

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on July 13, 2022, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

Present were:

Mike Liquori	Chair
Matt Call	Vice Chair
Mary Comella	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	District Manager
Alyssa Willson (via telephone)	District Counsel
Barry Mazzoni	Operations Manager
Jay Gaines (via telephone)	Berger, Toombs, Elam, Gaines & Frank
Renee Hlebak	WTS Starkey Ranch Lifestyle Director
Alex Murphy	WTS Starkey Ranch Operations Director
Peter Soety (via telephone)	SunScape Consulting, Inc. (SCI)
Mark Yahn	SCI
Rick Sabal	Resident
Frank Stalzer	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 5:02 p.m. Supervisors Liquori, Call and Comella were present, in person. Supervisors Green and Silber were not present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Rick Sabal stated he would like additional landscaping added to the approved list. Mr. Liquori recommended he contact Ms. Jennifer Connerty as that is an MPOA issue.

THIRD ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Gaines presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021 and accompanying disclosures. There were no findings, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Adams presented Resolution 2022-07.

On MOTION by Mr. Liquori and seconded by Ms. Comella, with all in favor, Resolution 2022-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

Mr. Adams stated items in the Fifth, Sixth and Seventh Orders of Business are being presented for the purposes of planning for the Fiscal Year 2023 budget.

FIFTH ORDER OF BUSINESS

Consideration of The Davey Tree Expert Company Arbor Care Proposals

Mr. Soety presented the following proposals and described the scope of work of each:

- A. 20004068-1656522118 for Fertilization and Soil Care [\$39,027.00]**
- B. 20004068-1656357605 for Tree Pruning and Foliage Treatment [\$30,950.00]**
- C. 20004068-1655726329 for Tree Removal [\$3,195.00]**

Mr. Soety recommended expediting the tree removal proposal as some dead pine trees are in close proximity to trails and high traffic areas. He recommended the Board reconsider a \$14,500 proposal for oak tree cleanup on Huckleberry Pond that was not approved in the past. A new proposal was requested.

Mr. Soety and Mr. Yahn discussed the benefits of routine arbor care and tree maintenance on a three to four year rotating schedule, at an estimated annual cost of \$30,000 to \$35,000. Mr. Yahn discussed the need to remove and replace declining maple trees with a different variety, such as autumn glazed maple trees, in 2023 or 2024. Mr. Soety stated the remaining Down to Earth (DTE) credit could be used to defray some of the costs. Mrs. Adams stated the remaining credit is approximately \$8,700. Mr. Liquori recalled previous proposals

overseen by SCI and asked if an additional management fee would apply. Mr. Yahn stated no separate management fee would apply to the proposals presented today.

Mr. Liquori expressed support for including Items 5A and 5B and the Huckleberry Pond tree trimming in the Fiscal Year 2023 budget. He asked if the oak trees in Albritton Park require fertilization in advance of turnover to the CDD. Mr. Soety stated he would inspect the trees, advise accordingly and provide an estimate, if necessary. Mr. Adams stated an allowance would be developed and assessments adjusted accordingly. Mr. Soety stated the Huckleberry Pond proposal will include any tree along Huckleberry Pond and the west side of the Cunningham Park playground area.

Mr. Liquori noted approximately \$10,000 remains in funds budgeted for arbor care and expressed support for authorizing Staff to work with Davey Tree to complete the work in the \$3,195 tree removal proposal. Staff was directed accordingly.

SIXTH ORDER OF BUSINESS

Consideration of Travis Resmondo Sod, Inc., Sod Estimates

- A. Estimate #7438 – Lake Blanche**
- B. Estimate #7454 – Rangeland East**
- C. Estimate #7447 – Rangeland West**

Mr. Soety discussed the DTE and the Travis Resmondo Sod, Inc. (TRS) proposals, noting that very little sod removal is necessary due to the application of herbicide by DTE so the pricing needs to be adjusted accordingly. If the Board wishes to proceed with additional turf replacement in identified areas, SCI will obtain new proposals and the vendors might be mixed and matched for removal and installation to complete the project at a competitive price.

Mr. Soety reported that the pocket parks look good.

SEVENTH ORDER OF BUSINESS

Consideration of Down to Earth Landscape & Irrigation Estimates for Herbicide Applications

- A. Estimate #33447 – Lake Blanche**
- B. Estimate #33450 – Rangeland East**
- C. Estimate #33443 - Rangeland West**

This item was discussed in conjunction with the Sixth Order of Business.

EIGHTH ORDER OF BUSINESS**Consideration of Proposals for Pond 15-2 and 12-5 for Rip Rap Installation**

Mrs. Adams stated this item was provided for informational purposes; the contractor was engaged and work will be scheduled based on the District Engineer's recommendations, at a total cost of \$12,021 for both ponds. On Pond 12-5, the contractor will bring in fill dirt, repair deep washouts around the mitered outflow on the pond, compact and replace bahia sod on repaired areas and lay bahia sod under the pond banks at the bottom of the existing grass line an additional 18' towards the water line.

Mr. Adams stated the work will be done within the allowable Water Management District parameters. On Pond 15-2, washouts will be repaired, backfill installed and riprap installed in several areas.

Mr. Yahn left the meeting at 5:40 p.m.

NINTH ORDER OF BUSINESS**Consideration of Conveyance Request – Taylor Morrison Esplanade CDD Parcel Turnover**

Ms. Willson presented the following Conveyance Requests from Taylor Morrison. All parcels are within wetland conservation areas or ponds in the Esplanade within the CDD. Prior to acceptance, the District Engineer and/or the Project Engineer will provide certification; a Transfer of the Environmental Resource Permit was requested and will be executed in conjunction with the turnover of these areas. The Project Engineer issued a statement advising that the work was done in accordance with the approved plans and that the systems are currently in good condition and operating as expected.

- **Description Sketches:**
 - A. **Sec. 19 & 20, Township 26S, Range 17E, Tract B-2, 4.667 Acres**
 - B. **Sec. 19 & 20, Township 26S, Range 17E, Tract D-1, 0.733 Acres**
 - C. **Sec. 19 & 20; Township 26 S, Range 17E, Tract B-2, 1.682 Acres**
 - D. **Sec. 19 & 20; Township 26S, Range 17E, Tract B-1, 1.560 Acres**
 - E. **Sec. 20, Township 26S, Range 17E, Phase 3 & 3A, Tract B-2, 2.198 Acres**
 - F. **Sec. 20, Township 26S, Range 17E, Tract B-1, 3.927 Acres**

- G. Sec. 20, Township 26S, Range 17E, Tract B-2, 2.198 Acres
- H. Sec. 20, Township 26S, Range 17E, Tract B-3, 8.290 Acres

On MOTION by Ms. Comella and seconded by Mr. Call, with all in favor, the Conveyance Request relating to the Taylor Morrison Esplanade CDD Parcel Turnover, authorizing Staff to prepare all final conveyance documents and certifications, authorizing Staff to execute and authorizing the Chair to execute the modification related to the transfer of the ERP permit, was approved.

Mrs. Adams stated she received a \$43,950 proposal from Ecologic Services to take over monitoring and maintenance of these parcels.

Discussion ensued regarding maintenance frequency and scheduling.

Mrs. Adams stated mitigation maintenance occurs four times a year, monitoring is twice a year and reporting is once a year. Mr. Adams stated he researched the requirements to determine if maintenance can be reduced.

TENTH ORDER OF BUSINESS

Consideration of Use of Cunningham Park & Trails by the Emily Rose EMPwr Foundation for 5K and 1 Mile Fun Run/Walk

- **Written Statement from Anne Bromberg (Mother of Emily Rose)**
- **Course and Foundation Information**

Ms. Murphy presented Ms. Anne Bromberg's request to use Cunningham Park and the trails by the Emily Rose EMPwr Foundation for a 5K and 1-mile Fun Run/Walk on August 20, 2022. Ms. Comella expressed support for the family and recommended approval of the request in the manner proposed. Ms. Murphy discussed the preferred routes and placement of a water station for participants. She noted that a rental is scheduled for 1:00 p.m., but the event would be over long before that time.

Mr. Liquori asked for an update about development of a policy for outside events.

Discussion ensued regarding development of a policy, a Special Event Use Agreement, whether to require insurance, other events held in the CDD, ensuring the appropriate use of CDD facilities, placing the responsibility for obtaining governmental approvals and meeting related regulations on the user and fees that could be waived at the Board's discretion. Mr.

Adams asked if a waiver for participants will suffice for this event. Ms. Willson replied affirmatively.

Ms. Murphy stated required County paperwork for special event permitting and sanitation services was submitted and the Developer signed off on an approval letter stating that no road closures would be implemented. The food truck will have appropriate insurance and a waiver can be implemented for all participants.

Ms. Willson stated that she will provide a waiver for the event.

Discussion ensued regarding development of the future policy, previous CDD events and the differences between resident-only and public events.

Ms. Murphy believed that, as the Developer transitions the park to the County, it will be helpful to have an agreement in place.

Resident Frank Stalzer noted that special arrangements were made in the past and asked if the CDD has an official policy regarding fireworks. Mr. Adams stated there is no policy; the CDD worked with its insurance carrier and found a suitable avenue for the event.

Prohibitions against fireworks and unregistered golf carts and the CDD’s inability to waive County requirements or to police and punish violators were discussed.

On MOTION by Ms. Comella and seconded by Mr. Call, with all in favor, use of Cunningham Park and trails by the Emily Rose EMPwr Foundation for a 5K and 1 Mile Fun Run/Walk, subject to the waiver and process discussed, was approved.

ELEVENTH ORDER OF BUSINESS

Continued Discussion: FY 2023 Proposed Budget

Mr. Adams presented the proposed Fiscal Year 2023 budget. Regarding landscape maintenance, the bid opening was held earlier and a contract can be awarded at the next meeting. He reviewed the bid amounts ranging from \$1.4 million to \$1.7 million and stated he will increase the budgeted line item amount to \$1.7 million.

Discussion ensued regarding the proposals and the goals of budgeting accurately and keeping assessments low.

The following changes were made to the proposed Fiscal Year 2023 budget:

Page 2, “Landscape maintenance”: Change \$1,525,256 to \$1,700,000

Page 2, “Sod”: Change \$100,000 to \$200,000

- Page 2, "Mulch": Change \$155,000 to \$200,000
- Page 2, "Playground mulch": Change \$12,000 to \$18,000
- Page 2, "Landscape Arbor Care": Change \$114,000 to \$155,000
- Page 2, "Fertilizer/chemicals": Change \$20,000 to \$36,000
- Page 2, "Lake maintenance": Change \$97,000 to \$100,000
- Page 2, "Community trash hauling": Add a 5% escalator
- Page 2, "Streetlights": Change \$340,000 to \$380,000
- Page 3, "Office rental": Change \$60,000 to \$80,000
- Page 3, "Pool - electric": Change \$22,000 to \$36,000
- Page 3, "Specialty programming": Change \$3,000 to \$6,000
- Page 3, "Specialty programming": Change \$3,000 to \$6,000
- Page 1: Add "Specialty programming revenue" for \$6,000

Mr. Adams stated the total O&M assessment for townhomes is currently projected to increase from \$1,496.05 to \$1,759.27, equating to an increase of \$265. He stated the lien roll will be uploaded to the County to utilize the Truth in Millage (TRIM) Notices process, based on today's adjustments.

TWELFTH ORDER OF BUSINESS

Ratification of 20-Year Stormwater Management Needs Analysis Report

Mr. Adams presented the Stormwater Management Needs Analysis Report, which was submitted to the County.

<p>On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the 20-Year Stormwater Management Needs Analysis Report, was ratified.</p>
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THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2022

Mr. Adams presented the Unaudited Financial Statements as of May 31, 2022.
The financials were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of June 8, 2022 Regular Meeting Minutes

Mr. Adams presented the June 8, 2022 Regular Meeting Minutes.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the June 8, 2022 Regular Meeting Minutes, as presented, were approved.

FIFTEENTH ORDER OF BUSINESS

Action & Completed Items

Items 8, 25, 26 and 28 were completed.

Item 10: Physical work was being implemented.

Item 11: Remove.

Regarding Item 12, a representative from the Water Management District stated, if trapping is occurring, a permit must be issued. They are aware of the issue and the CDD’s challenge. A letter will be sent to the County Commissioner requesting assistance.

Regarding Item 13, Ms. Murphy stated the Smart Solutions contractor was advised that some neighborhoods lack clearance for safe turnarounds. She noted the CDD has some liability due to the possibility of car, property and gate damage. Staff is having difficulty managing the issue at night; the gate is kept closed as much as possible.

Regarding Item 15, the County initially claimed they do not own the roads. After follow up, he was advised they would look into it further. Another response is expected within 30 days.

Regarding Item 17, this item should be removed. An alternative venue was located and this is not a CDD issue.

Regarding Item 22, Staff needs to determine if TM needs to clean concrete. Proposals to be sent to TM.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

There was no report.

B. District Engineer: *Heidt Design, LLC*

- **Discussion/Consideration of Rocchetta A:DB (RADB) Proposal for Gunn Highway Landscape Maintenance Yard**

This item will remain on the agenda until a location is determined.

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

- **NEXT MEETING DATE: August 10, 2022 at 5:00 p.m.**
 - **QUORUM CHECK**

The next meeting will be held on August 10, 2022. A Landscape Contractor Interview Workshop will be scheduled for 3:30 p.m., before the meeting.

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

- **Monthly Summary Report**

Ms. Hlebak reviewed the June 2022 Monthly Summary Report. She announced that the Lifestyle Coordinator will be leaving but will continue through the end of the month and assist with the transition. The position has been posted internally and advertised externally.

Ms. Hlebak stated a resident called and demanded that a Welcome Center employee leave the front desk and confront somebody that was fishing. She stated the recent email sent to residents should help residents understand that employees will not pursue individuals on golf carts. Ms. Comella suggested the chart detailing all her accomplishments be shared with residents. Ms. Hlebak suggested sending a modified Monthly Summary via email.

SEVENTEENTH ORDER OF BUSINESS

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

This item was discussed earlier in the meeting.

EIGHTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Liquori asked if anything additional is needed for the TM transfer of conservation areas. Ms. Willson stated nothing else is needed.

NINETEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the meeting adjourned at 7:36 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair