



Rizzetta & Company

The Verandahs Community Development District

**Board of Supervisors' Meeting
February 4, 2020**

**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 Thomas May Tracy Mayle Allen Adams Sarah Nesheiwat	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.

January 27, 2020

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

AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of The Verandahs Community Development District will be held on **Tuesday, February 4, 2020 at 6:30 PM** at The Verandahs clubhouse, located at 12375 Chenwood Avenue, Hudson, FL 34669. 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
 - i. Presentation of Jillian Circle Geotechnical Report..... Tab 1
 - C. Landscape & Irrigation
 - i. Field Inspection & Observation Reports Tab 2
 - ii. Consideration of Landscaping Proposals Tab 3
 - D. Amenities Staff
 - E. District Manager
- 4. CONSTRUCTION UPDATE**
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Audit Review Committee Meeting held Jan. 7, 2020 Tab 4
 - B. Consideration of Board of Supervisors' Meeting held January 7, 2020..... Tab 5
 - C. Consideration of Operations & Maintenance Expenditures for December 2019 Tab 6
- 6. OLD BUSINESS ITEMS**
 - A. Update on County Permitting Process
- 7. NEW BUSINESS ITEMS**
 - A. Consideration of "Square Up" POS Terminal Purchase..... Tab 7
 - B. Discussion Regarding Clubhouse IT Services
- 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 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.

THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Audit Review Committee of The Verandahs Community Development District was held on **Tuesday, January 7, 2020 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
Thomas May	Board Supervisor, Vice Chair
Tracy Mayle	Board Supervisor, Asst. Secretary
Allen Adams	Board Supervisor, Asst. Secretary
Sarah Nesheiwat	Board Supervisor, Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Giacomo Licari	District Engineer; Dewberry
Gregg Gruhl	Amenity Services Manager; RASI
Harry Donovan	Clubhouse Manager
Matt Matos	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

**Consideration of Minutes of the
Audit Review Committee
Meeting held November 5, 2019**

Mr. Radcliff presented the minutes of the meeting held November 5, 2019 to the Committee for consideration.

On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Audit Review Committee approved the minutes of the Audit Review Committee meeting held on November 5, 2019 for The Verandahs Community Development District.

45
46 **THIRD ORDER OF BUSINESS** **Review and Ranking of Proposals**
47

48 Mr. Radcliff presented the audit services proposal to the Committee for
49 consideration. Mr. Radcliff advised that because only one proposal was submitted, should
50 the Committee choose to accept it, for the record ranking would not be necessary and full
51 points should be awarded to the proposer.
52

On a motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Audit Review Committee accepted the proposal for annual audit services from Grau & Associates for The Verandahs Community Development District.

53
54 **FOURTH ORDER OF BUSINESS** **Comments / Adjournment**
55

On a Motion by Mr. Haupt, seconded by Mr. May, the Audit Review Committee adjourned the meeting at 8:02 AM for The Verandahs Community Development District.

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57
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61

 Assistant Secretary

 Chair / Vice Chair

Tab 5

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 meeting of the Board of Supervisors of The Verandahs Community Development District was held on **Tuesday, January 7, 2020 at 8:03 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
Thomas May	Board Supervisor, Vice Chair
Tracy Mayle	Board Supervisor, Asst. Secretary
Allen Adams	Board Supervisor, Asst. Secretary
Sarah Nesheiwat	Board Supervisor, Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Company, Inc.
Giacomo Licari	District Engineer; Dewberry
Gregg Gruhl	Amenity Services Manager; RASI
Harry Donovan	Clubhouse Manager
Matt Matos	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**

46
47 Not present; no report provided.

48
49 **B. Amenities Staff**

50
51 Mr. Gruhl discussed clubhouse staff shift hours with the Board. The Board
52 agreed upon Tuesdays and Wednesdays from 9:00 AM – 3:00 PM, and
53 Friday/Saturday/Sunday from 12:00 PM – 6:00 PM. Mr. Gruhl also will look to
54 eventually hire a second employee for the Sunday shift.

55
56 **C. District Engineer**

57
58 Mr. Licari updated the Board on the status of the geotechnical reports he
59 is waiting on.

60
61 **D. Landscape & Irrigation**

62
63 Mr. Matos presented his latest field observation report to the Board for
64 review. He also addressed and answered questions from the Board regarding the
65 field inspection and landscaping proposals.

66
67 **i. Consideration of Landscape Proposals**

68
69 Mr. Radcliff presented landscaping proposals to the Board for consideration.
70 Discussion ensued. The Board approved two proposals and tabled a third,
71 requesting a revised proposal for adding a new mulch strip with different
72 boundaries at the clubhouse.

73
74 On a Motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of
Supervisors approved Yellowstone proposal #41076 for adding sod to the clubhouse
drainage area in the amount of \$238.05 for The Verandahs Community Development
District.

75 On a Motion by Mr. Haupt, seconded by Mr. May, with all in favor, the Board of
Supervisors approved Yellowstone proposal #41082 for installation of Confederate
jasmine in the Chenwood center median in the amount of \$1,058.00 for The Verandahs
Community Development District.

76 **E. District Manager**

77
78 Mr. Radcliff announced that the next regular meeting is scheduled for

79 February 4, 2020 at 6:30 PM and confirmed that this meeting along with all future
80 meetings will be held at the clubhouse, located at 12375 Chenwood Avenue,
81 Hudson, Florida 34669.

82
83 *(Mr. Matos departed the meeting at 8:31 AM.)*

84
85 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the**
86 **Board of Supervisors' Meeting**
87 **Held December 3, 2019**
88

89 Mr. Radcliff presented the minutes of the meeting held on December 3, 2019 to
90 the Board for consideration.
91

On a Motion by Mr. Haupt, seconded by Mr. May, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on December 3, 2019 for The Verandahs Community Development District.

92
93 **FIFTH ORDER OF BUSINESS** **Consideration of Operations &**
94 **Maintenance Expenditures for**
95 **November 2019**
96

97 Mr. Radcliff presented the November 2019 Operations & Maintenance
98 Expenditures to the Board for ratification.
99

On a Motion by Mr. Haupt, seconded by Mr. May, with all in favor, the Board of Supervisors ratified the Operation & Maintenance Expenditures for November 2019 totaling \$21,290.24 for The Verandahs Community Development District.

100
101 **SIXTH ORDER OF BUSINESS** **Update on County Permitting**
102 **Process**
103

104 Mr. Licari provided an update for the Board regarding the permitting process.
105

106 **SEVENTH ORDER OF BUSINESS** **Consideration of Audit Review**
107 **Committee Recommendation**
108

109 Mr. Radcliff presented the Audit Review Committee recommendation to the Board
110 for consideration, which is to contract with Grau & Associates for annual auditing services.
111 The Board approved the recommendation.
112

On a motion by Mr. May, seconded by Mr. Haupt, with all in favor, the Board of Supervisors approved the recommendation of the Audit Review Committee to contract with Grau & Associates to provide annual auditing services for The Verandahs Community Development District.

113
114 **EIGHTH ORDER OF BUSINESS** **Ratification of Insurance Policy**
115 **Adjustments**
116

117 Mr. Radcliff presented to the Board for ratification two insurance policy adjustments,
118 for inclusion of clubhouse coverage and fitness equipment coverage.
119

On a motion by Mr. May, seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors ratified two insurance policy adjustments, for inclusion of clubhouse coverage and fitness equipment coverage, for The Verandahs Community Development District.

120
121 **NINTH ORDER OF BUSINESS** **Ratification of Janitorial Services**
122 **Agreement**
123

124 Mr. Radcliff presented the janitorial cleaning and restocking agreement with
125 Suncoast Sparkling Cleaning Service, Inc. to the Board for ratification.
126

On a motion by Mr. May, seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors ratified the amenity janitorial services agreement with Suncoast Sparkling Cleaning Service, Inc. for The Verandahs Community Development District.

127
128 **TENTH ORDER OF BUSINESS** **Consideration of Amenity Staff**
129 **Debit Card**
130

131 Mr. Radcliff presented the request for an amenity staff debit card to the Board for
132 consideration. Discussion ensued. The Board agreed upon a purchase limit of \$500.00.
133

On a motion by Mr. May, seconded by Ms. Nesheiwat, with all in favor, the Board of Supervisors approved the procurement of a debit card with a purchase limit of \$500 for amenity staff use for The Verandahs Community Development District.

134
135 **ELEVENTH ORDER OF BUSINESS** **Discussion Regarding Storm**
136 **Drain Clearing**
137

138 Mr. Radcliff presented a memo and photos from Blue Water Aquatics to the Board

139 for review, regarding storm drain clearing. Discussion ensued. The Board agreed that Mr.
140 Radcliff should obtain proposals for a more extensive one-time clearing that is needed.

141

142 **TWELFTH ORDER OF BUSINESS**

Supervisor Requests

143

144 Mr. Haupt requested that Yellowstone address overgrowth on the fence behind
145 the north side of Salston and report back with a timeline on District-wide cutbacks.

146

147 Ms. Mayle commented on various areas in the District with garbage issues.
148 Discussion ensued. The HOA will send a community-wide letter to all residents.

149

150 Mr. May updated the Board on final items and tasks needed for the clubhouse.

151

152 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

153

On a Motion by Mr. May, seconded by Ms. Nesheiwat, the Board of Supervisors adjourned the meeting at 9:01 AM for The Verandahs Community Development District.

154

155

156

157

158

Assistant Secretary

Chair / Vice Chair

Tab 6

The Verandahs Community Development District

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

Operations 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: **\$35,628.84**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Verandahs 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>
Allen Adams	001969	AA120319	Board of Supervisors Meeting 12/03/19	\$ 200.00
Allen Adams	001978	120919-Allen Adams	Purchase Items And Supplies Clubhouse 12/19	\$ 205.42
Blue Water Aquatics, Inc.	001979	26139	Aquatic Service 12/19	\$ 1,200.00
Crestmark Vendor Finance	001980	47011	Lease 193024-VF000 11/19	\$ 323.75
Crestmark Vendor Finance	001980	52435	Lease 193024-VF000 12/19	\$ 323.75
Dewberry Engineers Inc.	001964	1757483	Engineering Services 10/19	\$ 1,872.10
Frontier Communications of Florida	001970	727-856-7773-073119- 5 12/19	Clubhouse Internet & TV 12/19	\$ 279.19
High Trim, LLC	001972	2195	Tree Maintenance 12/19	\$ 1,625.00
Nancy J Smith	001975	NS120319	Board of Supervisors Meeting 12/03/19	\$ 200.00
Rizzetta & Company, Inc.	001965	INV0000045160	District Management Fees 12/19	\$ 4,320.33
Rust-Off Inc.	001974	23848	Chemicals for Rust Prevention 11/19	\$ 790.00

The Verandahs 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>
Rust-Off Inc.	001982	24217	Chemicals for Rust Prevention 12/19	\$ 790.00
Stanley Haupt	001971	SH120319	Board of Supervisors Meeting 12/03/19	\$ 200.00
Stanley Haupt	001981	120919-Stanley Haupt	Vacuum And Lock Set Clubhouse 12/19	\$ 595.19
Stanley Haupt	001981	121619-Stanley Haupt	Cleaning Supplies 12/19	\$ 150.86
Straley Robin Vericker	001976	17758	General Legal Services 11/19	\$ 550.00
Thomas M May	001973	TM120319	Board of Supervisors Meeting 12/03/19	\$ 200.00
Thomas May	001983	120919-Thomas May	Supplies For Clubhouse 12/19	\$ 164.88
Times Publishing Company	001966	0000035566 11/13/19	Acct# 45385 Legal Advertising 11/19	\$ 107.20
Trinity Lutheran Church	001977	120319	Donation for Meeting Room use 12/03/19	\$ 50.00
Withlacoochee River Electric Cooperative, Inc.	001967	1573431 11/19	Area Lighting 11/19	\$ 438.66
Withlacoochee River Electric Cooperative, Inc.	001967	1573432 11/19	Area Lighting 11/19	\$ 3,384.14

The Verandahs 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>
Withlacoochee River Electric Cooperative, Inc.	001967	1573433 11/19	12013 Chenwood Avenue - Sign 11/19	\$ 34.73
Withlacoochee River Electric Cooperative, Inc.	001967	2026777 11/19	12414 Southbridge Ter 11/19	\$ 38.16
Withlacoochee River Electric Cooperative, Inc.	001967	2095489 11/19	12375 Chenwood Ave. - Clubhouse 11/19	\$ 89.53
Yellowstone Landscape	001968	TM 66445	Irrigation Repairs 11/19	\$ 209.00
Yellowstone Landscape	001985	TM 69686	Monthly Landscape Maintenance 12/19	\$ 7,740.00
Yellowstone Landscape	001985	TM 70530	Community Sod Replacement 11/19	\$ 9,460.00
Yellowstone Landscape	001985	TM 70531	Irrigation Repairs 11/19	<u>\$ 86.95</u>
Report Total				<u>\$ 35,628.84</u>