



Rizzetta & Company

# **The Groves Community Development District**

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**Board of Supervisors'  
Continued Meeting  
October 11, 2022**

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

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

## **THE GROVES COMMUNITY DEVELOPMENT DISTRICT**

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

<b>Board of Supervisors</b>	Bill Boutin	Chairman
	Richard Loar	Vice Chairman
	Jimmy Allison	Assistant Secretary
	James Nearey	Assistant Secretary
	Christina Cunningham	Assistant Secretary
<b>District Manager</b>	Gregory Cox	Rizzetta & Company, Inc.
<b>District Counsel</b>	Dana Collier	Straley Robin & Vericker
<b>District Engineer</b>	Stephen Brletic	JMT Engineering

**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](http://WWW.THEGROVESCDD.ORG)

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**Board of Supervisors**  
**The Groves Community**  
**Development District**

October 4, 2022

**FINAL AGENDA**

Dear Board Members:

The continued meeting of the Board of Supervisors of The Groves Community Development District will be held on **Tuesday, October 11, 2022, at 10:00 a.m.** to be held at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 34637. The following is the agenda for this meeting.

**BOARD OF SUPERVISORS MEETING**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. BUSINESS ITEMS**
  - A. Public Hearing on Proposed Amenities Policies and Procedures**
    1. Resolution 2023-01, Adopting Updated Policy and Fee Schedule.....Tab 1
  - B. Ratification of EGIS Insurance Proposal for FY 2022-2023.....Tab 2**
  - C. Consideration of Lanai Acoustics Solution Proposals.....Tab 3**
  - D. Consideration of LLS Tax Solution Letter of Engagement for Arbitrage Calculation.....Tab 4**
  - E. Consideration of Rizzetta Landscape Inspection Services Proposal.....Tab 5**
  - F. Consideration of Steadfast Proposal for Rim Ditch 19 Cleanout and Pepper Removal.....Tab 6**
  - G. Update on Irrigation Renovation Project – Supervisor Loar**
  - H. Update on B9B Contract Renewal – Supervisor Cunningham**
- 5. STAFF REPORTS**
  - A. District Counsel**
  - B. District Engineer**
  - C. Aquatics Report**
    1. September Waterway and Canal Reports – Steadfast.....Tab 7
  - D. Client Relations Manager Update**
  - E. Clubhouse Manager**
    1. Review of September Report.....Tab 8
  - F. District Manager**
    1. September 2022 District Manager Report.....Tab 9
    2. Review of 3<sup>rd</sup> Quarter Website Audit Report.....Tab 10

**6. BUSINESS ADMINISTRATION**

- A.** Consideration of Minutes of the Board of Supervisors'  
Regular Meeting held on September 6, 2022.....Tab 11

**7. SUPERVISOR REQUESTS**

**8. 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,  
*Gregory Cox*  
District Manager

## Tab 1

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE GROVES COMMUNITY DEVELOPMENT DISTRICT;  
ADOPTING AN UPDATED POLICY AND FEE SCHEDULE  
FOR USE OF DISTRICT FACILITIES.**

WHEREAS, The Groves Community Development District (the “District”) is a local unit of special- purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of The Groves Community Development District (the “Board”) is authorized by Chapter 190, and specifically Section 190.035, Florida Statutes, to establish fees, rentals, and other charges for District facilities; and

WHEREAS, the Board has previously adopted fees and policies for use of District facilities and now desires to amend its policies and the fee schedule to ensure that rentals and use of the District facilities are borne in a fair manner for residents and non-residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
THE GROVES COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. The Board of Supervisors hereby adopts the revised fee schedule and policies for use of District facilities attached hereto as Exhibit “A”.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF OCTOBER, 2022.**

**THE GROVES COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

## **Exhibit A**

Facilities Use Policy (Draft)  
to be provided under a  
separate cover.



## **COMMUNITY DEVELOPMENT DISTRICT (CDD)**

### **Community Guidelines for The Groves Community Development District**

The following Rules and Regulations for The Groves Community Development District (the “District”) govern property owned by the District and are in addition to the existing recorded Declaration of Covenants, Conditions & Restrictions for The Groves Golf & Country Club (the “CC&R’s”) which the Homeowners’ Association (the “HOA”) enforces. The Rules and Regulations for the District common area amenities/facilities have been posted in the Clubhouse. They exist for your safety and convenience and may be changed from time to time as determined in the sole discretion of District. The Rules and Regulations have been written and are to be interpreted and enforced, for the sole purpose of enhancing and maintaining the enjoyment of District property. Failure to observe these rules will be considered a violation of the Rules & Regulations and may result in the restriction of an individual’s use of the District common area amenities/facilities. Please observe these Rules & Regulations and refer any questions regarding them to the administration office in the Clubhouse.

#### **Ballroom Rental Policies**

The Groves CDD Ballroom: The Groves Community Development District (the “District”) owns and operates the District Ballroom (the “Ballroom”) located at the District Clubhouse (the “Clubhouse”) that may be rented by residents or non-residents for an event (the “Event”). The District Board of Supervisors (the “Board”) has set the policies and fees for the use of the Ballroom.

No alcoholic beverages will be allowed in the Clubhouse, pool area, common areas, or the golf course unless purchased from the vendor located adjacent to the Ballroom. The Parties agree that liquor service is regulated in accordance with the liquor license. Alcohol purchases will be in accordance with the concession agreement with the vendor located adjacent to the Ballroom. Rental of the Ballroom provides the vendor adjacent to the Ballroom has a first right of refusal for all catered events. Complimentary donations for events covered by the rental agreement are not subject to this provision.

#### **Reservation Procedures**

People or organizations desiring to reserve the Ballroom (the “Event Sponsor”) must provide the District’s Operations Manager (the “Operations Manager”) with the security deposit (the “Security Deposit”), the rental fee (the “Rental Fee”), and a completed ballroom rental agreement (the “Agreement”), and a copy of the event sponsor’s representative’s driver’s license. The Operations Manager can provide the current rental fees for the facilities. The Event Sponsor may make no changes to the Agreement.

At the time the application is made, the applicant can use a debit or credit card to provide the Clubhouse staff with the Security Deposit and Rental Fee, if either are required; or a check must be made payable to The



Groves Community Development District for the amount of the Security Deposit and the Rental Fee, if either are required. Please note, the Security Deposit is deposited when received. It will be returned within fourteen (14) days after the event if the Agreement is adhered to and the facility is returned to the condition as outlined in the Agreement.

If the Event Sponsor (non- resident) cancels the Event in writing at least sixty (60) days prior to the date of event, the Security Deposit and the Rental Fee will be refunded. If the Event Sponsor (non-resident) cancels the Event in writing within sixty (60) days prior to the date of event, the Security Deposit and 50% of the Rental Fee will be forfeited.

If the Event Sponsor (resident) cancels the Event in writing within ten (10) days of the date of the Event, the Security Deposit shall be forfeited, and the Rental Fee will be refunded.

If the District cancels the Event at any time, the Security Deposit and the Rental Fee will be refunded.

### **Rental of District Ballroom**

The Event Sponsor must be in attendance at the Event. A parent or adult must accompany children under the age of eighteen (18) in the Ballroom, Card Room, or Craft Room (rented facilities). The maximum number of participants at the Event shall not exceed the number of occupants as permitted for the rented facilities, by Pasco County and/or the Pasco County Fire Marshall. The Board reserves the right, in the sole discretion of the District Manager or Operations Manager, to limit the frequency of use of the rented facilities by any Event Sponsor or to cancel any scheduled Event without reasonable notice. If the District cancels the Event for any reason, the District shall not be liable for any costs or damages incurred by the Event Sponsor because of the District's cancellation of the Event. The Ballroom includes only the indoor Ballroom area and adjacent kitchen/catering room. The pool area, grill, patio/lanai, and other common areas are not included in the Agreement.

### **Closing Requirements / After Party Cleanup**

To guarantee your full Security Deposit is returned after the event, the Event Sponsor must, complete the following items. The Security Deposit will NOT be returned, and additional fees may be incurred, if not completed.

Remove all trash from the building. (Please bring your own garbage bags. The dumpster is located outside the lobby doors to your left where you see the steel enclosure). If trash is not removed there will be a \$50.00 fee.

Remove all items placed in the refrigerator and kitchen area during the Event by the Event participants and wipe down all counter surfaces and sink. If surfaces are not cleaned there will be a \$50.00 fee.

Sweep and mop the Ballroom. (The cleaning supplies are located under the kitchen sink and the mop and bucket are in the storeroom area.) Please wipe down all chairs and tables. Leave only nine (9) round tables on the brown floor area. If the Ballroom is not swept and mopped there will be a \$100.00 fee.

The Event must end by 11:00 p.m. and the entire facility must be completely vacated. The Board reserves the right to close the Event early if there are any violations of these policies or the Agreement.

There will be an overage Fee: \$25 per 15 minutes for Residents and \$50 per 15 minutes for Non-Residents. Overage time past scheduled rental is deducted from Security Deposit.

Reservation hours should include time needed for cleanup.

## Damage to Ballroom

The Event Sponsor shall pay the District for the repair of any damage to the Ballroom in excess of the Security Deposit. All legal fees and collection costs incurred by the district to collect damage costs are the responsibility of the Event Sponsor.

## Clubhouse Rental Fee Schedule

Resident Rental Schedule					
	Ballroom	Fee	Duration	Security Deposit	Cancellation
R1	Social Activity for Residents	\$ -	5 Hours	\$ 100.00	10 Days
R2	Personal Function	\$ 100.00	5 Hours	\$ 100.00	10 Days
R3	Commercial Sales	\$ 300.00	5 Hours	\$ 100.00	10 Days
R4	Non-Profit	\$ 300.00	5 Hours	\$ 100.00	15 Days
	Card Room				
R5	Social Activity for Residents	\$ -	1 Hour	\$ 50.00	10 Days
R6	Personal Function	\$ 25.00	1 Hour	\$ 50.00	10 Days
R7	Commercial Sales	\$ 25.00	1 Hour	\$ 50.00	10 Days
R8	Non-Profit	\$ 25.00	1 Hour	\$ 50.00	10 Days
	Craft Room				
R9	Social Activity for Residents	\$ -	1 Hour	\$ 50.00	10 Days
R10	Personal Function	\$ 25.00	1 Hour	\$ 50.00	10 Days
R11	Commercial Sales	\$ 25.00	1 Hour	\$ 50.00	10 Days
R12	Non-Profit	\$ 25.00	1 Hour	\$ 50.00	10 Days

Use of the facilities in excess of the Posted duration times may result in additional charges of \$25 per fifteen minutes.

A Resident is a person residing in The Groves Golf and Country Club.



<b>Non-Resident Rental Schedule</b>					
	<b>Ballroom</b>				
NR1	Non-Resident - Personal	\$ 300.00	5 Hours	\$ 300.00	60 Days
NR2	Non-Resident - Commercial	\$ 500.00	5 Hours	\$ 300.00	60 Days
NR3	Non-Profit	\$ -	5 Hours	\$ 300.00	60 Days
	<b>Card Room</b>	<b>Not Available</b>			
NR4	Non-Resident - Personal				
NR5	Non-Resident - Commercial				
NR6	Non-Profit				
	<b>Craft Room</b>				
NR7	Non-Resident - Personal	\$ 50.00	5 Hours	\$ 300.00	60 Days
NR8	Non-Resident - Commercial	\$ 50.00	5 Hours	\$ 300.00	60 Days
NR9	Non-Profit	\$ -	5 Hours	\$ 300.00	60 Days

Use of the facilities in excess of the posted duration times may result in additional charges of \$50 per fifteen minutes.

A Non-Resident does not Reside in the Groves Golf and Country Club.

## **Tab 2**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### The Groves Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance ("FIA"), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for "alleged" public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA's primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

The Groves Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122624

## PROPERTY COVERAGE

### SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	\$4,470,351
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$15,500

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	3 %	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery		Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**\$22,280**

**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only



X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

### AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

**Cyber Liability sublimit included under POL/EPLI**

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

The Groves Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122624

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$22,280
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$5,589
Public Officials and Employment Practices Liability	\$3,341
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$31,210</b>

### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

### Additional Notes:

General Liability includes Liquor Liability  
Occurrence \$1,000,000  
Aggregate \$2,000,000  
Deductible \$0



**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2022, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

The Groves Community Development District

Groves Community Development District  
(Name of Local Governmental Entity)

By:

[Signature]  
Signature

Wilbur H Boutin  
Print Name

Witness By:

[Signature]  
Signature

Amy Wall  
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2022

By: \_\_\_\_\_  
Administrator





## PROPERTY VALUATION AUTHORIZATION

The Groves Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614

### QUOTATIONS TERMS & CONDITIONS

1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 100% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

- |                                     |                          |              |                          |
|-------------------------------------|--------------------------|--------------|--------------------------|
| <input checked="" type="checkbox"/> | Building and Content TIV | \$4,470,351  | As per schedule attached |
| <input checked="" type="checkbox"/> | Inland Marine            | \$15,500     | As per schedule attached |
| <input type="checkbox"/>            | Auto Physical Damage     | Not Included |                          |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**The Groves Community Development District**

Policy No.: 100122624  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
1	Clubhouse incl. Security System attached		2003	10/01/2022	\$2,504,930		\$2,795,530	
	7924 Mellogold Circle Land O Lakes FL 34639		Joisted masonry	10/01/2023	\$290,600			
	Gable			Asphalt shingles				
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
2	Swimming Pool/Spa incl. pump system & pool furniture		2003	10/01/2022	\$247,000		\$282,000	
	7924 Mellogold Circle Land O Lakes FL 34639		On ground liquid storage tank	10/01/2023	\$35,000			
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
3	Guard House incl. Security Cameras @ \$5,000 and Security Gates		2003	10/01/2022	\$90,000		\$90,000	
	Festive Groves Blvd & US 41 Land O Lakes FL 34639		Joisted masonry	10/01/2023				
	Gable			Asphalt shingles				
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
4	Tennis Courts Lights		2003	10/01/2022	\$28,000		\$28,000	
	7924 Mellogold Circle Land O Lakes FL 34639		Electrical equipment	10/01/2023				
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
5	Pump House		2008	10/01/2022	\$97,750		\$205,750	
	7924 Mellogold Circle Land O Lakes FL 34639		Masonry non combustible	10/01/2023	\$108,000			
	Gable			Metal panel				
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
6	Maintenance Building		2003	10/01/2022	\$284,050		\$286,550	
	7519 Berna Lane Land O Lakes FL 34639		Joisted masonry	10/01/2023	\$2,500			
	Gable			Metal panel				
Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch			Roof Covering		Covering Replaced	Roof Yr Blt
7	Driving range net		2003	10/01/2022	\$60,000		\$60,000	
	7924 Mellogold Circle Land O Lakes FL 34639		Non combustible	10/01/2023				

Sign:

*[Handwritten Signature]*

Print Name:

*W. L. B. H. B. B. B.*

Date:

*9 Sept 2020*





Property Schedule

Schedule Items Effective As of: 10/01/2022

**The Groves Community Development District**

Policy No.: 100122624  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
8	Pump		2003	10/01/2022	\$75,000	\$75,000
	7924 Mellogold Circle Land O Lakes FL 34639		Pump / lift station	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
9	Conservation Bridge		2003	10/01/2022	\$180,000	\$180,000
	Mellogold Circle & Berna Lane Land O Lakes FL 34639		Bridges	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
10	Pier		2003	10/01/2022	\$75,000	\$75,000
	Mellogold Circle & Pixie Court Land O Lakes FL 34639		Waterfront structures	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
11	Conservation walk		2003	10/01/2022	\$140,000	\$140,000
	Eustace Rd & Nectarine Pl Land O Lakes FL 34639		Frame	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
12	Golf Cart Bridge		2003	10/01/2022	\$40,000	\$40,000
	Festive Groves Blvd & Mellowgold Circle Land O Lakes FL 34639		Bridges	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
13	Landscape Lighting at Clubhouse		2005	10/01/2022	\$2,000	\$2,000
	7924 Mellogold Circle Land O Lakes FL 34639		Electrical equipment	10/01/2023		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
			Roof Covering	Covering Replaced	Roof Yr Blt	
15	Dog Park Fence		2006	10/01/2022	\$5,000	\$5,000
	7498 Mellogold Circle Land O Lakes FL 34639		Non combustible	10/01/2023		

Sign:  Print Name: W. Howard H. Boston Date: 9 Sept 2022





**The Groves Community Development District**

Policy No.: 100122624  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
17	Veggie Garden Fence		2009	10/01/2022	\$5,000	Covering Replaced Roof Yr Blt
	7519 Berna Lane Land O Lakes FL 34639		Non combustible	10/01/2023		\$5,000
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
18	Dumpster Enclosure		2009	10/01/2022	\$8,625	Covering Replaced Roof Yr Blt
	7924 Mellogold Circle Land O Lakes FL 34639		Masonry non combustible	10/01/2023		\$8,625
	Gable			Metal panel		
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
19	Flagpole		2010	10/01/2022	\$3,000	Covering Replaced Roof Yr Blt
	7924 Mellogold Circle Land O Lakes FL 34639		Non combustible	10/01/2023		\$3,000
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
20	Golf Cart Bridge		2003	10/01/2022	\$40,000	Covering Replaced Roof Yr Blt
	Red Blush Ln & Pleasant Plains Pkwy Land O Lakes FL 34639		Frame	10/01/2023		\$40,000
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
21	Golf Cart Bridge		2003	10/01/2022	\$40,000	Covering Replaced Roof Yr Blt
	Tarocco Ct & Pleasant Plains Pkwy Land O Lakes FL 34639		Frame	10/01/2023		\$40,000
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
22	Security System Kiosk & Security Equip on 5 Metal		2010	10/01/2022	\$29,252	Covering Replaced Roof Yr Blt
	Festive Groves Blvd & US 41 Land O Lakes FL 34639		Electrical equipment	10/01/2023		\$29,252
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value	
23	Security System Kiosk & Security Equip on 4 Metal		2010	10/01/2022	\$30,944	Covering Replaced Roof Yr Blt
	Redblush Lane & Pleasant Plains Pkway Land O Lakes FL 34639		Electrical equipment	10/01/2023		\$30,944

Sign:

*[Handwritten Signature]*

Print Name:

*W. Byron H. Bortin*

Date:

*9 Sept 2022*





## Property Schedule

Schedule Items Effective As of: 10/01/2022

*The Groves Community Development District*

Policy No.: 100122624

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value		
				Roof Covering		Covering Replaced	Roof Yr Blt
24	Security System at Pool Area incl. equipment on 2		2010	10/01/2022	\$10,000		
	7924 Mellogold Circle Land O Lakes FL 34639		Electrical equipment	10/01/2023		\$10,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value		
				Roof Covering		Covering Replaced	Roof Yr Blt
25	Entranceway Monuments (incl Flagpole)		2000	10/01/2022	\$13,000		
	Festive Groves Blvd & Land O' Lakes Blvd Land O Lakes FL 34639		Masonry non combustible	10/01/2023		\$13,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value		
				Roof Covering		Covering Replaced	Roof Yr Blt
26	Maintenance Shed		2001	10/01/2022	\$3,450		
	7519 Berna Lane Land O Lakes FL 34639		Non combustible	10/01/2023		\$3,450	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value		
				Roof Covering		Covering Replaced	Roof Yr Blt
27	Maintenance Garage		2001	10/01/2022	\$17,250		
	7519 Berna Lane Land O Lakes FL 34639		Frame	10/01/2023		\$17,250	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
	Roof Shape	Roof Pitch	Const Type	Term Date	Contents Value		
				Roof Covering		Covering Replaced	Roof Yr Blt
28	RV/Boat Lot Fence		2007	10/01/2022	\$5,000		
	7519 Berna Lane Land O Lakes FL 34639		Non combustible	10/01/2023		\$5,000	
			Total:	Building Value \$4,034,251	Contents Value \$436,100	Insured Value \$4,470,351	

Sign:

Print Name:

Wilbur H Bolton

Date:

9 Sept 2022



Schedule Items Effective As of: 10/01/2022

Inland Marine Schedule

***The Groves Community Development District***

Policy No.: 100122624

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department	Serial Number	Classification Code	Eff. Date	Value	Deductible
	Description			Term Date		
1		1M9NU08159P747214	Other inland marine	10/01/2022	\$5,000	\$1,000
	2008GATO			10/01/2023		
2			Other inland marine	10/01/2022	\$5,000	\$1,000
	Pool Chair Lift			10/01/2023		
3		3032-4892 90 Day B2B	Other inland marine	10/01/2022	\$5,500	\$1,000
	2017 Toro Workman GTX 2 pass Utility			10/01/2023		
				Total	\$15,500	

Sign:

Print Name:

Wilbur H. Boutin

Date:

9 Sept 2022

## **Tab 3**



Coleman Interiors Inc.

# PROPOSAL

**Proposal Submitted To:** Groves Golf and Country Club

**Date** 09/12/22

**ATTN:** Amy

**Job Name:** Lanai Room

<u>Description</u>	<u>Amount</u>	
This proposal includes providing material and installing an acoustical ceiling using USG white ceiling grid and USG #2220 2x2 reveal edge ceiling tile.	Install ceiling. Material and Labor.	\$3,400.00
Payment Terms: Full payment after work is completed.	TOTAL	\$3,400.00

The above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a professional and timely manner. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above this estimate.

You are authorized to do the work as specified. Payment to be made as outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Coleman Interiors Inc.

1923 Brae Moor Dr. Dunedin, FL 34698  
Office: 727-741-8227 info@colemanceilings.com  
colemanceilings.com

## Tab 4



LLS Tax Solutions Inc.  
2172 W. Nine Mile Rd.  
#352  
Pensacola, FL 32534  
Telephone: 850-754-0311  
Email: [liscott@llstax.com](mailto:liscott@llstax.com)

September 21, 2022

The Groves Community Development District  
c/o Rizzetta & Company, Inc.  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to The Groves Community Development District ("Client") for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$2,105,000 The Groves Community Development District (Pasco County, Florida) Special Assessment Revenue Refunding Bonds, Series 2007 (Bank Qualified)

## **SCOPE OF SERVICES**

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

## **TAX POSITIONS AND REPORTABLE TRANSACTIONS**

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for

review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

## **PROFESSIONAL FEES AND EXPENSES**

Our professional fees for the services listed above for the three annual bond years ending August 31, 2023, August 31, 2024, and August 31, 2025, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.



## ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,  
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:  
The Groves Community Development District

By: Linda L. Scott

Linda L. Scott, CPA

By: \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

## **Tab 5**



Rizzetta & Company

# **The Groves Community Development District**

---

## **Proposal for Professional Landscape Inspection Services**

**October 4, 2022**

**Presented by: Rizzetta & Company, Inc.**

**3434 Colwell Avenue, Suite 200  
Tampa, FL 33614  
813.933.5571**

**[rizzetta.com](http://rizzetta.com)**

# ***Rizzetta & Co. Landscape Inspection Services***

## ***““COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITY LANDSCAPE”***

One of the largest expenses in any planned community is landscape maintenance. Why not have a professional, experienced landscape manager ensuring it is thriving and beautifully framing the community as it was intended to be?

Our Landscape Inspection Services team includes a Landscape Designer, a former commercial landscape maintenance company account manager, and a prior owner of a multi-dimensional landscape service firm. Rizzetta & Co.'s Landscape Inspection Services team has a combined total of more than 100 years serving Florida community landscapes!

Each of our Landscape Specialists is Best Management Practices (BMP) certified in the state of Florida. Our team is committed to elevating the landscape maintenance in your community with detailed inspections, formal reporting, landscape planning, and effective vendor management strategies.

The first thing noticed in any community is its landscaping. It can convey a “Wow” factor to visitors, set a welcoming tone for residents, and help to increase home values within the community. Rizzetta & Co.'s Landscape Inspection Services team provides the expertise needed for a well-planned, well-maintained community landscape now and for the future.



Rizzetta & Company

## How we do it

**Community Asset Management Plan:** Upon request and following fee agreement, perform a complete inventory of the community landscape assets and provide an inventory report to the board.

**Landscape Design:** Landscape designer on staff available for landscape consultation, enhancements, and design upon request and following fee agreement .

**Landscape and Irrigation Specification Development:** Upon request and following fee agreement, develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.

**Landscape Maintenance Inspections:** Perform grounds inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for landscape projects.

**Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the board. Follow up report provided.

**Master Task Project Plan for Mature Communities:** Upon request and following fee agreement, develop a project plan specific to landscape replacement and enhancement for the common areas. Emphasis is on maturing landscape in the community and budgeting accordingly.



Rizzetta & Company

## Scope of Services

Rizzetta & Co. is pleased to provide this proposal for professional Landscape Inspection Services. These services will be provided on a recurring basis, with a detailed description provided below.

### **Landscape Inspection Services:**

- Perform one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape and irrigation maintenance contracts.
- Provide the District with one (1) monthly landscape inspection report, which shall be included in the District's agenda package and may contain, among other things, recommended action items.
- Upon request of the District, attend up to six (6) District meetings in person or electronically, per fiscal year, to review landscape maintenance inspection report or discuss other landscape-related issues.
- Notify landscape maintenance contractors of deficiencies in service or the need for additional care.
- Monitor the progress of landscape maintenance contractors in accordance with scope of work provided in maintenance contracts with the District.
- Upon request, provide input, for preparation of the District's annual budget.
- Upon request, prepare and develop a scope of services for landscape & irrigation maintenance proposals (RFP) and oversee the entire bidding process.
- Obtain additional competitive landscape maintenance proposals for incidental work as requested by the District and provide them to the District Manager.



Rizzetta & Company



## ***Our Professional Landscape Inspection Services Fee***

Based on the Scope of Services, Rizzetta & Co. proposes the following Landscape Inspection Services fee:

**Option 1. – Scope of Services as presented (service fee will be billed monthly):**

- \$750/mt. - \$9000.00/yr.

**Option 2. – Scope of Services as amended (service fee will be billed bi-monthly):**

- Perform one (1) bi-monthly (every other month) landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape maintenance and irrigation contracts.
- Provide the District with one (1) bi-monthly (every other month) landscape maintenance inspection report which shall be provided in the District's agenda package and include, among other things, recommended action items.
- Attend three (3) District meetings in person or electronically, per fiscal year, to review Field Inspection Report and/or to discuss other landscape-related items.

\$850.00 bi-monthly - \$5100.00/yr.

**Submitted**

By: \_\_\_\_\_

Lucianno Mastrionni, Director, Community Services

Rizzetta & Co., Inc.

Date: \_\_\_\_\_

**Accepted**

By: \_\_\_\_\_

Print: \_\_\_\_\_

For: The Groves Community Development District

Date: \_\_\_\_\_



Rizzetta & Company

## **Tab 6**





# Steadfast Environmental, LLC

## FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

# Proposal

Date 9/22/2022

Proposal #

459

Customer Information		Project Information The Groves CDD 19 Cleopatra Cl...	
The Groves CDD Rizzetta & Company Greg Cox, District Manager 5844 Old Pasco Rd. Suite 100 Wesley Chapel, FL 33544	<b>Contact</b>  <b>Phone</b> 813.994.1001 <b>E-mail</b> gcox@rizzetta.com <b>Account #</b>	The Groves CDD Ditch 19 Cleanout & Pepper Removal <b>Proposal Prepared By:</b> Kevin Riemensperger <b>Type Of Work</b> Cons. Maint.	

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Overgrowth and Brazilian Pepper where Cleopatra Meets Eustis, and onwards to be cleared using Kubota with Forestry Mulch attachment. Area denoted by Red on corresponding map. All debris to be hauled off site for proper disposal. Any exposed stumps to be treated with herbicide to aid in re-growth prevention.  Est. Timeframe: 1 Day		1,990.00
Dead vegetation & Category I & II Exotic Species from site perimeter to be removed, area of focus will entail the edge of resident property and the jurisdiction line for the wetland buffer. Denoted by orange on the corresponding map.  Average area of maintenance estimated to be 5-8' in width.  Est. Timeframe: 5-7 Days  All debris to be hauled off-site for proper disposal.		8,545.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

**Total**

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_



# Steadfast Environmental, LLC

## FKA Flatwoods Environmental

30435 Commerce Drive Ste 102 | San Antonio, FL 33576

813.836.7940 | office@steadfastenv.com

www.SteadfastEnv.com

# Proposal

Date 9/22/2022

Proposal #

459

Customer Information		Project Information The Groves CDD 19 Cleopatra Cl...	
The Groves CDD Rizzetta & Company Greg Cox, District Manager 5844 Old Pasco Rd. Suite 100 Wesley Chapel, FL 33544	<b>Contact</b>  <b>Phone</b> 813.994.1001 <b>E-mail</b> gcox@rizzetta.com <b>Account #</b>	The Groves CDD Ditch 19 Cleanout & Pepper Removal <b>Proposal Prepared By:</b> Kevin Riemensperger <b>Type Of Work</b> Cons. Maint.	

Steadfast Environmental, LLC. formally known as Flatwoods Environmental proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Cost
Installation of Bahia sod along ditch cleanout at lower Eustis. Removal of vegetation, in addition to high traffic in the working space is expected to expose a dirt strip in between the grass line and the ditch.  Installation of Bahia Sod for a better aesthetic finish, prevent erosion during the rainy season, and to abate invasive vegetation regrowth by taking up root space with sod.  Work to commence AFTER general cleanup of the area, involving the collection of any scattered woody debris. EST Timeframe: 1 Day		0.00
~~~~~ CHANGE ORDER ~~~~~ September 22, 2022 > Decreased price of Bahia Sod from \$2,555.00 to \$0.00. (-\$2,555.00) Total change to estimate -\$2,555.00 ~~~~~		

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

**Total**

\$10,535.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

Representing (Name of Firm): \_\_\_\_\_

## **Tab 7**



## The Groves CDD Aquatics

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**Inspection Date:**

9/21/2022 10:15 AM

**Prepared by:**

Kevin Riemensperger

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940

# Inspection Report

## SITE: 1

Condition:    Excellent    ✓Great    Good    Poor    ✓Mixed Condition    Improving



### Comments:

Hydrilla is known in this pond. Upon the cessation of the rainy season, the approved SONAR application can begin, to clear the pond of this invasive weed.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	✗N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
✗Hydrilla	Slender Spikerush	Other:	Chara

## SITE: 2A

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

A thin strip of filamentous algae was observed on the pond's perimeter, alongside some sprigs of Torpedograss. Both to be handled during the upcoming maintenance event.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	✗Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE: 2B**

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      Improving



## Comments:

Surface lilies are being managed with each maintenance event. Submersed vegetation is noted in this pond, with the application of approves SONAR to occur here when the rains recede.

<u>WATER:</u>	Clear	<input checked="" type="checkbox"/> Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	<input checked="" type="checkbox"/> Chara
Hydrilla	Slender Spikerush	Other:	

**SITE: 2C-1**

Condition:      Excellent      Great      Good      ✓Poor      Mixed Condition      Improving



## Comments:

As with other ponds, submersed vegetation here will be targeted when conditions shift and allow for specialty herbicides to be dispersed.

<u>WATER:</u>	Clear	<input checked="" type="checkbox"/> Turbid	Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
Torpedo Grass	Pennywort	Babytears	Chara
<input checked="" type="checkbox"/> Hydrilla	Slender Spikerush	Other:	



# Inspection Report

**SITE:** 2C-2

Condition:    Excellent    Great    ✓Good    Poor    ✓Mixed Condition    Improving



**Comments:**

What appears to be algae is, in reality, Slender Spikerush grasses which have migrated from the pond's bottom. SONAR application to occur here as well. Until then, technicians manage the nuisance grass with repeated treatments for grasses which are within reach.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	✗Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	✗Slender Spikerush	Other: Chara

**SITE:** 3A

Condition:    Excellent    Great    Good    Poor    ✓Mixed Condition    Improving



**Comments:**

Lyngbya continues to be an issue on this pond, fueled by golf-course runoff, though the frequency and severity of "microblooms" has decreased. Applications of chelated copper will continue here until more headway can be made during the winter season.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	✗Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	Minimal	✗Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	✗Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other: Chara



# Inspection Report

## SITE: 4

Condition:      Excellent      Great      ✓Good      Poor      ✓Mixed Condition      Improving



### Comments:

The smaller portion is clear, and free of nuisance vegetation. The driving range is host to a small ring of Slender Spikerush. Technicians treat this per visitation, though the upcoming SONAR application will prove a more effective method of eradication.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	N/A	✗Subsurface Filamentous	✗Surface Filamentous
		✗Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	Minimal	✗Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
✗Hydrilla	Slender Spikerush	Other:	✗Chara

## SITE: 6G

Condition:      Excellent      Great      Good      ✓Poor      Mixed Condition      Improving



### Comments:

The emergent vegetation along the perimeter of the pond is gone, only submersed vegetation remains. To be eradicated during the upcoming SONAR application. Until then, technicians continue to battle Slender Spikerush grasses here.

<u>WATER:</u>	Clear	✗Turbid	Tannic
<u>ALGAE:</u>	N/A	✗Subsurface Filamentous	✗Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	Minimal	Moderate
			✗Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗Torpedo Grass	Pennywort	✗Babytears	Chara
✗Hydrilla	✗Slender Spikerush	Other:	



# Inspection Report

**SITE: F-N**

Condition: ☒Excellent    ☐Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



**Comments:**

Routine maintenance and monitoring will continue here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

**SITE: F-S**

Condition: ☐Excellent    ☒Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



**Comments:**

Small amounts of subsurface algae were noted. Normal for a healthy stormwater pond at this time of year.

<u>WATER:</u>	<input type="checkbox"/> Clear	<input checked="" type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	Other:	

## MANAGEMENT SUMMARY



As we approach October, the conditions that influence the ponds are seeing a slight turn. Nights & mornings are already cooling off, and as temperatures cool and days shorten in length; both of these have the effect of decreasing growth rates for surface algae and nuisance species alike. Large volumes of rainfall are frequent, with Hurricane season not yet having ended. Pond levels are high; technicians are still currently reducing treatments along the bank to avoid damaging stabilizing grasses which are submerged. Though a large influx of water usually has the benefit of resetting pond biology by allowing nutrients in the water column to exit the pond into the wetlands. Decreased water temperatures and sudden wind and rain are both capable of stressing fish populations, and contribute to the occasional fish kill. This is normal for early fall (or due to an extended summer) and are not primarily caused by treatments targeted against nuisance algae and vegetation.

Hopefully as conditions enter a true fall phase, and plant growth slows, technicians will be able to switch from reactive & preventative treatment methods (which were directly combating rapid new growth) to proactive treatments (to begin to make headway in overgrown areas of select ponds now that regrowth rates are starting to slow).

At the time of this inspection, many of The Groves' ponds were in mixed condition. Across most ponds algal activity was low or nearly non-existent (save for pond 3A's Lyngbya). Any observed algae was already decaying. Likewise, nuisance grasses along the observed pond's banks were under control. The major issue noted on this inspection was submersed weeds, both native and non-native. However the community has already approved treatment for ponds experiencing overgrowth of submersed weeds we are simply awaiting the end of the seasonal rains to disperse the herbicide, to prevent it from being washed out of the ponds before it can be uptaken by the nuisance plants.

## RECOMMENDATIONS

Continue to treat ponds for algae.

Resume regular grass treatments upon the conclusion of the rainy season.

Stay alert for debris items that find their way to the pond's shore.

Apply previously approved SONAR to ponds experiencing submersed weeds upon the cessation of the rainy season.

Thank you for choosing Steadfast Environmental!



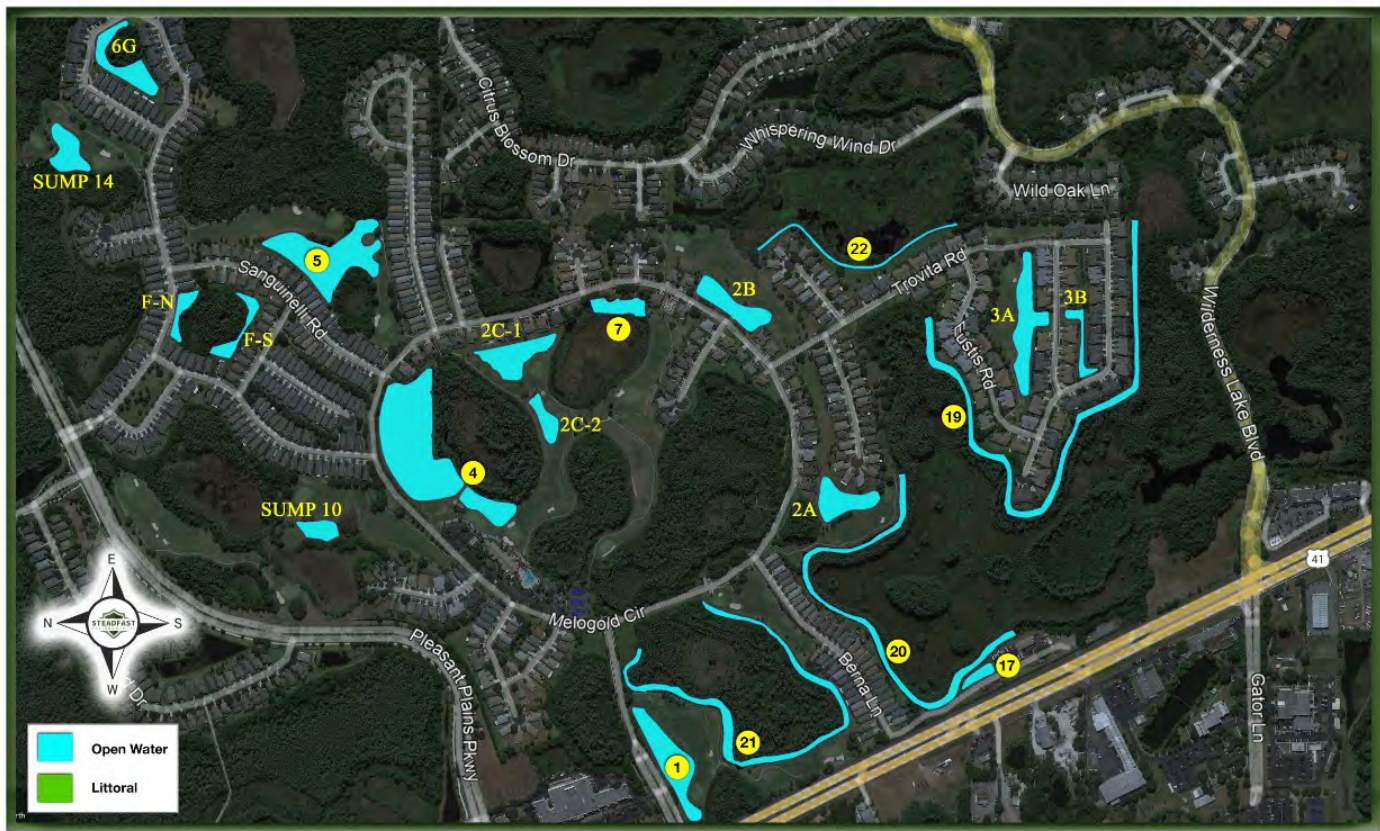
MAINTENANCE AREA



THE GROVES CDD

Festive Groves Blvd, Land O' Lakes

Gate Code:



## **Tab 8**



## September 2022 Monthly Manager's Report

**The Groves Golf and Country Club CDD**  
**7924 Melogold Circle**  
**Land O Lakes, FL 34637**  
**Phone: 813-995-2832**

**Email: [clubhouse@thegrovescdd.com](mailto:clubhouse@thegrovescdd.com)**  
**Clubhouse Manager: Amy Wall**

### **Clubhouse Operations/ Projected Projects**

- Diagnostic for underground wiring completed.
- Got proposals for Acoustics in Lanai.
- Got proposal for drop ceiling in Lanai.
- Got proposal for Rim ditch clean out where Cleopatra Meets Eustis.

### **Vendors That Made a Site Visit or Performed a Service**

- Steadfast – Cleaned out the rim ditch and completed the job.
- Mr. Electric came out to look at tennis court timer & lights and got proposal to have fixed.
- Mr. Electric came out to do a diagnostic testing on gate underground wiring.

### **Equipment Safety Checks**

- Pressure washer as it is now functioning properly.
- Chainsaw is currently not working.
- Inspected and fixed weedwhacker.

### **Facilities Usage - Upcoming Events**

- CCD Candidate Forum- Oct 5, 2022.
- Author Event- Oct 5, 2022.
- Bloodmobile- Oct 13, 2022.
- Firefighters Festival scheduled for Oct 22, 2022
- Show and Shine Car Show - Oct 27, 2022

**Board of Supervisor's Requests & Updates**

- Cameras for maintenance shed and RV park. Completed.
- Have underground gate wiring assessed. Completed.
- Get proposals on acoustic solutions for the lanai. Completed.
- Gate Security Service survey. Completed.
- Immunizations completed.

**Resident Requests**

- Dog waste station on Trovita and at dog park.
- Table for small dog park.



## Tab 9



Rizzetta & Company

#### UPCOMING DATES TO REMEMBER

- **Next Meeting:** November 1, 2022
- **Next General Election (Seats 1,2,3):** November 2022
  - **Seat 1** - Jimmy Allison, Patricia Penberthy
  - **Seat 2** - James Nearey, Joel Watkins
  - **Seat 3** - Richard D. Loar
- **New Fiscal Year Starts:** October 1, 2022

## District Manager's Report

October 11, 2022

# 2022

Attached to the cover page is a project summary.

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## The Groves CDD On-Going Project Update

October 11, 2022

Pool/Spa RFP. The Request for Proposals (RFP) Package was reviewed at the September CDD meeting, revised as requested and approved for release. Scheduling for Bids to be received by October 21, 2022 and scored by the CDD Board at a special meeting on October 26<sup>th</sup>.

Pool/Spa Renovation Start. Difficult to determine availability of vendors at this time.

Pool Night Swimming Certification. The design for the improvement of the lighting in order to qualify for night swimming has been received and now general contractor bids being sought to install. Staff has been in contact with two vendors to get estimates for installing new light poles and fixtures.

Lanai Remodel / Enclosure. Remodel is complete. New seating capacity calculations complete. Still working on acoustics solutions (drop ceiling / acoustic panels). Issues have developed with the flooring installed on top of old carpet. The new flooring was removed. Staff acquiring estimates to have new flooring installed.

Restaurant ADA Restroom Door Closure. Revised proposal to be executed by Chairman.

Back Entrance to Restaurant. Completed.

Amend Restaurant Agreement with B9B. This is in progress with B9B. There has been difficulty getting contract communication established.

Irrigation System Split Study. The Board engaged Ballenger Irrigation to begin a study of what would be required for the upgrade or replacement of the current irrigation system. Meeting held in September and another to be held in December.

Rim Ditch Clearing and Maintenance Agreement Update. Latest phase of work completed – new proposal in process. This is an on-going situation with the rim ditch work.

Facilities Use Policy. The chart for the fees is still a work in progress. Entire policy rewrite is underway with staff and Mr. Loar.

Golf Maintenance Facility Repairs. This is mostly in a holding pattern at this time.

Flooding at Entrance. This project involves the long sidewalk area leading out the front entrance heading towards Publix. The sidewalk dips down low in an area that floods repeatedly due to the low profile and no drainage. The Board is interested in seeing how to resolve the flooding. No progress has been made at this point.

The Groves Rock Display. The Board became concerned about a rock display of The Groves name on the entrance pond bank. The erosion around the signage is fairly severe and a vendor for repair is being sought.

Shed for HOA on CDD Property. Installation in progress. Slab has been poured. Structure under construction.

Golf Course Bridge Work. Staff has measured the four bridges and calculated the amount of lumber required to replace the surface. The HOA has offered to split the cost but has requested an assessment be completed to ensure the supporting structures are in good shape before putting on a new surface. Staff has reached out to Tampa Dock to get an estimate of cost to have the structure assessed and certified.

## **Tab 10**



# Quarterly Compliance Audit Report

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## The Groves

**Date:** September 2022 - 3rd Quarter

**Prepared for:** Scott Brizendine

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*



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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

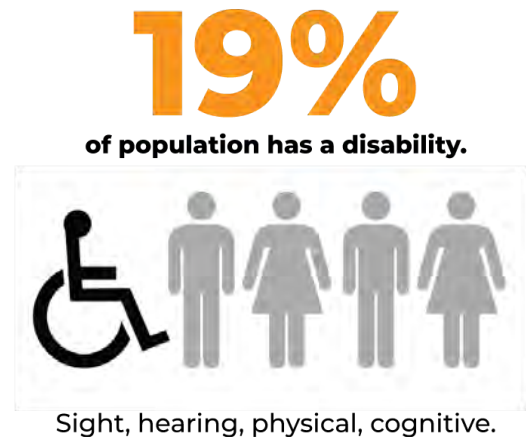
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.





# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitetools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>



## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

**Helpful articles:** <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

**Helpful article:** <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

**Helpful article:** <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



## **Feedback for users**

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## **Other related requirements**

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web



## **Tab 11**

**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 6, 2022, at 10:00 a.m., at The Groves Civic Center, located at 7924 Melogold Circle, Land O' Lakes, FL 33637.

Present and constituting a quorum:

Bill Boutin	<b>Board Supervisor, Chairman</b>
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 were:

Gregory Cox	<b>District Manager, Rizzetta &amp; Co, Inc.</b>
Dana Collier	<b>District Counsel, Straley, Robin &amp; Vericker</b>
Amy Wall	<b>Operations Manager</b>
Maura Lear	<b>Facilities Manager</b>

Audience Members **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

The meeting was called to order at 10:01 a.m. and all five Supervisors were present in person.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

All present at the meeting joined in the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Boutin requested that Mr. Allison provide an update regarding the security survey and Mr. Nearey an update of the flu shots.

Mr. Allison explained that he had completed a summary document and survey form that was ready to be emailed out to the residents. The documents were reviewed and discussed by the Board. Mr. Cox explained that this was not an agenda item which

meant that the Board would need to take audience comments on the topic prior to taking any action to approve.

The Board received audience comments on the topic of the security survey regarding how it should be distributed to the most effective.

On a motion from Mr. Boutin, seconded by Ms. Cunningham, the Board unanimously approved the survey summary and the survey form, for The Groves Community Development District.

#### **FOURTH ORDER OF BUSINESS**

#### **District Engineer Report**

The Board received the District Engineer update from Mr. Brletic. He provided a review of the Stormwater Needs Analysis report he had prepared and submitted. He also provided an update of the recent work completed for the irrigation renovation project noting that his office had taken old irrigation maps and reprinted them for use in the project. He explained that the next step was to have the maps annotated with current information from site visits.

Mr. Boutin discussed the need for a service provider, other than Securiteam, to perform an assessment of the wiring and mechanics of the gate system, as both are old. Mr. Boutin provided a motion to authorize not-to-exceed \$5,000 for the purpose of funding this assessment but he withdrew the motion following a discussion regarding the topic and understanding that there was a current disbursement of funds resolution in place that authorizes this sort of expenditure approval by the Chairman and District Manager.

Ms. Cunningham noted that she has been in contact with a vendor who has looked at the gates and may be providing a proposal. She also is working with Spectrum to get the right service personnel to assess the internet connection and wiring and will pass that information to staff.

The Board received additional audience comments at this point regarding the flooring issue in the card room.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Pool and Spa Renovation Vendor RFP Package**

The Board reviewed and discussed the Request for Proposals (RFP) package that had been assembled to be provided to potential contractors who were intending to provide a proposal. Mr. Cox explained the contents of the package and explained how the scoring of the proposals would be conducted. Mr. Cox explained that the initial date for the scoring session would be changed from October 26, 2022 to the afternoon of October 31, 2022. Mr. Allison indicated that he would not be available for either date.

The Board members provided their comments and questions regarding the contents of the package. Mr. Cox indicated that he would present any unanswered concerns or questions to Mr. Martin so that the package can be amended where

necessary. He also explained the RFP process timeline moving forward and the need for the Board to approve the ad for the RFP.

On a motion from Mr. Loar, seconded by Mr. Boutin, the Board approved the publication of the Pool and Spa Renovation RFP advertisement, for The Groves CDD.

On a motion from Mr. Allison, seconded by Mr. Nearey, the Board approved to authorize the Chairman to provide approval of an amended RFP package for the Pool and Spa Renovation, for The Groves CDD.

Mr. Cox explained the status of one pool pump that had a motor in need of replacement. He noted that the pump was one that would be replaced as part of the renovation. He noted that the estimate from Pool Works to replace the motor and other parts was \$3,200, and this would prevent the pool would not have to shut down. He also presented an estimate to proceed with purchasing a 15hp pump and starter that is identified in the RFP package to replace the 10hp pump. He explained that starter motor for the new 15hp pump may not be available for 6-8 weeks. The Board acted to approve the ordering of the new 15hp pump at the cost of \$25,055 with the understanding that if the current motor fails, the staff has the authority to proceed with the \$3,200 proposal for the 10hp pump motor.

On a motion from Mr. Allison, seconded by Mr. Nearey, the Board unanimously approved to authorize staff to have a 15hp pool pump with VFD starter ordered and to pre-approve \$3,200 starter replacement if the current 10hp pump starter fails prior to the new pump arriving, for The Groves CDD.

## SIXTH ORDER OF BUSINESS

## Consideration of ADA Door Operator

The Board considered two proposals from FDC Access Control Solutions for ADA operators on bathroom doors inside the clubhouse (\$5,038.30) and outside the at the pool area (\$5,559.60). The Board discussed the confusing language in the proposals regarding the number of operators proposed, liability waiver clauses, and if there was a valid ADA requirement for all the doors to be configured with operators. Ms. Collier indicated that she would prepare a cover contract that would address any clauses not desired by the District. The Board requested staff to take the proposals back to the vendor to get clarifications to the concerns discussed. Ms. Cunningham requested staff to seek an estimate for a maintenance agreement for the door operators.

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board approved to authorize the Chairman to approve the revised FDC Access Control Solutions proposals and contract for the ADA operators, for The Groves CDD.

**SEVENTH ORDER OF BUSINESS****Consideration of Lanai Acoustics Panels Proposals**

The Board considered a proposal from Commercial Acoustics for acoustic panels installation in the enclosed lanai at a cost of \$6,388.70. The Board discussed the characteristics of the panels and had concerns regarding waterproofing. Ms. Wall indicated that there were other vendors coming to the clubhouse to provide estimates. The Board postponed the topic until more information is obtained.

**EIGHTH ORDER OF BUSINESS****Consideration of Fourth Addendum to the Professional Amenity Services Contract**

The Board considered a Fourth Amendment to the Professional Amenity Services Contract with Rizzetta and Company. The total amount of the amended contract is \$304,644 for fiscal year 2022-2023. Mr. Loar noted that the amount is the amount approved in the 2022-2023 budget.

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board unanimously approved the Fourth Addendum to the Professional Amenity Services Contract, for The Groves CDD.

**NINTH ORDER OF BUSINESS****Consideration of Campus Suite Website Agreement Addendum**

The Board considered an addendum to the Campus Suite website agreement that clarified several clauses in the current and forthcoming renewal agreement related to maintenance and management, the unlimited number of remediated documents, and overall compensation. The Board noted that the date of the contract being amended should be changed from 1/1/21 to 10/1/21.

On a motion from Mr. Nearey, seconded by Mr. Allison, the Board unanimously approved the addendum to the Campus Suite website agreement, for The Groves CDD.

**TENTH ORDER OF BUSINESS****Discussion of Red Tree Landscaping Contract Proposal**

The Board considered a landscape and irrigation maintenance proposal from Red Tree Landscaping for the District common areas for an annual rate of \$152,100. Mr. Boutin noted that he had contacted 5 separate communities regarding the service level that Red Tree was providing for them. He noted that he had received several comments indicating that they were planning to renew their current agreement or that they were somewhat dissatisfied with their level of performance. Mr. Boutin expressed his opinion that Yellowstone was current performing at a better level of service and noted that there are areas in the community not adequately covered in the current contract. Ms. Cunningham and Mr. Loar noted that they had also contacted several communities with



more positive results. The Board members noted that The Groves HOA had approved an agreement with Red Tree and that it would be prudent to observe how well they perform for the HOA for a period of time before considering contracting with them for the District common areas.

On a motion from Mr. Loar, seconded by Ms. Cunningham, to approve the proposal from Red Tree Landscaping, the Board unanimously voted no to approve the proposal from Red Tree Landscaping, for The Groves CDD.

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board unanimously approved to table any further consideration of a proposal from Red Tree Landscaping for a period of at least six months, for The Groves CDD.

## **ELEVENTH ORDER OF BUSINESS**

### **Update on Irrigation Renovation Project – Mr. Loar**

Mr. Loar provided an update regarding the status of the on-going irrigation project. He noted the progress made plans obtained by JMT and identifying issues in several areas and that another meeting was planned to be held soon.

## **TWELFTH ORDER OF BUSINESS**

### **Update on Facilities Rental Rate Policy – Mr. Loar**

Mr. Loar presented the most recent revision of the Facilities Rental Rate Policy. The Board discussed the topic and received comments from the audience.

Mr. Cox explained that due to the fact that rates in the policy were being changed, the Board would be required to hold a public hearing prior to approving the policy. The Board discussed some of the rates in the proposed fee chart.

The Board received audience comments from a resident who wanted to hold a book signing event where she was selling her book but did not understand why she was required to pay rent for the room. The Board discussed that a resident could submit a request for a waiver from the rates that could be considered by the Board.

The Board requested that the staff examine all facility users to ensure there is consistent rate enforcement.

The Board requested that staff add a public hearing to the October agenda for the proposed policy changes.

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**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

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**A. District Counsel**

The Board received a District Counsel update from Ms. Collier. She explained that she was continuing to work on the Back 9 Bistro contract addendum and that she was having some difficulty receiving responses from Ms. Tolley or her attorney which is delaying the progress.

**B. District Engineer**

For the District Engineer update, Mr. Boutin requested that Mr. Brletic verify that a blank page in his SWFWMD report had been corrected.

**C. Aquatics Report - Steadfast**

The Board reviewed the Steadfast August Waterway & Canal report. Mr. Boutin provided an update on the most recent rim ditch clearing work that just started and expected to last approximately one week. Ms. Wall indicated that the quote for the work near Cleopatra was due that week.

**D. Client Relations Update**

For the Client Relations Manager update, Mr. Cox explained that the work by Rizzetta to migrate data from the old accounting system to the new one was still on-going.

**E. Operations Manager**

The Board received a Clubhouse Manager update from Ms. Wall. She provided her August report for the Board's review. Ms. Wall commented on the flooring issue in the card room and explained that the work on obtaining information on cameras for the maintenance facility and RV park was in progress. Mr. Nearey requested that the lighting be looked at as well. She noted that a request was received to allow some residents to purchase a memorial bench. Mr. Loar suggested this topic be discussed in some detail in order to ensure it is handled appropriately by both the HOA and the CDD.

**F. District Manager**

The Board received a District Manager update from Mr. Cox. He reminded the Board that the next CDD meeting was scheduled for October 4, 2022 at 10:00 a.m.. He provided the Board with a project update and explained that the District was operating under budget as of the July 2022 financials.

**FOURTEENTH ORDER OF BUSINESS****Consideration of Minutes of the  
Board of Supervisors' Meeting held  
on August 2, 2022**

The Board reviewed and amended the minutes of the August 2, 2022 regular CDD Board meeting.

On a motion from Mr. Nearey, seconded by Ms. Cunningham, the Board unanimously approved the minutes of the CDD Board meeting held on August 2, 2022, as amended, for The Groves CDD.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Operations and  
Maintenance Expenditures for July  
2022**

The Board considered the Operation and Maintenance Expenditures report for July 2022.

Mr. Allison had questions regarding the ESS Rates being billed. Ms. Cunningham requested staff to review the Campus Suite invoices to determine why there was a billing for \$378. Ms. Cunningham requested staff review the Central Pest Control invoices to ensure there were not duplicate payments. Ms. Cunningham requested staff to review the Securiteam invoices and request that they provide more details.

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board unanimously approved to receive and file the August 2022 Operations and Maintenance Report, for The Groves CDD.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

During Supervisor requests, Ms. Cunningham requested where the Fire Fighter event was being held and who was running the event. She expressed concerns regarding traffic control and parking of vehicles, which were resolved. Mr. Boutin noted that the Veterans' Day Tournament organizers were requesting hole sponsors for their golf tournament.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion from Mr. Loar, seconded by Mr. Nearey, the Board unanimously approved to adjourn the meeting at 1:15 p.m., for The Groves CDD.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman