

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on August 10, 2022, at 5:00 p.m., at Cunningham Park, 12131 Rangeland Boulevard, Odessa, Florida 33556.

Present were:

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

Also present were:

Chuck Adams	District Manager
Cleo Adams (via telephone)	District Manager
Alyssa Willson (via telephone)	District Counsel
Brian Wilkes	District Engineer
Barry Mazzoni	Operations Manager
Gary Hawkins (via telephone)	Down to Earth Landscaping (DTE)
Renee Hlebak	WTS Starkey Ranch Lifestyle Director
Alex Murphy	WTS Starkey Ranch Operations Director
Peter Soety (via telephone)	SunScape Consulting, Inc. (SCI)

Residents present were:

Larry Sekely	Frank Stalzer	Karen Engelson
Cameron Spears	Ben Devivo	Mike Compka

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 5:02 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Larry Sekely asked for an update on completion of the new Albritton Park, asked if a fence in the dog park separating the larger dogs could be adjusted so that there is more room for the smaller dogs and asked for an update on the lake bank repairs. Mr. Adams stated there is no update on completion of Albritton Park. Mr. Liquori stated the CDD will not have design control until the park is turned over by the Developer and, so far, there is no timeline for the turnover. Mrs. Adams stated information regarding the lake bank repairs is outlined in the August Field Operations Report that was distributed prior to the meeting. She contacted Chapman Services regarding its service schedule and there was no update.

Resident Cameron Spears presented photographs and a report and stated that several stop, yield and pedestrian crossing signs are obstructed by trees and tall grass, which, in his opinion, is endangering schoolchildren at crosswalks. He recommended using the roundabout at Rangeland and Longspur, which has perfect visibility, as a landscaping model for other roundabouts. He volunteered his services to help keep the neighborhood safe. Mr. Adams would email Mr. Spears' photographs and report to DTE and arrange a community-wide evaluation of all intersections.

Resident Karen Engelson stated that Esplanade HOA is transitioning from a Developer-run to Homeowner-run Board. She asked if there is a specific requirement for landscaping the Lake Blanche extension wall. Mr. Liquori stated that Taylor Morrison installed some trees and shrubs prior to construction of Lake Blanche Drive. He doubted that the CDD Board has any jurisdiction over Esplanade's landscape choices but offered to continue the conversation with Ms. Engelson in a conversation offline.

Resident Mike Compka recalled his previous comments on the visibility concerns located at the intersection of Heart Pine and Long Spur and asked to see documents related to the methodology for why a few intersections have highly-visible, solar-powered flashing illuminated crosswalk signs and others were not included in that plan. He voiced his opinion that installing illuminated crosswalks would benefit all four roundabouts and commented on very aggressive driving in that location. He felt that the speed limit should be reduced. He asked how often the roads are striped in Whitfield Park.

Mr. Wilkes stated there are ongoing discussions with Pasco County about traffic calming devices but there is an issue with ownership and maintenance of the signs. He would ask the County about having illuminated crosswalks installed at the roundabouts. Regarding roadway striping, Mr. Adams stated that the initial painting of the roads should last three years and then the roads are turned over to the County for maintenance. Mr. Call stated there is some confusion about which entity has maintenance responsibility. Mr. Wilkes was asked to look into Long Spur and some of the Village I areas and determine what areas the County should be maintaining and what areas are the CDD's responsibility and report his findings.

Asked about the expectations of the off-duty police patrol, budgeted at \$20,000, Mr. Adams stated it is a brand-new schedule. The CDD will be patrolled during four-hour blocks each day. The police will issue warnings first and then citations to repeat offenders; regular summary reports will be provided. Mr. Adams will email the police roving reports to Mr. Call.

Resident Ben Devivo stated residents are concerned about speeding on Lake Blanche Drive towards the school and is curious as to what the CDD's plans are to control the traffic on that road. A Board Member stated there is a plan to install a crosswalk at that intersection but no stop signs. Mr. Devivo asked the Board to consider installing a stop sign and indicated motorists are going at least 60 miles per hour plus down that road easily.

Mr. Wilkes was directed to add the Lake Blanche and Esplanade entrance intersection to the list of items to discuss with the County.

In response to Mr. Devivo's request for an update on the Rangeland Bridge, Mr. Adams stated that Kimley-Horn was engaged and is working on it; the bridge is in progress but there is no completion timeline.

THIRD ORDER OF BUSINESS

Consideration of Down to Earth Landscape & Irrigation Estimates

Mr. Soety presented the following proposals and described the scopes of work:

A. #33443 for Rangeland West Herbicide and Site Preparation [\$13,142.16]

Mr. Soety recommended hiring DTE for site preparation and the herbicide application portion of the project. Discussion ensued about the cost and funding. This item was tabled.

B. #35039 for Storm Damaged Tree Replacements [\$5,775.00]

Conversation ensued about utilizing an existing credit with DTE and tree varieties. The remaining \$2,210 credit will be applied to the \$5,775 estimate to reduce the cost to \$3,565.

On MOTION by Mr. Call and seconded by Mr. Liquori, with all in favor, Estimate #35039 for Storm Damaged Tree Replacements, in a not-to-exceed amount of \$3,565, was approved.

FOURTH ORDER OF BUSINESS

**Consideration of Conveyance Documents
(to be provided under separate cover)**

Mr. Adams provided and presented the conveyance documents.

- **Consideration of Davey Tree Expert Company Proposals**

This item was an addition to the agenda.

Referencing handouts, Mr. Soety presented the following proposals for Albritton Park and described the scopes of work:

- **Proposal # 20004068-1658947955: Albritton Park Tree Pruning, \$5,900**
- **Proposal : 20004068-1658945396: Albritton Park Soil Care, \$36,295**

Mr. Soety will obtain additional proposals for Albritton Park and report his findings.

FIFTH ORDER OF BUSINESS

Continued Discussion: FY 2023 Proposed Budget

Mr. Adams presented the proposed Fiscal Year 2023 budget, which reflects the following changes compared to Fiscal Year 2022:

Operation and Maintenance (O&M) assessments will increase from 1,496.05 to \$1,759.27, equating to a \$265 per unit increase.

Page 2, "Community trash hauling" was increased from \$246,750 to \$330,000.

Page 2, "Mulch" was increased from \$155,000 to \$200,000

Page 2, "Sod" was increase from \$100,000 to \$200,000

Page 2: "Pressure washing" line item added for \$105,000

Page 3, "Office rental" was increased from \$60,000 to \$80,000

Page 1, Revenues: "Commercial shared costs" will be increased from \$96,588 to \$112,044.50

Page 1, Revenues: "Trash collections assessments" will be updated.

Discussion ensued regarding the O&M assessment increase, trash collection assessments line item, tax bill, budget public hearing, commercial shared cost increase, doubling the sod budget, working capital, increase to fund balance and access card fees related to closings, resales and estoppels.

Mr. Adams, Ms. Murphy and Ms. Willson responded to questions about the landscape maintenance budget, liability insurance policy to cover fireworks, "Trustee" fee increase, "Pool-electric" increase, "Amenity management staff/contract" increase, staffing, employee salary increases, employee insurance contribution and the status of the commercial shared cost revenue. Mr. Adams will verify the due date for commercial payments and provide an update at the next meeting.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2022

Mr. Adams presented the Unaudited Financial Statements as of June 30, 2022.

The financials were accepted.

SEVENTH ORDER OF BUSINESS

Approval of July 13, 2022 Regular Meeting Minutes

Mr. Adams presented the July 13, 2022 Regular Meeting Minutes. The following changes were made:

Line 37: Change "Mr. Liquori" to "Mr. Call"

Lines 172, 175, 185, 192 and 268: Change "Murphy" to "Hlebak"

Line 265: Delete "a representative from" and insert "report" after "District"

Line 269: Change "some neighborhood" to "the entrance to Cunningham Park"

Lines 298 through 302: Delete entire paragraph

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, the July 13, 2022 Regular Meeting Minutes, as amended, were approved.

EIGHTH ORDER OF BUSINESS

Action & Completed Items

The Action/Completed Items list was reviewed, as follows:

Item 11 is ongoing.

Item 21 was completed. Mrs. Adams contacted Mr. Nabor and Ecologic.

Regarding Item 19, Mr. Mazzoni would follow up with the Southwest Florida Water Control District (SWFWMD) regarding hog trapping. Ms. Hlebak stated the POA Manager referred a hog trapper; she would email the information to Mr. and Mrs. Adams.

Item 20 is ongoing. Additional quotes are being obtained from other vendors for the project.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

▪ Consideration of Conveyance Documents

Discussion of this item, the Fourth Order of Business, resumed.

Mr. Adams stated two warranty deeds, a quit claim deed and three exhibits identifying the tracts of the deeds were previously distributed.

Referencing handouts, Ms. Willson reported the following:

- Staff is still in the process of various areas being turned over from WS-TSR, LLC to the CDD for ownership and maintenance as well as preparing final legal descriptions.
- Contract C-1B - Mitigation Ponds: Approval of the conveyance, subject to the District Engineer's review and execution of the certification, was recommended.
- Contract C-1C – CDD Maintenance of Trail: Approval of the conveyance, subject to final review by the District Engineer's review, was recommended.
- Quit Claim Deed - Access Tract C-2.1: Recommended approval, in accordance with the Acquisition Agreement that allows for adjustment of boundaries, upon the District Engineer's

certification that no District improvements are located on the tract and confirmation that no bond funds were expended for the acquisition of the tract.

- There may be a slight adjustment to the legal description included on access tract B-2.1. Mr. Wilkes confirmed that the legal description behind the Quit Claim Deed for tract B-2.1 needs to be adjusted slightly based upon the actual proper bank of the pond, as reflected in the colored exhibit.

Asked if it is in the best interest of the CDD to approve the conveyance documents, Ms. Willson replied affirmatively.

On MOTION by Mr. Liquori and seconded by Ms. Comella, with all in favor, the conveyance documents related to C-1B, C-1C, C-2.1 and B-2.1, were approved.

B. District Engineer: *Heidt Design, LLC*

Mr. Wilkes reported the following:

- He will continue checking with the County regarding traffic calming, roadway conveyances and the evaluations that were previously discussed.
- Staff is commencing with the landscape maintenance area and is trying to establish a scope, including proceeding with survey information, design and permitting.

Discussion ensued regarding constructing a staging area with trailers, restroom facilities and container storage for use by the landscape contractors. A building plan, obtaining a utility permit and DTE were also discussed. A Board Member asked if quotes can be obtained for site construction by December and presented at the next meeting.

Staff to obtain quotes for construction of the staging area and for fill.

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

- **NEXT MEETING DATE: September 7, 2022 at 5:00 p.m. (Public Hearing on Adoption of Fiscal Year 2022/2023 Budget)**
 - **QUORUM CHECK**

The next meeting will be held on September 7, 2022. The landscape contract will be discussed at a Workshop commencing at 3:30 p.m., just prior to the Board meeting.

D. Lifestyle Director & Amenity Manager: *WTS International***• Monthly Summary Report**

Ms. Hlebak reviewed the July 2022 Monthly Summary Report.

Discussion ensued regarding an incident at the Homestead Park Pool in late July involving two residents, video footage of the altercation, a warning letter, whether to suspend the aggressor or his entire household and the CDD's Suspension and Termination Policy.

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

Regarding the Field Operations Report, Mrs. Adams stated her report is for informational purposes and includes a report from Mr. Mazzone. Mr. Adams stated the Operations Manager Report will be included on future agendas.

Mr. Mazzone presented photographs and stated that residents Mr. and Mrs. Vincent recently inquired about volunteering to clean up the brush, vines and moss that has overtaken the pathway around Cunningham Park and the pond. He asked if the Board is amenable to allowing volunteers to clean out certain areas or if the preference is to leave it all up to the landscapers. Asked about the protocol in allowing residents to participate in clean-up day events, Ms. Willson stated, under Florida Law, volunteers are essentially considered employees for workers compensation purposes; therefore, the CDD could potentially have liability; Staff will check with the CDD's insurance carrier to be certain.

Discussion ensued regarding DTE, foliage overgrowth, one-time community clean-up days, ongoing repair of the neighborhood parks, the Garden Club, forming a Landscaping Club and obtaining a quote for Workers' Compensation insurance coverage.

TENTH ORDER OF BUSINESS**Supervisors' Requests**

Mr. Liquori asked about potential issues since there was a bid opening, the Request for Proposals (RFP) was re-issued and three vendors now know their competitors' prices. He asked about vendors changing their prices, underbidding and the potential for bid protests. Ms. Willson stated that vendors can change their fees from their previous bids if they choose to do so if the bid was defective. There is always the potential that someone could protest an award but it might not be successful, given the facts. Asked if she is comfortable with re-advertising

the RFP for an additional 30 days, Ms. Willson replied affirmatively and stated she recommended the approach that was taken.

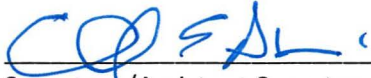
ELEVENTH ORDER OF BUSINESS

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 7:55 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair