



Rizzetta & Company

# **Reserve at Pradera Community Development District**

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## **Board of Supervisors' Meeting June 18, 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 Niccole McQueen 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.

June 11, 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, June 18, 2020 at 10:30 AM** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, and May 18, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. 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 2020-08, Re-designating Officers of the District .....Tab 1
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on May 27, 2020 .....Tab 2
  - B. Consideration of Minutes of Audit Committee Meeting held on May 27, 2020 .....Tab 3
  - C. Consideration of Operations & Maintenance Expenditures for May 2020 .....Tab 4
  - D. Ratification of Series 2015 Check Requisitions (if any)
- 5. STAFF REPORTS**
  - A. Field Services
    - i. Presentation of Field Inspection Report.....Tab 5
  - B. Aquatics Services
    - i. Presentation of Waterway Inspection Report .....USC
  - C. District Counsel
  - D. District Engineer
  - E. District Manager
- 6. BUSINESS ITEMS- Part II**
  - A. Consideration of Pool Monitor Work Authorization.....Tab 6
  - B. Consideration of Resolution 2020-09, Amending Fiscal Year 2018/2019 .....Tab 7
- 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

**RESOLUTION 2020-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT, 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 Board of Supervisors of the District desires to appoint and remove Officers of the District.

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

Section 1. \_\_\_\_\_ is appointed Chair.

Section 2. \_\_\_\_\_ is appointed Vice Chair.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board.

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of June, 2020.

**ATTEST:**

**RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair

**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, May 27, 2020 at 6:30 PM** conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, respectively, and pursuant to Florida Statutes.

Present and constituting a quorum:

Joe Fortino	<b>Board Supervisor; Chair</b>
Brandon Peters	<b>Board Supervisor; Asst. Secretary</b>
Heather Espina	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Scott Steady	<b>District Counsel; Burr Forman LLP</b>
Nicole McQueen	<b>Beazer</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident had a question regarding CDD land.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Amenity  
Closure and Re-openings**

District counsel discussed potential insurance liabilities and risks with re-opening amenity facilities, as well as state and county recommendations during phase 1. The Board decided to no re-open facilities at this time.

**THIRD ORDER OF BUSINESS**

**Consideration of Resignation of  
Stephanie Rathjens**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors accepted the resignation of Stephanie Rathjens from the Board 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 appointed Nicole McQueen to seat # 2 for the Reserve at Pradera Community Development District.

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48 District counsel reviewed sunshine laws and public records laws with Ms. McQueen.

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50 **THIRD ORDER OF BUSINESS**

**Consideration of Minutes of Board of Supervisors' Meeting Held February 27, 2020**

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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 February 27, 2020 for the Reserve at Pradera Community Development District.

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55 **FIFTH ORDER OF BUSINESS**

**Consideration of O&M Expenditures for February March & April 2020**

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On a Motion by Mr. Fortino, seconded by Mr. Espina, with all in favor, the Board of Supervisors ratified the O&M expenditures for February 2020 (\$40,402.35) March 2020 (\$43,906.45) April 2020 (\$19,068.25) the Reserve at Pradera Community Development District.

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59 **SIXTH ORDER OF BUSINESS**

**Staff Reports**

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61 **A. Field Services Manager**

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

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65 Mr. Croom reviewed the Field Inspection report and answered  
66 general questions from the Board.

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**ii. Consideration of Phase 4 Mowing Proposal**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Sitex Landscape for Phase 4 Mowing for the Reserve at Pradera Community Development District.

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72 **B. Aquatics Manager**

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**i. Presentation of Waterway Inspection Report**

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

**C. District Counsel**

no report provided.

**D. District Engineer**

Not present; no report provided.

**E. District Manager**

Mr. Croom confirmed that the next regularly scheduled Board meeting will be held on June 18, 2020 at 10:30 AM at the offices of Rizzetta & Co. located at 9428 Camden Field Parkway, Riverview, Florida 33578.

**SEVENTH ORDER OF BUSINESS**                      **Consideration of Pressure Washing Proposal**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal from Gladiator Pressure Cleaning Proposal at a total cost of \$295.00 for the Reserve at Pradera Community Development District.

**SEVENTH ORDER OF BUSINESS**                      **Consideration of Cleaning Services Proposal**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the proposal for total community maintenance at a total cost of \$400.00 for the Reserve at Pradera Community Development District.

**SEVENTH ORDER OF BUSINESS**                      **Consideration of Audit Committee Recommendation**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors approved the audit committee's recommendation with Berger, Toombs, Elam, Gaines, & Frank as the #1 ranked respondent to provide auditing services for fiscal years 2020,2021,2022for the Reserve at Pradera Community Development District.

**SEVENTH ORDER OF BUSINESS**                      **Consideration of Bike Rake Pad Installation Proposal**



108 The Board would like to table this proposal.

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110 **FOURTEENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2020-05,**  
111 **Authorizing Bank Account**  
112 **Signatories**

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114 Mr. Croom presented resolution 2020-05, which will authorize bank account signatories to  
115 the Board.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors adopted Resolution 2020-05 for the Reserve at Pradera Community Development District.

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118 **SEVENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2020-06-**  
119 **Re-Designating Secretary**

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121 Mr. Croom presented resolution 2020-06 to the Board, which will designate Bob Scheifer  
122 as Secretary.

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors adopted Resolution 2020-06 for the Reserve at Pradera Community Development District.

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126 **SEVENTH ORDER OF BUSINESS**                      **Ratification of 2019 Financial Audit**  
127 **Report**

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On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors ratified the 2019 financial audit report for the Reserve at Pradera Community Development District.

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131 **SEVENTH ORDER OF BUSINESS**                      **Presentation of Voter Registration**  
132 **Letter**

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134 Mr. Croom presented the letter from the supervisor of elections which states the District  
135 has 329 registered voters.

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137 **SEVENTH ORDER OF BUSINESS**                      **Presentation of Proposed Budget for**  
138 **FY 2020-2021**

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140 Mr. Croom presented the proposed budget to the Board. Discussion ensued.

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142 **1. Consideration of Resolution 2020-07, Approving Proposed Budget, and**

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**Setting Public Hearing**

Mr. Croom presented Resolution 2020-07 to the Board, which will approve the proposed budget, and set the date, time, and location for the final budget public hearing for August 26, 2020 at 06:30 p.m. at offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview FL, 33578.

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors adopted Resolution 2020-07 for the Reserve at Pradera Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Board of Supervisors Continued the meeting at 7:07 PM 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 adjourned the meeting at 7:12 PM for the Reserve at Pradera Community Development District.

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Assistant Secretary

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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 Second Audit Committee meeting of Reserve at Pradera Community Development District was held on **Thursday, May 27, 2020 at 6:30 p.m.** conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, respectively, and pursuant to Florida Statutes.

Joe Fortino	<b>Board Supervisor; Chair</b>
Brandon Peters	<b>Board Supervisor; Asst. Secretary</b>
Heather Espina	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Justin Croom	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Scott Steady	<b>District Counsel; Burr Forman LLP</b>
Nicole McQueen	<b>Beazer</b>

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

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

**SECOND ORDER OF BUSINESS** **Ranking Proposals**

Mr. Croom presented the proposals received for the annual audit services to the Audit Committee and collected a master scoring sheet from the committee. Berger, Toombs, Elam, Gains, & Frank was the highest-ranked bidder with a total of 100 points. Grau & Associates received a total of 95 points and therefore was the lowest-ranked bidder.

On a Motion by Mr. Fortino, seconded by Ms. Espina, with all in favor, the Audit Committee ranked Berger, Toombs, Elam, Gains, & Frank as the #1 Proposer/Auditor for Fiscal Years ending in 2020, 2021, 2022 for the Reserve at Pradera Community Development District.

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**THIRD ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Fortino, seconded by Mr. Espina, with all in favor, the Board of Supervisors adjourned the meeting at 6:35 p.m. for the Reserve at Pradera Community Development District.

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Secretary/Assistant Secretary

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Chairman/ Vice Chairman

DRAFT

# RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures May 2020 For Board Approval

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

The total items being presented:    **\$20,692.94**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_ Chairperson

\_\_\_\_ Vice Chairperson

\_\_\_\_ Assistant Secretary

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	000979	3629519463 05/20	12051 Palmera Reserve Drive 05/20	\$ 220.06
Envera	000973	690457	CCTV Monitoring 06/01/2020- 08/31/2020	\$ 3,063.00
Genesis Halff, Inc.	000964	10036553	Engineering Services 04/20	\$ 402.50
Genesis Halff, Inc.	000978	10037564	Engineering Services 04/20	\$ 172.50
JBW Designs LLC DBA Poop 911	000976	3277877	2 Doggie Waste Stations 03/20	\$ 71.60
JBW Designs LLC DBA Poop 911	000976	3347039	2 Doggie Waste Stations 04/20	\$ 71.60
Local Fences, LLC	000971	1204	Chainlink Repair 04/20	\$ 135.00
Navitas Credit Corp	000974	40271431 05/20	Surveillance System Lease 05/20	\$ 644.36
RB Owens Electric, Inc.	000975	20201877	Light Repair 05/20	\$ 166.50
Rizzetta & Company, Inc.	000965	INV0000049223	District Management Fees 05/20	\$ 4,175.00
Rizzetta Technology Services	000966	INV0000005759	Email/Website Hosting Services 05/20	\$ 100.00
Sitex Land LLC	000968	10008	Monthly Landscaping Credit October 2019	\$ (1,754.17)
Sitex Land LLC	000968	10009	Monthly Landscaping Credit November 2019	\$ (1,754.17)
Sitex Land LLC	000968	10010	Monthly Landscaping Credit December 2019	\$ (1,754.17)

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 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	000968	10011	Monthly Landscaping Credit Jan 2020	\$ (1,754.17)
Sitex Land LLC	000968	10012	Monthly Landscaping Credit February 2020	\$ (1,754.17)
Sitex Land LLC	000968	10013	Monthly Landscaping Credit March 2020	\$ (1,754.17)
Sitex Land LLC	000968	10023	Monthly Landscaping Credit June 19	\$ (1,754.17)
Sitex Land LLC	000968	10024	Monthly Landscaping Credit For July 19	\$ (1,754.17)
Sitex Land LLC	000968	10025	Monthly Landscaping Credit For August 19	\$ (1,754.17)
Sitex Land LLC	000968	10026	Monthly Landscaping Credit For September 19	\$ (1,754.17)
Sitex Land LLC	000968	10059	Fertilizer Application 04/20	\$ 4,135.00
Sitex Land LLC	000968	10085	Mowing Services 05/20	\$ 1,837.00
Sitex Land LLC	000968	10086	Monthly Landscaping 05/20	\$ 5,466.66
Sitex Land LLC	000968	9729	Monthly Landscaping 03/20	\$ 7,220.83
Sitex Land LLC	000968	9805	Mowing 04/20	\$ 1,837.00
Sitex Land LLC	000968	9806	Monthly Landscaping 04/20	\$ 5,466.66
Solitude Lake Management, LLC	000980	PI-A00402738	Monthly Lake/Wetland Services 05/20	\$ 1,005.00

## Reserve at Pradera Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2020 Through May 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tampa Electric Company	000970	TECO Summary Bill B 03/20	Tampa Electric Summary Bill B 03/20	\$ 379.37
Thomas Sewell	000969	02	Monthly Trapping Service 04/20	\$ 1,200.00
Vanguard Cleaning	000972	91589	Cleaning Services 05/20	<u>\$ 465.00</u>
<b>Report Total</b>				<b><u>\$ 20,692.94</u></b>



**RESOLUTION 2020-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2018/2019 GENERAL FUND BUDGET; 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 Board of Supervisors of the District (hereinafter the "Board"), adopted a General Fund Budget for Fiscal Year 2018/2019; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect reappropriated Revenues and Expenses approved during the Fiscal Year.

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

Section 1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached hereto.

Section 2. This Resolution shall become effective immediately upon its adoption.

Section 3. In accordance with Florida Statute 189.016, the amended budget shall be posted on the District's official website within five (5) days after adoption or shall be transmitted to the manager or administrator of Hillsborough County for posting on its website.

**PASSED AND ADOPTED THIS 18<sup>th</sup> DAY OF June, 2019.**

**ATTEST:**

**RESERVE AT PRADERA  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASST. SECRETARY**

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**CHAIRMAN/ VICE CHAIRMAN**

**Exhibit A:** Amended General Fund Budget FY 2018-2019

**Exhibit A**  
**General Fund Budget**