



Rizzetta & Company

Reserve at Pradera Community Development District

Board of Supervisors' Meeting January 16, 2020

District Office:
9428 Camden Field Parkway
Riverview, Florida 33578

www.reserveatpraderacdd.org

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT DISTRICT**

At the offices of Rizzetta & Co., Inc., 9428 Camden Field Parkway, Riverview, FL 33578

Board of Supervisors	Joseph Fortino Heather Espina Stephanie Rathjens Brandon Peters	Chair Vice Chair Asst. Secretary Asst. Secretary
District Manager	Justin Croom	Rizzetta & Company, Inc.
District Attorney	Scott Steady	Burr Forman, LLP
District Engineer	Kyle Thornton	Genesis Group

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) 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 8, 2020

Board of Supervisors
Reserve at Pradera Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Reserve at Pradera Community Development District will be held on **Thursday, January 16, 2020 at 10:30 AM** at the offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS**
3. **BUSINESS ITEMS – PART I**
 - A. Consideration of Resolution 2020-03, Adopting Revised Meeting Schedule for FY 2019-2020.....Tab 1
 - B. Consideration of Resolution 2020-04, Appointing Assistant SecretaryTab 2
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 21, 2019.....Tab 3
 - B. Consideration of Operations & Maintenance Expenditures for November 2019 & December 2019.....Tab 4
 - C. Ratification of Series 2015 Check Requisitions (if any)
5. **STAFF REPORTS**
 - A. Field Services
 1. Presentation of December 2019 & January 2020 Field Inspection Reports.....Tab 5
 2. Consideration of Irrigation Proposal.....Tab 6
 - B. Aquatics Services
 1. Presentation of December 2019 Waterway Inspection Report.....Tab 7
 - C. District Counsel
 - D. District Engineer
 1. Ratification of Merger Letter.....Tab 8
 - E. District Manager
6. **BUSINESS ITEMS – PART II**
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 contact us at (813) 533-2950.

Sincerely,

Justin Croom

Justin Croom
District Manager

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME, AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR THE REMAINDER OF FISCAL YEAR 2019-2020, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Reserve at Pradera 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 District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with Hillsborough County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY OF DECEMBER, 2019

ATTEST:

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT
DISTRICT**

Asst. Secretary

Chair / Vice Chair

EXHIBIT "A"

**THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' REVISED MEETING DATE SCHEDULE
REMAINDER OF FISCAL YEAR 2019/2020**

January 16, 2020
*February 19, 2020
March 19, 2020
April 16, 2020
*May 20, 2020
June 18, 2020
July 16, 2020
*August 19, 2020
September 17, 2020

All meetings will be held at the office of Rizzetta & Company Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578 and will convene at 10:30 AM on the third Thursday of each month, with the exceptions of the February, May, and August meetings which will convene at 6:30 PM on the third Wednesday of those months.

RESOLUTION 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT APPOINTING an ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Reserve at Pradera 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 (hereinafter the "Board") of Supervisors of the District desires to appoint an Assistant Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Justin Croom is appointed Assistant Secretary.

Section 2. This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19st DAY OF December, 2019.

**RESERVE AT PRADERA COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

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.

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Reserve at Pradera Community Development District was held on **Thursday, November 21, 2019 at 10:30 AM** at the offices of Rizzetta & Company Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum:

Joe Fortino	Board Supervisor; Chair
Stephanie Rathjens	Board Supervisor; Asst. Secretary
Heather Espina	Board Supervisor; Asst. Secretary

Also present were:

Bryan Radcliff	District Manager; Rizzetta & Co., Inc.
Patrick Bell	Field Manager; RASI
Mark Bodkin	Sitex
Mike Danford	Sitex
Jonathan Rodriguez	Sitex
Kurt Wilson	Sitex

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments

A resident commented on streetlights.

THIRD ORDER OF BUSINESS

**Consideration of Board Supervisor
Resignation**

Mr. Radcliff presented the resignation of supervisor Joshua Hunnings to the Board for consideration.

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors accepted the resignation of supervisor Joshua Hunnings for the Reserve at Pradera Community Development District.

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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-01,
Designating Officers**

Mr. Radcliff presented Resolution 2020-01 to the Board for consideration. Ms. Espina replaced Mr. Hunnings as vice chair while the remaining Board positions did not change.

On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors adopted Resolution 2020-01, Designating Officers, for the Reserve at Pradera Community Development District.

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FIFTH ORDER OF BUSINESS

**Consideration of Minutes of Board of
Supervisors' Meeting Held August 15,
2019**

Mr. Radcliff presented the minutes of the meeting held on August 15, 2019 to the Board for consideration.

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on August 15, 2019 for the Reserve at Pradera Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of O&M Expenditures
for Aug., Sep., and Oct. 2019**

Mr. Radcliff presented the operations & maintenance expenditures for August, September, and October 2019 to the Board for ratification.

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the O&M expenditures for August 2019 (\$28,108.69), September 2019 (\$24,114.79), and October 2019 (\$46,091.21) for the Reserve at Pradera Community Development District.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Services Manager

i. Presentation of Field Inspection Reports

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76 Mr. Bell presented the latest field inspection reports (September,
77 October, and November) to the Board for review.
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79 **i. Consideration of Landscaping Proposals**
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81 Mr. Radcliff presented several landscaping proposals to the Board for
82 consideration. Discussion ensued. Five proposals were approved and a sixth,
83 for removal and replacement of a dead magnolia, was tabled.
84

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex for "Blue My Mind" plant replacement at the roundabout in the amount of \$2,700.00 for the Reserve at Pradera Community Development District.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex for regular mowing of empty lots and around certain ponds for the Reserve at Pradera Community Development District.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex for annual mulch installation in the amount of \$13,500.00 for the Reserve at Pradera Community Development District.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex for annuals installations of "Dusty Miller" and orange New Guinea impatiens in the total amount of \$1,662.50 for the Reserve at Pradera Community Development District.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex for OTC palm injections on the Bizmarkia palm in the amount of \$570.00 for the Reserve at Pradera Community Development District.

89 **B. Aquatics Manager**
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91 **i. Presentation of September 2019 Waterway Inspection Report**
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94 Mr. Radcliff presented the latest waterway inspection report from
95 Aquatic Systems, Inc. to the Board for review. Discussion ensued. The Board

96 requested that trash and debris be picked up along the pond banks during the
97 vendor's next scheduled visit.

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99 **C. District Counsel**

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101 Not present; no report provided.

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103 **D. District Engineer**

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105 Not present; no report provided.

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107 **E. District Manager**

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109 Mr. Radcliff confirmed that the next regularly scheduled Board meeting will
110 be held on December 19, 2019 at 10:30 AM at the offices of Rizzetta & Co. located
111 at 9428 Camden Field Parkway, Riverview, Florida 33578.

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113 *(Mr. Bell and all four Sitex representatives left the meeting at 10:50 AM.)*

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115 **EIGHTH ORDER OF BUSINESS** **Establishment of Audit Review**
116 **Committee**

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118 Mr. Radcliff explained the purpose and procedure of establishing a committee to
119 contract for annual auditing services for the District. The Board supervisors agreed to serve
120 as committee members and authorized staff to advertise as required.

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On a motion by Mr. Fortino, seconded by Ms. Espina, 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 Reserve at Pradera Community Development District.

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130 **NINTH ORDER OF BUSINESS** **Ratification of Insurance Policy**
131 **Renewal**

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133 Mr. Radcliff presented the annual insurance policy renewal to the Board for
134 ratification.

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On a motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the annual insurance policy renewal for the Reserve at Pradera Community Development District.

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144 **TENTH ORDER OF BUSINESS** **Ratification of FY 2019-2020**
145 **Funding Agreement**

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133 Mr. Radcliff presented the fiscal year 2019-2020 funding agreement to the Board for
134 ratification.
135

On a motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the fiscal year 2019-2020 funding agreement for the Reserve at Pradera Community Development District.

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137 **ELEVENTH ORDER OF BUSINESS** **Ratification of Resolution 2019-11,**
138 **Amending Resolution 2019-09**

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140 Mr. Radcliff presented Resolution 2019-11 to the Board for ratification.
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On a motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified Resolution 2019-11, Amending Resolution 2019-09, for the Reserve at Pradera Community Development District.

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143 **TWELFTH ORDER OF BUSINESS** **Consideration of Resolution**
144 **2020-02, Amending the Adopted**
145 **Budget for FY19-20**

146
147 Mr. Radcliff presented Resolution 2020-02 to the Board for consideration.
148

On a motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors adopted Resolution 2020-02, Amending the Adopted Budget for Fiscal Year 2019-2020, for the Reserve at Pradera Community Development District.

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150 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Technology**
151 **Services Contract**

152
153 Mr. Radcliff presented the technology services proposal from Rizzetta & Company to
154 the Board for consideration. Discussion ensued.
155

On a motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the contract for technology services with Rizzetta & Company for the Reserve at Pradera Community Development District.

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157 **FOURTEENTH ORDER OF BUSINESS** **Ratification of Website ADA**
158 **Compliance Services Agreement**

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160 Mr. Radcliff presented the website ADA compliance services agreement to the Board
161 for ratification.

162

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the website ADA compliance agreement with Campus Suite for the Reserve at Pradera Community Development District.

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164 **FIFTEENTH ORDER OF BUSINESS**

**Discussion of Website ADA
Compliance Items**

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167 Mr. Radcliff presented a list of website compliance items to the Board for review. Brief
168 discussion ensued.

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170 **SIXTEENTH ORDER OF BUSINESS**

**Consideration of Fountain Area
Maintenance Proposal**

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173 Mr. Radcliff presented a proposal for fountain area maintenance to the Board for
174 consideration. Brief discussion ensued.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the updated service agreement with Aqua Sentry, adding fountain area maintenance, for the Reserve at Pradera Community Development District.

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177 **SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Holiday
Decorating Proposals**

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180 Mr. Radcliff presented proposals for holiday decorating to the Board for
181 consideration. Discussion ensued. The Board approved the revised proposal.

182

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the revised proposal from Decorating Elves for holiday decorations installations in the amount of \$4,336.00 for the Reserve at Pradera Community Development District.

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184 **EIGHTEENTH ORDER OF BUSINESS**

Supervisor Requests

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186 Ms. Rathjens requested that "No Soliciting" signs be made for the District.

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188 Discussion quarterly nighttime meeting dates ensued. The Board chose to move
189 the annual meeting dates in February, May, August and November to be held at 6:30 PM
190 on the third Wednesday of those months.

191

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the meeting schedule change of holding the meetings in February, May, August, and November on the third Wednesday of those months at 6:30 PM for the Reserve at Pradera Community Development District.

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NINETEENTH ORDER OF BUSINESS

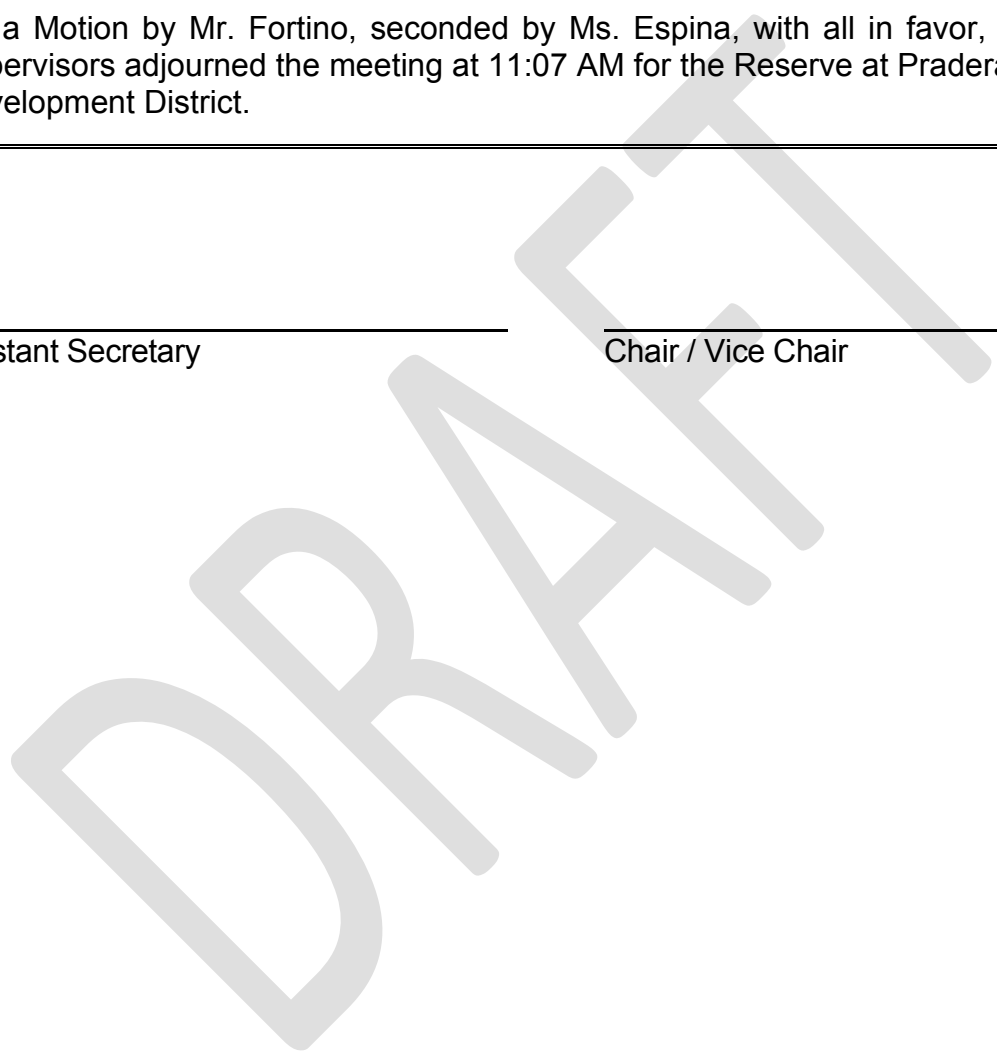
Adjournment

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors adjourned the meeting at 11:07 AM for the Reserve at Pradera Community Development District.

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Assistant Secretary

Chair / Vice Chair



RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

Operation and Maintenance Expenditures November 2019 For Board Approval

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

The total items being presented: **\$19,394.00**

Approval of Expenditures:

____Chairperson

____Vice Chairperson

____Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bright House Networks	000861	067366001102019	Internet Service 10/19	\$ 220.00
Department of Economic Opportunity	000866	74635	Special District Fee FY 19/20	\$ 175.00
Navitas Credit Corp	000863	40271431 11/19	Surveillance System Lease 11/19	\$ 644.36
Rizzetta & Company, Inc.	000864	INV0000044437	District Management Fees 11/19	\$ 4,175.00
Rizzetta Technology Services	000865	INV0000004838	Email/Website Hosting Services 11/19	\$ 100.00
Sitex Land LLC	000867	8009	Monthly Landscaping 10/19	\$ 7,220.83
Sitex Land LLC	000867	8018	Fertilization/Pest Control 10/19	\$ 4,635.00
Tampa Electric Company	000862	TECO Summary Bill B 10/19	Tampa Electric Summary Bill B 10/19	<u>\$ 2,223.81</u>
Report Total				<u>\$ 19,394.00</u>

RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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: **\$49,504.35**

Approval of Expenditures:

____Chairperson

____Vice Chairperson

____Assistant Secretary

Reserve at Pradera 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>
Aqua Sentry	000868	2021	Pool Service Contract 11/19	\$ 1,109.88
Aquatic Systems, Inc.	000869	0000461406	Monthly Lake/Wetland Services 11/19	\$ 1,005.00
BOCC	000872	3629519463 11/19	12051 Palmera Reserve Drive 11/19	\$ 197.53
BOCC	000888	3629519463 12/19	12051 Palmera Reserve Drive 12/19	\$ 287.69
Bright House Networks	000870	067366001112019	Internet Service 11/19	\$ 220.00
Bright House Networks	000889	067366001122019	Internet Service 12/19	\$ 220.00
Burr & Forman, LLP	000881	1128722	Legal Services 10/19	\$ 490.00
Decorating Elves, Inc.	000878	108878	Holiday Lighting Deposit 12/19	\$ 1,517.60
Envera	000879	685139	CCTV Monitoring 12/01/19- 02/29/20	\$ 3,063.00
Gladiator Pressure Cleaning Inc	000882	15287	Pressure Clean Fountain and Monuments 12/19	\$ 125.00
Grau & Associates	000871	L3476990G396	Audit Confirmation FYE 09/30/19	\$ 23.00
JBW Designs LLC DBA Poop 911	000884	2987968	2 Doggie Waste Stations 10/19	\$ 71.60
JBW Designs LLC DBA Poop 911	000884	3044126	2 Doggie Waste Stations 11/19	\$ 71.60
Navitas Credit Corp	000883	40271431 12/19	Surveillance System Lease 12/19	\$ 644.36

Reserve at Pradera 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>
Rizzetta & Company, Inc.	000873	INV0000045137	District Management Fees 12/19	\$ 4,175.00
Rizzetta Technology Services	000874	INV0000004922	Email/Website Hosting Services 12/19	\$ 100.00
Sitex Land LLC	000880	9050	Monthly Landscaping 11/19	\$ 7,220.83
Sitex Land LLC	000880	9216	Fertilization 11/19	\$ 4,135.00
Sitex Land LLC	000875	9218	Break Near Pool Area	\$ 300.00
Sitex Land LLC	000880	9225	Mowing 11/19	\$ 1,837.00
Sitex Land LLC	000886	9259	Annuals Install	\$ 1,662.50
Sitex Land LLC	000886	9270	Flower Replacement	\$ 2,700.00
Tampa Electric Company	000876	TECO Summary A 11/19	Tampa Electric Summary Bill A 11/19	\$ 6,258.17
Tampa Electric Company	000890	TECO Summary A 12/19	Tampa Electric Summary Bill A 12/19	\$ 6,212.53
Tampa Electric Company	000876	TECO Summary Bill B 11/19	Tampa Electric Summary Bill B 11/19	\$ 2,502.69
Tampa Electric Company	000890	TECO Summary Bill B 12/19	Tampa Electric Summary Bill B 12/19	\$ 2,647.37
Times Publishing Company	000887	0000042110	Legal Advertising 12/19	\$ 242.00
Vanguard Cleaning	000877	86639	Cleaning Services 11/19	\$ 465.00
Report Total				<u>\$ 49,504.35</u>