

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on July 14, 2021, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

Present were:

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| Mike Liquori | Chair |
| Matt Call | Vice Chair |
| Mary Comella | Assistant Secretary |
| Jason Silber | Assistant Secretary |

Also present were:

| | |
|--------------------------------|---------------------------------------|
| Chuck Adams | District Manager |
| Cleo Adams | Assistant District Manager |
| Alyssa Willson (via telephone) | District Counsel |
| Brian Wilkes (via telephone) | District Engineer |
| Jay Gaines (via telephone) | Berger, Toombs, Elam, Gaines & Frank |
| Renee Hlebak | WTS Starkey Ranch Lifestyle Director |
| Alex Murphy | WTS Starkey Ranch Operations Director |
| Cindy and John Daley | Residents |
| Deborah Riggins | Resident |
| Linda Depasquale | Resident |
| Meredith Johal | Resident |
| Krzysztof Rzymiski | 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, Comella and Silber were present, in person. Supervisor Green was not present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Cindy Daley expressed concern about the nighttime activities in Cunningham Park. The noise from the park was so loud one night that she and her husband, Mr. John Daley, drove there, confronted trespassers and wrote down license plate numbers. Mrs. Daley stated the park gates remain unlocked overnight. Who will secure the gates at night and open the gates in the morning needs to be determined; the signage states that the gates are open from

“Dawn to Dusk”. She offered to coordinate with the CDD to open and close the park gates, as she resides across the street from the park.

THIRD ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2020, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Gaines presented the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2020, and noted the pertinent information found on each page. There were no findings, recommendations, deficiencies on internal control or instances of noncompliance; it was a clean audit.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 20, 2020

Mr. Adams presented Resolution 2021-07.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, 2021-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 20, 2020, was adopted.

FIFTH ORDER OF BUSINESS

Continued Discussion: Fiscal Year 2022 Proposed Budget

Mr. Adams noted that, since the last meeting, there were several changes to the proposed Fiscal Year 2022 budget. He reviewed the line item increases, decreases and adjustments and explained the reasons for the adjustments.

Mr. Adams suggested taking out a bank loan for \$700,000 to cover miscellaneous expenditures and identify and include any necessary improvements. The breakdown would be about \$160,000 per year, for five years, at 4% interest. Asked for the likely payment amount and amount of principal that would be borrowed, Mr. Adams stated the assessments gross would be approximately \$160,518 and would generate \$680,000 in net gross for 60 months.

Discussion ensued regarding items that need repairs or modification, including the Welcome Center, Rangeland Bridge repairs, sod replacement and the pocket parks. The Board

questioned the “Trash collection assessments” line item, the increase in “Mulch” at \$180,000, the “Landscape Arbor Care” line item that went from \$20,000 to \$115,500 and discussed the need for off-duty patrols in the community. Mr. Adams stated the increase in arbor care was based on work orders received for trimming the oak trees along the roadways that are down and need to be lifted because they are starting to encroach and need specialized care.

Resident Linda Depasquale asked about the repairs that would be made to the Rangeland Bridge, the “Landscaping consultant” line item and the pool attendants. Mr. Adams stated wood replacements would be used to redo the bridge. The landscape consultant oversees the contractor, performs periodic reviews and creates a to-do list for the landscape contractor. Regarding the pool attendants, Ms. Hlebak stated those staff members maintain the parks and common area restrooms.

Discussion ensued regarding staffing hours, insurance costs, front desk staff duties and level of service. Mr. Silber objected to the CDD taking on the increased cost of the front desk staff and motioned for the amenity contract to go out to bid. The Board and Staff discussed the scope of work, considering other providers, front desk duties and hours, drafting a staffing agreement and reducing costs by hiring an Amenities or Facilities Manager and part time staffers. Mrs. Adams stated the motion to go out to bid failed for a lack of second.

Resident Meredith Johal asked if the landscape arbor care contractor would be responsible for tree trimming on Long Spur. Mr. Adams confirmed that the contractor would trim trees along the roadways, including on Long Spur from Rangeland Boulevard to just east of Heart Pine Park. Asked about sign relocation, Mr. Liquori stated the landscapers would do their part to modify the trees but moving signs is the County’s responsibility.

SIXTH ORDER OF BUSINESS

Continued Discussion: Traffic Calming (Speed Monitoring Boards, How Data is Obtained and Used, Relocation Costs, Cost for Additional Stop Signs and Off-Duty Officer Information)

Mr. Adams stated, per Pasco County, the fee to move a sign is \$100 to \$200 and the concept of the signs is to deter speeders.

Mr. Silber referred to Village 4, (Series 2015A), on Page 28 of the proposed Fiscal Year 2022 budget, and asked why those property owners pay almost \$400 less than residents in other communities within the District. It was noted that, when the Esplanade community was

originated, a decision was made to charge its residents 75% less because they would primarily be accessing and using the amenities inside that community, for which they pay a separate assessment, based on the Esplanade documents. Asked if the policy could be revisited, Mr. Adams stated the policy can be adjusted on the Operations and Maintenance (O&M) side but probably not on the Debt Service side, as it was already validated and the Assessment Methodology was based on the limited use of District amenities by Esplanade residents, since they have their own neighborhood amenities. He would examine the records to find the discussion and the exact justification.

Ms. Willson stated an O&M assessment for that community could be presented at the budget public hearing. Asked if there is sufficient time to notify residents, Mr. Adams stated Staff would not have to send a separate mailed notice and recommended that the assessment level noticed for Esplanade property owners be the same as that of the other communities.

Mr. Silber suggested increasing the \$20,000 "Contingency" line item to \$50,000 for unanticipated expenses. Regarding traffic calming, the consensus is to include engaging an off-duty Florida Highway Patrol (FPH) officer on the Fiscal Year 2022 budget. Mr. Liquori recommended that every resident attend Board of County Commission (BOCC) meetings and advocate for the issues that affect their lives, as the CDD does not have policing powers and cannot do anything about the nighttime activities in Cunningham Park or speeders.

SEVENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of May 31, 2021**

Mr. Adams presented the Unaudited Financial Statements as of May 31, 2021. The financials were accepted.

EIGHTH ORDER OF BUSINESS**Approval of June 9, 2021 Regular Meeting Minutes**

Mr. Adams presented the June 9, 2021 Regular Meeting Minutes. The following changes were made:

Line 86: Change "\$77,000" to "\$7,000"

Line 210: Change "A Board Member" to "Mr. Silber"

Line 236: Change "of items" to "of costs"

Line 237: Change "all emails" to "costs"

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the June 9, 2021 Regular Meeting Minutes, as amended, were approved.

NINTH ORDER OF BUSINESS**Action & Completed Items**

Mr. Adams presented the Action & Completed Items List.

Items 8, 10, 11, 13, 14, 15, 16, 17 and 18, were completed.

Item 7: Mr. Call would forward the address to the DTE ticket system link to Mr. Adams.

Item 9: Asked if he could send the loan terms to the Board, Mr. Adams would email comparable documents to the Board, as the loan is not yet secured.

Item 15: Mr. Adams stated there are no solar options at this time.

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

There was nothing to report.

B. District Engineer: *Heidt Design, LLC*

Mr. Wilkes stated that Staff would continue working with the Attorney to resolve two outstanding issues.

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

NEXT MEETING DATE: August 11, 2021 at 5:00 p.m.

○ **QUORUM CHECK**

The next meeting will be held on August 11, 2021 at 5:00 p.m.

Mr. Liquori would attend the August 11, 2021 meeting via telephone.

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

Ms. Hlebak presented the WTS Monthly Summary Report.

I. Consideration of Estimates/Proposals**a. Fence Work Near Whitfield Park Pool Fire Pit**

Ms. Hlebak presented Florida State Fence Estimate #18949, for \$1,843. She responded to questions regarding the fence, fire pit, pool gates, pool access, Amenity Policy, key fobs and fire code. Ms. Hlebak would obtain a proposal to remove the fence. The consensus was to approve a not-to-exceed amount to cover the total cost of the project.

On MOTION by Mr. Silber and seconded by Mr. Call, with all in favor, authorizing a not-to-exceed amount of \$2,500 for fire pit modifications and other items, including stormwater, landscaping and irrigation, was approved.

Mr. Adams would verify pool gate requirements with the insurance carrier and then provide the Board with recommendations for re-wording the Amenity Policy.

b. Replace Switch on Current Camera System in Homestead Park/Replacement of Camera Systems in FY2022

Ms. Hlebak presented the Securiteam proposal for security and camera services. The equipment is not National Defense Authorization Act (NDAA) approved. She would obtain a quote from another vendor. Mr. Silber discussed the issues with the Securiteam quotes.

c. Resurfacing Whitfield Park Pool

Ms. Hlebak presented the Pool Doctor proposal, for \$29,027.20. Discussion ensued regarding the proposal. Ms. Hlebak would secure other proposals.

d. Janitorial Services to Clean Restrooms at Homestead Park and Woodfield Park and Community Room, Restrooms and Kitchen at Cunningham Hall

Ms. Hlebak presented the Trinity HouseKeepers proposal, for \$2,040 per month. Asked if she had any issues with the updated Janitorial Service Agreement that Ms. Hlebak previously forwarded, Ms. Willson replied no.

II. Replace Parts on Slide at Homestead Park

Ms. Hlebak discussed her emails with Earthscape's Warranty Department. The CDD received replacement parts that are under warranty for the playgrounds and was awaiting a technician to make the repairs. The posts on the slides at Homestead Park need to be replaced.

On MOTION by Mr. Liquori and seconded by Mr. Silber, with all in favor, authorizing the necessary repairs at Homestead Park, was approved.

III. Business Networking Group Venue

Ms. Hlebak presented email correspondence with members of the business networking (BNI) group. Discussion ensued regarding BNI's use of the facilities, a rental fee, CDD guidelines, utilizing resident volunteers to lock gates and obtaining a Wi-Fi battery operated lock.

IV. Programs and Activities Survey

A copy of the Programs and Activities Survey was included for informational purposes.

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

Referencing a handout, Mr. Adams presented a letter from Starkey Ranch regarding the renting of the Welcome Center and local rental rates. It would cost approximately \$80,000 per year to lease the facility. Discussion ensued regarding renting the Welcome Center versus purchasing a facility, the Developer, donated the vacant parcel east of Publix and shared office spaces. The Developer would advise of the purchase cost to the District.

ELEVENTH ORDER OF BUSINESS**Supervisors' Requests**

Mr. Call stated he was not against fireworks but felt that the CDD should find a way to harness the energy of the various July 4th celebrations in the community and consolidate them into one Fourth of July Extravaganza, commencing in 2022, to limit nonresident attendees and policy violations by residents and decrease liability. Discussion ensued regarding pulling proper permits, commercial sponsorship and trash in Homestead Park after this year's festivities.

Mr. Silber voiced his opinion that the many last-minute agenda changes were becoming chaotic and suggested setting the following parameters:

- Items not submitted to Management eight days prior to the agenda mailing date would be left off the agenda.
- No Board Member hard copies.
- The Check Register must be included.
- Emails should not be included.
- Abbreviate the minutes.

TWELFTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the meeting adjourned at 8:03 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair