



Rizzetta & Company

The Verandahs Community Development District

**Board of Supervisors' Meeting
November 5, 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.

October 25, 2019

**Board of Supervisors
The Verandahs Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of The Verandahs Community Development District will be held on **Tuesday, November 5, 2019 at 6:30 PM** (immediately following the Audit Review Committee meeting) at the Trinity Lutheran Church, located at 3100 Starkey Boulevard, New Port Richey, FL 34655. The following is the 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
 - C. Landscape & Irrigation Tab 1
 - i. Consideration of Landscaping Proposal(s)..... Tab 2
 - D. District Manager
- 4. CONSTRUCTION UPDATE**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Meeting Held on October 1, 2019 Tab 3
 - B. Consideration of Operations & Maintenance Expenditures for September 2019 Tab 4
 - C. Ratification of Series 2016 Check Requisitions (if any)
- 6. OLD BUSINESS ITEMS**
 - A. Update on County Permitting Process
- 7. NEW BUSINESS ITEMS**
 - A. Consideration of Clubhouse Cleaning Services Proposal..... Tab 5
 - B. Consideration of Aquatic Services Proposal..... Tab 6
- 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) 994-1001.

Sincerely,

Bryan Radcliff

Bryan Radcliff
District Manager

Tab 3

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 **Monday, October 1, 2019 at 8:00 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
Sara Henk	Board Supervisor, Asst. Secretary
Allen Adams	Board Supervisor, Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Vivek Babbar	District Counsel; Straley Robin Vericker
Giacomo Licari	District Engineer; Dewberry (arrived at 8:04 AM)
Virgil Stoltz	Account Rep; Blue Water Aquatics
Brett Perez	Account Rep; Yellowstone

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

**Audience Comments on
Agenda Items**

There were no audience comments or questions on agenda items.

THIRD ORDER OF BUSINESS

Staff Reports

45 **A. District Counsel**

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47 Mr. Babbar reviewed and discussed the clubhouse amenity facilities access
48 agreement. The Board approved the agreement in substantial form, pending minor
49 changes.
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On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the clubhouse amenity facilities access agreement in substantial form, pending minor changes, for The Verandahs Community Development District.

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52 **B. District Engineer**

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54 **i. Consideration of Pavement Evaluation Proposal**

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56 Mr. Licari presented a pavement evaluation proposal to the Board for
57 consideration and reviewed it with them. Discussion ensued. The Board
58 approved the proposal and asked Mr. Chang to provide pavement underdrain
59 repair proposals for consideration at the next meeting.
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On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the District Engineer's proposal from Universal Engineering Sciences for geotechnical pavement evaluation of Jillian Circle for The Verandahs Community Development District.

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62 **C. Landscape & Irrigation**

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64 Mr. Radcliff presented the latest field inspection report to the Board for
65 review.
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67 **i. Consideration of Landscape Proposals**

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69 Mr. Radcliff presented two landscaping proposals to the Board for
70 consideration.
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On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved proposal #26933 from Yellowstone for installation of a new 12" mulch border around the clubhouse in the amount of \$1,069.50 for The Verandahs Community Development District.

On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved proposal #30528 from Yellowstone for annual mulch installation in the amount of \$6,075.00 for The Verandahs Community Development District.

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D. Aquatic Services

Mr. Stoltz

i. Pond 60 (Jillian Circle) Water Testing Results

Mr. Stoltz presented his aquatic inspection report to the Board. The Board approved a proposal for Phoslock treatment of pond #60 and requested a proposal for increased treatment visits going forward.

On a Motion by Ms. Smith, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the proposal from Blue Water Aquatics for Phoslock treatment of pond #60 (Jillian Circle) for The Verandahs Community Development District.

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E. District Manager

Mr. Radcliff announced that the next regular meeting is scheduled for November 5, 2019 at 6:30 PM.

(Mr. Stoltz and Mr. Perez left the meeting at 8:59 AM.)

FOURTH ORDER OF BUSINESS

Construction Update

Mr. May updated the Board regarding the status of the clubhouse build.

FIFTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting Held September 16, 2019

Mr. Radcliff presented the minutes of the meeting held on September 16, 2019 to the Board for consideration.

On a Motion by Ms. Smith, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 16, 2019 for The Verandahs Community Development District.

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104 **SIXTH ORDER OF BUSINESS** **Update on County Permitting**
105 **Process**
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107 Mr. Licari updated the Board on the status of the county permitting process.
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109 **SEVENTH ORDER OF BUSINESS** **Establishment of Audit Review**
110 **Committee**
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112 Mr. Radcliff explained the purpose and procedure of establishing a committee to
113 contract for annual auditing services for the District. The Board supervisors agreed to
114 serve as committee members and authorized staff to advertise as required.
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On a motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors established the Audit Review Committee, agreed to serve as its members, and authorized staff to advertise as required for The Verandahs Community Development District.

116 **EIGHTH ORDER OF BUSINESS** **Consideration of Insurance**
117 **Policy Renewal**
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120 Mr. Radcliff presented the annual insurance policy renewal to the Board for
121 ratification.
122

On a motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors ratified the annual insurance policy renewal for The Verandahs Community Development District.

123 **NINTH ORDER OF BUSINESS** **Consideration of Tree Trimming**
124 **Contract**
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127 Mr. Radcliff presented the tree trimming contract from High Trim to the Board or
128 consideration.
129

On a motion by Ms. Smith, seconded by Mr. May, with all in favor, the Board of Supervisors approved the tree trimming contract from High Trim for The Verandahs Community Development District.

130 **TENTH ORDER OF BUSINESS** **Consideration of Merchants**
131 **Association Agreement**
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134 Mr. Radcliff presented a merchants association agreement, for utility line use and

135 easement access, to the Board for consideration. Discussion ensued. The Board
136 approved the agreement in substantial form pending review by District Counsel.
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On a motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the merchants association agreement in substantial form, pending review by District Counsel, for The Verandahs Community Development District.

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139 **ELEVENTH ORDER OF BUSINESS** **Consideration of Holiday**
140 **Decorating Proposal**
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142 Mr. Radcliff presented a holiday decorating proposal to the Board for consideration.
143 Discussion ensued. The Board approved the proposal with the stipulation that the lights
144 not be turned on until after November 21st.
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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 Illuminations for holiday decoration installations in the amount of \$3,500.00, with the stipulation that the lights not be turned on until after November 21st, for The Verandahs Community Development District.

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147 **TWELFTH ORDER OF BUSINESS** **Consideration of Clubhouse**
148 **Cleaning Proposal**
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150 Mr. Radcliff presented a clubhouse cleaning proposal to the Board for
151 consideration. Discussion ensued. The Board tabled consideration of the proposal
152 pending clarification of scope of work and the addition of an optional day if needed.
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154 **THIRTEENTH ORDER OF BUSINESS** **Discussion of Website**
155 **Compliance Items**
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157 Mr. Radcliff presented a list of District website compliance items to the Board for
158 review. Discussion ensued.
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160 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Clubhouse**
161 **Furnishings**
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163 Ms. Henk presented options for clubhouse furnishings for review. Discussion
164 ensued.
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166 **FIFTEENTH ORDER OF BUSINESS** **Audience Comments**
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168 There were no comments or questions from the audience.

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SIXTEENTH ORDER OF BUSINESS

Supervisor Comments

Ms. Smith announced she will be resigning from the Board after the December 2019 meeting.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Haupt, seconded by Mr. May, the Board of Supervisors adjourned the meeting at 9:25 AM for The Verandahs Community Development District.

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Assistant Secretary

Chair / Vice Chair

DRAFT

Tab 4

The Verandahs Community Development District

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

Operations and Maintenance Expenditures September 2019 For Board Approval

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

The total items being presented: **\$41,760.73**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

The Verandahs Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Allen Adams	001905	AA091619	Board of Supervisors Meeting 09/16/19	\$ 200.00
Blue Water Aquatics, Inc.	001906	25802	Aquatic Service 09/19	\$ 1,200.00
Crestmark Vendor Finance	001889	ADVPYMT-071919	Lease 193024-VF000 07/19	\$ 922.50
Dewberry Engineers Inc.	001890	1720698	Engineering Services 07/19	\$ 187.50
Egis Insurance Advisors LLC	001897	9275	General/POL Liability Insurance FY 19/20	\$ 5,894.00
Frontier Communications of Florida	001898	727-856-7773-073119- 5 09/19	727-856-7773-073119-5 09/19	\$ 535.38
High Trim, LLC	001899	950	Tree Maintenance 09/19	\$ 2,800.00
Nancy J Smith	001910	NS091619	Board of Supervisors Meeting 09/16/19	\$ 200.00
Rizzetta & Company, Inc.	001892	INV0000043102	District Management Fees 09/19	\$ 4,208.34
Rizzetta Technology Services, LLC	001891	INV0000004678	Website & Email Hosting Services 09/19	\$ 175.00
Rust-Off Inc.	001893	22697	Chemicals For Rust Prevention 08/19	\$ 790.00
Sara M Guthrie	001907	SG091619	Board of Supervisors Meeting 09/16/19	\$ 200.00
Securiteam Inc	001902	11440	Burglary Alarm 09/19	\$ 720.63
Securiteam Inc	001902	11799	Invoice For Permitting 08/19	\$ 336.80

The Verandahs Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securiteam Inc	001909	12192	Access Control Access Cards Final Balance 08/19	\$ 2,500.00
Stanley Haupt	001908	SH091619	Board of Supervisors Meeting 09/16/19	\$ 200.00
Straley Robin Vericker	001900	17456	General Legal Services 08/19	\$ 1,230.00
Times Publishing Company	001901	0000009478 08/23/19	Acct# 45385 Legal Advertising 08/19	\$ 136.00
Times Publishing Company	001903	0000013142 09/05/19	Acct# 45385 Legal Advertising 09/19	\$ 126.40
Trinity Lutheran Church	001911	091619	Donation for Meeting Room use 09/16/19	\$ 50.00
Verandahs Association	001894	082619 ACCT#1510576 07/19	Reimburse HOA for Electric Service 12137 Chenwood Ave 08/19	\$ 33.74
Withlacoochee River Electric Cooperative, Inc.	001895	1573431 08/19	Area Lighting 08/19	\$ 438.66
Withlacoochee River Electric Cooperative, Inc.	001895	1573433 08/19	12013 Chenwood Avenue - Sign 08/19	\$ 34.64
Withlacoochee River Electric Cooperative, Inc.	001895	2026777 08/19	12414 Southbridge Ter 08/19	\$ 37.30
Withlacoochee River Electric Cooperative, Inc.	001895	2095489 08/19	Area Lighting 08/19	\$ 94.86
Yellowstone Landscape	001896	TM 47234	Replace Pump Starter Back Well 08/19	\$ 1,096.00
Yellowstone Landscape	001896	TM 47235	Replace Back Controller 08/19	\$ 982.58

The Verandahs Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001904	TM 51237	Summer Annual Rotation 08/19	\$ 950.40
Yellowstone Landscape	001912	TM 45443	Monthly Landscape Maintenance 08/19	\$ 7,740.00
Yellowstone Landscape	001912	TM 53209	Monthly Landscape Maintenance 09/19	<u>\$ 7,740.00</u>
Report Total				<u>\$ 41,760.73</u>