

By **Bill Partino**, Vice Chairman, Seven Oaks CDD

Rizzetta & Company, Inc

DISTRICT MANAGER FOR SEVEN OAKS CDD

When the Crown Community Development needed a company to establish Seven Oaks CDD I (south of the power lines) in 2001, they hired Rizzetta and Company, Inc. Based on Rizzetta's performance with CDD I, they also hired them in 2003 to establish CDD II (north of the power lines). Since 1986 when Rizzetta was incorporated, the company has established 163 CDDs.

The five-member Seven Oaks CDD Board relies on Rizzetta for a wide range of services. One of their most important responsibilities is to insure the CDD remains in compliance by submitting all state and county filings accurately and timely each year. Scott Brizendine, who is our district manager, insures that Rizzetta meets this responsibility as well as providing us the following services:

of the district. For the fiscal year October 1, 2011 to September 30, 2012, the budget they prepared with inputs from the CDD Board and residents and approved by the CDD Board was for \$2,797,636. Another task is to insure that the district receives the CDD assessments added to the homeowners' Pasco County Tax Bill as well as assessments from other sources. If the funds are not received, Rizzetta works with our attorney, Mark Straley, to take the appropriate legal action. To keep the Board informed, Rizzetta prepares monthly financial statements that are distributed to Board members. The accounting services at Rizzetta are performed by 6 senior accountants and 16 staff accountants/assistants.



Bill Rizzetta
President of Rizzetta & Company, Inc.

Management of Employees

The Seven Oaks CDD has 7 full-time employees. These include 2 at the clubhouse, 2 for irrigation maintenance, and 3 for grounds maintenance. In addition, the clubhouse has at least 6 part-time employees during winter when fewer residents are using the pool and as many as 18 part-time employees during the summer. It is Rizzetta's job to handle any personnel issues to include hiring and firing the employees.

Financial Management

There are many aspects to the financial management of Seven Oaks. One is to prepare a realistic budget that will cover the expenses

Contract Management

For the CDD Board to meet its responsibilities, it has contracts with companies to maintain the landscaping, street lights, ponds, roads, etc. Some of these are very large contracts such as the one with Vivicon Inc. who we paid \$981,476.64 last year to maintain the landscaping. It is Rizzetta's responsibility to insure that when the contracts go out for bid, the bidding process meets all legal requirements.

Rizzetta, with 78 full time employees, is one of the largest managers of CDDs in Florida. They currently manage 115 CDDs in 19 counties in Florida and 2 counties in Alabama. Almost half (i.e. 51) of the CDDs they manage are in Pasco and Hillsborough Counties. In addition to Rizzetta's corporate office in Tampa, the company has five branch offices located in Ft. Myers, Orlando, Panama City, St. Augustine, and Wesley Chapel. In addition, Rizzetta also manages homeowner associations (our homeowner association at Seven Oaks, Seven Oaks Property Owners Association [SOPOA], uses Rampart Inc.). Rizzetta is the property manager for 101 associations with over 23,000 units. About 70 percent of the HOAs they manage are in Pasco and Hillsborough Counties.



Scott Brizendine, Seven Oaks District Manager, meets with Manny Lajmiri (left) and James Edwards (right) from Metropolitan Planning Organization

Assets Protection

The Seven Oaks CDD has over 100 ponds, storm water systems, miles of streets, and a \$4.5 million Clubhouse with swimming pools and tennis courts. It is important that someone is inspecting these assets to insure that they are protected. The person who does this at Seven Oaks for Rizzetta is Nils Hallberg. On the second Thursday of each month, he meets Ken Roth, President of Vivicon, our landscape maintenance contractor, to inspect all the common areas in Seven Oaks. For some communities, it only takes a half day or less. But for our community, Nils inspects the entire day to look at not only the landscaping with Ken but to see if there is any pond erosion, pot holes in the streets, hazards on playground equipment, etc. Scott will use his findings to work with our engineer or other appropriate persons to get the problem corrected.

Meetings

The CDD Board meets each month on the second Wednesday at 6:30 p.m. at the clubhouse. For each meeting, Rizzetta insures the meeting has been advertised in accordance with state law, prepares an agenda, conducts the meeting, and prepares the minutes of the meeting. ❖

\$\$ HOW MUCH DOES RIZZETTA CHARGE? \$\$

As indicated in this article, it takes many hours each month to manage a 2,000 acre community inhabited by thousands of people. To accomplish this task, Rizzetta uses numerous employees with expertise in state and

county laws, personnel management, financial management, contracts, landscaping, storm water systems, pond maintenance, clubhouse management, etc. For these services, the CDD paid Rizzetta \$85,000 last year.



Barb Harp, Rizzetta's Senior Accountant, at her job in Wesley Chapel.



Nils Hallberg (left), who works for Rizzetta, shows Ken Roth, President of Vivicon Inc, Seven Oaks landscaper, plants that need extra trimming.