



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, 2025Tab 1
 - B. Consideration of the Audit Committee Minutes Held on December 3, 2025Tab 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	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 10:21 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.

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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.

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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.

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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.

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SIXTH ORDER OF BUSINESS

STAFF REPORTS

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A. District Counsel

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

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B. District Engineer

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

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C. Landscape and Maintenance Report

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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.

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1. Consideration of Ornament Grass Proposal

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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.

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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.

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D. General Manager Report

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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 11th to January 18th 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.

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2.) Lake Management Reports

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No questions.

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E. District Manager

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

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1. Update on District FY 25 Goals & Objectives

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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.

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SEVENTH ORDER OF BUSINESS

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

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

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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.

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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.

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EIGHTH ORDER OF BUSINESS

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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.

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NINTH ORDER OF BUSINESS

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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.

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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.

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ELEVENTH ORDER OF BUSINESS

AUDIENCE COMMENTS AND SUPERVISOR REQUESTS

SUPERVISORS

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

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

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

168 **AUDIENCE**

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170 No audience present at this time.

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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

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.

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THIRD ORDER OF BUSINESS

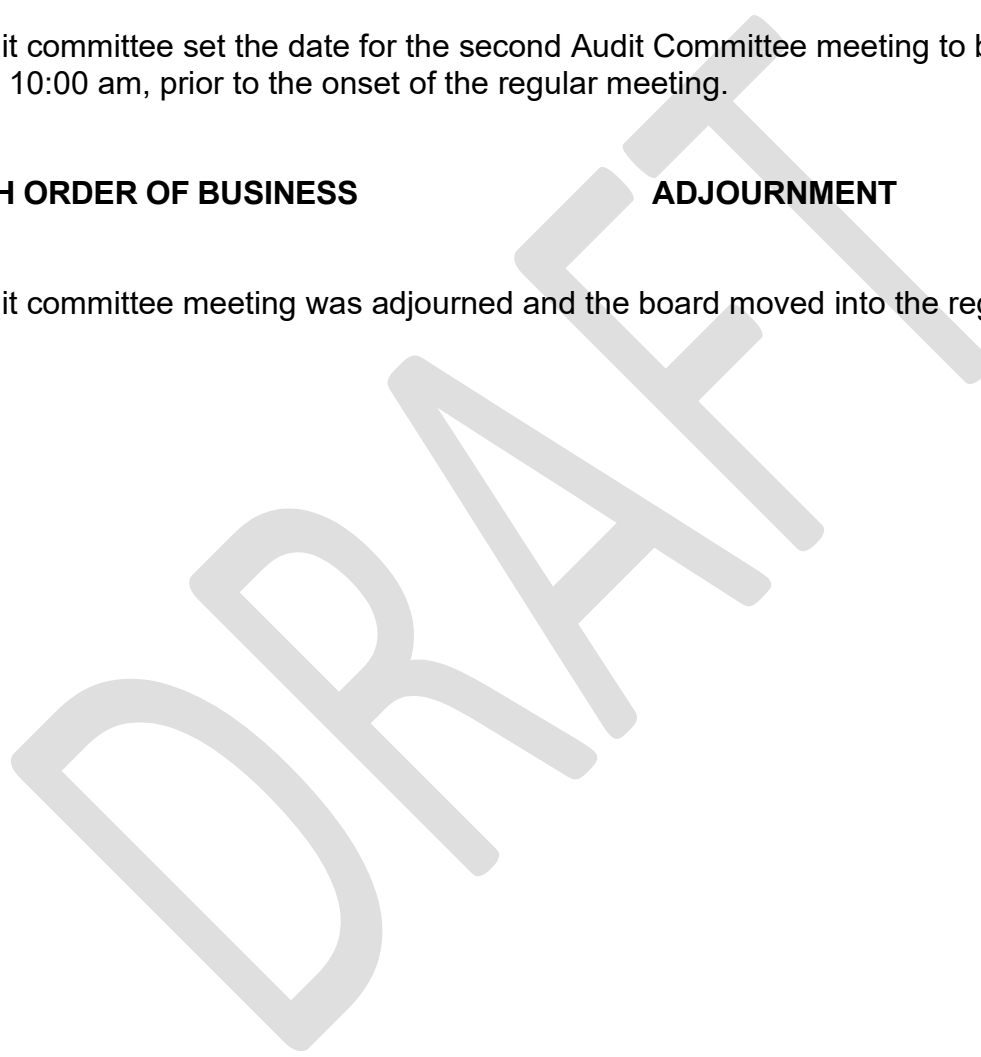
**ESTABLISHING A DATE FOR THE
SECOND AUDIT COMMITTEE
MEETING**

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

Chairman/Vice Chairman

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