

**MINUTES OF MEETING  
VARREA SOUTH  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Varrea South Community Development District held a Regular Meeting on December 8, 2023 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610.

**Present at the meeting were:**

Ryan Zook	Chair
Ryan Hoppe	Assistant Secretary
Brian Janek	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Ryan Dugan	District Counsel
Tonja Stewart (via telephone)	District Engineer
Scott Herman	Landscape Maintenance Professionals, Inc. (LMP)
Bill Leavens	LMP
Jon Souers	Yellowstone Landscape

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 10:01 a.m. Supervisors Janek, Zook and Hoppe were present. Supervisors Snyder and Conerly were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

▪ **Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services**

This item, previously the Eighth Order of Business, was presented out of order.

**A. Affidavit of Publication**

**B. Respondents**

**I. CEPRA Landscape**

**II. LMP****III. RedTree Landscape Systems****IV. United Land Services****V. Yellowstone Landscape**

Mr. Kantarzhi stated that all five responses to the Request for Proposals (RFP) were sent to the Board before the meeting. Mr. Dugan stated he and Mr. Kantarzhi reviewed all the responses and identified minor variances that did not impact the bids. They recommended considering all the bids received and waiving the variance in the bidding process, which was being unable to get the addendum to all the respondents, as he believes the contents did not impact the bids or pricing.

The respondent representatives left the meeting room while the others presented to the Board.

Mr. Jon Souers, of Yellowstone Landscape (Yellowstone), reviewed professional experience, noted extensive review of the RFP and welcomed the opportunity to work with the CDD. Mr. Dugan asked about the ability to provide staffing levels for the initial phase and going forward. Mr. Souers stated that staffing will not be an issue.

Mr. Bill Leavens, of Landscape Maintenance Professionals, Inc. (LMP), stated he is retiring from LMP in June and introduced Mr. Scott Herman, his replacement. He provided an overview of LMP. He stated that the property was inspected and it was noted that the roundabout with the elevated area will be a problem. He appreciated the opportunity for consideration. Mr. Dugan asked about the ability to provide adequate staffing levels for the current project and phases going forward. Mr. Leavens stated LMP is prepared and LMP implements varied summer and winter staffing schedules.

**C. Evaluation Criteria/Ranking**

Mr. Kantarzhi recalled that, at the last meeting, the Board agreed to evaluate and rank the RFP respondents as a group.

Mr. Zook provided his scores for each respondent in each category and explained his reasoning for his scores. The Board discussed each category and agreed with Mr. Zook's scoring recommendations.

Mr. Kantarzhi recapped the overall group scores and ranking, as follows:

#1	CEPRA Landscape	95.32 Points
#2	Yellowstone Landscape	90.00 Points
#3	LMP	86.69 Points
#4	RedTree Landscape Services	84.64 Points
#5	United Land Services	83.12 Points

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, accepting the joint scores and ranking as the Board's scores and ranking, was approved.**

**D. Award of Contract**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, ranking CEPRA Landscape as the #1 ranked respondent to the RFP for Landscape and Irrigation Maintenance Services and awarding the contract to CEPRA Landscape, was approved.**

**THIRD ORDER OF BUSINESS**

**Consideration of RP Property Preservation,  
LLC Agreement Regarding the Provision of  
Monument Fountain Cleaning Services**

Mr. Kantarzhi stated that Mr. Dugan worked on the Agreements behind Tabs 3, 4, 5 and

6.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the RP Property Preservation, LLC Agreement Regarding the Provision of Monument Fountain Cleaning Services, in a not-to-exceed amount of \$300 monthly, was approved.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Blue Water Aquatics, Inc.,  
Agreement for Pond Maintenance Services**

Mr. Kantarzhi presented the Agreement. The First Addendum for eight additional pond and waterway maintenance services was included for informational purposes.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Blue Water Aquatics, Inc., Agreement for Pond Maintenance Services, in an amount of \$2,942.00 monthly, for a not-to-exceed annual total of \$35,304.00, was approved.**

**FIFTH ORDER OF BUSINESS****Consideration of Florida Field Services Group, LLC Agreement Regarding the Provision of Dog Waste Removal Services**

Mr. Zook asked about the process to increase services, as needed. Ms. Cerbone provided additional language for the motion to address this. It was noted that, when necessary, future executed Amendments to the Agreement will be presented for ratification at the following meeting.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Florida Field Services Group, LLC Agreement Regarding the Provision of Dog Waste Removal Services, in a not-to-exceed amount of \$300 monthly, and authorizing updates for additional services, subject to review and approval by District Counsel and the Chair, were approved.**

**SIXTH ORDER OF BUSINESS****Consideration of Florida Fountains & Equipment, LLC Agreement for Quarterly Fountain Maintenance Services**

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Florida Fountains & Equipment, LLC Agreement for Quarterly Fountain Maintenance Services, in a not-to-exceed amount of \$700 per quarter, for a not-to-exceed annual total of \$2,800, and authorizing updates for additional services, subject to review and approval by District Counsel and the Chair, were approved.**

**SEVENTH ORDER OF BUSINESS****Ratification of Stantec Consulting Services Inc., Work Authorization Number 3 [On-Going Annual General Engineering Consulting Services]**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, Stantec Consulting Services Inc., Work Authorization Number 3 for On-Going Annual General Engineering Consulting Services, in a not-to-exceed amount of \$3,500, was ratified.**

**EIGHTH ORDER OF BUSINESS****Consideration of Responses to RFP for  
Landscape and Irrigation Maintenance  
Services**

This item was presented following the Second Order of Business.

- A. Affidavit of Publication**
- B. Respondents**
  - I. CEPRA Landscape**
  - II. LMP**
  - III. RedTree Landscape Systems**
  - IV. United Land Services**
  - V. Yellowstone Landscape**
- C. Evaluation Criteria/Ranking**
- D. Award of Contract**

**NINTH ORDER OF BUSINESS****Ratification of Acquisition of Phase 2A  
Roadways and Utility Improvements**

Mr. Kantarzhi stated that the for this agenda items were included in the tablet version but was omitted from the physical agenda. Mr. Dugan stated that he worked with the CDD and the Developer in preparing the acquisition documents for the Phase 2A utilities, totaling \$3,930,874.94. The utility improvements are being conveyed to the City for operations and maintenance (O&M).

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Letter Agreement for Acquisition of Phase 2A Roadways and Utility Improvements, was ratified.**

**TENTH ORDER OF BUSINESS****Ratification of Access Residential Management LLC, D/B/A Access Management Field Operations Agreement**

Mr. Zook asked for clarification of the procedures for handling CDD Field Operations matters. Ms. Cerbone stated Mr. Kantarzhi will contact Mr. Wayne Faison, the CDD Field Operations Manager, and copy Mr. Walters to clarify the scope of service and how CDD matters are to be processed. Outlook invites will be sent to Mr. Faison to attend CDD meetings. Mr. Zook asked to be copied on all emails.

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the Access Residential Management LLC, D/B/A Access Management Field Operations Agreement, was ratified.**

**ELEVENTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of October 31, 2023**

The following change was made:

Page 2: Change "Electirc" to "Electric"

Ms. Cerbone expects to send funding requests this month to cover two months of CDD operating expenses.

**On MOTION by Mr. Zook and seconded by Mr. Hoppe, with all in favor, the Unaudited Financial Statements as of October 31, 2023, as amended, were accepted.**

**TWELFTH ORDER OF BUSINESS****Approval of August 11, 2023 Public Hearing and Regular Meeting Minutes**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the August 11, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS****Staff Reports**

**A. District Counsel: Kutak Rock, LLP**

Mr. Dugan stated his belief that there are construction funds available from the bond issue. He will work with the District Manager to process a requisition related to the Acquisition of Phase 2A Roadways and Utility Improvements.

**B. District Engineer: Stantec Consulting Services, Inc.**

Ms. Stewart stated she will include a proposal for community mapping on the next agenda, which outlines CDD ownership and maintenance and easement areas. Ms. Cerbone recommended obtaining authorization for this now since the next meeting might not be for a few months.

Discussion ensued regarding the purpose of creating a map, when to implement the project, the cost and including a Board Member resignation and appointment of a new Board Member on the next agenda.

Ms. Stewart stated she will email the proposal and mapping samples to Ms. Cerbone to distribute to the Board.

**C. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: January 12, 2024 at 10:00 A.M.**
  - **QUORUM CHECK**

The January 12, 2024 meeting will be cancelled. The next meeting will likely be in May 2024.

**FOURTEENTH ORDER OF BUSINESS****Board Members' Comments/Requests**


There were no Board Members' comments or requests.

**FIFTEENTH ORDER OF BUSINESS****Public Comments**

There were no public comments.

**SIXTEENTH ORDER OF BUSINESS****Adjournment**

**On MOTION by Mr. Zook and seconded by Mr. Janek, with all in favor, the meeting adjourned at 10:40 a.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair