



Rizzetta & Company

Diamond Hill Community Development District

**Board of Supervisors' Meeting
December 13, 2021**

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

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.

District Board of Supervisors	Ferdinand Ramos	Chairman
	James Oliver	Vice Chairman
	Linda Dunn	Assistant Secretary
	Douglas Taggerty	Assistant Secretary
	Ed Craig	Assistant Secretary
District Manager	Taylor Nielsen	Rizzetta & Company, Inc.
District Attorney	John Vericker	Straley Robin Vericker
District Engineer	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

December 6, 2021

Board of Supervisors
Diamond Hill Community
Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Diamond Hill Community Development District will be held on **Monday, December 13, 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 October 11, 2021 Tab 1
 - B.** Consideration of Operation & Maintenance Expenditures for September & October 2021 Tab 2
- 4. STAFF REPORTS**
 - A.** Aquatic Maintenance Update Tab 3
 - B.** Landscape and Irrigation Maintenance Update Tab 4
 - C.** District Counsel Update
 - D.** District Engineer Update
 - E.** District Manager Update
 1. Review of District Manager Report.....Tab 5
 2. Update of District Financials..... Tab 6
 3. Review of Additional Insurance Options..... USC
- 5. BUSINESS ITEMS**
 - A.** Consideration of RTS Contractual Assignment AgreementTab 7
 - B.** Resolution 2022-01, Re-Designating Assistant Secretary..Tab 8
 - C.** Discussion on Hog Control
 - D.** Consideration of Emerald Hill Easement Re-grading ProposalTab 9
- 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.

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, October 11, 2021 at 2:00 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	Board Supervisor, Chairman
James Oliver	Board Supervisor, Vice Chairman
Linda Dunn	Board Supervisor, Assistant Secretary
Douglas Taggerty	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
Christina Newsome	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker (by phone)
Josh Olivia	Yellowstone Landscaping
Peter Simoes	Solitude Lake Management

FIRST ORDER OF BUSINESS

Call to Order

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

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT
October 11, 2021– Minutes of Meeting
Page 2

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors' Regular Meeting held on August 9, 2021

Mr. Nielsen presented the minutes of the Board of Supervisors' regular meeting held on August 9, 2021.

On a Motion by Mr. Ramos, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on August 9, 2021 as presented, for the Diamond Hill Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the 2nd Audit Meeting held on August 9, 2021

Mr. Nielsen presented the minutes from the 2nd Audit Committee Meeting held on August 9, 2021

On a Motion by Ms. Dunn, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved the minutes, of 2nd Audit Committee meeting held on August 9, 2021 as presented, for the Diamond Hill Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation & Maintenance Expenditures for July & August

Mr. Nielsen presented the Operation & Maintenance Expenditures for July 2021 & August 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 July 2021 (\$12,802.76) and August 2021 (\$9,562.06), for the Diamond Hill Community Development District.

The Board requested confirmation on the amount of homes for assessment in the budget.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Aquatic Maintenance Report

Mr. Nielsen presented the Aquatics report.

The Board requested that Solitude provide a proposal for pond perimeter planting of one pond, to give them an idea of cost for consideration of future planning.

i. Consideration of Solitude Maintenance Renewal

Mr. Nielsen presented the Solitude Maintenance Renewal to the Board.

On a Motion by Mr. Ramos, seconded by Mr. Taggerty, with all in favor, the Board of Supervisors approved the Solitude Maintenance Renewal, for the Diamond Hill Community Development District.

B. Landscape & Irrigation Maintenance Report

Mr. Oliva presented his report.

The Board requested Yellowstone replace the 3 dead crape myrtles under warranty or recommend suitable replacement.

i. Consideration of Landscape Proposals

Mr. Nielsen presented the Landscape Proposals with the Board. No action was taken for these proposals from the Board.

C. District Counsel

Present via phone. No report.

D. District Engineer

Not present. No report.

E. District Manager

Mr. Nielsen indicated that the next regular meeting has been scheduled for December 13, 2021 at 2:00 p.m.

1. Review of District Manager Report

Ms. Newsome presented his District Manager Report to the Board.

The Board requested District Management add the financial statements to the agendas moving forward.

SEVENTH ORDER OF BUSINESS

Consideration of Holiday Lights Proposal

Mr. Nielsen presented the Holiday Lights Proposal to the Board.

On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors approved to contribute \$1,350.00 to the HOA for Christmas decorations, representing half of the cost of the gated entry decorations, or \$2,200.00 if the decorations include the entry monuments, fencing around the gates, and the center island tree icicle lights, for the Diamond Hill Community Development District.

EIGHTH ORDER OF BUSINESS

Ratification of Insurance Renewal Proposals

Mr. Nielsen presented the Insurance Renewal Proposals for ratification to the Board.

On a Motion by Mr. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors ratified the EGIS Insurance Renewal Proposal, for the Diamond Hill Community Development District.

The Board requested Insurance Proposals from Brown and Brown, and USI to be provided at the next meeting for consideration of alternatives from the current provider.

NINTH ORDER OF BUSINESS

Consideration of Emerald Hill Easement Proposals

Mr. Nielsen presented the Emerald Hill Easement Proposals to the Board. The Board tabled these proposals and requested clarification on the grading proposal from

Sitemasters for the area at 1632 Emerald Hill Way. There should be two proposals and only one was made, as we need to separate out the private property of the resident.

TENTH ORDER OF BUSINESS

Supervisor Requests

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

ELEVENTH 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. Taggerty, seconded by Mr. Oliver, with all in favor, the Board of Supervisors adjourned the meeting at 2:57 p.m. for the Diamond Hill Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

District Office · RIVERVIEW, Florida · (904) 436-6270

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

Operation and Maintenance Expenditures September 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$29,945.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Egis Insurance Advisors, LLC	3233	14130	General/POL Liability Insurance FY 21/22	\$ 6,408.00
Johnson, Mirmiran & Thompson Inc	3230	31-179562	Engineering Services 08/21	\$ 4,114.05
Rizzetta & Company, Inc.	3226	INV0000061157	District Management Fees 09/21	\$ 3,755.42
Rizzetta Technology Services, LLC	3227	INV0000007922	Website Hosting Services 09/21	\$ 100.00
Site Masters of FL LLC	3228	081921-2	Clear Vegetation 08/21	\$ 1,200.00
Site Masters of FL LLC	3228	083021-1	Removed Sediment Build-Up 08/21	\$ 4,600.00
Solitude Lake Management LLC	3231	PI-A00630543	Lake and Pond Services 07/21	\$ 721.00
Solitude Lake Management LLC	3224	PI-A00652288	Lake and Pond Services 08/21	\$ 721.00
Solitude Lake Management LLC	3231	PI-A00670180	Lake and Pond Services 09/21	\$ 721.00
TECO	3229	211010801895 07/21	12929 Sydney Road #A 07/21	\$ 64.44
TECO	3229	211010801895 08/21	12929 Sydney Road #A 08/21	\$ 61.78
Yellowstone Landscape, Inc.	3225	TM 246110	Landscape Maintenance 08/21	\$ 3,549.68

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Yellowstone Landscape, Inc.	3225	TM 254754	Irrigation Repairs 08/21	\$ 167.60
Yellowstone Landscape, Inc.	3232	TM 258229	Landscape Maintenance 09/21	<u>\$ 3,761.68</u>
Report Total				<u>\$ 29,945.65</u>

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT

District Office · Tampa, Florida · (904) 436-6270

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

Operation and Maintenance Expenditures October 2021 For Board Approval

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

The total items being presented: **\$17,370.37**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Douglas Taggerty	003245	DT101121	Board of Supervisors Meeting 10/11/21	\$ 200.00
Ferdinand Ramos	003243	FR101121	Board of Supervisors Meeting 10/11/21	\$ 200.00
Innersync Studio, Ltd	003237	19786	Onboarding of ADA Compliant Website 10/21	\$ 384.38
James A. Oliver	003241	JO101121	Board of Supervisors Meeting 10/11/21	\$ 200.00
Johnson, Mirmiran & Thompson Inc	003246	32-181351	Engineering Services 09/21	\$ 442.00
Linda L. Dunn	003240	LD101121	Board of Supervisors Meeting 10/11/21	\$ 200.00
Rizzetta & Company, Inc.	003234	INV0000061887	District Management Fees 10/21	\$ 4,530.50
Rizzetta & Company, Inc.	003242	INV0000062052	Assessment Roll Preparation FY 22/21	\$ 5,100.00
Rizzetta Technology Services, LLC	003235	INV0000008015	Website Hosting Services 10/21	\$ 100.00
Site Masters of FL LLC	003244	101321-1	Fabricate And install Grate 10/21	\$ 950.00
Solitude Lake Management LLC	003247	PI-A00693236	Lake and Pond Services 10/21	\$ 721.00
Straley Robin Vericker	003236	20357	Professional Services Billed Though 09/21	\$ 457.50

Diamond Hill Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
TECO	003238	211010801895 09/21	12929 Sydney Road #A 09/21	\$ 63.31
Times Publishing Company	003239	0000180546 09/26/21	Acct #107822 Legal Advertising 09/21	\$ 563.00
Yellowstone Landscape, Inc.	003248	TM 269206	Landscape Maintenance 10/21	<u>\$ 3,258.68</u>
Report Total				<u>\$ 17,370.37</u>

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE ASSISTANT SECRETARIES OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Diamond Hill Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Valrico, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint Assistant Secretaries.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Christina Newsome is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of December, 2021.

ATTEST:

**DIAMOND HILL COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors