

# **MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT**

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DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

**MEADOW POINTE IV  
COMMUNITY  
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS  
MEETING  
JANUARY 8, 2013**

# MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT AGENDA JANUARY 8, 2013 at 12:00 p.m.

To be held at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd, Wesley Chapel, FL 33543.

<b>District Board of Supervisors</b>	Sandra Bell Arlene Andrews Joseph Andrews Adam Bell Denise Rae-Herrera	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Scott Brizendine	Rizzetta & Company, Inc.
<b>District Attorney</b>	Mark Straley	Straley & Robin
<b>District Engineer</b>	Tonja Stewart	WilsonMiller Stantec

**All Cellular phones and pagers must be turned off while in the clubhouse.**

**The District Agenda is comprised of four different sections:**

The meeting will begin promptly at **12:00 p.m.** with the first section which is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The second section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors discussion, motion and vote. Agendas can be reviewed by contacting the Administrator's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to address items that are not on this agenda must be submitted in writing with an explanation to the District Administrator at least fourteen (14) days prior to the date of the meeting and will be heard under "Public Comments". The third section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT IS A MAINTENANCE-RELATED ITEM, THESE ITEMS WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINISTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 994-1001, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

**MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

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December 28, 2012


Board of Supervisors  
**Meadow Pointe IV Community  
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Meadow Pointe IV Community Development District will be held on **Tuesday, January 8, 2013 at 12:00 p.m.** at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd, Wesley Chapel, FL 33543. The following is the advance agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting on December 11, 2012..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for December (under separate cover)
  - C. Consideration of S.R. 56 Pay Applications (if any)
- 3. BUSINESS ITEMS**
  - A. Presentation by Ed Evans of Complete Landcare
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Amenity Management
    1. Presentation of Monthly Report..... Tab 2
  - D. District Manager
    1. Review of Financial Status Report (under separate cover)
- 5. AUDIENCE COMMENTS**
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 994-1001.

Sincerely,  
  
Scott Brizendine  
District Manager

cc: Mark Straley, Straley & Robin  
Tonja Stewart, WilsonMiller, Inc.  
Kelly Evans, Rizzetta Amenity Services  
Mark Sifford, DEVCO

# **TAB 1**

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 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.

MEADOW POINTE IV  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow Pointe IV Community Development District was held on **Tuesday, December 11, 2012** at 12:00 p.m. at the Meadow Pointe IV Clubhouse, located at 3902 Meadow Pointe Blvd, Wesley Chapel, Florida 33543.

Present and constituting a quorum:

Sandra Bell	<b>Board Supervisor, Chairman</b>
John Blakley	<b>Board Supervisor, Vice Chairman</b>
Arlene Andrews	<b>Board Supervisor, Assistant Secretary</b>
Adam Bell	<b>Board Supervisor, Assistant Secretary</b>
Joseph Andrews	<b>Board Supervisor, Assistant Secretary</b> <i>(via speakerphone)</i>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Mark Straley	<b>District Counsel, Straley &amp; Robin</b> <i>(via speakerphone)</i>
Tonja Stewart	<b>District Engineer, WilsonMiller Stantec</b> <i>(via speakerphone)</i>
Jeremy Crawford	<b>Clubhouse Manager</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Brizendine called the meeting to order and performed the roll call.

**SECOND ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors**

Mr. Brizendine, a Notary in the State of Florida, administered the oath of office to Sandra and Adam Bell prior to the meeting in order to establish a quorum for the meeting.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Meeting on November 13, 2012**

On a Motion by Ms. Bell, seconded by Ms. Andrews, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting on November 13, 2012 as presented for Meadow Pointe IV Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Operation and Maintenance Expenditures for November**

Mr. Brizendine stated that the report was distributed under separate cover and represents mostly standard monthly expenses. There were no questions put forward regarding any of the expenditures.

On a Motion by Mr. Bell, seconded by Mr. Blakley, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November totaling \$33,982.68 as presented for Meadow Pointe IV Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Pay Applications**

Mr. Brizendine stated that he had one pay application to submit to the Board in the amount of \$7,621.30 for services associated with the SR. 56 project. Mr. Straley stated that his office has a few minor details that need to be completed so he anticipates that there will be one more invoice.

Pay Application #	PAYEE	AMOUNT
#555	Straley & Robin	\$7,621.30

On a Motion by Mr. Blakley, seconded by Ms. Andrews, with all in favor, the Board of Supervisors approved pay application #555 and authorized the Chairman to execute it for Meadow Pointe IV Community Development District.

Mr. Brizendine reminded the Board that at last month's meeting they declared a vacancy on the Board following the general election, when no one qualified for the third seat. He stated that Florida Statutes provide for the Supervisor currently filling that seat to remain in office for up to 90 days to allow the Board time to find a replacement. Mr. Brizendine stated that there is an individual in the audience, who has expressed an interest in the position. Denise Rae-Herrera, introduced herself, stating that she was asked to consider joining the Board and is here today to garner some information of what serving would look like before making her decision. She stated that she is involved with the Double Branch Elementary and the community and confirmed that she works from home and has a flexible schedule so would be available to attend Board meetings on a monthly basis.

77 Mr. Brizendine touched briefly on the term of the office and requirements as a Public  
78 Official. He asked if there was any consideration in appointing Ms. Rae-Herrera to the Board  
79 and Ms. Rae-Herrera asked that she be given until the end of the meeting before declaring her  
80 willingness to serve on the Board.

81

82 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2013-02,  
Designating Officers**

83

84

85 Mr. Brizendine presented Resolution 2013-02, designating officers, stating that Florida  
86 Statutes require that officers be appointed following an election. He stated that currently Sandra  
87 Bell serves as the Chairman and John Blakley as the Vice Chairman. He asked if there was any  
88 consideration in making a change. Mr. Blakley recommended that Ms. Bell remain as Chairman  
89 and that he step down as Vice Chairman since it is likely they he will not be on the Board much  
90 longer.

91

On a Motion by Mr. Blakley, seconded by Ms. Andrews, with all in favor, the Board of Supervisors appointed Sandra Bell as Chairman for Meadow Pointe IV Community Development District.

92

93 Ms. Bell nominated Arlene Andrews to serve as Vice Chairman.

94

On a Motion by Ms. Bell, seconded by Mr. Blakley, with all in favor, the Board of Supervisors appointed Arlene Andrews as Vice Chairman for Meadow Pointe IV Community Development District.

95

96 Mr. Brizendine stated that the remaining Supervisors would be Assistant Secretaries and  
97 recommended that both he and Eric Dailey from Rizzetta be named as Assistant Secretaries as  
98 well, for signatory purposes only. He asked for a motion to approve Resolution 2013-02.

99

On a Motion by Mr. Blakley, seconded by Ms. Andrews, with all in favor, the Board of Supervisors approved Resolution 2013-02, appointing Sandra Bell as Chairman, Arlene Andrews as Vice Chairman, and the remaining Supervisors as well as Scott Brizendine, and Eric Dailey as Assistant Secretaries for Meadow Pointe IV Community Development District.

100

101 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2013-03**

102

103 Mr. Brizendine presented Resolution 2013-03, explaining that currently Bill Rizzetta  
104 serves as the District's Treasurer and Shawn Wildermuth as the Assistant Treasurer. He stated  
105 that Mr. Wildermuth serves as Controller for Rizzetta and Company and Mr. Kennedy as the  
106 Accounting Manager for the CDD department. Based on this Rizzetta is recommending that Bill  
107 Rizzetta remain as Treasurer and Mr. Kennedy be appointed as Assistant Treasurer as he has  
108 more hands on responsibility for the District than Mr. Wildermuth.

109

On a Motion by Mr. Blakley, seconded by Ms. Andrews, with all in favor, the Board of Supervisors approved Resolution 2013-03, appointing Joe Kennedy as Assistant Treasurer for Meadow Pointe IV Community Development District.

110

111 **EIGHTH ORDER OF BUSINESS****Staff Reports**

112 A. District Counsel

113 No report.

114

115 B. District Engineer

116 Ms. Stewart stated that she has reviewed all of the invoices for wetland mitigation  
117 services in 2012 and spoken with Don Richardson recording the Boards desire to  
118 reduce the number of events. She stated that Mr. Richardson indicated that there may  
119 be certain mitigation areas that are ready to be deemed as successfully complete and  
120 he will contact SWFWMD regarding them. Ms. Stewart recommended that she be  
121 authorized to work with either District Counsel or District Management to send a  
122 letter to Ecological Consultants formalizing the Board's request. Mr. Brizendine  
123 stated that while the Board would like to reduce costs, it is imperative that the  
124 conditions of the permits be met. Ms. Stewart stated that she would be requesting  
125 minimal service as opposed to being proactive and trying to get the areas ready for  
126 release sooner. A brief discussion ensued regarding the desire to have Mr.  
127 Richardson notify the Board of specific items that can be minimized, information on  
128 the areas that he will be asking SWFWMD to release, and to have the letter include a  
129 respond by date. Ms. Stewart indicated that these items could be included in the  
130 letter.

131

On a Motion by Ms. Andrews, seconded by Ms. Bell, with all in favor, the Board of Supervisors authorized Staff to work with Ms. Stewart to send a formal request to reduce services to Ecological Consultants as discussed for Meadow Pointe IV Community Development District.

132

133 C. Amenity Management

134 Mr. Crawford reported that the pillar was repaired but is now leaning again due to  
135 irrigation leaks. He explained that the irrigation leaks have been repaired and the  
136 contractor is scheduled to be out this week to complete the repairs or at the very  
137 latest before Christmas. Mr. Crawford informed the Board of various irrigation  
138 repairs that were needed that include replacement of a couple of controllers. He  
139 stated that he is expecting pricing on that repair shortly.

140

141 Mr. Crawford stated that he has received a few requests for holiday decorations on  
142 the entrance monuments in case the Board wants to include this in its budget  
143 discussions for next year.

144

145 It was noted that the cover for the pool lift still has not been received.

146



147 Mr. Brizendine confirmed that the installation of mulch as been placed on hold  
148 until the District starts to receive revenue from the tax collector given the  
149 anticipated expense for irrigation repairs. A brief discussion ensued regarding the  
150 financial status of the District, with Mr. Brizendine stating that the District should  
151 be fine it is just a matter of timing.

152  
153 D. District Manager  
154 No report.

155  
156 **NINTH ORDER OF BUSINESS**

**Audience Comments**

157  
158 There were no audience comments put forward.

159  
160 **TENTH ORDER OF BUSINESS**

**Supervisor Requests**

161  
162 A request was made that the Landscaper either attend next month's meeting or provide a  
163 report relative to how the landscaping is progressing given the condition when they took over the  
164 District.

165  
166 Ms. Andrews stated that middle school kids are climbing on the entrance pillars in the  
167 afternoon and asked that Staff assist in efforts to curtail the activity. It was noted that an article  
168 can be placed in the newsletter asking parents to discuss the matter with their kids and Staff will  
169 speak with the kids when the behavior is observed.

170  
171 Mr. Crawford confirmed that the tennis net has been ordered and should be installed  
172 shortly.

173  
174 A brief discussion ensued with Ms. Rae-Herrera about her decision to join the Board.  
175

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177  
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180  

On a Motion by Ms. Bell, seconded by Mr. Andrews, with all in favor, the Board of Supervisors appointed Denise Rae-Herrera as Board Supervisor for Meadow Pointe IV Community Development District.
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176  
177 Mr. Brizendine stated that she could be sworn in at the next meeting.

178  
179 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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On a Motion by Mr. Bell, seconded by Ms. Andrews, with all in favor, the Board of Supervisors adjourned the meeting at 12:30 p.m. for the Meadow Pointe IV Community Development District.
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181  
182  
183 \_\_\_\_\_  
184 Assistant Secretary

\_\_\_\_\_ Chairman/Vice Chairman

# TAB 2



# MEADOW POINTE IV

COMMUNITY DEVELOPMENT DISTRICT

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## MEADOW POINTE IV CDD

December 2012

### OPERATIONS REPORT

Clubhouse Manager: Jeremy T Crawford

Email: [mpivclub@live.com](mailto:mpivclub@live.com)

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### CLUBHOUSE AND FIELD MAINTENANCE

- 12/10 – Complete Landcare trimmed and pulled weeds at the clubhouse and entrance areas. Two dead shrubs were removed from clubhouse. Treatment for fire ants throughout Meadow pointe and all common area was started.
- 12/4 – Complete Landcare monthly maintenance of irrigation inspection. Areas with repair include Parkmonte, Shellwood place, and clubhouse. Breaks at the column were fixed along with drip lines located at Parkmonte and clubhouse tennis court area.
- 12/5 - Aquagenix Bi-Monthly maintenance of unwanted and algae and pond growth.
- 12/10 – Endurance Mechanical Services cleaned out both A/C unit drain lines.
- 12/11 – Complete Landcare monthly mowing maintenance of clubhouse area and common areas along Meadow Pointe Blvd.
- 12/12 – Complete Landcare monthly mowing maintenance of community lakes.
- 12/13 – Welch Tennis courts installed the new tennis net for the clubhouse community tennis court that was damaged last month.
- 12/14 – MPIV Community food drive items were donated to St. Vincent De Paul. Food items weighed in at over 100 pounds for families in need during the holiday season.
- 12/14 – Suncoast pools delivered the pool lift cover and it is currently in place.
- 12/14 – Aquagenix Bi-Monthly maintenance of unwanted and algae and pond growth.
- 12/17 – Contractor straightened pillar at Shellwood entrance
- 12/17 – Light bulbs were replaced at Shellwood and Parkmonte entrances

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**MEADOW POINTE IV CDD**  
**December 2012**  
**OPERATIONS REPORT**

**Clubhouse Manager: Jeremy T Crawford**

Email: [mpivclub@live.com](mailto:mpivclub@live.com)

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- 12/17 – DCSI report was received. All cameras are in working order and there is no debris obstructing current view.
- 12/19 – Lights at Parkmonte not coming on may need electrician
- 12/20 – Complete Landcare Irrigation check and maintenance. Adjusted clock at 54 for winter program. Fixed broken rotors and drip line. Noted Zone 6 and 7 need a valve replaced.
- 12/21 – Kubota is not working properly and will need to go in for service.

**PRIVATE EVENT RENTALS**

- 12/01 – Birthday Party
- 12/02 – Birthday Party
- 12/16 – Birthday Party
- 12/30 – Birthday Party

**GATE REPORT**

- 12/11 – Whinsenton entrance gate motion sensors needed to be reset. Staff was able to repair onsite, no service call needed
- 12/13 – It was reported at the CDD meeting that kids are hanging on the gate and entrance monuments after school. Staff will try to step up awareness and visibility during this time to prevent any accidents and or damage.
- 12/13 – Whinsenton entrance gate reported down again. Southern automated called and it was determined brushes were in need of replacement. All is working properly