



Rizzetta & Company

Riverbend West Community Development District

**Board of Supervisors'
Meeting
February 15, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950
www.riverbendwestcdd.com**

**RIVERBEND WEST
COMMUNITY DEVELOPMENT DISTRICT**

Offices of Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578

Board of Supervisors	Kevin Kaspar Joe Collins Rebecca Hartsook Shamilyn Walsh Bob Glasser	Chair Vice Chair Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Jennifer Goldyn	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker, PA
District Engineer	Phil Chang	Johnson Engineering

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments 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), or 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 9, 2021

**Board of Supervisors
Riverbend West Community
Development District**

REVISED FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Riverbend West Community Development District will be held on **Monday, February 15, 2021, at 6:00 p.m.** at the offices of Rizzetta & Company, Inc. located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. SPECIAL BUSINESS ITEMS**
 - A.** Consideration of landscape proposals
(under separate cover)
- 4. STAFF REPORTS**
 - A.** District Engineer
 1. Consideration of accepting Phase 3
stormwater/pond areas..... Tab 1
 2. Consideration of Quit Claim Deed from owner to
CDD Tab 2
 - B.** District Counsel
 - C.** Landscaping & Irrigation Update
 - D.** Aquatic Services Update..... Tab 3
 - E.** District Manager
 1. Review of draft budget for FY 20/21
(under separate cover)
 - F.** Field Service Manager
- 5. BUSINESS ADMINISTRATION**
 - A.** Consideration of Minutes of Board of Supervisors'
Meeting held January 18, 2021 Tab 4
 - B.** Consideration of Operations & Maintenance
Expenditures for January 2021 Tab 5
- 6. BUSINESS ITEMS**
 - A.** Discussion of moving mailboxes on 1st Street
 - B.** Consideration of Yellowstone re-sod 7th Street Ravine
Proposal Tab 6
 - C.** Consideration of FY 2020 Audit Tab 7
- 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,

Jennifer Goldyn

Jennifer Goldyn
District Manager

Consideration; \$10.00
Documentary Stamp Tax: \$0.70

**Prepared by and
when recorded return to:**

Dana Crosby Collier
Straley Robin Vericker
1510 W. Cleveland Street
Tampa, Florida 33606

(Reserved for Recording office)

QUIT CLAIM DEED

THIS QUIT CLAIM DEED (“Deed”) is made as of _____, 2021, by the **Clayton Properties Group, Inc., a Tennessee corporation, d/b/a/ Highland Homes, (“Grantee”)**, whose mailing address is P.O. Box 5013, Lutherville, Timonium, MD 21094, in favor of **River Bend West Community Development District**, a unit of special purpose local government organized and existing under Chapter 190, Florida Statutes (the **“Grantor”**), whose mailing address is c/o Rizzetta & Company, 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

WITNESSETH, that the said Grantor has remised, released, and quit claimed, and by these presents does remise, release, and quit claim unto the said Grantee all the right, title, interest, claim, and demand which the said Grantor has in and to the land located in Hillsborough County, Florida, as more particularly described as follows:

Tract “A”, Tract “B”, and Tract “C”, River Bend West Subdivision Phase 3, according to the Plat thereof recorded at Plat Book 138, Pages 1-8, Public Records of Hillsborough County, Florida (the **“Property”**).

TOGETHER, with all easements and appurtenances thereunto appertaining, and all fixtures and improvements located thereon.

TO HAVE AND TO HOLD, the same in fee simple forever.

THIS IS A CONVEYANCE OF PROPERTY TO THE GRANTEE, A COMMUNITY DEVELOPMENT DISTRICT. NO CONSIDERATION HAS BEEN DELIVERED FOR THIS TRANSFER; THEREFORE, ONLY MINIMUM DOCUMENTARY STAMP TAXES ARE DUE.

IN WITNESS WHEREOF, Grantor has executed this Deed as of the date first above written.

Signed, Sealed and Delivered in the Presence of:

GRANTOR:
Clayton Properties Group, Inc., a Tennessee Corporation registered to do business in Florida, DBA Highland Homes

(Witness 1 – Signature)

(Witness 1 – Printed Name)

By: D. Joel Adams
Its: Vice President

(Witness 2 – Signature)

(Witness 2 – Printed Name)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ online notarization or ___ physical presence on _____, 2021, by D. Joel Adams, as Vice President, of Clayton Properties Group, Inc., a Tennessee corporation registered to do business in Florida, DBA Highland Homes, who is personally known to me or who has presented _____ as identification.

Notary Public Signature

Notary Public Stamp

51 **Aquatic Services Update**

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53 Mr. Simones presented his report to the Board of Supervisors.

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55 **Landscape and Irrigation Update**

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57 Not present.

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59 **Field Service Manager**

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61 Mr. Schaub presented his report to the Board of Supervisors.

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63 **District Manager**

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65 Ms. Goldyn informed the Board that the next meeting is scheduled for Monday,
66 February 15, 2021, at 6:00 p.m.

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68 **FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of
Board of Supervisors Meeting
held on December 14, 2020**

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72 Ms. Goldyn presented the Minutes of Board of Supervisors Meeting held on
73 December 14, 2020 to the Board of Supervisors.

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On a Motion by Ms. Walsh seconded by Ms. Hartsook, with all in favor, the Board of Supervisors approved the Minutes of Board of Supervisors Meeting held on December 14, 2020, as amended, for the Riverbend West Community Development District.

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76 **FIFTH ORDER OF BUSINESS**

**Consideration of O&M
Expenditures for October and
December 2020**

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80 Ms. Goldyn presented the O&M Expenditures for December 2020 to the Board of
81 Supervisors.

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On a Motion by Mr. Glasser, seconded by Ms. Hartsook, with all in favor, the Board of Supervisors approved the O&M Expenditures for December 2020 in the amount of \$19,214.33, for the Riverbend West Community Development District.
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92 **SIXTH ORDER OF BUSINESS** **Approval to accept landscape**
93 **of Phase 3**

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95 The Board discussed the acceptance of the landscape of Phase 3.
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On a Motion by Mr. Kaspar, seconded by Mr. Glasser, with all in favor, the Board of Supervisors approved the landscape of Phase 3, for the Riverbend West Community Development District.

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98 **SEVENTH ORDER OF BUSINESS** **Consideration of Yellowstone's**
99 **Proposal for Phase 3**
100 **(under separate cover)**

101
102 The Board reviewed Yellowstone's proposal for Phase 3.
103

On a Motion by Mr. Kaspar, seconded by Ms. Walsh, with all in favor, the Board of Supervisors approved Yellowstone's Proposal for Phase 3, for the Riverbend West Community Development District.

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105 **EIGHTH ORDER OF BUSINESS** **Discussion of Cattail Removal**

106
107 The Board was pleased with the Developer's plan for the Cattail Removal.
108

109 **NINTH ORDER OF BUSINESS** **Discussion of landscape**
110 **Contract**

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112 The Board discussed landscape contracts.
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114 **TENTH ORDER OF BUSINESS** **Discussion of fence proposals**

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116 The Board decided to table this item until the March meeting.
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118 **ELEVENTH ORDER OF BUSINESS** **Discussion of Easement by 7th**

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120 The Board has chosen to take no action at this time.
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122 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**

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124 There were no Supervisor Requests.
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133 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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On a Motion by Mr. Glasser, seconded by Ms. Walsh, with all in favor, the Board of Supervisors adjourned the meeting at 7:33 p.m., for the Riverbend West Community Development District.

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Assistant Secretary

Chair / Vice Chair

RIVERBEND WEST COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures January 2021 For Board Approval

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

The total items being presented: **\$29,974.92**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Carr, Riggs & Ingram LLC	000559	17033252	Audit Services for FY 19/20	\$ 1,100.00
Carr, Riggs & Ingram LLC	000559	17044976	Audit Services for FY 19/20	\$ 4,550.00
Hillsborough County BOCC	000554	1442461492 12/20	222 Cascade Bend Dr. 12/20	\$ 14.45
JBW Designs LLC, dba Poop 911	000558	3688953	5 Stations Emptied, Bags Filled 09/20	\$ 240.93
JBW Designs LLC, dba Poop 911	000558	3825866	5 Stations Emptied, Bags Filled 11/20	\$ 240.93
JBW Designs LLC, dba Poop 911	000558	4018595	5 Stations Emptied, Bags Filled 12/20	\$ 240.93
Johnson Engineering, Inc	000555	Project 20181336-000 23	Engineering Services through 12/6/20	\$ 680.00
Joseph W.L. Collins	000564	JC011821	Board of Supervisors Meeting 01/18/21	\$ 200.00
Kevin Kenneth Kaspar Sr.	000567	KK011821	Board of Supervisors Meeting 01/18/21	\$ 200.00
Rebecca Hartsook	000566	RH011821	Board of Supervisors Meeting 01/18/21	\$ 200.00
Rizzetta & Company, Inc.	000552	INV0000055458	District Management Services 01/21	\$ 3,095.67
Rizzetta & Company, Inc.	000561	INV0000055593	Annual Dissemination Services 20/21	\$ 6,000.00
Rizzetta & Company, Inc.	000568	INV0000055635	Field Services 01/21	\$ 600.00
Rizzetta Technology Services	000553	INV0000006693	Website Email & Hosting Services 01/21	\$ 100.00

Riverbend West Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Robert A. Glasser	000565	BG011821	Board of Supervisors Meeting 01/18/21	\$ 200.00
Shamilyn Walsh	000570	SW011821	Board of Supervisors Meeting 01/18/21	\$ 200.00
Solitude Lake Management	000569	PI-A00536465	Lake and Wetland Services - Monthly 01/21	\$ 612.00
Straley Robin Vericker	000556	18986	General Legal Services 10/20	\$ 670.00
Straley Robin Vericker	000556	19233	General Legal Services 12/20	\$ 1,189.50
Tampa Electric Company	000557	211006939188 12/20	371 Cascade Bend Dr 12/20	\$ 1,896.98
Williams Mobile Detailing & Pressure Washing	000562	316	Repaired Fence 12/20	\$ 50.00
Yellowstone Landscape	000551	SS 176464	Sod Installation 12/20	\$ 3,519.28
Yellowstone Landscape	000563	SS 178003	Monthly Landscape Maintenance 01/21	<u>\$ 4,174.25</u>
Report Total				<u>\$ 29,974.92</u>