

**THE VERANDAHS COMMUNITY
DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS
MEETING
NOVEMBER 5, 2014**

THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT AGENDA NOVEMBER 5, 2014 at 8:00 a.m.

Offices of Florida Design Consultants
3030 Starkey Boulevard
New Port Richey, FL 34655

District Board of Supervisors	Vacant Nancy Smith Thomas May Sara Guthrie Brady Lefere	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Scott Brizendine	Rizzetta & Company, Inc.
District Attorney	Mark Straley	Straley & Robin
District Engineer	Paul Skidmore	Florida Design Consultants

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The meeting will begin promptly at **8:00 a.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 **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is 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 fourth 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 fifth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth 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.

THE VERANDAHS COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544

October 28, 2014

Board of Supervisors
**The Verandahs Community
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of The Verandahs Community Development District will be held on **Wednesday, November 5, 2014 at 8:00 a.m.** at the offices of Florida Design Consultants, located at 3030 Starkey Boulevard, New Port Richey, FL 34655. 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 Supervisor’s Meeting
Held on October 1, 2014..... Tab 1
- BUSINESS ITEMS**
 - A. Update on Chenwood Street Lights
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Operations Manager
 1. Review of Landscape Inspection Report (under separate cover)
 - D. District Manager
- 6. AUDIENCE COMMENTS**
- 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 call me at (813) 994-1001.

Very truly yours,
Scott Brizendine
Scott Brizendine
District Manager

cc. Mark Straley, Straley & Robin
Paul Skidmore, Florida Design Consultants

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.

THE VERANDAHS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of The Verandahs Community Development District was held on **Wednesday, October 1, 2014, at 8:00 a.m.** at the offices of Florida Design Consultants, located at 3030 Starkey Blvd., New Port Richey, Fl. 34655 Present and constituting a quorum:

Thomas May	Board Supervisor, Assistant Secretary
Sara Guthrie	Board Supervisor, Assistant Secretary
Brady Lefere	Board Supervisor, Assistant Secretary

Also present were:

Scott Brizendine	District Manager, Rizzetta & Company, Inc.
Mark Straley	District Counsel, Straley & Robin
	(via conference call)

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and read the roll call confirming a quorum.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments put forward at this time.

THIRD ORDER OF BUSINESS

Consideration of Minutes from the Board of Supervisors' Meeting on September 3, 2014

On a Motion by Mr. May, seconded by Ms. Guthrie, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors Meeting on September 3, 2014 for The Verandahs Community Development District.

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43 **FOURTH ORDER OF BUSINESS** **Update on Chenwood Street Light**

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45 A brief discussion was held regarding the status of the street light installation on Chenwood
46 Street. It was stated that all of the plans, maps, etc. were sent to Withlacoochee River Electric a
47 long time ago and it appears that the project may have fallen through the cracks. The Board asked
48 that management follow-up on the matter and provided the contact information at WREC.

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50 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2015-01,**
51 **Designating Assistant Secretaries**

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53 Mr. Brizendine presented Resolution 2015-01, asking that he and Mr. Dailey from Rizzetta
54 be added as Assistant Secretaries for signatory purposes. He confirmed that a resolution to appoint
55 a Chairman and Vice Chairman would be presented once the new Board Supervisors take office
56 following the general election.

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On a Motion by Mr. May, seconded by Ms. Guthrie, with all in favor, the Board of Supervisors approved Resolution 2015-01, designating Sara Guthrie, Tomas May, Brady Lefere, Scott Brizendine, and Eric Dailey as Assistant Secretaries for The Verandahs Community Development District.

66 **SIXTH ORDER OF BUSINESS** **Consideration of Resolution 2015-02,**
67 **authorizing the Disbursement of funds**

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69 Mr. Brizendine reviewed the purpose of Resolution 2015-02, explaining that it allows for
70 the approval of maintenance repairs, etc., for items that should not wait until the next meeting. He
71 stated that the approvals would be brought to the Board for ratification as needed.

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On a Motion by Mr. Lefere, seconded by Mr. May., with all in favor, the Board of Supervisors approved Resolution 2015-02, adopting a policy for the disbursement of funds for continual/contractual expenses as per the contracts' payment terms and non-continual maintenance expenses (less than \$5,000-with approval of the District Manager and greater than 5,000- with approval of the District Manager and Chairman for The Verandahs Community Development District.

66 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2015-03,**
67 **Designating a Records Retention Policy**

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69 Mr. Brizendine stated that Resolution 2015-03 establishes a policy for the retention of
70 District records, and is a requirement for all special districts in the State. He stated that the policy
71 mirrors the State of Florida's Division of Library and Information Services guidelines for public
72 records retention. A brief discussion ensued regarding the fact that the records have not been
73 received from the prior management firm to date.

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On a Motion by Mr. May, seconded by Ms. Guthrie, with all in favor, the Board of Supervisors approved Resolution 2015-03, adopting a records retention policy that follows the States' guidelines for The Verandahs Community Development District.

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79 **EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-04,
Designating a Procedure for Public
Comments**

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Mr. Brizendine presented Resolution 2015-04, explaining that it formally acknowledges the Board's intent to adhere to the "Right to be Heard" law that recently passed and provides for a policy establishing public comments to be heard at the beginning of each meeting.

On a Motion by Mr. May, seconded by Ms. Guthrie, with all in favor, the Board of Supervisors approved Resolution 2015-04, adopting a policy allowing public comments at the beginning of Board meetings The Verandahs Community Development District.

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NINTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel

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No report.

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B. District Engineer

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Not present.

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C. Operations Manager

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Mr. Brizendine stated that Mr. Toborg will be beginning his inspections this month.

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D. District Manager

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Mr. Brizendine presented a proposal from Austin Outdoor for the fall annual mix (560 Plants) installation in the amount of \$1,041.36. A brief discussion ensued regarding the mowing schedule and whether the Board wants to approve the annuals prior to installation going forward. The Board indicated that approval was not needed provided they were within the contracted amount. They requested that Austin Outdoor be asked to work with them on the mowing schedule should the rainy weather continue and the weekly mowings be needed in October.

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Mr. Brizendine asked for a motion to allow an Assistant Secretary, who sits on the Board, to sign off on the documents approved during this meeting since there is no Chairman in place and the Vice Chairman is not in attendance.

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On a Motion by Mr. Lefere, seconded by Mr. May, with all in favor, the Board of Supervisors authorized Sara Guthrie to sign off on the documents approved during the meeting for The Verandahs Community Development District.

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TENTH ORDER OF BUSINESS

Audience Comments & Supervisor Requests

Mr. Brizendine informed a member of the audience that the terms for the individuals that would be taking a seat on the Board following the November election are effective two weeks after the election (November 18th) and that they would be sworn in at the December meeting.

Mr. Lefere informed the Board that Lennar has approved extending the fence by the gate to address the matter of peopled sneaking around it and work is scheduled to begin this week.

A brief discussion ensued regarding the removal of a dead deer from one of the ponds in the community. It was decided to contact the trapper used in the District to see if he would handle the matter.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. May, seconded by Ms. Guthrie, with all in favor, the Board of Supervisors adjourned the meeting at 8:30 a.m. for The Verandahs Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

Tab 2