

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**

August 3, 2023

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lynwood Community Development District will be held on **Friday, August 11, 2023 at 11:00 a.m.** at the Offices of Rizzetta & Company, 2700 S. Falkenburg Road Suite 2745, Riverview, FL 33578. 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 14, 2023 Tab 1
 - B. Consideration of Operations & Maintenance
Expenditures for June 2023 Tab 2
- 4. BUSINESS ITEMS**
 - A. Acceptance of Resignation from Kelly Evans
 - B. Consideration of Open Board Seat Tab 3
 - C. Consideration of Resolution 2023-10; Re-Designating
Officers of the District Tab 4
 - D. Consideration of District Services Addendum Tab 5
- 5. STAFF REPORTS**
 - A. Landscape Update
 - B. District Counsel
 - C. District Engineer
 - i. Discussion Regarding Amaryllis Park Boundary Fence .. Tab 6
 - D. District Manager Tab 7
- 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
Regional 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 14, 2023, at 11:02 a.m.** at the offices of Rizzetta & Company, Inc., located at 2700 S. Falkenburg Road Suite 2745, Riverview, Florida 33578.

Present and constituting a quorum were:

Kelly Evans	Chair
Debra Goode	Vice-Chair
Lori Campagna	Assistant Secretary
Juan Gomez	Assistant Secretary
Tammie Murphey	Assistant Secretary

Also present were:

Debby Wallace	District Manager; Rizzetta & Co.
Michael Broach	District Counsel; Straley Robin Vericker
Shane Wumkes	Representative, Fieldstone Landscape

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 comments were entertained regarding concerns with the condition of some ponds and a fence behind Amaryllis Garden.

THIRD ORDER OF BUSINESS

Consideration of Minutes of Board of Supervisors' Meeting held on May 12, 2023

Ms. Wallace presented the Minutes from the Board of Supervisors' meeting held on May 12, 2023.

On a Motion by Ms. Evans, seconded by Ms. Goode, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' meeting held on May 12, 2023 , as presented, for the Lynwood Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of Operations &
Maintenance Expenditures for April
and May 2023**

Ms. Wallace presented the April and May 2023 Operation and Maintenance Expenditures to the Board.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors ratified the April 2023 (\$30,536.92) and May 2023 (\$18,002.14) Operation and Maintenance Expenditures, for the Lynwood Community Development District.

FIFTH ORDER OF BUSINESS

**Public Hearing on Adopting FY 2023-
2024 Final Budget**

On a Motion by Ms. Evans, seconded by Ms. Goode, with all in favor, the Board of Supervisors opened the public hearing on adopting the FY 2023-2024 final budget, for the Lynwood Community Development District.

Ms. Wallace reviewed the Budget totaling \$382,771. There were no questions from the Board, but there were several from members of the audience.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors closed the public hearing on adopting the FY 2023-2024 final budget, for the Lynwood Community Development District.

i. Consideration of Resolution 2023-06; Adopting FY 2023-2-24 Final Budget

Ms. Wallace presented Resolution 2023-06.

On a Motion by Ms. Evans, seconded by Ms. Goode, with all in favor, the Board of Supervisors approved Resolution 2023-06, adopting FY 2023/2024 final budget as presented, for the Lynwood Community Development District.

SIXTH ORDER OF BUSINESS

**Public Hearing on Adopting Levying
Special Assessment for FY 2023-2024**

On a Motion by Ms. Campagna, seconded by Ms. Goode, with all in favor, the Board of Supervisors opened the public hearing on adopting levying special assessments FY 2023-2024 final budget, for the Lynwood Community Development District.

Ms. Wallace reviewed the purpose of the public hearing.

There were no public comments put forward.

On a Motion by Ms. Evans, seconded by Ms. Goode, with all in favor, the Board of Supervisors closed the public hearing on adopting levying special assessments FY 2023-2024 final budget, for the Lynwood Community Development District.

**i. Consideration of Resolution 2023-07; Adopting Levying Special
Assessments for FY 2023-2-24 Final Budget**

Ms. Wallace presented Resolution 2023-07, noting the assessment levels for FY 2023/2024.

On a Motion by Ms. Evans, seconded by Ms. Goode, with all in favor, the Board of Supervisors approved Resolution 2023-07, adopting the levying of special assessments for FY 2023-2024, and certifying the assessment roll, for the Lynwood Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-08,
Setting FY 2023-2024 Meeting Schedule**

Ms. Wallace presented Resolution 2023-08, stating that historically the Board has met on the 2nd Friday of each month at 11:00 a.m. at the offices of Rizzetta & Company, Inc., located at 2700 S. Falkenburg Road Suite 2745, Riverview, Florida 33578. The Board indicated that it would like to keep the schedule the same for FY 2023-2024.

On a Motion by Ms. Goode, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved Resolution 2023-08, setting the FY 2023-2024 meeting schedule, as discussed, for the Lynwood Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2023-09;
Re-Designating Secretary**

Ms. Wallace stated that Rizzetta & Company is recommending that Scott Brizendine be named Secretary.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved Resolution 2023-09; naming Scott Brizendine as Secretary, for the Lynwood Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. Landscape Update

The Board reviewed the June 1, 2023, update.

i. Landscape Proposals

Mr. Wumkes presented a proposal from Fieldstone to cut back ornamental plants around all ponds in the amount of \$6,894.

On a Motion by Mr. Gomez, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Fieldstone proposal to cut back ornamental plants around all ponds in the amount of \$6,894.08, for the Lynwood Community Development District.

B. District Counsel

No report.

C. District Engineer

Discussion was held regarding the proposed labor rates for July 1 through December 31, 2023, and the updated Engineering Agreement with Brletic Dvorak, Inc. (BDI).

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Engineering Agreement with BDI to include the labor rate increases, for the Lynwood Community Development District.

D. District Manager

Ms. Wallace informed the Board that the next scheduled meeting will be held on Friday, August 11, 2023, at 11:00 a.m. at the offices of Rizzetta & Company located at 2700 S. Falkenburg Road Suite 2745, Riverview, FL 33578.

Ms. Wallace stated that the HOA has asked for authorization to install and maintain 6 doggie stations on CDD property

On a Motion by Ms. Campagna, seconded by Ms. Goode, with all in favor, the Board of Supervisors authorized the HOA to install and maintain 6 doggie stations on CDD property, subject to one being moved from the entryway to a location approved by Board Member Debbie, and directed District Counsel to draft an Easement Agreement and the HOA to provide a map, for the Lynwood Community Development District.

Ms. Wallace reviewed the site visit report.

TENTH ORDER OF BUSINESS

Supervisor Requests

On a Motion by Ms. Campagna, seconded by Ms. Goode, with all in favor, the Board of Supervisors directed District Management to have HOA send out an e-mail blast regarding a request for resumes from residents interested in future Board vacancies, for the Lynwood Community Development District.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Campagna, seconded by Ms. Goode, with all in favor, the Board adjourned the meeting at 12:00 p.m. for the Lynwood Community Development District.

Assistant Secretary

Chair / Vice Chair

Tab 2

lynwoodcdd.org

**Operation and Maintenance Expenditures
June 2023
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$ **24,385.28**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

Assistant Secretary

Lynwood Community Development District
Paid Operation & Maintenance Expenditures
June 1, 2023 Through June 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Brletic Dvorak, Inc.	100125	1124	General Engineer Services 05/23	\$ 1,690.00
Fieldstone Landscape Services	100131	19946	Landscape Maintenance 06/23	\$ 4,460.87
Fieldstone Landscape Services	100131	20022	Mulch 05/23	\$ 6,480.00
Hillsborough County BOCC	100124	9086894852 05/23	2303 Dandelion St Rclm 05/23	\$ 413.13
Hilton Garden Inn Tampa Rivervie Brandon	100126	BEO 3235	BOS Meeting Event 07/14/23	\$ 430.50
Rizzetta & Company, Inc.	100123	INV0000080698	District Management Fees 06/23	\$ 4,184.11
Rizzetta & Company, Inc.	100130	INV0000081115	Mass Mailing - Budget Notices 06/23	\$ 467.74
Sitex Aquatics, LLC	100132	7462	Monthly Lake Maintenance 06/23	\$ 840.00
Straley Robin Vericker	100127	23177	Legal Services 05/23	\$ 762.50
Tammie Murphy	100128	TM051223	Board of Supervisor Meeting 05/12/23	\$ 200.00
TECO	100129	TECO Summary 477 05/23	TECO Summary 05/23	\$ 2,693.25
TECO	100133	221008593248 6/23	5524 Rainwood Meadow Dr 3B Solar 06/23	\$ 78.18
Times Publishing Company	100134	0000290306 06/14/23	Legal Advertising 06/23	<u>\$ 1,685.00</u>
Total				<u>\$ 24,385.28</u>

Tab 4

RESOLUTION 2023-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNWOOD
COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE
OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, Lynwood Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF LYNWOOD COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
Debby Wallace _____ is appointed Assistant Secretary.
Matthew Huber _____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 11TH DAY OF AUGUST 2023.

**LYNWOOD COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY