



Rizzetta & Company

Triple Creek Community Development District

**Board of Supervisors' Meeting
October 24, 2023**

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

www.triplecreekcdd.com

TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Rizzetta & Company, Inc. located at 2700 S. Falkenburg Rd. Suite 2745, Riverview, FL
33578.

District Board of Supervisors	Alex Garces Marc Carlton Shannon Lewis David Stafford Elizabeth Rosado	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Matt O’Nolan	Rizzetta & Company, Inc.
District Counsel	Lindsay Whelan	Kutak Rock Law
District Engineer	Kyle Thornton	Halff

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

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.

TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE 2700 S. FALKENBURG RD. SUITE 2745, RIVERVIEW, FLORIDA 33578

Board of Supervisors
Triple Creek Community
Development District

10/17/2023

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Triple Creek Community Development District will be held on **Tuesday, October 24, 2023 at 6:00 p.m.** at the **Streambed Club House, located at 11920 Streambed Dr, Riverview, FL 33579.** The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. STAFF REPORTS**
 - A. Sitex Aquatics ReportTab 1
 - B. Landscape Inspection ReportTab 2
 1. Consideration on Landscape Addendum 7Tab 3
 - C. LMP Report
 1. Consideration of LMP ProposalsTab 4
 - D. Amenity Manager UpdateTab 5
 - E. District Counsel
 - F. District Engineer
 - G. District Manager
 1. Review of District Manager ReportTab 6
 2. Review of Financial StatementUSC
- 4. BUSINESS ITEMS**
 - A. Consideration of Doody Calls Service IncreaseTab 8
 - B. Consideration of FLCLASS Account
 - C. Consideration of Pool ServiceTab 9
 - D. Consideration of Vesta Amendment 3Tab 10
 - E. Consideration of Resolution 2024-01, Authorizing Village O, Q & R Landscape and Irrigation Installation RFPTab 11
 - F. Consideration of Additional Proposals for Playground Shade InstallationUSC
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on September 19, 2023Tab 13
 - B. Consideration of Operation and Maintenance Expenditures for September 2023USC
- 6. CLOSED SECURITY SESSION**
- 7. SUPERVISOR REQUESTS AND COMMENTS**
- 8. 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.

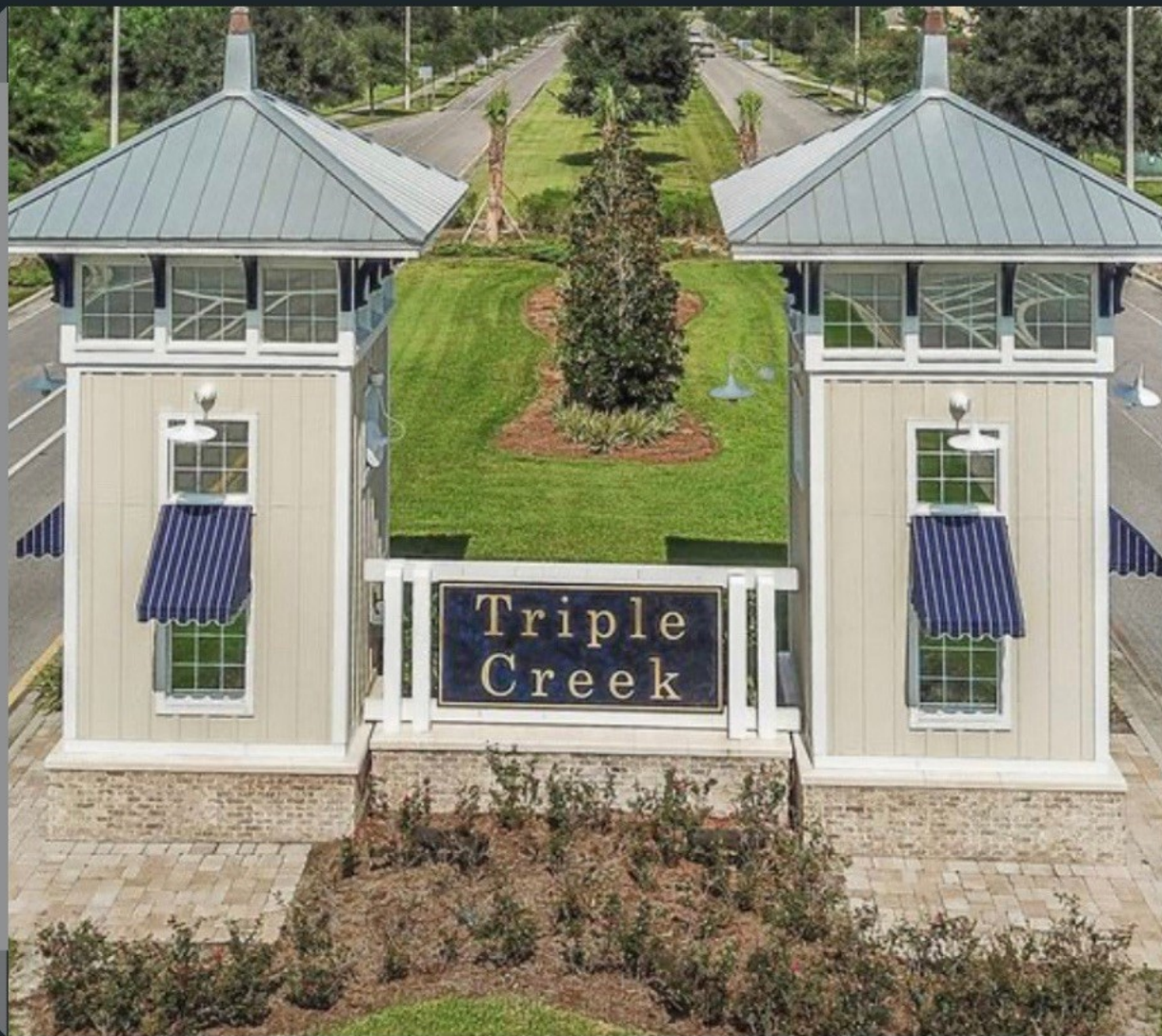
Very truly yours,
Matt O'Nolan, District Manager

Tab 1



MONTHLY REPORT

OCTOBER, 2023



Prepared for: Abigail Jones
Prepared By: Devon Craig

SUMMARY:

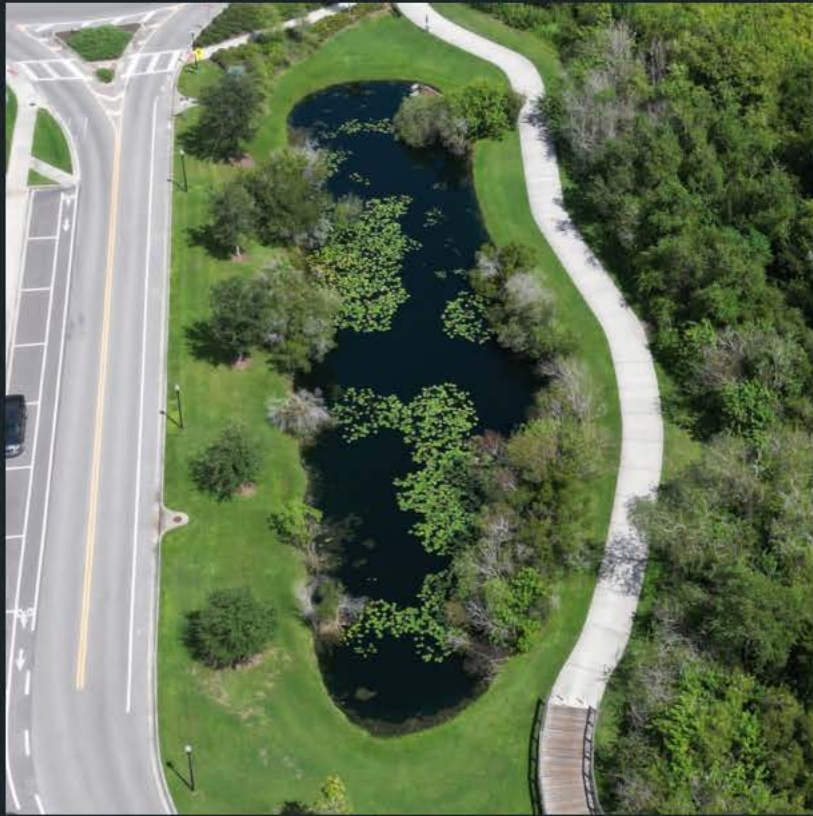
All ponds have been serviced this month as well as all larvacideing and adulticideing. Hopefully we are moving into some cooler weather and as a result the lack of consistent rainfall won't be such a factor in the ponds. When water temperature reduces so does the ability for rapid growth. Until we notice a significant decrease, preventative service as well as aggressive applications to maintain aesthetics and function will continue to be consistent with this crazy summer we have had.

TRIPLE CREEK CDD

TRIPLE CREEK BLVD
RIVERVIEW, FL 33579
47 PONDS
6/2022

Deborah Stafford





Pond #38C Treated for Spike Rush and Shoreline Vegetation.



Pond #38F1 Treated for Spike Rush and Shoreline Vegetation.



Pond #4A Treated for Shoreline Vegetation.



Pond #5B Treated for Algae and Shoreline Vegetation.



Pond #2B Treated for Shoreline Vegetation.



Pond #5C Treated for Algae and Shoreline Vegetation.



Pond #2A Treated for Pond Weed and Shoreline Vegetation.



Pond #4C Treated for Algae and Shoreline Vegetation.



Pond #4D Treated for Algae and Shoreline Vegetation.



Pond #5B Treated for Algae and Shoreline Vegetation.



Pond #14A Treated for Hydrilla and Shoreline Vegetation.



Pond #15A Treated for Shoreline Vegetation.



Pond #16B Treated for Algae and Shoreline Vegetation.



Pond #16A Treated for Shoreline Vegetation.



Pond #WCA38 Treated for Shoreline Vegetation.

Tab 2

TRIPLE CREEK

FIELD INSPECTION REPORT



October 3rd, 2023
Rizzetta & Company
John Fowler – Field Services Manager



Rizzetta & Company
Professionals in Community Management

Summary, Streambed Dr, Triple Creek Blvd.

General Updates, Recent & Upcoming Maintenance Events

- ❑ Weeds control has improved since last inspection.
- ❑ Reminder that fertilizer ban is lifted in October and needs to be reported 5 days in advance.
- ❑ Aeration has appeared to help as most Zoysia parks have improved aesthetically.

The following are action items for LMP complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold and Underlined** is a BOS decision request.

1. Noting during this inspection, the ditch on Balm Riverview Rd. has a couple feet of water present.
2. Remove dead material out of the Juniper on the first median on Triple Creek Blvd off Balm Riverview Rd.
3. Diagnose and treat two Magnolias that appear to be in severe decline on the North ROW of Triple Creek Bld. between Balm Riverview Rd. and Royal Pines Ave. (Pic. 3)
6. It appears the roundabout at Echo Basin Cove missed last service as turf has gone to seed heads.
7. Treat grassy weeds in the bed at Night Jasmine Cove.
8. Treat sedge and broadleaf weeds in the turf around the playground area at Streambed amenity center.



4. Remove vines growing on top of the Jasmine on Triple Creek Blvd. between Balm Riverview Rd. and Royal Pines Ave.
5. Annuals have been removed and will be refreshed with new ones in couple weeks.

9. **Treat the sedge in the Zoysia turf in the park behind the Streambed Dr. amenity center. (Pic. 9)**



10. Raise the Oak canopies to spec. over hanging the sidewalk on Streambed Dr. on the South end between Youngdale Pl. and Lake Monroe Pl.



Triple Creek Blvd, Dorado Shores

11. Treat the broadleaf weeds in front of the amenity center on Streambed.
12. Trim low hanging Pygmy Date palms over hanging the sidewalk from the entrance to Streambed pool to Youngdale Pl.
13. Diagnose and treat declining Zoysia on Youngdale Pl. (Pic. 13)



14. Raise Cypress canopy overhanging the sidewalk on Youngdale Pl. that would hit pedestrians walking under it. Its in the picture above after the declining turf.
15. On the last report I noted LMP informed me that one more Bismark looked like it might not make it on the Southeast corner of Streambed Dr. and Triple Creek Blvd. intersection. This has died as well and needs to be removed.
16. Oak tree on Triple Creek Blvd. median close to Blue Heeler needs to have staking system reinstalled or removed if it can be.
17. Trim Jasmine and Grasses to create separation between species on Triple Creek Blvd. between Streambed Dr. and Blue Heeler.
18. Prune dead material out of Juniper on the median of Triple Creek Blvd. just West of Blue Heeler.

19. Remove grassy weeds in the shrubs at the parking lot at Bay Estuary Bend.
20. Remove dead material in the Juniper at the intersection of Prairie Valley Ln. and Bay Estuary Bend. (Pic. 20)



21. Remove large Oak sucker growth along the pond on the West end on Prairie Valley Ln.
22. **What is the status for turf installation on the corner of Dorado Shores and Prairie Valley Ln? The area was prepped for sod, but nothing has been installed and the area is now full of weeds. 3 months and nothing has been done to rectify weeds.**
23. Diagnose and treat declining Juniper on East ROW on Dorado Shores Ave. just North of Satin Lily Dr.
24. Crepe Myrtle sucker growth on Dorado Shores Ave West ROW between Satin Lily Dr. and Nimble Minke Pl.
25. Weeds in the Ornamental Grasses at the mailbox kiosk on Dorado Shores Ave.
26. Treat broadleaf turf weeds on Dorado Shores Ave. on both ROWs.
27. Satin Lily Dr. there are two small Oaks with straps no longer anchored in the ground. Please remove.



Wildflower Meadow, Satin Lily

- 28. Treat weeds at the Wildflower Meadow Park beds.
- 29. Treat broadleaf turf weeds at Wildflower Meadow Park.
- 30. Identified area on Wildflower Meadow Dr and Minty Chapel that would be a good area to install turf instead of plantings. Provide a proposal if not already done. (Pic. 30)



- 31. Push back the vegetation in the ditch running between Minty Chapel and Majestic Gardens Ln.
- 32. Treat the weeds in the Ornamental Grass bed across the street from the park at Majestic Gardens Ln.
- 33. The enhancement project at Majestic Gardens Ln. has not been completed as of this inspection. The area has filled in some with summer rains and working irrigation pumps. When will it be completed?
- 34. There is an area of turf that has been missed mowing recently on the Southwest end of Wildflower Meadow Dr. at the park between two houses and a large Oak.
- 35. Treat broadleaf weeds and sedge in the turf at the Tidal Flats Lp. park.

36. Treat the broadleaf turf weeds on the berm of Brisbane Pl. . No application appears to have been applied as there are no weeds in decline or yellowing.

37. Can we look at removing the stakes on the Magnolias and Oaks on Triple Creek Blvd. between Boggy Creek roundabout and Glendora Ridge roundabout soon?

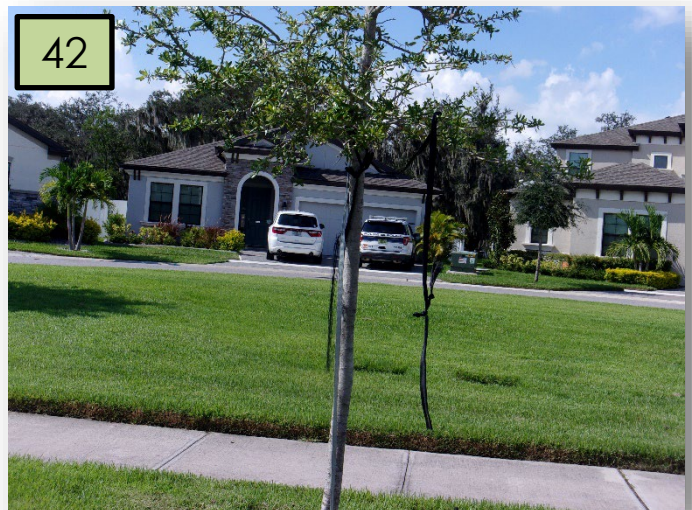
38. Sucker growth on the Crepe Myrtles on Noelani Way.

39. Remove dead material out of the Juniper at the park of Pennybrook Dr. and Fruitville Way.

40. Treat the broadleaf turf weeds on Shumard Way between the sidewalk and the road.

41. Oak sucker growth at the base of the trees at the park located between Boggy Creek and Shumard Way.

42. Remove hanging strap in tree at the park of Sessile Shore Loop on Hammock Park Dr. ROW. (Pic. 42)



43. Investigate the declining Azaleas on Rose Champion Loop and report your findings on how to improve them.

44. Treat broadleaf turf weeds in the Boggy Creek and Triple Creek roundabout.



Amenity Center, Boggy Creek North

45. Remove dead material within the Flax Lilies on Boggy Creek Dr. by Tannencrest Dr. intersection.

46. Treat bed weeds on both ROW beds of Boggy Creek Dr. from Triple Creek Blvd. to Tripoli Ave.

47. The dead Magnolia tree has been removed at the park of Mangrove Forest Dr. The stakes are still there. Will this be replaced soon?

48. The area of Tripoli Ave. has been turned over from Lennar model passing Boggy Creek to the first single family home. It has not been maintained. There are three dead trees that need to be replaced under warranty as well as construction debris removed. Edging is unsightly.

49. There is a palm planted on the berm on Boggy Creek Dr. near Tannencrest Dr. that has not been opened up yet. Is it time to do so? (Pic. 49)



50. Treat the weeds in the Oak beds in the recently handed over area on Westen Oaks Ln.

51. Treat broadleaf turf weeds at Fishersville Way roundabout.

52. Viburnum look worse than last inspection at the clubhouse parking lot. Diagnose and treat accordingly. (Pic. 52)



53. The Liriope that has some type of chemical damage in the parking lot has been cut back and appears new growth is coming back up.

54. Not sure if LMP could get the aerator machine to the backside of the pool where there is weedy compacted turf, but this would be a good area to add.

55. Treat weeds in the beds and tree rings in the park behind the pool at the clubhouse.

56. Treat ant mounds starting to form behind the pool along the sidewalk heading to the playground.

57. Just noting there are a few stumps in the park behind the pool at the clubhouse. Have these been proposed for removal. Could be a liability issue in the future.

58. Treat broadleaf turf weeds at the clubhouse and down Boggy Creek Rd.

59. Clear the Jasmine blocking the flood light in the bed just as you turn into amenity center off Boggy Creek.



Amenity Center, Boggy Creek North

60. There appears to be 7 dead Magnolias on the berm behind the homes driving down Big Bend Rd. You stated in the last report they are still alive. Is this still the case? (Pics. 60)



Proposals

1. LMP to provide a proposal to sod three small areas on Minty Chapel and Wildflower Meadows intersection based on item #30 in this report. Please include any irrigation modifications needed for this enhancement.
2. LMP to provide a proposal to replace Magnolias that have not thrived due to possible installation on the berm behind the homes you can see going down Big Bend. Based on item #60 in this report. May take a long time for them to recover if alive and I believe a different species of tree would be a better option.



Tab 3

**TRIPLE CREEK CDD
ADDENDUM 7
LANDSCAPE MAINTENANCE
(EXCLUDES IRRIGATION AND PONDS)**

(PLEASE SEE INCLUDED MAP OF ALL AREAS TO BE SERVICED UNDER THIS ADDENDUM)
VILLAGE N&P

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

PART 1

General Landscape Maintenance **\$21,767.00** _____ Yr.
*****INCLUDES TRIMMING OF ALL PALMS ABOVE 15' TWO TIMES PER YEAR**

PART 2

Fertilization (All labor and materials) **\$4,579.00** _____ Yr.

ST. AUGUSTINE				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
FEB	24-2-11 W PRE-M	.5 LB N/1000 SF	120 POUNDS	\$280.00
MAR	24-2-11 W PRE-M	.5 LB N/1000 SF	120 POUNDS	\$280.00
APR	24-2-11	.5 LB N/1000 SF	120 POUNDS	\$280.00
MAY	24-2-11	1 LB N/1000 SF	240 POUNDS	\$560.00
OCT	24-2-11	.5 LB N/1000 SF	120 POUNDS	\$280.00
NOV	24-2-11 W PRE-M	1 LB N/1000 SF	240 POUNDS	\$560.00

BAHIA				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
FEB	24-2-11 W PRE-M	.5 LB N/ 1000 SF	30 POUNDS	\$69.00
MAR	24-2-11 W PRE-M	.5 LB N/1000 SF	30 POUNDS	\$69.00
APR	24-2-11	1 LB N/1000 SF	60 POUNDS	\$138.00
OCT	24-2-11	.5 LB N/1000 SF	30 POUNDS	\$69.00
NOV	24-2-11 W PRE-M	1 LB N/1000 SF	60 POUNDS	\$138.00

BERMUDA				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
FEB	24-2-11 W PRE-M	.5 LB N/1000 SF	35 POUNDS	\$88.00
MAR	24-2-11 W PRE-M	.5 LB N/1000 SF	35 POUNDS	\$88.00
APR	24-2-11	.5 LB N/1000 SF	35 POUNDS	\$88.00
MAY	24-2-11	1 LB N/1000 SF	70 POUNDS	\$176.00
OCT	24-2-11	.5 LB N/1000 SF	35 POUNDS	\$88.00
NOV	24-2-11 W PRE-M	1 LB N/1000 SF	70 POUNDS	\$176.00

ZOYSIA				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
N/A	N/A	N/A	N/A	N/A

ORNAMENTALS				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
FEB	16-4-8	1.5 LB N/1000 SF	200 POUNDS	\$356.00
MAY	16-4-8	1.5 LB N/1000 SF	200 POUNDS	\$356.00
OCT	16-4-8	1.5 LB N/1000 SF	200 POUNDS	\$356.00

PALMS				
MONTH	FORMULA	APPLICATION RATE (LBS. /PALM)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION
FEB	8-2-12	1.5 LB/100 SF	14 POUNDS	\$21.00
APR	8-2-12	1.5 LB/100 SF	14 POUNDS	\$21.00
MAY	8-2-12	1.5 LB/100 SF	14 POUNDS	\$21.00
OCT	8-2-12	1.5 LB/100 SF	14 POUNDS	\$21.00

PART 3

Pest Control (All labor and materials) \$828.00 _____/Yr.

PART 4

Irrigation (All labor and materials) \$0.00 _____/Yr.

PART 5

Installation of Pine Bark Mulch (medium) (All labor and materials) \$7,345.00 _____/Yr.

Based on quantities determined by Contractor's field measurements

113 _____ CY Medium Pine Bark Mulch per specs for the **one** top-dressing at \$65.00 _____/CY

GRAND TOTAL (PARTS 1, 2, 3 & 4)

This is what contract will be written for \$ 27,174.00 _____/Yr

Contractor Name Landscape Maintenance Professionals, Inc. _____

Name and Title of Representative Scott A. Carlson//Chief Operating Officer _____

(Please Print)

Representative's Signature Scott A. Carlson _____

Date 9-21-2023 _____

Client Name Triple Creek Community Development District _____

Name and Title of Representative _____

(Please Print)

Representative's Signature _____

Date _____

Tab 4



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD c/o Rizzetta & Company 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	10/16/2023
Estimate #	86158
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

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DESCRIPTION	QTY	COST	TOTAL
Proposal to clear walkway of invasives on pond bank backing up to Talavera Woods for vehicle, maintenance, and emergency access. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Plant cleanup and disposal	1	1,800.00	1,800.00

TOTAL	\$1,800.00
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TERMS AND CONDITIONS:

LMP reserves the right to withdraw this proposal if not accepted within 21 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material. LMP cannot warranty against Acts of God, including cold weather events & natural disasters. Also, no warranty will be provided on any material that has been transplanted from another part of the property.

OWNER / AGENT

DATE



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	8/17/2023
Estimate #	85211
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

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DESCRIPTION	QTY	COST	TOTAL
Proposal to re-grade island on Jamacia Blvd. where construction contractor piled left over soil. Estimate calls for removal of weed grass/turf and flat grading island. Bahia will be installed once graded as groundcover as no irrigation is available on island. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Sod - Bahia sf	4,500	1.25	5,625.00

TOTAL	\$5,625.00
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OWNER / AGENT

DATE



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	8/24/2023
Estimate #	85319
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

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DESCRIPTION	QTY	COST	TOTAL
Proposal to flush cut Brazillian Pepper that is encroaching into pathway behind houses at 13192-13218 Royal Pines. After flush cut, Garlon will be applied to 1,000sqft eradicate plant per boards request. Requested by Debbie. Please see map and pictures. This proposal is for a one time clean up. All work includes, clean-up, removal, and disposal of debris generated during the course of work.			
Vegetative removal/ clean-up	1	1,620.00	1,620.00
Garlon application	1	255.00	255.00

TOTAL	\$1,875.00
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OWNER / AGENT

DATE



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	9/1/2023
Estimate #	85407
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

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DESCRIPTION	QTY	COST	TOTAL
Proposal to replace Maple Tree broken by hurricane (Idalia) at Satin Lily and Dorado Shore. See map and picture attached. All work includes, clean-up, removal, and disposal of debris generated during the course of work. Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'			
Maple Tree 45g	1	1,453.50	1,453.50

TOTAL	\$1,453.50
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TERMS AND CONDITIONS:

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OWNER / AGENT

DATE



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD c/o Rizzetta & Company 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	10/17/2023
Estimate #	86169
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

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DESCRIPTION	QTY	COST	TOTAL
Proposal per October 3rd field inspection report... OPTION 2 Remove 10 dead D.D. Blanchard Magnolia on the berms behind the houses on Big Bend Rd. that failed due to improper planting with Sweetgum. Pictures and map attached. All work includes, clean-up, removal, and disposal of debris generated during the course of work. Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'			
Sweetgum 30G	10	945.00	9,450.00
Mulch - Pine Bark BAG	5	17.15	85.75
Staking/ Arbor-Tie	2	70.15	140.30

TOTAL	\$9,676.05
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TERMS AND CONDITIONS:

LMP reserves the right to withdraw this proposal if not accepted within 21 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material. LMP cannot warranty against Acts of God, including cold weather events & natural disasters. Also, no warranty will be provided on any material that has been transplanted from another part of the property.

OWNER / AGENT

DATE



PO Box 267
 Seffner, FL 33583
 O: 813-757-6500
 F: 813-757-6501

Estimate

Submitted To:
Triple Creek CDD c/o Rizzetta & Company 3434 Colwell Ave Suite 200 Tampa, FL 33614

Date	10/17/2023
Estimate #	86172
LMP REPRESENTATIVE	
PM	
PO #	
Work Order #	

--

DESCRIPTION	QTY	COST	TOTAL
Proposal per October 3rd field inspection report... Remove 10 dead D.D. Blanchard Magnolia on the berms behind the houses on Big Bend Rd. that failed due to improper planting which has a very good success rate in this area. and drought with 'Little Gem" which is more compact and tolerant Magnolia. Picture and map attached.			
All work includes, clean-up, removal, and disposal of debris generated during the course of work. Note: Irrigation modifications necessary will be invoiced separately as 'time and materials'			
Magnolia - Little Gem 8' 45G	10	1,777.50	17,775.00
Mulch - Pine Bark BAG	5	17.15	85.75
Staking/ Arbor-Tie	10	70.15	701.50

TOTAL	\$18,562.25
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TERMS AND CONDITIONS:

LMP reserves the right to withdraw this proposal if not accepted within 21 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material. LMP cannot warranty against Acts of God, including cold weather events & natural disasters. Also, no warranty will be provided on any material that has been transplanted from another part of the property.

OWNER / AGENT

DATE

Tab 5

AMENITY MANAGER REPORT

MONTHLY OPERATION OVERVIEW

PROPERTY: TRIPLE CREEK

DATES: Tuesday, September 24th - Monday, October 16th

STAFFING

Clubhouse General Manager | Steven Giovannello
 Clubhouse Assistant Manager | Jacob Yakoubi
 Facility Attendant | Melinda
 Facility Attendant | Hiring In-Progress
 Maintenance Supervisor | Angel
 Grounds/Housekeeping Lead | Andrew
 PT Maintenance/Grounds Tech | Daniel

COMMUNITY UPDATES/ANNOUNCEMENTS

Welcome Jacob Yakoubi as the Amenity Teams NEW Clubhouse Assistant Manager
 In-progress of hiring NEW Facility Attendant (Office/Operations/Events)
 Amenity Team having an "ALL TEAM" meeting on WED 11.04.23
 Breakfast food truck rotation (Fall/Winter) to start on 11.04.23 on select dates
 HOA Meeting scheduled for THU 10.19.23 @ 6:30pm
 HOA- NEW LCAM & Compliance Manager starting in OCT 2023

OPERATIONS

AMENITY OFFICE

Hours of Operation: 10am - 6pm DAILY
 Fobs Issued: 28 (between 09.24 and 10.16.23)
 Notary Services Provided: 13 September/October | 92 since FEB 2023
 Private Resident Events Hosted: 5 (between 09.24 and 10.16.23)
 Pool Hours: HC/SB Fully Operations | Call down at 6:45pm & Close at 7:00pm

MAINTENANCE/GROUNDS

Staining project of amenity center wood benches/tables started week of 10.09.23
 HC Fitness and SB Workout closed 12-3pm on WED 10.18.23 for cleaning/detail
 Pressure washing exterior of HC and SB week of 10.23.23
 Researching with GM for a work order/checklist application

OPERATIONAL NOTES

Back seat panel broke on exercise bike in HC FC | Bike still safe to use | Replacement part backordered until end of NOV | Rower is functional but will get inspected when they install the bike seat panel
 Hosting our holiday toy drive with Metro Ministries starting on 11/06.
 Finalizing details for Spooktacular which will be hosted at the Hammock Club on Saturday, October 28th from 5:30-8:30pm | Flyer to be posted on Enumerate on TUE 10.17.23
 PT Facility Attendant position became available/Hired NEW Facility Attendant on SAT 10.14.23/Tentative Start Date 10.28.23/No Gaps in coverage
 Working with Vending Machine Company to switch stock to 2x a week due to high usage. Also, additional clean and dusting inside machine and a solution to prevent bugs from getting through the back.
 Working with Matt(DM) and various pool companies to provide proposal for pool contracted services.
 Working with Matt(DM) and Complete IT to schedule site and proposal for new security monitoring company.
 Office will explore a more defined system to manage the realtor signs being posted throughout the property over the weekend/Sign in system.
 Following up with Social Club Meeting Minutes from THU 10.05.23 meeting/Festival of Lights/Misc items.
 Pool closure announcement and CLOSE times have been adjusted for HC and SB to 6:45pm call down and 7:00pm CLOSE. Streambed still open for night swim until 11pm FRI/SAT (18+ ONLY)
 Org Chart & Job descriptions to include with contract addendum were APPROVED.
 Steven/Jacob working on flow chart for navigating requests and concerns to separate entities at Triple Creek(CDD, HOA, Law Enforcement, etc).
 Amenity Team working on revamping/streamlining our booking process for clubhouse rentals and updating rental rules and policies
 Steven/Jacob working on staffing coverage plan in the event of emergency situations

PROJECT STATUS REPORT

Electrical work to replace HC breezeway lights(COMPLETED), tower lights(being sourced), and HC parking lot and Dog Park(to be replaced by end of OCT) | IN-PROGRESS
 Weekly/Monthly Operation Report and Site Inspection process/implementation | COMPLETED
 Creating a Project List/Roadmap being finalized | IN-PROGRESS Expected completion: NOV 2023
 Streambed Pool down from 09.04 until week of 10.09.23 | Motor needed replacement | Suncoast has completed and pool is fully functional | COMPLETED
 Staining of ALL wooden park benches and tables at Hammock Club and Streambed areas (16 benches/tables/2 days each) | IN-PROGRESS Expected completion: End of DEC 2023
 Filed form with Hillsborough County on MON 10.09.23 for street sign down at Triple Creek Blvd/Dorado Shores roundabout to be fixed | IN-PROGRESS
 Streambed refurbishment ideas | Will present at the next Board Meeting on 10.24.23 | Looking to complete these projects pending Board approval between NOV 2023 and FEB 2024 | IN-PROGRESS
 Floors were steamed in the HOA/Amenity Office Lobby and Steven working to find another floor company to level/replace floor | IN-PROGRESS
 Swings at both Hammock Club and Streambed are rusting and tearing and need to be replaced | Steven looking into options | IN-PROGRESS
 Holiday lights install will go from end of OCT until MID-NOV/Lights on date TBD | IN-PROGRESS
 Installation of "No Fishing" signs and "15min Parking" signs have been installed in requested areas | COMPLETED Any other areas needing these signs?

Events & Resident Clubs

Committee Meetings & Community Events

Coffee Chat Thursday, September 21st
CDD Fall Festival Saturday, September 24th
WED 10.04.23 Vet Club Meeting HC 6:30pm
THU 10.05.23 SC Meeting HC

Looking Ahead...CDD Events

Coffee Chat Thursday, October 19th
Halloween Spooktacular Saturday, October 28th
Food Truck Tuesday Every Tuesday
Breakfast Food Truck rotation starts 11.04.23

Active Resident Clubs

Triple Creek Social Club
Fitness Club w/ Brenda
Pickleball Group
Girl Scout Groups
Toddler Group
Arts & Crafts Group

Licensed Agreement Services: My Tennis & Camp Gladiator

Tab 6



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** November 28, 2023 @ 6:00pm
- **Series 2012 Bonds Eligible for Refunding:** November 2032
- **Series 2017A Bonds Eligible for Refunding:** November 2030
- **Series 2018A Bonds Eligible for Refunding:** November 2031
- **Series 2019A Bonds Eligible for Refunding:** May 2029
- **Series 2021 Bonds Eligible for Refunding:** November 2031

District
Manager's
Report

October '24

2023

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<u>FINANCIAL SUMMARY</u>	<u>8/31/2023</u>
General Fund Cash & Investment Balance:	\$836,310
Reserve Fund Cash & Investment Balance:	\$813,726
Debt Service Fund Investment Balance:	\$5,079,053
Total Cash and Investment Balances:	\$6,729,089
General Fund Expense Variance: \$175,839 under budget	

Tab 7

Tab 8



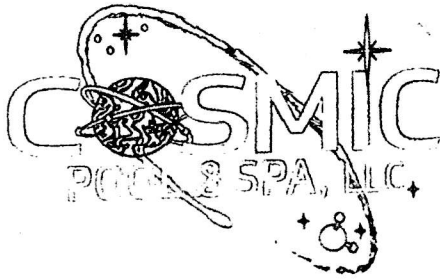
Triple Creek

Proposal Date: October 2nd, 2023

Prices not guaranteed until service agreement is signed

Services:	Cost	QTY	Weekly Visits	Total
Pet Waste Station Service (Bags Included)	\$8.75	17	1	\$148.75
Pet Waste Station Service (Bags Included)	\$8.25	16	2	\$264.00
Dog Park Service	\$75.00	1	1	\$75.00
Weekly Service Total:				\$487.75
APPROVAL				
Community Contact Information:	Name:			
	Title:			
	Signature:			
	Date:			

Tab 9



813-585-6725
cosmicpoolnspace.com
<http://www.facebook.com/cosmicpoolnspace/>
16574 Brigadoon Drive Tampa, FL 33618

WE DO ALL REPAIRS

Name: _____ State & Zip: FL 33579
 Address: 13013 Boggy Creek Dr. #11920 Steambed Phone: _____
 City: Riverview Fax: _____

Cosmic Pool & Spa, Inc. agrees to furnish the below described pool service at the above address. The customer, by subscribing to this agreement here by agrees to the terms, the amounts and the payment schedule for this service.

A Full Service Plan will be performed for 4,500 per month, 3x per week. A full service cleaning will include vacuuming the pools floor, brushing the pools walls as needed, skimming the pools surface to remove floating debris. Filter and strainer baskets will be cleaned as necessary to ensure maximum filtration of the pool. Tile will be cleaned. A full chemical check will be performed each visit and all the necessary chemicals will be added to balance the water chemistry according to state health requirements. Chemical filter service plans include checking and balancing chemicals and cleaning the filters. Stain treatment or black algae treatments are not included.

REPAIRS: Equipment will be inspected and any necessary mechanical repairs will be reported to the customer and repaired only upon approval from customer. Service calls are \$100.00 per hour, with a minimum 1 hour charge per visit.

CANCELLATION: Cancellation must be submitted in writing and dated for cancellation. 30 days in advance is required to cancel the service contract. The contract will continue until either party terminates this agreement by the fore mentioned method.

PAYMENT: Monthly billing will be sent out at the beginning of each month and is due by the 15th of the same month. I understand that I am expected to pay for all appropriate services and if at any time my account becomes uncollectible, I am responsible for payment of any fees incurred in the **COLLECTION PROCESS** including but not limited to attorney fees, court cost plus interest. Any invoice that are unpaid after 45 days the under signed (customer) agrees to pay a \$45.00 late fee.

WATER LEVEL: Due to the amount of time it takes to raise the water level in a pool Gulfside may need help in filling the pool. It is Gulfside Pools responsibility to adjust the water level of the pool except in cases of real bad weather. Pool water should be half way between the tile, and more importantly half way between the skimmer opening in the pool.

Cosmic Pool & Spa, Inc. cannot guarantee that the pool will be clean on the same set days every week. Sometimes weather conditions may force us to do the pool the following day.

Service on the Mon, wed, fri will start Date: upon approval

Customer Signature _____ DATE _____

Print Customer Name _____ DATE _____

[Signature]
 Cosmic Pool & Spa, Inc. DATE 9/15/23

* This bid is for Two properties
 * Bid includes service for three pools \$ one splash pad \$1,500 (each pool)
 * Bid includes all chemicals needed for maintenance

Tab 10

THIRD AMENDEMENT TO AGREEMENT BETWEEN TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT AND VESTA PROPERTY SERVICES, INC. FOR AMENITY MANAGEMENT SERVICES

This **Third Amendment** (the “Third Amendment”) is made and entered into as of this 19th day of September 2023, by and between:

Triple Creek Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, with a mailing address c/o District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614 (the “District”), and

Vesta Property Services, Inc., a Florida corporation with offices located at 245 Riverside Avenue, #300, Jacksonville, Florida 32202 (the “Contractor” and, together with the District, the “Parties”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the Parties previously entered into that certain *Agreement between Triple Creek Community Development District and Vesta Property Services, Inc. for Amenity Management Services*, dated November 1, 2021, as amended by that certain *First Amendment*, dated June 13, 2022, and that certain *Second Amendment*, dated April 18, 2023 (collectively, the “Agreement”); and

WHEREAS, Section 18 of the Agreement provides that the Parties may amend the Agreement when such amendment is in writing and authorized by both Parties; and

WHEREAS, the Parties now desire to amend the Agreement as set forth in more detail below.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and are incorporated as a material part of this Third Amendment.

SECTION 2. AMENDMENT OF AGREEMENT. Exhibit A of the Agreement is hereby amended to revise the staffing levels, organizational chart, and position descriptions as set forth in the attached **Exhibit A** (hereinafter the “Revised Scope”) which will replace and supersede Exhibit A to the Agreement, as amended from time to time. As compensation for the Revised Scope, the District agrees to pay the Contractor **Five Hundred Sixty-Three Thousand Five Hundred Forty Dollars (\$563,540.00)** per year to the Contractor in accordance with the terms of the Agreement.

SECTION 3. AFFIRMATION OF THE AGREEMENT. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this Third Amendment, nothing herein shall modify the rights and obligations of the Parties under the Agreement. All of the remaining provisions, including, but not limited to, the engagement of services, indemnification, and sovereign immunity provisions, remain in full effect and fully enforceable.

SECTION 4. AUTHORIZATION. The execution of this Third Amendment has been duly authorized by the appropriate body or official of the Parties, both Parties have complied with all the requirements of law, and both the Parties have full power and authority to comply with the terms and provisions of this Third Amendment.

SECTION 5. EXECUTION IN COUNTERPARTS. This Third Amendment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

IN WITNESS WHEREOF, the Parties execute this Third Amendment the day and year Third written above.

Attest:

**TRIPLE CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

VESTA PROPERTY SERVICES, INC.

Witness

By: _____

Print: _____

Its: _____

Print Name of Witness

Exhibit A: Revised Scope of Services

EXHIBIT A Revised Scope of Services

Operational Staffing Structure and Fees

General Management

(1) FT Clubhouse Manager = \$108,300 fee (NOTE: = 11% increase vs. current '24 fee due to increased compensation for increased responsibilities and expectations)

- Staffing Level Increase (vs. Current Scope-of-Service) = None (see NOTE above)
- *Overview of Key Responsibilities and Duties:*

Management of Operations; Projects; Vendors; Community Public Relations, Employees; Accounting/Budgets; On-site Security Services; and Board/District Staff Relations.

Amenity Management/Clubhouse Office Oversight-and-Support

(1) FT Clubhouse Assistant Manager = \$89,360.00 fee

NOTE: Position includes Lifestyle Management on behalf of Residents

(2) PT (24 hrs./wk.) Facility/Guest Services Attendant = \$74,890.00 fee

- Staffing Level Increase (vs. Current Scope-of-Service) = 28 hrs./wk. (= 1,456 hrs./yr.)
- *Overview of Key Responsibilities and Duties:*

Amenities Management; Resident Relations and Resident/Guest Experience Management; Events Coordination (includes planning, promotion, and implementation); Community Lifestyle Programming including Marketing-and-Promotion; Clubhouse Office Management; and Resident Communication.

Maintenance, Grounds, & Project Management

(1) FT Maintenance Supervisor = \$86,870 fee

(1) PT (24 hrs./wk.) Maintenance Attendant = \$44,640 fee

(1) FT Grounds/Housekeeping = \$69,880 fee

- Staffing Level Increase (vs. Current Scope-of-Service) = 39 hrs./wk. (= 2,028 hrs./yr.)
- *Overview of Key Responsibilities and Duties:*

a. Maintenance: Conduct the necessary upkeep/cleaning of ALL facilities - clubhouses, fitness centers, pools, playgrounds, trash receptacles, pet stations, maintenance projects, fixing/replacing broken items such as light bulbs, AC filters, etc.

b. Grounds: Cleaning ALL facilities/common areas - blowing off debris from pool decks and parking lots of clubhouses, fitness centers, pools, playgrounds; trash receptacles, pet stations; cleaning/maintaining the appearance of ALL amenity areas.

c. Projects: Oversight, coordination, and administration (including procuring competitive bids and proposals) as needed of maintenance-related projects such as clubhouse painting, pool resurfacing, facilities equipment replacement, etc.

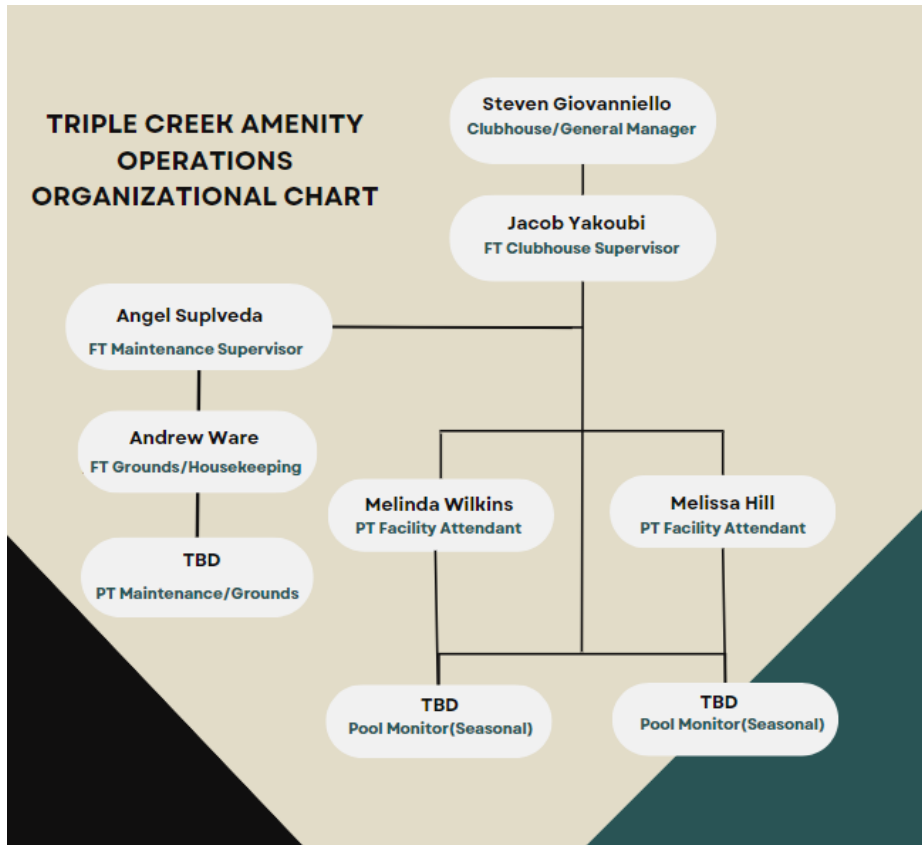
Seasonal Facilities Staffing

(2) Pool Monitors/day = 16 hrs./day x 2 facilities x 7 days/wk. x 15 weeks = \$89,600.00 fee

- Staffing Level Increase (vs. Current Scope-of-Service) = 2,820 hrs./yr.
- *Overview of Key Responsibilities and Duties:*

Monitoring of pool areas at ALL amenity centers to always maintain an enjoyable and safe environment; verify authorized facility usage; enforce policies; etc. during the most active pool season (estimated mid/late-May - early/mid-September).

TOTAL Fee = \$563,540.00 (Total additional staffing = 6,304 hrs./yr. = 3 FTE positions)



CLUBHOUSE GENERAL MANAGER POSITION DESCRIPTION

General Summary Statement of Duties:

The Clubhouse General Manager is responsible for the overall operation of the Amenities and property, including the Clubhouse Rooms, Facilities Maintenance, Housekeeping, and grounds. The primary responsibility of the General Manager at Triple Creek is to drive the culture of hospitality excellence, standards of service, and homeowner engagement. Responsible for leading an approach to management, managing daily Clubhouse operations throughout Amenities, Facilities Maintenance, Housekeeping, and ground maintenance. Works closely with the Board and collaborates with all departments and vendors of Triple Creek to ensure alignment and unified efforts for Member satisfaction.

Responsibilities include:

- Supervises hiring and management of direct employees and supervises selection and management of outside vendor staffing to assure personnel capable of meeting the community's goals and high standards in a hospitable, sensitive, and courteous manner.
- Schedules and/or reviews staff assignments to ensure adequate coverage while being conscious of working within the assigned budget.
- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.

- Maintains high visibility, regularly communicating and interfacing with Homeowners in person and through structured written communications.
- Plans and implements budgets. Develops an operating and payroll budget.
- Joint responsibility with Board and District personnel to prepare, manage, and control the annual operating budget to ensure positive outcomes.
- Takes a “Coaching and teaching” approach to team member development and directs corrective action procedures as necessary.
- Responsible for hiring, coaching, disciplinary action, and completing proper documentation.
- Focused on the continued development of a culture in which all staff are committed to creating “wow” moments for Homeowners and guests.
- Is (or directs) the staff liaison for community committees. Attends committee meetings, coordinating and supporting related activities and events.
- Responds to member/guest complaints and promptly address their concerns.
- Monitors safety conditions and team member conformance with safety procedures.
- Holds and attends regular team meetings for reports, developing alignment across all areas of responsibility.
- Responsible for systems and processes that ensure team members uphold dress attire standards.
- Responsible for preparing clear and concise reports and maintaining meaningful, appropriate, and effective relations with team members and homeowners.
- Manages processes and systems that ensure the maintenance and upkeep of all Clubhouse equipment and general environment. Assists in planning facility improvements, remodeling/repair, and interacts with appropriate Board members, District personnel, or vendors.
- As a “Team Player” of Triple Creek Community, the Clubhouse Manager must be flexible and is required to perform any job, in whatever capacity, that may be necessary for the smooth operation of Triple Creek.
- Plans, directs and oversees the implementation of comprehensive systems for the protection of the community assets and records of the Association in a professional manner.
- Inspects community and facilities to determine maintenance and security needs.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and/or personal injury.
- Attends monthly meetings of the Board of Directors and Special Meetings.
- Provide a monthly management report to the Board of Directors with appropriate recommendations to enhance community appearance values and promote resident harmony.
- Provide a one-page weekly report to the Board of Directors briefly summarizing the past week's major events.
- Provides a prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously. Any serious complaint shall be fully and promptly investigated and reported to the Board of Directors.
- Solicits bids for maintenance, construction, and other community projects and participates in the selection of contractors and vendors for furnishing (Examples of) janitorial and maintenance services, pool maintenance, exterminator service, repairs or reconstruction of structural improvements, preventive maintenance, and such other services deemed to be in the

best interests of the Board and necessary to administer the Board's actions in a Best-in-class manner.

- Communicate to the Board of Directors and homeowners events that will affect their use and enjoyment of the Amenity facilities.
- This position performs clerical and reception work, overseeing the daily operation of all office functions (fob issuance, booking events, responding to emails, monitoring security cameras).
- Follow specific procedures to book clubhouse rentals.
- Maintain Nabr communication, calendar, and monthly newsletter.
- Is (or directs) the staff liaison for community committees. Attends committee meetings, coordinating and supporting related activities and events.
- The employee must frequently lift and/or move items over 50 pounds.

CLUBHOUSE SUPERVISOR POSITION DESCRIPTION

General Summary Statement of Duties:

The Clubhouse Supervisor is responsible for assisting with the overall operation of the Amenities and property, including the Clubhouse Rooms, Facilities Maintenance, Housekeeping, and grounds. The primary responsibility of the Clubhouse Supervisor at Triple Creek is to drive the culture of hospitality excellence, standards of service, and homeowner engagement. Responsible for assisting the Clubhouse General Manager in leading an approach to management, managing daily Clubhouse operations through Amenities, Facilities Maintenance, Housekeeping, and ground maintenance. The Clubhouse Supervisor will maintain daily operations of amenity and recreational facilities while assisting residents in using the amenity facilities and oversee all clubhouse staff. The Clubhouse Supervisor is responsible for following the rules and regulations of the amenity facilities.

Responsibilities include:

- Supervises management of direct employees and supervises outside vendor staffing to assure personnel capable of meeting the community's goals and high standards in a hospitable, sensitive, and courteous manner.
- Schedules and/or reviews staff assignments to ensure adequate coverage while being conscious of working within the assigned budget.
- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Maintains high visibility, regularly communicating and interfacing with Homeowners in person and through structured written communications.
- Assisting the Clubhouse General Manager to prepare, manage, and control the annual operating budget to ensure positive outcomes.
- Takes a "Coaching and teaching" approach to team member development and directs corrective action procedures as necessary.
- Responsible for coaching, disciplinary action, and completing proper documentation.
- Focused on the continued development of a culture in which all staff are committed to creating "wow" moments for Homeowners and guests.

- Is (or directs) the staff liaison for community committees. Attends committee meetings, coordinating and supporting related activities and events.
- Responds to member/guest complaints and promptly address their concerns.
- Monitors safety conditions and team member conformance with safety procedures.
- Holds and attends regular team meetings for reports, developing alignment across all areas of responsibility.
- Responsible for systems and processes that ensure team members uphold dress attire standards.
- Responsible for preparing clear and concise reports and maintaining meaningful, appropriate, and effective relations with team members and homeowners.
- Supervises processes and systems that ensure the maintenance and upkeep of all Clubhouse equipment and general environment. Assists in planning facility improvements, remodeling/ repair, and interacts with appropriate Board members, District personnel, or vendors.
- As a “Team Player” of Triple Creek Community, the Clubhouse Supervisor must be flexible and is required to perform any job, in whatever capacity, that may be necessary for the smooth operation of Triple Creek.
- Assists in implementing comprehensive systems to protect the community assets and records of the community professionally.
- Inspects community and facilities to determine maintenance and security needs.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and/or personal injury.
- Assisting the Clubhouse General Manager in providing a one-page weekly report to the Board of Directors briefly summarizing the past week's major events.
- Follow up with the Clubhouse General Manager on the prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously. Any serious complaint shall be fully and promptly investigated and reported to the Board of Directors.
- Communicate to the Board of Directors and homeowners events that will affect their use and enjoyment of the Amenity facilities.
- This position performs clerical and reception work, overseeing the daily operation of all office functions (fob issuance, booking events, responding to emails, monitoring security cameras).
- Follow specific procedures to book clubhouse rentals.
- Is (or directs) the staff liaison for community committees. Attends committee meetings, coordinating and supporting related activities and events.
- Maintain Nabr communication, calendar, and monthly newsletter.
- Reporting to and completing all assigned tasks by the Clubhouse General Manager
- The employee must frequently lift and/or move items over 50 pounds.

FACILITY ATTENDANT POSITION DESCRIPTION

General Summary Statement of Duties:

The Facility Attendant plays a very important role as they are often the first person with whom our homeowners, vendors, guests, and Board Members at Triple Creek interact in person. The Facility Attendant will maintain daily operations of amenity and recreational facilities while assisting residents in using the amenity facilities and overseeing all office operations. The Facility Attendant is responsible for ensuring the rules and regulations of the amenity facilities are being followed. The Facility will also assist in the planning and execution of all community events.

Responsibilities include:

- The Facility Attendant is responsible for coordinating the daily activities at the Community Center.
- This position performs clerical and reception work, overseeing the daily operation of all office functions (fob issuance, booking events, responding to emails, monitoring security cameras).
- Focused on the continued development of a culture in which all staff are committed to creating “wow” moments for Homeowners and guests.
- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Follows specific procedures to book clubhouse rentals.
- Answers phones and assists residents with various needs.
- Monitors activities of amenity centers, enforcing rules and regulations.
- Maintains high visibility, regularly communicating and interfacing with Homeowners in person and through structured written communications.
- Opens and closes the facility during non-business hours as required.
- Provides general labor for special events.
- Willing to help others.
- Identifies & solves problems and communicates effectively to the Clubhouse General Manager, Clubhouse Supervisor, Maintenance, pool monitors, and any other on-site staff.
- Escalates issues to the Clubhouse General Manager or Clubhouse Supervisor.
- Assisting the Clubhouse General Manager and Clubhouse Supervisor in providing a daily operation report on the day’s daily happenings and items that need follow-up.
- Follows all company policies & SOPs.
- Maintain Nabr communication, calendar, and monthly newsletter.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and/or personal injury.
- Responsible for systems and processes that ensure team members uphold dress attire standards.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously.
- Follow up with the Clubhouse General Manager and Clubhouse Supervisor on the prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Acts as the staff liaison for community committees as directed and assigned by the Clubhouse General Manager and/or Clubhouse Supervisor. Attends committee meetings, coordinating and supporting related activities and events.
- Reporting to and completing all assigned tasks by the Clubhouse General Manager and Clubhouse Supervisor.

MAINTENANCE SUPERVISOR POSITION DESCRIPTION

General Summary Statement of Duties:

The Maintenance Supervisor is responsible for assisting with the overall maintenance of the Amenities and property, including the Clubhouse Rooms, Facilities Maintenance, Housekeeping, and grounds. The primary responsibility of the Maintenance Supervisor at Triple Creek is to drive the leading efforts in maintaining the facilities and creating a safe and clean community. The Maintenance Supervisor manages the performance of maintenance/grounds/housekeeping staff of performs work of routine difficulty maintenance. The Maintenance Supervisor will work with Clubhouse Management to ensure all property management tasks are outlined and completed in a timely manner.

Responsibilities include:

- The Maintenance Supervisor position manages the performance of maintenance staff, performs work of routine difficulty maintenance, and performs related work as assigned by the Clubhouse General Manager and Clubhouse Supervisor.
- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Maintains a file system to include logs, inventory, and inspection records and prepares reports.
- Operate hand and power tools used in performing maintenance and repair tasks.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Recognize work methods and procedures, which promote a safe working environment for employees and others.
- Communicates effectively verbally and in writing.
- Follow verbal and written instructions.
- Provides general labor for special events.
- Escalates issues to the Clubhouse General Manager or Clubhouse Supervisor.
- Complete monthly inspection reports on all equipment and outstanding property items, and effectively communicate a timeline and plan to the Clubhouse General Manager and Clubhouse Supervisor.
- Schedule and meet with vendors to repair and maintain the Amenities.
- Maintains daily upkeep and cleanliness of all exercise equipment.
- Maintain upkeep of all A/C units located in common areas.
- Maintain upkeep of all common area lights and emergency lighting.
- Performs related duties as assigned by supervisor or manager
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration.
- Follow up with the Clubhouse General Manager and Clubhouse Supervisor on the prioritized Action List to focus on all projects/duties within the community and the assigned task holder.

- Reporting to and completing all assigned tasks by the Clubhouse General Manager and Clubhouse Supervisor.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and/or personal injury.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously.
- The employee must frequently lift and/or move items over 50 pounds.

PT MAINTENANCE/GROUNDS TECHNICIAN POSITION DESCRIPTION

General Summary Statement of Duties:

The Maintenance/Ground Technician is responsible for assisting with the overall maintenance of the Amenities and property, including the Clubhouse Rooms, Facilities Maintenance, Housekeeping, and grounds. The primary responsibility of the Maintenance/Ground Technician at Triple Creek is to drive the leading efforts in maintaining the facilities and creating a safe and clean community. The Maintenance Technician will work with the Maintenance Supervisor and Clubhouse Management to ensure all property management tasks are outlined and completed in a timely manner.

Responsibilities include:

- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Operate hand and power tools used in performing maintenance and repair tasks.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Recognize work methods and procedures, which promote a safe working environment for employees and others.
- Communicates effectively verbally and in writing.
- Follows verbal and written instructions.
- Provides general labor for special events.
- Escalates issues to the Maintenance Supervisor and Clubhouse Management
- Provide feedback and suggestions for monthly inspection reports on all equipment and outstanding property items, and effectively communicate a timeline and plan to the Maintenance Supervisor.
- Maintains daily upkeep and cleanliness of all exercise equipment.
- Maintain upkeep of all A/C units located in common areas.
- Maintain upkeep of all common area lights and emergency lighting.
- Performs related duties as assigned by supervisor or manager
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.

- Follow up with the Maintenance Supervisor, Clubhouse General Manager, and Clubhouse Supervisor on the prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Reporting to and completing all assigned tasks by the Clubhouse General Manager and Clubhouse Supervisor.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and /or personal injury.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously.
- The employee must frequently lift and/or move items over 50 pounds.

FT GROUNDS/HOUSEKEEPER POSITION DESCRIPTION

General Summary Statement of Duties:

The Grounds/Housekeeper is responsible for assisting with the overall cleanliness of the Amenities and property, including the Clubhouse Rooms, Facilities Maintenance, Housekeeping, and grounds. The primary responsibility of the Grounds/Housekeeper at Triple Creek is to drive the leading efforts in maintaining the facilities and creating a safe and clean community. The Grounds/Housekeeper will work with the Maintenance Supervisor and Clubhouse Management to ensure all property management tasks are outlined and completed in a timely manner.

Responsibilities include:

- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Recognize work methods and procedures, which promote a safe and clean working environment for employees and others.
- Oversee cleaning of the entire facility, with daily emphasis on the guest area.
- Complete maintenance requests when needed.
- Communicates effectively verbally and in writing.
- Follows verbal and written instructions.
- Provides general labor for special events.
- Report inadequate quantities of cleaning supplies, brooms, mops, buckets, etc.
- Escalates issues to the Maintenance Supervisor and Clubhouse Management
- Provide feedback and suggestions for monthly inspection reports on all equipment and outstanding property items, and effectively communicate a timeline and plan to the Maintenance Supervisor.
- Maintain upkeep and cleanliness of all exercise equipment.
- Performs related duties as assigned by supervisor or manager

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- Follow up with the Maintenance Supervisor, Clubhouse General Manager, and Clubhouse Supervisor on the prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Reporting to and completing all assigned tasks by the Maintenance Supervisor and Clubhouse Management.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and / or personal injury.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously.
- The employee must frequently lift and/or move items over 50 pounds.

POOL MONITORS POSITION DESCRIPTION

General Summary Statement of Duties:

The Pool Monitor is responsible for patrolling the amenity facilities pool area and enforcing amenity rules and policies. The pool monitor will ensure that the pool area remains a safe and clean environment at all times. The pool monitor will effectively communicate all requests and concerns to Clubhouse Management.

Responsibilities include:

- Pool monitors work in the amenity facilities pool area and help enforce the rules of the facilities.
- Pool Monitors are in charge of the pool deck and residents at the direction of Clubhouse Management.
- Able to collaborate with a team of professionals and volunteers, establish goals, and build strategies for deployment.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Monitors are responsible for straightening all pool furniture, helping with trash, enforcing rules, opening and closing duties, and ensuring all forms and supplies are always stocked.
- Staff may also be required to sign residents/guests in when needed.
- This position has no supervisory responsibilities.
- This position is performed in outdoor weather conditions.
- While performing the duties of this job, the employee will be exposed to chemicals and fumes.
- Walks, sits, stands, bends, lifts and moves continually during working hours.
- Reporting to and completing all assigned tasks by the Clubhouse/General Manager.
- The employee must frequently lift and/or move items over 50 pounds.

Tab 11

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING REQUEST FOR PROPOSAL DOCUMENTS FOR THE DISTRICT’S VILLAGES O, Q AND R LANDSCAPING AND IRRIGATION INSTALLATION PROJECT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Triple Creek Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (the “Act”); and

WHEREAS, the Act authorizes the District to construct, operate, and maintain systems and facilities for certain basic public infrastructure, including roadway, water and sewer utilities, stormwater management and drainage facilities, amenity improvements, landscaping, irrigation, and associated neighborhood infrastructure; and

WHEREAS, it is in the District’s best interests to competitively solicit proposals through a Request for Proposals (“RFP”) process for the Villages O, Q and R Landscaping and Irrigation Installation Project (the “Project”); and

WHEREAS, the Board desires to approve in substantial form the RFP notice and Evaluation Criteria for the Project attached hereto as **Exhibit A**; and

WHEREAS, the Board desires to authorize the District Engineer, in consultation with District staff, to effectuate any revisions to the documents attached as **Exhibit A**, and the preparation of the additional documents necessary to prepare a final RFP project manual for the Project, and other documents that are in the best interests of the District;

WHEREAS, the Board further desires to authorize the District Engineer, in consultation with District staff, to approve the scope of the Project that will be subject to the RFP, the timing of the RFP notice, and all procedural matters related to the RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. All of the representations, findings and determinations contained above are recognized as true and accurate and are expressly incorporated into this Resolution.

SECTION 2. The Board hereby approves in substantial form the documents attached hereto as **Exhibit A**, and subject to further review and revision by District staff as finally approved by the District Engineer.

SECTION 3. The Board hereby authorizes the District Engineer, in consultation with District staff, to 1) effectuate any revisions to the documents attached as **Exhibit A**, and the preparation of the additional documents necessary to prepare the RFP; and 2) approve the scope of the Project that will be subject to the RFP, the timing of the RFP notice, and all procedural matters related to the RFP. Consistent with such approvals, the District Engineer, District Manager, and District Counsel are hereby authorized, upon the adoption of this Resolution, to do all acts and things required of them to effect the procurement contemplated by the RFP, and all acts and things that may be desirable or consistent with the RFP’s requirements or intent. The District Engineer is hereby further authorized to execute any and all documents necessary to affect the RFP.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 24th day of October 2023.

ATTEST:

**TRIPLE CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

Exhibit A: RFP Notice and Evaluation Criteria

Exhibit A

RFP Notice and Evaluation Criteria

**TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL FOR
VILLAGES O, Q AND R LANDSCAPING AND IRRIGATION INSTALLATION PROJECT**

Notice is hereby given that the Triple Creek Community Development District (the “District”) will receive proposals for the following District project:

Villages O, Q and R Landscaping and Irrigation Installation Project

The contract will require contractors to provide for the construction, labor, materials and equipment necessary to construct and install certain landscape and irrigation improvements and other associated scopes necessary to complete such improvements, as more particularly described in the plans and specifications. All submittals must include pricing for both landscape and irrigation.

The Project Manual, consisting of the proposal package, contract, proposal form, plans, and other materials, will be available for public inspection and may be obtained on CD beginning _____, 2023 at _____ .m. and for a fee of \$ _____ .00, at the offices of Halff Associates, made payable to Halff Associates, Inc.

There will be a **mandatory pre-bid proposal conference** at the Triple Creek Amenity Center located at 13013 Boggy Creek Drive, Riverview, Florida 33579 on _____, 2023 at _____ .m. Failure to attend may preclude a proposer from responding to this Request for Proposals.

Proposals will be evaluated in accordance with the criteria included in the Project Manual. **The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so.** Any protest of the Project Manual, including, but not limited to the terms and specifications must be filed with the District within 72 hours of pickup of the Project Manual, together with a protest bond in a form acceptable to the District and in the amount of \$10,000.00. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District’s costs, expenses and attorneys’ fees associated with hearing and defending the protest. Failure to timely file a protest will result in a waiver of proceedings under Chapter 190, Florida Statutes, and other law.

Firms desiring to provide construction services for the referenced project must submit Two (2) originals and one (1) electronic copy of the required proposal no later than _____ .m. on _____, 2023 at the offices of Halff Associates, Inc., located at 1000 N. Ashley Drive, Suite 900, Tampa, Florida 33602. (813) 331-0974. The District’s Engineer will conduct a special public meeting at the offices of Halff Associates, Inc., located at 1000 N. Ashley Drive, Suite 900, Tampa, Florida 33602 at such time to publicly open the proposals. No official action will be taken at the meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law including but not limited to Chapter 190 of the Florida Statutes. A copy of the agenda for the meeting may be obtained from the District

Engineer, at Halff Associates, Inc., located at 1000 N. Ashley Drive, Suite 900, Tampa, Florida 33602. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. 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 least forty-eight (48) hours before the meeting by contacting Rizzetta & Company, Inc., the District Manager, at (813) 533-2950. 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.

As further described in the Project Manual, each proposer shall supply a bid bond or cashier's check in the sum equal to five percent (5%) of the total amount of the bid with its proposal. Proposals shall be in the form provided in the Project Manual and submitted in a sealed envelope pursuant to the Instructions to Proposers. The District reserves the right to return unopened to the Proposer any proposals received after the time and date stipulated above. Each proposal shall remain binding for a minimum of one hundred and twenty (120) days after the proposal opening.

The successful Proposer will be required upon award to furnish a payment and performance bond for one hundred percent (100%) of the value of the contract, with a Surety acceptable to the District, in accordance with section 255.05, Florida Statutes.

All questions regarding the Project Manual or this project shall be directed in writing only to Kyle Thornton, at kthornton@halff.com, with a copy to District Counsel, Lindsay Whelan, at lindsay.whelan@kutakrock.com by _____, **2023 at 5:00 P.M.** No phone inquiries please.

TRIPLE CREEK COMMUNITY DEVELOPMENT DISTRICT
Request for Proposals – Villages O, Q and R Landscaping and Irrigation Installation Project
Evaluation Criteria

1. *Personnel.* (10 Points)

(E.g., geographic locations of the firm’s headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to appropriately staff and manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer’s Experience.* (20 Points)

(E.g. past record and experience of the respondent in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (10 Points)

Extent to which the proposal demonstrates an understanding of the District’s needs for the services requested.

4. *Financial Capability.* (10 Points)

Extent to which the proposal demonstrates the adequacy of Proposer’s financial resources and stability as a business entity, necessary to complete the services required.

5. *Price.* (25 Total Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal , (i.e., the summation of the unit price extensions using quantity estimates provided, the allowances shown, plus the proposal contractor’s fee) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer’s bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

6. *Schedule.* (25 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the proposal with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer’s timeline and the most expedited construction schedule.

10 Points will be allocated based on the Proposer’s ability to credibly complete the project within the Proposer’s schedule without a premium cost for accelerated work and demonstrate on-time performance. These points will also take into account the demonstration of Proposer’s understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates and the delivery approach outlined in the Project Manual.

Tab 12

Tab 13

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.

TRIPLE CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Triple Creek Community Development District was held on **Tuesday, September 19, 2023 at 6:00 p.m.** to be held at Hammock Club, located at 13013 Boggy Creek Drive, Riverview, FL 33579.

Present and constituting a quorum:

Alex Garces	Board Supervisor, Chairman
Marc Carlton	Board Supervisor, Vice Chairman
David Stafford	Board Supervisor, Assistant Secretary
Elizabeth Rosado	Board Supervisor, Assistant Secretary
Shannon Lewis	Board Supervisor, Assistant Secretary

Also, present were:

Ruben Durand	District Manager, Rizzetta & Company, Inc.
Julie Cortina	Manager, Vesta
Heather Alexandre	Manager, Vesta
Kyle Thornton	DE; Halff (via phone)
Bert Smith	Sitex Aquatics (via phone)
Lindsay Whelan	DC; Kutak Rock (via phone)
Bennett Davenport	DC; Kutak Rock (via phone)
John Fowler	Landscape Inspection, Rizzetta & Company, Inc.
Paula Means	Representative, LMP

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order/Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

The Board heard comments regarding gates on the dumpster and pickleball lines needed on the tennis court.

48 **THIRD ORDER OF BUSINESS**

Staff Reports

49
50 **A. Sitex Aquatics Report**

51
52 Mr. Smith presented the Aquatics Report to the Board.

53
54 **B. Landscape Inspection Report and Responses**

55
56 Mr. Fowler presented the Landscape Inspection Report to the Board.

57
58 **C. LMP Report**

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60 **1. Consideration of LMP Proposals**

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63 Ms. Means presented the LMP Proposals to the Board.

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On a Motion by Mr. Stafford, seconded by Mr. Carlton, with all in favor, the Board approved the LMP Proposal #85408, in the amount of \$1,530.00, for the Triple Creek Community Development District.
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On a Motion by Mr. Carlton, seconded by Mr. Stafford, with all in favor, the Board approved the LMP Proposal #85320, in the amount of \$1,944.00, for the Triple Creek Community Development District.
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On a Motion by Mr. Carlton, seconded by Mr. Stafford, with all in favor, the Board approved the LMP Proposal #85317, in the amount of \$3,600, for the Triple Creek Community Development District.

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D. District Engineer

1. Discussion of Enhanced Landscape Plans and Updated LMP Maintenance map

Mr. Thornton presented the new maintenance maps to the Board. The Board requested the District Manager to email an enhanced LMP maintenance map to Paula.

Mr. Thornton discussed the need to go out for an RFP for the installation of landscape and irrigation improvements in Villages O, Q, and R. Ms. Whelan indicated that she will begin to prepare RFP documents and will provide a resolution for approval of the RFP process in the October agenda package.

E. District Counsel

84 **1. Consideration of Matters Relating to ELAPP Boundary Amendment**
85

86 Ms. Whelan explained the details of the request of the developer to remove
87 undevelopable acreage in Village O from the District boundary.
88

89 **a. Ratification of Developer Funding Agreement for Boundary Amendment**
90

91 Ms. Whelan presented the developer funding agreement for the boundary
92 amendment, obligating the developer to fund the District's expenses.

On a Motion by- Mr. Carlton, seconded by Mr. Garces, with all in favor, the Board ratified the Developer Funding Agreement for Boundary Amendment, for the Triple Creek Community Development District.

93 **a.b. Consideration of Resolution 2023-13, Authorizing Boundary**
94 **Amendment**
95

96 Ms. Whelan presented the Resolution with authorizes District staff to prepare and
97 file a petition for a boundary amendment.
98

On a Motion by Mr. Garces, seconded by Mr. Carlton, with all in favor, the Board adopted Resolution 2023-13, Authorizing Boundary Amendment, for the Triple Creek Community Development District.

99 **2. Consideration of Vesta Contract Addendum**
100

101 Ms. Whelan presented the Vesta contract addendum requested by the Board at
102 the September board meeting.
103

104 After Board discussion, there was consensus to approve the addendum subject to
105 Mr. Carlton finalizing a new organizational chart and updated job descriptions with
106 Vesta.
107

On a Motion by Mr. Stafford, seconded by Mr. Garces, with all in favor, the Board approved the Vesta Contract Addendum in substantial form, for the Triple Creek Community Development District.

108 **F. Amenity Manager Update**
109

110 Ms. Cortina presented her report to the Board.
111

112 The Board requested additional bids (other than current vendor, and possible
113 recurring contracts) for the pool motors by the next meeting.
114

115 The Board additionally requested proposals for recurring pool maintenance to be presented
116 at next meeting.
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G. District Manager

Mr. Durand communicated that the next regular meeting is scheduled for Tuesday, October 24, 2023 at 6:00 p.m.

1. Review of District Manager Report

Mr. Durand presented the District Manager Report to the Board for review.

The Board requested the next meeting to be at the Streambed location.

2. Review of Financial Statement

Mr. Durand presented the Financial Statement to the Board for review.

FOURTH ORDER OF BUSINESS BUSINESS ITEMS

A. Consideration of Professional District Services Addendum

Mr. Durand presented the addendum to the Rizzetta agreement, providing for a revised fee schedule.

On a Motion by Mr. Carlton, seconded by Ms. Lewis, with all in favor, the Board approved the Professional District Services Addendum, for the Triple Creek Community Development District.

B. Consideration of Playground Shade Installation Agreement

Ms. Whelan presented the playground shade installation agreement based on a proposal approved at a prior Board meeting.

After discussion, the Board determined that it does not presently desire to move forward with this vendor at this time and requested that staff provide additional proposals for this work.

On a Motion by Mr. Carlton, seconded by Ms. Lewis, with all in favor, the Board revoked the prior approval of the Playground Shade Installation Agreement, for the Triple Creek Community Development District.

C. Discussion of Tannencrest Dr Suspension

The Board discussed a recent amenity suspension and directed staff to uphold the suspension until the proper procedure is followed for rental properties.

159 **D. Consideration of Craft Club Application**

160
161 Mr. Durand presented the club applications.

On a Motion by Mr. Garces, seconded by Ms. Rosado, with all in favor, the Board approved the Craft Club Application, only if the schedule and availability of the clubhouse is approved by the clubhouse manager, for the Triple Creek Community Development District.

162
163 The Board specified that clubhouse rentals shall take precedence.

164
165 **E. Consideration of Girl Scout Application**

On a Motion by Mr. Garces, seconded by Mr. Carlton, with all in favor, the Board approved the Girl Scout Application, only if the schedule and availability of the clubhouse is approved by the clubhouse manager, for the Triple Creek Community Development District.

166
167
168 The Board specified that clubhouse rentals shall take precedence.

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172 **F. Consideration of Amended and Restated Security Services Agreement with Securiteam**

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174 This was tabled until the next meeting when the Securiteam Agreement is obtained.

175
176 **FIFTH ORDER OF BUSINESS**

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176 **Ratification of the Minutes of the Board of
Supervisors' Meeting held on July 18, 2023**

On a Motion by Mr. Garces, seconded by Mr. Carlton, with all in favor, the Board ratified the Board of Supervisors' Meeting Minutes from the meeting held on July 18, 2023 for the Triple Creek Community Development District.

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181 **SIXTH ORDER OF BUSINESS**

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181 **Consideration of the Minutes of the Board
of Supervisors' Meeting held on August 15,
2023**

On a Motion by Mr. Garces, seconded by Mr. Carlton, with all in favor, the Board approved the Board of Supervisors' Meeting Minutes from the meeting held on August 15, subject to changes by District Counsel, for the Triple Creek Community Development District.

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187 **SEVENTH ORDER OF BUSINESS**

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187 **Consideration of Operation and
Expenditures for July 2023**

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190 Mr. Durand presented the expenditures for July 2023.

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On a Motion by Mr. Garces, seconded by Ms. Lewis, with all in favor, the Board ratified the Operation and Expenditures for July 2023 (\$332,498.37), for the Triple Creek Community Development District.

192

193 **EIGHTH ORDER OF BUSINESS** **Consideration of Operation and**
194 **Expenditures for August 2023**

195

196 Mr. Durand presented the expenditures for August 2023.

197

On a Motion by Mr. Garces, seconded by Mr. Carlton, with all in favor, The Board ratified the Operation and Expenditures for August 2023 (\$238,617.16), for the Triple Creek Community Development District.

198

199 **NINTH ORDER OF BUSINESS** **SUPERVISOR REQUESTS AND**
200 **COMMENTS**

201

202 Mr. Stafford stated there are two dumpsters in the middle of the road by the old West Bay
203 model. He would like someone to reach out to the builder to rectify the issue.

204

205 Mr. Stafford requested staff determine who maintains the landscaping between the school and
206 homes near Casa Fresca. He would like the HOA to be contacted about mowing behind the
207 fence.

208

209 Mr. Stafford discussed the possibility of the gym being converted to a clubhouse area.

210

211 Ms. Rosado discussed a possible market or vendor event. The Board directed Ms. Rosado to
212 coordinate with District Counsel.

213

214 The Board requested the District Engineer to determine if the fitness center HVAC system is
215 adequate for gym use.

216

217 Ms. Lewis requested the Clubhouse Manager for an area checklist regarding areas to be
218 cleaned and checked.

219

220 **TENTH ORDER OF BUSINESS** **ADJOURNMENT**

221

On a Motion by Ms. Rosado, seconded by Mr. Carlton, with all in favor, the Board adjourned the meeting at 8:18 p.m. for the Triple Creek Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 14