



Rizzetta & Company

# Astoria Community Development District

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## Board of Supervisors' Meeting February 23, 2021

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

[www.asturiacdd.org](http://www.asturiacdd.org)

**ASTURIA  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

February 16, 2021

**Board of Supervisors  
Asturia Community  
Development District**

**AGENDA**

The regular meeting of the Board of Supervisors of the Asturia Community Development District will be held on **Tuesday, February 23, 2021 at 6:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, Florida 33556. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
  - A. District Engineer
  - B. Field Service Report.....Tab 1
    1. Discussion of Landscaping Contract
  - C. Clubhouse Manager Report.....Tab 2
  - D. District Counsel
    1. Presentation and Consideration of E-Verify Memorandum of Understanding.....Tab 3
  - E. District Manager
    1. Presentation of December 2020 Financial Report.....Tab 4
- 4. BUSINESS ITEMS**
  - A. Update on Pool Hour Extension
  - B. Discussion on Intersection Issues
  - C. Update on Connecting the Trail between Phases
  - D. Consideration of Hog Trapping Proposals.....Tab 5
  - E. Update on FHP Off Duty Officer Pricing.....Tab 6
  - F. Consideration of Dog Park Fencing Proposal.....Tab 7
  - G. Discussion on Upcoming Budget Season
  - H. Establishment of Audit Committee
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on January 26, 2021.....Tab 8
  - B. Consideration of the Operations & Maintenance Expenditures for January 2021.....Tab 9

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 8**

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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 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, January 26, 2021 at 6:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present and constituting a quorum:

Jon Tietz	<b>Board Supervisor, Chair</b>
Lane Gardner	<b>Board Supervisor, Vice Chair</b>
Richard Jensen	<b>Board Supervisor, Secretary</b>
Jacques Darius	<b>Board Supervisor, Asst. Secretary</b>

Also present were:

Aimee Brandon	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Sarah Warren	<b>District Counsel; Hopping Green &amp; Sams</b>
Jason Liggett	<b>Field Service Manager; Rizzetta &amp; Co., Inc.</b>
John Torborg	<b>Field Service Manager; Rizzetta &amp; Co., Inc.</b>
Justin Lawrence	<b>Clubhouse Manager</b>
Jim Choncholas	<b>District Engineer; Design Consultants</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board received audience comments regarding the following: future plans for development of land in front of Asturia for retail purposes, community policy on leaving trash cans outside of homes, traffic light timeline, sprinkler systems not working properly, who is responsible for maintenance of streetlights, speeding issue in the neighborhood, dog waste stations, policy on accountability to pick up dog waste, responsibility of trees in front of homes, and POA election.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Meeting held on December 22, 2020**

Ms. Brandon presented the Board with the Minutes from the Board of Supervisors' Meeting held on December 22, 2020.

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On a motion from Mr. Jon Tietz, seconded by Mr. Jacques Darius, the Board approved the Minutes of the Board of Supervisor's Meeting held on December 22nd, 2020 for the Asturia Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and Maintenance Expenditures for December 2020**

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The Board was presented with the Operation & Maintenance Expenditures for December Expenses \$96,776.98.

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On a motion from Mr. Tietz, seconded by Mr. Rich Jensen, the Board approved to ratify the O&M Expenditures for December 2020 in the amount of \$96,776.98 for the Asturia Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Discussion of Bonds – Scott Brizendine**

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The Board received an overview of Asturia Bonds presented by Mr. Scott Brizendine. Mr. Brizendine provided an explanation of the Bonds and future refinancing options.

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**SIXTH ORDER OF BUSINESS**

**Presentation of Amenity Proposal – Kelly Klukowski**

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The Board received the Amenity Proposal from Ms. Kelly Klukowski. Ms. Klukowski discussed the results of the audit conducted of amenity staff hours and scope of work.

53

54

55

The Board discussed the options that were provided in the proposal. The Board asked if there were any differences in the scope of work of each option. The Board agreed that Option 2 was the best choice. The Board discussed allowing residents to use their key fobs to access the clubhouse at 8:00 a.m. on a trial basis.

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59

On a motion from Mr. Darius, seconded by Mr. Tietz, the Board approved the Option 2 of the Asturia Amenity Professional Services proposal and authorized the Chairman to sign the drafted contract once completed for the Asturia Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Field Inspection Report**

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The Board received the Field Inspection Report from Mr. Jason Liggett. Mr. Liggett discussed the outstanding items that are still needing to be addressed by D2E before the turnover to LMP is completed.

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The Board suggested that Mr. Liggett make a list of crucial items that need to be completed by D2E.

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70

Ms. Sarah Warren suggested that the Board push back the start date of the LMP contract to February 15th to allow D2E time to address each item that needs repair.

71

72 The Board discussed the damage caused by wild hogs. Mr. Tietz asked Ms. Brandon to find  
73 out when the hog traps will be removed and to find out the estimated cost of the damage.

74  
75 **EIGHTH ORDER OF BUSINESS** **Discussion of Amenities Policies & COVID**  
76 **Guidelines Enforcement**

77  
78 The Board discussed the Amenities Policies of Covid-19 Guidelines.

79  
80 Mr. Tietz addressed concerns regarding people not wearing mask in the gym and around  
81 the clubhouse and if there should be an amenity privilege consequence.

82  
83 Mr. Darius suggested to continuing to leave up signage with Coronavirus CDC guidelines  
84 and not implement any kind of amenity consequence.

85  
86 Mr. Jensen agreed that the signage would be adequate.

87  
88 **NINTH ORDER OF BUSINESS** **Discussion of Re-Opening the Clubhouse**

89  
90 The Board discussed Re-Opening the Clubhouse and agreed that the clubhouse should  
91 remain solely for general use at this time.

92  
93 **TENTH ORDER OF BUSINESS** **Discussion of Gym Lease Equipment**

94  
95 The Board discussed the Gym Lease Equipment. Mr. Lane Gardner explained that the CDD  
96 paid for the equipment at the end of the Lease term for \$1.00. Ms. Brandon explained that there is  
97 only an agreement for maintenance of the equipment in place.

98  
99 **ELEVENTH ORDER OF BUSINESS** **Discussion of Pool Hours Extension**

100  
101 The Board discussed the Pool Hour Extension. The Board asked if there would be any  
102 impact in insurance liability premium if night swimming was allowed. The pool is currently open  
103 from dawn to dusk, the Board wants to extend two hours beyond dusk. Ms. Brandon will work with  
104 District Counsel and District Engineer to obtain the exact requirements and associated cost with  
105 allowing night swimming. This discussion will be added to the February agenda.

106  
107 **TWELVETH ORDER OF BUSINESS** **Discussion of Enforcement Options for**  
108 **Motorized Vehicles on Bridges/Walkways**

109  
110 The Board discussed the Enforcement Options for Motorized Vehicles on  
111 Bridges/Walkways.

112  
113 Mr. Tietz discussed the broken bollards on the bridges and the issue with motorized vehicles  
114 driving on the sidewalks and in common areas. He also addressed the speeding issue mentioned  
115 in the audience comments and suggested looking into hiring an off-duty officer as a solution. Ms.  
116 Brandon gave examples of cost and experiences from other communities.

117  
118 The Board asked Ms. Brandon to obtain an estimate from FHP to be provided at the next  
119 meeting.

120



121  
122 **THIRTEENTH ORDER OF BUSINESS** **Discussion on Status of Dog Waste**  
123 **Stations/Contract**  
124

125 The Board discussed the Dog Waste Stations and absence of pet stations on the apartment  
126 side after the retention pond. Mr. Tietz suggested looking into doing a possible share of cost with  
127 the Asturia Apartment management.  
128

129 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Power Distribution System &**  
130 **Streetlights for Phase 4 by Duke**  
131

132 The Board discussed the Power Distribution System and Streetlights for Phase 4 by Duke.  
133 Mr. Gardner gave an overview of the history of the streetlight agreements with Duke.  
134

On a motion from Mr. Gardner, seconded by Mr. Tietz, the Board approved the Asturia CDD  
Duke Lighting agreement for Phase 4 for the Asturia Community Development District.

135  
136 **FIFTEENTH ORDER OF BUSINESS** **Consideration of Reserve Study Proposals**  
137

138 The Board decided to table the discussion of the Reserve Study Proposal until January  
139 2022.  
140

141 **SIXTEENTH ORDER OF BUSINESS** **Staff Reports**  
142

143 **A. Clubhouse Manager**

144 The Board received the Clubhouse Manager report from Mr. Justin Lawrence.  
145

146 **B. District Engineer**

147 The Board received the District Engineer Report from Mr. James Choncholas. Mr.  
148 Choncholas discussed the bridge repair and requested a copy of the previous completed  
149 proposal.  
150

151 **C. District Counsel**

152 The Board received the District Counsel report from Ms. Warren. Ms. Warren discussed  
153 the traffic enforcement approval and explained that she would provide a fully executed  
154 agreement for the Districts records.

155 **D. District Manager**

156 The Board received District Manager report from Ms. Brandon. Ms. Brandon reminded  
157 the Board of the next regular scheduled Board of Supervisors' meeting to be held on  
158 January 26th, 2021 at 6:00 p.m.  
159

160 Ms. Brandon mentioned that she would be discussing the Dog Park fence at the next  
161 meeting.  
162  
163

164 **SEVENTEENTH ORDER OF BUSINESS**      **Supervisors' Requests**

165  
166            During Supervisor Request, Mr. Darius suggested allowing each topic a time limit of  
167 15min to limit the length of future meetings.

168  
169            Mr. Tietz requested a copy of the details of the RGA analysis of the clubhouse for  
170 ADA compliance and requested that the POA information be updated on the website.

171  
172            Mr. Gardner mentioned that the developer website had been updated as well.

173  
174 **EIGHTEENTH ORDER OF BUSINESS**      **Adjournment**

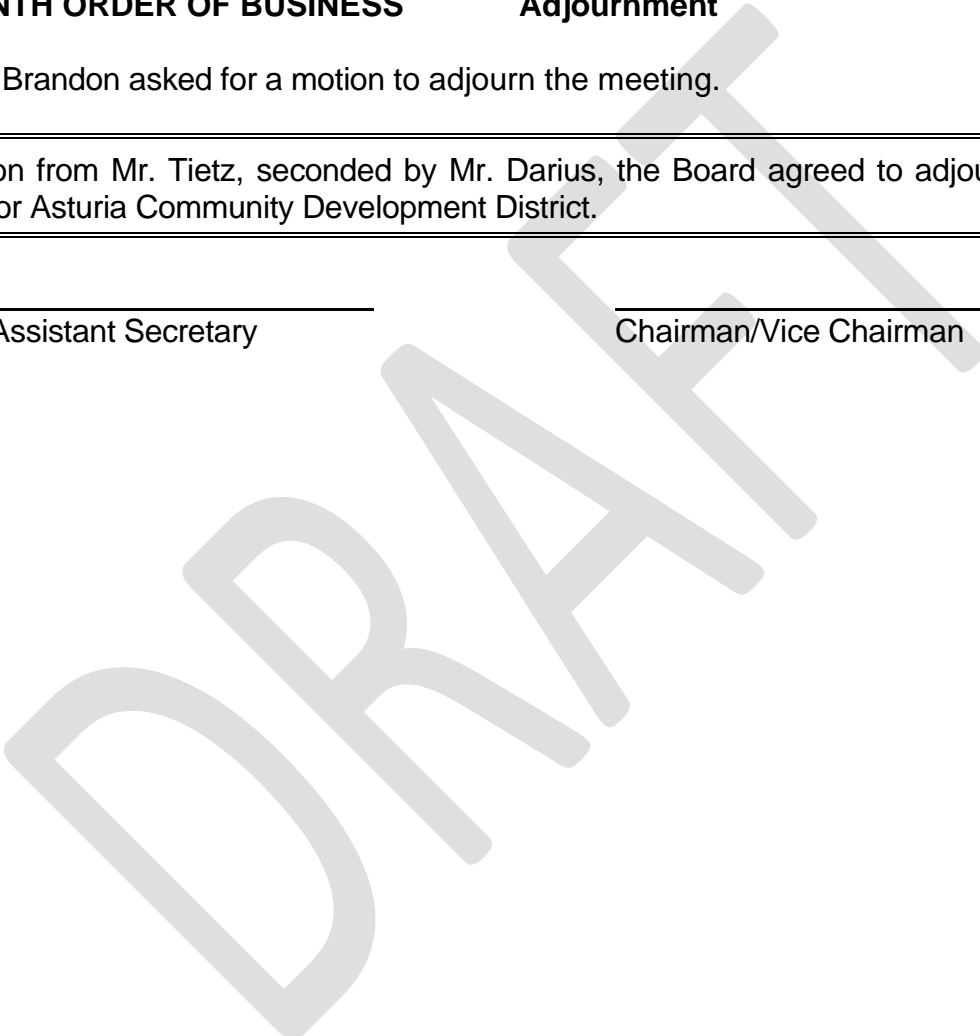
175  
176            Ms. Brandon asked for a motion to adjourn the meeting.

177  
178  
179  
180  

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board agreed to adjourn the meeting at 9:14 p.m. for Asturia Community Development District.
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\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman



## **Tab 9**

# ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures January 2020 For Board Approval

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

The total items being presented: **\$50,488.41**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Astoria Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Asturia CDD	CD041	CD041	Debit Card Replenishment	\$ 435.18
Best Termite & Pest Control, Inc.	002717	1062807	Pest Control 12/20	\$ 55.00
Blue Water Aquatics, Inc.	002711	27149	Aquatic Services 12/20	\$ 620.00
Blue Water Aquatics, Inc.	002729	27221	Aquatic Services 01/21	\$ 640.00
Clean Sweep Supply Co., Inc.	002719	00211682	Clubhouse Supplies 12/20	\$ 100.85
Conley's Drinking Fountains, LLC	002720	2298	Service Call for Drinking Fountains 12/20	\$ 334.98
County Sanitation	002721	10493304	Clubhouse Dumpster 01/21	\$ 34.00
DCSI, Inc	002712	27962	Alarm Monitoring Service 12/20	\$ 59.99
DCSI, Inc	002730	28078	Alarm Monitoring Service 01/21	\$ 59.99
Duke Energy	002726	13808 69448 12/20	14721 State Rd 54 Lite 12/20	\$ 6,851.67
Duke Energy	002726	66842 45114 12/20	0000 Aviles Pky Street Lights Phase 3 12/20	\$ 2,653.81

# Astoria Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	002726	Duke Electric Summary 12/20	Electric Summary 12/20	\$ 2,576.74
Hopping Green & Sams	002722	119512	General Legal Services 11/20	\$ 5,019.22
Jerry Richardson	002727	1443	Hog Removal Service 01/21	\$ 1,675.00
Pasco County	002723	Water Summary 12/20	Water Summary 12/20	\$ 4,914.04
PC Consultants	002731	107313	Installed Software 01/21	\$ 142.95
Professor Cool, LLC	002724	2558	AC Units Maintenance 12/20	\$ 234.90
Rizzetta & Company, Inc.	002713	INV0000055472	District Management Fees 01/21	\$ 4,509.50
Rizzetta & Company, Inc.	002732	INV0000055601	Dissemination Agent/Disclosure Report FY20/21	\$ 5,000.00
Rizzetta Amenity Services, Inc.	002714	INV00000000008326	Out Of Pocket Expenses 11/20	\$ 71.32
Rizzetta Amenity Services, Inc.	002714	INV00000000008355	Amenity Management Services 12/20	\$ 3,003.68
Rizzetta Amenity Services, Inc.	002714	INV00000000008385	Amenity Management Services 12/20	\$ 2,922.50

# Asturia Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 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.	002725	INV0000000008413	Amenity Management Services 01/21	\$ 3,692.66
Rizzetta Technology Services, LLC	002715	INV0000006707	Email & Website Hosting Services 01/21	\$ 190.00
Suncoast Pool Service	002728	6848	Monthly Pool Service 01/21	\$ 870.00
SunPavers of Florida, Inc.	002733	121228	Pool Deck Repairs 11/20	\$ 2,610.87
Tampa Poop 911 LLC	002718	A122020	Clean Pet Waste Stations & Trash Cans 12/20	\$ 684.66
Times Publishing Company	002716	0000127535 12/09/20	Account #122995 Legal Advertising 12/20	\$ 114.40
Times Publishing Company	002716	0000128905 12/13/20	Account #122995 Legal Advertising 12/20	\$ 207.00
Times Publishing Company	002734	0000126500 12/06/20	Account #122995 Legal Advertising 12/20	<u>\$ 203.50</u>
<b>Report Total</b>				<b><u>\$ 50,488.41</u></b>