



Rizzetta & Company

Covington Park Community Development District

Board of Supervisors' Meeting September 27, 2021

**District Office:
9428 Camden Field Parkway
Riverview, FL 33578**

www.covingtonparkcdd.org

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Stephen Brown	Chairman
	Scott Harrison	Vice Chairman
	Tarlese Allen	Assistant Secretary
	Rick Reidt	Assistant Secretary
	Dr. Ronald Blue	Assistant Secretary
District Manager	Taylor Nielsen	Rizzetta & Company, Inc.
District Counsel	David Jackson	Persson, Cohen & Mooney
District Engineer	Richard Ellis	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.

September 22, 2021

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

REVISED AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, September 27, 2021 at 6:00 p.m.** in person at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572. The following is the advanced agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A. Community Coordinator Report Tab 1
 - B. District Engineer
 - C. District Counsel
 - D. District Manager
 1. Presentation of Current Financial Statements Tab 2
 - E. Presentation of Aquatics Report..... Tab 3
 - F. Field Manager Report and Landscaper's Responses..... Tab 4
 1. Consideration of LMP Proposals Tab 5
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Meeting held on August 23, 2021 Tab 6
 - B. Consideration of Operation & Maintenance
Expenditures for August 2021 Tab 7
- 5. BUSINESS ITEMS**
 - A. Ratification of EGIS Insurance Proposal Tab 8
- 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,

Taylor Nielsen

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.

COVINGTON PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Monday, August 23, 2021 at 6:00 p.m.** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

Present and constituting a quorum were:

Stephen Brown	Board Supervisor, Chairman
Scott Harrison	Board Supervisor, Vice Chairman
Tarlese Allen	Board Supervisor, Assistant Secretary (by phone)
Rick Reidt	Board Supervisor, Assistant Secretary
Dr. Ronald Blue	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
David Jackson	District Counsel, Persson, Cohen & Mooney
Bryan Schaub	Field Services Manager, Rizzetta & Co., Inc.
Richard Ellis	District Engineer, Dewberry
Cathy Sobrito	Community Coordinator
Paula Means	Representative, LMP
Garth Rinard	Representative, LMP
Keith Remson	Representative, Remson Aquatics
Mike Ambriati	Representative, CRS

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Nielsen called the meeting to order and conducted roll call confirming a quorum for the meeting. Mr. Nielsen led those present in the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

The Board heard comments regarding rental property landscaping.

THIRD ORDER OF BUSINESS

Staff Reports

A. Community Coordinator Report

Ms. Sobrito presented her report to the Board.

On a Motion by Mr. Brown, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved to allow Tarlese Allen, to participate in virtual call in for meeting, for Covington Park Community Development District.

B. Field Manager Report and Landscape Responses

Mr. Schaub presented and reviewed the Field Inspection Report and Landscape Responses.

The Board requested Rizzetta Field Services and LMP Management conduct a meeting on site to discuss evaluation criteria, meeting to include Garth Rinard, Paula Means, Bryan Schaub, Taylor Nielsen and Board Supervisor Ronald Blue.

C. Aquatics Report

Mr. Remson presented the Aquatics Report.

The Board requested communication improvements from Remson Aquatics to keep District Manager and Board updated.

1. Consideration of Remson Aquatics Proposal

Mr. Nielsen presented the Remson Aquatics Proposals to the Board.
The Board decided to table the proposals until the October meeting.

D. District Engineer

Mr. Ellis presented his Engineer Report.

The Board requested staff reports be moved up on the agenda before Field and Aquatic Reports.

E. District Counsel

Mr. Jackson presented his report to the Board. The Board had no comments or questions.

F. District Manager

Mr. Nielsen noted that the next meeting will be held on September 27, 2021 at 6:00 p.m.

Mr. Nielsen reviewed the Current Financial Statements with the Board.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on June 28, 2021, 2nd Audit Committee Meeting held on June 28th, 2021 and Board of Supervisors' Meeting held on July 26, 2021.

Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on June 28, 2021, 2nd Audit Committee Meeting held on June 28th, 2021 and the Board of Supervisors' Meeting held on July 26, 2021 to the Board.

The Board requested the July 26, 2021 meeting minutes be updated to reflect around line 96, that Board Supervisor Rick Reidt made a motion to seek proposals for a new Aquatic vendor.

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on June 28, 2021, 2nd Audit Committee Meeting held on June 28th, 2021 and the Board of Supervisors' Meeting held on July 26, 2021, with revisions, for Covington Park Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for May, June and July 2021

Mr. Nielsen presented the Operation and Maintenance Expenditures for May, June and July 2021 to the Board.

On a Motion by Mr. Harrison, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for May 2021, in the amount of \$56,510.60, for Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for June 2021, in the amount of \$65,801.77, for Covington Park Community Development District.

On a Motion by Mr. Harrison, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2021, in the amount of \$48,347.42, for Covington Park Community Development District.

SIXTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year
2021/2022 Budget and Levying
O&M Assessments**

On a Motion by Mr. Reidt, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2021/2022 Final Budget and Levying O&M Assessments, for Covington Park Community Development District.

Mr. Nielsen presented Resolution 2021-06, Adopting Fiscal Year 2021-2022 Budget to the Board.

On a Motion by Mr. Harrison, seconded by Dr. Blue, with all in favor, the Board of Supervisors adopted Resolution 2021-06, Adopting Fiscal Year 2021-2022 Budget, for Covington Park Community Development District.

Mr. Nielsen presented Resolution 2021-07, Levying O&M Assessments for Fiscal Year 2021-2022 to the Board.

On a Motion by Dr. Blue, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2021/2022 Final Budget and Levying O&M Assessments, for Covington Park Community Development District.

On a Motion by Mr. Reidt, seconded by Ms. Allen, with all in favor, the Board of Supervisors adopted Resolution 2021-07, Levying O&M Assessments for Fiscal Year 2021-2022, for Covington Park Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2021-08, Setting the Meeting
Schedule for Fiscal Year
2021/2022**

Mr. Nielsen presented Resolution 2021-08, Setting the Meeting Schedule for Fiscal Year 2021/2022 to the Board.

On a Motion by Mr. Reidt, seconded by Ms. Allen, with all in favor, the Board of Supervisors adopted Resolution 2021-08, Setting the Meeting Schedule for Fiscal Year 2021-2022, after amending May 3rd to May 4th, and December 27th to December 20th, for Covington Park Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of HOA
Agreement for Guard House**

Mr. Nielsen presented the HOA Agreement for Guard House to the Board.

The Board decided to table the HOA Agreement for Guard House until the next meeting.

NINTH ORDER OF BUSINESS

**Selection of General Contractor
for Amenity Project**

Mr. Nielsen opened a discussion regarding a Selection the General Contractor for Amenity Project with the Board.

The Board evaluated the General Contractor bids and ranked E&L at 477/500 and RE Crawford at 465/500.

On a Motion by Mr. Harrison, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved to award the General Contractor contract to E&L, for Covington Park Community Development District.

On a Motion by Dr. Blue, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved to authorize the Chairman and Vice Chairman to sign off on the contract with E&L, after review and approval from District Counsel, District Engineer, and the Project Manager, for Covington Park Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Nielsen asked if there were any Supervisor requests.

The Board elected Board Supervisor Scott Harrison to organize the Ground Breaking Ceremony, and the newsletter update to be released after contract execution.

The Board requested a list of Encroachment Agreements completed by the Board.

The Board requested the Clubhouse Manager let UPS know we will need to find an alternative location for the pods this year.

The Board requested we relocate expenses from this year on ADA Chairs and Solar Panels from pool maintenance to reserves.

The Board requested we verify the Aquatics Maintenance Contract expenses.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. Nielsen 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 Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors adjourned the meeting at 8:35 p.m. for the Covington Park Community Development District.

Assistant Secretary

Chair / Vice Chair

COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

August 2021 For Board Approval

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

The total items being presented: **\$54,289.75**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A Bales Security Agency, Inc.	002894	37860	Security Patrol 06/20/21-07/02/21	\$ 825.00
A Bales Security Agency, Inc.	002894	37874	Security Patrol 07/04/21-07/17/21	\$ 825.00
A Bales Security Agency, Inc.	002906	37888	Security Patrol 07/18/21-7/31/21	\$ 825.00
A Bales Security Agency, Inc.	002912	37904	Security Patrol 07/18/21-07/31/21	\$ 825.00
Access Residential Management LLC	002907	CPCDD-2021-8F	Management Fee 08/21	\$ 1,400.00
Access Residential Management LLC	002907	CPCDD-2021-8P	Payroll 08/21	\$ 10,449.95
BOCC	20210831-1	3434800000 08/21	7036 Monarch Park Drive 08/21	\$ 44.46
BOCC	20210831-1	4254220000 07/21	6807 Guilford Bridge 07/21	\$ 263.41
BOCC	20210831-1	8825800000 08/21	7734 Covington Stone Avenue 08/21	\$ 14.45
Dewberry Engineers Inc	002898	1984565-A	Engineer Services 06/21	\$ 400.00
Florida Department of Revenue	002911	Sales Tax 07/21	Sales Tax Payable 07/21	\$ 17.12
Frontier Florida LLC	20210831-2	112515-5 07/21	Fios Internet 07/21	\$ 160.97
Frontier Florida LLC	20210831-2	121515-5 08/21	Fios Internet 08/21	\$ 151.03

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	002900	161715	Irrigation Repairs 07/21	\$ 221.25
Landscape Maintenance Professionals, Inc.	002900	161735	Tree Trim/Prune 07/21	\$ 465.00
Landscape Maintenance Professionals, Inc.	002913	161798	Landscape Maintenance 08/21	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002908	162136	Fertilizer 07/21	\$ 1,653.00
Landscape Maintenance Professionals, Inc.	002908	162137	Pest Control 7/21	\$ 400.00
Landscape Maintenance Professionals, Inc.	002913	162254	Annuals Seasonal 08/21	\$ 5,400.00
Lenox Millennial Cleaning, LLC	002909	10185	Clubhouse Cleaning 08/21	\$ 425.00
Mobile Helpdesk, Inc. dba MHD Communications	002910	23369	Service Call 08/21	\$ 67.50
Mobile Helpdesk, Inc. dba MHD Communications	002910	23436	Access Cards 08/21	\$ 525.00
Redwire, LLC	002916	293860	CCTV Digital Surveillance 07/21	\$ 155.00
Redwire, LLC	002914	293861	CCTV Maintenance 07/21	\$ 55.00
Redwire, LLC	002914	297923	CCTV Digital Surveillance 08/21	\$ 155.00
Redwire, LLC	002916	302245	CCTV Digital Surveillance 09/21	\$ 155.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Remson Aquatics, LLC	002903	113918	Fish Stocking of Mosquito fish 07/21	\$ 785.00
Remson Aquatics, LLC	002915	113963	Conservation Maintenance 08/21	\$ 380.00
Remson Aquatics, LLC	002915	113964	Conservation Maintenance 08/21	\$ 455.00
Remson Aquatics, LLC	002915	114017	Lake Maintenance 08/21	\$ 2,105.00
Rick L. Reidt	002902	RR 072621	Board of Supervisors 07/26/21	\$ 200.00
Rizzetta & Company, Inc.	002901	INV0000060331	District Management Fees 08/21	\$ 5,650.00
Rizzetta Technology Services, LLC.	002904	INV0000007812	Email/Website Hosting Services 08/21	\$ 190.00
Ronald W Blue	002896	RB 072621	Board of Supervisors 07/26/21	\$ 200.00
Scott Harrison	002899	SH 072621	Board of Supervisors 07/26/21	\$ 200.00
Sprint	002917	536265800-136 06/21	Staff Cell Phones 06/21	\$ 89.19
Sprint	002905	536265800-137 07/21	Staff Cell Phones 07/21	\$ 88.40
Sprint	002917	536265800-138 08/21	Staff Cell Phones 08/21	\$ 88.40
Stephen J Brown	002897	SB 072621	Board of Supervisors 07/26/21	\$ 200.00

Covington Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tarlese Allen	002895	TA 072621	Board of Supervisors 07/26/21	\$ 200.00
TECO	20210831-3	311000010158 07/21	Summary Bill 07/21	<u>\$ 5,191.12</u>
Report Total				<u>\$ 54,289.75</u>