

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 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.

**LAKESHORE RANCH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lakeshore Ranch Community Development District was held on **Thursday, October 9, 2014 at 6:04 p.m.** at the Lakeshore Ranch Clubhouse, located at 19730 Sundance Lake Boulevard, Land O' Lakes, FL 34638.

Present and constituting a quorum:

Christine Lagnese	Board Supervisor, Vice Chairperson
Cynthia Oldsen	Board Supervisor, Assistant Secretary
Shawn McCaig	Board Supervisor, Assistant Secretary
Marian Fowler	Board Supervisor, Assistant Secretary

Also present were:

Dan Roberts	Board Supervisor, Chairman <i>(via speakerphone)</i>
Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Scott Smith	Rizzetta Amenity Services
John Toborg	Operations Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin
John Most	Clubhouse Manager
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and read the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments Regarding Agenda Items

There were no audience comments put forward at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker stated that his paralegal put together a draft set of minutes for the special meeting held on September 29, 2014. He recommended that the Board review the minutes and wait to take action until the next meeting.

B. District Engineer
Not present.

C. Clubhouse Manager

Mr. Smith introduced himself and John Most, who is the acting Clubhouse Manager. Mr. Most reviewed the monthly report, noting key items that were addressed during the month and the upcoming fishing derby. He responded to a question from the Board, regarding his experience as a Clubhouse Manager and the number of years he has been with Rizzetta Amenity Services. Mr. Smith stated that Amenity Management would be looking at other possible Managers for the Clubhouse for the Board to interview, were they to retain the contract. However, it would be unprofessional to recruit potential hires, knowing the uncertainty of the position at this time. He clarified that Mr. Most could still be considered for a permanent position if Rizzetta retains the contract. He reviewed his position and responsibilities with Rizzetta Amenity Services.

C. District Manager

Mr. Brizendine stated that Fiscal Year 2013/2014 just ended and accounting would be reviewing the expenses to ensure that any invoices that need to be accrued are done this month. He noted that due to this process the September statement will take longer to prepare than prior months. Mr. Brizendine stated that the District is trending to be under budget and it does not appear that it will be necessary to amend the Fiscal Year 2013/2014 budget.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of the Board of
Supervisors' Meeting held on September
10, 2014**

Mr. Brizendine stated that the minutes were reviewed by District Counsel.

On a Motion by Mr. McCaig, seconded by Ms. Oldsen, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' Meeting held on September 10, 2014 as presented for Lakeshore Ranch Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operations and
Maintenance Expenditures for August
2014**

The Board of Supervisors reviewed the Operations and Maintenance expenditures.

On a Motion by Ms. Oldsen, seconded by Ms. Lagnese, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for August 2014 (\$75,692.93) for Lakeshore Ranch Community Development District.

SIXTH ORDER OF BUSINESS

**Presentation of Monthly Financial
Summary (under separate cover)**

Mr. Brizendine provided a brief overview of the Monthly Financial Summary, stating that the District has not received any more funds from the Tax Collector, but did collect an additional \$3,000 for the year. He reviewed the cash and investment balances, miscellaneous revenue and noted that the District is projected to be under budget for the year.

SEVENTH ORDER OF BUSINESS

**Review of Lakeshore Ranch Field
Inspection Report**

Mr. Toborg discussed the Field Inspection Report with the Board Members, stating that he is not seeing any improvement and there were 65 deficiencies noted in the inspection report. He stated that he did not request many proposals this month and those requested were for smaller items. Mr. Toborg noted new plantings that occurred during the previous month, informed the Board of another Red Bay that needs to be removed on the south side of the conservation easement, and items that are repeat deficiencies. A brief discussion ensued. It was stated that the missing plants were deducted from the proposal price (approximately \$200).

Mr. Toborg stated that the pressure washing has been completed and the sidewalks cracks edged down and a brief discussion ensued.

A request was made that the District Engineer confer with SWFWMD to determine whether the pond on Autumn Chase could be dredged to assist with the water quality in the pond as it continues to be problematic and there are limitations on how many chemicals can be applied. Audience comments were entertained on this topic. Mr. Roberts stated that dredging the pond would be an expensive project. It was stated that the condition may be due to treatment of the pond and the fact that there has just not been enough time for the dead algae to sink to the bottom of the pond. Mr. Most stated that the aquatic firm will be presenting a proposal to install plants in the pond that might assist with the ongoing issues and be less expensive than dredging would be.

Mr. Toborg reviewed the Landscape and Irrigation Maintenance RFP steps that have occurred, noting that five proposals were received: Austin Outdoor, Girard Landscaping, LMP, Luke Brothers, and ValleyCrest.

Mr. Toborg reviewed the pricing provided by each firm for the general maintenance items as well as the optional items that the Board will have the option to obtain bids from other vendors; such as the installation of the mulch and annuals, OTC Injections, and Top Choice Fire Ant Treatments. He stated that the current vendor, Austin Outdoor, came in as the low bidder. It was noted the bids include landscaping along the four waterways on Red Sky and Sunset, if allowed by SWFWMD, and all of the new phase, which will be coming on line this year. He explained that Top Choice requires irrigation, so would not be applied along pond banks.

A lengthy discussion ensued regarding the individual proposals; with special attention being given to the fertilization program, mulch installation, the amount budgeted for landscaping, and individual Board member's review of references. Audience comments were entertained regarding putting something in the contract to address the landscaper replacing sod for grass that dies as a result of poor maintenance and whether quarterly annual installations are really needed. Mr. Vericker stated that the sod replacement can be included in the contract.

It was decided to take additional time to review the proposals and rank them next month based on the criteria approved at an earlier meeting. The possibility of moving the meeting date, so that Mr. McCraig can attend was discussed, but it was decided not to move it. He will provide his comments to Mr. Toborg, who will then share with the Board during the meeting.

EIGHTH ORDER OF BUSINESS

**Preliminary Review of RFP for Amenity
Management Services and CDD
Management Services**

Mr. Vericker reviewed the timeline for the RFP for Amenity Management and District Management Services, noting that a special meeting has been scheduled for October 29th to finalize the scope of service. Proposals will be due on December 3rd and interviews scheduled for the January meeting with those firms making the final cut. It was stated that the reason for holding off was to provide time for residents to provide their input on the scope of services. Mr. Vericker will be provided with resident email addresses to provide the information to them, with a copy available at the clubhouse.

NINTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

Audience comments were entertained regarding the timing for the website going on line, what options the District has to hold Austin Outdoor accountable for work not being done that is in their scope of service, when the water fountain runs, the process for getting issues addressed in the community, the condition of the ponds, and the overall appearance of the community. Mr. Toborg outlined the communication that has occurred with Austin Outdoor, but noted that the contract does not include a provision to withhold payment for poor performance. The best way to address continued deficiencies is to put them on notice and go out to bid again. A suggestion was made that all communication be documented in writing and presented to the Board. Mr. Vericker cautioned against taking any individual actions and to leave the accountability to the District.

Discussion was held regarding how long it has taken to remove the barriers and sand that are lying in the street. It was stated that the Board gives the direction to Management to address issues that occur and they will be asked to address this matter, as well as the "No Trespassing/Construction Zone" signs.

There were no Supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Lagnese, seconded by Mr. McCraig, with all in favor, the Board of Supervisors adjourned the meeting at 7:40 p.m. for Lakeshore Ranch Community Development District.


Asst. Secretary


Chairman / Vice Chairman