



Rizzetta & Company

Belmont Community Development District

**Board of Supervisors'
Regular Meeting
July 15, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578
813-533-2950**

www.belmontcdd.com

BELMONT COMMUNITY DEVELOPMENT DISTRICT AGENDA

Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Board of Supervisors	Charles Perkins Shannon Carey Carl Brothers Kristen Brooks Roger Jones	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
Regional District Manager	Justin Croom	Rizzetta & Company, Inc.
District Counsel	Lindsay Whelan	Hopping Green & Sams, P.A.
District Engineer	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)533-2950. 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.

BELMONT COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY• RIVERVIEW, FL 33578

Board of Supervisors
Belmont Community
Development District

July 7, 2020

AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Belmont Community Development District will be held on **Wednesday, July 15, 2020 at 10:00 a.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, and 20-150 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, and June 23, 2020 respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on June 17, 2020Tab 1
 - B.** Consideration of the Minutes of the Board of Supervisors' Special Meeting held on June 3, 2020Tab 2
 - C.** Consideration of Operation and Maintenance Expenditures for May 2020Tab 3
 - D.** Ratification of Construction Requisition for Series
- 4. STAFF REPORTS**
 - A.** Field Services Manager
 1. Presentation of Field Inspection ReportTab 4
 2. Consideration of Landscape Enhancement ProposalsTab 5
 - B.** Sitex Aquatics
 1. Presentation Sitex Aquatics Inspection Report.....Tab 6
 - C.** District Counsel
 - D.** District Engineer
 - E.** District Manager
- 5. BUSINESS ITEMS**
 - A.** Consideration of Resolution 2020-10, Declaring Vacant Seats.....Tab 7
 - B.** Ratification of 2019 Financial Audit ReportTab 8
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We 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) 533-2950.

Belmont Community Development District

Sincerely,

Justin Croom

Justin Croom
District Manager

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.

**BELMONT
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of Belmont Community Development District was held on **Wednesday, June 17, 2020 at 10:00 a.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139 respectively, and pursuant to Florida Statutes.

Present and constituting a quorum:

Charles Perkins	Board Supervisor, Chairman
Shannon Carey	Board Supervisor, Vice Chairman
Kristen Brooks	Board Supervisor, Assistant Secretary
Carl Brothers	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company
Lindsay Whelan	District Counsel; Hopping Green & Sams
John Cornelius	BrightView Landscape Services
Patrick Bell	Field Services, Rizzetta & Company
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident commented on the dead pine tree on Stockwell Lane.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on May 20, 2020

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the minutes from the regular meeting held on May 20, 2020 for the Belmont Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for April 2020

46
47 Mr. Croom answered general questions from the Board regarding O&M invoices.
48

On a Motion by Mr. Perkins, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for April 2020 (\$79,437.14) for the Belmont Community Development District.

49
50 **FIFTH ORDER OF BUSINESS** **Staff Reports**

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52 **A. Field Services Manager**

- 53
54 1. Presentation of the Field Inspection Report

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56 The Board reviewed the field inspection report. Mr. Bell gave an overview of
57 different sod life cycles and went into the details of his report. The Board reviewed
58 a proposal from Brightview to repair the hog damage on pond 10.

- 59
60 2. Consideration of Landscape Enhancement Proposals

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62 On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the proposal from Brightview for Landscape Renovation at a total cost of \$315.00 for the Belmont Community Development District.

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64 On a Motion by Mr. Brothers, seconded by Mr. Perkins, with all in favor, the Board of Supervisors approved the proposal from Brightview for pond bank enhancements at a total cost of \$1,914.00 for the Belmont Community Development District.

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66 **B. Sitex Aquatics**

- 67
68 1. Presentation of the Sitex Aquatics Inspection Report

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70 The Board reviewed the April 2020 Sitex aquatics report.

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72 **C. District Counsel**

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74 Ms. Whelan reminded the Board about the Sunshine Law.

75
76 **D. District Engineer**

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78 Mr. Woodcock presented a report of current engineering projects to the Board and
79 answered questions concerning those projects. He went into detail about the survey
80 that is currently being conducted by the county regarding traffic. Mr. Woodcock also
81 informed the Board that the county will be installing street lighting for the new school that will match Belmont's street lighting. A discussion ensued regarding traffic flow.

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the proposal from Capital Land Management for lighting diagnostics at a total cost of \$990.00 for the Belmont Community Development District.

82

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the proposal Capital Land Management for solar lighting at Cedar Creek for the Belmont Community Development District.

83

On a Motion by Ms. Brooks, seconded by Mr. Perkins, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$80,000.00 from Capital Land Management for hardscape, irrigation, and landscaping of the new amenity center for the Belmont Community Development District.

84

85 **E. District Manager**

86

87

Mr. Croom informed the Board that the next regular meeting will be held on Wednesday, July 15, 2020 at 10:00 a.m. to be conducted by means of communications media technology.

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SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2020-08,
Approving Landscape and Irrigation
Maintenance RFP Evaluation Criteria**

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Mr. Croom presented Resolution 2020-08, which will approve the RFP evaluation criteria for landscape and irrigation services.

96

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On a Motion by Ms. Brooks, seconded by Mr. Brothers, the Board of Supervisors adopted Resolution 2020-08 for the Belmont Community Development District.

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SEVENTH ORDER OF BUSINESS

**Consideration of Amendment to
Interlocal Agreement**

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On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the amendment to the interlocal agreement for the Belmont Community Development District.

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103

EIGHTH ORDER OF BUSINESS

**Consideration of Revised Amenity
Policies Related to Ages and Fishing
Policies**

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107

There was general discussion regarding fishing from the banks and kayaks. The board directed staff to update the amenity facilities allowing for fishing from district ponds at common areas and, for residents, behind their own homesites.

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111

NINTH ORDER OF BUSINESS

**Consideration of Fishing Signage
Proposal**

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113
114 The Board discussed the need for “fish at your own risk” and “no motorized boats” signage.
115

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the proposal from Signarama for fishing signage for the Belmont Community Development District.

116
117 **TENTH ORDER OF BUSINESS** **Consideration of Amenity Fan Proposals**

118
119 The Board reviewed pricing options for fans that could be installed in the amenity center. The
120 Board would like to continue to look at proposals.

121
122 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**

123
124 Ms. Brooks would like agreements and work authorizations for District Management, Amenity
125 Management, District Engineer, and Field Services.

126
127 **TWELFTH ORDER OF BUSINEES** **Adjournment**

128

On a Motion by Ms. Perkins, seconded by Ms. Brooks, with all in favor, the Board of Supervisors adjourned the meeting at 12:46 p.m. for the Belmont Community Development District.

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132 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman

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.

**BELMONT
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of Belmont Community Development District was held on **Wednesday, June 3, 2020 at 6:04 p.m.** to be conducted by means of communications media technology via telephone no. 253-215-8782 ID# 8284309897 pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, and 20-139 issued by the Governor DeSantis, and pursuant to Florida Statutes.

Present and constituting a quorum:

Charles Perkins	Board Supervisor, Chairman
Shannon Carey	Vice Chairman
Kristen Brooks	Board Supervisor, Assistant Secretary
Carl Brothers	Board Supervisor, Assistant Secretary
Roger Jones	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company
Greg Woodcock	District Engineer, Cardno
John Cornelius	BrightView Landscape Services
Lindsay Whelan	District Counsel, Hopping Green & Sams
Patrick Bell	Field Service Manager, Rizzetta & Company
Jarrett Myers	Capital Land Management
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

Several residents had questions regarding the re-opening of the pool.
A resident had a question on the front entry lighting.

THIRD ORDER OF BUSINESS

Consideration of Landscape Renovation Proposals

The Board would like to table this proposal.

48 **FOURTH ORDER OF BUSINESS** **Consideration of Amenity Irrigation**
49 **Proposal**
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51 The Board reviewed the proposal for the amenity irrigation project and would like CLM to
52 provide a timeline for this project at the next meeting.
53

54 **FIFTH ORDER OF BUSINESS** **Consideration of Landscape Enhancement**
55 **Proposals**
56

57 The Board reviewed several landscape enhancement proposals.
58

On a Motion by Ms. Carey, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved a proposal from Brightview for Flowerbed damage renovation for the Belmont Community Development District.

59 On a Motion by Ms. Carey, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved the proposal from Brightview for top choice treatments at total cost of \$16,700.00 for the Belmont Community Development District.

60 **SIXTH ORDER OF BUSINESS** **Consideration of Well Installation**
61 **Proposals**
62
63

64 The Board discussed the options for well installation proposals.
65

On a Motion by Mr. Perkins, seconded by Mr. Jones, with all in favor, the Board of Supervisors approved the proposal from Tampa Well Drilling for well installation at a total cost of \$23,208.48 for the Belmont Community Development District.

66 **SEVENTH ORDER OF BUSINESS** **Consideration of Landscape Agreement**
67 **Scope of Service**
68
69

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors authorized staff to advertise an RFP for landscape services for the Belmont Community Development District.

70 **EIGHTH ORDER OF BUSINESS** **Consideration of Irrigation Pipe Proposal**
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On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the proposal from Brightview for irrigation pipe replacement for the Belmont Community Development District.

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78 **NINTH ORDER OF BUSINESS** **Supervisor Requests**

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80 Ms. Carey requested proposals for pergola repairs. She also commented on various issues
81 caused by construction.

82
83 Ms. Brooks commented about the trash cans outside the amenity center and the food truck/car
84 show.

85
86 There were several public comments from residents regarding dog parks, updating shade
87 structures and construction updates.

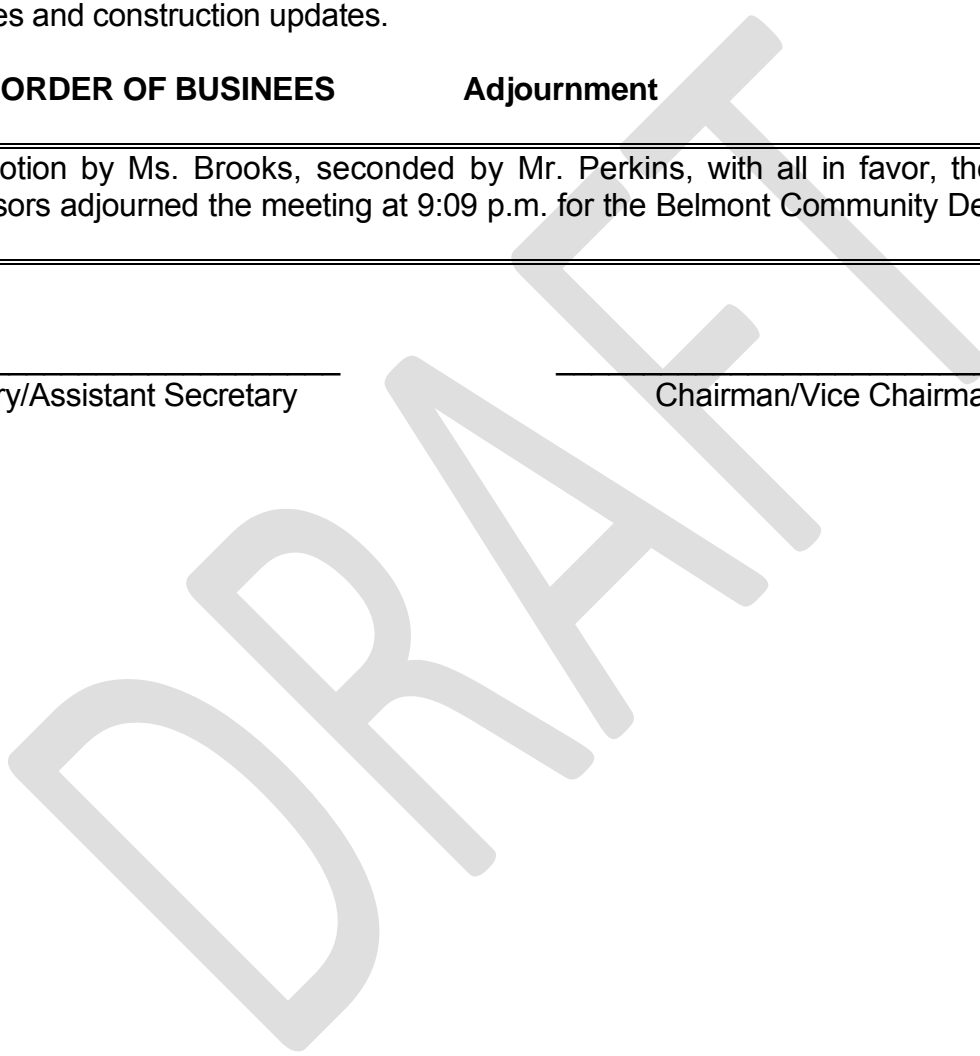
88
89 **TENTH ORDER OF BUSINEES** **Adjournment**

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On a Motion by Ms. Brooks, seconded by Mr. Perkins, with all in favor, the Board of Supervisors adjourned the meeting at 9:09 p.m. for the Belmont Community Development District.
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94 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman



BELMONT COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented: **\$71,251.01**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Belmont Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Accurate Drilling Solutions	003688	11707	Well Repair 04/20	\$ 1,264.08
At Your Service Team, Inc.	003711	91402	Cleaning Services 05/20	\$ 310.00
Ballenger & Company, Inc.	003689	20137	WUP Reporting to SWFWMD 04/20	\$ 295.00
BrightView Landscape Services, Inc.	003701	6820940	Landscape Maintenance 05/20	\$ 32,576.58
Carl R Brothers	003703	CB052020	Board of Supervisors Meeting 05/20/20	\$ 200.00
Charles Perkins	003706	CP052020	Board of Supervisors Meeting 05/20/20	\$ 200.00
Frontier Florida LLC	003694	813-634-1985-030520-5 05/20	Frontier Internet 813-634-1985-030520-5 05/20	\$ 126.83
Hillsborough County BOCC	003695	5142407863 04/20	5142407863 Summary 04/20	\$ 357.36
Hillsborough County BOCC	003695	7884730674 04/20	7884730674 Summary 04/20	\$ 2,579.51
Hillsborough County BOCC	003695	8481600000 04/20	10050 Paseo Al Mar Blvd 04/20	\$ 142.19
Hopping Green & Sams	003696	114636	General/Monthly Legal Services 04/20	\$ 4,185.90
Kristen K Brooks	003702	KB052020	Board of Supervisors Meeting 05/20/20	\$ 200.00
Republic Services of Florida, LP #696	003690	0696-000869470	10050 Paseo Almar Blvd 05/20	\$ 149.80
Republic Services of Florida, LP #696	003712	0696-000875522	10050 Paseo Almar Blvd 06/20	\$ 160.03

Belmont Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003691	INV0000049203	District Management Fees 05/20	\$ 4,247.66
Rizzetta Amenity Services, Inc.	003697	INV00000000007506	Amenity Management Services 05/20	\$ 1,408.21
Rizzetta Amenity Services, Inc.	003707	INV00000000007537	Out of Pocket Expenses 04/20	\$ 50.00
Rizzetta Technology Services, LLC	003692	INV0000005741	Email Admin & Maintenance 05/20	\$ 175.00
Roger M Jones Jr	003705	RJ052020	Board of Supervisors Meeting 05/20/20	\$ 200.00
Shannon Carey	003704	SC052020	Board of Supervisors Meeting 05/20/20	\$ 200.00
Sitex Aquatics LLC	003708	3599B	Wetland Monitoring & Aquatic Maintenance 05/20	\$ 2,780.00
Suncoast Pool Service	003710	6193	Pool and Spa Service 05/20	\$ 825.00
Swine Solutions LLC	003693	CDD 09	Monthly Trapping Service - 04/20	\$ 1,350.00
Tampa Poop 911, LLC	003698	3222044	Pet Waste Stations - 8 Station, Twice Weekly 02/20	\$ 273.87
Tampa Poop 911, LLC	003698	3282372	Pet Waste Stations - 8 Station, Twice Weekly 03/20	\$ 273.87
Tampa Poop 911, LLC	003698	3351446	Pet Waste Stations - 8 Station, Twice Weekly 04/20	\$ 273.87
TECO	003699	Summary 04/20	Electric Summary 04/20	\$ 11,845.37
Times Publishing Company	003709	0000082543 05/13/20	Legal Advertising 05/20	\$ 452.50

Belmont Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
US Bank	003700	5718926	Trustee Fees 04/01/20-03/31/21	<u>\$ 4,148.38</u>
Report Total				<u>\$ 71,251.01</u>

RESOLUTION 2020-10

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BELMONT COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEATS 1 AND 2 OF THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Belmont Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, on November 3, 2020, two (2) members of the Board of Supervisors (“**Board**”) are to be elected by “**Qualified Electors**,” as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, no one qualified to run for Seats 1 and 2; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, the Board shall declare these seats vacant, effective the second Tuesday following the general election; and

WHEREAS, Qualified Electors are to be appointed to the vacant seats within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seats available for election as vacant.

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

SECTION 1. The following seats are hereby declared vacant effective as of November 17, 2020:

Seat #1 (currently held by Charles Perkins)

Seat #2 (currently held by Carl Brothers)

SECTION 2. Until such time as the District Board nominates Qualified Electors to fill the vacancies declared in Section 1 above, the incumbent Board Supervisors of those respective seats shall remain in office.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 15th day of July, 2020.

ATTEST:

**BELMONT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors