



Rizzetta & Company

# **Diamond Hill Community Development District**

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**Board of Supervisors' Meeting  
October 11, 2021**

**District Office:  
9428 Camden Field Parkway  
Riverview, Florida 33578  
813.533.2950**

**[www.diamondhillcdd.org](http://www.diamondhillcdd.org)**

## **DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT AGENDA**

At the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway,  
Riverview, FL 33578.

<b>District Board of Supervisors</b>	Ferdinand Ramos James Oliver Linda Dunn Douglas Taggerty Ed Craig	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Taylor Nielsen	Rizzetta & Company, Inc.
<b>District Attorney</b>	John Vericker	Straley Robin Vericker
<b>District Engineer</b>	Stephen Brletic	Johnson, Mirmiran & Thompson

**All cellular phones and pagers must be turned off while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. 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.

**DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY, RIVERVIEW, FL 33578**  
**MAILING OFFICE · 3434 COLWELL AVE STE 200· TAMPA, FL 33614**  
**www.diamondhillcdd.org**

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October 6, 2021

**Board of Supervisors**  
**Diamond Hill Community**  
**Development District**

**REVISED AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Diamond Hill Community Development District will be held on **Monday, October 11, 2021 at 2:00 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A.** Consideration of Minutes of Board of Supervisors'  
Meeting held August 9, 2021 ..... Tab 1
  - B.** Consideration of Minutes of the 2<sup>nd</sup> Audit Committee  
Meeting held on August 9, 2021..... Tab 2
  - C.** Consideration of Operation & Maintenance  
Expenditures for July & August 2021 ..... Tab 3
- 4. STAFF REPORTS**
  - A.** Aquatic Maintenance Update ..... Tab 4
    1. Consideration of Solitude Aquatic Maintenance  
Renewal.....Tab 5
  - B.** Landscape and Irrigation Maintenance Update ..... Tab 6
    1. Consideration of Landscape and Irrigation Proposals... Tab 7
  - C.** District Counsel Update
  - D.** District Engineer Update
  - E.** District Manager Update
    1. Review of District Manager Report..... Tab 8
- 5. BUSINESS ITEMS**
  - A.** Consideration of Holiday Lights Proposal ..... Tab 9
  - B.** Ratification of Insurance Renewal Proposal ..... Tab 10
  - C.** Consideration of Emerald Hill Easement Proposal..... Tab 11
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 933-5571.

Diamond Hill CDD  
October 6, 2021  
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Sincerely,  
*Taylor Nielsen*  
Taylor Nielsen  
District Manager

cc: Ferdinand Ramos, Chairman  
John Vericker, District Counsel

**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 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.*

**DIAMOND HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Diamond Hill Community Development District was held on **Monday, August 9, 2021 at 4:11 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview FL, 33578. The following is the agenda for this meeting:

Present and constituting a quorum:

Ferdinand Ramos	<b>Board Supervisor, Chairman</b>
James Oliver	<b>Board Supervisor, Vice Chairman</b>
Linda Dunn	<b>Board Supervisor, Assistant Secretary</b>
Douglas Taggerty	<b>Board Supervisor, Assistant Secretary</b>
Edward Craig Jr.	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker (by phone)</b>
Stephen Brletic	<b>District Engineer, JMT (by phone)</b>
Josh Olivia	<b>Yellowstone Landscaping (by phone)</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT**  
**August 9, 2021– Minutes of Meeting**  
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**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

The Board heard comments regarding drainage.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors' Regular Meeting held on June 14, 2021**

Mr. Nielsen presented the minutes of the Board of Supervisors' regular meeting held on June 14, 2021.

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the minutes, with an amendment to add audience comments summary, of the Board of Supervisors' meeting held on June 14, 2021 as presented, for the Diamond Hill Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the 1<sup>st</sup> Audit Meeting held on June 14, 2021**

Mr. Nielsen presented the minutes from the 1<sup>st</sup> Audit Committee Meeting held on June 14, 2021

On a Motion by Mr. Taggerty, seconded by Ms. Dunn, with all in favor, the Board of Supervisors approved the minutes, of 1<sup>st</sup> Audit Committee meeting held on June 14, 2021 as presented, for the Diamond Hill Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Operation & Maintenance Expenditures for May**

Mr. Nielsen presented the Operation & Maintenance Expenditures for May 2021.

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the Operation & Maintenance Expenditures report for May (\$18,695.25), for the Diamond Hill Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatic Maintenance Report**

Mr. Nielsen presented the Aquatics report.

The Board requested that Solitude date stamp their photos in the reporting.

**B. Landscape & Irrigation Maintenance Report**

Mr. Oliva presented his report.

The Board requested that moving forward, Yellowstone be present on the walk through inspection with Field Services.

**i. Consideration of Landscape Proposals**

Mr. Nielsen presented the Landscape Proposals with the Board.

On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the proposal for the tree removals, at a cost of \$3,300.00, for the Diamond Hill Community Development District.

The Board requested a mulching date for item #4, on the Field Inspection Report.

**C. District Counsel**

Present via phone. No report.

**D. District Engineer**

Mr. Brletic presented his report.

The Board requested a proposal for permitting the well near the crape myrtles, as well as pricing to activate the well and run irrigation. (Plant City Well)

The Board heard results on the drainage study from the District Engineer at 1632 Emerald Hill Way. The Board requested a proposal for grading repair project.

**E. District Manager**

Mr. Nielsen indicated that the next regular meeting has been scheduled for October 11, 2021 at 4:00 p.m.

Mr. Nielsen provided an update regarding the District financials.

On a Motion by Mr. Taggerty, seconded by Mr. Ramos, with all in favor, the Board of Supervisors approved the Audit Committee recommendation for Berger and Toombs to be contracted for Audit, for the Diamond Hill Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Emerald Hill  
Fence Proposal**

Mr. Nielsen presented the Emerald Hill Fence Proposal to the Board.

The Board requested investigation on a sink hole, behind 1626 Emerald Hill Way.

On a Motion by Mr. Ramos, seconded by Mr. Craig, with all in favor, the Board of Supervisors approved the Sitemasters proposal, to clear out vegetation behind 1449 Emerald Hill Way, as soon as possible with the current rain conditions, for the Diamond Hill Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Rizzetta's FY 2022  
Fee Amendment**

Mr. Nielsen presented Rizzetta's 2022 Fee Amendment to the Board.

On a Motion by Mr. Oliver, seconded by Mr. Ramos, with all in favor, the Board of Supervisors approved Rizzetta's FY 2022 Fee Amendment, for the Diamond Hill Community Development District.

**NINTH ORDER OF BUSINESS**

**Discussion on Stormwater Drainage**

Mr. Nielsen opened a discussion regarding the Stormwater Drainage with the Board. He asked if the Board had any questions or comments. There were none.



**DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT**  
**August 9, 2021– Minutes of Meeting**  
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**TENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2021/2022 Final Budget and Imposing  
Special Assessments**

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2021/2022 Final Budget and Imposing Special Assessments, for the Diamond Hill Community Development District.

Mr. Nielsen presented Resolution 2021-04, Adopting Fiscal Year 2021-2022 Final Budget to the Board.

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors adopted Resolution 2021-04, Adopting Fiscal Year 2021-2022 Final Budget, for the Diamond Hill Community Development District.

Mr. Nielsen presented Resolution 2021-05, Imposing Special Assessments and Certifying as Assessment Roll to the Board.

On a Motion by Mr. Taggerty, seconded by Ms. Dunn, with all in favor, the Board of Supervisors adopted Resolution 2021-05, Imposing Special Assessments and Certifying Assessment Roll, for the Diamond Hill Community Development District.

On a Motion by Mr. Taggerty, seconded by Mr. Ramos, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2021/2022 Final Budget and Imposing Special Assessments, for the Diamond Hill Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03,  
Setting the Meeting Schedule for  
Fiscal Year 2021/2022**

Mr. Nielsen presented Resolution 2021-03, Setting the Meeting Schedule for Fiscal Year 2021/2022 to the Board.

On a Motion by Mr. Ramos, seconded by Mr. Oliver, with all in favor, the Board of Supervisors adopted Resolution 2021-03, Setting the Meeting Schedule for Fiscal Year 2021/2022 to the Board, for the Diamond Hill Community Development District.

**DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT**  
**August 9, 2021– Minutes of Meeting**  
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**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Nielsen opened the room to any supervisor requests. There were no questions or comments from the Board.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Nielsen stated that if there was no further business to come before the Board than a motion to adjourn was in order.

On a Motion by Mr. Oliver, seconded by Mr. Ramos, with all in favor, the Board of Supervisors adjourned the meeting at 5:22 p.m. for the Diamond Hill Community Development District.
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\_\_\_\_\_  
Secretary/Assistant Secretary

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

**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 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.*

**DIAMOND HILL  
COMMUNITY DEVELOPMENT DISTRICT**

The 2<sup>nd</sup> Audit Committee meeting of the Diamond Hill Community Development District was held on **Monday, August 9, 2021 at 4:00 p.m.** at the office of Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview FL, 33578. The following is the agenda for this meeting:

Present and constituting a quorum:

Ferdinand Ramos	<b>Board Supervisor, Chairman</b>
James Oliver	<b>Board Supervisor, Vice Chairman</b>
Linda Dunn	<b>Board Supervisor, Assistant Secretary</b>
Douglas Taggerty	<b>Board Supervisor, Assistant Secretary</b>
Edward Craig Jr.	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker (by phone)</b>
Stephen Brletic	<b>District Engineer, JMT (by phone)</b>
Josh Olivia	<b>Yellowstone Landscaping (by phone)</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT**  
**August 9, 2021– Minutes of Meeting**  
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**SECOND ORDER OF BUSINESS**

**Ranking of Proposals**

Mr. Nielsen presented the proposals received for the Annual Auditing Services to the Audit Committee and collected a master scoring sheet from the committee. Berger, Toombs, Elam, Gaines & Frank was the highest-ranked bidder with a total of 100 points. Grau & Associates received a total of 96 points and therefore was the lowest ranked bidder.

**THIRD ORDER OF BUSINESS**

**Adjournment**

Mr. Nielsen stated that if there was no further business to come before the Board than a motion to adjourn was in order.

On a Motion by Ms. Dunn, seconded by Mr. Ramos, with all in favor, the Board of Supervisors adjourned the meeting at 4:11 p.m. for the Diamond Hill Community Development District.
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\_\_\_\_\_  
Secretary/Assistant Secretary

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

# DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA  
MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 336

## **Operation and Maintenance Expenditures July 2021 For Board Approval**

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

The total items being presented: **\$12,802.76**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Diamond Hill Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Construction Management Services LLC	003202	25	Service Call for East Entrance 05/21	\$ 68.00
Douglas Taggerty	003209	DT061421	Board of Supervisors Meeting 06/14/21	\$ 200.00
Ferdinand Ramos	003207	FR061421	Board of Supervisors Meeting 06/14/21	\$ 200.00
Innersync Studio, Ltd	003205	19563	Onboarding of ADA Compliant Website 07/21	\$ 384.38
James A. Oliver	003206	JO061421	Board of Supervisors Meeting 06/14/21	\$ 200.00
Linda L. Dunn	003204	LD061421	Board of Supervisors Meeting 06/14/21	\$ 200.00
Rizzetta & Company, Inc.	003198	INV0000059423	District Management Fees 07/21	\$ 3,755.42
Rizzetta Technology Services, LLC	003199	INV0000007744	Website Hosting Services 07/21	\$ 100.00
Site Masters of FL LLC	003208	072021-2	Removed Sediment Build-Up 07/21	\$ 500.00
Straley Robin Vericker	003200	19959	Professional Services Billed Though 06/21	\$ 1,160.95
TECO	003201	211010801895 06/21	12929 Sydney Road #A 06/21	\$ 61.00
Thurman E Craig Jr	003203	EC061421	Board of Supervisors Meeting 06/14/21	\$ 200.00
Times Publishing Company	003210	00001665712 07/14/21	Acct #107822 Legal Advertising 07/21	\$ 1,480.00

## Diamond Hill Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Times Publishing Company	003210	0000168369 07/04/21	Acct #107822 Legal Advertising 07/21	\$ 464.00
Yellowstone Landscape, Inc.	003211	TM 236792	Landscape Maintenance 07/21	\$ 3,556.18
Yellowstone Landscape, Inc.	003211	TM 244620	Irrigation Repairs 07/21	<u>\$ 272.83</u>
<b>Report Total</b>				<u><b>\$ 12,802.76</b></u>

# DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 336

## **Operation and Maintenance Expenditures August 2021 For Board Approval**

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

The total items being presented: **\$9,562.06**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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



## Diamond Hill Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Douglas Taggerty	003222	DT080921	Board of Supervisors Meeting 08/09/21	\$ 200.00
Ferdinand Ramos	003220	FR080921	Board of Supervisors Meeting 08/09/21	\$ 200.00
James A. Oliver	003218	JO080921	Board of Supervisors Meeting 08/09/21	\$ 200.00
Johnson, Mirmiran & Thompson Inc	003219	29-176346	Engineering Services 06/21	\$ 192.40
Johnson, Mirmiran & Thompson Inc	003219	30-179131	Engineering Services 07/21	\$ 1,532.24
Linda L. Dunn	003217	LD080921	Board of Supervisors Meeting 08/09/21	\$ 200.00
Rizzetta & Company, Inc.	003212	INV0000060357	District Management Fees 08/21	\$ 4,455.42
Rizzetta Technology Services, LLC	003213	INV0000007830	Website Hosting Services 08/21	\$ 100.00
Straley Robin Vericker	003214	20087	Professional Services Billed Though 07/21	\$ 305.00
Straley Robin Vericker	003221	20217	Professional Services Billed Though 08/21	\$ 1,105.50
Thurman E Craig Jr	003216	EC080921	Board of Supervisors Meeting 08/09/21	\$ 200.00
Times Publishing Company	003215	0000165353 07/21/21	Acct #107822 Legal Advertising 07/21	\$ 418.50
Times Publishing Company	003223	0000173535 07/21/21	Acct #107822 Legal Advertising 08/21	\$ <u>453.00</u>
<b>Report Total</b>				<b>\$ <u>9,562.06</u></b>