



Rizzetta & Company

# Astoria Community Development District

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## Board of Supervisors' 1st Audit Committee Meeting & Regular Meeting March 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.

March 22, 2021

**Board of Supervisors  
Asturia Community  
Development District**

**AGENDA**

The 1<sup>st</sup> Audit Committee meeting and regular meeting of the Board of Supervisors of the Asturia Community Development District will be held on **Tuesday, March 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:

**AUDIT COMMITTEE MEETING**

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Presentation of Audit Proposal Instructions.....Tab 1
  - B. Presentation of Audit Evaluation Criteria.....Tab 2
  - C. Consideration of Advertisement for Proposals for Annual Auditing.....Tab 3

**BOARD OF SUPERVISORS MEETING**

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. RESIDENT INPUT ON 2021/2022 BUDGET**
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Board of Supervisors' Regular Meeting held on February 23, 2021.....Tab 4
  - B. Consideration of the Operations & Maintenance Expenditures for February 2021.....Tab 5
- 5. BUSINESS ITEMS**
  - A. Discussion of Renting the Clubhouse
  - B. Discussion of CDD Roadway Conditions
  - C. Consideration of Proposals for Neighborhood Security.....Tab 6
- 6. STAFF REPORTS**
  - A. Clubhouse Manager Report.....Tab 7
  - B. Field Inspection Report.....Tab 8
  - C. District Engineer
    - 1. Update on Pool Hours
  - D. District Counsel
    - 1. Discussion of Easement
  - E. FHP Deputy Report (under separate cover)
  - F. District Manager

1. Presentation of Monthly Financial Report
2. Discussion of Renting the Pool Area for Children Swim Lessons

7. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
8. **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

**ASTURIA COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years Ending  
September 30, 2021, 2022, 2023, 2024 & 2025  
Pasco County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **April 14, 2021 at 12:00 p.m.**, at the office of District Manager, Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) one digital copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – Asturia Community Development District” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal

**SECTION 13. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 14. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

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## **Tab 2**



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## **Tab 3**

**ASTURIA COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Asturia Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal years ending September 30, 2021, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District was created by Pasco County Board of County Commissioners Ordinance 2014-17 and has issued Special Assessment Revenue Bonds Series 2014A-1 and 2014A-2 to finance the acquisition and construction of certain improvements for the benefit of the District. For fiscal year 2019/2020, the District has a total annual operating budget of approximately \$807,189. The final contract will require that among other things, the audit for the period ending September 30, 2021 be completed no later than March 31, 2022.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposers must provide one (1) digital copy of their proposal to Aimee Brandon, District Manager, c/o Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544, in a sealed envelope marked on the outside "Auditing Services – Asturia Community Development District." **Proposals must be received by 12:00 p.m. on April 14, 2021** at the office of the District Manager. The District has the right to reject any and all proposals, make modifications to the work, and waive any minor irregularities as it deems appropriate. Please direct all questions regarding this Notice to the District Manager, who can be reached at 813-994-1001.

Asturia Community Development District  
Aimee Brandon, District Manager

Run Date: 3/31/2021



## **Tab 4**

**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, February 23, 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>
Erwin Martinez	<b>LMP</b>
Deputy Bazzetto	<b>Pasco County Sheriff</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 heard audience comments regarding the following: request for speed limit signs and questions about patrolling.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Deputy Report**

The Board received a Sheriff's report from Deputy Buzzetto from the Pasco County Sheriff's office. Deputy Buzzetto discussed the issues that were occurring in the community regarding car thefts and car burglaries. He also discussed preventative

32 measures to take to prevent car burglaries such as locking your car doors at night and  
33 having adequate lighting.

34  
35 **B. District Engineer**

36 The Board received the District Engineer report from Mr. Jim Choncholas.

37  
38 Mr. Choncholas gave the Board an update on the pool lighting and explained that he is  
39 still waiting on a response from Pasco County. He also provided an update for the  
40 requested stop sign off Claymore and Caravan. He explained that the County denied the  
41 request initially.

42  
43 Mr. Jon Tietz asked Mr. Choncholas to ask the County for an explanation of the denial.

44  
45 **C. Field Services Report**

46 The Board received Field Service Report from Mr. Jason Liggett.

47  
48 Mr. Liggett discussed his report and the deficiency report developed by Mr. Liggett and  
49 LMP.

50  
51 Mr. Lane Gardner mentioned that he would check with the developer to see if they could  
52 offer additional field inspection services at no cost to the District to hold the new  
53 landscaper accountable.

54  
55 Mr. Tietz said that the next 90 days are critical to managing the discrepancy list.  
56 Representative from LMP, Mr. Tyree Brown mentioned that the crew would begin work  
57 on Friday.

58  
59 Mr. Tietz requested a scheduled from Mr. Brown. Mr. Liggett suggested that Rizzetta  
60 continue to withhold funds from D2E until the final irrigation inspection is completed.

61  
62 **D. Clubhouse Manager**

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

64  
65 Mr. Lawrence asked for clarification of the pool after hour rules for residence. He also  
66 discussed the request for a community garage sale. Mr. Lawrence discussed the food  
67 truck schedule and extended days beyond Friday. The Board agreed that would be fine.

68  
69 **E. District Counsel**

70 The Board received the District Counsel report from Ms. Sarah Warren. Ms. Warren  
71 discussed the E-Verify Memorandum and the purpose of the document.

72  
73  
74  
75  
76  

On a motion from Mr. Gardner, seconded by Mr. Tietz the Board approved the Chairman signing the E-Verify Memorandum for the Asturia Community Development District.

77 **F. District Manager**

78 The Board received the District Manager report from Mr. Brandon.  
79 Ms. Brandon reminded the Board of their next regular scheduled meeting to be held  
80 March 23<sup>rd</sup>, 2021 at 6:00 p.m. Ms. Brandon provided the Board with an update to their  
81 Financial report. She also discussed the Bus Stop location changing to the clubhouse.

82  
83 **FOURTH ORDER OF BUSINESS**

**Discussion of on Intersection Issues**

84  
85 The Board discussed the Intersection Issues. Mr. Gardner mentioned that he spoke with the  
86 contractors and advised them not to drive large construction vehicles through the community.

87  
88 **FIFTH ORDER OF BUSINESS**

**Update on Connecting the Trail between Phases**

89  
90  
91 The Board received an update on the Connecting the Trail between Phases. Mr.  
92 Choncholas explained that the construction is underway, and the expectant completion date is  
93 May/June.

94  
95 **SIXTH ORDER OF BUSINESS**

**Consideration of Hog Trapping Proposals**

96  
97 The Board discussed the Consideration of Hog Trapping Proposals. The Board agreed that  
98 the proposal from Blue Water Aquatics was the best fit for budgeting purposes.  
99

On a motion from Mr. Jacques Darius, seconded by Mr. Tietz, the Board approved the Blue Water Aquatics Hog Trapping Proposal in the amount of \$800.00 month subject to providing correct liability documentation for the Asturia Community Development District.

100  
101 **SEVENTH ORDER OF BUSINESS**

**Update on FHP Off Duty Officer Pricing**

102 The Board discussed the FHP Off Duty Officer Proposal.

103  
104  
105 Mr. Darius mentioned that he felt the cost was not enough of a deterrent to justify the added  
106 expense.

107  
108 Mr. Jensen feels that there are not enough funds in the budget and did not agree with the  
109 added expense.

110  
111 Mr. Gardner suggested getting pricing for private security to compare cost.

112  
113 The Board agreed to schedule four shifts over the next month with a not-to-exceed amount  
114 of \$1000.00. The Board will review the results at the next meeting to determine if the results  
115 produced are worth the expense.  
116

On a motion from Mr. Gardner, seconded by Mr. Tietz, the Board approved the FHP off Duty patrols for four shifts over the next four weeks with a not-to-exceed amount of \$1000.00 for the Asturia Community Development District.

117  
118 **EIGHTH ORDER OF BUSINESS**

**Consideration of Dog Park Fencing Proposals**

119  
120 The Board tabled the Dog Park Fence Proposals until further notice.

121  
122 **NINTH ORDER OF BUSINESS**

**Discussion on upcoming Budget Season**

123  
124 The Board discussed the upcoming Budget season.

125  
126 The Board agreed to add a discussion onto the March agenda for resident input to the  
127 2021/2022 budget.

128  
129 The Board agreed to schedule a budget workshop meeting for April 20th at 6 p.m. via Zoom  
130 technology only.

131  
132 The Board expects to receive a preliminary budget by April 9th prior to the Workshop  
133 meeting.

134  
135 **TENTH ORDER OF BUSINESS**

**Establishment of Audit Committee**

136  
137 The Board discussed the Establishment of the Audit Committee.

138  
139  
140 On a motion from Mr. Gardner, seconded by Mr. Tietz, the Board approved the Supervisors as  
141 the Audit Committee for the Asturia Community Development District.

142  
143 **ELEVENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of  
Supervisors Meeting held on January 26, 2021**

144 Ms. Brandon presented the Board with the Minutes from the Board of Supervisors'  
145 Meeting held on January 26, 2021.

146  
147 On a motion from Mr. Jensen, seconded by Mr. Gardner, the Board approved as amended the  
148 Minutes of the Board of Supervisors' for the Meeting held on January 26th, 2021 for the Asturia  
149 Community Development District.

150  
151 **TWELFTH ORDER OF BUSINESS**

**Consideration of the Operation and Maintenance  
Expenditures for January 2021**

152 The Board was presented with the Operation & Maintenance Expenditures for January  
2021 Expenses \$50,488.41.

153  
154 On a motion from Mr. Jensen, seconded by Mr. Tietz, the Board approved to ratify the paid  
invoices for the O&M Expenditures for January in the amount of \$50,488.41 for the Asturia  
Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

During Supervisor Requests, Mr. Gardner discussed the following: request that calendar invites be sent to him for all future meetings, he gave updates from the developers on upcoming POA meeting, traffic light expectant completion date of March 19th, phase 4 nearing completion, and start of phase 5.

Mr. Jensen asked if the developers were considering apartment buildings for the vacant land in front of Asturia.

Mr. Darius asked Mr. Gardner if the District has any input in what will go into the retail space. Mr. Gardner replied that the developers are working diligently to find the right choice for that location.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

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

On a motion from Mr. Darius, seconded by Mr. Gardner, the Board agreed to adjourn the meeting at 9:07 p.m. for Asturia Community Development District.
--

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

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

## **Tab 5**

# ASTURIA COMMUNITY DEVELOPMENT DISTRICT

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

## Operation and Maintenance Expenditures February 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2021 through February 28, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$41,408.07**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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



# Astoria Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Asturia CDD	CD042	CD042	Debit Card Replenishment	\$ 122.87
Best Termite & Pest Control, Inc.	002749	1067482	Pest Control 01/21	\$ 55.00
Bighthouse Networks	002735	065826701012221	14575 Promenade Pkwy 01/21	\$ 261.36
Clean Sweep Supply Co., Inc.	002743	00212015	Clubhouse Supplies 01/21	\$ 139.65
Clean Sweep Supply Co., Inc.	002751	00211451	Clubhouse Supplies 12/20	\$ 174.55
Clean Sweep Supply Co., Inc.	002751	00211521	Clubhouse Supplies 12/20	\$ 34.20
County Sanitation	002752	10493921	Clubhouse Dumpster 02/21	\$ 34.00
DCSI, Inc	002753	28120	AH-CSAWID00 AWID Prox Access Cards 12/20	\$ 379.00
DCSI, Inc	002753	28128	Service Call 01/21	\$ 250.00
DGMorrison, Inc.	002748	CS/2020/6334	DOT High Intensity Regulatory Sign 11/20	\$ 921.00
Duke Energy	002747	02017 22358 01/21	000 Aviles Parkway Lite 01/21	\$ 3,175.06

# Asturia Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	002759	13808 69448 01/21	14721 State Rd 54 Lite 01/21	\$ 6,854.89
Duke Energy	002759	66842 45114 01/21	0000 Aviles Pkwy Street Lights Phase 3 01/21	\$ 1,184.52
Duke Energy	002759	Duke Electric Summary 01/21	Electric Summary 01/21	\$ 1,795.61
Florida Department of Revenue	002744	85-8016529160C-9 01/21	Sales & Use Tax 01/21	\$ 3.93
Florida Design Consultants, Inc.	002754	42195	Engineering Services 01/21	\$ 4,000.00
Hopping Green & Sams	002755	120118	General Legal Services 12/20	\$ 3,903.16
Jean-Jacques Darius	002736	JD012621	Board of Supervisors Meeting 01/26/21	\$ 200.00
Jonathan Tietz	002740	JT012621	Board of Supervisors Meeting 01/26/21	\$ 200.00
LLS Tax Solutions Inc.	002756	002201	Arbitrage Services Series 2014 A1 & A2 02/21	\$ 500.00
Pasco County	002745	Water Summary 01/21	Water Summary 01/21	\$ 1,015.00
Pasco County	002758	14520241	14575 Promenade Pkwy 01/21	\$ 2,062.07

# Asturia Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2021 Through February 28, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Richard D Jensen	002737	RJ012621	Board of Supervisors Meeting 01/26/21	\$ 200.00
Rizzetta & Company, Inc.	002746	INV0000056009	District Management Fees 02/21	\$ 4,509.50
Rizzetta Amenity Services, Inc.	002738	INV00000000008466	Amenity Management Services 01/21	\$ 3,199.57
Rizzetta Amenity Services, Inc.	002757	INV00000000008494	Amenity Management Services 02/21	\$ 4,241.28
Rizzetta Amenity Services, Inc.	002757	INV00000000008544	Out Of Pocket Expenses 01/21	\$ 82.19
Rizzetta Technology Services, LLC	002739	INV0000006806	Email & Website Hosting Services 02/21	\$ 190.00
Suncoast Pool Service	002760	6923	Monthly Pool Service 02/21	\$ 870.00
Tampa Poop 911 LLC	002750	A012021	Clean Pet Waste Stations & Trash Cans 01/21	\$ 684.66
Times Publishing Company	002741	0000134737 01/17/21	Account #122995 Legal Advertising 01/21	<u>\$ 165.00</u>
Report Total				<u><b>\$ 41,408.07</b></u>

Astoria CDD  
Justin Lawrence

Limit \$1,000

1/31/2021

*All Expenditures must be supported by receipts in order to be eligible for reimbursement.*

*Attach all receipts to this form.*

				Clubhouse Janitorial Supplies	Amenity Maint & Repair	Pest Control & Termite Bond	Office Supplies
Date	Vendor Name	Reason for Expenditure	Amount	57200-4709	57200-4653	57200-4802	57200-5101
01/08/21	Lowe's	Misc. Maintenance Supplies	(8.92)		(8.92)		
01/09/21	Vistaprint	Business Cards	(15.00)				(15.00)
01/09/21	Amazon	Printer Ink	(70.99)				(70.99)
01/13/21	Lowe's	Misc. Maintenance Supplies	(13.98)		(13.98)		
01/20/21	Amazon	Bathroom Wall Decal	(13.98)		(13.98)		
	<b>TOTAL</b>		<b>(122.87)</b>	<b>0.00</b>	<b>(36.88)</b>	<b>0.00</b>	<b>(85.99)</b>

Total 001-10102

DM Approval

*Aimee Brandon District Manager* Date *02/09/2021*

## Confidentiality Statement

This entire proposal is considered confidential information by Securitas Security Services USA, Inc. and may not be distributed, in whole or in part, to any person, firm or corporation outside of Asturia Community Development District. In addition, this proposal may be distributed only to those employees or affiliates within Asturia Community Development District who have direct responsibility for the proposal/decision-making process.





March 02, 2021

Aimee Brandon, District Manager  
Jonathan Tietz, Seat 1

Astoria Community Development District

**Subject: Securitas Mobile Guarding Service Proposal**

Greetings Jonathan and Aimee,

Thank you for allowing Securitas to present your community with our service proposal to address your current security needs.

Securitas Mobile serves many industries and communities across North America. Our core services are preventative patrol inspections and rapid alarm/incident response, and we have extensive experience servicing clients of all sizes and industries.

We recognize that relationships at every level are crucial to delivering effective security services and we strive to build strong partnerships with all our clients based on a solid foundation with one clear focus in mind: "client satisfaction". Our commitment is to provide quality service in a timely manner.

Securitas' client-centered approach, supported by our service quality, advanced management systems and cost-effective pricing, make us a valuable security partner to our clients.

We welcome the opportunity to assist with your security program and look forward to the next steps in your process. Our hope is that this temporary service will help you right away and we can grow with your community's permanent needs.

Respectfully submitted,

Kimberly Bowling

Area Business Development Manager  
Securitas Security Services USA, Inc.  
Mobile Guarding Division

[kimberly.bowling@securitasinc.com](mailto:kimberly.bowling@securitasinc.com)

321-316-7622



## CORE SERVICES

### Patrol Inspections

Patrol Inspections by Securitas Mobile Guarding are a cost-effective solution that allow security officers to check in on your property at random yet regimented times.

Local Securitas management will work with clients on-site to develop customized inspection procedures and determine the best patrol timeframe and frequency for their property. All inspections are performed by highly trained, licensed patrol officers operating a marked Securitas patrol vehicle.

### Alarm Response

Securitas Mobile Guarding offers alarm response services across the US and Canada.

Securitas Mobile patrol officers are trained to know what to do in an emergency and how to minimize damage. In the event that your alarm system is triggered, Securitas Mobile will dispatch an officer to your facility to investigate. If necessary, local law enforcement, emergency services, or maintenance personnel will be contacted. Securitas Mobile patrol officers are trained to effectively handle these types of situations and to take the best course of action.

Our 24/7 alarm dispatch capabilities are available whether Securitas provides your alarm system or another vendor does. If your alarm system goes off, our National Communications Center (NCC) will receive your alarm trigger call and dispatch nearest Securitas Mobile patrol officer.

### First Line Maintenance (FLM)

Securitas Mobile Guarding has extensive experience performing First Line Maintenance services in a number of industries. This experience includes performing alarm panel battery replacement, as well as performing various FLM services on thousands of ATMs across North America. Our officers also have vast experience responding to alarms and resetting alarm panels.

### 24/7/365 Operation Centers

The Securitas Operation Centers in the United States and in Canada connect our people, technology and processes, enabling us to use key information to deliver a comprehensive security solution and to take the correct action for our customers 24/7. Through the Securitas Operation Centers, we are able to coordinate our security solutions more efficiently, with greater accuracy and higher levels of system redundancy.



# SECURITAS MOBILEVISION

## Advanced Management & Operational Technology

Efficient service and response times are important to our customers, and Securitas is committed to ensuring we have the best tools and capabilities to deliver the most responsive service possible.

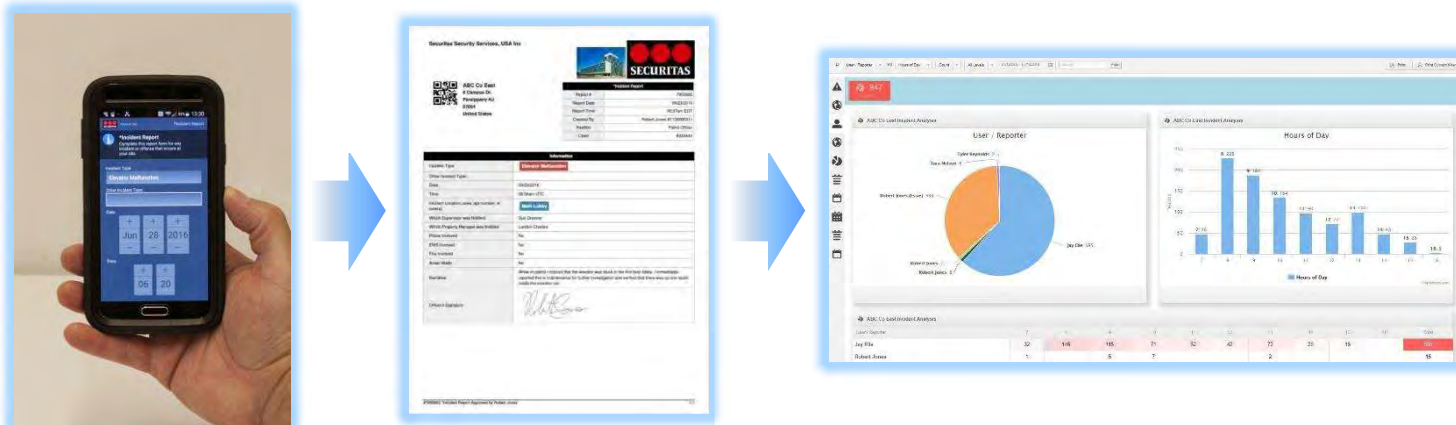
Securitas Mobile has been developing and beta testing a powerful and versatile new dispatch, communication and management system called MobileVision, which has a host of unique capabilities. We are pleased to announce that MobileVision is now live across North America, and its robust operational, reporting and analytical capabilities are available to all our clients.

The MobileVision application tracks all aspects of your account and has been developed to provide Securitas managers with a clear and precise picture of service performance levels. All information pertinent to your account is entered, such as post orders, branch specific notes, key personnel, Guard requests, and all activity that occurs at any of your locations.

The program also includes a geolocation feature which means that dispatchers at our Communications Centre (SOC) can identify the specific location and ETA of our Mobile Officers directly through the application.

There is optimal control of the communication stream through automated disposition which means communication and updates from the field between dispatchers and Mobile Officers is in real-time. Mobile Officers log response times, write event reports and upload images directly on their mobile device at each site visit, and the information is instantly transmitted to the client's system account.

MobileVision's built-in analytical tools can generate activity volume and performance level reports for logistical support, which provides management with an understanding of response time issues and allows us to schedule the right amount of resources at the right time for the most responsive and cost-efficient service possible.





Clients can view or download activity reports, generate reports and analyze trends through the MobileVision Client Portal. The following are standard reports clients are able to access:

- Incident Reports
  - Date of incident
  - Time of dispatch
  - Time of arrival at site
  - Location of incident (facility name & address)
  - Type of alarm
  - If a PR/Police/Other were contacted
  - Name of dispatcher
  - Name of attending Mobile Guard
  - Summary of incident with specific details
- Data Reports
- Performance Metrics
- Billing
- Financial Reports
- Analytics
- Asset Management
- Video Interventions & Photos



MobileVision offers many value-added features for our clients as well. Below are just a few that can assist to refine your security program:

- a robust scheduling component that has advanced route optimization functionalities
- a geolocation application which our Central Operations Dispatchers will use to identify the specific location and ETA of our patrol officers directly through the application
- a dynamic client portal that allows you to access and update information on your sites
- an "Incident Category" notification feature that can be used to trend and identify surges in activity in your vertical market and take steps to establish preventative measures

## SECURITAS OPERATION CENTER

### North American Securitas Operation Centers – Coordinating the Security Solution

The Securitas Operation Centers in the United States and in Canada connect our people, technology and processes, enabling us to use key information to deliver a comprehensive security solution and to take the correct action for our customers 24/7. Through the Securitas Operation Center, we are able to coordinate our security solutions more efficiently, with greater accuracy and higher levels of system redundancy.

Securitas North American operations rely upon three regional operations centers. For any event that might compromise processing at any site center, comprehensive disaster recovery plans have been put in place. These plans are not only a compendium of procedures and activities designed to restore operations after a business interruption has occurred, they are also an ongoing process of planning, developing, testing and implementing recovery methods and procedures to optimize a rapid recovery from any minor or major event that might endanger the lives of our associates, the viability of our company or the investment of our stockholders.



### Proactive Security

Using the information that is gathered and handled in our Securitas Operation Center allows us to provide our customers with new and improved security solutions. Above all, we can be proactive in our security work, rather than just react to events as they occur.



The Remote Guarding Agents, as the support team is called, work around the clock monitoring sites in real-time across the North America. The team evaluates and responds to developing situations, and acts as a first line of defense to deter and document unwanted or suspicious activity. Their responsibilities are similar to the Post Orders that our officers follow while on duty and include established procedures in the areas of entry management, safety breaches, intrusion detection, video tours and emergency response. Agents often work with on-site and Mobile Officers in the field. Once they scan the scene looking for unusual activity and see that something is unfolding, they will call a Mobile Unit or the Officers at the location (depending on client requirements) to follow up on the suspicious activity.

In rural locations, law enforcement may be called instead (if no Mobile Unit or Officers are at the site). Also, with many of our entry management locations, our Agents conduct a shift change with the On-site Officer. We let the Officer out of the front gate and close it behind him/her. We are then officially on duty.

## **Specialized Operators**

At the Securitas Operation Centers, specialized operators manage the different component of the protective security solution. The operators are experts in quickly addressing any problems and solving them according to each customer's requests. The SOC is a client-centered facility focusing on customer services, whether engaging with a client on a solution design or helping to ensure our officers are on post through check-in protocols. The customer care and response center handles after-hours telephone support for branch offices, manages security response services for on-demand temporary security services, and coordinates dispatch for Mobile Guarding services. The various 24/7/365 teams working simultaneously at the SOC generate a wealth of data and analytics that help us better understand the sites we help protect and support recommendations to enhance our operations.

## **Recovery Operations**

As a vital component of the disaster recovery plan, Securitas has implemented the highest level of fault tolerance functionality and recovery capabilities. Each center has the ability to assume the full production processing activity for the others in the event of an outage. In the event of a significant outage at any Center, operations can be electronically redirected to an alternate Operations Center where ongoing operations will resume with minimal interruption or impact to schedules and business activities. All or part of the DR plan is typically tested twice annually.

Additionally, each data center is equipped with at least one Uninterruptible Power Source (UPS) providing conditioned power for all equipment in the data center, as well as sufficient "ride-through" time in the event of a short term, power interruption, utilizing stored energy in multiple battery arrays, as well as a diesel generator capable of powering the data center and critical areas for extended periods of time.



# PRICING FOR SECURITAS MOBILE GUARDING SERVICES

## Security Program – Proactive Patrol Inspections

Patrol Inspections by Securitas Mobile Guarding are a cost-effective solution that allows security officers to check in on your property at random yet regimented times.

### Proactive Patrol Inspections include the following:

- Random yet regimented inspections of designated locations to be performed in the frequency best fitting the Client's needs.
- Real-time, web-based reporting of all patrol inspection services. Once service is complete, all information is client-accessible through a secure online portal.

Service	Frequency	Per Inspection Rate	Weekly Rate
Proactive Patrol Inspections	Two (2) times per evening	\$35	\$210

Note: Overtime/Holiday rate may apply for major holidays.

**CLIENTPOINT DOWNLOAD RECEIPT**

---

**DOWNLOADED: 03-04-2021**

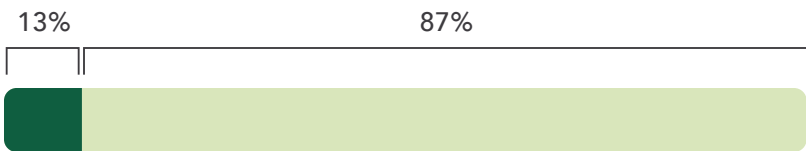
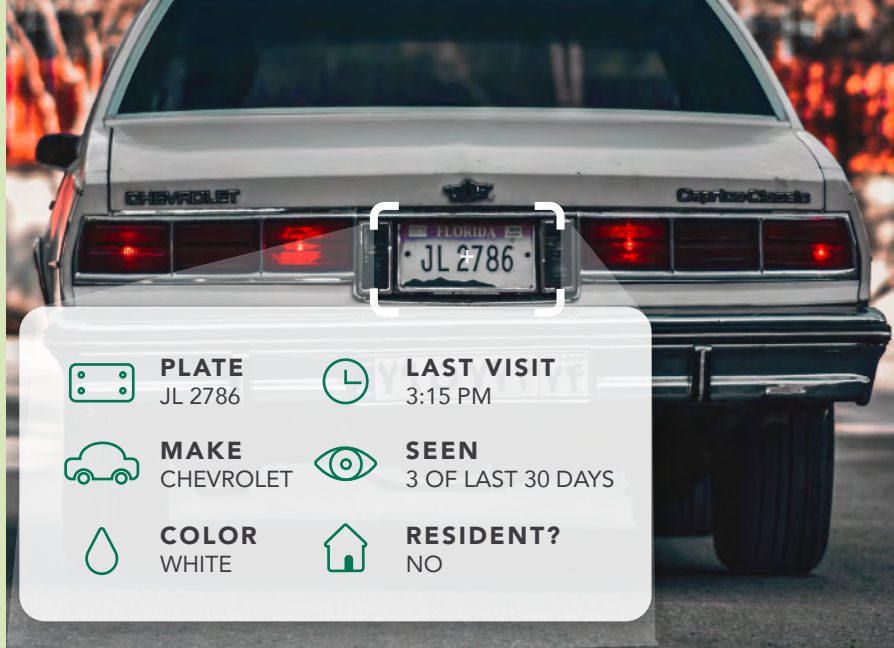
**CLIENTPOINT ID: 507753**

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flock safety

# Eliminate Property Crime

Give police real evidence with license plate reading cameras.



7 million property crimes occur every year. **Only 13%** of those crimes get solved.

Flock Safety's license plate reading cameras give law enforcement the lead they need to solve crime.

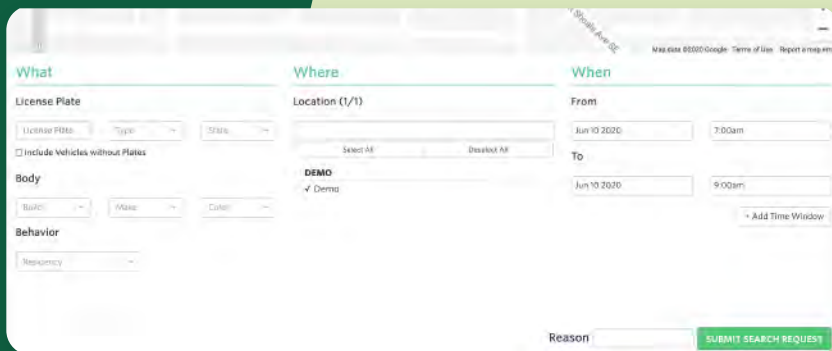


## 1. Find Real Evidence

- Timestamp
- Vehicle Make
- Vehicle Color
- License Plate
- Number of Visits

## 2. Share with Police

## 3. Stop More Crime



# 803

crimes solved so far this year

“With Flock Safety’s system, we were able to successfully solve an incident that in any other situation would have been a cold

– DETECTIVE N. YIMER, Dekalb Co. Police







## Install Anywhere

Leverage solar or electricity for power, so cameras can go at entrances, exits, amenities anywhere in your community.



## Maintenance-Free

We install, service, and continuously upgrade your cameras at no additional cost.



## Easy-to-Use

Use a Google-like search 24/7 from your phone or computer to identify vehicles in seconds.



## Privacy First

You own all the footage. We never share it and it deletes every 30 days to limit liability.

# All-inclusive pricing. No hidden fees.

- ✔ Maintenance
- ✔ Cloud Storage
- ✔ Cellular Service
- ✔ Software Updates



### Falcon camera

For alerts to police + evidence high traffic and entrances / exits

**\$2,500 / yr**  
+ \$250 implementation /camera



### Sparrow\* camera

For evidence only low traffic and interior roads

**\$1,950 / yr**  
+ \$250 implementation /camera

\*Sparrow not sold separately. Must accompany Falcon camera.



### Falcon + Sparrow

For alerts to police + evidence cover entrances / exits

**\$4,000 / yr**  
+ \$400 implementation for 2 cameras

“Our neighborhood had a Flock camera installed on a Tuesday, and it paid for itself by that Thursday.”

This was by far the best decision I’ve made as an HOA board member and has far exceeded our expectations.”

- STEVEN, HOA Board Member



Join 750,000 neighbors who use Flock Safety to solve crime.



# How Sugarloaf CID Cut Property Crimes in Half

License plate readers provided the evidence for local police stop and reduce crime.

## Delivering on the Mission

In 2016, Sugarloaf CID formed to improve the district with beautification, infrastructure, and public safety improvement projects. In 2019, they installed 10 automated license plate readers.



### Worked with Local Police

They worked with the Gwinnett County Police Department to determine the best locations: key entry and exit points to the CID.



### Solved and Reduced Crime

After one year, they pulled property crime stats and noticed a dramatic reduction.

### 2018 to 2019 Crime Reduction

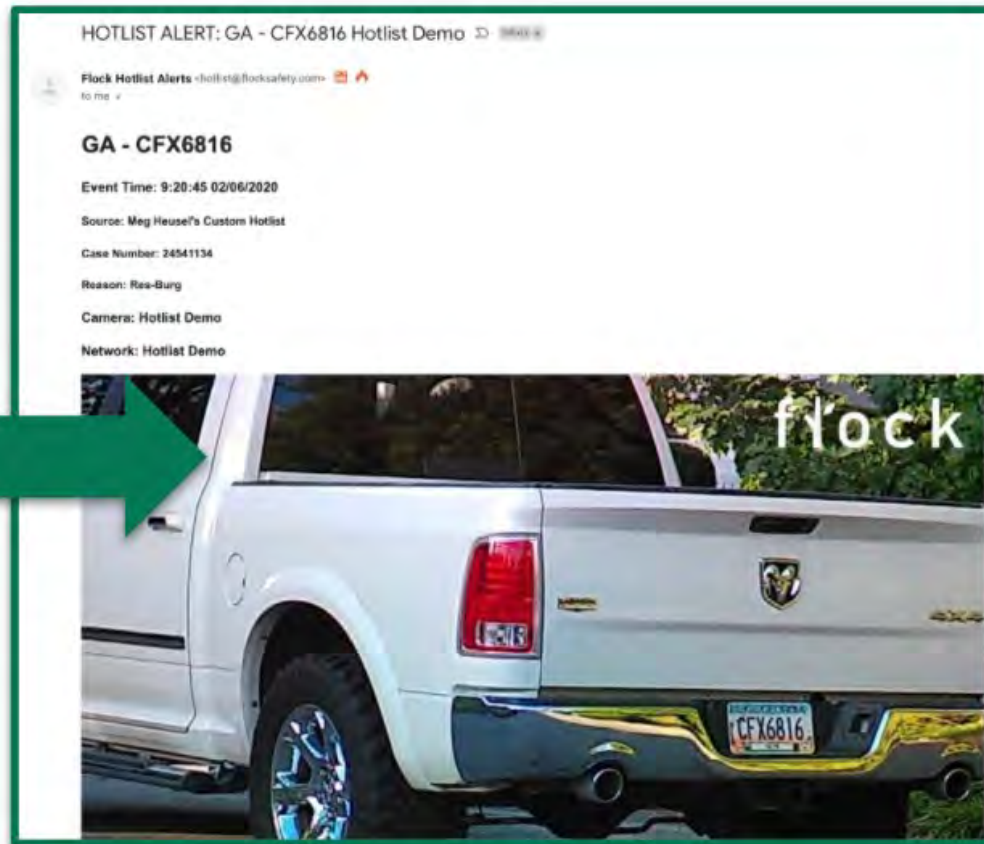
- 93%** fewer robberies
- 46%** fewer car break-ins
- 25%** fewer motor vehicle thefts
- 39%** fewer misc. property crimes

**“We told criminals, ‘If you commit a crime in the Sugarloaf CID, you won’t get away with it.’”**

- Brand Morgan, CID Chairman

Real-time data from Flock Safety license plate readers gave police the evidence they needed to solve crime. In fact, one week after the Sugarloaf CID cameras were installed, a one-year-old girl who was the subject of a statewide Amber Alert was found safe, due in part to the Sugarloaf CID’s cameras. The vehicle in question was spotted by one of the district’s cameras, and the footage was released to the Gwinnett County Police.

# Hotlist Alerts to Police





## Vehicle

- License Plate: GA REC6449
- Build: Pickup
- Make: Chevrolet
- Color: Silver Grey
- Seen 16 of the last 29 days
- [Vehicle summary](#)
- [More like this](#)

[Download Images](#)

[Request More Images](#)

[Flag](#)



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**DCSI Inc "Security & Sound"**

P.O. Box 265  
Lutz, FL 33548  
(813)949-6500  
info@dcsisecurity.com  
http://DCSIsecurity.com

# Estimate

**ADDRESS**

Asturia CDD  
3434 Colwell Ave. Suite 200  
Tampa, FL 33614

**SHIP TO**

Asturia CDD  
14575 Promenade Parkway  
Odessa, FL 33556

ESTIMATE #	DATE	EXPIRATION DATE
11938	03/01/2021	05/31/2021

**SALES REP**  
DC

**ACCT#/LOT/BLK**  
Clubhouse/Front Entrance

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<p>This estimate is to add a pole with Surveillance cameras to the median covering the entrance and exit lanes with LPR cameras and two general view cameras. The video will be sent back to the clubhouse NVR for Recording/Viewing.</p> <p>Included:</p> <p><b>Camera System</b>            (2) IP Bullet HD 5MP 3.6-12mm cameras with night vision (Ent. Lanes, Exit Lanes)            (3) IP Bullet HD 5MP 5-50mm True License Plate Cameras (LPR) (two Ent. Lanes, one Exit Lane)            (1) 8 Port POE+ Switch            (1) Outdoor Enclosure            (1) 12ft Aluminum Pole with concrete footer            (1) Long Range Wireless Bridge            (1) Line Conditioner/Surge Protector</p> <p>Installation, Wire, Programming, and Networking Included.</p> <p>*3 Year warranty on Cameras            **Must have electrician run 110V power to outdoor enclosure not included.            Note: only five available channels on current NVR.</p>	1	7,589.00	7,589.00

Thank you for your time and this opportunity to do business with you!  
\*ALL SYSTEMS COME WITH 90 DAYS WARRANTY ON LABOR AND ONE YEAR WARRANTY ON PARTS, UNLESS OTHERWISE NOTED.

**TOTAL**

**\$7,589.00**

Accepted By

Accepted Date

# Tab 7

## Monthly Operations Report – March 2021



**Asturia Community Development District (CDD)**  
14575 Promenade Parkway, Odessa, FL 33556  
**Phone:** 813-510-3601 **Email:** clubmanager@asturiacdd.org

### Clubhouse Operations/Maintenance Updates

- Every Wednesday & Sunday did walkthroughs mainly focused on landscape
- Removed spider webs from Main bridge (2X)
- Removed spider webs from Aviles bridge (2X)
- Repainted stucco wall next to clubhouse entrance
- Installed new 'Truss R' fire safety symbol on same stucco wall
- Contacted Fit Rev about needed fitness center repairs
- Prepped & painted NE exterior walls of clubhouse (by exit door)
- Check/treat all areas around clubhouse & pool for red ants
- Accomplished needed pressure washing around clubhouse
- Detailed cleaning of access/exit stands & exterior/pool side fitness center door
- Detailed trash pickup around the playgrounds & lakes
- Detailed cleaning of pool deck tables (2X)
- Cleaned/unclogged drains from dog park water fountain
- Cleaned Asturia sign on Promenade
- Detailed cleaning of glass on clubhouse doors
- Repair vandalized Aviles bridge pillar (Also was repaired in January 2021)
- Normal daily routine for facility, safety & trash checks
- Normal daily routine of handling/resolving any resident
- Weekly update on community bulletin board
- Create/send out monthly newsletter via email blast
- Send out all needed community updates via email blasts

**[Last Updated: 3/12/2021]**



Rizzetta & Company

### **Playground Equipment & Dog Park Checks**

- 3/1-3/31 – Routine check & trash pickup
- 3/3 – Safety checks & blow mulch
- 3/5 – Check for ants/wasps/hazards
- 3/10 – Safety checks & blow mulch
- 3/12 – Check for ants/wasps/hazards
- 3/17 – Safety checks & blow mulch
- 3/19 - Check for ants/wasps/hazards
- 3/24 - Safety checks & blow mulch
- 3/26 – Check for ants/wasps/hazards
- 3/31 – Safety checks & blow mulch

### **Pool & Pool Deck Checks (Winter)**

- 3/1-3/31 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed

### **Vendor Services Performed and/or Site Visits**

- **Fit Rev**
  - Miscellaneous fitness center repairs
- **Alliance Fire & Safety**
  - Annual fire extinguisher maintenance

### **Upcoming Food Trucks**

- **March**
  - 3/5 – Just Smokin' BBQ 5-8pm  
JB's Sweet Addiction (Dessert Truck)
  - 3/9 – Coco's Latin Cuisine 5-8pm



Rizzetta & Company



- 3/12 – Tampa Bay Vietnamese 5-8pm  
BBQ Time (2<sup>nd</sup> Truck)  
Sweet Island Snow (Dessert Truck)
  - 3/19 – Baton Roux 5-8pm  
Taco Holic (2<sup>nd</sup> Truck)  
Craving Donuts (Dessert Truck)
  - 3/26 – Westchase BBQ 5-8pm  
Chief’s Chill Out (Dessert Truck)
  
- **April**
  - 4/9 – Slider Guys 5-8pm  
Softee The King (Dessert Truck)
  - 4/11 – The Bean Bar Co 7am-12pm
  - 4/16 – Rockstar Lobster 5-8pm
  - 4/23 – Hot Off The Press 5-8pm  
Sub Zero Ice (Dessert Truck)
  - 4/30 – Kebablicious 5-8pm  
Sweet Island Snow (Dessert Truck)

**Board of Supervisor’s Requests**

- Order garage sale banners

**Resident Requests**

- What level of support can we give to informal resident committees & events?
- When rentals will be opened up again for private parties?
- Request to have visuals (live or profile picture) for each speaker during the CDD Zoom meeting.
- To do more research on personal trainer & why she isn’t under contract. Resident claims it’s clear she is running business and sometimes disrupting other resident’s workouts.

## **Tab 8**

# ASTURIA

## FIELD INSPECTION REPORT



March 12, 2021

Rizzetta & Company

John R. Toborg – Manager, Field Services

Reviewed by Jason Liggett

Field Services Manager



Rizzetta & Company  
Professionals in Community Management



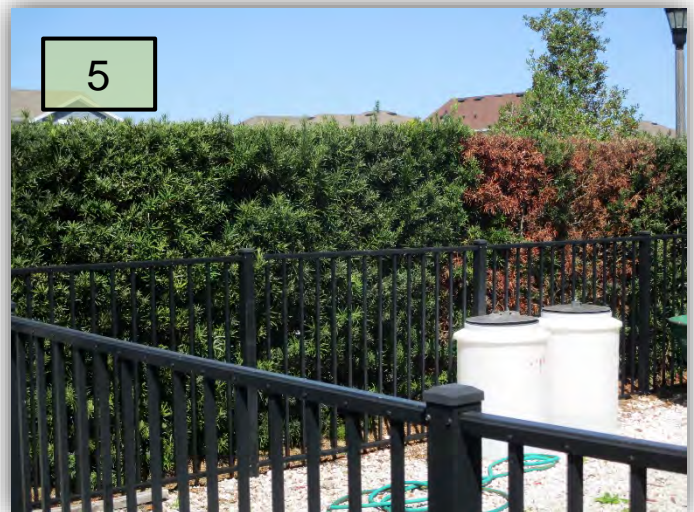
# Summary, Clubhouse

## General Updates, Recent & Upcoming Maintenance Events, Important Notices:

- ❖ During the month of April, all Bahia turf shall receive an application of 150 lbs. (3) 50 lb. bags of 25-0-11 fertilizer with a pre-emergent herbicide. Also, during April, all St. Augustine turf shall receive an application of 300 lbs. (6) 50 lb. bags of 25-0-11 fertilizer. Additionally, in April, all Zoysia turf shall receive an application of 400 lbs. (8) 50 lb. bags of 25-0-11 fertilizer with a pre-emergent herbicide. Also, between March and April, all Crape Myrtles shall receive 60 lbs. of a 10-4-12 fertilizer.

The following are action items (many left over from Down to Earth) that the District needs completed. LMP's contract began February 22<sup>nd</sup>. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Orange** indicates an issue to be handled by Staff and **Bold, underlined black** indicates an update or question for the BOS.

1. Hand pull the palm saplings in the palm planters on the pool deck. There are also several palms that need to be trimmed. Unlike palms in roadway and park common areas, the palms on the pool deck should never have dead, hanging fronds.
2. Hand pull weeds in the other beds around the clubhouse foundation.
3. Hand pull Virginia Creeper in the Cedars in the rear lawn of the Amenity Center.
4. Something is causing this area in and around the play circle to be constantly wet . Is there a cracked pipe, an enclosed rotor? (Pic 4)
5. The browning of the Podocarpus continues around the pool pump buffer. This is a holdover from D2E. I recommend pulling back mulch from the plant base and inspecting for fungus. Podocarpus hate wet feet. (Pic 5)



6. Always keep a small patch of turf on the radar exiting the side pool gate by the parking lot. This area has been chronically bad for many months. I encourage LMP to administer a treatment program here to improve this area.
7. Many of the Dwarf Asian Jasmine beds around the clubhouse are getting full of Carolina Geranium. LMP to exercise caution in herbicide treatments as that is how much of the existing DAJ was harmed.

# Clubhouse, Parks North of Clubhouse, Trail at Cornerstone

8. Spot treat broadleaf and grassy weeds in the Promenade ROW in front of the clubhouse.
9. I think irrigation may need to be adjusted in some areas around the clubhouse. A combination of irrigation being down for a while and the changing weather, some areas appear dry, specifically in front of the gym.
10. Also a holdover from D2E, there is still a lot of dead growth in the African Iris between the clubhouse and gym.
11. Eradicate expansion joint weeds in the pickup area of the clubhouse parking lot.
12. Torpedograss and other vining weeds (sand vetch?) are taking over the crowns of many Muhly Grasses. This is next to impossible to eradicate, however, if there is any way to gather the weeds and lay them outside the muhly grass in the open area and very carefully apply as much herbicide (even RoundUp?) as possible, perhaps this might help keep this under control.
13. Treat dollarweed in the turf leading to the bridge in the park between Caravan/Cornerstone and the pond.
14. There is also Carolina Geranium in the Dwarf Asian Jasmine beds on either side of the bridge.
15. Turf in the area of the playgrounds at Trails Edge, Aviles and Renaissance are full of dollar weed. This needs to be treated but also irrigation should be dialed back.
16. There is still water standing in the landscape bed and on the sidewalk at the intersection of the sidewalks at Renaissance & Trails Edge. This is also a holdover from D2E. We need to determine if this is a valve not fully closing or simply too much water being applied. (Pic 16>)
17. A couple trees need to be lifted along the trail between the bridge and the playground.
18. Treat fire ant mounds throughout the property and return once mound is dead and rake out soil to re-expose turf or mulch.
19. The landscape bed adjacent to the first house on the north side of Renaissance east of the parks needs to be cleaned up in a variety of ways, including weeding, plant removal (as it appears they have been thrown into a heap), detailing and fire ant mound treatment. (Pic 19)
20. Check drip tubing in the corner park at Caravan & Cornerstone. I pulled up an open-ended piece.



20. Check drip tubing in the corner park at Caravan & Cornerstone. I pulled up an open-ended piece.





# Asturian Parkway, Asturia East Entrance Signage, Caravan Park

21. Liriope beds on the Asturian Parkway medians remain full of grassy weeds. This is also a holdover from D2E. LMP will be cautiously applying fusillade once the weeds grow taller so that more herbicide can be pulled into the plant. (Pic 21>)

22. There are also a very dry spots on the Asturian Parkway turf on the medians and ROW's.

23. The landscape beds on the south ROW of Promenade at Gathering as well as at the east entrance also need to be cleaned up.

24. Along Promenade at Stone Table, pull back mulch volcanoes around some Crape Myrtles and Oaks.

25. Although it may make the tree look uneven and not aesthetically pleasing, there are some limbs that need to be removed so that all Pedestrian Crossing signs are always fully visible from all directions.

26. Dwarf Asian Jasmine are still lacking at the Asturia sign wall at the east entrance at SR 54. A holdover from D2E.

27. Selectively prune dead material from the Wax Myrtle around the Lift Station on Promenade north of Fenland Way.

**28. At the time of this inspection, the ROW of Renaissance at Gathering was full of bridge construction material rendering maintenance next to impossible. We will continue to watch this area so we maintain as quickly as possible, however, we will also need to watch out for damaged turf and irrigation. (see below)**



29. Many of the plants in the northern portion of Caravan Park at Delancey appear to be now showing the effects of being kept too wet for far too long – fungus. LMP to monitor these plants and apply fungicide as needed.

30. Irrigation was running in the third Caravan Park east of Delancey. We checked every valve but could not get it turned off. LMP had requested an irrigation crew to inspect.

31. Also a holdover from D2E, there is still a dead Pine Tree in the fourth Caravan Park east of Delancey. LMP to flush cut this small tree.

32. Apply herbicides to the turf and landscape bed at the south end of the long Caravan median.

33. The next annual changeout is scheduled for April.

34. Construction is occurring south of the tract where Promenade turns into Portico. Turf appears very dry. We need to make sure it is in operating condition throughout this process. (see below)



# Trails Edge Park Trail, Long Bow Trail

- 35. Prune some hanging limbs on some trees in the pocket park on Trails Edge west of Caravan.
- 36. Clean up the two beds on the north bank of the pond between Long Bow Way and Trails Edge. This is a holdover from D2E.
- 37. Make sure the two yard drains in the mail kiosk park at Long Bow & Trails Edge are always kept clear.
- 38. **Would the board like to have this new hog damage repaired on the east bank of the pond at the northern end of Long Bow?**  
**(Pic 38)**



- 39. Treat the dollarweed in the turf along the trail between Long Bow & Verona.
- 40. LMP to reclaim turf area along the wetland beside the trail between Long Bow and Verona. (Pic 40>)





# Proposals

1. LMP to provide a proposal to flush cut a dead Pine tree in the landscape buffer between the first home on the south side of Renaissance next to the trail. I think it may also be a good idea to apply a root drenching to the surrounding pines to deter pine borers. (Pic 1 & below)



3. A holdover from D2E, we never received a proposal to flush cut a dead Pine tree at the northern end of Long Bow Way. LMP to provide a proposal to flush cut this tree, and just like Item 1 in the proposal section, I recommend a root drenching of the other surrounding Pines to deter Pine borers. (Pic 3)



2. If the downed Oak tree in the second Caravan Park east of Delancey is still viable, we need to have this tree re-set and re-staked. LMP can provide a proposal, but I would prefer to consider this as a "re-set & Invoice", so we are not delayed with an approved proposal. (Pic 2>)

