

## Board of Supervisors' Meeting October 6, 2020

District Office: 5844 Old Pasco Road, Suite 100 Wesley Chapel, FL 33544 813-994-1001

www.thegrovescdd.org

## THE GROVES COMMUNITY DEVELOPMENT DISTRICT

The Groves Civic Center, 7924 Melogold Circle, Land O' Lakes, FL 34637

Board of Supervisors Bill Boutin Chairman

Richard Loar Vice Chairman
Jimmy Allison Assistant Secretary

James Nearey Assistant Secretary
Christina Cunningham Assistant Secretary

**District Manager** Matthew Huber Rizzetta & Company, Inc.

**District Counsel** John Vericker Straley Robin & Vericker

**District Engineer** Katie Vander Meade Landmark Engineering &

Surveying Corp.

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)

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.

## THE GROVES COMMUNITY DEVELOPMENT DISTRICT DISTRICT OFFICE 5844 OLD PASCO RD SUITE 100 WESLEY CHAPEL, FL 33544

WWW.THEGROVESCDD.ORG

September 28, 2020

Board of Supervisors The Groves Community Development District

#### Dear Board Members:

The regular meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday**, **October 6**, **2020 at 10:00 a.m.** to be held by communication media technology pursuant to Governor DeSantis' Executive Orders or in person at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 34637. The following is the agenda for this meeting.

1. 2. 3.	CALL TO ORDER/ROLL CALL AUDIENCE COMMENTS BUSINESS ITEMS
	A. Update on Restaurant Vendor Negotiations
	Discussion Regarding Pool Hours Request – Revisit from the Last Meeting
	C. Discussion Regarding Opening the Exercise Room
	D. Consideration of Qualifications Received for District
	Engineering ServicesTab 1
4.	STAFF REPORTS
	A. District Counsel
	Consideration of Settlement Release FormTab 2
	B. District Engineer
	Update Regarding Micro-Surfacing of the Roads
	C. Presentation of Aquatics Report Tab 3
	D. Clubhouse Manager
	Review of Monthly ReportTab 4
	E. District Manager
5.	BUSINESS ADMINISTRATION
	A. Consideration of Minutes of the Board of Supervisors'
	Meeting held on September 1, 2020Tab 5
	B. Consideration of Operation & Maintenance Expenditures for
	August 2020Tab 6

#### 6. SUPERVISOR REQUESTS

#### 7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely, Matthew Huber District Manager

## Tab 1

#### MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

#### THE GROVES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of The Groves Community Development District was held on Tuesday, September 1, 2020 at 10:00 a.m., to be conducted by means of communications media technology pursuant to Executive Orders 20-179 as Extended by Executive Order 20-193.

Present via teleconference and constituting a quorum:

Bill Boutin	Board Supervisor, Chairman
Richard Loar	<b>Board Supervisor, Vice Chairman</b>
Jimmy Allison	<b>Board Supervisor, Assistant Secretary</b>
Christina Cunningham	<b>Board Supervisor, Assistant Secretary</b>
James Nearey	<b>Board Supervisor, Assistant Secretary</b>

Also present via teleconference were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Aimee Brandon	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley, Robin & Vericker
Katie Vander Meade	District Engineer, Landmark Engineering
Mark Bufano	Operations Manager
Todd Buckles	Representative, Fahrner Asphalt Sealers, LLC
Jake Stockwell	Representative, Fahrner Asphalt Sealers, LLC
Kris Shane	Representative, Asphalt Paving Systems, Inc.

**Present** Audience:

#### FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and performed roll call, confirming that a quorum was present.

#### SECOND ORDER OF BUSINESS **Audience Comments**

Mr. Huber asked if there were any audience comments. No audience comments were put forth at this time.

50	THIRD ORDER OF BUSINESS	Update	on	Restauran	t Ve	ndor
51		Negotiati	ons			
52						
53	Mr. Boutin gave the Board an update					
54	stated that the concession agreement sent t	o BayScape	e and	their attorney	y for re	view.
55	They in turn sent some questions back.					
56						
57	Mr. Boutin stated that three items were	needed for	BOS	approval:		
58	4 5					
59	District to pay for the water for the state of the s			•		
60	2. Issue over the cooler box in the cooler box i				+ years	ola.
61	District to get a maintenance co				.la.	
62	<ol><li>BayScape will be responsible for</li></ol>	or all other ite	ems ex	cept the coo	oier	
63	Ma Cunningham disquaged the as	rd room o	lubroo	m and war	مالا اللام	tho
64	Ms. Cunningham discussed the ca		lubroo	m, and woo	uid iike	une
65 66	inventory sent to Mr. Bufano for use with the	contract.				
67	A discussion ensued regarding coolers	and two sn	Actrum	hoves		
68	A discussion ensued regarding coolers	s and two sp	Collan	i boxes.		
00						
	On a Motion by Mr. Boutin, seconded by M	/Ir. Loar, foll	owed	by a vote of	all in fa	avor,
	the Board of Supervisors approved the th	ree options	listed	above for	The Gr	oves
	Community Development District.					
69						
	On a Motion by Mr. Loar, seconded by Mr.	Boutin foll	owed	by a vote of	all in f	avor
	the Board of Supervisors approved addition			•		
	as needed (exceeds original \$2,500.00 a					
	Groves Community Development District.	pprovou at	110 / 1	agast mooth	119) 101	1110
70						
71	Ms. Cunningham discussed the hood	d cleaning t	hat wa	s last done	by Ve	sh in
72	April 30 <sup>th</sup> . She stated that the cost of the ho				•	
73	suppression.	· · · · · · · · · · · · · · · · · · ·				
74	111					
75	Mr. Bufano gave the Board the following	ng updates d	n the	grill:		
76		<b>.</b>				
77	<ul> <li>Mold on/in kitchen – having a sp</li> </ul>	oecialist com	ne in a	nd check		
78	<ul> <li>Mr. Vesh will be closing on Se</li> </ul>				wards	(3- 5
79	days)	•		J		`
80	<ul> <li>Mr. Vesh is taking his outdoor c</li> </ul>	ooler with hi	m			
81	<ul> <li>Eddie from BayScape toured the</li> </ul>	e grill areas				
82	<ul> <li>Engineer reviewed all of the built</li> </ul>	lding/amenit	ies (99	9.0% pass)		
83	<ul> <li>Need ADA door openers and th</li> </ul>	e roof needs	s flashi	ng		
84	·			· ·		
85	FOURTH ORDER OF BUSINESS	Review	of Pr	oposals Re	eceived	for
86		Micro-Su				
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88	Mr. Huber presented the micro-surfaci	•	s from	Asphalt Pavi	ing Sys	tems
89	and Fahrner Asphalt Sealers. A discussion er	nsued.				

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On a Motion by Mr. Loar, seconded by Mr. Nearey, followed by a vote of all in favor, the Board of Supervisors approved entering into contract negotiations with Asphalt Paving Systems for the Micro-Surfacing of the Districts Roads for The Groves Community Development District.

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It was stated that the project would be started late September of early October before elections and snowbirds return. Board direction was given to allow Mr. Allison a not-to-exceed amount current in Asphalt Paving Systems.

959697

Mr. Allison and Ms. Vander Meade discussed using a geotechnical engineer for the micro-surfacing project.

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On a Motion by Mr. Loar, seconded by Mr. Boutin, followed by a vote of all in favor, the Board of Supervisors authorized the hiring of a Geotechnical Engineer (Universal Engineering) and Faulkner Engineering for the Micro-Surfacing Project for The Groves Community Development District.

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#### FIFTH ORDER OF BUSINESS

## Discussion Regarding Geico/Williams Claim

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A discussion ensued regarding two claims for damages at the front entrances. The District received payment from one but have not received the second payment.

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A discussion ensued regarding the driveway resolution that allows onsite operations manager to approve.

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Mr. Burano will send an email from Flagpole/USAA from April 2019.

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#### SIXTH ORDER OF BUSINESS

**Consideration of Notice for District Engineering Services** 

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Mr. Vericker presented the draft notice for District engineering Services.

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On a Motion by Mr. Boutin, seconded by Mr. Nearey, followed by a vote of all in favor, the Board of Supervisors approved the draft notice for District Engineering Services and authorized District Management to submit and run the Ad as soon as possible that is cost effective for The Groves Community Development District.

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## SEVENTH ORDER OF BUSINESS Discussion Regarding Pool Hours Request

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Mr. Huber stated that he had received several resident requests for extending the pool hours. He stated that the current hours are 8:00 a.m. to 9:00 p.m.

#### THE GROVES COMMUNITY DEVELOPMENT DISTRICT

September 1, 2020 Minutes of Meeting Page 4

A discussion ensued regarding earlier pool hours, lights at the pool and Securiteam's monitoring with cameras and fobs.

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On a Motion by Mr. Allison, seconded by Ms. Cunningham, followed by a vote of all in favor, the Board of Supervisors approved leaving the current pool hours as they are and to revisit the pool hours at their October meeting for The Groves Community Development District.

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#### **EIGHTH ORDER OF BUSINESS**

Consideration of Concession Lease Agreement

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This item was discussed earlier in the meeting.

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#### NINTH ORDER OF BUSINESS

Discussion Regarding District Newsletter Assignments

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Mr. Boutin presented the District Newsletter Assignments for the Board. He reminded the Board to complete their part in submitting information for the newsletter.

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#### TENTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Special Meeting held on July 31, 2020

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Mr. Huber presented the minutes of the Board of Supervisors' special meeting held on July 31, 2020. There were no changes to the meeting minutes.

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On a Motion by Mr. Loar, seconded by Mr. Nearey, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' special meeting held on July 31, 2020 as presented for The Groves Community Development District.

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#### **ELEVENTH ORDER OF BUSINESS**

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on August 4, 2020

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Mr. Huber presented the minutes of the Board of Supervisors' regular meeting held on August 4, 2020. There were changes made to lines #59, 60, 76, and 104.

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On a Motion by Mr. Boutin, seconded by Ms. Cunningham, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' regular meeting held on August 4, 2020 as amended for The Groves Community Development District.

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#### TWELFTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Special Meeting held on August 11, 2020

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Mr. Huber presented the minutes of the Board of Supervisors' special meeting held on August 11, 2020. There were changes made to lines #51, 62 and 67.

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On a Motion by Mr. Boutin, seconded by Mr. Loar, followed by a vote of all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' special meeting held on August 11, 2020 as amended for The Groves Community Development District.

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#### THIRTEENTH ORDER OF BUSINESS

Consideration of Operations and Maintenance Expenditures for July 2020

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Mr. Huber presented the Operation and Maintenance Expenditures for July 2020 to the Board. Mr. Boutin inquired about Securiteam's invoice and a warranty.

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On a Motion by Mr. Loar, seconded by Mr. Allison, followed by a vote of all in favor, the Board of Supervisors received and filed the Operation and Maintenance Expenditures for July 2020 (\$101,474.06) The Groves Community Development District.

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#### FOURTEENTH ORDER OF BUSINESS

Consideration of Resolution 2020-08, Driveway Alteration

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Mr. Vericker presented and reviewed Resolution 2020-08, Driveway Alteration.

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On a Motion by Mr. Nearey, seconded by Mr. Boutin, followed by a vote of all in favor, the Board of Supervisors approved Resolution 2020-08, Driveway Alteration as presented for The Groves Community Development District.

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#### FIFTEENTH ORDER OF BUSINESS

#### **Staff Reports**

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#### A. District Counsel

Mr. Vericker gave the Board an update on the Governor's Executive Order regarding teleconference meetings that will expire on September 30<sup>th</sup>. He stated that he will monitor this, and Mr. Bufano will look at the clubhouse for a in person set-up for a Board meeting.

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#### B. District Engineer

Ms. Vander Meade stated that Bay Area Environmental Services will work on the area is near Hole #10. She stated that she does not know the timeframe for the completion of the work.

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#### C. Aquatics Report

Mr. Huber presented the Solitude Lake Management's Aquatics Report. There

## THE GROVES COMMUNITY DEVELOPMENT DISTRICT September 1, 2020 Minutes of Meeting Page 6

We	ere no comments or questions.
D. CI	ubhouse Manager r. Bufano presented the Clubhouse Manager report for July/August 2020.
Mı up	r. Bufano gave updates on the irrigation clock that was struck by lightning, the ocoming elections, the engineer's review of the clubhouse, Palm tree trimming, and the finishing of the Bocce Ball Court.
M	s. Cunningham stated that the Securiteam manual needs to be updated. Mr. ufano will review the post orders and update.
	r. Boutin asked Mr. Bufano to send the Engineer's report to all of the pervisors.
Mı	r. Bufano presented proposals for Internet Service. A discussion ensued.
the Board	on by Mr. Boutin, seconded by Mr. Loar, followed by a vote of all in favor, of Supervisors approved PBX's proposal for the internet system for The mmunity Development District.
Mı	strict Manager r. Huber noted the next scheduled meeting will be on October 6, 2020 at 0:00 a.m.
SIXTEENTH	ORDER OF BUSINESS Supervisor Requests
	luber asked if there were any Supervisor requests. Mr. Boutin asked if a hop would be needed for the micro-surfacing project. Mr. Allison will inquire neline.
payments. S	Cunningham stated that Campus Suites' contract is not in sync with the She stated that two credits are due to next quarterly payments. Discussion ording charges for converting documents to be ADA compliant.
SEVENTEE	NTH ORDER OF BUSINESS Adjournment
	Huber requested a motion to adjourn the meeting of the Board of for The Groves Community Development District.
favor, the E	on by Mr. Loar, seconded by Mr. Nearey, and followed by a vote of all in Board of Supervisors adjourned the meeting at 12:56 p.m. for The Groves Development District.

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## Tab 2

#### THE GROVES 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.

Approval of Expenditures:	
Chairperson	
Vice Chairperson	
Assistant Secretary	

The total items being presented: \$73,090.21

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Ada Whitehouse	007112	072420-Whitehouse	Reimburse - Electric For Fountain	\$	180.00
Anthony Buzzeo	007095	073020	Reimbursement For Sign Repairs 07/20	\$	66.83
Brighthouse Networks	007117	0034594836-01 07/20	7924 Melogold Circle-Ballroom 07/20	\$	13.20
Brighthouse Networks	007139	046594101081020	7924 Melogold Circle-Golf & Club 08/20	\$	613.26
Brighthouse Networks	007094	051389101072320	7924 Melogold Cir Back Gate 07/20	\$	123.13
Broadcast Music, Inc.	007125	38116946	Music Lic 08/20	\$	552.60
Central Termite & Pest Control	007118	67161	Pest Control Monthly 07/20	\$	50.00
Inc. Christina Cunningham	007098	CC073120	Board Of Supervisors Meeting 07/31/20	\$	200.00

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	<u>Invoi</u>	ce Amount
Christina Cunningham	007119	CC080420	Board Of Supervisors Meeting 08/04/20	\$	200.00
Christina Cunningham	007128	CC081120	Board Of Supervisors Meeting 08/11/20	\$	200.00
City of Clearwater	007140	4156233 08/20	7924 Melogold Circle 08/20	\$	230.10
Clean Sweep Supply Co., Inc.	007126	00209829	Janitorial Supplies 07/20	\$	120.95
Clean Sweep Supply Co., Inc.	007096	00209992	Janitorial Supplies 07/20	\$	200.85
Coastal Site Inspections, Inc.	007127	081720	Property Condition Assessment 08/20	\$	1,800.00
Cornerstone Pro's - Air -	007097	44577280	Custom Plumbing 04/20	\$	2,656.17
Plumbing & Electric  Delamere Industries Inc.	007141	1769	Custom Rail 08/20	\$	1,680.00

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Dynamic Security, Inc.	007099	2000004744	Security Services 07/18/20-07/24/20	\$	1,425.48
Dynamic Security, Inc.	007120	2000004758	Security Services 07/25/20-07/31/20	\$	1,425.48
Dynamic Security, Inc.	007129	2000004853	Security Services 08/01/20-08/07/20	\$	1,425.48
Dynamic Security, Inc.	007142	2000004868	Security Services 08/08/20-08/14/20	\$	1,425.48
Fire Fighter, Inc.	007100	87124	Updated Hood Suppression 12/19	\$	665.00
Gray Robinson Atty.	007101	073120	Liquor License Renewal 07/20	\$	2,500.00
Gray Robinson Atty.	007130	10956441	Civic Center Liquor Lic Update 08/20	\$	465.00
James P Nearey	007104	JN073120	Board Of Supervisors Meeting 07/31/20	\$	200.00

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoic	e Amount
James P Nearey	007122	JN080420	Board Of Supervisors Meeting 08/04/20	\$	200.00
James P Nearey	007132	JN081120	Board Of Supervisors Meeting 08/11/20	\$	200.00
Jimmy Allison	007092	JA073120	Board Of Supervisors Meeting 07/31/20	\$	200.00
Jimmy Allison	007123	JA0801120	Board Of Supervisors Meeting 08/11/20	\$	200.00
Jimmy Allison	007115	JA080420	Board Of Supervisors Meeting 08/04/20	\$	200.00
Landmark Engineering & Surveying Corp.	007143	2000020-238	Engineering Services 07/20	\$	875.00
Mood Media	007103	55586508	Clubhouse Music Monthly Service 08/20	\$	165.58
Pasco County	007105	13723791	7924 Melogold Circle Hydrant 06/20	\$	25.48

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	ice Amount
Pasco County	007133	13757120	7320 Land O Lakes Blvd 07/20	\$	172.84
Pasco County	007133	13757121	0 Festive Grove Blvd 07/20	\$	28.84
Pasco County	007133	13757274	7924 Melo gold Circle 07/20	\$	278.42
Pasco County	007133	13757275	7924 Melogold Cir 07/20	\$	2,790.04
Richard Loar	007102	RL073120	Board Of Supervisors Meeting 07/31/20	\$	200.00
Richard Loar	007121	RL080420	Board Of Supervisors Meeting 08/04/20	\$	200.00
Richard Loar	007131	RL081120	Board Of Supervisors Meeting 08/11/20	\$	200.00
Rizzetta & Company, Inc.	007134	INV00000000052291	Excess Meeting Time 08/20	\$	87.50

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Rizzetta & Company, Inc.	007106	INV0000051805	District Management Fees 08/20	\$	6,338.75
Rizzetta Amenity Services, Inc.	007135	INV0000000007460	Bi-Weekly Payroll-Insurance Reim 05/20	\$	6,956.99
Rizzetta Amenity Services, Inc.	007135	INV00000000007772	Bi-Weekly Payroll-Insurance Reim 08/20	\$	6,915.32
Rizzetta Amenity Services, Inc.	007144	INV000000007835	Out of Pocket Expenses 07/20	\$	133.82
Rizzetta Technology Services, LLC	007107	INV000006132	Email & Website Hosting Services 08/20	\$	175.00
Securiteam, Inc.	007108	9329072220	Service Call For Arm Gate 07/20	\$	269.99
Sports Surfaces LLC	007109	11371	Resurface Bocce Ball Courts 07/20	\$	4,590.00
The Groves CDD	CD379	CD379	Debit Card Replenishment	\$	2,799.09

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Times Publishing Company	007110	0000089917 07/15/20	Acct 109332 Legal Advertising 07/20	\$	102.80
Times Publishing Company	007136	0000090560 07/08/20	Acct 109332 Legal Advertising 07/20	\$	536.00
Times Publishing Company	007110	0000095397 07/22/20	Acct 109332 Legal Advertising 07/20	\$	81.20
Times Publishing Company	007110	0000095401 07/22/20	Acct 109332 Legal Advertising 07/20	\$	83.60
Times Publishing Company	007110	0000096382 07/19/20	Acct 109332 Legal Advertising 07/20	\$	117.50
Times Publishing Company	007145	0000100612 08/02/20	Acct 109332 Legal Advertising 08/20	\$	140.50
Verizon Wireless	007146	9860667055	713738176-00001 07/20	\$	43.55
Waste Management Inc. of Florida	007111	0551455-1568-4	Waste Disposal Services 08/20	\$	62.00

## Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Wilbur H. Boutin Jr	007093	BB073120	Board Of Supervisors Meeting 07/31/20	\$	200.00
Wilbur H. Boutin Jr	007116	BB080420	Board Of Supervisors Meeting 08/04/20	\$	200.00
Wilbur H. Boutin Jr	007124	BB081120	Board Of Supervisors Meeting 08/11/20	\$	200.00
Wilkes Air Conditioning LLC	007113	833	Service Call For Pool Pumps 07/20	\$	150.00
Withlacoochee River Electric Cooperative, Inc	007137	Summary Elec 07/20	Summary Electric 07/20	\$	6,464.76
Yellowstone Landscape	007138	TM 125323	Monthly Landscape Maintenance 07/20	\$	11,798.17
Yellowstone Landscape	007114	TM 132850	Irrigation Repairs 07/20	\$	288.46
Report Total				\$	73,090.21