



Rizzetta & Company

Astoria Community Development District

Board of Supervisors' Meeting November 24, 2020

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

www.asturiacdd.org

**ASTURIA
COMMUNITY DEVELOPMENT DISTRICT**

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

Board of Supervisors	Lane Gardener Walter O' Shea Lee Thompson Carla Luigs Matthew Gallagher	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Sarah Warren	Hopping, Green & Sams
District Engineer	Al Belluccia	Florida Design Consultants

All cellular phones must be placed on mute while in the meeting room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

November 16, 2020

**Board of Supervisors
Asturia Community
Development District**

FINAL AGENDA

The regular meeting of the Board of Supervisors of the Asturia Community Development District will be held on **November 24, 2020 at 1:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, Florida 33556. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Consideration of Resolution 2021-01, Canvassing and Certifying results of Landowner Election Meeting.....Tab 1
 - B. Administer Oath of Elected Supervisors
 1. Seat 1 – Jonathan Tietz
 2. Seat 2 - Richard Jensen
 3. Seat 3 – Jacques Darius
 - C. Consideration of Resolution 2021-02, Re-designating Officers.....Tab 2
 - D. Consideration of Resolution 2021-03, Amended Budget for FY 2019-2020.....Tab 3
 - E. Discussion Regarding Adopted FY20-21 Regular Meeting Schedule.....Tab 4
 - F. Consideration of Landscape RFP's.....Tab 5
 1. Mainscape
 2. Down to Earth
 3. Capital Land Management
 4. Sunrise Landscape
 5. Landscape Maintenance Professionals
 6. RedTree Landscape Systems
 7. Yellowstone Landscape
 8. Brightview Landscape
 9. Cepra Landscape
 10. Trimac Outdoor Landscape

4. BUSINESS ADMINISTRATION

- A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on August 25, 2020.....Tab 6
- B. Consideration of Minutes of Board of Supervisors' Regular Meeting held on September 22, 2020.....Tab 7
- C. Consideration of Minutes of Board of Supervisors' Landowner Meeting held on November 3, 2020.....Tab 8
- D. Consideration of the Operations & Maintenance Expenditures for August, September and October 2020.....Tab 9

5. STAFF REPORTS

- A. Clubhouse Manager Report.....Tab 10
- B. District Engineer
- C. District Counsel
- D. District Manager
- E. District Field Manager Report (**under separate cover**)

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

7. ADJOURNMENT

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

Very truly yours,
Matthew Huber
Matthew Huber
District Manager

Tab 1

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ASTURIA COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Asturia Community Development District (“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, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within ninety (90) days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 3, 2020, the minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast such individual’s favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

SECTION 1. The following person is found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____ Seat 1 Votes _____

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of November, 2020.

ATTEST:

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Minutes of November 3, 2020 Landowner’s Meeting

Tab 2

RESOLUTION 2021-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
ASTURIA COMMUNITY DEVELOPMENT DISTRICT
REDESIGNATING CERTAIN OFFICERS OF THE DISTRICT,
AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Asturia Community Development District (hereinafter 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 District desires to re-designate certain Officers of the District following the general and landowner elections of new supervisors.

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

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman and Assistant Secretaries; however, prior appointments by the Board for Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of November, 2020.

ATTEST:

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Tab 3

RESOLUTION 2021-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
ASTURIA COMMUNITY DEVELOPMENT DISTRICT
AMENDING THE FISCAL YEAR 2019/2020 GENERAL FUND
BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Asturia Community Development District (hereinafter 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 District (hereinafter the “Board”), adopted a General Fund Budget for Fiscal Year 2019-2020 (“FY19-20 Budget”); and

WHEREAS, the Board desires to amend the FY19-20 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2019-2020; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the FY19-20 Budget within sixty (60) days following the end of the Fiscal Year 2019-2020; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the FY19-20 Budget to reflect the actual appropriations.

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

SECTION 1. BUDGET AMENDMENT.

- a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of Sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “Adopted Annual Budget”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2019-2020.
- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for the Asturia Community Development District for the Fiscal Year Ending September 30, 2020, as amended and adopted by the Board of Supervisors effective November 24, 2020.”

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sums set forth below, to be raised by special assessments or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND, SERIES 2014A-1	\$ _____
DEBT SERVICE FUND, SERIES 2016A-1	\$ _____
DEBT SERVICE FUND, SERIES 2016A-2	\$ _____
DEBT SERVICE FUND, SERIES 2018A-2	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect as of November 24, 2020.

PASSED AND ADOPTED this 24th day of November, 2020.

ATTEST:

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended General Fund Budget FY 2019/2020

Tab 4

RESOLUTION 2020-18

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF ASTURIA
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME
AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF
SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, Asturia Community Development District (hereinafter 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 District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit "A".

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District's Secretary is hereby directed to file annually, with Pasco County, a schedule of the District's regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 25TH DAY OF AUGUST, 2020.

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**



CHAIRMAN / VICE CHAIRMAN

ATTEST:



ASST. SECRETARY

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
ASTURIA COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021

October 27, 2020
November 24, 2020
December 22, 2020 *
January 26 2021
February 23, 2021 *
March 23, 2021
April 27, 2021
May 25, 2021
June 22, 2021 *
July 27, 2021
August 24, 2021
September 28, 2021 *

The meetings will convene at 1:00 p.m., * **(with the exception of the months of December, February, June, and September, when they will meet at 6:00 p.m.)** at Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

**Please note that because of the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location in the event the above location is not available. Please check the District’s website for the latest information: <https://www.asturiacdd.org/>*

Tab 5

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the **Asturia Community Development District** was held on **August 25, 2020 at 1:00 p.m.** conducted by means of communications media technology telephone pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179 and 20-193 issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Lane Gardner	Board Supervisor, Chair
Lee Thompson	Board Supervisor, Asst. Secretary
Carla Luigs	Board Supervisor, Asst. Secretary
Matthew Gallagher	Board Supervisor, Asst. Secretary

Also present were:

Matthew Huber	District Manager; Rizzetta & Co., Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Sean Manson	Construction Manager; Hines
Ed Colon	Down to Earth
John P	Asturia
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

The Board of Supervisors entertained audience comments.

THIRD ORDER OF BUSINESS

Discussion Regarding Renaming Dog Park

Lane mentioned that the BOS should be inclusive of others and not just consider one pet name.

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FOURTH ORDER OF BUSINESS

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

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

On a Motion by Mr. Gardner, seconded by Ms. Luigs, with all in favor, the Board of Supervisors Opened the Public Hearing on Adopting Fiscal Year 2020/2021 Budget, for Asturia Community Development District.

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There were no public comments at this time.

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

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FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-14, Adopting
Fiscal Year 2020/2021 Budget**

Mr. Huber presented Resolution 2020-14, Adopting Fiscal Year 2020/2021 Budget to the Board of Supervisors.

On a Motion by Mr. Thompson, seconded by Mr. Gardner, with all in favor, the Board of Supervisors adopted Resolution 2020-14, Adopting Fiscal Year 2020/2021 Budget, for Asturia Community Development District.

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SIXTH ORDER OF BUSINESS

**Public Hearing on Certifying Assessment Roll
and Levy of Assessments for Fiscal Year
2020/2021**

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

On a Motion by Mr. Gardner, seconded by Mr. Thompson, with all in favor, the Board of Supervisors Opened the Public Hearing on Adopting Levy of Assessments for Fiscal Year 2020/2021, for Asturia Community Development District.

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There were no public comments at this time.

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

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2020-15, Certifying
an Assessment Roll and Levying Assessments**

Mr. Huber presented Resolution 2020-15, Certifying an Assessment Roll and Levying of Assessments for Fiscal Year 2020/2021 to the Board of Supervisors.

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors adopted Resolution 2020-15, Certifying an Assessment Roll and Levying of Assessment for Fiscal Year 2020/2021, for Asturia Community Development District.

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EIGHTH ORDER OF BUSINESS

**Public Hearing on Uniform Method of Collection
(BA Parcels)**

Mr. Huber asked the Board for a Motion to Open the Public Hearing on Uniform Method of Collection.

On a Motion by Mr. Gardner, seconded by Mr. Thompson, with all in favor, the Board of Supervisors Opened the Public Hearing on Uniform Method of Collection, for Asturia Community Development District.

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There were no public comments at this time.

On a Motion by Mr. Thompson, seconded by Mr. Gardner, with all in favor, the Board of Supervisors Closed the Public Hearing on Uniform Method of Collection, for Asturia Community Development District.

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NINTH ORDER OF BUSINESS

**Consideration of Resolution 2020-16, Adopting
a Uniform Method of Collection**

Mr. Huber presented Resolution 2020-16, Adopting a Uniform Method of Collection to the Board of Supervisors.

On a Motion by Mr. Gardner, seconded by Mr. Gallagher, with all in favor, the Board of Supervisors adopted Resolution 2020-16, Adopting a Uniform Method of Collection, as presented, for Asturia Community Development District.

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TENTH ORDER OF BUSINESS

**Public Hearing on Assessments for Expanded
Parcels**

Mr. Huber asked the Board for a Motion to Open the Public Hearing on Assessments for Expanded Parcels.

161

On a Motion by Mr. Gardner, seconded by Ms. Luigs, with all in favor the Board of Supervisors adjourned the meeting at 2:58 p.m., for Asturia Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 6

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the **Asturia Community Development District** was held on **September 22, 2020 at 6:00 p.m.** conducted by means of communications media technology telephone pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179 and 20-193 issued by Governor DeSantis, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum:

Lane Gardner	Board Supervisor, Chair
Lee Thompson	Board Supervisor, Asst. Secretary
Matthew Gallagher	Board Supervisor, Asst. Secretary

Also present were:

Matthew Huber	District Manager; Rizzetta & Co., Inc.
Aimee Brandon	District Manager; Rizzetta & Co., Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Sean Manson	Construction Manager; Hines
John Torborg	Field Service Manager; Rizzetta & Co., Inc.
Justin Lawrence	RASI, Amenities Manager
Audience	

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

The Board heard comments and questions from audience members addressing the following; concerns for sidewalk cleaning/repairs, safety concerns for the structure of the bridge, bollards at the bridge entrance, current landscaping credit status, specific scope of service language in landscaping proposal, traffic light update, barricades at the entrance, aquatic update on pond grass, pool paver repairs, other Districts in the area that use Rizzetta & Co., PPP loans received by Rizzetta & Co., bike path completion, commercial property, sub committees request, CDD budget responsibility and decisions, POA letters of violation received, and a request to add to the agenda the proposal for changing the Dog Park's.

THIRD ORDER OF BUSINESS

Consideration of Establishment of Audit Committee

Mr. Huber informed the Board that they would need to authorize an advertisement and set the first audit committee meeting which will be held on October 27, 2020 at 1:00 p.m.

On a motion from Mr. Lane Gardner, seconded by Mr. Lee Thompson, the Board approved an Audit Committee to present at the October 27th Board of Supervisors CDD meeting for Asturia Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Landscape RFP

The Board heard from Mr. John Toborg, Field Services Manager, regarding Consideration for Landscaping RFP. Mr. Gardner stated that he would like to work directly with Mr. Toborg to finalize the project's manual scope of service.

On a motion from Mr. Gardner, seconded by Mr. Thompson, the Board approved moving forward with RFP for landscaping for Asturia Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors Meeting held on August 25, 2020

Consideration for approval of the Minutes from the Board of Supervisors meeting held on August 25th, 2020 have been tabled and moved to the next meeting being held on October 27th, 2020

SIXTH ORDER OF BUSINESS

Consideration of the Operation and Maintenance Expenditures for August 2020

Mr. Huber presented the Operation and Maintenance Expenditures for August 2020.

Mr. Gardener would like to review the timing of irrigation times at the Clubhouse.

On a Motion by Mr. Thompson, seconded by Mr. Gardner, with all in favor, the Board of Supervisors approved the Operations and Maintenance expenditures for August 2020 (\$20,342.42) for the Asturia Community Development District

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Clubhouse Manager

Mr. Huber presented the Clubhouse Report to the Board. They had no comments or questions.

B. District Engineer

Not Present

C. District Counsel

The Board received a District Counsel update from Ms. Sarah Warren regarding the Governor's Executive order authorizing the virtual meetings ends September 30th, but that it is still unknown at this time if the Governor will extend the order. She also gave an update on status of the Traffic Enforcement agreement, and addressed several audience questions regarding sub committees, landscaping credits and scope of service language.

D. District Manager

The Board received a District Manager update from Mr. Matt Huber. He reminded the Board that the next meeting is scheduled for October 27th, 2020 at 1:00p.m. and that the Audit Committee will meet prior to the regular CDD meeting.

The Board received an update from Hines Representative, Mr. Sean Manson regarding the trail project status, stop sign and traffic light status. He informed the Board that the trail project was approved on July 2nd and that he has started the bidding process to find a vendor. He informed the Board that the intersection currently does not meet the threshold for needing a stop sign. He also stated that contractors would be starting the process for the traffic light within the next two weeks and that the completion is expected by February 1st, 2021.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

During Supervisor Request, Mr. Gardner addressed the commercial property inquiries and stated that the commercial land is not part of the CDD, he also stated that he would like to collaborate with Mr. Huber and Mr. Toborg to discuss staff hours and landscaping RFP.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Huber asked for a motion to adjourn the meeting.

On a motion from Mr. Gardner, seconded by Mr. Thompson, the Board approved to adjourn the meeting at 7:43 p.m. for Asturia Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 7

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The Landowner meeting of the Asturia Community Development District was held on **Tuesday, November 3, 2016 at 1:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present:

Lane Gardner

Proxy Holder, SR 54 Land Associates, LLC

Also Present Were:

Matt Huber

Regional Manager, Rizzetta & Company, Inc.

Aimee Brandon

District Manager, Rizzetta & Company, Inc.

Stacey Gillis

Representative, Rizzetta & Company, Inc.

Sarah Warren

District Counsel, Hopping Green & Sams, PA

FIRST ORDER OF BUSINESS

Appointment of Meeting Chairman

Mr. Lane Gardner appointed Mr. Penning as the meeting Chairman and Mr. Matthew Huber as the meeting Secretary.

SECOND ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. Jon Tietz provided documentation showing a total of 200 votes proxied to Mr. Jacques Darius and is therefore eligible to cast 200 votes.

Mr. Lane Gardner provided documentation showing the SR 54 Land Associates, LLC owns 106 lots and is therefore eligible to cast 106 votes.

THIRD ORDER OF BUSINESS

Announcement of Candidates/Call for Nominations

Mr. Glenn Penning called for the announcement of candidates and read off the following names appearing on the ballot, Diana Cisco, Frank Vorowski, Laurie Solhjen, Heather Silvo, William Mandell, Stewart Kramer, Charles Solis, Jacques Darius and Glenn Penning.

Mr. Huber asked for any other nominations. There were none.

FOURTH ORDER OF BUSINESS

Casting of Ballots

Mr. Huber called for the casting of the ballots. He stated that Mr. Lane Gardner cast his votes as follows: Mr. Jacques Darius received 52 votes and Mr. Glen Penning received 54 votes. Mr. Jon Tietz cast his votes as follows: Jacques Darius received 200 votes.

Individual proxied votes are as follows: Diana Cisco, Frank Vorowski, Laurie Solhjen, Heather Silvo, William Mandell, Stewart Kramer, Julie Stanton, Charles Solis and Sundaresvaran Jambulingam, all cast 1 proxy vote to Jacques Darius totaling 9 proxy votes.

Recess at 1:09 p.m. to tally votes and reconvened at 2:07 p.m.

Mr. Penning announced the preliminary tabulation of votes which is as follows: Jacques Darius received a total of 253 votes and Glenn Penning received a total of 54 votes.

FIFTH ORDER OF BUSINESS

Adjournment

Mr. Huber stated that there was no further business scheduled to come before the landowners and adjourned the meeting at 2:09 p.m.

Tab 8

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures August 2020 For Board Approval

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

The total items being presented: **\$20,342.42**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Brighthouse Networks	002576	065826701072220	14575 Promenade Parkway 07/20	\$ 257.45
Clean Sweep Supply Co., Inc.	002583	00209792	Clubhouse Supplies 05/20	\$ 61.65
County Sanitation	002578	10472737	Clubhouse Dumpster 08/20	\$ 34.00
Duke Energy	002577	02017 22358 07/20	000 Aviles Parkway Lite 07/20	\$ 3,195.47
Duke Energy	002579	Duke Electric Summary 07/20	Electric Summary 07/20	\$ 2,320.55
Duke Energy	002580	13808 69448 07/20	14721 State Rd 54 Lite 07/20	\$ 6,895.85
Florida Department of Revenue	002581	85-8016529160C-9 07/20	Sales & Use Tax 07/20	\$ 5.89
Hopping Green & Sams	002584	115719	General Legal Services 05/20	\$ 5,756.45
Hopping Green & Sams	002584	115720	General Legal Services 05/20	\$ 374.45
Lee R. Thompson	002587	LT061020	Board of Supervisors Meeting 06/10/20	\$ 200.00
Rizzetta Amenity Services, Inc.	002585	INV00000000007738	Out Of Pocket Expenses 06/20	\$ 50.00
Southern Land Services of SW FL, Inc.	002586	061220-13	Mowing Phase 3 - ROW Only 32 Lots 06/20	\$ 256.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Southern Land Services of SW FL, Inc.	002586	062620-29	Mowing Phase 3- Row Only 06/20	\$ 250.00
Tampa Poop 911 LLC	002582	A062020	Clean Pet Waste Stations & Trash Cans 06/20	<u>\$ 684.66</u>
Report Total				<u>\$ 20,342.42</u>

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ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$79,809.30**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Anago Franchising, Inc.	002589	107996	Monthly Janitorial Services 07/20	\$ 405.00
Anago Franchising, Inc.	002589	108534	Monthly Janitorial Services 08/20	\$ 405.00
Best Termite & Pest Control, Inc.	002590	1039159	Pest Control 08/20	\$ 55.00
Blue Water Aquatics, Inc.	002591	26857	Aquatic Services 06/20	\$ 620.00
Brighthouse Networks	002588	065826701082220	14575 Promenade Parkway 08/20	\$ 420.13
County Sanitation	002610	10476074	Clubhouse Dumpster 09/20	\$ 34.00
DCSI, Inc	002593	27338	Alarm Monitoring Service 07/20	\$ 59.99
DCSI, Inc	002593	27394	Service Call 7/20	\$ 85.00
DCSI, Inc	002593	27476	Service Call - Change Out Switch 07/20	\$ 649.00
Duke Energy	002595	02017 22358 08/20	000 Aviles Parkway Lite 08/20	\$ 3,195.47
Duke Energy	002595	66842 45114 07/20	0000 Aviles Pky Street Lights Phase 3 07/20	\$ 2,670.98
Duke Energy	002595	Duke Electric Summary 08/20	Electric Summary 08/20	\$ 261.93

Asturia Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	002608	48482 24139 08/20	14575 Promenade Pkwy Pool 08/20	\$ 722.67
Duke Energy	002608	56192 03365 08/20	14575 Promenade Pkwy Amenity Ctr 08/20	\$ 1,269.90
Duke Energy	002611	13808 69448 08/20	14721 State Rd 54 Lite 08/20	\$ 6,896.30
FitRev, Inc.	002596	21181	Fitness Equipment - Handle Grips 07/20	\$ 62.00
Florida Design Consultants, Inc.	002597	41471	Engineering Services 06/20	\$ 1,140.00
Jerry Richardson	002604	1369	Hog Removal Service 07/20	\$ 1,300.00
Lee R. Thompson	002606	LT072820	Board of Supervisors Meeting 07/28/20	\$ 200.00
Lee R. Thompson	002606	LT082520	Board of Supervisors Meeting 08/25/20	\$ 200.00
Nuccio Heating & Air Conditioning, Inc.	002598	10934	Maintenance & Repairs 08/20	\$ 645.00
Pasco County	002599	Water Summary 06/20	Water Summary 06/20	\$ 11,054.43
Pasco County	002609	Water Summary 07/20	Water Summary 07/20	\$ 5,637.98
Rizzetta & Company, Inc.	002600	INV0000051762	District Management Fees 08/20	\$ 4,509.50

Asturia Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	002600	INV0000051840	Mass Mail 07/20	\$ 574.98
Rizzetta Amenity Services, Inc.	002601	INV00000000007770	Amenity Management Services 07/20	\$ 3,986.24
Rizzetta Amenity Services, Inc.	002601	INV00000000007802	Amenity Management Services 08/20	\$ 3,806.02
Rizzetta Amenity Services, Inc.	002601	INV00000000007864	Out Of Pocket Expenses 07/20	\$ 50.00
Rizzetta Amenity Services, Inc.	002601	INV00000000007896	Amenity Management Services 08/20	\$ 1,623.09
Rizzetta Amenity Services, Inc.	002601	INV00000000007928	Amenity Management Services 09/20	\$ 2,512.47
Rizzetta Technology Services, LLC	002602	INV0000006095	Email & Website Hosting Services 08/20	\$ 190.00
Southern Land Services of SW FL, Inc.	002603	071720-25	Mowing Phase 3 - ROW only 07/20	\$ 250.00
Southern Land Services of SW FL, Inc.	002603	073120-14	Mowing Phase 3 - ROW only 07/20	\$ 250.00
SSS Down To Earth Opco LLC	002594	70121	Grounds Maintenance 07/20	\$ 15,051.16
SSS Down To Earth Opco LLC	002594	71775	Bagged Concrete for Washout by Bridge 07/20	\$ 915.00
Suncoast Pool Service	002605	6351	Monthly Pool Service 07/20	\$ 870.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Tampa Poop 911 LLC	002592	A072020	Clean Pet Waste Stations & Trash Cans 07/20	\$ 684.66
Times Publishing Company	002607	0000092527 07/15/20	Account #122995 Legal Advertising 07/20	\$ 169.60
Times Publishing Company	002607	0000094707 07/22/20	Account #122995 Legal Advertising 07/20	\$ 566.40
Times Publishing Company	002607	0000094707 07/29/20	Account #122995 Legal Advertising 07/20	\$ 562.40
Times Publishing Company	002607	0000099181 08/2/20	Account #122995 Legal Advertising 08/20	\$ 1,144.00
Times Publishing Company	002607	0000099181 08/9/20	Account #122995 Legal Advertising 08/20	\$ 1,140.00
Times Publishing Company	002607	0000099186 08/02/20	Account #122995 Legal Advertising 08/20	\$ 744.00
Times Publishing Company	002607	0000099186 08/16/20	Account #122995 Legal Advertising 08/20	\$ 740.00
Times Publishing Company	002607	0000099186 08/23/20	Account #122995 Legal Advertising 08/20	\$ 740.00
Times Publishing Company	002607	0000099186 8/9/20	Account #122995 Legal Advertising 08/20	<u>\$ 740.00</u>
Report Total				<u>\$ 79,809.30</u>

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ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures October 2020 For Board Approval

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

The total items being presented: **\$142,639.19**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>		<u>Invoice Amount</u>
Anago Franchising, Inc.	002615	109063	Monthly Janitorial Services 09/20	\$	405.00
APD Advanced Stabilization, LLC	002633	2010-0811-4812-1	50% Deposit for Bridge Repairs 10/20	\$	1,600.00
Best Termite & Pest Control, Inc.	002634	1044953	Pest Control 09/20	\$	55.00
Blue Water Aquatics, Inc.	002616	26892	Aquatic Services 08/20	\$	620.00
Blue Water Aquatics, Inc.	002616	26939	Aquatic Services 08/20	\$	620.00
Blue Water Aquatics, Inc.	002635	27000	Aquatic Services 09/20	\$	620.00
Brighthouse Networks	002612	65826701092220	14575 Promenade Pkway 09/20	\$	260.70
Clean Sweep Supply Co., Inc.	002618	00210247	Clubhouse Supplies 08/20	\$	313.80
Clean Sweep Supply Co., Inc.	002618	00210517	Clubhouse Supplies 09/20	\$	87.95
Clean Sweep Supply Co., Inc.	002618	210518	Clubhouse Supplies 09/20	\$	153.10
Clean Sweep Supply Co., Inc.	002637	00210819	Clubhouse Supplies 10/20	\$	161.30
County Sanitation	002613	10481271	Clubhouse Dumpster 10/20	\$	34.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
DCSI, Inc	002619	27460	Alarm Monitoring Service 08/20	\$ 59.99
DCSI, Inc	002619	27508	Service Call 08/20	\$ 210.00
DCSI, Inc	002619	27593	Alarm Monitoring Service 09/20	\$ 59.99
DCSI, Inc	002619	27621	Service Call 09/20	\$ 105.00
Decorative Elves, Inc.	002649	20029	Christmas Lighting & Holiday Decorations 10/20	\$ 1,398.25
Duke Energy	002621	66842 45114 08/20	0000 Aviles Pky Street Lights Phase 3 08/20	\$ 2,671.15
Duke Energy	002640	02017 22358 09/20	000 Aviles Parkway Lite 09/20	\$ 3,195.69
Duke Energy	002640	13808 69448 09/20	14721 State Rd 54 Lite 09/20	\$ 6,896.30
Duke Energy	002640	66842 45114 09/20	0000 Aviles Pky Street Lights Phase 3 09/20	\$ 2,671.15
Duke Energy	002640	Duke Electric Summary 09/20	Electric Summary 09/20	\$ 2,503.47
Egis Insurance Advisors, LLC	002622	11320	Policy #100120685 10/1/20-10/1/21	\$ 19,717.00
FitRev, Inc.	002641	21603	Fitness Equipment 09/20	\$ 702.55

Asturia Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>		<u>Invoice Amount</u>
Hopping Green & Sams	002623	116352	General Legal Services 06/20	\$	4,870.07
Hopping Green & Sams	002623	116979	General Legal Services 07/20	\$	4,902.93
Hopping Green & Sams	002642	117547	General Legal Services 09/20	\$	2,953.35
Innersync Studio, Ltd DBA Campus Suite	002643	18946	Annual CDD Website Services/ADA Compliance 2020/21	\$	1,537.50
Jerry Richardson	002629	1381	Hog Removal Service 08/20	\$	1,300.00
Jerry Richardson	002629	1394	Hog Removal Service 09/20	\$	1,300.00
Jerry Richardson	002629	1406	Hog Removal Service 10/20	\$	1,300.00
Lee R. Thompson	002631	LT092220	Board of Supervisors Meeting 09/22/20	\$	200.00
LLS Tax Solutions Inc.	002624	002074	Arbitrage Services Series 2016 A1 & A2 08/20	\$	500.00
Pasco County	002614	Water Summary 08/20	Water Summary 08/20	\$	1,782.40
Rizzetta & Company, Inc.	002625	INV0000052552	District Management Fees 09/20	\$	4,509.50
Rizzetta & Company, Inc.	002644	INV0000053349	District Management Fees 10/20	\$	4,509.50

Asturia Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>		<u>Invoice Amount</u>
Rizzetta & Company, Inc.	002644	INV0000053605	Assessment Roll Preparation FY 20/21	\$	5,000.00
Rizzetta Amenity Services, Inc.	002626	INV00000000007956	Out Of Pocket Expenses 07/20	\$	29.65
Rizzetta Amenity Services, Inc.	002626	INV00000000007988	Amenity Management Services 09/20	\$	2,578.05
Rizzetta Amenity Services, Inc.	002645	INV00000000008019	Amenity Management Services 10/20	\$	4,382.90
Rizzetta Amenity Services, Inc.	002645	INV00000000008047	Out Of Pocket Expenses 09/20	\$	62.75
Rizzetta Technology Services, LLC	002627	INV0000006195	Email & Website Hosting Services 09/20	\$	190.00
Southern Land Services of SW FL, Inc.	002628	081420-17	Mowing Phase 3 - ROW only 08/20	\$	250.00
Southern Land Services of SW FL, Inc.	002628	082820-15	2nd August Mowing Phase 3 - ROW only	\$	250.00
Southern Land Services of SW FL, Inc.	002628	091820-17	Mowing Phase 3 - ROW only 09/20	\$	250.00
Southern Land Services of SW FL, Inc.	002646	092520-25	Mowing Phase 3 - ROW only 09/20	\$	250.00
SSS Down To Earth Opco LLC	002620	72331	Grounds Maintenance 08/20	\$	15,051.16
SSS Down To Earth Opco LLC	002620	74764	Grounds Maintenance 09/20	\$	15,051.16
SSS Down To Earth Opco LLC	002620	75074	Pine Tree Installation 08/20	\$	1,471.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
SSS Down To Earth Opco LLC	002620	75075	Rock Removal and Sod Installation 08/20	\$ 3,855.00
SSS Down To Earth Opco LLC	002639	76843	Grounds Maintenance 10/20	\$ 15,051.16
Suncoast Pool Service	002630	6439	Monthly Pool Service 08/20	\$ 870.00
Suncoast Pool Service	002630	6537	Monthly Pool Service 09/20	\$ 870.00
Suncoast Pool Service	002647	6614	Monthly Pool Service 10/20	\$ 870.00
Tampa Poop 911 LLC	002617	A082020	Clean Pet Waste Stations & Trash Cans 08/20	\$ 684.66
Tampa Poop 911 LLC	002636	A092020	Clean Pet Waste Stations & Trash Cans 09/20	\$ 684.66
Times Publishing Company	002648	00000107283 09/30/20	Account #122995 Legal Advertising 09/20	\$ 150.40
Report Total				<u>\$ 142,639.19</u>

Tab 9



Asturia Community Development District (CDD)

14575 Promenade Parkway

Odessa, FL 33556

Phone: 813-510-3601

clubmanager@asturiacdd.org

November 2020 – Clubhouse Operations Report

- Repainted all needed white exterior doors (In-house)
- Worked with Arete to finalize installation of all 4 bus stop/no parking signs
- More pressure washing of front of the clubhouse (In-house)
- Worked with Sunpavers to get pool erosion issues fixed
- Cleaned needed pool furniture (In-house)
- Worked with Stellar Electrical to finalize repairs/upgrades for front monument lighting
- Worked with Stellar Electrical to fix/upgrade exterior electrical outlets by pool couches
- Continue to monitor wasps/wasp nests around clubhouse (In-House)
- Worked with BW Aquatics to work on eliminating excessive algae at Asturia ponds
- Cleaned up Halloween decorations & set-up Christmas Decorations with some volunteer residents (In-House)
- Cleaned up & re-organized all storage/maintenance/supply/Fitness center closets (In-House)
- Created plan for Clubhouse to absorb/add additional 2 days of cleaning of all facilities (In-House)