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**MINUTES OF MEETING**

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

**ASTURIA COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the **Asturia Community Development District** was held on **Tuesday December 22, 2020 at 6:00 p.m.** at the Asturia Clubhouse, located at 14575 Promenade Parkway, Odessa, FL 33556.

Present and constituting a quorum:

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

Also present were:

Aimee Brandon	<b>District Manager; Rizzetta &amp; Co., Inc.</b>
Sarah Warren	<b>District Counsel; Hopping Green &amp; Sams</b>
Jason Liggett	<b>Field Service Manager; Rizzetta &amp; Co., Inc.</b>
John Torborg	<b>Field Service Manager; Rizzetta &amp; Co., Inc.</b>
Justin Lawrence	<b>Clubhouse Manager</b>
Kelly Klukowski	<b>RASI, Amenity Manager</b>
Ed Colon	<b>Down to Earth</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience comments were received.

**THIRD ORDER OF BUSINESS**

**Consideration of Landscape RFP's**

The Board moved up in the agenda the Landscape RFP Consideration.

Mr. John Toborg delivered the results of the ranking sheets that were received by Supervisors; Mr. Jon Tietz, Mr. Jacques Darius, Mr. Lane Gardner, and Mr. Richard Jensen. Mr. Walter O'Shea abstained from voting.

Landscape Maintenance Professionals received the highest ranking with 358.48 total points.

Mr. Tietz discussed his results from his weekly landscape walkthroughs. He requested that the Board should consider allowing the Field Inspection Manager the discretion to make decisions for items that need immediate attention with a not-to-exceed amount. Mr. Tietz also discussed his findings of the research he conducted regarding the RFP for Landscapers specifically the positive feedback he obtained from references regarding Yellowstone. Mr. Tietz requested that the Board reconsider choosing Yellowstone due to the results of positive references he received and the fact that they were closely scored.

District Counsel, Ms. Sarah Warren explained that the process to reconsider another vendor would involve the Board member(s) changing their scoring. Mr. Darius asked for clarification of the differences in mulch per vendor. Ms. Brandon asked each Board member if they would like to change their scoring. Mr. Jensen, Mr. Darius and Mr. Gardner declined to alter their scores.

The bidding companies that were present during this discussion are as follows; Mainscape, Down to Earth, CLM, Sunrise, LMP, Redtree, Yellowstone, Brightview, Cerpa and Trimac.

On a motion from Mr. Tietz, seconded by Mr. Jensen, the Board approved the Landscape RFP for Landscape Maintenance Professionals for Asturia Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors Meeting held on November 24, 2020**

Ms. Brandon presented the Board with the Minutes from the Board of Supervisors' Meeting held on November 24, 2020.

On a motion from Mr. Tietz, seconded by Mr. Darius, the Board approved the Minutes of the Board of Supervisors' meeting for the November 24th, 2020 for the Asturia Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Operation and Maintenance Expenditures for October and November 2020**

The Board was presented with the Operation & Maintenance Expenditures for October Expenses \$142,639.19 and November Expenses \$39,093.41. The Board had questions on invoices from Bluewater Aquatics, and Duke Energy.

On a motion from Mr. Tietz, seconded by Mr. Jensen, the Board approved to ratify the invoices for the O&M Expenditures for October Expenses (\$142,639.19) and November Expenses (\$39,093.41) for the Asturia Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-04, Meeting Schedule Time Change for FY 20-21**

The Board was presented with the Resolution 2021-04, Meeting Schedule time change for FY 2020-2021. All meeting times changed from 1:00 p.m. to 6:00 p.m.

On a motion from Mr. Darius, seconded by Mr. Tietz, the Board approved to adopt Resolution 2021-04, Meeting Schedule Time Change for FY 2020-2021 for the Asturia Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Dog Park Name Change**

The Board discussed the Dog Park Name Change. Ms. Warren discussed the legalities associated with the process. Mr. Tietz suggested tabling the conversation until the February meeting so he could gather estimates for signage.

**EIGHTH ORDER OF BUSINESS**

**Review of Items Discussed at the Workshop meeting that was held on December 15, 2020**

The Board discussed items from the Workshop meeting.

Ms. Kelly Klukowski gave an overview of the Amenity Audit and Asturia Reopening plan that was provided to the Board.

The Board discussed adding the Reopening of Amenities to the January Agenda.

The Board discussed allowing Food Trucks. The Board agreed that the amenity clubhouse parking lot should be made available to allow food trucks to park at the clubhouse parking lot pending they provide the Clubhouse manager with a current certificate of insurance with the understanding that residents would utilize the Food Truck services at their own risk.

On a motion from Mr. Darius, seconded by Mr. Tietz, the Board approved to allow Food Trucks to park in the amenity center park lot pending they provide the clubhouse manager proof of a current certificate of insurance with the understanding and notice that residents who utilize the Food Truck services do so at their own risk for the Asturia Community Development District.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Inspection Report**

The Board received the Field Inspection report from Mr. Jason Liggett. Mr. Liggett discussed the issue with weeds and irrigation timers. Mr. Tietz suggested to continue to use moisture readings. Mr. Tietz suggested having the Field Inspection manager conduct an inspection twice a month to ensure the current landscapers are performing the duties of their scope of work and until the new landscapers are in place and caught up to speed.

**B. Clubhouse Manager**

The Board received Clubhouse Manager Report from Mr. Justin Lawrence. Mr. Tietz requested that the communication Board remain current with community information.

**C. District Engineer**

Not Present

**D. District Counsel**

District Counsel had nothing to report.

**E. District Manager**

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

The Board received the Monthly Financial statement. Mr. Tietz requested that the Board be notified of any expenditure received that is above the budgeted amount of \$1,000.00. The Board asked for clarification on expenditures received from RGA Design Forensics.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

During Supervisor' Request, Mr. Tietz discussed reviewing the larger vendor contracts that Asturia currently has for possible considerations of seeking new proposals.

The Board suggested evaluating the Aquatics contract and scope of service prior to the January meeting to determine if there is just cause for going out for bid.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

On a motion from Mr. Darius, seconded by Mr. Tietz, the Board agreed to adjourn the meeting at 9:06 p.m. for Asturia Community Development District.

*Aimee Brandon*

Secretary/Assistant Secretary

*[Signature]*  
Chairman/Vice Chairman