

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on February 10, 2021, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556. Members of the public were able to participate in this meeting, as well as for the duration of Phase 3 of the COVID-19 Emergency, by calling 1-888-354-0094, Conference ID: 8593810.

Present were:

Mike Liquori	Chair
Matt Call	Vice Chair
Tim Green	Assistant Secretary
Mary Comella	Assistant Secretary
Jason Silber	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Alyssa Willson (via telephone)	District Counsel
Brian Wilkes	District Engineer
Katie Chandler	WTS Starkey Ranch Lifestyle Coordinator
Renee Hlebak	WTS Starkey Ranch Lifestyle Director
Ed Bogen	Resident
Chris O'Jenski	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 5:03 p.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Ed Bogen stated he did not receive a response to his recent complaint call about the ongoing construction traffic and motorists ignoring the speed limit sign at the Rangeland Boulevard entrance. He voiced his opinion that the signs should be removed or Staff should discuss the issue with the builders and contractors. Mr. Adams stated the 15 miles per hour (mph) speed limit signs were posted by Taylor Morrison and the CDD does not have the

authority to enforce the speed limit. Discussion ensued. Staff would contact Mr. Drew Miller regarding the speeding issue.

Resident Chris O’Jenski asked about the Fiscal Year 2022 budget. Mr. Adams stated the budget cycle starts with the preliminary budget work at the Staff level in March and April, the draft budget is usually presented at the May or June meeting and the budget public hearing for final adoption occurs no later than September 15, so that Staff can complete the lien roll to transmit to the Tax Collector. The cycle is in conjunction with Staff’s continued work on the designation of the pocket parks, the greenspace and water management space; the Board would determine which items are a priority. Asked if he expected the pocket park assessment to be completed and cost, Mr. Adams stated Staff would have more clarity in the next 30 to 60 days and, if so, it would be prioritized and costs included in the draft budget.

THIRD ORDER OF BUSINESS

Continued Discussion/Consideration: M11-A Washout Repairs

Mrs. Adams presented proposals from Ripa & Associates (RIPA), M.R.I Construction Inc. (MRI) and Chapman Land Services (CLS) for the M11-A Washout repairs. Mr. Wilkes compared the proposals and recommended engaging CLS, at the quoted price of \$27,650. Discussion ensued regarding the proposals, budget, as-builts, Heidt plan, prioritizing erosion and whether CLS is qualified to complete the project. Staff would ensure that the Heidt plan would be included as an Agreement exhibit and followed accordingly. Mr. Liquori motioned to engage CLS with the understanding that the legal documentation stipulates to be completed to Heidt Design specifications and project would be certified.

On MOTION by Mr. Liquori and seconded by Mr. Silber, with all in favor, engaging Chapman Land Services, LLC, for the M-11A Washout repairs, in the amount of \$27,650, and authorizing Staff to prepare a Form of Agreement, subject to the legal documentation stipulating that the contractor will meet the District’s design plans and the inclusion of Heidt Design plans and as-built drawings, was approved.

FOURTH ORDER OF BUSINESS

Discussion: Lack of Monroe Commons Neighborhood Signage

Referencing a handout, Mr. Call discussed a resident’s email complaint about no signage in Homestead Park. The two options presented from the certified sign plan for Starkey Ranch consideration, if the District is able to accommodate the resident. Discussion ensued regarding installing Monroe Commons signs in the neighborhoods, Whitfield Park, Pulte and other Developers. The consensus was that there are more pressing matters for the Board to consider at this time. Staff would communicate with the resident and explain that signage is on the list of improvements being considered but it would occur in the future.

FIFTH ORDER OF BUSINESS

Update: Roadway Ownership and Maintenance Turnover Reconciliation

Ms. Willson stated she was working with Mr. Call, Mr. Wilkes and a few County employees to develop an exhibit that appropriately extracts Pasco County’s current maintenance obligation and the outstanding maintenance bonds with the Developer over some of the roadways, so how Pasco County is taking on its maintenance obligation of the roadways can be appropriately tracked. She would give another update at the next meeting.

SIXTH ORDER OF BUSINESS

Discussion: Alleyway Drain Inlet Repairs

Mr. Adams stated Staff toured the community and focused on the alleyways and the drains. Approximately eight to ten drain boxes need repairs. In some cases, the apron around the box dropped by 4” or 5” and others were starting to deteriorate, which could cause traffic hazards. Staff would ask CLS to inspect the drains and obtain proposals. The same number of inlet boxes had debris blankets in them, which Staff would have pulled. Asked if the repairs could be performed by the builder, Mr. Adams replied affirmatively and stated he would forward copies of the proposals to the builders. Discussion ensued regarding the Developers, trash trucks, cracks in the concrete, water penetration.

SEVENTH ORDER OF BUSINESS

Ratification of Plats

- A. Parcel C2**
- B. Parcels 8 & 9, Phase 2**
- C. Phase 4 of Esplanade**

Mr. Adams presented Parcels C2, Parcels 8 & 9, Phase 2, and Phase 4 for ratification.

Ms. Willson confirmed that the plats were reviewed, executed by the Chair, submitted to the County and are in process. She noted that with the C2 plat, there was an issue with access to Parcel B1, that was dedicated to the District, so Staff is preparing a separate Easement Agreement with the Landowner that gives the District access to Parcel B1 to enter and maintain that parcel. She also requested approval for the Chair to execute the Easement Agreement once it is in final form and approved by District Counsel.

On MOTION by Mr. Call and seconded by Ms. Comella, with all in favor, the Parcel C2, Parcels 8 & 9, Phase 2, and Phase 4 plats, were ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2020

Mr. Adams presented the Unaudited Financial Statements as of December 31, 2020. In response to a question, about the “Assessment levy – off-roll O&M” line item, Mr. Adams stated that it refers to un-platted units that are generally held by the Developer. The financials were accepted.

NINTH ORDER OF BUSINESS

Approval of January 13, 2021 Regular Meeting Minutes

Mr. Adams presented the January 13, 2021 Regular Meeting Minutes.

On MOTION by Mr. Liquori and seconded by Mr. Green, with all in favor, the January 13, 2021 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Action Items

Mr. Adams presented the Action & Completed Items List distributed during the meeting. Items 1, 3, 4, 6, 9, 10, 11, 12, 13 and 15 were ongoing. Items 2, 5, 7, 8 and 14 were completed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

Regarding the Long Spur Right-of-Way (ROW) conveyance, Ms. Willson stated she met with the multi-family owners' attorney and the Pasco County Attorney. They were working on an agreement such that the multi-family owners would be responsible for the irrigation system within that portion of the ROW. As part of the discussion, Pasco County asked about the sidewalks. The District maintains the sidewalks within its ROW area and is it appropriate for the District to maintain the sidewalk adjacent to the multi-family parcel. Discussion ensued regarding which entity should maintain the sidewalk, the location of the sidewalk, a License and Maintenance Agreement, potential slip and falls and the multi-family complex. Ms. Willson would inform the County that the District is not inclined to maintain the sidewalk within the Long Spur ROW.

- **Update: Long Spur ROW Conveyance**

Ms. Willson stated that Mr. Adams was provided with copies of a draft License Agreement with the Master Property Owners Association (MPOA), for the MPOA to install and maintain locked signage boxes at the District's amenity site. This was for the purpose of posting the MPOA meeting schedule and agenda items.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the License Agreement, in substantial form, allowing the MPOA to post its meeting schedule and agenda at CDD Parks, in lockable boxes, provided and maintained by the MPOA, and authorizing the Chair to execute the final form of the Agreement, was approved.

B. District Engineer: *Heidt Design, LLC*

There being no report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

I. Discussion: Reported Incidents Within Community

This item was not addressed.

II. NEXT MEETING DATE: March 10, 2021 at 9:00 a.m.

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the March 10, 2021 meeting.

D. Lifestyle Director & Amenity Manger: *WTS International*

Ms. Murphy introduced Ms. Renee Hlebak, the new WTS Lifestyle Director and reviewed the WTS Monthly Report.

E. Operations Manager: *Wrathell, Hunt and Associates, LLC*

Mr. Call presented a \$6,100 proposal from Ballenger & Company Inc., and explained that Mr. Mark Ballenger helped design the overall irrigation system for the common areas in Starkey Ranch and is the keeper of a library of the as-built drawings for the CDD's irrigation system. As he prepared to audit some of the timers, it was determined that there are a few segments where the CDD does not have good as-built drawings from the original contractor and, since they cannot be retrieved, Mr. Ballenger proposed to redesign the irrigation zone area. Discussion ensued regarding the scope of work, as-builts and irrigation design. The Board's consensus was for Mr. Call to negotiate the price with the contractor, obtain clarification of the hours, confirm that the District owns all of the areas and present this at a future meeting.

Mrs. Adams discussed the paver bridge repairs, the Anclote Preserve and relocation of the trees. The Landscapers gave a general update on the landscaping, specifically, they are currently focused on completing seasonal work, such as cutbacks, pruning, structural pruning and weed control.

TWELFTH ORDER OF BUSINESS**Supervisors' Requests**

Mr. Silber stated, since the opening of the commercial area turning left going towards 54, a number of motorists were going the wrong way at the roundabout near the community. He inquired about asking the County to install signage in the area. Mr. Adams indicated Staff would make a request.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the meeting adjourned at 6:16 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair