

**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
FEBRUARY 09, 2023**

**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA**

**FEBRUARY 09, 2023, at 9:00 a.m.**

The offices of Inframark, IMS

Located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607

<b>District Board of Supervisors</b>	Chairman Vice-Chair Assistant Secretary Assistant Secretary Assistant Secretary	Kelly Evans Anson Angail Gregory Elliot Timothy (Tim) Fisher Lori Campagna
<b>District Manager</b>	Inframark, IMS	Gene Roberts
<b>District Attorney</b>	Straley Robin Vericker	Vivek Babbar
<b>District Engineer</b>	Landmark Engineering	Todd C. Amaden

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

The regular meeting will begin at 9:00 a.m. beginning with the third section called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board of Supervisors Request and Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

Board of Supervisors  
**Touchstone Community Development District**

Dear Board Members:

The Regular Meetings of the Touchstone Community Development District will be held on **February 09, 2023, at 9:00 a.m. at the offices of Inframark, LLC located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607**. Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

**Call in Number: 1-866-906-9330**

**Access Code: 7979718#**

**REGULAR MEETING OF BOARD OF SUPERVISORS**

**1. CALL TO ORDER/ROLL CALL**

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

**3. BUSINESS ITEMS**

A. Discussion on Pressure Washing Proposal ..... Tab 01

B. Discussion on Landscaping Enchantments Proposal..... Tab 02

C. General Matter of the District

**4. CONSENT AGENDA**

A. Consideration of Minutes of the Audit Committee Meeting January 12, 2023,..... Tab 03

B. Consideration of Minutes of the Regular Meeting January 12,2023.....Tab 04

C. Consideration of Operation and Maintenance Expenditures December 2022 .....*Under Separate Cover*

D. Review of Financial Statements Month Ending December 31,2022.....*Under Separate Cover*

**5. VENDOR/STAFF REPORTS**

A. District Counsel

B. District Engineer

C. District Manager ..... Tab 05

i. Community Inspection Report

**6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,  
Gene Roberts  
District Manager

**Spearem Enterprises, LLC**  
7842 Land O' Lakes Blvd. #335  
Land O' Lakes, FL 34638  
+1 8139978101  
spearem.jmb@gmail.com

## PROPOSAL

### ADDRESS

Touchstone  
Meritus  
2005 Pan Am Circle  
Ste 300  
Tampa, FL 33607

**PROPOSAL #** 1854

**DATE** 01/17/2023

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b> Pressure Wash the following: Privacy fence along Camden Field Parkway, both sides of road, street side only (from 78th street south to 70th street south). Cost includes labor and material.	1	4,250.00	4,250.00

It is anticipated that permits will not be required for the above work, and if required, the associated costs will be added to the price stated below. Any existing conditions that are not reasonably discoverable prior to the job start date, which in anyway interferes with the safe and satisfactory completion of this job, will be corrected by an additional work order and estimate for approval prior to resuming job. Spearem Enterprises, LLC is not responsible for any delays in performance of service that are due in full or in part to circumstances beyond our control. Spearem Enterprises, LLC is not responsible for damage, personal or property damage by others at the job site.  
Whether actual or consequential, or any claim arising out of or relating to "Acts of God".  
Job will Commence within 30 days of receiving signed, approved proposal-weather permitting.

**TOTAL**

**\$4,250.00**

Accepted By

Accepted Date







# Steadfast Alliance Maintenance Division

## Proposal

Date 1/23/2023 Proposal # SM-E-1828

Customer Information		Project Information
Touchstone CDD 2005 Pan Am Circle, Suite 300 Tampa, FL 33607	<b>Contact</b>  <b>Phone</b>  <b>E-mail</b> inframark@payableslockb...  <b>Account #</b>	SM1028 Touchstone CDD LM  SM1028 Touchstone CDD  <b>Proposal Prepared By:</b> Jason Combee  <b>Type Of Work</b> Plant Install

Steadfast proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Qty	Unit Price	Amount
This proposal is to replace 3 missing Red Cedar trees at the lift station on Wild Senna.			
Labor to install plant material listed below.	1	750.00	750.00
Red Cedar - 45 gal	3	350.00	1,050.00
Pine Bark Mini Nugget Mulch - Bagged - 3 cu ft bag	6	5.00	30.00
Irrigation - Tie into existing lateral line and add irrigation bubblers to new trees. Price includes parts and labor.	1	600.00	600.00

30435 Commerce Drive Unit 102 | San Antonio, FL 33576  
Phone: 844-347-0702 | Fax: 813-501-1432  
office@SteadfastAlliance.com | SteadfastAlliance.com

**Total**                                      \$2,430.00







**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

**January 12, 2023, Minutes of the Audit Committee Meeting**

**MINUTES OF THE AUDIT COMMITTEE MEETING**

The Audit Committee Meeting of the Board of Supervisors for the Touchstone Community Development District was held on **Thursday, January 12, 2023, at 9:00 a.m.** at the **Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.**

**1. CALL TO ORDER/ROLL CALL**

Gene Roberts called the Audit Committee Meeting of the Touchstone Community Development District to order on **Thursday, January 12, 2023, at 9:00 a.m.**

**Board Members Present and Constituting a Quorum:**

Kelly Evans	Chair
Anson Angail	Vice-Chair (via conference call)
Tim Fisher	Supervisor
Lori Campagna	Supervisor
Gregory Elliot	Supervisor

**Staff Members Present:**

Gene Roberts	District Manager, Inframark
Vivek Babbar	District Counsel, Straley Robin Vericker

There were no audience or member in attendance.

**2. APPOINT CHAIRMAN**

The Board discussed who to appoint as Chairman of the Audit Committee and motioned to appoint Kelly Evans.

<b>MOTION TO:</b>	Appoint Kelly Evans as the Chairman of the Audit Committee.
<b>MADE BY:</b>	Supervisor Fisher
<b>SECONDED BY:</b>	Supervisor Elliot
<b>DISCUSSION:</b>	None further
<b>RESULT:</b>	Called to a Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS**

**4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED**

**A. Consider Notice of Request for Proposals for Audit Services**

**5. CONSIDER SENDING RFP TO INTERESTED FIRMS**

District Counsel Babbar discussed that the District needs to create a committee to select an auditing firm.

**6. DETERMINE DATE OF NEXT COMMITTEE MEETING**

The Board discussed the date of next Committee meeting and motioned to have the meeting held on the March meeting dated March 09, 2023.

MOTION TO:	Approve the next Committee Meeting to be held on March 09, 2023.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Elliot
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED 5/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

*\*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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

**TOUCHSTONE  
COMMUNITY DEVELOPMENT DISTRICT**

**January 12, 2023, Minutes of the Regular Meeting**

**MINUTES OF THE REGULAR MEETING**

The Regular Meeting of the Board of Supervisors for the Touchstone Community Development District was held on **Thursday, January 12, 2023, at 9:00 a.m.** at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Gene Roberts called the Regular Meeting of the Touchstone Community Development District to order on **Thursday, January 12, 2023, at 9:00 a.m.**

**Board Members Present and Constituting a Quorum:**

Kelly Evans	Chair
Anson Angail	Vice-Chair (via conference call)
Tim Fisher	Supervisor
Lori Campagna	Supervisor
Gregory Elliot	Supervisor

**Staff Members Present:**

Gene Roberts	District Manager, Inframark
Vivek Babbar	District Counsel, Straley Robin Vericker

There were no audience or member in attendance.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. BUSINESS ITEMS**

**A. Discussion on Changing Landscape Vendor for Amenity Center**

The Board reviewed and discussed the change of landscape vendor for Amenity Center.

MOTION TO:	Terminate Fieldstone's contract.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Fisher
DISCUSSION:	None further
RESULT:	Called to a Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

MOTION TO: Approve Steadfast as the new vendor.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Elliot  
DISCUSSION: None further  
RESULT: Called to a Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

## **B. General Matter of the District**

There were no general matters of the District.

## **4. CONSENT AGENDA**

**A. Consideration of Minutes of the Landowner's Election Meeting November 10, 2022**

**B. Consideration of Minutes of the Regular Meeting November 10, 2022**

**C. Consideration of Operation and Maintenance Expenditures October 2022**

**D. Consideration of Operation and Maintenance Expenditures November 2022**

**E. Review of Financial Statements Month Ending November 30, 2022**

The Board reviewed the consent agenda items.

MOTION TO: Approve the Consent Agenda Items A through E.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Fisher  
DISCUSSION: None further  
RESULT: Called to a Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

## **5. VENDOR/STAFF REPORTS**

### **A. District Counsel**

Mr. Babbar stated a Public Hearing needs to be held to approve the pool policy and the Board recommended on the March meeting.

### **B. District Engineer**

There are no reports on behalf of the District Engineer.

### **C. District Manager**

#### **i. Community Inspection Report**

Supervisor Campagna requested if some Bahia seed be put down around the lift station on Wild Senna.

Supervisor Fisher presented photos of graffiti on the community perimeter fence.

## 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

Supervisor Angail requested if the resident's can be notified about the increase of assessments next year that could impact resident's equity and should the District send out a letter. Mr. Babbar will draft a letter that can be added to the Districts website.

## 7. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Fisher
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

*\*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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

## Touchstone February Field Report



Up front, all plant material looks good overall. There are some minor weeds in the Foxtail Ferns and the Ilex should be pruned/rounded.





The turf and Viburnum look good along the east end of Camden Fields Pkwy.



The other monument looks good as well. The Sweet Acacia tree has some suckers at the base that need to be pruned.





There is a leaning Magnolia on the south side of Camden Field Pkwy near the intersection of Wild Senna Blvd.



At Wild Senna Blvd and Camden Fields Pkwy, a section of turf has been filled in with sand.





The annuals, White Star Jasmine, Turf, mulch, palms, and other Jasmine look good in the Wild Senna Median.







The ornamental grasses have all been trimmed in the pocket parks along Wild Senna Blvd.



The Copperleaf is starting to show new growth.





The area around the park bench looks much better after weed detailing and trimming the Muhly and Fakahatchee.



The Jasmine and turf are thriving in the pocket parks.





The sign is still leaning at the end of Wild Senna Blvd.



The stop sign at French Marigold Ave and Wild Senna Blvd is leaning/twisted.





The turf is mowed and the conservation area is cut back along Globe Thistle Dr, but there is heavy weed pressure in the Bahia Grass.







The conservation area has been cut back along Daisy Bloom Pl as requested. There is some weed pressure between the sidewalk and retaining wall in the Bahia here as well.







The Bulbine, Juniper, Ilex, and Palms look good in the Romano Busciglio median north of Camden Fields Pkwy.



Most of the Ilex look dried out or under Fertilized in the median. At least three are dead.





On the West end of Camden Fields Pkwy the Trinettes, Firebush, palms, and mulch all look great.



Pond 4 looks good. Many Armored Catfish were spotted which are an invasive species known to cause shore erosion.

[Invasive Species Spotlight: Armored Catfish - SOLitude Lake Management: Full-Service Lake And Pond Management](#)



The Muhly, turf, mulch, and Palm trees look great in the Camden Fields Pkwy medians.





In Wetland 1, the Primrose Willow, Alligator Weed, and other invasives appear to have been sprayed and are dying off.



There is some alligator weed in pond 3.





The tree circles around pond 4 need edging and weed detailing.







Pond 4 has a lot of Torpedo Grass and Alligator Weed that is dying off.





The last 5 Cypress trees along pond 4 didn't receive any mulch.



Further Along Camden Fields Pkwy, the turf, Firebush, Magnolias, Oaks, Birch trees, and Ornamental grasses are looking good.







There is a section of about 10 missing Viburnum that should be quoted for replacement.



Some of the annuals are starting to wither in the Wild Senna median south of Camden Fields Pkwy.





The Trinettes, Ligustrum, and Laurel hedge looks good. The Jasmine is sparse and spotty in the mulch and should be fertilized.





The dead White Star Jasmine and Firebush need to be pulled/replaced in the landscaping bed near Ginger Lily and Wild Senna.



There is some Alligator Weed and trash in pond 5.





The Cypress holes behind the pump station along pond 5 have been filled in with sand. This area hasn't been mowed and has heavy weed pressure.



One Cypress hole was missed.





The Alligator weed is dying off in Pond 6.



Both Corners of Norman Oak Pl are still missing landscaping. The scrap reclaimed water line is still there. The turf has been mowed and edged.



The Jasmine, Viburnum, Hollies, Muhly Grass, and Firebush all look great along Norman Oak Pl.







A new concrete slab has been poured near the mailbox park on Norman Oak Pl.



The Summer Savory St bridge to the new phase of development has opened.





The Torpedo grass and Primrose Willow is dying off along pond 8. There is still some Filamentous Algae and construction debris floating in the pond.



Pond 9 has a small amount of Filamentous Algae.



The dead Taraw Palm has been removed in the Romano Busciglio median south of Camden Fields Pkwy. The Bulbine, Juniper, and Ligustrum are healthy. The Ilex are struggling but look better than in the other median.







The turf, Jasmine, Muhly, Pines, and Ilex look good in the pocket parks along Samuel Ivy Dr.





This area may not be CDD jurisdiction, but there are 5 leaning pines behind the townhomes on Sweet Alyssum Ct.





There is a leaning Pine at the corner of Sweet Alyssum Ct & Samuel Ivy Dr.