



Rizzetta & Company

# **Covington Park Community Development District**

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**Board of Supervisors' Meeting  
October 25, 2021**

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

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

## **COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT**

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

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

October 18, 2021

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

## **AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Covington Park Community Development District will be held on **Monday, October 25, 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.** Project Manager Update
  - D.** District Counsel
  - E.** District Manager
    1. Review of District Manager Report ..... Tab 2
  - F.** Presentation of Aquatics Report..... Tab 3
    1. Consideration of Remson Aquatics Proposal..... Tab 4
  - G.** Field Manager Report and Landscaper's Responses..... Tab 5
    1. Consideration of LMP Proposals ..... Tab 6
    2. Discussion on Pond Tree Maintenance
- 4. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of Board of Supervisors' Meeting held on September 27, 2021..... Tab 7
  - B.** Consideration of Operation & Maintenance Expenditures for September 2021 ..... Tab 8
- 5. BUSINESS ITEMS**
  - A.** Consideration of Pool Maintenance Contract ..... Tab 9
  - B.** Consideration of Waste Management Proposal ..... Tab 10
  - C.** Discussion on HOA Agreement & Insurance Required ..... 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 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, September 27, 2021 at 6:03 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	<b>Board Supervisor, Chairman (by phone)</b>
Scott Harrison	<b>Board Supervisor, Vice Chairman</b>
Tarlese Allen	<b>Board Supervisor, Assistant Secretary</b>
Rick Reidt	<b>Board Supervisor, Assistant Secretary</b>
Dr. Ronald Blue	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
David Jackson	<b>District Counsel, Persson, Cohen &amp; Mooney</b>
Bryan Schaub	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
Richard Ellis	<b>District Engineer, Dewberry</b>
Cathy Sobrito	<b>Community Coordinator</b>
Paula Means	<b>Representative, LMP</b>
Keith Remson	<b>Representative, Remson Aquatics</b>

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**

There were no audience comments.

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

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Community Coordinator Report**

Ms. Sobrito presented her report to the Board.

On a Motion by Mr. Reidt, seconded by Dr. Blue, with all in favor, the Board of Supervisors approved the proposed agreement for a pool exercise class to be conducted, subject to District Counsel review/updates, to be executed by the Chairman or Vice Chairman, for Covington Park Community Development District.

The Board requested LMP evaluate the pine tree at 7040 Monarch Park and let us know if the tree's health would be compromised if the resident were to trim anything over their property line.

**B. District Engineer**

Mr. Ellis presented his Engineer Report. There were no comments or questions from the Board.

**C. District Counsel**

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

**D. District Manager**

Mr. Nielsen noted that the next meeting will be held on October 25, 2021 at 6:00 p.m.

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

On a Motion by Dr. Blue, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved for UPS to utilize the space identified off Covington Stone for their storage pods this year. District Counsel to review contract prior to execution by the Chairman or Vice Chairman, for Covington Park Community Development District.

The Board requested an updated balance of construction funds after accounting for all Construction Requisitions.

**E. Aquatics Report**

Mr. Remson presented the Aquatics Report.

The Board brought up concerns over Pond 11.

**F. Field Manager Report and Landscape Responses**

Mr. Schaub presented and reviewed the Field Inspection Report and Landscape Responses. There were no comments or questions from the Board.

**1. Consideration of LMP Proposals**

On a Motion by Mr. Reidt, seconded by Ms. Allen, with all in favor, the Board of Supervisors approved LMP proposals #73760 & #73761, for Covington Park Community Development District.

The Board requested and updated schedule of tree trimming, LMP mentioned during the meeting they have a map/schedule for trimming to provide.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Meeting  
held on August 23, 2021**

Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on August 23, 2021 to the Board.

On a Motion by Ms. Allen, seconded by Mr. Harrison, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 23, 2021, for Covington Park Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation &  
Maintenance Expenditures for  
August 2021**

Mr. Nielsen presented the Operation and Maintenance Expenditures for August 2021 to the Board.

On a Motion by Ms. Allen, seconded by Mr. Reidt, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2021, in the amount of \$54,289.75, for Covington Park Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of EGIS Insurance  
Proposal**

Mr. Nielsen presented the EGIS Insurance Proposal to the Board for ratification.

On a Motion by Mr. Reidt seconded by Ms. Allen, with all in favor, the Board of Supervisors approved to add the Guard Shack to the EGIS insurance policy, at a rate of approximately \$650/year, for Covington Park Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Nielsen asked if there were any Supervisor requests.

Dr. Blue requested the Board consider uses for the Guard Shack, review of the renewal addendum languages by District Counsel, and evaluation of Cathy's dual role with another CDD.

Mr. Harrison requested Mike assist in choosing a location and finalizing a process for the playground relocation.

Mr. Reidt requested Pond 1 Hammock be moved, and a plan from Access on Cathy's dual role.

**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 Ms. Allen, seconded by Mr. Reidt, with all in favor, the Board of Supervisors adjourned the meeting at 7:33 p.m. for the Covington Park Community Development District.

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

\_\_\_\_\_  
Chair / Vice Chair



# COVINGTON PARK COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

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

## **September 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:   **\$89,855.31**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Covington Park Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 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.	002927	37919	Security Patrol 08/15/21-08/28/21	\$ 825.00
A Bales Security Agency, Inc.	002941	37934	Security Patrol 08/29/21-09/11/21	\$ 825.00
ABM Building Services, LLC	002953	16477152	Maintenance Agreement 09/21	\$ 367.00
Access Residential Management LLC	002936	CPCDD-2021-9F	Management Fee 09/21	\$ 1,400.00
Access Residential Management LLC	002936	CPCDD-2021-9P	Payroll 09/21	\$ 11,864.07
Apollo Beach Plumbing Inc.	002928	082221	Service Call - 08/21	\$ 360.00
BOCC	20210930-1	3344800000 08/21	6806 Covington Garden Drive 08/21	\$ 182.60
BOCC	20210930-1	4254220000 08/21	6807 Guilford Bridge 08/21	\$ 204.21
BOCC	20210930-1	7254220000 08/21	6515 Carrington Sky 08/21	\$ 29.58
Dewberry Engineers Inc	002937	1926499-G	Engineer Services 01/21	\$ 3,580.00
Dewberry Engineers Inc	002937	1959619	Engineer Services 05/21	\$ 1,167.50
Dewberry Engineers Inc	002929	1998449-01	Engineer Services 08/21	\$ 2,115.00
Dewberry Engineers Inc	002943	2011605-01	Engineer Services 08/21	\$ 1,112.50

## Covington Park Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dog Waste Depot	002921	417615	Dog Waste Roll Bags 06/21	\$ 587.94
Egis Insurance Advisors LLC	002944	14127	General/POL Liability Insurance FY 21/22	\$ 17,663.00
Florida Department of Revenue	002940	Sales Tax 08/21	Sales Tax Payable 08/21	\$ 71.91
Frontier Florida LLC	20210930-2	112515-5 09/21	Fios Internet 09/21	\$ 160.97
Frontier Florida LLC	20210930-2	121515-5 09/21	Fios Internet 09/21	\$ 151.03
Landscape Maintenance Professionals, Inc.	002923	162344	Irrigation Repairs 08/21	\$ 72.50
Landscape Maintenance Professionals, Inc.	002952	162472	Landscape Maintenance 09/21	\$ 12,389.50
Landscape Maintenance Professionals, Inc.	002952	162785	Pest Control 08/21	\$ 400.00
Landscape Maintenance Professionals, Inc.	002952	162817	Irrigation Repairs 09/21	\$ 217.10
Landscape Maintenance Professionals, Inc.	002952	162933	Landscape Maintenance 09/21	\$ 702.00
Lenox Millennial Cleaning, LLC	002930	10194	Clubhouse Cleaning 09/21	\$ 425.00
LLS Tax Solutions Inc.	002945	002401	Arbitrage Rebate Calculation	\$ 500.00
Mobile Helpdesk, Inc. dba MHD Communications	002938	23642	Quarterly Off Site Backup 09/21	\$ 75.00

## Covington Park Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Office Depot Credit Plan	002946	6415 08/21	Clubhouse Office/Janitor Supplies 08/21	\$ 85.64
Persson, Cohen & Mooney, P.A.	002954	1024	Legal Services 03/21 & 04/21	\$ 4,859.32
Redwire, LLC	002947	297924	CCTV Maintenance 08/21	\$ 55.00
Redwire, LLC	002932	302246	CCTV Maintenance 09/21	\$ 55.00
Redwire, LLC	002939	400674	CCTV Maintenance 09/21	\$ 2.33
Redwire, LLC	002939	400675	CCTV Maintenance 09/21	\$ 0.83
Remson Aquatics, LLC	002955	114091	Lake Maintenance 09/21	\$ 2,105.00
Remson Aquatics, LLC	002955	114120	Replace Motor 09/21	\$ 1,560.00
Republic Services # 696	20210930-3	0696-000970503	6806 Covington Garden Dr 08/21	\$ 541.68
Rick L. Reidt	002924	RR 082321	Board of Supervisors 08/23/21	\$ 200.00
Rizzetta & Company, Inc.	002931	INV0000061131	District Management Fees 09/21	\$ 5,650.00
Rizzetta Technology Services, LLC.	002933	INV0000007904	Email/Website Hosting Services 09/21	\$ 190.00
Ronald W Blue	002919	DB082321	Board of Supervisors 08/23/2021	\$ 200.00

## Covington Park Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Scott Harrison	002922	HS082321	Board of Supervisors 08/23/21	\$ 200.00
Sprint	002956	536265800-139	Staff Cell Phones 09/21	\$ 88.40
Stephen J Brown	002920	SB 082321	Board of Supervisors 08/23/21	\$ 200.00
Steve Furman's Sign Wizard	002934	4636	Aluminum Sign 08/21	\$ 191.00
Tarlese Allen	002918	TA082321	Board of Supervisors 08/23/21	\$ 200.00
TECO	20210930-4	211015064275 08/21	7411 Surrey Pines Dr 08/21	\$ 195.32
TECO	20210930-4	211015064382 08/21	7574 Oxford Garden 08/21	\$ 54.99
TECO	20210930-4	311000010158 08/21	Summary Bill 08/21	\$ 4,733.19
Times Publishing Company	002925	0000165819 08/08/21	Legal Advertising 08/21	\$ 1,306.40
U.S. Bank	002948	6239134	Trustee Fee S2015 08/01/21 - 07/31/22	\$ 4,040.63
U.S. Bank	002948	6240048	Trustee Fee S2015 08/01/21- 07/31/22	\$ 3,771.25
Zebra Cleaning Team, Inc.	002926	4571	Motor Repair 08/21	\$ 661.92
Zebra Cleaning Team, Inc.	002935	4572	Pool Acid Wash 08/21	\$ 425.00

## Covington Park Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Zebra Cleaning Team, Inc.	002957	4582	Pool Cleaning 09/21	\$ <u>834.00</u>
<b>Report Total</b>				<b>\$ <u>89,855.31</u></b>