

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE · 12750 CITRUS PARK LANE, SUITE 115 TAMPA, FL 33625
www.connertonwestcdd.org

Board of Supervisors
Connerton West Community
Development District

October 26, 2020

AGENDA

Dear Board Members:

The Connerton West Community Development District regular meeting of the Board of Supervisors will be held on **Monday, November 2, 2020 at 6:00 p.m.**, at Club Connerton, located at 21100 Fountain Garden Way, Land O' Lakes, FL 34638. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 5, 2020 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 2020..... Tab 2
- 4. BUSINESS ITEMS**
 - A. Acceptance of James Jackson Resignation..... Tab 3
 - B. Discussion of Open Board Seats
 - C. Field Inspection Report Tab 4
 - D. Irrigation Report Tab 5
 - E. Consideration of CLM Pine Bark Proposal..... Tab 6
 - F. Consideration of Stormwater Maintenance Proposals Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Update on Bond Projects
 - C. District Manager
 1. Financial Status Update
 2. Action Item List Tab 8
- 6. AUDIENCE COMMENTS**
- 7. SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

I 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) 933-5571.

Sincerely,
Aimee Brandon
Aimee Brandon
District Manager

cc: Roy Van Wyk, Hopping Green & Sams, P.A.

Tab 1

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.

**CONNERTON WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of Connerton West Community Development District was held on **Monday, October 5, 2020 at 4:02 p.m.** and was conducted by means of communications media technology telephone pursuant to Executive Orders issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Jack Knowles	Board Supervisor, Chairman
Daniel Novak	Board Supervisor, Vice-Chairman
Richard Dombrowski	Board Supervisor, Assistant Secretary
James Jackson	Board Supervisor, Assistant Secretary
Fredrick Lise	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	Regional District Manager, Rizzetta & Company
Aimee Brandon	District Manager, Rizzetta & Company
Roy Van Wyk	District Counsel, Hopping Green & Sams, P.A.
Greg Woodcock	District Engineer, Cardno
Bryan Schaub	Field Services Manager, Rizzetta & Company
Gail Huff	Representative, Ballenger
Jason Chambrot	Representative, CLM
Josh Burton	Representative, CLM

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Audience members commented on the new parking restrictions at Storybrook Park parking lot, how meetings were communicated to the public, and concern for increased street parking.

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THIRD ORDER OF BUSINESS

**Consideration of Minutes of the Board
of Supervisors' Meeting held on
September 14, 2020**

Ms. Brandon presented the minutes of the Board of Supervisors' meeting held on September 14, 2020.

On a Motion by Mr. Novak, seconded by Mr. Knowles, with all in favor, the Board of Supervisors unanimously approved the minutes of the Board of Supervisors' Meeting held on September 14, 2020, as presented, for the Connerton West Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for August
2020**

Ms. Brandon presented the August 2020 Operation and Maintenance Expenditure Report to the Board. Mr. Novak questioned two invoices from FHP, #120 and #220, and noted that it appeared to be a duplicate.

On a Motion by Mr. Dombrowski, seconded by Mr. Knowles, with all in favor, the Board of Supervisors unanimously approved to ratify the payment of the invoices in the August 2020 Operations and Maintenance Expenditures Report (\$56,608.29), for the Connerton West Community Development District.

FIFTH ORDER OF BUSINESS

Field Inspection Report

The Board received Field Inspection Report from Bryan Shaub. He mentioned that there were assorted varieties of Annuals planted. Mr. Craig Bramalet gave an update on landscaping and mentioned the south entrance weeding around the monument sign.

SIXTH ORDER OF BUSINESS

Irrigation Report

The Board reviewed the Ballenger irrigation report and received an update from Ms. Gail Huff.

SEVENTH ORDER OF BUSINESS

**Consideration of CLM Pine Bark
Proposal**

The Board discussed the Pine Bark Proposal. Mr. Knowles shared his proposal for minimizing the amount of pine bark needed for flower and plant beds. The Board decided to further investigate Mr. Knowles idea and tabled the Pine Bark Proposal until the next meeting in November.

EIGHTH ORDER OF BUSINESS

STAFF REPORTS

A. District Counsel

Mr. Roy Van Wyk provided a District Counsel update to the Board.

B. District Engineer

Mr. Woodcock gave an update of the Nature Trail project progress and stated that the permits have been submitted to Pasco County and he is waiting to hear back from them. The Board requested that Mr. Cox investigate the history of the design work for drainage at Garden Party Park. The Board also discussed needing a survey from Cardno for Storybrook Park work.

On a Motion by Mr. Knowles, seconded by Mr. Dombrowski, with all in favor, the Board of Supervisors unanimously approved Cardno to conduct a survey for Storybrook Park work with a not-to-exceed amount of \$2,500.00, for the Connerton West Community Development District.

C. District Manager

Mr. Cox reminded the Board the next regular meeting scheduled for November 2, 2020 at 6:00 p.m. and stated that the meeting will most likely be in person. Mr. Cox also reviewed the District's most recent financial report and the current action item list with the Board members.

NINTH ORDER OF BUSINESS

Audience Comments

The Board received audience comments regarding the need for a left turn sign.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Dombrowski discussed the need to obtain a bid for cleaning off the mildew and dirt off the sidewalks.

Mr. Knowles discussed changing the schedule for FHP during the months of November-April. The Board agreed that FHP was needed during that time, but that the FHP needs to provide more detailed reporting and eliminate patrolling of HOA property.

Mr. Novak asked Mr. Cox to discuss the ponds that are being blocked by fences and the resident request to put a fence on their easement. The Board agreed that residents should initially be notified via email blast with a warning to remove any fence that is on an easement that blocks access for maintenance of the pond and storm drainage system.

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Mr. Knowles discussed the following: County placement of speed bumps, speed camera and the Pasco County landscaping fund.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion from Mr. Lise, seconded by Mr. Dombrowski, the Board approved to adjourn the meeting at 5:56 p.m. for the Connerton West Community Development District.

Assistant Secretary

Chairman / Vice-Chairman

Tab 2

CONNERTON WEST COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures September 2020 For Board Approval

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

The total items being presented: **\$205,829.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Ballenger & Company, Inc.	002898	20246	Irrigation Maintenance 07/20	\$ 8,170.00
Ballenger & Company, Inc.	002898	20254	SWFWMD Meter Reading/Irrig Pump Station 07/20	\$ 1,665.00
Ballenger & Company, Inc.	002898	20260	Repair Irrigation System 07/20	\$ 1,165.00
Ballenger & Company, Inc.	002905	20268	Repair Irrigation System 08/20	\$ 500.00
Ballenger & Company, Inc.	002905	20269	Repair Irrigation System 08/20	\$ 835.00
Ballenger & Company, Inc.	002905	20274	Irrigation Maintenance 08/20	\$ 8,170.00
Ballenger & Company, Inc.	002905	20282	SWFWMD Meter Reading/Irrig Pump Station 08/20	\$ 1,300.00
Ballenger & Company, Inc.	002928	20290	Repair Irrigation System 09/20	\$ 890.00
Capital Land Management Corporation	002906	208846	Landscape Maintenance 08/20	\$ 30,100.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Capital Land Management Corporation	002906	209074	Fertilization 08/20	\$ 15,200.00
Capital Land Management Corporation	002929	209121	Landscape Maintenance 09/20	\$ 30,100.00
Capital Land Management Corporation	002929	209180	Fertilization 09/20	\$ 3,000.00
Capital Land Management Corporation	002929	209329	Seasonal Annual Change-out 09/20	\$ 12,000.00
Cardno, Inc.	002902	296808	Monthly Lake Management 07/20	\$ 3,530.00
Cardno, Inc.	002907	296733	Monthly Mitigation Maintenance Village 2 Phase A 07/20	\$ 2,250.00
Cardno, Inc.	002930	298586	Monthly Mitigation Maintenance Village 2 Phase A 09/20	\$ 1,550.00
Cardno, Inc.	002930	298628	Monthly Lake Management 09/20	\$ 3,530.00
Connerton Community Association, Inc.	002903	202007	Salary Reimbursement 07/20	\$ 5,162.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Connerton Community Association, Inc.	002908	202008	Salary Reimbursement 08/20	\$ 3,458.00
Daniel Novak	002926	DN091420	Board of Supervisors Meeting 09/14/20	\$ 200.00
Decorating Elves, Inc.	002931	19857	Holiday Lighting & Decorations- Deposit 09/20	\$ 5,576.20
Egis Insurance Advisors LLC	002922	11370	Policy#100118738 Renew Policy 10/01/20-10/01/2021	\$ 13,642.00
Fredrick Lise	002925	FL091420	Board of Supervisors Meeting 09/14/20	\$ 200.00
Hopping Green & Sams	002904	116875	General/Monthly Legal Services 07/20	\$ 3,159.00
Hopping Green & Sams	002932	114841	Parcel 218 Construction 04/20	\$ 549.99
Hopping Green & Sams	002932	115351	Parcel 218 Construction 05/20	\$ 671.00
Hopping Green & Sams	002932	116265	Parcel 218 Construction 06/20	\$ 876.20

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Jack Knowles	002924	JK091420	Board of Supervisors Meeting 09/14/20	\$ 200.00
James Jackson	002923	JJ091420	Board of Supervisors Meeting 09/14/20	\$ 200.00
Jeremy R. Cohen	002909	JC080320	Off Duty Patrols 08/20	\$ 350.00
Jeremy R. Cohen	002909	JC081920	Off Duty Patrols 08/20	\$ 200.00
Jerry Richardson	002918	1395	Monthly Hog Removal Service 08/20	\$ 885.00
Jerry Richardson	002934	1407	Monthly Hog Removal Service 09/20	\$ 800.00
K. Johnson's Lawn & Landscaping, Inc.	002912	17322	Mowing Bike Trail 08/20	\$ 700.00
K. Johnson's Lawn & Landscaping, Inc.	002933	17401	Mowing Bike Trail 09/20	\$ 700.00
Kevin Eric Hamilton	002911	KH080920	Off Duty Patrols 08/20	\$ 200.00

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kevin Eric Hamilton	002911	KH082120	Off Duty Patrols 08/20	\$ 200.00
LLS Tax Solutions, Inc.	002899	001989	Arbitrage Services Series 2018A-1 and A-2 05/14/20	\$ 500.00
MC Building Services, LLC	002913	4792	Electrical & Lighting Work 08/20	\$ 1,337.01
Mobile Mini, Inc.	002915	9008976921	Mobile Storage Rental Acct #10023746 08/20	\$ 213.11
Pasco County	002916	Pasco Water Summary 08/20	Water Summary 08/20	\$ 231.51
Patrick J. Elmore	002910	PE082920	Off Duty Patrols 08/20	\$ 200.00
Patrick J. Elmore	002910	PE083020	Off Duty Patrols 08/20	\$ 200.00
Richard A. Dombrowski	002921	RD091420	Board of Supervisors Meeting 09/14/20	\$ 200.00
Rizzetta & Company, Inc	002900	INV0000052560	District Management Fees 09/20	\$ 6,430.41

Connerton West Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	002901	INV0000006203	Email & Website Hosting Services 09/20	\$ 175.00
Site Masters of Florida, LLC	002917	081720-1	Replaced Broken Sidewalk 08/20	\$ 500.00
Suncoast Pool Service	002919	6451	Fountain Service 08/20	\$ 250.00
Suncoast Pool Service	002935	6549	Fountain Service 09/20	\$ 250.00
Times Publishing Company	002914	0000103212	Acct # 119853 Legal Advertising 08/19/20	\$ 179.20
TPH Innovations & Fabrications, LLC	002920	081020	Pergolas Removal, Replace All Cedar Deposit 08/20	\$ 9,000.00
Withlacoochee River Electric Cooperative Inc.	002927	Electric Summary Bill 08/20	Electric Summary Bill 08/20	<u>\$ 24,278.69</u>
Report Total				<u>\$ 205,829.32</u>