

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on April 12, 2023, at 6:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

Present were:

Jason Silber	Chair
Mary Comella	Vice Chair
David Deenihan	Assistant Secretary
Frank Stalzer	Assistant Secretary
Ray Szelest	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Alyssa Willson (via telephone)	District Counsel
Barry Mazzoni	Operations Manager
Rene Hlebak	WTS Starkey Ranch Lifestyle Director
Alex Murphy	WTS Starkey Ranch Operations Director
Matt Call	Developer
Heather Ferrill	Standard Brick Paving, LLC
Gary Hawkins	Landscape Management Professionals (LMP)

Residents present were:

Steve Geiser	Sonny Calussa	Larry Sechle	Christi Barokoloski
Teresa Dunn	Brooke Gearhart	Chase Enloe	Kristy Abbasciano

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 6:00 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Larry Sechle complimented the new grounds maintenance company. He asked if Albritton Park will be spruced up, specifically the mulch. Mr. Mazzoni stated irrigation work is ongoing in Albritton Park; plants and straw will be installed when irrigation work is complete.

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken.*

Mr. Sechle expressed concern that fencing at the small dog park is inadequate as small dogs can walk between the pickets; he asked if mesh can be installed. Mr. Adams stated a proposal can be requested for Board consideration. Mr. Sechle opined that the small dog section is too small and the sod is dead. Mr. Mazzoni stated the dog parks were re-sodded in January; irrigation issues and insufficient water supply are contributing factors. The CDD's inadequate water supply will be discussed later in the meeting.

Lack of rainfall, the irrigation system and supplemental water trucks were discussed.

Resident Brooke Gearhart, who runs the community garden, asked the Board to consider having the CDD fund the garden's maintenance and landscaping.

Resident Steve Geiser asked why empty water bags have been on the trees on Rancher's Gap for two years. Mr. Mazzoni stated the County is finishing a reclaimed water project.

Regarding sidewalk, cable and telephone damage by excavators and lawnmowers, Mr. Mazzoni stated contractors will be held accountable. Areas are checked every two weeks and repairs will be made when the project is complete. His contact information is on the CDD website and information can be sent to him to follow up.

Mr. Szelest noted the fertilizer bag project was not turned over to the CDD from MI Homes. Mr. Mazzoni stated the turnover date is unknown. After walkthrough, issues will be rectified before turnover to the CDD. Per Mr. Adams, a Supervisor can attend the walkthrough.

Resident Sonny Calussa provided photographs and expressed his opinion that the lawn maintenance company is cutting the grass too frequently and too short, generating dust around the pond behind Ranchers Gap Drive.

Discussion ensued regarding the drought and damage to the grass.

Mr. Hawkins stated he meets with the LMP team every two weeks to make proactive changes; he will inspect the pond area to address the issue.

A resident opined that, despite water supply issues, the level of service is elevated.

Mr. Deenihan stated the CDD website, www.starkeyranch.com, now includes the ability to submit a landscaping ticket. Mr. Hawkins stated online submissions are tracked.

Resident Teresa Dunn stated she learned that the lawn crew will no longer be cutting the trees in her community. Mr. Silber stated that is an HOA matter, not a CDD matter.

- **Discussion/ Consideration: Landscape Maintenance Professionals, Inc., Water Restrictions Notification**

This item, previously the Seventh Order of Business, was presented out of order.

Mr. Mazzone presented the letter informing the CDD about the ongoing water shortage and present options and solutions. If too many zones run at one time, the pressure drops and there is inadequate coverage. Without sufficient rainfall, achieving all watering during the allowable hours is a challenge. Options are being explored for additional reclaimed water.

Mr. Hawkins stated manual water programs run at night; additional manual hand watering is done starting at 4:00 a.m. He discussed the supplemental water tanker and strategic supplemental watering program. Reclaimed water use is at the County's discretion; the spigot might be on but with no water flowing. Urgent issues are addressed as quickly as possible and on-site landscape management staff is available as needed. The drought is affecting all the surrounding areas and new development contributes to increased water demand.

Discussion ensued regarding the options/additional steps in the letter that the CDD can take. LMP is exploring more options for consideration during budget planning. Mr. Hawkins will present additional information and options at the next meeting. Mr. Hawkins noted that deploying water trucks is cheaper than paying fines for unauthorized watering.

Mr. Silber suggested drought resistant plantings be prioritized going forward.

On MOTION by Mr. Silber and seconded by Mr. Szelest, with all in favor, Options 2 and 5, were approved.

Mr. Stalzer will consult other major communities regarding drafting a joint letter to the County in the hopes of working toward a solution.

Mr. Hawkins left the meeting.

THIRD ORDER OF BUSINESS

Update: Welcome Center Lease Agreement

Mr. Call stated the Developer has not finalized the lease. He was asked to inform the Board that there will be no rent due for April. The final form of the lease will be presented at the next meeting, at which time the lease will become effective.

- **Letter (Pete) Sent to Developer Regarding Incorrectly Installed Irrigation Within Albritton Park**

This item, previously the Thirteenth Order of Business, was presented out of order.

Mr. Call stated LMP and the irrigation contractor for Albritton Park met. The contractor will perform the warranty work under Mr. Mazzoni’s supervision. Mr. Mazzoni stated the work might be completed next week; pine straw will be installed soon thereafter.

FOURTH ORDER OF BUSINESS

Ratification of Termination of Trinity HouseKeepers Corp. Agreement

On MOTION by Mr. Silber and seconded by Ms. Comella, with all in favor, termination of the Trinity HouseKeepers Corp. Agreement, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Deidra Jowers, d/b/a/ Fairy Dust Housekeepers, Agreement for Janitorial Maintenance Services

On MOTION by Mr. Silber and seconded by Mr. Szelest, with all in favor, the Deidra Jowers, d/b/a/ Fairy Dust Housekeepers Agreement for Janitorial Maintenance Services, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Cornerstone Solutions Group, Land Services Proposal for Pond Bank Restoration

Mr. Mazzoni presented the Cornerstone Solutions Group Land Services Proposal. Referring to photos included in his Operations Report, he discussed the options presented.

On MOTION by Ms. Comella and seconded by Mr. Stalzer, with all in favor, the Cornerstone Solutions Group Land Services Proposal, Option C, was approved.

Resident Kristy Abbasciano noted the retention pond near her home. She thanked the Board for approving aesthetic sod. In her opinion, Options A and B would be a waste of funds.

SEVENTH ORDER OF BUSINESS

Discussion/ Consideration: Landscape Maintenance Professionals, Inc., Water Restrictions Notification

This item was presented following the Second Order of Business.

EIGHTH ORDER OF BUSINESS**Consideration of SOLitude Lake Management, LLC, Services Contract for Water Testing (4A, 4B, 5A, ESP1A & ESP1B)**

Mr. Mazzoni stated he spoke with the technician who services the Esplanade ponds, which are treated more frequently than other ponds in the CDD. He obtained a proposal for periodic water quality testing over the year to determine what level of service is necessary.

Discussion ensued regarding the current contract, SOLitude's bi-weekly service calls and rotating treatment schedule and the treatment cycle in which treatments are applied and results are not visible for up to two weeks. Mr. Mazzoni stated, while SOLitude is on site weekly, every pond is not inspected every week. Mr. Adams noted that when treatments are applied, generally 14 days must pass before a follow-up treatment is permitted.

Resident Chase Enloe, an Environmental Scientist and Science teacher, thinks it might be worth researching the phosphate issues and discussed the reasons.

In response to a question, Mr. Mazzoni stated the map of ponds is on the CDD website. He will execute the Agreement and obtain clarification of the four testing dates.

On MOTION by Mr. Szelest and seconded by Mr. Stalzer, with all in favor, the SOLitude Lake Management, LLC, Services Contract for Water Testing of 4A, 4B, 5A, ESP1A and ESP1B, was approved.

NINTH ORDER OF BUSINESS**Consideration of Standard Brick Pavers, LLC, Invoice 2377 for Heart Pine Bridge Paver Installation**

This item was presented following the Tenth Order of Business.

TENTH ORDER OF BUSINESS**Discussion: Adding Security Locks to the Community Garden for Controlled Access**

Ms. Gearhart asked the Board to consider budgeting for the community garden's maintenance and landscaping. While numerous community members contribute and donate their time cultivating plants and maintaining the community garden, many others do not treat the garden with care or respect. Residents and members of the public utilize the garden for

special event photography and vehicles often park on the grass and the extensive foot traffic damages structures and plants. While many items are donated or purchased by community members, in many instances donated items are damaged or missing.

Ms. Hlebak discussed the history, layout, maintenance and funding of the garden, noting that the original intent was for it to be self-funded.

Ms. Gearhart noted that, with regard to generating revenue, many things that could have generated revenue and even tools and hardware have been damaged or taken.

Discussion ensued regarding the challenges faced, management over the years, request for a lock to control access, restricting access, utilities needed for access control and the layout and maintenance of the garden.

Ms. Willson stated funding a CDD asset is permissible; however, restricting access could be problematic. The consensus was to create an additional line item and for the Lifestyle Team to coordinate a payment process.

Asked if the Halloween event generates revenue for the garden, Ms. Gearhart stated it generated \$24 this year but two gifted bags of soil were stolen.

Discussion ensued regarding special events previously run by the Lifestyle Team.

The consensus was to not restrict access to the park; however, the Garden Club can lock the on-site shed to prevent loss of donations and materials.

Mr. Silber voiced his opinion that, while the garden cannot be locked, the CDD should fund it. He would like a separate line item created for the Fiscal Year 2024 budget.

Discussion ensued about uses of the funds, including updating signage within the park, a beginning budget of \$2,600 and developing the Fiscal Year 2024 budget.

Ms. Hlebak will assist the Garden Club with budgeting, donations and promoting events.

On MOTION by Mr. Silber and seconded by Mr. Stalzer, with Mr. Silber, Ms. Comella, Mr. Stalzer and Mr. Szelest in favor and Mr. Deenihan opposed, budgeting \$2,600 for the Garden Club, was approved. [Motion passed 4-1]

- **Consideration of Standard Brick Pavers, LLC, Invoice 2377 for Heart Pine Bridge Paver Installation**

This item, previously the Ninth Order of Business, was presented out of order.

Mr. Mazzoni presented the Standard Brick Pavers, LLC (SBP) proposal. The incoming side of Heart Pine Bridge was completed; the pavers look nice and the hole was repaired. During construction, residents did not obey "Road Closed" signage. The proposal does not reflect the correct square footage due to a calculation error; the square footage for both sides of the bridge should be doubled. The invoice reflects 50% of the completed work; some bricks remain.

Ms. Ferrill apologized for the error calculating the square footage; she read the plans incorrectly. She presented the proposal for the balance of the work and stated, when the error was recognized, her crew completed the work as scheduled for the initial proposal. A significant discount is reflected in the proposal for the balance of the work, in recognition of the error.

Mr. Mazzoni stated the project was successfully accomplished despite the error in the proposal and resident failure to obey traffic signage. The first side of the bridge is complete and traffic is moving well; the second side does not have the same sinking issues as the first side but there are sinking bricks and the intention is to change the brick paver pattern.

Discussion ensued about the error, decision to proceed with the scheduled work during Spring Break, discounted scope of work for the balance of the project and lack of other bidders.

Ms. Ferrill stated a previously attempted repair was completed with much smaller bricks, whereas the special-order bricks installed were the proper size. The new proposal absorbs all costs related to additional signage needed to keep crews safe.

Mr. Mazzoni discussed safety concerns and resident complaints about the damaged section of the bridge. Ms. Comella commended Mr. Mazzoni's decision to proceed with the project, in light of the safety concerns.

Discussion ensued regarding the original proposal, vendor's honest mistake, whether the other side of the bridge should be completed now and whether to seek additional bidders.

Mr. Mazzoni discussed the need to complete the project and lessons learned regarding traffic redirection. Traffic will be redirected for the second portion of the project, which should proceed more quickly and safely. The Welcome Center sent four notices about the project; however, drivers blatantly ignored signage. A Board Member thanked Mr. Mazzoni for his contributions to the CDD and apologized to Ms. Ferrill for residents' disregard of safety signage.

Discussion ensued regarding the contract and whether to postpone the second part.

Ms. Comella supports completing the other side of the bridge at a discounted rate. Mr. Mazzoni noted, if the project is delayed and the bridge fails, it will cost more. His goal is to

maintain the CDD’s amenities and landscaping; his understanding is it is necessary to change the paver pattern and there is existing wear on the damaged side of the bridge.

Discussion ensued about budgetary considerations, sidewalk and wooden bridge work to be performed, maintenance and liability concerns with the bridge and traffic redirection.

A Board Member opined that a significant percentage of the traffic is not residents who receive the informational emails and notices.

On MOTION by Mr. Silber and seconded by Mr. Stalzer, with all in favor, Standard Brick Pavers, LLC, Invoice 2377 for Heart Pine Bridge Paver Installation, in the amount of \$17,629.00, was approved.

▪ **Discussion: Designating a Community Clean Up Day in April**

This item, previously the Seventeenth Order of Business, was presented out of order.

Ms. Enloe discussed trash in common areas and the impact on wildlife. She proposed mobilizing volunteers in each subdivision and asked for help with signups and supplies, such as garbage bags and latex gloves. She reported a lot of interest in the neighborhood and noted that she was able to recruit two team leaders for every neighborhood. Ms. Hlebak stated the Lifestyle team is happy to help organize an event. She stated liability limits what volunteers can do, especially in waterways.

Volunteers, expectations and limitations on cleanup of waterways were discussed.

A Board Member noted that the CDD’s lake management vendor picks up small amounts of trash in conjunction with the contract but additional cleanup of large amounts of consumer or construction debris might be at an additional charge.

The consensus was that Ms. Enloe will work with Ms. Hlebak accordingly.

ELEVENTH ORDER OF BUSINESS

Update/Status: MI Homes Final Irrigation Hook-Up Within Albritton

Mr. Mazzoni stated, per Pete at the Landscape Consulting team, Pasco County Utilities installed the four reclaimed water taps and is concluding meter installation. Tie-ins and system flushes remain to be completed. Completion is anticipated by the end of this or next week. Placement of any outstanding dead landscaping should be completed by the end of the month; once complete, Pete will be called to coordinate inspection.

TWELFTH ORDER OF BUSINESS

**Update/Status: West Bay Homes
Completion of Remaining Irrigation and
Sodding of Final Common Areas**

Mr. Mazzone stated repairs to the end cap are still on hold.

THIRTEENTH ORDER OF BUSINESS

**Update: Letter (Pete) Sent to Developer
Regarding Incorrectly Installed Irrigation
Within Albritton Park**

This item was discussed following the Third Order of Business.

FOURTEENTH ORDER OF BUSINESS

**Discussion: Seek Bids For Video
Conferencing Within Cunningham Hall**

Mr. Szelest stated some residents asked for meetings to be recorded. Several Board Members stated they would not support video conferencing and discussed the reasons.

Mr. Szelest motioned to seek bids. The motion died due to lack of a second.

FIFTEENTH ORDER OF BUSINESS

**Discussion: Public Address (PA) System for
CDD/Community Functions**

Mr. Szelest stated that he brings his personal PA system to CDD meetings and asked if there is interest in the CDD purchasing a PA system. There was no interest.

SIXTEENTH ORDER OF BUSINESS

**Discussion: Pond Clean Up From
Construction and Resident Debris**

This item was discussed following the Tenth Order of Business.

SEVENTEENTH ORDER OF BUSINESS

**Discussion: Designating a Community
Clean Up Day in April**

This item was discussed following the Tenth Order of Business.

EIGHTEENTH ORDER OF BUSINESS

**Discussion: Welcome Center Entrance
Signs for Community Updates**

Mr. Szelest noted that MI Homes and West Bay Homes finished in the CDD and Taylor Morrison is selling all its building furniture. He suggested considering signs stating “Welcome to Starkey Ranch” and the like. Ms. Hlebak stated all monuments and directional and street signs will remain, but all brown wood frame signs will be removed, as required by Ordinance.

NINETEENTH ORDER OF BUSINESS

Discussion: Seek Bids to Add Electrical Outlets Throughout Community Parks

Mr. Szelest recalled that inadequate electrical outlets limited the holiday decorations at the entrances and asked if additional outlets should be considered.

The consensus was that the expense would not be justified.

Ms. Comella left the meeting.

TWENTIETH ORDER OF BUSINESS

Acceptance of Unaudited Financial Reports as of February 28, 2023

Mr. Adams presented the Unaudited Financial Reports as of February 28, 2023. On-roll assessment revenues were at 99%, expenditures were at 29% and, in the fifth month of the fiscal year, overall expenditures expenses are at 42%, which is well within budget.

The “Due to Developer” line item discussed at the previous meeting represents an overpayment by the primary developer for Fiscal Year 2019; they overpaid by \$198,000, just under \$97,000 was refunded and \$101,000 remains on the books.

Mr. Adams stated the \$53,908 “Due from Developer” related to an underpayment will be pursued, as funds are due from MI Homes.

Discussion ensued regarding the amounts due from Developers.

Mr. Adams stated Accounting is pursuing the amounts due from Developers; a reconciliation will be provided.

Discussion ensued regarding the CDD’s bank account balances and FDIC insurance limits.

Mr. Adams proposed opening a Cash Sweep account with FineMark Bank.

On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, authorizing opening a Cash Sweep Account with FineMark Bank, was approved.

The financials were accepted.

TWENTY-FIRST ORDER OF BUSINESS

Approval of March 8, 2023 Regular Meeting Minutes

Mr. Adams presented the March 8, 2023 Regular Meeting Minutes.

On MOTION by Mr. Stalzer and seconded by Mr. Silber, with all in favor, the March 8, 2023 Regular Meeting Minutes, as presented, were approved.

TWENTY-SECOND ORDER OF BUSINESS

Action & Completed Items

Item 12 was completed.

Mr. Adams will update the list after the meeting.

TWENTY-THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

Ms. Willson stated she will continue working with the Developer to finalize the Letter Agreement for landscape yard conveyance. Once finalized, it will be circulated to the Chair and CDD Staff for review and execution.

Mr. Stalzer stated the school crossing guard asked for the CDD to re-stripe the crosswalks by the school. He thought that is the County’s responsibility but the crossing guard was advised by the County that it is the CDD’s responsibility. Mr. Silber stated he asked the District Engineer for a list of roads owned by the CDD and by the County and which are covered by a maintenance bond so work can be performed. Mr. Szelest thinks Mr. Call stated many roads are under maintenance bonds that will expire and they will be re-stripped at the end.

Mr. Adams stated Phil found out on April 3, 2023 that the bond related to Starkey Ranch Village 2, Phase 2A, is in the process of being released. The Longspur Fencepost Drive intersection is within the platted section of the CDD. Mr. Bill Williams, of Pasco County Inspections, guessed it will be another 30 days until final approval; after which the County will be responsible for maintenance.

Mr. Stalzer noted that the crossing guard has asked three times and asked if it would be appropriate for Ms. Willson to send a letter to the County. Ms. Willson suggested the school

item be addressed individually, as the County may not have a clear opinion. She agrees it is an important issue that has been brought to the CDD's attention.

B. District Engineer: *Johnson Engineering, Inc.*

There was no report.

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

- **NEXT MEETING DATE: May 10, 2023 at 6:00 PM [Presentation of Fiscal Year 2024 Budget]**
 - **QUORUM CHECK**

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

Ms. Hlebak presented the Monthly Summary Report and responded to questions. The playground audit is underway; most of the playground equipment is out of warranty and proposals to extend the playground equipment warranty were requested.

Ms. Hlebak stated some residents with organized groups and sports requested approval to use the parks. She has not given approval due to liability concerns and the CDD's policy against renting facilities to groups. Those residents want the Board to consider authorizing her to research developing a policy to accommodate these requests, provided the groups meet insurance and other guidelines. The majority of the CDD park, which is County property, will be under construction and it is used as a storage space but was promised to soccer and lacrosse.

Discussion ensued regarding the request, preservation of parks for general use, pavilion rentals, damage to grass due to cleats, availability of pocket parks, requests to reserve multiple areas such as a pavilion and a field, residency requirements, guest policies and wear and tear on CDD assets.

Ms. Hlebak will continue enforcing policies and develop guidelines for discussion at a future meeting.

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

Mr. Mazzoni highlighted projects in the Monthly Field Operations Report. Parts are on order for basket repairs. He discussed the efforts to determine who damaged the baskets. License plate photos would be helpful. Repairs will be addressed while the search continues.

Mr. Mazzoni stated the proposal for the Rangeland Wooden Bridge will require more wood repaired and replaced than contemplated in the quarterly maintenance budget. Referring to photographs, he described an area that will require extensive wood removal and

replacement and installation of a support pillar and a plate. Three proposals were requested, one for those repairs, one for the total cost for all necessary bridge repairs today and one with a projection for next year so that next year's cost estimate will be accurate.

Discussion ensued about the function and construction of the bridge, construction traffic and heavy equipment considerations.

Mr. Silber opined that, in the future, the wood might need to be replaced with brick, asphalt or another material.

The possibility that that a new bridge might be built, ongoing need for bridge repairs and responsibility and function of the bridge, were discussed.

Asked why the bridge boards are laid lengthwise, Mr. Mazzoni stated he was advised that the under-structure of the bridge has the opposite pattern and the boards cannot be secured properly if they lie in the same direction.

TWENTY-FOURTH ORDER OF BUSINESS**Supervisors' Requests**

Mr. Szelest asked if the Board Members are interested in ordering polo shirts or business cards. The consensus was they are not interested.

Mr. Stalzer asked if the Board entertained the idea of having a reserve study done. As every asset has a lifetime, he recommended the Board consider it. Mr. Silber suggested obtaining proposals before the budget discussions so that it can be considered.

Mr. Stalzer asked if the Board is amenable to holding a budget workshop. Mr. Adams stated a draft Fiscal Year 2024 budget will be presented at the May meeting and it will be examined in greater detail in June and July so there is adequate time for review before the budget is adopted in August. Mr. Silber felt that a workshop is not necessary. Mr. Adams stated he can meet with Supervisors individually before the meeting.

Mr. Silber asked if a Consent Agenda can be utilized to expedite approval of items unlikely to have controversy. Mr. Adams stated it can be problematic in certain instances but he will attempt it and adjust accordingly if necessary.

Mr. Silber noted that he will not attend the May meeting.

TWENTY-FIFTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned at 9:53 p.m.

COPSAI
Secretary/Assistant Secretary

Mary Ellen Cornella
Chair/Vice Chair