

# **FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV**

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DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · Riverview, FLORIDA 33578

## **FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV**

**BOARD OF SUPERVISORS'  
1<sup>ST</sup> AUDIT COMMITTEE MEETING/REGULAR MEETING  
MARCH 14, 2017**

# FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV 1<sup>ST</sup> AUDIT COMMITTEE MEETING/REGULAR MEETING AGENDA

**March 14, 2017 at 9:00 a.m.**

Lake House of FishHawk Ranch West  
6001 Village Center Drive  
Lithia, Florida 33547

<b>Board of Supervisors</b>	Rick Stevens Randy Appenzeller Dayna Kennington Jaclyn Normile	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Matthew Huber	Rizzetta & Company, Inc.
<b>District Counsel</b>	Erin McCormick	Erin McCormick Law, PA
<b>District Engineer</b>	Tim Plate	Heidt Design, LLC

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

**The District Agenda is comprised of five different sections:**

The meeting will begin promptly at **9:00 a.m.** with the first section which is called **Audience Comments**. 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 **Business Administration** section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third 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) 533-2950 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 fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. 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) 533-2950, 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.

**FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV**  
**DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578**  
[www.fishhawkcdd4.org](http://www.fishhawkcdd4.org)

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March 6, 2017

**Board of Supervisors**  
**Fishhawk Community**  
**Development District IV**

**AGENDA**

Dear Board Members:

The first audit committee and the regular meeting of the Board of Supervisors of FishHawk Community Development District IV will be held on **Tuesday, March 14, 2017 at 9:00 a.m.**, at the Lake House of Fishhawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida 33547. The following is the agenda for this meeting:

**AUDIT COMMITTEE MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Presentation of Audit Proposal Instructions..... Tab 1
  - B. Presentation of Audit Evaluation Criteria ..... Tab 2
- 3. ADJOURNMENT**

**BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. CONSENT AGENDA ITEMS/BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on February 14, 2017 ..... Tab 3
- 4. BUSINESS ITEMS**
  - A. Discussion of a Board Supervisor Replacement for Vacant Seat #2
    1. Administer Oath of Office..... Tab 4
    2. Review of Form 1 and Sunshine Laws
  - B. Ratification of Stewart & Associates' 4A Annuals Rotation Proposal..... Tab 5
- 5. STAFF REPORTS**
  - A. Operations Manager
    1. February 2017 Field Inspection Report..... *Under Separate Cover*
  - B. District Counsel
  - C. District Engineer
  - D. Clubhouse Manager
  - E. District Manager
- 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) 533-2950.

Sincerely,

*Matthew Huber*

Matthew Huber  
District Manager

# Tab 1

**FISHHAWK IV COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2017-2019  
Hillsborough County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **March 29, 2017 at 12:00 p.m.**, at the offices of District Manager, located at 9428 Camden Field Parkway, Riverview, Florida 33578. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) digital copy and seven (7) hard copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “Auditing Services – FishHawk IV Community Development District” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## **Tab 2**





## **Tab 3**

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  
COMMUNITY DEVELOPMENT DISTRICT IV**

The regular meeting of the Board of Supervisors of the Fishhawk Community Development District IV was held on **Tuesday, February 14, 2017 at 9:00 a.m.** at the Lake House of Fishhawk Ranch West, located at 6001 Village Center Drive, Lithia, Florida, 33547.

Present and constituting a quorum were:

Rick Stevens	<b>Board Supervisor, Chairman</b>
Randy Appenzeller	<b>Board Supervisor, Vice Chairman</b>
Dayna Kennington	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Matthew Huber	<b>Regional District Manager, Rizzetta &amp; Company, Inc.</b>
Chelsea Holloway	<b>Admin. Assistant, Rizzetta &amp; Company, Inc.</b>
Deneen Klenke	<b>Amenities Manager</b>
Erin McCormick	<b>District Counsel, Erin McCormick Law, PA</b>
John Toborg	<b>Rizzetta Amenity Services</b>
Tim Plate	<b>District Engineer, Heidt Design</b>
Jim Potantus	<b>Sunrise Landscape</b>
Representative	<b>Sunrise Landscape</b>
Trinity Coleman	<b>Trinity Fitness</b>
Representative	<b>Newland Communities</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huber called the meeting to order at 9:00 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

An audience was present but did not have any comments for the Board.

**THIRD ORDER OF BUSINESS**

**Consent Agenda Items/Business Administration**

**A. Consideration of Minutes of the Board of Supervisors' Regular Meeting held on December 13, 2016**

Mr. Huber presented the Minutes of the Regular Meeting held on December 13, 2016 to the Board for consideration. No changes were made.

**B. Consideration of Operation and Maintenance Expenditures for November & December 2016**

Mr. Huber presented the Operation and Maintenance Expenditures for the months of November & December 2016, totaling \$105,876.29 and \$129,162.13, respectively, to the Board for consideration.

On a Motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on December 13, 2016 and the Operation and Maintenance Expenditures for November & December 2016 for the FishHawk IV Community Development District.

**FOURTH ORDER OF BUSINESS**

**Discussion of Candidate for Appointment to Seat #2**

This discussion was tabled due to there being no candidates for the open seat.

**FIFTH ORDER OF BUSINESS**

**Administer Oath of Office to Newly Elected Supervisor**

Due to there being no candidates for the open seat, this was tabled until a later date. Mr. Huber also explained that Ms. Kennington, the newest member of the Board of Supervisors, was sworn in at the District Office on December 19, 2016 and therefore did not need to be sworn in at the meeting.

**SIXTH ORDER OF BUSINESS**

**Ratification of Road Race Agreement**

On a Motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board ratified the road race agreement for the FishHawk IV Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-07, Re-Designating Treasurer of the District**

Mr. Huber presented Resolution 2017-07, Re-Designating Treasurer of the District, to the Board for their consideration and explained that due to his recent promotion to head of District Financial Services for Rizzetta & Company, it would be appropriate for Mr. Scott Brizendine to be listed as Treasurer for the Districts we manage.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Trinity Fitness Business Proposal**

Ms. Coleman presented her business proposal to the Board for their consideration. She was requesting to use CDD-owned parks to host fitness classes. She would be offering classes for \$10/class or a 6-week course, with the option of adding additional classes. The Board requested that

she provide copies of all necessary proof of insurance forms, but had no issue with her holding these classes.

On a Motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board approved the Trinity Fitness business proposal for the FishHawk IV Community Development District.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Eaton Realty Event**

Mr. Huber presented a flier to the Board advertising an event that Eaton Realty wished to hold on CDD-owned property in the FishHawk IV community. The Board had no issues with this event being held.

On a Motion by Mr. Stevens, seconded by Ms. Kennington, with all in favor, the Board approved the Eaton Realty event for the FishHawk IV Community Development District.

#### **TENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Operations Manager**

Mr. Toborg reviewed his report with the Board, noting areas of concern as well as areas of improvement. He presented various proposals from Sunrise Landscape and explained their contents and purpose. The most expensive proposals were presented first. One was to replace the drake elms with sweet gum trees, in the amount of \$3,120.00, and the other was for Bahia sod replacement on the side yard tracts between Quarry Lake Rd. and Esker Falls, in the amount of \$2,876.30. Mr. Huber noted that the landscape budget was nearly maxed out and that larger-scale landscape projects would need to be carefully selected to avoid going into the red. The Board decided to table these two proposals until later in the year when additional funds may be available. Mr. Toborg then presented the remaining side yard green space proposals and they were approved as follows:

On a motion by Mr. Appenzeller, seconded by Ms. Kennington, with all in favor, the Board approved Sunrise Landscape's proposal to use a sod cutter to cut out a large planter bed by the entrance to Encore, in the amount of \$635.00, for the FishHawk IV Community Development District.

On a motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board approved Sunrise Landscape's proposal to replace the Sabal palm on the Village Drive median, in the amount of \$545.00, for the FishHawk IV Community Development District.

The proposal to replace the Texas Sage on the south side of the pool lawn with Dwarf Fire Bush, in the amount of \$1,019.00, was tabled due to there not being sufficient funds in the budget at this time.

On a motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board approved Sunrise Landscape's proposal to replace the Sandankwa Viburnum around the ground vaults on Hometown Lane with Dwarf Fire Bush, in the amount of \$307.00, for the FishHawk IV Community Development District.

Mr. Toborg then presented a proposal from Sunrise Landscape for DRA disking. Mr. Plate explained its contents and purpose and Mr. Potantus provided his insight. The proposal gave two options for the service, with the first option totaling \$1,950.00 for one pass and the second option totaling \$2,800.00 for two passes. It was discussed that Pond #2 should be disked to prevent failure. The Board agreed on a not to exceed amount of \$2,500 and designated Mr. Appenzeller to work with Mr. Potantus on the logistics of the job.

On a motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board approved Sunrise Landscape's DRA disking proposal, not to exceed \$2,500, for the FishHawk IV Community Development District.

The last proposal presented was for the application of Top Choice, a fire ant treatment. Mr. Toborg explained its contents and purpose. The Board agreed that, although pricey, this treatment was necessary.

On a motion by Mr. Stevens, seconded by Ms. Kennington, with all in favor, the Board approved Sunrise Landscape's proposal to apply Top Choice, in the amount of \$2,500.00, for the FishHawk IV Community Development District.

**B. District Counsel**

Ms. McCormick was present but had no report.

**C. District Engineer**

Mr. Plate was present and gave a brief update on the pond projects.

**D. Amenities Manager**

Ms. Klenke was present but had no report.

**E. District Manager**

Mr. Huber reminded the Board that the next Board of Supervisors meeting was scheduled for March 14, 2017. He presented the November & December 2016 financial statements and explained that the budget was tight, and that he would be closely monitoring it to ensure it is not exceeded. At this time, he then explained the audit process to the Board and requested that the Board establish the audit committee in preparation for the 1<sup>st</sup> Audit meeting, scheduled to occur immediately prior to the March 14, 2017 meeting.

On a motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board established the audit committee, designating all of the Board Supervisors to sit on the committee, for the FishHawk IV Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Stevens, seconded by Mr. Appenzeller, with all in favor, the Board adjourned the meeting at 9:51 a.m. for the FishHawk IV Community Development District.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

# Tab 4



**FISHHAWK  
COMMUNITY DEVELOPMENT DISTRICT IV  
BOARD OF SUPERVISOR  
OATH OF OFFICE**

I, \_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE FISHHAWK COMMUNITY DEVELOPMENT DISTRICT IV AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

\_\_\_\_\_  
Supervisor Signature

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me, personally appeared \_\_\_\_\_ to me well known and known to me to be the person described herein and who took the aforementioned oath as a Board Member of the Board of Supervisors of Fishhawk Community Development District IV and acknowledged to and before me that they took said oath for the purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
Notary Public  
STATE OF FLORIDA

My commission expires on:

## **Tab 5**



# Estimate

PO Box 116  
Lutz, Florida 33548

Date	Estimate #
3/1/2017	930

Name / Address
Fishhawk Ranch 4A CDD

P.O. No.

Description	Qty	Cost	Total
Annuals for the March rotation			
Blue Salvia 4" pots	30	1.85	55.50
Pink Begonias 4" pots	60	1.85	111.00
White Begonias 4" pots	60	1.85	111.00
Annuals installed on 1/18 per Randy Appenzer to match community			
Red Dyantus 4" pots	75	1.85	138.75
White Dyantus 4" pots	75	1.85	138.75

Approved by: _____ Title: _____	<b>Total</b>	\$555.00
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