



Rizzetta & Company

Reserve at Pradera Community Development District

**Board of Supervisors' Meeting
October 21, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578**

www.reserveatpraderacdd.org

RESERVE AT PRADERA COMMUNITY DEVELOPMENT DISTRICT

District Office · Riverview, Florida · (813) 533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.reserveatpraderacdd.org

Board of Supervisors	Heather Baker Greg Dicara Matthew Wanzeck Vacant Vacant	Chairman Vice Chairman Asst. Secretary Asst. Secretary Asst. Secretary
District Manager	Christina Newsome	Rizzetta & Company, Inc.
District Attorney	Scott Steady	Burr Forman, LLP
District Engineer	Kyle Thornton	Half Associates, 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) 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.

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October 14, 2021

**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, October 21, 2021 at 10:30 a.m.** 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**
 - A. Discussion Regarding Jan-Pro.....Tab 1
 - B. Ratification of EGIS Proposal.....Tab 2
 - C. Consideration of Sitex Sod Replacement – Main Entrance.....Tab 3
 - D. Consideration of Sitex Sod Replacement – Site 1Tab 4
 - E. Consideration of Sitex Sod Replacement – Site 2Tab 5
- 4. STAFF REPORTS**
 - A. Aquatics Services
 1. Presentation of September Waterway Inspection Report ..Tab 6
 2. Presentation of October Waterway Inspection Report.....Tab 7
 3. Discussion Regarding Pond Treatments
 - B. Field Services
 1. Presentation of August Field Inspection Report.....Tab 8
 2. Presentation of September Field Inspection ReportTab 9
 3. Landscape Services August Update.....Tab 10
 - C. District Counsel
 1. Discussion of Commercial Property O&M Assessment
 - D. District Engineer
 - E. District Manager
 1. Review of District Manager’s Report..... (Under Separate Cover)
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors’ Regular Meeting held on August 19, 2021.....Tab 11
 - B. Consideration of Operations & Maintenance Expenditures for July 2021.....Tab 12
 - C. Consideration of Operations & Maintenance Expenditures for August 2021Tab 13
- 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,

Christina Newsome

Christina Newsome
District Manager

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THIRD ORDER OF BUSINESS

Ratification of Solitude Pond Management Services Contract

On a Motion from Ms. Baker, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors ratified the Solitude services contract for pond management, for the Reserve at Pradera Community Development District.

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FOURTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2021-2022 Budget

On a Motion by Ms. Baker, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors opened the Public Hearing on Fiscal Year 2021-2022 Budget, for the Reserve at Pradera Development District.

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Ms. Newsome presented the Fiscal Year 2021-2022 budget to the Board.

An audience member comments on security and monitoring services.

Audience members asked for clarification on certain line items.

An audience member suggested an increase in pool maintenance.

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On a Motion by Mr. Wanzeck, seconded by Ms. Baker, with all in favor, the Board of Supervisors closed the Public Hearing on Fiscal Year 2021-2022 Budget, for the Reserve at Pradera Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-07, Adopting Fiscal Year 2021-2022 Final Budget

Ms. Newsome presented Resolution 2021-07, Adopting Fiscal Year 2021-2022 Final Budget to the Board, which will adopt the Budget for Fiscal Year 2021-2022.

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On a Motion by Mr. Wanzeck, seconded by Ms. Baker, with all in favor, the Board of Supervisors adopted Resolution 2021-07, Adopting Fiscal Year 2021-2022 Final Budget, for the Reserve at Pradera Development District.

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SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-08, Imposing Special Assessments and Certifying Assessment Roll

Ms. Newsome presented Resolution, 2021-08, Imposing Special Assessments and certifying the tax roll for the 2021-2022 budget.

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On a Motion by Ms. Baker, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors adopted Resolution 2021-08, Imposing Special Assessments and Certifying the Assessment Roll, for the Reserve at Pradera Development District.

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SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-09, Setting the Meeting Schedule for Fiscal Year 2021-2022

Ms. Newsome presented Resolution 2021-09, Setting the Meeting Schedule for Fiscal Year 2021-2022 to the Board.

On a Motion by Mr. Wanzeck, seconded by Ms. Baker, with all in favor, the Board of Supervisors adopted Resolution 2021-09, Setting the Meeting Schedule for Fiscal Year 2021-2022, for the Reserve at Pradera Development District.

EIGHTH ORDER OF BUSINESS

Consideration of the First Addendum Contract for Professional Services

On a Motion by Mr. Dicara, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors approved to the First Addendum Contract for Professional Services, for the Reserve at Pradera Development District.

NINTH ORDER OF BUSINESS

Consideration of Sitex Landscape Medjool Palm Removal Proposal

On a Motion by Mr. Dicara, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors approved to the Sitex Landscape Medjool Palm Removal Proposal, for the Reserve at Pradera Development District.

TENTH ORDER OF BUSINESS

Consideration of Sitex Landscape OTC Injection Treatment Proposal

On a Motion by Mr. Wanzeck, seconded by Mr. Dicara, with all in favor, the Board of Supervisors approved the Sitex Landscape OTC Injection Treatment Proposal, for the Reserve at Pradera Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Sitex Landscape Annual Flower Installation/Rotation Proposal

On a Motion by Mr. Wanzeck, seconded by Ms. Baker, with all in favor, the Board of Supervisors approved the Sitex Landscape Annual Flower Installation/Rotation Proposal, for the Reserve at Pradera Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Aquatics Services

1. Presentation of Waterway Inspection Reports

Mr. Simoes (via phone) presented the inspection reports for June, July, and August 2021. A discussion ensued.

B. Field Services Manager

1. Presentation of Field Inspection Reports

Mr. Schaub reviewed the May, June and July 2021 Field Inspection reports with the Board and answered general questions from the Board.

2. Landscape Services Update

Mr. Rodriguez and Mr. Bodkin reviewed the Landscape Services reports for April, May, June, and July 2021 with the Board. A discussion ensued.

C. District Counsel

Mr. Steady was present. There was nothing to report.

D. District Engineer

Not present; no report provided. The Board has questions regarding erosion.

E. District Manager

Ms. Newsome informed the Board that the next regular Board meeting will take place on September 16, 2021 at 10:30 a.m. to be conducted at the offices of Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, FL 33578.

The Board directed Ms. Newsome to increase Total Community Maintenance, LLC site visits to twice a week.

THIRTEENTH ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting Held May 20, 2021

On a Motion by Mr. Dicara, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on May 20, 2021, for the Reserve at Pradera Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of O&M Expenditures for April, May, and June 2021

On a Motion by Mr. Dicara, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors ratified the O&M Expenditures for February 2021 in the amount of \$33,885.76, May 2021 in the amount of \$35,411.26, and June 2021 in the amount of \$34,373.62, for the Reserve at Pradera Community Development District

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests.

181 **SIXTEENTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Ms. Baker, seconded by Mr. Wanzeck, with all in favor, the Board of Supervisors adjourned the meeting at 7:49 p.m., for the Reserve at Pradera Community Development District.

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Assistant Secretary

Chair / Vice Chair

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Operation and Maintenance Expenditures July 2021 For Board Approval

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

The total items being presented: **\$38,783.44**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aqua Sentry	1211	4224	Pool Service Contract 07/21	\$ 1,062.50
Berger Toombs Elam Gaines & Frank CPAs	1212	20497	Audit FY 19-20 06/21	\$ 3,498.00
Burr & Forman, LLP	1208	1244991	Legal Services 05/21	\$ 1,470.00
Innersync	1209	19614	CDD Website Services 07/21	\$ 384.38
Jerry Richardson	1213	1510	Monthly Hog Removal 07/21	\$ 1,485.00
Rizzetta & Company, Inc.	1206	INV0000059350	District Management Services 07/21	\$ 4,175.00
Rizzetta Technology Services	1207	INV0000007708	Email/Website Hosting Services 07/21	\$ 100.00
Sitex Land LLC	1214	12309	Monthly Landscaping 07/21	\$ 9,195.34
Sitex Land LLC	1210	12318	Fertilization All Common Grounds 06/21	\$ 4,135.00
Solitude Lake Management, LLC	1215	PI-A00627248	Monthly Lake/Wetland Services 07/21	\$ 1,105.00
Tampa Electric Company	20210731-1TECO	TECO Summary 06/21	Tampa Electric Summary 06/21	\$ 8,306.55
TKOT Enterprises, LLC	1216	170657	Janitorial Services 07/01/21- 07/31/21	\$ 3,466.67

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Total Community Maintenance, LLC	1217	3836	Monthly Cleaning & Maintenance 07/21	<u>\$ 400.00</u>
Report Total				<u>\$ 38,783.44</u>

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Operation and Maintenance Expenditures August 2021 For Board Approval

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

The total items being presented: **\$36,296.72**

Approval of Expenditures:

____ Chairperson

____ Vice Chairperson

____ Assistant Secretary

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aqua Sentry	1227	4360	Pool Service Contract 08/21	\$ 750.00
BOCC	1219	3629519463	12051 Palmera Reserve Drive 06/21	\$ 301.97
BOCC	1219	3629519463	12051 Palmera Reserve Drive 07/21	\$ 645.59
Bright House Networks	1218	0-67366001072021	Internet Service 07/21	\$ 152.97
Burr & Forman, LLP	1222	1251429	Legal Services 06/21	\$ 105.00
Envera	1226	705370	CCTV Monitoring 09/01/21- 11/30/21	\$ 3,063.00
Rizzetta & Company, Inc.	1220	INV0000060283	District Management Services 08/21	\$ 4,175.00
Rizzetta & Company, Inc.	1223	INV0000060445	Mass Mailing 08/21	\$ 485.00
Rizzetta Technology Services	1221	INV0000007767	Email/Website Hosting Services 08/21	\$ 100.00
Sitex Land LLC	1228	13347	Monthly Landscaping 08/21	\$ 9,195.34
Sitex Land LLC	1224	13361	Fertilization All Common Grounds 07/21	\$ 564.00
Sitex Land LLC	1228	13372	Irrigation Repairs 08/21	\$ 305.00

Reserve at Pradera Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management, LLC	1229	PI-A00649113	Monthly Lake/Wetland Services 08/21	\$ 1,105.00
Tampa Electric Company	20210831-1	TECO Summary 07/21	Tampa Electric Summary 07/21	\$ 8,148.68
Thomas Sewell	1230	1528	Monthly Trapping Service 08/21	\$ 1,100.00
Times Publishing Company	1225	0000165350 07/28/21	Legal Advertising 07/21	\$ 384.50
Times Publishing Company	1225	0000165803 07/21/21	Legal Advertising 07/21	\$ 1,849.00
TKOT Enterprises, LLC	1231	171673	Janitorial Services 08/01/21- 08/31/21	\$ 3,466.67
Total Community Maintenance, LLC	1232	3911	Monthly Cleaning & Maintenance 08/21	<u>\$ 400.00</u>
Report Total				<u>\$ 36,296.72</u>