



Rizzetta & Company

Harbourage at Braden River Community Development District

Board of Supervisors' Meeting March 13, 2024

District Office:
2700 S. Falkenburg Road Suite 2745
Riverview, Florida 33578
813.533.2950

www.harbouragecdd.org

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT AGENDA

Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL 34203

District Board of Supervisors

Mike Malik	Chairman
Michael Monti	Vice Chairman
James Burke	Assistant Secretary
Brenda Landers	Assistant Secretary
Denice Rogers	Assistant Secretary

District Manager	Christina Newsome	Rizzetta & Company, Inc.
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District Counsel	John Vericker	Straley & Robin
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District Engineer	Rick Schappacher	Schappacher Engineering
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All Cellular phones and pagers must be turned off 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) 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.

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE – Riverview, FL – 813-533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, FL 33614
www.harbouragecdd.org

Board of Supervisors
Harbourage at Braden River
Community Development District

March 6, 2024

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District will be held on **Wednesday, March 13, 2024, at 1:00 p.m.** at the Harbourage Recreation Center located at 5705 Key West Place Bradenton, FL. The following is the final agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AUDIENCE COMMENTS**
- 3. STAFF REPORTS**
 - A.** District Counsel
 - B.** District Engineer
 - C.** Review of Landscape Report
 - D.** Aquatic Maintenance
 1. Presentation of Waterway Inspection Report Tab 1
 - E.** Clubhouse Manager
 1. Presentation of Operations and Maintenance Report Tab 2
 - F.** District Manager
 1. Presentation of District Manager’s Report Tab 3
- 4. BUSINESS ADMINISTRATION**
 - A.** Consideration of the Minutes of the Board of Supervisors Regular Meeting held on February 14, 2023 Tab 4
 - B.** Consideration of Operation and Maintenance Expenditures for February 2024 USC
- 5. BUSINESS ITEMS**
 - A.** Consideration of Fitness Equipment Preventive Maintenance Agreement Tab 5
 - B.** Ratification of Marina Lift Lease USC
 - C.** Discussion of Current Marina Lift Policy
 - D.** Discussion of Playground Equipment
 - E.** Review of Capital Outlay Tab 6
- 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) 533-2950.

Sincerely,
Christina Newsome
Christina Newsome
District Manager

Tab 1

SOLITUDE

LAKE MANAGEMENT



Harborage at Braden River CDD Waterway Inspection Report

Reason for Inspection: Scheduled-recurring

Inspection Date: 2024-02-28

Prepared for:

Ms. Christina Newsome, District Manager
Rizzetta & Company
9428 Camden Field Parkway
Riverview, Florida 33578

Prepared by:

Alex Johnson, Service Manager

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SITE ASSESSMENTS	
PONDS 1, 2, 3 _____	3
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Site: 1

Comments:

Normal growth observed
Minor amount of algae observed growing along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



February 2024



March 2024

Site: 2

Comments:

Normal growth observed
Minor amounts of algae and torpedograss noted growing along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



February 2024



March 2024

Site: 3

Comments:

Normal growth observed
Minor amount of torpedograss noted growing within pond 3

Action Required:

Routine maintenance next visit

Target:

Torpedograss



February 2024



March 2024

Site: 4

Comments:

Normal growth observed
Minor amount of algae noted growing within pond 4



Action Required:

Routine maintenance next visit

Target:

Surface algae

February 2024

March 2024

Site: 5

Comments:

Site looks good
Minimal amount of torpedograss noted within pond 5



Action Required:

Routine maintenance next visit

Target:

Torpedograss

February 2024

March 2024

Management Summary

Pond #1: Minor amount of algae observed growing along the perimeter

Pond #2: Minor amounts of algae and torpedograss noted growing along the perimeter

Pond #3: Minor amount of torpedograss noted growing within pond 3

Pond #4: Minor amount of algae noted growing within pond 4

Pond #5: Minimal amount of torpedograss noted within pond 5

Site	Comments	Target	Action Required
1	Normal growth observed	Surface algae	Routine maintenance next visit
2	Normal growth observed	Surface algae	Routine maintenance next visit
3	Normal growth observed	Torpedograss	Routine maintenance next visit
4	Normal growth observed	Surface algae	Routine maintenance next visit
5	Site looks good	Torpedograss	Routine maintenance next visit

Harborage/Braden CDD
Bradenton, Fl.

SOLITUDE
LAKE MANAGEMENT
Rev. 6/



Tab 2

Monthly Manager's Report



HARBOURAGE

AT BRADEN RIVER
COMMUNITY DEVELOPMENT DISTRICT

5705 Key West Place, Bradenton, FL 34203
Phone: (941) 727-5500

Operations/Maintenance Updates: February 2024

- Elite AC service HVAC systems in clubhouse and gatehouse
- Hawkins Services performed repairs to pool heat pump (new fan motor and temperature sensor).
- Spot cleaned various areas of public sidewalks with test solution.
- Investigated issue at marina slip 1B with no power. Corrected with switching breakers off and on. Will monitor.
- Notified owners on Duval of no parking requirements by lake.
- Worked with Cooper Pools on scheduling pool closure for resurfacing. Planned to begin work April 1, 2024.
- Repaired several light fixtures along marina trail.
- Installed new lift rings at marina per resident request.
- Ordered new park benches approved by BOS for Mallory Square Park. Awaiting delivery planned for March 5, 2024.
- Worked with new resident on lease requirements for boat lift.
- Investigated boat lift issues for jet ski and second lift policies per BOS direction.
- Met with additional residents on shrub/tree trimming project along Natalie Way.
- Worked with Guest Well Company on power outage to well pump. Repaired.
- Investigated issues with power outage to fountain and breaker tripping. Solitude found new fountain motor was not working so have removed to return to manufacturer under warranty.
- Wrote Envera on issues with gate access, higher percentage of no name entries, camera issues, etc. Awaiting response.

Visitors through Gates: 2,669

Public Road Entries: 704 (26%)

Irrigation Water Pumped: 1,776,359 gallons pumped Recorded Rainfall: 3.87 inches (0.13" in 2023)

Marina Waitlist Residents: 1



Rizzetta & Company

Oldest Waitlist: 1

Marina Leases – New: 1 Pending **Renewals:** 1 **Amendments:** 0 **Vacant Lifts:**0

Bank Deposits/Amount: \$ 0 **Credit Cards:** \$ 200.00

New Resident MyEnvera Accounts Set up: 3

Community Events: 8 **Private Events:** 2 **Association Meetings:** 2

Pending Private Events (Parties) – 1

Intruder Alarms at Clubhouse/Pool: 0

Trespass Letters/Notices Issued: 0

Pending Items:

Paint bike racks and park benches

Spot power wash sidewalks

New dog waste station on Duval/Move park dog station/move clubhouse dog station

Gazebo wood repairs, pending vendor quote

Install water shut off valves at each boat slip (5 to complete)

Remove old fire hose box at marina, no longer required per MCFD

New sidewalk landscape



Rizzetta & Company

Tab 3



March 13

District Manager's Report

2024

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UPCOMING DATES TO REMEMBER

- **Next Meeting:** April 10, 2024 at 1p
 - **Budget Workshop:** April 17, 2024 at 1p
- **Next Election:** November 2024 Seats: 1 – Mike Malik 2 – Brenda Landers
- **Bonds Eligible for Refunding:** Now – Not currently recommended due to the payoff being almost complete.

<u>FINANCIAL SUMMARY</u>	<u>1/31/2024</u>
General Fund Cash & Investment Balance:	\$373,214
Reserve Fund Cash & Investment Balance:	\$519,728
Debt Service Fund Investment Balance:	\$301,157
Total Cash and Investment Balances:	\$1,194,099
General Fund Expense Variance:	Over Budget \$18,553

Tab 4

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.

HARBOURAGE AT BRADEN RIVER COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harbourage at Braden River Community Development District was held on **Wednesday, February 14, 2024, at 1:00 p.m.** at the Harbourage Recreation Center, located at 5705 Key West Place, Bradenton, FL 34203.

Present and constituting a quorum were:

Michael Malik	Chairman
Michael Monti	Vice Chairman
James Burke	Assistant Secretary
Denice Rogers	Assistant Secretary
Brenda Landers	Assistant Secretary

Also present were:

Christina Newsome	District Manager, Rizzetta & Co., Inc.
Matthew Huber	Regional District Manager, Rizzetta & Co., Inc.
Tony Gipe	Clubhouse Manager, Rizzetta & Co., Inc.
Rick Schappacher	District Engineer, Schappacher Engineering
Scott LaBallister	Representative, Solitude
John Vericker	District Counsel, Straley, and Robin <i>(Via Conference Call)</i>

Audience

Present

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Newsome led the Board of Supervisors and all present in the Pledge of Allegiance.

SECOND ORDER OF BUSINESS

Audience Comments

There was a resident request to open the marina to add jet ski storage, and the Board addressed to discuss this topic with further details.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Vericker was present; no report was given. The Board discussed an issue with an individual not coming to a complete stop at the traffic signs throughout the community. Mr. Vericker also discussed the ethics training that is now required for all Board members, this training needs to be completed by the end of the year.

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B. District Engineer

Mr. Schappacher was present, however; no report was given.

C. Review of Landscape Report

Not present, no report.

D. Aquatic Maintenance

1. Presentation of Waterway Inspection Report

Not present, no report given. The Board reviewed the Waterway Inspection Report and mentioned the extra plant growth in Pond 4. Mr. LaBallister informed the Board that this is a native plant species and should be removed. Additionally, Solitude will still go out and check for any additional nonnative plant growth.

E. Clubhouse Manager Report

1. Presentation of Operations and Maintenance Report

During the meeting, he informed the Board that the locations of the dog stations are being relocated. He also mentioned that the street is being blocked due to cars parked on both sides of the road, making parking an issue. As a result, there was a discussion about the possibility of making the area a tow-away zone to ensure everyone's safety.

F. District Manager

1. Presentation of District Manager's Report

The next regularly scheduled meeting will be Wednesday, March 13, 2024, at 1:00 p.m.

Ms. Newsome presented the District Manager report to the Board.

2. Presentation of Website Audit

Ms. Newsome presented the Website Audit.

On a motion from Mr. Landers, seconded by Ms. Malik, with all in favor, the Board unanimously accepted the Website Audit for December 2023, for the Harbourage at Braden River CDD.

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FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held on January 10, 2024**

Ms. Newsome presented the minutes from the January 10, 2024, meeting.

On a motion from Ms. Rogers, seconded by Mr. Monti, the Board unanimously approved the minutes of the Board Supervisors' Regular Meeting held on January 10, 2024, as amended, for the Harbourage at Braden River CDD.

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99 **FIFTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
December 2023**

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On a motion from Ms. Rogers, seconded by Ms. Landers, the Board unanimously ratified the Operation & Maintenance for December 2023, in the amount of \$35,437.23, for the Harbourage at Braden River CDD.

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104 **SIXTH ORDER OF BUSINESS**

**Consideration of Operation and
Maintenance Expenditures for
January 2024**

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On a motion from Mr. Malik, seconded by Ms. Rogers, the Board unanimously ratified the Operation & Maintenance for January 2024, in the amount of \$65,665.00, for the Harbourage at Braden River CDD.

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109 **SEVENTH ORDER OF BUSINESS**

**Consideration of
Enhancement Estimates**

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On a motion from Mr. Monti, seconded by Ms. Rogers, the Board unanimously ratified the Enhancement Estimates from Bloomings Landscape for \$2,112.50 , for the Harbourage at Braden River CDD.

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113 **EIGHTH ORDER OF BUSINESS**

Review of Capital Outlay

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115 The Board instructed management to add park benches to the Capital Outlay project list.

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117 **NINTH ORDER OF BUSINESS**

Supervisor Requests

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119 The Board further discussed adding park benches to Mallory Park as well as maintenance for
120 tables chairs and umbrellas. They also while discussing this it was mentioned that Bloomings
121 will be donating trees to the park for additional shade.

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On a motion from Mr. Malik, seconded by Ms. Landers, with all in favor, the Board decided to move forward with purchasing 2 benches to be installed at Mallory Park, for the Harbourage at Braden River CDD.

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124 The fountain on Pond 1 is down, Solitude has been contacted and the on-site diagnostic is
125 tentatively scheduled for February 16.

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127 A few more updates were given to the Board including, the pool/spa heater replacement is
128 scheduled for February 15, the new dog leash signs being installed, and new throw rings
129 have been ordered for the marina.

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131 The Board discussed in detail all the possible options that need to happen to allow jet skis in
132 the marina, they discussed district rules which only allow one slip per residence, and how
133 those rules may have to be amended to accommodate this request. The Board is still not
134 ready to have a final discussion on the matter and it will be discussed at the next meeting.

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TENTH ORDER OF BUSINESS

Adjournment

On a motion from Mr. Malik, seconded by Ms. Rogers, the Board unanimously adjourned the CDD Board meeting at 2:15 p.m., for the Harbourage at Braden River CDD.

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Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 5

CommercialFitnessProducts

PREVENTATIVE MAINTENANCE PLAN

Under the following Terms and Conditions, Commercial Fitness Products (“CFP”) agrees, for the stated fees, to perform Preventative Maintenance Service for one (1) year from the effective date for Harbourage on Braden River CDD (Customer).

The equipment which will receive the maintenance service has been listed by type, model and serial number.

This custom plan has been specifically designed to fit the needs of the Customer. The equipment covered under this agreement will be routinely maintained in accordance with manufacturers’ recommendations. The maintenance provided will focus on increasing the life of Customer’s equipment, decreasing or eliminating downtime, and maintaining the equipment at peak performance.

Upon the first PM Visit under this Agreement, an initial inspection will be performed. A detailed Estimate of equipment in need of repair will be submitted for Customer’s approval. This estimate is provided at no charge. It is the Customer’s responsibility for equipment under contract to be brought up to proper working specifications. Customer warrants the listed equipment is in proper working order on the effective date of this Agreement.

Services to be performed under this PM Plan –

Routine PM Service

Each regularly scheduled preventative maintenance call shall include a complete function and safety inspection. Additionally, cleaning, lubrication, and mechanical adjustments determined as due by CFP will be performed. Cost of routine supply items required for preventative maintenance service is included herein. Any necessary repairs will be identified, and an estimate provided to the Customer for approval.

All service covered by this Agreement will be performed during CFP’s regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the CFP’s Emergency Rates prevail - \$125.00/Hour/Technician, plus Service Charge of \$125.00.

Repairs

If non-warranty repair is needed, CFP will use its best efforts to make such repairs as quickly as possible. The Customer can call during regular hours to speak to a Service Representative or email CFP at any time or day. The Customer will be given a course of action to resolve the problem or Customer will be scheduled for a service call. All Repairs Services are billed at discounted Labor Rates (as shown below) plus Parts.

Any non-PM related service during regular working hours will be billed at the following Discounted Rate for the term of this Agreement (regular Labor Rates for non-PM Customers @ \$90.00/Hour/Tech):

- **Labor Rate - \$80.00 per hour (1 Hour Minimum) – Per Technician**
- **Service Charge - \$80.00 Service (per trip)**

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

CommercialFitnessProducts

In the event a Technician is on site performing routine Preventative Maintenance and a repair service is required, the Discounted Labor Rate (\$70.00/Hour) will apply, but the \$70.00 Service Charge will not be charged. All repairs, including Diagnostic Service Calls, are billed with a (1) one-hour minimum charge. After the initial first hour, labor will be billed in half (1/2) hour increments.

All repair labor, parts and service charges shall be invoiced as Net 30 Days.

Estimate –

A written Estimate will be presented for each billable part, accessory, or supplies, and/or labor. The Estimate must be approved by Customer prior to CFP – a.) ordering the part, b.) scheduling service call.

Service Request –

Service Requests must be made in writing by the individual Property Manager or a staff member authorized to make such a request. Service Requests must include all pertinent information related to the machine and its reported issue. Essential information required for timely repair include – identifying the machine by make/model/serial #, and a description of the problem.

Repairs necessitated by casualty, acts of God (unforeseen, naturally occurring events that were unavoidable), voltage aberrations (high or low spikes in electricity to the product), abuse (misuse of product, vandalism, or any act which harms the product in any way), or negligence, are not covered by this agreement but will be provided at Servicer's hourly rate(s) plus parts.

Repair calls requested as a result of "User Error", in which no actual repair is required, will be billed at the CFP's PM Customer's 1 Hour Labor Rate of \$70.00, plus Service Charge of \$70.00.

Warranty

All Repair Service done by CFP will be warranted for ninety (90) days from service date. Parts used for the repair will be covered under the parts supplier or manufacturer's specific warranty period.

All required Parts not covered by CFP's warranty will be billed at CFP's current Preferred Customer discounted price plus shipping charges.

Governing/Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. In the event of any dispute, the parties shall retain all rights and remedies available to them by law. In the event there shall be any litigation between parties, the prevailing party shall be entitled to recover from the other party its reasonable attorney fees, including any associated fees and court costs.

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Payment

Payment Terms are “Net 30 Days”. All unpaid balances under this agreement shall bear interest at the rate of 1.5% per month, simple interest, in the event that such invoice is not paid within thirty (30) days from date service is rendered.

If Customer requires an internal Purchase Order, or other such documentation, be generated internally, for any expense, including service labor or parts, Customer must inform CFP of this policy, and the procedure for submitting Invoices, prior to executing this agreement.

Insurance. Indemnification

CFP, at its sole cost and expense, shall provide and keep in force insurance coverages for – Workman’s Compensation, Comprehensive General Liability, Comprehensive Automobile Liability.

It is understood and agreed that this is a service & maintenance agreement only, and that under this plan, Servicer will be performing routine Preventative Maintenance procedures. CFP shall have no liability arising out of, or in connection with personal injury or property damage resulting from the use of the equipment by any person on the premises in which the equipment is located. Customer agrees to indemnify and hold CFP, its directors, officers, employees, and agents, harmless from and against any and all claims, lawsuits, costs, damages, liabilities and expenses, including attorney’s fees.

This Agreement shall not be construed as an assumption by Servicer of any risk of loss or liability due to the undersigned’s failure to routinely inspect, or negligent inspection of, the equipment by its own staff. CFP shall not be responsible to any third party or ultimate user for harm caused by continued use of equipment and/or parts that are deemed unsafe by CFP

Cancellation

Either party may cancel at any time for any reason provided a written notice has been received thirty (30) days prior to the next scheduled call. Customer shall render payment on any outstanding invoices within five (5) business days preceding cancellation of services.

Agreement

This agreement may not be amended except in writing, agreed to and signed by both parties.

Renewal

The agreement will automatically be renewed at the end of each term unless otherwise notified by the Customer. CFP will provide an agreement document with updated contract dates upon request. Invoices will be generated automatically after the first renewal PM service visit.

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Commercial**Fitness**Products

SUMMARY – Agreement Total: (Please mark with (X) your desire Plan)

\$660.00/Year (\$165.00/Visit) Plus Sales Tax; Total # of PM Visits: 4 (four) Per Year – Quarterly.

\$990.00/Year (\$165.00/Visit) Plus Sales Tax; Total # of PM Visits: 6 (six) Per Year - Bi-Monthly.

\$1,980.00/Year (\$165.00/Visit) Plus Sales Tax; Total # of PM Visits: 12 (twelve) Per Year – Monthly.

Property Name: Harbourage on Braden River

Property Address: 5705 Key West Place, Bradenton, FL 34203

Email: harbouragecddmanager@gmail.com

Contact: Tony Gipe **Contact Phone:** 941-727-5500

Signature: _____ **Title:** _____

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement.

Terms: _____

Effective Date: _____ **Ending Date:** _____

CFP Approval Signature: Wanda Christophersen **Date:** 2/12/2024

Explanation of Services:

During each preventative maintenance visit, all equipment covered under this agreement will be:

- ✓ **Inspected for safety & proper function**
- ✓ **Cleaned**
- ✓ **Lubricated**
- ✓ **Adjusted in accordance with manufacturers' specifications**
- ✓ **Parts & Repair Estimate provided as needed.**

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CommercialFitnessProducts

Equipment Covered:

QTY	BRAND	DESCRIPTION	MODEL #	SERIAL #
2	StairMaster	Treadmill	510	
1	StairMaster	Elliptical	5100	
1	Nautilus	Multi-Station Gym	NS4000	
1	StairMaster	Recumbent Bike	3800	

Scheduled Maintenance (Frequency: _____ x/Year)

MAY	NOVEMBER
JUNE	DECEMBER
JULY	JANUARY
AUGUST	FEBRUARY
SEPTEMBER	MARCH
OCTOBER	APRIL

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Tab 6

Habourage at Braden River CDD Capital Outlay Items 2023-2024

Item Description	Approximate Cost	Comments
Pool Resurfacing	\$70,000	Scheduled for APR 2024