
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 special meeting of the Board of Supervisors of the Lakeshore Ranch Community Development District was held on **Wednesday, October 29, 2014 at 6:30 p.m.** at the Lakeshore Ranch Clubhouse, located at 19730 Sundance Lake Boulevard, Land O' Lakes, FL 34638.

Present and constituting a quorum:

Dan Roberts	Board Supervisor, Chairman
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:

Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Scott Smith	Rizzetta Amenity Services
John Vericker	District Counsel, Straley & Robin
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

A resident sought and received clarification that now would be the time to address any comments regarding the RFP. It was noted that comments would also be addressed during discussion on the individual items as well.

The Board took a few minutes to address concerns with the sandbag issue in the construction areas along the roadways.

A brief discussion ensued regarding how copies of the minutes and agendas are made available to the residents. It was noted that they are posted at the clubhouse near the mailboxes. Mr. Brizendine stated that he would provide an electronic copy if provided with contact information. Mr. Brizendine reviewed the general responsibilities of the Board, noting that they can not address matters outside of Board meetings.

THIRD ORDER OF BUSINESS

Staff Reports

- A. District Counsel
Mr. Vericker stated that he forwarded any comments that he received on the proposed RFP's to the Board and reviewed the proposed timeline for each RFP.

- B. District Engineer
Not present.

- C. Clubhouse Manager
No report.

- D. District Manager
No report.

FOURTH ORDER OF BUSINESS

**Final Review of RFP for CDD
Management**

Mr. Vericker stated that he used the existing contracts as a starting point. He asked for any audience comments on the contract. A few grammatical errors were noted and Mr. Vericker responded to specific questions. It was noted that while it is not likely that the District will undertake a bond refinance, it will be important to have a firm with the knowledge and ability to do so, should this become a logical option.

Requests for specific verbiage to be added were also put forward: in Section 1.2 the same language used in the amenity RFP relative to the proposals and the budget and non-selected firms not having the ability to recoup costs for preparing the proposal be in the management contract as well. The landscape inspection services portion specify that that written copies of reports and correspondence with the vendor be provided to the Board. And for additional language to be added to the scope of service relative to the formation of a District website, that includes having a website in place within 60 days. Mr. Vericker noted that Districts have to have a website in place by October 1, 2015 and there are minimum requirements for what needs to be on it and Districts will have the ability to add other items. It was noted that everything posted on the website will be a public record.

FIFTH ORDER OF BUSINESS

**Final Review of RFP for Amenity
Management**

It was noted that the language regarding the pre-opening services can be deleted. Staffing and hours of operation were discussed with the desire to have the clubhouse being opened 7 days a week. The firms preparing the proposals need to inform the Board of how they intend to meet the approved staffing levels and hours of operation. All Staff needs to be able to process passes, etc.

It was decided to tentatively set the hours for the clubhouse as 11 to 9 Monday – Friday, 10 to 9 Saturday, and 12 to 5 on Sundays or 70 hours a week with the ability to adjust those hours as needed. The clubhouse will be closed on Thanksgiving, Christmas, New Years, and Easter, with a modified schedule for Christmas and New Years' eve.

The Board decided to specify a desired result rather than providing a number of hours to be scheduled a week for general facility maintenance. A brief discussion ensued regarding the desired expectations and the ability to withhold payment for poor performance. Facility attendants are to report any maintenance issues to the Director to be addressed.

A brief discussion ensued regarding the recycling program and the possibility of having management continue to oversee this program. It was noted that the bins are currently located in two parking spaces and the Engineer will be asked to verify that there are still sufficient parking spaces to meet the permit requirements.

The Board indicated its agreement with the recommended revisions to both of the RFP's.

SIXTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Oldsen, seconded by Ms. Lagnese, with all in favor, the Board of Supervisors adjourned the meeting at 7:50 p.m. for Lakeshore Ranch Community Development District.



Asst. Secretary



Chairman / Vice Chairman
