



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

November 11, 2020

AGENDA

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Belmont Community Development District will be held on **Wednesday, November 18, 2020 at 10:00 a.m.** at the offices of Rizzetta & Company, Inc. located at 9428 Camden Field Parkway, Riverview, FL 33578. 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 tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A.** Consideration of Appointment of Board Supervisors to Seats 1 & 2
 - B.** Consideration of Resolution 2021-01, Appointing Officers of the DistrictTab 1
 - C.** Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on October 21, 2020Tab 2
 - D.** Consideration of Operation and Maintenance Expenditures for September 2020Tab 3
- 4. STAFF REPORTS**
 - A.** Field Services Manager
 1. Presentation of Field Inspection Report.....Tab 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 Amenity Center parking issues
 - B.** Consideration of Street Light tree trimming.....Tab 7
 - D.** Consideration of US Flag bannersTab 8
 - E.** Consideration of Mailbox Cover and Light Enhancements.....Tab 9
Proposal
 - F.** Consideration of LMP Audit Irrigation Repair ProposalsTab 10
- 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

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BELMONT COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Belmont 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 appoint and remove Officers of the District.

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

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18th DAY OF November 2020.

**BELMONT COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASSISTANT SECRETARY

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, 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, 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
Thomas Giella	Complete IT
JC Colton	MHP
Bryan Schaub	Field Services, Rizzetta & Company
Paula	LMP
Chris	Clubhouse Manager
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 success of the charity car show.

50 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of the Board of**
51 **Supervisors' Regular Meeting held on**
52 **September 16, 2020**
53

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 September 16, 2020 for the Belmont Community Development District.

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55 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
56 **Maintenance Expenditures for August**
57 **2020**
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59 Mr. Croom presented the O&M Board package for August 2020 and answered regarding the
60 irrigation repair invoices.
61

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2020 \$69,074.93 for the Belmont Community Development District.

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63 **FIFTH ORDER OF BUSINESS** **Staff Reports**
64

65 **A.** Field Services Manager

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67 **1. Presentation of the Field Inspection Report**
68

69 Mr. Schaub reviewed the field inspection report with the Board. The Board would
70 like LMP to provide a map of the irrigation issues throughout the District. The
71 Board discussed several landscaping projects around the amenity center that
72 need to be addressed by LMP.
73

74 The Board reviewed a proposal from LMP for annuals near the front entrance.
75

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the proposal from LMP for annuals at the front entrance at a total cost of \$1,305.00 for the Belmont Community Development District.

76
77 **2. Consideration of Sod Replacement Proposals**
78

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the proposal from LMP for Sod installation and Irrigation maintenance at a total cost of \$48,790.20 for the Belmont Community Development District.

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80 **B.** Sitex Aquatics

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82 **1. Presentation of the Sitex Aquatics Inspection Report**
83

84 Mr. Croom reviewed the aquatics inspection report with the Board. There was
85 a discussion regarding the treatments that will need to happen at Pond 7.

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Mr. Croom informed the Board that there would be a site inspection this afternoon to follow up on aquatic issues.

C. District Counsel

Ms. Whelan stated that they will continue to monitor the executive orders but that it will likely not be extended past the October 31st date.

Ms. Brooks discussed the upcoming holiday market events and asked Ms. Whelan to draft a general liability waiver to be filled out at the time of the event.

The Board discussed that the local PTA would like to use the amenity center parking lot for events.

Ms. Whelan will draft a formal license agreement for these types of events.

D. District Engineer

Mr. Woodcock updated the Board on several projects throughout the District. He informed the Board that the annual operating permit for the new pool has been issued and the issues concerning the eastbound lane going out to 301 will be handled by Publix. The CDD will be reimbursing the school for the improvements made to the Gate Dancer extension. There was a discussion regarding the extension plans of Paseo Al Mar.

E. District Manager

Mr. Croom informed the Board that the next regular meeting will be held on Wednesday, November 18, 2020 at and will be held at the offices of Rizzetta & Company. Located at 9428 Camden Field Parkway, Riverview, FL 33578

The Board discussed the need for office supplies for the new amenity center office.

On a Motion by Ms. Carey, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved a Not-to-Exceed amount of \$1,250.00 for initial office supply and set up for the Belmont Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Pool Maintenance
Proposal**

The Board reviewed proposals for pool maintenance and decided to table those proposals.

132 **EIGHTH ORDER OF BUSINESS** **Consideration of Holiday Lighting**
133 **Proposal**
134

135 The Board reviewed the holiday lighting proposal and discussed specifically what they would
136 like for it to include
137

On a Motion by Mr. Jones, seconded by Mr. Brothers, with all in favor, the Board approved the proposal from Illuminations for Holiday lighting at a total cost of \$6,250.00 for the Belmont Community Development District.

138
139 **NINTH ORDER OF BUSINESS** **Consideration of Security Camera**
140 **Proposals**
141

142 The Board reviewed several proposals for Security Camera installation and upgrades. A
143 discussion ensued regarding the details of each proposal and certain features that they would
144 like to be added.
145

On a Motion by Ms. Brooks, seconded by Mr. Westergaard, with all in favor, the Board approved a Not-to-Exceed amount of \$35,000.00 to come from the Construction Fund for Security Camera upgrades from Complete IT for the Belmont Community Development District.

146
147 **TENTH ORDER OF BUSINESS** **Discussion Regarding Amenity**
148 **Reopening Matters**
149

150 Ms. Whelan reviewed the updated executive order. The Board discussed how the amenity re-
151 opening is back to normal operation but will continue to monitor the current pandemic crisis and
152 follow all CDC guidelines.
153

154 **ELEVENTH ORDER OF BUSINESS** **Consideration of Pond Embankment**
155 **Stabilization Proposals**
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158 Mr. Woodcock reviewed the proposals for pond bank embankment stabilization and
159 answered general questions from the Board.
160

On a Motion by Mr. Jones, seconded by Mr. Westergaard, with all in favor, the Board approved the proposal from Crosscreek Environmental for pond embankment stabilization at a cost of \$6,930.00 for the Belmont Community Development District.

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163 **TWELFTH ORDER OF BUSINESS** **Consideration of Pergola Construction**
164 **Proposal**
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166 The Board reviewed the proposal for pergola construction and discussed possible alternative
167 options. The Board would like to table this proposal.
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171 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**

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173 Mr. Jones updated the Board on the dog park stations. Mr. Jones would like to see more
174 landscaping for the monument at Walnut Run as well as a tree removal at Autumn Oak. Mr.
175 Jones would also like to see tree trimming around the streetlights along the Main Blvd.,
176 Gatedancer and the community entrances.

177
178 Mr. Westergaard stated code enforcement has been tagging cars that are parked all the time.

179
180 Mr. Brothers suggested an RFP for District Management Services.

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On a Motion by Mr. Brothers, seconded by Mr. Westergaard, with all in favor, the Board authorized the Staff to start the RFP process for District Management Services for Belmont Community Development District.

182
183 The Board discussed the decision to suspend amenity privileges and the year long suspension
184 decision that was made would stand.

185

186 The Board discussed the Halloween Haunted house.

187

On a Motion by Mr. Jones, seconded by Mr. Brothers, with all in favor, the Board approved a week long Halloween haunted house near Smarty Jones Pond for Belmont Community Development District.

188

189 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors adjourned the meeting at 1:39 p.m. for the Belmont Community Development District.

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194 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman

BELMONT COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 For Board Approval

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

The total items being presented: **\$152,690.94**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Belmont Community Development District
 Paid Operation & Maintenance Expenditures
 September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anthro Enterprises, Inc.	003815	INV-571	Signs & Installation 07/20	\$ 1,272.00
Ballenger & Company, Inc.	003807	20283	WUP Reporting to SWFWMD 08/20	\$ 295.00
Belmont CDD	CD071	CD071	Debit Card Replenishment	\$ 676.19
Belmont CDD	CD072	CD072	Debit Card Replenishment	\$ 808.55
BrightView Landscape Services, Inc.	003818	6970292	Tree Removal 08/20	\$ 315.00
BrightView Landscape Services, Inc.	003818	6995827	Landscape Maintenance 09/20	\$ 24,757.58
BrightView Landscape Services, Inc.	003818	6999634	Irrigation Repairs 08/20	\$ 486.08
BrightView Landscape Services, Inc.	003818	7008401	Irrigation Repairs 08/20	\$ 330.05
BrightView Landscape Services, Inc.	003818	7011793	Plant Removal 07/20	\$ 11,832.50
Cardno, Inc	003801	527312	Engineering Services 08/20	\$ 14,407.00
Cardno, Inc	003821	527530	Engineering Services 09/20	\$ 1,785.00
Carl R Brothers	003820	CB091620	Board of Supervisors Meeting 09/16/20	\$ 200.00
Construction Management Services, LLC	003823	2038	Office Building Construction 09/20	\$ 4,250.00
Edward Westergaard	003831	EW091620	Board of Supervisors Meeting 09/16/20	\$ 200.00
EGIS Insurance & Risk Advisors	003817	11327	General/POL/Property Liability Insurance 10/01/20 - 10/01/21	\$ 18,733.00

Belmont Community Development District
 Paid Operation & Maintenance Expenditures
 September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Envera Systems, LLC	003824	694310	Security Services 10/01/20 - 12/31/20	\$ 2,676.00
Frontier Florida LLC	003811	813-634-1985-030520-5 09/20	Frontier Internet 813-634-1985-030520-5 09/20	\$ 126.83
Hillsborough County BOCC	003812	5142407863 08/20	5142407863 Summary 08/20	\$ 512.13
Hillsborough County BOCC	003812	8481600000 08/20	10050 Paseo Al Mar Blvd 08/20	\$ 906.47
Kristen K Brooks	003819	KB091620	Board of Supervisors Meeting 09/16/20	\$ 200.00
Leisure Creations	003813	00053890	Patio Furniture 09/20	\$ 36,917.55
Nvirotect Pest Control Services, Inc.	003802	212742	Pest Control Services 08/20	\$ 65.00
Nvirotect Pest Control Services, Inc.	003826	215205	Pest Control Services 09/20	\$ 65.00
Republic Services of Florida, LP #696	003803	0696-000894239	10050 Paseo Almar Blvd 09/20	\$ 159.58
Rizzetta & Company, Inc.	003804	INV0000052339	Excess Meeting Time 08/20	\$ 393.75
Rizzetta & Company, Inc.	003804	INV0000052495	District Management Fees 09/20	\$ 4,247.66
Rizzetta Amenity Services, Inc.	003808	INV00000000007913	Amenity Management Services 09/20	\$ 2,900.15
Rizzetta Amenity Services, Inc.	003814	INV00000000007943	Amenity Management Services 08/20	\$ 50.00
Rizzetta Amenity Services, Inc.	003827	INV00000000007973	Amenity Management Services 09/20	\$ 1,539.08
Rizzetta Technology Services, LLC	003805	INV0000006145	Email Admin & Maintenance 09/20	\$ 175.00

Belmont Community Development District
 Paid Operation & Maintenance Expenditures
 September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Roger M Jones Jr	003825	RJ091620	Board of Supervisors Meeting 09/16/20	\$ 200.00
Shannon Carey	003822	SC091620	Board of Supervisors Meeting 09/16/20	\$ 200.00
Sitex Aquatics LLC	003828	3976B	Wetland Monitoring & Aquatic Maintenance 09/20	\$ 2,780.00
Suncoast Pool Service	003809	6527	Pool Pump Motor Replacement 08/20	\$ 1,940.00
Suncoast Pool Service	003829	6540	Pool and Spa Service 09/20	\$ 825.00
Swine Solutions LLC	003806	CDD 13	Monthly Trapping Service - 08/20	\$ 1,350.00
Swine Solutions LLC	003830	CDD 14	Monthly Trapping Service - 09/20	\$ 1,350.00
Tampa Poop 911, LLC	003816	3624338	Pet Waste Stations - 12 Station, Twice Weekly 08/20	\$ 410.80
TECO	003810	Summary 08/20	Electric Summary 08/20	<u>\$ 12,352.99</u>
Report Total				<u>\$ 152,690.94</u>