



Rizzetta & Company

Belmont Community Development District

**Board of Supervisors'
Regular Meeting
October 21, 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	Kristen Brooks Shannon Carey Carl Brothers Roger Jones Edward Westergaard	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

October 13, 2020

AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Belmont Community Development District will be held on **Wednesday, October 21, 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, 20-150, 20-179, 20-193, and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, June 23, 2020, July 29, 2020, August 7, 2020, and September 30, 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 September 16, 2020.....Tab 1
 - B.** Consideration of Operation and Maintenance Expenditures for August 2020.....Tab 2
- 4. STAFF REPORTS**
 - A.** Field Services Manager
 1. Presentation of Field Inspection ReportTab 3
 2. Consideration of Sod ProposalsTab 4
 - B.** Sitex Aquatics
 1. Presentation Sitex Aquatics Inspection Report.....Tab 5
 - C.** District Counsel
 - D.** District Engineer
 - E.** District Manager
- 5. BUSINESS ITEMS**
 - A.** Consideration of Pool Maintenance ProposalTab 6
 - B.** Consideration of Holiday Lighting ProposalTab 7
 - C.** Consideration of Security Camera ProposalsTab 8
 - D.** Discussion Regarding Amenity Reopening Matters
 - E.** Consideration of Pond Embankment Stabilization Proposal ...Tab 9
 - F.** Consideration of Pergola Construction ProposalTab 10
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

Belmont Community Development District

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.

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, September 16, 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, 20-150, 20-179, and 20-193 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, June 23, 2020, July 29, 2020, and August 7, 2020 respectively, and pursuant to Florida Statutes.

Present and constituting a quorum:

Kristen Brooks	Board Supervisor, Chairman
Shannon Carey	Board Supervisor, Vice Chairman
Carl Brothers	Board Supervisor, Assistant Secretary
Edward Westergaard	Board Supervisor, Assistant Secretary
Roger Jones	Board Supervisor, Assistant Secretary

Also present were:

Justin Croom	District Manager, Rizzetta & Company
Lindsay Whelan	District Counsel; Hopping Green & Sams
Greg Woodcock	District Engineer, Cardno
John Cornelius	BrightView Landscape Services
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 had a question regarding the black railings along the community monuments.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on August 19, 2020

On a Motion by Mr. Jones, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved the minutes from the regular meeting held on August 19, 2020 for the Belmont Community Development District.

46 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
47 **Maintenance Expenditures for July 2020**
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49 Mr. Croom answered general questions from the Board regarding O&M invoices.
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On a Motion by Mr. Westergaard, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2020 (\$92,525.15) for the Belmont Community Development District.

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52 **FIFTH ORDER OF BUSINESS** **Staff Reports**
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54 **A.** Field Services Manager
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56 **1. Presentation of the Field Inspection Report**
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58 The Board reviewed the field inspection report. The Board expressed they would
59 like the reports to be more specific. There was a discussion regarding the
60 monument repairs and other issues that need to be addressed by CLM. The
61 Board would like more attention to landscaping near and around the amenities.
62 The Board discussed the irrigation issues and repairs needed. The Board
63 addressed several issues that would like to see addressed in next months report.
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65 **2. Consideration of Landscape Enhancement Proposals**
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On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the proposal from Brightview for removing the weeping willow trees at Pond F at a total cost of \$1,363.50 for the Belmont Community Development District.

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68 **3. Consideration of Sod Replacement Proposals**
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70 The Board reviewed the proposals for sod replacements from Brightview and CLM.
71 The Board would like additional proposals before moving forward.
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73 **B.** Sitex Aquatics
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75 **1. Presentation of the Sitex Aquatics Inspection Report**
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77 The Board reviewed the Sitex aquatics report. The Board had several questions
78 regarding possible pond issues as the rain decreases over the next few
79 months.
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81 **C.** District Counsel
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83 Ms. Whelan stated that she will continue to monitor the executive orders
84 concerning meetings being held via media communications.
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1. Review of District Counsel Fee Increase Letter

Ms. Whelan reviewed the fee increase letter with the Board

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the fee increase for District counsel services the Belmont Community Development District.

D. District Engineer

Mr. Woodcock gave an update regarding several projects

1. Pool Project

Mr. Woodcock stated that the temporary open will be good for 30 days and the hose bibs will be installed next week. He also stated that the new drainage will be installed at no charge.

2. Sea Hero Monuments

Mr. Woodcock informed the Board that the updated plans have been received. There was a discussion regarding the electrical options needed for the larger monuments. He stated that there will need to be permits filed with the county.

3. Sidewalk Repairs & Dog Station

Mr. Woodcock will have proposals for sidewalk repairs at the next meeting. He also informed the Board that the hose for the dog wash station as well as the rules sign will be installed next week. The Board declined to approve the sod installation proposal for the dog park.

4. Traffic

Mr. Woodcock stated that the County will be conducting a traffic study after 30 days of the school re-opening. He informed the Board that per a traffic study by the County that was conducted 2 years ago they feel that the left turn lane from Paseo to 301 does not warrant a 2nd lane. Mr. Woodcock informed the Board that the repaving project at the new 4-way stop will begin soon.

E. District Manager

Mr. Croom informed the Board that the next regular meeting will be held on Wednesday, October 21, 2020 at 10:00 a.m. to be conducted by means of communications media technology, if available.

SIXTH ORDER OF BUSINESS Discussion Regarding Landscape RFP

The Board expressed their concerns with the RFP process and Ms. Whelan answered several

133 questions regarding vendors. Ms. Whelan reviewed the RFP process and informed the Board
134 that the bids are all sealed, opened, and read at the bid opening meeting. Discussion ensued
135 and Board consensus was to continue to enter into landscape maintenance agreement with
136 LMP.

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140 **SEVENTH ORDER OF BUSINESS** **Consideration of Landscape**
141 **Maintenance Agreement**

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143 The Board reviewed the landscape maintenance agreement.

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145 **EIGHTH ORDER OF BUSINESS** **Consideration of EGIS Proposal**

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147 Mr. Croom reviewed the insurance proposal from EGIS with the Board.

148 On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board approved the proposal from EGIS for CDD insurance for the Belmont Community Development District.

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150 **NINTH ORDER OF BUSINESS** **Consideration of Shell Removal and Sod**
151 **Installation at Dog Park**

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153 This matter was addressed under the Engineer's Report.

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155 **TENTH ORDER OF BUSINESS** **Consideration of Dog Park Policies**

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157 The Board reviewed the dog park policies. The Board would like to change the last line to "go
158 glass containers" and to remove the rest of that sentence.

159 On a Motion by Mr. Brooks, seconded by Mr. Westergaard, with all in favor, the Board approved the dog park policies subject to the changing of the last line for Belmont Community Development District.

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161 **ELEVENTH ORDER OF BUSINESS** **Consideration of Additional Security**
162 **Camera Proposals**

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165 The Board reviewed the security camera proposals in a closed session.

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167 **TWELFTH ORDER OF BUSINESS** **Consideration of Pool Services Proposal**

168 On a Motion by Ms. Carey, seconded by Mr. Brothers, with all in favor, the Board approved the proposal from Suncoast for Pool Services at a monthly cost of \$950.00 for Belmont Community Development District.

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THIRTEENTH ORDER OF BUSINESS **Consideration of Resolution 2020-15,
Classifying Surplus Tangible Personal
Property**

Ms. Whelan reviewed Resolution 2020-15 with the Board which will classify the chairs as surplus property

On a Motion by Ms. Carey, seconded by Ms. Brooks, with all in favor, the Board adopted Resolution 2020-15 for Belmont Community Development District.

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FOURTEENTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Westergaard informed the Board that the parking near the mailboxes is becoming an issue and discussed what are options are.
Mr. Brothers had a question regarding the little library and requested a bike rack at the Celtic Ash roundabout. He would also like to see a park-like area at phase 1B

On a Motion by Mr. Brooks, seconded by Mr. Brothers, with all in favor, the Board authorized the purchase of a 14 rack, A-frame, galvanized bike rack for Belmont Community Development District.

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Ms. Carey commented on the monument signs that need vines.
Ms. Carey informed the Board that she will pass along the tree trimming proposal to the HOA.
Ms. Brooks commented on the lighting at the mailbox and the possible options.

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FIFTHTEENTH ORDER OF BUSINEES **Adjournment**

On a Motion by Ms. Carey, seconded by Mr. Westergaard, with all in favor, the Board of Supervisors adjourned the meeting at 12:58 p.m. for the Belmont Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

BELMONT COMMUNITY DEVELOPMENT DISTRICT

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

Operation 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: **\$69,074.93**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Belmont Community Development District

Paid Operation & Maintenance Expenditures

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>
Ballenger & Company, Inc.	003787	20239	Irrigation Repairs 08/20	\$ 895.00
Ballenger & Company, Inc.	003787	20255	WUP Reporting to SWFWMD 07/20	\$ 295.00
BrightView Landscape Services, Inc.	003775	6923643	Irrigation Repairs 07/20	\$ 682.94
BrightView Landscape Services, Inc.	003793	6926888	Landscape Maintenance 08/20	\$ 23,824.58
BrightView Landscape Services, Inc.	003775	6948409	Irrigation Repairs 07/20	\$ 682.94
BrightView Landscape Services, Inc.	003788	6952651	Irrigation Repairs 07/20	\$ 1,200.00
BrightView Landscape Services, Inc.	003788	6953311	Tree Removal 07/20	\$ 552.78
BrightView Landscape Services, Inc.	003788	6953380	Tree Removal 07/20	\$ 450.00
Capital Land Management	003794	208700	Lighting Repairs 07/20	\$ 1,415.00
Carl R Brothers	003783	CB071520	Board of Supervisors Meeting 07/15/20	\$ 200.00
Charles Perkins	003786	CP071520	Board of Supervisors Meeting 07/15/20	\$ 200.00
Envera Systems, LLC	003776	INV000003705	HID Key Fob 1346LNSAN	\$ 822.00
Frontier Florida LLC	003795	813-634-1985-030520-5 08/20	Frontier Internet 813-634-1985-030520-5 08/20	\$ 126.83
Hillsborough County BOCC	003796	5142407863 07/20	5142407863 Summary 07/20	\$ 449.58
Hillsborough County BOCC	003796	7884730674 07/20	7884730674 Summary 07/20	\$ 3,178.64

Belmont Community Development District

Paid Operation & Maintenance Expenditures

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>
Hillsborough County BOCC	003796	8481600000 07/20	10050 Paseo Al Mar Blvd 07/20	\$ 198.70
Hopping Green & Sams	003797	116588	General/Monthly Legal Services 07/20	\$ 2,623.25
Kristen K Brooks	003782	KB071520	Board of Supervisors Meeting 07/15/20	\$ 200.00
Nvirotect Pest Control Services, Inc.	003780	210226	Pest Control Services 07/20	\$ 65.00
Rizzetta & Company, Inc.	003777	INV0000051704	District Management Fees 08/20	\$ 4,247.66
Rizzetta Amenity Services, Inc.	003781	INV00000000007474	Amenity Management Services 05/20	\$ 2,308.21
Rizzetta Amenity Services, Inc.	003789	INV00000000007787	Amenity Management Services 08/20	\$ 4,054.27
Rizzetta Amenity Services, Inc.	003798	INV00000000007849	Cell Phone 07/20	\$ 50.00
Rizzetta Technology Services, LLC	003778	INV0000006044	Email Admin & Maintenance 08/20	\$ 175.00
Roger M Jones Jr	003785	RJ071520	Board of Supervisors Meeting 07/15/20	\$ 200.00
Shannon Carey	003784	SC071520	Board of Supervisors Meeting 07/15/20	\$ 200.00
Sitex Aquatics LLC	003799	3880B	Wetland Monitoring & Aquatic Maintenance 08/20	\$ 2,780.00
Suncoast Pool Service	003800	6442	Pool and Spa Service 08/20	\$ 825.00
Swine Solutions LLC	003790	CDD 12	Monthly Trapping Service - 07/20	\$ 1,350.00
Tampa Poop 911, LLC	003791	3672888	Pet Waste Stations - 4 stations installed 07/20	\$ 1,360.00