



Rizzetta & Company

# **Southaven Community Development District**

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## **Board of Supervisors' Continued Meeting January 14, 2026**

**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

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

<b>Board of Supervisors</b>	Richard Fetter	Chairman
	Bob Monk	Vice Chairman
	Donna Reed	Assistant Secretary
	Jorge Iturralde	Assistant Secretary
	Michael Langer	Assistant Secretary
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Jonathan Johnson	Kutak Rock, LLP
	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	Mike Yuro	Yuro and Associates

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that 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](http://www.southavencdd.org)

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January 7, 2026

Board of Supervisors  
**Southaven Community  
Development District**

## FINAL AGENDA

Dear Board Members:

The **continued** meeting of the Board of Supervisors of the Southaven Community Development District will be held on **January 14, 2026, at 11:00 a.m.**, at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting Held on December 3, 2025 .....Tab 1
  - B. Consideration of the Audit Committee Minutes Held on December 3, 2025 .....Tab 2
5. **BUSINESS ITEMS**
  - A. Update on Entrance Gate Virtual Access Control System
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 (407) 472-2471.

Very Truly Yours,  
*Melissa Dobbins*  
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.*

**SOUTHAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held **December 3, 2025, at 10:00 a.m.** held at the Markland Amenity Center located at 61 Clarissa Lane, St. Augustine, Florida 32095.

Present and constituting a quorum:

Richard Fetter	<b>Board Supervisor, Chairman</b>
Bob Monk	<b>Board Supervisor, Vice Chairman</b>
Michael Langer	<b>Board Supervisor, Assistant Secretary</b>
Donna Reed	<b>Board Supervisor, Assistant Secretary</b>
Jorge Iturralde	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP (via phone)</b>
Lisa Licata	<b>General Manager, Vesta Property Services</b>
Dan Fagen	<b>Director of Amenity Operations, Vesta Property Services</b>
Allen Flannery	<b>Landscape Account Manager, The Greenery</b>

Audience in attendance.

**FIRST ORDER OF BUSINESS****CALL TO ORDER**

Mr. Fetter called the meeting to order at 10:21 a.m.

**SECOND ORDER OF BUSINESS****PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited during the Audit Committee meeting, which was held prior to the onset of the regular meeting.

**THIRD ORDER OF BUSINESS****AUDIENCE COMMENTS ON AGENDA  
ITEMS**

There were no audience comments on agenda items.

**FOURTH ORDER OF BUSINESS****CONSIDERATION OF THE MINUTES  
OF THE BOARD OF SUPERVISORS'  
MEETING HELD OCTOBER 1, 2025**

On a motion by Mr. Monk, seconded by Ms. Reed, with all in favor, the Board approved the minutes of the Board of Supervisors' Regular Meeting held October 1, 2025, for the Southaven Community Development District.

**FIFTH ORDER OF BUSINESS****RATIFICATION OF THE OPERATION  
AND MAINTENANCE EXPENDITURES  
FOR SEPTEMBER AND OCTOBER  
2025**

On a motion by Mr. Fetter, seconded by Ms. Reed, with all in favor, the Board ratified the operation and maintenance expenditures for September 2025 in the amount of \$60,272.18, for the Southaven Community Development District.

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the Board ratified the operation and maintenance expenditures for October 2025 in the amount of \$98,846.13, for the Southaven Community Development District.

**SIXTH ORDER OF BUSINESS****STAFF REPORTS****A. District Counsel**

Ms. Buchanan noted that she will have an update under agenda item 6A.

**B. District Engineer**

Mr. Yuro was not in attendance and there were no questions to be relayed to him.

**C. Landscape and Maintenance Report**

Mr. Flannery reviewed his report found under tab 3 of the agenda and Mr. Monk noted that he appreciated the level of detail in the landscape report.

**1. Consideration of Ornament Grass Proposal**

The Board took no action on this item and directed the Landscape Account Manager to bring back a proposal to the February meeting to remove the ornamental grass between the lakes and install sod.

## 2. Consideration of Perennial Proposal

On a motion by Mr. Fetter, seconded by Ms. Reed, with all in favor, the board declined the perennial proposal and approved keeping annuals at rotations three times per year rather than four, for the Southaven Community Development District.

### D. General Manager Report

#### 1.) Amenity and Field Updates

Ms. Licata reviewed her report found under tab 4 of the agenda and noted that the chili cook off had been moved from January 11<sup>th</sup> to January 18<sup>th</sup> and that she was working on a pickleball tournament for February as well as a polar plunge in January.

Discussion then continued to weights in the fitness room and a request for additional weights to be added. The Board directed staff to purchase a duplicate set of 5-25 lb. weights to match the top row of existing weights and a triangle rack.

Direction was provided to have the rug in the main room professionally cleaned.

Ms. Licata also updated the Board that the sidewalk grinding had been completed in the priority areas.

#### 2.) Lake Management Reports

No questions.

### E. District Manager

Ms. Dobbins reviewed her report and provided a brief financial update. Ms. Dobbins noted that the next meeting was February 4<sup>th</sup> and would be the second audit committee meeting and regular meeting.

#### 1. Update on District FY 25 Goals & Objectives

Ms. Dobbins then provided an update the report for fiscal year 2024/2025 goals and objectives and no changes were made for fiscal year 2025/2026.

### SEVENTH ORDER OF BUSINESS

#### UPDATE ON ENTRANCE GATE VIRTUAL ACCESS CONTROL SYSTEM

Ms. Buchanan reviewed the current issue regarding the entrance gate virtual access control system and options to resolve.

On a motion by Mr. Fetter, seconded by Ms. Reed, with all in favor, the Board directed District Counsel to send Envera (Hidden Eyes) a letter noting that the District does not intend to renew the original agreement and will pay only what is due under that initial agreement, that the re-sign agreement is not valid, that there are deficiencies and there is a general level of concern regarding how the transaction transpired, for the Southaven Community Development District.

It was requested that any Envera concerns or issues be relayed to Ms. Licata for documentation, and that she send an email to residents requesting they communicate these matters to the District.

#### **EIGHTH ORDER OF BUSINESS**

#### **CONSIDERATION OF SOUTHEAST FITNESS REPAIR PM RENEWAL PROPOSAL**

On a motion by Mr. Monk, seconded by Mr. Fetter, with all in favor, the Board approved the Southeast Fitness Repair PM Renewal Proposal for preventative maintenance service twice per year, for the Southaven Community Development District.

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

#### **UPDATE ON POOLSURE POOL CHEMICAL RENEWAL**

On a motion by Mr. Fetter, seconded by Mr. Monk, with all in favor, the board approved the Poolsure renewal reflecting no increase and also approved prepaying the year in advance in December 2025 at an amount of \$9018.00 to take advantage of the 5% discount, for the Southaven Community Development District.

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

#### **CONSIDERATION OF SUNBELT ENTRY/EXIT GATE ADJUSTMENT PROPOSAL**

On a motion by Mr. Fetter, seconded by Mr. Langer, with all in favor, the board approved the Sunbelt entry/exit gate adjustment proposal for replacement of J bolt hinges proposal in the amount of \$3,195.00, for the Southaven Community Development District.

#### **ELEVENTH ORDER OF BUSINESS**

#### **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

#### **SUPERVISORS**

Mr. Monk had a question about aggressive dogs. It was noted that animal control would be the authority to contact.

Mr. Langer made a comment about including a discussion about cooperation with the POA and discussion about street repairs in the future.

Mr. Langer expressed gratitude for Ms. Licata and her level of service.

**AUDIENCE**

No audience present at this time.

**TWELFTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Fetter, seconded by Mr. Monk with all in favor, at 12:26 p.m. the Board continued the meeting to January 14, 2026 at 11:00 a.m. at the Markland Amenity Center for further discussion on agenda item 6A, for the Southaven Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

## **Tab 2**

**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 first **Audit Committee** meeting of Southaven Community Development District was held on **December 3, 2025, at 10:00 a.m.**, at the Markland Amenity Center located at 61 Clarissa Lane St. Augustine, FL 32095

Present and constituting a quorum:

Richard Fetter	<b>Board Supervisor, Chairman</b>
Bob Monk	<b>Board Supervisor, Vice Chairman</b>
Michael Langer	<b>Board Supervisor, Assistant Secretary</b>
Donna Reed	<b>Board Supervisor, Assistant Secretary</b>
Jorge Iturralde	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock LLP (via phone)</b>
Lisa Licata	<b>General Manager, Vesta Property Services</b>
Dan Fagen	<b>Director of Amenity Operations, Vesta Property Services</b>
Allen Flannery	<b>Landscape Account Manager, The Greenery</b>

Audience in attendance.

**FIRST ORDER OF BUSINESS****CALL TO ORDER**

Mr. Fetter called the meeting to order at 10:00 am.

The Pledge of Allegiance was recited.

**SECOND ORDER OF BUSINESS****REVIEW INSTRUCTIONS AND  
CRITERIA FOR PROPOSALS FOR  
DISTRICT AUDITING SERVICES**

Ms. Dobbins provided a recap of the audit request for proposals (RFP) process. The audit committee reviewed the instructions and criteria presented and discussion ensued regarding requesting proposals with or without pricing included and the weighting of the criteria.

On a motion by Ms. Reed, seconded by Mr. Monk, with all in favor, the audit committee directed staff to include pricing in the RFP and adjusted the weighting of the criteria as follows: Ability of Personnel at 10 points, Proposer's Experience at 30 points, Understanding the Scope of Work at 20 points, Ability to Furnish the Required Services at 10 points, Price at 30 points , for the Southaven Community Development District.

**THIRD ORDER OF BUSINESS****ESTABLISHING A DATE FOR THE  
SECOND AUDIT COMMITTEE  
MEETING**

The audit committee set the date for the second Audit Committee meeting to be February 4, 2026, at 10:00 am, prior to the onset of the regular meeting.

**FOURTH ORDER OF BUSINESS****ADJOURNMENT**

The audit committee meeting was adjourned and the board moved into the regular meeting.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman