

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

District Office – Tampa, Florida (813) 933-5571
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.lynwoodcdd.org

Board of Supervisors
Lynwood Community
Development District

September 1, 2022

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lynwood Community Development District will be held on **Friday, September 9, 2022 at 11:00 a.m.** at the Offices of Lennar Homes, 4301 W Boy Scout Blvd., Suite 600, Tampa FL 33607. The following is the agenda for this meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of Board of Supervisors'
Meeting held on July 8, 2022 Tab 1
 - B. Consideration of Operations & Maintenance
Expenditures for June & July 2022 Tab 2
4. **BUSINESS ITEMS**
 - A. Consideration of District Management Addendum Tab 3
 - B. Consideration of Campus Suites Addendum Tab 4
 - C. Consideration of One-Time Maintenance of
Ornamental Plants around Pond Proposal Tab 5
5. **STAFF REPORTS**
 - A. Landscape Update
 - B. District Counsel
 - C. District Engineer
 - D. District Manager Tab 6
6. **SUPERVISOR REQUESTS**
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) 933-5571.

Sincerely,

Debby Wallace

Debby Wallace
District Manager

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.

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lynwood Community Development District was held on **Friday, July 8, 2022 at 11:01 a.m.** at the Hilton Garden Inn 4328 Garden Vista Drive, Riverview, FL 33578.

Present and constituting a quorum were:

Kelly Evans	Chairman
Laura Coffey	Vice-Chairman (via conf. call)
Lori Campagna	Assistant Secretary
Paulo Beckert	Assistant Secretary
Charlie Peterson	Assistant Secretary

Also present were:

Debby Wallace	District Manager; Rizzetta & Co.
John Vericker	District Counsel; Straley Robin Vericker

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and roll call performed, confirming that a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

Audience members addressed the Board regarding landscape maintenance and mulch.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting held on June 10, 2022

Ms. Wallace presented the Minutes from the Board of Supervisors' meeting held June 10, 2022.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved, as presented, the Minutes of the Board of Supervisors' meeting held on June 10, 2022, for the Lynwood Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for May
2022**

Ms. Wallace presented the May 2022 Operation and Maintenance Expenditures to the Board.

On a Motion by Ms. Evans, seconded by Mr. Peterson, with all in favor, the Board of Supervisors ratified the May 2022 (\$13,670.93) Operation and Maintenance Expenditures, for the Lynwood Community Development District.

FIFTH ORDER OF BUSINESS

**Public Hearing on Adopting Fiscal
Year 2022-2023 Final Budget**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors opened the Public Hearing, for the Lynwood Community Development District.

Ms. Wallace reviewed the budget with the Board and Audience.

Audience members provided comments to the Board regarding the Budget.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors closed the Public Hearing, for the Lynwood Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03;
Adopting Fiscal Year 2022-2023 Final
Budget**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved Resolution 2022-03; Adopting Fiscal Year 2022-2023 Final Budget as presented subject to one correction on assessment chart, all lots are platted, for the Lynwood Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Landscape
Maintenance Addendum**

On a Motion by Ms. Evans, seconded by Mr. Peterson, with all in favor, the Board of Supervisors opened the Public Hearing, for the Lynwood Community Development District.

Ms. Wallace reviewed the Resolution and purpose of this Public Hearing.

There was no questions or discussion by the Board.

No audience comments.

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors closed the Public Hearing, for the Lynwood Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-04; Levying of Assessments for Fiscal Year 2022-2023

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved Resolution 2022-04; Levying of Assessments for Fiscal Year 2022-2023, for the Lynwood Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-05; Setting Fiscal Year 2022-2033 Meeting Schedule

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved Resolution 2022-05; Setting Fiscal Year 2022-2033 Meeting Schedule, for the Lynwood Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Not present.

B. District Counsel

No report.

C. District Engineer

Not present.

D. District Manager

Ms. Wallace informed the Board that the next scheduled meeting will be held on Friday, August 12, 2022 at 11:00 a.m. at the offices of Lennar, located at 4301 W. Boy Scout Blvd., Suite 600, Tampa FL 33607.

Ms. Wallace will be conducting a site visit after the meeting.

ELEVENTH ORDER OF BUSINESS

Audience Comments

An audience member addressed the Board.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

No supervisor requests.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board adjourned the meeting at 11:38 a.m. for the Lynwood Community Development District.

Assistant Secretary

Chair / Vice Chair

Tab 2

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

District Office - Citrus Park, Florida - (813)-933-5571

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

lynwoodcdd.org

Operation and Maintenance Expenditures

June 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2022 through June 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$15,022.02**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Absolute Engineering, Inc.	1304	21163	Engineering Services 05/22	\$ 235.00
Fieldstone Landscaping Services	1313	16146	Landscape Maintenance 06/22	\$ 2,468.00
Fieldstone Landscaping Services	1313	16147	Pond Landscaping 06/22	\$ 492.87
Fieldstone Landscaping Services	1305	16258	One Time Cut 05/22	\$ 500.00
Hilton Garden Inn Tampa Riverview Brandon	1307	Hilton 061422	Budget Meeting Space Rental	\$ 427.00
Kelly Evans	1310	KE061022	BOS Supervisor Pay Meeting 06/10/22	\$ 200.00
Laura Coffey	1309	LC061022	BOS Supervisor Pay Meeting 06/10/22	\$ 200.00
Lori Campagna	1308	LCP061022	BOS Supervisor Pay Meeting 06/10/22	\$ 200.00
Rizzetta & Company, Inc.	1302	INV0000068705	District Management Fees 06/22	\$ 4,027.00
Rizzetta & Company, Inc.	1311	INV0000068988	Mass Mailing 06/22	\$ 467.51
Sitex Aquatics	1314	6228B	Monthly Lake Maintenance 06/22	\$ 495.00
Tampa Bay Times	1315	0000229218 06/15/22	Legal Advertising 06/15/22	\$ 420.50
Tampa Bay Times	1312	0000229228 06/08/22	Legal Advertising 06/08/22	\$ 1,685.00

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	1306	211018276116 5/22	2282 NE 19th Ave Columns 05/22	\$ 36.27
TECO	1306	211018542954 5/22	Subdivision on 19th Ave Lights 05/22	\$ 1,262.76
TECO	1306	211018619067 5/22	2398 NE 19th Ave Sign 05/22	\$ 26.76
TECO	1306	221008015820 5/22	Lynwood Ph2 On 19th Ave Lights 05/22	\$ 811.78
TECO	1306	221008163679 5/22	Lynwood Ph3 On 19th Ave Lights 05/22	\$ 360.78
TECO	1303	221008593248 5/22	5524 Rainwood Meadow Dr 3B Solar 05/22	<u>\$ 705.79</u>
Report Total				<u>\$ 15,022.02</u>

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Operation and Maintenance Expenditures

July 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2022 through July 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$17,860.79**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BOCC	1316	9086894852 3/11	2303 Dandelion St Rclm 06/22	\$ 105.87
BOCC	1330	9086894852 1/3	2303 Dandelion St Rclm 07/22	\$ 106.97
Charles Peterson	1326	CP070822	BOS Supervisor Pay Meeting 07/08/22	\$ 200.00
Fieldstone Landscaping Services	1319	16384	Bush Hog Phase 3 06/22	\$ 4,100.00
Johnson Mirmiran & Thompson, Inc.	1327	1-194674	General Engineer Services 06/22	\$ 1,200.00
Kelly Evans	1325	KE070822	BOS Supervisor Pay Meeting 07/08/22	\$ 200.00
Laura Coffey	1324	LC070822	BOS Supervisor Pay Meeting 07/08/22	\$ 200.00
Lori Campagna	1323	LCP070822	BOS Supervisor Pay Meeting 07/08/22	\$ 200.00
Paulo Beckert	1322	PB070822	BOS Supervisor Pay Meeting 07/08/22	\$ 200.00
Rizzetta & Company, Inc.	1320	INV0000069340	District Management Fees 07/22	\$ 4,027.00
Sitex Aquatics	1328	6353B	Monthly Lake Maintenance 07/22	\$ 840.00
Straley Robin Vericker	1317	21691	Legal Services 06/22	\$ 2,713.45
TECO	1321	211018276116 3/11	2282 NE 19th Ave Columns 06/22	\$ 40.01

Lynwood Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2022 Through July 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	1321	211018542954 3/11	Subdivision on 19th Ave Lights 06/22	\$ 1,262.76
TECO	1321	211018619067 3/11	2398 NE 19th Ave Sign 06/22	\$ 29.39
TECO	1321	221008015820 3/11	Lynwood Ph2 On 19th Ave Lights 06/22	\$ 811.78
TECO	1321	221008163679 3/11	Lynwood Ph3 On 19th Ave Lights 06/22	\$ 360.78
TECO	1318	221008593248 3/11	5524 Rainwood Meadow Dr 3B Solar 06/22	\$ 606.59
TECO	1329	221008593248 7/22	5524 Rainwood Meadow Dr 3B Solar 07/22	<u>\$ 656.19</u>
Report Total				<u>\$ 17,860.79</u>

Tab 3

SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1st day of October, 2022 (the “**Effective Date**”), by and between **Lynwood Community Development District IV**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Hillsborough County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

RECITALS

WHEREAS, the District and the Consultant entered into the Contract for Professional District Services dated April 5, 2019 (the “**Contract**”), incorporated by reference herein; and

WHEREAS, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

WHEREAS, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Addendum as of the Effective Date.

(Remainder of this page is left blank intentionally)

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

ACCEPTED BY:

RIZZETTA & COMPANY, INC.

BY: _____

PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: _____

LYNWOOD COMMUNITY DEVELOPMENT DISTRICT

BY: _____

PRINTED NAME: _____

TITLE: Chairman/Vice Chairman

DATE: _____

ATTEST:

Vice Chairman/Assistant Secretary
Board of Supervisors

Print Name

Exhibit B – Schedule of Fees

EXHIBIT B
Schedule of Fees

STANDARD ON-GOING SERVICES:		
Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:		
	MONTHLY	ANNUALLY
Management:	\$1,776.83	\$21,322
Administrative:	\$397.83	\$4,774
Accounting:	\$1,591.17	\$19,094
Financial & Revenue Collections:	\$318.25	\$3,819
Assessment Roll ⁽¹⁾		\$5,304
Total Standard On-Going Services:	\$4,084.08	\$54,313

(1) Assessment Roll is paid in one lump-sum after the roll is completed (October)

ADDITIONAL SERVICES:	FREQUENCY	RATE
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

PUBLIC RECORDS REQUESTS FEES:

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

JOB TITLE:	HOURLY RATE:
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

Tab 4

Addendum

Addendum A to Campus Suite Contract:

Contract effective date: 1/1/2022

Statement of Work

2. Maintenance and Management of the Website.

2. Remediate in an ADA compliant format new documents uploaded by the District Manager to the document portal;*

*If certain PDFs are not able to be fully remediated, Contractor shall work with the District to create a summary of the content in the PDF and provide contact information if anyone needs reasonable accommodations to access the full content within that PDF.

Website Creation and Management Agreement

B. Maintenance.

ii. remediate new documents on an unlimited basis; for any agenda packages, Contractor shall turn around the remediated version within two (2) business days; any updates or fixes needed to the agenda requiring remediation shall be remediated within 48 hours of the District Manager's submission for such request.

Section 3. Compensation.

B. Maintenance. For performance of the Services as provided in Section 2(B) of this Agreement, starting October 1, 2019 the District shall pay Contractor (\$1,515.00) per year, payable in one annual installment for Ongoing PDF Accessibility Compliance Service and Website Services. Parties understands and acknowledges that this includes (i) the annual fee for the domain name for the District's Website, which Contractor shall pay, at its sole expense, on behalf of the District; and (ii) document remediation pursuant to Section 2(B)(iii).

PROVIDER: Innersync Studio, Ltd.

By: _____ Date: _____

Authorized Representative

Innersync Studio, LLC

USER: Lynwood Community Development District

By: _____ Date: _____

Print name: _____