



Rizzetta & Company

Astoria Community Development District

**Board of Supervisors' Meeting
July 27, 2021**

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615**

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	Matthew Huber	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.

July 21, 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, July 27, 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. Clubhouse Manager Report.....Tab 1
 - B. Field Inspection Report
 - C. Landscape Report
 - D. District Engineer
 - E. District Counsel
 - F. District Manager
- 4. BUSINESS ITEMS**
 - A. Consideration of Amenity Staffing Proposals.....Tab 2
 - B. Consideration of Lantower Monument
Sign Proposal.....Tab 3
 - C. Consideration of Swimming Classes.....Tab 4
 - D. Discussion on Cost Sharing Agreement
- 5. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 6. ADJOURNMENT**

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

Very truly yours,

Matthew Huber

District Manager

Tab 1

Monthly Operations Report – July 2021



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

Clubhouse Operations/Maintenance Updates

- Cleaned the exterior clubhouse community bulletin board
- Checked all bridges for any potential safety hazards
- Miscellaneous repairs (reinforce loose planks & hammer-down loose structural/timber bolts) on Aviles bridge
- Detailed cleaning of pool deck tables
- Identified/reported high-volume or larger ant pile zones
- Pressure washed stained areas from palm tree seeds
- Parts arrived; Worked with Romaner Graphics to finalize repair for fence damage from previous landscapers at resident's home on Caravan Avenue
- Detailed cleaning of glass on clubhouse doors
- Contacted Fit Rev about treadmill belt & flat bench fabric repairs
- Removed spider webs from main bridge
- Removed spider webs from Aviles bridge
- Cleaned main entrance monument
- Worked with SEC on the 'Movie on the Lawn' event
- 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: 7/17/2021]



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Full Community Walkthroughs/Checks

- 7/1-7/31 – Routine trash pickup (Alternate zones every day/week)
- 7/2 – Safety/hazard checks & blow mulch
- 7/7 – Check/treat for ants/wasps
- 7/9 – Safety checks & blow mulch
- 7/14 – Check/treat for ants/wasps
- 7/16 – Safety checks & blow mulch
- 7/21 – Check/treat for ants/wasps
- 7/23 - Safety checks & blow mulch
- 7/28 – Check/treat for ants/wasps

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

Pool & Pool Deck Checks

- 7/1-7/31 – Daily neatening of furniture, checking trash/trash bags & wipe down/clean all tables when needed (Multiple times a day needed during the spring & summer months as well)

Vendor Services Performed and/or Site Visits

- **Stellar Electrical**
 - Repaired lit West Asturia sign
- **PMD Engineering**
 - Pool lighting test
- **Professor Cool**
 - AC maintenance - 4/4 units
- **Fit Rev**
 - Treadmill & flat bench repair



Upcoming Food Trucks

- **July**
 - 7/18 – The Bean Bar Co 7am-12pm
 - 7/23 – Wheelin N Grillin Turf 5-8pm
Craving Donuts (Dessert Truck)
 - 7/24 – Pizza Creator 5-8pm
Craving Donuts (Dessert Truck)
 - 7/27 – Auntie Anne's Pretzels 5-8pm
 - 7/30 – Mr. C's Grilled Cheese 5-8pm
JB's Sweet Addiction (Dessert Truck)

Board of Supervisor's Requests

- Continue with/finalize with PMD Engineering LLC to assess pool lighting & potential repairs/upgrades
- Submit 'alternate sources of income' report

Resident Requests

- Remove/trade-in some old cardio machines & add a bench, squat rack & stairmaster in the fitness center
- Resident run Café in the clubhouse (for profit)





Alternate Sources of Income Report

The information from this report is based on all the surrounding clubhouses in this region managed by Rizzetta.

So I calculated and averaged all the information received and decided to come up with a summary of the results that I found.

While there potentially could be other communities that have specifically charged food trucks individually, none of the clubhouse managers or communities reported doing so.

The main reason, which is the same boat we are in, a lot of them using a food truck distributor. **They do not charge the community but charge the food trucks.** They not only also check all the proper documents, but make sure only top quality trucks are being delivered. They can calculate earnings and factor frequency and amount of food trucks.

They also can quickly replace cancelled food trucks. Ultimately it's a huge protection for the district and take a lot of stress off the managers. **I would recommend us not to charge food trucks as we would lose those above advantages.** I didn't get an exact or official amount but I have heard speculations of some communities charging trucks around **\$50-\$75** per visit.

The following though were successful ways other clubhouses were making extra revenue and roughly how much each class or program was bringing in. Every district received either **10 or 20% of total profit** from each class, each month. Each district has the ability to choose what percentage they charge. Rizzetta now also works along with the YMCA to easily bring reputable classes to the facility.

Total Monthly Average:

Swimming Lessons (All ages) - **\$400**

Senior Aqua-Aerobics - **\$250**

Dance Lessons/Classes – **\$250**

Zumba/Fitness Dance - **\$350**

Personal Training - **\$750**

Kid's Music Classes - **\$200**

Miscellaneous Baby & Toddler Classes - **\$300**

Sports Specific Kid's Classes (Happy Feet, I9, etc) - \$500

Yoga/Pilates/Meditation Based Classes - \$450

Other potential options that were not reported but could be of profit-value is Silver Sneaker programs (If certified/approved, would be free for all members/residents, would get free equipment & the district could potentially receive \$30 per member, per month).

Some private facilities & clubs buy towels, sunglasses, sunscreen, noodles etc in bulk (personalized or non-personalized) and sell them to residents that need those items or forgot those items. If we added a square reader or easy payment system, that would be most ideal for fast & easy processing for staff & residents.

Another idea that was submitted from a resident/member of our SEC, was to do an optional cleaning charge after parties that staff would clean up after the party (within fair reason) for \$75-\$100.

These should provide realistic additional options for the district to collect additional revenue.

Tab 2



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Astoria Community Development District

Staffing Option 4 for Amenity Management Services

Presented by: Rizzetta & Company, Inc.

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

rizzetta.com

Option 4 – 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.



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.

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.



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Option 4 – 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

General Maintenance

Part Time Personnel - 20 hours per week

	ANNUAL
Budgeted Personnel Total ⁽¹⁾	\$ 77,553.
General Management and Oversight ⁽²⁾	\$ 7,800.
Total Services Cost:	\$ 85,353.

(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.



Contract Comparison

Current Contract	
Clubhouse Manager	40 hrs/wk
General Maintenance	20 hrs/wk
Clubhouse Attendant	10 hrs/wk
Personnel Total	\$ 83,786.
Management Fee	\$ 10,800.
Total Annual Cost	\$ 94,586.

Option 4	
Clubhouse Manager	40 hrs/wk
General Maintenance	20 hrs/wk
Personnel Total	\$ 77,553.
Management Fee	\$ 7,800.
Total Annual Cost	\$ 85,353.

7.44% decrease
27.8% decrease
9.76% decrease

Amenity Option 4 Cost Per Assessment:

Based on 550 single-family homes and 118 townhomes
 $\$85,353 \div 668 \text{ units} = \$127.77 \div 12 \text{ months} = \10.65

\$10.65 monthly average based on unit assessment.



Tab 3

Lantower Living

Lantower Asturia

Odessa, FL

PROJ 33656

Secondary Monument Sign

DRAWING TYPE: TYPE CD 02

05/17/2021



Branding Assets

Existing logo from the website

LANTOWER
Asturria

Logo

ABCDEFGHI
NOPQRSTU
ABCDEFGHIJ
NOPQRSTUV

FM Boylar Sans Pro 700



Icon



OAKHURST
SIGNS & GRAPHICS

2392 31st Street South
St. Petersburg, FL 33712
PHONE: 727.532.8255
FAX: 727.532.4334

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CLIENT:
Lantower Living
PROPERTY:
Lantower Asturia
15175 Integra Jct.
Odessa, FL 33556
PROJECT:
Lantower Asturia

ACCOUNT MANAGER:
Brendan McTigue
PROJECT MANAGER:
Michelle Curran
DATE:
05/17/2021

DRAWING: CD 02

VERSION	DATE	DESIGNER
V 01	05/05/21	SDH

CLIENT APPROVAL

Initial or Signature

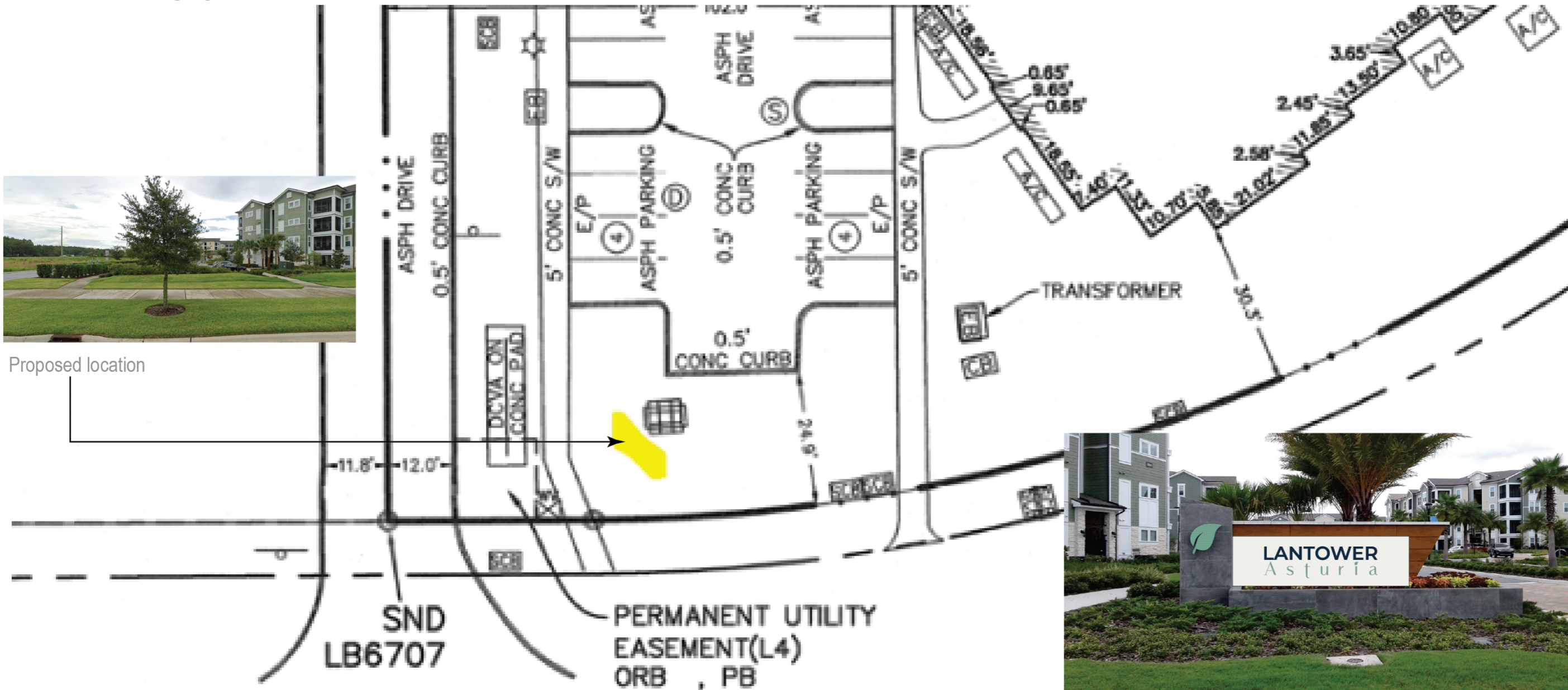
Date

Existing Conditions / Constraints

Site Conditions & Signage Code



Proposed location



Site Plan



Existing sign to be matched | verify location

Existing Conditions

The existing site does not appear to have any signage at this time. A proper project schedule and progress photos of the site, as well as contact information for the landscape contractor and electrician would be helpful.

Code Allowances

To be verified

SCALE: NTS



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2392 31st Street South
St. Petersburg, FL 33712
PHONE: 727.532.8255
FAX: 727.532.4334

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CLIENT:
Lantower Living
PROPERTY:
Lantower Asturia
15175 Integra Jct.
Odessa, FL 33556
PROJECT:
Lantower Asturia

ACCOUNT MANAGER:
Brendan McTigue
PROJECT MANAGER:
Michelle Curran

DATE:
05/17/2021

DRAWING: CD 02

VERSION	DATE	DESIGNER
V 01	05/05/21	SDH

CLIENT APPROVAL

Initial or Signature

Date

PAGE **3**

PROJ **33656**

Main ID

Branding provided by client

NEW DOUBLE SIDED MONUMENT | QTY: 1

Fabricated aluminum base without planter feature. Base height matches existing signage.
Wood slats, fabricated aluminum sign panel, and push-thru acrylic logo / letters to illuminate.

MAX OVERALL HEIGHT: 6'-0"
MAX [/] FT. ALLOWED: TBD
[/] FT. AS DESIGNED: 6.25 [/] FT.
Internal Illumination: To be verified
Setback: To be verified

TYP. SCALE: 3/4" = 1'-0" (1:16)



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Lantower Asturia
15175 Integra Jct.
Odessa, FL 33556
PROJECT:
Lantower Asturia

ACCOUNT MANAGER:
Brendan McTigue
PROJECT MANAGER:
Michelle Curran
DATE:
05/17/2021

DRAWING: CD 02

VERSION	DATE	DESIGNER
V 01	05/05/21	SDH

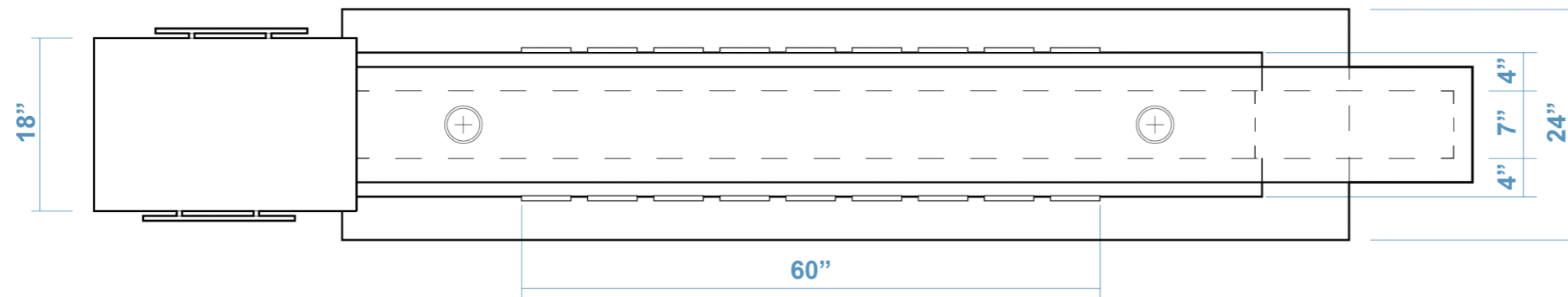
CLIENT APPROVAL

Initial or Signature

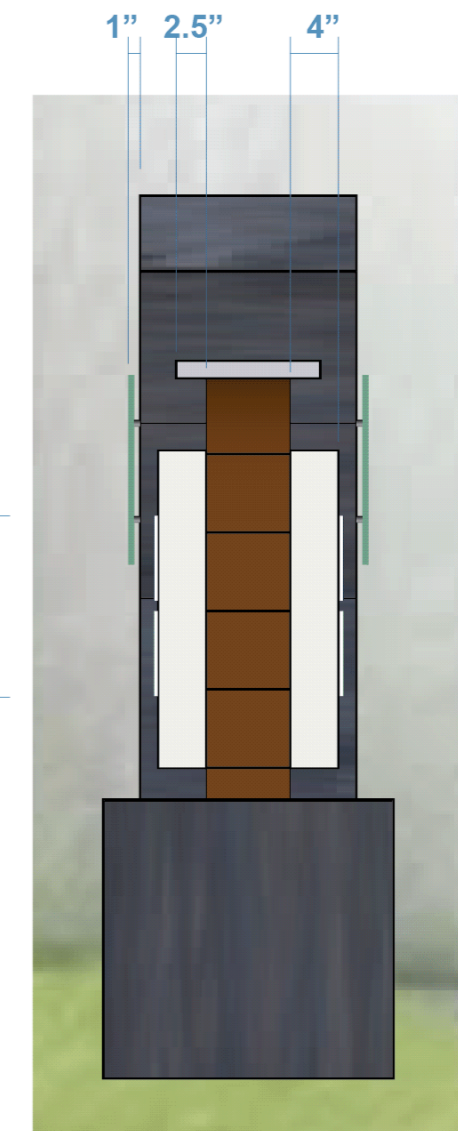
Date

PAGE 4

PROJ **33656**



 SW 6244 Naval	 SW 7006 Extra white	 SW 6258 Tricorn black	 SW 9042 Verdigrreen
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Tab 4

SWIMMING Program for Asturia Residents

Dear Sir/ Madam,

I wanted to propose a Swimming program for kids (above six month) and adults, we already have few Asturia friends and family who were looking for swim program and would like to bring this proposal and see if this can be done.

The swim program was available last summer, if I remember correctly, but I don't see its available now. If given a chance we can circulate the message in Asturia monthly newsletter and will help us attract everyone's attention who is looking for similar program.

The plan is if we already have certified Swim schools/Coach who is willing to partner up with us we can coordinate with them and allow them to use clubhouse pool areas mostly on weekdays just to avoid any high traffic timelines.

Days – Twice a week (mostly Weekdays mornings)

Start Date – August Month any time first week

End Date – August Last week

Number of Classes and length of program – 8 classes are recommended – Mostly 4 weeks program can be ended

Trainer – We already had some trainer coming in the past we can see if we can use the same

Interested Asturia family- we have 8 Family who willing to participate in this program and this number can go much higher