
MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**COVINGTON PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Covington Park Community Development District was held on **Tuesday, February 24, 2015 at 6:02 p.m.** at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

Present and constituting a quorum were:

Doug Watts	Board Supervisor, Chairperson
Bill Irwin	Board Supervisor, Assistant Secretary
Lynn Ann Berner	Board Supervisor, Assistant Secretary
Rick Reidt	Board Supervisor, Assistant Secretary
Alan Untracht	Board Supervisor, Assistant Secretary

Also present were:

Joseph Roethke	District Manager, Rizzetta & Co., Inc.
Tim Plate	District Engineer, Heidt Design, LLC
Biff Craine	District Counsel, Pettitt Worrell (<i>via phone</i>)
Jennifer Van Haren	Resident Services Manager
John Toborg	Operations Manager, Rizzetta Amenity Services
Keith Remson	Remson Aquatics
Dave Milam	Landscape Maintenance Professionals

Audience

FIRST ORDER OF BUSINESS

Call to Order and Pledge of Allegiance

Mr. Roethke called the meeting to order and conducted roll call. All present then stood and recited the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked the status of the Master Plan.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Regular Meeting held on January 27, 2015

Ms. Berner noted one minor typo in the 8th order of business. Mr. Roethke will make this change.

On a Motion by Mr. Irwin, seconded by Ms. Berner, with all in favor, the Board approved, **as amended**, the Minutes of the Board of Supervisors' regular meeting held on January 27, 2015 for Covington Park Community Development District.

(Mr. Watts arrived while the meeting was in progress at 6:07 p.m.)

FOURTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for January 2015

On a Motion by Mr. Reidt, seconded by Mr. Untracht, with all in favor, the Board ratified the Operation & Maintenance expenditures for January 2015 totaling (\$74,462.06) for Covington Park Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Craine added some comments regarding the pool rules that are proposed for discussion later in the meeting.

(Mr. Craine left and Mr. Plate arrived while the meeting was in progress at 6:12 p.m.)

B. District Engineer

Mr. Plate discussed the requirements of the Public Facilities Report that is being proposed during this meeting.

Mr. Irwin asked what Mr. Plate's role will be regarding any future bond issues, and Mr. Plate noted that he will be required to create an Engineer's Report if the Board decides to move forward with any amenity or other facility improvements.

(Mr. Plate left while the meeting was in progress at 6:22 p.m.)

C. Landscape & Irrigation Update

Mr. Toborg reviewed the field inspection report with the Board. Mr. Roethke distributed the contractor's responses to the items in the field inspection report to the Board.

Mr. Toborg asked the Board if they would like to see a proposal for some cleaning to be done on several of the monuments. The Board agreed and Mr. Toborg will include this in next month's agenda. A discussion ensued regarding several other

landscape items, and Mr. Toborg entertained various questions from the Board.

Ms. Berner requested that proposals for new plantings in some of the plant beds be provided by the March meeting. Mr. Toborg will try to have these ready in time for the agenda. Mr. Irwin requested that LMP check the oak trimming on Covington Stone.

(Mr. Milam and Mr. Toborg left while the meeting was in progress at 7:02 p.m.)

D. Pond Maintenance Update

Mr. Remson distributed a Brazilian Pepper inspection report to the Board and discussed the details of the Brazilian Pepper removal project. All trees have been removed, but there is still some cleanup work to be done. Going forward, all Brazilian Pepper trees will be controlled under the maintenance agreement with Remson Aquatics.

A brief discussion ensued regarding pond maintenance. Mr. Watts asked Mr. Remson to remove the yellow primrose and cattails that were mentioned back in November. Mr. Remson will take care of this tomorrow morning.

(Mr. Remson left while the meeting was in progress at 7:17 p.m.)

E. Resident Services Manager

Ms. Van Haren presented a proposal to the Board from Coast to Coast Solar to re-strap solar panels as per the current wind load codes. The Board would like to see additional proposals for this job before moving forward. Ms. Van Haren will bring these to the next meeting.

Ms. Van Haren discussed replacing LED lights and asked the Board if they would like to use soft white or stark white lights. The Board would like to use soft white lights.

Mr. Watts requested status updates on several projects that Ms. Van Haren is currently working on.

Going forward, the Board would like to see an action item list from the Resident Services Manager to be included in the agenda packet.

F. District Manager

Mr. Roethke noted that the next Board of Supervisors' regular meeting would be held on Tuesday, March 24, 2015 at 6:00 p.m. at the Covington Park Clubhouse, located at 6806 Covington Garden Drive, Apollo Beach, FL 33572.

Mr. Roethke presented a resignation letter from Prager & Co. as Investment Banker for Covington Park CDD, as well as, an engagement letter from MBS Capital.

On a Motion by Mr. Untracht, seconded by Mr. Irwin, with all in favor, the Board accepted the resignation letter from Prager & Co. and approved the engagement letter from MBS Capital for investment banking services for Covington Park Community Development District.

G. Review of Action Items List

Mr. Roethke reviewed the Action Items List with the Board. One item is not on the list, but Mr. Roethke noted that representatives from MBS Capital will be at the next month's meeting to discuss possible bond refinancing. A discussion took place regarding several other items on the list.

SIXTH ORDER OF BUSINESS

**Consideration of CDD Employee Manual
and Job Descriptions**

Mr. Roethke presented several job descriptions and an employee manual for CDD employees. A discussion ensued regarding these documents.

On a Motion by Mr. Untracht, seconded by Ms. Berner, with 4 in favor and Mr. Watts opposing, the Board approved the Employee Manual and CDD Job Descriptions for Covington Park Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal for Amenity
Management**

Mr. Roethke presented a proposal from Rizzetta Amenity Services for Amenity Management. This item was tabled at this time and will be reviewed when an HOA proposal is submitted for consideration regarding employees. Mr. Roethke highly recommended that the Board consider contracting with an Amenity Management company to manage the CDD employees.

EIGHTH ORDER OF BUSINESS

**Presentation of Proposal for Public
Facilities Report**

Mr. Roethke presented a proposal from Heidt Design for the creation of a Public Facilities Report for the District. Each CDD is required to file a Public Facilities Report with the County every 5-7 years, and there is currently no report on file for Covington Park CDD.

On a Motion by Mr. Reidt, seconded by Mr. Irwin, with all in favor, the Board approved the proposal from Heidt Design for a Public Facilities Report at a cost of (\$4,000.00) for Covington Park Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Proposals from LMP

Mr. Roethke presented several proposals from LMP, and also distributed additional proposals from LMP to the Board. These proposals cover landscape replacement, irrigation repairs, and annual installation. A discussion ensued regarding each proposal.

On a Motion by Mr. Watts, seconded by Ms. Berner, with all in favor, the Board approved the proposal from LMP for the installation of a Queen Palm at the Cromwell Entry, based on price discretion as decided by Board chair. In the event that LMP's price is too high, the Board will approve proposal from Reeder's at (\$378.00) for Covington Park Community Development District.

On a Motion by Ms. Berner, seconded by Mr. Untracht, with all in favor, the Board approved the proposals from LMP at a total cost of (\$4,810.00) for plant replacement, annuals, mulch, and copper sulfate spray for Covington Park Community Development District.

TENTH ORDER OF BUSINESS

**Ratification of Proposals for Irrigation
Repair from LMP**

Mr. Roethke presented two proposals for irrigation repairs that have already been executed and require Board ratification.

On a Motion by Ms. Berner, seconded by Mr. Irwin, with all in favor, the Board ratified the proposals from LMP for irrigation repairs at a cost of (\$687.89) for Covington Park Community Development District.

ELEVENTH ORDER OF BUSINESS

Ratification of Proposal for Playground Mulch

Mr. Roethke presented a proposal for playground mulch that has already been executed and requires Board ratification.

On a Motion by Ms. Berner, seconded by Mr. Reidt, with all in favor, the Board ratified the proposal from EZ Mulch for playground mulch at a cost of (\$1,080.00) for Covington Park Community Development District.

TWELFTH ORDER OF BUSINESS

Discussion of HOA Camera Installation in the Clubhouse

The Covington Park Master HOA is considering adding cameras to the clubhouse meeting room in order to broadcast HOA meetings on Covington Park's cable channel. This will require CDD approval since the clubhouse is owned and maintained by the CDD. A discussion ensued regarding some of the details of this item.

On a Motion by Mr. Watts, seconded by Ms. Berner, with all in favor, the Board approved the camera installation by the HOA in the CDD clubhouse, pending confirmation that no additional costs will be passed on to the CDD for these cameras for Covington Park Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Fitness Equipment Repairs

Mr. Roethke presented a proposal for fitness equipment repairs from Beyond Fitness. This includes repairs to re-upholster 2 Precor machines, and install replacement motors and rollers on the treadmills. The Board discussed approving these proposals and also looking into fitness equipment replacement.

On a Motion by Mr. Irwin, seconded by Mr. Ultracht, with all in favor, the Board approved the fitness equipment repairs from Beyond Fitness at a cost of (\$1,295.00) for Covington Park Community Development District.

FOURTEENTH ORDER OF BUSINESS

Consideration of Proposals from Full Circle Landings

Mr. Roethke presented proposals from Full Circle Landings to add rubber safety surfacing to the Monarch and Oak Park pools. A discussion ensued regarding the details of this proposal. The Board took no action on this proposal at this time.

FIFTEENTH ORDER OF BUSINESS

Consideration of Pool Rules

Mr. Roethke presented a draft of updated pool rules for Covington Park CDD. Mr. Reidt added some additional details and a discussion ensued. Several of the rules have been amended and re-worded.

On a Motion by Mr. Watts, seconded by Mr. Ultracht, with all in favor, the Board approved the updated CDD pool rules pending review by Ms. Berner for Covington Park Community Development District.

SIXTEENTH ORDER OF BUSINESS

**Ratification of Proposals for Life Rings
from Zebra Cleaning Team**

Mr. Roethke presented a proposal from Zebra Cleaning Team for life rings at the Oak Creek and Monarch Pools. This has been previously executed and requires Board ratification.

On a Motion by Mr. Irwin, seconded by Mr. Watts, with all in favor, the Board ratified the proposal from Zebra Cleaning Team for life rings at the Monarch and Oak Creek pools at a cost of (\$217.60) for Covington Park Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**Consideration of Stain Removal
Proposals from Zebra Cleaning Team**

Mr. Roethke presented proposals for stain removal at the Oak Park and Monarch pools.

On a Motion by Mr. Irwin, seconded by Ms. Berner, with all in favor, the Board approved the proposal from Zebra Cleaning Team for stain removal at the Oak Park pool and a 15ft pole for the rescue hook at a cost of (\$258.89) for Covington Park Community Development District.

EIGHTEENTH ORDER OF BUSINESS

**Monthly Unaudited District Financial
Summary**

Mr. Roethke reviewed the monthly unaudited financial summary with the Board. No formal Board action was taken.

NINETEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Irwin mentioned the need for the review of the results of the poll on the Master Plan for the next meeting.

Mr. Irwin discussed the need for more community parking.

Mr. Untracht asked about the Reserve Study. Mr. Roethke will send it to him.

Ms. Berner asked why the CDD needs a Public Facilities Report. It is a statutory requirement.

Mr. Watts discussed issues with the Resident Services Manager that were addressed at the last meeting. Mr. Watts distributed a response letter to the accusations directed at him and read this letter to the Board. Mr. Watts made a motion to dismiss Ms. Van Haren from her position. There was no second to this motion.

Mr. Reidt discussed issues with conflicts in the Resident Services Manager's position, as it relates to HOA duties.

Mr. Reidt recommended switching Ms. Van Haren's position to a salaried position.

On a Motion by Mr. Reidt, seconded by Ms. Berner, with all in favor, the Board asked Ms. Van Haren to request termination of employment agreements with Covington Park Master HOA and Surrey Park HOA, with a 30-day termination notice for Covington Park Community Development District.


TWENTIETH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Berner, seconded by Mr. Irwin, with all in favor, the Board adjourned the meeting at 10:55 p.m. for Covington Park Community Development District.



Secretary / Assistant Secretary



Chairman / Vice Chairman