



Rizzetta & Company

Southaven Community Development District

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

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

www.southavencdd.org

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

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

| | | |
|-----------------------------|---|--|
| Board of Supervisors | Richard Fetter Bob Monk Donna Reed Jorge Iturralde Michael Langer | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
|-----------------------------|---|--|

| | | |
|--------------------------|------------------------------------|------------------------------------|
| District Manager | Melissa Dobbins | Rizzetta & Company, Inc. |
| District Counsel | Jonathan Johnson Katie Buchanan | Kutak Rock, LLP Kutak Rock, LLP |
| District Engineer | 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

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

1
2
3 *Each person who decides to appeal any decision made by the Board with respect to any matter*
4 *considered at the meeting is advised that the person may need to ensure that a verbatim record of*
5 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
6 *based.*

**SOUTHAVEN
COMMUNITY DEVELOPMENT DISTRICT**

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

14
15 Present and constituting a quorum:

16 Richard Fetter **Board Supervisor, Chairman**
17 Bob Monk **Board Supervisor, Vice Chairman**
18 Michael Langer **Board Supervisor, Assistant Secretary**
19 Donna Reed **Board Supervisor, Assistant Secretary**
20 Jorge Iturralde **Board Supervisor, Assistant Secretary**

21
22 Also present were:

23 Melissa Dobbins **District Manager, Rizzetta & Company, Inc.**
24 Lesley Gallagher **District Manager, Rizzetta & Company, Inc.**
25 Katie Buchanan **District Counsel, Kutak Rock LLP (via phone)**
26 Lisa Licata **General Manager, Vesta Property Services**
27 Dan Fagen **Director of Amenity Operations, Vesta Property Services**
28 Allen Flannery **Landscape Account Manager, The Greenery**

29
30 Audience in attendance.

FIRST ORDER OF BUSINESS**CALL TO ORDER**

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

SECOND ORDER OF BUSINESS**PLEDGE OF ALLEGIANCE**

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

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

41 There were no audience comments on agenda items.

51
52
53
54
55**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.

56
57
58
59
60
61**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.

62

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.

63
64**SIXTH ORDER OF BUSINESS****STAFF REPORTS**65
66
67**A. District Counsel**68
69

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

70

B. District Engineer

71

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

72

73

C. Landscape and Maintenance Report

74

75

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.

76

77

1. Consideration of Ornament Grass Proposal

78

79

80

81

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.

82

83

84

85

86

87

88

89
90
91

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.

92
93
94
95
96

D. General Manager Report

1.) Amenity and Field Updates

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

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

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

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

2.) Lake Management Reports

113 No questions.

E. District Manager

118 Ms. Dobbins reviewed her report and provided a brief financial update. Ms. Dobbins noted that
119 the next meeting was February 4th and would be the second audit committee meeting and
120 regular meeting.

1. Update on District FY 25 Goals & Objectives

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

128 SEVENTH ORDER OF BUSINESS

129 UPDATE ON ENTRANCE GATE 130 VIRTUAL ACCESS CONTROL 131 SYSTEM

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

134

135

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.

136

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

140

EIGHTH ORDER OF BUSINESS**CONSIDERATION OF SOUTHEAST
FITNESS REPAIR PM RENEWAL
PROPOSAL**

141

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.

142

143

144

145

146

147

148

149

NINTH ORDER OF BUSINESS**UPDATE ON POOLSURE POOL
CHEMICAL RENEWAL**

145

146

147

148

149

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.

150

151

152

153

154

TENTH ORDER OF BUSINESS**CONSIDERATION OF SUNBELT
ENTRY/EXIT GATE ADJUSTMENT
PROPOSAL**

155

156

157

158

159

160

161

162

163

164

165

155

156

157

158

159

160

161

162

163

164

165

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**

161

162

163

164

165

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.

166
167 Mr. Langer expressed gratitude for Ms. Licata and her level of service.
168

AUDIENCE

169
170 No audience present at this time.
171
172
173

174 **TWELFTH ORDER OF BUSINESS**

ADJOURNMENT

175
176
177

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.

178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211

DRAFT

212
213
214
215
216
217
218
219
220
221
222
223
224 Secretary/Assistant Secretary
225
226
227
228

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 | Board Supervisor, Chairman |
| Bob Monk | Board Supervisor, Vice Chairman |
| Michael Langer | Board Supervisor, Assistant Secretary |
| Donna Reed | Board Supervisor, Assistant Secretary |
| Jorge Iturralde | Board Supervisor, Assistant Secretary |

Also present were:

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

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.

50

51

52 THIRD ORDER OF BUSINESS

53

54

55

56 The audit committee set the date for the second Audit Committee meeting to be February 4,
57 2026, at 10:00 am, prior to the onset of the regular meeting.

58

59

60 FOURTH ORDER OF BUSINESS

61

62

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

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

**ESTABLISHING A DATE FOR THE
SECOND AUDIT COMMITTEE
MEETING****ADJOURNMENT**

DRAFT

94
95
96
97
98
99

100
101
102
103
104
105
106
107
108
109
110

111 Secretary/Assistant Secretary

112
113
114
115

Chairman/Vice Chairman

DRAFT