



Rizzetta & Company

# **New River Community Development District**

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**Board of Supervisors' Meeting  
February 17, 2020**

**District Office:  
5844 Old Pasco Road, Suite 100  
Pasco, Florida 33544  
813.994.1001**

**[www.newrivercdd.com](http://www.newrivercdd.com)**

## **NEW RIVER COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>	Ross Halle	Chairman
	Eric Marks	Vice Chairman
	Erik Domenech	Assistant Secretary
	Stephanie Lerret	Assistant Secretary
	Marybel Defillo	Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	Vivek Babbar	Straley & Robin
<b>Interim Engineer</b>	Tonja Stewart	Stantec

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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.

**NEW RIVER COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544**

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February 3, 2020

**Board of Supervisors  
New River Community  
Development District**

**FINAL AGENDA**

Dear Board Members:

The regular meeting of New River Community Development District will be held on **Monday, February 17, 2020 at 10:15 a.m., or immediately following the Avalon Park West CDD Meeting**, at the Avalon Park West Amenity Center, located at 5060 River Glen Blvd. Wesley Chapel, FL 33545. The following is the final agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on January 6, 2020 Tab 1
  - B. Consideration of the Operation and Maintenance Expenditure for November and December 2019 Tab 2
- 4. BUSINESS ITEMS**
  - A. Appointment of Replacement Supervisor
    1. Administration of Oath of Office to Replacement Supervisor
  - B. Discussion of Request for Ongoing Clubhouse Use
  - C. Discussion of Reserve Study Proposal Tab 3
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJOURNMENT**

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

Sincerely,

Matthew Huber  
District Manager

Cc: Vivek Babbar, Straley Robin Vericker

## 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 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.

**NEW RIVER COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the New River Community Development District was held on **Monday, January 6, 2020 at 11:00 a.m.** at the New River Amenity Center, 5227 Autumn Ridge Drive, Wesley Chapel, FL 33545.

Present and constituting a quorum:

Ross Halle	<b>Board Supervisor, Chairman</b>
Stephanie Lerret	<b>Board Supervisor, Assistant Secretary</b>
Erik Domenech	<b>Board Supervisor, Assistant Secretary</b>
Eric Marks	<b>Board Supervisor, Vice Chairman</b>

Also present were:

Matthew Huber	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Scott Brizendine	<b>District Financial Services Manager, Rizzetta &amp; Company, Inc.</b>
Vivek Babbar	<b>District Counsel, Straley, Robin, Vericker</b>
Rick Sandman	<b>Amenity Manager</b>
Tonja Stewart	<b>District Engineer</b>
Various Reps	<b>LMP</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the regular meeting of New River Community Development District to order.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board and Staff responded to resident comments on a variety of issues.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting on  
November 18, 2019**

On a Motion by Ms. Lerret, seconded by Mr. Marks, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on November 18, 2019 for New River Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Operation and  
Maintenance Expenditures for October  
2019**

Mr. Huber presented the Operation and Maintenance Expenditures to the Board of Supervisors. There was discussion regarding the hog trapper.

On a Motion by Ms. Lerret, seconded by Mr. Marks, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for October 2019 as presented, in the amount of \$68,071.48 for New River Community Development District.

**FIFTH ORDER OF BUSINESS**

**Presentation of Bond Related  
Documents**

District Counsel reported that there were no changes to the updated Engineer's report. The Board had no comments on this topic.

Mr. Brizendine presented the Series 2020A-1 Final Assessment Methodology Report to the Board.

Mr. Brizendine also presented the Board with the Series 2020A-2 and B-2 Final Assessment Methodology report. He advised that there will be a reallocation of debt and assessments for the A-2 and B-2s bonds only due to the new development plan, there is no refunding involved.

**SIXTH ORDER OF BUSINESS**

**Public Hearings on 2020-A1 Refunding Bonds & Assessments (Parcel D), Consideration of Resolution 2020-06, Approving Special Assessments, Amenity Center Policies & Fees, 2010-A2 & B2 Assessments (Parcels E-1, E-2 & F), Consideration of Resolution 2020-08, Adopting Amenity Center Policies & Fees**

The public hearing was opened, and District Counsel introduced the items pertaining to the refunding. The Board of Supervisors discussed that in Parcel D, 420 units tie with the first report provided on the A-1 Refunding.

District Counsel presented Resolution 2020-06, Approving Special Assessments, to the Board of Supervisors.

On a Motion by Ms. Lerret, seconded by Mr. Marks, with all in favor, the Board of Supervisors opened the public hearings on 2020-A1 Refunding Bonds & Assessments (Parcel D), Consideration of Resolution 2020-06, Approving Special Assessments, Amenity Center Policies & Fees, 2010-A2 & B2 Assessments (Parcels E-1, E-2 & F), Consideration of Resolution 2020-08, Adopting Amenity Center Policies & Fees for New River Community Development District.

On a Motion by Mr. Domenech, seconded by Mr. Halle, with all in favor, the Board of Supervisors approved the Series 2020A-1 Final Assessment Methodology Report, Series 2020A-2 & B-2 Final Assessment Methodology Report and Updated Engineer's Report for New River Community Development District.

On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors approved Resolution 2020-06, Approving Special Assessments for New River Community Development District.

On a Motion by Mr. Domenech, seconded by Mr. Halle, with all in favor, the Board of Supervisors approved 2010-A2 & B2 Assessments for New River Community Development District.

**NEW RIVER COMMUNITY DEVELOPMENT DISTRICT**  
**January 6, 2020 Minutes of Meeting**  
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On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors approved Resolution 2020-07, Approving Special Assessments for New River Community Development District.

On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors approved, in substantial form, Resolution 2020-08, Adopting Amenity Center Policies & Fees and authorized the Chair and Vice Chair to work with staff on the basketball court for New River Community Development District.

On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors closed the public hearings for New River Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Sidewalk Pressure Washing Proposals**

The Board discussed the sidewalk pressure washing proposals that the Chairman had approved.

On a Motion by Ms. Lerret, seconded by Mr. Marks, with all in favor, the Board of Supervisors ratified the Chairman's approval of the sidewalk pressure washing proposals for New River Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Services**

Discussions were had regarding the landscape proposals submitted. The Board deliberated over the proper ranking, selected a vendor and requested a 30-day termination letter be send to LMP.

On a Motion by Mr. Halle, seconded by Mr. Marks, with all in favor, the Board of Supervisors approved Fieldstone as the new Landscape Service Provider for New River Community Development District.

On a Motion by Mr. Domenech, seconded by Mr. Halle, with all in favor, the Board of Supervisors approved a 30-day termination letter to be sent to the current Landscape Service Provider, LMP, for New River Community Development District.



**NINTH ORDER OF BUSINESS**

**Consideration of Community Garden  
Planter Options**

A brief discussion was held regarding community garden planter options. It was decided that Mr. Halle will work with Mr. Huber on a plan to replace the current ones.

On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors approved having Fieldstone install the garden planters (for warranty purposes) for New River Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Dissemination Agent  
Agreement**

The Board of Supervisors discussed the agreement, new reports and bonds.

On a Motion by Mr. Marks, seconded by Mr. Domenech, with all in favor, the Board of Supervisors approved the Dissemination Agent Agreement, as presented, for New River Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Babbar discussed that the pre-close docs will happen after the February 9, 2020 meeting.

**B. District Engineer**

Ms. Stewart advised the Board of a pipe that was replaced on New River CDD property due to ACE Corps transfers, an underdrain that was installed at Meadowpoint III which needs to be monitored for 60 days for issues in Parcel D, and the pavement preservation plan

On a Motion by Mr. Halle, seconded by Mr. Marks, with all in favor, the Board of Supervisors approved Sitemasters to complete the pipe repairs for New River Community Development District.

**C. District Manager**

Mr. Huber discussed that there will be a proposal for the reserve study at the next meeting.

He reminded the Board that the next meeting will be held on February 17<sup>th</sup>, 2020 at for 10:00am and 10:15am.

**NEW RIVER COMMUNITY DEVELOPMENT DISTRICT**  
**January 6, 2020 Minutes of Meeting**  
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**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

No report.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Marks, seconded by Ms. Lerret, with all in favor, the Board of Supervisors adjourned the meeting at 11:44 a.m. for New River Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

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

## Tab 2

# **New River Community Development District**

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

## **Operations and Maintenance Expenditures November 2019 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$18,035.68**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## New River Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
All Done Services, Inc.	001430	200	Clubhouse Cleaning Services 10/19	\$ 57.70
Avalon Park West CDD	001434	112519	Reimburse Clubhouse Rental Revenue	\$ 1,125.00
Board of County Commissioners	001426	19173823 11/19	11-26-20-0070-00P00-0000 Solid Waste Assessment 2019	\$ 148.61
Department of Economic Opportunity	001431	74281	Special District Fee FY19/20	\$ 175.00
Florida Department of Revenue	001425	61-8016369853-0 10/19	Sales & Use Tax Payable 10/19	\$ 12.76
Frontier Communications of Florida	001435	239-000-6162-102210-5 11/19	Fios Internet 11/19	\$ 170.98
Jayman Enterprises, LLC	001432	949	Dog Waste Station Services 10/19	\$ 967.50
Jerry Richardson	001437	1292	Monthly Hog Removal Services 11/19	\$ 1,400.00
Mike Fasano, Pasco County Tax Collector	001424	11-26-20-0070-02400-0090 11/19	2019 Non Ad Valorem Taxes Solid Waste	\$ 69.12
Mike Fasano, Pasco County Tax Collector	001424	11-26-20-0070-02600-0010 11/19	2019 Non Ad Valorem Assessment Stormwater	\$ 91.20
New River CDD	CD024	CD024	Debit Card Replenishment	\$ 49.99
Pasco County Utilities Services Branch	001423	Pasco Summary 09/19	Pasco Water Summary 09/19	\$ 2,320.98
Pasco County Utilities Services Branch	001436	Pasco Summary 10/19	Pasco Water Summary 10/19	\$ 387.26
Rizzetta & Company, Inc.	001427	INV0000044467	District Management Fees 11/19	\$ 3,065.84
Rizzetta Amenity Services, Inc.	001428	INV00000000006818	Amenity Management Services 11/19	\$ 3,809.38

## New River Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Amenity Services, Inc.	001428	INV00000000006847	Out of Pocket Expenses 10/19	\$ 234.92
Rizzetta Technology Services	001429	INV0000004850	Website Hosting Services 11/19	\$ 100.00
The Pampering Plumber	001422	22087-70128	Install Outdoor Shower at Pool 10/19	\$ 160.33
Withlacoochee River Electric Company	001433	Summary Electric 10/19	Summary Electric 10/19	<u>\$ 3,689.11</u>
<b>Report Total</b>				<u><b>\$ 18,035.68</b></u>

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# **New River Community Development District**

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

## **Operations and Maintenance Expenditures December 2019 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$67,833.29**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



## New River Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
All Done Services, Inc.	001449	201	Clubhouse Cleaning Services 11/19	\$ 250.00
Egis Insurance Advisors, LLC	001455	10283	Property Insurance - Increase Coverage 10/01/19-10/01/20	\$ 900.00
Elizabeth Gibfried	001450	120119-Gibfried	Rental Deposit Refund	\$ 100.00
Florida Department of Revenue	001456	61-8016369853-0 11/19	Sales & Use Tax Payable 11/19	\$ 18.65
Grau & Associates	001438	18705	Audit FYE 09/30/2019	\$ 500.00
Grau & Associates	001451	18814	Audit FYE 09/30/2019	\$ 1,000.00
Grau & Associates	001438	R3476970G383	Audit FYE 09/30/2019 - Confirmation 10/19	\$ 92.00
HomeTeam Pest Defense, Inc.	001457	67018129	Quarterly Pest Control Amenity Center 12/19	\$ 104.50
Jayman Enterprises, LLC	001452	976	Dog Waste Station Services 11/19	\$ 967.50
Lake & Wetland Management	001439	7215	Aquatic Lake Maintenance & Pest Control 11/19	\$ 1,140.00
Lake & Wetland Management	001458	7350	Aquatic Lake Maintenance & Pest Control 12/19	\$ 1,140.00
Landscape Maintenance Professionals, Inc.	001459	146726	Install Fall Annuals 09/19	\$ 1,580.00
Landscape Maintenance Professionals, Inc.	001440	147625	Irrigation Repairs 10/19	\$ 61.33
Landscape Maintenance Professionals, Inc.	001440	147773	Monthly Landscape Maintenance 11/19	\$ 14,176.08

## New River Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Landscape Maintenance Professionals, Inc.	001440	147773A	Addendum 2 - Increase Frequency for Fertilizer 11/19	\$ 898.92
Landscape Maintenance Professionals, Inc.	001459	147977	Addendum 2 - Increase Fertilizer 7/19, 8/19, 9/19 & 10/19	\$ 3,595.68
Landscape Maintenance Professionals, Inc.	001459	148419	Monthly Landscape Maintenance 12/19	\$ 15,075.00
Landscape Maintenance Professionals, Inc.	001459	148801	Remove (3) Planters - Autumn Ridge Rd. 12/19	\$ 1,350.00
Landscape Maintenance Professionals, Inc.	001459	148855	Trim Sabal Palms 12/19	\$ 4,480.00
Pasco County Utilities Services Branch	001441	Pasco Summary 10/19 #2	Pasco Water Summary 10/19	\$ 3,213.35
Pasco County Utilities Services Branch	001461	Pasco Summary 11/19	Pasco Water Summary 11/19	\$ 1,799.87
Rizzetta & Company, Inc.	001442	INV0000045166	District Management Fees 12/19	\$ 3,065.84
Rizzetta Amenity Services, Inc.	001443	INV00000000006875	Amenity Management Services 11/19	\$ 2,349.83
Rizzetta Amenity Services, Inc.	001453	INV00000000006905	Amenity Management Services 11/19	\$ 1,967.47
Rizzetta Technology Services	001444	INV0000004934	Website Hosting Services 12/19	\$ 100.00
Stantec Consulting Services, Inc.	001445	1580638	Engineering Services 10/19	\$ 583.00
Stantec Consulting Services, Inc.	001454	1591909	Engineering Services 11/19	\$ 1,293.50
Straley Robin Vericker	001446	17757	General Legal Services 10/19	\$ 624.45

## New River Community Development District

### Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Pool Service	001447	5743	Pool Maintenance 11/19	\$ 850.00
Suncoast Pool Service	001460	5822	Pool Maintenance 12/19	\$ 850.00
Times Publishing Company	001448	0000034009 11/08/19	Legal Advertising Account #183376 11/19	\$ 95.20
Withlacoochee River Electric Company	001462	Summary Electric 11/19	Summary Electric 11/19	<u>\$ 3,611.12</u>
Report Total				<u>\$ 67,833.29</u>

## Tab 3



**January 15, 2020**

New River CDD  
c/o Rizzetta and Company  
5844 Old Pasco Rd, Suite 100  
Wesley Chapel, FL 33544

RE: Full Service Reserve Study with Site Inspection  
New River CDD  
5227 Autumn Ridge Dr  
Wesley Chapel, FL 33545

Dear Board of Supervisors:

We are very appreciative for the opportunity to perform a full reserve study with site inspection and recommendations for New River CDD. We are a team of knowledgeable reserve analysts with extensive experience and take pride in performing reserve studies. The reserve study will project costs and funding for a 30 year time frame for all common areas and improvements.

New River CDD commenced operations in 2005. The community started home construction in 2008 and then construction stalled until 2012. The construction has been gradual since 2012 and is currently on-going. The community is comprised of single family homes and a few townhomes. There will be 1,065 owners at build-out. The community has a pool area and clubhouse that are the main amenities to the community. The CDD consists of 718.36 acres and is located in Wesley Chapel, Pasco County, Florida. After a review of plats, aerials, and county records, we recommend the following reserve items be included in the report:

- **Entry Areas and Monuments**
- **Basketball Court**
- **Parking Areas**
- **CDD-Owned Streets**
- **Street Lights**
- **Sidewalks**
- **Fencing**
- **Playground**
- **Stormwater Drainage**
- **Retention Ponds**
- **Landscaping**
- **Irrigation**
- **Clubhouse**
- **Pool Area and Equipment**
- **Any Other Items Specified by You**

The physical analysis portion of the reserve study will include a reserve item component list, remaining life, useful life, current cost, future cost of all reserve items as well as any site recommendations. The financial analysis portion of the study will include allowances for your interest income, taxes and projected changes in building costs. The pooled method and component method (if applicable) will be used and presented to derive the funding schedules.



## Scope of Service

Our scope of service for a full service reserve study with site inspection that includes all expenses consists of:

- Site inspection of common areas and improvements with both a Certified General Contractor and a CAI-designated Reserve Specialist (Both are degreed engineers).
- Our user-friendly reserve study report that includes narrative, photographs, pooled method cash flow plan, component method plan (if applicable), reserve item component cost, remaining life, and useful life inventory. The report projects costs and funding for 30 years using localized costs.
- Percent Funded Analysis. This compares what you have in reserve funds to what the ideal amount should be, something many reserve studies do not include.
- One site meeting with management or the board on the day of inspection, if requested.
- Electronic copies of the report. Electronic copies can also be requested any time in the future by email. A hard copy is available free of charge upon request.
- Revisions or amendments of reports for up to 90 days from the first submission of the report. We welcome all feedback. (It is not uncommon for there to be one or two refinements of the report to meet your specific requirements).
- Accessibility. Call, write, or email us any time and you will receive prompt follow-up. We aim to exceed expectations and consider customer service our top priority.
- 30 year cash flow plan in the report.
- Review of plats, drawings, and site aerials.



## Qualifications

Paul Gallizzi and Steven Swartz are professionals in the business of preparing reserve studies and insurance appraisals for community associations. We both inspect all properties and have provided detailed analysis of over 300,000 single family, apartment, villa, townhome, and condominium units. Our high repeat customer rate indicates high customer satisfaction. We have prepared reserve studies and insurance appraisals for all types of community associations including high rise condominiums, mid-rise condominiums, garden-style condominiums, office condominiums, medical condominiums, townhouse developments, single family residential homeowners associations, community development districts, and special use facilities.

We both hold engineering degrees from fully accredited universities. Paul is a State Certified General Real Estate Appraiser License Number RZ 110 and a State Certified General Contractor License Number CGC 019465 with over 30 years of experience in each. Steven is one of approximately only 200 people nationwide that have earned the designation of Reserve Specialist (RS) from the Community Associations Institute and is a State Certified General Real Estate Appraiser License Number RZ 3479. He has also been a speaker at CAI functions discussing reserves and budgeting. To learn more, please visit us on the web at [www.reservestudyfl.com](http://www.reservestudyfl.com) and visit our articles section for more than 50 articles about reserves, funding, and budgeting.

A partial list of our clients include:

- Greenacre Properties
- Standard Pacific Homes
- Leland Management
- M/I Homes
- Associa Gulf Coast
- Sentry Management
- Starwood Land Ventures
- Management & Associates
- Resource Property Management
- Condominium Associates
- Insurance Office of America
- Argus Property Management
- Creative Management
- Many Other Individually Managed Associations
- The Mahaffey Apartment Company
- Rizzetta & Company
- First Service Residential
- Brown & Brown Insurance
- Taylor Morrison Homes
- Vanguard Management Group
- Lennar Homes
- McNeil Management Services
- Development Planning and Financing Group
- Qualified Property Management
- Avid Property Management
- Southshore Property Management
- Terra Management Services



## **Experience**

Here is a short list of communities we have conducted reserve studies for, showing experience with various construction types, building systems, and community amenities:

### **Fishhawk CDD I, CDD II, CDD III, & CDD IV, Lithia, Florida**

Fishhawk Ranch is a large planned community consisting of approximately 3000 acres in Lithia, Florida. It is comprised of numerous single family home subdivisions as well as a few townhome subdivisions. There are many community amenities including swimming pools, clubhouses, tennis courts, playgrounds, fitness centers, a banquet center, running trails, parks, and various others. The District also maintains the ponds, stormwater drainage, and the entry areas. There are a total of 6,286 members.

### **Heritage Harbour South CDD, Bradenton, Florida**

Heritage Harbour South CDD is comprised of single family residential and multifamily residences. The community started construction in 2002 and construction finished in 2006. Overall, there are 1,523 units. The CDD maintains the baseball field and recreation area. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 980.79 acres in Bradenton, Florida.

### **Venetian CDD, Venice, FL**

Venetian CDD commenced operations in September 2002. The Venetian Golf and River Club has 1,377 lots planned primarily for single family residential development as well as a small amount of multi-family development. The River Club recreation area was built in 2004 and includes a clubhouse, kitchen and banquet facilities, fitness center, pool area, tennis courts, as well as other amenities. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 964 acres.

### **Riverwood CDD, Port Charlotte, FL**

Riverwood CDD started development in the mid 1990s and most of the construction was complete over the next decade. The District maintains an amenity campus with a clubhouse/athletic center, pool area, tennis, and shuffleboard courts. The district also owns an off-site Beach Club on Manasota Key in Englewood. The Beach Club was built in 2003 and acquired in 2014. Additionally, the District also maintains the streets, potable water system, reclaimed water system, sewer system (and plant), and stormwater drainage.

### **Two Creeks CDD, Middleburg, FL**

Two Creeks has 624 platted lots planned for single family residential development and encompasses 625 acres. The community was platted in June 2007. Within the district, there is a recreation comprised of a clubhouse, pool area, 2 tennis courts, a basketball court, playgrounds, and a volleyball court. The community also maintains the ponds, stormwater drainage, and the entry areas.





## Services

The fee schedule for the current assignment is as follows, please sign below to confirm your acceptance:

**Full Service Reserve Study with Site Inspection (Level-1)                      \$3,800**

The fee schedules for **reserve study updates** are as follows. NOTE: Agreeing to the initial reserve study **does not** lock you in to any future update. All future updates come when directed by you. Prices are good for 3 years.

**Reserve Study Update with Site Inspection (Level-2)                      \$2,800**

**Reserve Study Update without Site Inspection (Level-3)                      \$1,000**

We will provide you with electronic copies of the report of your choice. Payment will be due at the first submission of the report. The report will be completed within six weeks of our firm receiving this engagement letter signed and faxed or emailed to our office.

Thank you again for the opportunity to present our proposal to you.

Sincerely,

Paul Gallizzi  
Florida General Contractor #CGC-019465  
State-Certified General Appraiser RZ110

Steven Swartz, RS  
Reserve Specialist Designation No. 214  
State-Certified General Appraiser RZ3479

\_\_\_\_\_  
Accepted by Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by Printed Name: