



Rizzetta & Company

# **Waterset North Community Development District**

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**Board of Supervisors' Meeting  
February 23, 2021**

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

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

**WATERSET NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

Waterset Club, 7281 Paradiso Drive, Apollo Beach, FL 33572

<b>Board of Supervisors</b>	Paul Anderson Alex Wohlhueter Michael Ball Louise Willis TJ Pyche	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Greg Cox	Rizzetta & Company, Inc.
<b>District Counsel</b>	Erin McCormick	Erin McCormick Law, PA
<b>District Engineer</b>	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**

February 15, 2021

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Wateraset North Community Development District will be held on **Tuesday, February 23, 2021 at 7:00 PM** at the Wateraset Club, located at 7281 Paradiso Drive, Apollo Beach FL, 33572.

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
  - A. Solitude Lake Management**
    1. Presentation of Waterway Inspection Report..... Tab 1
  - B. Field Service Manager**
    1. Presentation of Field Inspection Report..... Tab 2
  - C. Clubhouse Manager**
    1. Presentation of Management Report..... Tab 3
    2. Presentation of Café Sales Report ..... Tab 4
    3. Discussion Regarding Ice Cream Machine Contract
    4. Consideration of Pool Maintenance Proposal..... Tab 5
  - D. District Counsel**
  - E. District Engineer**
  - F. District Manager**
    1. Presentation of Monthly Financials..... Tab 6
- 4. BUSINESS ITEMS**
  - A. Discussion of Roadway Traffic Plans for Wateraset**
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors’  
Regular Meeting held on January 26, 2021 ..... Tab 7**
  - B. Ratification of Operations & Maintenance  
Expenditures for January 2021..... Tab 8**
  - C. Ratification of Operations & Maintenance  
Expenditures for January 2021– Café..... Tab 9**
- 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,  
*Greg Cox*  
Greg Cox  
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, January 26, 2021 at 7:00 pm** at the Waterset Club, located at 7281 Paradiso Drive, Apollo Beach FL, 33572.

Present and constituting a quorum:

Paul Anderson	<b>Board Supervisor, Chair</b>
Alex Wohlueter	<b>Board Supervisor, Vice Chair</b>
Michael Ball	<b>Board Supervisor, Assistant Secretary</b>
Louise Willis	<b>Board Supervisor, Assistant Secretary</b>
TJ Pyche	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Erin McCormick	<b>District Counsel, Erin McCormick Legal</b>
John Toborg	<b>Field Service Manager; Rizzetta &amp; Co., Inc.</b>
Gabby Davis	<b>Clubhouse Manager; Castle Group</b>
Paul Means	<b>LMP</b>
Gail Huff	<b>Ballenger Irrigation</b>
Kieran Vogel	<b>Café Manager, Castle Group</b>
Jayson Salter	<b>Castle Group, Food &amp; Beverage Director</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cox called the meeting to order at 7:01 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board received audience comments on subjects to include social committee communication issues; approval for camping near the dog park; approval for a Girl Scout booth at The Landing; approval for continued access over CDD property to install a pool.

On a motion from Mr. Ball, seconded by Mr. Wohlueter, the Board unanimously approved to allow pop-up camping near the dog park area, for the Waterset North Community Development District.

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On a motion from Ms. Willis, seconded by Mr. Pyche, the Board unanimously approved to authorize a Girl Scout booth to be placed at The Landing, for the Waterset North Community Development District.

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On a motion from Mr. Pyche, seconded by Mr. Ball, the Board unanimously approved to continue to allow the previously authorized resident to use of CDD property for a pool installation, for the Waterset North Community Development District.

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**THIRD ORDER OF BUSINESS                      Presentation of Vending Machine Installation**

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The Board considered a proposal from Castle Group to install a vending machine at the Café location that dispenses dessert products.

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On a motion from Mr. Wohlueter, seconded by Mr. Anderson, the Board unanimously approved to authorize the installation, for the Waterset North Community Development District.

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**FOURTH ORDER OF BUSINESS                      Staff Reports**

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**A.       Solitude Lake Management**

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**1.       Presentation of Waterway Inspection Report**

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Mr. Cox reviewed the Aquatics Services report with the Board. The Board considered a renewal of the Solitude waterway maintenance agreement which amended the contract total to \$48,120 beginning March 1, 2021.

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On a Motion by Mr. Wohlueter, seconded by Ms. Willis, the Board of Supervisors unanimously approved the agreement renewal and requested that District Counsel draft the agreement on the District preferred forms and to have the agreement end on September 31, 2021, for the Waterset North Community Development District.

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**B.       Field Inspection Report**

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**1.       Presentation of Field Inspection Report**

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The Board received a Field Inspection Report from Mr. John Toborg, with Rizzetta Field Services. Ms. Paula Means, with LMP, also provided her

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72 information in response. The Board discussed the potential need for  
73 aeration in specific areas.

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75 **2. Consideration of Landscape Enhancement Proposals**

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77 The Board considered 9 landscape and irrigation maintenance proposals  
78 and approved the following:

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80	Clean up behind Colmar Drive	\$814
81	Washingtonian Palm removal	\$548.50
82	Washingtonian Palm removal	\$870
83	Sabal Palm Removal and Replace	\$472
84	Sabal Palm Removal and Replace	\$472
85	Flood Bubblers installation	\$859.32
86	Second Median maintenace	\$1,227.60

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On a motion from Mr. Anderson, seconded by me. Wohlueter, the Board approved nine landscape and irrigation proposals totaling \$5,263.42, for the Waterset North Community Development District.

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89 **C. Clubhouse Manager**

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91 **1. Presentation of Management Report**

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93 The Board received a Clubhouse Manager's report from Gabby Davis. She  
94 presented a proposal for a new GEM Car battery for \$2,255.94. The Board  
95 requested that a second proposal be obtained.

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On a motion from Mr. Pyche, seconded by Mr. Ball, the Board unanimously approved to authorize the Chairman to approve a GEM Car battery proposal with a not-to-exceed amount of \$2,255.94, for the Waterset North Community Development District.

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98 The Board discussed the 4-Square rack and asked that it not be fixed any  
99 more after the next one.

100

101 The Board reviewed the erosion areas in the Management Report and  
102 requested staff to seek information from the District Engineer regarding his  
103 findings following his inspection.

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105 The Board discussed the "social committee's" request to hold an Easter  
106 event at the Splash Pad.

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On a motion from Mr. Ball, seconded by Mr. Wohlueter, the Board unanimously approved to authorize the Easter event at the Splash Pad area, for the Waterset North Community Development District.

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**2. Presentation of Café Sales Report**

The Board received a Café Sales Report update from Kieran Vogel. Mr. Anderson requested information from Rizzetta accounting as to why the District financials regarding the Café do not match his computations.

**D. District Counsel**

The Board received a District Counsel update from Erin McCormick. The Board discussed the need for streamlined process for the application to use CDD property for access for pool installs. Mr. Pyche agreed to serve as the Board liaison for issues that require an on-site inspection for things such as use of CDD property.

**E. District Engineer**

The District Engineer was not present.

**F. District Manager**

The Board received a District Manager update from Mr. Greg Cox, with Rizzetta. He provided a summary of the end of December financials. Mr. Cox reminded the Board that the next meeting was scheduled for Tuesday, February 23<sup>rd</sup>, 2021 at 7:00 pm at the Waterset Clubhouse located at 7281 Paradiso Drive, Apollo Beach, FL 33572.

**FIFTH ORDER OF BUSINESS Discussion Regarding YMCA Swimming Lessons**

The Board considered a request from the YMCA to hold swimming classes and took no action and therefore the request was not approved.

**SIXTH ORDER OF BUSINESS Consideration of Minutes of the Board of Supervisors' Regular Meeting held December 22, 2020**

On a motion from Mr. Pyche, seconded by Mr. Ball, the Board unanimously approved the minutes of the CDD Board meeting held December 22, 2020, for the Waterset North Community Development District.

**SEVENTH ORDER OF BUSINESS Ratification of Operations & Maintenance Expenditures for November 2020**

On a Motion by Mr. Pyche, seconded by Mr. Anderson, the Board unanimously approved to ratify the Operations & Maintenance Expenditures for December 2020 (\$136,663.07) for the Waterset North Community Development District.

150 **EIGHTH ORDER OF BUSINESS** **Ratification of Café Operations &**  
151 **Maintenance Expenditures for**  
152 **December 2020**  
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On a Motion by Mr. Anderson, seconded by Mr. Ball, with all in favor, the Board unanimously approved to ratify the Café Operations & Maintenance Expenditures for December 2020 (\$16,260.46), for the Waterset North Community Development District.

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155 **NINTH ORDER OF BUSINESS** **Supervisor Requests**  
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157 Mr. Ball requested that residents be informed of upcoming Super Bowl activities in the  
158 community.

159  
160 Ms. Willis and other Board members discussed the need for Castle Group Management  
161 to clarify the management role of Mr. Vogel.

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163 Ms. Willis requested information regarding the Café goals.

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165 Mr. Pyche requested a status of the landscape and irrigation maintenance RFP status.

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167 **TENTH ORDER OF BUSINESS** **Adjournment**  
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On a Motion by Ms. Willis, seconded by Mr. Pyche, with all in favor, the Board unanimously approved to adjourn the meeting at 8:53 p.m., 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 January 2021 For Board Approval

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

The total items being presented: **\$113,140.44**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Waterset North Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
24/7 Locksmith Experts	003894	INV0001	Service Call - Lockout 12/20	\$ 393.00
Accurate Electronics, Inc	003895	99968	Install Sublimation Printer - Contract #11302-WCDD-N 12/20	\$ 1,530.99
American Society of Composers, Authors and Publishers	003912	500736056 2021	ASCAP License 2021	\$ 367.00
Bright House Networks	003909	087467902122820 01/21	7012 Sail View-Cafe, Pool, Fitness Room Service 01/21	\$ 284.84
Castle Management, LLC	003913	INS-1220-236	Insurance Reimbursement 12/20	\$ 372.00
Castle Management, LLC	003910	MGT-010121-335	Contract Management Fees 01/21	\$ 1,281.25
Castle Management, LLC	003913	PREIM01-01-21-263	Payroll - Period 12/12/20-12/25/20	\$ 5,174.35
Castle Management, LLC	003896	PREIM12-18-20-258	Payroll - Period 11/28/20-12/11/20	\$ 5,404.20
CIMA Energy Solutions, LLC	003914	5812981	Gas Sales 12/20	\$ 1,088.11
De Lage Landen Financial Services, Inc.	003897	70709089	Cannon Copier Lease 12/20	\$ 259.00
De Lage Landen Financial Services, Inc.	003922	71037953	Canon Lease - Property Tax 01/21	\$ 146.71
Erin McCormick Law, P.A.	003911	10476	General Legal Services 12/20	\$ 3,838.00

# Waterset North Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
FitRev, Inc.	003898	22248	Fitness Equipment Repairs/Maintenance 12/20	\$ 363.74
Florida Natives Nursery, Inc.	003923	17798	Bi-Monthly Mitigation Maintenance 01/21	\$ 675.00
Frontier Communications of Florida	003899	813-672-4806-052115-5 01/21	7250 Park Shore Dr-Dog Park & Splash Pad Service 01/21	\$ 122.95
Giella Designs, LLC	003924	379	Balance Due - Holiday Decorations FY20/21	\$ 5,375.00
Hillsborough County BOCC	003921	9581654736 12/20	Summary Bill 12/20	\$ 1,687.05
Johnson, Mirmiran & Thompson, Inc.	003900	7-167745	Engineering Services 11/20	\$ 5,115.00
Landscape Maintenance Professionals, Inc.	003901	156966	Irrigation Repairs 12/20	\$ 45.00
Landscape Maintenance Professionals, Inc.	003901	156967	Irrigation Repairs 12/20	\$ 45.00
Landscape Maintenance Professionals, Inc.	003925	157151	Monthly Landscape Maintenance 01/21	\$ 48,432.49
Landscape Maintenance Professionals, Inc.	003901	157256	Replace Maple - Neapolitan & Shadow Lake 12/20	\$ 549.95
Landscape Maintenance Professionals, Inc.	003901	157271	Irrigation Repairs 12/20	\$ 168.00
Landscape Maintenance Professionals, Inc.	003901	157284	Pest Control 12/20	\$ 1,604.00

# Waterset North Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Leda Pringing, Inc.	003928	5634	Install Sign - Dog Park 01/21	\$ 396.41
Meadow Sales and Marketing Inc.	003926	2021-114	Employee Shirts 01/21	\$ 138.50
NVirotec Pest Control, Inc.	003902	222125	Pest Control - 8382 12/20	\$ 515.00
NVirotec Pest Control, Inc.	003902	222126	Pest Control - Amenity 8382 12/20	\$ 30.00
NVirotec Pest Control, Inc.	003916	224452	Pest Control - 8382 01/21	\$ 515.00
NVirotec Pest Control, Inc.	003916	224453	Pest Control - Amenity 8382 01/21	\$ 30.00
Onsight Signage & Visual Solutions	003917	006-20-288569-1	Repair Stop Signs 01/21	\$ 759.15
Owens Electric Inc.	003903	20203507	Emergency Service Call - The Landing 12/20	\$ 446.00
Owens Electric Inc.	003927	20211004	Repair Lighting - Moon Gate Monument 01/21	\$ 680.00
Republic Services LP	003904	0696-000918584	7004 Sailview Lane 01/21	\$ 587.11
Republic Services LP	003904	0696-000919175	Amenity 7250 Parkshore Drive 01/21	\$ 443.94
Rizzetta & Company, Inc.	003905	INV0000055480	District Management Fees 01/21	\$ 5,214.59

# Waterset North Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003918	INV0000055607	Annual Dissemination Services FY 20/21	\$ 6,000.00
Rizzetta Technology Services	003906	INV0000006715	Email & Website Hosting Services 01/21	\$ 175.00
Signa Digital Solutions Inc.	003907	AR-S250218	Color Copier Maintenance Contract XTD08126-02 12/20	\$ 205.00
Solitude Lake Management LLC	003929	PI-A00534504	Monthly Lake & Pond Management Services 01/21	\$ 4,010.00
Solitude Lake Management LLC	003929	PI-A00534505	Aerator Maintenance Services 1/1/21- 3/31/21	\$ 105.00
Suncoast Pool Service, Inc.	003930	6917	Monthly Swimming Pool & Splash Pad Fountain Service 01/21	\$ 1,500.00
Synergy FL	003915	167888	Security Monitoring - Fitness Center 12/20	\$ 54.95
Tampa Electric Company	003920	Summary Bill 12/20	Summary Bill 12/20	\$ 5,127.10
Times Publishing Company	003908	0000128602 12/13/20	Account #107056 Legal Advertising 12/20	\$ 508.00
Times Publishing Company	003908	0000128687 12/16/20	Account #107056 Legal Advertising 12/20	\$ 427.00
Waterset North CDD	CD288	CD288	Clubhouse Debit Card Replenishment	<u>\$ 950.06</u>
<b>Report Total</b>				<b><u>\$ 113,140.44</u></b>

# WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

**Operation and Maintenance Expenditures  
January 2021  
For Board Approval  
Café Club**

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

The total items being presented: **\$14,077.15**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Waterset North Café Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bay Harbor Services, Inc.	001595	19004788	Maintenance & Repairs 12/20	\$ 95.00
Bay Harbor Services, Inc.	001592	19005029	Service Call - Freezer 01/21	\$ 285.00
Castle Management, LLC	001596	INS-1220-236	Insurance Reimbursement 12/20	\$ 465.00
Castle Management, LLC	001596	PREIM01-01-21-263	Payroll - Period 12/12/20-12/25/20	\$ 4,097.39
Castle Management, LLC	001590	PREIM12-18-20-258	Payroll - Period 11/28/20-12/11/20	\$ 4,632.30
Cheney Brothers, Inc.	001591	06-920366217	Food/ Beverages /Supplies 12/20	\$ 642.56
Cheney Brothers, Inc.	001591	06-920389270	Food/ Beverages /Supplies 12/20	\$ 641.93
Cheney Brothers, Inc.	001591	06-920389336	Food/ Beverages /Supplies 12/20	\$ 19.65
Cheney Brothers, Inc.	001597	06-920434213	Food/ Beverages /Supplies 01/21	\$ 980.69
Cheney Brothers, Inc.	001600	06-920469776	Food/ Beverages /Supplies 01/21	\$ 664.30
Culligan Water Conditioning	001593	WC 2474729	Drinking Water 12/20	\$ 55.00
Culligan Water Conditioning	001593	WC 2483572	Drinking Water 12/20	\$ 13.50
Florida Department of Revenue	001594	39-8015954075-8 12/20	Sales Tax Payable 12/20	\$ 769.38
JJ Taylor Distributing Co of Florida Inc.	001598	14943091	Cafe Beverages 01/21	\$ 413.45
Johnson Brothers Liquor Co. 1	001601	WC 1722992	Beverages 01/21	\$ 252.00
Pepin	001599	WC 3125052	Cafe Beverages 01/21	\$ 50.00

**Report Total**

**\$ 14,077.15**