



Rizzetta & Company

Covington Park Community Development District

Board of Supervisors' Meeting October 28, 2019

**District Office:
12750 Citrus Park Lane, Suite 115
Tampa, FL 33625**

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

Covington Park Clubhouse, 6806 Covington Garden Drive, Apollo Beach, FL 33572

Board of Supervisors	Alan Untracht	Chairman
	Stephen Brown	Vice Chairman
	Tarlese Allen	Assistant Secretary
	Scott Harrison	Assistant Secretary
	Jennifer Van Haren	Assistant Secretary
District Manager	Angel Montagna	Rizzetta & Company, Inc.
District Counsel	Biff Craine	Petitt Worrell Craine Wolfe, LLC
District Engineer	Giacomo Licari	Dewberry Engineers

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) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 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.

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
www.covingtonparkcdd.org

October 18, 2019

**Board of Supervisors
Covington Park Community
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, October 28, 2019 at 6:00 p.m.** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Field Manager Report..... Tab 1
 - i. Consideration of LMP's Proposals Tab 2
 - B. Aquatics Report..... Tab 3
 - C. District Counsel
 - D. District Engineer
 - i. Update on Construction Project
 - ii. Survey of Pond #3..... Tab 4
 - E. Community Coordinator Report..... Tab 5
 - F. District Manager
 - G. i. Presentation of Action Item List.....Tab 6
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on September 23, 2019 Tab 7
 - B. Consideration of Operation & Maintenance Expenditures for September 2019..... Tab 8
 - C. Ratification of Series 2015 Requisitions (if any)
- 5. BUSINESS ITEMS**
 - A. Discussion Regarding Resident Issue with Brazilian Peppers.....Tab 9
 - B. Consideration of Pro Performance Proposal for Pressure Washing Trailer.....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 contact us at (813) 933-5571.

Respectfully,
Angel Montagna
District Manager

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.

COVINGTON PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Monday, September 23, 2019 at 6:01 p.m.** at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, Florida 33572.

Present and constituting a quorum were:

Stephen Brown	Board Supervisor, Vice Chair
Jennifer Van Haren	Board Supervisor, Asst. Secretary
Scott Harrison	Board Supervisor, Asst. Secretary

Also present were:

Alan Untracht	Board Supervisor, Chair <i>(via conference call)</i>
Tarlese Allen	Board Supervisor, Asst. Secretary <i>(via conference call)</i>
Angel Montagna	Regional District Manager; Rizzetta & Co., Inc.
Biff Craine	District Counsel; Petitt Worrell <i>(via conference call)</i>
Giacomo Licari	District Engineer, Dewberry Engineers
Patrick Bell	Field Services Manager, Rizzetta & Co., Inc.
Cathy Sobrito	Community Coordinator
Paula Means	LMP
Keith Remson	Remson Aquatics

Audience

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Ms. Montagna called the meeting to order and conducted roll call. All present then stood and recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

The Board entertained audience comments regarding trees to be removed, pond behind resident's home, water tables, and condition of pond #3.

Pictures of pond #3 were submitted and are attached as (Exhibit "A").

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Manager Report

Mr. Bell presented and reviewed his Field Inspection Report and the landscape contractor's response to the report. Attached as (Exhibit "B"). Mr. Bell presented proposals for grass and perennials for the monuments. The Board tabled these until their October meeting.

B. Aquatics Report

Mr. Remson presented and reviewed his Aquatics Report. He also answered general questions from the Board. A discussion ensued regarding pond #3 and its condition.

C. District Counsel

Mr. Craine gave the Board an update on the Campus Suite contract. He stated that it was completed.

D. District Engineer

Mr. Licari will give the Board an update on the construction project at the workshop on September 30th.

Mr. Licari gave the Board an update on the survey of Pond #3. A discussion ensued regarding bank erosion. Mr. Licari will provide a report on the structure in the pond to the District manager next week.

E. Community Coordinator Report

Ms. Sobrito presented her report and answered the Board's general questions.

F. District Manager

Ms. Montagna noted that the next Board of Supervisors' regular meeting will be held on Monday, October 28, 2019 at 6:00 p.m. at the Covington Park Clubhouse located at 6806 Covington Garden Drive, Apollo Beach, FL 33572. She also reminded the Board that they have a workshop scheduled for Monday, September 30, 2019 at 6:00 p.m.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of
Board of Supervisors' Meeting
held on August 26, 2019**

Ms. Montagna presented the August 26, 2019 meeting minutes to the Board. There was a change made to the second order of business. It was stated that the 2-inch height should be a 3-foot height.

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisors' meeting held August 26, 2019 as amended for the Covington Park Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Operations &
Maintenance Expenditures for
August 2019**

Ms. Montagna presented the August 2019 Operation and Maintenance Expenditures.

On a Motion by Mr. Harrison, seconded by Mr. Brown, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for August 2019 (\$58,099.07) for the Covington Park Community Development District.

SIXTH ORDER OF BUSINESS**Ratification of Series 2015
Requisitions #30 - 31**

Ms. Montagna presented Series 2015 Requisitions #30 – 31. A discussion ensued regarding Requisition #31. The Board only ratified Requisition #30.

REQUISITION NO.	PAYEE	AMOUNT
30	Covington Park CDD	\$5,240.00
31	Fieldstone	\$18,445.00

On a Motion by Mr. Harrison, seconded by Ms. Van Haren, with all in favor, the Board of Supervisors ratified Series 2015 Requisition #30 only for the Covington Park Community Development District.

SEVENTH ORDER OF BUSINESS**Discussion Regarding Hiring
Mr. Erwing as a Consultant**

Mr. Untracht explained his reasoning for wanting to utilize Mr. Erwing as a consultant on the construction project. Mr. Untracht stated that his information filtered through management and will be sent out to the Board.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposal from
Egis for the District's Insurance
Renewal**

Ms. Montagna presented and reviewed the proposal from Egis for the District's Insurance Renewal.

On a Motion by Ms. Van Haren, seconded by Mr. Untracht, with all in favor, the Board of Supervisors approved the proposal form Egis for the District's Insurance Renewal for the Covington Park Community Development District.

NINTH ORDER OF BUSINESS

**Discussion Regarding
Emergency Plan**

Mr. Harrison presented his ideas for an emergency plan.

TENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Montagna asked if there were any Supervisor requests. Mr. Brown spoke about an encroachment.

Mr. Harrison wants an action item list for the meeting agendas from District management. It was stated that anytime Remson Aquatics is onsite they need to check in with the clubhouse to inform them what he is doing.

Mr. Untracht stated that a lot of people are looking at pond #3 and to be patient. The Board would like Remson to pull the equipment from pond #3 and clean it up.

Ms. Montagna presented and reviewed the First Addendum to the Contract for Professional District Services. Attached as (Exhibit "C").

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved the First Addendum to the Contract for Professional District Services for the Covington Park Community Development District.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Montagna stated that if there was no further business to come before the Board than a motion to adjourn would be in order.

On a Motion by Mr. Brown, seconded by Mr. Harrison, with all in favor, the Board of Supervisors adjourned the meeting at 7:32 p.m. for the Covington Park Community Development District.

165
166
167

Assistant Secretary

Chair / Vice Chair

DRAFT

Exhibit A

Exhibit "A"

Pond # 3

9/18/19



















Exhibit B

COVINGTON PARK

FIELD INSPECTION REPORT



September 10, 2019
Rizzetta & Company
Patrick Bell Field Services Manager



Rizzetta & Company
Professionals in Community Management

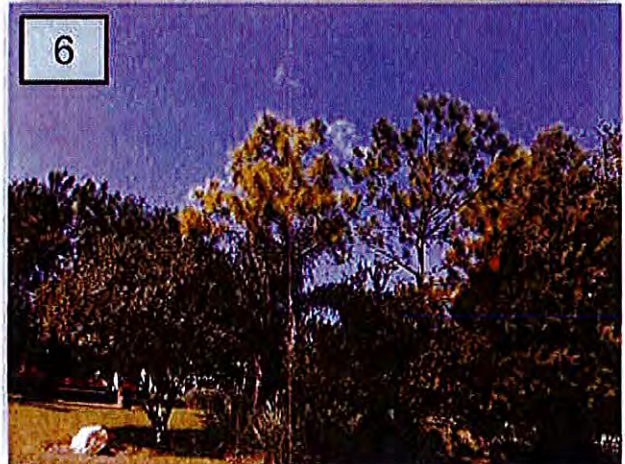
Oak Park, Regents, Surrey

General Updates, Recent & Upcoming Maintenance Events

- ✓ During the month of August weed control is very important to stay on top of, as this is the beginning of the new mowing year.

The following are action items for LMP to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. Green text indicates a proposal has been requested. Blue indicates irrigation. Staff tasks will be shown in **Orange**.

1. Remove the Brazilian Pepper tree growing in the landscape on the southside of the entrance to Regents Village. *in progress*
2. Remove the vines that are growing up in the Palms along the entrance of Regents Village.(photo 2) *in progress*
3. Lift the Oaks that are along the sidewalk heading north going to Surrey. *done*
4. In between Regents Village and Surrey going north, remove the dead in the Holly tree. *in progress*
5. Remove all sucker growth off the Crepe Myrtles at the entrance of Surrey. *done*
6. There is a yellowing Pine tree in the park in Surrey - keep any eye on it. (photo 6) *OK*
7. Lift the Holly going north on the sidewalk from Surrey heading to Big Bend Rd. *in progress*
8. Remove the vines growing in the landscape in the front of Surrey along Covington Garden Dr. *ongoing*
9. Remind the crew to be careful to not over spray the plant beds. *OK*
10. Going south on Covington Gardens from Devonbridge Garden Way, limb up the trees. *in progress*



Surrey Pines, CSA & CGD Intersection

11. In the center island at Big Bend Rd and Covington Gardens Dr, prune the Palmetto Palms back off the curb. *done*

12. Remove the vines in the landscape from Bristol Park Dr to Covington Stone Ave. *ongoing*

13. Raise the trees on the eastside of Covington Garden Dr from the Devon entrance, down to Covington Stone Ave. *in progress*

14. Remove the vines first and then prune the landscape from Covington Stone Ave to Clair Shore Dr. (photo 14) *ongoing*

15. Prune the Robellini palms at the intersection of Covington Garden Dr and Covington Stone Ave. *in progress*



16. Remove the seed pods off the Queen Palms at the Oxford entrance. (photo 16) *Garth*

17. Treat the Torpedo grass in the Flax Lilly beds at the entrance of Oxford. *Dave*

18. Remove all the vines in the Holly trees at the corner of Covington Stone Ave and Covington Garden Dr at the well site. *in progress*

19. Treat the vines that are growing in the landscape going west on Covington Stone Ave. *in progress*

20. At Covington Stone Ave and Waterset Blvd, prune back the hedgerow along the sidewalk just to the inside of the walk and straight up and down, and bring it down to three feet. *done*



21. Lift the Palm tree going east on Covington Stone Ave, just before the Cromwell entrance off the sidewalk. *Garth*

22. Remove the seed pods off the Queen Palms at the entrance of Cromwell. *Garth*

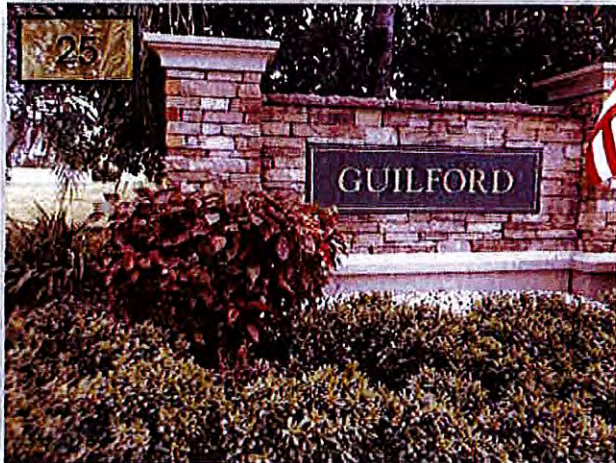
23. Prune the Robellini Palms at the Cromwell entrance and remove the seed pods. (photo 23) *done*



Covington Garden Dr., Cambridge, CSA West

24. Just before the Cambridge entrance, there is an upright Juniper that is full of vines.

done



25. Prune the Copper Leaf down below the Guilford entrance sign.(photo 25)

done

26. Prune the Bismarck Palm off the entrance sign at the Cambridge entrance.

in progress



27. Remove all the vines growing in the Juniper in the center island coming into the Covington Stone entrance.

done

28. The flowers at the Covington Stone entrance sign are looking dry - we need a wet check.

done

29. Prune the Fire bush to three feet in the center island at Covington Stone Ave to Brighton Park Dr.(photo 29)

Monday



30. Remove the boots from the Palm trees at are on the ground in clock circle.(photo 30)

done

31. One of the Oak trees in the back of clock circle needs to be pruned off the street lights.(photo 31)

garth

32. Remove the vines off the fence at the tennis court at Oak Park.

done



COVINGTON PARK

FIELD INSPECTION REPORT



September 10, 2019
Rizzetta & Company
Patrick Bell Field Services Manager



Rizzetta & Company
Professionals in Community Management

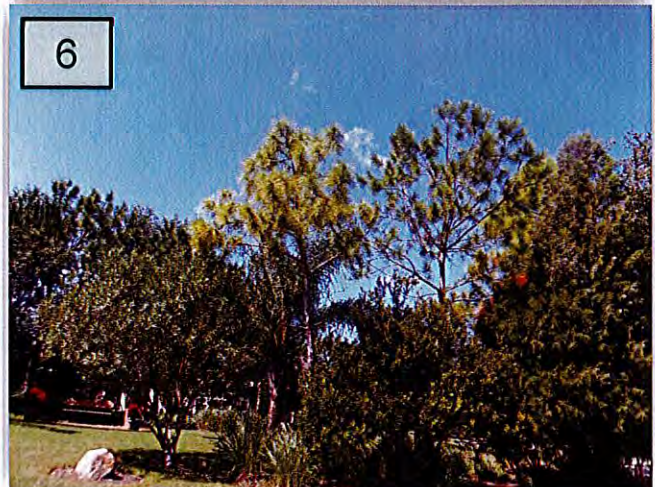
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3. Lift the Oaks that are along the sidewalk heading north going to Surrey.
4. In between Regents Village and Surrey going north, remove the dead in the Holly tree.
5. Remove all sucker growth off the Crepe Myrtles at the entrance of Surrey.
6. There is a yellowing Pine tree in the park in Surrey - keep any eye on it. (photo 6)
7. Lift the Holly going north on the sidewalk from Surrey heading to Big Bend Rd.
8. **Remove the vines growing in the landscape in the front of Surrey along Covington Garden Dr.**
9. Remind the crew to be careful to not over spray the plant beds.
10. Going south on Covington Gardens from Devonbridge Garden Way, limb up the trees.



Surrey Pines, CSA & CGD Intersection

11. In the center island at Big Bend Rd and Covington Gardens Dr, prune the Palmetto Palms back off the curb.

12. Remove the vines in the landscape from Bristol Park Dr to Covington Stone Ave.

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15. Prune the Robellini palms at the intersection of Covington Garden Dr and Covington Stone Ave.



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23. Prune the Robellini Palms at the Cromwell entrance and remove the seed pods.(photo 23)



Covington Garden Dr., Cambridge, CSA West

24. Just before the Cambridge entrance, there is an upright Juniper that is full of vines.

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30. Remove the boots from the Palm trees that are on the ground in clock circle.(photo 30)

31. One of the Oak trees in the back of clock circle needs to be pruned off the street lights.(photo 31)

32. Remove the vines off the fence at the tennis court at Oak Park.



27. Remove all the vines growing in the Juniper in the center island coming into the Covington Stone entrance.



Exhibit C

FIRST ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This First Addendum to the Contract for Professional District Services (this "**Addendum**"), is made and entered into as of the 1st day of October, 2019 (the "**Effective Date**"), by and between **Covington Park Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hillsborough County, Florida (the "**District**"), and **Rizzetta & Company, Inc.**, a Florida corporation (the "**Consultant**").

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated October 1, 2018 (the "**Contract**"), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

WITNESS: _____
Signature

Print Name

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST: _____
Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	ANNUALLY
Management:	\$39,600.00
Administrative:	\$ 6,300.00
Accounting:	\$22,800.00
Financial & Revenue Collections:	\$ 5,250.00
Assessment Roll (1):	\$ 5,250.00
Total Standard On-Going Services:	\$79,200.00

(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.

ADDITIONAL SERVICES:

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to		
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public		
Records Requests	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

LITIGATION SUPPORT SERVICES: Hourly Upon Request

ADDITIONAL THIRD-PARTY SERVICES:

Pre-Payment Collections/Estoppel/Lien Releases:

Lot/ Homeowner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request