



Rizzetta & Company

# **Country Walk Community Development District**

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**Board of Supervisors' Meeting  
October 8, 2020**

**District Office:  
5844 Old Pasco Road, Suite 100  
Pasco, Florida 33544  
813.994.1001**

## **COUNTRY WALK CDD COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>		Nina Siegel Steve Hyde George O'Connor Luanne Dennis Margo Rae Moulton	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District</b>	<b>Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District</b>	<b>Counsel</b>	Vivek Babbar	Straley Robin & Vericker
<b>District</b>	<b>Engineer</b>	Gerry Fezzuoglio	AECOM technical Services, Inc.

**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) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 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.

**COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE - 5844 OLD PASCO ROAD - SUITE 100 - WESLEY CHAPEL, FL 33544**  
[www.countrywalkcdd.org](http://www.countrywalkcdd.org)

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September 30, 2020

**Board of Supervisors**  
**Country Walk Community**  
**Development District**

**FINAL AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Country Walk Community Development District will be held on **Thursday, October 8, 2020 at 6:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193, and 20-246 issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. Aquatic Services Report**
    1. Review of Aquatic Treatment Report..... Tab 1
  - B. Field Services Report**
    1. September Inspection Report..... Tab 2
  - C. Clubhouse Manager**
    1. Review of Clubhouse Operations Report.....Tab 3
    2. Review of Deputy Report.....Tab 4
  - D. District Engineer**
  - E. District Counsel**
  - F. District Manager**
- 4. BUSINESS ITEMS**
  - A. Discussion of Phase 3 Re-Opening Procedures**
  - B. Consideration of Resolution 2021-01, Authorizing the Award of a Landscape & Irrigation Maintenance Services Agreement to CLM .....** Tab 5
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors Meeting held on August 13, 2020.....** Tab 6
  - B. Consideration of Minutes of Board of Supervisors Meeting held on September 10, 2020.....** Tab 7
  - C. Consideration of Operation and Maintenance Expenditures for August 2020.....**Tab 8
  - D. Discussion of Project Management.....**Tab 9
  - E. Discussion of Board Vacancy Replacement Policy.....** Tab 10

**6. SUPERVISOR REQUESTS**

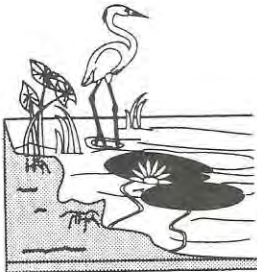
**7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 994-1001.

Very truly yours,

Matthew Huber  
District Manager

## **Tab 1**



# American Ecosystems, Inc.®

Serving Florida Statewide



AQUATIC MANAGEMENT SERVICES

## TREATMENT REPORT

P.O. Box 40517  
St. Petersburg, FL 33743-0517  
Phone (727) 545-4404

CUSTOMER: Country Walk CDD ACCOUNT # \_\_\_\_\_  
BIOLOGIST: Stroos DATE: 9-17-19 TIME: \_\_\_\_\_

SITE	WEEDS TREATED					DAYS RESTRICTED
	ALGAE	GRASSES	UNDERWATER	FLOATING	TERRESTRIAL	
<u>all sites</u>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SITE	OTHER SERVICES PROVIDED						
	BACTERIAL TEST (FECAL COLIFORM)	FISH STOCKING	MECHANICAL WEED REMOVAL	AQUATIC PLANT INSTALLATION	CLARIFICATION	POND DYE	AERATION SYSTEM SERVICING

COMMENTS: Treated all sites for Bladder grasses  
as needed. Treated site #27B for Hydrilla.  
Results may vary due to very saturated areas around  
the ponds.

Customers Signature Email Copy Date 9-17-19

## **Tab 2**



# COUNTRY WALK

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## FIELD INSPECTION REPORT



September 24, 2020  
Rizzetta & Company  
Bryan Schaub - Field Services Manager



Rizzetta & Company  
Professionals in Community Management



# SUMMARY & AMMENITIES CENTER

## General Updates, Recent & Upcoming Maintenance Events

**Continue to work on cleaning up the buffers on both sides of Country Point Blvd.**

**Make sure all the pond banks and easements in the community are being completely mowed and weed whipped per the landscape maintenance map.**

**Rejuvenate cut thin and stick-like Wax Myrtles, property-wide to promote new growth.**

**Grass to be mowed in a more neat and tidy manner. Avoid improperly cut turf, poor edging and missing areas that need weed whipping.**

The following are action items for Greenview 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 longer. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and underlined** are items for the Board's attention.

- 1. Remove all woody or tree weeds in shrubs at Club House Pool area.**
- 2. Prune all dead fronds, fruit, seed pods, dead fronds, and stalks from palms near clubhouse. (Pic 2 >)**
3. Hand pull all large weeds in beds in the Pool Deck.
- 4. On east side of Pool area, incomplete pruning of Oleander to form plant separation and to promote lower growth.**
- 5. Hand pull all palm 'volunteers' in pool deck beds.**
6. Trim back Wax Myrtle and Lilies that are growing through the fencing. Detail all Lilies.
7. Continue treating Viburnum hedge in pool deck area and replace dead Viburnum.
- 8. Prune Crepe Myrtle branches that are drooping into walking areas in the pool deck. (Pic 8 >)**



# POOL DECK, AMENITIES CENTER & COUNTRY POINT

9. Continue treating joint crack weeds in pool deck area, including all beds and drains.

10. On the exit side of Clubhouse, treat or manually remove grassy weeds from Schilling's Holly, near pond. (Pic 10 >)

11. In same area, prune appropriately to create plant separation between Ginger and Indian Hawthorn.

12. By main pool entrance, trim Bougainvillea and there is a broken spray head in a parking island.

13. In front of Club House by second pool entrance, remove vines in Loropetalum.

14. By restroom building in parking area, remove vines from Feijoa hedge. (Pic 14 >)

15. In same area, prune all branches encroaching into parking areas and sidewalks.

16. Near playground equipment in parking lot island, treat bed for weeds. Also through out pool area, poor maintenance- tire damage from mower, missed or rushed mowing, missed weed whipping, poor edging.

17. Remove woody weeds in hedges between pool parking and round about.

18. Trim Oleander hanging over sidewalks behind pool.

19. Remove and replace 2 dead Hollies.

20. Leaving the Pool area parking east on Country Point, remove moss in Magnolias in all the beds in the area treat and/or remove weeds. (Pic 20 >)



21. On east side of bridge on both sides of Country Point, remove fruit, seed pods and stalks from Sabal palms.

22. Prune back Crepe Myrtles hanging over sidewalk by bridge.

23. On east side of bridge at columns on both sides, properly prune the Bougainvilleas.

24. Heading east on Country Point by electric boxes, treat and/or remove weeds in Crepe Myrtles.

25. All along Country Point, treat broadleaf weeds in turf.





# ENTRANCE & COUNTRY POINT BLVD

26. In same area, remove fruit, seed pods, and stalks from Queen Palms.

27. Along Country Point, remove weeds present in most tree rings.



28. West of English Turn Way, in ROW invasive vines and other weeds in beds. Vines are growing up the pine trees and are growing through other plant material. Also, Viburnums need to be trimmed and shaped into even hedges. To include all, natural beds along Country Point Blvd.

29. North of entrance in Meadow Point Blvd ROW remove all stink and bitter melon vines from plant material.

30. In same area, treat and remove all weeds from beds.

31. In same area, remove dead from Crinum Lilies.

32. Along Country Point in both ROWs, vendor to keep grass clippings from being blown onto or left on mulched beds and utility pads and covers.  
(Pic 32 >)

33. Vines on Viburnum hedge by lift station.

34. By Guard House, remove suckers on Oaks.

35. Hand pull large weeds in Guard House bed.

36. Treat and/or remove all weeds in all beds at entrance and along Meadow Point Blvd. including the monument beds.  
(Pic 36 >)

37. In multiple areas along Country Point, there is poor weed whipping, poor/missed mowing, mower tire damage, and missed edging. Rejuvenate cut thin and stick-like Wax Myrtles, property-wide to promote new growth.  
(Pic 37)





# ENTRANCE & COUNTRY POINT

38. Annuals in main entrance are in poor shape.

**39. Along the north entrance pond on Meadow Point Blvd, clean up Wax Myrtle beds and remove vines growing on plant material.**



**40. Edging on sidewalk along Meadow Point Blvd needs to improve.**

**41. Vendor needs to improve weed whipping around stakes and bed lines. (Pic 41)**



**42. Heading west along Country Point, prune back Crinum Lily off of sidewalks. This is near entrance on north ROW.**

**43. Trim Wax Myrtle overhanging lift station.**

**44. Clean up debris from trimming Red Fountain Grasses at Main Monument. (Pic 44)**



**45. Remove suckers from Ligustrum trees.**

**46. Along CPB, remove all fruit, seed pods and stalks from Sabal Palms. Below (Pic 46)**

**47. Vendor to clean pine needles off sidewalk.**

**48. Lift Pines over sidewalks along north ROW for Country Point.**

**49. At Colony Park monument, trim Queen Palm fronds that are blocking the signage.**





# ROUND ABOUT, 5 FARMS AVENUE & ALL-PURPOSE FIELD

50. In all beds near and in main Round About, treat and/or remove all weeds.

51. Continue to clean up bed surrounding lift station at the end of Five Farms Road.

52. On main round about, near Rolling Green Dr, continue cutting back to lower levels the Oleander and Bottle Brush to promote new and lower growth.

53. On north end of same park abutting a home on Pointe O Woods, the natural bed is overgrown. Greenview to cut and remove dead limbs and plants, treat for weeds and trim plant material.

54. In same park, treat for broadleaf weeds in turf.

55. Weed trees in Holly hedge to be removed, near third Pool parking entrance.

56. Annuals at main Round About are in poor shape.

57. In same area, poor mowing and weed whipping. Along natural areas, grasses are not being maintained to proper depth (Pic 57)

58. At the end of Five Farms by pond, suckers on trees to be removed and treat weeds in tree rings.

59. At Picnic Area by Pool, spray Ornamental Grasses for Spider Mites.

60. Mower tire damage from mowing in multiple spots.

61. On the All-Purpose Field, treat grassy weeds as directed. There is minor improvement in the grassy weeds present in Bermuda turf, but not to acceptable levels. (Pic 61a b)





# 5 FARMS, ROLLING GREENE & SOTOGRANDE

62. Continue treating weeds at the end of Five Farms between road and sidewalk. (Pic 62 >)

63. Trim Gold Mound Duranta.

64. Poor general maintenance along Olympic Club. (Pic 64)



65. On 5 Farms at natural area, continue maintaining but do a better job. (Pic 65 >)

66. Poor general maintenance in long park between Rolling Greene and Pointe O Woods. Drains in same park have not been edged and/or weed whipped. (Pic 66 >)



67. Scalped turf along 5 Farms, vendor to monitor and treat appropriately.

68. On Sotogrande along interior retention ponds, vendor missed weed whipping.

69. On Fresh Meadows, vines in Thryallis. (Pic 69 >)

70. At round about on Fresh Meadows, poor maintenance. (Pic 70 >)

71. Poor weed whipping along maintenance area along Waterville and at corner of Waterville and Sotogrande. (Pic 71)





# PHOTOGRAPHS



## **Tab 3**



## **Country Walk Community Development District (CDD)**

Country Walk Clubhouse

30400 Country Point Blvd. • Wesley Chapel, FL • 33543

Phone: 813-991.6102 • Fax: 813-991.6127

### **September 2020 Clubhouse Operations/Maintenance Updates:**

- **Obtained proposal to install 5 new reserved parking space signs for residents to rent on a short term basis not to exceed 5 days.**
- **Replaced circuit board and actuator on one of the handicap lifts at the pool which had each burned out.**
- **Executed proposal to repair tennis two high reach lights which had burned out and had two additional interior clubhouse lights retro fitted for LED to allow them to function once again.**
- **Executed proposal to repair clubhouse roof in area where black mold is protruding through the ceiling.**
- **Installed 170ft. of new fencing to separate the basketball court from the lake just beside it.**
- **Installed stone wall surrounding the flagpole and then added underground boring to allow for electric current to run to/from the pool house. In process of obtaining the permits which will allow us to illuminate the flag during the evenings.**
- **Executed proposal to remove large dead pine tree located on Country Point Blvd. near the community entrance.**
- **Ordered replacement chairs for the tennis courts to replace the existing but very much weather-worn chairs.**
- **Obtained proposal to repaint unisex bathroom at pool bar.**
- **Deputy Summary Report Attached.**

### **Items to Discuss:**

- **Phase III guidelines. How would the Board like to respond to the Governor's most recent declaration?**
- **Still in process of obtaining a permit from the county which will allow us to swap out the old marquee sign for a new one. County is proving exceedingly difficult to work with presently.**
- **Autumn Community Garage Sale. Should we attempt to plan one for late October/early November?**
- **Would the Board be interested in putting down pickleball lines on one of our tennis courts?**

### **Upcoming Events / Program Updates:**

- **Halloween Home Decorating contest to be held in lieu of a traditional Halloween party due to COVID-19 concerns.**

## Tab 4



## **OFF DUTY PATROL LOGS**

**September 2020**

Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** PSO

**Report Sent To:** Country Walk CDD

**Employee Reporting :** Detective W. Schotte

**Date of Work :** 09/02/2020

**Event Number :** 2020446636

**Arrival Time :** 1700

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
No

**Please document a detailed Narrative of events that took place during your detail:**

Patrolled/provided security throughout the community. There was extremely heavy rain throughout the majority of the shift. Vehicle traffic was slow and there was no pedestrian traffic due to these conditions. Clubhouse staff brought some illegal street parking conditions to my attention on Point O Woods Drive and Warwick Hills Dr. I only observed 1 vehicle parked in the street. However, due to the heavy rain, I did not issue a citation or warning as the citation/warning would have been destroyed by the rain. There were no reports or observations of criminal activity.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**  
Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: PascoCountySheriffsOffice@ServiceRequests.us

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Hello Sean Craft ,

You are receiving this notification because you have been identified as the Contact to receive the Activity Report Notification being submitted.

The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Country Walk

**Report Sent To:** Sean Craft

**Employee Reporting :** K9 Detective Leos

**Date of Work :** 09/05/2020

**Event Number :** 2020-450467

**Arrival Time :** 1800

**On arrival did you check in :** yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
0

**Please document a detailed Narrative of events that took place during your detail:**

Upon arrival, I, K9 Detective Leos, arrived at the Clubhouse and made contact with staff member Angela. Angela advised vehicles are parking along the District Property, in front of 4800, 4624, 4610 Pointe O Woods Drive. I was also made aware of a Blue Mercedes Benz bearing Florida tag #757-7QL, parked at the end of a cul de sac, on Warwick Hills Drive. I conducted a directed patrol throughout the entire community, in order to make my presence known. I checked the above locations for said violations during my patrol. I did not observe any vehicles parked on District Property. I checked Warwick Hills and did not observe a blue Mercedes. I then conducted traffic enforcement in the area of English Turn Way and Country Point Blvd.. I maintained on traffic enforcement for approximately 45 minutes. No violations observed. I conducted a second directed patrol through the entire community. I several occasions, I was asked to stop, so they can meet my K9. My partner is a Therapy K9 named Charlie. Interactions with the residents were very uplifting. While engaging with the residents, there main concern was speeding in the community. During my second directed patrol, I did not observe any vehicles parked on the District Property. I did not observe any the

blue Mercedes on Warwick Hills. Vehicle traffic was steady. Nothing suspicious observed.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

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---

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**Employer:** PSO

**Report Sent To:** Country Walk CDD

**Employee Reporting :** Detective W. Schotte

**Date of Work :** 09/08/2020

**Event Number :** 2020457024

**Arrival Time :** 1600

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
written warnings

**Please document a detailed Narrative of events that took place during your detail:**

patrolled/provided security throughout the community. there was very heavy rainfall during the majority of the shift which resulted in minimal pedestrian traffic, and no speeding violations. I addressed a resident on Point O Woods Drive who had her vehicle parked on an open parcel of CDD property. As she was a new resident to the community, I explained to her the CDD/HOA request and parking regulations. The

resident then moved her vehicle and advised she would not park there again. There were no reports or observations of criminal activity and no trespassers at the park/courts/pool.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

Telephone: 727-844-7795

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The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** PSO

**Report Sent To:** Country Walk CDD

**Employee Reporting :** Detective W. Schotte

**Date of Work :** 09/10/2020

**Event Number :** 2020461045

**Arrival Time :** 1800

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
Verbal Warnings

**Please document a detailed Narrative of events that took place during your detail:**

patrolled/provided security throughout the community. traffic stops were conducted for speeding violations. all violators were residents of the community and verbal warnings

were given. numerous no parking placards were placed on vehicles that were parked in the street. no tickets were given due to the rain that would have destroyed them. I assisted with a verbal disturbance on Portmarnock Way which was resolved without incident. There were no trespassers at the clubhouse/park/courts after dark. there were no reports or observations of criminal activity.

Should you have any questions please contact us.

Sincerely

**PCSO Secondary Employment Office**

Pasco County Sheriff Office

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**Employer:** Country Walk

**Report Sent To:** Country Walk

**Employee Reporting :** E. Blicher

**Date of Work :** 09/13/2020

**Event Number :** 2020465824

**Arrival Time :** 1700

**On arrival did you check in :** yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
0

**Please document a detailed Narrative of events that took place during your detail:**

Upon arrival, I made contact with the person in the clubhouse. He advised he did not have any instructions to provide me, but added that parking on Five Farms can be bad. I



patrolled the neighborhood in my unmarked vehicle. I am not radar equipped, but I parked my vehicle as if I was as to deter speeding. I attempted to enforce stop signs, but I did not observe anyone fail to stop. I walked through some of the under construction homes on Five Farms. One of the homes appeared to have a large amount of boxes in plain view in the garage. I thought they might be new appliances, but they were just cabinets. I walked through the homes, and did not observe anything suspicious. (House numbers 30341, 30347) The other homes I was able to see inside from the roadway. There was a Gold/Tan Nissan Altima 4dr, in the clubhouse parking lot, near the playground. The vehicle did not have an attached tag. I ran the VIN number to verify the vehicle, and it did not appear to be registered in Florida. The vehicle did not appear to be stolen. Around the last 30 minutes of my shift, I walked through the playground, and did not see anyone after hours. I check the pool from the gate and it did not appear that anyone was inside. Before I ended my shift, I checked Five Farms, and did not see anyone parked in the street.

Should you have any questions please contact us.

Sincerely

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Pasco County Sheriff Office

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Hello Sean Craft ,

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The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Country Walk

**Report Sent To:** Country Walk

**Employee Reporting :** Shane Hughes

**Date of Work :** 09/16/2020

**Event Number :** 2020471676

**Arrival Time :** 1800

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
0

**Please document a detailed Narrative of events that took place during your detail:**

On arrival I met with clubhouse staff. I was provided a list of concerns within the community. I checked the pool area and the playgrounds and did not observe any suspicious persons. I checked the homes under construction to ensure there was no trespassing. There was a lot of pedestrian traffic of residents walking their dogs. I provided a visible presence on five farms road to deter speeders. I monitored the patrol radio and did not hear any calls for service being dispatched to the community. There were no major incidents during my tour of duty.

Should you have any questions please contact us.

Sincerely

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Pasco County Sheriff Office

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---

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**Employer:** PSO

**Report Sent To:** Country Walk CDD

**Employee Reporting :** Detective W. Schotte

**Date of Work :** 09/22/2020

**Event Number :** 2020482357

**Arrival Time :** 1700

**On arrival did you check in :** Yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
written warnings, verbal warnings

**Please document a detailed Narrative of events that took place during your detail:**

patrolled/provided security throughout the community. clubhouse staff brought some parking issues to my attention which I addressed with homeowners. I issued 2 written warnings and multiple verbal warnings to vehicles that were parked in the street. All verbal warning recipients advised they understood the no street parking and moved their vehicles accordingly. there were no speeding violations observed. there were no suspicious people, vehicles, or activity in the neighborhood. there were no reports or observations of criminal activity. there were no trespassers at the clubhouse, pool, park, or courts after dark.

Should you have any questions please contact us.

Sincerely

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---

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The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Pasco Sheriff's Office

**Report Sent To:** Sean Craft

**Employee Reporting :** David Arias

**Date of Work :** 09-25-20

**Event Number :** 2020487848

**Arrival Time :** 1800

**On arrival did you check in :** Yes

**Number of field interview reports:** None

**Number of parking tickets:** None

**Amount of time running radar:** 60 Minutes

**Were there any other types of violations, such as trespassing, written warnings :**  
None

**Please document a detailed Narrative of events that took place during your detail:**

Conducted patrol throughout the community. No issues noted.

Should you have any questions please contact us.

Sincerely

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The following are the responses reported by the employee noted having worked your service request on the date noted.

**Employer:** Country Walk

**Report Sent To:** Sean Craft

**Employee Reporting :** Detective Leos

**Date of Work :** 09/28/2020

**Event Number :** 2020-492796

**Arrival Time :** 1700

**On arrival did you check in :** yes

**Number of field interview reports:** 0

**Number of parking tickets:** 0

**Amount of time running radar:** 0

**Were there any other types of violations, such as trespassing, written warnings :**  
0

**Please document a detailed Narrative of events that took place during your detail:**

On 09/28/2020, I, Detective Leos, arrived at the Clubhouse, located at 30400 Country Point Blvd.. I made contact with Clubhouse employee, Angela, who provided me with a few issues that needed to be addressed. I then conducted a directed patrol, throughout the entire community, in order to make my presence known. One of the issues that was brought to my attention was vehicles parked on District property, along Pointe O Woods Drive. I checked the area and did not locate any vehicles parked on listed property. I was made aware of unlawful speed along Five Farms. I checked the area and did not observe any traffic infractions. I conducted traffic control at the intersection of English Turn Way and Country Point Blvd. My focus was on unlawful speed. I maintained stationary post for about 45 minutes and did not observe any traffic infractions. I conducted a secondary community directed patrol. I checked the Pointe O Woods area for parking on District property. No vehicles were observed. I checked all ponds for trespassing and did not observe any violations. Nothing suspicious was observed at the Clubhouse/playground area.

Should you have any questions please contact us.

Sincerely

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Pasco County Sheriff Office

Telephone: 727-844-7795

E-mail: [PascoCountySheriffsOffice@ServiceRequests.us](mailto:PascoCountySheriffsOffice@ServiceRequests.us)

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## **Tab 5**

## **RESOLUTION 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS OF FACT WITH RESPECT TO ITS CURRENT VENDOR FOR LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES AND ITS RECENT 2020 RFP; AUTHORIZING THE AWARD OF A LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES AGREEMENT TO THE SECOND RANKED PROPOSER FROM ITS RECENT 2020 RFP; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Country Walk Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, earlier in Fiscal Year 2019-2020 the District issued a request for proposals for landscape and irrigation maintenance services (the “**2020 RFP**”);

**WHEREAS**, on February 13, 2020 the Board of Supervisors of the District (the “**Board**”) ranked proposers who submitted proposals in response to the 2020 RFP and such ranking sheet is on file with the District Manager;

**WHEREAS**, the Board awarded the landscape and irrigation maintenance services to the top ranked proposer;

**WHEREAS**, the District recently sent the top ranked proposer a termination notice, whose last day of service will be October 31, 2020, and therefore the District will need a contractor for landscape and irrigation maintenance services;

**WHEREAS**, the District is satisfied with the scope of services, maintenance map, and other specifications and information that was included in the 2020 RFP and does not desire to make any changes;

**WHEREAS**, since it has been less than a year since the 2020 RFP was issued the Board reasonably believes that there would not be any material changes in pricing;

**WHEREAS**, the top 4 ranked proposers all had pricing under the \$195,000 threshold for required competitive solicitation for maintenance services pursuant to Section 190.033(3), Florida Statutes;

**WHEREAS**, the District had no bid protests with respect to any aspects of the 2020 RFP, including the ranking of proposers;

**WHEREAS**, due to social distancing requirements and other best practices to deal with the Covid-19 public health pandemic it would not be practical to conduct walk throughs with proposers and therefore that would jeopardize the District’s ability to ensure a responsive bid process;

**WHEREAS**, the Board desires to award the landscape and irrigation maintenance services to the next highest ranked proposer from the 2020 RFP provided that they are willing to into an agreement with the District;

**WHEREAS**, Capital Land Management Corporation, a Florida corporation (“**CLM**”) was the second ranked proposer from the 2020 RFP and is willing to enter into an agreement with the District pursuant to the same specifications in the 2020 RFP and honor their pricing in their proposal for the 2020 RFP.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Incorporation of Recitals.** The above recitals are true and correct and by this reference are incorporated as a material part of this Resolution as findings of fact by the Board.
2. **Authorizing the Award of an Agreement to CLM.** The Board hereby authorizes the award of a landscape and irrigation maintenance services agreement to CLM, to be effective as of November 1, 2020, in accordance with the specifications of the 2020 RFP and at the pricing of CLM’s proposal in response to the 2020 RFP.
3. **Effective Date.** This Resolution shall become effective upon its passage.

**Passed and Adopted on October 8, 2020**

**Attest:**

**Country Walk  
Community Development District**

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Matthew Huber  
Assistant Secretary

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Nina Seigel  
Chair of the Board of Supervisors

## **Tab 6**

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**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.

**COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Country Walk Community Development District was held on **Thursday, August 13, 2020 at 6:09 p.m.** conducted by telephonic or video conferencing communications media technology pursuant to Governor DeSantis Executive Orders 20-179 (as extended by Executive Order 20-193) and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Nina Siegel	<b>Board Supervisor, Chairman</b>
Steve Hyde	<b>Board Supervisor, Vice Chairman</b>
George O'Connor	<b>Board Supervisor, Assistant Secretary</b>
Margo Rae Moulton	<b>Board Supervisor, Assistant Secretary</b>
Luanne Dennis	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Gerry Fezzuoglio	<b>District Engineer, AECOM</b>
Sean Craft	<b>Clubhouse Manager</b>
Vivek Babbar	<b>District Counsel, Straley &amp; Robin</b>
Bryan Schaub	<b>Field Services, Rizzetta &amp; Company, Inc.</b>
Daniel Straus	<b>American EcoSystems Inc.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the meeting to order, performed roll call and confirmed a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Several audience members attended, a discussion ensued regarding the CDD's lawn care and the overgrown bushes near the Clubhouse.

**THIRD ORDER OF BUSINESS**

**Discussion Regarding Hot Air Balloon Concerns**

A brief discussion ensued regarding hot air balloons with each Board member expressing their thoughts, ultimately deciding that American Balloon Rides are not allowed to have their hot

hair balloons land on Country Walk property at any time.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adopting Fiscal Year  
2020/2021 Budget**

Mr. Huber asked the Board for a Motion to Open the Public Hearing on Adopting Fiscal Year 2020/2021 Budget.

On a Motion by Ms. Siegel, seconded by Mr. O'Connor, with all in favor, the Board of Supervisors Opened the Public Hearing on Adopting Fiscal Year 2020/2021 Budget, for Country Walk Community Development District.

There were no public comments at this time.

On a Motion by Mr. Hyde, seconded by Ms. Dennis, with all in favor, the Board of Supervisors Closed the Public Hearing on Adopting Fiscal Year 2020/2021 Budget, for Country Walk Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05, Adopting  
Fiscal Year 2020/2021 Budget**

Mr. Huber presented Resolution 2020-05, Adopting Fiscal Year 2020/2021 Budget to the Board of Supervisors.

On a Motion by Ms. Moulton, seconded by Mr. Hyde, with all in favor, the Board of Supervisors adopted Resolution 2020-05, Adopting Fiscal Year 2020/2021 Budget, for Country Walk Community Development District.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Adopting Levy of  
Assessments for Fiscal Year 2020/2021**

Mr. Huber asked the Board for a Motion to Open the Public Hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021.

On a Motion by Ms. Moulton, seconded by Mr. O'Connor, with all in favor, the Board of Supervisors Opened the Public Hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021, for Country Walk Community Development District.

There were no public comments at this time.



On a Motion by Ms. Dennis, seconded by Ms. Moulton, with all in favor, the Board of Supervisors Closed the Public Hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021, for Country Walk Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-06, Adopting  
Levy of Assessment for Fiscal Year 2020/2021**

Mr. Huber presented Resolution 2020-06, Adopting Levy of Assessments for Fiscal Year 2020/2021 to the Board of Supervisors.

On a Motion by Mr. O'Connor, seconded by Mr. Hyde, with all in favor, the Board of Supervisors adopted Resolution 2020-06, Adopting Levy of Assessment for Fiscal Year 2020/2021, for Country Walk Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-07, Adopting  
the Fiscal Year 2020/2021 Meeting Schedule**

Mr. Huber presented Resolution 2020-07, Adopting Fiscal Year 2020/2021 Meeting Schedule to the Board of Supervisors. The Board requested that the time of the October 8<sup>th</sup> meeting be changed from 9:30 AM to 6:00 PM and would also like to move the January 7<sup>th</sup> meeting to January 14<sup>th</sup>. The Board adopted the Meeting Schedule resolution as amended.

On a Motion by Ms. Dennis, seconded by Ms. Moulton, with all in favor, the Board of Supervisors adopted Resolution 2020-07, Adopting Fiscal Year 2020/2021 Meeting Schedule, as amended, for Country Walk Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration Resolution 2020-01, Adopting a  
Sidewalk Maintenance Policy**

Mr. Fezzuoglio reviewed the sidewalk map and answered the Boards questions.

On a Motion by Mr. Hyde, seconded by Ms. Dennis, with all in favor, the Board of Supervisors adopted Resolution 2020-01, Adopting a Sidewalk Maintenance Policy for Country Walk Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Poly Lift USA Sidewalk  
Proposal**

Mr. Huber presented the Poly Lift Proposal for \$8,660.00 and stated that this proposal does not cover sidewalks that are cracked or damaged during this process.

On a Motion by Ms. Siegel, seconded by Ms. Moulton, with all in favor, the Board of Supervisors approved the Poly Lift USA Sidewalk Proposal in the amount of \$8,660.00 for Country Walk Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Flagpole Repair Proposals**

Mr. Craft presented three proposals for the flagpole repairs project. The Board of Supervisors approved all proposals that were presented. Romaner Graphics for \$10,370.00, Stellar Electrical Services for \$3,494.09 and Carl Hawkins for \$1,416.50 totaling \$15,280.59.

Ms. Siegel will be the liaison for this project and would like to determine the placement of the pole.

On a Motion by Mr. O'Connor, seconded by Mr. Hyde, with all in favor, the Board of Supervisors approved the following proposals for the Flagpole Repairs, Romaner Graphics for \$10,370.00, Stellar Electrical Services for \$3,494.09 and Carl Hawkins for \$1,416.50 totaling \$15,280.59, for Country Walk Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Greenview Amenity Bridge Proposal**

The Board decided to table this proposal to the September 10<sup>th</sup> meeting and get bids from other companies in the meantime.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**1. Review of Aquatic Treatment Report**

Daniel gave an update on status of ponds and asked about the front entrance pond to the left as you enter. Ms. Dennis asked what the cost is per linear ft. Daniel explained that he uses acreage not linear ft.

**2. Update on Community Marquee Sign**

The BOS requested that Sean get a copy of the sign permit from the installer and asked Gerry to a site plan.

**B. Landscape Inspection Report**

**1. July Inspection Report**

Bryan gave his update and the BOS gave their thoughts on the landscaping. Mr. Huber is to give a 30-day notice to the landscaping company letting them know that the BOS is not happy with their services.

**C. Clubhouse Manager**

**1. Review of Current Amenity COVID-19 Rules**

A brief discussion ensued regarding the Current Amenity Rules and the Re-Opening of the Playground. The BOS agreed to re-open the playground.

On a Motion by Ms. Dennis, seconded by Ms. Moulton, with all in favor, the Board of Supervisors approved the re-opening of the playground for Country Walk Community Development District.

**D. District Counsel**

No report at this time.

**E. District Manager**

Mr. Huber announced that the next regular meeting will be held on September 10, 2020 at 6:00 p.m. for final budget.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Minutes of Supervisors Meeting held on July 9, 2020**

On a Motion by Ms. Siegel, seconded by Ms. Dennis, with all in favor, the Board of Supervisors approved the Minutes of Supervisors Meeting held on July 9, 2020, as amended, for Country Walk Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for June 2020**

On a Motion by Ms. Moulton, seconded by Mr. Hyde, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for June 2020 (\$88,273.56) for Country Walk Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisors Request**

Ms. Dennis voiced her concerns regarding the holiday light and if they get vandalized, would the cost be covered under the original proposal/contract?

Ms. Siegel mentioned that no signs can be posted by the round-about that talk about the CDD.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

**COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT**  
**August 13, 2020 Minutes of Meeting**  
**Page 6**

188  
189       Mr. Huber stated that if there were no further business items to come before the Board, then  
190 a motion to adjourn was in order.  
191

192  
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194  
195 On a Motion by Ms. Moulton, seconded by Ms. Dennis, with all in favor the Board of Supervisors  
adjourned the meeting at 9:23 p.m. for Country Walk Community Development District.

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

\_\_\_\_\_  
Chairman/Vice Chairman

DRAFT

## **Tab 7**



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**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.

**COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Country Walk Community Development District was held on **Thursday, September 10, 2020 at 6:00 p.m.** conducted by telephonic or video conferencing communications media technology pursuant to Governor DeSantis Executive Orders 20-179 (as extended by Executive Order 20-193) and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Nina Siegel	<b>Board Supervisor, Chairman</b>
Steve Hyde	<b>Board Supervisor, Vice Chairman</b>
George O'Connor	<b>Board Supervisor, Assistant Secretary</b>
Margo Rae Moulton	<b>Board Supervisor, Assistant Secretary</b>
Luanne Dennis	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Aimee Brandon	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Gerry Fezzuoglio	<b>District Engineer, AECOM</b>
Sean Craft	<b>Clubhouse Manager</b>
Vivek Babbar	<b>District Counsel, Straley &amp; Robin</b>
Greg Gruhl	<b>Field Services, Rizzetta &amp; Company, Inc.</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the meeting to order, performed roll call and confirmed a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board entertained several audience comments regarding the policies and use of the multi-purpose field.

**THIRD ORDER OF BUSINESS**

**Consideration of Pond Cut Back Proposals**

Ms. Dennis reviewed the Pond Cut Back Proposals for the Board. A lengthy discussion ensued regarding the specifics of each proposal. The Board set a motion to approve the Steadfast proposal not to exceed \$27,000.

On a Motion by Ms. Siegel, seconded by Mr. Hyde, with all in favor, the Board of Supervisors approve the Steadfast Proposal, not to exceed \$27,000.00, for Country Walk Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Vilo Fence Agreement**

Mr. Huber presented the Vilo Fence Agreement for the Boards review and ratification.

On a Motion by Mr. O'Connor, seconded by Ms. Dennis, with all in favor, the Board of Supervisors ratified the Vilo Fence Agreement in the amount of \$5,100.00, for Country Walk Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Sidewalk  
around the Pavilion**

A brief discussion ensued regarding the placement of the sidewalk and the possibility of getting estimates from other vendors. The Board decided to table this item until the next Board meeting that is being held on October 8, 2020 at 6:00 p.m.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Engineer**

**1. Review of Aquatic Treatment Report**

Mr. Fezzuoglio gave the Board an update on the sidewalk lift repairs and informed them that two thirds of the lifts have been done and that it would take about 3 more days to complete the repairs.

**B. Landscape Inspection Report**

**1. August Inspection Report**

1. Brian presented the August Inspection Report to the Board. A lengthy discussion ensued between the Board, Rizzetta Staff and Counsel regarding Greenview Landscaping and their poor landscape maintenance. A motion was set to provide the required 30 day termination notice to Greenview, effective October 31, 2020, contingent upon Capital Land Management honoring their original proposal price for Country Walk Community Development District and in the event the proposal price was not honored then staff will send a 30 day warning notice to Greenview.

On a Motion by Ms. Seigel, seconded by Ms. Dennis, with all in favor, the Board of Supervisors approve the issuing of a 30 day termination notice to Greenview, effective October 31, 2020, contingent upon Capital Land Management honoring their original proposal price for Country Walk Community Development District and in the event the proposal price was not honored then staff will send a 30 day warning notice to Greenview.

**C. Clubhouse Manager**

Mr. Craft presented his reports to the Board. He mentioned that there are mold spots on some of the shingles in the lobby of the clubhouse. He presented a proposal from Shingle Masters in the amount of \$2,480.00. The Board put forth a motion to approve this proposal for shingle repair.

On a Motion by Mr. O' Connor, seconded by Mr. Hyde, with all in favor, the Board of Supervisors approved the Shingle Master Proposal in the amount of \$2,480.00 for Country Walk Community Development District.

**D. District Counsel**

No report at this time.

**E. District Manager**

Mr. Huber announced that the next regular meeting will be held on October 8, 2020 at 6:00 p.m.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of Supervisors Meeting held on August 13, 2020**

The meeting minutes from the BOS meeting held on August 13, 2020 were tabled until the next BOS meeting that will be held on October 8, 2020 at 6:00 p.m.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Operations and Maintenance Expenditures for July 2020**

On a Motion by Ms. Moulton, seconded by Mr. Hyde, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for July 2020 (\$83,449.10) for Country Walk Community Development District.

**NINTH ORDER OF BUSINESS**

**Supervisors Request**

Ms. Dennis asked Mr. Huber if he will send a notice to the bidders for the Cutback Proposals. Mr. Huber informed her that he would send an email thanking them for their bids.

Mr. Hyde questioned the amount of speeding tickets that have been coming in and asked if there is a possibility of the Sheriff's monitoring different areas other than just Country Pointe Blvd. Mr. Huber asked Mr. Craft to give direction to the Sheriff department to monitor different areas.

Mr. O'Connor would like to have a discussion regarding Project Management and Board Vacancy process/procedures on the next BOS meeting.

**TENTH ORDER OF BUSINESS   Adjournment**

Mr. Huber stated that if there were no further business items to come before the Board, then a motion to adjourn was in order.

On a Motion by Ms. Moulton, seconded by Ms. Dennis, with all in favor the Board of Supervisors adjourned the meeting at 8:17 p.m. for Country Walk Community Development District.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## **Tab 8**

# COUNTRY WALK COMMUNITY DEVELOPMENT DISTRICT

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

## **Operation and Maintenance Expenditures August 2020 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:   **\$60,377.96**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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



## Country Walk Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADT Commercial	007730	135247118	Monitoring Services 08/20	\$ 155.22
ADT Security Services	007740	27391	Service Call 07/20	\$ 205.00
ADT Security Services	007740	27404	Access Cards 07/20	\$ 249.50
American Ecosystems, Inc.	007754	2008084	Water Management Treatment 08/20	\$ 1,888.00
Aquarius Water Refining, Inc.	007739	161372	Commercial Triplex Aris System Rental 08/20	\$ 395.00
Clean Sweep Supply Co., Inc.	007756	00210139	Janitorial Supplies 08/20	\$ 53.86
Country Walk CDD	CD372	DC Replenishment	DC Replenishment	\$ 253.16
FITREV	007741	21312	Fitness Equipment Cleaner 08/20	\$ 426.53
Florida Dept of Revenue	007742	61-8015817296-8 07/20	Sales & Use Tax 07/20	\$ 9.48
George O'Connor	007750	GO081320	Board of Supervisor Meeting 08/13/20	\$ 200.00
Giella Designs, LLC	007757	07172020	50% Deposit for Holiday Lighting 2020 Season	\$ 7,500.00
Greenview Landscaping Inc.	007731	7CWFBST20	Fertilized Ornamentals & Palm Trees 07/20	\$ 900.00

## Country Walk Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Greenview Landscaping Inc.	007747	8CW4136T20	Removed Fallen Pine Tree 08/20	\$ 200.00
Greenview Landscaping Inc.	007758	8CWALK20	Grounds Maintenance 08/20	\$ 13,000.00
Greenview Landscaping Inc.	007758	8CWFER20	Fertilized Sport Field 08/20	\$ 900.00
Jerry Richardson	007761	1397	Wildlife Removal Service 08/20	\$ 1,300.00
Luanne Dennis	007746	LD081320	Board of Supervisor Meeting 08/13/20	\$ 200.00
Margo Rae Moulton	007749	MM081320	Board of Supervisor Meeting 08/13/20	\$ 200.00
Nina J Siegel	007752	NS081320	Board of Supervisor Meeting 08/13/20	\$ 200.00
Pasco County Utilities Services Branch	007732	13728286	#0489145 - 30400 Country Point Blvd 07/20	\$ 1,076.60
Pasco Sheriff's Office	007733	I-6/2/2020-04709	Off Duty Detail 07/20	\$ 1,932.00
Poop 911 Tampa	007743	3547368	Weekly Dog Park Waste Removal 07/20	\$ 232.70
Rizzetta & Company, Inc.	007734	INV0000051792	District Management Fees 08/20	\$ 6,380.41
Rizzetta Amenity Services, Inc.	007751	INV00000000007778	Amenity Management Services 08/20	\$ 8,789.91

## Country Walk Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	007759	INV00000000007841	Auto Mileage & Travel 07/20	\$ 60.71
Rizzetta Technology Services	007735	INV0000006121	Email & Website Hosting Services 08/20	\$ 175.00
Security Lock Systems of Tampa, Inc	007760	1473	Maintenance/Monitoring 08/20	\$ 324.21
Spectrum Business	007755	0034122118-01 08/20	30400 Country Point Blvd TV - 08/20	\$ 7.99
Spectrum Business	007755	048209801081320	30400 Country Point Blvd TV - 08/20	\$ 331.51
Stephen Hyde	007748	SH081320	Board of Supervisor Meeting 08/13/20	\$ 200.00
Suncoast Pool Service	007762	6455	Monthly Pool Maintenance 08/20	\$ 900.00
The Pampering Plumber	007745	12679-75814	Plumbing Repairs - Toilet Running 07/20	\$ 135.30
Times Publishing Company	007736	0000088597 07/22/20	Account 113773 Legal Advertising 07/20	\$ 536.00
Times Publishing Company	007744	0000088598 07/29/20	Account 113773 Legal Advertising 07/20	\$ 133.60
United Building Maintenance, Inc.	007737	327	Cleaning Services 08/20	\$ 600.00
Vilo Fence LLC	007753	4562	Deposit 40% of balance due 08/20	\$ 2,040.00

## Country Walk Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Management Inc. of Florida	007738	0551880-1568-3	Waste Disposal Services 07/20	\$ 57.00
Withlacoochee River Electric Cooperative, Inc	007763	10270434 07/20	10270434 Summary Billing 07/20	<u>\$ 8,229.27</u>
<b>Report Total</b>				<b><u>\$ 60,377.96</u></b>

## **Tab 9**

# Project Management Discussion

Over the last few months, Matt and I have had some discussions back and forth regarding Project Management. We have had what I feel are unnecessary delays in some of our projects – to name a few recently, Gym Certificate of Occupancy, Entrance Sign permitting delays.

Delays like this besides taking longer to complete, sometimes cost the district additional money due to needing additional engineering or attorney costs and I'd like to suggest a process that will help keep these projects on track so to speak and get them completed more efficiently.

I asked Matt for suggestions as to how other Districts handle this. Matt provided forms that some of the other district are using. To me they looked more like they would be good for the "junior engineer/manager" to use.

I'm suggesting more along the line of let's say we have a project like ....

## Pool Resurface

1. Assign to Junior engineer/mgr to get estimates.
2. Board member is appointed as a liaison.
3. Junior Mgr. reviews timeline and confirms the steps are included in the estimate to complete the project and communicates directly with assigned board member.
4. Maybe then Gerry steps in for a review.... Makes recommendation to board if needed.
5. Junior Mgr. follows steps of the project and keeps on track.... reporting to the board liaison any delays or issues while working also with the contractor doing the work.

## TO DO:

- Right now we don't have a process in place for projects similar to this, have experienced delays, frustration and additional cost to get a project completed. As we continue working on solutions, as a group... we should be able to find something that works for us.....
- Maybe bring Gerry into conversation and whether they even have a "junior" person for this type of need.
- We'll need a bit more discussion I guess and make adjustments as we go.

## **Tab 10**



# Discussion on adopting Board Vacancy Appointment Process

## Purpose:

To define, create and adopt a process that will be transparent, clear and efficient for this and future boards. Along with this suggested timeline, I've provided a document that another district has in place and inserted Country Walk where applicable and ask that we consider this for adoption.

In this case, a board member (Steve) is resigning effective NOV 13 – the day after the November 12 board meeting. Steve has given 2 months' notice to the board. No action has been taken for 30 days as we do not have a written process in place.

Adopting this process will provide the district a timeline for a smooth transition in appointing a replacement for this and future boards.

## Suggested prospective timeline for the present case:

- Sept 10 – Steve gives notice of NOV 13 resignation to the board.
- Establish a deadline of 5pm OCT 30 for submission of resume / notice of interest.
- OCT 12 – Post on website
- OCT 12 – 1<sup>st</sup> Notice - e mail blast explaining the process seeking interested applicants
- OCT 19 - 2<sup>nd</sup> Notice - e mail blast explaining the process seeking interested applicants
- OCT 26 – 3<sup>rd</sup> Notice - e mail blast explaining the process seeking interested applicants
- NOV 2 – Matt forwards resumes to board – board has time to review
- NOV 12 – Board meeting – Accept Steve's resignation then discussion on agenda / interview/hopefully a motion and vote and hopefully new member will be appointed and sworn in.

## **PROPOSED** RULE RELATING TO BOARD MEMBER VACANCY APPOINTMENTS

**SECTION 1. INTRODUCTION.** Section 190.006, Florida Statutes, provides that if, during the term of office of a Board Supervisor, a vacancy occurs, the remaining members of the Board shall fill the vacancy by an appointment for the remainder of the unexpired term. This Rule Relating to Board Member Vacancy Appointments (the “Rule”) provides a formal procedure for the Board of Supervisors (the “Board”) of **Country Walk** Community Development District (the “District”) to fill a vacancy on the Board.

### **SECTION 2. DEFINITIONS.**

**A. Applicant.** Per Florida law, a person, age 18 or over, that is a resident of the State of Florida, of the District, and registered to vote in **Pasco County** that desires to be appointed to the Vacant Seat (hereafter defined) and who submits his or her qualifications to the District during the specified time period for the purpose of being appointed to a Vacant Seat.

**B. Vacant Seat.** An open seat on the Board, the availability of which results from a Board member who previously held the seat resigning or otherwise vacating such seat, with the term for the seat having commenced but not yet expired.

**C. Vacant Seat Appointment Meeting.** The first scheduled Board meeting that occurs after the completion of a twenty-one (21) day publication and notice period that announces the Vacant Seat.

**SECTION 3. NOTICE OF VACANT SEAT.** Upon the occurrence of a Vacant Seat, the District shall, within one week, publish notice of the Vacant Seat (the “Notice”). The Notice shall be published on the District’s website, in a minimum of two e-mail blasts, preferably three, at least one week apart on the District’s social media site(s), and posted in the District’s facilities at locations where information is typically posted. The Notice shall contain a minimum of the following information: a general announcement regarding the Vacant Seat, including the term remaining for the Vacant Seat; the minimum legal qualifications of an Applicant (18 or over, a resident of the State of Florida, of the District, and registered to vote in **Pasco County**); that the qualifications shall be submitted to the District Manager via electronic mail and hard copy, with the District Manager’s e-mail, mailing and contact information, and the due date of such qualifications, which due date shall be by 5:00 p.m. on the twenty-first day following the date of publication on the website and in the e-mail blast, whichever is later; that interested Applicants should submit a resume and letter of interest; the time and date of the Vacant Seat Appointment Meeting and encouraging Applicants to attend such Vacant Seat Appointment Meeting for purposes of presenting their qualifications; and that the Board is expected to appoint at the Vacant Seat Appointment Meeting.

**SECTION 4. VACANT SEAT APPOINTMENT MEETING.** At the Vacant Seat Appointment Meeting, there shall be included an agenda item for consideration of appointment to fill the Vacant Seat. The Board shall first accept the resignation of the vacating Supervisor and declare the seat vacant pursuant to Florida law, which may occur at the Vacant Seat Appointment Meeting. At the Vacant Seat Appointment Meeting, the Board shall review each Applicant’s resume, if any, and view each Applicant’s presentation regarding qualifications, if any, for the purpose of evaluating the qualifications of each Applicant. Following the evaluation of each Applicant by the Board and during the Vacant Seat Appointment Meeting, the Board shall appoint an Applicant or another individual who is not an Applicant, as set forth in Section 7, to the Vacant Seat. Any appointment must be consistent with Florida law.

**SECTION 5. TERM.** Pursuant to Section 190.006(4), Florida Statutes, the term on the Board for the Applicant or individual who is appointed to the Vacant Seat at the Vacant Seat Appointment Meeting

shall be for the remainder of the unexpired term of the previous Board member who held the Vacant Seat prior to the appointment of the Applicant or individual to the Vacant Seat.

**SECTION 6. INTERPRETATION.** Nothing herein shall be interpreted or construed as limiting the Board's ability to make an appointment to the Vacant Seat pursuant to Florida law. Furthermore, the Rule shall be interpreted broadly so as to ensure compliance with the requirements of Chapter 190, Florida Statutes.

**SECTION 7. LACK OF APPLICANTS.** A lack of Applicants shall not interfere with or impair the Board's ability to make an appointment to the Vacant Seat. In the event that the Board receives one or few Applicants, or if the Board, in its sole and absolute discretion, determines it is in the District's best interest to do so, the Board may appoint an individual who is not an Applicant to the Vacant Seat.

**SECTION 8. TIE VOTE BY BOARD.** In the event of a tie vote by the Board to appoint an Applicant, the Board may elect to do one or more of the following: (1) defer appointment to later in the Vacant Seat Appointment Meeting and take a re-vote, (2) continue the Vacant Seat Appointment Meeting for not to exceed two weeks to allow for further review of the Board of the Applicants, or (3) defer consideration until the next regularly scheduled Board meeting. However, in no event should the Board exceed ninety (90) days from declaring the seat vacant to make an appointment to the Vacant Seat.