



Rizzetta & Company

Waterset North Community Development District

Board of Supervisors' Meeting February 11, 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 | TJ Pyche Paul Anderson Michael Ball Derek Bush Alex Wohlhueter | 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 | Jamie Scarola | Scarola Associates |

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 4, 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, February 11, 2020 at 7:00 PM** at the Wateraset Club, located at 7821 Paradiso Drive, Apollo Beach FL, 33572. The following is the agenda for this meeting:

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS**
3. **STAFF REPORTS**
 - A. Aquatic Systems
 1. Presentation of January 2020 Waterway Inspection Report Tab 1
 - B. Field Service Manager
 1. Presentation of January 2020 Field Inspection Report Tab 2
 - C. Clubhouse Manager
 1. Presentation of Management Report Tab 3
 2. Presentation of Café Sales Report Tab 4
 3. Consideration of Café POS System Upgrade Proposal..... Tab 5
 - D. District Counsel
 - E. District Engineer
 - F. District Manager
4. **BUSINESS ITEMS**
 - A. Consideration of Hammock Replacement Proposal Tab 6
 - B. Ratification of Street Sign Proposal Tab 7
 - C. Consideration of Fido Station Proposal USC
 - D. Consideration of Electrical Services Proposal Tab 8
5. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on January 14, 2020 Tab 9
 - B. Consideration of Operations & Maintenance Expenditures for December 2019 Tab 10
 - C. Consideration of Operations & Maintenance Expenditures for December 2019 – Café Tab 11
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, January 14, 2020 at 7:00 PM** at the Waterset Club located at 7821 Paradiso Drive Apollo Beach FL, 33572.

Present and constituting a quorum:

| | |
|----------------|--|
| 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 |
| Chuck Schultz | Clubhouse Manager; Castle Group |
| Jayson Salter | Castle Group |
| Paul Means | LMP |
| Garth Rinard | LMP |
| Mark Goldenberg | Café Manager |
| 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

There were no audience comments at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. Aquatic Services Report

Mr. Croom reviewed the December 2019 Aquatics Services report with the Board. General Discussion ensued.

51 **B. Field Inspection Report**

- 52
53 1. Presentation of December 2019 Field Inspection Report

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55 Mr. Toborg reviewed the field inspection report with the Board and answered
56 general questions from the Board. Discussion ensued regarding various
57 landscaping issues throughout the district. The Board would like Mr. Toborg
58 to follow up with the builder about site #14.

- 59
60 2. Consideration of Landscape Enhancement Proposals

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62 The Board reviewed several proposals from LMP regarding various
63 landscape enhancements.

On a Motion by Mr. Anderson, seconded by Mr. Ball, with all in favor, the Board of Supervisors approved landscape proposal from LMP for Sabal Palm disposal at total cost of \$701.25 for the Waterset North Community Development District.

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66 **C. Clubhouse Manager**

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68 1. Presentation of Management Report

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70 Mr. Shultz reviewed the monthly clubhouse report with the Board. The Board
71 would like to review proposals for Wi-Fi costs at the next Board meeting. There
72 was a discussion regarding the café systems computers and possible
73 upgrades that are needed.

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75 2. Café Sales Report

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77 The Board reviewed the café sales report presented in the agenda.

- 78
79 3. Consideration of Café Preventative Maintenance Proposal

On a Motion by Mr. Bush, seconded by Mr. Anderson, with all in favor, the Board of Supervisors approved the proposal from Bay Harbor Services for preventative maintenance services at a monthly cost of \$105.00 for the Waterset North Community Development District.

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83 **D. District Counsel**

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85 No report

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87 **E. District Engineer**

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89 No report, Not present.

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93 **F. District Manager**

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95 Mr. Croom stated that the next public hearing and regular meeting will take
96 place on Tuesday, February 11, 2020 at 7:00 PM at the Waterset Clubhouse
97 located at 7821 Paradiso Drive, Apollo Beach, Florida 33572.

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99 **FOURTH ORDER OF BUSINESS**

**Consideration Irrigation Maintenance
Services Proposal**

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102 Mr. Croom presented a proposal for irrigation maintenance services. The Board would like
103 to table this proposal.

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105 **FIFTH ORDER OF BUSINESS**

**Review of Engineering Schedule and
Rate**

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108 The Board reviewed engineering schedules and hourly rates from Genesis Halff and JMT.

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On a Motion by Mr. Bush, seconded by Mr. Ball, with all in favor, the Board of Supervisors approved the labor rates for engineering services from JMT subject to agreement by District Counsel for the Waterset North Community Development District.

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111 **SIXTH ORDER OF BUSINESS**

**Consideration of HOA Architectural
Review Request**

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114 The Board reviewed the architectural request from a resident for an underground pool.

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On a Motion by Mr. Bush, seconded by Mr. Wohlueter, with all in favor, the Board of Supervisors approved the architectural review request from John Deegan subject to written proof of why they need to use CDD land for the Waterset North Community Development District.

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117 **SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board
of Supervisors' Regular Meeting held
December 10, 2019**

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On a Motion by Mr. Bush, seconded by Mr. Ball, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held December 10, 2019, for the Waterset North Community Development District.

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122 **EIGHTH ORDER OF BUSINESS**

**Consideration of Operations &
Maintenance Expenditures for
November 2019**

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On a Motion by Ms. Bush, seconded by Mr. Pyche, with all in favor, the Board of Supervisors ratified the Operations & Maintenance Expenditures for November 2019 (\$133,079.64) for the Waterset North Community Development District.

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NINTH ORDER OF BUSINESS

**Consideration of Café Operations
& Maintenance Expenditures for
November 2019**

On a Motion by Mr. Bush, seconded by Mr. Ball, with all in favor, the Board of Supervisors ratified the Café Operations & Maintenance Expenditures for November 2019 (\$18,703.79) for the Waterset North Community Development District.

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TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Bush commented on the cross-walk location at Covingstone & Waterset Blvd.

ELEVENTH ORDER OF BUSINESS

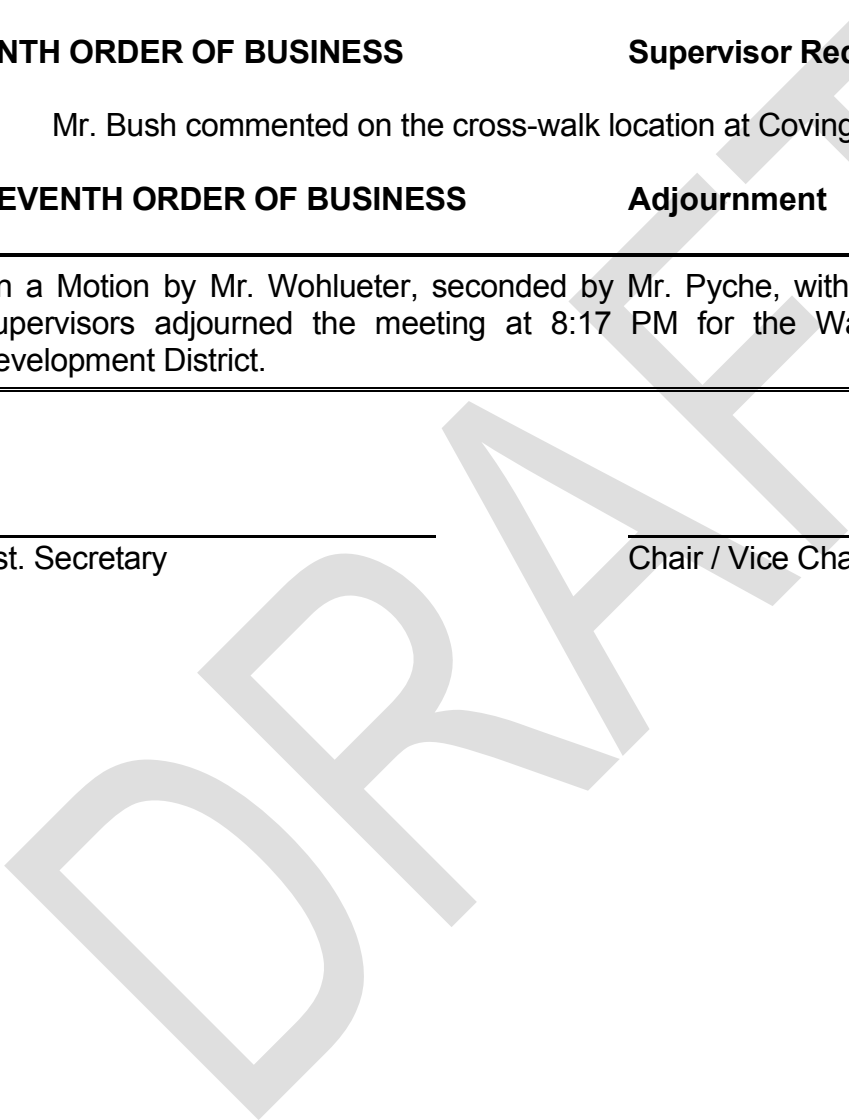
Adjournment

On a Motion by Mr. Wohlueter, seconded by Mr. Pyche, with all in favor, the Board of Supervisors adjourned the meeting at 8:17 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 December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$134,290.19**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|--|-----------------------|
| Advanced Drainage and Hydro Inc. | 003443 | 12012019 | Back Flow Assembly Testing 11/19 | \$ 160.00 |
| Alex Wohlhueter | 003465 | AW121019 | Board of Supervisors Meeting 12/10/19 | \$ 200.00 |
| Aquatic Systems, Inc. | 003435 | 0000462715 | Restoration Assessment Site 34 11/19 | \$ 1,022.00 |
| Castle Management, LLC | 003444 | CELL-1119-136 | Cellular & Beepers 11/19 | \$ 49.99 |
| Castle Management, LLC | 003444 | INS-1119-203 | Insurance Reimbursement 11/19 | \$ 1,328.00 |
| Castle Management, LLC | 003444 | MGT-120119-295 | Contract Management Fees 12/19 | \$ 1,281.25 |
| Castle Management, LLC | 003437 | PREIM11-08-19-223 | Payroll - Period 10/19/19-11/01/19 | \$ 7,695.34 |
| Castle Management, LLC | 003444 | PREIM11-22-19-225 | Payroll - Period 11/02/19-11/15/19 | \$ 7,852.39 |
| Crosspoint Landscape & Design, Inc. | 003457 | 4634 | Install Plants Throughout Community 12/19 | \$ 24,469.00 |
| De Lage Landen Financial Services, Inc. | 003445 | 65900187 | Cannon Copier Lease 11/19 | \$ 259.00 |
| Derek Bush | 003456 | DB121019 | Board of Supervisors Meeting 12/10/19 | \$ 200.00 |
| Erin McCormick Law, P.A. | 003458 | 10381 | General Legal Services 11/19 | \$ 3,277.07 |
| FitRev, Inc. | 003459 | 19917 | Quarterly Fitness Equipment Maintenance 12/19 | \$ 145.00 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|--------------------------------|---|-----------------------|
| Frontier Communications of Florida | 003447 | 813-672-4806-052115-5 12/19 | Waterset Lakeside Services 813-672-4806 12/19 | \$ 304.43 |
| Frontier Communications of Florida | 003447 | 813-677-2768 12/19 | Clubhouse Services 813-677-2768 12/19 | \$ 731.05 |
| Hawkins Service Company | 003438 | 198249 | Remove & Install (3) Ceiling Fans 11/19 | \$ 732.00 |
| Hillsborough County BOCC | 003436 | 0761919834 11/19 | 6651 Waterset Blvd 11/19 | \$ 239.34 |
| Hillsborough County BOCC | 003466 | 0761919834 12/19 | 6651 Waterset Blvd 12/19 | \$ 122.71 |
| Hillsborough County BOCC | 003455 | 0849701035 11/19 | 6213 Covington Garden Drive 11/19 | \$ 49.98 |
| Hillsborough County BOCC | 003455 | 2901278101 11/19 | 7024 Sail View Lane 11/19 | \$ 377.23 |
| Hillsborough County BOCC | 003455 | 4195480573 11/19 | 6500 Maiden Sea Drive 11/19 | \$ 4.53 |
| Hillsborough County BOCC | 003466 | 9581654736 11/19 | Summary Bill 11/19 | \$ 1,589.00 |
| Landscape Maintenance Professionals, Inc. | 003460 | 148495 | Monthly Landscape Maintenance 12/19 | \$ 47,825.91 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148563 | Dead Tree Removal 11/19 | \$ 148.00 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148564 | Dead Tree Removal 11/19 | \$ 371.25 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148565 | Dead Tree Removal 11/19 | \$ 362.50 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---|---------------------|-----------------------|--|-----------------------|
| Landscape Maintenance Professionals, Inc. | 003448 | 148603 | Irrigation Repairs 11/19 | \$ 240.00 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148653 | Irrigation Repairs 11/19 | \$ 154.00 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148654 | Irrigation Repairs 11/19 | \$ 189.00 |
| Landscape Maintenance Professionals, Inc. | 003448 | 148655 | Irrigation Repairs 11/19 | \$ 243.95 |
| Landscape Maintenance Professionals, Inc. | 003460 | 148741 | Fertilizer - St Augustine, Bermuda, Zoysia & Palms 11/19 | \$ 12,035.50 |
| Landscape Maintenance Professionals, Inc. | 003460 | 148742 | Pest Control 11/19 | \$ 1,535.00 |
| Michael Ball | 003454 | MB121019 | Board of Supervisors Meeting 12/10/19 | \$ 200.00 |
| Paul R Anderson Jr | 003453 | PA121019 | Board of Supervisors Meeting 12/10/19 | \$ 200.00 |
| Republic Services LP | 003439 | 0696-000839190 | 7004 Sailview Lane 12/19 | \$ 442.94 |
| Republic Services LP | 003439 | 0696-000839874 | Amenity 7250 Parkshore Drive 12/19 | \$ 326.30 |
| Rizzetta & Company, Inc. | 003449 | INV0000045193 | District Management Fees 12/19 | \$ 5,214.59 |
| Rizzetta Technology Services | 003450 | INV0000004957 | Email & Website Hosting Services 12/19 | \$ 175.00 |
| Signa Digital Solutions Inc. | 003451 | AR-S230510 | Color Copier Maintenance Contract XTD08126-01 10/19 | \$ 205.00 |

Waterset North Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---------------------------------|---------------------|-----------------------|--|-----------------------------|
| Signa Digital Solutions Inc. | 003440 | AR-S232286 | Color Copier Maintenance Contract XTD08126-01 11/19 | \$ 205.00 |
| Solitude Lake Management LLC | 003462 | PI-A00328555 | Lake & Pond Management Services 12/19 | \$ 3,960.00 |
| Squeegee Squad | 003441 | 1842 | Cleaning All Cafe Glass Inside & Outside Levels 2 & 3 11/19 | \$ 1,347.00 |
| Suncoast Pool Service, Inc. | 003463 | 5853 | Monthly Swimming Pool & Splash Pad Fountain Service 12/19 | \$ 1,500.00 |
| Synergy FL | 003446 | 130041 | Security Monitoring - Amenity Building 12/19 | \$ 54.95 |
| Synergy FL | 003446 | 130539 | Security Monitoring - Fitness Center 11/19 | \$ 54.95 |
| Tampa Electric Company | 003464 | Summary Bill 11/19 | Summary Bill 11/19 | \$ 3,568.82 |
| TJ Pyche | 003461 | TP121019 | Board of Supervisors Meeting 12/10/19 | \$ 200.00 |
| VSC Fire & Security, Inc. | 003442 | 05-000152482 | Annual Fire Alarm Inspection 11/19 | \$ 340.00 |
| VSC Fire & Security, Inc. | 003442 | 05-000154144 | Fire Alarm Service Tech 11/19 | \$ 210.00 |
| Waterset North CDD | CD260 | CD260 | Replenish Clubhouse Debit Card | <u>\$ 891.22</u> |
| Report Total | | | | <u>\$ 134,290.19</u> |

WATERSET NORTH COMMUNITY DEVELOPMENT DISTRICT

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

**Operation and Maintenance Expenditures
December 2019
For Board Approval
Café Club**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$17,980.91**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Waterset North Café Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------------|---------------------|-----------------------|--|-----------------------|
| Alvarez Plumbing Company | 001441 | 5206-4556 | Repairs - Cafe Cooler 11/19 | \$ 159.25 |
| Castle Management, LLC | 001445 | INS-1119-203 | Insurance Reimbursement 11/19 | \$ 415.00 |
| Castle Management, LLC | 001442 | PREIM11-08-19-223 | Payroll - Period 10/19/19-11/01/19 | \$ 4,949.12 |
| Castle Management, LLC | 001445 | PREIM11-22-19-225 | Payroll - Period 11/02/19-11/15/19 | \$ 4,762.46 |
| Chris's Plumbing Service, Inc. | 001446 | 222801 | Maintenance/Repairs Grease Trap 11/19 | \$ 200.00 |
| Culligan Water Conditioning | 001447 | WC 2021730 | Drinking Water 11/19 | \$ 47.25 |
| Culligan Water Conditioning | 001447 | WC 2029547 | Drinking Water 11/19 | \$ 40.50 |
| Florida Department of Revenue | 001449 | 39-8015954075-8 11/19 | Sales Tax Payable 11/19 | \$ 1,153.03 |
| Pepin | 001443 | WC 1055140 | Cafe Beverages Credit 11/19 | \$ (180.00) |
| Pepin | 001443 | WC 2884574 | Cafe Beverages 11/19 | \$ 312.80 |
| Pepin | 001443 | WC 2889155 | Cafe Beverages 11/19 | \$ 136.95 |
| Sysco West Coast Florida, Inc. | 001444 | WC 237848169 | Cafe Food/Beverages/Supplies 11/19 | \$ 884.51 |
| Sysco West Coast Florida, Inc. | 001444 | WC 237860973 | Cafe Food/Beverages/Supplies 11/19 | \$ 1,014.23 |

Waterset North Café Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|--------------------------------|---------------------|-----------------------|------------------------------------|----------------------------|
| Sysco West Coast Florida, Inc. | 001444 | WC 237874025 | Cafe Food/Beverages/Supplies 11/19 | \$ 852.26 |
| Sysco West Coast Florida, Inc. | 001448 | WC 237888150 | Cafe Food/Beverages/Supplies 12/19 | \$ 1,570.51 |
| Sysco West Coast Florida, Inc. | 001450 | WC 237901010 | Cafe Food/Beverages/Supplies 12/19 | \$ 766.31 |
| Waterset North CDD | CD261 | CD261 | Replenish Cafe Debit Card | <u>\$ 896.73</u> |
| Report Total | | | | <u>\$ 17,980.91</u> |