

MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT

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

**MEADOW POINTE IV
COMMUNITY
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS
MEETING
NOVEMBER 11, 2014**

MEADOW POINTE IV COMMUNITY DEVELOPMENT DISTRICT AGENDA NOVEMBER 11, 2014 at 12:00 p.m.

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

| | | |
|--------------------------------------|---|--|
| District Board of Supervisors | Arlene Andrews Joseph Andrews Denise Rae-Herrera William Horner Liane Sholl | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Kristen Suit | Rizzetta & Company, Inc. |
| District Attorney | Mark Straley | Straley & Robin |
| District Engineer | Tonja Stewart | Stantec Consulting Services Inc |

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

The District Agenda is comprised of six different sections:

The meeting will begin promptly at **12:00 p.m.** with the first section which is called **Audience Comments on Agenda Items**. 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 CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third 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. 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, each member of 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 Manager's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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

November 3, 2014

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

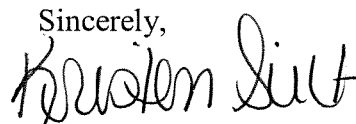
Dear Board Members:

The regular meeting of the Board of Supervisors of the Meadow Pointe IV Community Development District will be held on **Tuesday, November 11, 2014 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. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 14, 2014.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for October 2014 (under separate cover)
- 4. BUSINESS ITEMS**

None
- 5. 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)
- 6. AUDIENCE COMMENTS ON OTHER ITEMS**
- 7. SUPERVISOR REQUESTS**
- 8. 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,


Kristen Suit
District Manager

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

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, October 14, 2014 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:

| | |
|--------------------|--|
| Arlene Andrews | Board Supervisor, Chairman |
| Denise Rae-Herrera | Board Supervisor, Assistant Secretary |
| William Horner | Board Supervisor, Assistant Secretary |
| Liane Sholl | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|------------------|--|
| Joseph Andrews | Board Supervisor, Vice Chairman <i>(via conference call)</i> |
| Scott Brizendine | District Manager, Rizzetta & Company, Inc. |
| Kristen Suit | District Manager, Rizzetta & Company, Inc. |
| Vivek Babbar | District Counsel, Straley & Robin <i>(via conference call)</i> |
| Tonja Stewart | District Engineer, Stantec <i>(via conference call)</i> |
| Jeremy Crawford | Club Manager |

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Suit called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Suit asked if there were any audience comments on the agenda items. There were none.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Meeting held on September 9, 2014

49 There were no changes to the minutes.
50

On a Motion by Ms. Rae-Herrera, seconded by Ms. Sholl, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 9, 2014 as presented for Meadow Pointe IV Community Development District.

51
52 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
53 **Maintenance Expenditures for September**
54 **2014**
55

56 Discussion ensued regarding various invoices and the services they represent.
57

On a Motion by Ms. Rae-Herrera, seconded by Ms. Sholl, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for September 2014 totaling \$37,778.22 as presented for Meadow Pointe IV Community Development District.

58
59 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2015-01,**
60 **Designating an Assistant Secretary**
61 **(Kristen Suit)**
62

63 Ms. Suit presented and reviewed Resolution 2015-01, Designating an Assistant Secretary.
64 She stated that the resolution would be appointing her as an Assistant Secretary for signature
65 purposes and Mr. Brizendine would also be staying on as an Assistant Secretary.
66

On a Motion by Ms. Andrews seconded by Mr. Horner, with all in favor, the Board of Supervisors approved Resolution 2015-01, Designating an Assistant Secretary (Kristen Suit) as presented for Meadow Pointe IV Community Development District.

67
68 **SIXTH ORDER OF BUSINESS** **Consideration of Complete Landcare's**
69 **Proposal for Meadow Pointe North**
70 **Landscape Maintenance**
71

72 Ms. Suit presented Cardinal Landscape's proposal for Meadow Pointe North's landscape
73 maintenance. Mr. Brizendine reviewed the proposal for the Board. He stated that the proposal was
74 for the Lennar area and Complete Landcare started maintaining it on October 1st. Mr. Brizendine
75 stated that the proposal totaled \$23,400 and was for general maintenance. He stated that it also
76 included fertilization and irrigation inspections. Discussion ensued. Mr. Brizendine stated that he
77 would have Complete Landcare include pest control also.
78

On a Motion by Ms. Andrews seconded by Ms. Sholl, with all in favor, the Board of Supervisors approved Complete Landcare's Proposal for Meadow Pointe North Landscape Maintenance (\$23,400.00) as amended to include pest control for Meadow Pointe IV Community Development District.

79

SEVENTH ORDER OF BUSINESS

**Consideration of Complete Landcare's
Proposal to Clean Buffer Between Homes
and Park**

Ms. Suit presented Complete Landcare's proposal to clean the buffer area between the homes and park in the amount of \$4,700.00. Mr. Brizendine stated that he was contacted by a resident a few weeks ago asking if the District was going to clean the buffer behind his home. He stated that when the developer created the Passive Park they left a line of trees and other vegetation to act as a natural buffer between the homes and the park. Mr. Brizendine stated that Complete Landcare's contract does not address any maintenance of the buffer and it was never assumed that anything would be done to the area unless it was needed. He reviewed the email he received from the resident. Mr. Brizendine stated that he obtained a proposal from Complete to clean up the buffer area. He entertained the Board members' questions. Discussion ensued and the Board members expressed their concern with cleaning out the natural area. The Board decided that at this time they have no plans to clean out the buffer area.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Babar stated that at the last meeting the Board had approved the conservation easements, the Tri-Party Agreement, and the Interlocal Agreement. He stated that the conservation easements have been recorded and the title work is underway. Mr. Babar stated that he sent the Interlocal Agreement between Meadow Pointe III and Meadow Pointe IV to Ms. Suit to be executed. He stated that Standard Pacific is now in compliance with the permit and they are continuing their talks with the ACOE to ensure that they can proceed with development.

B. District Engineer

Ms. Stewart gave the Board an update on the erosion complaint at 4209 Eden Rock Place. She stated that she inspected the area but the water levels are too high at this time to be able to properly investigate the issue. Ms. Stewart recommended that she continue to monitor the area.

C. Amenity Management

Mr. Crawford presented his amenity management report for August 2014. He reviewed completed and ongoing items. Mr. Crawford stated that the pressure washing will start this week.

Mrs. Rea-Herrera stated that the grass in Shellwood is too high and the mowers cut in the rain which created uneven mowing. She stated that there are clumps of grass all over. Mrs. Rea-Herrera stated that they did not mow around the ponds. She stated that Complete is not edging around the ponds. Ms. Sholl noted that Complete Landcare is not edging around the ponds. Aquagenix is spraying around the ponds to kill the weeds. Mr. Crawford stated that he would follow-up with Mr. Toborg and Complete Landcare. He stated that they are on a winter mowing schedule now, mowing every two weeks and it has been raining a lot. Also the construction vehicles have been in the way. Discussion ensued regarding the landscape maintenance.

127 Mr. Brizendine stated that Complete should still be doing what work is required per
128 their contract regardless of the weather.

129
130 D. District Manager
131 Ms. Suit presented the Financial Status Report dated August 31, 2014. There were no
132 questions.

133
134 Mr. Brizendine stated that he was contacted by Barry Karpay from Standard Pacific
135 Homes regarding the landscape maintenance of Windsor. He stated that he was upset
136 with how it looks outside the Windsor entrance and he feels like it is affecting their
137 sales. Mr. Brizendine stated that there a few items that Mr. Karpay would like the
138 Board to consider. He stated that the first one has to do with the landscaped area that
139 Standard Pacific installed outside of the Windsor entrance and Ms. Stewart has been
140 working with Standard Pacific on a plan for the area. Mr. Brizendine stated that
141 Standard Pacific is going to add some additional drainage to the area at their cost. He
142 recommended that Ms. Stewart stay involved to make sure that she approves the plan
143 for the area. Ms. Stewart stated that the area is a mess and the plant material was
144 installed incorrectly. She stated that she was not comfortable stating that installing
145 drainage would solve the issue. Ms. Stewart stated that the soil needs to be removed.
146 She stated that she is okay with the drainage system being installed and waiting to see
147 what happens. Discussion ensued.

148
149 Mr. Brizendine stated that item number two has to do with Standard Pacific taking
150 over the maintenance of the landscape in front of the entrance from the boundary
151 lines of Windsor including some of the areas along Oldwoods. He stated that the cost
152 would have to be reduced out of Complete Landcare's contract. Mr. Brizendine stated
153 that Standard Pacific would like to take over maintenance of the area and then receive
154 a credit as they are already paying for maintenance through their CDD assessments as
155 are all homeowners. He stated that Standard Pacific would like to receive a credit on
156 their bill for their assessments. Discussion ensued regarding a standard credit amount
157 and an agreement. Ms. Andrews stated that she would like District staff to draft a
158 letter to Standard Pacific.

159
160 Mr. Brizendine stated that he also received a request from Standard Pacific to plant
161 aquatic plantings in front of the stormwater structures and they would also like to
162 plant the perimeter of the ponds that abut and are within Windsor. Discussion ensued
163 regarding the reimbursement to Standard Pacific and a cap. Ms. Stewart stated that in
164 order for the ponds to function in the way that they were intended to, they all need
165 aquatic plantings. Discussion ensued. The Board decided to put a cap on the aquatic
166 plantings of \$500 for this year.

167
168 Ms. Suit reminded the Board that their next Board meeting is scheduled for
169 November 11th at 12:00 p.m.

170
171
172
173

NINTH ORDER OF BUSINSS

Audience Comments

Ms. Suit asked if there were any audience comments. The Board entertained an audience comment from a resident who lives on a cul-de-sac who wants a landscape barrier installed.

Ms. Andrews stated that the Board approved a small trench in April but they will not approve the landscaper's proposal for a landscape barrier. Ms. Rae-Herrera suggested that the landscaper run his edger to create a trench between the resident's property and the common area to help keep the Bahia grass from encroaching.

TENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Suit asked if there were any Supervisor requests. There were none.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Suit stated that there was no further business to come before the Board and asked for a motion to adjourn the meeting.

On a Motion by Ms. Andrews, seconded by Mr. Horner, with all in favor, the Board of Supervisors adjourned the meeting at 1:05 p.m. for the Meadow Pointe IV Community Development District.

Assistant Secretary

Chairman/Vice Chairman

Tab 2



Meadow Pointe IV CDD
October 2014
OPERATIONS REPORT

Clubhouse Manager: Jeremy T Crawford
Email: mpivclub@live.com

CLUBHOUSE MAINTENANCE AND IMPROVEMENTS

10/01 – County continues to install reclaimed pipes along Meadow Pointe Blvd, but have started to replace sod in finished areas.

10/06 - Aquagenix bi-monthly maintenance of all pond areas for unwanted algae growth.

10/06 – Precision Equipment continued repair on the mule.

10/05- Cornerstone Air repaired frozen over AC system in main part of building

10/14 – Precision equipment was out again to assess the Mule because it was not getting fuel. The fuel pump was found to be bad and has been ordered for repair.

10/17 – Pressure washing began on the community walls South of Shellwood Place and will continue throughout the month and into November.

10/17 – Staff started painting the parking lot lines at the clubhouse.

10/22 – Staff met with Landscaper to go over areas that have been neglected by either not being mowed or trimmed. Complete was shown areas that have been missed as a result of not knowing if the area fell into their scope according to their contract.

10/25 – Community bi-annual garage sale was held and the donations to Goodwill doubled from last year.

10/30 - Aquagenix bi-monthly maintenance of all pond areas for unwanted algae growth.

PRIVATE EVENT RENTALS

10/09 – Girl Scouts

10/16 – Girl Scouts

10/16 – PTA

10/23 – Halloween Party

10/23 – Girl Scouts

10/29 – Odyssey

10/30 – Girl Scouts



Meadow Pointe IV CDD
October 2014
OPERATIONS REPORT

GATE REPORT

10/16 - Southern Automated performed their monthly maintenance evaluation and found the battery backup in Windsor entrance gate needed to be replaced. This was covered under warranty so there was no charge and all other gates were found in good working order.