



Rizzetta & Company

Lynwood Community Development District

Board of Supervisors' Meeting December 12, 2025

**District Office:
2700 S. Falkenburg Road Suite 2745
Riverview, Florida 33578
813.533.2950**

Lynwoodcdd.org

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, 2700 S. Falkenburg Road Suite 2745, Riverview, FL 33578
www.lynwoodcdd.org

Board of Supervisors	Debra Goode	Chair
	Tammie Murphy	Vice-Chair
	Susan Gomez	Assistant Secretary
	Carol Kirchner	Assistant Secretary
	Michael Murphy	Assistant Secretary
District Manager	Rachel Welborn	Rizzetta & Company, Inc.
District Counsel	Michael Broadus	Straley Robin & Vericker
District Engineer	Stephen Brletic	BDI

All cellular phones and pagers must be turned off 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) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) or 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.

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

District Office – Tampa, Florida (813) 933-5571
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.lynwoodcdd.org

December 4th, 2025

**Board of Supervisors
Lynwood Community
Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lynwood Community Development District will be held on **Friday, December 12th, 2025 at 11:00 a.m.** at the Offices of Rizzetta & Company, 2700 S. Falkenburg Road Suite 2745, Riverview, FL 33578.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
 - A. Landscape Update
 - B. Sitex Aquatics Treatment Report
 - C. District Counsel
 - i. Discussion of Letter to Residents Regarding Repainting of Perimeter Fence
 - D. District Engineer
 - E. District Manager
- 4. BUSINESS ITEMS**
 - A. Consideration of Fieldstone Landscape Quote Tab 1
 - B. Discussion on CD
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting held on October 10, 2025 Tab 2
- 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,

Rachel Welborn

Rachel Welborn
District Manager

Tab 1

FIELDSTONE

LANDSCAPE

QUOTATION

Date: November 11, 2025
Proposal #: 22234

Mailing Address

Rizzetta & Company
3434 Colwell Ave.
Suite 200
Tampa, FL 33614

Job Address

Lynwood CDD
5134 White Chicory Drive
Apollo Beach, FL 33572

Home Phone:

Business Phone: 813-994-1001

Job Summary:

Remove and replace damaged plants at front entrance due to vehicle damage on 11/7/25.

Replace 31 Dwarf Bottle Brush

Replace 17 Coonti Palm

Replace 9 - Flax Lily

Remove damaged and broken plant material and rake area to prep for new plants

Add soil to fill in low areas created from tires and weight of vehicle.

Install plant material

Install Pine Bark Mini Nuggets to insulate and retain moisture for new plant material

Check irrigation for any damage - repair as needed

Set irrigation to water new plantings





Quote Total: \$4,040.58

Terms & Conditions

Acceptance of Work

- **Fieldstone Landscape Services, LLC (Contractor)** and **Lynwood CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

Payment Terms and Conditions

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

Procedure for Extra Work and Changes

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

Warranty and Tolerances

- **Payments Received:** The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- **Diligence:** the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- **Site Unknowns:** It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
- **Underground Utilities:** Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities. Damage to neighbor's utilities on the Client's property is the responsibility of the Client.

Material Tolerances

- **Landscape:** Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
 - Hardwood & Palm Trees: (6) Months
 - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
 - Sod: (30) Days
 - Seasonal Annual Flowers: (30) Days
- **Irrigation/Drainage/Lighting:** Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

Signature: _____ **Date:** _____
Rizzetta & Company

We wanted to share with you our new customer portal. This will allow you to manage your account online by having access to: viewing proposals and being able to electronically sign for new proposed work, viewing and submitting issues, as well as viewing and electronically paying your invoices.

To register, please use the following link: Fieldstone.PropertyServicePortal.com

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact accountsreceivable@fieldstonels.com

Tab 2

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.

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lynwood Community Development District was held on **Friday, November 14, 2025, at 11:00 a.m.** at the offices of Rizzetta & Company, Inc., located at 2700 S. Falkenburg Road Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum were:

Debra Goode	Board Supervisor, Chairman
Tammie Murphy	Board Supervisor, Vice-Chair (<i>via call</i>)
Carol Kirchner	Board Supervisor, Assistant Secretary
Susie Gomez	Board Supervisor, Assistant Secretary
Michael Murphy	Board Supervisor, Assistant Secretary (<i>via call</i>)

Also present were:

Sean Craft	District Manager; Rizzetta & Co.
Rachel Welborn	District Manager; Rizzetta & Co.
Michael Broadus	District Counsel; Straley Robin Vericker
Liz Moore	Representative, Fieldstone Landscape

Audience	None
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Craft called the meeting to order and performed roll call, confirming that a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present for comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Landscape Update

The Board reviewed the landscape report and requested a proposal for cleanup around the ponds and the bed behind the pool. The Board also tabled the proposal for replacement of plant material in the amount of \$4,040.58 until the December meeting.

49 **i. Turf Chemical Treatment Update.**

50 The Board reviewed the report.

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52 **ii. Consideration of Proposal for Foxtail Palms**

53 The Board tabled this until the December meeting and stated that
54 they would research the proper size for their needs and gather
55 competing proposals to be presented at that time.

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57 **B. Irrigation Report**

58 The Board reviewed the report.

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60 **C. Sitex Aquatics Treatment Report**

61 The Board reviewed the report and stated that along Amarylis there are cat
62 tails present on the right-hand side as well as an excessive amount of debris
63 on the left-hand side, which they are requesting the vendor to remove.

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65 **D. District Counsel**

66 The Board reviewed the letter being out to the residents informing them of the
67 re-painting of the perimeter wall and requested several edits. The Board then
68 authorized the Chairman to approve the newly revised copy of the letter which
69 Mr. Broadus will provide later so that it can be sent out in a timely manner.

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On a Motion by Ms. Kirchner, seconded by Ms. Gomez with all in favor, the Board of Supervisors approved for Mr. Broadus to make the edits as discussed and for the Chairman to approve the revised letter outside of a meeting so that the letter can be sent out in a timely manner, for the Lynwood Community Development District.

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73 **E. District Engineer**

74 Not present. No report.

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76 **F. District Manager**

77 Mr. Craft reviewed the District Manager's report and informed the Board that
78 the next regular meeting will be held on Friday, December 12, at 11:00 a.m.
79 at the offices of Rizzetta & Company located at 2700 S. Falkenburg Road
80 Suite 2745, Riverview, FL 33578.

81
82 Mr. Craft presented the 3rd Quarter Website Compliance Audit Report to
83 Board stating that there were no negative findings.

FOURTH ORDER OF BUSINESS

**Consideration of Proposals for Paving
at the Pergola Area and Sidewalk**

On a Motion by Ms. Gomez, seconded by Ms. Goode with all in favor, the Board of Supervisors approved the proposal from ACPLM in the amount of \$9,850.00 for paving at the pergola area and sidewalk, for the Lynwood Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2026-01;
Redesignating Officers of the District**

On a Motion by Ms. Goode, seconded by Ms. Gomez with all in favor, the Board of Supervisors approved Resolution 2026-01; Redesignating Officers of the District and appointing Rachel Welborn as an Assistant Secretary, for the Lynwood Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors Meeting held on
October 10, 2025**

On a Motion by Ms. Gomez, seconded by Ms. Goode, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' meeting held on October 10, 2025, as presented, for the Lynwood Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Operations &
Maintenance Expenditures for
September 2025**

On a Motion by Ms. Kirchner, seconded by Ms. Gomez, with all in favor, the Board of Supervisors approved the September 2025 (\$40,909.37) Operation and Maintenance Expenditures, for the Lynwood Community Development District.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Supervisor Gomez requested a proposal from Romaner Graphics to add two new "No Parking" signs to the community.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Craft stated that there were no other matters to come before the Board of Supervisors at this time

On a Motion by Ms. Goode, seconded by Ms. Gomez, with all in favor, the Board of Supervisors approved to adjourn the meeting at 11:52 a.m., for the Lynwood Community Development District.

DRAFT

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Assistant Secretary

Chair / Vice Chair

DRAFT