

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.

FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Fishhawk Ranch Community Development District was held on **Tuesday, September 21, 2021, at 6:31 p.m.** at the Fishhawk Ranch Tennis Club, located 1591 Courtside View Drive, Lithia, Florida 33547.

Present and constituting a quorum were:

Robert Kneusel	Board Supervisor, Chairman
Thomas Avino	Board Supervisor, Vice Chairman
Kerri McDougald	Board Supervisor, Assistant Secretary
Terrie Morrison*	Board Supervisor, Assistant Secretary
Dawn Turner	Board Supervisor, Assistant Secretary

Also present were:

Eric Dailey	District Manager, Halifax Solutions, LLC.
Vivek Babbar	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, Johnson, Mirmiran, Thompson
Holly Quigley	Community Director, Fishhawk Ranch CDD
Josh Croy	Operations Manager, Fishhawk Ranch CDD
John Toborg	Manager, Field Services, Rizzetta & Company, Inc.
Scott Green	General Manager, Capital Land Management
Eartie Flener	Site Manager, Capital Land Management
Chris Holt	Asset Manager, Capital Land Management
Kirk Wagner	Business Development Manager, DBi Services

**Note (\*) – Attended via conference call.**

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Dailey called the meeting to order and conducted roll call, confirming that a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Audience was present but no comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Services**

Mr. Dailey handed out the reports and Mr. Wagner reviewed them and asked the Board if they had any questions.

Mr. Wagner noted he provided a list of issues with various ponds for access and clean up to Mr. Brletic and Mr. Croy and they will be setting up a meeting to review.

The Board had no further questions for Mr. Wagner, so he left the meeting.

**B. Field Services**

Mr. Toborg reviewed some major items on the inspection report and asked the Board if they had any questions.

Mr. Green reviewed the CLM report for the Board and noted there are some warranty replacement areas that are being worked on from previous proposals approved by the Board. Mr. Green also introduced Mr. Holt, the new Asset Manager with CLM for the District.

Mr. Toborg reviewed the proposals from CLM under Business Item A. Ms. Morrison asked that proposal #796 for the Palmetto Glen Court and #883 for annual mulching be removed for further future discussion.

CLM noted that due to COVID-19 the costs for mulch and pine straw have increased. The Board asked for alternative mulching options to review.

On a Motion by Ms. McDougald seconded by Ms. Turner, with all in favor, the Board approved the proposals numbers 683, 687, 707, 833, 834, 850, 866, 867, 884, 888, 889, and 891 for Capital Land Management for \$31,096.78, for Fishhawk Ranch Community Development District.

The Board presented Mr. Toborg with an award and thanked him for his years of service to the District since this was his last meeting.

The Board had no further questions for Mr. Toborg and Mr. Green, so they left the meeting.

**C. Community Director**

Mr. Croy detailed with the Board his inspection plan and process for oversight of the landscaping and aquatics maintenance vendors going forward.

Ms. Quigley asked the Board if they had any questions regarding her report as presented in the agenda.

Ms. Quigley stated that One Blood has asked to come back to the community and will hold events on October 23, 2021, and December 18, 2021.

Ms. Quigley presented the request from the Supervisor of Elections to use the Osprey Club in addition to the Palmetto Club as a polling location. The Board discussed the matter and asked Ms. Quigley to decline the request since they already have use of the Palmetto Club.

Ms. Quigley stated Ms. Parvin has the Palmetto Club Grand Reopening set for November 13, 2021, with a DJ and other events planned in coordination with Puff N' Stuff.

Ms. Quigley presented the request from Ms. Parvin to hold a Veteran's Day Parade as a District event with the Newsome High School Band. Ms. Quigley stated the costs would be \$2,100.00 and would come from the event budget.

On a Motion by Mr. Avino, seconded by Ms. McDougald, with all in favor, the Board approved the Veteran's Day Parade as an event for the District, for Fishhawk Ranch Community Development District.

Mr. Avino stated he met with Ms. Quigley and Mr. Croy following his inspection of the facilities and noted things look great overall but there are areas that need to be addressed. Those items are now on the schedule for maintenance.

Mr. Avino asked about salary increases for staff and consideration of matching current employees with new hires due to the market. Ms. Quigley stated salary reviews and any adjustments needed will be reviewed in 2022.

Mr. Avino asked about the removal of the putting green at the Osprey Club and Ms. Quigley stated they will look at options to bring to the Board.

**D. Tennis Club Contract Administrator**

Mr. Dailey stated Mr. Sanderson is out of town and was unable to attend the meeting. Mr. Dailey stated Mr. Sanderson will provide an update on the contract renewal process at the October meeting.

**E. District Engineer**

Mr. Brletic asked the Board if they had any questions regarding his report as presented in the agenda.

Mr. Brletic stated Site Masters will start the Dunlinwood erosion project on October 11, 2021.

Mr. Brletic stated he will have the schedule for the Garden District Alleyway project this week and we want about 10 days to notice residents. The Board requested Ms. Quigley have snipe signs made with a QR code to direct residents to the CDD website for information.

Mr. Brletic stated the repairs to the red court at the Tennis Club work effectively and asked that the Tennis Connection staff not make any modifications moving forward.

Mr. Brletic stated Mr. Kneusel approved a proposal to make repairs to some stormwater infrastructure that were a safety hazard and required under the SWFWMD permits.

Mr. Brletic stated he reviewed the list of concerns provided by DBi Services on the ponds and will need to get proposals to address ponds 87 & 89 which have not been treated it seems for years. The Board asked that Mr. Babbar review the Solitude contract to see if there are some options to seek refunds for the work that was not completed but paid for.

Mr. Brletic stated the annual review of the map needs to be done and the Board authorized Ms. McDougald to work with him as their representative along with District staff.

Mr. Brletic stated the first walk through of the Palmetto Club is set for this coming Monday with an expected completion date of October 8, 2021.

Mr. Brletic recommended that due to some of the roof repair issues the District has had, perhaps an annual inspection should be considered. The Board decided to table that discussion for now and asked Mr. Croy to review roof conditions as best as possible under his duties.

Mr. Brletic stated he has spoken with Ms. McDougald on the dog park and they both agree there needs to be some design options presented to the Board. The Board asked him to reach out to Mr. Holt with CLM to review the dog park and come up with design options for the Board's consideration.

**F. District Counsel**

Mr. Babbar updated the Board on outstanding items he is working on.

Mr. Babbar reviewed Florida HB 53 which requires a report every five years for the stormwater system for the District. Mr. Babbar stated the details are still being sorted out and that this item can remain on hold for now as there are no penalties at this time.

Mr. Brletic left the meeting after Mr. Babbar's report.

**G. District Manager**

Mr. Dailey reviewed the Action Item List with the Board.

Mr. Dailey presented an increase from Grau & Associates for the fiscal year 2020-2021 audit of \$1,500.00. Mr. Dailey stated the Board can approve this increase or go out for RFP now which will cost about the same price with advertising and legal fees.

On a Motion by Mr. Avino, seconded by Ms. Turner, with all in favor, the Board approved the one-time increase of \$1,500.00 for the fiscal year 2020-2021 audit for Grau & Associates, for Fishhawk Ranch Community Development District.

Mr. Dailey stated they will need to do an RFP for audit services in 2022 as the original three-year contract will expire after completion of this audit.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda Items/Business Administration**

Mr. Dailey asked if the Board had any questions regarding the consent agenda items. The Board had no questions or comments.

On a Motion by Ms. Turner, seconded by Ms. McDougald, with all in favor, the Board approved the consent agenda items, for Fishhawk Ranch Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08, Setting the Dates, Time, and Location for Regular Meetings for FY 2021-2022**

Mr. Dailey presented the options to the Board for staying with the current schedule or moving to Wednesdays. The Board discussed the options and settled on the fourth Wednesday of each month at 6:30 PM and added an additional meeting each quarter on the second Wednesday.

On a Motion by Mr. Avino seconded by Ms. Turner, with all in favor, the Board approved, Resolution 2021-08, Setting the Dates, Time, and Location for Regular Meetings for FY 2021-2022, for Fishhawk Ranch Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from  
Advance Automation Systems for  
HVAC Maintenance for the Palmetto  
Club**

Mr. Dailey reviewed the proposal from Advance Automation Systems totaling \$2,912.00 which was a \$192.00 increase.

On a Motion by Ms. McDougald seconded by Ms. Turner, with all in favor, the Board approved the proposal for Advance Automation Systems for \$2,912.00, for Fishhawk Ranch Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Draft Rules and Rates  
for Amenity Facilities Amended  
October 19, 2021**

Mr. Dailey stated he had only received comments from Ms. Morrison, and they have been added to the draft in the agenda. Mr. Dailey stated he spoke with Mr. Babbar, and he suggested we hold on making any changes until we have approved a Puff N' Stuff contract so we have fees to set for the Palmetto Club. Mr. Dailey recommended the November or December meeting with any changes taking effect January 1, 2022. The Board agreed and asked Mr. Dailey to send around an updated copy for review.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Management  
and Exclusive Concessionaire  
Agreement with Puff N' Stuff**

Mr. Kneusel stated that Puff N' Stuff has agreed to most of the requested changes by the Board and Mr. Babbar is drafting a new contract to bring back to the Board for consideration at the October meeting.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding Tennis Center  
Recreation Program and Amenity  
Management Agreement**

**FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**September 21, 2021 - Minutes of Meeting**  
**Page 7**

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274 Mr. Dailey and Mr. Kneusel stated they met last week with Mr. Babbar and Mr.  
275 Sanderson to review the scope of services and contact requirements for the Tennis  
276 Center operation to meet the approval of Bond Counsel. They stated Mr. Sanderson will  
277 have a summary of his recommendation to present at the October meeting.

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280 **TENTH ORDER OF BUSINESS**

**Supervisors Requests**

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282 Mr. Avino asked about the status of the CDD app. Ms. Quigley stated she is  
283 waiting on pricing form Campus Suite and that their option will integrate with the current  
284 CDD website.

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287 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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289 On a Motion by Mr. Avino, seconded by Ms. McDougald, with all in favor, the Board  
290 adjourned the meeting at 9:11 p.m., for Fishhawk Ranch Community Development  
291 District.

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Secretary/Assistant Secretary

  
Chairman/ Vice Chairman