

RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS MEETING

JUNE 9, 2016

RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT AGENDA

JUNE 9, 2016 at 10:00 a.m.

At the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, 33544

District Board of Supervisors	Patricia Buck Jennifer Orsi Julie Vitale Michelle Orsi Paula Orsi	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	Wes Haber	Hopping, Green & Sams, P.A.
District Engineer	Steve Wasson	Florida Design Consultants, Inc.

All Cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 994-1001 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 994-1001, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544

June 2, 2016

Board of Supervisors
Riverwood Estates
Community Development District

FINAL AGENDA

Dear Board Members:

The regular meeting and public hearing of the Board of Supervisors' of Riverwood Estates Community Development District will be held on **Thursday, June 9, 2016 at 10:00 a.m.** at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on May 12, 2016..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for May 2016 Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 5. SUPERVISOR REQUESTS**
- 6. 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.

Very truly yours,

Matthew Huber

Matthew Huber
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 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.

**RIVERWOOD ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Riverwood Estates Community Development District was held on **Thursday, May 12, 2016 at 10:07 a.m.**, at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544.

Present and constituting a quorum were:

Patricia Buck	Board Supervisors, Chairman
Jennifer Orsi	Board Supervisor, Vice Chairman
Michelle Orsi	Board Supervisor, Assistant Secretary

Also present were:

Matthew Huber	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams <i>(via. conf. call)</i>

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order and read the roll call

SECOND ORDER OF BUSINESS

Audience Members

No audience members present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
August 13, 2015**

On a Motion by Ms. Buck, seconded by Ms. J. Orsi, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisor's Regular Meeting held on August 13, 2015 as presented for Riverwood Estates Community Development District.
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FOURTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for July 2016 through April 2016

On a Motion by Ms. Buck, seconded by Ms. M. Orsi, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2015 (\$833.66), August 2015 (\$942.15), October 2015 (\$2,269.66), November 2015 (\$516.66), December 2015 (\$568.66), January 2016 (\$516.66), February 2016 (\$1,516.66), March 2016 (\$516.66) and April 2016 (\$641.15) as presented for Riverwood Estates Community Development District.

FIFTH ORDER OF BUSINESS

Discussion of Proposed Budget for Fiscal Year 2016-2017

Mr. Huber presented the proposed budget for fiscal year 2016-2017 to the board for review.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2016-02, Approving Proposed Budget

Mr. Huber introduced Resolution 2016-02.

On a Motion by Ms. Buck, seconded by Ms. M. Orsi, with all in favor, the Board of Supervisors approved the adoption for Resolution 2016-02 and set the public hearing for Riverwood Estates Community Development District.

SEVENTH ORDER OF BUSINESS

Establish Audit Committee and Set Audit Committee Meeting Date and Time

Mr. Huber explained how the process works and recommended that the full Board serve as Audit Committee. The Audit Committee meeting will take place on June 9, 2016 at 10:00 a.m. at the Rizzetta & Company, Wesley Chapel office before the regular scheduled CDD meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report.
- B. District Engineer
Not present.

C. District Manager

Mr. Huber announced the next meeting will be June 9, 2016 at 10:00 a.m. at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, Florida 33544. Mr. Huber stated the registered voter count as of April 15, 2015 is 0 per the Pasco County Supervisor of Elections.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

No supervisor requests.

Mr. Huber stated that there was no further business to come before the Board and asked for a motion to adjourn.

NINTH ORDER OF BUSINESS

Adjournment

<p>On a Motion by Ms. Buck, seconded by Ms. M. Orsi, with all in favor, the Board of Supervisors adjourned the meeting at 10:18 a.m. for Riverwood Estates Community Development District.</p>
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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 3434 COLWELL AVENUE · SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures May 2016 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2016 through May 31, 2016. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,987.34**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Riverwood Estates Community Development District
Paid Operation & Maintenance Expenditures
May 1, 2016 Through May 31, 2016

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Barzana & Associates, PA	001275	1674	Audit Services PE 09/30/15	\$ 4,200.00
Hopping Green & Sams	001276	87791	Legal Services 03/16	\$ 234.00
Rizzetta & Co, Inc.	001273	3135	District Manangement Services 05/16	\$ 416.66
Rizzetta Technology Services, LLC.	001274	INV0000001245	Website Hosting Services 05/16	\$ 100.00
Times Publishing Company	001277	296936 05/12/16	Legal Advertising 05/16	<u>\$ 36.68</u>
Report Total				<u>\$ 4,987.34</u>



Barzana & Associates, P.A.
 2406 Cypress Glen Dr Suite 102
 Wesley Chapel, FL 33544-4609

Phone: 813-598-6984
 Fax: 813-708-1289

www.barzana-associates.com
 gbarzana@barzana-associates.com

Invoice: 1,674 **Date:** 05/05/16
Amount: \$4,200.00 **Due:** 05/05/16

Riverwood Estates Community Development District
 Mathew Huber
 5844 Old Pasco Road, Suite 100
 Wesley Chapel, FL 33544

Beginning Balance	\$0.00
Invoices	4,200.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	\$4,200.00

This invoice is for the following services rendered for Riverwood Estates Community Development District.

Professional service rendered in connection with audit services for Riverwood Estates Community Development District for the period ended September 30, 2015.	4,200.00
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Billed Amount	\$4,200.00
Invoice Total	\$4,200.00

RECEIVED

Date Rec'd MAY 05 2016
 Date approved 5/9/16
 Date entered MAY 05 2016
 Fund 001 GLS13000003202
 Check # _____

✂ Please return this portion with payment. Thank you for your prompt payment.

Invoice: 1674 Date: 05/05/2016 Due Date: 05/05/2016	Amount Due: \$4,200.00 Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	ID: 1112 Riverwood Estates Community Development District 813-994-1001
Invoices are due upon receipt.	Card Type: _____ Card #: _____ Signature: _____	 Exp Date: _____
Please make checks payable to Barzana & Associates, P.A..		

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

April 30, 2016

Riverwood Estates Community Development District
c/o District Manager
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Bill Number 87791
Billed through 03/31/2016

General Counsel
RWECDD 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

03/25/16	WSH	Begin review of response to JLAC correspondence.	0.30 hrs
03/28/16	WSH	Review JLAC response letter; prepare correspondence to Kennedy regarding same.	0.60 hrs
Total fees for this matter			\$234.00


MATTER SUMMARY

Haber, Wesley S.	0.90 hrs	260 /hr	\$234.00
TOTAL FEES			\$234.00
TOTAL CHARGES FOR THIS MATTER			\$234.00

BILLING SUMMARY

Haber, Wesley S.	0.90 hrs	260 /hr	\$234.00
TOTAL FEES			\$234.00
TOTAL CHARGES FOR THIS BILL			\$234.00

Please include the bill number on your check.


RECEIVED
MAY 18 2016
Date received Hopping Green & Sams, Inc.
VM approval  Date 5-28-16
Date entered MAY 18 2016
Fund 001 GLS1400 OC 3107

RIZZETTA & COMPANY, INC.
 5020 W Linebaugh Avenue
 Suite 200
 Tampa, FL 33624

DATE	INVOICE NO.
5/1/2016	3135

BILL TO
RIVERWOOD ESTATES COMMUNITY DEVELOPMENT DISTRICT 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614

TERMS	PROJECT
Due Upon Rec't	260 - CDD

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
DM	<p>PROFESSIONAL FEES:</p> <p>District Management Services</p> <p>Services for the period May 1, 2016 through May 31, 2016</p> <p style="text-align: center;">RECEIVED</p> <p style="text-align: center;">APR 23 2016</p> <p>  Date <u>5/2/16</u> APR 26 2016 Fund <u>001 GL 5130000 3101</u> Check # _____ </p>		416.66	416.66

Total	\$416.66
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Rizzetta Technology Services

5020 W Linebaugh Ave.
 Suite 200
 Tampa FL 33624

Invoice

Date	Invoice #
5/1/2016	INV0000001245

Bill To:

RIVERWOOD ESTATES CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
May		00260

Description	Qty	Rate	Amount
Email Hosting	0	\$15.00	\$0.00
Website Hosting Services	1	\$100.00	\$100.00
Subtotal			\$100.00
Total			\$100.00

RECEIVED

APR 27 2016

Date received APR 27 2016
 Date entered APR 27 2016
 Fund 001 GL 51300 OC 5103
 Check # _____

[Handwritten Signature] 5/2/16

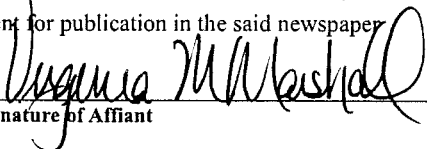
Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss
COUNTY OF Hillsborough County


Before the undersigned authority personally appeared **Virginia Marshall** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Riverwood Estates** was published in **Tampa Bay Times: 5/12/16**. in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper



Signature of Affiant

Sworn to and subscribed before me this 05/12/2016.



Signature of Notary Public

Personally known / or produced identification

Type of identification produced _____

**NOTICE OF PUBLIC MEETING
RIVERWOOD ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

A regular meeting of the Board of Supervisors of Riverwood Estates Community Development District will be held on Thursday, May 12, 2016 at 10:00 a.m. at the office of Rizzetta & Company, Inc., located at 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544. This meeting may be continued to a date and time certain which may be announced at the meeting. The purpose of the meeting is to consider organizational matters related to the District; to consider certain operating policies for the conduct of District business; to consider services and facilities to be provided by the District and the financing plan for same and any other business which may properly come before it.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. There may be occasions when one or more Assistant Secretaries will participate by telephone. At the above location there will be present a speaker telephone so that any person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

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Matthew Huber
District Manager
(296936) 05/12/2016



JOSEPH F. FISH
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF116052
Expires 6/23/2018