



Rizzetta & Company

Astoria Community Development District

Board of Supervisors' Meeting December 22, 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	Jon Tietz Lane Gardner Richard Jensen Walter O'Shea Jacques Darius	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Aimee Brandon	Rizzetta & Company, Inc.
District Counsel	Sarah Warren	Hopping, Green & Sams
District Engineer	Jim Choncholas	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.

December 14, 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 **December 22, 2020 at 6:00 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 ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on November 24, 2020.....Tab 1
 - B. Consideration of the Operations & Maintenance Expenditures for October and November 2020.....Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2021-04, Meeting Schedule for FY 2020-2021.....Tab 3
 - B. Consideration of Landscape RFP's.....Tab 4
 - C. Discussion of Dog Park Name Change.....Tab 5
 - D. Review of Items Discussed at the Workshop meeting held on December 15, 2020
- 5. STAFF REPORTS**
 - A. Clubhouse Manager Report.....Tab 6
 - B. District Engineer
 - C. District Counsel
 - D. District Manager
 1. Presentation of Monthly Financial Report.....Tab 7
- 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,

Aimee Brandon

District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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 **Tuesday, November 24, 2020 at 1:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present and constituting a quorum:

Jon Tietz	Board Supervisor, Chair
Lane Gardner	Board Supervisor, Vice Chair
Richard Jensen	Board Supervisor, Secretary
Jacques Darius	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
Jason Liggett	Field Service Manager; Rizzetta & Co., Inc.
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

No audience comments were received.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2021-01,
Canvassing and Certifying Results of
Landowner Election Meeting**

The Board was given a brief overview of the results of the Landowner Election by Mr. Matt Huber. Mr. Huber reviewed the Resolution 2021-01 and administered the Oath of Office to; Mr. Jon Tietz, Mr. Richard Jensen, and Mr. Jacques Darius. Mr. Huber confirmed that each newly appointed Board member had been made aware of the Sunshine Laws and provided the proper documentation. Mr. Huber gave an additional overview of the Sunshine Laws and procedures.

On a motion from Mr. Lane Gardner, seconded by Mr. Tietz, the Board approved to adopt Resolution 2021-01, Canvassing and Certifying results of Landowner Election for Asturia Community Development District.

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FOURTH ORDER OF BUSINESS **Consideration of Resolution 2021-02, Re-Designating Officers**

Ms. Aimee Brandon presented the Board with the “Consideration for Resolution 2021-02, Re-Designating Officers”. Mr. Huber asked if any Board members would like to make a motion to re-name the Chairman.

Mr. Tietz made a motion to nominate himself as chairman. Ms. Brandon asked if there were any other nominations for Chairman, none replied.

Mr. Darius nominated Mr. Lane Gardner as Vice Chairman. There were no other nominations given for Vice-Chair.

Mr. Huber also discussed compensation and informed the newly appointed Board members that they could choose to be comped \$200 per meeting and asked each Board member to state their request. Mr. Tietz and Mr. Jensen requested to be compensated. Mr. Gardner and Mr. Darius denied comp. Later in the meeting Mr. Darius retracted his earlier statement and changed his response for compensation from no to yes.

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved to adopt Resolution 2021-02, Re-Designating of officers and changed the Chairman from Mr. Lane Gardner to Mr. Jon Tietz for Asturia Community Development District.

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On a motion from Mr. Darius, seconded by Mr. Tietz, the Board approved to adopt Resolution 2021-02, Re-Designating of officers and changed the Vice-Chairman from Mr. Walter O’Shea to Mr. Lane Gardner for Asturia Community Development District.

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On a motion from Mr. Gardner, seconded by Mr. Jensen, the Board approved to adopt Resolution 2021-02, Re-Designating officers and naming Ms. Aimee Brandon, Mr. Matt Huber, Mr. Richard Jensen, and Mr. Walter O’Shea as Assistant Secretaries for Asturia Community Development District.

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FIFTH ORDER OF BUSINESS **Consideration of Resolution 2021-03, Amended Budget for FY 2019-2020**

Ms. Aimee Brandon presented the Board with the Resolution 2021-03, Amended Budget for FY 19-20. Mr. Huber provided, under separate cover, the amended Budget for FY19-20 for the Boards consideration along with an explanation of the changes. Mr. Tietz asked if the budget is

63 audited every year, and if the Board could see a breakdown showing where funds are applied. Mr.
64 Jensen wanted to know how in depth of the budget audits.
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On a motion from Mr. Tietz, seconded by Mr. Gardner, the Board approved to adopt Resolution 2021-03, Amended Budget for FY 19-20 for Asturia Community Development District.

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67 **SIXTH ORDER OF BUSINESS** **Discussion regarding Adopted FY 20-21**
68 **Regular Meeting Schedule**
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71 The Board discussed the “Adopted FY 20-21 Regular Meeting Schedule”. Mr. Tietz
72 recommended changing all the times to 6:00 p.m. Mr. Huber reminded the Board that there would
73 be an expense incurred for re-advertising a new meeting schedule.
74

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved to amend the Regular Meeting Schedule for FY 2021-2020, changing all the times to 6:00 p.m. for the CDD Board of Supervisors meetings for Asturia Community Development District.

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76 **SEVENTH ORDER OF BUSINESS** **Consideration of Landscape RFP’s**
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78 The Board was introduced to Field Inspection Manger, Mr. John Toborg by Mr. Huber. Mr.
79 Toborg discussed the “Landscaping RFP’s and presented the Board with the proposals received
80 from the Landscaping vendors. Mr. Toborg explained the points system and criteria for scoring
81 each company. He also read aloud each vendor’s annual bid amounts that excluded mulch and
82 annuals. The Board felt that since there were so many proposals to review that it would be best to
83 table the decision until the December 22nd, 2020 Board of Supervisors’ meeting.
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85 **EIGHTH ORDER OF BUSINESS** **Consideration of the Minutes of the Board of**
86 **Supervisors Meeting held on August 25, 2020**
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88 Ms. Brandon presented the Board with the Minutes from the Board of Supervisors’ Meeting
89 held on August 25th, 2020.
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On a motion from Mr. Tietz, seconded by Mr. Gardner, the Board approved the Minutes of the Board of Supervisors’ Meeting held on August 25th, 2020 for the Asturia Community Development District.

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92 **NINTH ORDER OF BUSINESS** **Consideration of the Minutes of the Board of**
93 **Supervisors Meeting held on September 22,**
94 **2020**
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96 Ms. Brandon presented the Board with the Minutes from the Board of Supervisors’ Meeting
97 held on September 22nd, 2020.

On a motion from Mr. Gardner, seconded by Mr. Darius, the Board approved the Minutes of the Board of Supervisors' Meeting held on September 22, 2020 for the Asturia Community Development District.

TENTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors Landowner Meeting held on November 3, 2020

Ms. Brandon presented the Board with the Minutes from the Board of Supervisors' Landowner Meeting held on November 3rd, 2020. Errors were identified by Mr. Tietz.

On a motion from Mr. Tietz, seconded by Mr. Gardner, the Board approved, as amended, the Minutes of the Board of Supervisors' Landowner Meeting held on November 3rd, 2020 for the Asturia Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of the Operation and Maintenance Expenditures for August 2020

Ms. Brandon presented the Board with the Operation & Maintenance Expenditures for the months of August, September, and October for the Boards' consideration.

Mr. Gardner discussed changing the scope of work for clubhouse employees to potentially eliminate outside cost in specific areas such as dog waste stations and weekly landscaping inspections.

The Board discussed the Hog trapping service and expense. The Board felt that they should terminate the current agreement.

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved to terminate and give notice to State Wildlife Trapper for the Asturia Community Development District.

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved to ratify payments for the August (\$20,342.42) and September (\$79,809.30) expenditures and agreed to table the October Expenditures until the December 22nd, 2020 Board of Supervisors' meeting for further review for the Asturia Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Clubhouse Manager

The Board received the Clubhouse Manager Report from Mr. Justin Lawrence via Zoom media technology. They had no comments or questions.

B. District Engineer

Not Present

131 The Board requested an update on the Traffic Light status. Mr. Gardner was able to
132 provide an update on the delivery of the strain poles. The strain poles are expected to be
133 delivered on December 10th, 2020.

134
135 **C. District Counsel**

136 The Board received District Counsel updates on the status of current COVID-19 updates,
137 traffic enforcement updates, and stop sign request. The Board discussed the desire to
138 hold a Workshop to further discuss topics such as amenity hours, clubhouse employee
139 scope of work, pool hours, dog park, website, etc. Ms. Brandon suggested holding the
140 meeting on a separate day from the regular scheduled CDD meeting. The Board agreed
141 to send Ms. Brandon their individual request for items for discussion for the agenda prior
142 to the meeting.

143 On a motion from Mr. Tietz, seconded by Mr. Jenson, the Board approved to hold and advertise
a Workshop Meeting for December 15th, 2020 at 6:00 p.m. for the Asturia Community
Development District.

144 **D. District Manager**

145 The Board received District Manger update from Ms. Brandon. Ms. Brandon reminded
146 the Board of their next regular scheduled Board of Supervisors' meeting the will be on
147 December 22nd, 2020 at 6:00 p.m.

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149 **E. District Field Manager Report**

150 The Board received Field Manager report from Mr. Jason Leggitt. Mr. Leggitt gave a brief
151 overview of the expectations of the Field Manager role for the benefit of newly appointed
152 Board members.

153 **THIRTEENTH ORDER OF BUSINESS** **Supervisors' Requests**

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155 During Supervisor request, Mr. Darius requested that the CDD website add information such
156 as a Q&A section and other useful data for the benefit of the residents and a solution and response
157 to providing lighting for the walking paths at night.

158
159 Mr. Tietz requested that the Board look into a barrier option for the dog park to keep small
160 dogs from escaping through the fence. He also discussed the maintenance of the conservation
161 area on the NE end of the property and asked for a life cycle of the pavements on the roads.

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163 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

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165 Ms. Brandon asked for a motion to adjourn the meeting.

166 On a motion from Mr. Darius, seconded by Mr. Tietz, the Board approved to adjourn the meeting at
3:46 p.m. for Asturia Community Development District.

Tab 2

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>

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ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 For Board Approval

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

The total items being presented: **\$39,093.41**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Astoria Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
APD Advanced Stabilization, LLC	002654	2010-0811-4812	Balance for Bridge Repairs 10/20	\$ 1,600.00
Astoria CDD	CD038	CD038	Debit Card Replenishment	\$ 483.62
Board of County Commissioners	002650	26-26-17-0050-00Y00-0000	26-26-17-0050-00Y00-0000 Solid Waste Assessment 2020	\$ 608.62
Brighthouse Networks	002651	065826701102220	14575 Promenade Pkway 10/20	\$ 260.77
County Sanitation	002652	10483224	Clubhouse Dumpster 11/20	\$ 34.00
Department of Economic Opportunity	002661	83478	Special District Fee FY20/21	\$ 175.00
Duke Energy	002653	02017 22358 10/20	000 Aviles Parkway Lite 10/20	\$ 3,195.69
Duke Energy	002653	Duke Electric Summary 10/20	Electric Summary 10/20	\$ 2,175.79
Duke Energy	002655	13808 69448 10/20	14721 State Rd 54 Lite 10/20	\$ 6,896.30
Duke Energy	002662	66842 45114 10/20	0000 Aviles Pky Street Lights Phase 3 10/20	\$ 2,671.15
Hopping Green & Sams	002656	118266	General Legal Services 09/20	\$ 3,174.00
Mike Fasano, Pasco County Tax Collector	002663	26-26-17-0050-00Y0-0000 2020	2020 County Stormwater Assessments	\$ 611.04
Pasco County	002657	Water Summary 10/20	Water Summary 10/20	\$ 4,809.92
Rizzetta Amenity Services, Inc.	002658	INV00000000007708	Amenity Management Services 07/20	\$ 5,056.35

Asturia Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	002658	INV0000000008078	Amenity Management Services 10/20	\$ 3,360.41
Rizzetta Amenity Services, Inc.	002658	INV0000000008109	Amenity Management Services 10/20	\$ 3,019.15
Rizzetta Technology Services, LLC	002659	INV0000006400	Email & Website Hosting Services 10/20	\$ 190.00
Rizzetta Technology Services, LLC	002659	INV0000006505	Email & Website Hosting Services 11/20	\$ 190.00
Times Publishing Company	002660	0000103463 10/07/20	Account #122995 Legal Advertising 10/20	\$ 335.20
Times Publishing Company	002660	0000116576 10/14/20	Account #122995 Legal Advertising 10/20	\$ 246.40
Report Total				<u>\$ 39,093.41</u>