



## **Meadow Pointe II CDD**

**February 4, 2026**

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# **Agenda**

**Board of Supervisors**

- ☐ John Picarelli, Chairperson
- ☐ Robert Signoretti, Vice Chairperson
- ☐ Chris Kluender, Assistant Secretary
- ☐ Kyle Molder, Assistant Secretary
- ☐ Jamie Childers, Assistant Secretary

- ☐ Jayna Cooper, District Manager
- ☐ Lindsay Moczynski, District Counsel
- ☐ Jerry Whited, District Engineer
- ☐ Justin Wright, Operations Manager

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**Wednesday, February 4, 2026 – 6:30 p.m.**  
**Regular Meeting Agenda**

**Communications Media Technology Via Zoom:**

<https://us02web.zoom.us/j/4527478885?pwd=SWJycEJVU1VjSmVvSWRVeDJlcWlrZz09&omn=87393916259>

**Meeting ID: 452 747 8885      Passcode: 6DfetC**  
**Call In #: 1-929-205-6099**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance/Moment of Silence for our Fallen Service Members and First Responders**
- 4. Additions or Corrections to the Agenda**
- 5. Audience Comments (Comments will be limited to three minutes.)**
- 6. District Manager Report**
- 7. District Engineer Report**
  - A. Cost of 6th lane for Lap pool
  - B. Discussion of Engineers report
- 8. District Counsel Report**
  - A. Status of any open litigation that are not confidential
  - B. Wrencrest Appeal Status
  - C. Update on Traffic Enforcement Agreement
- 9. Consent Agenda**
  - A. DRVC Violation log/pictures
- 10. Architectural Review Discussion Items**
- 11. Government/Community Updates**
  - A. Community Representative Update
    - i. Update on off duty Pasco County Sheriff Officer
  - B. Event Planning Representative
    - i. Discussion of Community Event Calendar
    - ii. Next Event Update
- 12. Non-Staff Reports**
- 13. Operation Manager Report**
  - A. Update on playground renovation
- 14. Audience comments**
- 15. Supervisor Requests**
- 16. Adjournment**

**Management**

Inframark Management Services  
11555 Heron Bay, Suite 204  
Coral Springs, Florida 33076  
(954)-603-0055

**Meeting Location**

Meadow Pointe II Clubhouse  
30051 County Line Road  
Wesley Chapel, FL 33543  
(813)-991-5016

**Board Workshop**  
**Agenda Items for Board Discussion**  
**(No Motions/ Votes Accepted. Board Discussions Only)**

- 1. Call to Order**
- 2. Items for Discussion**
  - A. Discussion of rates and measures
  - B. Discussion on direction for the EPC
- 3. Adjournment**

The next CDD Meeting is scheduled for Wednesday, February 18, 2026, at 6:30 p.m.

## **Tab 2**

**MEADOW POINTE II CDD**

**ENGINEERS REPORT FOR FEBRUARY 4<sup>th</sup>, 2026 BOARD MEETING**

Discussion items:

- **Building Construction on County Line Rd & Mansfield Blvd:** An addendum to the Request for Qualifications for Construction Manager at Risk Services went out on December 30<sup>th</sup> which extended the deadline for questions, extended the deadline for submission of Responses, and materially amended the scope of the project by adding the Pool Project. Two responses have been received ahead of the January 30, 2026 deadline. The Public Evaluation Meeting has been continued to February 18, 2026, at 6:30 p.m.
- **Warning Gate at Wrencrest Drive:** The Planning Commission Appeal Meeting was held, and directions have been received from the Planning Commission. We are working with the County on a resolution forward.
- **Lap Pool:** An addendum to the Request for Qualifications for Construction Manager at Risk Services went out on December 30<sup>th</sup> which extended the deadline for questions, extended the deadline for submission of Responses, and materially amended the scope of the project by adding the Pool Project. Two responses have been received ahead of the January 30, 2026, deadline. The Public Evaluation Meeting has been continued to February 18, 2026, at 6:30 p.m.
- **Dog Park at Iverson:** We have completed an exploration meeting with the County. They provided comments during the meeting and over the following days on the updated plans. We are working to update the plans and gather supporting specification sheets requested prior to Board direction and formal submission.

# **Tab 3**

				<b>CDD Meeting 02.04.2026</b>	
<b>Case#</b>	<b>Village</b>	<b>Street #</b>	<b>Street Name</b>	<b>Violation(s)</b>	<b>DR#</b>
2026-015	Wrencrest	1909	Blanchard Ct	#10: The debris laying on the driveway must be stored out - of -sight, either in the garbage container or in the garage. #14: The landscape beds in the front of the home needs the weeds treated with an organic weed killer, or removed. #14: The sidewalk and driveway needs to be edged.	10, 14
2026-016	Wrencrest	30936	Burleigh Dr	#10: Garbage containers need to be stored out of sight, either in the garage or walled in on two sides of the home so as not to be visible from the street or adjoining neighbor's property. Debris stored at the East side toward the rear of the home must be stored out of sight. #19: The commercial vehicle parked backwards on the driveway/grass has been there for over 30 days and not moved. The van meets the definition of a commercial vehicle according to Pasco County and must be stored in the garage or moved off site. #14: The car that is parked on the side of the home has destroyed the grass on the tree lawn, as well as the side of the yard. The landowner must replace the sod on the home lot and the tree lawn and park the vehicle on the apron.	10,14,19
2026-017	Iverson	1434	Wylie Ct	#10: The garbage containers stored on the side of the home need to be walled in on two sides so as not to be seen from the road or adjoining neighbors property.	14
2026-018	Wrencrest	30706	Tremont Dr	#14: The driveway needs to be pressure washed and all stains removed. #14: The dead lawn on the west side of the home needs to be replaced, approx. 40% of the grass is dead. #14: The front landscape bed needs the weeds treated with and organic weed killer ( Captain Jacks deadweed brew works well) and the border edged. #18: The mailbox needs cleaned with a bleach water solution and the mailbox post must be replaced with a PVC post. The post is deteriorating and cracking on the base, due to age and lawn equipment. The support arms are cracking and deteriorating.	14,18



2026-019	Wrencrest	30707	Tremont Dr	<b>#14: The front entryway and driveway need to be pressure washed and all stains removed. #14: The robellini palm needs to be trimmed to a 9-3 position. #18: The mailbox needs to be cleaned with a bleach/water solution and the mailbox post must be replaced with PVC post. The front has a large crack extending the length of the post and is approx .25" at the top. The support arms are cracked and deteriorating. The base is deteriorating due to age and lawn equipment.</b>	14,18
2026-020	Wrencrest	30713	Tremont Dr	<b>#14: The front entryway and driveway need to be pressure washed and all stains removed. #14: The sidewalk, driveway, and the tree lawn curb need to be edged. #18: The mailbox needs to be cleaned with a bleach/water solution and the mailbox post must be replaced. The support arms are cracked and deteriorated, and separated from the post. The post is cracked along the sides and the top is deteriorating. The base of the post is deteriorating due to age and lawn equipment.</b>	14,18
2026-021	Wrencrest	30718	Tremont Dr	<b>#14: The front and sides of the home must be pressure washed including the fascia and dripedge. #14: The front entryway and driveway must be pressure washed and all stains removed. #14: The white vinyl fence in the back(seen from the sidewalk and street) must be pressure washed. #14: The border around the mailbox post needs to be completed and then mulched. #18: The mailbox needs cleaned with a bleach water solution and the post must be replaced. The support arms are deteriorated and rotted on the edges, as well as the fasteners rusted. The crack on the back side extends the length of the post and the crack at the base is larger. The base is deteriorating by 25%.</b>	14,18
2026-022	Wrencrest	30719	Tremont Dr	<b>#14: The front of the home needs to be pressure washed and the rust stain removed. #14: The driveway needs to be pressure washed and all stains removed. #14: The mailbox needs to be cleaned with a bleach/water solution.</b>	14
2026-023	Wrencrest	30722	Tremont Dr	<b>#14: The west side and front of the home needs to be pressure washed including the fascia and drip edge. #14: The front entryway and driveway need to be pressure washed and all stains removed. #18: The mailbox needs cleaned with bleach_water solution and the mailbox post replaced with a MPII compliant MB post.</b>	14,18

2026-024	Manor Isle	1237	Highwood Pl	<b>#18, Resolution 2025-02, The mailbox post is not compliant with the MPII board approved mailbox post and must be replace with a compliant post. Resolution 2025-02 Christmas lights are still on the exterior drip edge of the roof and need to be taken down.</b>	<b>#18, Res. 2025-05 Res. 2025-02</b>
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# **Tab 4**

MPII ARCHITECTURE REVIEW APPLICATIONS LOG						As of	02.04.2026					
CASE #	VILLAGE	ST. #	ST. NAME	TYPE OF REQUEST (Brief Description)	Scheme #	Primary	Trim	Door	Garage Door	ARC REC	NOTES	ARC App Submit Date
2026-005	Deer Run	29349	Allegro Dr	New Roof Installation						Approve	Tamko Titan Proline architectural shingle Shadow Grey. Approved in Deer Run	01.22.2025
2025-006	Glenham	30301	Glenham Ct	Shed Installation						Approve	Install a 10x15 shed in the back yard. Painted the same color as the home, and the shingles matching the roof.	01.23.2025
2026-007	Morningside	29545	Morwen Pl	New Paint Exterior	1	SW6154	SW7051	SW7020	SW6154	Approve	Painting to Scheme	01.23.2026

# **Tab 5**

**Justin Wright**

**Operations Manager/Maintenance Report**

**February 04, 2026**

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- February Newsletter / attached.
- Maintenance staff continue to clean storm drains and ponds throughout the district to keep the community clean.
- Maintenance staff have continued to clean, repair, and repaint the village walls throughout the district.
- Maintenance staff cover plants for frost.
- Maintenance staff repaired potholes in Covina Key.
- Maintenance staff have started pond repairs.
- Shred event is scheduled for 2/7/2026 from 9am – 12pm.
- Playground benches to arrive by end of February.
- Event Planning Coordinator job description attached.
- Proposal to stop mailing of monthly newsletter.
- LMP proposal to trim crape myrtles taller than 15 feet attached.
- OLM Febr 2026 Landscape Inspection – LMP passed the inspection with a score of 95.5. The inspection was held on Monday, February 02, 2026.

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**Board Discussion / Approval**

- FHP Report / attached.
- Supervisor Pay 1099 / attached.

# **Tab 6**



Volume 11  
Issue 2  
February 1, 2026

THE MONTHLY  
NEWSLETTER FOR  
RESIDENTS OF THE  
MPII CDD

# MPII NEWS

## Meadow Pointe II Clubhouse

30051 County Line Rd  
Wesley Chapel, FL  
33543  
813-991-5016

clubhouse@mpicdd.org  
www.meadowpointe2cdd.org  
Facebook.com/MPIICDD

## Operations Manager

Justin Wright  
justinwright@mpicdd.org

## Office Hours

Daily 8am—8:45pm

## Fitness Center

M-F 7am—8:45pm  
S/S 8am—8:45pm

## Pool

Daily 9am—30 minutes  
before dusk

## Playground

Daily 9am—30 minutes  
before dusk

## Courts

Daily 8am—8:45pm



## in this issue

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A large group of Florida Mallards swimming peacefully in one of MPII's ponds. Catching sights like this is just one of the many fantastic experiences MPII residents can enjoy, due largely to the extensive conservation areas and over 100 ponds throughout our community. The natural beauty all around us is a joy to behold.



MPII CDD Board of  
Supervisors

John Picarelli  
Chairperson  
johnpicarelli@mpiicdd.org

Rob Signoretti  
Vice Chairperson  
robertsignoretti@mpiicdd.org

Jamie Childers  
Secretary  
jchilders@mpiicdd.org

Chris Kluender  
Secretary  
chriskluender@mpiicdd.org

Kyle Molder  
Secretary  
kyle.molder@mpiicdd.org

The CDD Board of  
Supervisors holds  
public meetings twice  
each month. These are  
held on the 1st and 3rd  
Wednesdays at 6:30  
pm in the Clubhouse.

All MPII residents are  
welcomed and  
encouraged to attend.  
This is your CDD and  
attending meetings is  
the best way to stay  
informed and share  
your input.

# Pool Rules and Etiquette

For Tampa residents, pools are a year-round thing. And while it's only February, our weather will only be warming from here until our long hot summer arrives. This means that the MPII pool will be getting increasing usage from now on.

Understandably, since it is a *community* pool available for all residents and their guests, we have several pool rules that are important for all residents to be aware of and ensure that they follow. The full list of rules is posted clearly at the pool, but some of the important ones will be covered here.

Coolers are sometimes an issue. Yes, you can bring your cooler to the pool. However, all coolers brought to the pool are subject to inspection by MPII Clubhouse staff. The pool and all Clubhouse amenities are areas where alcohol is prohibited. So, coolers may contain only non-alcoholic beverages. Food and snacks are welcome, though gum is only permitted 15' away from the pool itself.

Keep in mind also that our pool hours are 9am – 30 minutes prior to dusk. The closing time is a legal requirement. Also, it's important to remember that sunset times slowly change through the year, and they change significantly with the Daylight Saving Time change (March 8). Also, we ALWAYS close the pool for weather reasons for safety. Often a weather closure can happen when the sky "seems" fine. We utilize a detection system that notifies our staff of lightning anywhere in our area. Please be responsive and respectful if and when our staff need to close the pool for weather safety.

If residents wish to bring guests (non-MPII residents) to the pool, this is of course permissible. We do limit it to 5 guests per household. Also, unaccompanied guests may use the pool if the resident brings them to the Clubhouse prior to obtain a guest pass. Residents 14 and up may use the pool without their parents. All MPII residents should bring and present to staff their MPII ID card when accessing the pool (or any other Clubhouse amenity).

Conforming to the rules is only part of residents' responsibility though. Proper pool etiquette is also critical as this is a *community* pool, not a single resident's private pool. So, all MPII residents should be respectful of each other and vitally – the Clubhouse staff when they visit the pool. If you've brought food and drink, avoid glass containers and please clean up after yourselves. If you move chairs or loungers around, please put them back where they were when you leave. If you bring children with you, please monitor them (we have no lifeguards on duty) and ensure that they are not disturbing anyone else's enjoyment and use of the pool. Please be cognizant and respectful with the volume and content of your conversations, phone conversations, or music. Remember it's a shared space, so be considerate of your fellow residents and neighbors.

Every resident of MPII should be able to use and enjoy the pool (and splashpad for the little ones!). The rules, combined with proper community pool etiquette, ensure that all of us can continue to enjoy these amenities as the spring warmth becomes summer heat. Let's all put forth a little effort to ensure that we have a fantastic upcoming pool season.

# Tax Season

Everyone knows that the first few months of the year are known as tax season, with the IRS filing deadline for income tax looming on April 15<sup>th</sup>. In past years, MPPI residents and United Way/VITA volunteers have helped many members of our community at no cost right here at the MPPI Clubhouse.

nearby where you can seek assistance.

If you don't qualify for the assistance, it's still a good idea to start getting your paperwork together to hire a tax preparer or begin the process on your own. That April 15<sup>th</sup> deadline will be here sooner than you think! Plus, a new law made changes to [postmark](#)



<https://www.unitedwaypasco.org/vita-tax-prep>

**727-845-3030**

Unfortunately, that is not happening this year. The United Way/VITA program still exists, and if you have an annual household income of \$67,000 or less, you can reach out to that program at their website: <https://www.unitedwaypasco.org/vita-tax-prep> to find community locations

[rules](#) and could mean you need to get your returns in the mail earlier than the 15<sup>th</sup>.

Whether you get assistance or file on your own, now is the time to start the process so you don't have extra stress for the first two weeks of April!

## December MPPI Trivia

Trivia – When was the first Florida State Fair?

*Answer on page 7.*

MPPI Management  
Company

Inframark  
Jayna Cooper  
Jayna.Cooper@inframark.com  
813-608-8242

CDD fee/Bond  
Questions

Inframark Accounting  
Department  
assessments@inframark.com

The MPPI Clubhouse  
offers MPPI residents  
Notary Services at no  
cost.

We have a certified  
Notary on staff,  
please call ahead for  
availability.

# Florida State Fair

It's that time of year again – time for the Florida State Fair. Whether you've lived your whole life in Tampa Bay, or you're a recent transplant, you should know that the annual Florida State Fair takes place every February right in our backyard!

The Florida State Fair is a celebration of everything that makes our state special—community, creativity, and just the right amount of deep-fried fun. From thrilling midway rides



and classic fair games to mouthwatering treats you can only find once a year, there's something for every age to enjoy.



Beyond the lights and rides, the fair shines a spotlight on Florida's rich agricultural roots, featuring livestock shows, youth exhibits, and hands-on learning experiences. Live entertainment, local vendors, and family-

friendly attractions round out the experience, making it the perfect outing for friends and families alike.

Whether you're there for the food, the fun, or the memories, the Florida State Fair is a can't-miss tradition that brings the Sunshine State together. And this year the Florida State Fair is commemorating our nation's 250<sup>th</sup> birthday. For tickets or more information, visit their website: <https://floridastatefair.com/>.



## February is Black History Month



February is Black History Month, or African American History Month. It is an annual month-long observance and celebration of the vital role that African Americans have played in U.S. history. A terrific way to honor this month-long observance is to participate in one of the numerous events in our area this month. Another great way to commemorate Black History Month is to read a book about African American history or issues. Please see the web addresses below.

"There comes a time when you have to say something. You have to make a little noise. You have to move your feet. This is the time." – John Lewis, former Congressman and civil rights leader

- <https://www.eventbrite.ie/d/fl--tampa/black-history-month/>
- <https://www.goodreads.com/shelf/show/black-history-month>



# February Holidays

## GROUNDHOG DAY



### 2<sup>nd</sup> – Groundhog Day.

According to Pennsylvania Dutch superstition, if a groundhog emerges on Groundhog Day and sees its shadow, it will retreat to its den and winter will go on for six more weeks. If it does not see its shadow, spring will come early (before the vernal equinox). As holidays go it is unscientific and perhaps silly. However, it's fun. If nothing else, it's a good excuse to re-watch the Bill Murray comedy classic. Happy Groundhog Day!

## Laylat al Bara'at

The Night of Absolution

**3<sup>rd</sup> – Laylat al Baraat.** Laylat al Baraat is a Muslim holiday that commemorates God descending from Heaven and forgiving sins generously. Those who celebrate typically spend the evening of the 2<sup>nd</sup> in prayer, and they fast the following day. To all who celebrate: Have a blessed Laylat al Baraat!



### 8<sup>th</sup> – Super Bowl Sunday.

While it's not an officially recognized holiday – it certainly

ought to be. All over the world, people gather with friends and family to watch this game, its commercials, and the halftime show. So, spend some time with friends and family: enjoy the game, the commercials, halftime, the food, and the camaraderie. Happy Super Bowl Sunday!

## Valentine's Day

**14<sup>th</sup> – Valentine's Day.** While there are several slightly dark martyr stories that inspired Valentine's Day, it evolved to become associated with romantic love during the era of Geoffrey Chaucer in 14<sup>th</sup> Century England. Within a few hundred more years, it had become common in Europe and soon after elsewhere in the world, to offer flowers, sweets, and greeting cards to one's love. If you're in a cherished relationship, Happy Valentine's Day! If you're not, many choose to celebrate Valentine's Day with friends and family – so Happy Valentine's Day to you as well!



**16<sup>th</sup> – Presidents Day.** Today is Presidents Day, a day to honor all our Presidents. Happy Presidents Day!

**17<sup>th</sup> – Lunar New Year.** Today is the start of the Lunar New Year (often called Chinese New Year). Celebrated by numerous



countries, peoples, and cultures around the world, especially across Asia, this holiday commemorates the turning of the lunisolar calendar. This year begins the Year of the Horse. For all MPII residents that celebrate: Happy New Year!



**18<sup>th</sup> – Ash Wednesday.** Today is Ash Wednesday, or the first day of Lent. Many Christians commemorate the day with a fast, and by attending a morning service where they get a cross marked on their forehead in ash. To all those that honor Ash Wednesday, have a blessed Lent!

## Happy Ramadan

Ramadan Mubarak

**18<sup>th</sup> – Ramadan.** Today is the first full day of Ramadan (it officially begins at sundown on 2/17), a month of fasting daily from dawn to sunset to commemorate the first revelation of the Quran to Muhammad. This is one of the Five Pillars of Islam, and the holy month will end on March 19<sup>th</sup>. To all those who celebrate: Have a peaceful and happy Ramadan – Ramadan Mubarak!

# Community Garage Sales

We get this question a lot, so we would like to alert our residents that both 2026 MPII Community Garage Sale dates have been confirmed by the CDD Board of Supervisors.

The Spring Garage Sale will take place on Saturday, April 11<sup>th</sup>, 2026, and the Fall Garage Sale will be held on Saturday,

October 3<sup>rd</sup>, 2026. There will be multiple reminders in future newsletters as well as on our Facebook page. However, feel free to mark your calendars now so you can have plenty of prep time and can take full advantage of these phenomenal opportunities to clean up, clear clutter, and cash in!



## MPII Playground Renovation

After a brief closure in January, the MPII playground has completed renovations and has reopened!

The MPII playground has always been one of our standout amenities, and now it's better than ever!

Part of the renovation includes new climbing features, sensory features, monkey bars, and more. We've also brought back the ever popular sand diggers.

Additionally, there are new shade structures

to help make the playground more enjoyable during the lengthy summer heat and to

protect our youngest residents from sunburn. We have also added new slides and new swings. The surface will still be the rubber mulch—recycled, non-toxic, great shock absorption, and environmentally friendly!

Hopefully February and beyond will bring warmer weather and sunny days—

ideal for bringing the kids out to see the fantastic, newly renovated, MPII playground.





# Upcoming MPII EPC Events

The first big EPC event of 2026 is nearly upon us. Saturday, February 7<sup>th</sup> from 9 am – 12 noon, the EPC is hosting a free shred event at the MPII Clubhouse parking lot. Lock Tight Shredding will have a mobile shredding truck here. Residents can simply bring any of their old paperwork that has vital personal information and have it shredded at no cost right here in MPII.

This is a fantastic way to protect yourself from potential identity theft and fraud by properly disposing of documents that have account numbers, social

security numbers, or important personal info like medical records. Any paperwork in your home with sensitive information should be brought to this event for free shredding and disposal.

Future issues of *MPII News* will have more details about great community events coming this year from the EPC like the Bunny Hop, Summer Festival, community cleanups, and much more! You can always follow the EPC on their [Facebook page](#) as well to stay informed.

Volunteering with the EPC at their events is a phenomenal way to be a part of your community, and it's

a super easy way for our neighborhood teens to accrue volunteer hours for various scholarship opportunities. To get on the EPC email list for volunteer opportunities in the future, email them at: [epc@mpiicdd.org](mailto:epc@mpiicdd.org).



## Trivia Answer (from page 3): 1915!

Technically the *South Florida Fair* began in 1904, but when that event merged with the Gasparilla Carnival in 1915 it officially became the Florida State Fair. For more information about the Fair, read the feature on page 4 or visit their website: <https://floridastatefair.com/>.



# MPII Clubs & Opportunities



**EC TENNIS ACADEMY** offers tennis lessons to people aged 4 through adult. Contact Coach

Edgardo Chavez at 813-328-0841.



**Teach Leaf**

school year! The KLP, or

**TEACH LEAF** is still enrolling for the 2025-2026

Kindergarten Learning Pod, will meet on Mondays and Wednesdays at the MPII Clubhouse. This is a great opportunity for the children in our community! For more details or to enroll in the pod please contact Melissa Goebel at [teacher.melissa827@gmail.com](mailto:teacher.melissa827@gmail.com).



## MPII NEWS

Meadow Pointe II CDD  
30051 County Line Road  
Wesley Chapel, FL 33543  
813-991-5016  
[www.facebook.com/MPIICDD](http://www.facebook.com/MPIICDD)  
[newsletter@mpicdd.org](mailto:newsletter@mpicdd.org)

**MPII NEWS**  
Volume 11, Issue 2  
February 1, 2026



## MPII News Needs Your Photos!

If you have taken a photo within MPII that you think would make a nice cover shot on a future issue, please email it to [newsletter@mpicdd.org](mailto:newsletter@mpicdd.org). Submitting a photo gives us permission to use it in the newsletter. If there are people in the photo, please ensure that we have their permission to publish their photo.

Also, remember that the Clubhouse has an opt-in email list for receiving the newsletter as a PDF each month! To opt-in, just email [newsletter@mpicdd.org](mailto:newsletter@mpicdd.org) and tell us what email address or addresses you'd like us to include. As of now, the Clubhouse only uses this list for the newsletter, but we may include other time-sensitive announcements in the future.

# **Tab 7**





# MEADOW POINTE II CDD

## Job Description

**Job Title:** Event Planning Coordinator

**Reports To:** Operations Manager

### **Job Summary**

Under the general direction of the Operations Manager performs a variety of secretarial and maintenance functions. With approval of the Operations Manager may be required to perform other tasks as assigned by the Meadow Pointe II Community Development District (MPII CDD) Board of Supervisors.

### **Primary Duties & Responsibilities**

*(The following examples are intended to be descriptive, but not restrictive.)*

1. Maintains courtesy and professionalism with residents, visitors, and vendors to ensure that the values of the MP II District are reflected by the clubhouse.
2. Check phone messages, emails, reservation book.
3. Make courtesy calls for clubhouse reservations.
4. Planning & Strategy: Defining event goals, themes, and scope, creating detailed timelines, and managing budgets.
5. Vendor Management: Researching, booking, and coordinating with the clubhouse, caterers, decorators, and entertainment.
6. Logistics & Execution: Managing on-site operations, including setup, guest registration, transportation, and teardown.
7. Communication: Acting as the main point of contact for residents, board members, staff members and vendors.
8. Post-Event Analysis: Reviewing invoices, evaluating success, and preparing reports.
9. Ensures that CDD policies and procedures, operating manual and emergency operations manual are adhered to by staff, residents and volunteers.
10. Maintains various reports – Budgets, schedules, contact information.
11. Other duties and projects assigned.

### **Job Qualifications**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required:

1. **Education and/or Experience:** High School Diploma or G.E.D.; one to two years' related experience and/or training.
2. **Communication Skills:** Must have excellent communication skills. Fluent command of the English language. Ability to effectively communicate orally and in writing. Ability to effectively present information to residents, Board of Supervisors, other employees of the CDD and public.
3. **Various Skills:** Secretarial and organizational skills including telephone protocol, emailing/copying, ability to prioritize, strong customer service orientation, multitasking, negotiation, and problem solving skills.
4. **Computer Skills:** Working knowledge of Microsoft Office (Word, Excel, etc.) and other CDD computer programs as needed.
5. **Flexibility:** Ability to work long, irregular hours, including evenings and weekends.

### **Desirable Qualifications**

1. A valid Florida's Vehicle Operator's License.
2. Knowledge and ability to safely operate office equipment necessary to maintain CDD office.
3. Ability to meet the scheduling requirements of the CDD by working nights, weekends, and/or holidays.

### **Physical Demands & Work Environment**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job the employee is required to stand, walk, stoop, and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms or sit for long periods of time.
2. Normal office environment with little, if any discomfort due to heat, dust, noise and the like.

3. The employee is exposed to wet and/or humid conditions, and outside weather conditions while performing outdoor duties and responsibilities.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

# **Tab 8**



ESTIMATE: 55022

Date: 1/30/26

107 N. Jefferson Street  
Tampa, FL 33602  
813-228-8800 | [allegra@tampa-allegra.com](mailto:allegra@tampa-allegra.com)

Ship To:

Earle Mcdonald  
Earle Mcdonald  
Phone: 813-991-5016  
E-Mail: [earlemcd@msn.com](mailto:earlemcd@msn.com)

Bill To:

Accounts Payable  
MPII CDD  
Phone: 813-991-5016  
E-Mail: [inframark@avidbill.com](mailto:inframark@avidbill.com)

Quantity	Description	Amount
50	8 PAGE NEWSLETTER COLOR (Folds to 8.5x11) , 11 x 17 WHITE 80# GLOSS TEXT, PRINTED on 2 sides	\$ 155.88
100	8 PAGE NEWSLETTER COLOR (Folds to 8.5x11) , 11 x 17 WHITE 80# GLOSS TEXT, PRINTED on 2 sides	\$ 233.37
200	8 PAGE NEWSLETTER COLOR (Folds to 8.5x11) , 11 x 17 WHITE 80# GLOSS TEXT, PRINTED on 2 sides	\$ 350.98
300	8 PAGE NEWSLETTER COLOR (Folds to 8.5x11) , 11 x 17 WHITE 80# GLOSS TEXT, PRINTED on 2 sides	\$ 449.13
Estimates Valid for 30 days Unless noted, estimate does not include Postage		SUBTOTAL TAX SHIPPING  TOTAL
		\$ 1,189.36       \$ 1,189.36

# **Tab 9**



## Proposal

**Proposal No.:** 379211

**Proposed Date:** 01/06/26

PROPERTY:	FOR:
Meadow Pointe II CDD Jayna Cooper 30051 County Line Road Wesley Chapel, FL 33543	Rejuvenation pruning of Crape Myrtles

**Proposal provide for rejuvenation pruning of crape myrtle trees across the property that are above the 15ft contractual height.**

Hardwood trees will be pruned as specified in the production plan as required by location and species.

**Tree Care:** Three (3) cuts will be utilized for removing branches that are too large for one-handed holding. The first cut will be an undercut  $\frac{1}{4}$  to  $\frac{1}{2}$  the branch thickness, six to twelve inches from the branch base. A second cut within an inch or two of the first will be made to drop the branch. A final cut will be made at the edge of the branch collar to remove the branch stub. No stubs will be left at the end of the pruning operation.

**Style of Cut:** After the final cut in lateral branch removal a protuberance is left. The angle of the cut needed to save the branch collar is determined by the natural target pruning. This angle is equal and opposite to the angle of the branch bark ridge when present. When the branch bark ridge is not visible, the angle is determined by the swelling at the branch truck union. The resulting knob or bump

Thank you for inviting **Juniper Landscaping** to present a proposal for tree work at the above referenced pr, which is called the branch collar, is not a stub that requires a flush cut, but is necessary for continued health of the tree.

### **Work Force**

The Contractor's representative will be experienced in tree maintenance and will be under the supervision of

an I.S.A. Certified Arborist.

Debris will be stored in a designated area and cleaned upon completion of performance of work. All walks and resident areas will be cleaned up on a daily basis.

The contractor will maintain trees in a healthy, growing condition by performing all necessary operations, including the following:

#### **Property Owner's Responsibility**

Juniper Landscaping does not provide permits. All permits are to be obtained by the property owner. (unless otherwise stated in the proposal) \_\_\_\_\_ **Initial**

Juniper Landscaping will not attempt to perform arbor work over the top of vehicles. The property should have all vehicles, storage items such as boats, trailers and etc., moved prior to the beginning of work. Should the arbor crew be unable to complete services do to un-moved obstacles, a return trip will result in additional charges to cover the costs for returning to the job and for completion. \_\_\_\_\_ **Initial**

Juniper Landscaping cannot be responsible for wires, cables, pipes, or anything else that may be either underground, entwined within the root system, hung on or through trees being worked on, or otherwise in conflict with the completion of services. The property owner is to assure all such items are removed prior to the start of the job. \_\_\_\_\_ **Initial**

During the stump removal process, if included within the scope of work, wires, cables, and or pipes may be damaged do to their location within or close to the stump and or root system. Juniper Landscaping will not be responsible for any damage of this nature. \_\_\_\_\_ **Initial**

#### **Safety Measures**

##### *Worker Safety*

Workers shall wear hard hats; climbers shall use tree saddles and safety lanyards, and also a safety work line with rappelling hitch for climbing at heights above fifteen feet (15'). Ground workers shall stand clear of branch drop areas and take appropriate precautions to avoid injury from the work or tools employed.

##### *Protection of People and Property*

Tree pruning or removal performed in the vicinity of pedestrian or vehicular traffic ways shall be effectively cordoned off with cones and/or lines, and shall have warning signs to keep people at a safe distance from the work area.

Branch drop after cutting shall be controlled to avoid injury to people and property. Branches too large for controlled, one-handed dropping shall be roped and lowered by ropes and other equipment. All brush and other trimming debris shall be cleaned up and removed from the site, leaving a safe and neat ground surface upon completion of work.



ITEM	QTY	UOM	TOTAL
<b>Arbor Care Services</b>			
<b>Hardwood Pruning</b>			\$6,375.00
Deadwooding - Large	75.00	CT	
<b>Total:</b>			<b>\$6,375.00</b>

Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Juniper agrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

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 Juniper will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. Juniper is not responsible for damage to non-located underground.

Residential Agreement: A deposit or payment in full will be required before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

**DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE**

\_\_\_\_\_  
Signature (Owner/Property Manager)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner/Property Manager)

\_\_\_\_\_  
Signature - Representative

\_\_\_\_\_  
Date

# **Tab 10**

## YTD FHP Off Duty Activity Report

YTD as of 1/1/26	SPEED WARNINGS	SPEED CITATIONS	ARRESTS	STOP SIGN	SEAT BELT	OTHER	STREET PARKING
2/2/2026	52	12	0	0	0	25	0

		<b>FHP OFF DUTY ACTIVITY REPORT</b>						
<b>DATE</b>	<b>SHIFT</b>	<b>SPEED WARNINGS</b>	<b>SPEED CITATIONS</b>	<b>ARRESTS</b>	<b>STOP SIGN</b>	<b>SEAT BELT</b>	<b>OTHER</b>	<b>STREET PARKING</b>
<b>1/7/2026</b>	<b>4pm-8pm</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b> 1 insurance; 1 move over law	<b>0</b>
<b>1/8/2026</b>	<b>4am-8am</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b> 2 ins; 2 tag/reg vios; 1 improper passing; 1 red light vio	<b>0</b>
<b>1/13/2026</b>	<b>1pm-5pm</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>1/14/2026</b>	<b>12pm-4pm</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b> 2 ins; 2 DL vios; 1 driving while susp; 1 red light vio; 1 expired tag	<b>0</b>
<b>1/22/2026</b>	<b>4am-8am</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b> 2 ins; 1 tag/reg vio; 1 headlights	<b>0</b>
<b>1/27/2026</b>	<b>4am-8am</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b> 1 ins; 1 DL vio	<b>0</b>
<b>2/2/2026</b>	<b>4am-8am</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b> 3 ins; 2 tag/reg vios	<b>0</b>

# **Tab 11**

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**FW: Supervisor Pay - Transition to 1099**

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**From** Justin Wright <justinwright@mpiicdd.org>

**Date** Mon 2/2/2026 10:05 AM

**To** Jen Picarelli <jen.picarelli@mpiicdd.org>

---

**From:** Cooper, Jayna <jayna.cooper@inframark.com>

**Sent:** Monday, February 2, 2026 9:46 AM

**To:** John Picarelli <johnpicarelli@mpiicdd.org>; Robert Signoretti <robertsignoretti@mpiicdd.org>; Jamie Childers <jchilders@mpiicdd.org>; Chris Kluender <chriskluender@mpiicdd.org>; Kyle Molder <kyle.molder@mpiicdd.org>

**Cc:** Justin Wright <justinwright@mpiicdd.org>

**Subject:** Supervisor Pay - Transition to 1099

Good morning everyone,

The CDDs have recently transitioned Supervisors from payroll (W-2 employee status) to 1099 independent contractors. This change was made after reviewing state guidelines, industry practices, and the specific responsibilities of CDD Supervisors. Supervisors operate as elected officials rather than employees, and their role does not meet the criteria used to classify individuals as W-2 personnel.

Because Supervisors independently perform their duties, set their own schedules, and are not subject to the level of control required for an employer–employee relationship, the 1099 classification is the appropriate and compliant method of compensation. This adjustment ensures the District remains aligned with IRS standards and Florida government accounting requirements while maintaining transparency and consistency across all special district operations.

This shift is administrative only and does not impact Supervisor responsibilities, authority, or compensation. It simply reflects the correct legal and tax classification for the role.

**Jayna Cooper** | District Manager



2005 Pan Am Circle, Suite 300 | Tampa, FL 33607  
813.608-8242 | [www.inframarkims.com](http://www.inframarkims.com)

Please send invoices to - [inframarkcms@payableslockbox.com](mailto:inframarkcms@payableslockbox.com)