



Rizzetta & Company

# **Mitchell Ranch Community Development District**

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## **Board of Supervisors' Meeting March 12, 2024**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chape, FL 33544  
813.994-1001**

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

## **MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT**

Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588  
[www.mitchellranchcdd.org](http://www.mitchellranchcdd.org)

<b>Board of Supervisors</b>	Kelly Evans	Chairman
	Lori Campagna	Vice Chairman
	Paulo Beckert	Assistant Secretary
	Christopher Smith	Assistant Secretary
	Vacant	Assistant Secretary
<b>District Manager</b>	Debby Wallace	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin & Vericker
<b>District Engineer</b>	Brian Surak	Clearview Land Design

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

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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 (813)994-1001. 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.

# MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 944-1001  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[mitchellranchcdd.org](http://mitchellranchcdd.org)

March 4, 2024

**Board of Supervisors  
Mitchell Ranch Community  
Development District**

## AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Mitchell Ranch Community Development District will be held on **Tuesday, March 12, 2024 at 9:00 a.m.** immediately following adjournment of Connerton East Community Development District, at the Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Ratification of Irrigation Proposals ..... Tab 1
  - B. Ratification of DTS Agreement ..... Tab 2
  - C. Discussion of Path Signs
  - D. Appointment of Open Board Seat #4 (2022-2024)
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting  
held on February 13, 2024 ..... Tab 3
  - B. Consideration of Operation and Maintenance  
Expenditures for January 2024 ..... Tab 4
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Aquatic Report ..... Tab 5
  - D. Landscape & Irrigation Report ..... Tab 6
  - E. District Manager ..... Tab 7
    - i. Discussion of Cars Parking on Grass ..... Tab 8
- 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) 933-5571.

Sincerely,

*Debby Wallace*

Debby Wallace  
Regional District Manager

## **Tab 1**

Date: February 10, 2024  
Proposal #: 18054



## QUOTATION

**Mailing Address**

Rizzetta & Company  
3434 Colwell Ave., Suite 200  
Tampa, FL 33614

Home Phone:

**Job Address**

Mitchell Ranch CDD  
8447 FL-54  
New Port Richey, FL 34655

Business Phone: 813-793-8814

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**Job Summary:****Complete the following Irrigation Repairs:**

Controller 2  
Zone 31 – valve not operational, needs replacing.

(Repair Includes: 3 hours labor, New 2" valve/solenoid, 2" male adapters, & 2" slip fix)

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**Irrigation Repairs & Enhancements** **\$760.57**

Quantity	Description	Unit	
1.00	Valve Replacement Kit - 2"	ea	
1.00	Slip Fix	2"	
			<b>Quote Total: \$760.57</b>

## **Terms & Conditions**

### **Acceptance of Work**

- **Fieldstone Landscape Services, LLC (Contractor)** and **Mitchell Ranch CDD (Client)** agree to services, conditions, materials, and total dollar amount.
- Contractor will commence the Work at the agreed time and place, and continue such Work diligently and without delay, in a good and workmanlike manner, and in strict conformity with the specifications and requirements contained herein and in any related Order.

### **Payment Terms and Conditions**

- The client is subject to a Progress Billing & Payment Schedule based on the total size of the proposed project. Payment Schedule may include up to a 50% Deposit to schedule work.
- Client agrees to pay the balance before the due date on final invoice to avoid 1.5% penalty for late payment.

### **Procedure for Extra Work and Changes**

- If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, reports, or specifications for any part of the project or reasons over which Contractor has no control, or are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis.
- All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary.
- Extras to the Contract are payable by the Client forthwith upon receipt of the Contractor's invoice.

### **Warranty and Tolerances**

- **Payments Received:** The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- **Diligence:** the Contractor agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- **Site Unknowns:** It is the responsibility of the Client or the Client's Representative to fully inform the Contractor of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock, and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost, and timeliness of project completion. Failure to notify the Contractor may lead to additional costs to the Client (at the Contractor's discretion) and schedule time not included in the Quotation and may require changes in design and construction to overcome such problems – all for which the Client will be responsible.
- **Underground Utilities:** Should damage occur to utilities during construction, the Contractor is only liable for the cost of the repair. the Contractor is not liable in any way for inconvenience to the Client caused by damage to the utilities. Damage to neighbor's utilities on the Client's property is the responsibility of the Client.

### **Material Tolerances**

- **Landscape:** Contractor warrants the installation, workmanship, and material. Material is guaranteed to be true to name and maintain a healthy condition except for normal shock of installation.
  - Hardwood & Palm Trees: (6) Months
  - Plants/Shrubs/Ornamentals/Groundcover: (3) Months
  - Sod: (30) Days
  - Seasonal Annual Flowers: (30) Days
- **Irrigation/Drainage/Lighting:** Contractor warrants the installation, workmanship, design, and

materials employed in connection with the underground irrigation system for six (6) months following installation completion.

- Stone: Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product, and the Client accepts this as a natural and acceptable quality of the stone.
- The warranty is not valid on relocated material, annuals and any existing irrigation, drainage, and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by Contractor will void warranty.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Rizzetta & Company**

We wanted to share with you our new customer portal. This will allow you to manage your account online by having access to: viewing proposals and being able to electronically sign for new proposed work, viewing and submitting issues, as well as viewing and electronically paying your invoices.

To register, please use the following link: [Fieldstone.PropertyServicePortal.com](http://Fieldstone.PropertyServicePortal.com)

Thank you so much and we look forward to assisting you with this great new feature we're able to offer. If you have any issues, please contact [accountsreceivable@fieldstonels.com](mailto:accountsreceivable@fieldstonels.com)



## **Tab 2**

## EMMA® Filing Assistance Software as a Service License Agreement

This EMMA Filing Assistance Software as a Service License Agreement (this "**Agreement**") is entered into by and between the **Mitchell Ranch Community Development District** (the "**District**") on behalf of itself, its Dissemination Agent and all other Obligated Persons as defined in the District's outstanding Continuing Disclosure Agreements (collectively, the "**Licensee**"), and Disclosure Technology Services, LLC, a Delaware limited liability company ("**DTS**" or the "**Licensor**"). This Agreement shall be effective as of last day executed below ("**Effective Date**").

**NOW, THEREFORE**, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties have agreed as follows:

The District is, or may in the future be, a party to one or more Continuing Disclosure Agreements (the "**CDAs**") in connection with the issuance of bonds or other debt obligations. Pursuant to the CDAs, the District and the other Obligated Persons named therein are, or will be, obligated to file certain Annual Reports, Quarterly Reports and Listed Event filings (as such terms are defined in the CDAs) electronically through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("**EMMA**") system website within the time periods specified in the CDAs.

Subject to the payment of the fees provided for in "Exhibit A: Fee Schedule" attached hereto and the terms and conditions provided for in the "EMMA® Filing Assistance Software End User License Agreement" located at , both of which are hereby incorporated by reference into this Agreement, the Licensor hereby (i) grants to Licensee a non-exclusive, non-transferable, non-sublicensable, limited license and right to access and use the DTS Portal ("**Portal**") for the purposes provided for herein. The Portal is configured to provide annual and quarterly notices of reporting deadlines prior to the applicable Annual Filing Date(s) and Quarterly Filing Date(s) set forth in the CDAs (the "**Services**").

As part of the notices provided by the Portal, links to access to the Portal will be made delivered to the District and other Obligated Persons annually and quarterly, as applicable, via email, which will allow for the District and other Obligated Persons to input the information required for the Annual Reports (excluding the Audited Financial Statements) and the Quarterly Reports under the CDAs, respectively, into a reportable format (collectively, the "**Formatted Information**"). Notwithstanding this provision or failure to provide such Formatted Information or any Services, the District, and its Dissemination Agent, if any, will remain responsible for filing the Formatted Information with EMMA on or before the deadlines provided for in the CDAs. The Portal shall not include any links for Listed Events as defined in the CDAs and all EMMA reporting obligations shall remain the sole obligations of the District and the Obligated Persons as set forth in the CDAs if and when a Listed Events report needs to be filed.

This Agreement shall commence on the Effective Date and continue through September 30 of the year in which this Agreement is executed, and thereafter, shall renew for additional one year terms (based on the District's fiscal year, which ends September 30) so long as the District is obligated under any CDAs. Either party may terminate this Agreement upon thirty days prior written notice to the other party hereto. Any fees paid prior to termination shall be considered earned and non-refundable and the Licensor may adjust the fees hereunder upon thirty days prior written notice to Licensee. Upon the termination of this Agreement, Licensee shall immediately discontinue use of the Portal. Licensee's obligations according to the provisions of this Agreement prior to termination shall survive termination of this Agreement. This Agreement is also subject to the terms set forth in **Exhibit B**.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below written.

Mitchell Ranch Community Development District

DocuSigned by:  
By: Kelly Evans  
Print: Kelly Evans  
Title: Chairman  
Date: 2/22/2024

Disclosure Technology Services, LLC

By: [Signature]  
Print: Michael Klurman  
Title: Vice President  
Date: 01-02-2024

**Exhibit A – Fee Schedule**

**Annual License Fee:**

1. \$1,500 per annum per bond series, not to exceed \$5,000 per annum.

**Exhibit B – CDD Addendum**

**The following terms apply notwithstanding any other provision of the Agreement (including but not limited to any of the terms incorporated therein from other documents):**

**PUBLIC RECORDS.** DTS understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, DTS agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. DTS acknowledges that the designated public records custodian for the District is the District's Manager ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, DTS shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if DTS does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in DTS's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by DTS, DTS shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

**IF THE DTS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE DTS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, Scott Brizendine, Rizzetta & Co., Inc. 3434 Colwell Avenue, Ste. 200, Tampa, FL 33614**

**LIMITATIONS ON LIABILITY.** Nothing in the Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, *Florida Statutes*, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**SCRUTINIZED COMPANIES.** DTS certifies that it is not in violation of section 287.135, *Florida Statutes*, and is not prohibited from doing business with the District under Florida law, including but not limited to Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. If DTS is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

**E-VERIFY.** DTS shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, DTS shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the DTS has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the DTS represents that no public employer has terminated a contract with the DTS under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

## **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.

MITCHELL RANCH COMMUNITY DEVELOPMENT DISTRICT

The regular Meeting of the Board of Supervisors of the Mitchell Ranch Community Development District was held on **Tuesday, February 13, 2024, at 9:23 a.m.** at Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

**Present and constituting a quorum were:**

Kelly Evans	<b>Board Supervisor, Chair</b>
Lori Campagna	<b>Board Supervisor, Vice-Chair</b>
Paulo Beckert	<b>Board Supervisor, Assistant Secretary</b>

**Also Present were:**

Debby Wallace	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley, Robin Vericker</b>
Wesley Elias	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Brian Surak	<b>District Engineer, Clearview Land Design</b>

Audience **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Ms. Wallace called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

An audience member addressed the Board regarding the ponds, trails, and parking.

An audience member addressed the Board regarding providing holiday lighting and pressure washing.

The Board directed Ms. Wallace to collect proposal for signs at all entryways to paths in community.

**THIRD ORDER OF BUSINESS**

**Ratification of Street Signage  
Contract**

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors ratified the Econostripe & Thermoplastic, Inc., street signage contract, for Mitchell Ranch Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Fieldstone Turf  
Proposal**

On a Motion by Ms. Campagna, seconded by Mr. Beckert, with all in favor, the Board of Supervisors ratified the Fieldstone Stone Turf Proposal in the amount of \$2,097.50, for Mitchell Ranch Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Tree Re-Planting  
Proposal**

On a Motion by Ms. Campagna, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved the Fieldstone Tree Re-planting Proposal and authorized the Chair to negotiate and approve at not-to-exceed amount of \$3,597.96, for Mitchell Ranch Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Fieldstone Mulch  
Proposal**

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved the Fieldstone Mulch Proposal in the amount of \$14,883.00, for Mitchell Ranch Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Irrigation Pre-  
Approval Addendum**

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved the Fieldstone Irrigation Pre-Approval Addendum for up to \$500/month, for Mitchell Ranch Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Appointment of Open Board Seat #4  
(Term 2022-2024)**

This item was tabled.



**NINTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Regular Meeting held on January 9,  
2024**

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on January 9, 2024, for Mitchell Ranch Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of O&M Expenditures  
for December 2023**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the O&M expenditures for December 2023 (\$71,253.07), for Mitchell Ranch Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Present. Mr. Vericker discussed the new bill where board members will need to take a mandatory 4 hours of ethics training each year. Form 1's will need to be filed electronically moving forward as well.

**B. District Engineer**

Present. No report.

**C. Aquatic Report**

The Board reviewed the monthly report.

**D. Landscape and Irrigation Report**

District Engineer will send the most updated maintenance map to the District Manager.

**E. District Manager**

Ms. Wallace reminded the Board of Supervisors that the next meeting is scheduled for March 12, 2024, at 9:00 a.m. at the Residence Inn by Marriott Tampa, 2101 Northpointe Parkway, Lutz, Florida 33588.

Ms. Wallace presented the Website Compliance Report to the Board.

The Board directed District Engineer to proceed with the County to address the residents request from the last meeting to add a handicap parking spot.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Wallace stated that there were no other matters to come before the Board of Supervisors at this time.

On a Motion by Ms. Evans, seconded by Mr. Beckert, with all in favor, the Board of Supervisors adjourned the meeting at 10:02 a.m. for Mitchell Ranch Community Development District.

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

\_\_\_\_\_  
Chairman/ Vice Chairman

## Tab 4

# Mitchell Ranch Community Development District

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District Office · Tampa, Florida - (813) 994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa Florida 33614

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

## **Operations and Maintenance Expenditures**

**January 2024**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2024 through January 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$ 37,988.70**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Mitchell Ranch Community Development District

## Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Duke Energy	ACH	9100 8922 3115 12/23	2809 Legend Pasture Rd 12/23	\$ 30.79
Duke Energy	ACH	9100 8922 3264 12/23	2778 Legend Pasture Rd Lift 12/23	\$ 78.27
Duke Energy	ACH	9100 8922 3446 12/23	2899 Bear Landing Way - Lift 12/23	\$ 269.59
Duke Energy	ACH	9100 8922 3602 12/23	2911 Legend Pasture Rd 12/23	\$ 30.79
Duke Energy	ACH	9100 8922 3793 12/23	2965 Bear Landing Way 12/23	\$ 30.79
Duke Energy	ACH	9100 8922 3967 12/23	00000 State Rd 54 Lite 12/23	\$ 839.93
Duke Energy	ACH	9100 8922 4140 12/23	0000 Little RD 12/23	\$ 605.83
Duke Energy	ACH	9100 8922 4306 12/23	0000 Little Rd Lite 12/23	\$ 3,058.64
Duke Energy	ACH	9100 8922 4463 12/23	3043 Legend Pasture Rd 12/23	\$ 30.79
Duke Energy	ACH	9100 8922 4645 12/23	2609 Legend Pasture Rd 12/23	\$ 40.79
Duke Energy	ACH	9101 3841 5332 12/23	8163 Rolling Tides Dr 12/23	\$ 16.45
Duke Energy	ACH	9101 3841 7178 12/23	3159 Bear Landing Way MNMT Sign 12/23	\$ 17.33
Duke Energy	ACH	9101 3842 0123 12/23	2696 Welbilt Blvd Mnmt Sign 12/23	\$ 16.45
Duke Energy	ACH	9101 3958 8485 12/23	0000 State Road 54 LITE 12/23	\$ 1,633.38

## Mitchell Ranch Community Development District

### Paid Operation & Maintenance Expenditures

January 1, 2024 Through January 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Fieldstone Landscape Services	100223	21723	Monthly Landscaping Maintenance 01/24	\$ 14,134.34
Fieldstone Landscape Services	100223	21799	Irrigation Repair 01/24	\$ 207.44
Fieldstone Landscape Services	100223	21800	Irrigation Repair 12/23	\$ 525.00
Florida Governmental Utility Authority	100227	10000010518 1/24	2778 Legend Pasture Road -Reclaimed Water 01/24	\$ 128.59
Florida Governmental Utility Authority	100227	10000012771 1/24	8553 Houndstooth Enclave Dr 01/24	\$ 97.19
Kelly Evans	100219	KE010924	Board of Supervisors Meeting 01/09/24	\$ 200.00
Lori Campagna	100220	LC010924	Board of Supervisors Meeting 01/09/24	\$ 200.00
Lutz Hotel Management, LLC	100225	011824 Lutz Hotel	2/13/2024 BOS Meeting	\$ 81.44
Paulo Beckert	100221	PB010924	Board of Supervisors Meeting 01/09/24	\$ 200.00
Rizzetta & Company, Inc.	100217	INV0000086384	Annual Dissemination Services 01/24	\$ 5,000.00
Rizzetta & Company, Inc.	100218	INV0000086470	District Management Fees 01/24	\$ 4,404.25
Sitex Aquatics, LLC	100226	7918-B	Monthly Lake Maintenance 01/24	\$ 2,070.00
U.S. Bank	100222	7165638	Trustee Fees Series 2019 12/01/23-11/30/24	<u>\$ 4,040.63</u>
<b>Total</b>				<b><u>\$ 37,988.70</u></b>

## **Tab 5**





# MONTHLY REPORT

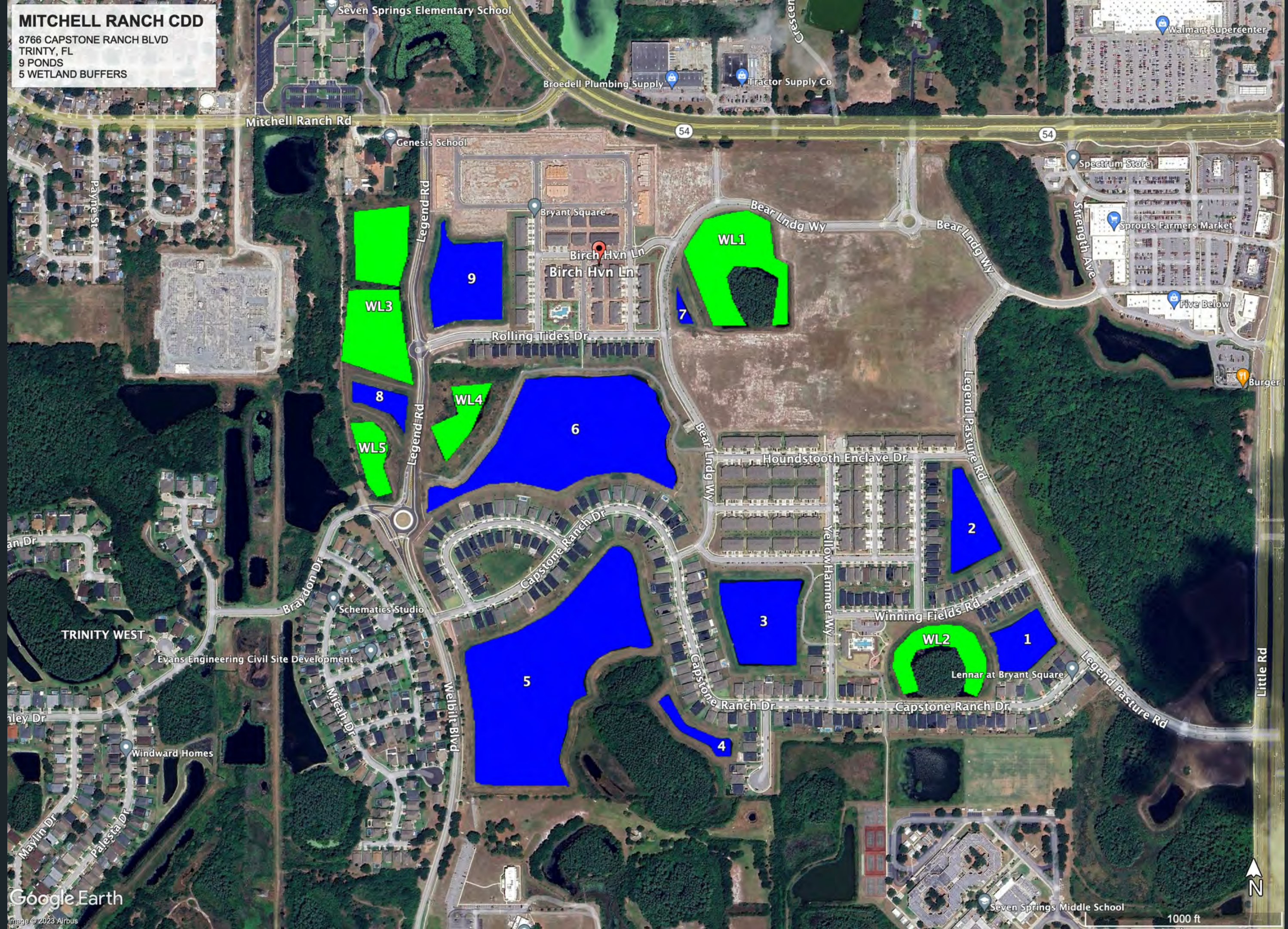
MARCH, 2024





# MITCHELL RANCH CDD

8766 CAPSTONE RANCH BLVD  
TRINITY, FL  
9 PONDS  
5 WETLAND BUFFERS





Prepared for: Debby Bayne Wallace

Prepared By: Devon Craig

## SUMMARY:

With a few warm days the last couple weeks there have been a few minor algae blooms in the ponds as a result of the air temperatures heating up. As we move into spring we anticipate an increase in algae blooms as well as submersed growth. Our team will be active doing prevent applications as well as call back services. We are in great shape going int spring.





Pond #1 Treated for Algae and  
Shoreline Vegetation.



Pond #2 Treated for Algae and  
Shoreline Vegetation.



Pond #3 Treated for Algae and  
Shoreline Vegetation.





Pond #4 Treated for Algae and  
Shoreline Vegetation.



Pond #5 Treated for Shoreline  
Vegetation.



Pond #6 Treated for Shoreline  
Vegetation.





Pond #7 Treated for Shoreline Vegetation.



Pond #8 Treated for Algae and Shoreline Vegetation.



Pond #9 Treated for Algae and Shoreline Vegetation.



## **Tab 6**

(1)



**Observation- Turf Is Mowed And Edged**

**Created:** Sat, 2/17/2024

Turf around pond is mowed and pond edge trimmed

(2)



**Observation- Turf Around Pond**

**Created:** Sat, 2/17/2024

Turf around pond mowed and trimmed



(3)



**Observation- Planting Beds Clean And Shrubs Trimmed**

**Created:** Sat, 2/17/2024



(4)



**Maint- Remove Loose Tree Straps**

**Created:** Sat, 2/17/2024

Remove loose and hanging tree straps



(5)



**Irrigation- Irrigation Repair Needed At Harmon Park**

**Created:** Sat, 2/17/2024

Tree bubbler or line break- washing out around tree at Harmon Park



(6)



**Observation- Park Turf Is Mowed And Detailed**

Created: Sat, 2/17/2024

Mowed, edged along sidewalks and bushes trimmed

(7)



### **Turf Weed Treatment Completed On 2-13-24**

**Created:** Sat, 2/17/2024

Turf was treated for weeds on 2-13-24 and fungus on 1-30-24





(8)



**Maint- Trim Back Ornamental Grasses And Edged Bed**

**Created:** Sat, 2/17/2024

Ornamental grasses need to be cut back for spring. Bed needs to be edged and weeded.



(9)



### **Maint- Edge And Weed Perimeter Beds**

**Created:** Sat, 2/17/2024



(10)



**Maint- Edge And Weed Beds.**

**Created:** Sat, 2/17/2024



(11)



**Observation- Algae Developement In Ponds**

**Created:** Sat, 2/17/2024

(12)



### Observation- Large Pond

Created: Sat, 2/17/2024

Consistent turf appearance. Color and height consistent in turf around pond



(13)



### **Observation- Algae Developement In Ponds**

**Created:** Sat, 2/17/2024



(14)



**Observation- Turf Along Main Entrance Boulevard**

Created: Sat, 2/17/2024

Healthy thick green turf along entrance boulevard



(15)



**Observation- Pond Mowed And Trimmed**

Created: Sat, 2/17/2024

Turf healthy and thick along boulevard. Pond mowed and trimmed



(16)



**RFP - Fill In Empty Bed Space With Plantings**

**Created:** Sat, 2/17/2024

Propose to fill in empty bed space with ground cover or plantings.



(17)



**RFP- Fill In Second Island Empty Bed Space**

**Created:** Sat, 2/17/2024

Fill in Empty island end with ground cover or plantings

(18)



**RFP - Fill In First Island At Entrance With Plants**

Created: Sat, 2/17/2024

Fill in end of first island with plants or ground cover





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## Mitchell ranch clock #1- commons #1-

Date: Feb 01, 2024 7:05 am

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #1-commons area #1
Location	Legend pasture and capstone ranch
Model	
Modules	41
Controller ID	74897

Water Days as of Feb 01, 2024	
Program A	Every day of the week
Program B	Tue , Thur , Sat
Program C	Sun , Wed , Fri
Program D	

Notes
Rainbird LX-IVM
No irritation installed in island west of roundabout at SR54
All general repairs have been completed

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	Both side of curb at Little road and legend pasture entry	Pass	4								
(4) nozzle replaced											
2	Both sides legend pastor and Little road entry	Pass									
3	Northside legend pasture at second meeting Island	Pass									
4	All drip from Little road to capstone ranch and 3rd medium Island	Pass									
5	East curb and second meeting Island	Pass									
6	East side, inside sidewalk second median Island to capstone ranch	Pass									
7	Open	Pass									
8	Westside inside sidewalk second median Island to capstone ranch	Pass							1		
9	Westside curb south of capstone ranch	Pass									
10	Westside curb north of capstone ranch	Pass									
11	Westside north of capstone ranch	Pass									
12	East side north of capstone ranch	Pass									

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
13	East side north of capstone ranch to winning field	Pass									
14	Median Island North of winning field	Pass									
15	East curb north of winning field	Pass									
16	East side north of houndstooth and a long East bear landing	Pass							1		
17	East side north of houndstooth	Pass									
18	Westside legend pasture, winning field to houndstooth	Pass									
19	Westside legend pasture, winning field to houndstooth	Pass									
20	Westside legend pastor north of houndstooth	Pass									
21	Westside legend pastor north of houndstooth	Pass									
22	Eastside legend pastor south of bear landing	Pass									
23	Southwest corner legend pastor and bear landing	Pass									
24	Southside bear landing to cattle ranch	Pass						1	1		
Bubbler											
25	South of bear landing east of roundabout	Pass	1								
Nozzle replaced											
26	Roundabout	Pass									
27	Southwest of roundabout at cattle ranch	Pass				8					
No irritation in island.											
28	(NW) corner of roundabout at STRD 54	Pass									
29	State road 54 entry	Pass							1		
30	Cattle ranch median	Pass									
31	South curb of bear landing- (W) of roundabout	Pass	2		1				1		
(2) nozzle replaced											
32	Southside bear landing at medal Way intersection	Pass	1								
Nozzle replaced											
33	South bear landing, medal way to houndstooth	Pass									
34	East side of bear landing south of birch haven	Pass	1								

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
Nozzle replaced											
35	Eastside bear landing north of houndstooth	Pass									
36	Eastside bear landing between houndstooth and campus woods	Pass	2								
(2) nozzle replaced											
37	Lift station West side bear landing north of houndstooth	Pass									
38	Westside bear landing south of houndstooth to campus woods	Pass									
39	North bear landing, west legend pasture	Pass						1	1		
Bubbler											
40	Houndstooth #8655-#8683	Pass									
41	Houndstooth #8613-#8647	Pass									
42	Houndstooth #8577-#8605	Pass									
43	Houndstooth #8515-#8545	Pass									
44	Houndstooth #8489-#8509	Pass									
45	Houndstooth #8453-#8483	Pass									
46	Houndstooth #8450-#8472	Pass									
47	Houndstooth #8476-#8496	Pass									
48	Houndstooth #8502-#8522	Pass									
49	Houndstooth #8526-#8548	Pass									
50	Druid oaks #8527-8549	Pass									
51	Druid oaks #8503-#8523	Pass									
52	Druid oaks #8477-#8497	Pass									
53	Druid oaks #8451-#8471	Pass									
54	Druid oaks #8450-#8472	Pass									
55	Druid oaks #8476-#8496	Pass									
56	Druid oaks #8502-#8522	Pass									
57	Druid oaks #8528-#8548	Pass									
58	Campus woods #8527-#8547	Pass									

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
59	Campus woods #8501-#8521	Pass									
60	Campus woods #8477-#8497	Pass									
61	Campus woods #8449-#8469	Pass									
62	Yellow hammer #2848-#2866	Pass									
63	Yellow hammer #2874-#2902	Pass									
64	Yellow hammer #2910-#2928	Pass									
65	Coach manors #2901-#2919	Pass									
66	Coach manors #2865-#2895	Pass									
67	Coach manors #2839-#2857	Pass									
68	Coach manors #2838-#2850	Pass									
69	Coach manors #2864-#2896	Pass									
70	Coach manors #2900-#2918	Pass									
71	Gridiron ilse #2911-#2929	Pass									
72	Gridiron ilse #2875-#2895	Pass									
73	Gridiron ilse #2849-#2867	Pass									
74	Southwest corner of yellow hammer and campus woods	Pass									
75	West side along sidewalk	Pass									
76	Center	Pass									
77	Along sidewalk at street	Pass									
78	Parking islands along campus woods and yellow hammer way	Pass									
79	All trees	Pass									
80	All beds	Pass									
81		Pass									
82		Pass									



**Zone #1 - 02-01-24 10:13 am CST**



**Zone #8 - 02-01-24 10:18 am CST**



**Zone #8 - 02-02-24 6:53 am CST**



**Zone #16 - 02-01-24 10:20 am CST**





**Zone #16 - 02-02-24 7:00 am CST**



**Zone #24 - 02-01-24 10:20 am CST**



**Zone #24 - 02-02-24 7:19 am CST**

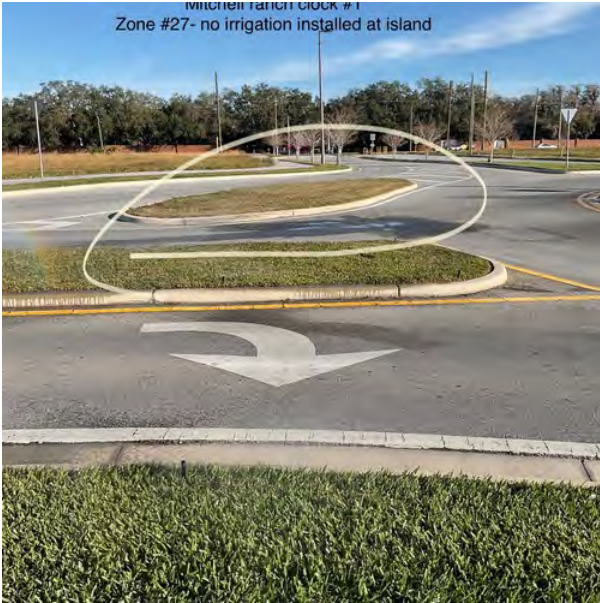


**Zone #25 - 02-01-24 10:14 am CST**





**Zone #27 - 02-01-24 10:15 am CST**



**Zone #29 - 02-01-24 10:20 am CST**



**Zone #29 - 02-02-24 7:26 am CST**



**Zone #31 - 02-01-24 10:16 am CST**

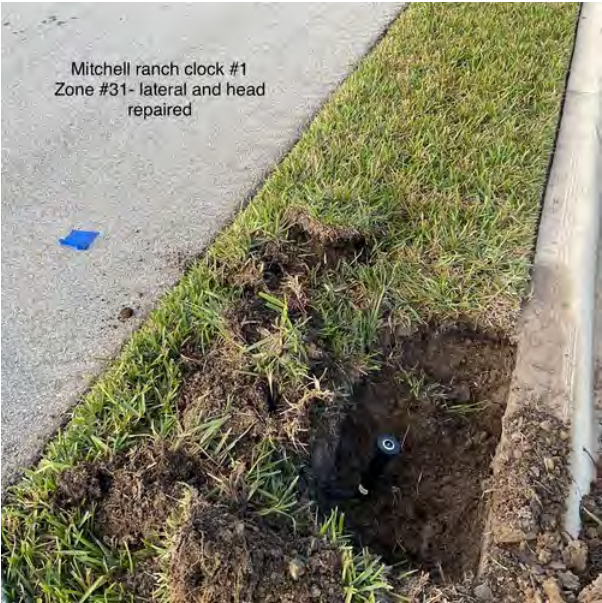




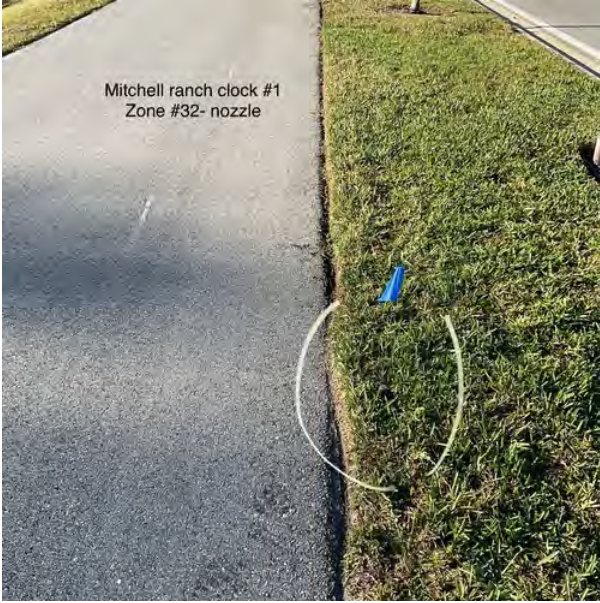
**Zone #31 - 02-01-24 10:16 am CST**



**Zone #31 - 02-02-24 7:36 am CST**



**Zone #32 - 02-01-24 10:16 am CST**



**Zone #34 - 02-01-24 10:16 am CST**





**Zone #36 - 02-01-24 10:17 am CST**



**Zone #39 - 02-01-24 10:21 am CST**



**Zone #39 - 02-02-24 7:19 am CST**





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## Mitchell ranch clock #2- commons #1

Date: Jan 04, 2024 6:37 am

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #1-commons area #1
Location	Legend pasture and capstone ranch
Model	
Modules	41
Controller ID	74897

Water Days as of Jan 04, 2024	
Program A	Mon , Tue , Wed , Fri , Sat
Program B	Tue , Thur , Sat
Program C	Mon , Wed , Fri
Program D	

Notes
Rainbird LX-IVM
Seasonal adjustment 75%
General repairs- (5) lateral breaks, (5) bubbler, (2) nozzles, (1) broken head
Outstanding proposal- replacement of #2 Rainbird valve on zone #31
Outstanding proposal- replacement of #2 Rainbird valve on zone #31
All general repairs have been completed

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	Both side of curb at Little road and legend pasture entry	Pass									
2	Both sides legend pastor and Little road entry	Pass									
3	Northside legend pasture at second meeting Island	Pass									
4	All drip from Little road to capstone ranch and 3rd medium Island	Pass									
5	East curb and second meeting Island	Pass									
6	East side, inside sidewalk second median Island to capstone ranch	Pass									
7	Open	Pass									
8	Westside inside sidewalk second median Island to capstone ranch	Pass						1	1		
9	Westside curb south of capstone ranch	Pass									
10	Westside curb north of capstone ranch	Pass									
11	Westside north of capstone ranch	Pass									
12	East side north of capstone ranch	Pass	2								

Nozzles replaced

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
13	East side north of capstone ranch to winning field	Pass									
14	Median Island North of winning field	Pass									
15	East curb north of winning field	Pass									
16	East side north of houndstooth and a long East bear landing	Pass						2	2		
17	East side north of houndstooth	Pass			1						
18	Westside legend pasture, winning field to houndstooth	Pass									
19	Westside legend pasture, winning field to houndstooth	Pass									
20	Westside legend pastor north of houndstooth	Pass									
21	Westside legend pastor north of houndstooth	Pass									
22	Eastside legend pastor south of bear landing	Pass									
23	Southwest corner legend pastor and bear landing	Pass									
24	Southside bear landing to cattle ranch	Pass						2	2		
25	South of bear landing east of roundabout	Pass									
26	Roundabout	Pass									
27	Southwest of roundabout at cattle ranch	Pass									
28	(NW) corner of roundabout at STRD 54	Pass									
29	State road 54 entry	Pass									
30	Cattle ranch median	Pass									
31	South curb of bear landing- (W) of roundabout	Fail									
Faulty valve- needs replaced											
32	Southside bear landing at medal Way intersection	Pass									
33	South bear landing, medal way to houndstooth	Pass									
34	East side of bear landing south of birch haven	Pass									
35	Eastside bear landing north of houndstooth	Pass									
36	Eastside bear landing between houndstooth and campus woods	Pass									
37	Lift station West side bear landing north of houndstooth	Pass									
38	Westside bear landing south of houndstooth to campus woods	Pass									

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
39	North bear landing, west legend pasture	Pass									
40	Houndstooth #8655-#8683	Pass									
41	Houndstooth #8613-#8647	Pass									
42	Houndstooth #8577-#8605	Pass									
43	Houndstooth #8515-#8545	Pass									
44	Houndstooth #8489-#8509	Pass									
45	Houndstooth #8453-#8483	Pass									
46	Houndstooth #8450-#8472	Pass									
47	Houndstooth #8476-#8496	Pass									
48	Houndstooth #8502-#8522	Pass									
49	Houndstooth #8526-#8548	Pass									
50	Druid oaks #8527-8549	Pass									
51	Druid oaks #8503-#8523	Pass									
52	Druid oaks #8477-#8497	Pass									
53	Druid oaks #8451-#8471	Pass									
54	Druid oaks #8450-#8472	Pass									
55	Druid oaks #8476-#8496	Pass									
56	Druid oaks #8502-#8522	Pass									
57	Druid oaks #8528-#8548	Pass									
58	Campus woods #8527-#8547	Pass									
59	Campus woods #8501-#8521	Pass									
60	Campus woods #8477-#8497	Pass									
61	Campus woods #8449-#8469	Pass									
62	Yellow hammer #2848-#2866	Pass									
63	Yellow hammer #2874-#2902	Pass									
64	Yellow hammer #2910-#2928	Pass									
65	Coach manors #2901-#2919	Pass									

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
66	Coach manors #2865-#2895	Pass									
67	Coach manors #2839-#2857	Pass									
68	Coach manors #2838-#2850	Pass									
69	Coach manors #2864-#2896	Pass									
70	Coach manors #2900-#2918	Pass									
71	Gridiron ilse #2911-#2929	Pass									
72	Gridiron ilse #2875-#2895	Pass									
73	Gridiron ilse #2849-#2867	Pass									
74	Southwest corner of yellow hammer and campus woods	Pass									
75	West side along sidewalk	Pass									
76	Center	Pass									
77	Along sidewalk at street	Pass									
78	Parking islands along campus woods and yellow hammer way	Pass									
79	All trees	Pass									
80	All beds	Pass									
81		Pass									
82		Pass									



**Zone #8 - 01-04-24 9:09 am CST**



**Zone #8 - 01-04-24 1:57 pm CST**



**Zone #12 - 01-04-24 7:33 am CST**



**Zone #16 - 01-04-24 9:10 am CST**





**Zone #16 - 01-04-24 9:10 am CST**



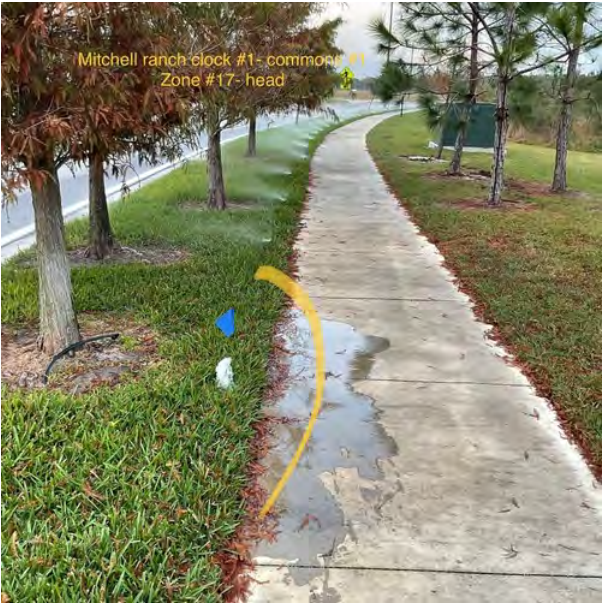
**Zone #16 - 01-04-24 2:04 pm CST**



**Zone #16 - 01-04-24 2:09 pm CST**



**Zone #17 - 01-04-24 7:33 am CST**





**Zone #17 - 01-04-24 2:17 pm CST**



**Zone #24 - 01-04-24 9:10 am CST**



**Zone #24 - 01-04-24 9:11 am CST**



**Zone #24 - 01-04-24 2:28 pm CST**





**Zone #24 - 01-04-24 2:28 pm CST**





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## Mitchell ranch clock #3- Harmon park

Date: Jan 04, 2024 9:31 am

Inspector: LaPoma Thomas

Site	
Name	Mitchell Ranch CDD
Address	8447 Florida 54
City	New Port Richey
ST	Florida
Zip	34655

Controller	
Name	Mitchell ranch clock #3- Harmon park
Location	8064 capstone ranch @ Harmon park
Model	
Modules	5
Controller ID	98752

Water Days as of Jan 04, 2024	
Program A	Mon , Wed , Fri , Sat
Program B	
Program C	
Program D	

Notes
Hunter hybrid
Seasonal adjustment 75%

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	East end along fence	Pass									
2	West end along fence and trees along sidewalk	Pass									
3	North end along fence	Pass									
4	Along curb	Pass									
5	Along sidewalk	Pass									
6	First row inside sidewalk	Pass									
7	Southeast corner alongside walk	Pass									
8	Northwest corner along bed	Pass									
9	First row in center	Pass									
10	Second row in center	Pass									
11	Second row inside sidewalk	Pass									

## **Tab 7**





Rizzetta & Company

## UPCOMING DATES TO REMEMBER

- **Next Meeting:** April 9, 2024 @ 9:00am

# District Manager's Report

March 12th

# 2024

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### FINANCIAL SUMMARY

01/31/2023

General Fund Cash & Investment Balance:	\$554,212
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Reserve Fund Cash & Investment Balance:	\$0
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Debt Service Fund Investment Balance:	\$1,016,755
---------------------------------------	-------------

<b>Total Cash and Investment Balances:</b>	<b>\$1,570,967</b>
--	--------------------

<b>General Fund Expense Variance:</b>	<b>\$96,524</b>	<b>Under Budget</b>
---------------------------------------	-----------------	---------------------



Rizzetta & Company

**DM Report:**

- Request from resident for signs around townhomes for “no parking on trash removal days”. On-street parking was part of the approved design.
- I emailed some ethics training resources to the Board on 2/13/2024.
- HOA sent out an email blast reminding residents that the community is not a golf cart community.
- Econostripe is anticipated to have the sign repair project completed by this meeting. This is for the Traffic Enforcement Agreement.
- Chairman approved a \$600 reduction (total \$2,940) to the proposal for tree replanting from Fieldstone that was on the agenda last meeting. Board had authorized Chairman to approve final amount.

**DM Site Visit Report:** 3/1/2024 Site Visit attached.



**From:** Debby Bayne-Wallace <dbwallace@rizzetta.com>

**Sent:** Tuesday, March 5, 2024 8:01 AM

**To:** Kelly Evans <kelly.evans@lennar.com>; Elizabeth moore <Emoore@fieldstonels.com>

**Cc:** Wesley Elias <WElias@rizzetta.com>; Diana Kronick <DKronick@rizzetta.com>; Bobby Williamson <bwilliamson@fieldstonels.com>

**Subject:** Mitchell Ranch CDD - 3/1/2024 Site Visit Report

Hi Kelly/Liz,

Please see the pictures and notes below. The property looks great. The mulch really made a difference. Trees have been straightened.

Please let me know if you have any questions.

Thank you.

**Debby Wallace**

Regional Manager

813.933.5571 Ext: 8814

[dbwallace@rizzetta.com](mailto:dbwallace@rizzetta.com)

[rizzetta.com](http://rizzetta.com)

**Board Of Supervisors: In an effort to maintain compliance with the Florida Sunshine Law, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the Management Office at (813) 933-5571.**

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Along Bear Landing Way. A map with the proposed path sign locations is on the agenda.













Ponds and pond banks well maintained.

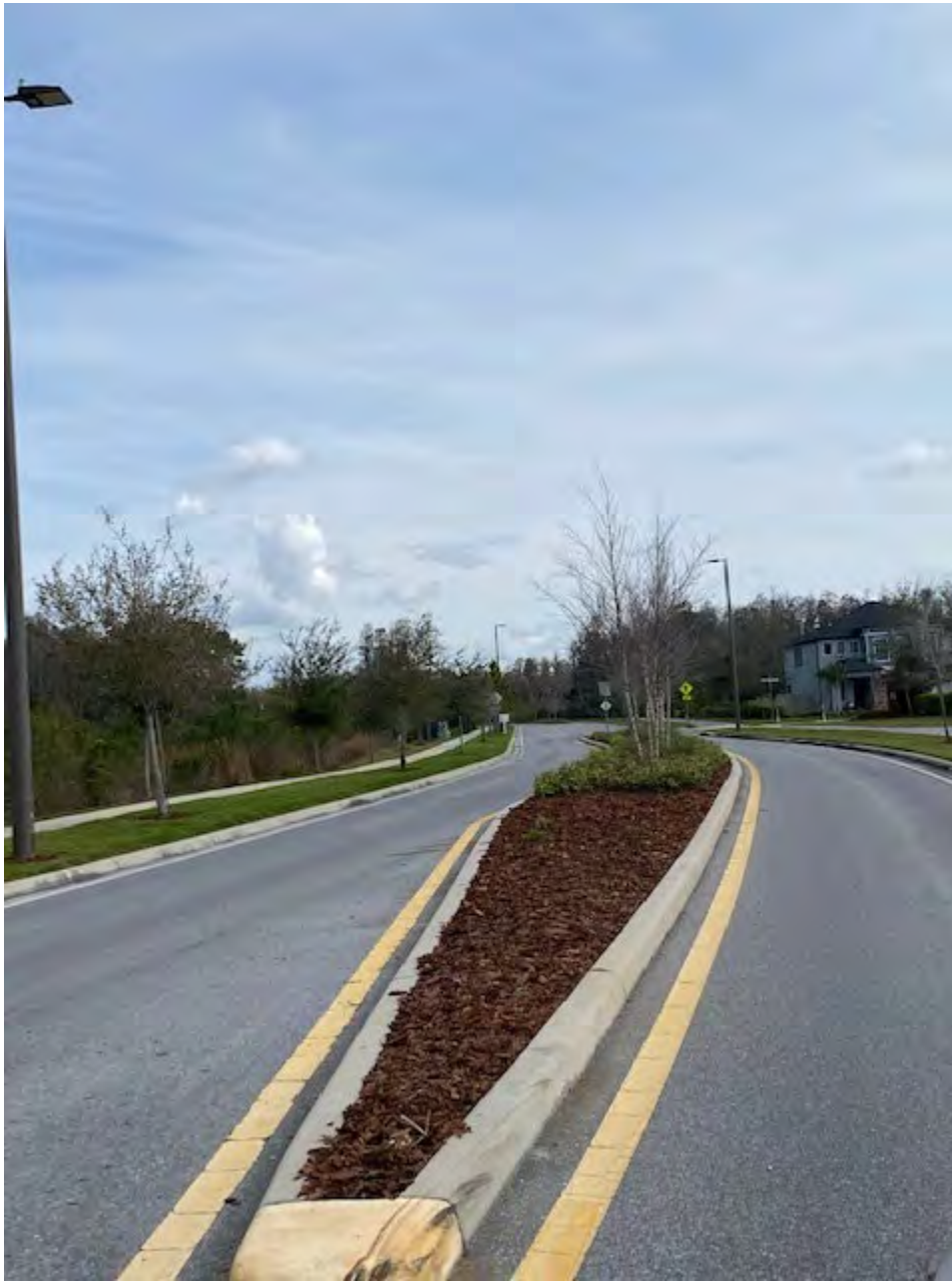




Medians well maintained.



New mulch looks great throughout the community.











## **Tab 8**



**From:** Ana Walsh <[ana.walsh15@gmail.com](mailto:ana.walsh15@gmail.com)>

**Sent:** Friday, March 1, 2024 2:56 PM

**To:** Andrew Schmidt <[aschmidt@melrose.management](mailto:aschmidt@melrose.management)>; Debby Bayne-Wallace <[dbwallace@rizzetta.com](mailto:dbwallace@rizzetta.com)>

**Subject:** [EXTERNAL]Cars parked on grass during school release

NOTICE: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please use the Phish Alert! button to report suspicious messages.

Hi Andrew and Debby,

I'm not sure if this is a HOA or CDD matter so I'm sending to you both.

I'm sure you're both aware that people are using the neighborhood as a pick up for kids going to SSMS and MHS.

Some of these cars (pictures attached), are parking on the neighborhood grass.

I don't think it's fair for people to do this and get away with it, and then we who actually live here will end up paying more fees to deal with issues like grass needing to be replaced.

I'd appreciate your support in finding a solution to avoid us paying even more to live in our community.

Respectfully,

Ana Walsh



