



Rizzetta & Company

# **Forest Brooke Community Development District**

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## **Board of Supervisors' Meeting January 16, 2020**

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

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

**FOREST BROOKE  
COMMUNITY DEVELOPMENT DISTRICT**

Forest Brooke Amenity Center, 5019 Grist Mill Ct., Wimauma, FL 33598

<b>Board of Supervisors</b>	Steven Pfennig	Chair
	Cassandra Krause	Vice Chair
	Kelly Evans	Assistant Secretary
	Ben Gainer	Assistant Secretary
	John Latham	Assistant Secretary
<b>District Manager</b>	Bryan Radcliff	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley, Robin & Vericker
<b>District Engineer</b>	Heather Wertz	Absolute Engineering

**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), 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.

**FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 12750 CITRUS PARK LN., SUITE 115 • TAMPA, FL 33625**  
[www.ForestBrookeCDD.org](http://www.ForestBrookeCDD.org)

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January 7, 2020

**Board of Supervisors  
Forest Brooke Community  
Development District**

**AGENDA**

Dear Board Members:

The meeting of the Board of Supervisors of the Forest Brooke Community Development District will be held on **Thursday, January 16, 2020 at 6:30 PM** at the Forest Brooke Amenity Center, located at 5019 Grist Mill Ct., Wimauma FL, 33598. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. Landscape & Irrigation Maintenance ..... Tab 1
    - i. Consideration of Irrigation Repairs Proposal ..... Tab 2
  - B. Aquatics Maintenance
  - C. District Engineer
  - D. District Counsel
  - E. District Manager
    - i. Presentation of Unaudited Financial Statements ..... Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held December 19, 2019 ..... Tab 4
  - B. Consideration of Operations & Maintenance Expenditures for December 2019 ..... Tab 5
  - C. Ratification of Series 2017 Requisitions (if any)
  - D. Ratification of Series 2019 Requisitions (if any)
- 5. BUSINESS ITEMS**
  - A. Consideration of Arbitrage Rebate Calculation Services Letter of Engagement ..... Tab 6
  - B. Consideration of Pet Waste Station Installation Proposal ..... Tab 7
  - C. Consideration of Pet Waste Pickup Service Proposal ..... Tab 8
  - D. Consideration of Sign Proposal ..... Tab 9
  - E. Discussion Regarding Landscape Services
- 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 4

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.*

FOREST BROOKE  
COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Forest Brooke Community Development District was held on **Thursday, December 19, 2019 at 6:30 PM** at the Forest Brooke Amenity Center, located at 5019 Grist Mill Ct., Wimauma, FL 33598.

Present and constituting a quorum:

Steven Pfennig	<b>Board Supervisor; Chair</b>
Cassandra Krause	<b>Board Supervisor; Vice Chair</b>
John Latham	<b>Board Supervisor; Asst. Secretary</b>
Kelly Evans	<b>Board Supervisor; Asst. Secretary (via phone)</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company</b>
John Vericker	<b>District Counsel; Straley Robin Vericker (via phone)</b>
Scott Gow	<b>Account Rep; Down to Earth</b>

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience member questions or comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Landscape & Irrigation Maintenance

i. Presentation of Field Inspection Report

Mr. Radcliff presented the latest field inspection report and irrigation

46 maintenance report to the Board for review. The Board outlined several areas that  
47 needed attention from Down to Earth. Discussion ensued. The Board agreed to put  
48 Down to Earth on a 30-day notice for improved services.  
49

On a Motion by Ms. Evans, seconded by Mr. Pfennig, with all in favor, the Board of Supervisors directed staff to put landscape vendor Down to Earth on 30-day notice for improvement of services for the Forest Brooke Community Development District.

50  
51 **B. Aquatics Maintenance**  
52

53 **i. Presentation of Waterway Inspection Report**  
54

55 Mr. Radcliff presented the latest aquatic services report to the Board for  
56 review. Discussion ensued. The Board requested that trash be picked up from the  
57 southernmost pond behind White Mangrove.  
58

59 **C. District Engineer**  
60

61 Not present; no report provided.  
62

63 **D. District Counsel**  
64

65 Mr. Vericker had no additional information to report.  
66

67 **E. District Manager**  
68

69 Mr. Radcliff confirmed that the next regular meeting is scheduled to be held  
70 on Thursday, January 16, 2020 at 6:30 PM at the Vista Palms Clubhouse, 5019  
71 Grist Mill Ct., Wimauma, Florida 33598.  
72

73 **i. Presentation of the Unaudited Financial Statements**  
74

75 Mr. Radcliff presented the latest unaudited monthly financial statements to  
76 the Board for review, and also updated the Board on the status of various projects  
77 within the District.  
78

79 **FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of  
the Board of Supervisors'  
Meeting Held on Nov. 21, 2019**

80  
81  
82  
83 Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held  
84 November 21, 2019 to the Board for consideration. It was noted that Ms. Krause wasn't  
85 identified as vice chair.

On a Motion by Mr. Latham, seconded by Mr. Pfennig, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 21, 2019 for the Forest Brooke Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operations & Maintenance Expenditures for November 2019**

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for November 2019 (\$37,568.89) for the Forest Brooke Community Development District.

**SIXTH ORDER OF BUSINESS**

**Presentation of Series 2014 Arbitrage Calculation Report**

Mr. Radcliff presented the Series 2014 arbitrage rebate calculation report to the Board for review and confirmed there is no arbitrage liability at this time.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

Ms. Krause commented on abandoned barricades that remain in the District. She also requested that "No Solicitation" signs be made, and that Poop 911 submit proposals for additional dog waste stations in phases 3 and 4.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Latham, seconded by Mr. Pfennig, with all in favor, the Board of Supervisors adjourned the meeting at 7:12 PM for the Forest Brooke Community Development District.

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

\_\_\_\_\_  
Chair / Vice Chair

Tab 5

# **FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT**

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**DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FLORIDA 33578**

## **Operation and Maintenance Expenditures December 2019 For Board Approval**

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

The total items being presented: **\$53,029.80**

Approval of Expenditures:

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\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

## Forest Brooke Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Amerigas Propane LP	002072	3099521918	Gas Tank 11/19	\$ 142.14
Amerigas Propane LP	002072	3099727926	Propane Services 12/19	\$ 1,009.74
Ballenger & Company, Inc.	002073	19438	Water Use Reporting to State Agency - 11/19	\$ 395.00
Bryan Taylor Db	002085	3002528	Emptied & Refilled Pet Waste Stations 10/19	\$ 137.80
Tampa Poop 911 LLC	002062	CK112119	BOS 11/21/19	\$ 200.00
Cassandra Krause				
Don Harrison Enterprises, LLC	002060	2624	Bollard Fixture Repairs	\$ 120.00
Don Harrison Enterprises, LLC	002075	2635	Clubhouse Christmas Light Service 12/19	\$ 160.00
Gladiator Pressure Cleaning, Inc	002082	15278	Pressure Wash Clubhouse 11/19	\$ 695.00
Golden Palm Landscaping and Tree	002083	8386	Palms & Injections 10/19	\$ 180.00
Hillsborough County BOCC	002074	2148109361 11/19	17057 Yellow Pine St/4909 Babbling Brook Ln 11/19	\$ 678.87
Hillsborough County BOCC	002074	4313147338 11/19	5019 Grist Mill Ct 11/19	\$ 667.53
Home Encounter, LLC	002077	120919HomeRiver	Reimbursement for Gym Wipes 12/19	\$ 299.50
Home Encounter, LLC	002061	43948	Management Fee 10/19	\$ 2,178.50

## Forest Brooke Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Home Encounter, LLC	002061	43949	Management Fee 11/19	\$ 2,178.50
Home Encounter, LLC	002061	43950	Management Fee 12/19	\$ 2,178.50
Home Encounter, LLC	002061	43953	Clubhouse Payroll 10/19	\$ 4,711.20
JNJ Cleaning Services	002078	11-30-2019-003	Regular Cleaning - Club House 11/19	\$ 1,350.00
John Edward Latham	002063	JL112119	BOS 11/21/19	\$ 200.00
Landcare Landscaping Inc	002084	1263405	Monthly Grounds Maintenance 12/19	\$ 1,400.00
LLS Tax Solutions Inc.	002064	001877	Arbitrage Rebate Calculation Series 2014 PE 10/15/19	\$ 500.00
OnSight Industries, LLC	002079	006-19-263174D	Sign Install 11/19	\$ 260.57
Republic Services, Inc.	002066	0696-000834100	Waste Services 11/19	\$ 313.54
Republic Services, Inc.	002088	0696-000840107	Waste Services 12/19	\$ 318.35
Rizzetta & Company, Inc.	002067	INV0000045120	District Management Fees 12/19	\$ 4,092.50
Rizzetta Technology Services, LLC	002068	INV0000004909	Website Hosting Services 12/19	\$ 100.00
Solitude Lake Management, LLC	002086	PI-A00330734	Monthly Lake and Pond Services 12/19	\$ 1,123.00

## Forest Brooke Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Spectrum Business	002069	070481501112119	0050704815-01 5019 Grist Mill Ct Clubhouse - 11/19	\$ 328.55
SSS Down to Earth OPCO LLC	002081	52856	Monthly Landscape & Irrigation 12/19	\$ 12,732.65
SSS Down to Earth OPCO LLC	002076	53187	Irrigation Repairs 11/19	\$ 465.45
SSS Down to Earth OPCO LLC	002076	53667	Irrigation Repairs 11/19	\$ 386.55
Steven Pfenning	002065	SP112119	BOS 11/21/19	\$ 200.00
Straley Robin Vericker	002070	17701	General Monthly Legal Services through 11/15/19	\$ 2,681.45
Suncoast Pool Service	002087	5811	Club House Pool Service 12/19	\$ 1,450.00
TECO	002089	TECO Summary 11/19	Summary Bill 11/19	\$ 8,818.91
Times Publishing Company	002071	0000035229 11/13/19	Legal Advertising 11/19	<u>\$ 376.00</u>
<b>Report Total</b>				<b><u>\$ 53,029.80</u></b>