



Rizzetta & Company

The Verandahs Community Development District

**Board of Supervisors' Meeting
August 14, 2019**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, Florida 33544
813.994.1615**

www.theverandahscdd.org

THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT

Trinity Lutheran Church, 3100 Starkey Boulevard, New Port Richey, FL 34655

Board of Supervisors	Stanley Haupt Nancy Smith Thomas May Sara Henk Allen Adams	Chair Vice Chair Asst. Secretary Asst. Secretary Asst. Secretary
District Manager	Bryan Radcliff	Rizzetta & Company, Inc.
District Counsel	Vivek Babbar	Straley Robin & Vericker
District Engineer	Giacomo Licari	Dewberry Engineering, Inc.

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) 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.

August 6, 2019

Board of Supervisors
The Verandahs Community
Development District

AGENDA

Dear Board Members:

The public hearings and regular meeting of the Board of Supervisors of The Verandahs Community Development District will be held on **Wednesday, August 14, 2019 at 6:30 PM** at the offices of Rizzetta & Company, Inc. at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
 - A. District Counsel**
 - B. District Engineer**
 - i. Discussion of Revised Letter of Commitment..... Tab 1
 - ii. Proposal for Utility Easement Sketch Tab 2
 - C. Landscape & Irrigation**
 - i. Field Manager Report..... Tab 3
 - ii. Landscaper Observation Report..... Tab 4
 - iii. Consideration of Landscape Proposals Tab 5
 - D. District Manager**
 - i. Discussion of Jillian Court Pond Tab 6
- 4. CONSTRUCTION UPDATE**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting Held on July 2, 2019 Tab 7**
 - B. Consideration of Operations & Maintenance Expenditures for June 2019 Tab 8**
 - C. Ratification of Series 2016 Check Requisitions (if any)**
- 6. OLD BUSINESS ITEMS**
 - A. Update on County Permitting Process**
- 7. NEW BUSINESS ITEMS**
 - A. Public Hearing on FY 2019-2020 Budget Tab 9**
 - i. Consideration of Resolution 2019-05, Adopting Fiscal Year 2019-2020 Final Budget..... Tab 10
 - B. Public Hearing on FY 2019-2020 Assessments**
 - i. Consideration of Resolution 2019-06, Imposing Special Assessments & Certifying Roll Tab 11

- C. Consideration of Resolution 2019-07, Adopting Fiscal
Year 2019-2020 Meeting Schedule Tab 12
 - D. Consideration of Website ADA Compliance Proposals..... Tab 13
 - E. Consideration of Technology Services Contract..... Tab 14
 - F. Consideration of Amenity Services Proposal..... Tab 15
 - G. Discussion of Clubhouse Policies Tab 16
 - H. Discussion of Tree Trimming Contract..... Tab 17
- 8. **AUDIENCE COMMENTS**
 - 9. **SUPERVISOR REQUESTS**
 - 10. **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 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.

THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of The Verandahs Community Development District was held on **Tuesday, July 2, 2019 at 8:040 AM** at the Trinity Lutheran Church, located at 3100 Starkey Boulevard, New Port Richey, FL 34655.

Present and constituting a quorum:

Stanley Haupt	Board Supervisor, Chair
Nancy Smith	Board Supervisor, Vice Chair
Thomas May	Board Supervisor, Asst. Secretary
Sarah Henk	Board Supervisor, Asst. Secretary
Allen Adams	Board Supervisor, Asst. Secretary

Also present were:

Grant Phillips	District Manager; Rizzetta & Company, Inc.
Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Tyree Brown	Senior Field Manager; RASI
Brett Perez	Yellowstone
Sabrina Bland	FitRev

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Staff Reports

A. District Counsel

Not present; no report provided.

B. District Engineer

Not present; no report provided.

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C. Operations Manager

i. Presentation of Field Inspection Report

Mr. Brown presented the latest field inspection report to the Board for review. Discussion ensued. Mr. Brown and Mr. Perez addressed and answered general questions from the Board.

D. District Manager

Mr. Phillips announced that the next meeting and the final budget public hearing is scheduled for August 14, 2019 at 6:30 PM.

THIRD ORDER OF BUSINESS

Discussion of Fitness Equipment Maintenance

Mr. Phillips presented proposals for fitness equipment purchase and preventative maintenance to the Board for consideration. Discussion ensued.

On a Motion by Ms. Smith, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the proposal from FitRev for the purchase of fitness equipment as described in layout 1B in the "Black Pearl" color for The Verandahs Community Development District.

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On a Motion by Ms. Smith, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the proposal from FitRev for quarterly fitness equipment preventative maintenance at a cost of \$185.00 per quarter for The Verandahs Community Development District.

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Discussion then ensued regarding the landscaping maintenance contract and RFP. Mr. Brown introduced Justin, operations manager from Down To Earth, to the Board and they, along with Mr. Phillips, addressed and answered the Board's general questions and concerns. Mr. Brown cautioned the Board about changing landscape companies in the middle of the rainy season. Discussion continued, including regarding RFP price points, the proposed budget, and previously accepted meeting minutes.

On a Motion by Ms. Smith, seconded by Ms. Henk, with all in favor, the Board of Supervisors approved the revision to the April 2, 2019 meeting minutes to add the word "rankings" to the motion box regarding acceptance of the RFP proposals for The Verandahs Community Development District.

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FOURTH ORDER OF BUSINESS

Construction Update

Mr. Phillips introduced the topic for review. General discussion ensued including items regarding .

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting Held on June 4, 2019

Mr. Phillips presented the minutes of the meeting held on June 4, 2019 to the Board for consideration. Discussion ensued. The Board requested that follow-up items and action items be included in the minutes before they are approved.

SIXTH ORDER OF BUSINESS

Consideration of Operations & Maintenance Expenditures for May 2019

Mr. Phillips presented the May 2019 Operations & Maintenance Expenditures to the Board for ratification. Brief discussion ensued.

On a Motion by Mr. Haupt, seconded by Mr. May, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for May 2019 totaling \$28,541.50 for The Verandahs Community Development District.

SEVENTH ORDER OF BUSINESS

Ratification of Series 2016 Check Requisitions #20-21

Mr. Phillips presented two check requisitions to the Board for ratification.

On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors ratified the Series 2016 Check Requisitions #20-21 for The Verandahs Community Development District.

EIGHTH ORDER OF BUSINESS

Update on County Permitting Process

Mr. Phillips introduced the topic for consideration. Discussion ensued regarding items including improved communications; budgeted numbers and pricing for cabinets and flooring; completion timelines; design plans; and supervisors researching items for purchase and/or installation.

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110 **NINTH ORDER OF BUSINESS** **Presentation of Final Audit for**
111 **Fiscal Year 2017-2018**
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113 Mr. Phillips presented the final audit for Fiscal Year 2017-2018 to the Board for
114 review.
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On a Motion by Mr. Haupt, seconded by Mr. May, with all in favor, the Board of Supervisors accepted the final audit for Fiscal Year 2017-2018 for The Verandahs Community Development District.

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117 **TENTH ORDER OF BUSINESS** **Discussion of Draft Clubhouse**
118 **Policies**
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120 Mr. Phillips presented the draft clubhouse/amenity policies to the Board for
121 consideration. Discussion ensued. The Board agreed that website ADA policies need to
122 be reviewed and also asked staff to send the draft amenity policies to District Counsel
123 for review.
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125 **ELEVENTH ORDER OF BUSINESS** **Discussion of Clubhouse/Gym**
126 **Connections Options**
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128 Mr. Phillips presented three options for clubhouse and fitness center
129 phone/TV/internet connections from service provider Frontier to the Board for
130 consideration. Discussion ensued.
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On a Motion by Mr. Haupt, seconded by Ms. Henk, with all in favor, the Board of Supervisors approved option 2 of the clubhouse/fitness center phone/TV/internet connections from provider Frontier for The Verandahs Community Development District.

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133 **TWELFTH ORDER OF BUSINESS** **Discussion of Wetland Signs**
134 **Proposal**
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136 Mr. Phillips introduced the topic for discussion. As the District Engineer is on
137 vacation, the Board will await an area map of installation for the wetland warning signs
138 before approving the proposal from Sign-A-Rama.
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140 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments**
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142 There were no audience members left to provide comments/questions.
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144 **FOURTEENTH ORDER OF BUSINESS** **Supervisor Comments**

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There were no additional supervisor requests.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Henk, seconded by Mr. Haupt, the Board of Supervisors adjourned the meeting at 9:38 AM for The Verandahs Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 8

The Verandahs Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures June 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2019 through June 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$28,445.38**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Verandahs Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Allen Adams	001833	AA060419	Board of Supervisors Meeting 06/04/19	\$ 200.00
Blue Water Aquatics, Inc.	001842	25408	Aquatic Service 06/19	\$ 1,200.00
Dewberry Engineers Inc.	001827	1683908	Engineering Services 04/19	\$ 375.00
Grau & Associates	001834	17622	Audit Services FY17/18	\$ 500.00
Grau & Associates	001834	18010	Audit Services FY17/18	\$ 46.00
Grau & Associates	001834	18371	Audit Services FY17/18	\$ 3,200.00
High Trim, LLC	001840	737	Tree Maintenance 06/19	\$ 2,800.00
Nancy J Smith	001837	NS060419	Board of Supervisors Meeting 06/04/19	\$ 200.00
Rizzetta & Company, Inc.	001829	INV0000041027	District Management Fees 06/19	\$ 4,208.34
Rizzetta Technology Services, LLC	001828	INV0000004422	Website & Email Hosting Services 06/19	\$ 175.00
Rust-Off Inc.	001830	21542	Chemicals For Rust Prevention 05/19	\$ 790.00
Stanley Haupt	001835	SH060419	Board of Supervisors Meeting 06/04/19	\$ 200.00
Straley Robin Vericker	001838	17136	General Legal Services 05/19	\$ 470.00

The Verandahs Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2019 Through June 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Thomas M May	001836	TM060419	Board of Supervisors Meeting 06/04/19	\$ 200.00
Thomas May	001843	061419	Reimburse 2 TV's Receiver and Speakers 06/19	\$ 1,999.92
Trinity Lutheran Church	001839	060419	Donation for Meeting Room use 06/04/19	\$ 50.00
Verandahs Association	001831	042519	Reimburse HOA for Electric Service	\$ 134.54
Verandahs Association	001831	ACCT#1510575 04/19 042519	12433 Chenwood Ave 04/19 Reimburse HOA for Electric Service	\$ 280.88
Withlacoochee River Electric Cooperative, Inc.	001844	ACCT#1510576 04/19 1573432 06/19	12137 Chenwood Ave 04/19 Area Lighting 06/19	\$ 3,334.13
Yellowstone Landscape	001832	TM 25454	Irrigation Inspection Repairs 05/19	\$ 278.56
Yellowstone Landscape	001841	TM 26859	Service Repair 05/19	\$ 63.01
Yellowstone Landscape	001845	TM 31424	Monthly Landscape Maintenance 06/19	\$ <u>7,740.00</u>
Report Total				\$ <u>28,445.38</u>