

**MINUTES OF MEETING  
TSR  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the TSR Community Development District held a Regular Meeting on June 12, 2024, at 6:00 p.m., at the Welcome Center, 2500 Heart Pine Avenue, Odessa Florida 33556.

**Present were:**

Mary Comella	Chair
Frank Stalzer	Vice Chair
David Deenihan	Assistant Secretary
Karen Anderson	Assistant Secretary
Matt Bruno	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Alyssa Willson (via telephone)	District Counsel
Barry Mazzoni	Operations Manager
Mark Yahn (via telephone)	SunScape Consulting, Inc., (SCI)
Peter Soety (via telephone)	SunScape Consulting, Inc., (SCI)
Rene Hlebak	AAG - Starkey Ranch Lifestyle Director
Bill Levin	Landscape Maintenance Professionals (LMP)
Kevin Wilt	SOLitude Lake Management (SOLitude)
C.J. White	SOLitude Lake Management (SOLitude)
Ben DeVivo	Resident and Esplanade HOA Board

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call/Pledge of Allegiance**

Mr. Adams called the meeting to order at 6:00 p.m.

All Supervisors were present.

The Pledge of Allegiance was recited.

**SECOND ORDER OF BUSINESS**

**Public Comments (agenda items) [3 minutes per person]**

Approximately 20 members of the public were present.

***Disclaimer:** These summary minutes are intended to only highlight the topics discussed, items being considered and actions taken. The audio is available upon request.*

No members of the public spoke during public comments.

**THIRD ORDER OF BUSINESS****Discussion/Update: Waterway Inspection Report – SOLitude Lake Management, LLC**

The Waterway Inspection Report was included for informational purposes.

Mr. Wilt introduced Senior Specialist C.J. White, who is assigned to the CDD and stated that Reports will be submitted quarterly, going forward. He discussed changing the frequency of treatments because the ponds are stagnant, due to the low water table, and to avoid harming the fish. Only taller grasses in areas with erosion around the bank will be sprayed to keep the root system intact to hold off further erosion.

**FOURTH ORDER OF BUSINESS****Discussion: Rangeland West Blvd****A. Consideration of Landscape Maintenance Professionals, Inc., Addendum 4 to Landscape Maintenance Services Agreement**

Mr. Bill Levin, of LMP, presented the scope of work and the corrected pricing methodology for landscape services for Rangeland West Blvd, as there was a calculation error in the one attached to the Addendum presented at the last meeting. This Addendum will add \$3,950 per month.

Mr. Yahn voiced his opinion that the equation being presented now makes sense; trusting that the contractor used the same multiples that they did during the RFP process.

<p><b>On MOTION by Ms. Comella and seconded by Mr. Stalzer, with all in favor, the changes to the Landscape Maintenance Professionals, Inc., Addendum 4 Landscape Maintenance Services Agreement for Rangeland West Boulevard and new per month amount, were approved.</b></p>
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**FIFTH ORDER OF BUSINESS****Consideration of Landscape Maintenance Professionals, Inc. License Agreement**

Mr. Mazzoni presented the LMP License Agreement and accompanying Exhibits outlining the scope of improvements to construct the landscape maintenance yard and store equipment,

which Ms. Willson and Mr. Mazzoni prepared, respectively. He informed LMP that, if this is not approved, LMP must remove their equipment from CDD property by June 30, 2024.

Mr. Mazzoni recommended installing permanent fencing rather than temporary fencing, with a project estimated cost of \$60,000. As such, LMP wants to modify the terms to amortize that amount over a five-year period and, if the contract expires before that, the CDD would reimburse the remaining cost of the project to LMP. Mr. Mazzoni pointed out the CDD should receive 18-months of credit for storing LMP's equipment on CDD property.

Discussion ensued regarding the CDD quoting \$250,000 seven years ago to construct the area, the CDD amortizing the expense to whoever services the CDD, LMP's additional requests for electricity and water and LMP continuously changing the terms.

Ms. Willson stated that she will present the Deed to the property at the next meeting and, if the terms with LMP are finalized, an updated License Agreement.

**On MOTION by Mr. Deenihan and seconded by Ms. Comella, with Mr. Deenihan, Ms. Comella, Ms. Anderson and Mr. Bruno in favor and Mr. Stalzer dissenting, authorizing Mr. Mazzoni to negotiate the License Agreement with Landscape Maintenance Professionals, Inc., term length, 20% model, not-to-exceed five years, that includes items outlined in Exhibit C and requiring LMP to obtain Board approval for any additional items and incur any related costs, was approved. [Motion passed 4-1]**

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Landscape Maintenance Professionals, Inc. Estimate #89255 for Whitfield Park Install**

Mr. Mazzoni presented LMP Estimate #892255 to install landscaping at Whitfield Park for the purpose of closing in the bed to stop foot traffic and damage to the sod; SCI recommended this work. Mr. Stalzer stated that he toured the area and he suggested that the other Board Members do the same.

This item was tabled.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of MPOA Request for "No Parking" Sign Installation**

Mr. Mazzone presented the memorandum and site plan outlining the MPOA Board's request to install "No Parking" signs in CDD common areas, which the Florida Highway Patrol (FHP) requested so FHP can continue enforcing rules and issue tickets. The MPOA will be responsible for installation and maintenance costs.

**On MOTION by Mr. Bruno and seconded by Ms. Anderson, with all in favor, the MPOA request to install "No Parking" signs in the CDD common areas, as depicted on the site plan, was approved.**

#### **EIGHTH ORDER OF BUSINESS**

#### **Discussion/Consideration of Proposals for Concrete Sidewalk/Drainage Repair**

Mr. Mazzone presented the Sidewalk Inspection Report and proposal for sidewalk repair and replacement. He noted difficulty finding contractors to bid on the project or that provide both services. Taylor Morrison will be required to repair certain areas damaged during construction before conveying it to the CDD.

**On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, Rose Paving, LLC Proposal OPP-24-013763 for sidewalk repair and replacement, in a not-to-exceed amount of \$31,581.28, was approved.**

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Esplanade Request to Allow Placement of a Fence on CDD Property to Deter Unauthorized Access into Community**

Resident and Esplanade HOA Board Member Ben DeVino presented the Esplanade HOA request to install a fence on CDD property to deter unauthorized access to the community. The Esplanade HOA will be responsible for installation and maintenance costs. Mr. Adams suggested implementing a Consent of Use Agreement and for the fence to include a gate and code lock for maintenance crews to access the property; similar to the one at Lake Blanche Drive.

**On MOTION by Mr. Deenihan and seconded by Ms. Comella, with all in favor, authorizing Staff to prepare a Consent of Use Agreement with Esplanade HOA allowing the Esplanade HOA to install a fence with a gate and code lock on CDD property, with the Esplanade HOA incurring all installation and maintenance costs, was approved.**

## **TENTH ORDER OF BUSINESS**

**Continued Discussion: Fiscal Year  
2024/2025 Proposed Budget**

Mr. Adams stated that he incorporated the changes to the proposed Fiscal Year 2025 budget that were discussed at the workshop and an additional change regarding rental office space, due to miscalculations in the terms regarding when payment is due and a \$7,000 security deposit. The proposed Fiscal Year 2025 budget changes resulted in a \$135 assessment increase, as opposed to the \$149 increase presented at the last meeting. Surplus capital outlay funds will be used to offset the increase since the intent is to keep the assessment levels the same as in Fiscal Year 2024.

- **Staff Reports-Operations Manager: Wrathell, Hunt and Associates, LLC**

**This item, previously Item 14E, was presented out of order.**

Mr. Mazzoni presented the Monthly Field Operations Report.

Regarding the LMP Weekly Labor Report, the Board consensus was to be removed from the email distribution list and, regarding the RFP for ponds and lakes, Staff will include a Question & Answer (Q&A) period on the next agenda for vendors to respond to the RFP. Mr. Mazzoni will rank the RFPs and provide recommendation to the Board.

- **Staff Reports-Lifestyle Director & Amenity Manager: Arch Amenities Group**

**This item, previously Item 14D, was presented out of order.**

Ms. Hlebak distributed and presented the May 2024 Monthly Summary Report; the Report in the agenda was the April 2024 Report.

Ms. Helbak discussed an incident involving teenagers refusing to leave the park and the Sherrif Deputy's stance that, as a public park, they are welcome to stay in the park unless they are causing mischief. She identified what she believes was mischief on the camera days later and discussed actions taken to ensure better handling of potential future incidents.

Ms. Comella left the meeting at 7:33 p.m.

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Reports  
as of April 30, 2024**

Mr. Adams highlighted the \$13,729 in interest earnings this period and noted that the “Due to Developer” breakdown of \$53,000 will be reflected in the next financials.

The financials were accepted.

**TWELFTH ORDER OF BUSINESS****Approval of May 8, 2024 Regular Meeting  
Minutes**

The following change was made:

Line 50: Insert “they are not stormwater ponds” after “Huckleberry ponds”

**On MOTION by Mr. Stalzer and seconded by Mr. Deenihan, with all in favor, the May 8, 2024 Regular Meeting Minutes, as amended, were approved.**

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

Items 5, 7, 9, 10, 11, 12 and 13 were completed.

Regarding the Agreement for the school crosswalk, Mr. Mazzoni stated that Starkey Ranch K-8 School wants an Access Agreement instead of a License Agreement.

**FOURTEENTH ORDER OF BUSINESS****Staff Reports**

**A. District Counsel: Kutak Rock, LLP**

**B. District Engineer: Johnson Engineering, Inc.**

There were no District Counsel or District Engineer reports.

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

Mr. Adams stated that the candidate qualifying period expires at noon on Friday, June 14, 2024 for anyone interested in running for a seat in the upcoming November 2024 General Election.

- **NEXT MEETING DATE: July 10, 2024 at 6:00 PM**

The next meeting will be on July 10, 2024 at 6:00 p.m.

- **QUORUM CHECK**

**D. Lifestyle Director & Amenity Manager: Arch Amenities Group**

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

Items 14D and 14E were presented following the Tenth Order of Business.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There were no Supervisors' requests.

**SIXTEENTH ORDER OF BUSINESS**

**Public Comments (non-agenda items) [3 minutes per person]**

This item was skipped.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

<b>On MOTION by Ms. Anderson and seconded by Mr. Stalzer, with all in favor, the meeting adjourned at 7:43 p.m.</b>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COP FAW  
Secretary/Assistant Secretary

Mary Ellen Comella  
Chair/Vice Chair