



Rizzetta & Company

Reserve at Pradera Community Development District

Board of Supervisors' Meeting May 20, 2021

**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

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|-----------------------------|---|--|
| Board of Supervisors | Vacant Vacant Vacant Greg Dicara Vacant | Chairman Vice Chairman Asst. Secretary Asst. Secretary Asst. Secretary |
| District Manager | Matthew Huber | 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.

**RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578**

May 13, 2021

**Board of Supervisors
Reserve at Pradera Community
Development District**

AGENDA

Dear Board Members:

The regular meeting and public hearing of the Board of Supervisors of the Reserve at Pradera Community Development District will be held on **Thursday, May 20, 2021 at 6:30 PM** to be held 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.** Administer Oath of Office to New Supervisors
 1. Review of Form 1 and Sunshine Law Requirements
 2. Consideration of Resolution 2021-04, Designating Officers of the DistrictTab 1
 - B.** Discussion of Opening All Amenities & Basketball Hoops
 - C.** Consideration of Request for Field Rental
 - D.** Consideration of Temporary Access to CDD Property for Nathan LaneTab 2
 - E.** Discussion of Hog Trapping ProposalTab 3
 - F.** Presentation of Fiscal Year 2021/2022 Proposed Budget
 1. Consideration of Resolution 2021-05, Approving Fiscal Year 2021/2022 Proposed Budget and Setting the Public Hearing on the Final Budget
..... (Under Separate Cover)
 - G.** Acceptance of 2020 Audit Report.....Tab 4
- 4. STAFF REPORTS**
 - A.** Aquatics Services
 1. Presentation of Waterway Inspection Reports
 - a. Solitude March Waterway Inspection ReportTab 5
 - b. Solitude April Waterway Inspection Report.....Tab 6
 - c. Solitude May Waterway Inspection ReportTab 7
 - B.** Field Services
 1. Presentation of February 2021 Field Inspection Report.....Tab 8
 2. Presentation of March 2021 Field Inspection Report.....Tab 9
 3. Presentation of April 2021 Field Inspection Report.....Tab 10
 4. Landscape Services Update
 - a. Sitex January 2021 Landscape Inspection Report.....Tab 11
 - b. Sitex February 2021 Landscape Inspection ReportTab 12
 - c. Sitex March 2021 Landscape Inspection Report.....Tab 13

- C. District Counsel
 - 1. Discussion of E-Verify Requirement.....Tab 14
- D. District Engineer
- E. District Manager
 - 1. Announcement of Registered Voter Count.....Tab 15
- 5. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 18, 2021Tab 16
 - B. Consideration of Operations & Maintenance Expenditures for February 2021Tab 17
 - C. Consideration of Operations & Maintenance Expenditures for March 2021Tab 18
- 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,

Matthew Huber

Matthew Huber
District Manager

RESOLUTION 2021-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE 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 designate 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 Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

 Matt Huber is appointed Assistant Secretary.

 Christina Newsome is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman.

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

PASSED AND ADOPTED this 20th day of May 2021.

ATTEST:

**RESERVE AT PRADERA
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Asst. Secretary

Chairman

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, February 18, 2021 at 6:30 PM** held at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578.

Present and constituting a quorum:

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|------------------|--|
| Matt Young | Board Supervisor; Chairman |
| Brian Valavicius | Board Supervisor; Vice Chairman |
| Heather Espina | Board Supervisor; Asst. Secretary |

Also present were:

| | |
|--------------|--|
| Matt Huber | Regional District Manager; Rizzetta & Co., Inc. |
| Allan Heinze | Community Association Manager Rizzetta & Co., Inc. |
| Jerry Whited | District Manager; Rizzetta & Co., Inc. |
| Bryan Schaub | Field Services Manager; Rizzetta & Co., Inc. (by phone) |
| Mark Bodkin | Representative, Sitex Landscape |

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

An audience member complemented the landscape around the quad as looking great. The audience member also inquired when the pallets would be removed around the pool. Sitex was in attendance and responded that they would be removed by the next day. The audience member also mentioned that Fios had left several holes in residents' yards from installation.

THIRD ORDER OF BUSINESS

Staff Reports

A. Landscape Services

1. Presentation of Landscape Update

Mark Bodkin from Sitex Landscape was in attendance and presented to the Board a revised pool area design presentation.

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On a Motion from Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board of Supervisors' approved the Revised Design Proposal by Sitex Landscape in the amount of \$3,032.50 to begin in 1-2 weeks, for the Reserve at Pradera Community Development District.

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B. Aquatics Manager

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1. Presentation of Waterway Inspection Report

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Mr. Simoes from Solitude Aquatic Systems was not present. Mr. Huber informed the Board that he noticed a note about site 7 in the NE corner from the December 2020 meeting minutes and that the District Engineer was alerted. The Board commented that everything looked good with the aquatic services reports for those past 2 months.

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C. Field Services Manager

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1. Presentation of Field Inspection Reports

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Mr. Schaub was not in attendance, but reports were provided for December 2020 and January 2021 for the Board to review. Sitex Landscape and District Management are aware of the damage caused by Fios installers on CDD property.

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Sitex Landscape worked to get the irrigation functioning better and the palm trees have been trimmed back.

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Phase 2 of the pool deck with the edges around planters and river rock have been completed since last meeting; mulch has been installed.

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D. District Counsel

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Not present; no report provided.

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E. District Engineer

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Not present; no report provided.

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F. District Manager

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Mr. Heinze informed the Board that the next regular Board meeting will take place on March 18, 2021 at 10:30 am to be conducted at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578.

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Mr. Huber informed the Board that there are 212 pages left for uploading to the CDD website through August 14, 2021 until an additional fee is incurred. The Board directed district management to lighten the agendas for posting to the website moving forward.

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FOURTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting Held December 17, 2020

On a Motion by Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on December 17, 2020, for the Reserve at Pradera Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of O&M Expenditures for December 2020

On a Motion by Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board of Supervisors ratified the O&M expenditures for December 2020 in the amount of \$50,840.93, for the Reserve at Pradera Community Development District

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SIXTH ORDER OF BUSINESS

Consideration of O&M Expenditures for January 2021

On a Motion by Mr. Peters, seconded by Mr. Valavicius, with all in favor, the Board of Supervisors ratified the O&M expenditures for January 2021 in the amount of \$38,255.16, for the Reserve at Pradera Community Development District

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SEVENTH ORDER OF BUSINESS

Discussion of Timeline for Opening Basketball Courts

No update was received from Beazer or the Board of Supervisors.

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EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Accepting Certain Properties, and Infrastructure

On a Motion by Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board adopted Resolution 2021-03, Accepting Certain Properties, and Infrastructure, for the Reserve at Pradera Community Development District.

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NINTH ORDER OF BUSINESS

Consideration of Sand Sharks Swim School

The Board discussed the proposition for the Sand Sharks Swim School to use the community pool for lessons for resident children.

Staff will work with District Counsel on an agreement.

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On a Motion by Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board approved the use of the community pool by Sand Sharks Swim School, for the Reserve at Pradera Community Development District.

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TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Young announced he will resign from the Board of Supervisors' effective March 5, 2021. Mr. Huber to receive Mr. Young's resignation via email.

On a Motion by Mr. Young, seconded by Ms. Espina, with all in favor, the Board approved to appoint Greg Dicara to the Board of Supervisors, for the Reserve at Pradera Community Development District.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Young, seconded by Mr. Valavicius, with all in favor, the Board of Supervisors adjourned the meeting at 6:55 PM, for the Reserve at Pradera Community Development District.

Assistant Secretary

Chair / Vice Chair

RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$51,137.36**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------|---------------------|-----------------------|---|-----------------------|
| Aqua Sentry | 001140 | 3471 | Pool Service Contract 02/21 | \$ 779.95 |
| BOCC | 001132 | 3629519463 01/21 | 12051 Palmera Reserve Drive 01/21 | \$ 375.04 |
| Bright House Networks | 001130 | 067366001012021 | Internet Service 01/21 | \$ 141.97 |
| Burr & Forman, LLP | 001131 | 1214023 | Legal Services 12/20 | \$ 881.90 |
| Envera | 001141 | 699234 | CCTV Monitoring 03/01/21- 05/31/21 | \$ 3,063.00 |
| Navitas Credit Corp | 001139 | 40271431 02/21 | Surveillance System Lease 02/21 | \$ 609.98 |
| Rizzetta & Company, Inc. | 001133 | INV0000055973 | District Management Fees 02/21 | \$ 4,175.00 |
| Rizzetta Technology Services | 001134 | INV0000006771 | Email/Website Hosting Services 02/21 | \$ 100.00 |
| Securiteam Inc. | 001137 | 13815 | Software Agreement 02/01/21- 01/31/22 | \$ 520.00 |
| Sitex Land LLC | 001135 | 11422 | Mowing 01/21 | \$ 560.00 |
| Sitex Land LLC | 001138 | 11433 | Mulch Installation 1/21 | \$ 13,500.00 |
| Sitex Land LLC | 001142 | 11469 | Monthly Landscaping 02/21 | \$ 9,195.34 |
| Sitex Land LLC | 001142 | 11508 | Fertilization All Common Grounds 02/21 | \$ 4,135.00 |
| Solitude Lake Management, LLC | 001143 | PI-A00546863 | Monthly Lake/Wetland Services 02/21 | \$ 1,105.00 |

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------------|---------------------|------------------------------|---|----------------------------|
| Tampa Electric Company | 001136 | TECO Summary Bill A 12/20 | Tampa Electric Summary Bill A 12/20 | \$ 5,642.84 |
| Tampa Electric Company | 001136 | TECO Summary Bill B 01/21 | Tampa Electric Summary Bill B 01/21 | \$ 2,325.67 |
| TKOT Enterprises, LLC | 001144 | 166530 | Janitorial Services 02/01/21- 02/28/21 | \$ 3,466.67 |
| TKOT Enterprises, LLC | 001144 | 166888 | Janitorial Services Extra Cleaning New Years Day 02/21 | \$ 160.00 |
| Total Community Maintenance, LLC | 001145 | 3439 | Monthly Cleaning & Maintenance 02/21 | <u>\$ 400.00</u> |
| Report Total | | | | <u>\$ 51,137.36</u> |

RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

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

**Operation and Maintenance Expenditures
March 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2021 through March 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$36,449.85**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------|---------------------|-----------------------|--|-----------------------|
| Aqua Sentry | 001157 | 3605 | Pool Service Contract 03/21 | \$ 1,314.90 |
| BOCC | 001151 | 3629519463 02/21 | 12051 Palmera Reserve Drive 02/21 | \$ 333.67 |
| BOCC | 001158 | 3629519463 03/21 | 12051 Palmera Reserve Drive 03/21 | \$ 410.64 |
| Bright House Networks | 001146 | 067366001022021 | Internet Service 02/21 | \$ 141.97 |
| Burr & Forman, LLP | 001150 | 1220131 | Legal Services 01/21 | \$ 105.00 |
| Envera | 001154 | 696291 | CCTV Monitoring 12/01/2020 - 02/28/2021 | \$ 3,063.00 |
| Navitas Credit Corp | 001155 | 40271431 03/21 | Surveillance System Lease 03/21 | \$ 609.98 |
| Rizzetta & Company, Inc. | 001147 | INV0000056941 | District Management Fees 03/21 | \$ 4,175.00 |
| Rizzetta Technology Services | 001148 | INV0000006870 | Email/Website Hosting Services 03/21 | \$ 100.00 |
| Sitex Land LLC | 001152 | 11522 | Mowing 02/21 | \$ 560.00 |
| Sitex Land LLC | 001159 | 11560 | Monthly Landscaping 03/21 | \$ 9,195.34 |
| Sitex Land LLC | 001152 | 11578 | Landscaping 02/21 | \$ 3,032.50 |
| Solitude Lake Management, LLC | 001160 | PI-A00560615 | Monthly Lake/Wetland Services 03/21 | \$ 1,105.00 |
| Solitude Lake Management, LLC | 001156 | PI-A00568234 | Fountain Repair 03/21 | \$ 192.20 |

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2021 Through March 31, 2021

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------------|---------------------|------------------------------|---|----------------------------|
| Tampa Electric Company | 001149 | TECO Summary Bill A 01/21 | Tampa Electric Summary Bill A 01/21 | \$ 5,793.44 |
| Tampa Electric Company | 001153 | TECO Summary Bill B 02/21 | Tampa Electric Summary Bill B 02/21 | \$ 2,450.54 |
| TKOT Enterprises, LLC | 001161 | 167560 | Janitorial Services 03/01/21- 03/31/21 | \$ 3,466.67 |
| Total Community Maintenance, LLC | 001162 | 3514 | Monthly Cleaning & Maintenance 03/21 | <u>\$ 400.00</u> |
| Report Total | | | | <u>\$ 36,449.85</u> |