



Rizzetta & Company

# Reserve at Pradera Community Development District

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## Board of Supervisors' Meeting February 27, 2020

District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578

[www.reserveatpraderacdd.org](http://www.reserveatpraderacdd.org)

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

February 19, 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, February 27, 2020 at 6:30 PM** 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**
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors’ Regular Meeting held on January 16, 2020 .....Tab 1
  - B. Consideration of Minutes of Audit Committee Meeting held on January 16, 2020 .....Tab 2
  - C. Consideration of Operations & Maintenance Expenditures for December 2019.....Tab 3
  - D. Ratification of Series 2015 Check Requisitions (if any)
- 5. STAFF REPORTS**
  - A. Field Services
    - i. Presentation of Field Inspection Report .....Tab 4
    - ii. Ratification of Landscape Enhancement Proposal .....Tab 5
  - B. Aquatics Services
    - i. Presentation of Waterway Inspection Report.....Tab 6
  - C. District Counsel
  - D. District Engineer
  - E. District Manager
- 6. BUSINESS ITEMS – PART II**
  - A. Consideration of Hog Trapping Services Proposal.....Tab 7
  - B. Ratification of Fountain Lighting Proposal.....Tab 8
  - C. Ratification of Pressure Washing Proposal .....Tab 9
- 6. SUPERVISOR REQUESTS**
- 7. 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

**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, January 16, 2020 at 10:34 AM** at the offices of Rizzetta & Company Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum:

Joe Fortino	<b>Board Supervisor; Chair</b>
Stephanie Rathjens	<b>Board Supervisor; Asst. Secretary</b>
Brandon Peters	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Patrick Bell	<b>Field Manager; RASI</b>

**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**

No audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2020-03,  
Adopting Revised Meeting Schedule for  
FY 2019-2020**

Mr. Croom presented Resolution 2020-03, Which will would revise the FY meeting schedule to have the February, May, and August meetings take place at 6:30 p.m.

On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors adopted resolution 2020-03 for the Reserve at Pradera Community Development District.

43 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2020-04,**  
44 **Designating Assistant Secretary**

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46 Mr. Croom presented Resolution 2020-04, which would designate himself as an  
47 assistant secretary of the District.  
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On a Motion by Mr. Fortino, seconded by Ms. Rathjens, with all in favor, the Board of Supervisors adopted resolution 2020-04 for the Reserve at Pradera Community Development District.

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50 **FIFTH ORDER OF BUSINESS** **Consideration of Minutes of Board of**  
51 **Supervisors' Meeting Held November**  
52 **21, 2019**

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54 Mr. Croom presented the minutes of the meeting held on November 21, 2019 to the Board  
55 for consideration.  
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On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 21, 2019 for the Reserve at Pradera Community Development District.

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58 **SIXTH ORDER OF BUSINESS** **Consideration of O&M Expenditures**  
59 **for November 2019 & December 2019**

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61 Mr. Croom presented the operations & maintenance expenditures for November 2019 and  
62 December 2019 to the Board for ratification.  
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On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors ratified the O&M expenditures for November 2019 (\$19,393.00), December 2019 (\$49,504.35) for the Reserve at Pradera Community Development District.

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65 **SEVENTH ORDER OF BUSINESS** **Staff Reports**

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67 **A. Field Services Manager**

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69 **i. Presentation of Field Inspection Reports**

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71 Mr. Bell reviewed the Field Inspection reports from December 2019  
72 and January 2020 and answered general questions from the Board.  
73 There was a discussion regarding the trash build-up along pond #7.  
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**i. Consideration of Irrigation Proposal**

The Board reviewed several irrigation proposals from Sitex Landscaping. General discussion ensued.

On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the proposal from Sitex for magnolia tree irrigation at a total cost of \$2,200.00 for the Reserve at Pradera Community Development District.

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On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors approved the proposal from Sitex for magnolia removal and installation at a total cost of \$8,175.00 for the Reserve at Pradera Community Development District.

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**B. Aquatics Manager**

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**i. Presentation of September 2019 Waterway Inspection Report**

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Mr. Croom reviewed the aquatics service reports with the Board. General discussion ensued.

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**C. District Counsel**

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Not present; no report provided.

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**D. District Engineer**

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**i. Ratification of Merger Letter**

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The Board reviewed the correspondence concerning the merger of Genesis Halff and its request for consent to assignment.

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On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors ratified the consent to assignment merger letter from Genesis Halff, Inc. for the Reserve at Pradera Community Development District.

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**E. District Manager**

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Mr. Croom confirmed that the next regularly scheduled Board meeting will be held on February 20, 2020 at 6:30 PM at the offices of Rizzetta & Co. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

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111 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**

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113 There were no supervisor requests.

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115 **NINTH ORDER OF BUSINESS** **Adjournment**

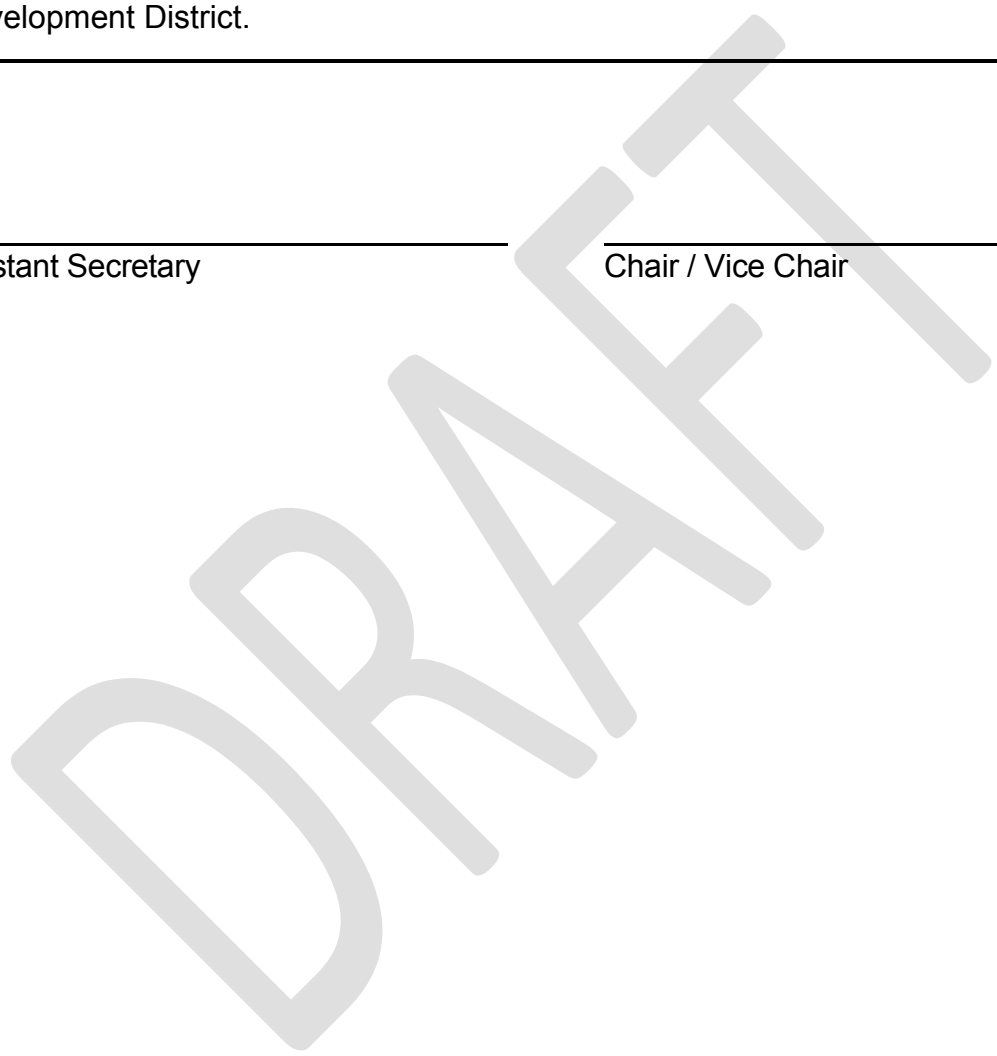
116

On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Board of Supervisors adjourned the meeting at 10:49 AM for the Reserve at Pradera Community Development District.

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Assistant Secretary	Chair / Vice Chair
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**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 1<sup>st</sup> Audit Committee meeting of the Reserve at Pradera Community Development District was held on **Thursday, January 16, 2020 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	<b>Audit Committee Member</b>
Stephanie Rathjens	<b>Audit Committee Member</b>
Brandon Peters	<b>Audit Committee Member</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Presentation of Audit Proposal  
Instructions**

Mr. Croom presented the audit proposal instructions to the Audit Committee for their consideration.

On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Audit Committee approved the audit proposal instructions with price for the Reserve at Pradera Community Development District.

**THIRD ORDER OF BUSINESS**

**Presentation of Audit Evaluation  
Criteria**

Mr. Croom presented the evaluation criteria with price and without price to the audit committee for their consideration.

On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Audit Committee approved the evaluation criteria with price as presented for the Reserve at Pradera Community Development District.



42 **FOURTH ORDER OF BUSINESS** **Presentation of Request for Proposals**  
43 **for Annual Auditing Services**  
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45 Mr. Croom presented the RFP advertisement for annual auditing services to the audit  
46 committee for their consideration, noting that proposals would then be brought before the  
47 committee at their March meeting.  
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On a Motion by Mr. Fortino, seconded by Mr. Peters, with all in favor, the Audit Committee approved the request for proposals for annual auditing services as presented for the Reserve at Pradera Community Development District.

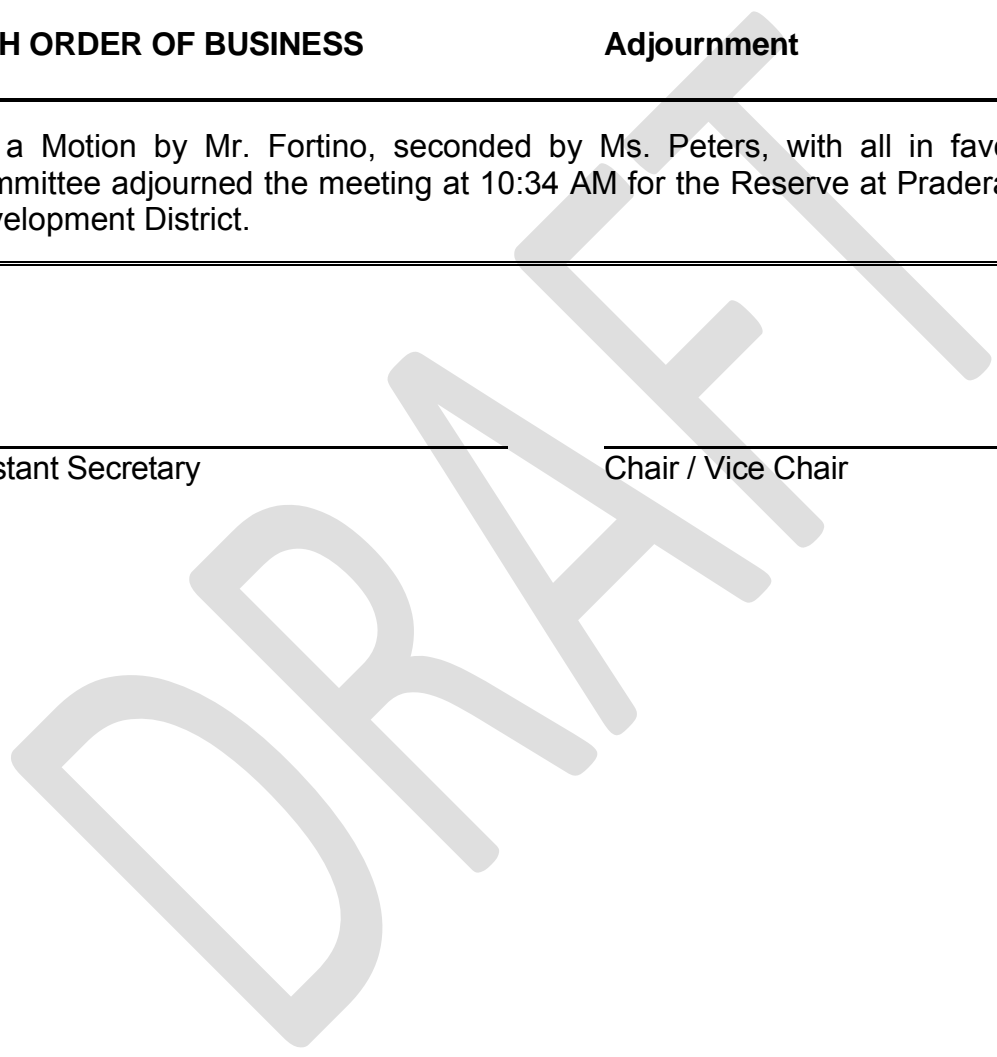
49  
50 **FIFTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Mr. Fortino, seconded by Ms. Peters, with all in favor, the Audit Committee adjourned the meeting at 10:34 AM for the Reserve at Pradera Community Development District.

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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 January 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$48,595.66**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_Chairperson

\_\_\_\_Vice Chairperson

\_\_\_\_Assistant Secretary

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aqua Sentry	000891	2077	Pool Service Contract 12/19	\$ 775.00
Aqua Sentry	000901	2132	Pool Service Contract 01/20	\$ 750.00
BOCC	000902	3629519463 01/2020	12051 Palmera Reserve Drive 01/2020	\$ 209.29
Bright House Networks	000907	067366001012020	Internet Service 01/2020	\$ 220.00
Decorating Elves, Inc.	000892	194234	Holiday Lighting Balance 12/19	\$ 2,818.40
Navitas Credit Corp	000896	40271431 01/2020	Surveillance System Lease 01/2020	\$ 644.36
Rizzetta & Company, Inc.	000893	INV0000045801	District Management Fees 01/20	\$ 4,175.00
Rizzetta & Company, Inc.	000898	INV0000046376	Annual Dissemination Services FY19/20	\$ 5,000.00
Rizzetta Technology Services	000899	INV0000005355	Email/Website Hosting Services 01/2020	\$ 100.00
Securiteam Inc.	000900	12755	Software Agreement 02/01/20- 01/31/21	\$ 520.00
Sitex Land LLC	000894	9237	Mowing 12/19	\$ 1,837.00
Sitex Land LLC	000894	9238	Monthly Landscaping 12/19	\$ 7,220.83
Sitex Land LLC	000894	9284	Irrigation Repairs	\$ 3,125.00
Sitex Land LLC	000894	9287	Mowing 12/19	\$ 1,837.00

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sitex Land LLC	000903	9328	Mowing 01/20	\$ 1,837.00
Sitex Land LLC	000903	9329	Monthly Landscaping 01/20	\$ 7,220.83
Sitex Land LLC	000897	9527	Erosion Repair	\$ 537.50
Sitex Land LLC	000897	9540	Tree Removal	\$ 200.00
Sitex Land LLC	000903	9574	Tree OTC Injection	\$ 570.00
Solitude Lake Management, LLC	000904	PI-A00327804	Monthly Lake/Wetland Services 12/19	\$ 1,005.00
Solitude Lake Management, LLC	000904	PI-A00342071	Monthly Lake/Wetland Services 01/2020	\$ 1,005.00
Tampa Electric Company	000905	TECO Summary A 01/2020	Tampa Electric Summary Bill A 01/2020	\$ 6,058.45
Vanguard Cleaning	000895	89329	Cleaning Services 12/19	\$ 465.00
Vanguard Cleaning	000906	89792	Cleaning Services 01/20	<u>\$ 465.00</u>
<b>Report Total</b>				<b><u>\$ 48,595.66</u></b>