



Rizzetta & Company

# **FishHawk Community Development District IV**

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**Board of Supervisors' Meeting  
November 12, 2019**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950**

**[www.fishhawkcdd4.org](http://www.fishhawkcdd4.org)**

## FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV

Lake House of FishHawk Ranch West, 6001 Village Center Drive, Lithia, FL 33547

<b>Board of Supervisors</b>	Dayna Kennington Daniel Rothrock Randy Appenzeller Jeffrey Stewart Brian Steever	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	Erin McCormick	Erin McCormick Law, PA
<b>District Engineer</b>	Lara Bartholomew	Heidt Design, LLC

### **All Cellular phones and pagers must be turned off during the meeting.**

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.

November 8, 2019

Board of Supervisors  
FishHawk Community  
Development District IV

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the FishHawk Community Development District IV will be held on **Tuesday, November 12, 2019 at 9:00 AM** at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547. The following is the **revised agenda** for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Meeting held on October 8, 2019 ..... Tab 1
  - B. Consideration of Operations & Maintenance Expenditures for October 2019 ..... Tab 2
  - C. Ratification of Series 2013 Requisition(s)
4. **STAFF REPORTS**
  - A. **Field Services Report**..... Tab 3
    - i. Consideration of Landscape Proposals ..... Tab 4
    - ii. Presentation of Irrigation Reports ..... Tab 5
  - B. Aquatic Services Report..... Tab 6
  - C. District Counsel
  - D. District Engineer
    - i. Consideration of Drainage Remediation Proposal ..... Tab 7
    - ii. Discussion Regarding Trespassing in Encore ..... Tab 8
  - E. Amenities Manager
  - F. District Manager
5. **BUSINESS ITEMS**
  - A. Establishment of Audit Review Committee
  - B. **Consideration of Resolution 2020-01, Supplementing and Restating Resolution 2019-06**..... Tab 9
  - C. Discussion of Security Services Contract..... Tab 10
  - D. Status Review of Pending Proposals
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.

Sincerely,

*Bryan Radcliff*

Bryan Radcliff, 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 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.

FISHHAWK  
COMMUNITY DEVELOPMENT DISTRICT IV

The regular meeting of the Board of Supervisors of the FishHawk Community Development District IV was held on **Tuesday, October 8, 2019 at 9:03 AM** at the Lake House of FishHawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547.

Present and constituting a quorum were:

Dayna Kennington	<b>Board Supervisor, Chair</b>
Daniel Rothrock	<b>Board Supervisor, Vice Chair</b>
Jeffrey Stewart	<b>Board Supervisor, Assistant Secretary</b>
Brian Steever	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Brian Kimble	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Erin McCormick	<b>District Counsel; Erin McCormick Law</b>
Stephen Brletic	<b>District Engineer; JMT</b>
John Toborg	<b>Sr. Field Services Manager; RASI (arrived at 9:04 AM)</b>
Steve Nicholson	<b>Amenities Manager</b>
Logan Bell	<b>Aquatic Systems, Inc.</b>
Gail Huff	<b>Ballenger &amp; Company</b>
Leroy Vann	<b>Sunrise Landcare</b>
Joe Serman	<b>Sunrise Landcare</b>
Guillermo Isika	<b>Sunrise Landcare</b>
Chris Griesenbach	<b>Sunrise Landcare</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Mr. Radcliff called the meeting to order and read the roll call, confirming a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

47 Residents had questions and/or comments regarding topics including the recent  
48 annuals installation; the status of pond drainage; holiday decorations; treatment of cypress  
49 trees; and the status of roundabout repairs.

50  
51 **THIRD ORDER OF BUSINESS** **Consideration of Minutes of**  
52 **Board of Supervisors' Meeting**  
53 **Held September 10, 2019**  
54

On a Motion by Ms. Kennington, seconded by Mr. Stewart, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 10, 2019 for the FishHawk Community Development District IV.

55  
56 **FOURTH ORDER OF BUSINESS** **Consideration of Operations &**  
57 **Maintenance Expenditures for**  
58 **September 2019**  
59

60 Mr. Radcliff presented the September 2019 Operations & Maintenance  
61 expenditures to the Board for consideration. Brief discussion ensued. The Board  
62 requested follow-up on Signal 88's contract and when it will be ending.  
63

On a Motion by Mr. Steever, seconded by Ms. Kennington, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for September 2019 (\$74,289.50) for the FishHawk Community Development District IV.

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65 **FIFTH ORDER OF BUSINESS** **Ratification of Construction**  
66 **Requisition #366**  
67

On a Motion by Mr. Stewart, seconded by Mr. Rothrock, with all in favor, the Board of Supervisors ratified Series 2013 construction requisition #366 to Erin McCormick Law, PA in the amount of \$2,080.50 for the FishHawk Community Development District IV.

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69 **SIXTH ORDER OF BUSINESS** **Staff Reports**

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71 **A. Field Services Manager**

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73 Mr. Toborg presented the field inspection reports for July, August, and  
74 September 2019 to the Board for review.

75  
76 **i. Consideration of Landscape Proposals**

77  
78 Mr. Toborg presented a number of landscaping proposals to the Board for  
79 consideration. Six were approved and one, for elm tree replacement, was tabled.

80

On a Motion by Mr. Stewart, seconded by Mr. Rothrock, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for replacing thryallis with feijoa in the amount of \$745.00 for the FishHawk Community Development District IV.

81

On a Motion by Mr. Rothrock, seconded by Mr. Steever, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for installation of a live oak at the corner of VCD and Barrington Stowers in the amount of \$635.00 for the FishHawk Community Development District IV.

82

On a Motion by Mr. Steever, seconded by Mr. Rothrock, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for removal of a falling street tree and installation of a live oak in the amount of \$785.00 for the FishHawk Community Development District IV.

83

On a Motion by Mr. Rothrock, seconded by Mr. Steever, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for sod installation and addition of soil outside the Encore south entrance in the amount of \$255.00 for the FishHawk Community Development District IV.

84

On a Motion by Mr. Rothrock, seconded by Mr. Steever, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for replacement of two drake elms with two Muskogee crape myrtles in the amount of \$1,160.00 for the FishHawk Community Development District IV.

85

On a Motion by Mr. Rothrock, seconded by Ms. Kennington, with all in favor, the Board of Supervisors approved the proposal from Sunrise Landcare for removal and replacement of sabal palms in the amount of \$3,715.00 for the FishHawk Community Development District IV.

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*(Ms. Kennington left the meeting at 9:55 AM.)*

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**ii. Irrigation Report**

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Ms. Huff presented her latest irrigation report to the Board for review.

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**B. Aquatic Services Report**

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95 Mr. Bell presented the latest 2019 Aquatic Systems, Inc. waterway inspection  
96 report to the Board for review. He reminded the Board that the report rotates reporting  
97 on ten ponds per month.  
98

99 *(Mr. Toborg, Mr. Bell, Mr. Vann, Mr. Serman, Mr. Isika, and*  
100 *Mr. Griesenbach all left the meeting at 10:15 AM.)*  
101

102 **C. District Counsel**  
103

104 Ms. McCormick presented her report to the Board. She discussed the letter  
105 sent to the HOA regarding street tree ownership within FishHawk Ranch West. She  
106 also reviewed the two deeds and bills of sale included on the agenda.  
107

108 **D. District Engineer**  
109

110 Mr. Brletic presented his District Engineer's report to the Board. He reviewed  
111 the current status of drainage issues with the ponds and presented a proposal for  
112 remediation of the problem. The Board tabled consideration of the proposal until the  
113 next meeting pending review of funding options available.  
114

115 *(Mr. Brletic left the meeting at 10:39 AM.)*  
116

117 **E. Amenities Manager**  
118

119 Not present; no report provided.  
120

121 **F. District Manager**  
122

123 Mr. Radcliff stated that the next regular Board meeting will be held on  
124 November 12, 2019 at 9:00 AM.  
125

126 **SIXTH ORDER OF BUSINESS**

**Consideration of Deed & Bill of  
Sale for Phase 3-A, Tract B-19**

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128  
129 Mr. Radcliff presented the deed and bill of sale for Phase 3-A, Tract B-19 to the Board  
130 for consideration.  
131

On a motion by Mr. Steever, seconded by Mr. Rothrock, with all in favor, the Board of Supervisors approved the deed and bill of sale for Phase 3-A, Tract B-19 for the FishHawk Community Development District IV.

132 **SEVENTH ORDER OF BUSINESS**

**Consideration of Deed & Bill of  
Sale for Pond 6-2 and Open  
Space**

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**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Website Compliance Items**

Mr. Radcliff presented a list of website compliance items to the Board for review and consideration. Brief discussion ensued.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Rothrock requested an agenda item be added to all future agendas for proposals or issues which have been approved but not completed in order to provide status updates.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Stewart, seconded by Mr. Steever, with all in favor, the Board of Supervisors adjourned the Board of Supervisors' meeting at 10:47 AM for the FishHawk Community Development District IV.

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Assistant Secretary

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Chair / Vice Chair

## **Tab 2**

# FISHHAWK IV COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures October 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$103,047.23**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Fishhawk IV Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquatic Systems, Inc.	001684	0000458476	Monthly Lake and Wetland Services 10/19	\$ 1,620.00
Ballenger & Company, Inc.	001672	19353	SWFWMD Reporting 09/19	\$ 775.00
Ballenger & Company, Inc.	001672	19356	Irrigation Repairs Fishhawk West 09/19	\$ 1,295.00
Brian T Steever	001680	BS100819	Board of Supervisors Meeting 10/08/19	\$ 200.00
Daniel Gray Rothrock	001679	DR100819	Board of Supervisors Meeting 10/08/19	\$ 200.00
Dayna J. Kennington	001678	DK100819	Board of Supervisors Meeting 10/08/19	\$ 200.00
Disclosure Services, LLC	001673	4	Amortization Schedule S2013A	\$ 100.00
Erin McCormick Law, PA	001674	10363	Legal Services 09/19	\$ 3,937.34
Hillsborough County BOCC	001685	1416996147 09/19	Summary Bill 09/19	\$ 185.49
Jeffrey Stewart	001681	JS100819	Board of Supervisors Meeting 10/08/19	\$ 200.00
Rizzetta & Company, Inc.	001675	INV0000043780	Assessment Roll FY19/20	\$ 5,000.00
Rizzetta & Company, Inc.	001675	INV0000043908	District Management Services 10/19	\$ 4,424.67
Rizzetta Technology Services	001686	INV0000004812	Website Hosting Services 10/19	\$ 100.00

# Fishhawk IV Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sunrise Landcare Inc.	001688	106748	Landscape Maintenance 10/19	\$ 26,762.00
Sunrise Landcare Inc.	001688	106842	Replace Landscape Village Center Drive 09/19	\$ 770.00
Sunrise Landcare Inc.	001688	106898	Install Plants on Barrington Stowers 10/19	\$ 259.50
Sunrise Landcare Inc.	001688	106907	Install Fall Annuals 10/19	\$ 8,784.90
Sunrise Landcare Inc.	001688	106933	Fertilizer & Pest Control 09/19	\$ 5,854.50
Sunrise Landscape	001689	66799	Replace Palms 10/19	\$ 3,715.00
Sunrise Landscape	001689	66809	Replace Tree 10/19	\$ 785.00
Sunrise Landscape	001689	66810	Replace Elms With Myrtles 10/19	\$ 1,150.00
Tampa Electric Company	001677	211017320014 09/19	Village Center Dr. Phase 2 09/19	\$ 7,641.08
Tampa Electric Company	001677	Summary Bill 09/19	Electric Summary Bill 09/19	\$ 18,901.29
Terminix Processing Center	001682	389956501	6001 Village Center Exterior Pest Control 09/19	\$ 175.00
Terminix Processing Center	001690	390599126	6001 Village Center Exterior Pest Control 10/19	\$ 175.00
Tier 1 Operations, LLC	001687	3382545	Security Services 10/01/19-10/31/19	\$ 5,446.08

# Fishhawk IV Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	001676	0000017008 09/20/19	Legal Advertising 09/19	\$ 242.00
US Bank	001683	5499336	Trustee Fee 9/1/19-8/31/20	<u>\$ 4,148.38</u>
<b>Report Total</b>				<b><u>\$ 103,047.23</u></b>