



Rizzetta & Company

Astoria Community Development District

Board of Supervisors' Regular Meeting May 25, 2021

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.

May 17, 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, May 25, 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:

BOARD OF SUPERVISORS MEETING

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. STAFF REPORTS**
 - A. FHP Deputy Report
 - B. Clubhouse Manager Report.....Tab 1
 - C. Field Inspection Report.....Tab 2
 - D. District Engineer
 - E. District Counsel
 - F. District Manager
 1. Announcement of Registered Voters.....Tab 3
- 4. BUSINESS ITEMS.**
 - A. Consideration of Amenity Staffing Proposals.....Tab 4
 - B. Consideration of Fiscal Year 2021-2022 Proposed Budget
(under separate cover)
 - C. Consideration of Resolution 2021-05, Approving
FY 2021-2022 Proposed Budget & Setting Public Hearing.....Tab 5
 - D. Discussion of Engineer Change
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors’
Budget Workshop Meeting on April 20, 2021.....Tab 6
 - B. Consideration of Minutes of Board of Supervisors’
2nd Audit Meeting held on April 27, 2021.....Tab 7
 - C. Consideration of Minutes of Board of Supervisors’
Regular Meeting held on April 27, 2021.....Tab 8
 - D. Consideration of the Operations & Maintenance
Expenditures for April 2021.....Tab 9

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

1. Consideration of Pool Lighting Certification Proposal (**Jon**)..Tab 10

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

Monthly Operations Report – May 2021



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

Clubhouse Operations/Maintenance Updates

- Did safety check on all bridge & walkway pillars in the community
- Cleaned main entrance monument
- Detailed cleaning of glass on clubhouse doors
- Detailed mirror cleaning in fitness center
- Reapplied yellow spray paint on erosion spots/cracking sidewalks on East side of Asturian Parkway
- Had Pampering Plumber come out to do snaking/full cleaning of all the dog park water fountain lines
- Worked with Romaner Graphics to get proposal for fence damage from previous landscapers at resident's home on Caravan Avenue
- Repaired doors/door hinges on IT room
- Detailed cleaning of pool deck tables
- Contacted Fit Rev about Life Cycle Bike issue
- Pulled damaged builder banners/flags
- Starting pulling the white ribbons off the Astoria trees
- Submitted proposal for lounge/pool chair slings
- Researched/started process to get outside pool furniture & pool umbrellas cleaned for the summer
- 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: 5/15/2021]



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Full Community Walkthroughs/Checks

- 5/1-5/31 – Routine trash pickup (Alternate zones every day/week)
- 5/5 – Safety/hazard checks & blow mulch
- 5/7 – Check/treat for ants/wasps
- 5/12 – Safety checks & blow mulch
- 5/14 – Check/treat for ants/wasps
- 5/19 – Safety checks & blow mulch
- 5/21 – Check/treat for ants/wasps
- 5/26 - Safety checks & blow mulch
- 5/28 – Check/treat for ants/wasps

[Safety/hazard checks would include but not limited to playground, bridges & any outside district amenities]

Pool & Pool Deck Checks (Winter)

- 5/1-5/31 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed

Vendor Services Performed and/or Site Visits

- **Romaner Graphics**
 - Ordered & installed missing Promenade sign (Promenade/Portico)



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Upcoming Food Trucks

- **May**
 - 5/21 – Wing Box 5-8pm
Craving Donuts (Dessert Truck)
 - 5/28 – Williamsburg Cucina 5-8pm
Sub Zero (Dessert Truck)

- **June**
 - 6/4 – The Melt Machine 5-8pm
TBD (Dessert Truck)
 - 6/11 – Engine 53 5-8pm
TBD (Dessert Truck)
 - 6/12 – The Bean Bar Co 7am-12pm
 - 6/18 – Crab Daddy's Surf & Turf 5-8pm
TBD (Dessert Truck)

Board of Supervisor's Requests

- Research/attempt to expedite pool furniture repairs
- Set-up book club with access for select Wednesdays
- Update mask signs (From required to recommended)

Resident Requests

- More complaints about personal trainer in the fitness center
- To have adult lap lane or adult lap swim select days or everyday starting at 8a or 9a (1 hour long)
- Fading or peeling mailbox numbers & letters (Did contact USPS; Waiting to hear back if they assist in the matter or the district would be responsible)
- Repair broken stationary bike in fitness center (Called Fit Rev; Part is ordered. Awaiting arrival & installation)



Tab 2

ASTURIA

FIELD INSPECTION REPORT



April 12, 2021
Rizzetta & Company
Jason Liggett –Field Services Manager



Rizzetta & Company
Professionals in Community Management

Summary, Clubhouse

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

- ❖ During the April inspection we noted a lot of Turf weeds on the site. This will need to improve in the May inspection.
- ❖ Please provide a weekly maintenance report to Field Service staff.

The following are action items for LMP to complete. 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. Throughout the clubhouse Zoysia turf improve the turf weeds. Noticed a few areas of high concentrated dollar weed and nutsedge.
2. Make sure the perimeter bed on the back side of the clubhouse property fence is being sprayed.
3. Provide a price to remove the dying oak tree in the backside of the pool area. The tree is currently just covered in Mistletoe.
4. Treat the dollar weed throughout Cornerstone Park. Again, there are areas with high concentration of dollar weeds.(Pic 4)
5. Treat the dollar weed on the backside of the park at Cornerstone Street and Caravan Avenue.
6. Lift the oak tree throughout the same park as above this is the Caravan Avenue and Cornerstone Street Park.
7. Treat the Jasmine with a selective herbicide before you go over the bridge in the same park as above.
8. Eradicate the beds weeds at the Renaissance and Trails edge kid's park. Remove any tall weeds by hand.



Clubhouse, Parks North of Clubhouse, Trail at Cornerstone

- 8. Eradicate the weeds in the center island Jasmine Bed on Asturian Parkway.
- 9. Eradicate the weeds from the Liriope in the center island on Asturian Parkway. Are there any other options LMP can provide to help with this area?(Pic 9)



- 10. Treat the turf weeds on Asturian Parkway on the inbound lane ROW.
- 11. When will the Palms be trimmed at the Pool area? We want to do these before the pool gets very busy for the summer. (Pic 11)



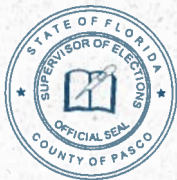
- 12. Treat the Saint Augustine for turf weeds on the Southside of Promenade Parkway.
- 13. Provide a price to remove the dead pine tree and the Caravan Avenue and Gathering Way.

- 14. Treat the crack and crevice weeds at the corner of Delancey Street and Caravan Avenue.
- 15. Treat the turf weeds throughout Eve Court and Trails Edge Boulevard.
- 16. Treat the turf weeds at the Trails Edge Boulevard cull d sac.
- 17. Treat the dollar weed throughout the Long Bow Way common area. This is the southside on the path going towards the Lake. (Pic 17)



- 18. Treat the turf weeds throughout the Renaissance Avenue and Trails Edge common area.
- 19. Treat the bed weeds throughout the last common area pocket park on Aviles Parkway before the dead end.
- 20. 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.

Tab 3



Brian E. Corley

Supervisor of Elections

PO BOX 300, Dade City FL 33526-0300

1-800-851-8754
www.pascovotes.com

April 21, 2021

Aimee Brandon, District Manager
District Office
3434 Colwell Avenue Suite 200
Tampa FL 33544

Dear Ms. Brandon:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2021.

• Asturia Community Development District	1,066
• Connerton West Community Development District	2,568
• Country Walk Community Development District	1,924
• Meadow Pointe III Community Development District	3,427
• Meadow Pointe IV Community Development District	1,718
• Meadow Pointe V Community Development District	0
• The Groves Community Development District	1,140
• Wesbridge Community Development District	218

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer

Tab 4



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Astoria Community Development District

Staffing Options for Amenity Management Services

Presented by: Rizzetta & Company, Inc.

**3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
813.514.0400**

rizzetta.com

Option 1 – Scope of Services

Clubhouse Manager

- Ensure safe and presentable overall appearance of District property and facilities.
- Conduct walk-around inspections of the facility and all amenities.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Represent the District in interactions with residents and guests on a day-to-day basis.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Process access card purchase requests. Maintain log of all transactions and submit a monthly report to the Finance Team.
- Responsible for enforcing the District Policies and Rules.
- Request Video pulls for all pool/spa incidents and entry gate incidents and submit to District Manager and District Counsel as required.
- Display flexibility in handling after-hours emergency calls.
- Prepare any incident or accident reports and forward to the District Manager.
- Submit a monthly Operations Manager report to the District Manager.
- When requested, attend District Board of Supervisor meetings.
- Design, promote and implement community events and activities and develop corresponding calendar of such events.
- Notify residents of upcoming events, meetings, and general information.
- Manage private events calendar.
- Complete private event rental forms, security deposits, and check-in/out documents.
- Day-to-day operations, budgeting, and managing vendor contracts relating to the amenity facilities, development of standard operation policies and procedures.
- Purchase (via Consultant supplied debit card) supplies, consumables, and other items as approved by the District, and provide a timely review and monthly submission of invoices.
- Post signage as directed by District Management.
- Process and maintain work order requests and conduct light maintenance.
- Maintain preventative maintenance records and inventories.
- Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms.).
- Contact vendors for maintenance issues as needed.
- Work with assigned contractors to ensure quality service is provided to the District.
- Meet with prospective vendors for proposals, quotes, etc.
- Prepare and obtain quotes for services when directed by the District Manager or Board.
- Minor repairs to facilities and equipment, as necessary.



Option 1 – Schedule of Fees

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week for 12 months.

PERSONNEL:

Clubhouse Manager

Full Time Personnel - 40 hours per week

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 62,017.
General Management and Oversight ⁽²⁾	\$ 10,800.
Total Services Cost:	\$ 72,817.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



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Option 2 – Scope of Services

General Maintenance:

- Swimming Pool Deck: Blow off entire pool deck, arrange furniture, inspect, and clean pool furniture noting any needed repairs, empty, and clean all waste receptacles and adjust umbrellas.
- Picnic Areas and Parks: Empty waste receptacles and pick up debris.
- Parking Lot: Pick up litter, blow off debris.
- Interior of Building(s): Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
- Check conditions of roads, sidewalks, and curbs.
- Check on all common area landscaping for debris, damage, and report to the District Manager.
- Touch up paint interior and exterior.
- Check and assess street signs, monuments, and informational signs.
- Perform minor repairs to equipment and facilities as needed.
- Conduct frequent vehicle patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting non-operational streetlights, picking up rubbish/debris, and removing roadkill.
- Maintain the "Entry Monument" area on a regular basis by picking up debris/rubbish, remove graffiti/dirt/stains and repair and paint monument when necessary.
- Maintain a high level of appearance of all indoor/outdoor spaces.
- Assist in sanitizing and cleaning all surfaces and objects in the clubhouse, fitness center, and all CDD amenities.
- Display flexibility in handling after-hours emergency calls.

Clubhouse Attendant

- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Full knowledge/awareness of all rules and regulations of the amenities.
- As necessary, prepare any incident or accident reports and forward to the District Manager.
- Complete private event rental forms, security deposits, and check-in/out documents.
- Process access card purchase requests. Maintain log of all transactions and submit a monthly report to the Finance Team.
- Prepare any incident or accident reports and forward to the District Manager.
- Notify District Manager of any maintenance issues.
- Assist in sanitizing and cleaning all surfaces and objects in the clubhouse, fitness center, and all CDD amenities.



Janitorial and Cleaning Responsibilities:

- Clubhouse / Kitchen
 - Clean entrance area and wipe glass doors on both sides.
 - Wipe clean and disinfect all countertops, sinks and exterior of cabinets.
 - Wipe clean all tables and chairs, arrange chairs properly.
 - Wipe clean interior and exterior of microwave and exterior of other appliances.
 - Trash will be emptied and removed to dumpster area. Clean trash cans as needed.
 - Restock kitchen paper supplies.
 - Dust all surfaces of desks, tables, counters, filing cabinets, and other office equipment.
 - Wipe clean Conference Room tables and properly arrange chairs.
 - Dust, sweep, and mop hard surface floors.
- Restrooms
 - Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
 - Empty sanitary napkin receptacles, disinfect, and re-line from stock.
 - Empty trash receptacles and wipe clean.
 - Dust sink traps, counters, ledges, tops of partitions, mirrors, and air vents.
 - Sweep tile floor.
 - Disinfect interior and exterior of toilets, toilet seats, and urinals. Polish chrome.
 - Spot clean toilet partitions.
 - Clean sinks and polish chrome fittings.
 - Remove splash marks from walls around sinks.
 - Clean and polish mirrors.
 - Wet mop restroom floors with disinfectant, pouring water down drains to eliminate odors.
- Fitness Center
 - Wipe down and sanitize equipment, clean mirrors, clean floors, and dust.
- Pool Deck
 - Remove trash from trash bags, patrol for debris.
 - Clean outside furniture and arrange furniture properly.
- Other Cleaning
 - Dust all vertical surfaces of desks, file cabinets, and other office furniture.
 - Detail clean all floor edges, corners and beneath furniture.
 - Mop hard surface floors, including corners, edges, and under office furniture.
 - Dust picture frames.
 - Dust and disinfect all office equipment, including behind computers, monitors, and their bases.
 - Dust ceiling corners and remove cobwebs.
 - Dust baseboards.
 - Window cleaning includes window ledges and blinds.
 - Spot clean light switches and doorframes.
 - Clean doorknobs, push plates and kick plates.
 - Dust vertical and venetian blinds.
 - High dust HVAC vents and louvers.
 - Keep all storage spaces in a clean and orderly condition. Equipment and cleaning supplies shall be properly stored.



Option 2 – Schedule of Fees

AMENITY MANAGEMENT SERVICES:	
Services will be billed bi-weekly, payable in advance of each bi-week for 12 months.	
PERSONNEL:	
General Maintenance Part Time Personnel - 20 hours per week	Clubhouse Attendant Part Time Personnel - 20 hours per week
	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 43,872.
General Management and Oversight ⁽²⁾	\$ 9,600.
Total Services Cost:	\$ 53,472.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers’ compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.’s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



Option 3 – Scope of Services

General Maintenance:

- Swimming Pool Deck: Blow off entire pool deck, arrange furniture, inspect and clean pool furniture noting any needed repairs, empty and clean all waste receptacles and adjust umbrellas.
- Picnic Areas and Parks: Empty waste receptacles and pick up debris.
- Parking Lot: Pick up litter, blow off debris.
- Interior of Building(s): Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
- Check conditions of roads, sidewalks, and curbs.
- Check on all common area landscaping for debris, damage, and report to the District Manager.
- Touch up paint interior and exterior.
- Check and assess street signs, monuments, and informational signs.
- Perform minor repairs to equipment and facilities as needed.
- Conduct frequent vehicle patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting non-operational streetlights, picking up rubbish/debris, and removing roadkill.
- Maintain the "Entry Monument" area on a regular basis by picking up debris/rubbish, remove graffiti/dirt/stains and repair and paint monument when necessary.
- Maintain a high level of appearance of all indoor/outdoor spaces.
- Assist in sanitizing and cleaning all surfaces and objects in the clubhouse, fitness center, and all CDD amenities.
- Display flexibility in handling after-hours emergency calls.
- As necessary, prepare any incident or accident reports and forward to the District Manager.

Janitorial and Cleaning Responsibilities:

- Clubhouse / Kitchen
 - Clean entrance area and wipe glass doors on both sides.
 - Wipe clean and disinfect all countertops, sinks and exterior of cabinets.
 - Wipe clean all tables and chairs, arrange chairs properly.
 - Wipe clean interior and exterior of microwave and exterior of other appliances.
 - Trash will be emptied and removed to dumpster area. Clean trash cans as needed.
 - Restock kitchen paper supplies.
 - Dust all surfaces of desks, tables, counters, filing cabinets, and other office equipment.
 - Wipe clean Conference Room tables and properly arrange chairs.
 - Dust, sweep, and mop hard surface floors.
- Restrooms
 - Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
 - Empty sanitary napkin receptacles, disinfect, and re-line from stock.



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- Empty trash receptacles and wipe clean.
- Dust sink traps, counters, ledges, tops of partitions, mirrors, and air vents.
- Sweep tile floor.
- Disinfect interior and exterior of toilets, toilet seats, and urinals. Polish chrome.
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 - Dust ceiling corners and remove cobwebs.
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 - Window cleaning includes window ledges and blinds.
 - Spot clean light switches and doorframes.
 - Clean doorknobs, push plates and kick plates.
 - Dust vertical and venetian blinds.
 - High dust HVAC vents and louvers.
 - Keep all storage spaces in a clean and orderly condition. Equipment and cleaning supplies shall be properly stored.



Option 3 – Schedule of Fees

AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week for 12 months.

PERSONNEL:

General Maintenance

Part Time Personnel - 25 hours per week

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 31,585.
General Management and Oversight ⁽²⁾	\$ 9,600.
Total Services Cost:	\$ 41,185.

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.



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UNITED EMPLOYEE SERVICES

Your Partner in Employment



YOUR PARTNER
IN EMPLOYMENT

ABOUT UNITED EMPLOYEE SERVICES

- Our original company, AccuCheck, was founded in 1989.
- What originally started as a small entrepreneurial business has evolved into four corporations which provide payroll, payroll tax management, staff management services, and PEO/staff leasing.
- Today all four corporations service thousands of employees and clients primarily in the eastern United States.

UNITED EMPLOYEE SERVICES GIVES YOU MORE

United Employee Services handles the many time-consuming details of employer administration consulting and services. You'll spend fewer hours tracking payroll or benefits, chasing forms, filing paperwork.

More Time.

United Employee Services frees you to concentrate on improving your bottom line.

More Money.

United Employee Services provides expertise in a broad range of administrative and consulting services with experienced people who pay attention to details.

More Quality.



THE EXPERIENCED EMPLOYMENT EXPERTS

Experience counts when you're dealing with complex human resources issues and unless you're part of a very large company, you probably do not have experts on call. Leverage the knowledge and experience of the United Employee Services team and let us free you to manage and grow your business.

Our staff includes experienced professionals who have decades of combined experience in key areas, including:

- Human Resource Management
- Training Development
- Instructional Education
- Risk Management
- W/C Claims Management
- Business Administration
- Employee Benefit Administration
- Life and Health licensed
- Accounting and Taxation
- Medical Case Management

PAYROLL ADMINISTRATION & TAX MANAGEMENT

United Employee Services' Payroll Administration solution delivers a wide range of services using a leading technology platform to seamlessly integrate payroll, tax filing, government reporting, benefits administration and more.

Payroll Services:

- Payroll checks & vouchers
- Payroll journals
- Garnishments
- Job costing & reports
- Accrual tracking
- Standard and customized reports
- Automated benefit deductions
- Benefit reconciliation
- YTD wages & taxes
- Check register
- Direct deposit and positive pay
- Certified payroll and reports
- Remote printing

PAYROLL ADMINISTRATION & TAX MANAGEMENT

Federal, state and local payroll tax regulations change frequently, and violations can result in large penalties. United Employee Services helps you control costs with our tax management and monitoring services.

Tax Management Services:

- 941 quarterly return administration
- Federal unemployment tax returns and administration
- State and local withholding tax return administration
- W2 administration
- W4 administration
- State unemployment tax administration
- 940 federal unemployment tax administration
- **and more...**

THE FREEDOM OF APPLYING UNITED EMPLOYEE SERVICES TECHNOLOGY

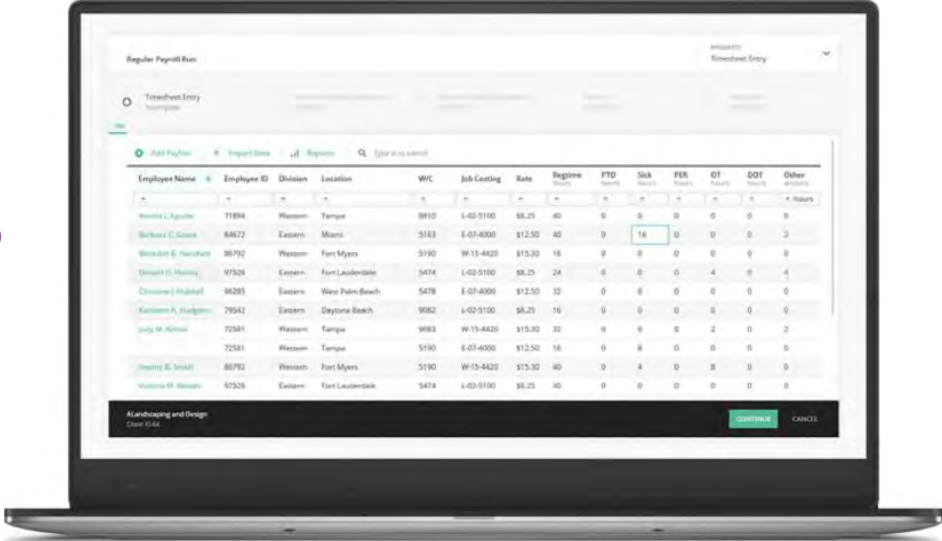
At United Employee Services, we use technology as a tool to facilitate the efficient delivery of services. But we always remember that our business is about people.

Our web-based Service Center integrates payroll, benefits, workers' compensation, employee reporting and more. You save time while handling many activities securely and easily:

- Administrative Duties:
 - Timesheet submission
 - Payroll reports
- Electronic storage of:
 - Payroll history
 - Employee training & certification reco
 - Emergency contact information
 - and much more...

Worksite employees can use the Employee Service Center to manage or view:

- Check Stubs
- Benefits information (upon request)
- Paid Time Off
- and more...



The screenshot displays a 'Regular Payroll Run' interface. At the top, there are tabs for 'Timesheet Entry' and 'Timesheet Entry'. Below the tabs, there are navigation icons for 'Add Payroll', 'Import Data', 'Reports', and a search bar. The main content is a table with the following columns: Employee Name, Employee ID, Division, Location, WIC, Job Costing, Rate, Regular Hours, PTO Hours, Sick Hours, FER Hours, QT Hours, DOT Hours, and Other (Amount). The table contains several rows of employee data. At the bottom of the screen, there is a footer with the text 'A Landscaping and Design' and 'Copyright © 2014', along with 'Continue' and 'Cancel' buttons.

Employee Name	Employee ID	Division	Location	WIC	Job Costing	Rate	Regular Hours	PTO Hours	Sick Hours	FER Hours	QT Hours	DOT Hours	Other (Amount)
Barbara L. Kessler	71894	Western	Tampa	8810	L-02-5100	\$8.25	40	0	0	0	0	0	0
Barbara C. Green	84672	Eastern	Miami	5183	E-07-4000	\$12.50	40	0	16	0	0	0	3
Bernadette S. Tharshoff	88792	Western	Fort Myers	5190	W-13-4420	\$15.30	16	0	0	0	0	0	0
Donald D. Sherry	97326	Eastern	Fort Lauderdale	5474	L-02-5100	\$8.25	24	0	0	0	4	0	4
Christine J. Hubbard	96285	Eastern	West Palm Beach	5478	E-07-4000	\$12.50	32	0	8	0	0	0	0
Katherine A. Haidgen	79542	Eastern	Daytona Beach	9082	L-02-5100	\$8.25	16	0	0	0	0	0	0
Judy M. Nelson	72581	Western	Tampa	9883	W-13-4420	\$15.30	32	9	9	0	2	0	2
Sherry B. Small	80792	Western	Fort Myers	5190	E-07-4000	\$12.50	16	0	8	0	0	0	0
Wendee H. Woodin	87326	Eastern	Fort Lauderdale	5474	L-02-5100	\$8.25	40	0	0	0	0	0	0

HUMAN RESOURCES CONSULTING

You're the expert when it comes to running your business. United Employee Services is the expert in employing people. We help you successfully navigate the complex HR-related issues you face each day.

HR Administration Services:

- Family and Medical Leave Act
- Hiring and separation
- Required Federal and State postings
- Maintain personnel files
- Employment verification
- Handbook and policy development
- New hire reporting
- Regulatory compliance
- Online Training Programs

HUMAN RESOURCES CONSULTING

Employer Liability Management:

United Employee Service's comprehensive system helps our clients increase employee satisfaction and productivity while reducing employment liability.

- Discipline, termination and release waiver consulting
- Employee conduct standards development
- Anti-harassment and anti-discrimination training (EEOC, Title VII, ADA)
- Unemployment claims management and cost containment
- Hiring and selection training

Government Compliance:

United Employee Services' experts stay on top of employee-related regulations for you.

- State and Federal regulatory compliance including FMLA, EEOC, ADA, COBRA, HIPPA, OSHA, FLSA(wage and hour, garnishment, etc.)...
- Management of employee records
- Federal and state mandated posters
- Government reporting and agency interface (claims and audits)

UNITED EMPLOYEE SERVICES CONSULTING SERVICES

United Employee Services provides true Human Resource Consulting Services:

- Job description development consulting
- Compensation development and compliance consulting
- Conduct Standards development and compliance consulting
- Fair Labor Standard Act Compliance consulting
- Harassment & discrimination compliance consulting
- Release/waiver development and compliance consulting
- Employee termination consulting

We can mitigate liability, reduce costs and free you to concentrate on growing your business.

EMPLOYER PRACTICES LIABILITY INSURANCE (EPLI)

- Carrier – ARCH INTERMEDIARIES/BEAZLEY
- \$25,000 retention/deductible per claim
- \$1,000,000 Maximum Limit of Liability per Claim.
- \$1,000,000 Third-Party Discrimination Limit of Liability.
- \$1,000,000 Punitive, exemplary, and multiple damages Limit of Liability.
- \$1,000,000 Maximum aggregate Limit of Liability for all Claims.

Learning Management System

- ⦿ Manager Training Programs - We provide a comprehensive on-line training program for managers.
- ⦿ Employee Training Programs and Awareness Posters - We suggest that managers meet with the employees they supervise to discuss the important points outlined in the employee training materials below.

MANAGER TRAINING PROGRAMS

- Anti-Discrimination and Harassment
- Disability (Accommodations / Interactive Process)
- Leaves of Absence (Medical Leaves, Required Leaves, Permissible Leaves)
- Ethics
- General Best Practices and Guidance
- Recruitment and Selection
- Termination and Discipline
- Wage and Hour

EMPLOYEE TRAINING PROGRAMS

- Ethics
- Discrimination & Harassment
- Safety
- Public Accommodations
- Employee Communication Poster - Service Animals
- Employee Communication Poster - Service Animals (Spanish)
- Employee Awareness Poster: Safety - You Can Stop Danger at Work
- Employee Awareness Poster: Safety - You Can Stop Danger at Work -- Spanish
- Data Security
- Employee Awareness Poster: Safety - You Can Stop Danger at Work
- Employee Awareness Poster: Safety - You Can Stop Danger at Work -- Spanish
- Employee Awareness Poster: Nobody's Watching
- Employee Awareness Poster: Nobody's Watching -- Spanish

WORKERS' COMPENSATION & RISK MANAGEMENT

Complete Carrier Research and Management:

United Employee Services selects only the strongest providers and obtains the most cost effective plans. We ensure ongoing competitiveness via annual quality and cost reviews.

Simplified Administration and Cost Containment:

Whether it's reporting a claim or requesting proof of insurance, our processes are simple to follow and proven to work.

- File required state forms
- Manage carrier communications
- Manage regulatory communications
- Take 1st report of injury
- Written safety programs
- Site inspections
- Identify fraud and possible subrogation
- Audit and dispute reserve levels
- Issue denials if necessary
- Manage litigation

RISK MANAGEMENT & SAFETY CONSULTING

At United Employee Services, Risk Management goes beyond safety consulting. Our solution means building a culture where partners and employees learn how to mitigate risk, whether it is safety on the shop floor or managing Workers' Compensation modifiers.

Safer Workplace:

United Employee Services has the expertise of loss prevention specialists to help you prevent accidents before they occur via our extensive loss control programs.

- Back safety and lifting
- Hazard communications
- Lockout/Tagout (energy control)
- Hearing conservation
- Ergonomics
- and much more...

Faster Rehabilitation:

United Employee Services assists clients with developing and implementing appropriate return to work programs to enable workers to return to productive positions as soon as possible. This is an essential step in containing long term workers' compensation costs.

BENEFITS PROCUREMENT & ADMINISTRATION

United Employee Services's broad benefits package helps you attract and retain top talent – giving you a competitive edge.

Benefits Management Services:

- Annual quality and cost reviews
- Remit premiums and handle audits
- Manage claims disputes
- Manage employee communications
- Manage Eligibility and terminations
- COBRA and HIPAA compliance
- Open enrollment coordination
- Form 5500 preparation and audits
- Flex 125 Plan Administration

Plan Options:

- Health Insurance:
 - *Multiple Carriers & designs*
- Group Dental Vision
- Group Vision
- Group Life
- Voluntary Disability
- Guaranteed Term Life & AD&D
- Voluntary Term Life
- Flexible Spending Accounts sponsored by United Employee Services
- Customized 401(k) Plans
- and more...

STRATEGIC PARTNERSHIPS

As part of our commitment to freeing you to run your business, United Employee Services has developed strategic partnerships with a select group of organizations to offer services that make running your business easier.

The Humana logo features the word "Humana" in a bold, green, sans-serif font with a registered trademark symbol.The logo for Reliance Standard Life Insurance Company consists of the words "RELIANCE STANDARD" in a large, blue, sans-serif font, with "LIFE INSURANCE COMPANY" in a smaller, blue, sans-serif font below it.The AmTrust Financial logo features a stylized blue "A" icon above the text "AmTrust" in a blue, sans-serif font, with "FINANCIAL" in a smaller, blue, sans-serif font below it.The Colonial Supplemental Insurance logo features a blue circular icon with a white swirl above the text "COLONIAL" in a large, blue, serif font, with "SUPPLEMENTAL INSURANCE" in a smaller, blue, sans-serif font below it.The Flex logo features a stylized blue and orange "X" icon followed by the word "FLEX" in a large, blue, sans-serif font.

for what happens next

The Normandy Insurance Company logo features a blue and grey square icon with a white diagonal line above the text "NORMANDY" in a large, blue, serif font, with "INSURANCE COMPANY" in a smaller, blue, sans-serif font below it.The John Hancock logo features the name "John Hancock" in a large, blue, cursive script font.

THE UNITED EMPLOYEE SERVICES SOLUTION

We work hard so you can concentrate on your business

- Broad range of solutions
- Experts in specialized areas
- Proven systems and processes
- Technology tools to make your life easier
- Strong relationships with strategic partners



Proposal For: **Asturia Community Development District**
 PEO Consultant: Tracy French Date: 4/22/21
 Payroll Cycle: BI-WEEKLY Payroll Per Cycle: 3,357.69



The following proposed Service Fee schedule is based on the information provided to United Employee Services by your company. United Employee Services' service fee will reduce by the applicable amount below when statutory limits for state and federal taxes are reached per employee.

W/C Description	W/C Class Code	FICA	FUTA	SUTA	WC	EPLI Insurance	Service Fee
Clubhouse Manager & Attendant	9012	7.65%	0.60%	3.00%	0.84%	0.25%	15.09%
Maintenance	9015	7.65%	0.60%	3.00%	3.43%	0.25%	17.68%
Administrative Fee per Employee per Pay Period		30.77					
One-time Implementation Fee		250.00					
Delivery Charge per Payroll	PICKUP/EMAIL/PRINT ONLINE - FREE						

The proposal is contingent on, but not limited to, the following:

United Employee Services' Service Fees includes Workers' Compensation, Statutory Taxes (FICA/FUTA/SUTA), Payroll Processing, related Government Reporting, Benefit Administration and Employment Practices Liability Insurance per workers' compensation classification. If the final wages, workers' compensation data, credit information or state unemployment data materially differs from the proposed information (including recently released new rates or modifiers) this could delay the approval process and may lead to revising our original proposal. The total wages of all assigned employees are required per pay cycle.

This is subject to final approval by United Employee Services and expires: 6/21/2021

Presented by: _____

Accepted by: _____

Plan Comparison Template	Humana Dental Unlimited			
	<u>In Network</u>	<u>Out Network</u>		
Calendar-year deductible (excludes orthodontia services)	\$50 / \$150	\$50 / \$150		
Calendar-year annual maximum (excludes orthodontia services)	Unlimited			
	After you reach the annual maximum amount, you will receive 30 percent coinsurance on preventive, basic, and major services for the rest of the year (excludes orthodontia.)			
Preventive services				
•Routine oral examinations (2 per year)	100% no deductible, does not apply against annual maximum	100% no deductible, does not apply against annual maximum		
•Bitewing x-rays (2 films under age 10, up to 4 films ages 10 and older)				
•Routine cleanings (2 per year)				
•Fluoride treatment (1 per year, through age 14)				
•Sealants (permanent molars, through age 14)				
•Space maintainers (primary teeth, through age 14)				
•Oral Cancer Screening (1 per year, ages 40 and older)				
Basic services				
•Emergency care for pain relief	90% after deductible	80% after deductible		
•Amalgam fillings (1 per tooth every 2 years, composite for anterior/front teeth)				
•Composite fillings (1 per tooth every 2 years, molar teeth)				
•Oral surgery (tooth extractions including impacted teeth)				
•Stainless steel crowns				
•Harmful habit appliances for children (1 per lifetime, through age 14)				
•Periodontics (periodontal cleanings 4 per year, scaling/root planing and surgery 1 per quadrant every 3 years)				
•Endodontics (root canals 1 per tooth per lifetime and 1 re-treatment)				
Major services				
•Crowns (1 per tooth every 5 years)			60% after deductible	50% after deductible
•Inlays/onlays (1 per tooth every 5 years)				
•Bridges (1 per tooth every 5 years)				
•Dentures (1 per tooth every 5 years)				
•Denture relines/rebases (1 every 3 years, following 6 months of denture use)				
•Denture repair and adjustments (following 6 months of denture use)				
•Implants (1 every 5 years limited to crowns, bridges, and dentures. Coverage limited to equivalent cost of a non-implant service. Implant placement itself is not covered)				
Orthodontia services				
Lifetime Maximum	Child orthodontia covers children through age 18. Plan pays 50 percent (no deductible) of the covered orthodontia services, up to: \$1,500 lifetime orthodontia maximum.			

Coverage Level	Humana Dental Unlimited
Employee Only	\$31.99
Employee + Spouse	\$63.97
Employee + Child(ren)	\$93.25
Family	\$127.76

Plan Comparison Template	Humana Dental High	
	<i>In Network</i>	<i>Out Network</i>
Calendar-year deductible (excludes orthodontia services)	\$50 / \$150	\$50 / \$150
Calendar-year annual maximum (excludes orthodontia services)	\$1,500	
	After you reach the annual maximum amount, you will receive 30 percent coinsurance on preventive, basic, and major services for the rest of the year (excludes orthodontia.)	
Preventive services		
•Routine oral examinations (2 per year)		
•Biteewing x-rays (2 films under age 10, up to 4 films ages 10 and older)		
•Routine cleanings (2 per year)		
•Fluoride treatment (1 per year, through age 14)		
•Sealants (permanent molars, through age 14)		
•Space maintainers (primary teeth, through age 14)		
•Oral Cancer Screening (1 per year, ages 40 and older)		
Basic services		
•Emergency care for pain relief		
•Amalgam fillings (1 per tooth every 2 years, composite for anterior/front teeth)		
•Composite fillings (1 per tooth every 2 years, molar teeth)		
•Oral surgery (tooth extractions including impacted teeth)		
•Stainless steel crowns		
•Harmful habit appliances for children (1 per lifetime, through age 14)		
•Periodontics (periodontal cleanings 4 per year, scaling/root planing and surgery 1 per quadrant every 3 years)		
•Endodontics (root canals 1 per tooth per lifetime and 1 re-treatment)		
Major services		
•Crowns (1 per tooth every 5 years)		
•Inlays/onlays (1 per tooth every 5 years)		
•Bridges (1 per tooth every 5 years)		
•Dentures (1 per tooth every 5 years)		
•Denture relines/rebases (1 every 3 years, following 6 months of denture use)		
•Denture repair and adjustments (following 6 months of denture use)		
•Implants (1 every 5 years limited to crowns, bridges, and dentures. Coverage limited to equivalent cost of a non-implant service. Implant placement itself is not covered)		
Orthodontia services		
Lifetime Maximum	Child orthodontia covers children through age 18. Plan pays 50 percent (no deductible) of the covered orthodontia services, up to: \$1,500 lifetime orthodontia maximum.	

Coverage Level	Humana Dental High
Employee Only	\$27.57
Employee + Spouse	\$55.15
Employee + Child(ren)	\$80.39
Family	\$110.14

Plan Comparison Template

	Humana Dental Low	
	<i>In Network</i>	<i>Out Network</i>
Calendar-year deductible (excludes orthodontia services)	\$50 / \$150	\$50 / \$150
Calendar-year annual maximum (excludes orthodontia services)	\$1,000	
	After you reach the annual maximum amount, you will receive 30 percent coinsurance on preventive, basic, and major services for the rest of the year (excludes orthodontia.)	
Preventive services		
<ul style="list-style-type: none"> •Routine oral examinations (2 per year) •Bitewing x-rays (2 films under age 10, up to 4 films ages 10 and older) •Routine cleanings (2 per year) •Fluoride treatment (1 per year, through age 14) •Sealants (permanent molars, through age 14) 	100% no deductible, does not apply against annual maximum	80% no deductible, does not apply against annual maximum
<ul style="list-style-type: none"> •Space maintainers (primary teeth, through age 14) •Oral Cancer Screening (1 per year, ages 40 and older) 		
Basic services		
<ul style="list-style-type: none"> •Emergency care for pain relief •Amalgam fillings (1 per tooth every 2 years, composite for anterior/front teeth) •Composite fillings (1 per tooth every 2 years, molar teeth) •Oral surgery (tooth extractions including impacted teeth) •Stainless steel crowns •Harmful habit appliances for children (1 per lifetime, through age 14) 	80% after deductible	50% after deductible
Major services		
<ul style="list-style-type: none"> •Crowns (1 per tooth every 5 years) •Inlays/onlays (1 per tooth every 5 years) •Bridges (1 per tooth every 5 years) •Dentures (1 per tooth every 5 years) •Denture relines/rebases (1 every 3 years, following 6 months of denture use) •Denture repair and adjustments (following 6 months of denture use) •Implants (1 every 5 years limited to crowns, bridges, and dentures. Coverage limited to equivalent cost of a non-implant service. Implant placement itself is not covered) •Periodontics (periodontal cleanings 4 per year, scaling/root planing and surgery 1 per quadrant every 3 years) •Endodontics (root canals 1 per tooth per lifetime and 1 re-treatment) 	50% after deductible	50% after deductible
Orthodontia services		
Lifetime Maximum	Child orthodontia covers children through age 18. Plan pays 50 percent (no deductible) of the covered orthodontia services, up to: \$1,000 lifetime orthodontia maximum.	

Coverage Level	Humana Dental Low
Employee Only	\$19.21
Employee + Spouse	\$38.41
Employee + Child(ren)	\$55.78
Family	\$76.35

Plan Comparison Template	Humana Dental Preventive	
	In Network	Out Network
Calendar-year deductible (excludes orthodontia services)	\$50 / \$150	\$50 / \$150
Calendar-year annual maximum (excludes orthodontia services)	\$1,000	
	After you reach the annual maximum amount, you will receive 30 percent coinsurance on preventive, basic, and major services for the rest of the year (excludes orthodontia.)	
Preventive services		
•Routine oral examinations (2 per year) •Bitewing x-rays (2 films under age 10, up to 4 films ages 10 and older) •Routine cleanings (2 per year) •Fluoride treatment (1 per year, through age 14) •Sealants (permanent molars, through age 14)	100% no deductible, does not apply against annual maximum	100% no deductible, does not apply against annual maximum
•Space maintainers (primary teeth, through age 14) •Oral Cancer Screening (1 per year, ages 40 and older)		
Basic services		
•Emergency care for pain relief •Amalgam fillings (1 per tooth every 2 years, composite for anterior/front teeth) •Composite fillings (1 per tooth every 2 years, molar teeth) •Oral surgery (tooth extractions including impacted teeth)	80% after deductible	80% after deductible
More value basic services & Major services		
•Crowns (1 per tooth every 5 years) •Inlays/onlays (1 per tooth every 5 years) •Bridges (1 per tooth every 5 years) •Dentures (1 per tooth every 5 years) •Denture relines/rebases (1 every 3 years, following 6 months of denture use) •Denture repair and adjustments (following 6 months of denture use) •Implants (1 every 5 years limited to crowns, bridges, and dentures. Coverage limited to equivalent cost of a non-implant service. Implant placement itself is not covered) •Periodontics (periodontal cleanings 4 per year, scaling/root planing and surgery 1 per quadrant every 3 years) •Endodontics (root canals 1 per tooth per lifetime and 1 re-treatment) •Stainless steel crowns •Harmful habit appliances for children (1 per lifetime, through age 14)	These Services are not covered under this plan. Member may receive a discount on non-covered services and may contact their participating provider to determine if any discounts are available on non-covered services.	
Orthodontia services		
Lifetime Maximum	These Services are not covered under this plan. Member may receive a discount on non-covered services and may contact their participating provider to determine if any discounts are available on non-covered services.	

Coverage Level	Humana Dental Preventive
Employee Only	\$10.75
Employee + Spouse	\$24.33
Employee + Child(ren)	\$28.55
Family	\$44.96

Plan Comparison Template

Humana Vision

Vision care services	In Network	Out Network
Exam with dilation as necessary	\$10	Up to \$30
Retinal imaging	Up to \$39	Not Covered
Contact lens exam options**		
*Standard contact lens fit and follow-up	Up to \$55	Not covered
*Premium contact lens fit and follow-up	10% off retail	Not covered
Frames		
Frames***	\$130 allowance 20% off balance over \$130	\$65 allowance
Standard plastic lenses****		
*Single vision	\$15	Up to \$25
*Bifocal	\$15	Up to \$40
*Trifocal	\$15	Up to \$60
*Lenticular	\$15	Up to \$100
Covered lens options****		
*UV coating	\$15	Not covered
*Tint (solid and gradient)	\$15	Not covered
*Standard scratch-resistance	\$15	Not covered
*Standard polycarbonate - adults	\$40	Not covered
*Standard polycarbonate - children <19	\$40	Not covered
*Standard anti-reflective coating	\$45	Not covered
*Premium anti-reflective coating	Premium anti-reflective coatings as follows:	Premium anti-reflective coatings as follows:
- Tier 1	\$57	Not covered
- Tier 2	\$68	Not covered
- Tier 3	80% of charge	Not covered
*Standard progressive (add-on to bifocal)	\$15	Up to \$40
*Premium progressive	Premium progressives as follows:	Premium progressives as follows:
- Tier 1	\$110	Not covered
- Tier 2	\$120	Not covered
- Tier 3	\$135	Not covered
- Tier 4	\$90 copay, 80% of charge less \$120 allowance	Not covered
*Photochromatic / plastic transitions	\$75	Not covered
*Polarized	20% off retail	Not covered
Contact lenses***** (applies to materials only)		
*Conventional	\$130 allowance, 15% off balance over \$130	\$104 allowance
*Disposable	\$130 allowance	\$104 allowance
*Medically necessary	\$0	\$200 allowance
Frequency		
*Examination	Once every 12 months	Once every 12 months
*Lenses or contact lenses	Once every 12 months	Once every 12 months
*Frame	Once every 12 months	Once every 12 months
Diabetic Eye Care: care and testing for diabetic members		
*Examination - Up to (2) services per year	\$0	Up to \$77
*Retinal Imaging - Up to (2) services per year	\$0	Up to \$50
*Extended Ophthalmoscopy - Up to (2) services per year	\$0	Up to \$15
*Gonioscopy - Up to (2) services per year	\$0	Up to \$15
*Scanning Laser - Up to (2) services per year	\$0	Up to \$33
Orthodontia services		

*Member costs may exceed \$39 with certain providers. Members may contact their participating provider to determine what costs or discounts are available.

**Standard contact lens exam fit and follow up costs and premium contact lens exam discounts up to 10% may vary by participating provider. Members may contact their participating provider to determine what costs or discounts are available.

***Discounts may be available on all frames except when prohibited by the manufacturer.

****Lens option costs may vary by provider. Members may contact their participating provider to determine if listed costs are available.

*****Plan covers contact lenses or frames, but not both, unless you have the Eye Glass and Contact Lens Rider.

Coverage Level

Humana Vision Monthly

Employee Only	\$7.47
Employee + Spouse	\$14.94
Employee + Child(ren)	\$15.69
Family	\$23.91

Flexible Spending Accounts

United Employee Services offers a Health Flexible Spending Account and a Dependent Care Flexible Spending Account. These plans permit your employees to set aside money pre-tax for qualified health and dependent care expenses.

Plan Highlights

- FSA debit card available for easy transactions.
- Reimbursement checks may be deposited directly into your account.
- Deductions begin with the first paycheck after date of hire.
- The plan year runs from January 1 through December 31.
- The FSA will only pay for expenses that have been incurred within the plan year.
- The contribution limit for health FSA is \$2,750 per plan year.
- The contribution limit for Dependent FSA is \$5,000 per plan year for those who file jointly or are single head of household. The contribution limit for the Dependent FSA is \$2,500 for those who file separate returns.
- IRS guidelines state that unused money left in the account at the end of the plan year must be claimed within the 90 day run out period, or the monies will be forfeited.
- IRS guidelines state that you cannot change or revoke your elections during the plan year unless there is a specific change of status (such as birth, death in the family, marriage, divorce, child ceasing to be a dependent, employment or termination of employment of spouse, employment change from full time to part time or vice versa).
- Any qualified changes must be made within 30 days of the event.

A partial listing of eligible expenses

Health Accounts
Doctor / Dentist Co-pay
Deductibles
Prescription Co-Pay
Routine Physical
Orthodontia
Oral Surgery
Contacts, lenses, & Eyeglasses

Dependent Care Accounts
Daycare Centers
Elder Care
Family Childcare
Day Camps
Preschool
After School Care
Nanny/Au Pair

Employer Paid Group Life and AD&D

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Benefit Descriptions

*Benefit Amount:	Group option of: \$10,000, \$25,000, \$50,000, 1x Salary, or 2x Salary (\$200,000 Max)
Age Reduction:	35% of the pre-age 65 amount at age 65; and an additional 15% of the pre-age 65 amount
Guarantee Issue:	\$200,000
**Living Benefit Rider:	75% to \$500,000
Waiver of Premium:	Included, disability starts before age 60 and lasts 9 months.
Family Medical Leave Ext.:	Yes
Bereavement Counseling:	Yes
Travel Assistance:	Yes
Portability:	Lesser of 2 yrs or case term
EAP:	Yes, 3 Face-to-Face Visits, Per Issue, Per Person, Per Year
24-Hour Global Travel Assistance:	Yes
Identity Theft Protection:	Yes
AD&D Coverage:	24 Hour, excludes retirees.
Seat Belt Benefit:	\$0
Seat Belt/Air Bag Max:	\$25,000
Child Education Benefit:	5% to \$5,000, 4 years
Spouse Education Benefit:	to \$3,000
Survivor Benefit:	1% to \$1,000

*Flat/Incremental benefits may be subject to an earnings cap, as described on the Limitations page.

**This may be expressed as Accelerated Benefit or Imminent Death Benefit.

Basic Life and AD&D Costs

Basic Life and AD&D:	\$0.18 per \$1,000 of benefit
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Employer Paid Long Term Disability

Eligibility

Each Active Full-Time Employee working 30 hours or more per week and earning a minimum salary of \$15,000 per year, except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Benefit Descriptions

Benefit Amount:	60% of covered monthly earnings
Monthly Maximum:	\$5,000
Elimination Period:	90 days
Benefit Duration:	Extended-ADEA-B
Social Security Integration:	Full Family
Minimum Benefit:	\$100
Family Leave:	Yes
Mental & Nervous Limitation:	24 month limit
Drug & Alcohol Limitation:	24 month limit
Limited Benefit Option:	None
Pre-Existing Limitation:	3/12
Survivor Benefit:	3 Months
Managed Rehab Option:	Included
Work Incentive Benefit:	12 Months
Child Care:	to age 14/\$250
Worksite Mod Benefit:	100% up to \$2,000
Own Occupation Coverage:	24 Months
Partial Disability:	Yes
Specific Indemnity:	Yes
Travel Assistance:	Yes

Employer Paid Long Term Disability Costs

Per \$100 of Monthly Payroll	\$0.49
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Note: Premium/benefit is payable in US currency.

Voluntary Term Life

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Benefit Descriptions

Increments of \$10,000 to \$500,000 max

Priced in \$10,000 increments

Employee Guaranteed Issue amount of \$200,000 (Evidence of Insurability required over Age 70)

Spouse Guaranteed Issue amount of \$50,000 (Evidence of Insurability required over Age 60)

Child Option of \$10,000 – all Guaranteed Issue

Spouse can purchase without the EE needing to elect (not limited to 50% of EE amount). Spouse rates based on SP Age.

Age reductions start at Age 75

Conversion and Portability

Age Band	Rate per \$10,000 of Benefit
Under 20	\$0.54
20-24	\$0.54
25-29	\$0.58
30-34	\$0.75
35-39	\$1.05
40-44	\$1.57
45-49	\$2.47
50-54	\$3.62
55-59	\$5.43
60-64	\$7.65
65-69	\$10.95
70+	\$20.73
Child	\$1.50

Voluntary Short Term Disability

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Benefit Descriptions

Increments of \$25 from \$100 to \$1,250 per week, not to exceed 60% of covered earnings

14/14 Elimination Period

90 Day Benefit Duration

3/12 Pre-ex

Age Band	Rate per \$10,000 of Benefit
18-24	\$0.38
25-29	\$0.44
30-34	\$0.44
35-39	\$0.35
40-44	\$0.33
45-49	\$0.38
50-54	\$0.48
55-59	\$0.57
60-64	\$0.64
65-69	\$0.80
70+	\$0.85

Voluntary Long Term Disability

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Benefit Descriptions

Increments of \$100 from \$500 to \$6,000 per month, not to exceed 60% of covered earnings

90 Day Elimination Period (dovetails with STD)

2 Year Own Occupation, then Any Occupation to full duration

Duration is to Social Security Normal Retirement Age

3/12 Pre-ex

Age Band	Rate per \$10,000 of Benefit
18-24	\$0.24
25-29	\$0.39
30-34	\$0.70
35-39	\$1.12
40-44	\$1.94
45-49	\$2.54
50-54	\$3.59
55-59	\$4.63
60-64	\$3.57
65-69	\$2.41
70+	\$1.75

Voluntary Critical Illness - Payable directly to the member

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Critical Illness Trigger	Triggers Covered
Life Threatening Cancer	Yes
Carcinoma in Situ – Partial Benefit (25%)	Yes
Heart Attack	Yes
Coronary Disease – Partial Benefit (25%)	Yes
Major Organ Failure	Yes
Paralysis	Yes
Coma	Yes
Stroke	Yes
Skin Cancer – Partial Benefit (5%)	Yes
Occupational HIV	Yes
Occupational Hepatitis	Yes
Preventive Screening (Wellness)	\$50 per person in family (up to 4/year)

• **Wellness Benefit – \$50 Wellness Benefit per person, up to 4x per family per year**

- Guaranteed issue; no medical questions
- Pays upon diagnosis
- Guaranteed issue; no medical questions
- No pre-existing conditions exclusions

Employee/Spouse Age Categories (Attained Age)	Weekly Rates	Bi-Weekly Rates
	(Monthly Rates per \$1,000) *rounded up to nearest 10th	(Monthly Rates per \$1,000) *rounded up to nearest 10th
0-29	\$0.07	\$0.14
30-39	\$0.14	\$0.28
40-49	\$0.29	\$0.58
50-59	\$0.60	\$1.20
60-69	\$1.10	\$2.20
70+	\$2.53	\$5.06
Child Rate	\$0.07	\$0.14

Voluntary Accident - Payable directly to the member

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Product Feature	Plan Payouts
Initial Hospital Admission / ICU	\$1,000 / \$1,500
Hospital Confinement per day (365 day max)	\$200 per day
ICU Confinement (30 day max)	\$400 per day
Organized Youth Sports Benefit – pays additional amount up for Dependent up to age 18	20% additional benefit
Rehab (30 day max)	\$100 per day
24-Hour versus Off-the-job coverage	24-Hour
AD&D	Yes – 50K/25K/10K
Preventive Screening (Wellness)	\$100 pp in family (up to 4/year)
Ambulance – Air / Ground	\$1,500 / \$300
Emergency Treatment	125
X-Rays / CT / MRI	\$30 / \$150 / \$150
Initial Physician Office Visit / Follow-up	\$75 / \$75
Transp. / Lodging – more than 100 miles from home	\$500 / \$100 (per day)
Fractures & Dislocations	\$3,200 - \$7,500
Paralysis – Para & Hemi / Quadraplegia	\$5,000/ \$10,000
Surgery	\$150 - \$1,500
Appliances / Prosthesis	\$100 - \$1,000

- **Wellness Benefit – \$100 Wellness Benefit per person, up to 4x per family per year**
- Enhanced Organized Youth Sports Benefit – this policy will pay a 20% additional benefit.
- Other benefits include Lacerations, Epidural Anesthesia, Eye/Dental Injury, Physical Therapy, Chiropractic, Blood/Plasma/Platelets, Burns, Coma, Concussion, etc.
- Guaranteed issue; no medical questions
- No pre-existing conditions exclusions

Rating Tier	Weekly Rates	Bi-Weekly Rates
EE	\$3.48	\$6.96
Employee + Spouse	\$5.62	\$11.24
Employee + Child(ren)	\$6.38	\$12.76
Family	\$8.72	\$17.44

Voluntary Hospital Indemnity

Eligibility

Each Active Full-Time Employee working 30 hours or more per week except any person working on a temporary or seasonal basis.

Our standard eligibility includes employees who are US citizens working in the US; contact your sales office if you have employees who are not US citizens working in the US, and you'd like us to consider them in the eligibility.

Product Feature	Plan Payouts
Hospital Room and Board per day (180 days per coverage year)	\$100
Hospital Admission Benefit (1 day per coverage year)	\$2,000
Wellness Screening Benefit	\$50

•Wellness Benefit – \$50 Wellness Benefit per person, up to 4x per family per year

- Guaranteed issue; no medical questions
- No pre-existing conditions exclusions
- No maternity exclusion or waiting period
- Newborn covered for 30 Days, including payout for newborn under Hospital Admission and Room & Board Benefit
- No Deductibles

Employee/Spouse Age Categories (Attained Age)	Weekly Rates	Bi-Weekly Rates
Employee Only	\$6.47	\$12.94
Employee Spouse	\$13.66	\$27.32
Employee and Children	\$9.70	\$19.40
Family	\$16.89	\$33.78

MARKETPLACE



SIGN UP

Signing up is quick and easy. Just enter your email address, follow the verification link, and start saving! You'll have access to hundreds of exclusive offers and endless ways to save.



SHOP

The IOA Discount Marketplace offers you exclusive ways to save on products and services you use every day. Shop everything from hotels and car rentals to flowers and gifts!



SAVE

With this site, you could save up to \$2,000 a year! Lower your monthly bills, save on big purchases, plan a vacation, and even refinance loans. It all adds up

[HTTPS://IOAUSA.SAVINGS.BENEPLACE.COM](https://ioausa.savings.beneplace.com)

EMPLOYEE ASSISTANCE PROGRAM

Program Access

- All Covered Employees and Family Members Eligible, Regardless of Location or Relationship.
- 24/7, 365 Days-a-year Dedicated Toll-Free Line, Always Live Answer.
- Website, Mobile App, IM, Text, Chat, Email and Video Chat Access to Services.

Assessment and Referral Services

- *Unlimited* Telephonic Assessment and Referral
- Up to 3 Face-to-Face Diagnostic and Short-Term Problem Resolution Sessions.
- 24/7 Access to Clinicians for Urgent Matters.

Legal and Financial Services

- *Unlimited* Phone Consultation for Any Financial Issue.
- *Unlimited* In-Office or Phone Consultation for Any Legal Issue, 25% Discount for Services Beyond Initial Consultation.
- Online Legal and Financial Resource Center Including Document Preparation.

Work-Life Benefits and Resources

- *Unlimited* Phone Assessment and Referral for Any Work-Life Need.
- *Unlimited* Child, Elder, and Pet Care Referrals and Resources
- *Unlimited* Education, Personal Services, and Health and Wellness Referrals and Resources.
- *Unlimited* Veteran Resources and Support Including Veteran Resource Website.
- Online Resources and Tools for 100+ Work-Life Topics

LEGALSHIELD - IDSHIELD

LegalShield Plan Benefits*:

- Legal Consultation and Advice
- Court Representation
- Dedicated Law Firm
- Legal Document Preparation and Review
- Letters and Phone Calls Made on Your Behalf
- Speeding Ticket Assistance
- Will Preparation
- 24/7 Emergency Legal Access
- Mobile Ap

IDShield Plan Benefits*:

- Identity Consultation and Advice
- Dedicated Licensed Private Investigators
- Identity and Credit Monitoring
- Social Media Monitoring
- Child Monitoring (family plan only)
- Comprehensive Identity Restoration
- Identity and Credit Threat Alerts
- 24/7 Emergency Access
- Mobile App

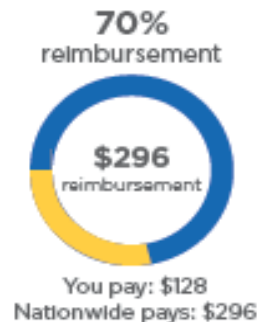
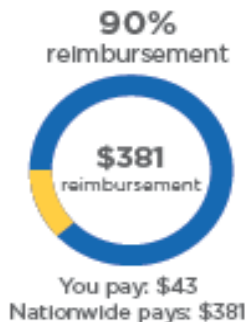
*This is a general overview of the legal and identity theft protection plans available from LegalShield for illustration purposes only. For complete terms, coverage and conditions, please see a summary plan description.

PET INSURANCE FROM NATIONWIDE

- Get cash back on eligible vet bills - Choose from three levels of reimbursement: 90%, 70% or 50%*.
- Available exclusively for employees - These plans aren't available to the general public.
- Same price for pets of all ages - Your rate won't go up because your pet had a birthday.
- Use any vet, anywhere - No networks, no pre-approvals
- Optional wellness coverage available - Includes spay/neuter, dental cleaning, exams, vaccinations and more.

Choose the reimbursement level that fits your needs

Problems such as upset stomach are among the most common reasons dogs and cats go to the vet. The average cost for this kind of visit is **\$424**. Here's how My Pet Protection would cover the bill.*



Examples reflect reimbursement after \$250 annual deductible has been fulfilled.

THE SEAMLESS TRANSITION

The transition to a co-employment arrangement can seem daunting. From benefits enrollment forms to tax schedules and payroll, the list of details keeps growing.

Details are why United Employee Services developed a structured implementation process to make sure every customer, every employee and every detail is covered.

Your United Employee Services team includes:

- An Implementation Specialist to ensure a smooth transition
- An Account Manager to coordinate daily activities
- A Payroll Technician
- Specialists in Risk Management, HR Consulting and Benefits, as needed

UNITED EMPLOYEE SERVICES YOUR PARTNER IN EMPLOYMENT

At United Employee Services, we are the experts who provide a broad range of solutions in HR Consulting, Payroll Administration and more. United Employee Services has systems, processes and technology in place that free you to do what you do best...manage your business.

When you partner with United Employee Services for your HR-related outsourcing and consulting, you'll find:

- More time...to manage and grow your business
- More money...when you can concentrate on ways to improve your bottom line
- More quality...knowing that you can rely on the United Employee Services team of experts

We're the experts. We have the systems. We have the technology. We have the strategic partners.

NOW ALL WE NEED IS YOU.

Tab 5

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ASTURIA COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Asturia Community Development District (“**District**”) prior to June 15, 2021, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 24, 2021

HOUR: 1:00 P.M.

LOCATION: Asturia Clubhouse
14575 Promenade Parkway
Odessa, FL 33556

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 25th DAY OF MAY 2021.

ATTEST:

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Tab 6

MINUTES OF MEETING

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

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the **Asturia Community Development District** was held on **Tuesday, April 20, 2021 at 6:00 p.m.** via Zoom video technology.

Present and constituting a quorum:

Jon Tietz	Board Supervisor, Chair
Lane Gardner	Board Supervisor, Vice Chair
Jacques Darius	Board Supervisor, Asst. Secretary

Also present were:

Aimee Brandon	District Manager; Rizzetta & Co., Inc.
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Audience Present

FIRST ORDER OF BUSINESS

Call to Order

The Board opened the Budget Workshop meeting at 6:00 p.m. via Zoom video technology and Ms. Brandon noted that there were audience members in attendance.

SECOND ORDER OF BUSINESS

Audience Comments

The Board received audience comments regarding the follow: questions on the budget line items that are currently over budget such as District Counsel, District Engineer, Street Lights. Question on what items get coded to miscellaneous expense and questions on developer contributions.

THIRD ORDER OF BUSINESS

Discussion of Fiscal Year 2021-2022 Budget Planning

The Board discussed the FY 2021-2022 Budget.

Mr. Lane provided an explanation of the current and previous involvement of the lender contributions. He explained that Hines had been generous in their financial support of the community but that the intention moving forward would be to remove themselves financially.

34 The Board discussed the state of the roads. Mr. Gardner informed the Board that he had
35 asked Mr. Sean Manson to get estimates for the road repairs. The Board agreed that they did not
36 expect Hines to pay the entire cost of fixing the roads.

37
38 The Board discussed the state of their Bonds and would like further details of what positions
39 the District will likely be in when the Bonds mature.

40
41 The Board discussed the Amenity Staffing. Mr. Jon Tietz expressed his desire to decrease
42 the cost and/or need for amenity staff. He suggests having someone onsite to take on more of a
43 maintenance roll. The Board has requested that Ms. Brandon obtain a few different options from
44 RASI that would include a hybrid role or an elimination of onsite staff.

45
46 The Board requested a more detailed explanation of their current position in the budget
47 along with a forecast of the remaining month to month expected expense for the remaining of FY
48 20/21. The Board discussed ad hoc committees and requested additional information.

49
50 The Board heard from audience members regarding the following: request for a monthly
51 cash flow report, discussion of the role of the informal resident committee and willingness to serve.

52
53 **The Board agreed to close the Budget Workshop meeting at 8:13 p.m.**

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57
58 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 7

MINUTES OF MEETING

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

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

The 2nd Audit Committee meeting of the Board of Supervisors of the **Asturia Community Development District** was held on **Tuesday, April 27, 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	Committee Member
Lane Gardner	Committee Member
Richard Jensen	Committee Member
Jacques Darius	Committee Member

Also present were:

Aimee Brandon	District Manager; Rizzetta & Co., Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Jason Liggett	Field Service Manager; Rizzetta & Co., Inc.
John Torborg	Field Service Manager; Rizzetta & Co., Inc.
Justin Lawrence	Clubhouse Manager
Ed Colon	Down to Earth

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Aimee Brandon called the 2nd Audit Committee meeting to order, performed roll call, and confirmed a quorum for the meeting.

SECOND ORDER OF BUSINESS

Ranking of Audit Proposals Received

During the Ranking of Proposals, the Board provided Ms. Aimee Brandon with their individual scoring sheets to be tallied.

Ms. Brandon tallied the numbers and noted that Berger, Toombs, Elam, Gaines & Frank ranked highest with a total of 365 points.

The Board unanimously agreed as the Audit Committee that Berger, Toombs, Elam, Gaines & Frank would be their recommendation.

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THIRD ORDER OF BUSINESS

Adjournment

The Board adjourned the 2nd Audit Committee at 6:03 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 8

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, April 27, 2021 at 6:03 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:

Aimee Brandon	District Manager; Rizzetta & Co., Inc.
Sarah Warren	District Counsel; Hopping Green & Sams
Jason Liggett	Field Service Manager; Rizzetta & Co., Inc.
Justin Lawrence	Clubhouse Manager
Ed Colon	Down to Earth

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Aimee Brandon opened the regular Board of Supervisors' meeting at 6:03 p.m. Ms. Brandon noted that the Supervisors were still present. Ms. Brandon noted that there were audience members in attendance.

SECOND ORDER OF BUSINESS

Audience Comments

The Board heard audience comments regarding the following: reminder that the agenda calls for Audience Comments at the end, request for a book club, discussion of the clubhouse mask mandate, mention of a storm grate that was open, request for community events, pool chair replacements needed, impression in the road off Claymore near Promenade, request for discussion of forming Ad Hoc Committees, request for CDD assistance for an end of school event.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors 1st Audit Meeting held on March 23, 2021

The Board received the Minutes of the Board of Supervisors' 1st Audit Meeting held on March 23rd, 2021.

On a motion from Mr. Jacques Darius, seconded by Mr. Lane Gardner, the Board approved the Minutes of the Board of Supervisors' 1st Audit Meeting held on March 23rd, 2021 for the Asturia Community Development District.

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FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors Meeting held on March 23, 2021

The Board received the consideration of the Minutes of the Board of Supervisors' Meeting held on March 23rd, 2021.

On a motion from Mr. Gardner, seconded by Mr. Darius, the Board approved the Minutes of the Board of Supervisors' Meeting held on March 23rd, 2021 for the Asturia Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of the Operation and Maintenance Expenditures for March 2021

The Board received the Operation and Maintenance Expenditures for March 2021 in the amount of \$65,969.15.

On a motion from Mr. Jon Tietz, seconded by Mr. Gardner, the Board approved to ratify the invoices from the O&M Expenditures for March 2021 in the amount of \$65,969.15 for the Asturia Community Development District.

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SIXTH ORDER OF BUSINESS

Consideration of Audit Committee's Recommendation for Audit Services and Award Letter

The Board received the Audit Committee recommendation to award Berger, Toombs, Elam, Gaines & Frank with the contract.

On a motion from Mr. Tietz, seconded by Mr. Gardner, the Board approved the Audit Committee recommendation to award Berger, Toombs, Elam, Gaines & Frank with a contract for the Asturia Community Development District.

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SEVENTH ORDER OF BUSINESS

Consideration of FY 2019-2020 Audit Report

The Board received the consideration for the Audit Report for FY 2019-2020.

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved the Audit Report for FY 2019-2020 for the Asturia Community Development District.

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65 **EIGHTH ORDER OF BUSINESS**

**Consideration of Staff Shirt Designs &
Proposal**

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67
68 The Board tabled the consideration of Staff Shirt Designs and Proposals.

69
70 **NINTH ORDER OF BUSINESS**

**Discussion of Additional Monument Sign at
Front Entrance**

71
72
73 The Board discussed the Additional Monument Sign at Front Entrance. The Board agreed to
74 move this discussion to the May agenda.

75
76 **TENTH ORDER OF BUSINESS**

**Discussion of Lifting the Mandatory Mask Rule
in the Clubhouse**

77
78
79 The Board discussed the Lifting of the Mandatory Mask Rule in the Clubhouse. The Board
80 agreed to make mask wearing optional for residents but mandatory for staff members.

81
82 On a motion from Mr. Darius, seconded by Mr. Gardner, the Board agreed that masks would be
83 encouraged for residents to wear inside the clubhouse, but mandatory for staff members for the
84 Asturia Community Development District.

85
86 **ELEVENTH ORDER OF BUSINESS**

Discussion of Book Club Days & Hours

87
88 The Board discussed the Book Club Days and Hours request.

89 Clubhouse manager, Mr. Justin Lawrence discussed the request for a book club meeting
90 once a month on a Wednesday evening from 6-9 p.m. Mr. Lawrence reminded the Board that staff
91 would not be scheduled for the full length of the club meeting.

92 The Board agreed to allow the book club to meet once a month and allow the residents to
93 close and secure the clubhouse without a staff member being present.

94
95 On a motion from Mr. Tietz, seconded by Mr. Gardner, the Board approved the book club once
96 a month meeting on a Wednesday from 6-9p.m. for the Asturia Community Development District.

97
98 **TWELFTH ORDER OF BUSINESS**

Discussion of Amenity Rentals

99 The Board discussed the Amenity Rentals.

100
101 Mr. Lawrence discussed the rental agreement for the pool pavilion and mentioned that the
102 verbiage was vague on pricing and time frame.

103
104 The Board agreed that the pool pavilion can be rented from dusk to dawn on a first come
105 first serve basis for the same price as a room rental.

THIRTEENTH ORDER OF BUSINESS

Discussion of Special Events Committee

The Board discussed the Special Events Committee.

Mr. Tietz asked District Counsel, Sarah Warren, if Ad Hoc committees are subjected to the Florida Sunshine Laws. Ms. Warren mentioned that the Ad Hoc committees are acceptable without notices but that the Board should be cautious when events are conducted on CDD property without prior CDD approval.

The Board discussed the residents request to conduct a pool party event for the end of the school year.

The Board agreed that the CDD should help sponsor the event and that Justin would coordinate with the Ad Hoc Committee to assist with purchasing items for the event. T

he Board agreed that the Chairman would authorize the amount requested to spend on the pool party event, outside of the CDD meeting in an amount not-to-exceed \$1,500.00.

On a motion from Mr. Gardner, seconded by Mr. Darius, the Board approved the Chairman authorizing the amount requested to spend on the pool party event, outside of the CDD meeting in an amount not-to-exceed \$1,500.00 for the Asturia Community Development District.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Field Inspection Report

The Board received the Field Inspection report from Mr. Jason Liggett.

Mr. Liggett provided the Board with an update on LMP's progress with weed control and mowing.

Mr. Tietz asked if Ms. Brandon had withheld funds from their recent invoice for a couple of missed weeks of mowing.

Ms. Warren encouraged the Board to not initially withhold funds but to rather track the missed weeks and request a mow credit from LMP before withholding any funds. She suggested sending a formal letter to LMP if they consistently miss mows and do not apply a mow credit before withholding funds. Mr. Liggett agreed that he would track the missed mows and credit owed to ensure they are being applied.

Mr. Liggett discussed the DTE final invoices. He provided the Board with documentation that showed the total amount of invoices that were received from LMP and Romaner Graphis for work that DTE did not complete. The total amount owed after the difference to DTE is \$11,222.15.

On a motion from Mr. Darius, seconded by Mr. Gardner, the Board approved paying \$11,222.15 towards DTE's final invoices for the Asturia Community Development District.

148
149
150 **B. Aquatics Report**

151 The Board received the Aquatics Report from Mr. Virgil Stoltz.

152
153 Mr. Stoltz discussed the recent algae blooms in the ponds and suggested planting
154 aquatic plants to minimize the frequency of algae blooms and to aid in the overall health
155 of the pond.

156
157 The Board agreed to have Mr. Stoltz provide a proposal for aquatic plants for 1/3rd of the
158 ponds.

159
160 The Board discussed the recent hog complaints and asked Mr. Stoltz to minimize the
161 visibility of the hog carcasses from the resident's view.

162
163 Mr. Stoltz informed the Board that Blue Water Aquatics established another entity that
164 will be for hog trapping only for the purpose of separating the two companies. The new
165 company will be Florida Boar Busters.

166
167 **C. District Engineer**

168 The District Engineer was not present.

169
170 **D. Clubhouse Manager**

171 The Board received the Clubhouse Manager report from Mr. Lawrence.

172
173 Mr. Lawrence discussed residents request to install an information board at each of the
174 ten mail kiosks.

175
176 The Board agreed that they would want to consider that this year.

177
178 Mr. Tietz discussed the staff members treating the ant hills and asked that staff members
179 inform Mr. Liggett of any mounds so that LMP can be informed.

180
181 **E. District Counsel**

182 The Board received the District Counsel report from Ms. Warren.

183
184 **F. District Manager**

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

186
187 Ms. Brandon reminded the Board of their next regular scheduled meeting to be held May
188 25th, 2021 at 6:00 p.m. and reminded the Board that the Proposed Budget would need to
189 be approved during that meeting.

190
191 Ms. Brandon provided the Board with an update on their financials.
192

FIFTEENTH ORDER OF BUSINESS **Audience Comments**

The Board heard audience comments regarding the following: damaged sidewalk near the bridge walkway from construction crews, pool chairs that needed to be changed quickly, palm trees that need to be trimmed around the pool area, request for better communication to the residents, request to reconsider putting information bulletins at the mail kiosks.

SIXTEENTH ORDER OF BUSINESS **Supervisors' Requests**

During Supervisor Request Mr. Tietz discussed the proposal he received from a payroll staffing company. Mr. Tietz discussed the difference in management fees from what RASI charges for amenity staff.

The Board also discussed the three alternative options for amenity staff from RASI. The Board agreed to add both proposals onto the May agenda for consideration.

Mr. Tietz discussed a proposal from a vendor who could evaluate the pool lighting to determine if night swimming is possible and be able to turn the findings over to the County for permitting. The Board agreed to table the proposal for now.

Mr. Gardner discussed the street cleaning and mentioned that he is waiting on an estimate, he discussed the expected completion date of the Boardwalk and his investigation of cost sharing possibilities that will be added to the May agenda.

SEVENTHEENTH ORDER OF BUSINESS **Adjournment**

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

On a motion from Mr. Gardner, seconded by Mr. Darius, the Board agreed to adjourn the meeting at 8:35 p.m. for Asturia Community Development District.
--

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 9

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida · (813) 994-1001

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.asturiacdd.org

Operation and Maintenance Expenditures April 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$55,529.72**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Asturia Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alliance Fire & Safety	002796	AFS72434	Annual Maintenance/Inspection 03/21	\$ 58.00
Anthony W Palese	002801	AP032621	Off Duty Patrol 03/21	\$ 225.00
Asturia CDD	CD044	CD044	Debit Card Replenishment	\$ 363.04
Best Termite & Pest Control, Inc.	002797	1073136	Pest Control 02/21	\$ 55.00
Best Termite & Pest Control, Inc.	002797	1076853	Pest Control 03/21	\$ 55.00
Brighthouse Networks	002805	065826701032221	14575 Promenade Pkway 03/21	\$ 261.29
Clean Sweep Supply Co., Inc.	002798	00212640	Clubhouse Supplies 03/21	\$ 71.45
Clean Sweep Supply Co., Inc.	002817	00212855	Clubhouse Supplies 04/21	\$ 130.05
County Sanitation	002807	10502970	Clubhouse Dumpster 04/21	\$ 34.00
DCSI, Inc	002808	28409	AH-CSAWID00 AWID Prox Cards 03/21	\$ 379.00
DCSI, Inc	002813	28422	Alarm Monitoring Service 04/21	\$ 59.99

Asturia Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	002800	02017 22358 03/21	000 Aviles Parkway Lite 03/21	\$ 3,174.94
Duke Energy	002809	Duke Electric Summary 03/21	Electric Summary 03/21	\$ 1,812.34
Duke Energy	002814	13808 69448 03/21	14721 State Rd 54 Lite 03/21	\$ 6,859.66
Duke Energy	002818	66842 45114 03/21	0000 Aviles Pky Street Lights Phase 3 03/21	\$ 2,479.31
Hopping Green & Sams	002810	121452	General Legal Services 02/21	\$ 4,469.50
Jean-Jacques Darius	002819	JD042021	Board of Supervisors Meeting 04/20/21	\$ 200.00
Jeremy R Cohen	002799	JC033121	Off Duty Patrol Scheduler's Fee 03/21	\$ 100.00
Jonathan Tietz	002823	JT042021	Board of Supervisors Meeting 04/20/21	\$ 200.00
Landscape Maintenance Professionals, Inc.	002821	159012	Grounds Maintenance 04/21	\$ 11,284.58
Landscape Maintenance Professionals, Inc.	002821	159450	Replace Irrigation Valves 04/21	\$ 425.00
Landscape Maintenance Professionals, Inc.	002821	159451	Irrigation Repairs 04/21	\$ 1,048.00

Asturia Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Landscape Maintenance Professionals, Inc.	002821	159452	Replace Rain Sensor 04/21	\$ 129.00
Landscape Maintenance Professionals, Inc.	002821	159487	Replace Spray Heads & Repair Leak 04/21	\$ 140.00
Landscape Maintenance Professionals, Inc.	002821	159488	Replace Rotor & Repair Leak 04/21	\$ 39.00
Landscape Maintenance Professionals, Inc.	002821	159489	Repair Leaks & Replaced Spray Heads 04/21	\$ 94.00
Landscape Maintenance Professionals, Inc.	002821	159490	Replace Spray Heads 04/21	\$ 86.00
Landscape Maintenance Professionals, Inc.	002821	159554	Irrigation Repair 04/21	\$ 60.00
Landscape Maintenance Professionals, Inc.	002821	159651	Repair Drip Irrigation Leak 04/21	\$ 29.00
Landscape Maintenance Professionals, Inc.	002821	159652	Irrigation Supplies and Repair 04/21	\$ 57.10
Pasco County	002815	Water Summary 03/21	Water Summary 03/21	\$ 6,978.17
Richard D Jensen	002820	RJ042021	Board of Supervisors Meeting 04/20/21	\$ 200.00
Rizzetta & Company, Inc.	002802	INV0000057594	District Management Fees 04/21	\$ 4,509.50

Astoria Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	002811	INV00000000008683	Amenity Management Services 04/21	\$ 4,066.13
Rizzetta Amenity Services, Inc.	002811	INV00000000008708	Out Of Pocket Expenses 03/21	\$ 74.09
Rizzetta Amenity Services, Inc.	002816	INV00000000008735	Amenity Management Services 04/21	\$ 3,126.52
Rizzetta Technology Services, LLC	002803	INV0000007389	Email & Website Hosting Services 04/21	\$ 190.00
Suncoast Pool Service	002822	7111	Monthly Pool Service 04/21	\$ 870.00
Tampa Poop 911 LLC	002806	A032021	Clean Pet Waste Stations & Trash Cans 03/21	\$ 684.66
Times Publishing Company	002804	0000145105 03/14/21	Account #122995 Legal Advertising 03/21	\$ 154.50
Times Publishing Company	002812	0000150704 03/31/21	Account #122995 Legal Advertising 03/21	\$ 114.40
Times Publishing Company	002824	0000153097 04/11/21	Account #122995 Legal Advertising 04/21	<u>\$ 182.50</u>
Report Total				<u>\$ 55,529.72</u>