



Rizzetta & Company

Waterset North Community Development District

**Board of Supervisors' Meeting
December 22, 2020**

**District Office:
9428 Camden Field Parkway
Riverview, Florida 33578
813.533.2950**

www.watersetnorthcdd.org

**WATERSET NORTH
COMMUNITY DEVELOPMENT DISTRICT**

Waterset Club, 7821 Paradiso Drive, Apollo Beach, FL 33572

| | | |
|-----------------------------|---|--|
| Board of Supervisors | Paul Anderson Alex Wohlhueter Michael Ball Louise Willis TJ Pyche | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Justin Croom | Rizzetta & Company, Inc. |
| District Counsel | Erin McCormick | Erin McCormick Law, PA |
| District Engineer | Stephen Brletic | JMT |

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, 1-800-955-8771 (TTY) or 1-800-955-8770 (voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

Board of Supervisors
Wateraset North Community
Development District

December 15, 2020

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Wateraset North Community Development District will be held on **Tuesday, December 22, 2020 at 7:00 PM** at the Wateraset Club, located at 7821 Paradiso Drive, Apollo Beach FL, 33572. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID#8284309897.

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS**
3. **STAFF REPORTS**
 - A. Solitude Lake Management
 - B. Field Service Manager
 1. Presentation of Field Inspection Report Tab 1
 - C. Clubhouse Manager
 1. Presentation of Management Report Tab 2
 2. Presentation of Café Sales Report Tab 3
 - D. District Counsel
 - E. District Engineer
 - F. District Manager
 1. Presentation of Monthly Financials Tab 4
4. **BUSINESS ITEMS**
 - A. Ratification of Amended and Restated Easement Agreement... Tab 5
 - B. Consideration of CDD Land Use Requests Tab 6
 - C. Consideration of Clubhouse Lighting Proposal..... Tab 7
5. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 24, 2020 Tab 8
 - B. Ratification of Operations & Maintenance Expenditures for November 2020 Tab 9
 - C. Ratification of Operations & Maintenance Expenditures for November 2020– Café Tab 10
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) 533-2950.

Sincerely,
Justin Croom
Justin Croom
District Manager

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**WATERSET NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterset North Community Development District was held on **Tuesday, October 27, 2020 at 7:02 pm** at the Waterset Club, located at 7821 Paradiso Drive, Apollo Beach FL, 33572.

Present and constituting a quorum:

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|----------------|--|
| TJ Pyche | Board Supervisor, Chair |
| Paul Anderson | Board Supervisor, Vice Chair |
| Michael Ball | Board Supervisor, Assistant Secretary |
| Derek Bush | Board Supervisor, Assistant Secretary |
| Alex Wohlueter | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|----------------|--|
| Justin Croom | District Manager; Rizzetta & Co., Inc. |
| Erin McCormick | District Counsel |
| John Toborg | Field Service Manager; Rizzetta & Co., Inc. |
| Gabby Davis | Clubhouse Manager; Castle Group |
| Paul Means | LMP |
| Kieran Vogel | Café Manager, Castle Group |
| Audience | |

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

A resident commented regarding the meeting minutes and would like more detail and would like them emailed to residents.

A resident commented on the roads not draining properly.

THIRD ORDER OF BUSINESS

Administer Oath of Office to Newly Elected Supervisors

47 Mr. Croom administered the oath of office to the newly elected supervisors Louise Willis, Alex
48 Wohlueter, and TJ Pyche and they responded in the affirmative. Mr. Croom informed the newly
49 elected representatives that as a Board Supervisor they are entitled to compensation of \$200.00
50 per meeting, up to an annual maximum of \$4,800.00. Ms. Willis, Mr. Wohlueter, and Mr. Pyche
51 accepted compensation. District Counsel reviewed Sunshine Laws and Public records Laws.

52 **FOURTH ORDER OF BUSINESS** **Staff Reports**

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54 **A. Solitude Lake Management**

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56 **1. Presentation of Waterway Inspection Report**

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58 Mr. Croom reviewed the Aquatics Services report with the Board. There were
59 discussions regarding algae on ponds 48 & 49. The Board commented that
60 the treatments at ponds 13 & 33 are working and will repair in the report until
61 they are completely cleared.

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63 **2. Consideration of Midge Fly Treatment Proposal**

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65 The Board would like to table this proposal.

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67 **3. Consideration of Aeration Installation Proposals**

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69 The Board reviewed the aeration proposals from Solitude for ponds 33,34,
70 and 13 and discussion ensued. The Board would like to table these proposals.

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On a Motion by Mr. Wohlueter, seconded by Mr. Anderson, with all in favor, the Board of Supervisors approved an assessment from Solitude Lake Management for Pond #15 subject to weather for the Waterset North Community Development District.

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73 **B. Field Inspection Report**

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75 **1. Presentation of Field Inspection Report**

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77 Mr. Toborg presented his report to the Board. Mr. Toborg informed the Board
78 that he is looking at trees that need to be replaced and will get a count on the
79 sycamores that bark is falling off of. There was a discussion regarding the
80 landscaping needed at the median at Milestone. The Board would like more
81 in-depth responses to the field inspection report from LMP. The Board also
82 discussed the turf issues identified in the reports. A discussion ensued
83 regarding LMPs responses and what exactly they are responsible for. There
84 was a discussion over the maintenance of the main Blvd. The Board would
85 like to see the trails trimmed so they do not obstruct the sidewalks. The Board
86 commented they would like to see an overall improvement from LMP on
87 certain problem areas.

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2. Consideration of Landscape Enhancement Proposals

Mr. Croom reviewed several landscape enhancement proposals with the Board.

On a Motion by Mr. Anderson, seconded by Mr. Ball, with all in favor, the Board of Supervisors approved the proposals from LMP for landscape enhancement at a total cost of \$1,972.90, for the Waterset North Community Development District.

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3. Consideration of Mulch Installation Proposal

On a Motion by Mr. Wohlueter, seconded by Mr. Pyche, with all in favor, the Board of Supervisors approved the proposals from LMP for Mulch Installation at a total cost of \$76,520.93, for the Waterset North Community Development District.

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C. Clubhouse Manager

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1. Presentation of Management Report

Ms. Davis reviewed the monthly clubhouse report with the Board. The Board discussed having a food truck available for residents. There was a discussion regarding the break ins from kids at the pavilion. The Board would like to remove the couch and keep the screens unlocked. The Board also discussed that the gates to the dumpster needs to be secured.

On a Motion by Mr. Ball, seconded by Ms. Willis, with all in favor, the Board of Supervisors approved the food truck for December 10th for the Waterset North Community Development District.

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On a Motion by Mr. Pyche, seconded by Mr. Ball, with all in favor, the Board of Supervisors authorized Santa Drive to allow people to drive though and take pictures on December 12th from 11a.m. until 2:00 p.m. for the Waterset North Community Development District.

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2. Presentation of Café Sales Report

Castle staff reviewed the café sales report with the Board. Spectrum still needs to install boxes for the Tv's. The café will start partnering with other café HOA's to find better specials and deals. There was a discussion regarding the financials of the Café.

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D. District Counsel

Ms. McCormick discussed the mitigation site along Crestpoint drive. She informed the Board that the EPC and developer are looking to amend the

121 permit. The Developer does not want to re plant the site and can no longer
122 keep monitoring the site.
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On a Motion by Mr. Pyche, seconded by Ms. Willis, with all in favor, the Board of Supervisors authorized the chairman to execute permit application, for the Waterset North Community Development District.

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125 **E. District Engineer**

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127 Not present. No report.

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129 **F. District Manager**

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131 Mr. Croom updated the Board that all the rodent baiting stations have had
132 heavy consumption and they will continue to monitor and rebuild as needed.
133 He also informed the Board that the holiday lighting had been installed. Mr.
134 Croom stated that the next meeting will take place on Tuesday, December
135 22nd, 2020 at 7:00 pm at the Waterset Clubhouse located at 7821 Paradiso
136 Drive, Apollo Beach, FL 33572.

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138 **FIFTH ORDER OF BUSINESS**

**Consideration of Pest Control
Proposal**

On a Motion by Mr. Anderson, seconded by Mr. Ball with all in favor, the Board approved the proposal from Nvirotect for bird control at a total cost of \$275, for Waterset North Community Development District.

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142 **SIXTH ORDER OF BUSINESS**

**Presentation of Rule of Development
and Rule Making Notices**

On a Motion by Mr. Wohlueter, seconded by Mr. Pyche, with all in favor, the Board of Supervisors authorized staff to submit rule development and rulemaking notices for the Waterset North Community Development District.

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146 **SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board
of Supervisors' Regular Meeting held
October 27, 2020**

On a Motion by Mr. Pyche, seconded by Mr. Anderson, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held October 27, 2020, for the Waterset North Community Development District.

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151 **EIGHTH ORDER OF BUSINESS**

**Ratification of Operations &
Maintenance Expenditures for October
2020**

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On a Motion by Mr. Anderson, seconded by Mr. Pyche, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for October 2020 (\$121,182.95) for the Waterset North Community Development District.

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NINTH ORDER OF BUSINESS

**Ratification of Café Operations &
Maintenance Expenditures for October
2020**

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On a Motion by Mr. Anderson, seconded by Mr. Ball, with all in favor, the Board of Supervisors ratified the Café Operations & Maintenance Expenditures for October 2020 (\$13,441.70) for the Waterset North Community Development District.

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TENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-01,
Designating Officers of the District.**

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Mr. Croom presented Resolution 2021-01 to the Board, which will re-designate officers of the District. The Board named Paul Anderson as Chairman, Alex Wohlueter as Vice Chairman, and Louise Willis, Michael Ball and TJ Pyche as Assistant Secretaries.

On a Motion by Mr. Pyche seconded by Mr. Ball with all in favor, the Board of Supervisors adopted Resolution 2021-01, for the Waterset North Community Development District.

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ELEVENTH ORDER OF BUSINESS

Supervisor Requests

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There were no supervisor requests.

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TWELFTH ORDER OF BUSINESS

Adjournment

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On a Motion by Ms. Willis, seconded by Mr. Pyche, with all in favor, the Board of Supervisors adjourned the meeting at 8:57 PM for the Waterset North Community Development District.

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Asst. Secretary

Chair / Vice Chair

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2020 through November 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$109,008.72**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------------|--|-----------------------|
| Alex Wohlhueter | 003829 | AW102720 | Board of Supervisors Meeting 10/27/20 | \$ 200.00 |
| American Mulch & Groundcover, LLC | 003830 | 16854 | Install Playground Mulch 10/20 | \$ 4,200.00 |
| Bright House Networks | 003837 | 087467902102820 | 7012 Sail View-Cafe, Pool, Fitness Room Service 11/20 | \$ 267.41 |
| Castle Management, LLC | 003838 | INS-1020-229 | Insurance Reimbursement 10/20 | \$ 372.00 |
| Castle Management, LLC | 003831 | MGT-110120-321 | Contract Management Fees 11/20 | \$ 1,281.25 |
| Castle Management, LLC | 003831 | PREIM10-23-20-257 | Payroll - Period 10/03/20-10/16/20 | \$ 5,503.14 |
| Castle Management, LLC | 003848 | PREIM11-06-20-259 | Payroll - Period 10/17/20-10/30/20 | \$ 5,742.33 |
| CIMA Energy Solutions, LLC | 003839 | 27485682 | Gas Sales 10/20 | \$ 87.60 |
| De Lage Landen Financial Services, Inc. | 003832 | 69971505 | Cannon Copier Lease 10/20 | \$ 259.00 |
| Department of Economic Opportunity | 003846 | 83268 | Special District Fee FY 2020/2021 | \$ 175.00 |
| Derek Bush | 003822 | DB102720 | Board of Supervisors Meeting 10/27/20 | \$ 200.00 |
| Erin McCormick Law, P.A. | 003834 | 10463 | General Legal Services 10/20 | \$ 2,926.00 |
| Frontier Communications of Florida | 003835 | 813-672-4806-052115-5 11/20 | 7250 Park Shore Dr-Dog Park & Splash Pad Service 11/20 | \$ 122.95 |
| Glass Pros of Tampa | 003823 | 11969 | Glass Repair Cafe 10/20 | \$ 1,300.00 |
| Hillsborough County BOCC | 003847 | 9581654736 10/20 | Summary Bill 10/20 | \$ 1,892.84 |
| Innersync Studio, LTD | 003840 | 19035 | Quarterly Website Maintenance 11/20 | \$ 384.38 |
| Landscape Maintenance Professionals, Inc. | 003836 | 155760 | Irrigation Repairs 10/20 | \$ 45.00 |
| Landscape Maintenance Professionals, Inc. | 003841 | 155919 | Monthly Landscape Maintenance 11/20 | \$ 48,432.49 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|---|-----------------------|
| Landscape Maintenance Professionals, Inc. | 003836 | 156000 | Irrigation Repairs 10/20 | \$ 45.00 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156043 | Irrigation Repairs 10/20 | \$ 518.76 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156044 | Irrigation Repairs 10/20 | \$ 35.00 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156068 | Irrigation Repairs 10/20 | \$ 35.00 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156071 | Irrigation Repairs 10/20 | \$ 308.00 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156073 | Irrigation Repairs-Communication Module 10/20 | \$ 1,850.00 |
| Landscape Maintenance Professionals, Inc. | 003836 | 156081 | Plant Replacement - (11) 1gal Sunset Jasmine 10/20 | \$ 69.30 |
| Landscape Maintenance Professionals, Inc. | 003841 | 156085 | Plant Replacement - (47) 1gal Sunset Jasmine 11/20 | \$ 296.10 |
| Landscape Maintenance Professionals, Inc. | 003841 | 156107 | Fertilize St Augustine, Bahia, Ornamental, Palm 10/20 | \$ 5,067.00 |
| Landscape Maintenance Professionals, Inc. | 003841 | 156108 | Pest Control 10/20 | \$ 1,635.00 |
| Landscape Maintenance Professionals, Inc. | 003841 | 156136 | Remove Plants & Install Pine Bark Mulch 11/20 | \$ 4,093.75 |
| Michael Ball | 003821 | MB102720 | Board of Supervisors Meeting 10/27/20 | \$ 200.00 |
| NVirotect Pest Control, Inc. | 003842 | 219845 | Pest Control - Amenity 8382 11/20 | \$ 30.00 |
| Owens Electric Inc. | 003824 | 20203029 | Light Repair Moongate Park Monument 10/20 | \$ 312.75 |
| Owens Electric Inc. | 003824 | 20203044 | 50% Deposit - LED System Install Townhome Park 10/20 | \$ 3,445.00 |
| Paul R Anderson Jr | 003820 | PA102720 | Board of Supervisors Meeting 10/27/20 | \$ 200.00 |
| Republic Services LP | 003826 | 0696-000906547 | 7004 Sailview Lane 11/20 | \$ 497.27 |
| Republic Services LP | 003826 | 0696-000907155 | Amenity 7250 Parkshore Drive 11/20 | \$ 371.29 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|------------------------------|---------------------|-----------------------|---|-----------------------------|
| Rizzetta & Company, Inc. | 003827 | INV0000054227 | District Management Fees 11/20 | \$ 5,214.59 |
| Rizzetta Technology Services | 003828 | INV0000006514 | Email & Website Hosting Services 11/20 | \$ 175.00 |
| Signa Digital Solutions Inc. | 003849 | AR-S248974 | Color Copier Maintenance Contract XTD08126-02 11/20 | \$ 205.00 |
| Solitude Lake Management LLC | 003843 | PI-A00504082 | Monthly Lake & Pond Management Services 11/20 | \$ 4,010.00 |
| Solitude Lake Management LLC | 003843 | PI-A00509971 | One-Time Fish Kill Clean Up 11/20 | \$ 250.00 |
| Suncoast Pool Service, Inc. | 003844 | 6766 | Monthly Swimming Pool & Splash Pad Fountain Service 11/20 | \$ 1,500.00 |
| Synergy FL | 003833 | 161293 | Security Monitoring - Amenity Building 11/20 | \$ 54.95 |
| Synergy FL | 003833 | 161723 | Security Monitoring - Fitness Center 10/20 | \$ 54.95 |
| Tampa Electric Company | 003845 | Summary Bill 10/20 | Summary Bill 10/20 | \$ 3,944.47 |
| TJ Pyche | 003825 | TP102720 | Board of Supervisors Meeting 10/27/20 | \$ 200.00 |
| VSC Fire & Security, Inc. | 003850 | 33ST18978721 | Fire Alarm Inspection 6/20 | \$ 210.00 |
| Waterset North CDD | CD284 | CD284 | Replenish Clubhouse Debit Card | <u>\$ 789.15</u> |
| Report Total | | | | <u>\$ 109,008.72</u> |

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 For Board Approval Café Club

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2020 through November 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$12,456.31**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Café Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|--|-----------------------|
| Bay Harbor Services, Inc. | 001567 | 19004614 | Monthly Cafe Equipment Maintenance Agreement 11/20 | \$ 105.00 |
| Castle Management, LLC | 001571 | INS-1020-229 | Insurance Reimbursement 10/20 | \$ 465.00 |
| Castle Management, LLC | 001568 | PREIM10-23-20-257 | Payroll - Period 10/03/20-10/16/20 | \$ 3,733.25 |
| Castle Management, LLC | 001575 | PREIM11-06-20-259 | Payroll - Period 10/17/20-10/30/20 | \$ 3,570.56 |
| Cheney Brothers, Inc. | 001569 | 06-920099059 | Food/ Beverages /Supplies 10/20 | \$ 156.66 |
| Cheney Brothers, Inc. | 001569 | 06-920099060 | Food/ Beverages /Supplies 10/20 | \$ 67.01 |
| Cheney Brothers, Inc. | 001569 | 06-920099061 | Food/ Beverages /Supplies 10/20 | \$ 75.72 |
| Cheney Brothers, Inc. | 001569 | 06-920099077 | Food/ Beverages /Supplies 10/20 | \$ 576.26 |
| Cheney Brothers, Inc. | 001569 | 06-920099169 | Food/ Beverages /Supplies 10/20 | \$ 318.98 |
| Cheney Brothers, Inc. | 001569 | 06-920110648 | Food/ Beverages /Supplies 11/20 | \$ 229.85 |
| Cheney Brothers, Inc. | 001572 | 06-920130120 | Food/ Beverages /Supplies 11/20 | \$ 866.04 |
| Cheney Brothers, Inc. | 001572 | 06-920166590 | Food/ Beverages /Supplies 11/20 | \$ 796.45 |
| Culligan Water Conditioning | 001570 | WC 2387841 | Drinking Water 10/20 | \$ 20.25 |
| Culligan Water Conditioning | 001570 | WC 2393514 | Drinking Water 10/20 | \$ 55.00 |
| Florida Department of Revenue | 001573 | 39-8015954075-8 10/20 | Sales Tax Payable 10/20 | \$ 1,016.96 |
| JJ Taylor Distributing Co of Florida Inc. | 001574 | 14828149 | Cafe Beverages 11/20 | \$ 305.55 |
| Pepin | 001566 | WC 3082829 | Cafe Beverages 10/20 | \$ 34.85 |

Waterset North Café Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------|---------------------|-----------------------|----------------------------|-----------------------|
| Waterset North CDD | CD285 | | Replenish Cafe Debit Card | \$ 62.92 |
| Report Total | | | | <u>\$ 12,456.31</u> |