

# Waterford Special Dependent District

13317 Waterford Run Drive, Riverview, Florida 33569

## Meeting Minutes

Monday, September 8, 2025

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### General Meeting

- **7:38PM-Convene / Open Meeting / Establish Quorum/Introduce guests**

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

Guests: Jean Cotto

- **Review / Revise / Approve Agenda**

N/A

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

Accept August meeting minutes: Motion by Vince Grizio 2<sup>nd</sup> by Jennifer Miller

- **Review of Financial Reports August -**

General expenses/account balances:

August	Ck \$ 20,133.59	Sv \$ 205,201.63
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Motion by Vince Grizio 2<sup>nd</sup> by Shawn Brown

- **Old Business**

1. Review and comment on draft WSDD Duties and Responsibilities handbooks and budget
  - a. WSDD Handbook
  - b. WSDD Handbook Supplement – Pertinent Statutes, Ordinances and Laws
  - c. WSDD Handbook Supplement – Code of Ethics
  - d. WSDD End of Life Budget and tabs
2. Projected Maintenance actions
  - a. Front Gate Maintenance. Two estimates. \$8,500 and \$12,700. On-hold for future action.
    - i. Quote 1: Pressure wash entry way, fix all cracks, paint walls outside the gate and inside up to the tree (1st house), columns, and foam, paint black metal (oil-based paint) on right side and gates, paint

guard house doors and foam, materials (Sherwin Williams Duration Exterior Satin) and labor \$8,500.00

- ii. Quote 2: Pressure wash entry way, fix all cracks, paint walls outside the gate and inside up to the tree (1st house), columns, and foam, paint black metal (oil based paint) on right side and gates, paint guard house doors and foam, materials (Sherwin Williams Duration Exterior Satin) and labor \$12,700.00
- b. Road to park, bridge, and tennis court light pole bulbs replacement and potential rewiring. Awaiting estimates. Cost TBD. On-hold for future action.
- c. Road to park easement curb remediation by homeowner fallen tree and TECO re-wiring. Results of research if WSDD responsibility vs. homeowner responsibility. On-hold for future action.
- d. Road resurfacing completion should be considered now that last two lots have houses complete or pending completion. Received estimate for \$30,400. On-hold for future action.
- 3. Auto-owners insurance. General liability. Annual premium \$1,611.96 if no changes. Any changes? No changes to general liabilities. Motion to explore addendums for flood risks: Shawn Brown 2<sup>nd</sup>: Alisa Henry
- 4. Baldwin Group. Property liability. Any changes? 2025 Premium was \$1,677.70. Expect new quote once we determine any changes. No changes to general liabilities. Motion to explore addendums for flood risks: Shawn Brown 2<sup>nd</sup>: Alisa Henry
- 5. Hamilton and Associates provided audit documentation submission guidance. Package can be submitted any time after 30 September. Seven things to submit, to include receipt box after September.
- **New Business**
  - 1. Hamilton and Associates annual shred event. 25 October 2025. I have storage boxes from earlier than 2020. We have electronic files of all financial documents since 2012.  
Motion to shred accordance to Florida State Library Archive by  
Vince Grizio 2<sup>nd</sup> by Jennifer Miller
  - 2. TBT ad for FY2026 monthly meeting time needs to get published.  
Motion by Vince Grizio 2<sup>nd</sup> by Jennifer Miller
  - 3. WSDD Board elections. No terms expiring. Officer and Trustee vacancies need to be addressed.

Move to adjourn: Vince Grizio 2<sup>nd</sup> Shawn Brown Adjournment of Meeting @ 8:00PM