



Rizzetta & Company

Forest Brooke Community Development District

Board of Supervisors' Meeting March 19, 2020

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

www.forestbrookecdd.org

**FOREST BROOKE
COMMUNITY DEVELOPMENT DISTRICT**

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

Board of Supervisors	Steven Pfennig	Chair
	Cassandra Krause	Vice Chair
	John Latham	Assistant Secretary
	Paul Cilia	Assistant Secretary
	Saavick Boomgarden	Assistant Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley, Robin & Vericker
District Engineer	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 • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.forestbrookecdd.org

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

March 11, 2020

AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Forest Brooke Community Development District will be held on **Thursday, March 19, 2020 at 6:30 PM** (immediately following the Audit Review Committee meeting) 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. BUSINESS ITEMS – PART I**
 - A.** Administer Oath of Office to Ms. Boomgarden.....Tab 1
 - i. Review Sunshine Amendment
 - B.** Consideration of Resolution 2020-01; Re-designating Officers of the District.....Tab 2
- 4. STAFF REPORTS**
 - A.** Landscape & Irrigation Maintenance.....Tab 3
 - i. Consideration of Down to Earth Proposal.....Tab 4
 - B.** Aquatics Maintenance.....Tab 5
 - C.** District Engineer
 - D.** District Counsel
 - E.** District Manager
- 5. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors' Meeting held February 20, 2020Tab 6
 - B.** Consideration of Minutes of Audit Review Committee Meeting held February 20, 2020.....Tab 7
 - C.** Consideration of Operations & Maintenance Expenditures for February 2020Tab 8
- 6. BUSINESS ITEMS – PART II**
 - A.** Consideration of Ceiling Fans ProposalTab 9
- 7. SUPERVISOR REQUESTS**
- 8. 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 2

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Forest Brooke 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 designate the Officers of the District.

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

Section 1. _____ is appointed Chairperson.

Section 2. _____ is appointed Vice Chairperson.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ Bryan Radcliff is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th day of March, 2020.

ATTEST:

**FOREST BROOKE COMMUNITY
DEVELOPMENT DISTRICT**

Assistant Secretary

Chair / Vice Chair

Tab 6

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, February 20, 2020 at 6:32 p.m.** at the Forest Brooke Amenity Center, located at 5019 Grist Mill Ct., Wimauma, FL 33598.

Present and constituting a quorum:

Steven Pfennig	Board Supervisor; Chair
Cassandra Krause	Board Supervisor; Vice Chair
John Latham	Board Supervisor; Asst. Secretary
Paul Cilia	Board Supervisor; Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company
Kevin Perkins	Representative, Home River
Scott Gow	Representative, Down to Earth
Kristen Schalter	District Counsel, Straley Robin Vericker
	(via conference call)

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

Mr. Radcliff, on the request from the Board, reviewed District Management's performance. All Board members spoke about Mr. Radcliff's performance to date. It was agreed that no further action will be taken at this time.

SECOND ORDER OF BUSINESS

Business Items

A. Consideration of Supervisor Resignations

The Board accepted Supervisor resignations from Ms. Evans and Mr. Gainer from the Board of Supervisors of the Forest Brooke Community

Development District.

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors accepted the resignations of Ms. Evans and Mr. Gainer from the Board of Supervisors of the Forest Brooke Development District.

B. Consideration of Board Appointments

The Board approved the appointment of Ms. Saavik Boomgarden and Mr. Paul Cilia to the Board of Forest Brooke CDD.

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors approved the appointment of Ms. Boomgarden and Mr. Cilia to the Board for the Forest Brooke Community Development District.

C. Consideration of Resolution 2020-01; Re-designating Officers

The Board tabled this re-designation of Officers until Ms. Boomgarden is sworn in and present.

THIRD ORDER OF BUSINESS

STAFF REPORTS

A. Field Services

The Board requested an update on the irrigation timers and where they are aimed.

i. Irrigation Inspection Report

The Board requested a follow-up on receiving approved Bougainvillea for the pool and a Top Choice Proposal for the next meeting.

(Ms. Schalter left the meeting conference call)

ii. Consideration of Landscape Proposals

The Board approved the proposal from Landcare Landscaping, Inc. for playground mulch for \$1760.00.

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors approved the Landcare Landscaping, Inc., proposal for playground mulch at \$1760.00 for the Forest Brooke Community Development District.

(Mr. Gow left the meeting at 7:20 p.m.)

The Board agreed to table the Down to Earth Landscaping and Irrigation proposal for common area mulching, pending additional proposals.

B. Aquatics Maintenance

Mr. Radcliff presented the Aquatics Maintenance Report to the Board.

C. District Engineer

Not present; no report provided.

D. District Counsel

No report provided.

E. District Manager

Mr. Radcliff confirmed that the next regular meeting is scheduled to be held on Thursday, March 19, 2020 at 6:30 PM at the Vista Palms Clubhouse, 5019 Grist Mill Ct., Wimauma, Florida 33598.

FOURTH ORDER OF BUSINESS

BUSINESS ADMINISTRATION

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on January 16, 2020.

Mr. Radcliff presented the latest unaudited monthly financial statements to the Board for review. The Proposed Budget date is May 12, 2020, the Final and Adopted Budget date is July 21, 2020.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting Held on January 16, 2020

Mr. Radcliff presented the Minutes from the December 19, 2020 to the Board.

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on January 16, 2020, for the Forest Brooke Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Operations &
Maintenance Expenditures for
January 2020**

Mr. Radcliff presented the Operation and Maintenance Expenditures for January 2020 to the Board.

On a Motion by Mr. Pfennig, seconded by Ms. Kraus, with all in favor, the Board of Supervisors approved the Operations & Maintenance Expenditures for January 2020 (\$66,965.12) for the Forest Brooke Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration Audit Committee
Recommendation**

Mr. Radcliff presented the Audit Committee Recommendation to the Board.

On a Motion by Mr. Pfennig, seconded by Mr. Latham, with all in favor, the Board of Supervisors approved the Audit Review Committee Recommendation for the Forest Brooke Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Ceiling Fan
Proposal**

The Board tabled the Ceiling Fan Proposals pending clarification of proposals and pictures of each option.

NINTH ORDER OF BUSINESS

**Consideration of Billiard Table
Repair Proposals**

The Billiard Table Repair Proposals were tabled until further discussion regarding Clubhouse hours.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Pfennig commented on the message board for the Clubhouse. Mr. Cilia is to submit proposals to the Mr. Radcliff.

Ms. Krause commented on the holes in the sod at A7 scenic hill and reflecting pond.

Mr. Cilia commented on security issues at the pool and monitoring the flow of traffic.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Residents had questions and/or comments on items including the following:

- The current status of the Clubhouse and the ongoing efforts to work with District Management to make improvements.
- A resident requested to hanging a Diabetes Fundraiser poster on the Clubhouse. All Board members agreed to this request.
- A resident requested research be done by the Board to construct a dog park on District property, financed by the HOA. District Counsel is to do further research.
- A resident commented on adjusting the Splash Pad hours of operation to cut down on expenses.

TWELFTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Krause, seconded by Mr. Cilia, with all in favor, the Board of Supervisors adjourned the meeting at 7:51 p.m. for the Forest Brooke Community Development District.

Assistant Secretary

Chair / Vice Chair

Tab 7

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 Audit Review Committee of the Forest Brooke Community Development District was held on **Thursday, February 20, 2020 at 6:30 p.m.** at the Forest Brooke Amenity Center, located at 5019 Grist Mill Ct., Wimauma, FL 33598.

Present and constituting a quorum:

Steven Pfennig	Board Supervisor; Chair
Cassandra Krause	Board Supervisor; Vice Chair
John Latham	Board Supervisor; Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company
Kevin Perkins	Representative, Home River
Kristen Schalter	District Counsel, Straley Robin Vericker
	(via conference call)

Audience

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

Consideration of Minutes of
Audit Review Committee
Meeting held November 21,
2019

Consideration of Minutes of the Board of Supervisors' Audit Review Committee Meeting held on November 21, 2019.

FOREST BROOKE COMMUNITY DEVELOPMENT DISTRICT

February 20, 2020 Minutes of Meeting

Page 2

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

THIRD ORDER OF BUSINESS

**Review and Ranking of
Proposals**

Mr. Radcliff presented the audit services proposal to the Committee for consideration. The Board ranked Grau & Associates as their top choice to provide District auditing services.

On a Motion by Mr. Phennig, seconded by Mr. Latham, with all in favor, the Committee accepted the proposal for annual audit services from Grau & Associates for the Forest Brooke Community Development District.

FOURTH ORDER OF BUSINESS

Comments / Adjournment

On a Motion by Mr. Phennig, seconded by Mr. Latham, with all in favor, the Audit Review Committee adjourned the meeting at 6:31 p.m. for the Forest Brooke Community Development District.

Assistant Secretary

Chair / Vice Chair