

**MINUTES OF MEETING
TSR
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on May 11, 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
Jason Silber (via telephone)	Assistant Secretary

Also present were:

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

Residents present were:

Steve Tallman	Kelly Henderson	Frank Stalzer
Jessica Davis	Ben Roddey	Clay Grissom
Ben Devivo	Matt Mohr	Laura Devia
Andrea Hekimian-Williams	Cory Hekimian-Williams	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 5:03 p.m. Supervisors Liquori, Call and Comella were present, in person. Supervisor Silber was attending via telephone. Supervisor Green was not present.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Resident Steve Tallman stated he observed an illegally parked vehicle on Lake Blanche Drive and thought it was the person who was supposed to replace the gate. Mr. Tallman voiced his belief that fishing is not allowed in Esplanade and stated that he observed a person is backyard fishing so he approached the person and advised them that fishing is not allowed. The two debated about whether fishing is allowed. Mr. Tallman stated that the person fishing told him about a 1,000-signature petition regarding fishing. He believed that the person fishing was the vendor hired to install the “No Trespassing” sign; the sign was missing the next day. Mr. Tallman asked if this was a discussion item in the CDD meeting.

Mr. Call stated that he was unaware of a petition; however, “catch and release” fishing is allowed at the Huckleberry Pond, which is outside of Esplanade and within the Declarations governing the entire community. He stated that nothing can be done to prevent fishing from the lake bank until an agreement between the CDD and the HOA is established. Mr. Tallman stated that the HOA is in the process of converting to Evergreen Management and that several members are in attendance.

Resident Frank Stalzer asked Mr. Adams if he knows whether the new sign is missing. Mr. Adams stated he would contact the vendor, as this was his first time hearing that the sign was missing. Mrs. Adams stated that the sign was removed and not reinstalled at the original location; she is waiting on clarification from Ms. Hlebak as to where the “No Trespassing” sign is supposed to be placed so it can be reinstalled.

A homeowner asked if Taylor Morrison and Starkey Ranch agreed there would be no fishing in Esplanade. Mr. Liquori did not think so. He stated the Developer wanted catch and release fishing allowed in the community and had it written into the Master POA Declaration documents. Mr. Call stated that Esplanade changed its stance to “no fishing” allowed.

Resident Jessica Davis distributed photographs of the pond on the northwest side of Night Star Trail and conveyed concerns on behalf of herself and her neighbors in attendance. She asked the Board to address erosion issues and the pipes jutting out, since the water levels are always low.

Ms. Comella referred to the area as Albritton Park – Pond 15-2 on Gavin Lane. Mr. Wilkes stated that the design of the pond is correct. This is a maintenance issue and, once the full buildout of the development occurs, the pond will naturally raise up to the expected levels probably in another year. Mr. Adams was asked to obtain proposals to install sod to re-establish

the slope and to add littorals. Mr. Adams explained that dewatering during construction affects water elevations. He reviewed the photographs, which showed some spot erosion that will require adding soil and riprap; it will be necessary to work with homeowners to address run-off between homes.

Resident Ben Roddy, a Licensed Site Contractor for Underground Utilities, voiced his opinion that installing soil at the pond bank on the northwest side of Night Star Trail would not be sufficient to address the significant gaps in the concrete. He recommended having the existing site contractor evaluate the conditions and provide solutions or obtain other bids. Mr. Adams agreed with Mr. Roddy's comments.

Residents Andrea and Cory Hekimian-Williams stated their home in Phase 2 was the first one built. Ms. Hekimian-Williams presented photographs from 2019 and asked to have the same concerns about low water levels addressed. She asked for a fountain to be installed. She read Mr. Adams' email response. Mr. Adams explained the dewatering process. Mr. Hekimian-Williams thought there might be a bigger issue because, three years ago, they were told this would improve in a year or two but it has not.

Resident Clay Grissom stated he was told that artificial suppression of the pond stopped last year. His observation was that other ponds in the community do not have the same erosion issues as this pond.

Resident Ben Devivo asked if Mr. Adams received his email about having the wooden bridge reinspected. Mr. Adams replied affirmatively; he is working on a response and finding a contractor interested in doing the work on the bridge. Mr. Roddy would provide his contact information to Mr. Adams and submit a bid for the project.

Resident Matt Mohr asked for an update on the installation of signs at Homestead Park. He commented that residents should understand that the area around the pond is CDD property so it is open to the public and the only way to prevent fishing at Huckleberry Pond would be for the Esplanade HOA to purchase the 15' CDD-owned berm. Mr. Call stated that installation of the sign is in progress.

Mr. Mohr stated that Homestead Park will host its annual July 4th Fireworks Festival at 9:00 p.m. He advised that all safety and cleanup measures are in place and that viewers would be kept at a safe distance. He noted the event has grown to be one of the largest events within

Starkey Ranch. He raises money to fund the fireworks show. He hoped the Activities Group will participate in the event next year to make it an even larger event.

Discussion ensued regarding the CDD working with Mr. Mohr to hold the event in an area other than behind Mr. Mohr's home, such as at the CDD Park that is on County property. Mr. Adams stated that the suggested location would facilitate traffic and parking better and bring in a lot of outside interest. Mr. Mohr stated that was a concern as he wanted to keep it to a neighborhood event, rather than having it at a County location that would have additional requirements; the fireworks he buys are the types that anyone can buy. It was noted that the popularity of the event could possibly lead to it outgrowing the current location. Mr. Adams noted CDD liability concerns if CDD property is involved. Regarding Homestead Park, Mr. Adams suggested Mr. Mohr use the reservation system and submit a plan to obtain a County permit, which would help remove the CDD from any liability. Ms. Willson echoed Mr. Adams concerns about liability and stated that, since this is a known event and the CDD now has knowledge that this could occur on CDD property, further review of the CDD's potential liability is necessary.

Ms. Murphy stated they can help coordinate and advertise the event but she is concerned about going further, as they typically would engage a licensed and insured vendor and secure the fire and police departments for these types of events. Mr. Mohr stated that one of the advantages of purchasing a consumer grade product is that it does not require obtaining a license and the event costs less.

Resident Laura Devia voiced the same concerns previously mentioned about the pond on the northwest side of Night Star Trail. She asked for the same materials to be installed to hide the pump across from her residence as were used throughout Starkey Ranch. Mr. Call stated that the County owns the lift station and he is uncertain if the Anclote Reserve HOA (ARHOA) owns the landscape on that tract of land. Ms. Devia was directed to contact the ARHOA. Ms. Murphy stated she would research it as well.

Mr. Stalzer asked for an update about Lake Blanche Road down to Starkey Road. Mr. Call stated they hope to complete the project before the school year starts in August. Concrete work is expected to begin next week, roadway pavement work will commence in June or July and the traffic signal on Starkey Boulevard is expected to be online at the same time the road opens.

Mr. Stalzer asked for an update on the hog problem and related landscape damage. Mrs. Adams stated that a response from the trapper regarding the request for their LLC and Certificate of Insurance is pending. She would confirm that the trapper is not charging for his services and discuss the possibility of needing a different level of service in the future. If the trapper is not paid, Ms. Willson suggested the CDD have an agreement in place that recognizes compensation is not monetary but the items he removes from the property are his.

Mr. Adams stated that the HOA is responsible for the aesthetic items seen when driving through the gate and into the community.

THIRD ORDER OF BUSINESS

Continued Discussion: DTE Credit for Unworked Maintenance Team Hours

Mr. Adams stated that DTE is asking the Board to consider applying the credit against upcoming replanting projects rather than the CDD taking a pro-rated credit for the remaining five months of the Maintenance Agreement.

The Board and DTE representatives reviewed DTE's spreadsheet containing billing information, which included fees for which DTE underbilled the CDD. DTE is still very interested in continuing to service the CDD, felt that the settlement offer is fair and is willing to have the CDD use the credit on sod or plant replacements.

On MOTION by Mr. Liquori and seconded by Mr. Call, with all in favor, accepting the \$75,850 amount of services not invoiced to the CDD, for the remaining \$52,897 credit to be used on enhancements to be decided upon by the CDD Board, was approved.

▪ Continued Discussion: Firebush Shrub Replacement

This item, previously the Eighth Order of Business, was presented out of order.

Mr. Call discussed his conversation with Mr. Soety today and recommended waiting another 30 days to evaluate the condition of the shrubs damaged by the frost. He suggested applying any replacement costs against the DTE credit. Mr. Soety stated he would re-inspect, re-evaluate and inventory the plant materials during his next inspection and present his findings at the next meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Adams presented Resolution 2022-06.

A homeowner, on behalf of himself and other working residents, asked for the Board to consider changing the start time of the CDD meetings to 6:00 p.m., so more residents can attend. The Board discussed and conveyed reasons for not changing the start time. Mr. Call stated there will be another opportunity to consider changing the meeting schedule, once the two new Supervisors are elected in November.

On MOTION by Mr. Call and seconded by Mr. Liquori, with all in favor, Resolution 2022-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Review/Discussion: Landscape Maintenance Contract and Specification for Bidding Purposes

Mr. Adams reviewed the Landscape Maintenance Contract and Request for Proposals (RFP). He recommended extending the termination clause from 30 to 60 days and responded to questions. Regarding a Vendor Performance Score Card to ensure the vendor is compliant with the contract, Mr. Soety explained how performance is calculated. Mr. Adams was asked to work with Mr. Soety and Mr. Yahn to refine that section of the RFP.

Mr. Adams stated that the mandatory on-site pre-bid meeting would be held in June and sealed bids will be due in July. The results will be presented at the August Meeting, along with interviewing the respondents. As the Evaluation Criteria with the point system was omitted, it will be included in the RFP package and ratified at the next meeting.

The following changes were made:

Page 6, Item 3.01q: Change “Fiddler’s Creek Community Development District #1” to “TSR Community Development District”

Page 16, Line 3: Change “thirty (30)” to “sixty (60)”

Page 17, Last Paragraph: Change “Fiddlers Creek” to “TSR”

Unspecified Location: Change “discount off list” to “cost plus margin determined by the vendor”

Mr. Adams will send a list of the vendors invited to respond to the RFP to Ms. Anderson.

On MOTION by Mr. Liquori and seconded by Ms. Comella, with all in favor, the Landscape Maintenance Request for Proposals and associated documents, in substantial form and subject to refinement and incorporating Ms. Willson’s comments, and authorizing Mr. Call to approve the final form of the RFP, was approved.

SIXTH ORDER OF BUSINESS

Discussion: Review of Cunningham Park Gate Open/Closure Options

- A. Dusk to Dawn Enforcement**
- B. Signage**
- C. Trespassing Agreement**

Mr. Adams felt that, after having several internal discussions on this matter, there is no easy way to make adjustments to the process of opening and closing the gate. He provided reasons not to automate the gate and discussed the homeowner who took it upon himself to close the gate at night. Mr. Call did not want Staff confronting people to leave before closing the gate. He asked if installing larger signs on the gate and calling law enforcement to evict people from the park after a certain hour would be an appropriate way to handle this. Mr. Adams replied affirmatively; he would obtain information to engage the community outreach officer in the area. Ms. Hlebak was asked to obtain the costs for key cards and to install a camera that focuses solely on the gate. Mr. Adams stated the cost to engage a security firm for one roving patrol person and to purchasing a vehicle would be about \$100,000 per year.

Resident Kelly Henderson asked if cameras could be directed towards the landscaping too, as she thought drivers might go around the gate and damage the landscaping and, if they do, they should be responsible for the repairs.

A homeowner suggested the CDD engage a towing company, instead of contacting law enforcement. Mr. Adams stated that would require amending the CDD Policies and Procedures to include towing.

SEVENTH ORDER OF BUSINESS

Continued Discussion: Welcome Center and Construction Options

A. General Update

Mr. Call conveyed the Developer's willingness to lease the Welcome Center to the CDD for now, as they are not in a rush to sell it. He asked if the Developer's Counsel should send the lease to Ms. Willson and to Mr. Silber, who is the designated point person. Mr. Silber stated he would review the lease but he is not in favor of this, as there are less costly alternatives. Ms. Comella felt that this is an option while the CDD proceeds with building a facility.

Ms. Murphy distributed information about current staffing levels that maintains the current level of service. Discussion ensued regarding surveying the community and the options available to build out the Community Center; the options were emailed to the Board prior to the meeting.

B. Procurement Process for Architectural Services and Potential Construction

Ms. Willson gave an overview of the processes associated with engaging the District Engineer and Architect to construct a facility. Discussion ensued regarding designating a new landscape maintenance yard by December 31, 2022 and a potential location for a facility; the amount budgeted for a yard is \$200,000. Ms. Comella was designated to work with CDD Staff to develop a plan to present at the next meeting.

On MOTION by Ms. Comella and seconded by Mr. Silber, with all in favor, authorizing Staff to set up the landscape maintenance yard according to how the Architect outlined the plan, including either renting or buying a trailer, and prepare the yard for the landscape contractor, was approved.

Mr. Silber asked if there is the ability to rent out the additional space in the Welcome Center for resident use if the CDD leases the whole building. Ms. Murphy replied affirmatively.

Discussion ensued regarding what to include in the survey.

C. Potential Funding Options

This item was not discussed.

EIGHTH ORDER OF BUSINESS

Continued Discussion: Firebush Shrub Replacement Bonita Springs, FL

This item was presented following the Third Order of Business.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2022

Mr. Adams presented the Unaudited Financial Statements as of March 31, 2022. The financials were accepted.

TENTH ORDER OF BUSINESS

Approval of April 13, 2022 Regular Meeting Minutes

Mr. Adams presented the April 13, 2022 Regular Meeting Minutes.

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

ELEVENTH ORDER OF BUSINESS

Action & Completed Items

The following Action Items were discussed:

Item 6: Mr. Adams confirmed the CDD owns the retaining wall on Tract B-1. She would ensure a copy of the deed is in the CDD’s files, as Ms. Willson stated the only dedication of the area is on the plat.

Item 7: Partially completed.

Item 8: Revised description to clarify that Mr. Adams is to adjust the “Commercial shared costs” and reduce trash assessment revenues in the proposed Fiscal Year 2023 budget.

Item 10: Partially completed. Upon establishing the staffing needs, Ms. Comella to work with Staff to draft and circulate a survey to residents, including costs.

Item 14: Staff to obtain deeds for the Esplanade ponds that eventually will be conveyed to the CDD. Mr. Call is working with Ms. Willson to convey preserve property and the roadside swale to the CDD and eventually enter into an easement agreement with the Esplanade HOA to

maintain the roadway area and keep invasive species out of the preserve. It was noted that the mitigation sites are still under the maintenance and monitoring program.

Items 2, 4, 5, 6, 8, 11 and 13 were completed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock, LLP*

There was no report.

B. District Engineer: *Heidt Design, LLC*

Mr. Wilkes stated the Stormwater Management Needs Analysis Report was underway; the Report must be submitted by June 30, 2022.

I. Continued Discussion: Line of Sight Issues at Longspur and Heart Pine Avenue Intersection and at Longspur and Fence Post Drive Intersection

Mr. Wilkes stated that Pasco County Traffic Engineering Supervisor Mike Bunk indicated that the CDD must submit a request on CDD letterhead to Mr. Venkat Vattikuti in order for the County to consider turning the two intersections into four-way stops. The County will then evaluate and determine if stop signs are warranted. Mr. Wilkes will provide contact information and appropriate language to Mr. Adams for use in proceeding with the process.

Mr. Wilkes stated that he continues working with Ms. Willson on various conveyances to the CDD.

Mr. Adams stated there are still two separate erosion issues that need to be addressed. One was discussed earlier in the meeting and the other one involves erosion between two homes, which can be corrected by running a pipe to the lake, instead of via the manhole. Ms. Comella stated the location is Pond 15-2. Mr. Wilkes would follow up with the homeowners.

II. Discussion/Consideration of Rocchetta A:DB (RADB) Proposal for Gunn Highway Landscape Maintenance Yard

Mr. Adams would work with Mr. Wilkes to determine a location for the maintenance yard and where to locate the pad and fencing.

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

- NEXT MEETING DATE: June 8, 2022 at 5:00 p.m.
 - QUORUM CHECK

All Supervisors confirmed their in-person attendance at the June 8, 2022 meeting.

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

- **Monthly Summary Report**

Ms. Hlebak reviewed the April 2022 Monthly Summary Report and action items. She highlighted the Arch Amenities Group new logo and stated that Nicole was nominated and won the Lifestyle Division's quarterly excellence award.

Ms. Hlebak asked how the Board wants to handle future events that she typically helped oversee for the Developer, such as residents holding outside public marathon walk/run events to raise funds for a great cause.

Ms. Hlebak stated that she received a request from a resident to turn a run into a main annual event and to have a fire truck as a water station at Cunningham Park but she denied the route, as it would require Board approval, due to liability concerns. The Board discussed their concerns about setting precedent, possibly considering a compromise and how other CDDs hold sponsored public events. The Board decided to wait until proposals are submitted before making any decision. Mr. Adams will provide Ms. Hlebak guidance and templates of how other CDDs handle these types of requests.

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

This item was not addressed.

THIRTEENTH ORDER OF BUSINESS**Supervisors' Requests**

There were no Supervisors' requests.

FOURTEENTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Call and seconded by Mr. Liquori, with all in favor, the meeting adjourned at 7:55 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair