

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on December 2, 2020, 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	District Counsel
Brian Wilkes (via telephone)	District Engineer
Sidney Manas	WTS Starkey Ranch Lifestyle Director
Katie Chandler	WTS Starkey Ranch Lifestyle Coordinator

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 5:00 p.m. Supervisors Liquori, Call and Green were present. Supervisors'-Elect, Ms. Comella and Mr. Silver, were also present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Jason Silber [SEAT 3] and Mary Comella [SEAT 5] (*the following to be provided in a separate package*)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Silber and Ms. Comella. He provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

Ms. Willson urged the new Board Members to call or email her with any CDD-related questions. She explained that, pursuant to the statutes for CDDs, when the Landowner elects a Board Member, there is a statutory exemption stating that the Board Member’s affiliation with or employment by the Landowner is not a conflict of interest.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-04, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the TSR Community Development District, and Providing for an Effective Date

Mr. Adams presented Resolution 2021-04. Mr. Liquori nominated the following slate of officers:

Mike Liquori	Chair
Matt Call	Vice Chair
Chuck Adams	Secretary
Timothy Green	Assistant Secretary
Jason Silber	Assistant Secretary
Mary Comella	Assistant Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, Resolution 2021-04, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the TSR Community Development District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Consideration of Down to Earth Landscape & Irrigation Estimate #28204, Lake Blanche Drainage Repair**

Mr. Adams presented the Down to Earth Landscape & Irrigation (DTE) proposal for drainage repairs, which recommended lowering the soil. Management consulted with the Landscape Consultant and the Landscape Contractor and discussed several options to prevent flooding. He hoped this would fully address the issue and prevent potential liability issues. Mr. Call recommended continued monitoring of the area, since the dry season helped and the homeowners decreased their watering. Discussion ensued regarding cost, whether to delay repairs, etc. Mr. Adams stated that the neighboring homeowner contacted him and advised that there was sitting water, due to the recent rain event, and there is concern that this could be a slip and fall situation. This item was deferred until June or July 2021.

SIXTH ORDER OF BUSINESS**Discussion/Consideration: M11-A Washout Repairs**

Mrs. Adams presented the M.R.I. Construction Inc. (MRI) proposal for the Conservation M11-A washout repairs and scope of work, which was significantly less than the quote received from RIPA & Associates (RIPA). Contingency funds would be used, as there were no available funds in the Lake Management and Wetland Services budget. She identified the location of the wetland, the number of complaints received from residents near the area and noted concerns about the South Florida Water Management District (SFWMD) and violation of the permit. Mr. Adams discussed the differences in each Contractor's scope of work. Discussion ensued. Staff was asked to obtain proposals from other contractors and report back at the next meeting. Mrs. Adams would obtain another bid from MRI identical to RIPA's specifications. Mr. Wilkes would contact vendors who have not provided a proposal. This would remain an agenda item.

SEVENTH ORDER OF BUSINESS**Continued Discussion: Landscaping Issues**

Ms. Comella distributed a synopsis of landscaping issues that she prepared after touring the parks with DTE Staff, who provided her with a color-coded map. She suggested having a comprehensive plan for each park prepared to map out future projects and to repair and maintain the parks. Unsightly areas of Bahia sod, weeds and ant hills should be addressed before they start looking like the park at Barbour Trail, which needs of a lot of remediation. Discussion ensued regarding obtaining quotes for each park, budgeting, remediating Barbour Trail first, overseeing Contractors to ensure they are correctly fertilizing the area at the correct time, identifying parks as CDD or HOA-owned, drainage easements, platted common areas, types of sod used, etc.

A Board Member noted that one of the pocket parks was omitted from the map. Mr. Wilkes stated that, depending on the vision for the parks, the other two types of sod require irrigation, which may need to be brought to the area in order to maintain it. He would send Mrs. Adams the current version of the map to circulate to the Board.

Mr. Call distributed the Davey Tree proposal for additional arbor care items, which he reviewed with the landscapers; he recommended approval. Mrs. Adams concurred. Costs would be allocated to the plant replacement budget.

On MOTION by Mr. Call and seconded by Mr. Green, with all in favor, the Davey Tree Proposal, in a not-to-exceed amount of \$2,900, was approved.

Mr. Silber noted that a vehicle hit the rocks at the roundabout by Night Star Trail. Mrs. Adams stated she would obtain a copy of the police report in order to file a claim; she was also obtaining a proposal to replace the damaged tree.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2020

Mr. Adams presented the Unaudited Financial Statements as of October 31, 2020. He discussed building up surplus fund balance to cover the first quarter expenses; he would ensure that the "Office supplies" expenses were coded properly. The financials were accepted.

NINTH ORDER OF BUSINESS

Approval of Minutes

A. November 4, 2020 Landowners' Meeting

Mr. Adams presented the November 4, 2020 Landowners' Meeting Minutes. The following changes were made:

Line 19: Change "Camella" to "Comella"

Line 20: Change "Silver" to "Silber"

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the November 4, 2020 Landowners' Meeting Minutes, as amended, were approved.

B. November 4, 2020 Regular Meeting

Mr. Adams presented the November 4, 2020 Regular Meeting Minutes. The following changes were made:

Line 23: Change "Yahan" to "Yahn", and insert "Landscape Consultant" after "Sunscape"

Line 38: Change "Tripp" to "Berlinsky"

Line 93: Change "Berlinsky" to "Berlinsky"

Lines 21, 22 and 23: Insert "(via telephone)" after the name

Line 32: Insert "Larry Sekely"

Line 269: Insert ", as raised by Mr. Larry Sekely" after "trees"

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the November 4, 2020 Landowners' Meeting and Regular Meeting Minutes, as amended, were approved.

TENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: *Hopping Green & Sams, P.A.***

There being no report, the next item followed.

B. District Engineer: *Heidt Design, LLC*

Mr. Wilkes stated that the Pasco County Attorney was sending a standard maintenance form for the roadway conveyance of the weight point section of Longspur and, upon receipt; he would send it to Ms. Willson for further review.

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

- **NEXT MEETING DATE: January 13, 2021 at 9:00 a.m.**
 - **QUORUM CHECK**

All Supervisors confirmed their attendance at the meeting on January 13, 2021 at 9:00 a.m., with the exception of Mr. Call, due to a schedule conflict.

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

Ms. Manas reviewed the WTS Monthly Report.

- **Pocket Park Event Use Request Form**

Ms. Manas presented the revised form, which included revisions discussed at the last meeting and Ms. Willson's recommendations. Mr. Adams stated that, since the insurance carrier did not have a specific liability policy program for use of bounce houses, other than to ensure the sponsor understands taking on full liability, Ms. Willson included additional legal language in the Agreement. Ms. Willson pointed out that the language only applied to bounce houses brought in by commercial vendors and not those of residents. She presented suggestions to ensure proper liability coverage.

The following changes were made to the Pocket Park Event Use Request Form - General Usage Guidelines Section, Bullet Points at the bottom of the page:

Bullet Point "Parks are not reservable for exclusive use...": Make item bold

Bullet Point "The Amenity Manager...": Change "or any other vendor or commercial usage" to "which must be from a commercial vendor" and delete the last sentence.

On MOTION by Mr. Call and seconded by Mr. Liquori, with all in favor, the Pocket Park Event Use Request Form, in substantial form, and authorizing Staff to work with Ms. Willson to finalize the document, based on today's comments, was approved.

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

Mrs. Adams reported the following:

- Mulching Project: Delayed until further notice, due to labor force unavailability because of COVID-19.
- Proposals were obtained to repair gabions and landscape damages from incidents on November 20 and November 11, 2020; she would submit the insurance claim for reimbursement, upon receipt of the police report.

- The final Sonar treatment on Huckleberry Pond was scheduled for next week and was expected to clear the bulk of the submersed vegetation. This task was built into the contract in which they are responsible for keeping the body of water cleared of the invasive material.
- The resident at 13119 Burns Drive reported a chemical spill on his property last week. A Zoom call with the DTE representative and the resident was being scheduled, as he wanted to be on site during the repairs.
- A copy was received for one of two Notices Ms. Willson sent to residents regarding damage to CDD property during their pool installations.

Ms. Willson stated one of the owners contacted her and was very responsive; she gave him District Staff’s contact information, as the resident had specific questions about assigned boundaries. She would email the resident’s contact information to Mrs. Adams.

- Ballenger & Company, Inc., was scheduled to perform the install testing services on the existing irrigation controller equipment components in January 2021; it was expected to take one week.

Mr. Call asked Mr. Adams to add a “brick paver repairs” budget line item to the Fiscal Year 2022 budget. Mrs. Adams agreed and stated that Mr. Adams was notified of the area transitioning to the bridge that should be repaired immediately. She would send the photograph to Mr. Call, to confirm if it was the same location he mentioned.

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Call asked if there were plans to repair cracked boards on the bridge near Parker Trail and Rangeland. Discussion ensued regarding the budget and whether the contractor costs were excessive. Mr. Call suggested researching options in the future for long-term replacement, once construction is completed. Mrs. Adams stated she would start contacting vendors. Mr. Call stated he was in favor of planning scheduled maintenance to replace 50 boards quarterly.

TWELFTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Mr. Liquori and seconded by Ms. Comella, with all in favor, the meeting adjourned at 6:21 p.m.



Secretary/~~Assistant Secretary~~



Chair/~~Vice Chair~~