



Rizzetta & Company

**Palma Sola Trace**  
**Community Development District**  
**Board of Supervisors' Meeting**  
**December 16, 2021**

District Office · Riverview, Florida · (813) 533-2950

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

**Palma Sola Trace  
Community Development District**

Palma Sola Trace Clubhouse. 7408 Hamilton Road, Bradenton FL, 34209

<b>Board of Supervisors</b>	Peter Gelman	Chairman
	Roger Ohlson	Vice Chairman
	Robert Mauriello	Assistant Secretary
	Eva Walker	Assistant Secretary
	William Diamond	Assistant Secretary
<b>District Manager</b>	Jerry Whited	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lauren Gentry	KE Law Group, PLLC
<b>District Engineer</b>	Rick Schappacher	Schappacher Engineering

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 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.

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**  
District Office · Riverview, Florida · (813) 533-2950  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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December 8, 2021

**Board of Supervisors  
Palma Sola Trace Community  
Development District**

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, December 16, 2021 at 1:30 p.m.** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, Florida 34209. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of Board of Supervisors' Regular Meeting held on October 28, 2021 .....Tab 1
  - B.** Consideration of Operations & Maintenance Expenditures for October 2021 & November 2021.....Tab 2
- 4. STAFF REPORTS**
  - A.** District Counsel
  - B.** District Engineer
  - C.** District Manager
- 5. BUSINESS ITEMS**
- 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 contact us at (813) 933-5571.

Respectfully,

*Jerry Whited*

Jerry Whited  
District Manager

**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.*

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Thursday, October 28 , 2021 at 1:30 p.m.** at the Palma Sola Trace Clubhouse located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	<b>Board Supervisor; Chair</b> <i>(via phone)</i>
Roger Ohlson	<b>Board Supervisor; Vice-Chair</b>
Robert Mauriello	<b>Board Supervisor; Asst. Secretary</b>
William Diamond	<b>Board Supervisor; Asst. Secretary</b>
Eva Walker	<b>Board Supervisor; Asst. Secretary</b> <i>(via phone)</i>

Also present were:

Jerry Whited	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Lauren Gentry	<b>District Counsel; KE Law</b> <i>(via phone)</i>
Rick Schappacher	<b>District Engineer; Schappacher Engineering</b>
David Kaiser	<b>HOA President</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Whited called the meeting to order and conducted roll call, confirming a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There was an audience comment related to the removal of vines in Palma Sola Trace Creek and the landscaping contract with Brightview.

On a motion by Mr. Ohlson, seconded by Mr. Diamond, the Board unanimously approved for the supervisors on the phone to be able to vote for the Palma Sola Trace Community Development District.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of Board  
Supervisors' Regular Meeting held on  
August 26, 2021**

On a motion by Mr. Mauriello, seconded by Mr. Diamond, the Board unanimously approved the Minutes of the Board of Supervisors meeting held August 26<sup>th</sup>, 2021 for the Palma Sola Trace Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of Operations and  
Maintenance Expenditures for August  
2021 & September 2021**

On a motion by Mr. Gelman, seconded by Ms. Walker, the Board unanimously approved the operations and maintenance expenditures for the District for the months of August (\$) & September (\$), 2021 for the Palma Sola Trace Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

**i. Update Regarding 2022 Storm Water Reporting Requirements**

The Board received the District Counsel update from Ms. Gentry who was on the phone. The Board received an update on the 2022 Stormwater Reporting Requirements and gave direction for the District engineer to provide the report.

**B. District Engineer**

The Board received the District Engineer update from Mr. Schappacher who was in attendance.

**i. Discussion Regarding Perimeter Wall**

There was a discussion about the perimeter wall that was mainly focused around the CDD's cooperation with the HOA on landscape removal related items. The Board directed District Management to meet with Counsel and Engineer to review the original contract with the HOA and provide a response from the District to the HOA's counsel.

**C. District Manager**

The Board received the District Management report from Mr. Whited who was in attendance.

The next meeting is December 16<sup>th</sup>, 2021. District Manager installed signs with his direct phone number on the gates to streamline action when the gates break down. There was a discussion about the emergency gates, maintenance, repair, and future plans for the gates. No additional action was taken on the gates.

On a motion by Mr. Gelman, seconded by Mr. Mauriello, the Board unanimously approved to appoint Mr. Gelman to review and approve an Aquatic Services proposal for services to the District ahead of the next meeting for the Palma Sola Trace Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01,  
Waiving Procedure of Providing Notice  
of Meeting Dates**

On a motion by Mr. Ohlson, seconded by Mr. Gelman, the Board unanimously approved Resolution 2022-01, waiving procedure of providing notice of meeting dates for the Palma Sola Trace Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Reserve Study  
Proposal**

On a motion by Mr. Gelman, seconded by Mr. Mauriello, the Board unanimously approved the Reserve Study Proposal from FL Reserve Study for the Palma Sola Trace Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Ratification of EGIS Insurance  
Proposal**

On a motion by Mr. Gelman, seconded by Ms. Walker, the Board unanimously approved ratification of the EGIS Insurance Proposal for the Palma Sola Trace Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of District Services  
Addendum**

On a motion by Mr. Gelman, seconded by Mr. Mauriello, the Board unanimously approved the Rizzetta and Company District Services Addendum for the Palma Sola Trace Community Development District.

**TENTH ORDER OF BUSINESS**                      **Consideration of Light Pole Base Painting Proposal**

On a motion by Mr. Ohlson, seconded by Mr. Mauriello, the Board unanimously approved the proposal from A Painters Touch for painting the bases of the light poles for the Palma Sola Trace Community Development District.

**ELEVENTH ORDER OF BUSINESS**                      **Ratification of First Change Order to Wall Repair Agreement**

On a motion by Mr. Gelman, seconded by Mr. Ohlson, the Board unanimously approved ratification of the First Change Order to the Wall Repair Agreement for the Palma Sola Trace Community Development District.

**TWELFTH ORDER OF BUSINESS**                      **Consideration of Resolution 2022-02, Amending FY 2020-2021 Budget**

On a motion by Mr. Gelman, seconded by Mr. Ohlson, the Board unanimously approved Resolution 2022-02, Amending the Fiscal Year 2020-2021 Budget for the Palma Sola Trace Community Development District.

**THIRTEENTH ORDER OF BUSINESS**                      **Ratification of Resolution 2022-03, Setting Meeting Schedule for FY 2021-2022**

On a motion by Mr. Mauriello, seconded by Mr. Ohlson, the Board unanimously approved Resolution 2022-02, Setting the Meeting Schedule for the 2021-2022 Fiscal Year for the Palma Sola Trace Community Development District.

**FOURTEENTH ORDER OF BUSINESS**                      **Supervisor Requests**

On a motion by Ms. Walker, seconded by Mr. Diamond, the Board approved (4-1) for proposals to pressure wash both sides of the Bridge for the Palma Sola Trace Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Ohlson, seconded by Ms. Walker, the Board unanimously approved to adjourn the meeting at 2:45 p.m. for the Palma Sola Trace Community Development District.

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

\_\_\_\_\_  
Chair / Vice Chair



# **PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**

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District Office - Citrus Park, Florida - (813)-933-5571

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

## **Operation and Maintenance Expenditures October 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$69,193.57**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bradenton Herald	003523	59625	Legal Advertising 09/21	\$ 57.33
BrightView Landscape services, Inc.	003532	7553091	Monthly Lawn Service 10/21	\$ 748.00
BrightView Landscape services, Inc.	003524	7576996	Irrigation Repair 09/21	\$ 68.15
BrightView Landscape services, Inc.	003529	7580111	Cut Plants for Access to Wall 09/21	\$ 14,475.00
BrightView Landscape services, Inc.	003532	7591232	Irrigation Repair 10/21	\$ 137.59
Coastal Concrete Products, LLC	003530	2520	Perimeter Wall Repair 10/21	\$ 40,327.50
Egis Insurance Advisors, LLC.	003522	13897	Additional Property Insurance 10/01/21-10/01/22	\$ 1,533.00
Florida Power & Light Company	003526	21937-71157 09/21	3724 Summerwind Cir # Gate 09/21	\$ 13.60
Florida Power & Light Company	003526	56695-14423 09/21	3804 Bridlecrest Ln # PUMP 09/21	\$ 112.48
Florida Power & Light Company	003526	75654-55537 09/21	3807 75th ST W # ST LTS 09/21	\$ 116.85
Florida Power & Light Company	003526	84373-03152 09/21	4095 Overture Cir # GATE 09/21	\$ 20.36
Innersync	003519	19987	Website Compliance Quarterly Service 10/21	\$ 384.38
KE Law Group, LLC	003527	336	Legal Services 09/21	\$ 36.00
Rizzetta & Company, Inc.	003520	INV0000061848	District Management Fees 10/21	\$ 4,122.50

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003531	INV0000062016	Assessment Roll Preparation FY 21/22	\$ 5,100.00
Rizzetta Technology Services, LLC	003521	INV0000007985	Website Email & Hosting 10/21	\$ 100.00
Schappacher Engineering, LLC	003528	2009	Engineering Services 09/21	\$ 1,477.50
Securt Holdings, LLC dba CIA Access	003525	41282091521	Service Call-Gate Repair 09/21	<u>\$ 363.33</u>
<b>Report Total</b>				<b><u>\$ 69,193.57</u></b>

# **PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**

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District Office - Citrus Park, Florida - (813)-933-5571

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

## **Operation and Maintenance Expenditures November 2021 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$75,818.82**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bellmore Electric Inc.	003535	8006	Street Light Repairs 10/21	\$ 696.00
Bellmore Electric Inc.	003535	8007	Street Light Repairs 10/21	\$ 210.00
Bellmore Electric Inc.	003547	8012	Street Light Repairs 11/21	\$ 435.00
Bellmore Electric Inc.	003547	8013	Street Light Repairs 11/21	\$ 210.00
Bellmore Electric Inc.	003547	8014	Street Light Repairs 11/21	\$ 210.00
Bradenton Herald	003546	168073	Legal Advertising 11/21	\$ 84.24
BrightView Landscape services, Inc.	003548	7595553	Landscape Maintenance 11/21	\$ 748.00
BrightView Landscape services, Inc.	003536	7616747	Irrigation Repair 10/21	\$ 203.00
BrightView Landscape services, Inc.	003536	7623576	Cut Plants for Wall Access 10/21	\$ 1,700.00
BrightView Landscape services, Inc.	003548	7628434	Irrigation Repair 11/21	\$ 387.23
Coastal Concrete Products, LLC	003550	2530	Fence Repair for Perimeter Wall 11/21	\$ 62,248.75
Department of Economic Opportunity	003537	84893	Special District Fee FY 21/22	\$ 175.00
Eva Walker	003545	EW102821	Board of Supervisors Meeting 10/28/21	\$ 200.00
Florida Power & Light Company	003539	21937-71157 10/21	3724 Summerwind Cir # Gate 10/21	\$ 13.50

## Palma Sola Trace Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Power & Light Company	003539	56695-14423 10/21	3804 Bridlecrest Ln # PUMP 10/21	\$ 113.00
Florida Power & Light Company	003539	75654-55537 10/21	3807 75th ST W # ST LTS 10/21	\$ 116.85
Florida Power & Light Company	003539	84373-03152 10/21	4095 Overture Cir # GATE 10/21	\$ 20.55
Grau & Associates	003541	Q5290452I131	Audit Confirmations FY Ended 09/30/21	\$ 29.00
KE Law Group, LLC	003542	538	Legal Services 10/21	\$ 526.50
KE Law Group, LLC	003542	539	Legal Services 10/21 Perimeter Wall	\$ 238.50
Peter Gelman	003540	PG102821	Board of Supervisors Meeting 10/28/21	\$ 200.00
Rizzetta & Company, Inc.	003533	INV0000062539	District Management Fees 11/21	\$ 4,122.50
Rizzetta Technology Services, LLC	003534	INV0000008168	Website Email & Hosting 11/21	\$ 100.00
Robert Mauriello	003543	RM102821	Board of Supervisors Meeting 10/28/21	\$ 200.00
Roger Ohlson	003544	RO102821	Board of Supervisors Meeting 10/28/21	\$ 200.00
Schappacher Engineering, LLC	003551	2027	Engineering Services 10/21	\$ 1,567.50
Securt Holdings, LLC dba CIA Access	003549	30379	Service Call for Access Control 11/21	\$ 663.70
William M Diamond	003538	WD102821	Board of Supervisors Meeting 10/28/21	\$ 200.00
<b>Report Total</b>				<b><u>\$ 75,818.82</u></b>