Gary Moore	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT
Chad Raymond	Representative, Yellowstone Landscaping
Glenn Hoppen	Representative, HOA
Audience	None Present

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

No audience members present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors' Regular
Meeting held on May 11, 2020**

Mr. Cox presented the minutes of the Board of Supervisors' regular meeting held on May 11, 2020.

On a Motion by Mr. Taggerty, seconded by Ms. Dunn, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on May 11, 2020 as presented, for the Diamond Hill Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation &
Maintenance Expenditures for April &
May 2020**

Mr. Cox presented the Operation & Maintenance Expenditures for April & May 2020.

On a Motion by Mr. Oliver, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved to ratify the payment of the invoices in the Operation & Maintenance Expenditures report for April 2020 (\$8,715.69) and May 2020 (\$15,681.65), for the Diamond Hill Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Aquatic Maintenance Update

Mr. Cox presented the aquatic maintenance report to the Board. The Board expressed concerns regarding pond 12 having an excess of Lily Pads. Mr. Cox indicated that he will follow up with Solitude and ask them for an evaluation on the Lily Pads and what improvements that can recommend.

B. Landscape & Irrigation Maintenance Update

The Board received a Landscape and Irrigation Maintenance update from Chad Raymond, with Yellowstone. During the update, the Board addressed the 3 trees that were planted in front of the TECO property at the corner of Emerald Hill Way and Facet View Way in order to try and block unapproved access to that area from recreational traffic. Mr. Cox presented a proposal from Yellowstone to remove the three trees that had been planted by a resident adjacent to the area.

80 The Board agreed to not approve the tree removal proposal at this time,
81 but did proceed with a motion to authorize the Chairman to approve
82 the removal and the installation of five 30-gallon Crape Myrtle trees
83 following staff's effort to work with TECO to seek their assistance on
84 protecting this area and to possibly fund the landscape improvement.

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86 The Board agreed to have Greg Cox approve a proposal in the amount of
87 \$348.76 for the replacement of Jasmine.
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On a Motion by Mr. Dunn, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors authorized the Chairman to approve the removal and the installation of Five (5) 30-gallon Crape Myrtle trees at a not to exceed cost of \$3,000.00, for the Diamond Hill Community Development District.

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90 **C. District Counsel**

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92 No report.

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94 **D. District Engineer**

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96 Mr. Brletic provided an update on the flooding issue at the drain
97 site behind 1122 and 1124 Emerald Hill Way. The Board requested Mr.
98 Brletic conduct a site visit with his contractor and get proposals for
99 modifying the existing drainage box to improve the drainage.

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101 The Board also approved Greg Cox coordinate to have the storm drains
102 cleaned throughout the community, subject to approval from the
103 Chairman.

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105 **E. District Manager**

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107 Mr. Cox indicated that the next regular meeting has been scheduled for
108 August 10, 2020 at 4:00 p.m. and the Final Fiscal Year 2020-2021 Budget
109 will be presented.

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111 Mr. Cox provided an update regarding the District financials and the action
112 item list.

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119 **SIXTH ORDER OF BUSINESS**

Ratification of 2019 Audit

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On a Motion by Mr. Taggerty, seconded by Ms. Estabrook, with all in favor, the Board of Supervisors ratified the Chairman’s approval of the 2019 Audit, for the Diamond Hill Community Development District.

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122 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05;
Approving Fiscal Year 2020-2021
Meeting Schedule**

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On a Motion by Ms. Estabrook, seconded by Mr. Ramos, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-05; Approving Fiscal Year 2020-2021 Meeting Schedule, for the Diamond Hill Community Development District.

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127 **EIGHTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2020-2021
Final Budget**

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Mr. Cox explained the budgeting process in place to finalize the approval of the final budget for the next fiscal year and requested a motion from the Board to open the duly noticed public hearing for the Proposed Budget for Fiscal Year 2020-2021.

On a Motion by Ms. Dunn, seconded by Mr. Oliver, with all in favor, the Board of Supervisors opened the Public Hearing, for the Diamond Hill Community Development District.

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There were no audience comments and Mr. Cox asked for a motion to close the Public Hearing.

On a Motion by Mr. Taggerty, seconded by Ms. Estabrook, with all in favor, the Board of Supervisors closed the Public Hearing, for the Diamond Hill Community Development District.

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139 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-06;
Adopting Fiscal Year 2020-2021 Final
Budget**

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On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved to adopt Resolution 2020-06; Adopting Fiscal Year 2020-2021 Final Budget, for the Diamond Hill Community Development District.

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Tab 2

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE 12750 CITRUS PARK LANE SUITE 115 TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures June 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2020 through June 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,357.45**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2020 Through June 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003054	INV00000501832	District Management Fees 06/20	\$ 3,755.42
Rizzetta Technology Services, LLC	003055	INV0000005926	Website Hosting Services 06/20	\$ 100.00
Solitude Lake Management LLC	003059	PI-A00422992	Lake and Pond Services 06/20	\$ 700.00
Straley Robin Vericker	003056	18371	Professional Services Billed through 05/15/20	\$ 990.00
TECO	003057	211010801895 05/20	12929 Sydney Road #A 05/20	\$ 60.60
Times Publishing Company	003058	0000084231 05/20/20	Acct #107822 Legal Advertising	\$ 201.75
Yellowstone Landscape, Inc.	003060	TM 120391	Landscape Maintenance 06/20	<u>\$ 3,549.68</u>
Report Total				<u>\$ 9,357.45</u>

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE 12750 CITRUS PARK LANE SUITE 115 TAMPA, FLORIDA 33625

Operation and Maintenance Expenditures July 2020 For Board Approval

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

The total items being presented: **\$11,534.73**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Douglas Taggerty	003072	DT071320	Board of Supervisors Meeting 07/13/20	\$ 200.00
Ferdinand Ramos	003071	FR071320	Board of Supervisors Meeting 07/13/20	\$ 200.00
Grau & Associates	003068	19905	Audit Services FYE 09/19	\$ 1,200.00
Innersync Studio, Ltd	003069	18621	Onboarding of ADA Compliant Website 07/20	\$ 384.38
James A. Oliver	003070	JO071320	Board of Supervisors Meeting 07/13/20	\$ 200.00
Linda L. Dunn	003066	LD071320	Board of Supervisors Meeting 07/13/20	\$ 200.00
Marian Estabrook	003067	ME071320	Board of Supervisors Meeting 07/13/20	\$ 200.00
Rizzetta & Company, Inc.	003061	INV0000050790	District Management Fees 07/20	\$ 3,755.42
Rizzetta Technology Services, LLC	003062	INV0000006027	Website Hosting Services 07/20	\$ 100.00
Solitude Lake Management LLC	003074	PI-A0038935	Lake and Pond Services 07/20	\$ 700.00
Straley Robin Vericker	003063	18495	Professional Services Billed through 06/15/20	\$ 410.50
Straley Robin Vericker	003075	18637	Professional Services Billed through 07/15/20	\$ 1,199.50
TECO	003065	211010801895 06/20	12929 Sydney Road #A 06/20	\$ 54.26

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2020 Through July 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	003064	0000089571 06/17/20	Acct #107822 Legal Advertising	\$ 2,416.00
Times Publishing Company	003073	0000089640 06/24/20	Acct #107822 Legal Advertising	<u>\$ 314.67</u>
Report Total				<u>\$ 11,534.73</u>

Tab 6

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Diamond Hill 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 Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 10th DAY OF AUGUST, 2020.

**DIAMOND HILL COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY