

**K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL**  
**33544**

[WWW.KBARRANCHIICDD.ORG](http://WWW.KBARRANCHIICDD.ORG)

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**Board of Supervisors**  
**K-Bar Ranch II Community**  
**Development District**

February 8, 2021

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the K-Bar Ranch II Community Development District will be held on **Monday, February 15, 2021 at 9:30 a.m.** to be held at M/I Homes, located at 4343 Anchor Plaza Parkway, Suite 200, Tampa, FL 33624. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on January 18, 2021 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for December 2020 & January 2021 ..... Tab 2
- 4. STAFF REPORTS**
  - A. Clubhouse Manager
    - i. Presentation of Clubhouse Report ..... Tab 3
    - ii. Discussion of Events held at the Clubhouse
    - iii. Discussion of Tennis Coach Vendor ..... Tab 4
  - B. Field Services Report..... Tab 5
  - C. District Counsel
    - i. Presentation of Memorandum of Understanding E-Verify ..... Tab 6
  - D. District Engineer
  - E. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of M/I Conveyance Documents ..... Tab 7
  - B. Consideration of Square Up Terminal Proposal..... Tab 8
  - C. Ratification of Sundrift Entry Annuals Proposal..... Tab 9
  - D. Ratification of Landscape Addendum..... Tab 10
  - E. Consideration of Addendums to Amenity Services Contract..... Tab 11
  - F. Consideration of Tennis Court Lighting Proposals ..... Tab 12
  - G. Consideration of Electrical Proposal for Monuments..... Tab 13
  - H. Presentation of Reserve Study ..... Tab 14
  - I. Consideration of Gate Maintenance and Security Camera Proposals ..... Tab 15

**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,

*Lynn Hayes*

District Manager

Cc: Andy Cohen, Persson Cohen & Mooney, P.A.  
Betty Valenti, Chairman

## **Tab 1**

**MINUTES OF MEETING**

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

**K-BAR RANCH II  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the K-Bar Ranch II Community Development District was held on **Monday, January 18, 2021 at 9:30 a.m.** at the offices of M/I Homes, 4343 Anchor Plaza Parkway, Suite 200, Tampa FL 33634.

Present and constituting a quorum were:

Betty Valenti	<b>Board Supervisor, Chairman</b>
Chloe Firebaugh	<b>Board Supervisor, Vice Chairman</b>
Lee Thompson	<b>Board Supervisor, Assistant Secretary</b>

Also present:

Bryan Radcliff	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kelly Klukowski	<b>Amenity Services Asst. Manager, RASI</b>

Also present via teleconference call were:

Andrew Cohen	<b>District Counsel, Persson, Cohen &amp; Mooney</b>
Tonja Stewart	<b>District Engineer, Stantec</b>
Susan Cali	<b>Clubhouse Manager</b>
Jamie Stephens	<b>Representative, Yellowstone Landscape</b>

Audience	<b>None</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Radcliff called the meeting to order, conducted roll call and verified that a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board entertained audience comments.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board  
of Supervisors' Meeting held on  
November 3, 2020**

Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held on November 3, 2020

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 3, 2020, for K-Bar Ranch II Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Landowner Meeting held on November  
3, 2020**

Mr. Radcliff presented the minutes of the Landowner meeting held on November 3, 2020

On a Motion by Ms. Valenti, seconded by Ms. Firebaugh, with all in favor, the Board of Supervisors approved the minutes of the Landowner meeting held on November 3, 2020, for K-Bar Ranch II Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for October  
and November 2020**

Mr. Radcliff presented the Operation and Maintenance Expenditures for October and November 2020. The Board requested follow up on a Yellowstone invoice and where it should have been billed.

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors ratified the payment of the invoices in the Operation and Maintenance Expenditures reports for October (\$35,908.64) and November (\$74,388.99) for K-Bar Ranch II Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Clubhouse Manager**

Ms. Cali presented the Clubhouse Report to the Board. The Board agreed to continue to hold CDD meetings at M/I Homes and purchase an intercom phone for the Clubhouse. The Board reviewed the janitorial contract and agreed to take no action at this time. The Board requested RASI provide an estimate of increased staffing for review at the next meeting. The Board agreed to continue not permitting scheduled events at the Clubhouse or Pavilion. The Board requested the District Manager schedule a meeting with Office Pride and Ms. Cali in order to improve service. The Board agreed to the following update to the Clubhouse Hours: Monday – Friday 9:00 a.m. to 5:00 p.m. Saturday/Sunday 10:00 a.m. to

6:00 p.m. and requested Mr. Cali update all postings.

**B. Field Services Report**

Mr. Liggett presented his field services report to the Board. Mr. Stephens presented his report to the Board.

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$1,000.00 for the installation of annuals in Sundrift, for K-Bar Ranch II Community Development District.

On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors ratified a Yellowstone proposal for winter annuals in the amount of \$5,639.40, for K-Bar Ranch II Community Development District.

**C. District Counsel**

No report.

**D. District Engineer**

No report.

**E. District Manager**

Mr. Radcliff who reminded the Board that the next meeting was scheduled for February 15, 2021 at 9:30 a.m. at the M/I Homes Offices.

The Board reviewed and tabled a proposal from Square Terminal POS Equipment pending further research by Mr. Cohen.

On a Motion by Ms. Firebaugh, seconded by Ms. Valenti, with all in favor, the Board of Supervisors approved a proposal from Securiteam in the amount of \$4,306.00 for remotes, key fobs, stickers and I.D. Cards, for K-Bar Ranch II Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on Rules & Regulations**

On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors opened the public hearing, for K-Bar Ranch II Community Development District.

No public comments.

The Board reviewed the Nanny Pass resolution and suggested a few corrections.

**K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT**

**January 18, 2021 - Minutes of Meeting**

**Page 4**

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors closed the public hearing, for K-Bar Ranch II Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03;  
Rules and Regulations**

On a Motion by Ms. Valenti, seconded by Mr. Thompson, with all in favor, the Board of Supervisors adopted Resolution #2021-03; Rules and Regulations, for K-Bar Ranch II Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Reserve Study  
Proposal**

On a Motion by Ms. Firebaugh, seconded by Mr. Thompson, with all in favor, the Board of Supervisors approved the Florida Reserve Study proposal, for K-Bar Ranch II Community Development District.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Radcliff stated that if there was no further business to come before the Board then a motion to adjourn the meeting would be in order.

On a Motion by Mr. Thompson, seconded by Ms. Valenti, with all in favor, the Board of Supervisors adjourned the meeting at 10:45 a.m., for K-Bar Ranch II Community Development District.

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

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

## **Tab 2**



# K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

## **Operations and Maintenance Expenditures December 2020 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2020 through December 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented **\$98,806.94**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

### Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Blue Water Aquatics, Inc.	001600	27089	Aquatic Service - Pond Treatment 11/20	\$ 1,460.00
Bright House Networks	001603	076584502112020	10711 Mistflower Lane 12/20	\$ 134.97
Bright House Networks	001603	076593901112020	10541 K-Bar Ranch Parkway 12/20	\$ 134.97
Bright House Networks	001606	076594101111320	10339 K-Bar Ranch Parkway 11/20	\$ 134.97
Bright House Networks	001616	076594101121320	10339 K-Bar Ranch Parkway 12/20	\$ 134.97
Bright House Networks	001606	080985202113020	10340 K-Bar Ranch Parkway 12/20	\$ 134.97
Bright House Networks	001603	085934601112220	10820 Mistflower Lane 12/20	\$ 239.95
Bright House Networks	001606	085978601112320	19292 Mossy Pine Dr 12/20	\$ 149.98
Bright House Networks	001609	087769701120220	10528 Mistflower Lane 12/20	\$ 124.98
City of Tampa Utilities	001614	2282015 11/20	10352 K Bar Ranch Pkwy - Account #2282015 11/20	\$ 3.30
Florida Dept of Revenue	001607	39-8017923158-4 11/20	Sales and Use Tax 11/20	\$ 48.18
GEC Services LLC	001601	RC000188086	Janitorial Services 12/20	\$ 1,363.95

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

### Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Horner Environmental Professionals, Inc.	001594	216999	Aquatic Maintenance - Parcels A,C,K,L,M 10/20	\$ 430.78
K-Bar Ranch II CDD	CD015	CD015	Debit Card Replenishment	\$ 419.48
Persson, Cohen & Mooney, P.A.	001608	25390	Legal Services 11/20	\$ 2,351.25
Proteus Pools	001595	KBARII0010	Pool Service 11/20	\$ 2,045.75
Rizzetta & Company, Inc.	001596	INV0000054656	District Management Fees 12/20	\$ 4,738.25
Rizzetta Amenity Services, Inc.	001615	INV0000000008131	Out of Pocket Expense 10/20	\$ 192.83
Rizzetta Amenity Services, Inc.	001602	INV0000000008192	Amenity Management Services 11/20	\$ 2,838.42
Rizzetta Amenity Services, Inc.	001612	INV0000000008322	Out of Pocket Expense 11/20	\$ 105.59
Rizzetta Amenity Services, Inc.	001612	INV0000000008351	Amenity Management Services 12/20	\$ 3,518.48
Rizzetta Technology Services, LLC	001597	INV0000006571	Website Hosting Services 12/20	\$ 100.00
Securiteam Inc.	001598	10488111220	Service Call 11/20	\$ 187.50
Securiteam Inc.	001598	13621	Gate Video Monitoring Services - Amenity 12/20	\$ 960.00

# K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securiteam Inc.	001598	13622	Gate Video Monitoring Services - Briarbrook 12/20	\$ 1,310.00
Securiteam Inc.	001598	13623	Gate Video Monitoring Services - Hawk Valley 12/20	\$ 860.00
Securiteam Inc.	001598	13624	Gate Video Monitoring Services - Mossy Pine 12/20	\$ 1,050.00
Securiteam Inc.	001598	13625	Gate Video Monitoring Services - Redwood Point 12/20	\$ 1,120.00
Securiteam Inc.	001598	13626	Gate Video Monitoring Services - Parcel J 12/20	\$ 1,080.00
Securiteam Inc.	001598	13627	Gate Video Monitoring Services - Winsome Manor 12/20	\$ 1,010.00
Stantec Consulting Services Inc.	001610	1731733	District Engineer Services 11/20	\$ 366.00
TECO	001604	211019281875 11/20	10820 Mistflower Lane, Amenity 11/20	\$ 1,064.30
TECO	001617	211019281875 12/20	10820 Mistflower Lane, Amenity 12/20	\$ 1,090.52
TECO	001604	211019281917 11/20	10797 Mistflower Lane, Lift Station 11/20	\$ 33.08
TECO	001604	211019923880 11/20	10820 Mistflower Lane, Sign/Gate 11/20	\$ 43.72
TECO	001617	211019923880 12/20	10820 Mistflower Lane, Sign/Gate 12/20	\$ 45.42

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

### Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
TECO	001604	211020399740 11/20	10821 Mistflower Lane, Entry Light/Gate 11/20	\$ 40.95
TECO	001617	211020399740 12/20	10821 Mistflower Lane, Entry Light/Gate - Prorate 12/20	\$ 45.85
TECO	001604	221005629565 11/20	19294 Mossy Pine Drive - Well 11/20	\$ 101.70
TECO	001611	Summary 11/20	TECO Electric Summary 11/20	\$ 8,268.64
Waste Management Inc, of Florida	001605	9692360-2206-3	Waste Management Clubhouse 12/20	\$ 214.20
Yellowstone Landscape	001599	TM 168246	Landscape Maintenance 11/20	\$ 28,872.03
Yellowstone Landscape	001613	TM 168599	Landscape Maintenance 12/20	\$ 29,534.03
Yellowstone Landscape	001613	TM 175074	Irrigation Repairs 12/20	\$ 127.69
Yellowstone Landscape	001613	TM 175958	Irrigation Repairs 12/20	\$ 344.03
Yellowstone Landscape	001613	TM 175959	Irrigation Repairs 12/20	<u>\$ 231.26</u>
<b>Report Total</b>				<b><u>\$ 98,806.94</u></b>

# K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · 12750 CITRUS PARK LANE · SUITE 115 · TAMPA, FLORIDA 33625

## **Operations and Maintenance Expenditures January 2021 For Board Approval**

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

The total items being presented **\$104,101.32**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

### Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Blue Water Aquatics, Inc.	001629	27198	Aquatic Service - Pond Treatment 12/20	\$ 1,460.00
Bright House Networks	001625	076584502122020	10711 Mistflower Lane 01/21	\$ 134.97
Bright House Networks	001625	076593901122020	10541 K-Bar Ranch Parkway 01/21	\$ 134.97
Bright House Networks	001645	076594101011321	10339 K-Bar Ranch Parkway 01/21	\$ 134.97
Bright House Networks	001633	080985202123020	10340 K-Bar Ranch Parkway 01/21	\$ 134.97
Bright House Networks	001625	085934601122220	10820 Mistflower Lane 01/21	\$ 239.95
Bright House Networks	001625	085978601122320	19292 Mossy Pine Dr 01/21	\$ 149.98
Bright House Networks	001633	087769701010221	10528 Mistflower Lane 01/21	\$ 124.98
City of Tampa Utilities	001641	2282015 12/20	10352 K Bar Ranch Pkwy - Account #2282015 12/20	\$ 6.14
Florida Dept of Revenue	001634	39-8017923158-4 12/20	Sales and Use Tax 12/20	\$ 55.23
GEC Services LLC	001642	IN000532339	Janitorial Supplies 01/21	\$ 32.21
GEC Services LLC	001632	RC000192645	Janitorial Services 01/21	\$ 1,363.95

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

### Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Horner Environmental Professionals, Inc.	001630	217069	Aquatic Maintenance - Parcels A,C,K,L,M 11/20	\$ 430.78
Illuminations Holiday Lighting, LLC	001631	1122120	Balance Due - Holiday Lighting 01/21	\$ 4,750.00
K-Bar Ranch II CDD	CD016	CD016	Debit Card Replenishment	\$ 276.90
Lee R. Thompson	001646	LT011821	Board of Supervisors Meeting 01/18/21	\$ 224.03
Persson, Cohen & Mooney, P.A.	001643	79	Legal Services 12/20	\$ 1,140.00
Proteus Pools	001619	kbarII0012	Pool Service 12/20	\$ 1,870.75
Regions Bank Corporate Trust	001620	91317	Trustee Fees S2017A-1 01/01/21-12/31/21	\$ 3,000.00
Regions Bank Corporate Trust	001620	91318	Trustee Fees S2017A-2 01/01/21-12/31/21	\$ 3,000.00
Rizzetta & Company, Inc.	001621	INV0000055434	District Management Fees 01/21	\$ 4,738.25
Rizzetta & Company, Inc.	001635	INV0000055575	Annual Dissemination Services FY20-21	\$ 5,000.00
Rizzetta Amenity Services, Inc.	001622	INV00000000008381	Amenity Management Services 12/20	\$ 3,218.26
Rizzetta Amenity Services, Inc.	001636	INV00000000008410	Amenity Management Services 01/21	\$ 3,942.28



## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta Technology Services, LLC	001623	INV0000006671	Website Hosting Services 01/21	\$ 100.00
Securiteam Inc.	001624	10497120420	Service Call 12/20	\$ 125.00
Securiteam Inc.	001637	10636122820	Service Call 01/21	\$ 315.00
Securiteam Inc.	001644	10648010521	Service Call 01/21	\$ 125.00
Securiteam Inc.	001624	13728	Gate Video Monitoring Services - Amenity 01/21	\$ 960.00
Securiteam Inc.	001624	13729	Gate Video Monitoring Services - Briarbrook 01/21	\$ 1,310.00
Securiteam Inc.	001624	13730	Gate Video Monitoring Services - Hawk Valley 01/21	\$ 860.00
Securiteam Inc.	001624	13731	Gate Video Monitoring Services - Mossy Pine 01/21	\$ 1,050.00
Securiteam Inc.	001624	13732	Gate Video Monitoring Services - Redwood Point 01/21	\$ 1,120.00
Securiteam Inc.	001624	13733	Gate Video Monitoring Services - Parcel J 01/21	\$ 1,080.00
Securiteam Inc.	001624	13734	Gate Video Monitoring Services - Winsome Manor 01/21	\$ 1,010.00
Site Masters of Florida, LLC	001638	121720-4	Cover Manhole Structure - KBar Ranch Pkwy 12/20	\$ 150.00

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Stantec Consulting Services Inc.	001639	1741956	District Engineer Services 12/20	\$ 366.00
TECO	001626	211019281917 12/20	10797 Mistflower Lane, Lift Station 12/20	\$ 38.43
TECO	001626	221005629565 12/20	19294 Mossy Pine Drive - Well 12/20	\$ 131.23
TECO	001626	221007993977 10/20	Parcel N - Street Lights 10/20	\$ 852.38
TECO	001626	221007993977 11/20	Parcel N - Street Lights 11/20	\$ 1,230.50
TECO	001626	221007993977 12/20	Parcel N - Street Lights 12/20	\$ 1,248.95
Times Publishing Company	001640	0000124292 01/06/21	Account #163527 Legal Advertising 01/21	\$ 463.00
Times Publishing Company	001640	0000124298 01/03/21	Account #163527 Legal Advertising 01/21	\$ 301.00
Waste Management Inc, of Florida	001627	9709668-2206-0	Waste Management Clubhouse 01/21	\$ 214.20
Yellowstone Landscape	001628	TM 176720	Irrigation Repairs 12/20	\$ 157.09
Yellowstone Landscape	001647	TM 178226	Landscape Maintenance 01/21	\$ 27,295.03
Yellowstone Landscape	001647	TM 182800	Install Mulch 01/21	\$ 20,930.00

## K-BAR RANCH II COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

January 1, 2021 Through January 31, 2021

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Yellowstone Landscape	001647	TM 182801	Debris Removal - Laurel Vista 01/21	\$ 372.75
Yellowstone Landscape	001647	TM 182802	Install Winter Annuals 01/21	\$ 5,639.40
Yellowstone Landscape	001647	TM 182803	Irrigation Repair - Frontier Damage 01/21	\$ 59.15
Yellowstone Landscape	001647	TM 183772	Irrigation Repair - Frontier Damage 01/21	\$ 754.11
Yellowstone Landscape	001647	TM 183773	Irrigation Repair - Frontier Damage 01/21	<u>\$ 279.53</u>
<b>Report Total</b>				<u><b>\$ 104,101.32</b></u>

## **Tab 11**

**FIRST ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL AMENITY SERVICES**

This First Addendum to the Contract for Professional Amenity Services (this **"First Addendum"**), is made and entered into as of the 1st day of February 2021 (the **"Effective Date"**), by and between K-Bar Ranch II Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hillsborough County, Florida (the **"District"**), and Rizzetta Amenity Services, Inc., a Florida corporation (the **"Consultant"**).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional Amenity Services dated January 25, 2020 (the **"Contract"**), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend Exhibit A of the Scope of Services section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit A attached.

The amended Exhibit A is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this First Addendum as of the Effective Date.

**Rizzetta & Company, Inc.**

By: \_\_\_\_\_  
William J. Rizzetta, President

**K-Bar Ranch II  
Community Development District**

By: \_\_\_\_\_  
Chairman of the Board of Supervisors

## **EXHIBIT A**

### **ADDITIONAL RESPONSIBILITIES:**

Clubhouse Manager working with the Spirit Committee:

- Clubhouse Manager will assist the Spirit Committee with scheduling events on the community calendar. Clubhouse Manager and Spirit Committee must work together to plan their separate events on the same community calendar.
- Clubhouse Manager will assist the Spirit Committee with event notification and residential communication. Clubhouse Manager will send out a monthly all-inclusive email and weekly reminders as needed. Email content must be submitted by the 20<sup>th</sup> of each month for the following months email (ex. Event flyer). Clubhouse Manager should reach out to the Spirit Committee about posting Clubhouse events on Community social media.
- Spirit Committee will submit an “Event Tracking Form” for every event to the Clubhouse Manager at least 30 days before the event. “Event Tracking Form” includes the event date, vendor contact, shopping list, additional staff if needed, clubhouse supplies, etc. The “Event Tracking Form” should be signed by the Spirit Committee and Clubhouse Manager.
- Clubhouse Manager will assist the Spirit Committee with the purchase of event supplies with the HOA debit card. The Clubhouse Manager will submit a debit card report to Spirit Committee President or Treasurer before the committee meeting for the previous month.
  - Clubhouse personnel are not responsible for planning, executing, set up or cleanup of Spirit Committee events.
  - If there is no elected treasurer on the Spirit Committee, the Clubhouse Manager may serve as the treasurer. If the Clubhouse Manager is treasurer, they will document expenditures in the Event Expenditures Worksheet and provide reports on the committee budget status before each meeting and to the Community Manager upon request. The Clubhouse Manager would not take the role of budget suggestions or budget planning. They would merely record and track the budget decisions and expenses by the Committee.
  - The Clubhouse Manager is not obligated to attend the Spirit Committees meeting. If a Clubhouse Manager is acting as the treasurer, they also do not need to attend Spirit Committee meetings. Instead, a Spirit committee member would be appointed as liaison to update the Clubhouse Manager.

Additional Clubhouse Personnel for Spirit Committee Events:

If the Spirit Committee has an event outside the regular operating Clubhouse office hours, additional Clubhouse personnel must work onsite. The Clubhouse Manager or any other staff member who is brought in to cover a spirit committee event that is outside of normal operating hours will be compensated their normal hourly rate of pay for time worked at each event. This cost is to be billed to the HOA Spirit Committee. This cost is not part of the normal operating budget for staffing reflected in the amenity services contract.

The additional Clubhouse personnel will not act as an event volunteer but will watch over the facility and amenities, help residents at the office, and check-in with the Spirit Committee at the start and end of their event.

**SECOND ADDENDUM TO THE CONTRACT FOR  
PROFESSIONAL AMENITY SERVICES**

This Second Addendum to the Contract for Professional Amenity Services (this **"Second Addendum"**), is made and entered into as of the 1st day of October 2021 (the **"Effective Date"**), by and between K-Bar Ranch II Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Hillsborough County, Florida (the **"District"**), and Rizzetta Amenity Services, Inc., a Florida corporation (the **"Consultant"**).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for Professional Amenity Services dated January 25, 2020 (the **"Contract"**), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend Exhibit B of the Fees and Expenses section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to Exhibit B attached.

The amended Exhibit B is hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Second Addendum as of the Effective Date.

**Rizzetta & Company, Inc.**

By: \_\_\_\_\_  
William J. Rizzetta, President

**K-Bar Ranch II  
Community Development District**

By: \_\_\_\_\_  
Chairman of the Board of Supervisors



**EXHIBIT B  
SCHEDULE OF FEES**

**AMENITY MANAGEMENT SERVICES:**

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2021 to September 30, 2022.**

**PERSONNEL:**

Provides personnel coverage at the facility for eight hours a day, seven days a week.

**Clubhouse Manager**

Full Time Personnel - 40 hrs/wk

**General Maintenance / Clubhouse Attendant**

Part Time Personnel Totaling - 40 hrs/wk

	<b>ANNUAL</b>
Budgeted Personnel Total <sup>(1)</sup>	\$ 101,048
General Management and Oversight <sup>(2)</sup>	\$ 10,800.
<b>Total Services Cost:</b>	<b>\$ 111,848.</b>

One-time Payroll Deposit <sup>(3)</sup>	\$ 1,991.
- Revised payroll deposit 8,382.81, minus current deposit \$6,391.81.	

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.

**(3).** Payroll Deposit: A one-time deposit required for use in paying salaries and related costs for personnel assigned and providing services to the District. This payroll deposit is defined as one month of maximum total services costs.

## SCHEDULE OF FEES

### AMENITY MANAGEMENT SERVICES:

Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of **October 1, 2022 to September 30, 2023**.

### PERSONNEL:

Provides personnel coverage at the facility for eight hours a day, seven days a week.

#### Clubhouse Manager

Full Time Personnel - 40 hrs/wk

#### General Maintenance / Clubhouse Attendant

Part Time Personnel Totaling - 40 hrs/wk

	ANNUAL
Budgeted Personnel Total <sup>(1)</sup>	\$ 108,234
General Management and Oversight <sup>(2)</sup>	\$ 10,800.
<b>Total Services Cost:</b>	<b>\$ 119,034.</b>

**(1).** Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

**(2).** General Management and Oversight: The costs associated with Rizzetta Amenity Services, Inc.'s expertise and time in the implementation of the day to day scope of services, management oversight, hiring, and training of staff.