



Rizzetta & Company

# **Mitchell Ranch Community Development District**

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## **Board of Supervisors' Regular Meeting August 12, 2025**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chape, FL 33544  
813.994-1001**

**[www.mitchellranchcdd.org](http://www.mitchellranchcdd.org)**

**MITCHELL RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

Hilton Garden Inn Tampa Suncoast Parkway, 2155 Northpointe Parkway Lutz, FL  
33558

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

**Board of Supervisors**

Kelly Evans	Chairman
Lori Campagna	Vice Chairman
Bradley Gilley	Assistant Secretary
Jacob Walsh	Assistant Secretary
Lori Rice	Assistant Secretary

**District Manager**

Darryl Adams	Rizzetta & Company
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**District Counsel**

John Vericker	Straley Robin & Vericker
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**District Engineer**

Brian Surak	Clearview Land Design
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**All cellular phones must be placed on mute while in the meeting room.**

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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) 994-1001. 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.

# MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[mitchellranchcdd.org](http://mitchellranchcdd.org)

August 5, 2025

**Board of Supervisors  
Mitchell Ranch Community  
Development District**

## FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, August 12, 2025 at 10:00 a.m.**, at the Hilton Garden Inn Tampa Suncoast Parkway, 2155 Northpointe Parkway Lutz, FL 33558. The following is the agenda for the meeting:

### **BOS MEETING:**

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Resume for Open Board Seat..... Tab 1
  - B. Consideration of Resolution 2025-07; Designating Officers of the District..... Tab 2
  - C. Public Hearing for FY 2025-2026 Final Budget..... Tab 3
  - D. i. Consideration of Resolution 2025-08; Approving FY 2025-2026 Final Budget ..... Tab 4
  - E. Public Hearing for FY 2025-2026 Levying Assessments  
i. Consideration of Resolution 2025-09; Levying FY 2025-2026 Assessments ..... Tab 5
  - F. Consideration of Resolution 2025-10; Setting FY 2025-2026 Meeting Schedule..... Tab 6
  - G. Consideration of Goals & Objectives Report..... Tab 7
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting held on July 8, 2025.....USC
  - B. Consideration of Operation and Maintenance Expenditures for June 2025 ..... Tab 8

**5. STAFF REPORTS**

- A. District Counsel
- B. District Engineer
- C. Aquatics Report.....Tab 9
- D. Field Inspection Services Report.....Tab 10
- E. Landscape & Irrigation Report
  - i. Contractor Response to Field Inspection.....Tab 11
  - ii. Consideration of Landscape Proposals.....Tab 12
  - iii. Irrigation Reports.....Tab 13
- F. District Manager Report.....Tab 14
  - i. Review of 2<sup>nd</sup> Quarter Website Audit Report.....Tab 15

**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 call us at (813) 994-1001.

Sincerely,  
*Wesley Elias*  
Wesley Elias  
District Manager

## **Tab 1**

**From:** Lee Thompson <[loneridernp37@yahoo.com](mailto:loneridernp37@yahoo.com)>  
**Sent:** Monday, July 14, 2025 11:41 PM  
**To:** Wesley Elias <[WElias@rizzetta.com](mailto:WElias@rizzetta.com)>  
**Subject:** [EXTERNAL]Re: Mitchell Ranch CDD

Hey Wesley, thanks for your email. Yes, I would be interested in serving on the CDD. Just to clarify, the transition is Sept./Oct so I would be on the board for 2 to 3 months correct?

Currently, I am on 4 CDD Boards of Supervisors;  
Cobblestone and Hilltop Point, being developed by M/I Homes.  
Summit View and Summit View II being developed by JES Properties.

Other boards I have served on until transition are;  
Talavera  
K-Bar II  
Long Lake Reserve  
Long Lake Ranch  
Easton Park  
These were managed by Rizzetta and Co. and developed by M/I Homes.  
Asturia was another managed by Rizzetta and developed by Hines, Co.

I worked 6 years with M/I Homes until I "retired" in 2010 and was Community Association Manager over all the communities that M/I developed in the Tampa Division which included hiring management companies to manage the day to day business of the communities' HOAs.  
I currently hold an active LCAM license.

If you need other information or have questions just let me know. My cell phone is (727) 255-9920.  
Lee

## **Tab 2**

**RESOLUTION 2025-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Mitchell Ranch 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 Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

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

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
Matthew Huber \_\_\_\_\_ is appointed Assistant Secretary.  
Darryl Adams \_\_\_\_\_ is appointed Assistant Secretary.  
Shawn Wildermuth \_\_\_\_\_ is appointed Assistant Treasurer.  
Scott Brizendine \_\_\_\_\_ is appointed Treasurer.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 12TH DAY OF AUGUST 2025.**

**MITCHELL RANCH COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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



## **Tab 3**



Rizzetta & Company

# **Mitchell Ranch Community Development District**

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

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## **Approved Proposed Budget for Fiscal Year 2025/2026**

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**Proposed Budget**  
**Mitchell Ranch Community Development District**  
General Fund  
Fiscal Year 2025/2026

Chart of Accounts Classification		Actual YTD through 06/30/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026
1						
2	<b>ASSESSMENT REVENUES</b>					
3						
4	<i><b>Special Assessments</b></i>					
5	Tax Roll*	\$ 621,346	\$ 621,346	\$ 616,388	\$ 4,958	\$ 616,388
6						
7	<b>Assessment Revenue Subtotal</b>	<b>\$ 621,346</b>	<b>\$ 621,346</b>	<b>\$ 616,388</b>	<b>\$ 4,958</b>	<b>\$ 616,388</b>
8						
9	<b>OTHER REVENUES</b>					
10						
11	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -
12						
13	<b>Other Revenue Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
14						
15	<b>TOTAL REVENUES</b>	<b>\$ 621,346</b>	<b>\$ 621,346</b>	<b>\$ 616,388</b>	<b>\$ 4,958</b>	<b>\$ 616,388</b>
16	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.					
17						
18	<b>EXPENDITURES - ADMINISTRATIVE</b>					
19						
20	<i><b>Legislative</b></i>					
21	Supervisor Fees	\$ 7,800	\$ 10,400	\$ 12,000	\$ 1,600	\$ 12,000
22	<i><b>Financial &amp; Administrative</b></i>					
23	Accounting Services	\$ 15,606	\$ 20,808	\$ 20,808	\$ -	\$ 21,640
24	Administrative Services	\$ 3,880	\$ 5,173	\$ 5,174	\$ 1	\$ 5,381
25	Arbitrage Rebate Calculation	\$ 450	\$ 450	\$ 450	\$ -	\$ 450
26	Assessment Roll	\$ 5,793	\$ 5,793	\$ 5,793	\$ -	\$ 6,025
27	Auditing Services	\$ 5,100	\$ 5,100	\$ 5,500	\$ 400	\$ 5,500
28	Disclosure Report	\$ 4,500	\$ 6,500	\$ 6,500	\$ -	\$ 6,500
29	District Engineer	\$ 3,095	\$ 4,127	\$ 12,000	\$ 7,873	\$ 12,000
30	District Management	\$ 17,294	\$ 23,058	\$ 23,058	\$ -	\$ 23,980
31	Dues, Licenses & Fees	\$ 275	\$ 367	\$ 175	\$ (192)	\$ 175
32	Financial & Revenue Collections	\$ 3,120	\$ 4,161	\$ 4,161	\$ -	\$ 4,327
33	Legal Advertising	\$ 1,171	\$ 1,561	\$ 3,500	\$ 1,939	\$ 3,500

**Proposed Budget**  
**Mitchell Ranch Community Development District**  
General Fund  
Fiscal Year 2025/2026

Chart of Accounts Classification		Actual YTD through 06/30/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026
34	Public Officials Liability Insurance	\$ 2,953	\$ 2,953	\$ 3,036	\$ 83	\$ 3,036
35	Tax Collector /Property Appraiser Fees	\$ 355	\$ 355	\$ 150	\$ (205)	\$ 150
36	Trustees Fees	\$ 4,041	\$ 4,041	\$ 5,000	\$ 959	\$ 5,000
37	Website Hosting, Maintenance, Backup (and Email)	\$ 2,482	\$ 3,309	\$ 5,000	\$ 1,691	\$ 5,000
38	<b>Legal Counsel</b>					
39	District Counsel	\$ 20,385	\$ 27,180	\$ 17,500	\$ (9,680)	\$ 20,000
40						
41	<b>Administrative Subtotal</b>	<b>\$ 98,300</b>	<b>\$ 125,336</b>	<b>\$ 129,805</b>	<b>\$ 4,469</b>	<b>\$ 134,664</b>
42						
43	<b>EXPENDITURES - FIELD OPERATIONS</b>					
44						
45	<b>Electric Utility Services</b>					
46	Utility - Irrigation (Reclaimed Water)	\$ 4,068	\$ 5,424	\$ 5,000	\$ (424)	\$ 5,000
47	Utility - Street Lights	\$ 58,173	\$ 77,564	\$ 75,000	\$ (2,564)	\$ 80,000
48	Utility Services	\$ 5,574	\$ 7,432	\$ 10,000	\$ 2,568	\$ 7,500
49	<b>Stormwater Control</b>					
50	Aquatic Maintenance	\$ 12,905	\$ 20,540	\$ 20,540	\$ -	\$ 20,540
51	Wetland Monitoring and Maintenance	\$ 14,475	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
52	<b>Other Physical Environment</b>					
53	Entry & Walls Maintenance	\$ 125	\$ 2,500	\$ 10,000	\$ 7,500	\$ 10,000
54	Fence Maintenance	\$ 2,125	\$ 2,833	\$ 5,000	\$ 2,167	\$ 5,000
55	Fire Ant Treatment	\$ 9,088	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
56	General Liability Insurance	\$ 3,609	\$ 3,609	\$ 3,710	\$ 101	\$ 3,710
57	Holiday Decorations	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
58	Irrigation Repairs	\$ 7,397	\$ 9,863	\$ 18,000	\$ 8,137	\$ 15,000
59	Landscape - Mulch	\$ 29,625	\$ 50,000	\$ 50,000	\$ -	\$ 45,000
60	Landscape Inspection Services	\$ 6,750	\$ 9,000	\$ 9,000	\$ -	\$ 9,500
61	Landscape Maintenance	\$ 146,138	\$ 190,000	\$ 190,000	\$ -	\$ 190,000
62	Landscape Replacement Plants, Shrubs, Trees	\$ 7,352	\$ 9,803	\$ 25,000	\$ 15,197	\$ 25,000
63	Property Insurance	\$ 3,880	\$ 3,880	\$ 2,553	\$ (1,327)	\$ 4,500
64	Trail/Bike Path Maintenance	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
65	<b>Road &amp; Street Facilities</b>					
66	Roadway Repairs and Maintenance	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
67	Sidewalk Maintenance and Repairs	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000

**Proposed Budget**  
**Mitchell Ranch Community Development District**  
 General Fund  
 Fiscal Year 2025/2026

Chart of Accounts Classification		Actual YTD through 06/30/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026	
68	Street Sign Repairs	\$ 3,135	\$ 4,500	\$ 2,500	\$ (2,000)	\$ 4,500	
69	<b>Contingency</b>						
70	Miscellaneous Contingency	\$ 13,788	\$ 18,384	\$ 23,780	\$ 5,396	\$ 19,974	
71							
72	<b>Field Operations Subtotal</b>	<b>\$ 328,207</b>	<b>\$ 434,332</b>	<b>\$ 486,583</b>	<b>\$ 52,251</b>	<b>\$ 481,724</b>	
73							
74	<b>TOTAL EXPENDITURES</b>	<b>\$ 426,507</b>	<b>\$ 559,668</b>	<b>\$ 616,388</b>	<b>\$ 56,720</b>	<b>\$ 616,388</b>	
75							
76	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 194,839</b>	<b>\$ 61,678</b>	<b>\$ -</b>	<b>\$ 61,678</b>	<b>\$ -</b>	
77							

**Proposed Budget**  
**Mitchell Ranch Community Development District**  
 Reserve Fund  
 Fiscal Year 2025/2026

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[illegible]

**Mitchell Ranch Community Development District**

**Debt Service**

Fiscal Year 2025/2026

Chart of Accounts Classification	Series 2019	Budget for 2025/2026
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$644,288.06	\$644,288.06
<b>TOTAL REVENUES</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Debt Service Obligation	\$644,288.06	\$644,288.06
<b>Administrative Subtotal</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>TOTAL EXPENDITURES</b>	<b>\$644,288.06</b>	<b>\$644,288.06</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

6.0%

**GROSS ASSESSMENTS:**

**\$684,830.00**

<sup>(1)</sup> Maximum Annual Debt Service less any Prepaid Assessments received.

**Notes:**

Tax Roll Collection Costs (2%) and Early Payment Discount (4%) for Pasco County are a total 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.



**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2025/2026 O&amp;M Budget:</b>		<b>\$686,388.00</b>	<b>2024/2025 O&amp;M Budget:</b>	<b>\$686,388.00</b>
<b>Pasco County Collection Cost:</b>	<b>2%</b>	<b>\$14,604.00</b>	<b>2025/2026 O&amp;M Budget:</b>	<b>\$686,388.00</b>
<b>Early Payment Discount:</b>	<b>4%</b>	<b>\$29,208.00</b>		
<b>2025/2026 Total:</b>		<b>\$730,200.00</b>	<b>Total Difference:</b>	<b>\$0.00</b>

Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2024/2025	2025/2026	\$	%
<b>Townhomes 18'</b>	Series 2019 Debt Service	\$606.00	\$606.00	\$0.00	0.00%
	Operations/Maintenance	\$809.53	\$809.53	\$0.00	0.00%
	<b>Total</b>	<b>\$1,415.53</b>	<b>\$1,415.53</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Townhomes 28'</b>	Series 2019 Debt Service	\$943.00	\$943.00	\$0.00	0.00%
	Operations/Maintenance	\$809.53	\$809.53	\$0.00	0.00%
	<b>Total</b>	<b>\$1,752.53</b>	<b>\$1,752.53</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Single Family 40'</b>	Series 2019 Debt Service	\$1,347.00	\$1,347.00	\$0.00	0.00%
	Operations/Maintenance	\$1,619.07	\$1,619.07	\$0.00	0.00%
	<b>Total</b>	<b>\$2,966.07</b>	<b>\$2,966.07</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Single Family 50'</b>	Series 2019 Debt Service	\$1,684.00	\$1,684.00	\$0.00	0.00%
	Operations/Maintenance	\$1,619.07	\$1,619.07	\$0.00	0.00%
	<b>Total</b>	<b>\$3,303.07</b>	<b>\$3,303.07</b>	<b>\$0.00</b>	<b>0.00%</b>

**MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

<b>TOTAL O&amp;M BUDGET</b>		<b>\$686,388.00</b>
<b>COLLECTION COSTS @</b>	<b>2.0%</b>	<b>\$14,604.00</b>
<b>EARLY PAYMENT DISCOUNT @</b>	<b>4.0%</b>	<b>\$29,208.00</b>
<b>TOTAL O&amp;M ASSESSMENT</b>		<b><u>\$730,200.00</u></b>

UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENTS		
LOT SIZE	O&M	SERIES 2019 DEBT SERVICE <sup>(1)</sup>	EAU FACTOR	TOTAL EAUs	% TOTAL EAUs	TOTAL O&M BUDGET	O&M	SERIES 2019 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
Townhomes 18'	254	254	0.50	127.00	28.16%	\$205,621.73	\$809.53	\$606.00	\$1,415.53
Townhomes 28'	168	168	0.50	84.00	18.63%	\$136,001.77	\$809.53	\$943.00	\$1,752.53
Single Family 40'	94	94	1.00	94.00	20.84%	\$152,192.46	\$1,619.07	\$1,347.00	\$2,966.07
Single Family 50'	146	146	1.00	146.00	32.37%	\$236,384.04	\$1,619.07	\$1,684.00	\$3,303.07
<b>Total Community</b>	<b>662</b>	<b>662</b>		<b>451.00</b>	<b>100.00%</b>	<b>\$730,200.00</b>			

LESS Pasco County Collection Costs (2%) and Early Payment Discounts (4%):

**(\$43,812.00)**

**\$686,388.00**

<sup>(1)</sup> Reflects the number of total lots with Series 2019 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(3)</sup> Annual assessment that will appear on November 2025 Pasco County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

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### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS:**

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Fence Maintenance:** The District will incur expenditures to maintain the wall and the fencing.

**Entry and Wall Maintenance:** The District will incur expenditures to maintain the entry monuments.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Landscape Mulch:** Expenditures related to mulch replacement.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

---

### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

## **DEBT SERVICE FUND BUDGET** **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

---

### **EXPENDITURES – ADMINISTRATIVE:**

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

## Tab 4



## RESOLUTION 2025-08

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Mitchell Ranch Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

#### **Section 1. Budget**

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2024-2025 and/or revised projections for fiscal year 2025-2026.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the

Mitchell Ranch Community Development District for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2025, and ending September 30, 2026, the sum of \$\_\_\_\_\_, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$_____
<i>Total Reserve Fund [if Applicable]</i>	\$_____
Total Debt Service Funds	\$_____
<b>Total All Funds*</b>	<b>\$_____</b>

\*Not inclusive of any collection costs or early payment discounts.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 12, 2025.**

Attested By:

**Mitchell Ranch  
Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

**Exhibit A: FY 2025-2026 Adopted Budget**

## **Tab 5**

## RESOLUTION 2025-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Mitchell Ranch Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is located in Pasco County, Florida (“**County**”);

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2025-2026 attached hereto as **Exhibit A (“FY 2025-2026 Budget”)** and incorporated as a material part of this Resolution by this reference;

**WHEREAS**, the District must obtain sufficient funds to provide for the activities described in the FY 2025-2026 Budget;

**WHEREAS**, the provision of the activities described in the FY 2025-2026 Budget is a benefit to lands within the District;

**WHEREAS**, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

**WHEREAS**, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

**WHEREAS**, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2025-2026 Budget (“**O&M Assessments**”);

**WHEREAS**, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2025-2026 Budget;

**WHEREAS**, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

**WHEREAS**, it is in the best interests of the District to certify the Assessment Roll to the Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1. Benefit from Activities and O&M Assessments.** The provision of the activities described in the FY 2025-2026 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2025-2026 Budget and in the Assessment Roll.

**Section 2. O&M Assessments Imposition.** Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2025-2026 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**Section 3. Collection and Enforcement of District Assessments.** The collection of all Debt Assessments and all O&M Assessments for all lands within the District, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in the Assessment Roll. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.

**Section 4. Certification of Assessment Roll.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**Section 5. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**Section 6. Assessment Challenges.** The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of

special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**Section 7. Procedural Irregularities.** Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

**Section 8. Severability.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**Section 9. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 12, 2025.**

Attested By:

**Mitchell Ranch  
Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

**Exhibit A: FY 2025-2026 Budget**

## **Tab 6**



## **RESOLUTION 2025-10**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME, AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Mitchell Ranch 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 the Pasco County, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Pasco County, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of August, 2025.

ATTEST:

**MITCHELL RANCH  
COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors

**EXHIBIT “A”**  
**BOARD OF SUPERVISORS’ MEETING DATES**  
**MITCHELL RANCH**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2025/2026**

October 14, 2025 \*  
November 11, 2025  
December 9, 2025\*  
January 13, 2026  
February 10, 2026 \*  
March 10, 2026  
April 25, 2026  
May 12, 2026  
June 9, 2026  
July 14, 2026  
August 11, 2026  
September 8, 2026 \*

All meetings will convene at 10:30 a.m. \* except October, December, February, and September will convene at 5:00 p.m. at the Hilton Garden Inn Tampa Suncoast Parkway 2155 Northpointe Parkway Lutz, FL 33558.

## **Tab 7**

**Mitchell Ranch Community Development District**  
**Performance Measures/Standards & Annual Reporting Form**  
**October 1, 2024 – September 30, 2025**

**1. Financial Goals and Objectives – Financial Transparency**

**Goal 1.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes ☐ No ☐

**Goal 1.2: Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: Annual audit and current fiscal year budget with any amendments.

**Measurement:** Annual audit and previous years' budgets are accessible to the public as evidenced by corresponding documents on the CDD's website.

**Standard:** CDD website contains 100% of the following information: Most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package.

**Achieved:** Yes ☐ No ☐

### **Goal 1.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

**Achieved:** Yes ☐ No ☐

## **2. Board Meeting Goals and Objectives - Productive Meetings**

### **Goal 2.1: Public Meetings Compliance**

**Objective:** Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

**Achieved:** Yes ☐ No ☐

### **Goal 2.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website and publishing in local newspaper.

**Standard:** 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper and CDD website).

**Achieved:** Yes ☐ No ☐

3. Administrative Goals and Objectives – Website Maintenance

Goal 3.1 Website Maintenance & Monitoring

**Objective:** Ensure that public records are readily available and easily accessible to the public by posting agendas to website seven (7) days in advance of the CDD meeting.

**Measurement:** Quarterly website reviews will be completed to ensure public records are up to date.

**Standard:** 100% of quarterly website checks were completed by District Management and ADA Website Provider.

**Achieved:** Yes ☐ No ☐

4. Operational Goals and Objectives – Communication

Goal 4.1 Effective Communication

**Objective:** Ensuring timely resolution of maintenance concerns.

**Measurement:** Board and residents contact District Manager outside of the meeting to report maintenance issues, not taking up time during a meeting.

**Standard:** All emails and calls are addressed by District Staff within (24) hours of notification.

**Achieved:** Yes ☐ No ☐

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

Date:\_\_\_\_\_

Print Name:\_\_\_\_\_

Mitchell Ranch Community Development District

District Manager:\_\_\_\_\_

Date:\_\_\_\_\_

Print Name:\_\_\_\_\_

Mitchell Ranch Community Development District

## Tab 8

# Mitchell Ranch Community Development District

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District Office · Tampa, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

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

## **Operations and Maintenance Expenditures**

**June 2025**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2025 through June 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$36,192.03**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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



**Mitchell Ranch Community Development District**

**Paid Operation & Maintenance Expenditures**

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bradley Gilley	100482	BG061025 478	Board of Supervisors Meeting 06/10/25	\$ 200.00
Clearview Land Design, P.L.	100483	25-21668	Engineering Services 05/25	\$ 803.00
Duke Energy	20250623-1	Monthly Summary A 05/25 ACH 478	Electric Utility Services 05/25	\$ 1,933.63
Duke Energy	20250623-1	Monthly Summary B 05/25 ACH 478	Electric Utility Services 05/25	\$ 4,135.98
Duke Energy	20250623-1	Monthly Summary C 05/25 ACH 478	Monthly Utility Services 05/25	\$ 1,076.79
Econostripe & Thermoplastic, Inc.	100479	MR050825	Traffic Signs & Repairs 05/25	\$ 1,110.00
Fieldstone Landscape Services	100477	25612	Bubblers for New Trees Installed 05/25	\$ 452.91
Fieldstone Landscape Services	100477	25622	Irrigation Repairs 05/25	\$ 125.93
Fieldstone Landscape Services	100484	25647	Monthly Landscaping Maintenance 06/25	\$ 14,613.00
Fieldstone Landscape Services	100484	25751	Irrigation Repairs 06/25	\$ 103.98
Fieldstone Landscape Services	100491	25833	Irrigation Repair 06/25	\$ 434.31

**Mitchell Ranch Community Development District**

**Paid Operation & Maintenance Expenditures**

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Governmental Utility Authority	100485	10000010518 6/25	2778 Legend Pasture Road - Reclaimed Water 06/25	\$ 136.29
Florida Governmental Utility Authority	100485	10000012771 6/25	8553 Houndstooth Enclave Dr 06/25	\$ 109.98
Florida Governmental Utility Authority	100485	10000016923 6/25	8087 Capstone Ranch Drive 06/25	\$ 101.20
Florida Governmental Utility Authority	100485	10000018707 6/25	2997 Bearlanding Way 06/25	\$ 210.39
Jacob Walsh	100486	JW061025	Board of Supervisors Meeting 06/10/25	\$ 200.00
Jayman Enterprises, LLC	100478	3989	Community Sign Repair 05/25	\$ 125.00
Kelly Evans	100487	KE061025 478	Board of Supervisors Meeting 06/10/25	\$ 200.00
Lori Campagna	100488	LC061025 478	Board of Supervisors Meeting 06/10/25	\$ 200.00
Pasco County Tax Collector	100481	061825 Postage 24/25	2024 Postage Assessment	\$ 205.36
Pinnacle Holdings - XIV, LLC	100489	061325 Pinnacle 478	Rental - BOS Meeting 07/08/25	\$ 203.34
Rizzetta & Company, Inc.	100476	INV0000099680	District Management Fees 06/25	\$ 5,705.09

Mitchell Ranch Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Sitex Aquatics, LLC	100480	10076-B	Monthly Lake Maintenance 06/25	\$ 2,070.00
Straley Robin Vericker	100490	26674	Legal Services 05/25	<u>\$ 1,735.85</u>
<b>Report Total</b>				<u><b>\$ 36,192.03</b></u>

## **Tab 9**





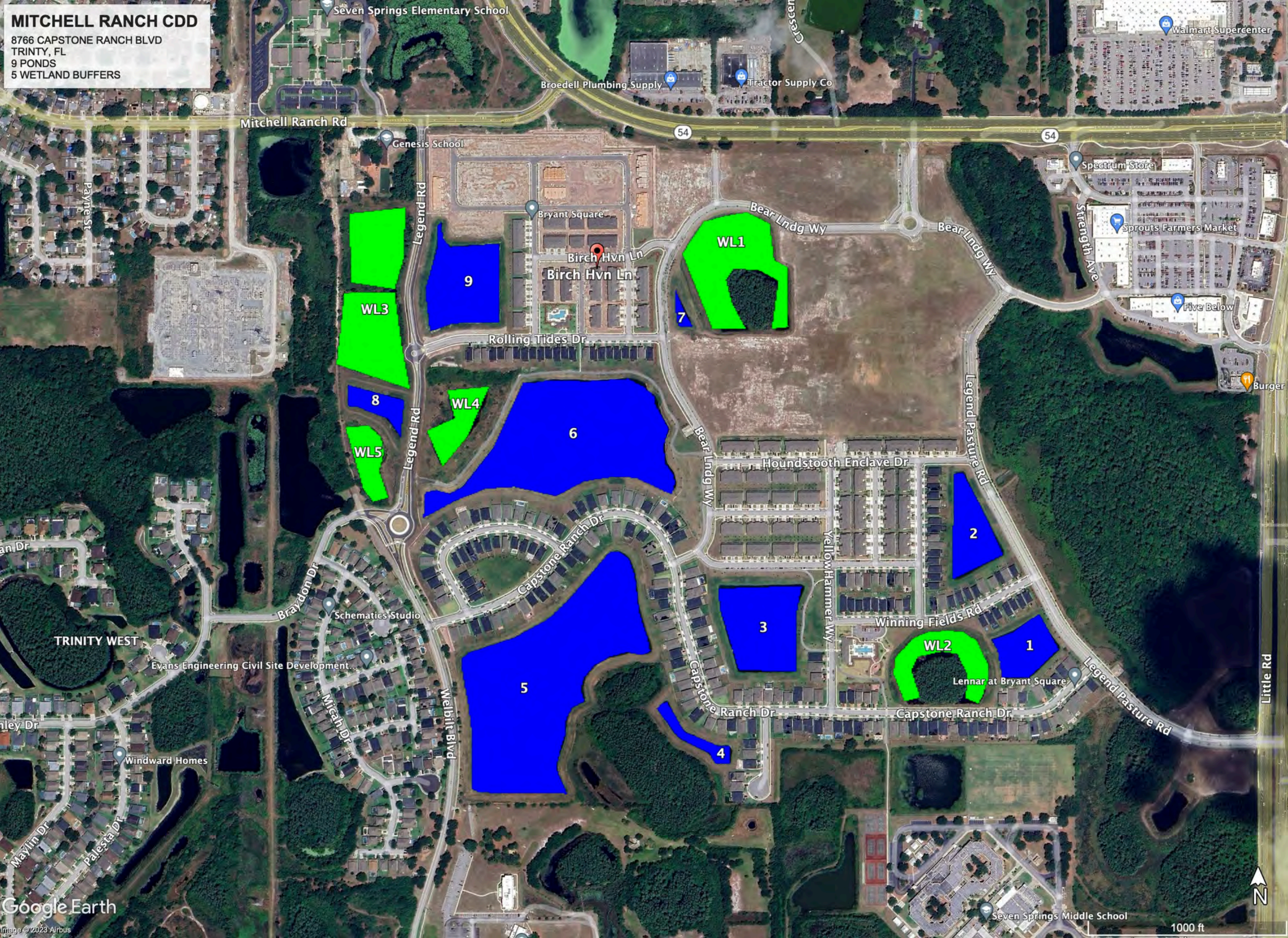
# MONTHLY REPORT

AUGUST, 2025





**MITCHELL RANCH CDD**  
8766 CAPSTONE RANCH BLVD  
TRINITY, FL  
9 PONDS  
5 WETLAND BUFFERS





Prepared for: Debby Bayne Wallace

Prepared By: Devon Craig

## SUMMARY:

The air temperatures and periodic rain falls are definitely taking its toll through out Florida right now. Sweltering heats and high water temps are causing blooms. This is temporary and are expected. Storm water retention ponds are catching all the runoff from the rainfall by design and prevent maintenance is tough to maintain during this time. Between dilution and overflow it is tough to keep in the ponds. Technicians are on-site a lot more this time of year and are reactive to these blooms.



Pond #1 Treated for Algae and Shoreline Vegetation.



Pond #2 Treated for Algae and Shoreline Vegetation.



Pond #3 Treated for Algae and Shoreline Vegetation.





Pond #4 Treated for Algae and Shoreline Vegetation.



Pond #5 Treated for Shoreline Vegetation.



Pond #6 Treated for Shoreline Vegetation.



Pond #7 Treated for Shoreline Vegetation.



Pond #8 Treated for Shoreline Vegetation.



Pond #9 Treated for Shoreline Vegetation.

## **Tab 10**



# MITCHELL RANCH

## LANDSCAPE INSPECTION REPORT



July 24, 2025  
Rizzetta & Company  
Amiee Brodeen – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



# Summary, Legend Pasture Way, Houndstooth Enclave Rd

## General Updates, Recent & Upcoming Maintenance Events

- Define bed edge lines, remove any broken straps from trees, always remove trash debris, and always make sure the irrigation boxes and manhole covers are being edged around.
- Ensure the blades on mowers and edgers are all sharpened before entering the property.

The following are action items for Fieldstone to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Orange** is for staff. **Bold & underlined is info. or questions for the BOS.**

1. In the Phase 10 plan, the large field on the right-hand side when driving south on Legends Pasture Rd contains a dead tree. Please remove this during the next mowing maintenance event. (Pic 1)



3. There is tall, weedy, and unwanted plant material throughout the bed at the corner of Legends Pasture Rd and Houndstooth Enclave Dr. These weeds will need to be hand-pulled during the next detailing event to maintained appearance. (Pic 3)



2. Several tree trunks throughout the property show damage at the base, likely caused by repeated contact with lawn mowers. Mowing over the tree rings is causing mulch to be displaced and blown out of the rings, which will become increasingly costly over time due to the need for frequent mulch replenishment. Please ensure mowers are not used over tree rings and that proper edging tools are used to maintain a clean edge without disturbing the mulch or damaging the tree trunks. (Pic 2>)





# Legend Pasture Way, Houndstooth Enclave Rd

4. Let's keep an eye on the Simpson Stoppers located at the intersection of Legends Way and Houndstooth Enclave Rd. I'm beginning to notice some yellowing in the foliage, which may indicate chlorosis or signs of stress. Please monitor their condition closely and recommend treatment if symptoms worsen.
5. In several trees across different locations, rebar is still present and growing with the tree trunks. These should have been removed prior to or at the time of planting. Please ensure all remaining rebar is carefully removed by cutting it out with a Sawzall to prevent further damage to the trees. (Pic 5)



6. Along Legends Pasture Way, several ornamental grasses that were previously cut back are not recovering. These will need to be removed and replaced. Please refer to the proposal section for recommended replacements and quantities. (Pic 6>)
7. The bed edges are beginning to blend into the surrounding turf, causing the definition to be lost. Please cut back the edges and properly remove the overgrown turf encroaching into the beds to restore a clean, defined appearance. (Pic 7>)
8. Also, when detailing the beds, please ensure that taller weeds are hand-pulled before they have a chance to go to seed.

9. The Fakahatchee grasses are showing signs of browning, which is consistent with spider mite damage. Please apply an appropriate drench treatment and remove any dead or severely damaged foliage to promote recovery and maintain a healthy appearance. (Pic 9)





# Legend Pasture, Houndstooth Enclave, Winning Fields Rd

10. I would like Fieldstone to come out and diagnose the issues occurring in the bed located south of Capstone on Legends Way. There are three trees that appear to be dying, along with several shrubs that are struggling and showing signs of dieback. A full evaluation is needed to determine the cause and appropriate corrective action. (Pic 10)



11. Please remove all Cogongrass from the beds immediately, before it has a chance to go to seed. I have circled the affected areas in the attached photo for reference. Be thorough in the removal to help prevent regrowth and further spread. (Pic 11)



12. At the corner of Little Rd and Legends Pasture Rd next to the light post, a round irrigation box lid has been damaged—likely run over by a mower. Please replace the lid.

13. On the west side of Legends Pasture, just north of Winning Fields, there is a tree that needs to be straightened and re-staked as soon as possible. Please prioritize this on the next maintenance visit to prevent further leaning or root damage. (Pic 13)



14. The newly planted trees along the backside of 8605 Houndstooth Enclave Rd are struggling to establish their root systems. One tree has already fallen, and several others appear unstable and at risk of falling soon. Please address this issue immediately by checking staking, soil conditions, and root integrity to prevent further loss. (Pic 14)





# Houndstooth Enclave, Winning Fields Rd, Bear Landing,

15. During the next mowing and trimming event, please trim the hedge back to the chain-link fence to create a clean and visually appealing appearance. Be sure to maintain a uniform height and shape. (Pic 15)



20. Please do not forget the area between the homes (of Campus Woods Way and Druid Oaks) on Bear Landing. While the turf may be wet due to recent rains, the contract requires that this area be maintained. Whether using a mower or a line trimmer, the turf must be cut as part of the regular service. (Pic 20)



16. Another irrigation lid has been damaged by a mower, and the broken pieces were left inside and around the irrigation valve box. Please replace the lid and clean out any debris from the box. This is located behind the Houndstooth Enclave houses.

17. At Coleman Park along Bear Landing Way, there are four trees on site that are either dead or in severe decline. These need to be removed and replaced. The decline appears to be caused by girdling roots, likely due to improper planting practices. Please assess and schedule removal, I will propose tree replacements accordingly. (See proposals)

18. Behind the sign on Bear Landing, there is a dead Podocarpus. Since it's located out of sight behind the sign and does not impact the overall appearance, there's no need to replace it. Please remove the plant, backfill the hole, and top off the area with mulch for a clean finish. (Pic 18>)

19. Throughout the property, please ensure that all suckering growth is properly trimmed. This includes growth at the base of trees and shrubs this can impact the health of the plant.

21. On Campus Woods Way, there is a dead oak that needs to be removed and replaced. Additionally, the newly planted tree directly behind it requires re-staking, likely due to its size and recent installation. Please address both items promptly to ensure proper establishment and aesthetics. (See proposals for the oak) (Pic 21>)





# Campus Woods Way, Yellowhammer Way, Capstone Ranch

22. On Campus Woods Way, there is a tree in need of immediate attention. One stake is completely broken, and the remaining two straps are loose and flapping in the wind. Please re-stake and secure the tree properly during the next visit. (Pic 22)



23. At the intersection of Campus Woods Way and Yellowhammer Wood Way, there are several trees with rebar growing into or alongside the trunks. Please ensure that a Sawzall is brought on the next mowing event and that all rebar is carefully cut out and removed to prevent further damage to the trees.
24. On Yellowhammer Way, please remove and flush cut the dead cypress tree, back-fill the hole and apply mulch over the area to ensure a clean and finished appearance. (Pic 24>)

25. For this oak tree, please remove all dead wood and continue to monitor its condition. I will reassess it next month to determine whether a replacement is necessary. (Pic 25)



26. Please ensure that Fieldstone's crew is trimming the hanging moss up to 15 feet from the ground throughout the property. Regular maintenance at this height will help improve appearance and reduce debris.
27. Along Capstone Ranch Rd, there are two bubblers that appear to have been run over by a mower. These will need to be repaired to restore proper irrigation function. Please address this on the next visit.
28. In the same area along Capstone Ranch Rd where the bubblers were damaged, (next pg.)



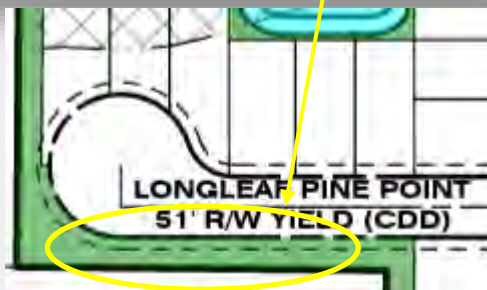


# Capstone Ranch Dr, Long Leaf Point, Bear Landing

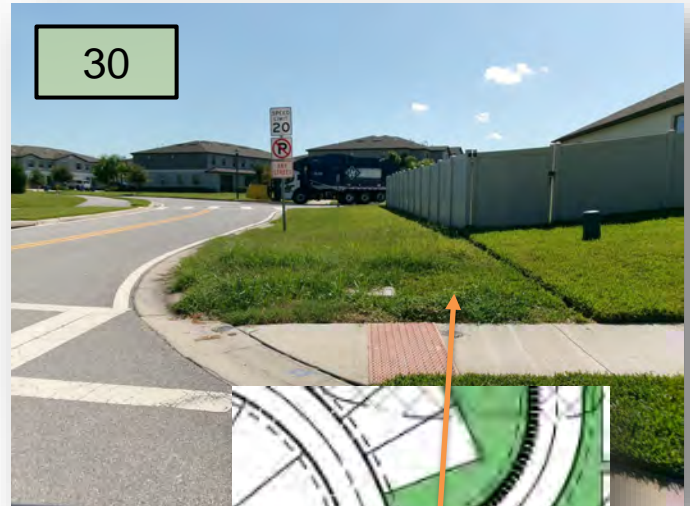
... there is also a tree that needs to be straightened. A combination of selective root pruning and proper re-staking should help re-establish its upright position and promote healthy growth. (Pic 28)



29. Can we look into the irrigation availability and coverage in the area of Long Leaf Pine to determine if installation or extension is feasible? I'd like to confirm viability before moving forward with a proposal. (Pic 29)



30. On Capstone Ranch and Bear Landing, can we please get clarity on the ownership of the 10ft x 15ft patch of turf in question? The resident is not mowing it, nor is it in their property line. We need confirmation on whether this section falls under CDD maintenance or is resident responsibility before proceeding. (Pic 30)





# Harmon Park, Long Leaf Pine, Welbilt Rd

31. At Harmon Park, I'm once again seeing uneven cuts throughout the turf, along with excess grass clippings left behind instead of being properly mulched or dispersed. Please ensure that mowing is done with sharp blades and proper equipment to achieve a clean, even cut and that all clippings are handled appropriately to maintain turf health. (Pic 31a, 31b)



.... maintaining both the health and appearance of the landscape. Please ensure they are completed during the next visit.

(Pic 32a, 32b, 32c)



32. On Welbilt Rd, please address the following items during the next mowing event: Trim all suckering growth at the base of the crape myrtles. Hand-pull weedy material along the beds. Remove moss from the crape myrtles. Cut back the Brazilian Pepper tree. Remove the dead tree. Cut out deadwood from the magnolia. Lastly, trim the hedges along the backside. These items are important for.....





# Welbilt Rd, Rolling Tide, Birch Haven Ln

33. Along Welbilt Rd, there are two dead maple trees that need to be removed and replaced. These trees should fall under the warranty plantings, so please process the replacements accordingly. (Pic 33)



.... Please remove the excess mulch, expose the root flare, and assess the tree's condition for potential recovery or replacement. (Pic 37)



38. Another tree that has the volcano mulch. Same area, same issue as above. (Pic 38)



34. On Welbilt Rd. and throughout the property, please ensure that line trimming is being completed along sidewalks and in the curb/gutter areas. These details are important for maintaining a clean, finished appearance.

35. As we approach the roundabout from Welbilt Rd. to Rolling Tide Blvd., the ornamental grasses are increasingly being overtaken by torpedo grass. This area needs attention—please assess and hand pull the weeds. Do not spray!

36. On Welbilt Rd., just past Rolling Tide Dr., there is a fallen Cypress tree. At this point, please remove the tree, and we can revisit a replacement proposal. (Pic 36>)

37. While walking east along the pathway from Welbilt Rd, I observed a struggling tree with multiple dead branches. After pulling back the mulch around the trunk, I was unable to locate the root flare—even after removing approximately 6 inches of mulch. This excessive mulch buildup is likely contributing to the tree's decline.....





# Bear Landing, Birch Haven Ln

39. At the corner bed along Bear Landing and Birch Haven Ln, there are improper pruning cuts on the bottlebrush tree. Additionally, debris was left behind, some of which was thrown into the plant bed. It's unclear who performed the pruning, but I hope it was not the maintenance team. Please clean up the debris immediately and ensure any future pruning is done correctly and responsibly. (Pic 39a, 39b)

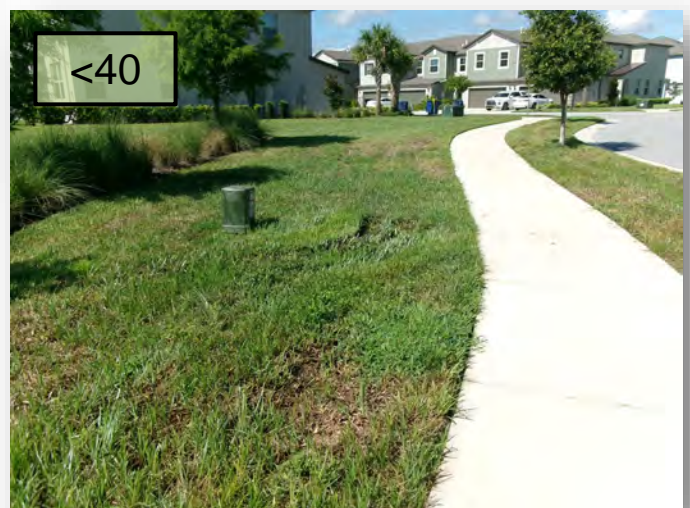


40. At the corner of Birch Haven Ln, it appears the turf was saturated, yet the mowing crew still proceeded to mow over it, causing damage. Lesson learned—moving forward, if the turf is muddy or overly wet, please use a line trimmer instead to prevent rutting and turf stress. (Pic 40>)

41. Please prep the Birch Haven corner bed for replacement plantings by removing the six dead Muhly grasses. Once removed, cover the area with mulch to maintain a clean appearance until the proposal for replacements is approved. (Pic 41)



42. Please scout the turf along this same planting bed—I'm noticing some dieback that may be the result of chinch bug activity. If confirmed, please treat the area accordingly to prevent further damage and promote turf recovery.





# Proposals

1. Fieldstone, on Bear Landing we have 4 trees exhibiting significant dieback. Please propose removal and replacement with a 2" caliper of the *Liquidambar styraciflua* - American Sweetgum. This option must also include the construction of four 8" – 10" earthen water saucer containing a 30 Gal. Gator Bag with a working flood bubbler inserted into the top of the bag, so the bag fills every time the irrigation zone runs, and the earthen saucer will help retain the extra water. (Pic 1)



3. Fieldstone, can you please provide a proposal for power washing the vinyl fencing located at the dead end of Long Leaf Pine? The fencing has accumulated noticeable buildup and would benefit from a thorough cleaning. (Pic 3)



2. Fieldstone, on Campus Woods Way we have 1 oak tree exhibiting significant dieback. Please propose removal and replacement with a 2" caliper of the *Liquidambar styraciflua* - American Sweetgum. This option must also include the construction of an 8" – 10" earthen water saucer containing a 30 Gal. Gator Bag with a working flood bubbler inserted into the top of the bag, so the bag fills every time the irrigation zone runs, and the earthen saucer will help retain the extra water. (Pic 2>)



# Proposals

4. Fieldstone, please provide a proposal to replace the six dead Muhly grasses with six full 3-gallon pots of *Muhlenbergia capillaris*. Additionally, include mulch to cover any bare spots in the bed to ensure a uniform and finished appearance.(Pic 4)



## **Tab 11**



## Mitchell Ranch Response – July Report

- 1- Tree on Legends Pasture was hit by vehicle - Crew will remove tree – Proposal has been sent to replace damaged tree



- 2- Tree trunk damage - On going training and education of crews – crew will be instructed and supervised when mowing to avoid tree rings.
- 3- Weeds in bed on Legends Pasture and Houndstooth - will be hand pulled and sprayed on 8/5/25
- 4- Simpson Stopper- Horticulture division notified and we will treat as needed. Next scheduled visit is on 8/5/25.
- 5- Fieldstone did not install the trees at Mitchell Ranch. We will work on removing the rebar over the next several visit. This is an additional service and will require additional time to perform. If client request it be completed all at one visit there would be an additional charge.



- 6- The replacements have been proposed and approved – waiting for confirmation of scheduled date Installation of new grasses scheduled for 8/4/ and 8/5/25.



7& 8

Bed edges – remove any overgrown or turf encroaching into beds will be defined by soft edging the bed edge and spraying the area between the turf and bed to create a clean and uniform look- Fieldstone will complete this over the next 3 visits. Starting with the main roads and boulevards. Hand pulling taller weeds before they go to seed.

9- Horticulture team will treat on 8/5/25. The following week the field staff will trim and remove any dead or damaged foliage.



10-Bed on Legends Pasture – south of Capstone struggling.

Irrigation has been confirmed to be working, the system did have some damage earlier this year and was shut down for several weeks when a resident put in a pool and the equipment used this area for access.



11- Production manager and crew have been instructed to remove promptly on the next visit 8/5/25.



12 and 16- Replacement of irrigation cover will be completed on 8/5/25

13- Crew will restake and straighten tree on Legends Pasture 8/5/25

14- Older tree that has been staked several times- due to location gets hit with a lot of wind. Tree will be straightened and staked again. Note: tree staking is additional.



15- Trimming of hedge around lift station – will be completed by 8/12/25.

17- Trees at Coleman Park - will provide a proposal to replace. Fieldstone did not install these trees.

18- Removal of Podocarpus behind sign will be completed on 8/5/25.

19-Suck growth at base of trees is performed continuously - this is an ongoing service

20- Areas between the townhomes needing mowing- I will monitor this area to make sure it is getting mowed regularly.

21- Proposal was previously sent to replace the tree. The newly planted tree was not installed or staked by Fieldstone. Staking is additional to our contract.



22- this is another newly installed tree by another vendor. The crew will address before 8/15/25.



23- cutting and removal of rebar from trees that should have been completed at time of planting- Fieldstone did not install these trees. We will work on this over the next several visits. If the client would like this to be completed at one time there would be an additional charge for additional personnel as to not disrupt regular maintenance services.

24- Flush cut Cypress tree and mulch area- Proposal will need to be provided for this service.

25- Tree evaluation was performed in May and a map sent to the board identifying trees that need to be monitored or replaced. No further discussion has taken place since providing this to the board. This tree was on the evaluation. To be monitored.

26- trimming or removing moss up to 15' is continuous and ongoing service.

27- Irrigation is scheduled for 8/4/25 and 8/5/25 to repair and perform monthly inspection

28-Proposal will need to be provided to straighten this and stake tree. This was previously discussed, and the board was advised by landscape specialist that the tree cannot be straightened and staked.



29- Irrigation technician will be evaluating the irrigation potential on Long Leaf Pine on 8/5/25

30- This area is CDD property. The resident doesn't like the turf along his fence and says it is weedy and he doesn't like the way it gets mowed. He often mows the area himself and we work with him that if it is not mowed when we come to service the property we will mow it. He likes to take care of the turf that is in the front so his house looks good. We try to work with the residents but our crews will mow the side of the fence area weekly.



31-Harmon Park - The turf here has always been very wet. Even with irrigation off. This was discussed at the last meeting to possibly have the engineer look at drainage for the park. Occasionally the area cannot even be maintained with a line trimmer because it is just puddles. Need to investigate the amount of water in the park.

32- Beds on Welbilt – will be addressed and cleaned before 8/15/25.

33-Replacement of Maple along Welbilt. - Fieldstone did not install these trees. A proposal can be provided to replace these.

34- Confirm line trimming along sidewalks and streets is completed each visit.

35- hand pull the torpedo grass from ornamental grasses. This will be addressed and starting the week on August 4<sup>th</sup>. I would like clarification as to recommendation to not spray. Products are available that will aid in killing the Torpedo grass and is much more effective than just pulling.

36- Cypress tree on Welbilt was hit by vehicle. A proposal to remove and replace it has been sent to the property manager already.



37 and 38- Tree in this picture looks like one of the newer trees installed by developer. We will pull back the mulch on these trees. The trees around the pond do not have tree bubblers or irrigation.

39- Debris removed on the 29<sup>th</sup>. Train crews on proper trimming and provide proper tool for larger limbs.

40- Fieldstone to remind crews on mowing wet turf areas and if needed to line trim and not run heavy mower over the turf.

41 – Proposal will be provided to remove and replace the 6 – Muhly grass and mulch the new plantings.

42- Horticulture team is on site August 4<sup>th</sup> to check areas again for Chinch bug or any other insects or diseases.

## **Tab 12**



Date: August 04, 2025  
Proposal #: 21687



## QUOTATION

### Mailing Address

Rizzetta & Company  
3434 Colwell Ave.  
Suite 200  
Tampa, FL 33614

Home Phone:

### Job Address

Mitchell Ranch CDD  
8447 FL-54  
New Port Richey, FL 34655

Business Phone: 813-994-1001

---

### Job Summary:

Replace 4 trees on Bear Landing showing significant die back.

Replacement tree to be American Sweetgum - 2" caliper.

Create 8" - 10" earthen saucer with 30 gal. gator bag.

Gator bag to have flood bubbler inserted to the top of the bag to fill when the irrigation runs

\*\* Need to confirm there is irrigation to all these trees. Most trees around the big pond do not have irrigation.



**Quote Total:    \$5,072.91**



## **Terms & Conditions**

### **Acceptance of Work**

- **Fieldstone Landscape Services, LLC (Contractor)** and **Mitchell Ranch CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

### **Payment Terms and Conditions**

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

### **Procedure for Extra Work and Changes**

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

### **Warranty and Tolerances**

- **Payments Received:** The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- **Diligence:** the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- **Site Unknowns:** It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
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### **Material Tolerances**

- **Landscape:** Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
  - Hardwood & Palm Trees: (6) Months
  - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
  - Sod: (30) Days
  - Seasonal Annual Flowers: (30) Days
- **Irrigation/Drainage/Lighting:** Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Rizzetta & Company**

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To register, please use the following link: [Fieldstone.PropertyServicePortal.com](http://Fieldstone.PropertyServicePortal.com)

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact [accountsreceivable@fieldstonels.com](mailto:accountsreceivable@fieldstonels.com)

Date: August 04, 2025  
Proposal #: 21689



## Q U O T A T I O N

**Mailing Address**

Rizzetta & Company  
3434 Colwell Ave.  
Suite 200  
Tampa, FL 33614

Home Phone:

**Job Address**

Mitchell Ranch CDD  
8447 FL-54  
New Port Richey, FL 34655

Business Phone: 813-994-1001

---

**Job Summary:**

Replace 1 Oak with significant die back on Campus Woods Way

Replacement tree - American Sweetgum - 2" Caliper

8"-10" earthen water saucer containing 30 gal. Gator bag with flood bubbler.

\*\* This tree does have an operating tree bubbler

**Quote Total:     \$1,733.48**

## **Terms & Conditions**

### **Acceptance of Work**

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  - Hardwood & Palm Trees: (6) Months
  - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
  - Sod: (30) Days
  - Seasonal Annual Flowers: (30) Days
- **Irrigation/Drainage/Lighting:** Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

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Date: July 23, 2025  
Proposal #: 21630

## QUOTATION

### Mailing Address

Rizzetta & Company  
3434 Colwell Ave.  
Suite 200  
Tampa, FL 33614

Home Phone:

### Job Address

Mitchell Ranch CDD  
8447 FL-54  
New Port Richey, FL 34655

Business Phone: 813-994-1001

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### Job Summary:

Replacement of damaged tree on Welbilt from vehicle.

Tree was pulled out of the ground and damaged near round about on Welbilt.

Remove damaged tree

Install 30 gal. Bald Cypress tree to match the type of tree damaged

Mulch new tree

Check irrigation for damage and repair bubbler as needed.

Dispose of all debris off site.



**Quote Total: \$912.55**

## **Terms & Conditions**

### **Acceptance of Work**

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  - Sod: (30) Days
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Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact [accountsreceivable@fieldstonels.com](mailto:accountsreceivable@fieldstonels.com)



## **Tab 13**



FIELDSTONE<sup>\*\*\*</sup>

## July 2025 - Mitchell ranch clock #1- commons area - legend pasture

Date: Jul 16, 2025 2:54 pm

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #1- commons area #1
Location	Legend pasture and capstone ranch
Model	
Modules	42
SLW	SLW1 Legend pasture and capstone ranch

Controller ID	74897
---------------	-------

Water Days as of Jul 16, 2025	
Program A	Sun , Mon , Wed , Thur , Sat
Program B	Sun , Mon , Wed , Thur , Fri
Program C	Sun , Mon , Wed , Thur , Fri
Program D	Tue , Sat

Notes
Rainbird LX-IVM
All general repairs have been completed

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	Both side of curb at Little road and legend pasture entry	Pass									
2	Both sides legend pastor and Little road entry	Pass									
3	Northside legend pasture at second meeting Island	Pass									
4	All drip from Little road to capstone ranch and 3rd medium Island	Pass									
5	East curb and second meeting Island	Pass									
6	East side, inside sidewalk second median Island to capstone ranch	Pass									
7	Open	Pass									
8	Westside inside sidewalk second median Island to capstone ranch	Pass									
9	Westside curb south of capstone ranch	Pass									
10	Westside curb north of capstone ranch	Pass									
11	Westside north of capstone ranch	Pass									
12	East side north of capstone ranch	Pass									
13	East side north of capstone ranch to winning field	Pass						1	1		

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
14	Median Island North of winning field	Pass									
15	East curb north of winning field	Pass									
16	East side north of houndstooth and a long East bear landing	Pass									
17	East side north of houndstooth	Pass									
18	Westside legend pasture, winning field to houndstooth	Pass									
19	Westside legend pasture, winning field to houndstooth	Pass									
20	Westside legend pastor north of houndstooth	Pass									
21	Westside legend pastor north of houndstooth	Pass									
22	Eastside legend pastor south of bear landing	Pass									
23	Southwest corner legend pastor and bear landing	Pass			1						
24	Southside bear landing to cattle ranch	Pass									
25	South of bear landing east of roundabout	Pass			1						
26	Roundabout	Pass									
27	Southwest of roundabout at cattle ranch	Pass									
28	(NW) corner of roundabout at STRD 54	Pass									
29	State road 54 entry	Pass									
30	Cattle ranch median	Pass									
31	South curb of bear landing- (W) of roundabout	Pass									
32	Southside bear landing at medal Way intersection	Pass									
33	South bear landing, medal way to houndstooth	Pass									
34	East side of bear landing south of birch haven	Pass									
35	Eastside bear landing north of houndstooth	Pass									
36	Eastside bear landing between houndstooth and campus woods	Pass									
37	Lift station West side bear landing north of houndstooth	Pass									
38	Westside bear landing south of houndstooth to campus woods	Pass									
39	North bear landing, west legend pasture	Pass									

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
40	Houndstooth #8655-#8683	Pass									
41	Houndstooth #8613-#8647	Pass									
42	Houndstooth #8577-#8605	Pass									
43	Houndstooth #8515-#8545	Pass									
44	Houndstooth #8489-#8509	Pass									
45	Houndstooth #8453-#8483	Pass									
46	Houndstooth #8450-#8472	Pass									
47	Houndstooth #8476-#8496	Pass									
48	Houndstooth #8502-#8522	Pass									
49	Houndstooth #8526-#8548	Pass									
50	Druid oaks #8527-8549	Pass									
51	Druid oaks #8503-#8523	Pass									
52	Druid oaks #8477-#8497	Pass									
53	Druid oaks #8451-#8471	Pass									
54	Druid oaks #8450-#8472	Pass									
55	Druid oaks #8476-#8496	Pass									
56	Druid oaks #8502-#8522	Pass									
57	Druid oaks #8528-#8548	Pass									
58	Campus woods #8527-#8547	Pass									
59	Campus woods #8501-#8521	Pass									
60	Campus woods #8477-#8497	Pass									
61	Campus woods #8449-#8469	Pass									
62	Yellow hammer #2848-#2866	Pass									
63	Yellow hammer #2874-#2902	Pass									
64	Yellow hammer #2910-#2928	Pass									
65	Coach manors #2901-#2919	Pass									



	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
66	Coach manors #2865-#2895	Pass									
67	Coach manors #2839-#2857	Pass									
68	Coach manors #2838-#2850	Pass									
69	Coach manors #2864-#2896	Pass									
70	Coach manors #2900-#2918	Pass									
71	Gridiron ilse #2911-#2929	Pass									
72	Gridiron ilse #2875-#2895	Pass									
73	Gridiron ilse #2849-#2867	Pass									
74	Southwest corner of yellow hammer and campus woods	Pass									
75	West side along sidewalk	Pass									
76	Center	Pass									
77	Along sidewalk at street	Pass									
78	Parking islands along campus woods and yellow hammer way	Pass									
79	All trees	Pass						1	1		
80	All beds	Pass									
81	All trees @ Coleman park	Pass									
82	Along street	Pass									
83	(E) side at #8577 houndstooth enclave	Pass									
84	(W) side at #8545 houndstooth enclave	Pass									

**Zone #13 - 07-17-25 8:36 am CDT**



**Zone #13 - 07-17-25 8:52 am CDT**



**Zone #23 - 07-16-25 2:56 pm CDT**



**Zone #23 - 07-17-25 9:15 am CDT**





**Zone #25 - 07-16-25 2:56 pm CDT**



**Zone #25 - 07-17-25 9:15 am CDT**



**Zone #79 - 07-17-25 8:35 am CDT**



**Zone #79 - 07-17-25 9:24 am CDT**





FIELDSTONE

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## July 2025 - Mitchell ranch clock #2 commons- birch haven

Date: Jul 17, 2025 9:29 am

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #2 common area #2
Location	(SW) corner Birch haven and bear landing
Model	
Modules	18
Controller ID	114433

Water Days as of Jul 17, 2025	
Program A	Mon , Tue , Wed , Fri , Sat
Program B	Mon , Tue , Wed , Fri , Sat
Program C	
Program D	

Notes
Rainbird LX- IVM
All general repairs have been completed

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	At lift station	Pass									
2	(W) bears landing curb- (S) rolling tides	Pass									
3	(W) bears landing, (s) rolling tides	Pass									
4	(W) bears landing, (s) rolling tides at pond	Pass									
5	(W) bears landing, (s) rolling tides- along fence	Pass									
6	(W) bears landing, (s) rolling tides	Pass									
7	Along sidewalk behind homes- #8382 rolling tides	Pass									
8	(W) bears landing, (n) rolling tides	Pass									
9	(W) bears landing, (s) birch haven along fence	Pass									
10	(SW) corner birch haven and bears landing	Pass									
11	(W) bears landing, (s) birch haven	Pass									
12	(SW) corner birch haven and bears landing	Pass									
13	(S) curb birch haven	Pass									

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
14	(SW) corner birch haven and bears landing	Pass						1			
15	(NW)corner bears landing and birch haven	Pass									
16	(N) birch haven curb, (W) bears landing	Pass									
17	(NW) curb, birch haven and bears landing	Pass									
18	(N) of birch haven along perimeter fence	Pass									
19	Behind North Perimeter wall	Pass									
20	Behind North parameter wall east end	Pass									
21	Behind North perimeter wall	Pass									
22	Behind North perimeter wall west end	Pass									
23	Behind North perimeter wall	Pass									
24	Along fence east side welbilt south of Mitchell ranch	Pass									
25	East side welbilt south of Mitchell Ranch	Pass									
26	Eastside welbilt north of rolling tide	Pass									
27	Trees north east corner along rolling tide, north and east of welbilt	Pass									
28	North east corner welbilt and rolling tied	Pass									
29	North east curb welbilt and rolling tide	Pass									
30	South east curb well-built and rolling tide	Pass									
31	Chris south and east rolling tide in welbilt	Pass									
32	South east corner welbilt and rolling tide	Pass									
33	Along fence east of welbilt north roundabout	Pass									
34	Along fence east of welbilt at roundabout	Pass									
35	Along fence east welbilt, south aroundabout	Pass									
36	Medal way entry and bears landing	Pass									



Zone #14 - 07-17-25 1:26 pm CDT



Zone #14 - 07-17-25 1:26 pm CDT





FIELDSTONE

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## July 2025 - Mitchell ranch clock #3- Harmon park

Date: Jul 17, 2025 1:24 pm

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #3- Harmon park
Location	8064 capstone ranch @ Harmon park
Model	
Modules	5
Controller ID	98752

Water Days as of Jul 17, 2025	
Program A	Mon , Tue , Thur , Fri , Sat
Program B	
Program C	
Program D	

Notes
Hunter hybrid
No repairs needed

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	East end along fence	Pass									
2	North side along fence	Pass									
3	West end along fence and trees along sidewalk	Pass									
4	Along curb	Pass									
5	Along sidewalk	Pass									
6	First row inside sidewalk	Pass									
7	Southeast corner alongside walk	Pass									
8	Second row inside sidewalk	Pass									
9	First row in center	Pass									
10	Second row in center	Pass									
11	NW corner along bed	Pass									



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## July 2025 - Mitchell ranch clock #2 commons- birch haven

Date: Jul 17, 2025 9:29 am

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #2 common area #2
Location	(SW) corner Birch haven and bear landing
Model	
Modules	18
Controller ID	114433

Water Days as of Jul 17, 2025	
Program A	Mon , Tue , Wed , Fri , Sat
Program B	Mon , Tue , Wed , Fri , Sat
Program C	
Program D	

Notes
Rainbird LX- IVM
All general repairs have been completed

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	At lift station	Pass									
2	(W) bears landing curb- (S) rolling tides	Pass									
3	(W) bears landing, (s) rolling tides	Pass									
4	(W) bears landing, (s) rolling tides at pond	Pass									
5	(W) bears landing, (s) rolling tides- along fence	Pass									
6	(W) bears landing, (s) rolling tides	Pass									
7	Along sidewalk behind homes- #8382 rolling tides	Pass									
8	(W) bears landing, (n) rolling tides	Pass									
9	(W) bears landing, (s) birch haven along fence	Pass									
10	(SW) corner birch haven and bears landing	Pass									
11	(W) bears landing, (s) birch haven	Pass									
12	(SW) corner birch haven and bears landing	Pass									
13	(S) curb birch haven	Pass									

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
14	(SW) corner birch haven and bears landing	Pass						1			
15	(NW)corner bears landing and birch haven	Pass									
16	(N) birch haven curb, (W) bears landing	Pass									
17	(NW) curb, birch haven and bears landing	Pass									
18	(N) of birch haven along perimeter fence	Pass									
19	Behind North Perimeter wall	Pass									
20	Behind North parameter wall east end	Pass									
21	Behind North perimeter wall	Pass									
22	Behind North perimeter wall west end	Pass									
23	Behind North perimeter wall	Pass									
24	Along fence east side welbilt south of Mitchell ranch	Pass									
25	East side welbilt south of Mitchell Ranch	Pass									
26	Eastside welbilt north of rolling tide	Pass									
27	Trees north east corner along rolling tide, north and east of welbilt	Pass									
28	North east corner welbilt and rolling tied	Pass									
29	North east curb welbilt and rolling tide	Pass									
30	South east curb well-built and rolling tide	Pass									
31	Chris south and east rolling tide in welbilt	Pass									
32	South east corner welbilt and rolling tide	Pass									
33	Along fence east of welbilt north roundabout	Pass									
34	Along fence east of welbilt at roundabout	Pass									
35	Along fence east welbilt, south aroundabout	Pass									
36	Medal way entry and bears landing	Pass									

**Zone #14 - 07-17-25 1:26 pm CDT**



**Zone #14 - 07-17-25 1:26 pm CDT**







FIELDSTONE

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## July 2025 - Mitchell ranch clock #3- Harmon park

Date: Jul 17, 2025 1:24 pm

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #3- Harmon park
Location	8064 capstone ranch @ Harmon park
Model	
Modules	5
Controller ID	98752

Water Days as of Jul 17, 2025	
Program A	Mon , Tue , Thur , Fri , Sat
Program B	
Program C	
Program D	

Notes
Hunter hybrid
No repairs needed

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	East end along fence	Pass									
2	North side along fence	Pass									
3	West end along fence and trees along sidewalk	Pass									
4	Along curb	Pass									
5	Along sidewalk	Pass									
6	First row inside sidewalk	Pass									
7	Southeast corner alongside walk	Pass									
8	Second row inside sidewalk	Pass									
9	First row in center	Pass									
10	Second row in center	Pass									
11	NW corner along bed	Pass									

## **Tab 14**



Rizzetta & Company

## UPCOMING DATES TO REMEMBER

- **Next Meeting:** Sept 9th at 10am

# District Manager's Report

August 12

# 2025

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### FINANCIAL SUMMARY

6/30/2025

General Fund Cash & Investment Balance:	\$410,581
---	-----------

Reserve Fund Cash & Investment Balance:	\$70,753
---	----------

Debt Service Fund Investment Balance:	\$883,832
---------------------------------------	-----------

<b>Total Cash and Investment Balances:</b>	<b>\$1,582,572</b>
--	--------------------

<b>General Fund Expense Variance:</b>	<b>\$54,079</b>	<b>Under Budget</b>
---------------------------------------	-----------------	---------------------



Rizzetta & Company

- Midge Fly Treatment on going( Approved Fog Treatment) Tentatively scheduled for week of 8/4-8/8/25.
- Car accident reported off welbilt, tree damages. Reported to Egis and filed claim. The district should be receiving check for tree damage.
- Traffic Enforcement Agreement signed and sent to County on 7/29. Awaiting final signature approval from County Commissioners and Sheriffs Department.

## **Tab 15**





# Quarterly Compliance Audit Report

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## Mitchell Ranch

**Date:** July 2025 - 2nd Quarter

**Prepared for:** Matthew Huber

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Susan Morgan - *SchoolStatus Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*

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<i>Compliance Criteria</i>	2
<i>ADA Accessibility</i>	2
Florida Statute Compliance	3
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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard





# Florida F.S. 189.069 Requirements

Result: **PASSED**

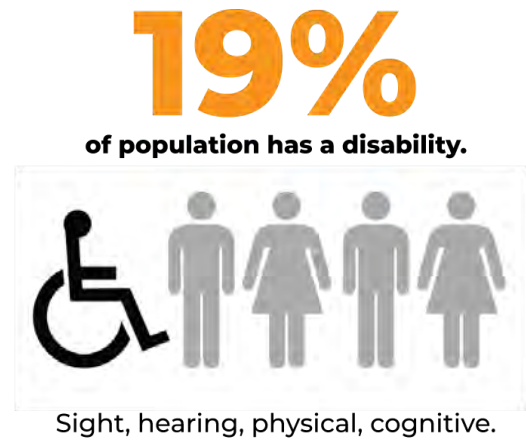
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitetools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>



## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

**Helpful articles:** <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

**Helpful article:** <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

**Helpful article:** <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.





## Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## Other related requirements

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web