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**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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, March 2, 2021 at 10:00 a.m.**, held 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:

Aimee Brandon	<b>District Manager, Rizzetta &amp; Co, Inc.</b>
Dana Collier	<b>District Counsel, Straley, Robin &amp; Vericker</b>
Mark Bufano	<b>Operations Manager</b>
Steven Brletic	<b>JMT Engineering</b>

Audience: **Present**

**FIRST ORDER OF BUSINESS** **Call to Order**

Ms. Aimee Brandon called the meeting to order and performed roll call, confirming that a quorum was present.

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

The Board heard audience comments regarding the following: previous projects that still need to be completed, debris left on the ground from the shrubs that were trimmed, music played at the pool area that can be heard from residents home, appreciation to the Board for providing a location for the vaccinations, concerns with amenity proposal pricing, complaints from residents towards the restaurant, residents requesting a meeting with the owners of the restaurant to address complaints, issues with seeing restaurant staff members not wearing their masks, request to allow more than 50 people into the ballroom and a requested explanation as to why there is a restriction on the amount of people allowed in the ballroom vs. a restaurant.

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**THIRD ORDER OF BUSINESS****Award Presentation**

Mr. Bill Boutin presented awards of appreciation to two volunteer residents that helped organize the community vaccinations and to Mr. Jimmy Allison for his contribution of time and experience with managing the road work project.

**FOURTH ORDER OF BUSINESS****Consideration of Rizzetta Amenity Services Proposal**

The Board discussed the Consideration of Rizzetta Amenity Services Proposal.

Ms. Christina Cunningham stated that she felt like it was time to get additional pricing from other companies for amenity services.

Mr. Allison mentioned that he is satisfied with RASI and does not wish to change vendors. He does however agree that the management fees are higher than he would like to see.

Mr. James Nearey stated that he felt that Mr. Mark Bufano was overworked and that he needs additional staffing support. He feels that adding an additional staff member could wait until the next fiscal year when larger projects would begin again. He also stated that he is satisfied with RASI and does not wish to change vendors but agrees that fees are a little high.

Mr. Richard Loar stated that he did not think the District could wait until the next fiscal year before implementing additional staff members due to the projects that will begin in early summer. He also agreed that he was fine with staying with RASI and that the fees were a little high for only two additional people. He feels that by adding one full time employee as a succession plan for Mr. Bufano would be the ideal choice.

Mr. Bufano clarified that the proposed part time staff member was not additional, but rather a replacement for the current part time staff employee.

Ms. Cunningham agreed that Mr. Bufano needs one fulltime assistant manager as part of a succession plan.

Mr. Neary agreed that one full time assistant manager should be hired early summer and a part time person could be hired on an as needed basis. Mr. Loar agreed that part time help should be added on an as needed basis instead of keeping on staff. Ms. Cunningham stated that she felt each Supervisor should have an individual opportunity to interview candidates prior to hiring.

On a motion from Mr. Neary, seconded by Mr. Boutin, the Board agreed to move forward with the process of hiring an assistant manager for Mr. Bufano with an anticipated start date of June or July, and with the expectation that Mr. Loar would renegotiate RASI management fees for The Groves Community Development District.

**FIFTH ORDER OF BUSINESS****Discussion of Project Planning**

The Board discussed Project Planning. Ms. Brandon asked if the Board would like to continue to leave this item for discussion on all future agendas. The Board agreed that this topic should remain on all future agendas.

The expectation will be for Ms. Brandon to provide and discuss her project management worksheet and provide the Board with updates on all projects.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

The Board received the District Counsel Report from Ms. Dana Collier.

Ms. Collier was introduced by Mr. Boutin as the new District Counsel Attorney for The Groves CDD. Ms. Collier discussed the E-Verify Memorandum and explained the purpose of the document.

On motion from Mr. Loar, seconded by Mr. Neary, the Board approved the Chairman signing the E-Verify Memorandum for The Groves Community Development District.

**B. District Engineer**

The Board received the District Engineer report from Mr. Stephen Brletic.

Mr. Brletic provided an update of the culvert repair and pipe improvement project. He explained that all he needed to do to begin the pipe improvement project was to obtain a permit. Once this is completed, he can begin the RFP process. He also discussed the inspection report from SFWMD and asked the Board if they would prefer JMT to perform an assessment of the ponds.

Mr. Brletic provided the Board with a proposal to complete the pond assessments and file the necessary paperwork with SFWMD.

On a motion from Mr. Allison, seconded by Mr. Boutin, the Board authorized JMT to submit the permit and send out the RFP for construction of the pipe for The Groves Community Development District.

On a motion from Mr. Loar, seconded by Ms. Cunningham, the Board approved the Pond Assessment Proposal from JMT with a not-to-exceed amount of \$7,500.00 and with an expectation that JMT will file with SFWMD for The Groves Community Development District.



**C. Aquatic Report**

The Board received the Aquatics Report for February 2021.

**D. Clubhouse Manager**

The Board received the Clubhouse Manager report from Mr. Bufano.

Mr. Bufano mentioned that the restaurant had a second health inspection and passed with no issues.

Mr. Boutin asked Mr. Bufano to look at the flagpole to make sure it was not leaning.

The Board reviewed the Roofing Proposals for the Golf Cart and Maintenance sheds. The Board agreed to go with Watertight Roofing proposal in the amount of \$18,237.00.

On a motion from Mr. Allison, seconded by Mr. Loar, the Board approved the Watertight Roofing Proposal for \$18,237.00 for The Groves Community Development District.

**E. District Manager**

The Board received the District Manager report from Ms. Brandon.

Ms. Brandon reminded the Board of their next regular scheduled meeting on April 6th, 2021 at 10:00 a.m.

Ms. Brandon also provided the Board with an update on their financials.

Ms. Brandon discussed the RLS Pool increase and asked if the Board approved an increase of \$50.00 a month.

The Board did not agree and voted to only pay the original agreed amount of \$750.00 month.

Ms. Brandon discussed the 90-day Rizzetta improvement plan. Ms. Cunningham asked that Rizzetta provide a report of progress on their improvements based on measurements on a monthly basis for the next 90 days. Ms. Brandon noted that she had not yet received the requested documents back from various departments within Rizzetta. Ms. Brandon will continue to work with Rizzetta and Ms. Cunningham until items reach a satisfactory level determined by the Board.

Ms. Brandon provided the Board with an update on Egis Insurance claim for damage to a fence caused by an automobile accident.

On a motion from Mr. Nearey, seconded by Mr. Loar, the Board approved to pay the original amount only, of \$750.00, monthly to RLS Pools for The Groves Community Development District.

**SEVENTH ORDER OF BUSINESS****Consideration of Minutes of the  
Board of Supervisors' Meeting held  
on February 2, 2021**

The Board was presented with the Minutes of the Board of Supervisors meeting held on February 2, 2021.

On a motion from Mr. Loar, seconded by Ms. Cunningham, the Board approved the Minutes of the Board of Supervisors Meeting that was held on February 2nd, 2021 for The Groves Community Development District.

**EIGHTH ORDER OF BUSINESS****Consideration of Operations and  
Maintenance Expenditures for January  
2021**

The Board was presented with the Operation and Maintenance Expenditures for January 2021 for \$121,326.04.

21. On a motion from Mr. Loar, seconded by Mr. Nearey, the Board approved to ratify the Operation and Maintenance Expenditures for January 2021 in the amount of \$121,326.04 for The Groves Community Development District.

**NINTH ORDER OF BUSINESS****Supervisor Requests**

During Supervisors request, Mr. Loar discussed beginning the process for securing a Holiday Lighting Vendor now with the help of a resident Christmas Lighting committee, getting new audio system for the ballroom, suggesting that residents provide their email to the leadership team for up-to-date community information, and adding additional costs of amenity staff to the budget.

Ms. Cunningham asked for clarity to be provided to the clubs starting up again regarding Covid-19 restrictions. She recommended adding the information to the newsletter.

Mr. Bufano mentioned that the rules have not changed regarding Covid-19 restrictions.

Mr. Boutin asked Mr. Bufano to investigate the difference between leasing a printer vs. purchasing.

Mr. Boutin discussed an organization that is working with the county to identify and recognize those who served in the military between the years of 1955-1975 to award them with a pin.

Mr. Boutin discussed working on a round three of vaccinations for those in the community who have not received their vaccination yet.

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**TENTH ORDER OF BUSINESS                      Adjournment**

Mr. Boutin requested a motion to adjourn the meeting of the Board of Supervisors' for The Groves Community Development District.

On a motion from Mr. Neary, seconded by Mr. Allison, the Board agreed to adjourn the meeting at 11:58 a.m. for The Groves Community Development District.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman