



Rizzetta & Company

# **Southaven Community Development District**

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**Board of Supervisors' Meeting  
December 7, 2022**

**District Office:  
St Augustine, Florida  
(904) 436-6270**

**[www.southavencdd.org](http://www.southavencdd.org)**

# SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

Markland Amenity Center, 61 Clarissa Lane St. Augustine, FL 32095

<b>District Board of Supervisors</b>	Bob Monk	Assistant Secretary
	Roger Giddens	Assistant Secretary
	Richard Fetter	Assistant Secretary
	Don Boerema	Board Member
	Jim Alexander	Board Member
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Jonathan Johnson	Kutak Rock, LLC
	Katie Buchanan	Kutak Rock, LLC
<b>District Engineer</b>	Scott Lockwood	England-Thims & Miller, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.  
The District Agenda is comprised of five different sections:**

The **regular** meeting will begin promptly at **10:00 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 **Business Administration**. The 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 **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 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. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. 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 (904) 436-6270 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 final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

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 (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, 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.

# SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
www.southavencdd.org

November 30, 2022

Board of Supervisors  
Southaven Community  
Development District

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Southaven Community Development District will be held on **December 7, 2022 at 10:00 a.m.** at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095. The following is the agenda for the meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Administration of Oath of Office.....Tab 1
  - B. Consideration of Resolution 2023-01; Designating Officers.....Tab 2
  - C. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 5, 2022.....Tab 3
  - D. Ratification of the Operations and Maintenance Expenditures for August, September and October 2022.....Tab 4
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape and Maintenance
    1. Consideration of Entrance Plant Removal and Replacement (under separate cover)
  - D. General Manager Report.....Tab 5
    1. Amenity Update
      - i. Amenity Credit Card Transaction Options
    2. Field Update
    3. Clearwaters Lake Management Report
  - E. District Manager
5. **BUSINESS ITEMS**
  - A. Consideration of Resolution 2023-02; Amending Records Retention Policy.....Tab 6
  - B. Consideration of Proposals for Pressure Washing.....Tab 7
  - C. Discussion Regarding Pool Chemicals
6. **AUDIENCE COMMENTS AND 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 904-436-6270.

Very truly yours,  
*Melissa Dobbins*  
Melissa Dobbins

## **Tab 1**

**SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT  
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 SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT 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.

\_\_\_\_\_  
Signature

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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 Southaven Community Development District 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 2**

**RESOLUTION 2023-01**

**A RESOLUTION OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Board of Supervisors of the Southaven Community Development District desires to elect the below recited persons to the offices specified.

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

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Secretary	_____
Treasurer	_____
Assistant Treasurer	_____

**PASSED AND ADOPTED** this 7th day of December 2022.

**ATTEST:**

**SOUTHAVEN COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

## **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.*

**SOUTHAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **Wednesday, October 5, 2022 at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095. Following is the agenda for the meeting.

Present and constituting a quorum:

Walter O'Shea	<b>Board Supervisor, Chairman</b>
Robert Monk	<b>Board Supervisor, Assistant Secretary</b>
Richard Fetter	<b>Board Supervisor, Assistant Secretary</b>
Roger Giddens	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLC</b>
Dan Fagen	<b>Director of Facility Operations, Vesta</b>
Lisa Licata	<b>Amenity Manager, Vesta</b>
Rodney Hicks	<b>Brightview Landscaping</b>
Steve McAvoy	<b>Brightview Landscaping</b>
April Day-Wolff	<b>Hines</b>

Audience in attendance.

**FIRST ORDER OF BUSINESS****Call to Order**

Ms. Dobbins called the meeting to order at 10:07 a.m. and read roll call.

**SECOND ORDER OF BUSINESS****Audience Comments on Agenda Items**

There were no audience comments.

**THIRD ORDER OF BUSINESS****Consideration of the Minutes of the  
Regular Meeting held on August 3,  
2022**

On a motion by Mr. Monk, seconded by Mr. Giddens, with all in favor, the Board approved the Minutes of the Regular Meeting held on August 3, 2022 for Southaven Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operations and  
Maintenance Expenditures for July  
2022**

Ms. Dobbins updated the Board that Rizzetta is still in the process of data transferring into their new accounting software and once that is complete the district will get updated O&M Expenditures and Financials.

On a motion by Mr. O'Shea, seconded by Mr. Monk, with all in favor, the Board ratified Operations and Maintenance Expenditures for July 2022 in the amount of \$87,355.20, for Southaven Community Development District.

**FIFTH ORDER OF BUSINESS****Ratification of FY 2022/2023 District  
Insurance Policy Renewal**

On a motion by Mr. Fetter, seconded by Mr. Giddens, with all in favor, the Board ratified the FY 2022/2023 District Insurance Policy Renewal, for Southaven Community Development District.

**SIXTH ORDER OF BUSINESS****STAFF REPORTS**

- A. District Counsel  
There was no report.
- B. District Engineer  
Not present.  
Ms. Licata confirmed that the District Engineer did review the tree that was down in the drainage area per the Board's direction, and it was not impeding and not necessary to remove.
- C. Landscape and Maintenance  
Mr. Hicks stated that they treated areas to help control weeds and due to the fact the area stays wet they are constantly monitoring the irrigation and making adjustments.
  - 1. Consideration of Tree Stump Removal  
After discussion, the Board approved the tree stump removal in the amount of \$519.40, but will wait until spring to install sod.

On a motion by Mr. O'Shea, seconded by Mr. Giddens, with all in favor, the Board approved the tree stump removal in the amount of \$519.40, for Southaven Community Development District.

82  
83 2. Consideration of Entrance Plant Removal and Replacement  
84 (under separate cover)

85 Brightview updated the Board that they are still working on renderings, but  
86 will send them to the Board prior to the next meeting to review so a final  
87 decision can be made in December.  
88

89 D. Amenity Management

90 1. General Manager Report

91 Ms. Licata updated the Board that the dumpster contractor is still waiting  
92 for his permit from the county, but once received he will be able to get  
93 this on schedule.

94 Ms. Licata stated that some residents would like to remove the muhly  
95 grass behind their home, but it is on CDD property along the lake bank.  
96 Discussion ensued. The Board approved a homeowner to remove the  
97 muhly grass from the rear of their lot which is on CDD property that abuts  
98 up to the lake, but it was also clarified that does not release them from  
99 getting POA approval for this change to their property.  
100

On a motion by Mr. O'Shea, seconded by Mr. Fetter, with all in favor, the Board approved homeowners to remove the muhly grass from the rear of their lot on CDD property, subject to POA approval, for Southaven Community Development District.

101  
102 i. Field Report

103 Ms. Licata reviewed the Field Report and noted that Mr. Musser will  
104 look at handling some of the pressure washing to save the District  
105 money during the fall. She also updated the Board that Carlton  
106 Construction is coming on October 13th to review the column that  
107 has water damage.

108 Mr. Giddens inquired if anything could also be done to the open  
109 area of the arm gate to prevent cars from slipping through  
110 unauthorized. Discussion ensued.

111 The Board directed Ms. Licata to send out communication warning  
112 residents that anyone that is seen sneaking through the gate and  
113 violating policies may lose privileges. The Board also requested  
114 that an E-Blast go out regarding the fishing policy and removing  
115 plant material in the Preserve.  
116

117 2. Clearwaters Lake Management Report  
118

119 E. District Manager Report

120 Ms. Dobbins reminded the Board that this would be Mr. O'Shea's last meeting and  
121 the two new Board Members will take their seats on the second Tuesday after  
122 elections.  
123  
124  
125  
126

**SEVENTH ORDER OF BUSINESS****Consideration of Proposal from Epic Pools**

After discussion, Mr. O'Shea will pull the pool specs and details and requested Ms. Licata to ask the contractor for more details in his proposal explaining the issue.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2023-01, Relating to Project Completion (under separate cover)**

Ms. Buchanan explained the procedure and need of this administrative item, but will need to bring it back at a future meeting.

**NINTH ORDER OF BUSINESS****Audience Comments and Supervisor Requests**

Audience members had comments regarding entrance plant material, election and candidates, replacement cost on gate stickers, budget process, rental process when parties are exclusive and communication on the Markland website.

Mr. O'Shea thanked everyone for their hard work and noted that he will always make himself available if there are any questions.

Mr. Fetter thanked Ms. Licata for all her hard work before and after the hurricane, he also requested that staff look at getting new feet on the pool furniture.

**TENTH ORDER OF BUSINESS****Adjournment**

On a motion by Mr. Giddens, seconded by Mr. Fetter, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:11 p.m. for Southaven Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

## **Tab 4**

# **SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

## **Operation and Maintenance Expenditures**

**August 2022**

**Presented For Board Approval**

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

The total items being presented: **\$24,791.14**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Big Z Pools, LLC	100001	10989	High Flow Multi-Port Handle & Key 08/22	\$ 492.00
BrightView Landscape Services, Inc.	100002	8023404	Remove Tree 07/22	\$ 840.00
Clear Waters, Inc.	100003	125503	Lake Management 08/22	\$ 803.50
COMCAST	ACH	8495 74 140 1213297 08/22	Wireless Telephone Services 08/22	\$ 676.36
COMCAST	ACH	849574 140 1210954 08/22	Wireless Telephone Services 08/22	\$ 227.22
Debbie Yearwood	100004	72322	Rental Deposit Refund 07/22	\$ 250.00
Florida Power & Light Company	ACH	Monthly Summary 08/22	Electric Services 08/22	\$ 2,856.10
Kutak Rock, LLP	100005	3082867	Legal Services 07/22	\$ 201.92
OnSight Industries LLC	100006	002-22-317922-1	New Signage 07/22	\$ 1,716.75
Rizzetta & Company, Inc.	100000	INV0000070136	District Management Services 08/22	\$ 3,498.25
Turner Pest Control, LLC	100007	19062363	Pest Control Services 08/22	\$ 77.18
Vesta Property Services, Inc.	100008	400992	Management & Maintenance Services 08/22	\$ 11,595.66



# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobel Tech	100009	4161	Website Maintenance 08/22	\$ 300.00
Village Key & Alarm, Inc.	100017	341543	Intrusion Alarm Monitoring 08/22	\$ 240.00
Village Key & Alarm, Inc.	100017	341544	Fire Alarm Monitoring 08/22	\$ 360.00
Waste Management Inc. of Florida	ACH	0020208-4032-4	Waste Disposal Services 08/22	\$ 141.20
Wayne Automatic Fire Sprinklers, Inc.	100010	944542	Quarterly Sprinkler Inspection 8/22	\$ 65.00
Wayne Automatic Fire Sprinklers, Inc.	100010	982384	Annual Sprinkler Inspection, Backflow Certification, Alarm	\$ 450.00
Report Total				<u>\$ 24,791.14</u>

# **SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

## **Operation and Maintenance Expenditures**

**September 2022**

**Presented For Board Approval**

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

The total items being presented: **\$98,050.08**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100029	8013855	Monthly Exterior Maintenance 08/22	\$ 13,930.00
BrightView Landscape Services, Inc.	100011	8036740	Ornamental Grass Replacement 08/22	\$ 989.33
BrightView Landscape Services, Inc.	100024	8036740-B	Balance of Ornamental Grass Replacement 08/22	\$ 767.71
BrightView Landscape Services, Inc.	100018	8036741	Drainage Install 08/22	\$ 9,668.98
BrightView Landscape Services, Inc.	100024	8036742	Swale Trenching 08/22	\$ 989.33
Clear Waters, Inc.	100030	126246	Pond Maintenance 09/22	\$ 803.50
COMCAST	ACH	8495 74 140 1213297 09/22	Wireless Telephone Services 09/22	\$ 676.37
COMCAST	ACH	849574 140 1210954 09/22	Wireless Telephone Services 09/22	\$ 227.22
Egis Insurance Advisors, LLC	100025	16571	General Liability/Property/POL Insurance 10/01/22-10/01/23	\$ 30,413.00
England, Thims & Miller, Inc.	100031	204047	Engineering Services 08/22	\$ 205.00
England, Thims & Miller, Inc.	100019	204511	Engineering Services 09/22	\$ 891.88
Epic Pools & Hardscape Construction, Inc.	100026	30252	Pool Maintenance 09/22	\$ 2,300.00

## Southaven Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
First Coast Franchising	100032	JAK06220529	Janitorial Services 06/22	\$ 461.15
First Coast Franchising	100032	JAK07220482	Janitorial Services 07/22	\$ 545.00
First Coast Franchising	100032	JAK08220482	Janitorial Services 08/22	\$ 545.00
First Coast Franchising	100020	JAK09220471	Janitorial Services 09/22	\$ 545.00
Florida Power & Light Company	ACH	Monthly Summary 09/22 287	Electric Services 09/22	\$ 3,001.66
Hidden Eyes, LLC	100012	718081	Alarm Monitoring Services 08/22	\$ 4,142.62
Hidden Eyes, LLC	100027	718638	Alarm Monitoring Services 08/22	\$ 36.00
Hidden Eyes, LLC	100027	719153	Alarm Monitoring Services 09/22	\$ 4,160.62
Kutak Rock, LLP	100021	3097040	Legal Services 07/22	\$ 519.50
Kutak Rock, LLP	100033	3110608	Legal Services 08/22	\$ 3,078.10
Poolsure	100013	131295609899	Water Management Seasonal Billing Rate 09/22	\$ 481.14
Rizzetta & Company, Inc.	100014	INV0000071155	District Management Services 09/22	\$ 3,498.25
Smith Electrical, Inc.	100015	19855	Remove & Install Landscape Lighting 08/22	\$ 653.45

## Southaven Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2022 Through September 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Smith Electrical, Inc.	100015	19875	Remove & Install Time Clock 08/22	\$ 388.79
Southeast Fitness Repair	100034	100431	Semi-Annual Maintenance 09/22	\$ 330.00
Sunbelt Gated Access Systems of Florida, LLC	100028	1433	Gate Maintenance 09/22	\$ 940.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100016	4770664	Legal Advertising 07/22	\$ 239.60
Turner Pest Control, LLC	100035	19159809	Monthly Pest Control 08/22	\$ 77.18
Vesta Property Services, Inc.	100022	401904	Billable Mileage 05/22-07/22	\$ 107.84
Vesta Property Services, Inc.	100036	401920	Management & Maintenance Services 09/22	\$ 11,595.66
VGlobal Tech	100023	4240	Website Maintenance 09/22	\$ 300.00
VGlobal Tech	100023	4226	Quarterly ADA & WCAG Audit 09/22	\$ 400.00
Waste Management Inc. of Florida	ACH	0021261-4032-2- Autopay	Waste Services 08/22	\$ 141.20
Report Total				<u>\$ 98,050.08</u>

# **SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT**

---

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.SOUTHAVENCDD.ORG

## **Operation and Maintenance Expenditures**

**October 2022**

**Presented For Board Approval**

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

The total items being presented: **\$36,360.06**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Southaven Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100037	8094264	Tree Removal 09/22	\$ 1,470.00
COMCAST	ACH	849574 140 1210954 10/22	Cable & Internet Services 10/22	\$ 791.60
Elizabeth Ferguson	100038	Rental Refund	Rental Refund 09/22	\$ 250.00
Florida Department of Economic Opportunity	100046	87175	Special District Fee FY 22/23	\$ 175.00
Freedom Pest Control, Inc.	100047	1102064	Manor House Annual Termite Bond	\$ 250.00
Hidden Eyes, LLC	100041	717663	Additional Residence	\$ 36.00
Hidden Eyes, LLC	100049	719861	Additional Residence	\$ 18.00
Hidden Eyes, LLC	100048	720294	Gate Monitoring Services 10/22	\$ 4,169.62
Margarita Man of St. Augustine LLC	100042	2022-1021	Rental of Garita Machine 09/22	\$ 300.00
Otis Elevator Company	100050	100400883756	Elevator Annual Maintenance	\$ 1,917.12
Poolsure	100043	131295608475	Water Management 08/22	\$ 481.14
Rizzetta & Company, Inc.	100044	INV0000071893	Annual Assessment Roll Certification	\$ 5,304.00

# Southaven Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2022 Through October 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	100045	INV0000071968	District Management Fees 10/22	\$ 3,586.17
Smith Electrical, Inc.	100039	20110	Replaced Satco Lamps 09/22	\$ 637.46
Southeast Fitness Repair	100051	100591	Maintenance 10/22	\$ 210.38
St Johns Utility Department	ACH	Monthly Summary 08/22	Water Services 08/22	\$ 6,312.01
St Johns Utility Department	ACH	Monthly Summary 09/22	Water Services 09/22	\$ 5,108.16
St Johns Utility Department	ACH	Monthly Summary 10/22	Water Services 10/22	\$ 4,379.40
Thavory Samoeun	100040	Rental Refund	Rental Refund 09/22	\$ 500.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100052	4924973	Legal Advertising 09/22	\$ 91.12
Turner Pest Control, LLC	100053	19363500	Pest Control Services 10/22	\$ 77.18
Village Key & Alarm, Inc.	100054	399724	Battery Replacement 10/22	\$ 154.50
Waste Management Inc. of Florida	ACH	0022318-4032-9- Autopay	Waste Services 10/22	\$ 141.20
<b>Report Total</b>				<b><u>\$ 36,360.06</u></b>



## **Tab 5**



*Amenity Manager Report*  
***Southaven CDD Meeting***  
*December 7th, 2022*

Date of Report: December 7th, 2022

Submitted by: Lisa Licata

---

○ ***Upcoming Events***

- Saturday, December 17<sup>th</sup>- Blood Drive
- Saturday, December 17<sup>th</sup>- Santa Party at the Manor House
- Friday, January 20<sup>th</sup>- Fire Pit Friday
- Saturday, January 28<sup>th</sup>- 1<sup>st</sup> annual Chili Cook Off

○ ***Concluded Event***

- October Blood Drive
- Fiesta Friday in October
- Halloween Party in October
- Fire Pit Friday in November

○ ***Amenity Center***

- I have 351 families registered at the Manor House of which 351 are living in Markland.
- Change in Gate Arm times?
- Otis Elevator Fee-\$125 one time fee for pandemic impact. Need approval to pay.
- Holiday Office Hours- Saturday, December 24<sup>th</sup>, Monday, December 26<sup>th</sup>, Saturday, December 31<sup>st</sup> and Monday, January 2<sup>nd</sup>- Closed. Staff will work Wednesday, December 21<sup>st</sup> and Wednesday, December 28<sup>th</sup>.
- Luminaries on Christmas Eve to light at 5pm.
- Revenue from Oct 5<sup>th</sup> meeting to December 7<sup>th</sup> meeting is \$1900.
- Stickers for access cards for residents with waivers.
- Square information- 2.6% +\$.10 per transaction. Zero monthly fee. Can't keep any moneys on a "hold", have to process. Refunds can be done on the card as well to return deposits.
- Direct TV v Comcast
- Update on AT&T
- Update from Epic Pools



11760 US-1  
Suite W600  
Palm Beach Gardens, FL 33408

RE: Logistics and fuel impact fee

Dear customer,

Following the global pandemic, with restrictions loosening, we were optimistic that business would return to pre-pandemic state.

Unfortunately, inflation over the past 12 months has driven up fuel and logistics costs, directly impacting our business. According to the Bureau of Labor and Statistics, fuel (+75.6%), energy (+44.9%) and logistics (+9.2%) prices have increased significantly in the past 12 months.

In lieu of a permanent price increase we ask that you pay this one-time impact fee to help offset the unexpected cost burden related to logistics and fuel costs.

Your payment of \$125.00 is attached and payable upon receipt.

Thank you for your business and continued loyalty to Otis Elevator.

Sincerely,

*Joe Dragich*

Joe Dragich  
Vice President, Eastern Region  
Otis Americas

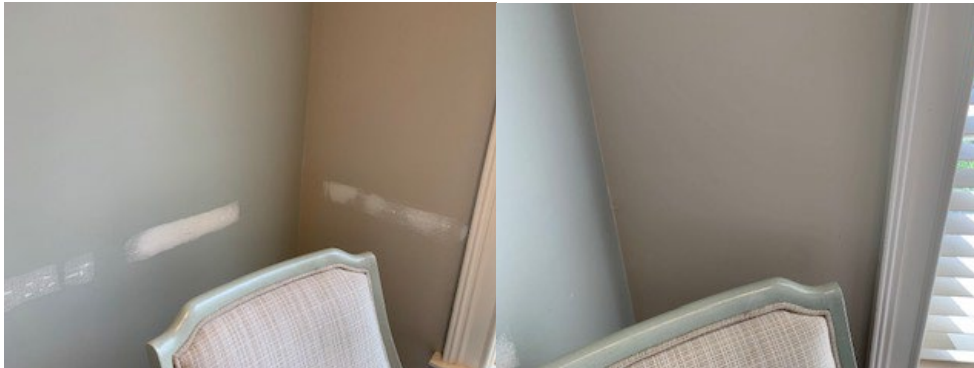


## Field Ops Report

Southaven CDD

Date Submitted: December 7<sup>th</sup>, 2022

Submitted by: Lisa Licata



Patched, repaired, and painted inside of Social Room.

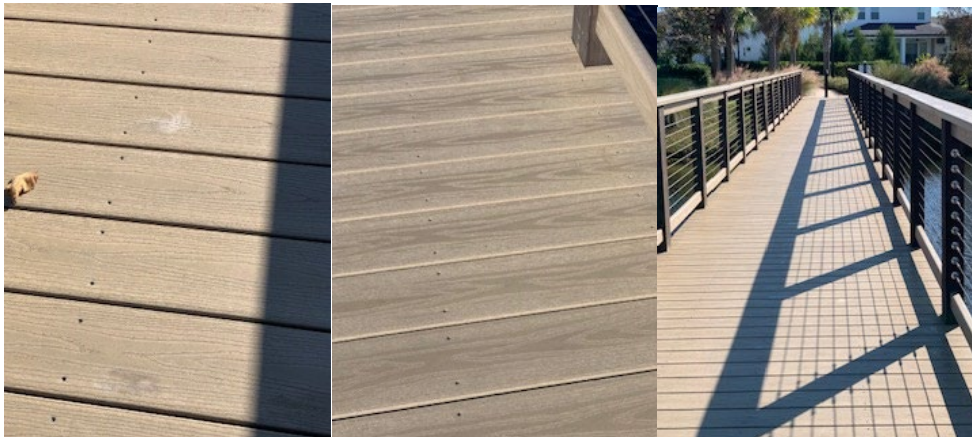


Added mulch and cleaned up Haas Park Area

# Markland



Cleaned up Haas Park



Pressure washed bird poop and mildew/mold off the entire bridge.



Repaired broken bollard hit by car in the alley.



# Markland



Finished the stone and mulch work in the Bronson park to help with washout.

Future Projects include:

- Pressure washing around the Manor House has begun.
- Mailbox numbers have been ordered and cleaning and updating kiosks will begin in January.
- Deep Clean of the gym is scheduled for Mid-January.
- Cabana cleaning will begin in February.
- Carpet and Upholstery cleaning scheduled for January, after the holiday parties.

## **Lake Management Report**

**Job:** Markland (Southhaven CDD)

**Date:** 10-12-22

**Technician:** S Johnson

**Equipment:** Skiff

**Weather:** Cloudy

**Lake ID:**

1. Torpedo grass



2. Torpedo grass



## **Tab 6**



**MEMORANDUM**

**TO:** Southaven Community Development District

**FROM:** Katie S. Buchanan

**DATE:** December 7, 2022

**RE:** Retention Requirements for Transitory Messages and Electronic Records Updates

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On May 27, 2014, the District approved Resolution 2014-13, adopting a policy relating to the retention and disposition of its public records. The District's Record Retention Policy currently remains in full force and effect. In order to ensure the District's record retention practices remain economically feasible and technologically practical, we are offering some clarification regarding the retention period for records of short-term value. Additionally, we propose modifications to designate the electronic record as the official record of the district and allow for disposal of paper duplicate copies unless prohibited by any law, rule or ordinance.

According to the *General Records Schedule for State and Local Government Agencies* ("GS1-SL")<sup>1</sup> with which all community development districts must comply, records retention requirements "apply to records regardless of the format in which they reside."<sup>2</sup> This means that electronic communications, which include emails, instant messages, text messages, multimedia messages, chat messages, social networking, voicemail/ voice messaging, or other communications via electronic messaging technology or device, must be retained in accordance with the applicable section of the GS1-SL. Retention periods for electronic communications "are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted."<sup>3</sup>

Electronic communications "created primarily to communicate information of short-term value" may fall under the Transitory Messages schedule set forth in GS1-SL.<sup>4</sup> Transitory Messages do not "formalize or perpetuate knowledge and do not set policy, establish guidelines or

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<sup>1</sup> Incorporated by reference in Rule 1B-24.003(1)(a), F.A.C.

<sup>2</sup> *General Records Schedule for State and Local Government Agencies*, Section V, Electronic Records.

<sup>3</sup> *Id.* at Records Retention Schedules, Electronic Communications.

<sup>4</sup> *Id.* at Records Retention Schedules, Transitory Messages, Item #146.

procedures, certify a transaction, or become a receipt.” Examples of Transitory Messages include, but are not limited to:

- reminder messages (“don’t forget the upcoming meeting”);
- email messages with short-lived or no administrative value (“thank you”)
- telephone messages lacking content (“Ms. Smith called – please return her call”);
- recipient copies of announcements of District sponsored events (“daily events email”); and,
- news releases received by the District strictly for informational purposes and unrelated to District programs or activities.

The retention requirement for Transitory Messages is “[r]etain until obsolete, superseded or administrative value is lost.”<sup>5</sup> For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in the calendar, at which time the message could be disposed of. In other words, an electronic communication intended for short-term value does not need to be retained once it is no longer needed. Unlike most other public records, the District may dispose of a transitory message once it is obsolete, superseded, or has lost its administrative value without having to document the disposition of the record, unless the record has been microfilmed or scanned and will serve as the record copy.<sup>6</sup>

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<sup>5</sup> *Id.*

<sup>6</sup> *See* Rule 1B-24.003(9)(d), F.A.C.

## RESOLUTION 2023-02

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT ADOPTING CERTAIN AMENDMENTS TO THE DISTRICT'S RECORD RETENTION POLICY; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the Southaven Community Development District ("**District**") to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of district business; and

**WHEREAS**, on May 27, 2014, the Board of Supervisors of the Southaven Community Development District ("**Board**"), adopted Resolution 2014-13 providing for the adoption of the District's Record Retention Policy ("**Policy**"); and

**WHEREAS**, the Policy requires the District "retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same"; and

**WHEREAS**, the Board finds that it is in the best interest of the District to amend the Record Retention Policy as described in more detail in paragraph 2 below; and

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT:

**1. CONFLICTS.** This Resolution is intended to amend, in part, Resolution 2014-13, which remains in full force and effect except as otherwise provided herein. All terms of Resolution 2014-13 that are not amended by this Resolution apply as if those terms were fully set forth herein. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**2. AMENDMENT.** The Records Retention Policy is hereby amended by inserting the language indicated in single underlined text (indicated textually in the same manner as the following example: underlined text) and by deleting the language indicated by strikethrough text (indicated textually in the same manner as the following example: ~~stricken text~~) as set forth herein:

The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention

guidelines contained in the General Records Schedules so that the District will retain ~~all~~ public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. The District hereby determines the electronic record shall be considered the official record of all public records relating to District business and any paper originals are designated as duplicates which may be disposed of unless prohibited by any law, rule or ordinance. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**3. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**4. EFFECTIVE DATE.** This Resolution shall take effect as of December 7, 2022.

Introduced, considered favorably, and adopted this 7th day of December 2022.

**ATTEST:**

**SOUTHAVEN COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary / Assistant Secretary

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Chairperson, Board of Supervisors

## **Tab 7**



# ESTIMATE

# EST-000393

Estimate Date: Mar 14, 2022

Expiry Date: Apr 11, 2022

**FROM:**

**Putting On Pressure, Inc.**

3750 Winterhawk Court

St. Augustine, FL, 32086

Email: puttingonpressure@gmail.com

Phone: (904) 501-0440

**TO:**

**Southaven Cdd C/o Rizetta&co**

Attn: Lisa Licata

3434 Colwell Avenue

Tampa, FL, 33614

Phone: (904) 315-5171

**JOB LOCATION:**

61 Clarissa lane

Saint augustine, FL, 32095

**JOB:**

#	Services	Qty	Price	Discount	Tax (%)	Total
1	Common Area Curbing	2700.00	\$0.50	\$0.00	No Tax	\$1,350.00
2	Common Area Sidewalks/Mailbox Pads/Firepit/Roundabout Pavers	17000.00	\$0.20	\$0.00	No Tax	\$3,400.00
3	Curbing from front gate to property lines around the corner(entry)	1600.00	\$0.50	\$0.00	No Tax	\$800.00
4	Sidewalks from front gate to property lines around the corner(entry)	3280.00	\$0.20	\$0.00	No Tax	\$656.00
5	Curbs on outside of entry gates	159.00	\$0.50	\$0.00	No Tax	\$79.50
6	Sidewalks on outside of entry gates	12500.00	\$0.20	\$0.00	No Tax	\$2,500.00
7	Front Face of Walss and Monuments Wash	2500.00	\$1.00	\$0.00	No Tax	\$2,500.00
8	4 paver pads in entry	2500.00	\$0.20	\$0.00	No Tax	\$500.00

Subtotal \$11,785.50

**Grand Total (\$)** \$11,785.50

**Accepted payment methods**

Credit Card, Check, Cash, Credit Note/E-Gift Card

**Message**

I would be happy to have an opportunity to work with you.

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Business powered by Markate.com



# Estimate

245 Riverside Ave Suite #250, 32202  
Ph: 904-355-1831 / Fax: 904-355-1832

DATE: March 22, 2022

# ML03222022

BILL TO: Markland

DESCRIPTION	AMOUNT
Power wash all of the entrance area to include brick monuments, accompanying wall, curbing curbing to gate, sidewalk, gates and guard house	\$ 880.00
Power wash approximately 4,625 square feet of sidewalk at the 2 parks between Fremont and Bronson	\$ 370.00
Power wash approximately 680 linear feet of curbing on both islands at Haas and Bronson and 275 linear feet of curbing adjacent to parks at Haas, Fremont and Bronson	\$ 210.00
Power wash approximately 1000 square feet of sidewalk at Bronson and Westcott park	\$ 80.00
Power wash approximately 1200 square feet of sidewalk at Westcott parkway both sides	\$ 96.00
Power wash approximately 300 linear feet of curbing along Westcott parkway both sides	\$ 66.00
Power wash approximately 1300 square feet of sidewalk at Warden and Aspinwall	\$ 104.00
Power wash approximately 325 linear feet of curbing at Warden and Aspinwall	\$ 72.00
Power wash approximately 1800 square feet of sidewalk at Westcott and Kirkside	\$ 144.00
Power wash approximately 380 linear feet of curbing at Westcott and Kirkside	\$ 84.00
Power wash approximately 3600 square feet of sidewalk at Latrobe and Kirkside	\$ 288.00
Power wash 175 linear feet of curbing along parks at Latrobe and Kirkside	\$ 40.00
Power wash approximately 500 square feet of sidewalk at Renwick pkwy	\$ 40.00
Power wash 100 linear feet of curbing at sidewalk on Renwick pkwy	\$ 25.00
Dog Park Side walk and Curbing	\$ 243.00
Power wash approximately 11,000 square feet of sidewalk spanning East and West of the entrance, running parallel to International World Golf Pkwy	\$ 880.00
<b>All labor and materials provided by contractor</b>	
Licensed and Insured via Vesta Property Services Inc.	
<b>SUBTOTAL</b>	3,622.00
<b>SALES TAX</b>	



*Payment is due 30 days  
upon completion.  
Thank you for your  
business!*

<b>TOTAL</b>	<b>\$</b>	<b>3,622.00</b>