

Waterford Special Dependent District

13317 Waterford Run Drive, Riverview, Florida 33569

Meeting Minutes

Monday, December 9, 2024

General Meeting

- **7:32PM-Convene / Open Meeting / Establish Quorum**

Vince Grizio, Shawn Brown, Adam Lombardo, John Chung, Alisa Henry, Jennifer Miller

- **Review / Revise / Approve Agenda/Introduce guests**

N/A

- **Review/Approve November Monthly Meeting Minutes-**

Corrections: Alexis Versa to Alexis Aversa; Added Jennifer Miller to WSDD Board Trustee; Old Business item #1. Revised item #1 to read as follows: "Jennifer Miller will remain primary POC as the designated WSDD member with the President, WSDD as alternate POC; New Business item 1 sub bullets removed. Revised item #1 to read as follows: "WSDD requested WPOA provide an update on the timing and implications of any future WPOA board member changes."

Accept Nov meeting minutes: Motion by Shawn Brown 2nd John Chung

- **Review of Financial Reports November -**

General expenses/account balances:

Ck \$ 47,065.88

Sv \$ 205,140.05

Motion by Vince Grizio

2nd Jennifer Miller

- **Old Business**

1. Receive update on Bell Creek erosion mitigation activities. N/A. Still pending contractor availability to initiate project.
2. Vice-President to propose Goals and Objectives that will meet new FL State requirements. Trustees reviewed Goals and Objectives on the version Jennifer Miller sent on 14November2024.
Motion to accept by Shawn Brown 2nd Jennifer Miller
3. Status new board President, Vice-President and Treasurer updated WSDD banking account information.

4. Hamilton and Associates financial audit received and submitted to County.
5. Waterford property damage assessment post Hurricane Milton. HOA President update. Final cost \$5,150.
 - a. Front gate area clean-up. \$1,650 (\$250 trees, \$300 trees, \$1100 trees front)
 - b. Park clean-up. \$2,000
 - c. Street/Stop sign adjustments. \$1,500.

Motion to increase HOA President allotted \$5,000 monthly budget to \$5,150.

Motion by Vince Grizio 2nd Adam Lombardo

6. Below files submitted to County. Awaiting receipt confirmation.
 - a. Special District Information Form
 - b. Minutes of monthly meetings recording elections and new Trustee members
 - c. Minutes of meeting approving FY25 meeting schedule
 - d. TBT Ad advertisement for monthly meeting is pending submission
 - e. FY24 Annual Financial Statement provided by Hamilton and Associates
7. Status of Waterford POA Board changes and timeline for new Board members to be in place. WSDD develop a RACI chart that delineate WSDD and WPOA roles and responsibilities that Jennifer Miller has been acting on behalf of the WSDD trustee member. Furthermore, recommend a joint WSDD and WPOA meeting to strategize a way forward.
8. Discuss changes to WSDD and WPOA process for contract services and payment terms.

- **New Business**

1. Recent maintenance in 2025.
 - a. Front gate area electric wire replacement. \$160.
 - b. Front gate Christmas decorations. \$221.05

Motion to approve \$381.05 expense.

Motion by Vince Grizio 2nd Shawn Brown

2. Projected Maintenance
 - a. Replacement of palm trees from Hurricane Milton. \$2,000.
 - b. Park bridge railing and floor board replacement. Cost TBD. Not in estimate for rip/rap erosion mitigation.
 - c. New park fencing. Need to make determination if chain link or more open fencing is desirable given creek flooding issues.

Motion to add to the FY 25 budget. Already allocated budget.

Motion by Jennifer Miller 2nd Shawn Brown

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3. Adam Lombardo has notified the WSDD President he intends to resign as Treasurer after December. Adam Lombardo will stay on as a trustee. Vince Grizio and Shawn Brown will receive an immediate transfer of treasurer responsibility to ensure continuity of effort. Additionally, Alisa Henry volunteers as a back-up, given assessment of Treasurer duties and responsibilities.
4. Annual Record Management Compliance Statement due to State 31 December.
N/A

Move to adjourn: Vince Grizio 2nd Shawn Brown Adjournment of Meeting @ 9:07 PM