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# Concord Station Community Development District

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Agenda Package for the  
**Special** Meeting of the Board of Supervisors  
Thursday December 7, 2023 at 6:30 pm  
at the Concord Station Clubhouse  
18636 Mentmore Boulevard, Land O' Lakes, FL 34638

**Board of Supervisors**

Jessica LaBarbera  
Randall Griffin  
Fred Berdeguez  
Angel Rivera  
Donna Matthias-Gorman

Chair  
Vice-Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

**District Staff**

Vivek Babbar (Straley Robin Vericker) District Counsel

*Please note that this is a special meeting of the CDD to discuss the CDD's Solicitation for Proposals for District Management, Amenity Management, and Field Services. The District Counsel will be running the meeting, and the regular District Manager is not anticipated to be in attendance.*

All devices that make noise or that may cause a disturbance should be in do not disturb mode, silenced, or turned off.

The Audience Comment portions of the agenda is where individuals may make comments on matters that concern the CDD and individuals are limited to a total of 5 minutes to make comments during this time. Any person requiring special accommodations to participate in this meeting is asked to advise the District Counsel at least 48 hours before the meeting by contacting the District Counsel via email at [vbabbar@srvlegal.com](mailto:vbabbar@srvlegal.com) or via phone at 813.321.4107. 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 Counsel. A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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.

<https://www.concordstationcdd.com/>

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# Concord Station Community Development District

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## Agenda for the **Special** Meeting of the Board of Supervisors

**Thursday December 7, 2023 at 6:30 pm**

**at the Concord Station Clubhouse**

**located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638**

- 1. Welcome**
- 2. Call to Order/Roll Call**
- 3. Audience Comments**
- 4. Presentation by Companies in response to the District's Solicitation for Proposals for District Management, Amenity Management, and Field Services**
  - a. Copy of Solicitation for Proposals [Tab 1](#)
  - b. Vesta (6:45) [Tab 2](#)
  - c. Inframark (7:05) [Tab 3](#)
  - d. GMS (7:25) [Tab 4](#)
  - e. Breeze (7:45) [Tab 5](#)
  - f. Rizzetta [Tab 6](#)
- 5. Business Items**
  - a. Consideration of Resolution 2024-03; Adopting a Sunset Provision for Prior Approved Projects [Tab 7](#)
- 6. Audience Comments**
- 7. Supervisor Requests**

Tab 1

Concord Station Community Development District  
Solicitation for Proposals for District Management, Amenity Management, and Field Services

**1. General Information.**

The Board of Supervisors ("**Board**") of the Concord Station Community Development District ("**District**"), a community development district ("**CDD**") located in Pasco County, Florida is soliciting proposals for the provision of district management services, amenity management services, and field services on a continuing basis ("**Proposals**"). The scope of such services is not covered by any competitive procurement thresholds or requirements. All proposers should be experienced in the professional management of CDDs in the State of Florida and hold any applicable licenses or certifications. Any proposer that is a corporation or other business entity must be registered with the Florida Department of State, Division of Corporations, authorized to do business in the State of Florida, and currently in good standing.

The District typically schedules 12 meetings per year, currently with 8 in the night and 4 in the morning (they may change to all night meetings). More information about the District is available on its website: <https://www.concordstationcdd.com/>

The Board designated Chair Jess LaBarbera, to serve as the Board liaison with respect to this solicitation. Her email is [Seat1@concordstationcdd.com](mailto:Seat1@concordstationcdd.com) and she can be reached out to directly. If you would like to schedule a site visit, please reach out to her.

The District's Recreational Facilities consist of a clubhouse, pool, splash pad, pergola, basketball court, tennis court, playground, and adjacent parking lot located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638 along with pocket parks throughout the community.

The roles and staffing levels for amenity management services should be recommended by the Proposer and will ultimately be evidenced in the Agreement or any addendums. The Current titles, staffing, and hours are below and are employees of the current management company.

Fulltime Personnel (40 hours per week):

1. Clubhouse Manager (1)
2. Assistant Clubhouse Manager (1)
3. Maintenance (1)

Part Time Personnel: (a total of 49 hours/week)

1. Clubhouse Attendants (2)

**2. Questions should be Directed to District Counsel.** Any questions relating to this solicitation should be directed to District Counsel via email at [vbabbar@srvlegal.com](mailto:vbabbar@srvlegal.com).

**3. Submittal of Proposals.**

- a. Interested persons and firms should submit an electronic copy of their Proposal containing the information and materials described herein to District Counsel at the above email address no later than **11:00 a.m., Wednesday, November 29, 2023.**
- b. Proposals will be securely kept and not reviewed until after the submission deadline.
- c. The Board reserves the right to review and accept any Proposals submitted late.



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4. **Shortlist Review and Invitation to Present to the Board.** The Board liaison will review the proposals and may create a short list. Presentations by proposers will be at the Board's special meeting on **Thursday December 7, 2023**. The Board reserves the right to reschedule the date of the presentations to another date, and if so, will provide appropriate notice. Upon receipt of all Proposals, the District Counsel will coordinate with the designated board liaison to schedule the invited proposers for 20–30-minute slots to include a presentation and a question-and-answer period. The District Counsel will provide the schedule to the invited proposers.

5. **Scope of Services.**

The services to the District are generally described in the “**Scope of Services**” attached hereto as **Exhibit A** and is intended to incorporate all services that are necessarily performed by a management firm in the effective operation of a CDD in compliance with federal, state, or local regulation. If a specific task is not identified in the Scope of Services, but is necessary for the effective operation of the District or compliance with federal, state, or local regulation, it is expected that the management firm will include such task in the performance of its general management duties unless an additional charge is identified in the Proposal and agreed to by the District in writing.

6. **Interpretation and Addenda of Scope of Services.** No verbal interpretations will be made to any proposer as to the meaning of the Scope of Services. Interpretations, if made, will be written in the form of an addendum and sent by District Counsel to all known proposers who have shown interest in submitting a Proposal.

7. **Term and Renewal.** The initial term of the service agreement will be 1 year. The agreement will automatically renew for subsequent 1-year periods until terminated pursuant to the termination provisions in the agreement. The scope of services and compensation for renewal periods may be adjusted by mutual written agreement evidenced by a written addendum.

8. **Submittal Requirements.** Each Proposal shall include the following information:

a. **Company Information**

- i. Name of company (including any "Doing Business As" names)
- ii. Headquarters/parent company locations
- iii. Office locations and total number of employees at each
- iv. Local address and telephone number
- v. History of the company
- vi. Organization chart of company
- vii. Proof of applicable insurance
- viii. List of any outstanding litigation that would threaten the viability of the proposer or the performance of services

b. **Qualifications and Staffing**

- i. Number of CDDs represented by the proposer
- ii. Why the proposer is the best qualified to perform the Scope of Services
  1. if there will be a subcontractor performing certain services, describe which services will be subcontracted out and include subcontractor's qualifications
- iii. Staff team the proposer will assign to the District, including:
  1. the name, title, number of years' service, specific services each will have primary responsibility over, and relevant educational and work experiences
  2. for the proposed "**District Manager**" include:

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- a. number of CDDs they are responsible for
    - b. names of the CDDs they represent nearest to the District
    - c. length of career in serving as a District Manager
    - d. professional designations (if any)
  - iv. How often site visits will be performed and how often the District Manager and Field Manager will meet with District vendors
  - v. Resume of the supervisor of the amenity staff that will be assigned to the District
  - vi. How any issues arising after business hours will be handled
  - vii. Backup plan for situations where the District Manager or amenity staff is unavailable
  - viii. Escalation procedures and contact information if there are any concerns regarding the assigned District Manager or staff
  - ix. The recommendation for amenity staffing levels and hours if departing from the current operational structure at the amenities.
- c. **Cost of Services.** All proposers must submit a separate cost proposal for district management services, amenity management services, and field services (inclusive of all direct and non-direct costs as well as all overhead, fees and profit). Cost proposals should be written so that they may be incorporated, as modified during negotiations, as an attachment to an agreement.
  - i. Discounts for a firm selected for all functions should be clearly marked in the proposal.
  - ii. The District reserves the right to select the same or different firms to serve as the district manager, amenity manager, and field services. The District reserves the right to request additional information if clarification is needed.
  - iii. Each cost proposal must include the following:
    - 1. The total annual cost of all services described in the Scope of Services (“**Total Annual Price**”)
      - a. if the Total Annual Price will be broken down in equal monthly installments, list the monthly installment that will be invoiced
      - b. if the Total Annual Price will be broken down in another manner, list such breakdown and include the pricing and when such services will be invoiced
      - c. An itemized price of the services should be included along with the Total Annual Price.
    - 2. A detailed listing of any other expenses or fees to be reimbursed to the proposer (excluding those additional services provided below) such as postage, courier services, printing, binding, travel expenses, etc.. Any expenses not specifically included will not be eligible for reimbursement and must be absorbed by the Total Annual Price.
    - 3. A fee proposal and detailed explanation for additional services that may be performed in addition to the items described in the Scope of Services.
      - a. The fee proposal must clearly identify what types of services will be separately billed to the District, as opposed to those that are included in the Total Annual Price
    - iv. If any of the services are not provided directly (such as Board Email Backup and Retention) then the Proposal should disclose that and provide an estimate of the costs from a 3<sup>rd</sup>-party vendor to provide such services.
    - v. For the Amenity Management Services, the proposal should disclose if the compensation is a fixed fee or if the District will only be invoiced for the hours

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worked by the personnel. If it is not mentioned in the proposal, it will be assumed that the District will only be invoiced for the hours worked by the personnel.

- d. References.** All proposers must submit a list of at least 3 references, including the name of the client entity, the client's website or general location, and the name, email, and number of a contact person.

- 9. Proposal Duration.** The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the submission deadline. During this time, all provisions of the Proposal must be in effect, including prices.

- 10. Proposal Evaluation Criteria.** Each Proposal will be evaluated using the following criteria:

- a. Responsiveness to each element contained in the Scope of Services and this solicitation
- b. Ability of the proposer
- c. Experience of the proposer
- d. Geographic location of the proposer's headquarters or local office in relation to the District
- e. Past performance of the proposer in other CDDs
- f. Willingness to meet time and budget requirements
- g. Recent, current, and anticipated workloads
- h. Volume of work previously awarded to the proposer
- i. Reasonableness of cost for the total effort
- j. The District reserves the right to consider other factors and the criteria included herein shall constitute the minimum criteria to be considered

- 11. Right to Waive Mistakes and Variations.**

- a. Proposals may not be modified after the submission deadline.
- b. Mistakes in arithmetic extension of pricing may be corrected by the Board.
- c. The District reserves the right to waive any minor or non-material discrepancies or technicalities.
- d. The District further reserves the right to request supplementation of any or all Proposals.

- 12. Method of Selection, Award, and Right to Reject.**

- a. The Board will evaluate each Proposal pursuant to the evaluation criteria in order to determine which Proposal is in the District's best interest (low price shall not entitle any proposer to be awarded the services).
- b. There is no guarantee that a service agreement will be awarded.
- c. The District expressly reserves the right to reject any or all Proposals at any time or until such time as an agreement is fully executed.
- d. If the Board intends on awarding the services to a proposer, it will announce the proposer they desire to engage with at a public meeting. No written notice of the award will be provided unless requested by a proposer.
- e. The selected proposer shall promptly enter into negotiations with the District to finalize any terms or details.
  - i. If the negotiations are unsuccessful, the District may negotiate with the next proposer(s) whose Proposal(s) was determined to be in the District's best interest until such the negotiation(s) is successful.
- f. The services agreement will be sent to the District Counsel to review and approve prior to execution.

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- 13. No Protest of Board Decisions:** By submitting a proposal, proposers acknowledge this is an informal solicitation of proposals for services, there are no competitive procurement thresholds and requirements with respect to the Scope of Services, and thus there is no right to protest any decision by the Board with respect to this solicitation.
- 14. No Reimbursement of Preparation Costs.** Proposers will not be reimbursed for any cost associated with responding to this solicitation.
- 15. Required Disclosure:**
- a. **Public Entity Crimes:** Proposers should be aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, on Public Entity Crimes. A representation of compliance will be included in the Agreement.
  - b. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, Florida Statutes, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
  - c. **E-Verify.** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), Florida Statutes, on E-Verification requirements. A representation of compliance will be included in the Agreement.
  - d. **Public Records:** All Proposals are considered public records pursuant to Chapter 119, Florida Statutes.
  - e. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, *Florida Statutes*. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

Thank you for your interest in the District.

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

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## **I. District Management Services**

### **A. Meetings, Workshops, and Hearings**

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### **B. District Operations**

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Provide contract administration services. Such services include:
  - i. ensuring District vendors comply with the terms and conditions of a contract
  - ii. coordinating any changes to the contract that might occur over the course of the contract
  - iii. coordination with the District Engineer, District Counsel, or construction/project manager with respect to the work performed or contractual obligations
  - iv. coordinating the closeout/final payment after the vendor performed their services
7. Perform regular on-site visits to District grounds to generally evaluate and inspect the condition of the property and infrastructure and meet with District vendors and staff. Observe and report concerns or questions relating to District grounds.
8. Monitor certificates of insurance as needed per contracts.
9. Prepare and follow risk management policies and procedures.
10. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance for all District assets and maintenance responsibilities are included and procure and renew all applicable insurance, including but not limited to, General Liability Insurance and Directors and Officers Liability Insurance.
11. Process and assist in investigation of insurance claims, in coordination with District Counsel.
12. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

13. Prepare, on or before October 1st of every year, an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
14. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the City/County.
  - ii. provide the regular meeting schedule of the Board to the City/County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - viii. maintain the District Seal.

#### **C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and ) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
  - i. **All vendor invoices, receipts, application for payments, etc. must be provided to the Board within 30 days of receiving it.**
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.
7. Assist the District in obtaining and completing a Reserve Study and complying with the findings and direction of the Board.

#### **D. Budgeting**

1. Prepare and provide for a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.



## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

#### **E. Assessments & Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

#### **F. Bond Compliance and Dissemination Agent**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting as required.

#### **G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

#### **H. Board Email Backup and Retention Services**

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida's public records laws.
    - i. If such services are not provided directly, then the District will contract directly with such third-party vendor and the costs of such services will be borne by the District.
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**Exhibit A**  
**Scope of Services for District Management, Amenity Management, and Field Services**

## **II. Amenity Management Services**

**Personnel:** Employ at a minimum a Clubhouse Manager, Assistant Clubhouse Manager, Maintenance Personnel, and Clubhouse Attendants that will be assigned to the District. A general description of these positions is provided below:

1. Clubhouse Manager:
  - a. Full time, oversees and supervises the Recreational Facilities.
  - b. They are the onsite representative of the Contractor.
  - c. The Clubhouse Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager.
  - d. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
2. Assistant Clubhouse Manager:
  - a. Full time, oversees and supervises the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
3. Maintenance Personnel:
  - a. Full time, maintains the general maintenance, preventative maintenance, and operation duties of the District amenities.
4. Clubhouse Attendants:
  - a. Part time, to support the Clubhouse Manager and to assist in overseeing the District amenities.

### **General Services Provided by Off-Site Staff:**

1. **Management.** Manage the recruiting, hiring, training, vacation, payroll, disciplinary action plan, oversight, and evaluation of personnel necessary for the efficient operation of the Recreational Facilities.
2. **Consultation.** At the District's request, assist with budgeting issues, policy recommendations and enforcement, safety/security recommendations, establishing rates and policies for the Recreational Facilities and other matters of importance for the operation of the Recreational Facilities in its ordinary course. Be available to any board member for open and direct communications regarding any questions they may have.
3. **Attendance at Meetings.** At the District's request, the Supervisor of the on-site staff will attend the District's monthly meetings and be prepared to report to the District's Board regarding the general management of the Recreational Facilities, summarizing operations, programming, participation levels and any other areas pertinent to the operation of the Recreational Facilities.
4. **Recreational Facilities Maintenance Plan.** In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, a facility maintenance plan setting forth a policy for the provision of the maintenance services including a timetable for providing those services on a regular basis.
5. **Emergency Action Plan.** In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, an Emergency Action Plan setting forth a policy for the Recreational Facilities designed to protect staff and Patrons from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster, which may include, but not be limited to, any of the following: fire, hurricane, or other hazardous event.
6. **Inspections.** Conduct periodic inspections of the Recreational Facilities. Report any irregularities to the District.

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

7. Record Access and Retention. Provide access to any amenity management records via a cloud storage provider (Google Drive, Microsoft One-Drive, DropBox, Box, etc...) and coordinate with District Manager about retention of such records.

#### **General Duties for All Staff Members:**

1. Familiarity with District Rules, Regulations, Policies, Operating Procedures
  - a. Full knowledge/awareness of all rules, regulations, or policies of the District.
  - b. Prepare any incident or accident reports and forward to the District Manager.
2. Enforce the rules, regulations, and policies of the District.
  - a. The Contractor's staff have the authority to have Patrons and others removed from the property when such persons become belligerent, unruly, or in some other way refuse to follow the rules and regulations. Such incidences will be reported promptly to the District.
3. Community Relations:
  - a. Meet and greet residents and guests.
  - b. Handle interactions professionally and forward any questions, concerns, and requests to the District Manager prior to making commitments.
  - c. Provide the best possible customer service to maintain a safe and comfortable environment.

#### **Clubhouse Manager**

1. General Duties:
  - a. Responsible for day-to-day operations, budgeting, and managing vendor contracts relating to the Clubhouse and community assets; development of standard operation policies and procedures.
  - b. Oversee workplace operations to maintain and improve effectiveness and efficiency.
  - c. Display flexibility in handling after-hours emergency calls.
  - d. Manage the maintenance work assignments.
  - e. Prepare and oversee up-to-date policies for the Recreational Facilities, and make suggestions for new or revised policies when appropriate.
  - f. Prepare monthly management reports for the Board and District Manager.
  - g. Attend the District's monthly meetings
2. Obtaining Proposals and Vendor Supervision:
  - a. Obtain, analyze, and compare proposals. Review ratings and verify references.
  - b. Negotiate purchasing and potential bidding of contracted services.
  - c. Work with District Manager in oversight and supervision of subcontractors of all projects, and work with staff in prioritizing jobs.
  - d. Work with vendors to ensure quality service is provided to the community.
3. Residents and Guests:
  - a. Interaction with residents and guests on a day-to-day basis.
  - b. Respond to resident complaints and requests within 1 business day, and if possible, visit the site or location of the issue.
  - c. Notify residents of upcoming events, meetings, and general information.
  - d. Document all complaints, injuries, and maintenance issues in specified logs.
  - e. Manage the scheduling of rentals/reservations of amenities (residents, non-residents, organizations, instructors, etc...)
    - i. Ensure rental/reservation forms are properly completed
    - ii. Collect payments and security deposits and log all transactions so that the District Manager can properly account for them.
    - iii. Review and fill out check in/out documents.
    - iv. Manage the private events calendar for the Clubhouse.
4. Facilities and Common Areas:

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

- a. Ensure an immaculate overall appearance of the amenities.
  - b. Ensure all door locks at the Clubhouse are in good operating condition.
  - c. Maintain an inventory of, and order and stock when necessary, supplies and equipment for the operation of the Recreational Facilities.
  - d. Check US flags to ensure proper condition.
  - e. Ensure a high level of appearance of all indoor/outdoor spaces.
  - f. Respond to any necessary repairs and recommend to the District when repairs are needed.
  - g. Assist the District in procuring and maintaining all licenses and permits required for the Recreational Facilities use.
  - h. Remain aware of potential safety or security hazards within District property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
  - i. Assess condition of District property resulting from neglect, vandalism, depreciation and estimate the costs associated with its repair or replacement.
  - j. Promptly investigate and provide a written report as to all accidents or claims for damage relating to the Recreational Facilities, including any damage or destruction of the property.
    - i. Cooperate with and make any and all reports required by any insurance company or the District in connection therewith.
    - ii. Only file any claims with the District's insurance company with the prior consent of the District.
5. Access, Security Systems, and Coordination with Law Enforcement:
- a. Troubleshoot and resolve issues with access cards/fobs.
  - b. Manage access system and security system and make any recommendations for repairs or improvements when needed.
  - c. Oversight of community security operations.
  - d. Collaborate with Deputies to ensure security issues are handled appropriately, to include responding to solicitor complaints within the District's boundaries.
  - e. Administer the issuance of access cards/fobs
    - i. Add/edit/delete data relating to access cards/fobs for Clubhouse and access systems and District records.
    - ii. Troubleshoot and resolve issues with access cards/fobs.
    - iii. Issue access cards/fobs
  - f. Collaborate with law enforcement or security personnel to ensure security issues are handled appropriately.
6. Programming:
- a. Schedule, coordinate, and host community events.
7. Management and Financial Related Duties:
- a. Track and code all debit and credit card expenditures.
  - b. Review all invoices before submitting for payment.
  - c. Maintain preventative maintenance records, inventories, purchases.
  - d. Implement a maintenance and replacement program for equipment.
  - e. Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms).
  - f. Assist District Manager in preparing the annual budget.
  - g. Assist in the recommendation of capital improvement projects.
  - h. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
8. On-Site Staff Supervision and Oversight:

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

- a. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
- b. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
- c. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
- d. Ensure that all staff knows the appropriate person/agency to contact in the event of minor emergencies.
- e. Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.
- f. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.

#### **Assistant Clubhouse Manager:**

1. Assist the Clubhouse Manager in overseeing and supervising the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
2. Ensure an immaculate overall appearance of the amenities.
3. Document all complaints, injuries, and maintenance issues.
4. Conduct other related tasks as directed by the Clubhouse Manager.

#### **Maintenance Personnel**

1. Swimming Pool Deck: Blow off entire pool deck, arrange furniture, empty and clean all waste receptacles and control algae growth around pool area.
2. Empty waste receptacles (regular trash receptacles and doggie waste stations).
3. Blow off all play courts and pick up any litter and empty waste receptacles.
4. Interior of Building(s): Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
5. Parking Lot: Pick up litter, blow off debris, check US flags to ensure proper condition
6. Landscaping: Water all potted plants, pick up any debris and litter around Clubhouse landscaping.
7. Perform touch up painting as needed to the District facilities.
8. Perform repairs as needed to District property and equipment.
9. Repair and clean outdoor furniture and equipment as needed.
10. Conduct frequent vehicle patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting non- operational street lights, landscape lighting issues, street parking issues, fencing issues such as removed slats, noting landscaping deficiencies, reporting issues with ponds/nature preserve areas, following-up on street tree issues, noting areas that require pressure washing, picking up rubbish/debris and removing road kill.
11. Conduct other related tasks as directed by the Clubhouse Manager.

#### **Clubhouse Attendants**

1. Assist Clubhouse Manager in the day-to-day operations.
  2. Ensure an immaculate overall appearance of the amenities.
  3. Document all complaints, injuries, and maintenance issues.
  4. Conduct other related tasks as directed by the Clubhouse Manager.
-

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

#### **III. Field Services**

- 1.** Individual with licenses, certifications, or significant experience to assist the Board with evaluating its landscaping, aquatic and stormwater ponds, or other common areas.
  - 2.** Perform monthly inspections of District property and maintenance responsibilities.
  - 3.** Provide monthly inspection reports with pictures, analysis, and recommendations.
  - 4.** Notify District vendors about deficiencies in service.
  - 5.** Monitor District vendors' progress in remedial work and provide the Board with a progress report.
  - 6.** Provide input to the District Manager for annual budgetary consideration.
  - 7.** Use experience to obtain proposals for various projects.
  - 8.** Assist in drafting competitive procurement packages (such as instructions to proposers and scope of services) and conduct pre-proposal meetings with interested proposers.
-

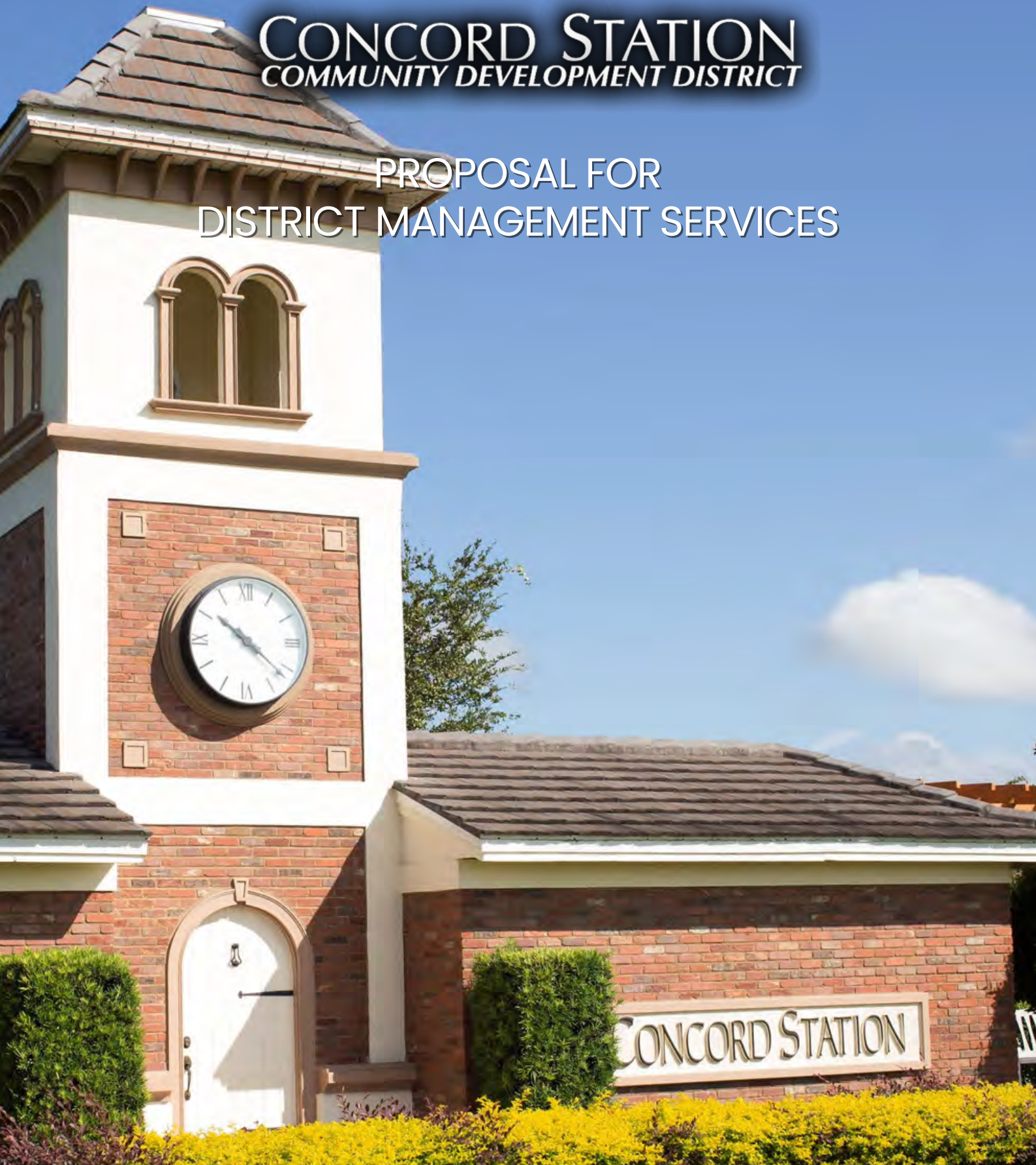


# Tab 2

# CONCORD STATION

COMMUNITY DEVELOPMENT DISTRICT

## PROPOSAL FOR DISTRICT MANAGEMENT SERVICES



250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132



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November 28, 2023

Re: Concord Station Community Development District - **Proposal for District Management Services**

Dear Board of Supervisors ,

On behalf of Vesta Property Services, Inc., it is my pleasure to submit the following proposal for District Management-related Services for your Community Development District. Our submission outlines our company's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and Residents of your District.

In July 2020, Vesta formally entered Florida's special district management industry through an acquisition of DPF of Florida, LLC, an experienced and successful specialist in managing special taxing districts in Florida. Vesta is a Jacksonville headquartered, leading property management company with three decades of successful experience as a "full-service" management company, now serving the entire state of Florida.

With the addition of District Management services, Vesta offers our client-communities all aspects of Community Management Services including Budgeting, Financial and Administrative Services, Financing/Refinancing of Bonds for public infrastructure, Special Methodology Assessment Structuring, Operational and Long-Term Capital Planning (all of which typically fall under "District Management Services"), as well as Homeowners Association, Amenities-and-Lifestyle, and Field Operations Management Services for the community.

Vesta's proposal includes the services of our talented and experienced District Manager, John Markunas (see Bio on Page 7). You will also have the assistance of our uniquely qualified financial, accounting, and administrative leadership-and-support teams, to resolve any immediate issues and to forward-plan for the benefit of the residents of the District. Our proposal also includes a cutting-edge communication platform to improve the effectiveness and efficiency of our management team's oversight of the District's vendors, as well as enhance resident communications (particularly in terms of Work Orders) and engagement.

Thank you for your consideration of our proposal. We very much look forward to the opportunity to continue to serve the community and work with the District, the Board of Supervisors, and other District Staff. Should you have any questions or require additional information, please feel free to contact me directly at (813) 390-6553 or [scottsmith@vestapropertyservices.com](mailto:scottsmith@vestapropertyservices.com).

*Most respectfully,*



**Scott Smith**  
Vice President,  
Vesta District Services  
250 International Pkwy #208  
Lake Mary, Florida 32746  
(321) 263-0132





# ABOUT US

Founded by J. Frank Surface in 1992 and headquartered in Jacksonville, Florida, Vesta Property Services, Inc. has redefined outstanding property management with superior amenities programming, customized management in every planned-community, and affordable, direct financing for planned-unit communities. Initially formed through the merger of several smaller, complimentary management companies, Vesta provides a single place where all community needs are fulfilled day-in and day-out.

Since 2011, Vesta's success has largely been driven by 2 factors: (1) our statewide Senior Leadership Team (shown below; each team member was personally chosen by Mr. Surface for his or her particular role), (2) close collaboration between our Senior Leadership Team and our industry's best-in-class team of managers and supervisors in a variety of disciplines.



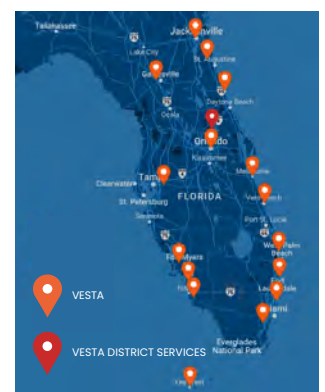
## OUR VISION

Vesta's vision is to provide planned communities with a superior community management experience, exceptional lifestyle services, and strong financial support for developers and residents.

Our senior leadership and management teams are equipped with decades of experience and expertise, which we leverage everyday on behalf of our valued clientele and frontline associates.

## OUR LOCATIONS

In addition to our Jacksonville headquarters, Vesta has (16) offices throughout Florida. We successfully provide a wide range of professional community management services from Amelia Island to Key West and nearly everywhere in between.



# OUR STORY: COMPANY OVERVIEW, TIMELINE & MILESTONES

Originally incorporated as Point Management in 1973, Vesta Property Services, Inc. provides financing, management, and ancillary services to developers of planned-unit communities and resident associations in connection with clubhouses, golf courses, amenity and infrastructure facilities, and commercial real estate, as well as Special District and governmental agency management. Below is a timeline featuring some key milestones that have marked our journey:

1992



## | FOUNDER-PIONEER

Founded in Jacksonville, Florida, Frank Surface's trailblazing vision launches our company: to be a single source for (1) affordable and flexible financing, (2) expert community management services, and (3) creative and thriving lifestyle services — all under one umbrella, consistently improving and growing, and propelled by a best-in-class Senior Leadership Team.

1993



## | KEY CLIENT-COMMUNITIES

7,200-unit *Kings Point Golf & Country Club* in Delray Beach is our very first client — our three-fold vision comes to life! Later, 5,600-unit *Kings Point Sun City Center* is added (in 2008.) We continue to proudly provide a wide range of management and lifestyle services for our two flagship communities to this day.

2011



## | AMENITIES LEADERSHIP

Vesta acquires Florida's leading, statewide provider of amenities management services — *Amenity Services Group, Inc.*, specializing in serving the vital operations, maintenance, and lifestyle needs of Community Development Districts since 1997.

Present



## | SPECIAL DISTRICT SERVICES / STATEWIDE OFFICES

Vesta realizes our vision as a leading, full-service, expert community management company by acquiring *DPFG Management & Consulting, LLC* — a specialist in district management and financing services — in 2020. Vesta has 16 offices throughout Florida, manages over 700 communities and special districts, and employs 1,300 associates for our clientele.





We work so our  
residents can love  
where they live...

In every community...  
every single day.

## DISTRICT MANAGEMENT SERVICES



**John Markunas**  
**District Manager**

John has been with Vesta Property Services for two years and in that time, he has held leadership positions at the property level as a Director of Field Operations, General Manager and most recently as a District Manager. Prior to joining Vesta, John spent 15 years in the hospitality industry as a General Manager overseeing upscale boutique hotels from Boston to New York to Miami for such brands as Kimpton Hotels, IHG and Marriott Hotels. John brings this institutional knowledge of the hospitality industry to the residential community environment allowing him to surpass the expectations of the residents he serves. John also holds his Florida Realtors License and helps manage a portfolio of commercial and residential properties in the St. Petersburg/Tampa Bay market.



**Kyle Darin**  
**Assistant District Manager**

Kyle has been with Vesta Property Services since 2021, first serving as our onsite General Manager at MiraBay (Harbor Bay CDD) in Apollo Beach. Prior to Vesta, Kyle held executive leadership roles in world-class hotels and resorts in Tampa, Boca Raton, Las Vegas, and Orlando. Kyle specializes in operations and process management, having led several optimization and efficiency initiatives during his operational career at locations such as the Boca Raton Resort & Club, a Waldorf Astoria Resort, The Hilton and Waldorf Astoria Bonnet Creek, and The Venetian | The Palazzo Las Vegas.

With over 15 years of leadership experience, Kyle has managed budgets in excess of \$100M, teams as large as 4,000 associates, oversaw and managed several capital projects, hotel and community clubhouse renovations and rebranding, and brings with him a passion for service excellence, employee training, and effective management of staff.



**Scott Smith**  
**Vice President, District Services**

Scott has over 20 years of extensive community management-hospitality services industry experience, having been a District Manager, HOA Manager, and worked in the hospitality operations field. Since joining Vesta in 2020, Scott has worked closely with our frontline management teams in our Greater Tampa, Orlando and Jacksonville markets and most recently provided strong regional support for our best-in-class amenity operations across multiple regions in Florida. He now oversees and supports the District Services division for Vesta. Scott is also a graduate of the *Leadership Tampa Bay Class* of 2020.

## MANAGEMENT SUPPORT

### **Logan Muether** **Senior Financial Analyst**



Logan Muether is our Senior Financial Analyst with experience relating to special district formation, implementation, financing and management. He has been working with DPGF/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logans primary responsibilities include management and applications of special assessment bonds and methodologies, strategic financial planning, and financial analysis for clients.

As Senior Financial Analyst of our District Management Services Division, Logan develops and prepares the annual budgets and administers all annual assessment rolls for our clients. During his tenure, Logan has developed budgets totaling over \$200M in special assessments on behalf of special districts. Logan holds a Bachelor's of Science in Business Administration with a focus in finance from Florida Southern College.

### **Johanna "Skye" Lee** **Controller – District Services**



Skye has 17 years in accounting and financial services. Before joining the Vesta in 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.

### **Bridgett Alexander** **Accounting Manager**

Bridgett is a Florida native and graduate of Seminal State with a degree in Business information Management. She has a versatile background in accounting with over 10 years of experience in AP, AR, financial statement production and information systems. Bridgett is CPA-eligible and currently studying to sit for the exam. She reviews monthly financials, reporting and annual audit preparation for all Districts.

## **Patricia Kerr** **Senior Accountant**

Ms. Kehr has 27 years of Governmental accounting experience, ranging from the Federal Government to Municipalities to Community Development Districts. Before joining Vesta, she worked for the Dept. of Defense, the Dept. of Justice, and a County in Florida.

Her responsibilities have included handling several major funds and the fixed assets on behalf of a large municipality. She conducted annual fixed asset training and annual Disaster Assessment training. Ms. Kehr was part of the accounting team that prepared the Comprehensive Annual Financial Report for the County for eleven years.

Ms. Kehr is well-versed in GAAP and GASB Standards, FEMA accounting requirements, financial analysis and reporting, and GL reconciliation.

## **Jacquelyn Leger** **Senior Administrator**

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

Under the oversight of Ms. Leger, our Administrative Department ensures the proper preparation of agendas for Board meetings and workshops, compiling necessary information for the assembling of the meeting agenda packets. Her team of professionals support the District Manager's responsibilities, by updating the District's meeting schedules and coordinating the proper legal/public notice and advertisement requirements for all meetings, Requests for Proposals and Public Hearings. The Administrative Department collects, stores, and transcribes the audio recordings into meeting minutes, coordinates the dissemination and proper signatures of resolutions, contracts and other District documents as approved/adopted by the Board and appropriately retains them in the District's files.

Ms. Leger has earned her bachelor's degree in Technical and Scientific Communication – Creative Writing from The University of Central Florida and her Masters in Library and Information Science from the University of Washington.



# CORPORATE LEADERSHIP TEAM

## **David Surface** Chief Executive Officer



David has been the CEO of Vesta since 2020, overseeing the company's executive team and day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers-and-acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company in Florida.

His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients

## **Chrissy Richie** Chief Accounting Officer



Christine was appointed Corporate Controller in June 2013 to oversee the accounting functions and human resources administration for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience in corporate finance and accounting, Christine has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.

## **Daniel Armstrong** Chief Financial Officer



Dan oversees the financial and administrative functions of Vesta's corporate entity. His career has included the performance and oversight of accounting, administrative services, and financial reporting for a range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and special-purpose entities that provide financing for purchasing related association facilities.

Dan started as a Florida CPA at Deloitte & Touche in 1993, specializing in the audits of publicly traded and real estate clients. He joined Vesta as Controller in 2001.

# QUALIFICATIONS & EXPERTISE

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The following outlines Vesta's specific experience, qualifications, and duties related to general District Management services.

- M** | **Meetings, Hearings, Workshops, Capital Planning**
- Plan, Organize, Lead, and Facilitate/Conduct all Meetings, Workshops and Public Hearings
  - Supervisor Orientations, Training and Serving as a Trusted Advisor.
  - Lead Boards in Executive Goal Setting for the District
  - Bond Refinancing, Assessment Methodology, Establishments

- C** | **Capital Planning**
- We offer Strategic long-term Capital Planning, using reserve studies and financial outlook analysis modeling
  - Executive level experience in all aspects of long-term infrastructure budget management

- R** | **Records**
- We maintain a robust, highly organized filing system when it comes to District records. Everything from communications to meeting minutes, invoices and check registers are archived and maintained by our professional team of Administrators.
  - Like our Accounting team, our Administrators are readily available to assist with any document or record required by Supervisors, and to respond to Public Records requests of the District. The administrator will be proficient in providing requested information quickly.

- D** | **District Operations**
- Plan, organize and lead in the operational oversight of CDDs with operations and capital budgets in excess of \$25 million
  - Oversee performance of Amenity and Field Operations personnel, vendors, and District contracts
  - Experienced District Managers with prominent level of Facilities Operations knowledge in public works, infrastructure improvements including, storm water systems, roads, and bridges and highly-amenitized facilities

- A** | **Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection**
- Accounting administration of combined operational and debt service budgets in excess of \$41.3 million
  - Placing special assessments on County tax bill, and/or collect directly, for 21,487 parcels throughout 10 counties in Florida
  - Provided construction accounting for capital improvement programs in excess of \$80 million
  - Assessment consultant on 55 CDD bond issuances; issuing, refunding, or restructuring debt in excess of \$450 million



## REFERENCES

---

**Community Name:** Grand Haven CDD

**Contact:** Kevin Foley, Chairman

**Contact Phone:** (617) 947-7441

**Contact Email:** Kfoley@ghcdd.com

**Project Type:** Planned community of 1,000+ homes

**Location:** Palm Coast, Florida

**Community Name:** Long Lake Ranch CDD

**Contact:** William Pellan, Chairman

**Contact Phone:** (727) 639-1326

**Contact email:** bpellan@gmail.com

**Project Type:** Planned community of 850+ homes

**Location:** Land O' Lakes, Florida

**Community Name:** Asturia CDD

**Contact:** Glenn Penning, Chairman

**Contact Phone:** (309) 712-7621

**Contact Email:** seat2@sturiacdd.org

**Project Type:** Planned community of 1190 homes

**Location:** Wesley Chapel, Florida

**Community Name:** Heritage Harbor CDD

**Contact:** Clint Swigart, Seat #3

**Contact Phone:** (813) 226-7948

**Contact Email:** cds8011@gmail.com

**Project Type:** Planned community of 669 homes

**Location:** Lutz, Florida

**Community Name:** Bridgewater of Wesley Chapel CDD

**Contact:** Steve Brown, Chairman

**Contact Phone:** (813) 241-5061

**Contact Email:** sbrown@bridgewaterofwesleychapel.org

**Project Type:** Planned community of 760 homes

**Location:** Wesley Chapel, Florida

“

I highly recommend Vesta for their excellent management services. Their team excels in every way and meets the needs of our District and with their support, we're able to keep our District safe and in compliance, continually make positive progress for our residents, and foster a clean and beautiful environment that is enjoyable for all.

Our District manager works with our CDD Board to help us achieve the goals of the District in a very professional, knowledgeable, and expert manner. Again, we are grateful to our District manager and Vesta for setting us up for success.

Jennifer Whelihan, Chair; Board of Supervisors – The Preserve at South Branch CDD

”



“ Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up to date manner and one the residents are proud of.

I along with the rest of the nine (9) member Federation Board would highly recommend Vesta for any position for which they may be considered.

Jack Davidson, President Federation Board, Kings Point Sun City Center

”



# FEE SCHEDULE FOR VESTA'S PROPOSED SCOPE OF SERVICES

Vesta proposes to maintain our fees shown below through Fiscal Year 2024. Our fees include services for District Management, Administration, Recording, Financial Accounting for General Fund, Debt Service Funds and a Reserve Fund, and the Assessment Roll and Dissemination Services provided to Concord Station Community Development District (the "District").

SERVICES	PROPOSED FEES
Administrative Services	\$5,000
District Management	\$20,000
Disclosure Report	\$5,000
Assessment Roll	\$5,000
Financial Collections	\$5,000
Accounting	\$15,000
Website Administration	Included
TOTAL	\$55,000 annually

## District Management Services Include:

- Up to a total of twelve (12) meetings and one (1) workshop per year; each up to four (4) hours in length.
- Administrative and Accounting functions.
- Tablets/electronic device for Supervisor's use at meetings.

NOTE: Website Admin. listed above does NOT include *hosting* the website. This is normally performed by a third-party provider (such as Campus Suites), which is contracted directly with the District (not through Vesta) and which ensures the required ADA compliance on behalf of the District.

# FEE SCHEDULE FOR VESTA'S PROPOSED SCOPE OF SERVICES *Contd.*

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## **Assessment Administration Services Include:**

- Assessment Roll Preparation Services
- Preparation of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

## **Computer Time/Information Technology:**

- This service is included in our District Management Fee

## **Website Administration:**

- Initial work to migrate, host the website and pages.
- Ensure updated district documentation and contacts are posted on a monthly bases.

All annual fees for District Management Services listed above will be billed on a monthly bases in 12 monthly installments. Any fees for additional services will be billed following services rendered.



# SCOPE OF SERVICES: DISTRICT MANAGEMENT SERVICES

---

## **A. Meetings, Workshops, and Hearings**

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

## **B. District Operations**

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc.), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Provide contract administration services. Such services include:
  - i. ensuring District vendors comply with the terms and conditions of a contract
  - ii. coordinating any changes to the contract that might occur over the course of the contract
  - iii. coordination with the District Engineer, District Counsel, or construction/project manager with respect to the work performed or contractual obligations
  - iv. coordinating the closeout/final payment after the vendor performed their services
7. Perform regular on-site visits to District grounds to generally evaluate and inspect the condition of the property and infrastructure and meet with District vendors and staff. Observe and report concerns or questions relating to District grounds.

# SCOPE OF SERVICES: DISTRICT MANAGEMENT SERVICES *Contd.*

---

## **B. District Operations**

- 8.** Monitor certificates of insurance as needed per contracts.
- 9.** Prepare and follow risk management policies and procedures.
- 10.** Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance for all District assets and maintenance responsibilities are included and procure and renew all applicable insurance, including but not limited to, General Liability Insurance and Directors and Officers Liability Insurance.
- 11.** Process and assist in investigation of insurance claims, in coordination with District Counsel.
- 12.** Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
- 13.** Prepare, on or before October 1st of every year, an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
- 14.** Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i.** file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the City/County.
  - ii.** provide the regular meeting schedule of the Board to the City/County.
  - iii.** prepare and file annual public depositor report.
  - iv.** file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v.** transmit Public Facilities Report and related updates to appropriate agencies.
  - vi.** file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - vii.** serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - viii.** maintain the District Seal.

# SCOPE OF SERVICES: DISTRICT MANAGEMENT SERVICES

Contd.

## C. Accounting, Reporting, and Audit Support

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and ) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
  - i. **All vendor invoices, receipts, application for payments, etc. must be provided to the Board within 30 days of receiving it.**
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.
7. Assist the District in obtaining and completing a Reserve Study and complying with the findings and direction of the Board.

## D. Budgeting

1. Prepare and provide for a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

# SCOPE OF SERVICES: DISTRICT MANAGEMENT SERVICES *Contd.*

---

## **E. Assessments and Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

## **F. Bond Compliance and Dissemination Agent**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting as required.

## **G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

## **H. Board Member Email Backup and Retention Services**

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida's public records laws.
  - i. If such services are not provided directly, then the District will contract directly with such third-party vendor and the costs of such services will be borne by the District.



“ A key reason we contract with Vesta is our strong work-relationship with their Management Team. Vesta has been operating our amenities since they opened in 2006, and when deciding on the level of customer service and cost to the District, our relationship is such that we take into consideration what's best for each other.

Either trust who you work with to do what's best for all, or else don't hire (or retain) them. It has to be a partnership to work, and **I trust Vesta's Management Team.**

– Michael C. Taylor, Board Chairman; Heritage Landing CDD



# CERTIFICATES OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202		<b>CONTACT NAME:</b> Jessica Goff <b>PHONE (A/C, No, Ext):</b> 904-548-2301 <b>FAX (A/C, No):</b> 904-634-1302 <b>E-MAIL ADDRESS:</b> Jessica_Goff@ajg.com															
<b>INSURED</b> Vesta Property Services, Inc. FT, LLC 245 Riverside Avenue Suite 300 Jacksonville FL 32202		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B : Tokio Marine Specialty Ins Co</td> <td>23850</td> </tr> <tr> <td>INSURER C : Accident Fund Insurance Company of America</td> <td>10166</td> </tr> <tr> <td>INSURER D : AXIS Surplus Insurance Company</td> <td>26620</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A : Philadelphia Indemnity Insurance Company	18058	INSURER B : Tokio Marine Specialty Ins Co	23850	INSURER C : Accident Fund Insurance Company of America	10166	INSURER D : AXIS Surplus Insurance Company	26620	INSURER E :		INSURER F :	
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INSURER E :																	
INSURER F :																	

**COVERAGES** **CERTIFICATE NUMBER:** 631927089 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		PHPK2365457	1/1/2022	1/17/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor \$1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		PHPK2365457	1/1/2022	1/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		PUB810755	4/1/2022	1/17/2023	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	UHWCP10007441801	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Excess Liability		P00100083759101	4/1/2022	1/17/2023	Each Occurrence \$2,000,000 Aggregate \$2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Abuse & Molestation - \$1MM/ per occurrence; \$2MM/ annual aggregate. Policy # PHPK2365457 1/1/22-1/17/23  
 Excess policy, written by Tokio, sits over General Liability, Auto Liability, Employee Benefits Liability, Liquor Liability, Abuse or Molestation, and Employer's Liability. 4/1/22-1/17/23

<b>CERTIFICATE HOLDER</b>  Proof Of Coverage	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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ACORD 25 (2016/03)

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# CERTIFICATES OF INSURANCE Contd.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY/YYY)  
08/09/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		<b>CONTACT NAME:</b> Associations Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8579 <b>FAX:</b> (214) 751-2390 <b>E-MAIL ADDRESS:</b> Info@AssociationsInsuranceAgency.com <b>PRODUCER CUSTOMER ID:</b> 00003921	
<b>INSURED</b> Vesta Property Services, Inc. (Jacksonville) 245 Riverside Ave, Suite 300 Jacksonville, FL 32202		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Federal Insurance Company <b>INSURER B:</b> AIG Specialty Insurance Company <b>INSURER C:</b> Beazley Insurance Company, Inc. <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYY)	POLICY EXP DATE (MM/DD/YYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (If a occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER <input type="checkbox"/> OTH- <input type="checkbox"/> STATUTE <input type="checkbox"/> ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A-C	Various			Various	08/01/2022	08/01/2023	See Page 2 for Policy Limits & Deductibles
SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							

<b>CERTIFICATE HOLDER</b> Insurance Verification	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Dana Hodge
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# CERTIFICATES OF INSURANCE Contd.

## COMMENTS / REMARKS

### EXECUTIVE RISK PACKAGE

Federal Insurance Agency

Policy #: 82622087

Effective: 08/01/2022 - 08/01/2023

Management Liability and Company Reimbursement (Directors and Officers Liability)

•\$3,000,000 Aggregate Limit of Liability

•\$250,000 Retention per Loss

•02/02/2001 Retroactive Date

Employment Practices Liability

•\$3,000,000 Aggregate Limit of Liability

•\$350,000 Retention per Loss

•02/02/2001 Retroactive Date

Pension & Welfare Benefit Plan Fiduciary Liability

•\$3,000,000 Aggregate Limit of Liability

•\$1,000 Retention per Loss

•02/02/2001 Retroactive Date

Subject to the terms and conditions stated in the policy.

\*\*\*\*\*

### MISCELLANEOUS PROFESSIONAL LIABILITY

AIG Specialty Insurance Company

Policy #: 01-423-23-23

Effective: 08/01/2022 - 08/01/2023

Limit of Liability

•\$10,000,000 Each Loss

•\$10,000,000 Aggregate

•\$250,000 Retention per Loss

•01/25/2002 Retroactive Date

Description of Covered Professional Services:

Property Owner Association Management including but not limited to the following services:

Property manager, real estate agent/broker, consultation services, publishing, media services, website administration, construction management -agency, engineering consultative services, fire watch services, crime prevention training, debt collection, title company operations, home inspections, software development, pool and spa maintenance.

\*\*\*\*\*

### CRIME COVERAGE

Beazley Insurance Company, Inc.

Policy #: V2822210401

Effective: 08/01/2022-08/01/2023

Employee Dishonesty/Forgery or Alteration/On Premises/In Transit/Money Orders and Counterfeit Paper and Currency Fraud/ Computer Fraud and Funds Transfer Fraud/Client Property Coverage

•\$6,000,000 Limit of Liability

•\$100,000 Deductible per Loss

Subject to the terms and conditions stated in the policy.

\*\*\*\*\*





## Contact Us

250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132



# CONCORD STATION

COMMUNITY DEVELOPMENT DISTRICT

## PROPOSAL FOR AMENITY MANAGEMENT SERVICES



1020 E. Brandon Blvd. #207  
Brandon, FL 33511  
(727) 258-0092



FLORIDA CDDs' AMENITY MANAGEMENT SPECIALIST  
***A 25-YR. TRACK RECORD WORTHY OF YOUR TRUST***

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Cover Letter	4	Transparency, Accountability,	25
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Area Sr. Managers' Resumes	14	RFP's Scope-of-Services	45
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November 27, 2023

Dear Concord Station CDD Board of Supervisors,

Hello. Along with my team members in Business Development and Operations, I appreciate this opportunity to submit our in-depth information on how Vesta is the ideal fit for the day-to-day management, operations and maintenance of your District's amenities, infrastructure, common areas, and lifestyle activities.

At Vesta, we pride ourselves on our passion, professionalism and proven, three-decade track record of client satisfaction and trust. Since 1997, Vesta has been successfully providing contracted Amenity Management Services for CDDs in Florida; we are serving nearby CDDs such as The Preserve at Wilderness Lake, LakeShore Ranch, Long Lake Ranch, Asturia, and others.

As you'll see, we've Included in our Proposal:

- Thirteen (13) different testimonials by Board-Supervisors like you – people balancing their commitments to their families and/or careers, along with their aspirations and concerns for the great communities they live in and lead.
- How Vesta is best-qualified to meet your amenity operations needs (see Page 19.)
- How we ensure transparency, accountability, and Quality Assurance (see Page 25.)
- How Vesta can leverage technology – including our mobile app (see Pages 28–30, 43–44) – to better serve you and your fellow residents' communication needs.
- Details on our *Contingency Procedures* (Page 37) and *Transition Plan* (Page 39.)
- Examples of how Vesta activates “Lifestyle” and Resident Engagement (Page 41.)

We've also included your RFP's Scope-of-Services (Page 45) to help ensure the accuracy of our proposal and fees. Our Pricing information (see Pages 50–51) aligns with your RFP but also offers a separate, **Alternate Option that would save the District significant money** each year (and without compromising our level of service-quality for you.)

Team Vesta is looking forward to your Board Meeting on Dec. 7 and discussing how we can best-meet your needs, in hopes of forming a successful, long-term partnership with you and your District. Thank you again for this opportunity and your consideration.



Sincerely,

Julie Cortina  
Regional Vice President  
Vesta Property Services, Inc.

## ABOUT US

Founded by J. Frank Surface in 1992 and headquartered in Jacksonville, Florida, Vesta Property Services, Inc. has redefined outstanding property management with superior amenities programming, customized management in every planned-community, and affordable, direct financing for planned-unit communities. Initially formed through the merger of several smaller, complimentary management companies, Vesta provides a single place where all community needs are fulfilled day-in and day-out.

Since 2011, Vesta's success has been largely driven by 2 factors: (1) our statewide Senior Leadership Team (shown below; each team member was personally chosen by Frank Surface for his or her particular role), (2) our teamwork in close collaboration with our industry's best-in-class team of managers and supervisors in a variety of disciplines.



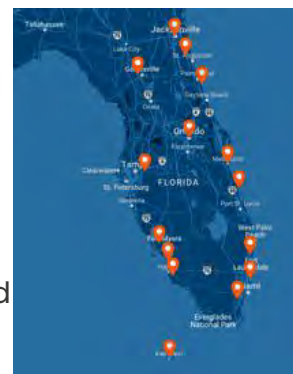
### OUR VISION

Vesta's vision is to provide planned-communities with a superior community management experience, exceptional lifestyle services, and strong financial support for developers and residents.

Our senior leadership and management teams are equipped with decades of experience and expertise, which we leverage everyday on behalf of our valued clientele and frontline associates.

### OUR LOCATIONS

In addition to our Jacksonville headquarters, Vesta has (16) fully-staffed offices throughout Florida. We successfully provide a wide range of professional community management services from Amelia Island to Key West and nearly everywhere in between.



## OUR CORE CAPABILITIES

---

### Property and Amenity Management Services

Full-service management and staffing of community clubhouses, amenities, common areas and other infrastructure; robust Board and resident communication and support; and complete facilities maintenance services and project management.



#### Fitness & Spa Management

Turnkey operations on behalf of planned-community fitness and spa facilities, as well as related programming and other ancillary services.



#### Lifestyle Programming

Vesta develops and carries out creative and vibrant activities, programs, and special events for our residents of all demographics and interests, including competitive youth athletics leagues.



#### Aquatics & Tennis Operations

A range of services including staffing, certification, and training; Waterpark and Tennis Complex management and maintenance; and instruction for all ages and levels of proficiency.



#### Food & Beverage Management

Turnkey operations of F&B venues ranging from poolside snack bars and clubhouse cafes to full-service restaurants and fine dining establishments, and catering to complement outstanding special events.

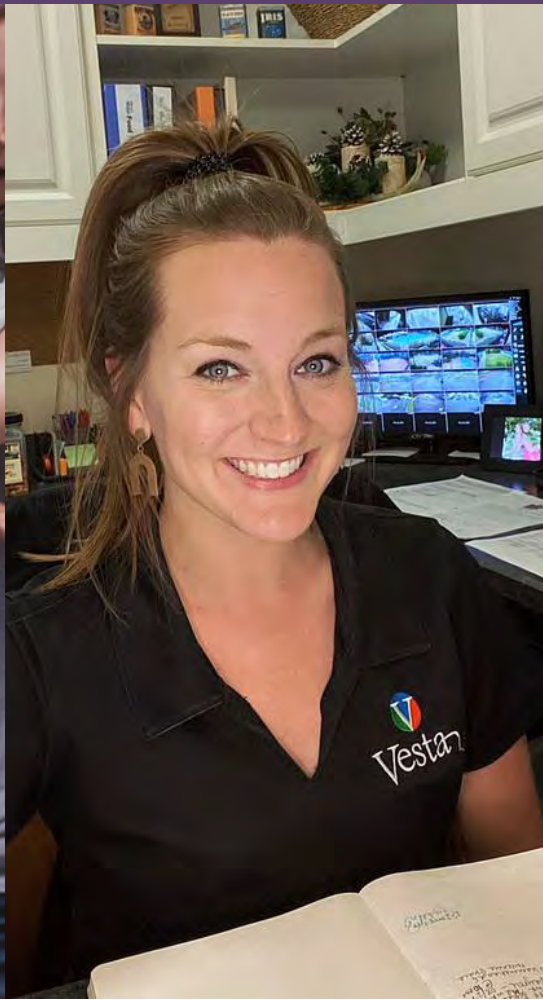






“ We changed to Vesta in 2021 and couldn't be happier. Wow, what a difference in everything from our Repairs to Special Events! They are on top of everything that needs to be done. Vesta treats us with the utmost care and dedication to doing it right. ”

– Sheila Papplebon, Board Supervisor; Beach CDD (Tamaya)





# CONCORD STATION SUPPORT TEAM

## **Julie Cortina** **Regional Vice President**



Julie serves as a Regional Vice President for Vesta on the West Coast of Florida. She has many years of experience in operations and management including opening a state-of-the-art catering company and managing a well-known community in the Tampa area. She spent many years working as a Civilian with the Dept. of Defense and assisted opening three dining facilities in Afghanistan.

Julie oversees several different kinds of communities for Vesta ranging from family-friendly to Active Adult and community clubs where food and beverage management is required. She oversees an array of services that encompass amenity management, maintenance, food and beverage services, community programming and large groups of employees. Julie is a graduate of Loyola University, has a Master's Degree in Hospitality from NYU, and is a Certified Executive Chef from the Culinary Institute of America.

## **Neil Wayne** **Regional General Manager, Brandon office**



Neil Wayne entered the Community Association Management field in 2013. After six years with two other management companies, he joined Vesta in 2019 and was quickly promoted to Senior Community Association Manager. After a year in the role, mentoring other CAMS, Neil was promoted to Operations Manager and shortly after that to Regional General Manager for the West Central Region.

The Brandon office is currently managing a portfolio of 27 associations ranging from accounting-only services to full-service management, with clients ranging in size from 49 units to 1,000+ units. Neil manages this office with a team of community managers, an accounting and admin. staff, and a Regional Maintenance Dept. with a manager, three maintenance techs, two pool techs, and a fleet of Vesta service trucks.

## **Heather Alexandre** **Regional Lifestyle Director**



Heather is a graduate of the University of Florida with a Bachelor's Degree in Tourism, Event and Recreation Management. She has been a manager of community lifestyle and recreation since 2001 when she started with Amenity Services Group (Vesta).

Heather has worked with planned-communities throughout Florida and focuses on building relationships with residents and board members. She has vast experience in customer service-oriented jobs, problem resolution, operations, and event planning and has opened the amenity-and-lifestyle operations of several planned-communities.

# REGIONAL SUPPORT TEAM

## **Ginger Anzalone** **Regional President**



Ginger oversees all community management operations from Central to Northeast Florida. Her specialties include governance board relations, facilities management, programming and maintenance, personnel management, and budgetary supervision. She has more than 25 years of experience as an active adult program specialist involving full food and beverage operations, contracted entertainment, spa and fitness operations, online visibility, and marketing services. She also has extensive experience in large clubhouse development, and program design and implementation.

Ginger was awarded the prestigious Pinnacle Award by the ICAA, given to the Top 5 Presidents in North America and commending leaders who have demonstrated outstanding dedication to fostering thriving wellness cultures and improving the lives of the residents.

## **Matthew Sinanan** **Regional Human Resources Business Partner**



Matt joined Vesta in 2021 with over five years of HR experience. Before coming to Vesta, he supported the HR needs of a large healthcare facility in the Tampa area.

Matt oversees Vesta's HR functions for our Tampa and north-Tampa areas, handling all associate recruitment, benefits, training, and associate relations for his territory. He is very relationship-oriented and is committed to ensuring long-term associate success throughout the locations he supports.

## **Scott Smith** **Vice President, Vesta District Services**



Scott has excelled for over 20 years with extensive industry experience, having been a District Manager, HOA Manager, and working in the hospitality field. Since joining Vesta in 2020, Scott has worked closely with our frontline teams in our Greater Tampa, Orlando and Jacksonville markets, and most recently provided strong regional support for our amenity operations across multiple regions in Florida.

He has recently transitioned to overseeing and supporting the District Management division for Vesta. Scott is also a graduate of the *Leadership Tampa Bay* Class of 2020.

“ Our community and amenity center are over 10 years old; we changed to Vesta in 2019 and the differences operationally and professionally are night-and-day!

Vesta’s diligence finds and resolves items that were overlooked previously. They have the talent and resources to handle a lot of these items in-house, something that typically is contracted out by others, at a much higher rate.

”

– Brandon Kirsch, Board Chairman; Tison’s Landing CDD

## GENERAL PROPOSER INFORMATION

Name of Company: Vesta Property Services, Inc.

Street Address: 245 Riverside Avenue #300

City State Zip Code: Jacksonville, Florida 32202

Telephone: (904) 355-1831 Fax no : (904) 355-1832

1st Contact Name Julie Cortina Title Regional Vice President

2nd Contact Name Ginger Anzalone Title Regional President

Parent Company Name: PMG Holdings

Street Address 5401 N. Central Expressway #290

City Dallas State TX Zip Code 75205

Telephone (214) 272-4074 Fax no. (214) 751-2397

1st Contact Name Jose B. Maldonado Title Treasurer

2nd Contact Name Jason Villalba Title Secretary

## Office locations and total number of employees at each location:

In addition to our headquarters in Jacksonville where approximately 25 employees work, Vesta deploys sixteen (16) satellite offices throughout the state. These range from 4-5 employees in a location to dozens. Our office in Brandon employs 12-15 associates.

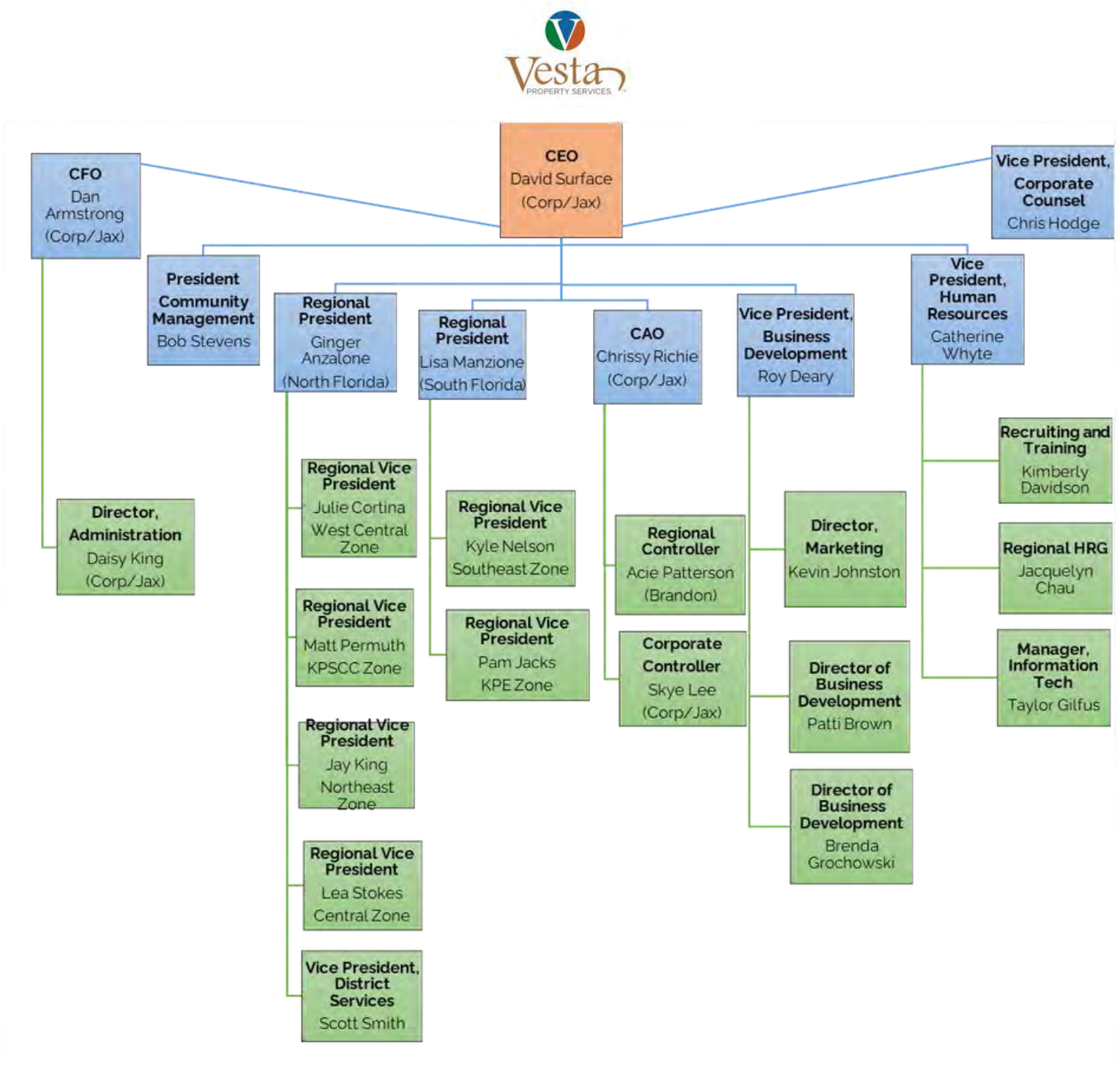
## Local office address:

1020 E. Brandon Blvd. #207 Brandon, FL 33511, Tel. (727) 258-0092, Fax: (813) 641-1215

## History of the company (including years in business):

Founded by J. Frank Surface in 1992, Vesta Property Services, Inc. has redefined outstanding property management with superior amenities programming, customized management in every planned-community, and affordable, direct financing for planned-unit communities. Initially formed through the merger of several smaller, complementary management companies, Vesta provides a single place where all community needs are fulfilled day-in and day-out.

## Organization Chart of company:



“ For over 16 years, Grand Haven has been very fortunate to have Vesta providing top-notch management of our amenities, including 7 clay tennis courts, croquet and pickle ball courts (we're quite happy with the condition of all our courts), fitness centers, pools, and a cafe featuring great food and service along with very popular activities and entertainment nights.

Attention-to-detail, responsiveness, and flexibility are Vesta's key attributes. In sum, we're very pleased and look forward to many more years together.

– Kevin Foley, Board Chairman; Grand Haven CDD (2016 – present)



## Proof of applicable insurance:

- General Liability \$1,000,000
- Automobile Liability \$5,000,000
- Workers Compensation \$1,000,000
- Expiration Date 01/01/2024



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 501 Riverside Ave Suite 1000 Jacksonville FL 32218	<b>CONTACT NAME:</b> Jessica Goff <b>PHONE (A/C No, Ext):</b> 904-548-2301 <b>E-MAIL ADDRESS:</b> Jessica_Goff@ajg.com <b>FAX (A/C, No):</b> 904-634-1302												
<b>INSURED</b> Vesta Property Services, Inc. FT, LLC 245 Riverside Avenue Suite 300 Jacksonville FL 32202	<b>INSURER(S) AFFORDING COVERAGE</b> <table><tr><td><b>INSURER A:</b> Accident Fund Insurance</td><td><b>NAIC #</b></td></tr><tr><td><b>INSURER B:</b> Philadelphia Indemnity Insurance Company</td><td>18058</td></tr><tr><td><b>INSURER C:</b> Tokio Marine Specialty Ins Co</td><td>23850</td></tr><tr><td><b>INSURER D:</b> AXIS Surplus Insurance Company</td><td>26620</td></tr><tr><td><b>INSURER E:</b></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></table>	<b>INSURER A:</b> Accident Fund Insurance	<b>NAIC #</b>	<b>INSURER B:</b> Philadelphia Indemnity Insurance Company	18058	<b>INSURER C:</b> Tokio Marine Specialty Ins Co	23850	<b>INSURER D:</b> AXIS Surplus Insurance Company	26620	<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>INSURER A:</b> Accident Fund Insurance	<b>NAIC #</b>												
<b>INSURER B:</b> Philadelphia Indemnity Insurance Company	18058												
<b>INSURER C:</b> Tokio Marine Specialty Ins Co	23850												
<b>INSURER D:</b> AXIS Surplus Insurance Company	26620												
<b>INSURER E:</b>													
<b>INSURER F:</b>													

**COVERAGES****CERTIFICATE NUMBER:** 626175375**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK2365457	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor \$ 1,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2365457	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			PUB810755	4/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			1400022117	1/1/2022	1/1/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Liability			P00100083759101	4/1/2022	1/1/2023	Each Occurrence Aggregate 2,000,000 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Abuse & Molestation - \$1MM/ per occurrence; \$2MM/ annual aggregate. Policy # PHPK2365457 1/1/22-1/1/23  
Excess policy, written by Tokio, sits over General Liability, Auto Liability, Employee Benefits Liability, Liquor Liability, Abuse or Molestation, and Employer's Liability. 4/1/22-1/1/23  
Cyber Limit of Liability \$2M Each Claim. Policy # F16450856001 1/1/22-1/1/23 Carrier Westchester Surplus Lines Insurance Co

**CERTIFICATE HOLDER****CANCELLATION**

Proof Of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Jessica Goff</i>

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ACORD 25 (2016/03)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY/YYYY)  
02/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATEHOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		<b>CONTACT NAME:</b> Associations Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8579 <b>FAX:</b> (214) 751-2390 <b>E-MAIL ADDRESS:</b> Info@AssociationsInsuranceAgency.com <b>PRODUCER CUSTOMER ID:</b> 00003921	
<b>INSURED</b> Vesta Property Services 245 Riverside Avenue Suite 300 Jacksonville, FL		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Federal Insurance Company <b>INSURER B:</b> AIG Specialty Insurance Company <b>INSURER C:</b> Beazley Insurance Company, Inc. <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b>	

## COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A-C	Various			Various	12/23/2021	08/01/2022	See Page 2 for Policy Limits & Deductibles

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Dana Hodge

ACORD 25 (2009/09)

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“Our residents-service and operations & maintenance needs - and how we fulfill those needs - are of enormous importance to us Board of Supervisors. We make great efforts to ask for and assess feedback from our residents, so their responses are of great importance.

The mission of responding to this feedback falls to Vesta; I am extremely happy to say that the service of our residents and our operations & maintenance service have been highlighted as 'excellent' by our residents - and that is because of Vesta's leadership.

- Tim Nargi, Vice Chairman; Harbor Bay CDD (MiraBay)

”

## ***Resume of the supervisor of the staff that will be assigned to the District***

Below are the resumes of two (2) individuals who will be involved with this agreement:

1. Our Regional Vice President, Julie Cortina.
2. Our Regional Lifestyle Director, Heather Alexandre.

### **Julie Cortina, CMCE, CEC** **Vesta Regional Vice President**

1620 Brilliant Cut Way Valrico, FL 33594  
727.543.2076  
juliecortina@yahoo.com

**Objective** To advance my management career in the community management, hospitality, and food and beverage industry, enabling full-utilization of my experience, education, training, and proven organizational skills. As a driven and dedicated leader, my goal is to secure the platform while developing initiatives that align with current business objectives and progressive strategies for an innovative company.

**Skills** Organization, decision-making, problem solving, interpersonal experience, internal/external communication specialization in environments to benefit all audiences, increase productivity and profits.

**Certifications / Affiliations** Serve-Safe Manager and Trainer levels · Certified Military Community Executive · Certified Executive Chef · Certified Meeting Planner · SKAL International Tampa Board Member · National Association of Catering Executives NACE · American Culinary Federation ACF · Florida Restaurant Lodging Association Board Member.

### **Experience**

#### Vesta Property Services

#### **Regional Vice President, West-Central Region**

2022 – PRESENT; TAMPA, FLORIDA

Responsible for oversight of all West Central Region management contracts; Leading in the improvement of company culture; Streamlining financial and operational protocols through management; Innovative improvements for interpersonal team communication and strengthening the relationship and reputation of the Club culture within communities to exceed Membership expectations.

#### **Regional General Manager, West-Central Region**

2016 – 2022; TAMPA, FLORIDA

“The Face of the Club.” Managing all regional operations and operations of the full-service clubhouse at The Bay Club at Westshore; Participating in Board meetings to improve Club culture and exceed Membership expectations; Overseeing large budget

**Julie Cortina**  
**CMCE, CEC**

projects to enhance Clubhouse and landscaping; Developing standardized operating procedures for streamlined financial management; Maintaining an open door team culture for staff.

**Regional General Manager, West-Central Region**

2016 – 2022; TAMPA, FLORIDA

"The Face of the Club": Managing all regional operations and operations of the full-service clubhouse at The Bay Club at Westshore; Participating in Board meetings to improve Club culture and exceed Membership expectations; Overseeing large budget projects to enhance Clubhouse and landscaping; Developing standardized operating procedures for streamlined financial management; Maintaining an open door team culture for staff.

Puff n Stuff Catering

**Operations Manager; Special Events Coordinator**

Service and Training Manager

2012 – 2016; TAMPA, FLORIDA

Leadership of a full catering team in all operations; Designing streamlined operational procedures across all expense categories; Consulting on operation and design factors for new state-of-the-art facilities; Opening catering facilities.

Department of Defense, United States Army

**General Manager**

2001 – 2012; FORT STEWART GEORGIA; SAVANNAH, GEORGIA

Managing operations and staff of 190 employees, including 8 department managers, across 2 Officer Clubs, full service off-premise catering, 2 nightclubs, and a satellite unit; Design and Marketing for facilities open to the public; Maintaining positive Army presence and reputation by exceeding community expectations, including local community contributions; Implementing software for greater efficiency in catering and inventory management; Accomplishments: Designed and launched 5 Afghanistan dining facilities with advanced service and revenue improvements, Spearheaded operations for 2 G-8 Summits.

Aramark Corporation

**General Manager**

1998-2001,; FORT STEWART GA, SAVANNAH, GEORGIA; CLAXTON, GEORGIA

Managing all operations at the Claxton Poultry Company dining facility and catering operation; Maintaining corporate policies and applications for government sensitive accounts; Managing Department of Defense and United States Army contracts; Managing internship at USF dining facility.



**Julie Cortina (CONT.)**  
**CMCE, CEC**

Dartcor Group

**General Manager**

1995-1998; WEST PALM BEACH, FLORIDA; PARSIPPANY, NEW JERSEY

Opening new Family Golf Centers restaurants and catering facilities; Analyzing new B&I accounts; Implementing new systems; Managing sales, forecasting, and development for B&I cafeteria and catering operations; Accomplishments: 1997 Manager of the Year

Café Concepts

**Executive Chef**

1994-1995; NEW YORK, NEW YORK

Opening new restaurant; Planning menus; Designing the kitchen facilities; Researching and developing concepts for open market franchising.

World Yacht Cruise Lines

**Executive Sous Chef**

1989-1994; NEW YORK, NEW YORK

Ordering daily food inventory; Scheduling; Hiring new kitchen staff; Training new kitchen staff; Fulfilling daily food production; Testing and evaluating new products; Costing menu items.

**Education**

New York University / Masters Course in Hotel & Restaurant Management  
2001-2009; NEW YORK, NEW YORK

Culinary Institute of America / AOS Culinary Arts

1990-1992, HYDE PARK NEW YORK

Externship at Four Seasons Hotel in London, England

Loyola University of Chicago/ BS Psychology

1985-1990, CHICAGO, ILLINOIS





**Heather M. Alexandre**  
Vesta Regional Lifestyle Director

727-641-4652

halexandre@vestapropertyservices.com

**Summary**

Skilled professional with over two decades in the Community Lifestyle industry. Strengths include meeting daily challenges, identifying opportunities, delivering services to all age groups, managing budgets and surpassing goals. Passionate, energetic people-person with strong leadership skills.

**Employment**

**West Central Regional Lifestyle Director**

Overseeing and working hand in hand with the area Clubhouse Managers. Assisting with events, attending association/CDD meetings, providing leadership, participating in hiring decisions and supporting the onsite staff. Aiding with event budgets, maintenance issues, training, coverage and building relationships with local vendors.

Vesta Property Services      Pasco and Sarasota Counties, Florida

July 2014 – October 2020

**General Manager West Central and Sunrise Preserve at Palmer Ranch Clubhouse Manager 2 years.**

Opened the Clubhouse including a 7,000 square foot Clubhouse plus several outdoor amenities and a resort pool. Managed the day to day operation of the amenity center, worked closely with developer, the sales team, created monthly newsletters and planned all community events. \$12,500 Budget.

**General Manager West Central and Renaissance at West Villages Lifestyle Manager 1 year.**

Opened the Clubhouse including a 10,000 square foot Clubhouse plus several outdoor amenities and a resort pool. Managed the day to day operation of the amenity center, worked closely with developer, the sales team, created monthly newsletters and planned all community events. \$14,000 Budget.

**Clubhouse Manager, Lakeshore Ranch 3 years.**

Managed the day to day operation of the 10,000 square foot clubhouse along with a large outdoor amenity center and 3 pools. Planned and carried out all community events, created monthly newsletters and communicated with residents through Mail Chimp. \$12,000 Budget.

Cascades at World Golf Village (Active Adult Community – 55+)      Saint Augustine, Florida

January 2007 – July 2014

**Director of Operations and Activity Director** for the community and all facilities.

Including working many days and evening events, planning, coordinating, and developing a myriad of activities centered around several clubs, and de facto groups of social, charitable, and public benefit presentations. Plus, the daily operation of the 38,000 square foot Community Center and all community contractors.

King and Bear at World Golf Village      Saint Augustine, Florida

April 2002 – January 2007

**Recreation and Activity Director.** Responsible for planning all community events and activities along with the daily operation of the amenity center, pools, playgroup, adult activities, tennis courts and fitness center.

## **Heather M. Alexandre (CONT.)**

### **Education**

University of Florida, BS in Tourism, Event and Recreation Management with Sociology minor 2001

### **Professional Certificates**

- CAM – Community Association Manager since 2013
- CPR Certified

### Additional Information

- Extensive experience in customer-oriented jobs including recreational operations, event planning and problem resolution.
- Operated up to a 38,000 square foot Community Center (Cascades) with a \$1.7 million dollar budget. Have opened serval clubhouse for developers and home builders with Mattamy Homes. North America's Largest Home builder.
- Extensive use and knowledge of major computer programs including Word, Excel, Publisher, Poster My Wall, Mail Chimp and eager to learn additional programs. 20 Years of making monthly newsletters and preparing them for the community distribution.
- Possess excellent organizational, planning and project implementation skills like overseeing renovations plus experience and proven results.
- Ready for new challenges and to learn new skills.
- Dedication and longevity at all my jobs.
- Outstanding communication and team-building capabilities and maintain positive relations.
- Extremely caring and outgoing personality and works well with others.

**“** Vesta was selected in July of 2023 to take on managerial duties due to their compelling vision to create a superior experience for us, and their beneficial influence is readily evident. In fact, they've already surpassed the goals they set out to achieve.

One of their best accomplishments has been the increase in revenue. The community has also undergone a transformation, with a greatly enhanced appearance that elevates the experience for everyone. Vesta has also made it a priority to secure excellent vendor service, while still achieving substantial cost savings for us.

Beyond the tangible results, Vesta's staff is exceptionally friendly and approachable. They have garnered tremendous appreciation from everyone, fostering a sense of community and hospitality that is truly commendable.

**”**

– Connie Osner, Board Supervisor – Solterra Resort Community Development District

## **Experience with Community Amenity Management:**

Vesta's response below is also our answer to your RFP's question, ***Why is Vesta best-qualified to fulfill your Scope of Services?*** Our response is three-fold:

**1. Since 1997, Vesta has been continuously and successfully providing Amenity Management Services for CDDs throughout Florida.** We fully understand how CDDs function, as well as how important your amenities and lifestyle are to your residents, due to our quarter-century+ of unmatched experience and expertise in furnishing a quality, fully-equipped-and-supported management staff that fulfills the needs of Florida's Community Development Districts. Furthermore, multiple members of our senior management team have been personally attending CDD Board Meetings and working closely with CDD Board members and District Staff for 20-25 years.

**2. Vesta has been providing this specific service for planned-communities of all sizes** (ranging from 7,200-unit Kings Point Delray Beach, to mid-size clientele like LakeShore Ranch CDD and Wilderness Lake Preserve in Pasco County, to brand-new, developments); **demographics** (including family-focused places and Active Adult communities); **and legal structures** (including CDDs, HOAs, publicly-and-privately-held developers, Special Purpose Entities, private clubs, and municipalities.) So, Vesta will NOT take a "once-size-fits-all" or "cookie cutter" approach to serving Concord Station.

**3. We also feature decades of hands-on experience successfully delivering an unmatched diversity of specific "amenity management services" including:**

- Clubhouse-and-related amenities' management, staffing, and operations.
- Field Operations services.
- Amenity Facilities Maintenance services.
- RFP-and-Project Management services, including bid-procurement and evaluation.
- Community-wide Special Events for residents (*examples shown on Page 40.*)
- dynamic Lifestyle Programs and Activities for a wide-range of interests.
- Children's Summer Camp, Winter Camp, and Spring Break Camp.
- Organization-and-operation of Community Athletics Leagues (for a range of ages-and-abilities): soccer teams, flag football, and basketball leagues.
- turnkey Food & Beverage operations.
- turnkey Fitness Facilities-and-Spa operations.
- turnkey Community Transportation operations.
- turnkey Theater Operations.
- Security Management-and-Staffing (amenity/guardhouse/community)

## **Comparable facilities managed by the Proposer:**

Please see our enclosed, detailed list beginning on the next page.

## **Number of CDDs represented by the Proposer:**

Vesta provides amenity management and district management services for a total of forty (40) Community Development Districts in Florida, ranging from Northeast Florida to South Florida to the Greater Tampa Area (including Pasco County), to Panama City Florida. Further, detailed information on our CDD clientele is shown on the following, five pages.

The following list of over twenty (20) amenity management clients begins with the seven (7) largest community development districts or master planned communities which Vesta currently manages, along with the contact and project information for these and other current clientele:

Project Name/Location: **Grand Haven CDD** / Palm Coast, Florida  
 Contact: Barry Kloptosky (CDD Ops. Mgr.) Contact Phone: (386) 715-6081  
 Project Type/Description: CDD with 1,895 homes  
 Dollar Amount of Contract: \$550,000 + cafe's \$800,000 in annual sales  
 Scope of Services for Project: Amenities Management, turnkey F & B Operations, Facilities Maintenance, and Lifestyle Programs.  
 Dates Serviced: 2007 - Present



Project Name/Location: **Harbor Bay CDD ("MiraBay")** / Apollo Beach, FL  
 Contact: Daniel Leventry Contact Phone: (813) 995-5669  
 Project Type/Description: CDD of 1,300 homes (almost built-out)  
 Dollar Amount of Contract: \$800,000+  
 Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Cafe Operations, and Lifestyle Programs.  
 Dates Serviced: December, 2019 - Present



Project Name/Location: **Julington Creek Plantation CDD**  
 Contact: Michael Morton Contact Phone:  
 Project Type/Description: CDD of 5,800 homes (built-out)  
 Dollar Amount of Contract: \$1.5m.  
 Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.  
 Dates Serviced: 2017 - Present



Project Name/Location: **Kings Point Golf & Country Club** / Delray Beach, FL  
 Contact: Frank Iovine Contact Phone: (561) 302-8803  
 Project Type/Description: HOA of 7,200 units (built-out)  
 Dollar Amount of Contract: \$800,000+  
 Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, turnkey F & B Operations, Lifestyle Programs, Community Transportation Services, Golf Course Operations, Theatre Operations, and Pool Monitor Services.  
 Dates Serviced: 1993- Present



Project Name/Location: **Solterra Resort CDD** / Kissimmee, Fla.  
 Contact: Connie Osner Contact Phone: (620) 755-1234  
 Project Type/Description: CDD of 1,200+ homes (built-out)  
 Dollar Amount of Contract: \$1.3m.  
 Scope of Services for Project: Amenity Management, District Management, Maintenance Services, Lifestyle Programs and Services  
 Dates Serviced: July, 2023 - Present





Project Name/Location: **WestLake** / Palm Beach Gardens, Florida  
Contact: Scott Gambone (V.P.) Contact Phone: (706) 319-0270  
Project Type/Description: HOA of 4,000 homes at build-out  
Dollar Amount of Contract: \$655,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, HOA Management, Lifestyle Programs, and Lifeguard Services.  
Dates Served: 2018 – Present



WESTLAKE

Project Name/Location: **Kings Point Sun City Center** / Sun City Center, Fla.  
Contact: Jack Davidson Contact Phone: (256) 341-8613  
Project Type/Description: HOA of 5,600 homes (built-out)  
Dollar Amount of Contract: \$600,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, turnkey F & B Operations, Lifestyle Programs, Community Transportation Services, and Gatehouse Staffing.  
Dates Served: 2008 – Present



KINGS POINT  
SUN CITY CENTER, FLORIDA

“ Vesta has done an outstanding job and continues to adapt to the ever-changing needs of the community and our 12,000+ residents. Vesta manages the amenities in the most up-to-date manner – one that our residents are proud of.

Along with the rest of the 9-member Federation Board, I highly recommend Vesta for any position for which they may be considered.

”

– J. Davidson, past President Federation Board, Kings Point Sun City Center

Project Name/Location: **LakeShore Ranch CDD** / Land 'O Lakes, Florida  
Contact: Ron Mitchell (Chair) Contact: ronaldmitchellcdd@gmail.com  
Project Type/Description: CDD of 700+ homes (built-out)  
Dollar Amount of Contract: \$200,000+  
Scope of Services for Project: Amenity Management, Facilities Maintenance Services, Lifestyle Programs and Events.  
Dates Served: 2015 – Present



Project Name/Location: **Long Lake Ranch CDD** / Lutz, Florida  
Contact: Bill Pellán (Chair) Contact: bpellan@gmail.com  
Project Type/Description: CDD with 800+ homes  
Dollar Amount of Contract: \$125,000  
Scope of Services for Project: Amenities Management, Restaurant & Bar (Turnkey Operation), Facilities Maintenance, and Lifestyle Programs.  
Dates Served: 2020 – Present



Project Name: **Triple Creek CDD** / Location: Riverview, Florida  
Contact: Alex Garces (Chair) Email: boardmember5@triplecreekcdd.com  
Project Type: Planned-community of 1,200+ homes  
Scope of Services: Amenity Mgt., Maintenance Services, Lifestyle Programs  
Contract Value: \$110,000+  
Dates Served: 2021 – Present





Project Name/Location: **Bartram Springs CDD** / Jacksonville, Florida  
Contact: Jim Oliver (District Mgr.) Contact Phone: (904) 315-4649  
Project Type/Description: CDD of 1,694 homes (built-out)  
Dollar Amount of Contract: \$700,000+  
Scope of Services for Project: Amenity Management, Field Operations Management & Maintenance Services, Lifestyle, and Lifeguard Services.  
Dates Serviced: 2005 – Present



Project Name/Location: **Durbin Crossing CDD** / Saint Johns, Florida  
Contact: Peter Pollicino Contact Phone: (973) 713-7384  
Project Type/Description: CDD of 2,600 homes (built-out)  
Dollar Amount of Contract: \$600,000+  
Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, Lifestyle Programs, Lifeguard Services, and Facility Monitoring.  
Dates Serviced: 2008 – Present



Project Name: **Harbour Isles CDD** / Location: Apollo Beach, Florida  
Contact: Betty Fantauzzi – Board Chair Contact Phone:  
Project Type: Planned-community of 800+ homes  
Scope of Services: Amenities Management, Facilities Maintenance Services, Staffing for Events  
Contract Value: \$110,000  
Dates Serviced: 2020 – Present



Project Name/Location: **Heritage Landing CDD** / Saint Johns, Florida  
Contact: Michael Taylor Contact Phone: (603) 627-8467  
Project Type/Description: CDD of 1,151 homes (built-out)  
Dollar Amount of Contract: \$375,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Lifestyle Programs, and Lifeguard Services.  
Dates Serviced: 2006 – Present



Project Name/Location: **Rivers Edge CDD ("RiverTown")** / Saint Johns, FL  
Contact: Mac McIntyre Contact Phone: (850) 496-5510  
Project Type/Description: CDD of 4,000+ homes at build-out  
Dollar Amount of Contract: \$600,00+ (combined w/ 3 CDDs)  
Scope of Services for Project: Amenity Management, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.  
Dates Serviced: 2015 – Present



Project Name/Location: **Venetian CDD** / Venice, Florida  
Contact: Richard Bracco Contact Phone: (631) 807-1956  
Project Type/Description: CDD of 1,100+ homes (built-out)  
Dollar Amount of Contract: \$80,000 (+ pass-thru wages)  
Scope of Services for Project: Amenity Management, Food & Beverage Operations, Facilities Maintenance Services, Lifestyle Programs, & Events.  
Dates Serviced: 2021 – Present



Project Name/Location: **Marshall Creek CDD** / Saint Johns, Florida  
Contact: Howard Entman Contact Phone:  
Project Type/Description: CDD of 2,100 homes (built-out)  
Dollar Amount of Contract: \$365,000  
Scope of Services for Project: Amenity Management, Field Operations Management & Maintenance Services, Lifestyle, and Lifeguard Services.  
Dates Serviced: August, 2023 – Present



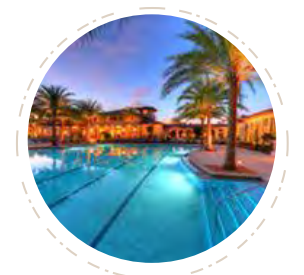
Project Name/Location: **Sampson Creek CDD** / Saint Johns, Florida  
Contact: Graham Leary Contact Phone:  
Project Type/Description: CDD of 1,000+ homes (built-out)  
Dollar Amount of Contract: \$230,000  
Scope of Services for Project: Amenity Management, Maintenance Services, Lifestyle Programs, and Lifeguard Services  
Dates Serviced: 2007 – Present



Project Name: **The Preserve at Wilderness Lake CDD** / Location: Land O' Lakes, Florida  
Contact: Tish Dobson (District Mgr.) Contact Phone: (813) 758-4841  
Project Type: Planned-community of 900+ homes (built-out)  
Scope of Services: Amenities Management, Facilities Maintenance Services, Pool Monitoring, Staffing for Events  
Contract Value: \$500,000  
Dates Serviced: May, 2023 – Present



Project Name/Location: **Beach CDD** / Jacksonville, Florida  
Contact: Sheila Papplebon Contact Phone:  
Project Type/Description: CDD of 800 homes  
Dollar Amount of Contract: \$275,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Lifestyle Programs, and Lifeguard Services.  
Dates Serviced: 2021 – Present



Project Name/Location: **Cypress Bluff CDD ("eTown")** / Jacksonville, FL  
Contact: Richard Ray Contact Phone:  
Project Type/Description: CDD of 1,000+ homes at build-out  
Dollar Amount of Contract: \$240,00+  
Scope of Services for Project: Amenity Management, Facility Maintenance Services, and Lifestyle Programs & Events.  
Dates Serviced: 2020 – Present



Project Name/Location: **Avenir CDD** / Palm Beach Gardens, Florida  
Contact: Jason Pierman (District Mgr.) Contact Phone: (561) 630-4922  
Project Type/Description: CDD of 3,000+ homes at build-out  
Dollar Amount of Contract: \$550,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Cafe Operations, and Lifestyle Programs.  
Dates Serviced: November, 2021 – Present





## Listing of amenity and recreation facilities managed in the last 5 years

Name of Community	# Homes
Anthem Park	835
Bartram Springs	1,694
Durbin Crossing	2,331
eTown	500
Glen St Johns	494
Grand Haven	1,895
Harbour Isles (Apollo Beach)	700
Heritage Landing	1,154
Julington Creek Plantation	5,785
Kings Point Delray Beach	7,200
Kings Point Sun City Center	5,000
LakeShore Ranch	700
Long Lake Ranch	800
Markland	450
MiraBay (Apollo Beach)	1,128
RiverTown	2,100
St. Johns Golf & Country Club	800
Shearwater	1,433
Tamaya	540
Triple Creek (Riverview)	700
Venetian River Club	1,370
WaterSong	500
WestLake	1,400
Westshore Yacht Club (Tampa)	600
Yellow Bluff Landing	700
TOTAL	30,000+



**Vesta's In-Depth Approach to ensuring TRANSPARENCY and ACCOUNTABILITY**

Our Regional Operations Teams have developed industry-leading “Best Practices” (tailored to each client and scope-of-service), to ensure an outstanding experience for our clients. Vesta’s approach continues to evolve and improve with Board feedback, our further adoption of technology, and additional experience.

Vesta's system (1) enhances operating transparency for our clients by our periodically sharing of these completed tools with our client-Boards and (2) eliminates “issues” before they occur - or at the very least enables us to quickly and efficiently acknowledge and address them right after they are identified, thus providing for stronger accountability with our clients.

**Vesta’s commitment to transparency and accountability enables the best possible work performance by our team – and optimum results for our residents that we serve.**

**NOTE:** Vesta's **Quality Assurance** system drives our commitment to operating transparency and accountability. Key aspects of our “QA” system are shown on the following pages.





## INITIAL OPERATIONAL ANALYSIS



Due to our decades of industry experience and expertise, Vesta usually knows fairly quickly what the main opportunities are (and how to seize them) and what problems might exist (and how to fix them), in a community like Concord Station.

Our regional team will develop an operational analysis plan (“who, what and when”) within the first 60-90 days of starting, which we’ll submit to the Board for approval. This will allow time for our familiarization and review of current operations, engagement with all stakeholders, and finally, recommendations to “optimize” the overall resident experience, daily amenity operations, and opportunities for financial efficiencies.

### JCPCDD Example

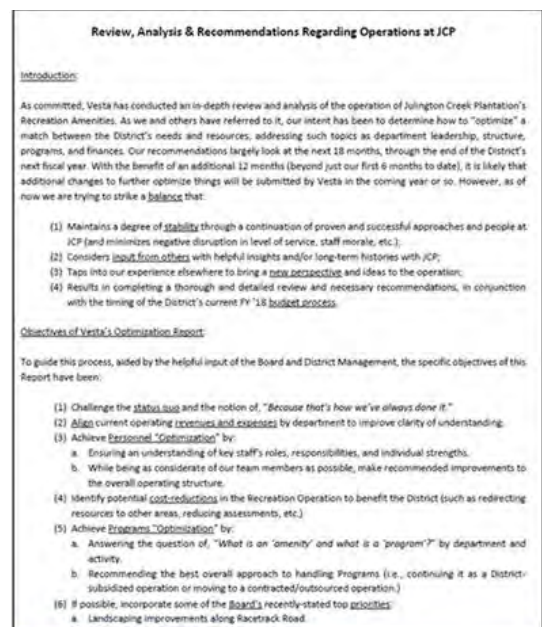
An example of this type of analysis is from Julington Creek Plantation CDD, which at the time we began there was a 20-year-old community of 5,800 homes.. During our first 6 months, Vesta conducted an “Optimization Study,” resulting in a detailed, 20-page analysis of the amenity operation. The implementation of our recommendations resulted in:

- **Financial savings** to the CDD of 23% or \$373,000 annually in 2023 dollars (using a General Ledger, line-by-line comparison with the year before we started.)
- **Improved satisfaction** (of Residents, the Board, District Staff, and our Vesta team members) with the amenity operation and resident services.

“Vesta began with us in 2016. They eagerly stepped into a very challenging situation and demonstrated a professional attitude and willingness to work hard. They quickly took charge, immediately made changes, analyzed our operation, and then recommended further improvements for our long-term success.

Three qualities make Vesta stand out: (1) their experience, (2) their positive attitude/work ethic, and (3) their creative, problem-solving approach.”

– Alison Golan, Julington Creek Plantation CDD (former Board Supervisor)



## REPORTING AND ENGAGEMENT



Our onsite management team will provide **Weekly Board Updates** via email on items of interest, to ensure the whole Board is efficiently "kept up to speed." They will also provide detailed Monthly Reporting for your CDD meeting agenda packets.

Vesta (1) tracks "Action Items" from each CDD meeting, (2) confirms their accuracy within 24 hrs. of the meeting via email, and (3) then provides it to all Board Members and Staff.

Heritage Landing CDD				
Post Meeting Action Items				
2/9/2023				
	Item	Owner	Description	Status/Date
1	Irrigation System	LE/BV	Excessive main line breaks	Board gave a not to exceed \$3,200. Ordered Nelson valve and air relieve valve
2	Dugouts	LE	Turning the dugouts into storage units	Provide maintenance and make them more accessible.
3	Pond sediment	LE	Removal of dirt sediment at edge of pond #4	Board approved
4	Gutters	LE	Replace rusted gutters, install gutter guards, replace gutter collector box	Board approved not to exceed \$2,500
5	Extra Staffing	LE/TM	In need of staff to do trash clean-up and pool cleaning on Saturday and Sunday mornings	Board approved 4 hours
6	Trash cans	LE	Place more trash cans on property	Board recommended we buy wood barrels and move the concrete ones out on property.
7				

“A key reason we contract with Vesta is our strong work-relationship with their Management Team. Vesta has been operating our amenities since they opened in 2006, and when deciding on the level of customer service and cost to the District, our relationship is such that we take into consideration what's best for each other.

*Either trust who you work with to do what's best for all, or else don't hire (or retain) them. It has to be a partnership to work, and I trust Vesta's Management Team.*

– Michael C. Taylor, Board Chairman; Heritage Landing CDD

### Board Reporting Includes:

- Recap of significant Operational issues and events.
- Highlights of upcoming Lifestyle events and recaps of previous events.
- Status of Projects and ongoing Maintenance items.
- Update regarding ongoing Board Action-Items.



## RESIDENT SATISFACTION



We have found that “point-of-experience” (**QR**) surveying is far more valuable and less intrusive than formal, occasional, emailed surveys. So, we place them conveniently throughout our facilities to capture immediate feedback.

Vesta also monitors social media when permitted to do so, and provides clarification to clear up any misperceptions (so they do not “fester” online.) Obviously, our onsite team is regularly in personal contact with residents and acting on their feedback.

### **QR Coded Resident Survey**

- Located conveniently throughout facilities in aesthetically appropriate placards, to provide an opportunity for residents to easily provide feedback on their experience, and only when they want to do so.
- Surveys can be tailored based on location (tennis courts, events, reception area, pools, café, locker rooms, parks, etc.)
- Residents simply use their phone to complete the quick survey.
- Utilizes rating scale questions to provide benchmarking over time, as well as text boxes to provide detailed and open-ended feedback.
- If residents desire, they can be contacted directly by our team so that we can personally follow up on their experience.
- Survey links can also be placed on the app or website as desired and/or hard copies made available to suit resident-preference.
- Consistent feedback is then shared with the Board through manager reporting, along with any necessary action items.

**JCP Creekside Café Questionnaire**

Please rate your overall satisfaction with the café.

1 2 3 4 5  
Poor ○ ○ ○ ○ ○ Excellent

Please rate the quality of the food at the café.

☐ Poor  
☐ Okay  
☐ Good  
☐ Great  
☐ Excellent  
☐ N/A

Please rate the quality of the drinks at the café.

☐ Poor  
☐ Okay  
☐ Good  
☐ Great  
☐ Excellent  
☐ N/A

Would you like us to follow up with you for any additional feedback or comments? If so, please leave your email or phone number.

Your answer:

**Submit**

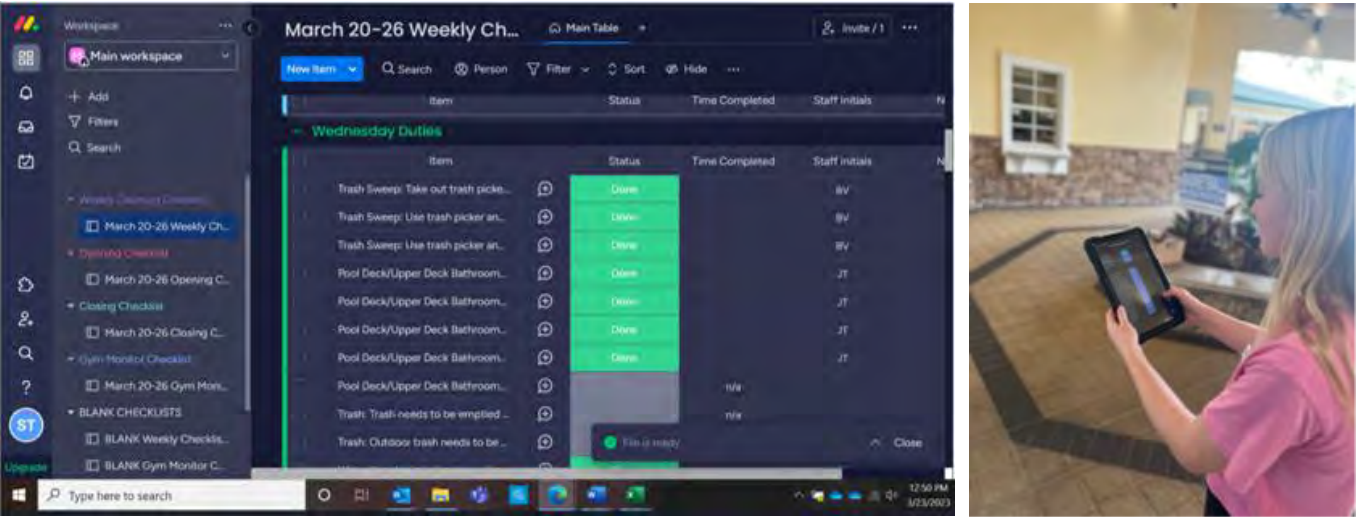






# AMENITY / FACILITY INSPECTIONS

A chief feature of Vesta’s approach to facility inspections is our cutting edge use of **checklists**. We customize checklists (electronically with a Tablet PC) for our onsite team members to use for each facility, covering our scope-of-services, CDD policies and procedures, and our own best practices. These checklists are used for documenting completion of tasks, training, and coaching purposes.



- The checklists are completed by the team member during the course of their shift and time-stamped. Our manager then can pull up the completed checklist and spot-check employees to provide feedback and coaching as necessary.
- The checklists are “dynamic” and updated as necessary by operational environment to stay as proactive as possible. Edits can be made remotely based on real time resident feedback.
- Results can be saved and imported into Excel as needed., and then shared with Board members (for operating transparency purposes) as much as is desired.

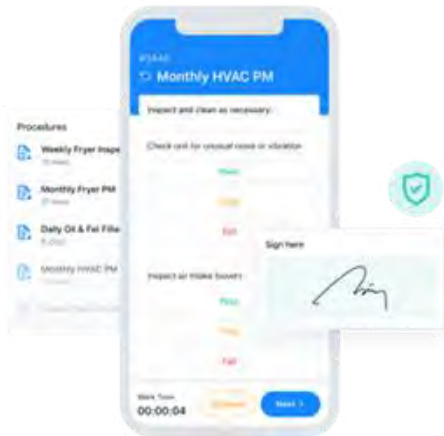
September 12-18 Weekly Checklist Board					Powered by monday.com
Monday Duties					
Name	Status	Time Completed	Staff Initials	Notes	
Flex Space: Sweep the Floor	Done	8:32	KM	guide in floor tile between women's restroom and drinking fountain	
Flex Space: Windex the Mirrors	Done	9:18	KM	Need more cleaner	
Flex Space: Windex Sue and Winslow's Office Door (inside and outside)	Done	9:36	KM		
Flex Space: Windex Flex Space Door (inside and outside)	Done	9:43	KM		
Pool Deck/Fire Pit/Upper Deck: Straighten all furniture	Done	10:58	SC		
Pool Deck/Fire Pit/Upper Deck: Wipe all tables with gym wipes	Done	1:32	SC		
Pool Deck/Fire Pit/Upper Deck: Wipe all trash cans with gym wipes	Done	1:55	SC		
Trash: Trash needs to be emptied in Office, Club Suite, Flex Space, Locker Rooms, Upper Bathrooms, Social Hall, and Pool Deck Bathrooms	Done	2:41	SC		
Trash: Outdoor trash needs to be emptied by the front gate and by the Social Hall					
Water plants in stone planters by front gate					
Facility Sweep @ 2 PM	Done	2:15	SC	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	
Facility Sweep @ 3 PM	Done	3:21	KM	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	
Facility Sweep @ 4 PM	Done	4:18	KM	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	
Facility Sweep @ 5 PM	Done	5:42	GL	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	
Facility Sweep @ 6 PM	Done	KM	GL	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	
Facility Sweep @ 7 PM	Done	KM	GL	Walk through all bathrooms, facility rooms, and pool deck. Makes sure all areas are clean, trash isn't overflowing, and are stocked properly	

- We also further leverage technology to centralize and standardize our facility inspections (see next page.)



# INSPECTIONS & PREVENTATIVE MAINTENANCE SOFTWARE

Included in Vesta's Proposed Management Fee

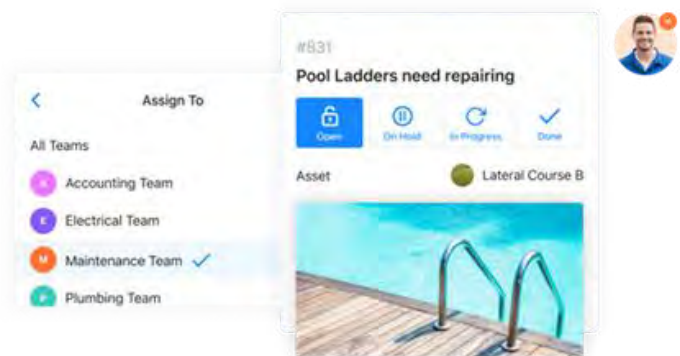


## **Schedule Inspections**

Never worry about an inspection falling through the cracks. We set due dates and repeatability settings and get alerts when inspections are past due. We all ensure everyone is using the most up-to-date inspections and performing work accurately.

## **Work Orders**

Know what's working and what isn't, and who is fixing what when. We assign Work Orders to our technicians to fulfill maintenance requests for assets and other equipment. Allows PM's to be scheduled with staff as well as vendors.



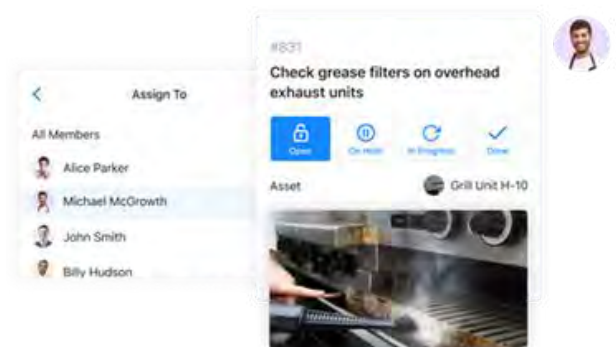
## **Collaborate**

One centralized communication platform. No more switching between emails, phone calls, and text messages to discuss work to be done.



## **Maintain Quality Control**

Reduce downtime and ensure that your equipment runs safely and efficiently to meet or surpass operating standards.



## **QR and Barcode Scanning**

Manage parts, inventory, and assets with barcode scanning. This allows management to pull warranties, invoices, and work orders on one specific item. For example, a QR Code would be added to a pool heater. Maintenance tech/vendor would be able to add a warranty, work order details, etc. In the field.



## VENDOR MANAGEMENT



Vesta has developed resources such as our “Landscape Accountability Tool” that ties together a vendor’s contracted scope-of-services with straightforward evaluation criteria, to best-ensure timely, specific, and measurable feedback and the highest levels of service. We have also worked to create more competition in the marketplace by using our performance management system to draw in new vendors as needed.

RECDD I, II and III Landscape Deficiency Report												
Contracted Item Description		February					March			April		
		1/24-1/30	1/31-2/6	2/7-2/13	2/14-2/20	2/21-2/27	2/28-3/6	3/7-3/13	3/14-3/20	3/21-3/27	3/28-4/3	4/4-4/10
Annuals	Contractor shall replace approximately Two thousand four hundred (2,400) annuals in four (4) inch pots up to four (4) times per year in designated areas noted on the service area map and maintain annuals to ensure a healthy appearance. (pg 30)											
	Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting. Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. (pg 30)	3	4	5	4	5	5	4	4	4	3	3
Total Items		31	33	30	30	28	32	26	28	28	30	34
Total Possible Points		155	165	150	150	140	160	130	140	140	150	170
Total Actual Points		127	143	132	124	116	137	112	128	132	127	147
% of Total Possible Points		82%	87%	88%	83%	83%	86%	86%	91%	94%	85%	86%

Key Annual Contract Matrix

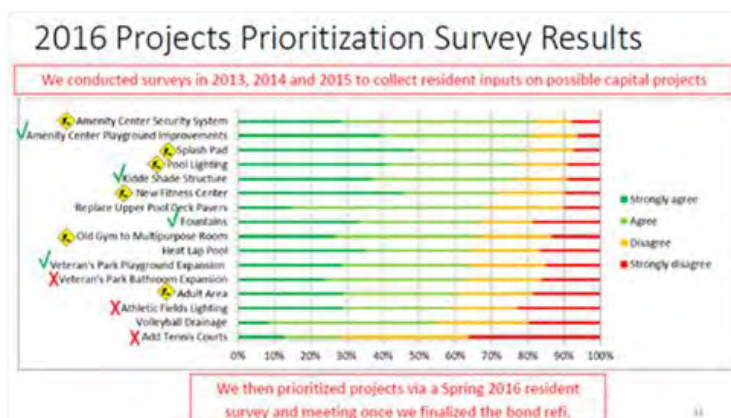
- Content is derived strictly from the landscape contract's scope-of-work.
- Contracted service items are placed by week in a calendar, based on when they are to be completed.
- Inspected and evaluated weekly by Vesta; generates an overall score that is reviewed first with the vendor and then with the Board.

Timeliness Scoring	Pts
Completed within timeframe per contract/vendor timeframe	2
Completed but not within timeframe per contract/vendor timeframe	1
Not completed	0
Quality Scoring	
No discrepancies per contracted standard	3
Minor discrepancies per contracted standard	2
Major discrepancies per contracted standard	1
Work not performed per contracted standard	0
Maxium Points per a contracted task	5



## PROJECT MANAGEMENT

- Vesta actively supports all aspects of projects that our client-CDDs undertake, from sourcing vendors, aiding the board in their decision-making process, and then working closely with hired vendors.
- We leverage our expertise and the vendors' while providing accountability regarding their quality-of-work and contracted scope-of-work, to best-ensure that all stakeholders are engaged and kept updated on (1) work progress to-date; (2) that the work is completed on-time; and (3) that the best overall value is provided to the CDD.
- Vesta has many years of close experience with local vendors and therefore we share our recommendations across our many client locations. We have participated in regular capital work such as pool resurfacing, addition of pickleball courts, and complex, multi-million dollar enhancement projects. Examples are shown below:



### Layout of Amenity Area Projects In Progress





## TEAM MEMBER LEARNING AND DEVELOPMENT

Our Team Members throughout Vesta are absolutely critical to our success in serving our customers, so it is essential that we invest in them. Our strong local presence provides our area team many opportunities for learning, development and advancement, which helps us attract-and-retain the best talent.

Vesta deploys (1) customized, on-site operational training; (2) supports our team to obtain specialized certifications; and (3) provides Vesta-specific Customer Service Training to "set them up for success." We further build upon that with networking opportunities for managers at our pre-and-post season, all-manager meetings; and "peer walks."

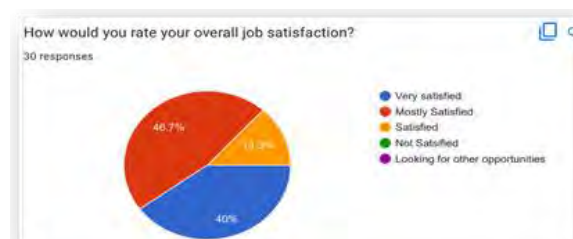
- We also provide timely feedback through our (two-way) **semi-annual check-ins**, which evolved from previous performance management reviews with a goal towards a less formal, more frequent and empowering experience.



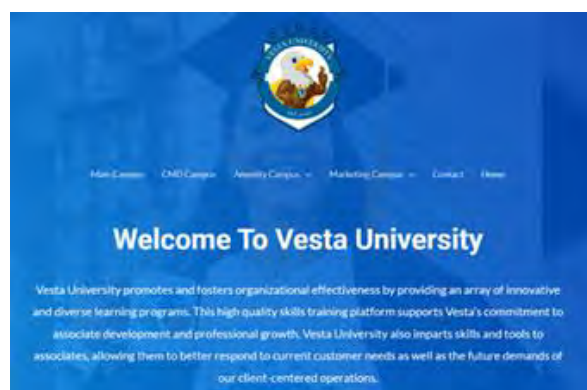
- Most importantly, we actively foster our culture based upon our Vesta Core Values. One way we do this is through our annual, companywide "**Eagle Pride Day**."



- We solicit manager feedback via **annual surveys** to ensure we are fully engaging, empowering and satisfying our onsite Management Teams.



- **Vesta University** is our website- based training resource that provides 3rd party vendor training aids as well as internally-created, Vesta-specific content developed by our subject matter experts. These training aids vary from videos to PowerPoint, critical skill modules.





## **MANAGEMENT TRAINING**

As a management company, delivering excellent work performance by our managers is crucial to our success. To this end, Vesta brings our General Managers, Amenity Managers, and Lifestyle Directors together in-person twice a year (before-and-after our peak season) to conduct training, prepare for-and-debrief the peak season, and to internally network. We do the same with our Field Operations-and-Maintenance Managers annually.

Some of our recent topics have included the following:

- Customer Service Training
- Post Season Debriefs
- Annual Manager Survey results and action Items
- Pre-Season Operational Initiatives
- Lifestyle Initiatives
- Team Building
- Topical Breakouts
- Operational Tools
- Performance Management

- Staffing Strategies
- Financial Analysis
- Training & Development
- Retention Strategies
- Payroll Management and Reporting
- Results of operational pilots



- Team Member Check Ins
- Insurance
- Checklist Management
- Onboarding
- Townhall with Vesta's CEO



IMPROVED:

1 Teamwork

2 Accountability

3 Processes

Uniform Service Offering  
Balanced Growth



# MANAGER PLAYBOOK 2.0



**PEOPLE  
PASSION  
PROCESSES**



## **CUSTOMER SERVICE TRAINING**

Vesta has many hours of industry-specific Customer Service Training modules featuring valuable information conveyed through (a) presentation slides, (b) video reenactments, and (c) hands-on, role-play exercises to provide all of our team members with the very best in Customer Service Training.

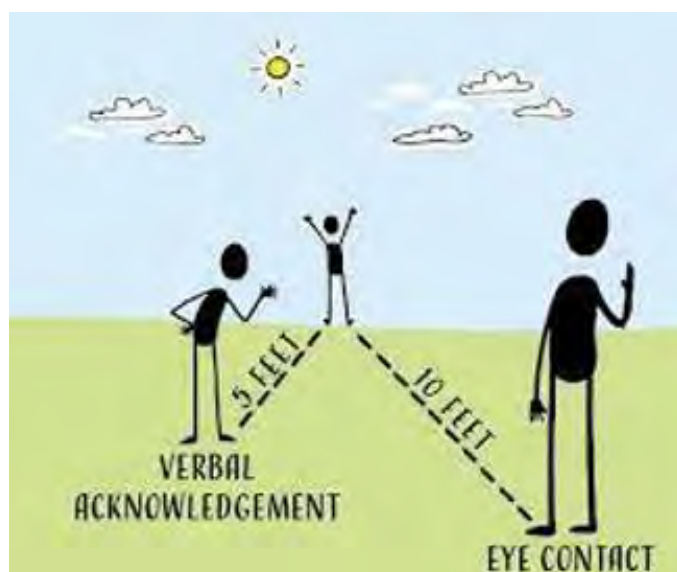
These modules include specific training for hourly staff, mid-level managers, and general managers, and have been custom-made by Vesta to fit our specific needs.

Some of our training topics include the following:

- What is customer service?
- How to proper customer service?
- Customer service challenges and potential solutions
- Defining our customers
- Identifying conflicts of all types and how to deescalate and resolve
- Body language and perception
- Anticipation
- Following through and following up
- Service recovery
- The HEART Model
- The 10-5 Rule

### **Service Recovery Model**

**H**ear  
**E**mpathize  
**A**pologize  
**R**espond  
**T**hank



*“We switched to Vesta in my third year as a Supervisor. If you are considering a switch in Management Companies, I wholeheartedly recommend you consider Vesta.”*

*No matter the size of your community, Vesta will over-invest in your management team, both in terms of the onsite personnel they assign to your community and the back-up support they provide.*

*I have found Vesta to be ethical, resident-oriented, and creative in their approach to programming and solving problems.*

– Paul Curley, Former Board Chairman; Harbor Bay CDD (MiraBay)



# CONTINGENCY PROCEDURES

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## ***How any issues arising after business hours will be handled.***

Vesta's approach to handling "off-hours" issues is relatively straightforward:

- We ensure that our full-time, on-site amenity manager is reachable "24/7" - other than during previously-scheduled Paid Time Off breaks (which are important to help our manager "recharge" and sustain his or her long-term commitment.)
- We "cover" such necessary breaks with other on-site staff (possibly the Assistant Manager, if one is part of the staffing structure) and/or Vesta's Regional Support Team (including our Regional Vice President, Julie Cortina.)
- Finally - to provide another layer of communication "redundancy" - we have in place a professional answering service throughout our company. If a call is not returned within a predetermined timeframe, our answering service will utilize our internal "phone tree" to contact a designated Vesta associate.

Our system helps ensure that "off-hours" issues are being addressed in a timely matter, while still providing for appropriate work-life balance for our team.

## ***Back-up plan for situations where the full time Amenity Manager, full time maintenance person, or any part-time staff are unavailable.***

Due to our company's size and depth of talent, Vesta builds in capacity with our Regional Support Team by design, to accommodate such scenarios. When necessary (mainly due to our continued growth), we have also made - and will continue to make - strategic "external" additions to our company (Heather Alexandre is just one example) - but we prefer (whenever possible) to develop-and-promote "from within."

- On a relatively short-term basis, Vesta's coverage in such a situation will be provided by a member of our Regional Support Team (led by Julie Cortina and who is assisted by Heather Alexandre.) They both have decades of amenities management experience and expertise. We also have the ability to tap into our other teams in the area, particularly for assistance in covering for the hourly staff of clubhouse attendants and maintenance personnel (our Brandon office deploys a dedicated maintenance team.)
- On a long-term basis, Vesta would utilize a combination of the above approach: we would tap into our existing "bench strength" among the individuals listed above, while having our HR Business Partner, Matt Sinanan, conduct an extensive search both internally and externally, if needed, to further supplement our coverage - depending on the actual length of the absence.

## CONTINGENCY PROCEDURES (cont.)

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### ***Escalation procedures and contact information if there are any concerns regarding the assigned staff.***

By drawing upon Vesta's three decades of on-site community-amenities management experience throughout Florida, with hundreds of management contracts and on-site personnel, we are quite adept at managing the various types of challenges and concerns surrounding this topic. Typically, we utilize a combination of:

- Internal communication involving the Vesta associate in-question; a member of our Human Resources team – most likely our local/area HR Business Partner (Matt Sinanan); and our associate's direct supervisor within the "assigned staff" as well as our Regional Management Team such as Heather Alexandre (email: [halexandre@vestapropertyservices.com](mailto:halexandre@vestapropertyservices.com)); to handle the details surrounding the concern(s) as well as appropriately handle any sensitive information or issues involved. Also, our HR Business Partner ensures that proper documentation of the matter is kept on file for future reference,, and if necessary, he or she can involve our Vice President of Human Resources, Catherine Whyte.
- External communication with either the District Manager, a Board-Supervisor (most likely the chairperson), and possibly District Counsel (if warranted). This communication would most likely be in summary form rather than as detailed or nearly as time-consuming as our own, internal communication outlined above (which would be appropriate given the contractual, "arm's-length" nature of our relationship with the District.

Should the District be dissatisfied with our handling of the matter, Vesta would escalate these procedures within our company, such as involving Heather's supervisor, our Regional Vice President, Julie Cortina (email: [jcortina@vestapropertyservices.com](mailto:jcortina@vestapropertyservices.com); cell phone: (727) 543-2076; or Julie's supervisor, our Regional President, Ginger Anzalone (email: [ganzalone@vestapropertyservices.com](mailto:ganzalone@vestapropertyservices.com); cell phone: (813) 918-1790); or Ginger's supervisor, our C.E.O., David Surface (email: [dsurface@vestapropertyservices.com](mailto:dsurface@vestapropertyservices.com); office phone: (904) 355-1831 ext. 416), whenever necessary and warranted.

There have been (rare) occasions when, after thoroughly exhausting all of the procedures, necessary communication, and due consideration stated above, a determination is made (either independently by Vesta or in close collaboration with the District) that a change involving the removal of the Vesta associate in question is needed, Vesta will make that change in an expeditious and appropriate manner.

Vesta has the necessary professional judgment, expertise, and resources to properly do so – and without equivocation or unnecessary delays. Should this move be the ultimate outcome of the matter, Vesta would, of course, also keep the District appropriately advised of this move (just as we would other aspects of the entire process.)

# TRANSITION PLAN

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Changing from one management company to another can be an uncertain time for Boards, District Staff, residents, and vendors. Each management company has a specific way of operating, and new systems and procedures need to be put into place.

Vesta mitigates transitional issues by implementing a proven onboarding process; one that has been successful for hundreds of communities throughout Florida.

**As part of our plan, we will perform the following procedures:**

- Seamlessly transition all appropriate management services over to Vesta.
- Implement a process of effective communications with the Board.
- Target dates for completion of transition tasks are mutually agreed to between Vesta and the Board and added to the Transition Plan document.
- Vesta will work in a cooperative and respectful manner with the incumbent management firm to obtain necessary documents and information required to transition management services.
- Provide timely communications to owners and vendors to reassure and educate them regarding the management transition.
- Be accessible and available throughout the transition process to answer questions and address concerns.
- Conduct 30-, 60- and 90-day performance assessments with the Board to ensure transition goals and contractual obligations are met.

The following page shows our standard *Management Transition Plan* (with an ideal timeframe totaling 180 days) in detail. Please note that some tasks are reserved for HOAs (particularly the section on “Compliance”) that we transition, and not CDDs.

“ I'm very grateful for your stewardship that has supported and improved our community in so many ways. I'm thankful for our partnership with Vesta and the individual relationships I've built with each member of your team.

It is a group committed to our success, with a willing spirit that consistently goes above-and-beyond to serve our residents.

”

– Chris Sexton, former Board Chairman; Julington Creek Plantation CDD



# TRANSITION PLAN (cont.)

## COMPREHENSIVE MANAGEMENT TRANSITION

### Financial and Accounting

#### 90 DAYS OUT

- Obtain the following items for system setup from onsite management:
  - Tax ID Number
  - Current Assessment Rate for Steiner Ranch Master Association, gated communities or other separate assessment rates
  - Unit/Detail Listing (which includes section, lot and block along with offsite addresses)
  - Certificate of Insurance
  - Annual Payment Plan
  - Current Financials Statements
  - Current budget for Steiner Ranch master Association and gated communities.
  - Detail AR Report
  - Check for each Association
- Disbursement Report for each Association
- Vendor listing for all Associations
- Names of banks for holding, operating and reserve accounts
- Set up banking signatures cards
- Set up Strong room account
- Contractor information and copies of contracts
- Review vendor contracts for areas of savings and identify renewal dates
- Payroll information
- Assessments roll with percent of ownership
- Special Sales procedures
- Checks to open new account

#### 60 DAYS OUT

- Setup resale/transfer and refinance process in compliance with documents
- Review the current financials and prepare a preliminary budget for 2024.
- Review the attorney status report and delinquent assessment accounts in detail.
- Review all current collection letters.

#### 30 DAYS OUT

- General Manager to meet with Board of Directors for Association review the first draft of the 2024 budget.
- Present the 2024 collection policy to the Board to review and approve

#### FIRST 30 DAYS

- Meet with Board of Directors of Steiner Ranch Master Association to review and approve 2014 budget

#### FIRST 60 DAYS

- Financial analysis and recommendations
- Strategy session to set annual and long range financial goals.

#### FIRST 90 DAYS

- Work collections process set in place by Board

### Communication

#### 90 DAYS OUT

- Meet with the Board of Directors for each Association, Staff, and committee members for a planning session
- Set timeline and establish transition calendar

#### 60 DAYS OUT

- Communicate with other Sub Associations, Vendors, Association and Committees
- Website Review and Creation if needed

#### 30 DAYS OUT

- Initial contact with owners... welcome letter.
- Notify contractors and vendors of new management co.
- Notify insurance company of new management company
- Notify City and County governmental agencies of new management company
- Notify title companies and active realtors of new management company

#### FIRST 30 DAYS

- Board of Directors for Steiner Ranch Master Association Meet and Greet Management Team on January 2, 2017 at Association office
- Association Staff Meet and Greet with residents and committees

#### FIRST 60 DAYS

- Open House for local Government, representatives, County Commissioner and residents
- Open house for Realtors

#### FIRST 90 DAYS

- Board Evaluation of Associa Hill Country Austin.
- Board meeting with Associa Hill Country's executive leadership team to review 90 day performance.

### Compliance and Modifications

#### 90 DAYS OUT

- Review current deed Restriction Processes and Practices
- Deed Restriction Enforcement

#### 60 DAYS OUT

- Review the current deed restriction report and all deed restriction letters.
- Review all current Architectural Modifications in progress and load all into management software.

#### 30 DAYS OUT

- General manager will drive property per inspector

#### FIRST 30 DAYS

- General Manager to drive property with compliance inspections and give direction on enforcement per documents and perform first two inspections and deliver any welcome packages

#### FIRST 60 DAYS

- Compliance Inspectors to perform bi monthly inspections per assigned area

#### FIRST 90 DAYS

- Compliance Inspectors to perform bi monthly inspections per assigned area

## COMPREHENSIVE MANAGEMENT TRANSITION

### Operations

#### 90 DAYS OUT

- Review of layout of office /facilities for improved resident experience
- Document Review
- Transition and Internal audit of documents from onsite management and verify they are all filed with County including the following documents:
  - Articles of Incorporation
  - By-Laws
  - Amended & Restated Declaration of Protective Covenants
  - Residential Design Guidelines
  - Supplemental Architectural Modification Guidelines
- Master Association Policies and Procedures
- Deed Restriction Processes and Practices
- Deed Restriction Enforcement
- Minutes
- Attorney Status
- Reports
- Resolutions
- Most recent tax return and franchise tax return
- In addition, confirm all pool rules, park rules have been signed by board and filed in county to comply with law.

#### 60 DAYS OUT

- Obtain the following items for system setup from onsite management:
  - Certificate of Insurance
  - Insurance Agents name, address and phone number
  - Obtain phone operational manual to review and finalize with phone system.
  - Community Archives Master Questionnaire
  - Develop PIR (property information sheet)

#### 30 DAYS OUT

- Establish S.O.P.s
- Inventory all facilities and assets and review reserve study (if any)
- Meet all vendors and walk entire area of responsibility
- Obtain current resident forms for walk in residents and update

#### 30 DAYS OUT

- File New management certificate
- Design welcome package and present to the Master Association Board and Welcome Committee for approval.
- Obtain all files from onsite management office and label and send to Iron mountain for secure storage

#### FIRST 30 DAYS

- Midnight the day before the contract starts IT will come to the community and make sure all equipment is ready and up and running for start of business on first day of contract.
- Inventory of all supplies at all onsite facilities
- Change out all resident forms for walk in residents
- Annual Calendars for management, staff, committees and social events will be created

#### FIRST 60 DAYS

- Facilities report and recommendations
- Strategy session to set annual and long range goals for staff

#### FIRST 90 DAYS

- Evaluation of all process and procedures by general manager and supervisors

### Staff

#### 90 DAYS OUT

- Recruitment and evaluation of current staff.
- On Boarding of onsite employees.
- Establish expectations and determine assistance level needed for support staff
- Interview of candidates (if necessary)

#### 60 DAYS OUT

- Interview of candidates (if necessary)
- Board Interview (if desired) of General Manager candidates
- Hire General Manager
- Review of staff by General Manager and appointment of duties

#### 30 DAYS OUT

- Shadowing current staff. Goal to have management staff in place and fully operational no less than 21 days out.

#### FIRST 30 DAYS

- All staff will be in office one hour early to setup new voice mails, emails and desks to be ready for business when office opens

#### FIRST 60 DAYS

- General Manager to evaluate all staff and conduct performance review

#### FIRST 90 DAYS

- Executive Staff to evaluate General Manager
- General Manager to evaluate on site staff progress and suggest additional training opportunities

### Training

#### 90 DAYS OUT

- Develop training calendar

#### 60 DAYS OUT

- General Manager training on new expectations
- Training of onsite staff on software and operating procedures

#### 30 DAYS OUT

- Board Orientation for all Boards, committee members
- Training/orientation of onsite and new staff (if applicable)
- Continuing technology and accounting software and training

#### FIRST 30 DAYS

- General Manager will evaluate current staff
- Continue training of staff and fine tuning process and procedures put in place by general manager
- Continue education of staff through Associa University Online as well as Community Association Institute

#### FIRST 60 DAYS

- General Manager will evaluate current and new staff based on performance review
- Continue training of staff and fine tuning process and procedures put in place by general manager
- Continue education of staff through Associa University Online as well as Community Association Institute

#### FIRST 90 DAYS

- Continue training of staff and fine tuning process and procedures put in place by general manager
- Continue education of staff through Associa University Online as well as Community Association Institute





Lifestyle



## CREATIVE SPECIAL EVENTS FOR ANY COMMUNITY'S BUDGET

- Donuts and Coffee
- Summer Kickoff
- Dive In Movies
- Super Bowl Parties/other sporting event nights
- Polar Plunge
- Vendor Fairs
- Carnivals
- Potlucks
- Chili Cookoffs
- Live music at the pool or park
- Off-site sporting event nights
- Scavenger Hunts
- Ice Cream Socials
- 5K's and Triathlons
- Mother Son Dances
- Spring Fling/Eggstravaganza
- Halloween/Fall Festival
- Christmas Tree Lighting/Pics with Santa Claus
- Breakfast or Brunch with the Easter Bunny/Santa Claus
- Letters to Santa
- Memorial Weekend
- Independence Day Celebration
- Daddy Daughter Dance/Mother Son Dance – Mother's Day/Father's Day
- Valentine's Brunch
- Rock Your Shamrock – St. Patrick's Day
- Veteran's Day Celebration
- Monte Carlo or themed Casino Night
- Social Hours with Live Music
- Stand Up Comedy Nights
- Mixology Classes
- Cooking Classes
- Murder Mystery Parties
- Local liquor tastings with cigars
- Daddy Daughter Dances
- Celebrate Your First Responders
- Music Bingo
- Science Comes Alive!
- Concerts of all sizes
- Classic Cars and Coffee
- Fishing Tournaments
- Community Cornhole Competition

**Vesta's vision is to have increasing quality-and-frequency of Events for Concord Station CDD.** This will include large-scale events for families (& some for adults-only), plus smaller events and "special interest" activities in between, while continually improving our offerings based on residents' participation and feedback, etc. During Spring Break Week, we would offer a week of fun events, and during long holiday weekends, Vesta would offer options to keep people active all weekend-long.



## RESOURCES AND OTHER SUPPORT FOR VESTA'S AMENITY MANAGERS



- Regional Lifestyle Dir. with 20+ years of experience in events, entertainment and programming for multiple, high-quality companies and communities.
- Vesta's 50-page Lifestyle Handbook used for training and reference.
- Hands-on help with staff turnover/transitions and Managers' use of PTO benefits.
- Preferred Vendors List, enabling some of the best pricing in the industry.
- Quarterly Lifestyle Newsletter provided to the entire state, featuring new vendors, new ideas, and more for *all* Vesta Amenity Managers.
- Monthly Training sessions; Quarterly Idea-Sharing sessions with all Managers.
- Shared Expertise:: Oversee 12 Community Events Budgets (\$9,000-\$75,000/yr.)









## WESTLAKE™

### COMMUNITY ACTIVITIES & EVENTS

**Resident Meet & Greet**  
Residents are invited to come meet each other and Linda at the Sales Center Patio. A delicious spread of various wine, cheese & fruit offerings will be served by our F&B Staff.

**"First Friday" Dine-Out**  
Let's meet up at a nearby restaurant for a casual dinner & conversation together. We'll have ice-breakers, trivia, etc. to help get things started. (This will be a monthly activity unless we've scheduled a different event to coincide with a holiday.)

**Good Beer Bus**  
Residents will have a chance to board the Damn Good Beer Bus. A typical public tour will take three to four hours, visit three breweries, feature four pours totaling 16-20 ounces at each brewery per guest, a local craft beer on the bus, and an experienced tour guide with you at all times. Also included is bottled water, a take home koozie, and light snacks on the bus. Expect to have face to face interaction from a brewery representative, with at least one behind the scenes tour where you learn about the beer making process. ADULTS ONLY.

**Movie Under the Stars**  
Everyone is invited to come together for an outdoor movie & popcorn. Beverages are BYOB, along with lawn chairs or blankets.

**"Third Thursday" Ladies Luncheon**  
The Ladies of Westlake we'll gather at a local establishment for lunch & conversation together. (This will be a monthly activity unless we've scheduled a holiday-related event in its place.)

**Christmas in July**  
This is a surprising, mid-year Summer Event to show a slightly different side to the holiday. The atmosphere will be created by decorating Palm Trees with lights and bringing in some appropriate vendors & activities.

**Rapids Waterpark**  
Family outing to a great waterpark for the day.

**"Fifth Monday" Donut Day**  
We'll meet at a nearby donut place to enjoy coffee, donuts, etc.

**Adults-Only End-of-Summer Trip to Palm Beach Improv**  
Parents, enjoy your last weekend before the kids go back to school with a great night of comedy with Dan Cummins!

**Pizza Party**  
Laid back opportunity for homeowners to meet one another and have pizza. Event lawn, & Sales center patio. Activities/Games provided to facilitate getting to know each other.

**End-Of-Summer "No Pool" Pool Party!**  
A great way for families to cool off for a couple hours and have some great food with some fun activities.

**Fall Luau**  
Come out and enjoy some fantastic food and great entertainment provided by an authentic Polynesian luau group

**Dinner Detective Show**  
Families with children 15 and older welcome! Enjoy a night out with some great food and a mystery dinner show!

**Bus to Clematis by Night**  
We would like to take advantage of the on-going free concert series in West Palm. We will arrange for bus transportation to and from Clematis street for the residents to enjoy the nightlife, bars, and restaurants at their own leisure.

**Family Picnic Latin Night on the Lawn**  
Great social event for current and upcoming residents to meet themselves. We are trying to portray a "music" in the park atmosphere. This is also a great chance for the manager to walk around and introduce herself. Catering will be provided by Tijuana Flats and a musician will be hired for entertainment. Residents will bring their own chairs and blankets for the picnic.

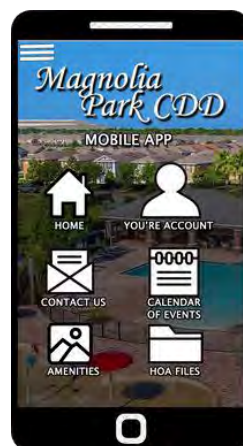
**Corn Maze Trip**  
Great family outing and activity for the fall season. Pick a cornmaze close by and negotiate a group ticket price and picnic table at the event. The community meets there and has some free time before entering the maze together.

**Trunk or Treat**  
Residents bring their cars to the central parking lot decorated, and kids get to trick to treat at the cars! Great event for community under construction.

**Shop Now for the Holidays! – Fall Vendor Fair**  
Time to shop for the holidays! Bring the kids for some great activities as well.

**Holiday Movie Under the Stars: Elf**  
Bring the whole family to watch this holiday classic! Hot chocolate bar for everyone as well!

**Santa Visits**  
Parents can leave a special gift out for Santa Claus as he visits your home to say hi to the kids!



“ Since 2008 when our amenity centers opened, Vesta has been very committed to providing a safe and friendly environment while ensuring our residents enjoy their time there.

The parties, events, newsletters, residents' mobile app, and other social media communications all keep our residents engaged and well-informed all year.

- Jason Harrah, Board Supervisor; Durbin Crossing CDD, 2014 - Present





## FEATURES



### Smart Calendar with RSVP

Scheduling upcoming meetings or events is simple with the system's built-in smart calendar. When a manager or administrator posts an event, they can opt to send out an immediate automatic notification of the event to the residents—plus recurring automated reminders of the event. No more remembering to send out reminders because the system does it for you. And, if you need a head count and attendee lists, you can enable a RSVP feature to keep track of who will be attending.



### Amenity Reservations

If the Amenity Reservations feature is enabled, residents can easily make reservations by using the system on their desktop, tablet or mobile. Any kind of amenity or facility—party room, tennis courts, clubhouse—can be created with a corresponding calendar for that facility. The number of facilities is unlimited. Available days and times are placed in the calendar and the administrator has the option to automatically or manually approve reservations. Also, the system's automation sends an email to the resident giving them the status of their reservation.



### Resource Library

The resource library is a publishing system for important association documents, links and information. The built-in content management system makes it easy for managers and administrators to post meeting minutes, association rules, PDF and Word forms, and resource links. An effective way to reduce violations of the association rules is to remind residents of certain rules in the Community Feed with links back to the resource library. These Community Feed posts can be scheduled and automated.



### Board & Committee Tools

The system has a private group feature that allows a manager or administrator to set up multiple private boards and committees. This is a great way for committees, such as the Board of Directors, ACC Committee or Landscape Committee, to discuss their business in private among other committee members. The board and committee tools include an activity feed, events calendar, documents upload and storage, and member directory. The activity feed is a rolling feed with separate thread boxes which makes conversation by subject and corresponding comments extremely organized and easy to follow. This keeps committee members engaged and association business efficient and productive.



### Group Pages

Connecting with residents and being active in one's community creates connections and conversations which help create great neighborhoods. The group pages feature makes it easy for residents to connect with those who share the same interests. Starting a garden club, book club or running group page is a breeze. Each group features their own page with an activity feed, calendar, photos, documents and member directory.



### Dynamic Forms

Community associations frequently have forms—surveys, waivers and contact forms—that need to be completed by residents. The dynamic forms feature is an online form creation and submission management system. It allows an administrator to create multiple unique forms specific to a community's needs. Creating a dynamic form doesn't require any computer programming skills; all interfaces are user-intuitive and easy to use. New forms can be quickly created by using existing templates provided within the system. All form submissions and results are saved and managers are automatically notified upon a resident completing a form.





## RFP's SCOPE-OF-SERVICES

The professional amenity management services are generally described below and are intended to incorporate all services that are necessarily performed by an amenity management firm in the effective operation of an amenity facility in compliance with federal, state, and local regulations. If a specific task is not identified herein but is necessary for the effective operation of the Recreational Facilities or compliance with federal, state, or local regulation, it is expected that the Contractor will include such task in the performance of its duties unless an additional charge is identified and agreed to by the District in writing.

The roles and staffing levels should be recommended by the Contractor and will ultimately be evidenced in the Agreement or any addendums.

**Personnel:** Employ at a minimum a Clubhouse Manager, Assistant Clubhouse Manager, Maintenance Personnel, and Clubhouse Attendants that will be assigned to the District. A general description of these positions is provided below:

1. Clubhouse Manager:
  - a. Full time, oversees and supervises the Recreational Facilities.
  - b. They are the onsite representative of the Contractor.
  - c. The Clubhouse Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager.
  - d. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
2. Assistant Clubhouse Manager:
  - a. Full time, oversees and supervises the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
3. Maintenance Personnel:
  - a. Full time, maintains the general maintenance, preventative maintenance, and operation duties of the District amenities.
4. Clubhouse Attendants:
  - a. Part time, to support the Clubhouse Manager and to assist in overseeing the District amenities.





### **General Services Provided by Off-Site Staff:**

1. Management. Manage the recruiting, hiring, training, vacation, payroll, disciplinary action plan, oversight, and evaluation of personnel necessary for the efficient operation of the Recreational Facilities.
2. Consultation. At the District's request, assist with budgeting issues, policy recommendations and enforcement, safety/security recommendations, establishing rates and policies for the Recreational Facilities and other matters of importance for the operation of the Recreational Facilities in its ordinary course. Be available to any board member for open and direct communications regarding any questions they may have.
3. Attendance at Meetings. At the District's request, the Supervisor of the on-site staff will attend the District's monthly meetings and be prepared to report to the District's Board regarding the general management of the Recreational Facilities, summarizing operations, programming, participation levels and any other areas pertinent to the operation of the Recreational Facilities..
4. Recreational Facilities Maintenance Plan. In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, a facility maintenance plan setting forth a policy for the provision of the maintenance services including a timetable for providing those services on a regular basis.
5. Emergency Action Plan. In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, an Emergency Action Plan setting forth a policy for the Recreational Facilities designed to protect staff and Patrons from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster, which may include, but not be limited to, any of the following: fire, hurricane, or other hazardous event.
6. Inspections. Conduct periodic inspections of the Recreational Facilities. Report any irregularities to the District.
7. Record Access and Retention. Provide access to any amenity management records via a cloud storage provider (Google Drive, Microsoft One-Drive, DropBox, Box, etc...) and coordinate with District Manager about retention of such records.

### **General Duties for All Staff Members:**

1. Familiarity with District Rules, Regulations, Policies, Operating Procedures
  - a. Full knowledge/awareness of all rules, regulations, or policies of the District.
  - b. Prepare any incident or accident reports and forward to the District Manager.
2. Enforce the rules, regulations, and policies of the District.
  - a. The Contractor's staff have the authority to have Patrons and others removed from the property when such persons become belligerent, unruly, or in some other way refuse to follow the rules and regulations. Such incidences will be reported promptly to the District.

### 3. Community Relations:

- a. Meet and greet residents and guests.
- b. Handle interactions professionally and forward any questions, concerns, and requests to the District Manager prior to making commitments.
- c. Provide the best possible customer service to maintain a safe and comfortable environment.

## **Clubhouse Manager**

### 1. General Duties:

- a. Responsible for day-to-day operations, budgeting, and managing vendor contracts relating to the Clubhouse and community assets; development of standard operation policies and procedures.
- b. Oversee workplace operations to maintain and improve effectiveness and efficiency.
- c. Display flexibility in handling after-hours emergency calls.
- d. Manage the maintenance work assignments.
- e. Prepare and oversee up-to-date policies for the Recreational Facilities, and make suggestions for new or revised policies when appropriate.
- f. Prepare monthly management reports for the Board and District Manager.
- g. Attend the District's monthly meetings

### 2. Obtaining Proposals and Vendor Supervision:

- a. Obtain, analyze, and compare proposals. Review ratings and verify references.
- b. Negotiate purchasing and potential bidding of contracted services.
- c. Work with District Manager in oversight and supervision of subcontractors of all projects, and work with staff in prioritizing jobs.
- d. Work with vendors to ensure quality service is provided to the community.

### 3. Residents and Guests:

- a. Interaction with residents and guests on a day-to-day basis.
- b. Respond to resident complaints and requests within 1 business day, and if possible, visit the site or location of the issue.
- c. Notify residents of upcoming events, meetings, and general information.
- d. Document all complaints, injuries, and maintenance issues in specified logs.
- e. Manage the scheduling of rentals/reservations of amenities (residents, non-residents, organizations, instructors, etc.)
  - i. Ensure rental/reservation forms are properly completed
  - ii. Collect payments and security deposits and log all transactions so that the District Manager can properly account for them.
  - iii. Review and fill out check in/out documents.
  - iv. Manage the private events calendar for the Clubhouse.

### 4. Facilities and Common Areas:

- a. Ensure an immaculate overall appearance of the amenities.
- b. Ensure all door locks at the Clubhouse are in good operating condition.
- c. Maintain an inventory of, and order and stock when necessary, supplies and equipment for the operation of the Recreational Facilities.
- d. Check US flags to ensure proper condition.
- e. Ensure a high level of appearance of all indoor/outdoor spaces.
- f. Respond to any necessary repairs and recommend to the District when repairs are needed.
- g. Assist the District in procuring and maintaining all licenses and permits required for the Recreational Facilities use.

h. Remain aware of potential safety or security hazards within District property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.

i. Assess condition of District property resulting from neglect, vandalism, depreciation and estimate the costs associated with its repair or replacement.

j. Promptly investigate and provide a written report as to all accidents or claims for damage relating to the Recreational Facilities, including any damage or destruction of the property.

i. Cooperate with and make any and all reports required by any insurance company or the District in connection therewith.

ii. Only file any claims with the District's insurance company with the prior consent of the District.

#### 5. Access, Security Systems, and Coordination with Law Enforcement:

a. Troubleshoot and resolve issues with access cards/fobs.

b. Manage access system and security system and make any recommendations for repairs or improvements when needed.

c. Oversight of community security operations.

d. Collaborate with Deputies to ensure security issues are handled appropriately, to include responding to solicitor complaints within the District's boundaries.

e. Administer the issuance of access cards/fobs

i. Add/edit/delete data relating to access cards/fobs for Clubhouse and access systems and District records.

ii. Troubleshoot and resolve issues with access cards/fobs.

iii. Issue access cards/fobs

f. Collaborate with law enforcement or security personnel to ensure security issues are handled appropriately.

#### 6. Programming:

a. Schedule, coordinate, and host community events.

#### 7. Management and Financial Related Duties:

a. Track and code all debit and credit card expenditures.

b. Review all invoices before submitting for payment.

c. Maintain preventative maintenance records, inventories, purchases.

d. Implement a maintenance and replacement program for equipment.

e. Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms).

f. Assist District Manager in preparing the annual budget.

g. Assist in the recommendation of capital improvement projects.

h. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.

#### 8. On-Site Staff Supervision and Oversight:

a. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.

b. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.

c. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.

d. Ensure that all staff knows the appropriate person/agency to contact in the event of minor emergencies.



- e. Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.
- f. Encourage suggestions from employee

**Assistant Clubhouse Manager:**

- 1. Assist the Clubhouse Manager in overseeing and supervising the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
- 2. Ensure an immaculate overall appearance of the amenities.
- 3. Document all complaints, injuries, and maintenance issues.
- 4. Conduct other related tasks as directed by the Clubhouse Manager.

**Maintenance Personnel**

- 1. Swimming Pool Deck: Blow off entire pool deck, arrange furniture, empty and clean all waste receptacles and control algae growth around pool area.
- 2. Empty waste receptacles (regular trash receptacles and doggie waste stations).
- 3. Blow off all play courts and pick up any litter and empty waste receptacles.
- 4. Interior of Building(s): Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
- 5. Parking Lot: Pick up litter, blow off debris, check US flags to ensure proper condition
- 6. Landscaping: Water all potted plants, pick up any debris and litter around Clubhouse landscaping.
- 7. Perform touch up painting as needed to the District facilities.
- 8. Perform repairs as needed to District property and equipment.
- 9. Repair and clean outdoor furniture and equipment as needed.
- 10. Conduct frequent vehicle patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting non- operational street lights, landscape lighting issues, street parking issues, fencing issues such as removed slats, noting landscaping deficiencies, reporting issues with ponds/nature preserve areas, following-up on street tree issues, noting areas that require pressure washing, picking up rubbish/debris and removing road kill.
- 11. Conduct other related tasks as directed by the Clubhouse Manager.

**Clubhouse Attendants**

- 1. Assist Clubhouse Manager in the day-to-day operations.
- 2. Ensure an immaculate overall appearance of the amenities.
- 3. Document all complaints, injuries, and maintenance issues.
- 4. Conduct other related tasks as directed by the Clubhouse Manager.

**III. Field Services**

- 1. Individual with licenses, certifications, or significant experience to assist the Board with evaluating its landscaping, aquatic and stormwater ponds, or other common areas.
- 2. Perform monthly inspections of District property and maintenance responsibilities.
- 3. Provide monthly inspection reports with pictures, analysis, and recommendations.
- 4. Notify District vendors about deficiencies in service.
- 5. Monitor District vendors' progress in remedial work and provide the Board with a progress report.
- 6. Provide input to the District Manager for annual budgetary consideration.
- 7. Use experience to obtain proposals for various projects.
- 8. Assist in drafting competitive procurement packages (such as instructions to proposers and scope of services) and conduct pre-proposal meetings with interested proposers.

	<b>Cost of Services</b>
i.	<p><b><i>A cost proposal for the Scope of Services (inclusive of all direct and non-direct costs as well as all overhead, fees and profit).</i></b></p> <p>See Vesta's detailed Pricing on the next page.</p>
ii.	<p><b><i>Cost proposals should be written so that they may be incorporated, as modified during negotiations, as an attachment to an agreement.</i></b></p> <p>If selected, Vesta would recommend that our entire Proposal be incorporated as an attachment to our agreement with the District, including our "Cost of Services" information.</p>
iii.	<p><b><i>The compensation for non-salaried staff members will only be paid for hours worked.</i></b></p>
iv.	<p><b><i>The roles and staffing levels should be recommended by the Contractor and will ultimately be evidenced in the Agreement or any addendums.</i></b></p> <p>See following page for Vesta's proposed Alternate Option's recommended roles and staffing levels.</p>

**NOTE:** All Fees shown by Vesta on the following page **INCLUDE** all direct costs (i.e., on-site staff's gross wages, payroll burden, benefits, workman's compensation insurance, business travel for the District, cell phone usage, and uniforms), **all non-direct costs** (including Vesta's costs for regional and corporate oversight-and-support, and liability insurance), **and Vesta's "Oversight & Management Fee,"** which essentially provides our gross profit.

“Vesta has been our amenity management firm since 2005. They are extremely quick to own and resolve any problems that arise; their work has been nothing less than stellar. Whether it is a Vesta employee on property, Amenity Manager, General Manager, or Sr. Leadership, I have direct access to each - and they always respond.

They truly care about our community and residents and are always looking to enhance the quality-of-life for us. I could not give a higher or more enthusiastic recommendation.

”

- Kevin Colcord, past Board Chairman; Bartram Springs CDD

**"Personnel:** Employ at a minimum a Clubhouse Manager, Assistant Clubhouse Manager, Maintenance Personnel, and Clubhouse Attendants that will be assigned to the District."

Services	Staffing Hours	2024 (Figures shown below to be pro-rated from contract start-date through 09/30/24)	2025 = 7% increase (period of Oct. 1, 2024 - Sept. 30, 2025)	2026 = 4% increase (period of Oct. 1, 2025 - Sept. 30, 2026)
Lifestyle/Clubhouse Manager (Salary)	40 hrs./wk.	\$99,505	\$103,485	\$107,625
Assist. Clubhouse Manager (Hourly)	8 hrs./day, 40 hrs./wk.	\$71,525	\$74,385	\$77,360
Maintenance Technician (Hourly)	8 hrs./day, 40 hrs./wk.	\$74,630	\$77,615	\$80,720
Clubhouse Attendant (Hourly)	4 hrs./day 5 days/wk.	\$24,795 <b>NOTE:</b> Attendant Staff Hours shown = <b>20</b> hrs./wk.	\$25,785	\$26,815
<b>Vesta's TOTAL FEE to CDD (per RFP's structure)</b>		<b>\$263,000</b> (Fee discounted by \$7,450 to fit CDD's Budget.)	<b>\$281,270</b>	<b>\$292,520</b>

"The roles and staffing levels should be recommended by the Contractor and will ultimately be evidenced in the Agreement or any addendums."

## PRICING ALTERNATIVE

As an **Alternate Option**, our **recommended amenity operation/structure** is shown below. Based on our experience, **we believe this would be the right fit for Concord Station**. If awarded the contract, Vesta would conduct an in-depth Analysis (see Page 26) within the first 90 days, and further advise of any changes that would be in the District's best interests.

Services	Staffing Hours	2024 (Figures shown below to be pro-rated from contract start-date - Sept. 30, 2024)	2025 = 4% increase (period of Oct. 1, 2024 - Sept. 30, 2025)	2026 = 4% increase (period of Oct. 1, 2025 - Sept. 30, 2026)
Amenity Manager	40 hrs./wk.	(Gross Wages: \$64,000) Fee to CDD: \$99,505	(Gross Wages: \$66,500) Fee to CDD \$103,485	(Gross Wages: \$68,850) Fee to CDD: \$107,625
Facility Attendants / Residents & Guest Services	Sun. 12 - 6 pm; Mon - Thu. 10 am - 7 pm; Fri & Sat: March - Oct., 10 am - 9 pm; Nov. - Feb., 10 am - 7 pm	(Gross Wages: \$53,060) Fee to CDD: \$81,365  <b>NOTE:</b> Schedule shown = avg. of <b>63</b> Attendant Staffing Hours/week.	(Gross Wages: \$54,855) Fee to CDD \$84,620	(Gross Wages: \$56,775) Fee to CDD: \$88,005
Maintenance Technician	8 hrs./day; Mon - Fri. (40 hrs./wk.)	(Gross Wages: \$48,000) Fee to CDD: \$74,630	(Gross Wages: \$49,680) Fee to CDD: \$77,615	(Gross Wages: \$51,200) Fee to CDD: \$80,720
<b>Vesta's TOTAL FEE to CDD (for Alternate Option)</b>		<b>\$255,500</b> (approx. \$7,500 below CDD's FY '24 Budget)	<b>\$265,720</b>	<b>\$276,350</b>



“As a long-time resident and CDD Board Chair, I have a first-hand appreciation for the superior value that Vesta brings. Our thriving community appeals to people because of how well our residents are served and our assets are managed by Vesta (for 16+ years now.) And our success isn't due to having a large staff, either; Vesta's talent, experience, and dedication are the difference-makers.

*I urge other CDD Boards to assess the true value of their options for management services, in terms of securing the best service possible for the community in return for the appropriate commitment of financial resources by the District.*

*I'm pleased to commend Vesta for fully embracing this key approach by our CDD, and for doing so in such a collaborative and transparent manner with us.*

”







# Vesta

## Contact Us

**245 Riverside Ave. #300  
Jacksonville, FL 32202**

**Phone: 877-988-3782  
[Contact@VestaPropertyServices.com](mailto:Contact@VestaPropertyServices.com)**

# Tab 3



# Concord Station Community Development District



## Proposal for District and Amenity Management Services November 10, 2023

### OUR MISSION:

TO BE THE **PARTNER AND PROTECTOR**  
OF THE **MOST CRITICAL RESOURCE**  
THAT HELPS **COMMUNITIES PROSPER**



November 10, 2023

Re: Proposal for Concord Station Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District and Amenity Management services for the Concord Station Community Development District. Concord Station is a premier community and we are excited about the opportunity to serve the board and residents out of our Pasco County office.

**Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper."** We do this through our **3 Principles of Pure Partnership:**

## PURE PARTNERSHIP



### Pure Alignment

We connect with clients on their terms, on a foundation of clarity, trust and mutual understanding. We make their goals our goals, tailoring the right mix of skills and resources to every project.



### Pure Accessibility

We are open and transparent with our clients and each other. We make information and insights easy to see, understand and share. We're always available and open to share our skills, ideas and thinking.



### Pure Accountability

We hold ourselves accountable to our clients, through continuous measurement and improvement, to our environment, through rigorous compliance, and to each other, through ongoing safety, training and professional development.

- **Experience:**
  - Providing District Management Services to West Florida Region for over 40 years.
  - We provide service to over 135 CDDs throughout Florida including 90+ CDDs in the West Florida Region.
  - 15 District Managers on staff with 10+ years average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction, the majority of our Managers are Certified as District Managers through the Florida Association of Special Districts.
- **Project Management** – We are able to provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.

- **Cost Savings** –Our proposal includes a price decrease of **6.6%** for overall District Management and Financial services. We will continue to review your current operating budget and to identify additional savings opportunities or more efficient ways to operate the district.
- **Technology:**
  - **Avid Xchange:** An advanced accounts payable system that allows the Inframark team to be highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member, if desired. This system provides historical information on invoice payments, provides for creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
  - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system that allows us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach: We are more than the individual assigned to your account.** Our service to your community will include 11 highly trained professionals including: a secondary District Manager, Finance and Recording personnel and supervision. We have been told the depth and experience of our team is one of our greatest strengths!
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff
  - Complete internal IT support and infrastructure. We backup our servers and your information at multiple Inframark offices around the state and country to protect against catastrophic storms
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more

Inframark is committed to making continuous improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and make certain that the Board and residents are receiving the most effective and advanced services possible, all with a value-based fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Respectfully,



Chris Tarase  
President  
Inframark - Community Management Services







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# 1 Executive Summary

Inframark is pleased to provide this proposal for District Management Services to the board. Inframark has been providing Management Services in Florida for over 40 years.

To meet the needs of your District, we provide a fully empowered local District Manager out of our Tampa office. We provide additional support to all our clients through a central office with a regional management and support team and our structured business systems. This approach brings the strength, experience and expertise of Inframark to work proactively to address the needs of the District in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District, but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations and local municipalities.
  - We pride ourselves on providing the best customer service in the industry and have a client retention rate over 99%.
- **Capital Project Management:** Inframark has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients and also can provide Certified Project Managers (PMP) on staff as needed
- **Office Locations:**
  - We have seven offices in the State of Florida that support our district clients. (Tampa, Brandon, Wesley Chapel, Ft. Myers, Celebration, St. Augustine and Coral Springs)
  - We will support your District with a local district manager out of the Tampa office

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5 year period our CDD has performed many projects from paving roadways to a multi million dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule. In areas where his knowledge was limited he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed he listened and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*

- **Safety:**
  - Inframark is the only District management company who has a specialized team of Health, Safety and Environmental (HSE) professionals.
  - Documented monthly safety training for ALL Inframark personnel.
  - Disaster Preparedness Plans for staff and ability to assist in plan creation for clients
- **Human Resource Management:**
  - Inframark has its own professional team of human resource professionals.
  - Provides drug and background screening that meet all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues including sexual harassment, anti-discrimination, ethics, customer service and other important programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives
  - Best in industry employee benefit and 401(k) program
- **Field Services:** Inframark is also able to provide the following field services with our own employees:
  - A complete range of Field Management and Maintenance services including but not limited to:
    - Vendor management
    - Contract administration
    - Sidewalk grinding
    - Pressure washing
    - Concrete Replacement and sidewalk repair
    - Monthly field services report
    - Landscape reviews
    - A full range of maintenance services for District and Association clients



## 2 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Approved FY2024 Budget
District Management Services	\$70,300	\$33,375
Admin Services	Included	\$ 7,030
Accounting Services	Included	\$23,585
Financial and Revenue Collections	Included	\$ 5,797
Disclosure Services	Included	\$ 5,000
Assessment Roll Services	\$ 5,000	\$ 5,798
<b>Total for District Management Services</b>	<b>\$75,300</b>	<b>\$80,585</b>
<b>Amenity Services Based on RFP</b>	<b>\$ 267,081</b>	<b>\$263,518</b>

- Pricing is good for 60 days and is contingent upon a mutually agreed contract.
- Pricing represents a **6.6% cost reduction** from current similarly budgeted services.
- Amenity Staffing Scope of work would be similar to current service and scope

## 3 About the Company

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, residential and commercial



property owner associations. With offices throughout the State of Florida in Tampa, Brandon, Wesley Chapel, St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDD's and HOA's and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 125+ Community Development Districts and 200+ HOA's. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

The success of any project (big or small) and every relationship depends on a positive and productive interplay of the people, processes, resources and responsibilities of all involved. Over the years, we've formalized the most important elements into our own service philosophy that we call the Principles of Pure Partnership™. These partnership elements, Alignment, Accessibility and Accountability, are infused into our culture, into every project and every interaction. The result is deeper relationships with our clients and each other and real value in ways you can see, feel and measure.



### Our Partnership Principles

#### Pure Alignment

We connect with our clients on a foundation of clarity, trust and mutual understanding. We make our clients' goals our goals, and tailor the right mix of skills and resources to every project.

#### Pure Accessibility

We are open and transparent with our clients and each other, making information and insights easy to see, understand, and share. We are always available and open to share our skills, ideas, and thinking.

#### Pure Accountability

We hold ourselves accountable to our clients and ourselves. We seek continuous improvement through rigorous compliance, as well as ongoing safety, training, and professional development.



**CLICK HERE TO  
SEE OUR VIDEO ON YOU TUBE.**

<https://www.youtube.com/watch?app=desktop&v=C-elgNECVJ4&feature=youtu.be>

## 4 Qualifications

### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested. As the District Manager, Inframark will arrange for time and location and all other necessary logistics for such meetings. For each meeting, we will prepare agenda packages for transmittal to the Board and staff at least seven days prior to the Board's meeting. Inframark will attend up to twelve meetings a year at no additional cost to the District.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

The Inframark team uses a primary and secondary management approach to the District Management position. Your CDD will have a primary District Manager as well as a back up District Manager who will be kept abreast of CDD activities and projects. This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

### Records:

Inframark the largest teams of recording professionals (ten personnel), in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided through our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff that are assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark provides full compliance with all the Florida Statutes Records Requirements of Chapter 119. This includes storage of records, access to records and coordination of all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### Document Management:

Inframark utilizes three parallel processes to manage the documents of our clients.

- First, our electronic document management system allows access security settings to be placed on each file to prevent unauthorized editing or manipulation, thus ensuring the integrity of the document. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure



storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.

- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

#### **Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures in place to minimize the impact of storms, power outages and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

#### **District Operations:**

Inframark has fifteen (15) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The West Regional Manager for Inframark has over fifteen (17) years of District Management experience in addition to experience in finance, IT and is a Certified Project Manager. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from District clients across the state. We conduct monthly manager calls in which we discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members go through monthly training to keep them up to date on a wide variety of issues that impact District operations.

The District Management team has access to all records of their Districts which includes all current and past contracts entered into by the District Board of Supervisors. With our searchable data base, it is very easy for our District Managers to review past contracts to compare with existing or proposed contracts. This allows our District Management team to keep up with contract termination dates, scope of services and fee schedules in each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and make certain that when the Board decides to terminate a vendor contract, it is done in an appropriate manner avoiding legal issues for the District.

Inframark has dedicated personnel that work with each District Manager on the renewal of District insurance requirements, including review of District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFP's) for a wide variety of District construction, capital and maintenance projects including:

- a) development of complex bid and proposal packages,
- b) advertisement of the opportunities,
- c) analysis of the proposals and bids, and
- d) development of recommendations for Board consideration.

With the vast experience of our District Management team and the presence of Inframark across the State of Florida we have established excellent relationships with many vendors and contractors which brings a value-added service to the District.

#### **Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes that are designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation and budget monitoring are knitted together in such a way to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those items that are routine in nature. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements as well as annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to properly reflect its financial condition. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team constantly monitors various investments instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

**Audits:**

Inframark has been working for decades with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system that was designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.

**Budgeting:**

Inframark's customized CDD financial software system allows us to deliver options to our clients on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based upon the input from the Board as to the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to ensure that all legal requirements for advertisements are met during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer and District Attorney on any operation and maintenance expenditures that they believe need to be increased, decreased or eliminated as part of the new budget cycle. It is critical in the development of an annual budget that aspects of the budget are reviewed by each team member providing service to the District.

**Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any operation or maintenance expenditure currently included in the budget. It is important that the annual capital budget is fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility prior to the Board acting on said expenditure.

Inframark has many years of experience in dealing with capital bond issues and bank qualified loans for District projects. We have extensive experience in working with bond underwriters, financial advisors and various lending institutions on the establishment and implementation of capital programs for District clients. We have established procedures for making certain that specific deadlines associated with bond documents and bank qualified loan requirements are met. We have an excellent reputation of successful implementation of a wide variety of financing programs for our District clients.

**Assessments and Revenue Collection:**

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on roll and off roll collection. We have successfully worked with District legal counsel to accurately and timely collect off roll assessments when they are called for. We also routinely conduct true up analysis for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as needed basis at no cost to the District.

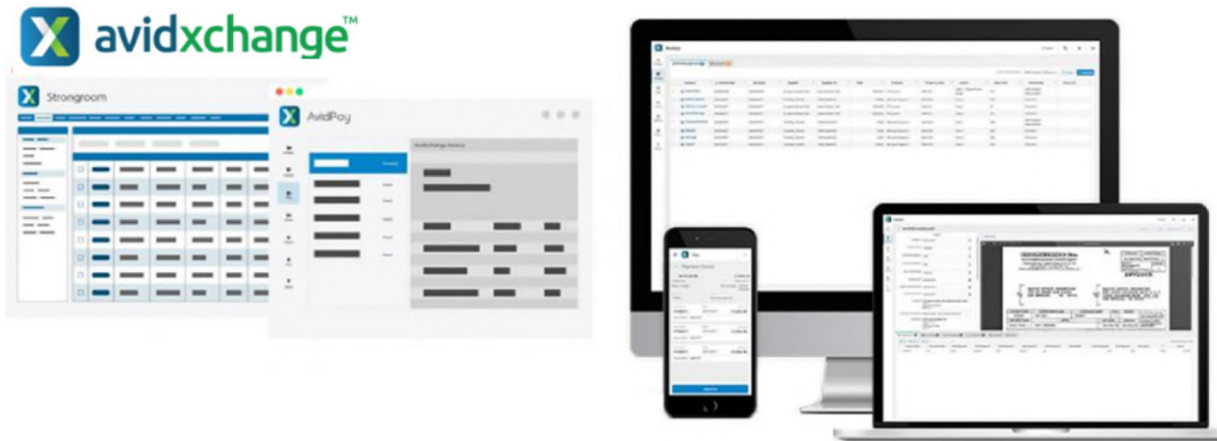


Our Treasury Services Group actively manages the revenue and investments for Districts across the State of Florida. This team ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in the management of our banking relationships – which is passed along to the Districts we service in the form of favorably negotiated fees and service costs.

The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

## 5 Effective Technology Tools and Support

### AvidXchange Accounts Payable Processing System



Inframark offers AvidXchange, which is an advanced accounts payable processing system that is highly efficient and effective at making sure that District invoices are paid timely and only after review and approval by the District Manager and/or a designated Board member, if desired. The system is PDF driven, easily tracks and archives records, preserves historical information on vendor payments, provides for creation of specialized reports, allows increased transparency for the Board's overall review of the payables process and provides for timely payment for the vendor.



#### Improve Security and Transparency

Automate the approval workflow to improve governance and control for managers and board members. Enjoy 24-7 access from anywhere with an internet connection.



#### Centralize Invoices and Speed Up Approvals

Leverages a flexible online invoice approval process for expedited processing, while minimizing manual data entry and enabling mobile invoice review and approval.



#### Efficiently Manage Invoices

Vendors scan invoices in PDF format and submit them directly to the system in seconds. No need for printing, mailing & stuffing invoices in file cabinets.

The Manager reviews invoices online and ensures expenditures are coded to the proper general ledger account. Designated approvers receive email notifications whenever invoices are awaiting their review and approval. Approvers log on to the AvidXchange website, view the invoices in their individual queues and approve them for payment, which then prompts a payment being sent to the vendor.

### Customized Financial Statements & Budgets

Inframark developed a proprietary financial operating system designed exclusively for the Community Development District business, allowing us to provide clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to choose how their financial statements will look, depending upon the preference of the Board.

## TECHNOLOGY DRIVES OUR COMMUNITIES

## IMS TownSquare – Website, Portal and Communications

Inframark intentionally promotes communication and transparency through our hybrid communication tools. Accessible from smart phones, pads, and computers streaming community info and news feeds, providing tangible communication and alternatives to unofficial chatter among social media.



Inframark’s hybrid webpage is password protected and functions like both a webpage documents center and a social media network with safety control filters. It is manager-controlled communication hub to proactively provide information, build approved community groups, update important community activities, and optionally request feedback from residents – all postings have a 1200-word filter to screen out profanity and other inappropriate language.

Managers can proactively plan and schedule communications with strategic postings, so residents are more informed. Inframark’s Phone App creates proactive postings where residents are focused! This site can be stand alone or become the District’s Communication Hub.

- Private and secure communication tool - only for the use of the residents.
- Communication can be one-way from manager, or if chosen, interactive with residents.
- Official District news and topic channels are used to categorize discussion threads.
- “Report a post” feature and blacklisted word filters
- Designed for optimum web and mobile viewing and posting.
- IMS TownSquare Mobile app for Apple iOS and Android users.

### • IMS TownSquare Work Order System

Managers, Residents AND Vendors can now go online to maximize workflow. Inframark TownSquare Work Orders allow for Members, Vendors and Community Manager to create work orders online and via our TownSquare App. The digital forms created by the Manager or approved vendor are tracked in the system which notifies all parties with all work order requests. Status and activity can be exported in Excel or PDF form and becomes part of our standard Monthly Reporting.



## 6 Staffing

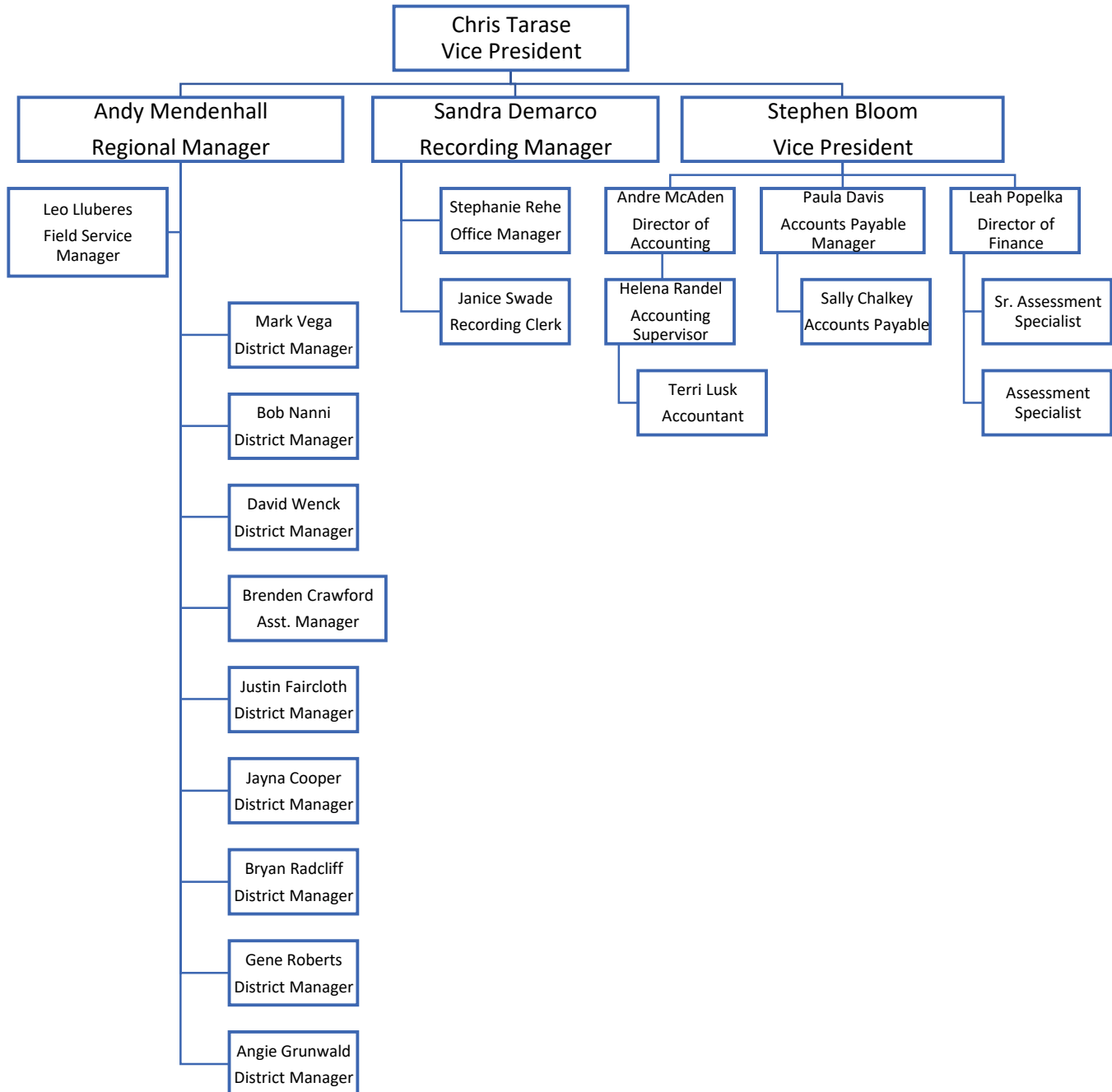
Inframark is the only District Management firm with its own Human Resource team. This means the following:

- our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- we provide a 401K retirement plan,
- we provide ongoing training and training incentive programs,
- we offer tuition reimbursement, and
- we have an in-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits that are designed to encourage long-term employment with Inframark.

In terms of the personnel assigned to your District, Inframark will ensure to the highest degree possible that we will retain the same personnel for your District. In addition, for the primary District Manager and the Secondary District Manager we will not remove or replace them without notifying the Board and the Board will have the opportunity to approve their replacement.

## West Florida Organizational Chart



### District Management:

**Jayna Cooper**, District Manager, oversees a portfolio of Districts in Pasco and Hillsborough Counties encompassing both developer and resident controlled Boards in various stages of development. She began her career as an Associate District Manager, which provided the opportunity to be cross trained as both a District Manager and an Administrative Assistant. This training resulted in a deep understanding of all aspects of the operations, management, and administration of her Districts.

Prior to becoming a District Manager in the fall of 2021, Jayna served students at all levels for 14 years as a teacher, instructional coach, and administrator. While working as an educator, she gained extensive experience building positive relationships and effectively communicating with stakeholders. She was responsible for all aspects of overall administration of a top-performing school of over 1,300 students including supervising and evaluating 30 teachers, facilitating professional development, analyzing data to write, implement, and monitor school improvement plans, budgeting, and fostering positive community relations.

Jayna received her Bachelor of Science in Education in 2006 from The University of Wisconsin – Madison and Master of Education in Educational Leadership from The University of West Florida in 2016. She is also a Notary Public in the State of Florida.

**Andy Mendenhall** is the Regional Manager for Inframark and is also available to work with Mark on addressing any issues that could develop and he will be responsible for the overall performance of the Inframark team. Mr. Mendenhall has 17 years of district management experience. He is a certified Project Management Professional with more than 20 years of project and program management experience in technical and business operational areas. His background includes treasury services work with JP Morgan and Citibank with additional years of information technology experience working for Cigna Healthcare and Metris Corporation. He holds a bachelor's and master's degree in Business Administration. Mr. Mendenhall also currently serves as a Supervisor on the Seven Oaks CDD and previously served as the Chairman of the Northwood CDD and is based in our Tampa office.

### Recording Services:

**Sandra Demarco**, Records Manager, has been with Inframark for over 17 years and serves as Manager of the Recording Department. She has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts with experience in processing permits. In addition, she has over 7 years of experience as a Records Management Liaison Officer overseeing maintenance of public records and responding to public records requests; and over 4 years' experience serving as a municipal clerk. Sandra earned a BA from Florida Atlantic University.

**Janice Swade**, Recording Secretary, has been working with Inframark for 17 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

**Stephanie Rehe**, Office Manager, has been with Inframark for over 18 years and is responsible for coordinating the publication of all meeting notices, responding to public record requests and updating the electronic archival repository. She works closely with the entire Management Services team, facilitating and gathering documentation to compile agenda packages and finalize the District's records of proceedings in accordance with Florida Statutes. Stephanie has 15 years of clerking experience with Inframark.

### Financial Services:

**Stephen Bloom**, Finance Director, has been with Inframark for over 16 years and leads the Finance Department and coordinates the District's banking and investment activities. He is also responsible for monitoring and implementing changes to the financial reports to ensure the District is compliant with all GAAP requirements. Stephen holds Bachelor Degrees in both Finance and Management and has more than 20 years of combined accounting and finance experience in both the public and private sectors.



**Joanne Blanchard**, Director of Accounting, oversees the Inframark Financial Team which manages the District's financials, budgets and annual audits. She works with financial institutions to provide long-term investing, credit and debit cards; and ensures investment policies are upheld with Federal and State requirements. He coordinates bond compliance requirements with the Trustee, establishes procedures and maintains reporting of unclaimed property. She has over 12 years of Municipal experience.

**Terri Lusk**, Accountant, has been with Inframark over 17 years and is responsible for preparation of financial statements, annual budgets and audits. She earned a Bachelor of Business Administration in Accounting from Florida Atlantic University and has more than 20 years of experience that includes over 17 years in the not-for-profit sector.

**Paula Davis**, Accounts Payable Manager, has been with Inframark for 19 years and is responsible for overseeing all accounts payable, accounts receivable and payroll activities. In addition, she coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes five (5) years as a Human Resources Coordinator.

**Sally Chalkey**, Accounts Payable Specialist, has been with Inframark since 2014 working closely with vendors, field managers, District Managers, City Managers and accountants. Sally has 20 years' extensive experience working in the accounting and customer service field. Sally is proficient in the accounts payable process, processing over 7,000 invoices annually.

**Luvinia LaCap**, Assessment Specialist, has been with Inframark since 1999 working closely with title companies, residents, District Managers and accountants. Luvinia has over 19 years' extensive experience working in assessments and customer service fields.

**Erika Wilson**, Assessment Services, Erika has 8 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Erika has worked for Inframark since 2018 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building District assessment rolls, managing District lien books, bond methodology analysis and implementation, debt service funding, developer billings and debt service budget analysis.

**Leah Popelka**, Director of Finance, Leah has over 20 years of finance and accounting experience in the banking, utilities, real estate development, and district management sectors. Prior to joining the Inframark team, she served as the Director of Finance for an asset management and advisory firm specializing in real estate acquisitions, restructuring and repositioning, and municipal financing. She is responsible for leading Inframark's finance team in a variety of tasks including budgeting, assessments, dissemination agent services, developer off-roll commitments, estoppel preparation, and lien book compilation. When Leah is not working, she enjoys spending time with her husband and 15-year-old daughter, most days on the volleyball court or on the water enjoying the Gulf Coast.

## 7 Clients (Partial List)

Community	County
Coral Lakes CDD	Charlotte
Heritage Lake Park CDD	Charlotte
Riverwood CDD	Charlotte
Bonita Springs	Collier
Cedar Hammock CDD	Collier
Heritage Bay CDD	Collier
Naples Heritage CDD	Collier
Quarry CDD	Collier
Avalon West	Hernando
Four Seasons @Crystal Spring	Hernando
Southern Hills Plantation II	Hernando
Spring Ridge CDD	Hernando
Arbor Greene CDD	Hillsborough
Avelar Creek	Hillsborough
Balm Grove	Hillsborough
Belmond Reserve CDD	Hillsborough
Berry Bay	Hillsborough
Bullfrog Creek	Hillsborough
Carlton Lakes CDD	Hillsborough
Cheval West CDD	Hillsborough
Cordoba Ranch CDD	Hillsborough
Creek Preserve CDD	Hillsborough
Cypress Mill	Hillsborough
Easton Park CDD	Hillsborough
Gas Worx (Tampa)	Hillsborough
Hammocks (The) CDD	Hillsborough
Harbour Isles CDD	Hillsborough
Heritage Isles CDD	Hillsborough
La Collina	Hillsborough
Live Oak No. 1 CDD	Hillsborough
Live Oak No.2 CDD	Hillsborough
Mirabella	Hillsborough
North Park Isle	Hillsborough
Park East	Hillsborough
Park Place	Hillsborough
Parkway Center {Oak Creek}	Hillsborough
Shell Point {Shell Cove}	Hillsborough
Sherwood Manor {Brookside}	Hillsborough
Simmons Village North CDD	Hillsborough
South Creek CDD	Hillsborough
South Fork CDD	Hillsborough

Community	County
The Heights	Hillsborough
The Oaks at Shady Creek	Hillsborough
Timber Creek	Hillsborough
Touchstone	Hillsborough
TPOST CDD	Hillsborough
Ventana	Hillsborough
Waterchase CDD	Hillsborough
Westchase CDD	Hillsborough
Westchester	Hillsborough
Buckhead Trails CDD	Manatee
Buckhead Trails II CDD	Manatee
Forest Creek CDD	Manatee
Lexington CDD	Manatee
Parrish Plantation	Manatee
Plant City	Manatee
Saltmeadows	Manatee
Sawgrass Village CDD	Manatee
SouthBay	Manatee
Chapel Crossings CDD	Pasco
Cobblestone	Pasco
Cypress Preserve	Pasco
Harvest Ridge	Pasco
Heritage Springs CDD	Pasco
Hillcrest Preserve (Recreate)	Pasco
Hilltop Point (Dade City)	Pasco
Lake Bernadette CDD	Pasco
Lexington Oaks CDD	Pasco
Longleaf	Pasco
Meadow Pointe CDD	Pasco
Meadow Pointe II CDD	Pasco
New River CDD	Pasco
Northridge	Pasco
Northwood	Pasco
Oak Creek CDD	Pasco
Oakstead CDD	Pasco
St Joe (Dade City)	Pasco
Suncoast	Pasco
Two Rivers East CDD	Pasco
Two Rivers North CDD	Pasco
Two Rivers West CDD	Pasco
Watergrass	Pasco

## REFERENCES

Watergrass II CDD  
<https://www.watergrass2cdd.com>  
Wesley Chapel, FL (Pasco County)  
Zuriel Cabrera, Chairman  
[zcabrera@hotmail.com](mailto:zcabrera@hotmail.com)  
201-723-9119

Forest Creek CDD  
<https://www.forestcreekcdd.org/>  
Parrish, FL (Manatee County)  
Joe Dewitt, Chairman  
[jdewittfccdd@gmail.com](mailto:jdewittfccdd@gmail.com)  
941-212-7080

Westchase CDD  
<https://westchasecdd.com/>  
Tampa, FL (Hillsborough County)  
Matt Lewis, Chairman  
[Seat3@westchasecdd.com](mailto:Seat3@westchasecdd.com)  
813-503-2239

Live Oak No 1 CDD  
<https://www.liveoakno1cdd.com/>  
Tampa, FL (Hillsborough County)  
Mike Ceparano  
[seat4@liveoakno1cdd.com](mailto:seat4@liveoakno1cdd.com)  
813-417-6698

Oak Creek CDD  
<https://www.oakcreekcdd.org/>  
Wesley Chapel, Florida (Pasco County)  
David Gerald  
813-629-5502



## 8 Sample Scope of Services

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

### **A. Meetings, Workshops, and Hearings**

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### **B. District Operations**

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Monitor certificates of insurance as needed per contracts.
7. Assist with the preparation of and follow risk management policies and procedures.
8. Recommend and advise the Board, in consultation with the District Engineer, of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
9. Process and assist in investigation of insurance claims..
10. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
11. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
  - ii. provide the regular meeting schedule of the Board to the County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.

- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

**C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

**D. Budgeting**

1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

**E. Assessments & Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

**F. Bond Compliance and Dissemination Agent – Additional fees may apply**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting **for additional fee** as required.

**G. Records**

1. Maintain the “Record of Proceedings” for the District at a location within the boundaries of the local government in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida’s public records laws.
2. Serve as the District’s Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District’s designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

**H. Field Management Sample Services (Available upon request with additional fee based on mutually agreeable scope of work)**

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

1. Provide day-to-day oversight of all District common grounds and assets.
2. Manage contractors to ensure that the maintenance of all District assets and common areas is completed on time and to acceptable standards.
3. Advise the District Manager of necessary repairs, extraordinary cleaning, and/or replacement of assets.
4. Ensure contract compliance by all District contractors including, but not limited to, landscapers, lake maintenance providers, etc.
5. Develop, manage, and maintain relationships with vendors and contractors so work can be performed and completed on time and to acceptable standards.
6. Assist in negotiating, purchasing, and bidding of contracted services.
7. Assist District Management in monitoring annual maintenance budget for community.
8. Assess the performance of all maintenance contractors and advise the District Manager of appropriate remedial action needing to be taken and/or being taken to ensure proper performance of same.
9. Prepare weekly report to include date and time of visits, current, ongoing, and closed projects.



# Tab 4



## Governmental Management Services

*Serving Florida's Communities*

November 29<sup>th</sup>, 2023

Concord Station Community Development District  
c/o Vivek Babbar, Esq., District Counsel  
Straley Robin Vericker  
1510 West Cleveland Street  
Tampa, Florida 33606  
Via email to [VBabbar@srvlegal.com](mailto:VBabbar@srvlegal.com)

RE: Proposal for District Management Services

Dear Mr. Babbar,

Governmental Management Services-Tampa, LLC ("GMS") is pleased to provide for your review our Proposal associated with providing District Management Services to the Concord Station Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524, ext. 125, or via email at [DMossing@gmstnn.com](mailto:DMossing@gmstnn.com) if you have any questions or need additional information.

Sincerely,

*Darrin Mossing*

Darrin Mossing  
GMS President

Enclosures

ORLANDO

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

JACKSONVILLE

9655 Florida Mining Blvd. W  
Suite 305  
Jacksonville, FL 32257  
(904) 940-5850

ST. AUGUSTINE

475 West Town Place  
Suite 114  
St. Augustine, FL 32092  
(904) 288-7667

FT. LAUDERDALE

5385 N. Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

TAMPA

4530 Eagle Falls Place  
Tampa, FL 33619  
(813) 344-4844

PALM COAST

393 Palm Coast Parkway SW  
Suite 4  
Palm Coast, FL 33137  
(904) 940-5850

KNOXVILLE

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

[www.govmgtsvc.com](http://www.govmgtsvc.com)

# Proposal For District Management Services Prepared For The Concord Station Community Development District:



## GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC



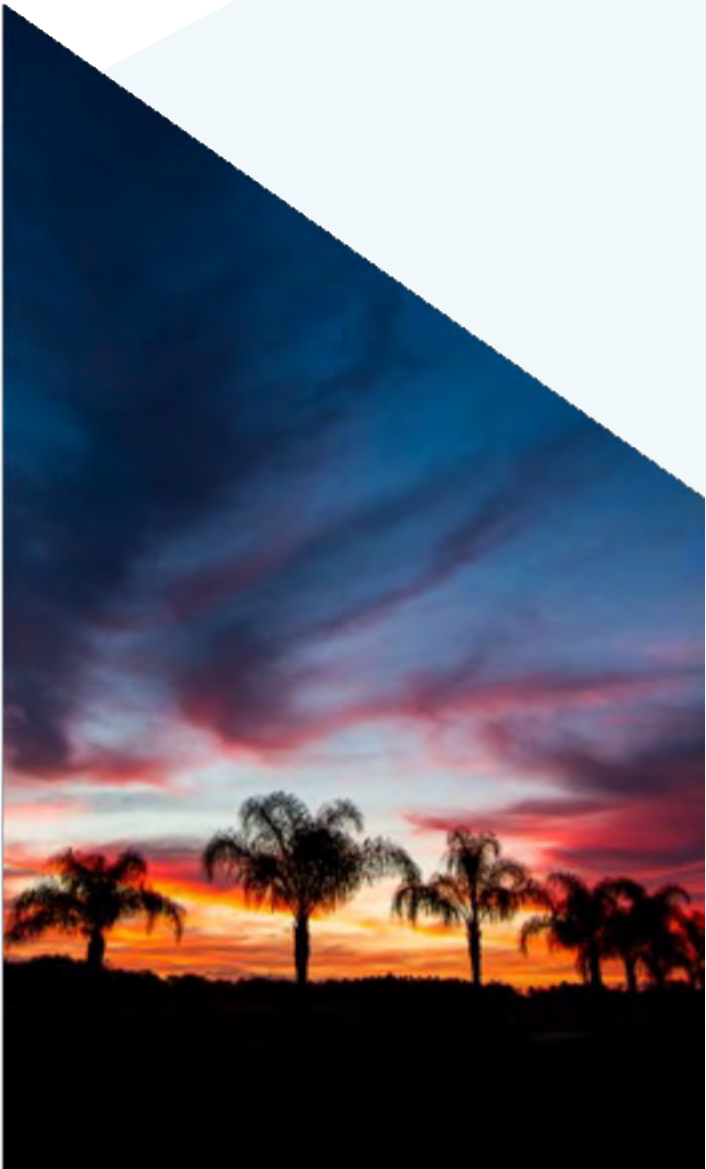
DISTRICT MANAGEMENT,  
FIELD OPERATIONS, AND  
AMENITY MANAGEMENT  
SERVICES

[www.govmgtsvc.com](http://www.govmgtsvc.com)

Submitted  
November 29<sup>th</sup>, 2023



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# COMPANY INFORMATION

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**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

**GMS WAS ESTABLISHED TO  
PROVIDE THE MOST EFFICIENT,  
EFFECTIVE AND  
COMPREHENSIVE MANAGEMENT  
SERVICES FOR COMMUNITY  
DEVELOPMENT DISTRICTS IN THE  
STATE OF FLORIDA.**



# HOW WE WORK

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Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Services are provided by seasoned professionals with well over 1,000 person years of combined Community Development District management experience. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Facility Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.



# OUR VALUES

---

## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

## **Corporate Office:**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.



## **GMS - Central Florida**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

1408 Hamlin Avenue,  
Unit E  
St. Cloud, FL 34771

## **GMS - Tampa**

4530 Eagle Falls Place  
Tampa, Florida 33619  
(813) 344-4844

## **GMS - South Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

## **GMS - North Florida**

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 33137

We have additional satellite offices  
throughout the State of Florida

# Proposed GMS District Management Service Team

Trusted & Service Oriented



**Jordan Lansford**  
District Management

See Page 8  
Of Our Proposal  
For The Rest Of The  
GMS Organization



**Brian Young**  
Amenity Management



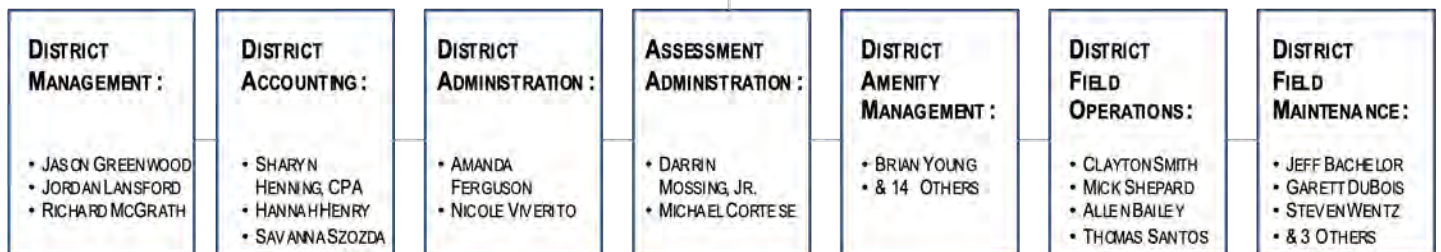
**Hannah Henry**  
District Accounting



**Amanda Ferguson**  
District Administration

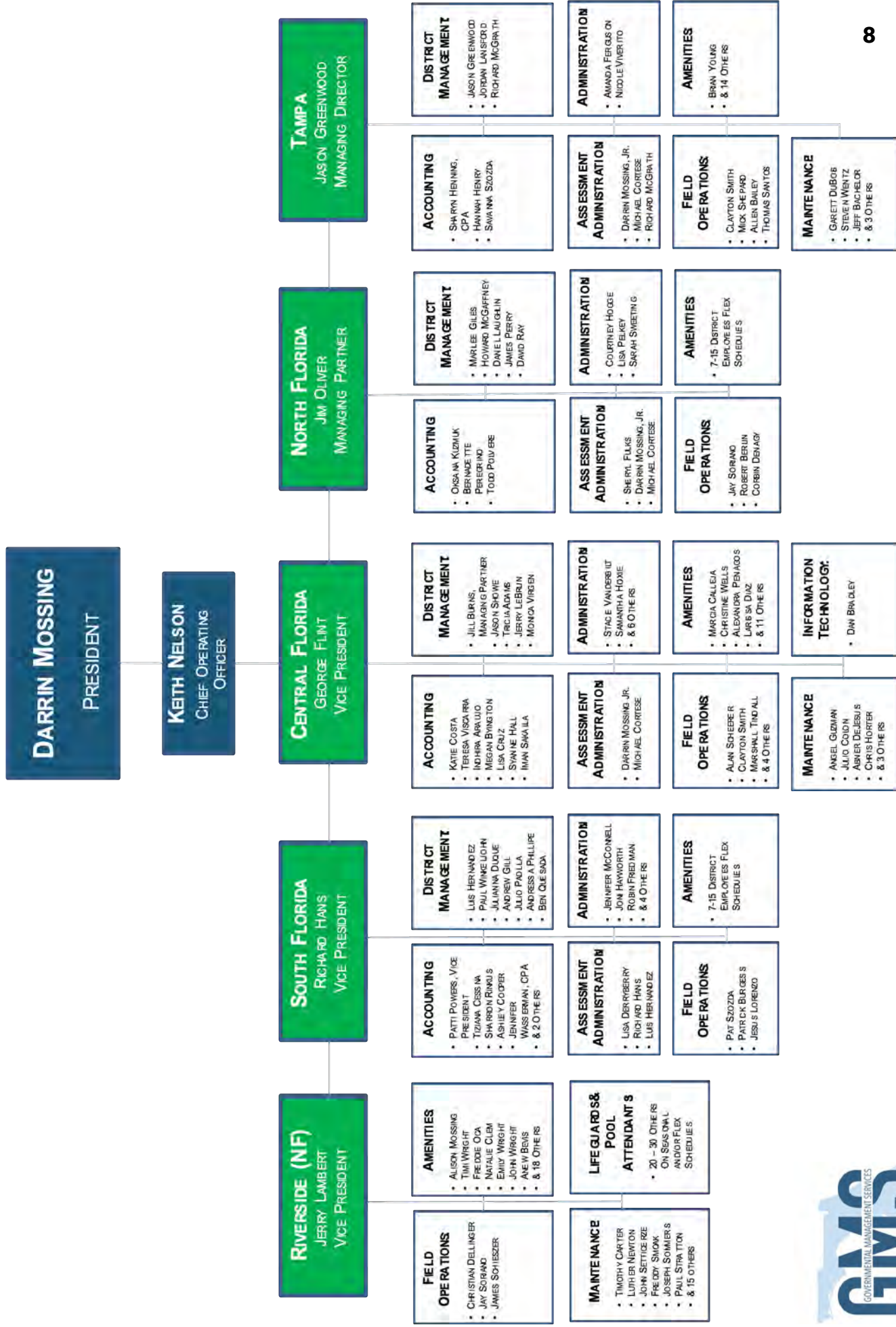


**Clayton Smith**  
Field Operations  
& Maintenance






# GOVERNMENTAL MANAGEMENT SERVICES



# OUR TEAM



**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry**

## STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

*"GMS realizes an organization is only as good as the individuals working within it."*

**EDUCATION**

Ohio University, 1988,  
Bachelor of Science,  
Major: Accounting

**EXPERIENCE**

34 Years

- President and Founder – GMS Organization
- Corporate Operations & District Management

# DARRIN MOSSING

## PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# JASON GREENWOOD

## DISTRICT MANAGER

Jason Greenwood provides management services to CDDs and property owners associations throughout the State of Florida. Mr. Greenwood has been committed to GMS since 2017, is a licensed Community Association Manager and operates out of the Tampa, Florida office. Mr. Greenwood has BA degrees in Business and Finance with a minor in Marketing from Ashford University in Clinton, Iowa, and an MBA in Business Administration, specialization in Finance, from Lynn University in Boca Raton, Florida.

**EDUCATION**

B.A., Business, Finance,  
Marketing minor,  
Ashford University  
MBA, specialization in  
Finance, Lynn University

**EXPERIENCE**

6 Years

- District Management
- Assessment Roll Administration

# JORDAN LANSFORD

## DISTRICT MANAGER

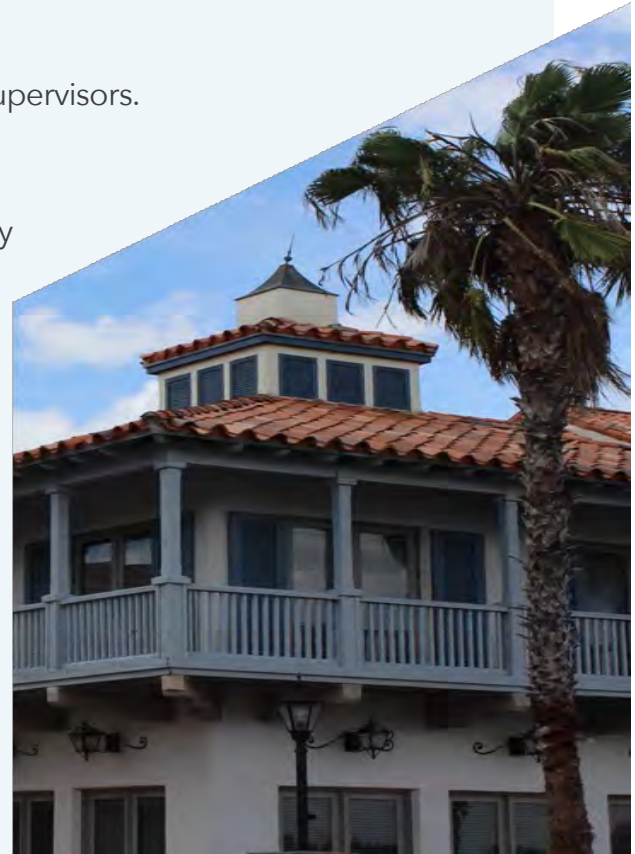
Jordan Lansford also provides management services to CDDs throughout the State of Florida. Jordan is a licensed Community Association Manager and operates out of our Tampa, Florida office. Ms. Lansford has an extensive background in District Management working with both developer and residential boards. Ms. Lansford was a former Division 1 volleyball athlete and graduated with her B.S. degree in Finance from Florida Gulf Coast University.



# DISTRICT MANAGEMENT SERVICES

**THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners' meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.



# ADMINISTRATIVE SERVICES

**Amanda Ferguson** will prepare agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. She is an Administration Management Professional, who has been committed to GMS since establishment in 2004. Mrs. Ferguson has performed various functions in her 19+ years with GMS; including amenity center management at premier North Florida communities, contract compliance, managing programs and special events, lifeguard management and transcription of board meetings. Mrs. Ferguson currently provides transcription and administrative services to 17 Community Development Districts in the Central Florida Region.

## **THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:**

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to :
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA.



# ACCOUNTING SERVICES

**Sharyn Henning** manages the accounting and financial reporting for our clients. She is a Certified Public Accountant with over 18 years of accounting and financial reporting experience with Community Development Districts across the State of Florida. Ms. Henning's experience includes financial statement preparation, payroll, budget preparation, preparation of annual audit reports, statutory and bond compliance. She has a Bachelors of Science Degree in Accounting from Florida Atlantic University. Ms. Henning currently serves as District Accountant to 20+ Community Development Districts in the state of Florida.

## EDUCATION

B.S. in Information Management,  
Masters in Business Management and Accounting

## EXPERIENCE

11 Years  
• Accounting  
• Financial Reporting

## EDUCATION

B.S. in Accounting,  
Florida Atlantic University

## EXPERIENCE

21 Years, CPA  
• Accounting  
• Financial Reporting

**Hannah Henry** has over 10 years of experience managing the accounting and financial reporting for our clients. Ms. Henry serves as District Accountant to 12+ CDDs and Homeowner Associations. She has a Bachelors Degree from the University of Tennessee with Information Management and has a Masters Degree from King University in Business Management and Accounting.

## THE FOLLOWING FINANCIAL SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances. Prepare accounts payable and present to Board of Supervisors for approval or ratification. Prepare annual budget for review and approval by the Board of Supervisors. Transmit proposed budget to local governing authorities 60 days prior to adoption. Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit to bond holders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Report to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.



# OPERATIONS MANAGEMENT SERVICES

GMS provides operations/field management services to 80+ Districts throughout Florida under the direction of **Clayton Smith**. He has a deep, and lengthy family history connected to CDD management, and has owned and operated his own maintenance company in the Central Florida area which carried out various undertakings, primarily for CDDs. He is a proud alumnus of the Florida State University. **Mick Sheppard** is our Operations Maintenance Manager, overseeing maintenance projects and providing maintenance services. Mick is equipped and capable of handling almost all CDD maintenance needs and specializes in maintenance projects specific to CDDs. Mick has a lengthy background in various maintenance services including but not limited to plumbing, HVAC repair, grounds maintenance, and property maintenance.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also develop landscaping RFPs as requested

## FACILITY REPAIR & MAINTENANCE SERVICES

GMS has an in-house Facility repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

# AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

**Brian Young** is the Director of Amenity Management in Tampa. He currently oversees amenity operations at Villages of Bloomingdale, Belmont, Forest Brooke, and Cypress Creek. In addition to Brian, there are various members of amenity staff working on-site and are available to assist with special events throughout the fiscal year that would be reviewed and approved annually by the Board of Supervisors.



GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third-party company for operations
- 3) District directly employs staff for operations

**UNDER THE FIRST APPROACH, THE FOLLOWING SERVICES ARE TYPICALLY PROVIDED  
BY GMS TO ENSURE A FIRST CLASS, AMENITY CENTERED COMMUNITY:**

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients, but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Maintain excellent level of customer service.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Maintain excellent level of customer service.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.





# SAMPLE SPECIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

## SUMMER CAMP

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring Break.

## FALL FESTIVAL

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

## WINTER CELEBRATION

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.

## KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

## ICE CREAM SOCIAL

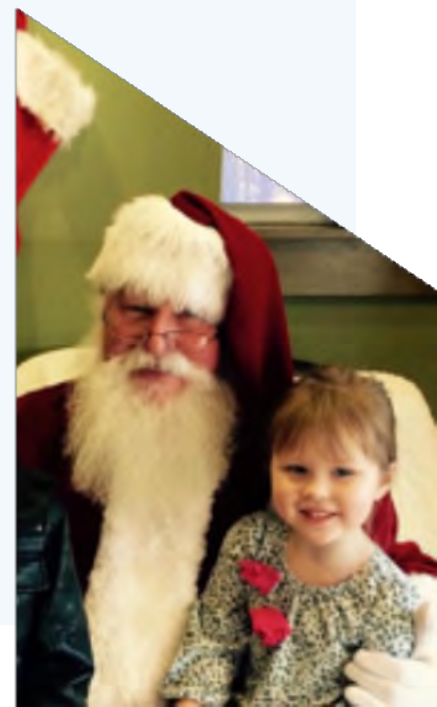
Ice cream and beverages with contests, raffles and games.

## SPRING FLING

An Easter egg hunt, pictures with the Easter bunny and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

## DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.





# ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

**Darrin Mossing Jr.** and **Michael Cortese** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

## Our GMS Services Include:

- Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers.
- Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the Tampa and Central Florida Divisions.





# REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients as well as the other CDD industry professionals have come to recognize and appreciate the quality of the services we provide. GMS encourages its prospective clients to call our references and learn what other district supervisors, developers, attorneys, engineers, and financial professionals are saying about us. The following table contains just a few of the clients and professionals who are pleased to serve as our references:

## Dan Leventry

Chair, Harbor Bay CDD  
620 Islebay Drive  
Apollo Beach, FL 33572  
(813) 995-5669  
[seat2@harborbaycdd.org](mailto:seat2@harborbaycdd.org)

## Gerald Barkholtz

Chair, Palms of Terra Ceia Bay CDD  
82300 Terra Ceia Boulevard  
Palmetto, FL 34221  
(941) 705-6329  
[jerrybarkholz@gmail.com](mailto:jerrybarkholz@gmail.com)

## Kristen Brooks

Chair, Belmont CDD  
10109 Count Fleet Drive  
Ruskin, FL 33573  
(404) 723-1245  
[boardmember5@belmontcdd.com](mailto:boardmember5@belmontcdd.com)

## Jason Hepburn

Chair, Cypress Creek CDD  
15412 Dark Start Lane  
Sun City Center, FL 33573  
(813) 406-2670  
[seat2@cypresscreekcdd.com](mailto:seat2@cypresscreekcdd.com)

## Paul Cilia

Chair, Forest Brooke CDD  
5019 Grist Mill Court  
Wimauma, FL 33598  
(813) 419-8115  
[seat3@forestbrookecdd.org](mailto:seat3@forestbrookecdd.org)

## Monica Swanson

Chair, Wynnmere West CDD  
623 Chatham Walk Drive  
Ruskin, FL 33570  
(786) 444-4750  
[seat3@wynnmerewestcdd.com](mailto:seat3@wynnmerewestcdd.com)

# GOVERNMENTAL MANAGEMENT SERVICES

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Table 2-1. District Management Experience Summary

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		✓
2	Academical Village	Broward	✓	✓	✓		✓
3	Amelia Concourse	Nassau	✓	✓	✓		
4	Amelia Walk	Nassau	✓	✓	✓		✓
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astoria	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	✓		
11	Bartram Springs	Duval	✓	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	✓	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	✓	✓	✓		✓
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	✓	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		✓
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		✓
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	✓	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	✓		
43	Coral Keys Homes	Miami-Dade	✓	✓	✓		
44	Cordova Palms	St. Johns	✓	✓	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓

## CLIENT LISTING

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GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓	✓	✓		✓
47	Crossings At Fleming Island, The	Clay	✓	✓	✓		
48	Crossroads Village Center	Polk	✓	✓	✓		
49	Crosswinds East	Polk	✓	✓	✓		
50	Crystal Cay	Miami-Dade	✓	✓	✓		
51	Cypress Bluff	Duval	✓	✓	✓		
52	Cypress Cove	Broward	✓	✓	✓		
53	Cypress Creek	Hillsborough	✓	✓	✓		
54	Cypress Park Estates	Polk	✓	✓	✓		✓
55	Cypress Ridge	Hillsborough	✓	✓	✓		
56	Davenport Road South	Polk	✓	✓	✓		✓
57	Deer Island	Lake	✓	✓	✓		✓
58	Deer Run	Flagler	✓	✓	✓		✓
59	Double Branch - Recreation	Clay	✓	✓	✓		✓
60	Dowden West	Orange	✓	✓	✓		✓
61	Downtown Doral	Miami-Dade	✓	✓	✓		
62	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
63	Dunes	Flagler	✓	✓	✓		
64	Dupree Lakes	Pasco	✓	✓	✓		
65	Durbin Crossings	St. Johns	✓	✓	✓		
66	Eagle Hammock	Polk	✓	✓	✓		✓
67	East 547	Polk	✓	✓	✓		✓
68	East Homestead	Miami-Dade	✓	✓	✓		✓
69	Eden Hills	Polk	✓	✓	✓		✓
70	Elevation Point	St. Johns	✓	✓	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
72	Estancia at Wiregrass	Pasco	✓	✓	✓		
73	Eureka Grove	Miami-Dade	✓	✓	✓		
74	Falcon Trace	Orange	✓	✓	✓		✓
75	Forest Brooke	Hillsborough	✓	✓	✓		
76	Forest Lake	Polk	✓	✓	✓		✓
77	Founders Ridge	Lake	✓	✓	✓		
78	Gardens at Hammock Beach	Flagler	✓	✓	✓		
79	GIR East	Osceola	✓	✓	✓		
80	Grande Pines	Orange	✓	✓	✓		
81	Green Corridor**	-Multiple	✓	✓	✓		
82	Griffin Lakes	Broward	✓	✓	✓		
83	Hamilton Bluff	Polk	✓	✓	✓		
84	Hammock Reserve	Polk	✓	✓	✓		✓
85	Harbor Bay	Hillsborough	✓	✓	✓		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	✓		✓
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	✓	✓		

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GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Hicks Ditch	Lake	✓	✓	✓		
92	Highland Meadows West	Polk	✓	✓	✓		✓
93	Holly Hill Road East	Polk	✓	✓	✓		✓
94	Hollywood Beach	Broward	✓	✓	✓		
95	Homestead 50	Pasco	✓	✓	✓		
96	Indigo	Volusia	✓	✓	✓		
97	Indigo East	Marion	✓	✓	✓		
98	Interlaken	Broward	✓	✓	✓		
99	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
100	Islands of Doral III	Miami-Dade	✓	✓	✓		
101	Isle of Bartram Park	St. Johns	✓	✓	✓		
102	Kingman Gate	Miami-Dade	✓	✓	✓		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	✓	✓		
105	Lake Ashton II	Polk	✓	✓	✓		
106	Lake Deer	Polk	✓	✓	✓		
107	Lake Emma	Lake	✓	✓	✓		✓
108	Lake Harris	Lake	✓	✓	✓		
109	Lake Lizzi	Osceola	✓	✓	✓		
110	Lake Mattie Preserve	Polk	✓	✓	✓		
111	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
112	Lakeside Plantation	Sarasota	✓	✓	✓		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	✓		
115	Lawson Dunes	Polk	✓	✓	✓		
116	Live Oak Lake	Osceola	✓	✓	✓		✓
117	Lucaya	Lee	✓	✓	✓		
118	Lucerne Park	Polk	✓	✓	✓		✓
119	Majorca Isles	Miami-Dade	✓	✓	✓		
120	Mayfair	Brevard	✓	✓	✓		
121	McJunkin @ Parkland	Broward	✓	✓	✓		
122	Meadowview @ Twin Creeks	St. Johns	✓	✓	✓		
123	Mediterranea	Palm Beach	✓	✓	✓		
124	Middle Village	Clay	✓	✓	✓		
125	Mirada	Lee	✓	✓	✓		
126	Montecito	Brevard	✓	✓	✓		✓
127	Narcoossee	Orange	✓	✓	✓		✓
128	Nob Hill HOA	Broward	✓	✓	✓		
129	North Boulevard	Polk	✓	✓	✓		✓
130	North Powerline Road	Polk	✓	✓	✓		✓
131	North Springs	Broward	✓	✓	✓		
132	Northern Riverwalk	Palm Beach	✓	✓	✓		
133	Oakridge	Broward	✓	✓	✓		
134	Old Hickory	Osceola	✓	✓	✓		✓
135	Old Palm	Palm Beach	✓	✓	✓		

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136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

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181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		

## CLIENT LISTING

[www.govmgtsvc.com](http://www.govmgtsvc.com)





GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Verano #5	St. Lucie	✓	✓	✓		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	✓		
230	Villa Portofino West	Miami-Dade	✓	✓	✓		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	✓		
233	Villamar	Polk	✓	✓	✓		✓
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		✓
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	✓		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		✓
246	Wind Meadows South	Polk	✓	✓	✓		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		✓
250	Woodland Ranch Estates	Polk	✓	✓	✓		
251	Wynnfield Lakes	Duval	✓	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
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## CLIENT LISTING

[www.govmgtsvc.com](http://www.govmgtsvc.com)



# RISK MANAGEMENT REQUIREMENTS

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/28/2023		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER		CONTACT				
Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220		NAME: Holly Howe PHONE (A/C No. Ext): (904) 262-8080 FAX (A/C No.): (904) 262-1444 E-MAIL: holly@zelenrisk.com ADDRESS:				
INSURED		INSURER(S) AFFORDING COVERAGE				
Governmental Management Services-Tampa, LLC 1001 Bradford Way Kingston TN 37763		INSURER A: Security National Insurance Company INSURER B: Hiscox Insurance Company INSURER C: RetailFirst Insurance Company INSURER D: INSURER E: INSURER F:				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	SES1799877-03	05/21/2023	05/21/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SES1799877-03	05/21/2023	05/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ Included above BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	0520-59463	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional		MPL4245121.23	09/05/2023	09/05/2024	Each Claim \$1,000,000 Aggregate \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
Certificate holder is additional insured with respect to the general liability when required by written contract.						
CERTIFICATE HOLDER				CANCELLATION		
Concord Station CDD 4530 Eagle Falls Place  Tampa, FL 33619				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Vicky M. Zelen</i> <ME>		

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# COST OF SERVICES

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## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A", "B", and "C"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.



## EXHIBIT “A” – DISTRICT MANAGEMENT FEE SCHEDULE

Services Descriptions	FY '24 Budget	GMS Fees	GMS Annual Savings
<b>Management, Administrative, Financial and Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates 12 meetings per year</li> </ul>	<b>\$69,789</b>	<b>\$50,000</b>	<b>\$19,789</b> <b>28.4%</b>
<b>Annual Assessment Administration</b> (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector)	<b>\$5,798</b>	<b>\$5,000</b>	<b>\$798</b> <b>13.8%</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b> <b>0.0%</b>
<b>Information Technology Fees &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (Does not include the cost of the creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	<b>\$6,100</b>	<b>\$3,000</b>	<b>\$3,100</b> <b>50.8%</b>
<b>The GMS Proposal Compared To The Fiscal Year '24 Budget For The Concord Station Community Development District</b>	<b>\$86,687</b>	<b>\$63,000</b>	<b>\$23,647</b> <b>27.3%</b>



## EXHIBIT "B"

### FIELD OPERATIONS & AMENITY MANAGEMENT FEE SCHEDULE

We have provided two staffing options for the Board to consider:

- ❖ Option A represents the scope of the RFP staffing request.
- ❖ Option B represents an alternative staffing option for consideration by the Board.
- ❖ This GMS option would present a **24.5%** expense savings of **\$67,038** as compared to the Fiscal Year '24 Budget amount of \$273,918.

Model A		Annual	Hourly	Annual
Scope of RFP		Hours	Rate	Fees
Full-Time ( 40 Hours Per Week ) *				
Clubhouse Manager	2,080	\$	45.00	\$ 93,600
Assistant Clubhouse Manager	2,080	\$	35.00	\$ 72,800
Maintenance **	2,080	\$	45.00	\$ 93,600
Part-Time Personnel *				
Clubhouse Attendants ( 49 Hours Per Week )	2,548	\$	30.00	\$ 76,440
Field Management	207	\$	85.00	\$ 17,600
Total Fees				\$ 354,040

Model B		Annual	Hourly	Annual
Clubhouse Open 10 AM to 6 PM		Hours	Rate	Fees
Full-Time ( 40 Hours Per Week ) *				
Clubhouse Manager	2,080	\$	45.00	\$ 93,600
Part-Time Personnel *				
Clubhouse Attendant ( 32 Hours Per Week )	1,664	\$	35.00	\$ 58,240
Maintenance **	788	\$	47.50	\$ 37,440
Field Management	207	\$	85.00	\$ 17,600
Total Fees				\$ 206,880

\* GMS Associates Working > 30 Hours A Week Receive A Comprehensive Benefits Package Valued At \$10,400 A Year.

\*\* Labor Only Expense. This Fee Excludes Materials, Job Preparation, and Equipment Rental Expenses.

## EXHIBIT "C" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS</b>	<b>Actual Cost</b>
<b>Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
Additional Services Available:	
<b>Other Services **</b> <ul style="list-style-type: none"> <li>New Bond Issuance Cost (per bond issue)</li> <li>Refinance Bond Issuance Cost (per bond issue)</li> <li>Debt Service Assessment Methodology Preparation</li> <li>SERC Preparation &amp; Assistance w/ Petition</li> <li>Prepaid Estoppel Letter - One Lot</li> <li>Prepaid Estoppel Letter - Multiple Lots</li> <li>Prepaid Estoppel Letter - Partial Payoffs</li> <li>Annual Construction Accounting Fee (while active)</li> <li>Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$ 25,000</b> <b>\$ 15,000</b> <b>\$ 20,000</b> <b>\$ 5,000</b> <b>\$ 100</b> <b>\$ 250</b> <b>\$ 500</b> <b>\$ 2,500</b> <b>\$ 3,000</b>
<b>One-Time Conversion Fee:</b> <ul style="list-style-type: none"> <li>To recreate historical Accounting and Administrative Records Need For The Transition.</li> </ul>	<b>Included</b>
<b>Extended or Extra Board Meetings:</b> <ul style="list-style-type: none"> <li>Our agreement includes twelve (12) meetings in the management fee. Extra meetings are included with this proposal.</li> </ul>	<b>Included</b>
<b>Field Operations Management:</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> </ul>	<b>See Prior Page</b>
<b>Facility Maintenance and Repair Services.</b> <ul style="list-style-type: none"> <li>GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager. \$47.50/Hour + Expenses.</li> </ul>	<b>\$47.50/Hour + Expenses</b>

Miscellaneous Fees are reviewed by GMS annually; itemization of all miscellaneous fees and units consumed are included in the monthly invoice and presented to the Board of Supervisors for their approval as part of the Agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.

# TO THE BOARD OF SUPERVISORS OF THE **Concord Station CDD**



**THANK**

**YOU**



SERVING  
FLORIDA'S  
COMMUNITIES



**Address:**  
4530 Eagle Falls Place  
Tampa, FL 33619



**Direct Phone Line:**  
(407) 841-5524 x 125



**Darrin Mossing, GMS President:**  
[DMOSSING@GMSTNN.COM](mailto:DMOSSING@GMSTNN.COM)

# Tab 5



# Hello!

Allow us to introduce  
Concord Station CDD to a new  
**reinvented,  
reimagined,  
refreshing**  
approach to  
**community management.**

**breeze**  
always home for you

# Company Information

At **Breeze**, we provide excellent customer service and community engagement, while streamlining all aspects of the community management procedures. It may seem like a coincidence that so many of our team members possess a strong accounting background. That's what we believe to be the difference at **Breeze**, we focus on your bottom line to ensure a full overview of budgets, financials, and spending. We do all the work, so you don't have to.

In the community management industry, there are often issues with customer service, accounting procedures, and community engagement. These problems lead to stressed and frustrated board members, and residents who feel undervalued and unheard. We created **Breeze** to address these issues and provide a better way forward. Though **Breeze** is a relatively new company, our team has a wealth of experience in the industry, with hundreds of years of combined knowledge. We recognized the need for change, and designed **Breeze** to be the solution.

Our platform allows any team member to be able to assist with all inquiries, ensuring that no interaction gets left behind. After every interaction with our team, customers are encouraged to submit feedback on their experience with the **Breeze** team. Data matters, and we can prove it. We strongly believe in data, in addition to providing day-to-day administrative support to the district, our team applies an innovative take on industry best practices to deliver valuable insights and strategies, so you don't have to question the support and service your district is receiving



# breeze

No two communities are the same. We focus on your specific community's needs and priorities, so you can be confident that your investment in **Breeze** will provide the best possible outcomes for you and your members.

## mission

maximize happiness  
for residents.

## vision

be the most resident-  
centric company.

## Our Response Guarantee(d)

Our response guarantee is simple. We respond to all inquiries within 24 hours. If we miss our response guarantee, you get a \$5.00 gift card, no questions asked.

## Our Happiness Guarantee(d)

After every interaction with **Breeze**, we follow up with a satisfaction survey. If you're not happy with **Breeze**, we will do what it takes to make it right.

## Our Guiding Principles



be nice



do the  
right thing



take the high  
road, always



breakthrough  
service



mutual trust  
& respect



# Company Information

Breeze Connected, LLC d.b.a Breeze

36

Community  
Development Districts

38

Homeowners  
Associations

24,110

units managed and growing



## Contact Information

Phone: 813-565-4663

Email: [Hello@BreezeHome.com](mailto:Hello@BreezeHome.com)

Website: [www.breezehome.com](http://www.breezehome.com)

Monday-Friday: 8:30 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

Emergency After Hours: 24/7

## Locations

### Orlando

1540 International Pkwy,  
Lake Mary, FL 32746  
Office size: 10 associates

### Tampa

2502 N Rocky Point Drive,  
Tampa, FL 33607  
Office size: 32 associates



# Finance and Accounting



**REDUCE COSTS**



**SCALE FOR GROWTH**



**WORK REMOTELY**



**REDUCE FRAUD**

Breeze continues to be at the forefront of utilizing technology and data to supply our Districts with the most efficient, cost saving efforts. Avidxchange is a full-service bill payment software and simplifies paying and organizing invoices. We process payments in just a few clicks, saving paper, stamps, and time as you pay vendors promptly, servicing their preferred method of payment. Avidxchange, provides vendors flexibility on payment options like Mastercard, AvidPay direct deposit and checks. This cutting-edge software program allows the Board to view invoice status in real time.

# Concord Station CDD

## Proposed Fee for District Management Services

Service Description	Current District Management Fee	Proposed Breeze Management Fee (Annual)	Proposed Breeze Management Fee (Monthly)
District Management	\$33,375	\$35,000	\$2,917
Assessment Roll	\$5,798	\$2,500	\$208
Finance Revenue Collections	\$5,797	\$2,500	\$208
Accounting Services	\$23,585	\$16,000	\$1,333
Administrative Services	\$7,030	\$3,000	\$250
<b>Total</b>	<b>\$75,585</b>	<b>\$59,000</b>	<b>\$4,917</b>
<b>Total Savings to the District: \$16,585</b>			

The District Manager will attend 12 monthly, 3-hour CDD meetings per year. Extended meetings, beyond the 3 hours in length; continued meetings, special and additional meetings will be a fee of \$225 per hour. For any offsite storage, the district will be billed directly for storage.

Should the District Manager be unavailable, the Operations Director will support Concord Station District to maintain continuity of service.

Field inspections will be conducted two times per month and vendor meetings will occur as needed. We will manage all of the District's assets.

Any concerns about the District Manager should be directed to the Director of District Management, Patricia Thibault.

# Proposed Amenity Management Option A

Staffing Descriptions	Working Hours
Clubhouse Manager	Full Time – 40 hrs
Assistant Clubhouse Manager	Full Time – 40 hrs
Maintenance	Full Time – 40 hrs
Clubhouse Attendant	Part Time – 20 hrs
Clubhouse Attendant	Part Time – 20 hrs

Current Amenity Staffing Cost	Breeze Proposed Amenity Staffing Cost
\$248,818	\$248,818

Current Amenity Oversight Management Contract	Breeze Proposed Oversight Management Contract
\$14,700	\$12,000
Total Savings Oversight Management Contract: \$2,700	

## Current Amenity Hours to Remain the Same:

Sunday: 10 a.m. – 8 p.m.

Monday – Wednesday: 10 a.m. – 9 p.m.

Thursday – Saturday: 10 a.m. – 10 p.m.

# Proposed Amenity Management Option B

Staffing Descriptions	Working Hours
Clubhouse Manager	Full Time – 40 hrs
Maintenance	Full Time – 40 hrs
Clubhouse Attendant	Part Time – 20 hrs
Clubhouse Attendant	Part Time – 20 hrs

Current Amenity Staffing Cost	Breeze Proposed Amenity Staffing Cost
Not staffed at this level	\$205,000
Total Savings Option B: \$43,818	

Current Amenity Oversight Management Contract	Breeze Proposed Oversight Management Contract
14,700	\$12,000
Total Savings Oversight Management Contract: \$2,700	

Total Cost Savings to District for Option B & District Management Services: **\$63,103**

## Proposed Amenity Hours:

Sunday: 10 a.m. – 6 p.m.

Monday – Thursday: 10 a.m. – 7 p.m.

Friday & Saturday: 10 a.m. – 9 p.m.



# Staffing & Qualifications

## **Patricia Thibault, Director District Management**

Patricia proudly services as the Director of District Management Services for breeze. She has over 20 years dedicated to governmental accounting, finance, and budgeting; with almost 12 years solely in Community Development District Management as a General Manager and Comptroller. She has earned her CPA license from the State of California and a master's degree in accounting from Stetson University. She has served as an external auditor for governmental entities as well as the budget director for Seminole County Government – a billion-dollar budget entity. She was awarded the GFOA award for distinguished budget presentations as well as the GFOA award for Popular Annual Financial Reporting – the highest awards a governmental finance officer can receive. In combination, Patricia boasts 30 years experience in governmental accounting.

Current CDD Portfolio 9 Districts, top 3:

1. Tampa Palms
2. Ballantrae
3. Lakeshore Ranch

## **Larry Krause, Proposed District Manager for The Groves CDD**

Larry brings nearly 30 years of managerial and budget oversight experience to his current role as District Manager. He understands the importance of responsible budget management and striking a balance between getting the most out of every dollar and providing the best quality service.

Larry combines hands-on management, rapid response, and personal attention with in-depth community and area research. He enjoys visiting the beautiful communities he manages and meeting their residents. He has managed nearly 30 community development districts with budgets ranging from hundreds of thousands to over \$2 million.

Current CDD Portfolio 6 Districts, top 3:

1. Cory Lakes
2. Leomas Landing
3. Kissimmee Park



# Staffing & Qualifications

## **Lori Dann, Managing Director**

Lori proudly serves the Breeze Team as the Managing Director, having had over 30+ years in an operations and accounting role. Lori served as an Advisor to Chief Executive and Board on fiscal management and strategic planning. Develops new revenue growth opportunities; applies emerging technology to streamline processes, improve efficiencies, and advance competitiveness. Her qualifications include Cost Accounting, I and II, SQL Programming courses from University of Maryland and Accounting & Business Law, I & II courses from Colorado Northwestern Community College. Lori is a servant leader with a bottom-line focus who builds, inspires, and leads engaged, productive teams. Drives talent acquisition, retention, and growth. Exceptional communicator with all levels and functions who builds strong relationships with key stakeholders. Co-leads mergers and acquisitions.



## **Michael Sakellarides, Operations Director**

Michael oversees field services for the maintenance of property and infrastructure at CDDs and community associations. He has led teams of over 25 employees and excels in training and implementing new processes. He is known to build strong Board and vendor relationships. His attention to detail and commitment to providing excellent service is unmatched. Michael is the definition of a problem solver. Michael holds a master's degree in business management from the University of Alabama. Michael's quickness to adapt to new environments makes him a valuable director to the field service team. He is known for his excellent communication skills, quick responses and always being available to Board Members and residents.



# Staffing & Qualifications

## **Lauren Parsons,** **Director, Community Experience**

Lauren joins the team with over 10 years of experience in the property management industry, having started part-time with short-term vacation rentals. Lauren holds a bachelor's degree in hospitality and tourism management from Johnson and Wales University. Her prior experience includes working at KPMG in the Cayman Islands in the restructuring and liquidations department. Lauren, a people person by nature has worked closely with the team on training, customer service, and business development. Her wealth of experience in the community management industry ensures proper operations are in place for full transparency, reporting of data & insight into daily operations. Lauren is also a Licensed Community Association Manager & Real Estate Agent in the State of Florida.



## **Maria Elia,** **Communications Manager**

Maria is a talented Communications professional who is well-known for her engaging personality. She has a bachelor's degree in communication from The University of Tampa. She has more than five years of experience in the communications and marketing industry. Her professional background has gained her valuable experience in public relations, internal and external communication, and copywriting. Maria has a strong background in customer service, having spent over a decade in the industry. Her knowledge of the field makes her the ideal team member to lead the Resident Experience team, ensuring that every resident receives the highest level of service and attention. She has formed a team of talented individuals and has fostered a positive, collaborative working environment that encourages creativity, innovation, and excellence. Her commitment to excellence and her dedication to the success of the team makes her an asset to breeze.



# Staffing & Qualifications

## **Anna Lyalina, Senior Financial Analyst**

Anna brings over 8 years of experience in the Community Development District Finance and Assessments field to the Breeze Team. Her educational background is a Master's Degree in Finance and Management. Her prior work experience includes three years of auditing services at KPMG Russia. Anna has extensive experience in district finance, including every aspect from preparing methodology reports to processing final bond redemptions. She has close involvement in the budgeting process, the complete cycle of levying, the collection of assessments, and the issuance of estoppel letters. Anna also has vast experience in bond compliance and dissemination agent services. Anna has proven to have very friendly and effective relationships with the trustee representatives and community residents with her ability to navigate and answer any questions about finance, assessment, and bonds.

## **Daniel Richardson, Clubhouse Manager**

Daniel boasts a highly successful and award-winning career in amenity management, spanning nearly 15 years. His expertise makes him an invaluable asset to any district. In addition to his Community Association Manager license, Daniel has diversified his skillset on properties, both commercial and residential. His exceptional problem-solving skills and proactive approach ensure that he consistently delivers effective results.



# Proposed Amenity Management Option A

Staffing Descriptions	Working Hours
Clubhouse Manager	Full Time – 40 hrs
Assistant Clubhouse Manager	Full Time – 40 hrs
Maintenance	Full Time – 40 hrs
Clubhouse Attendant	Part Time – 20 hrs
Clubhouse Attendant	Part Time – 20 hrs

Current Amenity Staffing Cost	Breeze Proposed Amenity Staffing Cost
\$248,818	\$248,818

Current Amenity Oversight Management Contract	Breeze Proposed Oversight Management Contract
\$14,700	\$12,000
Total Savings Oversight Management Contract: \$2,700	

## Current Amenity Hours to Remain the Same:

Sunday: 10 a.m. – 8 p.m.

Monday – Wednesday: 10 a.m. – 9 p.m.

Thursday – Saturday: 10 a.m. – 10 p.m.

# Proposed Amenity Management Option B

Staffing Descriptions	Working Hours
Clubhouse Manager	Full Time – 40 hrs
Maintenance	Full Time – 40 hrs
Clubhouse Attendant	Part Time – 20 hrs
Clubhouse Attendant	Part Time – 20 hrs

Current Amenity Staffing Cost	Breeze Proposed Amenity Staffing Cost
Not staffed at this level	\$205,000
Total Savings Option B: \$43,818	

Current Amenity Oversight Management Contract	Breeze Proposed Oversight Management Contract
14,700	\$12,000
Total Savings Oversight Management Contract: \$2,700	

## Proposed Amenity Hours:

Sunday: 10 a.m. – 6 p.m.

Monday – Thursday: 10 a.m. – 7 p.m.

Friday & Saturday: 10 a.m. – 9 p.m.

# Transition Plan

To ensure a smooth transition for The Groves CDD, we have developed a comprehensive training plan for each member of the Breeze team. Our training program includes both classroom and on-site training to ensure that our team is knowledgeable about every aspect of the community. Our Field Team will routinely visit the property to familiarize themselves with the CDD-maintained areas. Meetings will be coordinated with contracted vendors to continue all in-progress and upcoming projects as planned. The Resident Experience Team has been specifically trained on the unique details of The Groves CDD so that they are fully equipped to answer any resident questions or concerns. They will also be trained on non-CDD-related items to better serve the residents.

Our team undergoes regular training sessions to stay up-to-date on the latest industry trends and community management customer service. We ensure that each team member visits your community multiple times to learn the ins and outs. We believe that investing in our team's development is key to providing our clients with the best possible service. We achieve this by having our team attend regular continuing education classes and maintaining frequent communication.

## Contingency Plan

In case of an issue or emergency outside business hours, our Breeze phone system will forward emergency calls to the Breeze on-call team member when the emergency option is selected. The designated team member on-call will assess the situation and take appropriate action, by calling emergency services, vendors, or required personnel.

Our on-call team member is always ready to assist in providing support and guidance to our residents, ensuring that their concerns are addressed with utmost urgency and care. Our team member is trained to handle various situations and will provide prompt solutions to any issues that arise.

For non-emergency situations, the on-call team member will forward the information to the appropriate Breeze team member to handle during business hours.

In addition, our executive team members' direct contact information is provided to the Board Members. This is our commitment to ensuring any issues or concerns are addressed in a timely and efficient manner.

# Field Service & Asset Management

At **breeze**, we take great pride and steps to manage the assets that are so close to home. Our maintenance routine involves functional checks, monitoring, testing, measuring, servicing, repairing or replacing of necessary equipment, infrastructure, and supporting utilities so that assets can perform the required functions and achieve the intended service delivery objectives throughout their expected life.

We believe in taking a proactive approach to maintenance, to help reduce spending for your community. While, corrective maintenance is sometimes necessary, we believe in minimizing, because it creates unpredictable spikes in costs and can interrupt service delivery. The Breeze team invests in proactive maintenance, helping communities to reduce the need for costly capital reinvestment and maximizing the service life of assets.

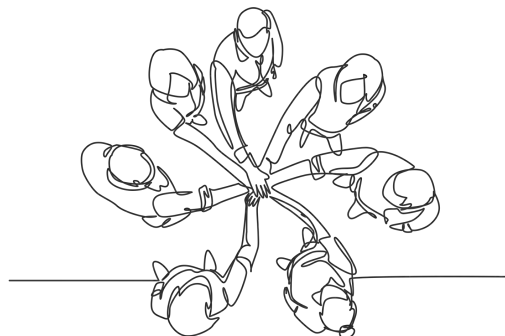
Our heavy investment in technology ensures that we have the proper reporting, metrics and processes in place to run a successful field service operations.

The **breeze** service motto:  
Be Proactive. Not Reactive.

## Quality Control & Quality Assurance

Our Quality Control and Operations Directors are responsible for ensuring that the quality of each Breeze community is maintained, continuously improved, and above standards. We manage this by implementing regular training with our team, monthly site visits, and transparent reporting. We believe having quality control metrics in place limits room for error and helps avoid expensive repair costs.

We keep the community up-to-date with frequent newsletters, and regular communication with board members, and of course, our response guarantee reminds you that we're always here to help. Our ongoing commitment, rapport, and connections with vendors ensure that we have the best teams in place always providing the service and quality that you deserve.





## District Management

Our District management team believes that ethics, integrity in operations, accountability, and efficiency are essential to earning both resident and Supervisor trust. Our District Managers are well versed in Florida Statute Chapter 190- governing community development districts, Chapter 119- governing public records and Chapter 286- which provides the public a right of access to government proceedings and recordkeeping.

The District Manager will help the Board of Supervisors develop a balanced operating budget that is feasible and boosts resident confidence in the operations of the District. Budget development efforts will not only focus on current need but also future growth. **Breeze** District Managers deliver excellence in service - a District can advance with a sure-footed stability into the future.

### Budgeting & Long-Term Growth Planning

We help Community Development Districts meet the unique budgetary challenges presented by aging infrastructure and resident demands. With Districts under increased pressure to deliver sustainable, accessible solutions, the need for new thinking is more critical than ever as it pertains to budgeting. It takes real-world experience to advance growth strategies.

The **Breeze** team will partner with the Board of Supervisors to secure the economic future of the District through the budgetary process. We will provide the District with an innovative combination of people, technology and connected perspectives for a tailored and transparent path to sustainability. We create value and enhance resident trust by addressing, managing, and communicating the overall process.

### Assessments & Roll Certifications

**Breeze** has a strong comprehension, as well as over a decade in direct experience, in assessment administration services. We will provide overall District assessment management services which will include the certifying of the annual assessment roll to the County Property Appraiser and the Tax Collector, collection of prepaid assessments and true-up payments, and the preparation of estoppel letters as well as provide correspondence with investment bankers, bank trustee, title companies as needed.

We pride ourselves in our team that has exact professional knowledge gained from working with the Trustee governing the oversight of the District's bond. The assessments team coordinates with the accounting and budgeting teams to integrate the impact of assessments on the budget and to forward financial tables that are transparent to the resident.

## Records Custodian & Administration

The office of the records clerk performs a wide range of record-keeping and information management for the District. Our team will produce, index, and distribute the official minutes of Board meetings, maintain custody of all District resolutions and contracts, and update the ADA-compliant website for meeting and activities information. The records department fosters integrity, efficiency, and accountability through its responsibility to the residents and the Board.

The records clerk ensures full compliance with all applicable Florida Statutes affecting the District. Other duties include the publishing of meeting agendas, maintaining the record of proceedings, responding to public record inquiries, and developing all necessary legal advertisements for District meetings.

The [Breeze](#) records clerk is not purely ministerial in duty – but serves the District as an integral part of the entire District governmental process.

## Accounting

We understand the needs of District accounting from every angle. We have a deep level of experience and education in governmental accounting as well as the skills required to bring strategic planning solutions to the District. Our mission is to provide a truly supportive experience – our goal is to be a resource in order to advance sound decision-making by the Board to navigate the most significant challenges.

On a monthly basis, we provide financial and accounting data that is expertly analyzed, compiled, and delivered with speed and accuracy that is easy to understand not only at the Board level but at the resident experience level as well. We track revenues and expenditures at the individual budgetary line item to measure the differences between the actuals and the adopted budget. Variance analysis sheds light on the effectiveness and accuracy of the planning process while also providing the Board with insight into transactions that may impact the District on a government-wide basis.

We focus on strengthening the synergy relationship between all stakeholders the residents, the Board of Supervisors, vendors, and the management team. We customize our accounting – financial dashboards, budgeting, and capital project reporting – to meet the specific needs of a District. Our unique integrated and balanced approach to accounting advances evolution at the Board level.

# This is breeze, you can have it your way.

Life gets busy, so we're here to make it easier. We provide so many ways for you to communicate with us. Choose the way that's most convenient for you to chat with us.



call



email



in-person visit



virtual video visit



facebook messenger



iMessage

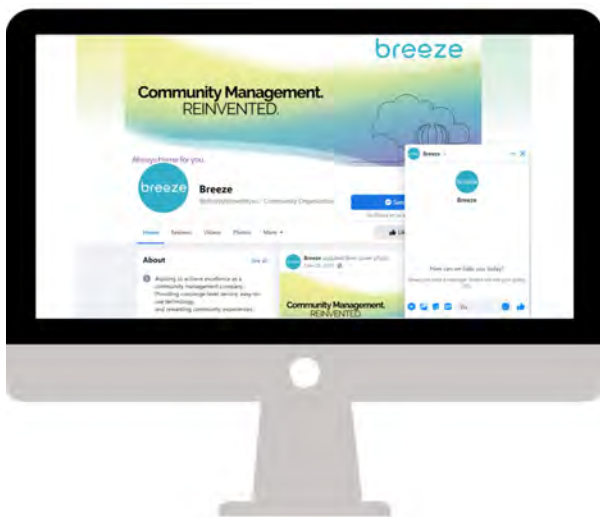


chat bot



whatsapp (*coming soon*)

## powered by technology, fueled by humans.



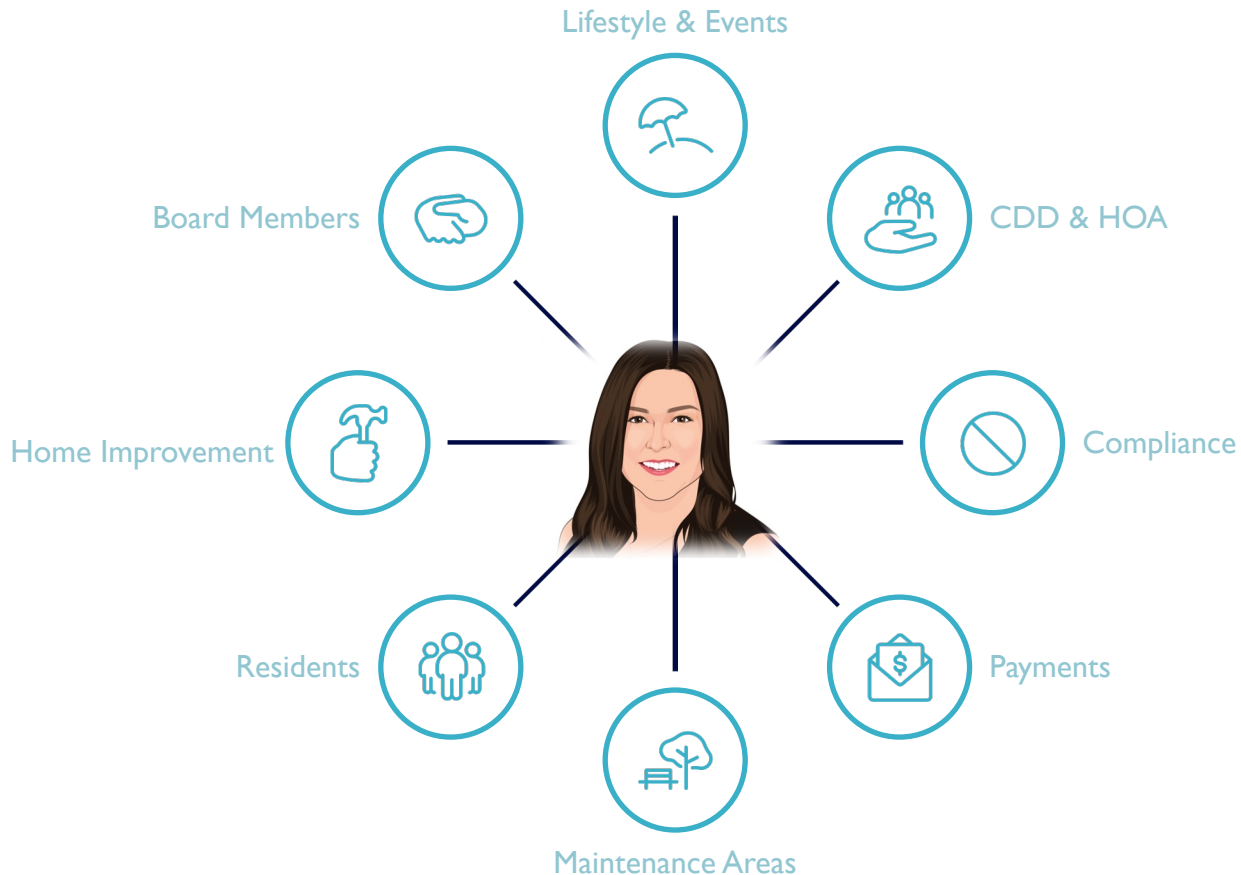
### Response Guarantee.

Our response guarantee is simple. We respond to all inquiries within 24 hours. If we miss our response guarantee, you get a \$5.00 gift card, no questions asked.



# Resident Support & Experience

Our resident experience team is the heart of **Breeze**. We love helping residents and are committed to providing exceptional service every step of the way. You can expect quick responses, and a team that is always available to answer your questions and concerns. We keep you informed on the progress every step of the way until you are satisfied. We are here to help and delivery solutions.



Elevating the customer service experience and creating magical resident interactions is our highest priority.

All resident experience team members are Disney Certified as part of their onboard training. This contributes to building resident loyalty, understanding, and exceeding expectations.

## breeze

makes dreams come true!



# Community Communications

At **breeze**, we like our residents to feel at home. We do this by keeping communities connected and engaged with our frequent newsletters. Each newsletter is customizable, informative and fun to best suit your community's needs and priorities.

## Hello Residents!

### Gate Announcement 🚧



**The wait is over!** Starting tomorrow, **September 20**, the entrance and exit gate will operate again during the following hours.

#### **Operating Hours:**

**Open:** 6 a.m. - 7 p.m.

**Closed:** 7 p.m. - 6 a.m.

Be sure to have your gate clicker with you when entering and exiting the community.

Thank you for your patience while the gate was repaired.  
If you have any questions, please reach out to the **breeze** team.  
Have a wonderful day!



### What's new in the Community?

- The new roof at the Straiton Amenity Center has been installed.
- The two entry towers have been pressure washed.
- Weed treatment has been deployed and we are watching closely to get the landscaping back to looking its best.
- Annuals were changed out for the fall season.
- New front entry landscaping completed when entering the community from 54.

## Farmer's Market



Saturday, September 24th  
10 AM - 2 PM

11725 Angeline Boulevard  
Land O' Lakes, FL 34638  
(SR 52, 1 mile east of  
Suncoast Pkwy)



**MANY DIFFERENT VENDORS TO  
CHOOSE FROM**



**THE FRESHEST PRODUCE IN  
TOWN**



**BRING FRIENDS, FAMILY, AND  
FUR FAMILY**



**VISIT LENNAR'S MODEL HOMES**

[Event Page](#)

If you have any questions about this event, please reach out to  
[Hello@MetroPlaces.com](mailto:Hello@MetroPlaces.com)

### **breeze** meet & greet

We want to hear from you! Please join us for a **breeze** meet and greet this Saturday, **October 29**, at the Mirada Welcome Center.

**Address:** 31219 Mirada Blvd, San Antonio, FL 33576

This is an opportunity to ask questions and voice any concerns you may have about the community.

**breeze** CDD District Management and Community Directors will be in attendance.

Gardu Café will set up at the Welcome Center from 8 a.m. – 12 p.m., offering their full menu - <https://www.garducafe.com/>

The meet and greet will begin at **10 a.m.**

We look forward to seeing you! 😊





creating community connections





# References

## Ronald Mitchell, Chairman

*Dear Members of the Board of Supervisors,*

*I am writing you this letter of recommendation for BREEZE District services based on my involvement with the organization as a Supervisor and now as Chairman of the Board of Supervisors of the Lakeshore Ranch CDD. Patricia has served as the District Manager for Lakeshore Ranch CDD since 2015 and now with BREEZE since March 2022. The BREEZE organization was extremely instrumental assisting us in very tough budget year and presented various detailed budget options to ensure that we advanced mandated capital projects with the various financial impacts to the residents. The BREEZE organization also understands the need for timely audit and financial information to be distributed to the residents and Board of Supervisors. BREEZE offers a service product that is not offered by any other District management entity – a resident support center. The support center actually confirms a response within 24 hours and tracks response metrics for presentation to the Board every month. I have been pleased with the quality of service offered by BREEZE and highly recommend them to the any Community Development District for District Management Services.<sup>1</sup>*

## Richard Levy, Chairman

*Dear Board of Supervisors,*

*My name is Richard Levy and I serve as the Chairman of the Board of Supervisors of the Ballantrae Community development District.*

*The purpose of this letter is to recommend BREEZE District Management to the Board based on my direct experience with the company. The District has utilized Patricia as the District Manager since 2017 and utilized BREEZE since April 2022.*

*I am extremely pleased with the level of service they provide as to accounting and budgeting as well as their field service and contract oversight. BREEZE also advances a product that is new to the CDD world – a resident support center that is open to all residents for questions and inquiries of any District topic such as accounting, field services, assessments, insurance, etc. The statistics of resident interaction are presented at every meeting as well as the satisfaction rating designated by the residents. Real time overall monthly grading of the District Management team and by the residents.*

*In conclusion, it is my pleasure to recommend BREEZE to the Board and trust that your experience will be as positive as that of Ballantrae. If I can answer any additional questions please feel free to contact me via email: rlevy@ballantraecdd.org*

## Mike Lawson, Chairman

*As the Chairman of the Board of Supervisors for eighteen separate community development districts located throughout the Florida, the level of talented and experienced CDD management personnel that Breeze possesses is second to none. The management depth that Breeze provides ensures that all required administrative functions consisting of accounting, CDD meetings, operations & maintenance and debt service assessments and payments and many other services are professionally performed. Also, and equally important, Breeze maintains an excellent level of communication with the board members as well as providing timely and prompt responses to our residents.*

# References

John Daux, Chairman

*Breeze provides a one stop shop for our community. Our residents can reach out to Breeze for anything community related and they guide them accordingly. Whether it is a gate fob, pool fob, common area concerns, ARBS, etc., they assist in a timely manner and make sure the client/homeowner is well taken care of. They make it easy to reach them through various outlets such as the website, text, phone call or even when they are driving through our community. If your community is looking for a reliable, professional, knowledgeable and friendly partner, look no further than Breeze!*

*Thank you for your commitment, follow-thru, and your professionalism. Having all three of these qualities is unusual in today's world. You possess all three, and many more, I'm sure. Breeze is lucky to have you, as is the Southshore Bay community. You made my day! Your thoughtful and thorough insight allowed for an immediate solution, for which I am very grateful to you.*

*Breeze certainly has a qualified and resourceful Team.*

**- Southshore Bay Resident**

*I was so frustrated by our last CDD company. When I heard Breeze was taking over, I was not expecting much, but they turned my opinions around. They have made the transition very easy on the residents.*

**- Sereno HOA Resident**

Tampa Palms CDD  
<https://www.tpoa.net/>  
Maggie Wilson  
[mmfitzy@aol.com](mailto:mmfitzy@aol.com)  
813-977-6207

Ballantrae CDD  
<https://www.ballantraecdd.org/>  
Richard Levy, Chairman  
[rlevy@ballantraecdd.org](mailto:rlevy@ballantraecdd.org)  
813-230-8952

Cory Lakes CDD  
<https://www.corylakescdd.net/>  
Jorge Castillo, Chairman  
[jorgecorylakescdd@gmail.com](mailto:jorgecorylakescdd@gmail.com)

Lakeshore Ranch CDD  
<https://www.lakeshoreranch.net/>  
John Rose, past Chairman  
[jhroselol@gmail.com](mailto:jhroselol@gmail.com)  
717-344-1319





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## Exhibits to the Proposal

Exhibit A: *Scope of Services*

Exhibit B: *Insurance Certificate*

Exhibit C: *Sample Agenda Package and Budget Presentation*

Exhibit D: *Breeze Organizational Chart*

# Exhibit A

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

---

## **I. District Management Services**

### **A. Meetings, Workshops, and Hearings**

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the District.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

### **B. District Operations**

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the District and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the District's rules and Florida law.
6. Provide contract administration services. Such services include:
  - i. ensuring District vendors comply with the terms and conditions of a contract
  - ii. coordinating any changes to the contract that might occur over the course of the contract
  - iii. coordination with the District Engineer, District Counsel, or construction/project manager with respect to the work performed or contractual obligations
  - iv. coordinating the closeout/final payment after the vendor performed their services
7. Perform regular on-site visits to District grounds to generally evaluate and inspect the condition of the property and infrastructure and meet with District vendors and staff. Observe and report concerns or questions relating to District grounds.
8. Monitor certificates of insurance as needed per contracts.
9. Prepare and follow risk management policies and procedures.
10. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance for all District assets and maintenance responsibilities are included and procure and renew all applicable insurance, including but not limited to, General Liability Insurance and Directors and Officers Liability Insurance.
11. Process and assist in investigation of insurance claims, in coordination with District Counsel.
12. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

13. Prepare, on or before October 1st of every year, an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
14. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the City/County.
  - ii. provide the regular meeting schedule of the Board to the City/County.
  - iii. prepare and file annual public depositor report.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - viii. maintain the District Seal.

#### **C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and ) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the District to represent fairly and with full disclosure the financial position of the District. The District's accounting activities should be overseen by a degreed accountant.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
  - i. **All vendor invoices, receipts, application for payments, etc. must be provided to the Board within 30 days of receiving it.**
4. Recommend and implement investment policies and procedures pursuant to Florida law, and provide cash management services to obtain maximum earnings for District operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide audit support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.
7. Assist the District in obtaining and completing a Reserve Study and complying with the findings and direction of the Board.

#### **D. Budgeting**

1. Prepare and provide for a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.



## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

#### **E. Assessments & Revenue Collection**

1. Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.
4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

#### **F. Bond Compliance and Dissemination Agent**

1. Oversee and implement bond issue related compliance. For example:
  - i. coordination of annual arbitrage report as required.
  - ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. annual/quarterly disclosure reporting as required.

#### **G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all public records of the District and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. protect the integrity, confidentiality, or exemption of all public records.
  - ii. respond to public records requests in a timely, professional, and efficient manner.
  - iii. recommend best practices and services to ensure all public records of the District (including emails of the Board) are preserved pursuant to Florida law requirements.

#### **H. Board Email Backup and Retention Services**

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida's public records laws.
    - i. If such services are not provided directly, then the District will contract directly with such third-party vendor and the costs of such services will be borne by the District.
-

**Exhibit A**  
**Scope of Services for District Management, Amenity Management, and Field Services**

## **II. Amenity Management Services**

**Personnel:** Employ at a minimum a Clubhouse Manager, Assistant Clubhouse Manager, Maintenance Personnel, and Clubhouse Attendants that will be assigned to the District. A general description of these positions is provided below:

1. Clubhouse Manager:
  - a. Full time, oversees and supervises the Recreational Facilities.
  - b. They are the onsite representative of the Contractor.
  - c. The Clubhouse Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager.
  - d. They will also be responsible for the design, promotion, and implementation of all the events, programs, and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.
2. Assistant Clubhouse Manager:
  - a. Full time, oversees and supervises the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
3. Maintenance Personnel:
  - a. Full time, maintains the general maintenance, preventative maintenance, and operation duties of the District amenities.
4. Clubhouse Attendants:
  - a. Part time, to support the Clubhouse Manager and to assist in overseeing the District amenities.

### **General Services Provided by Off-Site Staff:**

1. **Management.** Manage the recruiting, hiring, training, vacation, payroll, disciplinary action plan, oversight, and evaluation of personnel necessary for the efficient operation of the Recreational Facilities.
2. **Consultation.** At the District's request, assist with budgeting issues, policy recommendations and enforcement, safety/security recommendations, establishing rates and policies for the Recreational Facilities and other matters of importance for the operation of the Recreational Facilities in its ordinary course. Be available to any board member for open and direct communications regarding any questions they may have.
3. **Attendance at Meetings.** At the District's request, the Supervisor of the on-site staff will attend the District's monthly meetings and be prepared to report to the District's Board regarding the general management of the Recreational Facilities, summarizing operations, programming, participation levels and any other areas pertinent to the operation of the Recreational Facilities.
4. **Recreational Facilities Maintenance Plan.** In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, a facility maintenance plan setting forth a policy for the provision of the maintenance services including a timetable for providing those services on a regular basis.
5. **Emergency Action Plan.** In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, an Emergency Action Plan setting forth a policy for the Recreational Facilities designed to protect staff and Patrons from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster, which may include, but not be limited to, any of the following: fire, hurricane, or other hazardous event.
6. **Inspections.** Conduct periodic inspections of the Recreational Facilities. Report any irregularities to the District.

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

7. Record Access and Retention. Provide access to any amenity management records via a cloud storage provider (Google Drive, Microsoft One-Drive, DropBox, Box, etc...) and coordinate with District Manager about retention of such records.

#### **General Duties for All Staff Members:**

1. Familiarity with District Rules, Regulations, Policies, Operating Procedures
  - a. Full knowledge/awareness of all rules, regulations, or policies of the District.
  - b. Prepare any incident or accident reports and forward to the District Manager.
2. Enforce the rules, regulations, and policies of the District.
  - a. The Contractor's staff have the authority to have Patrons and others removed from the property when such persons become belligerent, unruly, or in some other way refuse to follow the rules and regulations. Such incidences will be reported promptly to the District.
3. Community Relations:
  - a. Meet and greet residents and guests.
  - b. Handle interactions professionally and forward any questions, concerns, and requests to the District Manager prior to making commitments.
  - c. Provide the best possible customer service to maintain a safe and comfortable environment.

#### **Clubhouse Manager**

1. General Duties:
  - a. Responsible for day-to-day operations, budgeting, and managing vendor contracts relating to the Clubhouse and community assets; development of standard operation policies and procedures.
  - b. Oversee workplace operations to maintain and improve effectiveness and efficiency.
  - c. Display flexibility in handling after-hours emergency calls.
  - d. Manage the maintenance work assignments.
  - e. Prepare and oversee up-to-date policies for the Recreational Facilities, and make suggestions for new or revised policies when appropriate.
  - f. Prepare monthly management reports for the Board and District Manager.
  - g. Attend the District's monthly meetings
2. Obtaining Proposals and Vendor Supervision:
  - a. Obtain, analyze, and compare proposals. Review ratings and verify references.
  - b. Negotiate purchasing and potential bidding of contracted services.
  - c. Work with District Manager in oversight and supervision of subcontractors of all projects, and work with staff in prioritizing jobs.
  - d. Work with vendors to ensure quality service is provided to the community.
3. Residents and Guests:
  - a. Interaction with residents and guests on a day-to-day basis.
  - b. Respond to resident complaints and requests within 1 business day, and if possible, visit the site or location of the issue.
  - c. Notify residents of upcoming events, meetings, and general information.
  - d. Document all complaints, injuries, and maintenance issues in specified logs.
  - e. Manage the scheduling of rentals/reservations of amenities (residents, non-residents, organizations, instructors, etc...)
    - i. Ensure rental/reservation forms are properly completed
    - ii. Collect payments and security deposits and log all transactions so that the District Manager can properly account for them.
    - iii. Review and fill out check in/out documents.
    - iv. Manage the private events calendar for the Clubhouse.
4. Facilities and Common Areas:

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

- a. Ensure an immaculate overall appearance of the amenities.
  - b. Ensure all door locks at the Clubhouse are in good operating condition.
  - c. Maintain an inventory of, and order and stock when necessary, supplies and equipment for the operation of the Recreational Facilities.
  - d. Check US flags to ensure proper condition.
  - e. Ensure a high level of appearance of all indoor/outdoor spaces.
  - f. Respond to any necessary repairs and recommend to the District when repairs are needed.
  - g. Assist the District in procuring and maintaining all licenses and permits required for the Recreational Facilities use.
  - h. Remain aware of potential safety or security hazards within District property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
  - i. Assess condition of District property resulting from neglect, vandalism, depreciation and estimate the costs associated with its repair or replacement.
  - j. Promptly investigate and provide a written report as to all accidents or claims for damage relating to the Recreational Facilities, including any damage or destruction of the property.
    - i. Cooperate with and make any and all reports required by any insurance company or the District in connection therewith.
    - ii. Only file any claims with the District's insurance company with the prior consent of the District.
5. Access, Security Systems, and Coordination with Law Enforcement:
- a. Troubleshoot and resolve issues with access cards/fobs.
  - b. Manage access system and security system and make any recommendations for repairs or improvements when needed.
  - c. Oversight of community security operations.
  - d. Collaborate with Deputies to ensure security issues are handled appropriately, to include responding to solicitor complaints within the District's boundaries.
  - e. Administer the issuance of access cards/fobs
    - i. Add/edit/delete data relating to access cards/fobs for Clubhouse and access systems and District records.
    - ii. Troubleshoot and resolve issues with access cards/fobs.
    - iii. Issue access cards/fobs
  - f. Collaborate with law enforcement or security personnel to ensure security issues are handled appropriately.
6. Programming:
- a. Schedule, coordinate, and host community events.
7. Management and Financial Related Duties:
- a. Track and code all debit and credit card expenditures.
  - b. Review all invoices before submitting for payment.
  - c. Maintain preventative maintenance records, inventories, purchases.
  - d. Implement a maintenance and replacement program for equipment.
  - e. Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms).
  - f. Assist District Manager in preparing the annual budget.
  - g. Assist in the recommendation of capital improvement projects.
  - h. Recommend and implement (where applicable) on an ongoing basis, capital equipment replacements, additions, and operational improvements.
8. On-Site Staff Supervision and Oversight:



## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

- a. Ensure that employees effectively troubleshoot and remediate any unpleasant resident experiences, including ensuring that employees make appropriate referrals as needed.
- b. Establish appropriate intervention measures to be taken by employees in potentially hazardous situations.
- c. Ensure that employees respond quickly and courteously to resident concerns, enlisting the assistance of management as needed.
- d. Ensure that all staff knows the appropriate person/agency to contact in the event of minor emergencies.
- e. Ensure that staff is well-versed in process of disaster preparedness, including hazardous weather.
- f. Encourage suggestions from employees that may streamline processes in day-to-day operations and provide better customer service.

#### **Assistant Clubhouse Manager:**

1. Assist the Clubhouse Manager in overseeing and supervising the operations of general maintenance, preventative maintenance, and operation duties of the District amenities.
2. Ensure an immaculate overall appearance of the amenities.
3. Document all complaints, injuries, and maintenance issues.
4. Conduct other related tasks as directed by the Clubhouse Manager.

#### **Maintenance Personnel**

1. Swimming Pool Deck: Blow off entire pool deck, arrange furniture, empty and clean all waste receptacles and control algae growth around pool area.
2. Empty waste receptacles (regular trash receptacles and doggie waste stations).
3. Blow off all play courts and pick up any litter and empty waste receptacles.
4. Interior of Building(s): Change A/C filters, replace light bulbs, ensure all door locks are in good condition, control cobwebs, dust, conduct light painting and conduct minor electrical/plumbing repairs.
5. Parking Lot: Pick up litter, blow off debris, check US flags to ensure proper condition
6. Landscaping: Water all potted plants, pick up any debris and litter around Clubhouse landscaping.
7. Perform touch up painting as needed to the District facilities.
8. Perform repairs as needed to District property and equipment.
9. Repair and clean outdoor furniture and equipment as needed.
10. Conduct frequent vehicle patrols in the community and report/repair problems such as, but not limited to, damaged street signs, sidewalk trip hazards, reporting non- operational street lights, landscape lighting issues, street parking issues, fencing issues such as removed slats, noting landscaping deficiencies, reporting issues with ponds/nature preserve areas, following-up on street tree issues, noting areas that require pressure washing, picking up rubbish/debris and removing road kill.
11. Conduct other related tasks as directed by the Clubhouse Manager.

#### **Clubhouse Attendants**

1. Assist Clubhouse Manager in the day-to-day operations.
  2. Ensure an immaculate overall appearance of the amenities.
  3. Document all complaints, injuries, and maintenance issues.
  4. Conduct other related tasks as directed by the Clubhouse Manager.
-

## **Exhibit A**

### **Scope of Services for District Management, Amenity Management, and Field Services**

#### **III. Field Services**

1. Individual with licenses, certifications, or significant experience to assist the Board with evaluating its landscaping, aquatic and stormwater ponds, or other common areas.
  2. Perform monthly inspections of District property and maintenance responsibilities.
  3. Provide monthly inspection reports with pictures, analysis, and recommendations.
  4. Notify District vendors about deficiencies in service.
  5. Monitor District vendors' progress in remedial work and provide the Board with a progress report.
  6. Provide input to the District Manager for annual budgetary consideration.
  7. Use experience to obtain proposals for various projects.
  8. Assist in drafting competitive procurement packages (such as instructions to proposers and scope of services) and conduct pre-proposal meetings with interested proposers.
-

# Exhibit B



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Herbie Wiles Insurance 400 N Ponce de Leon Blvd  St. Augustine FL 32084	<b>CONTACT NAME:</b> Amanda Voorhees <b>PHONE (A/C, No, Ext):</b> (904) 829-2201 <b>E-MAIL ADDRESS:</b> AVoorhees@herbiwiles.com <b>FAX (A/C, No):</b> (904) 829-2020
<b>INSURED</b> Artemis Connected, LLC, DBA: Breeze 802 E. Whiting Street, Ste 149  Tampa FL 33602	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> AUTO OWNERS INSURANCE COMPANY <b>INSURER B:</b> SOUTHERN OWNERS INSURANCE COMPANY <b>INSURER C:</b> BERKSHIRE HATHAWAY INC <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 10190

**COVERAGES****CERTIFICATE NUMBER:** 22-23 Liability V.1.0**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			78425852	08/04/2022	08/04/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non-Owned Auto \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> DED <input type="checkbox"/> RETENTION \$			4984574200	08/04/2022	08/04/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Errors and Omissions			PM 1554647B	08/04/2022	08/04/2023	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Exhibit C

District: **BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, August 10, 2023

Time: 6:30 PM

Location: Ballantrae Community Center  
17611 Mentmore Blvd.  
Land O' Lakes, FL

Dial –in Number: 312-626-6799

Meeting ID: 765 408 9133

Passcode: 12345

### ***Agenda***

#### **I. Roll Call**

#### **II. Audience Questions & Comments on Agenda Items**

#### **III. Professional Reports**

##### **A. District Engineer**

##### **B. BREEZE Field Operations Report**

**Exhibit 1**

- Discussion of Maintenance Daily Duties

**Exhibit 2**

##### **➤ Consideration of Proposals**

- Plant Frost Cloth and Pool Lift Chair Cover- Amazon- \$305.70
- Recycled Plastic Bench with Black – 6', Cedar- \$750.00
- 6-Foot Recycled Plastic Malibu Bench- \$615.00

**Exhibit 3**

**Exhibit 4**

**Exhibit 5**

##### **C. Splash Pad Proposal – Cooper Pools - \$3,300**

**Exhibit 6**

##### **D. Steadfast Environmental - Aquatics Inspection Report**

**Exhibit 7**

##### **E. Steadfast Environmental – Conservation Inspection Report**

**Exhibit 8**

##### **F. Yellowstone Site Audit**

**Exhibit 9**

##### **G. Consideration of Yellowstone Proposals:**

- Top Choice Application in CDD Common Areas – (Not Including Clubhouse) - \$4,257.08
- Top Choice Application to the Clubhouse Area - \$1,199.99
- Entrance Enhancement - \$1,296.25
- Fall Annual 2023 Change Out - \$4,975

**Exhibit 10**

**Exhibit 11**

**Exhibit 12**

**Exhibit 13**

##### **H. District Counsel**

**IV. Administrative Matters**

- A. Approval of Minutes of the July 13, 2023 Regular Meeting of the Board of Supervisors **Exhibit 14**
- B. Acceptance of the Unaudited June 2023 Financial Statements **Exhibit 15**

**V. Business Matters – OLD****VI. Business Matter – NEW**

- A. Illuminations Holiday Lighting Proposal - \$13,750 **Exhibit 16**
- B. Consideration & Adoption of **Resolution 2023-04**, Designating Meeting, Dates, Times & Location **Exhibit 17**
- C. **Fiscal Year 2022024 Budget Public Hearing**
  - Open the Public Hearing
  - Presentation of the FY 2023-2024 Budget **Exhibit 18**
  - Public Comments
  - Close the Public Hearing
- D. Consideration & Adoption of **Resolution 2023-05**, Adopting the Fiscal Year 2023-2024 Budget **Exhibit 19**
- E. Consideration & Adoption of **Resolution 2023-06**, Providing for the Collection & Enforcement of Special Assessments for Fiscal Year 2023-2024 **Exhibit 20**

**VII. Staff Reports**

- A. District Manager
- B. Maintenance Supervisor

**VIII. Supervisors Requests****IX. Adjournment**

# **EXHIBIT 1**





# Ballantrae CDD

Field Report

For August 10, 2023 Meeting

# Summary

- Parking Lot Gate installed
  - Maintenance Team will be installing a reflective sign on gate
- Do not have record of previous benches installed after further review
  - We recommend the Uline benches
- 3 Food Trucks are being confirmed for Saturday, Sept. 2
- Cost for the proposed Amazon order of Frost Cloth and Chair Covers is \$305.70
- Successful turnover of the Maintenance Supervisor role
  - Daily Duties document put together with Durango has been added for review
- Discussed further weeding problems with Yellowstone this past month
- Several landscape proposals asked for consideration
  - Top Choice
  - Next annual changeout
  - Amenity Center upgrades
  - Entry enhancements
- Track Lighting is still currently being installed
  - Should be completed over next few weeks. Vendor made some track improvements to the plan for a better look

## **EXHIBIT 2**

# **DAILY DUTIES**

## **First Shift**

- TEST MAIN POOL AND SPLASH PAD, AND BALANCE
- EMPTY SKIMMER BASKETS
- CLEAN AND RESTOCK MAIN AMENITY BATHROOMS
- BLOW OFF MAIN POOL DECK AS NEEDED
- CLEAN PARK AND CHECK AND EMPTY GARBAGE CANS
- TEST STRAITON POOL AND BALANCE
- CLEAN AND RESTOCK STRAITON BATHROOMS
- SOLO REPAIRS AS ABLE

## **Mid Shift (Two on duty)**

- EMPTY GARBAGE CANS TROUGHOUT COMMUNITY
- BLOW OFF SIDEWALKS
- POND CLEANUP
- WEEKLY FILTER CLEANINGS
- TEAM PROJECTS AS ASSIGNED (*amenity upgrades/installs, cleanups, painting, projects assigned by Michael*)

## **Late Shift**

- STRIGHTEN TABLES AND CHAIRS AND CLEAN AT BOTH AMENITIES
- CHECK AND CLEAN UP BASKETBALL, AND TENNIS COURT
- STRAIGHTEN CHAIRS AND TABLES AT STRAITON AND CLEAN
- DEEP CLEAN TILES IN POOL WHEN NEEDED
- SET UP MAIN CLUBHOUSE FOR EVENTS THE NEXT DAY
- SOLO REPAIRS AS ABLE

## **All Shifts**

- POLICE PROPERTY AS NEEDED
- RESIDENT ASSIGNED CARD ACCESS
- MONITOR OFFICE EMAIL





## American Supply Lift Pool Chair Protective Cover

**\$115.20** ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Shop Wize



Add gift options



## Plant Covers Freeze Frost Protection, 33 FT x 10 FT Frost Cloth Plant Freeze Protection Cover, Frost Blankets for Outdoor Plants, Summer Overheat Prevention and Insects Barrier for Outdoor Plants

**\$17.99** ✓prime & FREE Returns ▾

Qty: 3 ▾

Sold by: CareHome

# **EXHIBIT 3**

# Recycled Plastic Bench with Back - 6', Cedar




 [More Images & Video](#)

Virtually maintenance free! Recommended for warehouse patios, campgrounds, schools and parks.

- 100% recycled UV-protected plastic won't rot, splinter or crack. Withstands harsh weather.
- Natural-looking wood material never needs sanding, sealing, painting or staining.
- Durable 2" thick planks pre-drilled for easy assembly.
- Comfortable and durable.
- [Mounting Hardware](#) sold separately.

SPECIFY COLOR:    

MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		COLOR	ADD TO CART
				1	3+		
H-2888C	6' With Back	72 x 25 x 34"	160	\$750	\$715	 Cedar ▾	<input type="text" value="1"/> <a href="#">ADD</a>

DROP SHIPS IN 2 DAYS UNASSEMBLED VIA MOTOR FREIGHT

# **EXHIBIT 4**



# **EXHIBIT 5**



## 6-Ft Recycled Plastic Malibu Bench

**\$615.00** / each

Item # 133-1003

 Print

Leg Color \*

Choose an Option...



Mounting Option \*

Choose an Option...



Plank Color \*

Choose an Option...



1

**ADD TO CART**

# **EXHIBIT 6**

Cooper Pools Leak Detection Inc

1723 MONTGOMERY BELL RD  
WESLEY CHAPEL, FL 33543 US  
(813) 480-5357  
info@cooperpoolsinc.com  
https://www.cooperpoolsinc.com



Estimate

ADDRESS

Michael Sakellarides  
Splash Pad at Ballantrae  
17611 Mentmore Blvd  
Land O Lakes, FL 34638

ESTIMATE 1136  
DATE 07/21/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Commercial Leak Detection	1	3,300.00	3,300.00
	Pressurize all zones and pinpoint locate any breaks			
	Check collection tank for water loss			
	Attempt to adjust all jets so water stays in the "splash zone"			
	Replace Main Drain Grate and file appropriate documentation with State Health Department - Current grate is out of compliance			
	All administrative fees included			

90 day warranty

TOTAL

\$3,300.00

Accepted By

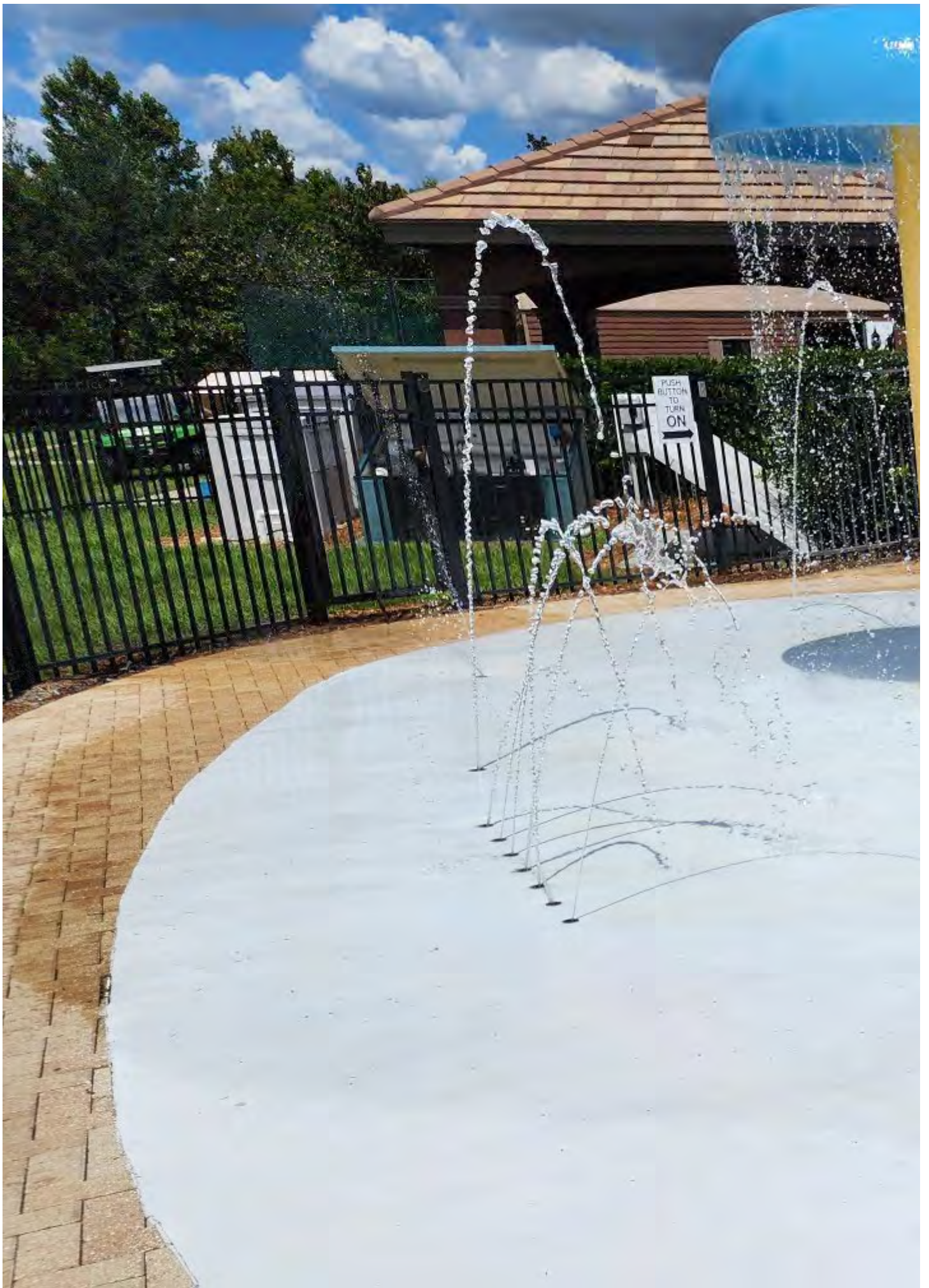
Accepted Date



**Subject:** FW: Splash Pad at Ballantrae - Site visit 7/20

















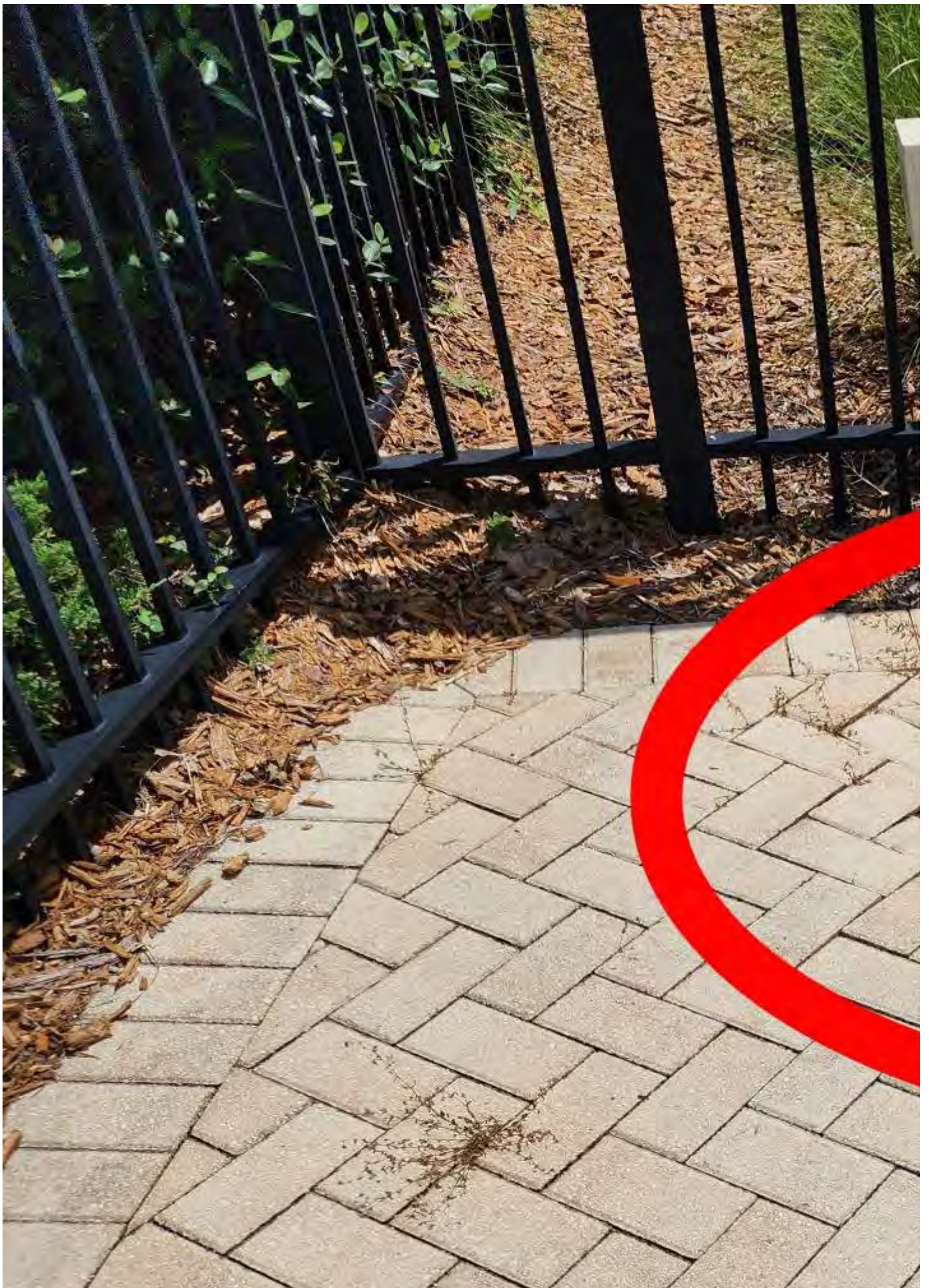










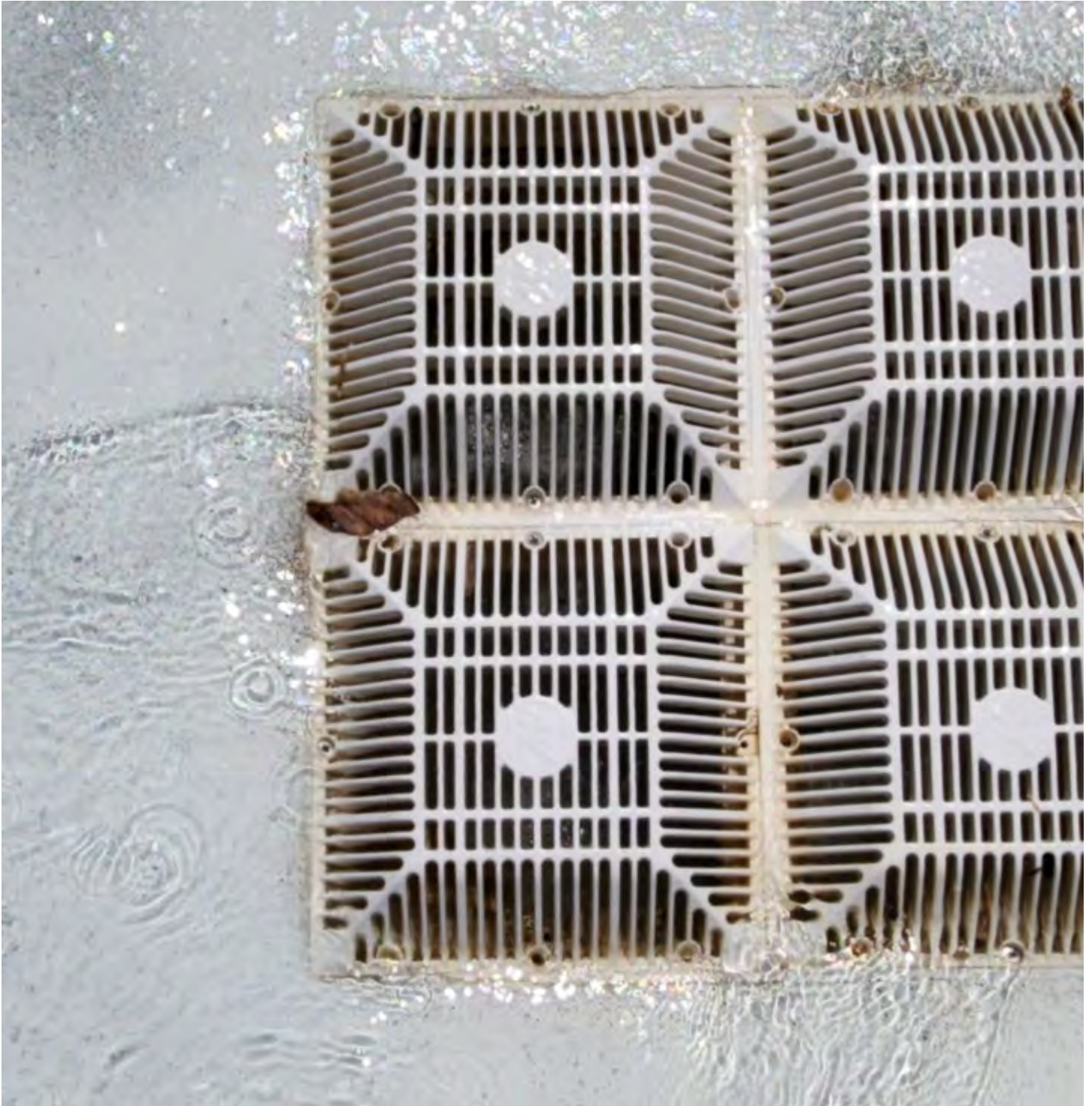




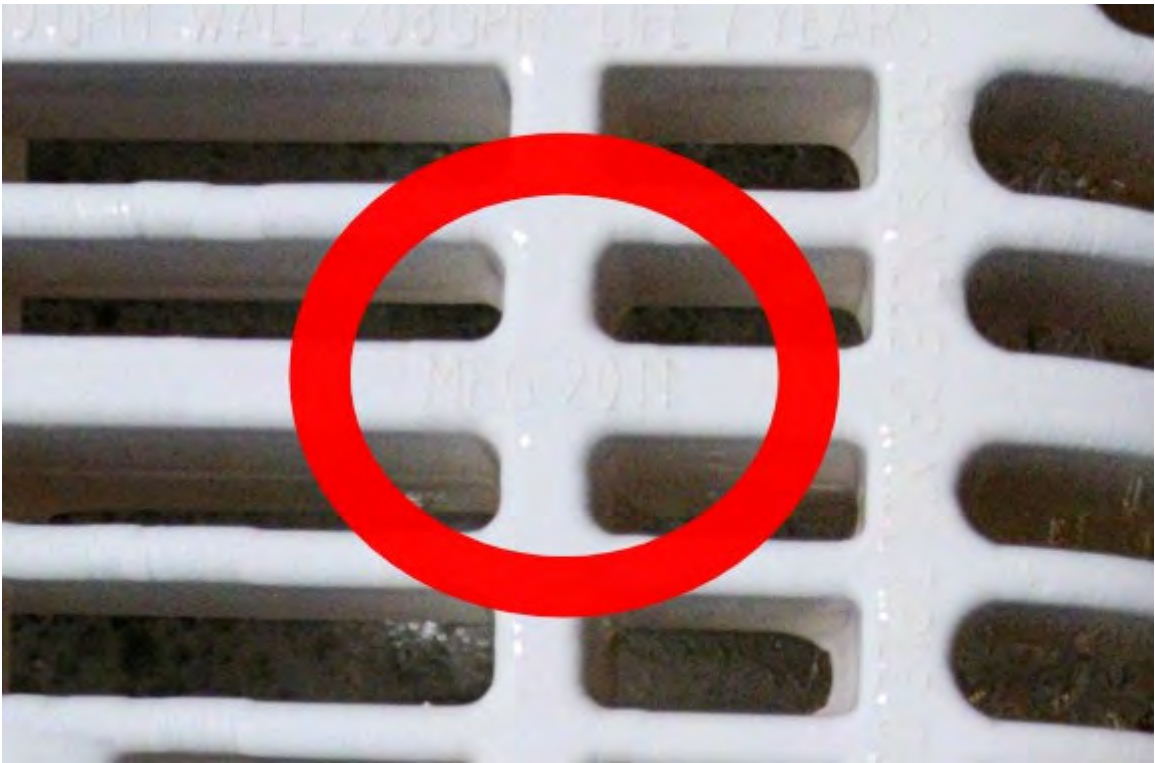




Sunken area in pavers



Main drain not compliant



Must be replaced every 5 years







Vacuum pump not functioning properly.

It is our opinion that a full leak detection should be completed to gain a clear picture of scope before proceeding with any repairs (quote cost included). A quote for the leak detection has already been sent.

If a leak detection is not completed, we can still create a detailed plan for restoration (while making some assumptions based on known leaks) with a small administrative fee of \$400.

Thank you for allowing us to serve you.

Any feedback posted to Google reviews would be appreciated (by clicking the link below). Please call me with any questions or concerns.

<https://qrcc.me/rji7iidfke8n?s=ur>

Respectfully,  
Shawn Keyes  
Service Technician Manager  
Cooper Pools Inc  
O. 844-766-5256  
C. 813-696-1440

# **EXHIBIT 7**



## Ballantrae CDD Aquatics

---

**Inspection Date:**

8/2/2023 10:04 AM

**Prepared by:**

Lee Smith

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940



# Inspection Report

## SITE: 6

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      ✓Improving



### Comments:

Algae is present throughout this pond in moderate amounts. This algae has cleared up some since last report. Nuisance grasses are also present in minor amounts, some of which appear to be decaying. Our technician will continue to monitor and treat this pond accordingly.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	✗ Subsurface Filamentous Planktonic	✗ Surface Filamentous Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	✗ Slender Spikerush	Other:	

## SITE: 8

Condition:      Excellent      ✓Great      Good      Poor      Mixed Condition      ✓Improving



### Comments:

Very minor amounts of surface algae were present along some areas of the perimeter. The perimeter contains a buffer of beneficial gulf coast spikerush. Torpedo grass was observed within this spikerush, and on the littoral shelf in one corner. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous Planktonic	✗ Surface Filamentous Cyanobacteria
<u>GRASSES:</u>	N/A	Minimal	✗ Moderate Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
✗ Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	✗ Slender Spikerush	Other:	

# Inspection Report

**SITE: 9**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

No major algae growth observed. Main nuisance species observed was torpedo grass along the perimeter and on the littoral shelf. Beneficial Gulf Coast Spikerush is also present in these areas, and is in healthy condition besides for these nuisance grasses. Our technician will target this torpedo grass during the next maintenance event.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	Minimal	<input checked="" type="checkbox"/> Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

**SITE: 10**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

No major algae growth was observed. Decaying nuisance grasses are present along some areas of the perimeter. The beneficial gulf coast spikerush that is present is in healthy condition. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			Substantial
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara



# Inspection Report

## SITE: 11

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



### Comments:

The littoral shelf hosts a number of different grasses including beneficial Gulf Coast Spikerush, Torpedo Grass, and Slender Spikerush. Some areas of the perimeter also contain Slender Spikerush. Our technician will continue to monitor and treat accordingly.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears
	Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	Other:
			Chara

## SITE: 20

Condition:    ✓Excellent    Great    Good    Poor    Mixed Condition    ✓Improving



### Comments:

Very minor amounts of decaying surface algae was present in this pond. Pond is in excellent condition otherwise.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

# Inspection Report

**SITE: 21**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

Beneficial gulf coast spikerush is present throughout this pond. Torpedo grass is also present within and around this spikerush. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	Slender Spikerush	Other:	

**SITE: 22**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

Surface algae is present in minor amounts around some areas. Torpedo grass and Slender Spikerush are also present around the perimeter and on the littoral shelf. Our technician will target these grasses during future maintenance events.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic	
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous	
		Planktonic	Cyanobacteria	
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate	Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears	Chara
	Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	Other:	



# Inspection Report

**SITE: 23**

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

Only nuisance vegetation growth observed was Torpedo grass on the littoral shelf in very minor amounts. Pond is in great condition overall.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input checked="" type="checkbox"/> Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

**SITE: 27**

Condition:    ✓Excellent    Great    Good    Poor    Mixed Condition    ✓Improving



## Comments:

Scattered algae is present throughout this pond in minor amounts. No other nuisance vegetation growth was observed. Routine maintenance and monitoring will occur here.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	N/A	Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

## MANAGEMENT SUMMARY



With the passing of the solstice, we are currently in the longest, hottest part of the year, the height of Summer. As such, algae and vegetation are growing as rapidly as possible. At this time of year, it will be a cyclical battle against these forces until more frequent rainfall or cooler temperatures bring relief with the onset of Fall. Our most recent visit was Friday (7/28), and evidence of our technician's treatment should be apparent all throughout the community this next week. Recently treated algae and vegetation on all ponds will begin to decay following treatment, and will disappear over the course of 7-10 days. All waterways are being closely monitored and treated accordingly to keep them as healthy as possible during these warm summer months.

Considering the season, most ponds that were inspected are in great condition. Nuisance grasses were still present in moderate amounts and will be a main focus going forward. In terms of algal activity, there are still minor amounts of decaying algae around the perimeters and throughout some ponds. Those ponds that still contain notable amounts of algae will be on our technician's radar for future visits. Some ponds simply require light touch ups to stay in good health during the summer conditions. Proceeding treatments will continue to combat any new growth that pops up between visits, as the growing season continues. Rains have improved most pond conditions favorably, and should continue to improve them as we move into the rainy, summer months.

## RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid overtreating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!



MAINTENANCE AREA



Ballantrae CDD

Ballantrae Blvd, Land O' Lakes, FL

Gate Code:



# **EXHIBIT 8**





## Ballantrae CDD Conservation Areas

---

**Inspection Date:**

8/2/2023 10:08 AM

**Prepared by:**

Lee Smith

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940

# Inspection Report

## SITE: 2

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Dogfennel is still present on the outskirts of this zone. Technician will target this during the next maintenance event.

WATER:	Clear	<input checked="" type="checkbox"/> Present
FERNS:	N/A	Minimal <input checked="" type="checkbox"/> Moderate
NUISANCE SPECIES OBSERVED:		Substantial
- Dogfennel		

## SITE: 6

Condition:    Excellent    Great    ✓Good    Poor    Mixed Condition    Improving



### Comments:

Dogfennel is growing in the buffer of this zone. Will be addressed during next visit.

WATER:	Clear	<input checked="" type="checkbox"/> Present
FERNS:	<input checked="" type="checkbox"/> N/A	Minimal    Moderate    Substantial
NUISANCE SPECIES OBSERVED:		
- Dogfennel		



# Inspection Report

## SITE: 7

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

The buffer around this zone is free of nuisance vegetation. Moderate interior fern growth.

WATER:    Clear    ☒ Present

FERNS:    N/A    Minimal    ☒ Moderate    Substantial

NUISANCE SPECIES OBSERVED:

## SITE: 8

Condition:    Excellent    Great    ✓Good    Poor    Mixed Condition    Improving



### Comments:

Nuisance vegetation is still present around the perimeter of this zone. Moderate interior fern growth. Technician will make sure to address nuisance vegetation during next visit.

WATER:    Clear    ☒ Present

FERNS:    N/A    Minimal    ☒ Moderate    Substantial

NUISANCE SPECIES OBSERVED:

- Sesbania
- Dogfennel

# Inspection Report

## SITE: 10

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Buffer is clear of nuisance vegetation and is being maintained nicely.

WATER:    Clear    ✗ Present

FERNS:    N/A    Minimal    ✗ Moderate    Substantial

NUISANCE SPECIES OBSERVED:

## SITE: 11

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Buffer is being maintained nicely around this zone. Ceasarweed still present within the zone will be addressed.

WATER:    Clear    ✗ Present

FERNS:    N/A    Minimal    ✗ Moderate    Substantial

NUISANCE SPECIES OBSERVED:

- Ceasarweed



# Inspection Report

## SITE: 12

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Some ceasarweed is present within this buffer. Otherwise, it is being maintained nicely.

WATER:	Clear	<input checked="" type="checkbox"/> Present
FERNS:	N/A	<input checked="" type="checkbox"/> Minimal    Moderate    Substantial
NUISANCE SPECIES OBSERVED:		
- Ceasarweed		

## SITE: 13

Condition:    Excellent    Great    ✓Good    Poor    Mixed Condition    Improving



### Comments:

Dogfennel and Sesbania is beginning to populate the buffer of this zone.

WATER:	<input checked="" type="checkbox"/> Clear	Present
FERNS:	N/A	Minimal <input checked="" type="checkbox"/> Moderate    Substantial
NUISANCE SPECIES OBSERVED:		
- Dogfennel		
- Sesbania		



# Inspection Report

## SITE: 14

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      Improving



Comments:  
Cesarweed and Dog fennel are still growing within the buffer of this zone.

WATER:      Clear    ☒ Present

FERNS:      N/A      Minimal    ☒ Moderate      Substantial

NUISANCE SPECIES OBSERVED:  
- Cesarweed  
- Dogfennel

## SITE: 15

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      Improving



Comments:  
Nuisance vegetation is still present around the perimeter and will be targeted during next maintenance event.

WATER:      Clear    ☒ Present

FERNS:      ☒ N/A      Minimal      Moderate      Substantial

NUISANCE SPECIES OBSERVED:  
- Sesbania  
- Dogfennel

## MANAGEMENT SUMMARY



With August having just started, we have at last entered the hottest part of the year. Conditions are suited to favor growth. Temperature and humidity remain high, while extended daylight hours (mixed with a majority of clear skies and abundant sunshine) will result in almost explosive growth across all conservation zones. This "weather-cocktail" unfortunately favors nuisance species (such as Sesbania and Dogfennel), as many of them have evolved to take advantage of conditions such as these, and they quickly fill in the empty space of the buffer zones that surround many of the conservation sites. Upkeep in the conservation areas will increase during this time, and residents will notice an increase in the growth rate of these "pioneer-species" especially as the rains pick up in frequency & intensity.

Across the inspected areas, many buffer zones are in great condition. Already, many of the buffer zones along the Conservation sites display evidence of highly successful maintenance on target species, but could use another round of treatment as they are beginning to grow back. Selective spray treatments will continue to be applied by trained and licensed technicians. Aside from this, treatment of Dogfennel and Ceasarweed plants will be conducted during the next treatment, to combat these patches of growth which were noted.

## RECOMMENDATIONS

Continue to treat for target species within the buffer zones. Rain will improve the intensity of growth.

Watch out for debris items along the perimeter of the buffer zones.

Thank you for choosing Steadfast Environmental!

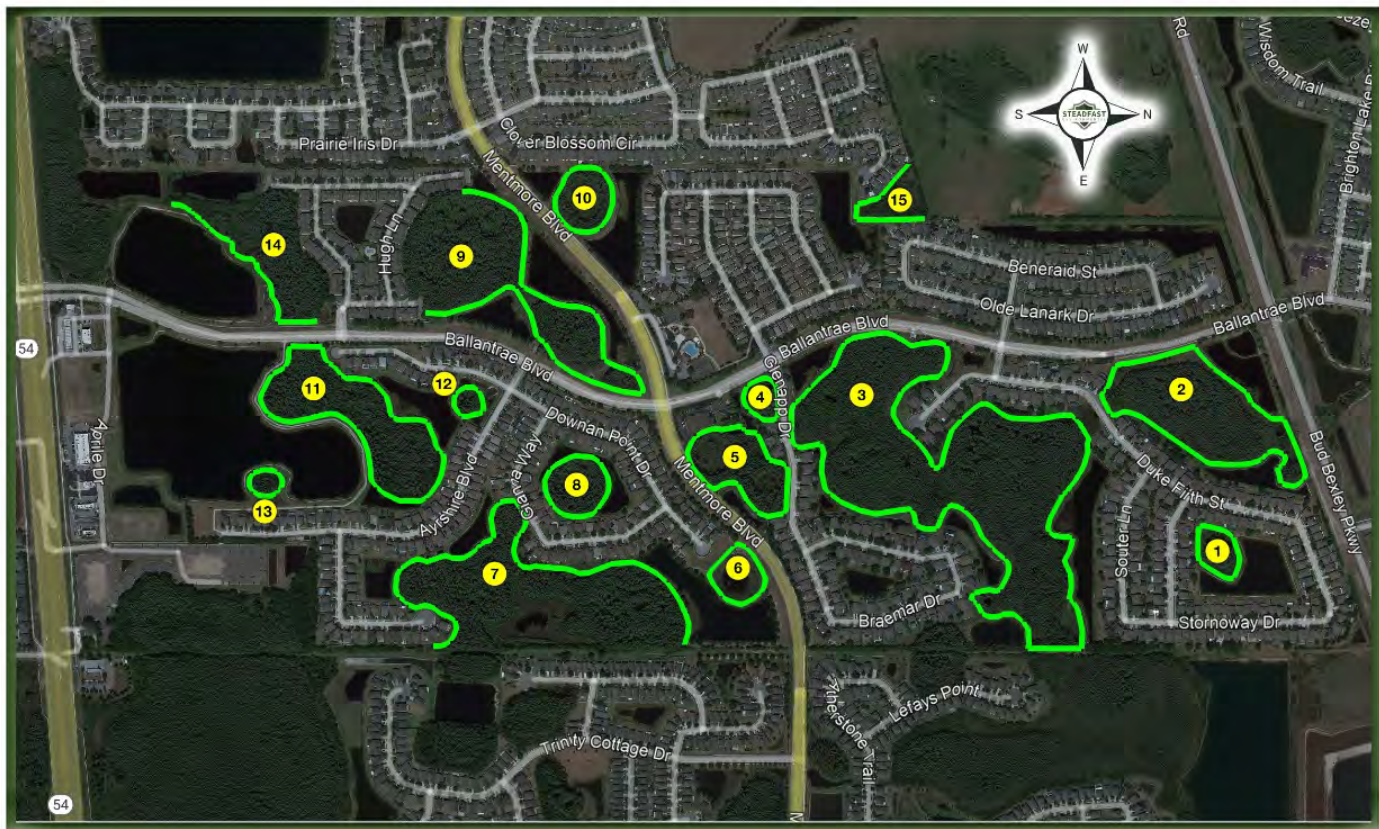


MAINTENANCE AREA



Ballantrae CDD Conservation Areas  
Ballantrae Blvd, Land O' Lakes, FL

Gate Code:





# **EXHIBIT 9**



**YELLOWSTONE**  
LANDSCAPE

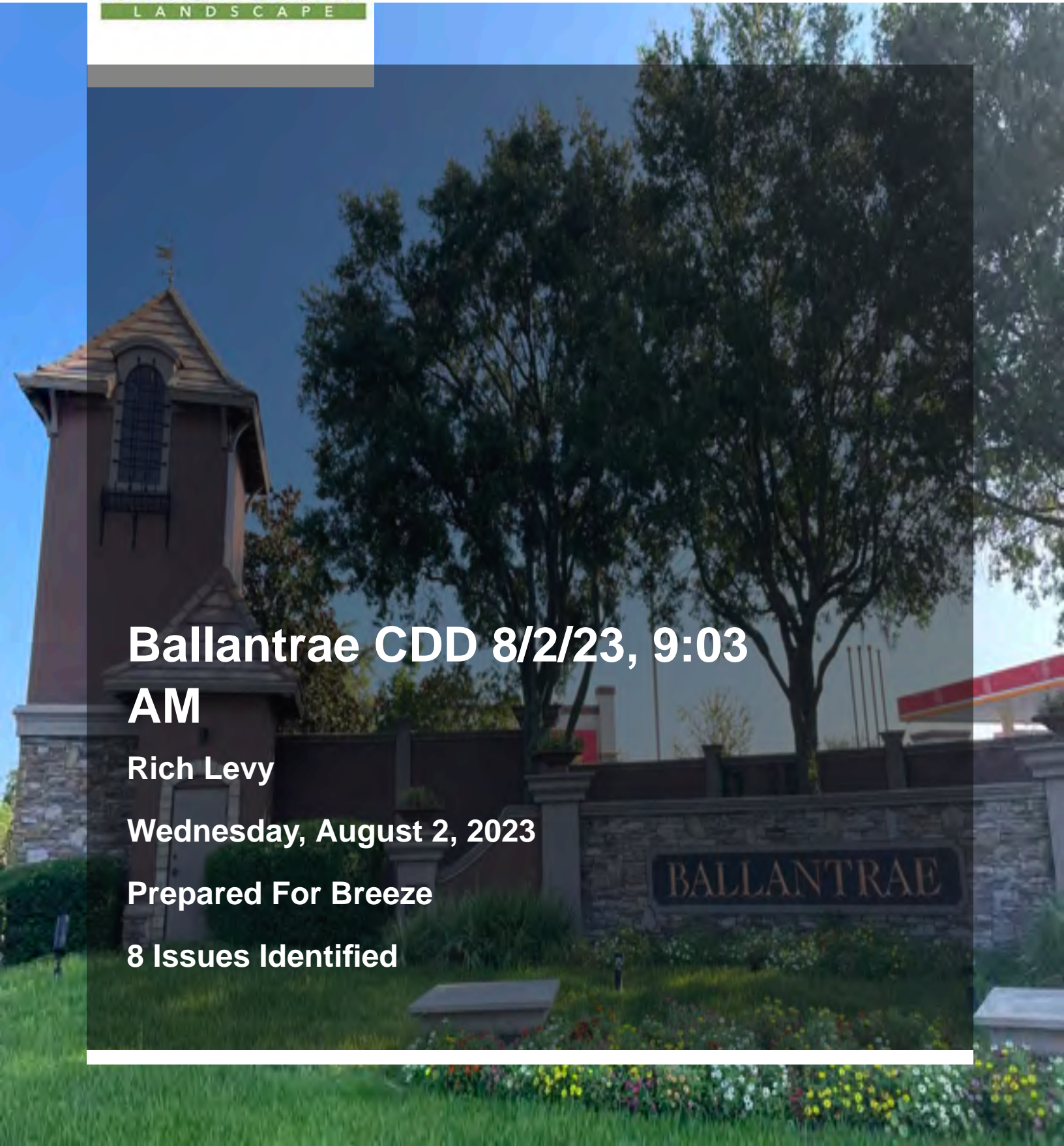
# **Ballantrae CDD 8/2/23, 9:03 AM**

**Rich Levy**

**Wednesday, August 2, 2023**

**Prepared For Breeze**

**8 Issues Identified**





Monthly Walk Thru  
Assigned To Community  
Attendees  
Chris Van Helden



Observation  
Assigned To Board  
Propose to remove the last 4 Ligustrum & replace with Bahia Sod.



Observation  
Assigned To Community  
Yellowstone will remove the 2 dead trees free to the community.



Observation  
Assigned To Community  
Juniper beds cleaned up from weeds.





### Observation 5

Assigned To Mr Thomas

Area that had been missed has been cleaned up.



### Observation

Assigned To Board

Top Choice proposal for common area has been turned in with agenda.



### Observation

Assigned To Board

Proposal for Fall's Annuals has been turned in.  
Scheduled 8 September.



### Observation 8



A stylized, handwritten signature in black ink, appearing to read 'C. Van Helden'.

Christiaan Van Helden  
Yellowstone Landscape

# **EXHIBIT 10**



Proposal #334484  
Date: 07/26/2023  
From: Chris Van Helden

## Proposal For

### Ballantrae CDD

Patricia Comings-Thibault  
Breeze  
1540 International Plaza - Suite 2000  
Lake Mary, FL 32746

main: 813-564-7847  
mobile:  
patricia@breezehome.com

## Location

17611 Mentmore Blvd  
Land O' Lakes, FL 34638

Ballantrae CDD: Ballantrae Top Choice (Common areas)

Terms: Net 30

## ITEM DESCRIPTION

## AMOUNT

Fert/Pest

## Client Notes

Yellowstone will apply Top Choice to the CDD Common areas(**Not Including Clubhouse**) for the annual control of fire ants. Top Choice gives 1 full year control of fire ants as guaranteed by the manufacturer. Top Choice is dependent on proper hydration for the first 3-4 weeks to properly activate. clubhouse area was priced on separate quote.

Signature

x

SUBTOTAL \$4,257.08

SALES TAX \$0.00

TOTAL \$4,257.08

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.*

*Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

## Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Assigned To

Chris Van Helden  
cvanhelden@yellowstonelandscape.com

# **EXHIBIT 11**





Proposal #334467  
Date: 07/26/2023  
From: Chris Van Helden

Proposal For

Ballantrae CDD

Patricia Comings-Thibault  
Breeze  
1540 International Plaza - Suite 2000  
Lake Mary, FL 32746

main: 813-564-7847  
mobile:  
patricia@breezehome.com

Location

17611 Mentmore Blvd  
Land O' Lakes, FL 34638

Ballantrae CDD: Ballantrae Top Choice (Clubhouse)

Terms: Net 30

ITEM DESCRIPTION	AMOUNT
------------------	--------

Fert/Pest

Client Notes

Yellowstone will apply Top Choice to the clubhouse area, including the field and around the courts and playground for the annual control of fire ants. Top Choice gives 1 full year control of fire ants as guaranteed by the manufacturer. Top Choice is dependent on proper hydration for the first 3-4 weeks to properly activate.

Signature

x

SUBTOTAL \$1,199.99

SALES TAX \$0.00

TOTAL \$1,199.99

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Chris Van Helden  
cvanhelden@yellowstonelandscape.com

## **EXHIBIT 12**



Proposal #336673

Date: 08/02/2023

From: Chris Van Helden

## Proposal For

### Ballantrae CDD

c/o Breeze  
1540 International Plaza - Suite 2000  
Lake Mary, FL 32746

main: 813-564-7847  
mobile:  
patricia@breezehome.com

## Location

17611 Mentmore Blvd  
Land O' Lakes, FL 34638

Property Name: Ballantrae CDD

## Entrance Enhancement

Terms: Net 30

- Removed 4 stressed Ligustrum
- Install soil
- Install Bahia

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Remove Ligustrum, Install Soil & Bahia	1.00	\$1,150.000	\$1,150.00
Bahia Piece	25.00	\$3.750	\$93.75
80/20 Mixed Soil Yd	1.50	\$35.000	\$52.50

## Client Notes

Signature

x

SUBTOTAL \$1,296.25

SALES TAX \$0.00

TOTAL \$1,296.25

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Chris Van Helden

Office:  
cvanhelden@yellowstonelandscape.com



# **EXHIBIT 13**



Proposal #336644

Date: 08/02/2023

From: Chris Van Helden

Proposal For

Ballantrae CDD

c/o Breeze  
1540 International Plaza - Suite 2000  
Lake Mary, FL 32746

main: 813-564-7847  
mobile:  
patricia@breezehome.com

Location

17611 Mentmore Blvd  
Land O' Lakes, FL 34638

Property Name: Ballantrae CDD

Fall Annual 2023 Change Out

Terms: Net 30

- Remove & install fall mix annuals
- Dump Fees & Taxes

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Durango Marigold Mix	2500.00	\$1.750	\$4,375.00
Professional Soil Mix	20.00	\$30.000	\$600.00

Client Notes

Remove & install summer mix

Signature

x

SUBTOTAL \$4,975.00

SALES TAX \$0.00

TOTAL \$4,975.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Chris Van Helden

Office:  
cvanhelden@yellowstonelandscape.com

# **EXHIBIT 14**

1 **MINUTES OF MEETING**

2 **BALLANTRAE**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development  
5 District was held on Thursday, July 13, 2023 at 6:30 p.m., at 17611 Mentmore Blvd., Land O'Lakes,  
6 Florida.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Richard Levy	Board Supervisor, Chairman
11	Chris Milano	Board Supervisor, Vice Chairman
12	Joanne Anderson	Board Supervisor, Assistant Secretary
13	Kendrick Miller	Board Supervisor, Assistant Secretary
14	Cecilio "Tony" Thomas	Board Supervisor, Assistant Secretary

15 Also present were:

16	Patricia Thibault	District Manager, Breeze
17	Gaby Arroyo	Community Director, Breeze
18	Greg Woodcock	District Engineer, Stantec
19	Chris Van Helden	Yellowstone Landscape
20	Joe Hamilton	Steadfast

21 *The following is a summary of the discussions and actions taken at the July 13, 2023 Ballantrae CDD*  
22 *Board of Supervisors Regular Meeting.*

23 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual for**  
24 **agenda items)**

25 The Girl Scouts requested time to reserve the clubhouse; the CDD Board Chairman advised  
26 that, as they are residents, they just need to make the deposit.

27 **THIRD ORDER OF BUSINESS – Professional Reports**

28 A. District Engineer – Greg Woodcock

29 ➤ Exhibit 1: Stantec Report – Property Line Review Behind Lintower Drive

30 • Exhibit 2: Fence Survey

31 B. Discussion of update regarding Amenity Center Design. The scope is scheduled to be presented at  
32 the August CDD Meeting. It was noted that reflectors and signage should be confirmed to be on  
33 the new gate.

34 C. District Counsel discussed the status of the fountain and pond matter.

35 D. Breeze presented its Field Operations Report

36 ➤ Exhibit 3: Report

37 ➤ Exhibit 4: the JSC Protection Proposal was discussed. The current budget for this line item  
38 is currently \$50,000. The annual proposal for submitted was \$23,760. The remainder is to  
39 be dedicated to the Sheriff.



On a MOTION by Ms. Anderson, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board approved **the annual proposal for submitted to be \$23,760, with the remainder to be dedicated to the Sheriff**, for the Ballantrae Community Development District.

- Exhibit 5: Arinton install four (4) push/pull valve repair kits in the amount of \$995.00

On a MOTION by Mr. Miller, SECONDED by Ms. Anderson, WITH ALL IN FAVOR, the Board approved **the installation by Arinton of four (4) push/pull valves in the amount of \$995.00**, for the Ballantrae Community Development District.

- Exhibit 6: Uline recycled plastic benches: the cost is \$575 for one bench, or \$550 each for three (3) or more benches.
  - This item was tabled pending the presentation of a match option by staff.
- Exhibit 7: Steadfast Environmental Aquatics Inspection Report was presented.
- Exhibit 8: Discussion to repair the eroded section of Pond 18 due to pool drainage in the amount of \$400.00. The Board also discussed providing direction to District Counsel to send a letter and request reimbursement from the owner of the pool.

On a MOTION by Mr. Milano, SECONDED by Mr. Miller, WITH ALL IN FAVOR, the Board approved **Steadfast to repair the eroded section of Pond 18 in the amount of \$400.00 and to direct District Counsel to send a letter requesting reimbursement for the cost of repairs from the owner(s) of the pool**, for the Ballantrae Community Development District.

- Exhibit 9: Steadfast Environmental Conservation Inspection Report was presented.
- Chris Van Helden from Yellowstone presented his site audit and discussed, under Exhibit 10, Mowing and Erosion issues around the ponds.

#### **FOURTH ORDER OF BUSINESS – Administrative Matters**

##### **A. Exhibit 11: Acceptance of the Unaudited May 2023 Financial Statement**

On a MOTION by Mr. Milano, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board accepted the **Unaudited May 2023 Financial Statement** for the Ballantrae Community Development District.

##### **B. Exhibit 12: Approval of the June 8, 2023 Regular Meeting Minutes**

On a MOTION by Mr. Milano, SECONDED by Ms. Anderson, WITH ALL IN FAVOR, the Board approved the **Minutes of June 8, 2023 Regular Meeting** for the Ballantrae Community Development District.

C. Exhibit 13: Consideration for Acceptance of the FY 2022 Audited Financial Statements

On a MOTION by Ms. Anderson, SECONDED by Mr. Milano, WITH ALL IN FAVOR, the Board approved the **FY 2022 Audited Financial Statements** for the Ballantrae Community Development District.

D. Presentation of Ratifications

- Exhibit 14: Yellowstone Irrigation repair on Ballantrae Blvd. in the amount of \$956.90

On a MOTION by Mr. Thomas, SECONDED by Mr. Miller, WITH ALL IN FAVOR, the Board approved Ratification of the **Yellowstone Irrigation repair on Ballantrae Blvd. in the amount of \$956.90**, for the Ballantrae Community Development District.

**FIFTH ORDER OF BUSINESS – Old Business Matters**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – New Business Matters**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

- Discussion of Food Trucks ensued.
- Discussion of Steadfast Landscape Proposal – Steadfast proposed an increase of \$15,660 over current costs for basic services. Annuals are \$0.25 more per flower and \$5 more per cubic yard for mulch, amounting to an increase of \$3,500. Annuals would be a \$2,340 increase. The total increase discussed is close to \$25,000.
- Discussion of Maintenance Supervisor Pay followed. The current rate of pay is \$23 per hour. The selected individual requested \$25 per hour, which would create an economic impact (expense) of \$10,400.

On a MOTION by Mr. Milano, SECONDED by Mr. Miller, WITH ALL IN FAVOR, the Board approved the **increase in pay to \$25 per hour for the Maintenance Supervisor position**, for the Ballantrae Community Development District.

- Discussion of Spray Pain Removal in the amount of \$350.00.
  - This item was tabled for the Maintenance Crew to address.

B. Amenity Manager

The Board and Staff discussed No Smoking in the Amenity Center.

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**EIGHTH ORDER OF BUSINESS – Supervisors Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS – Adjournment**

Ms. Thibault called for the meeting to be adjourned.

On a MOTION by Mr. Miller, SECONDED by Mr. Thomas, WITH ALL IN FAVOR, the Board adjourned the meeting for the Ballantrae Community Development District.
----------------------------------------------------------------------------------------------------------------------------------------------------------

*\*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**

# **EXHIBIT 15**



# Ballantrae Community Development District

Financial Statements  
(Unaudited)

Period Ending  
June 30, 2023

# BALLANTRAE CDD

## Financial Report Summary - General Fund

As of June 30, 2023

### a. FUND BALANCE:

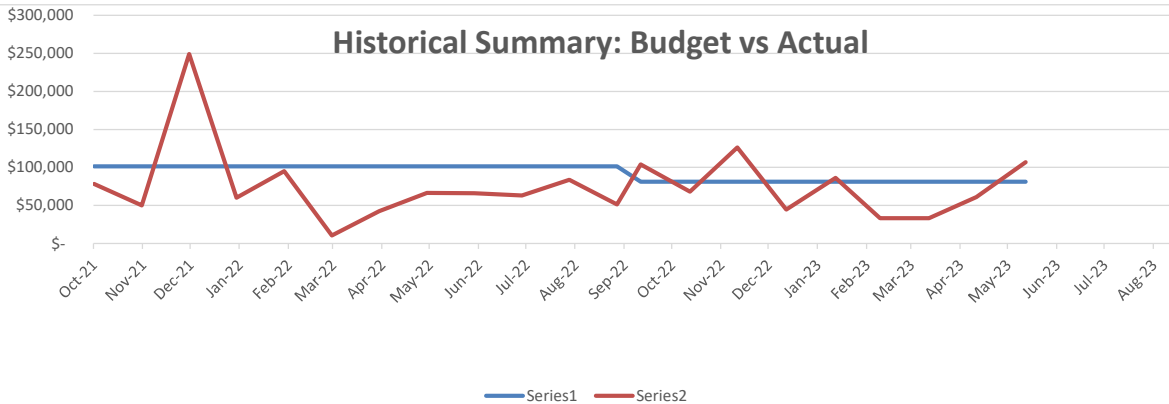
	For The Period Ending	6/30/2023 Actual	6/30/2022 Actual	Variance
CASH OPER. ACCT		\$ 315,576	\$ 812,950	\$ (497,374)
CASH OPER. ACCT-RESTRICTED		49,599	-	49,599
CASH DEBIT CARD		747	542	205
ACCOUNTS RECEIVABLE		12,020	67,438	(55,418)
ASSESSMENTS RECEIVABLE-ON ROLL		-	-	-
OTHER CURRENT ASSETS		4,191	8,247	(4,056)
DUE FROM OTHER FUNDS		62,581	-	62,581
LESS: ACCOUNTS PAYABLE		(40,743)	(11,835)	(28,908)
DUE TO OTHER FUNDS		(49,599)	(166,082)	116,483
DEFERRED REVENUE		-	-	-
ACCRUED EXPENSES		(4,583)	(18,261)	13,678
<b>NET CASH BALANCE</b>		<b>\$ 349,790</b>	<b>\$ 692,999</b>	<b>\$ (343,209)</b>
UNRESERVED GF BALANCE (UN-ASSIGNED)		\$ 345,598	\$ 736,480	\$ (390,882)
NONSPENDABLE PREPAID ITEM		4,191	10,307	\$ (6,116)
RESERVE GF BALANCE (ASSIGNED) - OPERATIONS		-	-	-
<b>TOTAL GENERAL FUND BALANCE</b>		<b>\$ 349,789</b>	<b>\$ 746,787</b>	<b>\$ (396,998)</b>

### b. REVENUE AND EXPENDITURES (FY 2023 YTD):

% TAX ASSESSMENTS COLLECTED

	ACTUAL YEAR-TO-DATE	BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
TOTAL REVENUE (YTD) COLLECTED	\$ 1,030,862	\$ 1,024,660	\$ 6,202
EXPEND. (YTD) BEFORE OTHER SOURCES & USES	(726,130)	(809,886)	83,755
<b>NET OPERATING CHANGE</b>	<b>\$ 304,732</b>	<b>\$ 214,774</b>	<b>\$ 89,957</b>

### Historical Summary: Budget vs Actual



# Ballantrae CDD

## Balance Sheet

June 30, 2023

	GENERAL FUND	RESERVE FUND	DS-2015 FUND	TOTAL
1 <b>ASSETS:</b>				
2 CASH - OPERATING ACCTS	\$ 315,576	\$ -	\$ -	\$ 315,576
3 CASH - OPERATING ACCTS-RESTRICTED	49,599	-	-	49,599
4 CASH - MMK BU	-	-	-	-
5 CASH - DEBIT CARD BU	747	-	-	747
6 CASH ON HAND - Prior Mgt	-	-	-	-
7 INVESTMENTS:				
8 ASSET RESERVE	-	550,456	-	550,456
9 EMERGENCY RESERVE	-	319,969	-	319,969
10 PARK DEVELOPMENT	-	1,174,988	-	1,174,988
11 BILL PAYMENT RESERVE	-	157,928	-	157,928
12 SINKING FUND-SERIES 2015	-	-	-	-
13 REVENUE-SERIES 2015	-	-	122,670	122,670
14 RESERVE-SERIES 2015	-	-	222,450	222,450
15 PREPAYMENT-SERIES 2015	-	-	-	-
16 INTEREST-SERIES 2015	-	-	-	-
17 ACCOUNTS RECEIVABLE	12,113	-	-	12,113
18 ALLOWANCE FOR UNCOLLECTED DEBT	(93)	-	-	(93)
19 ASSESSMENTS RECEIVABLE -ON ROLL	-	-	-	-
20 DUE FROM OTHER FUNDS	62,581	-	49,599	112,180
21 DEPOSITS	1,175	-	-	1,175
22 PREPAID ITEMS	3,016	-	-	3,016
23 <b>TOTAL ASSETS</b>	<b>\$ 444,714</b>	<b>\$ 2,203,342</b>	<b>\$ 394,718</b>	<b>\$ 3,042,774</b>

**Ballantrae CDD**  
**Balance Sheet**  
**June 30, 2023**

	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>DS-2015 FUND</u>	<u>TOTAL</u>
24 <b><u>LIABILITIES:</u></b>				
25 ACCOUNTS PAYABLE	\$ 40,743	\$ -	\$ -	\$ 40,743
26 DUE TO OTHER FUNDS	49,599	62,581	-	112,180
27 ACCRUED EXPENSES	4,583	-	-	4,583
28 DEFERRED REVENUE ON-ROLL	-	-	-	-
29 <b><u>FUND BALANCE:</u></b>				
30 NON SPENDABLE (Deposits & Prepaid)	4,191	-	-	4,191
31 ASSIGNED	-	2,140,761	394,718	2,535,480
32 UNASSIGNED	345,598	-	-	345,598
33 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 444,714</b>	<b>\$ 2,203,342</b>	<b>\$ 394,718</b>	<b>\$ 3,042,774</b>



**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	FY 2023 AMENDED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
1 <b>O&amp;M REVENUES:</b>					
2 LANDOWNER ASSESMENTS (NET)	\$ 1,024,660	\$ 1,024,660	1,028,141	\$ 3,481	100%
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	2,812	-	-	-	0%
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	175,000	-	-	-	0%
5 OTHER INCOME	-	-	2,721	2,721	0%
6 TRANSFER IN FROM RESERVE FUND	-	-	-	-	0%
7 <b>O&amp;M TOTAL REVENUES:</b>	<b>1,202,472</b>	<b>1,024,660</b>	<b>1,030,862</b>	<b>6,202</b>	<b>86%</b>
8 <b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>					
9 <b>BOARD OF SUPERVISORS</b>					
10 SUPERVISOR STIPENDS	14,000	10,500	8,481	2,019	61%
11 NEWSLETTER - PRINT & MAILING	-	-	-	-	0%
12 WEBSITE SERVER & NAME	2,015	2,015	2,015	-	100%
13 PUBLIC OFFICIALS LIABILITY INSURANCE	3,369	2,527	-	2,527	0%
14 <b>MANAGEMENT SERVICES</b>					
15 ADMINISTRATIVE SERVICES	-	-	-	-	0%
16 DISTRICT MANAGEMENT	55,000	41,250	41,247	3	75%
17 FINANCIAL CONSULTING SERVICES	-	-	-	-	0%
18 ACCOUNTING SERVICES	-	-	-	-	0%
19 <b>ENGINEERING &amp; LEGAL SERVICES</b>					
20 DISTRICT ENGINEER	18,000	13,500	35,625	(22,125)	198%
21 DISTRICT COUNSEL	17,300	12,975	3,201	9,774	19%
22 <b>ADMINISTRATIVE: OTHER</b>					
23 ANNUAL FINANCIAL AUDIT	4,200	3,150	-	3,150	0%
24 DISCLOSURE REPORT	-	-	-	-	0%
25 TRUSTEES FEES	3,772	2,829	2,891	(62)	77%
26 PROPERTY APPRAISER FEE	150	150	-	150	0%
27 LEGAL ADVERTISING	750	563	370	193	49%
28 ARBITRAGE REBATE CALCULATION	650	488	475	13	73%
29 DUES, LISCENSES AND FEES	1,200	900	175	725	15%
30 COMPLIANCE WITH ADA	2,480	1,860	-	1,860	0%
31 ADMINISTRATIVE CONTINGENCY	5,000	3,750	1,111	2,639	22%
32 MISC SERVICES	-	-	-	-	0%
33 <b>O&amp;M ADMINISTRATIVE TOTAL:</b>	<b>127,886</b>	<b>96,456</b>	<b>95,590</b>	<b>866</b>	<b>75%</b>
34 <b>INSURANCE</b>					
35 GERNERAL LIABILITY	7,700	7,700	6,452	1,248	84%
36 PROPERTY CASUALTY	18,000	18,000	17,115	885	95%
37 <b>INSURANCE TOTAL</b>	<b>25,700</b>	<b>25,700</b>	<b>23,567</b>	<b>2,133</b>	<b>92%</b>

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	<b>FY 2023 AMENDED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
38 <b>UTILITY SERVICES</b>					
39 ELECTRIC UTILITY SERVICES	25,000	18,750	24,805	(6,055)	99%
40 ELECTRIC UTILITY - RECREATION FACILITIES	15,000	11,250	12,181	(931)	81%
41 ELECTRIC STREET LIGHTING	103,500	77,625	83,922	(6,297)	81%
42 UTILITY - WATER - CLUBHOUSE & POOLS	14,000	10,500	17,462	(6,962)	125%
43 STORMWATER ASSESSMENT	2,200	1,650	-	1,650	0%
44 <b>UTILITY SERVICES SUBTOTAL</b>	<b>159,700</b>	<b>119,775</b>	<b>138,371</b>	<b>(18,596)</b>	<b>87%</b>
45 <b>LAKES/PONDS &amp; LANDSCAPE</b>					
46 <b>LAKES/PONDS: CONTRACTS</b>		-		-	
47 AQUATIC CONTRACT	34,800	26,100	28,558	(2,458)	82%
48 WETLAND BUFFER SPRAY CONTRACT	20,256	15,192	12,600	2,592	62%
49 <b>LAKES/PONDS: OTHER</b>					
50 FOUNTAIN REPAIRS & MAINTNANCE	3,000	2,250	8,362	(6,112)	279%
51 MITIGATION AREAS: MONITOR & MAINTAIN	1,500	1,125	-	1,125	0%
52 LAKE/POND REPAIRS	10,000	7,500	880	6,620	9%
53 INSTALL/REPLACE AQUATIC PLANTS	5,000		-		0%
54 <b>LANDSCAPING: CONTRACTS</b>					
55 LANDSCAPE MAINTENANCE CONTRACT	144,240	108,180	108,173	7	75%
56 LANDSCAPE - SECONDARY CONTRACTS	31,212	23,409	32,188	(8,779)	103%
57 LANDSCAPE OVERSIGHT/MANAGEMENT	-		-	-	0%
58 <b>LANDSCAPING: OTHER</b>					
59 IRRIGATION REPAIRS AND MAINTENANCE	14,000	10,500	11,548	(1,048)	82%
60 REPLACE PLANTS, MULCH & TREES	40,000	40,885	17,525	23,360	44%
61 SOD & SEED REPLACEMENT	10,000	7,500	19,875	(12,375)	199%
62 LANDSCAPE ENHANCEMENT	-	-	-	-	0%
63 EXTRA MOWINGS DURING RAINY SEASON	5,000	3,750	-	3,750	0%
64 RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	7,785	1,890	5,895	18%
65 FIELD MISCELLANEOUS	5,000	3,750	19,387	(15,637)	388%
66 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>334,388</b>	<b>257,926</b>	<b>260,986</b>	<b>(3,060)</b>	<b>78%</b>

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	<b>FY 2023 AMENDED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
67 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>					
68 <b>STREETS &amp; SIDEWALKS</b>					
69     ENTRY & WALLS MAINTENANCE	2,000	1,500	1,266	235	63%
70     STREET/DECORATIVE LIGHT MAINTENACE	1,000	1,000	1,570	(570)	157%
71     SIDEWALK REPAIR & MAINTENANCE	1,500	1,500	-	1,500	0%
72 <b>MAINTENANCE STAFF</b>					
73     EMPLOYEE - SALARIES	127,300	95,475	96,766	(1,291)	76%
74     EMPLOYEE - P/R TAXES	10,494	7,870	8,984	(1,113)	86%
75     EMPLOYEE - WORKERS COMP	4,200	4,200	2,911	1,289	69%
76     PAYROLL PROCESSING FEES	1,900	1,425	1,415	10	74%
77     EMPLOYEE- HEALTH & PHONE STIPENDS	14,400	10,800	8,400	2,400	58%
78     MILEAGE	1,100	825	-	825	0%
79 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>	<b>163,894</b>	<b>124,595</b>	<b>121,311</b>	<b>3,285</b>	<b>74%</b>
80 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>					
81 <b>CLUBHOUSE &amp; MISCELLANEOUS</b>					
82     PARK/FIELD REPAIRS	7,200	5,400	-	5,400	0%
83     CLUBHOUSE FACILITY MAINTENANCE	9,000	6,750	1,065	5,685	12%
84     CLUBHOUSE TELEPHONE/INTERNET/FAX	4,200	3,150	3,497	(347)	83%
85     MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	3,500	2,625	361	2,264	10%
86     POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	10,000	7,500	12,298	(4,798)	123%
87     POOL PERMITS	750	563	705	(143)	94%
88     SEASONAL LIGHTING	20,000	20,000	13,750	6,250	69%
89     PEST CONTROL	520	520	80	440	15%
90     CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	0%
91     CLUBHOUSE CLEANING	-	-	-	-	0%
92     CLUBHOUSE MISCELLANEOUS	7,500	5,625	4,526	1,099	60%
93 <b>SAFETY &amp; SECURITY</b>					
94     PART-TIME LAW ENFORCEMENT DETAILS	50,000	37,500	14,250	23,250	29%
95     SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	17,625	5,842	11,783	25%
96     EMPLOYEE P/R TAXES	2,000	1,500	869	631	43%
97     EMPLOYEE WORKER'S COMP	1,300	975	-	975	0%
98     VIDEO SURVEILLANCE	-	-	-	-	0%
99     SECURITY - OTHER (GATE SERVICE)	1,000	750	5,564	(4,814)	556%
100 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>	<b>140,470</b>	<b>110,483</b>	<b>62,806</b>	<b>47,676</b>	<b>45%</b>

**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	FY 2023 AMENDED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
101 O&M CONTINGENCY & CAPITAL PROJECTS					
102 O&M CONTINGENCY	99,935	74,951	23,499	51,452	24%
103 ENTRANCES & OTHER PLANT REPLACEMENT	-	-	-	-	0%
104 WALL & STRUCTURE PAINTING	-	-	-	-	0%
105 INVASIVE & UNDESIRABLE PLANT REMOVAL	-	-	-	-	0%
106 O&M CONTINGENCY TOTAL	99,935	74,951	23,499	51,452	24%
107 TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)	1,051,973	809,886	726,130	83,755	69%
108 EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.	150,500	214,774	304,732	73,938	202%
109 OTHER FINANCING SOURCES AND (USES)					
110 RESERVES TRANSFERS OUT-OTHER FINANCING USES					
111 EMERGENCY RESERVE	-	-	-	-	0%
112 ASSET RESERVE	50,500	50,500	50,500	-	100%
113 BILL PAYMENT RESERVE	-	-	-	-	0%
114 PARK DEVELOPMENT RESERVE	100,000	100,000	100,000	-	100%
115 TOTAL OTHER FINANCING SOURCES AND (USES)	150,500	150,500	150,500	-	100%
116 O&M TOTAL EXPENDITURES	1,202,473	250,500	876,630	-	73%
117 NET CHANGE IN FUND BALANCE	0	465,274	154,232	73,938	33675052%
118 NET CHANGE IN FUND BALANCE	-	559,386	154,232	80,140	
119 BEGINNING FUND BALANCE GENERAL FUND (adjusted for FY22)	-	-	195,557	195,557	
120 LESS FUND BALANCE FORWARD	-	-	-	-	
121 ENDING FUND BALANCE GENERAL FUND	-	559,386	349,789	275,696	
122 ENDING FUND BALANCE - RESERVE FUND (Stmt 2)	-	-	-	-	
123 TOTAL FUND BALANCE - GENERAL & RESERVE FUNDS	-	-	-	-	
124 ADJUSTED FUND BALANCE	\$ -	\$ 559,386	\$ 349,789	\$ 275,696	



**Ballantrae CDD**  
**Reserve Fund**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	<b>FY 2023 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUES:</b>				
<b>2 INTEREST REVENUE</b>				
<b>3 PARK DEVELOPMENT</b>	\$ -	\$ -	\$ 22,510	0%
<b>4 ASSET RESERVE</b>	-	-	11,716	0%
<b>5 EMERGENCY RESERVE</b>	-	-	7,253	0%
<b>6 BILL PAYMENT RESERVE</b>	-	-	3,618	0%
<b>7 FUND BALANCE FORWARD - PARK DEVELOPMENT</b>	50,000	37,500	-	0%
<b>8 TOTAL REVENUE</b>	50,000	37,500	45,097	90%
<b>9 RESERVES EXPENDITURES:</b>				
<b>10 EMERGENCY RESERVE</b>	-	-	-	0%
<b>11 ASSET RESERVE</b>	-	-	59,940	0%
<b>12 PARK DEVELOPMENT RESERVE</b>	50,000	37,500	95,162	190%
<b>13 PROJECTS</b>	-	-	-	0%
<b>14 TOTAL RESERVE EXPENDITURES</b>	50,000	37,500	155,102	190%
<b>16 EXCESS OF REVENUE OVER(UNDER)EXPENDITURES</b>	-	-	(110,005)	0%
<b>17 OTHER FINANCING SOURCES SOURCES (USES)</b>				
<b>18 TRANSFER IN - PARK DEVELOPMENT</b>	100,000	100,000	100,000	100%
<b>19 TRANSFER IN (OUT)- ASSET RESERVE</b>	50,500	50,500	50,500	100%
<b>20 INCREASE IN FUDN BALANCE</b>	-	-	-	0%
<b>21 TRANSFER IN (OUT) - EMERGENCY RESERVE</b>	-	-	-	0%
<b>22 TOTAL OTHER FINANCING SOURCES SOURCES (USES)</b>	150,500	150,500	150,500	200%
<b>23 NET CHANGE IN FUND BALANCE</b>	(150,500)	(112,875)	40,495	-27%
<b>24 FUND BALANCE BEGINNING</b>	2,094,769	-	2,100,266	100%
<b>25 FUND BALANCE FORWARD USE</b>	(50,000)	-		0%
<b>26 FUND BALANCE ENDING</b>	\$ 1,894,269	\$ (112,875)	\$ 2,140,761	100%

**Ballantrae CDD**  
**Debt Service Fund -Series 2015**  
**Statement of Revenue, Expenses and Changes in Fund Balance**  
**For The Period Beginning October 1, 2023 Ending June 30, 2023**

	<b>FY 2023 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUE</b>				
2 ASSESSMENT - ON-ROLL	\$ 556,611	\$ 55,661	\$ 558,497	\$ 502,835
3 ASSESSMENT DISCOUNTS	-	-	-	-
4 LOT CLOSINGS	-	-	-	-
5 INTEREST EARNINGS	-	-	10,149	10,149
<b>6 TOTAL REVENUE</b>	<b>556,611</b>	<b>55,661</b>	<b>568,646</b>	<b>512,985</b>
<b>7 EXPENDITURES</b>				
8 INTEREST PAYMENT	-	-	-	-
9 INTEREST MAY 2023	100,985	100,985	100,898	87
10 INTEREST NOV 2022	96,259	96,259	102,659	(6,400)
11 PRINCIPAL RETIREMENT NOV 2022	360,000	360,000	355,000	5,000
12 PRINCIPAL PREPAYMENT	-	-	10,000	10,000
<b>13 TOTAL CONTINGENCY</b>	<b>557,244</b>	<b>557,244</b>	<b>568,557</b>	<b>8,687</b>
<b>14 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(633.00)</b>	<b>(501,583)</b>	<b>89</b>	<b>521,672</b>
<b>15 OTHER FINANCING SOURCES</b>				
16 TRANSFER-IN	-	-	-	-
<b>17 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>18 NET CHANGE IN FUND BALANCE</b>	<b>(633)</b>	<b>(501,583)</b>	<b>89</b>	<b>521,672</b>
<b>19 FUND BALANCE - BEGINNING</b>	<b>-</b>	<b>-</b>	<b>394,629</b>	<b>394,629</b>
<b>20 FUND BALANCE - ENDING</b>	<b>\$ (633)</b>	<b>\$ (501,583)</b>	<b>\$ 394,718</b>	<b>\$ 916,301</b>

**BALLANTRAE CDD**  
**Check Register**  
**FY2023**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
09/30/2022		EOY Balance Hancock Bank				189834.77
10/1/2022	422R	Poolsure	check #100045 duplicated with JE and AP in Aug 2022-will reverse to correct duplicate in I	5,140.34	-	194,975.11
10/1/2022	423R	Suncoast Rust Control, Inc	check 2489 to suncoast rust voided after database sent to auditor-will reverse entry FY23	865		195,840.11
10/1/2022	71	Richard Levy	Invoice: 093521 (Reference: Payroll MTG 5-25-22. )		200.00	195,640.11
10/3/2022	100056	Egis Insurance Risk Advisors	Invoice: 17179 (Reference: Insurance renewal 10-23. ) Invoice: 092222-488 (Reference: insurance		26,477.92	169,162.19
10/4/2022	100057	Poolsure	Invoice: 101295635061 (Reference: Water Pool management - October. )		645.44	168,516.75
10/7/2022	100058	DCSI, Inc	Invoice: 29989 (Reference: Drop off 100 cards, overlays, and (2) print ribbons.. ) Invoice: 2999		1,916.97	166,599.78
10/7/2022	100059	Steadfast Environmental, LLC	Invoice: SE-21547 (Reference: Routine Aquatic Maintenance - October. ) Invoice: SE-21573 (Refer		6,023.15	160,576.63
10/7/2022	100060	Straley Robin Vericker	Invoice: 100522-1032 (Reference: Professional Services Rendered Through September 15, 2022. )		660.00	159,916.63
10/7/2022	100061	Yellowstone Landscape Professionals	Invoice: TM 436478 (Reference: Emergency Irrigation Controller Replacements Due to Lighting Strike		14,776.35	145,140.28
10/7/2022	100062	Star Fence	Invoice: 100422- (Reference: ALUMINUM FENCE color black 3 rail 5? H + 1 gate 4?wg 50 ft. )		1,265.50	143,874.78
10/7/2022	300020	Innovative Employer Solutions	Invoice: 096611 (Reference: Payroll Period 09/19/22-10/02/22. )		7,605.55	136,269.23
10/13/2022	100063	Business Observer	Invoice: 22-01753P (Reference: Meeting Notice. ) Invoice: 22-01651P (Reference: Notice of Meetin		140.01	136,129.22
10/17/2022	82	Richard Levy	Invoice: 096928-1 (Reference: Payroll - MTG 10-13-22. )		200.00	135,929.22
10/17/2022	83	Christopher Milano	Invoice: 096928-1 (Reference: Payroll - MTG 10-13-22. )		200.00	135,729.22
10/17/2022	100064	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Invoice: 100322- (Reference: Annual Special District Fee. )		175.00	135,554.22
10/17/2022	100065	Innersync	Invoice: 20836 (Reference: Website Service. )		1,515.00	134,039.22
10/17/2022	300019	Innovative Employer Solutions	Invoice: 096928 (Reference: Payroll - MTG 10-13-22. )		680.60	133,358.62
10/21/2022	100066	Poolsure	Invoice: 101295636206 (Reference: Water Management Seasonal. )		645.44	132,713.18
10/21/2022	300032	Engage PEO	Invoice: 097058 (Reference: Payroll period 10/03/22 to 10/16/22 and MTG 6-20-22 Workshop. )		4,628.68	128,084.50
10/21/2022	300033	Pasco County Utilities Services Branch	Invoice: 17298591 10/04 (Reference: 0 Ballantrae S Mentmor - 08/18/22/09/19/22. )		1,765.75	126,318.75
10/21/2022	300034	Pasco County Utilities Services Branch	Invoice: 17298592 10/4 (Reference: 0 Ayshire Blvd - 08/18/22-09/19/22. )		10.14	126,308.61
10/24/2022	300049	Bright House Networks	Invoice: 0036522358-01 10/6 (Reference: 17611 Mentmore Blvd Clubhouse - 10/06/22-11/04/22. )		14.99	126,293.62
10/25/2022	100067	DLTD Solutions Inc.	Invoice: 0003821 (Reference: Security Service - July 5th thru 23,2022. ) Invoice: 0003946 (Refer		8,800.00	117,493.62
10/25/2022	100068	Illuminations Holiday Lighting	Invoice: 221022 (Reference: Holiday lighting and decoration for Ballantrae Clubhouse and Front Ent		6,875.00	110,618.62
10/25/2022	100069	Artemis Connected LLC	Invoice: 1219 (Reference: Professional Mgmt. ) Invoice: 1198 (Reference: Professional Mgmt. )		9,166.00	101,452.62
10/25/2022	100070	Blue Wave Lighting, LLC	Invoice: 2201022 (Reference: Clubhouse Install LED track lighting outlining roofline (soffit) on 3		11,095.50	90,357.12
10/26/2022	300035	Duke Energy	Invoice: 9100 8258 0917 10/5 (Reference: 17611 Mentmore Blvd - 09/02/22-10/03/22. )		1,146.26	89,210.86
10/26/2022	300036	Duke Energy	Invoice: 9100 8258 1158 10/5 (Reference: 17524 Hugh Ln - 09/02/22-10/03/22. )		288.92	88,921.94
10/26/2022	300037	Duke Energy	Invoice: 9100 8258 1364 (Reference: 3633 Duke Firth St - Entry Light - 09/02/22-10/03/22. )		31.49	88,890.45
10/26/2022	300038	Duke Energy	Invoice: 9100 8258 1637 10/5 (Reference: 17700 Glennap Dr - Entry Tower - 09/02/22-10/03/22. )		37.50	88,852.95
10/26/2022	300039	Duke Energy	Invoice: 9100 8258 2521 (Reference: 17650 Ayshire Blvd - Entry Tower - 09/02/22-10/03/22. )		30.75	88,822.20
10/26/2022	300041	Duke Energy	Invoice: 9100 8258 2951 10/5 (Reference: 3542 Balnatrae Blvd - Well Pump - 09/02/22-10/03/22. )		56.46	88,765.74
10/26/2022	300042	Duke Energy	Invoice: 9100 8265 1329 10/5 (Reference: 2131 Ballantrae Blvd - IRR - 09/02/22-10/03/22. )		30.43	88,735.31
10/26/2022	300043	Duke Energy	Invoice: 9100 8265 1494 10/5 (Reference: 17626 Glenapp Dr - IRR - 09/02/22-10/03/22. )		98.46	88,636.85
10/26/2022	300044	Duke Energy	Invoice: 9100 8265 1676 10/5 (Reference: 2500 Ballantrae Blv - Lite Entrance SR 54 - 09/02/22-10/0		142.83	88,494.02
10/26/2022	300045	Duke Energy	Invoice: 9100 8265 1824 10/5 (Reference: 3643 Duke Firth St - IRR - 09/02/22-10/03/22. )		30.41	88,463.61
10/26/2022	300046	Duke Energy	Invoice: 9100 8265 2544 10/5 (Reference: 17600 Stickhar Dr - Entry Tower - 09/02/22-10/03/22. )		131.57	88,332.04
10/26/2022	300047	Duke Energy	Invoice: 9100 8265 2750 10/5 (Reference: 3351 Downan Point Dr - Well - 09/02/22-10/03/22. )		30.41	88,301.63
10/26/2022	300048	Duke Energy	Invoice: 9100 8258 1801 10/5 (Reference: 2800 Ballantrae Blvd - Pump Pond - 09/02/22-10/03/22. )		2,575.44	85,726.19
10/29/2022	300050	Bright House Networks	Invoice: 046594501101322 (Reference: 17611 Mentmore Blvd - AHMS1 - 10/13/22-11/12/22. )		397.94	85,328.25
10/31/2022	300040	Duke Energy	Invoice: 9100 8258 2745 10/10 (Reference: 17835 State Road 54 - LITE - 09/02/22-10/03/22. )		9,129.04	76,199.21
10/31/2021				6,005.34	119,640.90	76,199.21
11/1/2022	81	Christopher Milano	Invoice: 095855-1 (Reference: Payroll MTG 08-24-22. )		200.00	75,999.21
11/1/2022	300091	Bright House Networks	Invoice: 0036522358-01 11/6 (Reference: 17611 Mentmore Blvd Clubhouse - 12/05/22-01/06/23. )		14.99	75,984.22
11/3/2022	100071	Business Observer	Invoice: 22-01874P (Reference: Meeting Notice. )		56.88	75,927.34
11/3/2022	100072	Straley Robin Vericker	Invoice: 22279 (Reference: legal Services thru Oct. 15. )		1,328.27	74,599.07
11/3/2022	100073	Yellowstone Landscape Professionals	Invoice: TM 446890 (Reference: monthly landscaping. )		12,019.25	62,579.82
11/3/2022	100074	Artemis Connected LLC	Invoice: 1246 (Reference: Professional Mgmt. )		5,083.00	57,496.82

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
11/4/2022	300060	Engage PEO	Invoice: 097391 (Reference: Payroll period 10/17/22 to 10/30/22. )		5,130.59	52,366.23
11/7/2022	100075	Steadfast Environmental, LLC	Invoice: SE-21640 (Reference: Routine Aquatic Maintenance. )		4,573.15	47,793.08
11/7/2022	392		to book cash collected from tax collector	18.65		47,811.73
11/7/2022	392				6.56	47,805.17
11/7/2022	393		to book cash collected from tax collector	3,611.65		51,416.82
11/7/2022	393				1,271.30	50,145.52
11/7/2022	392			6.56		50,152.08
11/7/2022	393			1,271.30		51,423.38
11/10/2022	84	Andrew Alexandre	Invoice: 097511-1 (Reference: Payroll 11-10-22. )		184.70	51,238.68
11/10/2022	85	Richard Levy	Invoice: 097511-2 (Reference: Payroll 11-10-22. )		200.00	51,038.68
11/10/2022	86	Christopher Milano	Invoice: 097511-3 (Reference: Payroll 11-10-22. )		200.00	50,838.68
11/10/2022	100076	Steadfast Environmental, LLC	Invoice: SE-21667 (Reference: prune Oak Trees. )		13,912.00	36,926.68
11/10/2022	100077	Tampa Bay Times	Invoice: 080322-3502 (Reference: Assessment Ads. )		1,521.00	35,405.68
11/10/2022	300059	Engage PEO	Invoice: 097511 (Reference: Payroll 11-10-22. )		298.30	35,107.38
11/15/2022	100078	Business Observer	Invoice: 22-01947P (Reference: Notice of Meetings. )		78.75	35,028.63
11/15/2022	100079	Yellowstone Landscape Professionals	Invoice: TM 449293 (Reference: Mulch installation. )		16,830.00	18,198.63
11/15/2022	394		to book cash collected from tax collector	54,376.79		72,575.42
11/15/2022	394				19,140.63	53,434.79
11/15/2022	394			19,140.63		72,575.42
11/16/2022	100080	DCSI, Inc	Invoice: 30112 (Reference: broken case for front gate reader. )		164.00	72,411.42
11/18/2022	300066	Engage PEO	Invoice: 097684 (Reference: PR Period 10-31-22 thru 11-13-22. )		4,399.93	68,011.49
11/21/2022	395		to book cash collected from tax collector	60,414.78		128,426.27
11/21/2022	395				21,266.00	107,160.27
11/21/2022	395			21,266.00		128,426.27
11/23/2022	300076	Pasco County Utilities Services Branch	Invoice: 17437886 11/02 (Reference: 0 Ayshire Blvd - 08/18/22-09/19/22. )		10.29	128,415.98
11/23/2022	300077	Pasco County Utilities Services Branch	Invoice: 17437885 11/02 (Reference: 0 Ballantrae \$ Mentmor - 09/19/22-10/18/22. )		730.38	127,685.60
11/25/2022	396		to book cash collected from tax collector	130,025.39		257,710.99
11/25/2022	396				45,768.94	211,942.05
11/25/2022	396			45,768.94		257,710.99
11/29/2022	100081	A and R Pool Services, LLC dba Arinton	Invoice: 12303 (Reference: installed new Pentair Maxi pro impeller and diffuser for pump. ) Invo		1,290.00	256,420.99
11/30/2022	76	Christopher Milano	Invoice: 094525-1 (Reference: Payroll MTG 05-25-22. )		200.00	256,220.99
11/30/2022	300067	Duke Energy	Invoice: 9100 8265 2750 11/03 (Reference: 3351 Downan Point Dr - Well - 10/04/22-11/01/22. )		37.50	256,183.49
11/30/2022	300068	Duke Energy	Invoice: 9100 8265 2544 11/03 (Reference: 17600 Stickhar Dr - Entry Tower - 10/04/22-11/01/22. )		61.23	256,122.26
11/30/2022	300069	Duke Energy	Invoice: 9100 8265 1824 11/03 (Reference: 3643 Duke Firth St - IRR - 10/04/22-11/01/22. )		30.41	256,091.85
11/30/2022	300070	Duke Energy	Invoice: 9100 8265 1676 11/03 (Reference: 2500 Ballantrae Blv - Lite Entrance SR 54 - 10/04/22-11/01/22. )		144.36	255,947.49
11/30/2022	300071	Duke Energy	Invoice: 9100 8265 1494 11/03 (Reference: 17626 Glenapp Dr - IRR - 10/04/22-11/01/22. )		154.90	255,792.59
11/30/2022	300072	Duke Energy	Invoice: 9100 8265 1329 11/03 (Reference: 2131 Ballantrae Blvd - IRR - 10/04/22-11/01/22. )		30.48	255,762.11
11/30/2022	300073	Duke Energy	Invoice: 9100 8258 2951 11/03 (Reference: 3542 Ballantrae Blvd - Well Pump - 10/04/22-11/01/22. )		51.56	255,710.55
11/30/2022	300074	Duke Energy	Invoice: 9100 8258 2745 11/03 (Reference: 17835 State Road 54 - LITE - 10/05/22-11/02/22. )		9,129.04	246,581.51
11/30/2022	300075	Duke Energy	Invoice: 9100 8258 2521 11/04 (Reference: 17650 Ayshire Blvd - Entry Tower -10/04/22-11/01/22. )		30.72	246,550.79
11/30/2022	300078	Duke Energy	Invoice: 9100 8258 1801 11/03 (Reference: 2800 Ballantrae Blvd - Pump Pond - 10/04/22-11/01/22. )		2,222.54	244,328.25
11/30/2022	300079	Duke Energy	Invoice: 9100 8258 1637 11/03 (Reference: 17700 Glenap Dr - Entry Tower - 10/04/22-11/01/22. )		35.53	244,292.72
11/30/2022	300080	Duke Energy	Invoice: 9100 8258 1364 11/03 (Reference: 3633 Duke Firth St - Entry Light - 10/04/22-11/01/22. )		32.95	244,259.77
11/30/2022	300081	Duke Energy	Invoice: 9100 8258 1158 11/04 (Reference: 17524 Hugh Ln - 10/04/22-11/01/22. )		235.63	244,024.14
11/30/2022	300082	Duke Energy	Invoice: 9100 8258 0917 11/03 (Reference: 17611 Menthore Blvd - 10/04/22-11/01/22. )		1,019.56	243,004.58
11/30/2022				335,900.69	169,095.32	243,004.58
12/1/2022	300095	Bright House Networks	Invoice: 04659450111322 (Reference: 17611 Mentmore Blvd - 11/12/22-12/11/12. )		397.94	242,606.64
12/2/2022	100082	DCSI, Inc	Invoice: 30170 (Reference: Printing issues and mens bath door not closing. )		125.00	242,481.64
12/2/2022	100083	Stantec Consulting Services, Inc.	Invoice: 2002909 (Reference: Engineering Fees. )		3,142.00	239,339.64



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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
12/2/2022	100084	Yellowstone Landscape Professionals, LLC	Invoice: 229348 (Reference: remove fallen Oak Tree blocking traffic. )		875.00	238,464.64
12/2/2022	300083	Engage PEO	Invoice: 098019 (Reference: PR Period 11/24 thru 11/27. )		5,219.56	233,245.08
12/5/2022	398			640084.87		873,329.95
12/5/2022	398			347700.43		1,221,030.38
12/13/2022	100085	Business Observer	Invoice: 22-01897P (Reference: Notice of Meeting Board of Supervisors. )		56.88	1,220,973.50
12/13/2022	100086	Dibartolomeo, McBee, Hartley & Barnes, PA	Invoice: 90084833 (Reference: Audit financial statements ye 2021. )		3,800.00	1,217,173.50
12/13/2022	100087	DLTD Solutions Inc.	Invoice: 0004028 (Reference: Admin Fee for Oct and Nov. )		600.00	1,216,573.50
12/13/2022	100088	Poolsure	Invoice: 101295636933 (Reference: water management seasonal rate. )		645.44	1,215,928.06
12/13/2022	100089	Steadfast Environmental, LLC	Invoice: SE-21730 (Reference: Routine Aquatic Maintenance. )		4,573.15	1,211,354.91
12/13/2022	100090	Straley Robin Vericker	Invoice: 22453 (Reference: Legal Services thru Nov 15. )		185.00	1,211,169.91
12/13/2022	100091	Trooper Douglas Guy	Invoice: 0004029 (Reference: Security for Oct and Nov. )		3,000.00	1,208,169.91
12/13/2022	100092	Yellowstone Landscape Professionals, LLC	Invoice: TM 461402 (Reference: monthly landscaping. ) Invoice: TM 469029 (Reference: Winter Annu		17,459.25	1,190,710.66
12/13/2022	100093	Florida Patio Furniture	Invoice: 68104 (Reference: table and chairs - final payment. )		14,695.00	1,176,015.66
12/13/2022	100094	Artemis Connected LLC	Invoice: 1284 (Reference: Professional Mgmt. )		4,583.00	1,171,432.66
12/13/2022	100095	A and R Pool Services, LLC dba Arinton	Invoices: 12362 (Reference: pool renovation and resurface. )		29,970.00	1,141,462.66
12/16/2022	87	Richard Levy	Invoice: 098378-1 (Reference: PR Period 11/28 thru 12/11. )		200.00	1,141,262.66
12/16/2022	88	Christopher Milano	Invoice: 098378-2 (Reference: PR Period 11/28 thru 12/11. )		200.00	1,141,062.66
12/16/2022	300084	Engage PEO	Invoice: 098378 (Reference: PR Period 11/28 thru 12/11. )		5,134.20	1,135,928.46
12/19/2022	300123	Pasco County Utilities Services Branch	Invoice: 17587325 12/02 (Reference: 0 Ballantrae & Mentmor -10/18/22-11/17/2022. )		1,765.40	1,134,163.06
12/19/2022	300124	Pasco County Utilities Services Branch	Invoice: 17587323 12/02 (Reference: 0 Ayshire Blvd - 10/18/2022-11/7/2022. )		10.29	1,134,152.77
12/20/2022	100096	Stantec Consulting Services, Inc.	Invoice: 2014944 (Reference: Engineering Fees. )		2,556.00	1,131,596.77
12/20/2022	392		VOID: to book cash collected from tax collector			1,131,596.77
12/20/2022	392		to book cash collected from tax collector			1,131,596.77
12/20/2022	392		to book cash collected from tax collector			1,131,596.77
12/21/2022	392		to book cash collected from tax collector	95838.8		1,227,435.57
12/21/2022	392			27167.94		1,254,603.51
12/21/2022	392			52060.58		1,306,664.09
12/21/2022	392			14757.9		1,321,421.99
12/22/2022	300094	Bright House Networks	Invoice: 120522-6305 (Reference: 17611 Mentmore Blvd Clubhouse - 12/05/22-01/04/22. )		14.99	1,321,407.00
12/27/2022	300104	Duke Energy	Invoice: 910082580917 (Reference: 17611 Mentmore Blvd - 11/02/22-12/01/22. )		1,073.88	1,320,333.12
12/27/2022	300105	Duke Energy	Invoice: 910082581637 12/05 (Reference: 17700 Glenap Dr - Entry Tower - 11/02/22-12/01/22. )		36.94	1,320,296.18
12/27/2022	300106	Duke Energy	Invoice: 910082652750 (Reference: 3351 Downan Point Dr - Well - 11/02/22-12/01/22. )		36.25	1,320,259.93
12/27/2022	300107	Duke Energy	Invoice: 91008265 824 12/05 (Reference: 3643 Duke Firth St - IRR - 11/02/22-12/01/22. )		30.41	1,320,229.52
12/27/2022	300108	Duke Energy	Invoice: 910082582951 12/05 (Reference: 3542 Ballantrae Blvd - Well Pump - 11/02/22-12/01/22. )		55.19	1,320,174.33
12/27/2022	300109	Duke Energy	Invoice: 910082651676 12/05 (Reference: 2500 Ballantrae Blv - Lite Entrance SR 54 - 11/02/22-12/12/22		161.65	1,320,012.68
12/27/2022	300110	Duke Energy	Invoice: 910082652544 12/05 (Reference: 17600 Stickhar Dr - Entry Tower - 11/02/22-12/01/22. )		72.18	1,319,940.50
12/27/2022	300111	Duke Energy	Invoice: 9100 8265 1329 12/05 (Reference: 2131 Ballantrae Blvd - IRR - 11/02/22-12/01/22. )		30.48	1,319,910.02
12/27/2022	300113	Duke Energy	Invoice: 910082651494 12/05 (Reference: 17626 Glenapp Dr - IRR - 11/02/22-12/01/22. )		150.27	1,319,759.75
12/27/2022	300114	Duke Energy	Invoice: 910082581364 12/05 (Reference: 3633 Duke Firth St - Entry Light -11/02/22-12/01/22. )		37.02	1,319,722.73
12/27/2022	300115	Duke Energy	Invoice: 9100 2580917 12/05 (Reference: 2800 Ballantrae Blvd - Pump Pond - 11/02/22-12/01/22. )		2,271.84	1,317,450.89
12/27/2022	300116	Duke Energy	Invoice: 910082581158 12/05 (Reference: 17524 Hugh Ln - 11/02/22-12/01/22. )		210.83	1,317,240.06
12/27/2022	300122	Duke Energy	Invoice: 910082582521 12/05 (Reference: 17650 Ayshire Blvd - Entry Tower - 11/02/22-12/01/23. )		30.74	1,317,209.32
12/28/2022	100097	DCSI, Inc	Invoice: 30236 (Reference: change access to system schedule. )		125.00	1,317,084.32
12/28/2022	100098	Yellowstone Landscape Professionals, LLC	Invoice: TM 471416 (Reference: playground mulch filled in. )		10,885.50	1,306,198.82
12/28/2022	100099	Don Harrison Enterprises	Invoice: 2965 (Reference: added receptacles for holiday lights. )		1,570.00	1,304,628.82
12/28/2022	300103	Duke Energy	Invoice: 910082582745 12/07 (Reference: 17835 State Road 54 - LITE - 11/03/22-12/02/22. )		9,129.04	1,295,499.78
12/29/2022	300093	Bright House Networks	Invoice: 0465945011-121322 (Reference: 17611 Mentmore Blvd - 12/12/22-01/11/23. )		397.94	1,295,101.84
12/30/2022	300121	Engage PEO	Invoice: 098684 (Reference: Period 12/12/22-12/25/22. )		4,635.89	1,290,465.95
12/31/2022				1,177,610.52	130,149.15	1,290,465.95

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
1/4/2023	100100	Poolsure	Invoice: 101295638017 (Reference: water management seasonal rate. )		1,045.61	1,289,420.34
1/4/2023	100101	Steadfast Environmental, LLC	Invoice: SE-21841 (Reference: Routine Aquatic Maintenance. )		4,573.15	1,284,847.19
1/4/2023	100102	Blue Wave Lighting, LLC	Invoice: 2201222 (Reference: install LED track lighting. )		11,095.50	1,273,751.69
1/5/2023	100103	Illuminations Holiday Lighting, LLC	Invoice: 221222 (Reference: Holiday Lighting and Decor. )		6,875.00	1,266,876.69
1/11/2023	100104	Yellowstone Landscape Professionals, LLC	Invoice: TM 473361 (Reference: monthly landscaping. )		12,019.25	1,254,857.44
1/12/2023	395		to book cash collected from tax collector	227.79		1,255,085.23
1/12/2023	395		to book cash collected from tax collector		80.18	1,255,005.05
1/12/2023	396		to book cash collected from tax collector	1215.15		1,256,220.20
1/12/2023	396		to book cash collected from tax collector		427.73	1,255,792.47
1/12/2023	397		VOID: to book cash collected from tax collector			1,255,792.47
1/12/2023	397		Duplicate			1,255,792.47
1/12/2023	398		to book cash collected from tax collector	24368.46		1,280,160.93
1/12/2023	398		to book cash collected from tax collector		8,577.70	1,271,583.23
1/12/2023	395		to book cash collected from tax collector	80.18		1,271,663.41
1/12/2023	396		to book cash collected from tax collector	427.73		1,272,091.14
1/12/2023	397		to book cash collected from tax collector			1,272,091.14
1/12/2023	398		to book cash collected from tax collector	8577.7		1,280,668.84
1/13/2023	300117	Engage PEO	Invoice: 099043 (Reference: PR Period 12/26 to 1/8. )		5,567.74	1,275,101.10
1/17/2023	100105	Artemis Connected LLC	Invoice: 2023-01 Ballantrae (Reference: Professional Mgmt. )		4,583.00	1,270,518.10
1/20/2023	012023ACH-3	Pasco County Utilities Services Branch	17727 Mentmore & Ballantrae Blvd (Activation Fee & Deposit)+ svc fee		119.15	1,270,398.95
1/20/2023	012023ACH-4	Engage PEO	Payroll 1-20-23 BOS MTG		482.20	1,269,916.75
1/20/2023	89	Richard Levy	Invoice: 099141-2 (Reference: BOS MTG 1-12-23. )		200.00	1,269,716.75
1/20/2023	90	Christopher Milano	Invoice: 099141-1 (Reference: BOS MTG 1-12-23. )		200.00	1,269,516.75
1/20/2023	012023ACH	Pasco County Utilities Services Branch	VOID: 17727 Mentmore & Ballantrae Blvd (Activation Fee & Deposit)+ svc fee			1,269,516.75
1/20/2023	393	Florida Dept of Revenue	CY 2022 Q4 Sales tax		29.40	1,269,487.35
1/24/2023	012423ACH	Bright House Networks	17611 Mentmore Blvd Clubhouse - 1/5-2/4/23		14.99	1,269,472.36
1/25/2023	012523ACH1	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor (11/17/22-12/16/22)		1,277.72	1,268,194.64
1/25/2023	012523ACH2	Pasco County Utilities Services Branch	0 Ayshire Blvd - 11/17/22-12/16/22		10.29	1,268,184.35
1/26/2023	012023ACH-1	Pasco County Utilities Services Branch	17524 Hugh Lane (Activation Fee & Deposit) + svc fee (Pmt resubmitted 1/26-org pmt returned)		1,667.50	1,266,516.85
1/26/2023	100106	Poolsure	Invoice: 101295638725 (Reference: Water Management Seasonal. )		1,045.61	1,265,471.24
1/26/2023	100107	Yellowstone Landscape Professionals, LLC	Invoice: 240684 (Reference: Irrigation labor - Broken main line on Ballantrae Blvd. )		1,914.28	1,263,556.96
1/26/2023	300112	Duke Energy	Invoice: 910082582521 01/05 (Reference: 17650 Ayshire Blvd - Entry Tower - 12/02/22-01/03/23. )		30.78	1,263,526.18
1/27/2023	012723ACH.1	Duke Energy	3351 Downan Point Dr - Well - 12/2-1/6/23		30.67	1,263,495.51
1/27/2023	012723ACH1	Duke Energy	17700 Glenap Dr - Entry Tower - 12/2-1/3/23-ACH		43.66	1,263,451.85
1/27/2023	012723ACH-1	Duke Energy	2131 Ballantrae Blvd - IRR - 12/2-1/3/23		30.49	1,263,421.36
1/27/2023	012723ACH2	Duke Energy	3633 Duke Firth St - Entry Light -12/2-1/3/23-ACH		45.01	1,263,376.35
1/27/2023	012723ACH-2	Duke Energy	3643 Duke Firth St - IRR - 12/2- to 1/3/23		30.41	1,263,345.94
1/27/2023	012723ACH3	Duke Energy	3542 Ballantrae Blvd - Well Pump - 12/2-1/3/23-ACH		75.80	1,263,270.14
1/27/2023	012723ACH4	Duke Energy	17600 Stickhar Dr - Entry Tower -12/2-1/3/23-ACH		99.84	1,263,170.30
1/27/2023	012723ACH5	Duke Energy	17626 Glenapp Dr - IRR -12/2-1/3/23-ACH		146.34	1,263,023.96
1/27/2023	012723ACH6	Duke Energy	2500 Ballantrae Blv - Lite Entrance SR 54 -12/2-1/5/23-ACH		249.95	1,262,774.01
1/27/2023	012723ACH7	Duke Energy	17524 Hugh Ln - 12/2-1/3/23-ACH		327.81	1,262,446.20
1/27/2023	012723ACH8	Duke Energy	17611 Mentmore Blvd - 12/2-1/3/23-ACH		1,358.91	1,261,087.29
1/27/2023	012723ACH9	Duke Energy	2800 Ballantrae Blvd - Pump Pond -12/2-1/3/23-ACH		2,662.48	1,258,424.81
1/27/2023	012723ACH	Pasco County Utilities Services Branch	17727 Mentmore & Ballantrae Blvd (Activation Fee & Deposit)+ svc fee		1,550.85	1,256,873.96
1/27/2023	300120	Engage PEO	Invoice: 099306 (Reference: PR Period 01/09/23 To 01/22/23. )		4,871.57	1,252,002.39
1/31/2023	013123ach	Bright House Networks	17611 Mentmore Blvd - NEED INVOICE		397.94	1,251,604.45
1/31/2023	013123ACH	Duke Energy	17835 State Road 54 - LITE -12/3-1/4/23 ACH		9,379.07	1,242,225.38
01/31/2023				1,212,507.53	218,320.56	1,242,225.38

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
2/2/2023	100108	Steadfast Environmental, LLC	Invoice: SE-21891 (Reference: Removal and off site disposal of two dead oak trees around the perim		2,280.00	1,239,945.38
2/2/2023	100109	Florida Coast Equipment	Invoice: E0147905 (Reference: Kubota - Equipment purchase. )		14,331.41	1,225,613.97
2/7/2023	392		to book cash collected from tax collector	70,180.28		1,295,794.25
2/7/2023	392		to book cash collected from tax collector		24,703.46	1,271,090.79
2/7/2023	392		to book cash collected from tax collector	24,703.46		1,295,794.25
2/9/2023	100110	Himes Electrical Services, Inc	Invoice: 23284 (Reference: trouble shoot outlet not working. )		205.99	1,295,588.26
2/9/2023	100111	Suncoast Rust Control, Inc	Invoice: 05443 (Reference: Commercial Monthly Rust control. )		465.00	1,295,123.26
2/10/2023	300125	Engage PEO	Invoice: 099654 (Reference: Payroll Period ending 2/5/23. )		6,891.03	1,288,232.23
2/13/2023	100112	DLTD Solutions Inc.	Invoice: 0004093 (Reference: Administrative Scheduling fee for Dec. )		250.00	1,287,982.23
2/13/2023	100113	Steadfast Environmental, LLC	Invoice: SE-21944 (Reference: Routine Aquatic Maintenance. )		4,573.15	1,283,409.08
2/17/2023	021723ACH-1	Engage PEO	Reference: PR Period Feb 28. <a href="https://clientname(FILLIN).payableslockbox.com/DocView/InvoiceViewer">https://clientname(FILLIN).payableslockbox.com/DocView/InvoiceViewer</a>		680.60	1,282,728.48
2/17/2023	92	Christopher Milano	PR 2/17/23		200.00	1,282,528.48
2/17/2023	100114	Trooper Douglas Guy			4,000.00	1,278,528.48
2/17/2023	100118	Engage PEO	VOID: Invoice: 099920 (Reference: PR Period Feb 28. )			1,278,528.48
2/21/2023	022123ACH2	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor (12/16/22-1/17/23)		730.38	1,277,798.10
2/21/2023	022123ACH	Pasco County Utilities Services Branch	0 Ayrshire Blvd - 12/1622-1/17/23		10.29	1,277,787.81
2/21/2023	100115	Himes Electrical Services, Inc	Invoice: 23298 (Reference: replace bad breaker at small pool - security system. )		144.91	1,277,642.90
2/21/2023	100116	Arinton			17,150.00	1,260,492.90
2/24/2023	022423ACH	Bright House Networks	17611 Mentmore Blvd Clubhouse - 2/5-3/4/23		14.99	1,260,477.91
2/24/2023	300126	Engage PEO	Invoice: 100001 (Reference: PR Period 2/19. )		4,963.61	1,255,514.30
2/27/2023	022723ACH2	Duke Energy	3351 Downan Point Dr - Well - 1/4-2/1		39.11	1,255,475.19
2/27/2023	022723ACH	Duke Energy	17626 Glenapp Dr - IRR -1/4-2/1/23		172.76	1,255,302.43
2/27/2023	300132	Duke Energy	Invoice: 910082651824 2/3 (Reference: 3643 Duke Firth St 1/4 to 2/1. )		30.41	1,255,272.02
2/27/2023	300133	Duke Energy	Invoice: 910082651329 2/3 (Reference: 2131 Ballantrae Blvd 1/4 to 2/1. )		30.48	1,255,241.54
2/27/2023	300134	Duke Energy	Invoice: 910082582521 2/3 (Reference: 17650 Ayrshire Blvd 1/4 to 2/1. )		30.72	1,255,210.82
2/27/2023	300135	Duke Energy	Invoice: 910082652750 2/3 (Reference: 3351 Downan Point Dr 1/4 to 2/1. )		37.62	1,255,173.20
2/27/2023	300136	Duke Energy	Invoice: 910082581637 2/3 (Reference: 17700 Glenapp Dr 1/4 to 2/1. )		38.58	1,255,134.62
2/27/2023	300137	Duke Energy	Invoice: 910082582951 2/3 (Reference: 3542 Ballantrae Blvd 1/4 to 2/1. )		59.25	1,255,075.37
2/27/2023	300138	Duke Energy	Invoice: 910082652544 2/3 (Reference: 17600 Stinchar Dr 1/4 to 2/1. )		86.00	1,254,989.37
2/27/2023	300139	Duke Energy	Invoice: 910082651676 2/3 (Reference: 2500 Ballantrae Blvd 1/4 to 2/1. )		158.11	1,254,831.26
2/27/2023	300141	Duke Energy	Invoice: 910082581158 2/3 (Reference: 17524 Hugh Ln 1/4 to 2/1. )		295.90	1,254,535.36
2/27/2023	300142	Duke Energy	Invoice: 910082580917 2/3 (Reference: 17611 Mentmore Blvd 1/4 to 2/1. )		364.98	1,254,170.38
2/27/2023	300143	Duke Energy	Invoice: 910082581801 2/3 (Reference: 2800 Ballantrae Blvd 1/4 to 2/1. )		2,569.02	1,251,601.36
2/27/2023	300144	Duke Energy	Invoice: 2623-2745 (Reference: 17835 State Road 54 1/5 to 2/2. )		9,380.43	1,242,220.93
02/28/2023				1,315,968.97	351,652.21	1,242,220.93
3/2/2023	100117	DPFG MANAGEMENT & CONSULTING, LLC	Invoice: 399899 (Reference: Temp staffing - Aaron Milian - May 22. )		402.25	1,241,818.68
3/2/2023	100119	Arinton	Invoice: 12543 (Reference: replace 2 lights with new intelligibrite lights. ) Invoice: 12541 (Refe		33,170.00	1,208,648.68
3/3/2023	030323ACH	Bright House Networks	17611 Mentmore Blvd 1.NEED INVOICE		397.94	1,208,250.74
3/7/2023	91	Richard Levy	BOS MTG 2-17-23		200.00	1,208,050.74
3/7/2023	100120	DCSI, Inc	Invoice: 30467 (Reference: Camera /DVR service. )		250.00	1,207,800.74
3/7/2023	100121	DLTD Solutions Inc.	Invoice: 0004196 (Reference: Admin Scheduling, Security Traffic. )		900.00	1,206,900.74
3/7/2023	100122	Steadfast Environmental, LLC	Invoice: SE-22038 (Reference: Routine Aquatic Maintenance. )		4,573.15	1,202,327.59
3/7/2023	100123	Suncoast Rust Control, Inc	Invoice: 05458 (Reference: Commercial Monthly Rust control. )		465.00	1,201,862.59
3/7/2023	100124	Yellowstone Landscape Professionals, LLC	Invoice: TM 494838 (Reference: Monthly Landscape Maintenance. )		12,019.25	1,189,843.34
3/8/2023	398		to book cash collected from tax collector	12,174.88		1,202,018.22
3/8/2023	398		to book cash collected from tax collector		4,285.56	1,197,732.66
3/8/2023	398		to book cash collected from tax collector	4,285.56		1,202,018.22
3/10/2023	300127	Engage PEO	Invoice: 100316 (Reference: PR Period 3/5/23. )		6,278.16	1,195,740.06
3/13/2023	2562	Florida Patio Furniture	VOID: Stackable Sling Chaise/Oval Exursion/Umbrellas-incorrect amount			1,195,740.06

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
3/14/2023	2563	Florida Patio Furniture	Stackable Sling Chaise/Oval Exursion/Umbrellas (50% Deposit)		5,741.00	1,189,999.06
3/14/2023	100125	Poolsure	Invoice: 101295639714 (Reference: Seasonal Billing Rate. )		1,045.61	1,188,953.45
3/14/2023	100126	Yellowstone Landscape Professionals, LLC	Invoice: TM 493470 (Reference: Irrig Mainline Repair. )		460.00	1,188,493.45
3/17/2023	031723ach	Engage PEO	Reference: PR Period 3/31/23. <a href="https://clientname(FILLIN).payableslockbox.com/DocView/InvoiceViewe">https://clientname(FILLIN).payableslockbox.com/DocView/InvoiceViewe</a>		200.00	1,188,293.45
3/17/2023	300128	Engage PEO	Invoice: 100522 (Reference: PR Period 3/31/23. )		680.60	1,187,612.85
3/20/2023	100127	Steadfast Environmental, LLC	Invoice: SE-22096 (Reference: Bush hog Mowing. )		1,950.00	1,185,662.85
3/21/2023	2564	Ballantrae CDD C/O US Bank	Series 2020A-1		511,057.95	674,604.90
3/22/2023	032223ACH2	Pasco County Utilities Services Branch	0 Ayshire Blvd - NEED INVOICE		10.29	674,594.61
3/22/2023	94	Christopher Milano	BOS MTG 3/9/23		200.00	674,394.61
3/22/2023	100128	Artemis Connected LLC	Invoice: 2023-03 (Reference: Professional Mgmt. )		4,583.00	669,811.61
3/22/2023	300131	Pasco County Utilities Services Branch	Invoice: 030223-9045 (Reference: O Ballantrae & Mentmor 1/17 to 2/15. )		1,613.00	668,198.61
3/24/2023	032423ACH	Bright House Networks	17611 Mentmore Blvd Clubhouse -NEED INVOICE		14.99	668,183.62
3/24/2023	300129	Engage PEO	Invoice: 100668 (Reference: PR Period 3/19/23. )		6,809.59	661,374.03
3/27/2023	100129	DCSJ, Inc	Invoice: 30532 (Reference: added new files. )		125.00	661,249.03
3/27/2023	100130	Poolsure	Invoice: 101295640729 (Reference: water management seasonal rate. )		1,742.69	659,506.34
3/27/2023	100131	Yellowstone Landscape Professionals, LLC	Invoice: TM 503570 (Reference: Clear CDD Land. )		2,272.00	657,234.34
3/27/2023	300146	Duke Energy	Invoice: 910082651494 3/6 (Reference: 17626 Glenapp Dr 2/2 to 3/2. )		127.08	657,107.26
3/27/2023	300147	Duke Energy	Invoice: 910082651329 3/6 (Reference: 2131 Ballantrae Blvd 2/2 to 3/2. )		30.79	657,076.47
3/27/2023	300148	Duke Energy	Invoice: 910082582951 3/6 (Reference: 3542 Ballantrae Blvd 2/2 to 3/2. )		58.14	657,018.33
3/27/2023	300149	Duke Energy	Invoice: 910082652544 3/6 (Reference: 17600 Stinchar Dr 2/2 to 3/2. )		77.16	656,941.17
3/27/2023	300150	Duke Energy	Invoice: 910082651824 3/6 (Reference: 3643 Duke Firth St 2/2 to 3/2. )		30.79	656,910.38
3/27/2023	300151	Duke Energy	Invoice: 910082651676 3/6 (Reference: 2500 Ballantrae Blvd 2/2 to 3/2. )		114.55	656,795.83
3/27/2023	300152	Duke Energy	Invoice: 910082582521 3/3 (Reference: 17650 Ayrshire Blvd 2/2 to 3/2. )		30.79	656,765.04
3/27/2023	300153	Duke Energy	Invoice: 190082580917 3/6 (Reference: 17611 Mentmore Blvd 2/2 to 3/2. )		752.23	656,012.81
3/27/2023	300155	Duke Energy	Invoice: 910082581801 3/3 (Reference: 2800 Ballantrae Blvd 2/2 to 3/2. )		2,642.98	653,369.83
3/27/2023	300156	Duke Energy	Invoice: 910082581637 3/6 (Reference: 17700 Glenapp Dr 2/2 to 3/2. )		37.85	653,331.98
3/27/2023	300157	Duke Energy	Invoice: 910082581158 3/6 (Reference: 17524 Hugh Ln 2/2 to 3/2. )		195.95	653,136.03
3/27/2023	300158	Duke Energy	Invoice: 910082652750 3/6 (Reference: 3351 Downan Point Dr 2/2 to 3/2. )		79.69	653,056.34
3/28/2023	032823ACH	Duke Energy	17700 Glenapp Dr NEED INVOICE		37.73	653,018.61
3/29/2023	93	Richard Levy	BOS MTG 3-9-23		200.00	652,818.61
3/29/2023	300130	Bright House Networks	Invoice: 0009434031223 (Reference: 17611 Mentmore Blvd 1. )		397.94	652,420.67
3/29/2023	300154	Duke Energy	Invoice: 910082582745 3/8 (Reference: 17835 State Road 54 2/2 to 3/2. )		9,377.64	643,043.03
3/31/2023	100118	Engage PEO	PR Period Feb 28.		680.60	642,362.43
03/31/2023				1,332,429.41	1,003,548.32	642,362.43
4/5/2023	2565	Booth Well Drilling, Inc.	repairs/maint		7,038.50	635,323.93
4/5/2023	100132	Suncoast Rust Control, Inc	Invoice: 05562 (Reference: Commercial Monthly Rust control. )		465.00	634,858.93
4/5/2023	100133	Yellowstone Landscape Professionals, LLC	Invoice: TM 506113 (Reference: Spring 2023 Annual Install. )		2,565.00	632,293.93
4/7/2023	300173	Engage PEO	Invoice: 100983 (Reference: PR period ending 4/2/23. )		7,040.39	625,253.54
4/13/2023	415		to book cash collected from tax collector	230.69		625,484.23
4/13/2023	415		to book cash collected from tax collector		81.20	625,403.03
4/13/2023	416		to book cash collected from tax collector	1,252.96		626,655.99
4/13/2023	416		to book cash collected from tax collector		441.04	626,214.95
4/13/2023	417		to book cash collected from tax collector	23,640.19		649,855.14
4/13/2023	417		to book cash collected from tax collector		8,321.35	641,533.79
4/13/2023	415		to book cash collected from tax collector	81.20		641,614.99
4/13/2023	416		to book cash collected from tax collector	441.04		642,056.03
4/13/2023	417		to book cash collected from tax collector	8,321.35		650,377.38
4/17/2023	2567	Gate Pros	deposit-swing arm repair		2,250.00	648,127.38
4/17/2023	100134	Steadfast Environmental, LLC	Invoice: SE-22182 (Reference: Routine Aquatic Maintenance. )		4,573.15	643,554.23



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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
4/17/2023	100135	Yellowstone Landscape Professionals, LLC	Invoice: TM 504208 (Reference: Community Island Sod Install, Irrig. )		26,735.00	616,819.23
4/18/2023	041823ACH	Florida Dept of Health in Pasco County	DEPT OF HEALTH PERMIT-NEED INVOICE		705.35	616,113.88
4/21/2023	95	Engage PEO	Invoice: 101348-1 (Reference: PR Period ending 4/16 - Elliot Farmer. )		1,229.42	614,884.46
4/21/2023	300174	Engage PEO	Invoice: 101348 (Reference: PR Period ending 4/16. )		5,990.50	608,893.96
4/24/2023	042423ACH	Bright House Networks	17611 Menthore Blvd Clubhouse		14.99	608,878.97
4/24/2023	100136	Yellowstone Landscape Professionals, LLC	Invoice: TM514428 (Reference: Monthly Landscape Maintenance. ) Invoice: TM 514906 (Reference: Wa		12,499.25	596,379.72
4/25/2023	300160	Duke Energy	Invoice: 040423-2750 (Reference: 3351 Downan Point Dr 3/3 to 4/1. )		244.80	596,134.92
4/25/2023	300162	Duke Energy	Invoice: 040423-1494 (Reference: 17626 Glenapp Dr 3/3-4/1. )		181.90	595,953.02
4/25/2023	300163	Duke Energy	Invoice: 040423-1329 (Reference: 2131 Ballantrae Blvd 3/3-4/1. )		30.79	595,922.23
4/25/2023	300164	Duke Energy	Invoice: 040423-2951 (Reference: 3542 Ballantrae Blvd 3/3-4/1. )		62.51	595,859.72
4/25/2023	300165	Duke Energy	Invoice: 040423-2544 (Reference: 17600 Stinchar Dr 3/3-4/1. )		85.15	595,774.57
4/25/2023	300166	Duke Energy	Invoice: 040423-1824 (Reference: 3643 Duke Firth St 3/3-4/1. )		30.79	595,743.78
4/25/2023	300167	Duke Energy	Invoice: 040423-1676 (Reference: 2500 Ballantrae Blvd 3/3-4/1. )		77.04	595,666.74
4/25/2023	300168	Duke Energy	Invoice: 040423-1158 (Reference: 172524 Hugh Ln 3/3-4/1. )		320.00	595,346.74
4/25/2023	300169	Duke Energy	Invoice: 040423-0917 (Reference: 17611 Mentmore Blvd 3/3-4/1. )		1,308.25	594,038.49
4/25/2023	300170	Duke Energy	Invoice: 040423-2521 (Reference: 17650 Ayrshire Blvd 3/3-4/1. )		30.79	594,007.70
4/25/2023	300171	Duke Energy	Invoice: 040423-1801 (Reference: 2800 Ballantrae Blvd 3/3-4/1. )		1,869.66	592,138.04
4/25/2023	300172	Duke Energy	Invoice: 040423-1637 (Reference: 17700 Glenapp Dr 3/3-4/1. )		38.58	592,099.46
4/26/2023	042624ACH	Duke Energy	NEED INVOICE		38.28	592,061.18
4/26/2023	100137	Arinton	Invoice: 12728 (Reference: Straiton pool resurface. )		23,210.00	568,851.18
4/27/2023	300161	Duke Energy	Invoice: 040623-2745 (Reference: 17835 State Road 54 3/4 - 4/3. )		9,465.92	559,385.26
4/27/2023	300175	Pasco County Utilities Services Branch	Invoice: 18187890 (Reference: 0 Ballantrae & Mentmor 2/15 to 3/17. )		1,369.16	558,016.10
4/28/2023	042823ACH	Engage PEO	BOS MTG 4/28/23		480.60	557,535.50
04/30/2023				1,366,396.84	1,667,593.10	557,535.50
5/1/2023	050123ACH1	Bright House Networks	17611 Mentmore Blvd (NEED INVOICE)		397.94	557,137.56
5/1/2023	97	Christopher Milano	BOS MTG 4/28/23		200.00	556,937.56
5/1/2023	050123ACH	Pasco County Utilities Services Branch	0 Ayrshire Blvd - NEED INVOICE		10.29	556,927.27
5/3/2023	100138	Business Observer	Invoice: 23-00610P (Reference: Request for Qualifications. ) Invoice: 23-00669P (Reference: Noti		120.32	556,806.95
5/3/2023	100139	Custom Reserves	Invoice: R81.23.16 (Reference: update with site visit. )		2,700.00	554,106.95
5/3/2023	100140	DCSI, Inc	Invoice: 30657 (Reference: Cards and print ribbon. )		478.99	553,627.96
5/3/2023	100141	Poolsure	Invoice: 101295641906 (Reference: water management seasonal rate. )		1,742.69	551,885.27
5/3/2023	100142	Yellowstone Landscape Professionals, LLC	Invoice: TM 518500 (Reference: replacement controller and GFI. ) Invoice: TM 518501 (Reference:		1,846.77	550,038.50
5/3/2023	100143	Artemis Connected LLC	Invoice: 1321 (Reference: Professional Mgmt. ) Invoice: 1374 (Reference: Professional Mgmt. )		9,166.00	540,872.50
5/4/2023			Deposit	680.60		541,553.10
5/4/2023	2600	Ballantrae CDD.	Asset Reserve Acct Transfer		50,500.00	491,053.10
5/4/2023	2601	Ballantrae CDD.	Park Development Reserve Transfer		100,000.00	391,053.10
5/5/2023	300176	Engage PEO	Invoice: 101657 (Reference: PR Period 4/30/23. )		7,263.62	383,789.48
5/8/2023	100144	Pasco County Property Appraiser	Invoice: 522023 (Reference: Non Ad Valorem - Annual Fee. )		150.00	383,639.48
5/8/2023	100145	Artemis Connected LLC	Invoice: 3053 (Reference: Fedex 4/22. )		41.20	383,598.28
5/9/2023	96	Richard Levy	BOS MTG 3-9-23		200.00	383,398.28
5/10/2023	406		to book cash collected from tax collector	5,826.74		389,225.02
5/10/2023	406		to book cash collected from tax collector		2,051.01	387,174.01
5/10/2023	406		to book cash collected from tax collector	2,051.01		389,225.02
5/11/2023	100146	Steadfast Environmental, LLC	Invoice: SE-22276 (Reference: Routine Aquatic Maintenance. )		4,573.15	384,651.87
5/11/2023	100147	Suncoast Rust Control, Inc	Invoice: 05664 (Reference: Commercial Monthly Rust control. )		465.00	384,186.87
5/16/2023	100148	Straley Robin Vericker	VOID: Invoice: 051223-1032 (Reference: Legal Services thru April 15,. )-per vendor-this is overpa			384,186.87
5/16/2023	100149	Yellowstone Landscape Professionals, LLC	Reference: Monthly Landscape Maintenance. <a href="https://clientname(FILLIN).payableslockbox.com/DocView/">https://clientname(FILLIN).payableslockbox.com/DocView/</a>		12,019.25	372,167.62
5/16/2023	100150	Gate Pros	Invoice: 8542 (Reference: Install doubl dumpster gate. )		4,750.00	367,417.62
5/19/2023	98	Richard Levy	Invoice: 101971-1 (Reference: PR Period 5/31/23. )		200.00	367,217.62

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
5/19/2023	99	Christopher Milano	Invoice: 101971 (Reference: PR Period 5/31/23. )		200.00	367,017.62
5/19/2023	300191	Engage PEO	Invoice: 101971-1 (Reference: PR Period 5/31/23. )		680.60	366,337.02
5/19/2023	300194	Engage PEO	Invoice: 101968 (Reference: PR Period 5/14/23. )		5,973.28	360,363.74
5/19/2023	300198	Pasco County Utilities Services Branch	Invoice: 050223-9045 (Reference: 0 Ballantrae & Mentmor 3/17 to 4/18. )		2,268.32	358,095.42
5/22/2023	052223ACH	Pasco County Utilities Services Branch	0 Ayshire Blvd - NEED INVOICE		10.29	358,085.13
5/24/2023	300178	Duke Energy	Invoice: 050323-2544 (Reference: 17600 Stinchar Dr 4/2-5/1. )		114.37	357,970.76
5/24/2023	300179	Duke Energy	Invoice: 050323-1824 (Reference: 3643 Duke Firth St 4/2-5/1. )		30.79	357,939.97
5/24/2023	300180	Duke Energy	Invoice: 050323-1676 (Reference: 2500 Ballantrae Blvd 4/2-5/1. )		229.11	357,710.86
5/24/2023	300181	Duke Energy	Invoice: 050323-2750 (Reference: 3351 Downan Point Dr 4/2 to 5/1. )		237.52	357,473.34
5/24/2023	300182	Duke Energy	Invoice: 050323-1801 (Reference: 2800 Ballantrae Blvd 4/1-5/1. )		1,200.81	356,272.53
5/24/2023	300183	Duke Energy	Invoice: 050323-1637 (Reference: 17700 Glenapp Dr 4/1-5/1. )		36.95	356,235.58
5/24/2023	300184	Duke Energy	Invoice: 050323-1158 (Reference: 17524 Hugh Ln 4/1-5/1. )		301.75	355,933.83
5/24/2023	300185	Duke Energy	Invoice: 050323-1494 (Reference: 17626 Glenapp Dr 4/1-5/1. )		240.85	355,692.98
5/24/2023	300187	Duke Energy	Invoice: 050323-0917 (Reference: 17611 Mentmore Blvd 4/2-5/1. )		1,230.77	354,462.21
5/24/2023	300188	Duke Energy	Invoice: 050323-1329 (Reference: 2131 Ballantrae Blvd 4/1-5/1. )		30.79	354,431.42
5/24/2023	300189	Duke Energy	Invoice: 050323-2951 (Reference: 3542 Ballantrae Blvd 4/1-5/1. )		63.35	354,368.07
5/24/2023	300190	Duke Energy	Invoice: 050323-2521 (Reference: 17650 Ayrshire Blvd 4/1-5/1. )		30.79	354,337.28
5/25/2023	052523ACH	Duke Energy	2131 Ballantrae Blvd		37.01	354,300.27
5/26/2023	300186	Duke Energy	Invoice: 050523-2745 (Reference: 17835 State Road 54 4/3-5/2. )		9,465.92	344,834.35
5/29/2023	300177	Bright House Networks	Invoice: 0014757051223 (Reference: 17611 Mentmore Blvd 1 5/12-6/11. )		397.94	344,436.41
5/31/2023	409	Yellow Landscaping Professionals	Yellowstone invoice TM 514428 paid twice in strongroom		12,019.25	332,417.16
	062623ACH	Bright House Networks	17611 Menthore Blvd Clubhouse (NEED INVOICE)		14.99	332,402.17
05/31/2023				1,374,955.19	1,958,618.75	332,402.17
6/2/2023	060223ACH	Engage PEO	PR		7,393.63	325,008.54
6/5/2023	100151	US Bank	Invoice: 6905224 (Reference: Trustee fees and incidental expense. )		4,021.25	320,987.29
6/5/2023	100152	Arbitrage Rebate Counselors LLC	Invoice: 051723- (Reference: Annual Arbitrage Report. )		475.00	320,512.29
6/6/2023	100153	DCSI, Inc	Invoice: 30625 (Reference: Access system not responding. ) Invoice: 30777 (Reference: card print		1,073.00	319,439.29
6/6/2023	100154	DLTD Solutions Inc.	Invoice: 0004336 (Reference: Security/Traffic Control April/May. )		4,500.00	314,939.29
6/6/2023	100155	Poolsure	Invoice: 101295642943 (Reference: water management seasonal rate. )		1,742.69	313,196.60
6/6/2023	100156	Steadfast Environmental, LLC	Invoice: SE-22335 (Reference: repair 15 linear feet of pond bank erosion. )		600.00	312,596.60
6/6/2023	100157	Yellowstone Landscape Professionals, LLC	Invoice: TM 531661 (Reference: spring change out. ) Invoice: TM 531662 (Reference: Irrig Repairs		17,483.60	295,113.00
6/6/2023	407		to book cash collected from tax collector	5,007.64		300,120.64
6/6/2023	407		to book cash collected from tax collector		1,762.69	298,357.95
6/6/2023	407		to book cash collected from tax collector	1,762.69		300,120.64
6/9/2023	060923ACH	Engage PEO	BOS MTG		480.60	299,640.04
6/12/2023	100158	DCSI, Inc	Invoice: 30806 (Reference: router cable end broken. )		125.00	299,515.04
6/12/2023	100159	Artemis Connected LLC	Invoice: 3111 (Reference: Professional Mgmt. )		4,583.00	294,932.04
6/12/2023	100160	Arinton	Invoice: 12826 (Reference: balance provide and install ADA chair lifts. )		8,250.00	286,682.04
6/13/2023	100	Richard Levy	BOS MTG 6-9-23		200.00	286,482.04
6/13/2023	408		to book cash collected from tax collector	16,455.39		302,937.43
6/13/2023	408		to book cash collected from tax collector		10,663.09	292,274.34
6/13/2023	408		to book cash collected from tax collector	10,663.09		302,937.43
6/15/2023	100161	DCSI, Inc	Invoice: 30815 (Reference: Pulled NVR and sent for service. ) Invoice: 30828 (Reference: reinsta		250.00	302,687.43
6/15/2023	100162	Suncoast Rust Control, Inc	Invoice: 05762 (Reference: Commercial Monthly Rust control. )		895.00	301,792.43
6/15/2023	100163	Welch Tennis Courts, Inc.	Invoice: 70874 (Reference: 2 Center Strap for Tennis Courts. )		32.98	301,759.45
6/16/2023	061623ACH	Engage PEO	PR		7,636.15	294,123.30
6/21/2023	100164	Straley Robin Vericker	Invoice: 23235 (Reference: Legal Services thru May 15. )		1,687.50	292,435.80
6/21/2023	100165	Florida Patio Furniture	Invoice: 71100 (Reference: balance on loungers, tables and chairs. )		5,741.00	286,694.80
6/21/2023	100166	Blue Wave Lighting, LLC	Invoice: 220423-1 (Reference: Clubhouse sign and monuments lights. )		10,275.00	276,419.80

**BALLANTRAE CDD**  
**Check Register**  
**FY2023**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
6/22/2023	100167	Poolsure	Invoice: 101295644071 (Reference: water management seasonal rate. )		1,742.69	274,677.11
6/22/2023	100168	Steadfast Environmental, LLC	Invoice: SE-22390 (Reference: Routine Aquatic Maintenance. )		4,573.15	270,103.96
6/26/2023	062623ACH	Bright House Networks	17611 Menthore Blvd Clubhouse (NEED INVOICE)		14.99	270,088.97
6/28/2023	062823ACH1	Duke Energy	17524 Hugh Lane (5/2-6/1/23)		314.41	269,774.56
6/28/2023	062823ACH-1	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor (4/18-5/18/23)		2,512.16	267,262.40
6/28/2023	062823ACH02	Duke Energy	Reference: 17650 Ayrshire Blvd 6/2-7/1		30.79	267,231.61
6/28/2023	062823ACH-2	Pasco County Utilities Services Branch	0 Ayrshire Blvd - NEED INVOICE		10.29	267,221.32
6/28/2023	062823ACH3	Duke Energy	Reference: 3542 Ballantrae Blvd		66.16	267,155.16
6/28/2023	062823ACH04	Duke Energy	Reference: 2131 Ballantrae Blvd 5/1-6/1.		30.79	267,124.37
6/28/2023	062823ACH4	Duke Energy	3643 Duke Firth St 5/2-6/1 (NEED INVOICE).		37.17	267,087.20
6/28/2023	062823ACH05	Duke Energy	Reference: 17611 Mentmore Blvd 5/2-6/2		1,435.35	265,651.85
6/28/2023	062823ACH5	Duke Energy	Reference: 17700 Glenapp Dr 5/2- 6/2		36.45	265,615.40
6/28/2023	062823ACH6	Duke Energy	Reference: 2800 Ballantrae Blvd 5/1-6/1		466.90	265,148.50
6/28/2023	022823ACH7	Duke Energy	Reference: 17626 Glenapp Dr 5/1-6/1.		214.57	264,933.93
6/28/2023	062823ACH7	Duke Energy	Reference: 3643 Duke Firth St 5/2-6/1.		30.79	264,903.14
6/28/2023	062823ACH8	Duke Energy	Reference: 17600 Stinchar Dr 5/2-6/1		125.76	264,777.38
6/28/2023	062823ACH09	Duke Energy	Reference: 3351 Downan Point Dr 5/2 to 6/1.		298.14	264,479.24
6/28/2023	062823ACH9	Duke Energy	Reference: 2500 Ballantrae Blvd 5/3-6/1		143.26	264,335.98
6/28/2023	062823ach	Duke Energy	3351 Downan Point Dr 5/1-6/1/23		298.14	264,037.84
6/28/2023	100169	Yellowstone Landscape Professionals, LLC	Invoice: TM 518647 (Reference: Monthly Landscape Maintenance. )		12,019.25	252,018.59
6/30/2023	063023ACH01	Duke Energy	Reference: 17835 State Road 54 6/3- 7/3		9,466.13	242,552.46
6/30/2023	063023ACH	Engage PEO	PR		8,043.54	234,508.92
6/30/2023	100170	Hughes Exterminators	Invoice: 48293459 (Reference: monthly pest control - Aug. ) Invoice: 47922946 (Reference: monthl		160.00	234,348.92
06/30/2023				1,408,844.00	2,116,094.06	234,348.92

**Ballantrae CDD**  
**Bank Reconciliation**  
**June 30, 2023**

	8417 BU Acct	HB Acct	Consolidated Oper accts
Balance Per Bank Statement	\$ 133,325.68	\$ 249,906.90	\$ 383,232.58
Less: Outstanding Checks	(2,500.00)	(15,557.98)	(18,057.98)
Deposits in Transit	-	-	-
<b><i>Adjusted Bank Balance</i></b>	<b><u>\$ 130,825.68</u></b>	<b><u>\$ 234,348.92</u></b>	<b><u>\$ 365,174.60</u></b>
Beginning Cash Balance Per Books	\$ 133,441.81	\$ 333,320.26	\$ 466,762.07
Deposits / Transfer	-	21,463.03	21,463.03
Transfer From to Debit Card	-	-	-
Cash Disbursements	(2,616.13)	(120,434.37)	(123,050.50)
<b><i>Balance Per Books</i></b>	<b><u>\$ 130,825.68</u></b>	<b><u>\$ 234,348.92</u></b>	<b><u>\$ 365,174.60</u></b>



# **EXHIBIT 16**

## Illuminations Holiday Lighting

Proposal

8606 Herons Cove Pl  
Tampa, FL 33647  
Tim Gay

(813) 334-4827

**TO:**

Ballantrae CDD  
1540 International Parkway, Suite 280  
Suite 2000  
Lake Mary, FL 32746

(813) 565-4663

JOB DESCRIPTION
Holiday lighting and decoration for Ballantrae Clubhouse and Front Entrance

ITEMIZED ESTIMATE: TIME AND MATERIALS		AMOUNT
Clubhouse	Install 2 x 36" Lighted Wreaths with bows on front columns of drive-thru porch Install warm white, LED mini lights in palm trees (3) on either side of clubhouse Install warm white, LED mini lights on Palm tree in front of clubhouse Install green LEDs mini lights in fronds (first layer only) of Palm tree in front of clubhouse Install green led mini lights in shrubs surrounding Palm tree in front of clubhouse	\$3,250.00
Gazebo	Install warm white, LED mini lights in palm tree by gazebo (pool area) Install warm white, LED C9s outlining outer edge of gazebo (pool area) Install lighted wreath with bow on front of gazebo	
Clubhouse Sign	Install warm white LED mini lights in 3 oak trees behind clubhouse sign Install green LED minis in hedges at entry sign	\$1,000.00
Front Entrance	Install warm white, LED mini lights in 6 oak trees (3 each side) behind entrance sign Install 2 x 48" lighted wreaths with bows on each column (left and right of Sign)	\$2,750.00
Center Median	Install animated snow tubes in the 2 oak trees center median Install warm white, LED mini lights in limbs of 3 ligustrums Install green LED mini lights in tops of 3 ligustrums  Install warm white, LED C& lights in the 3 magnolia trees  50% Deposit Required	\$6,750.00
<b>TOTAL ESTIMATED JOB COST</b>		<b>\$13,750.00</b>

- \* Price includes rental of materials, lift, labor, installation and service.
- \* Illuminations Holiday Lighting takes the utmost care and precaution to protect your premises and property.
- \* Customer hereby authorizes Illuminations Holiday Lighting, to install and / or remove all materials on said property as provided herein.
- \* Assumes adequate power available. If additional power needed Ballantrae CDD community responsible for providing.
- \* Remaining balance of project due upon receipt of invoice after installation.
- \* Removal process begins after New Years Day. It can take up to a week or more for completion. Power can be turned off in the interim.

Tim Gay  
PREPARED BY

7/28/2023  
DATE

AUTHORIZED SIGNATURE FOR BALLANTRAE CDD

DATE

**CONFIDENTIAL** - This message is sent on behalf of Illuminations Holiday Lighting and is intended for authorized personnel of Ballantrae CDD only. As the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

# **EXHIBIT 17**

**RESOLUTION 2023- \_04\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF BALLANTRAE  
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME  
AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF  
SUPERVISORS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023,  
AND ENDING SEPTEMBER 30, 2024, AND PROVIDING FOR AN  
EFFECTIVE DATE**

**WHEREAS**, Ballantrae 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 Pasco County, Florida; and

**WHEREAS**, the District’s Board of Supervisors (the “**Board**”), is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors for the Fiscal Year beginning October 1, 2023, and ending on September 30, 2024 (the “**FY 2023/2024**”) attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the FY 2023/2024 annual public meeting schedule to Pasco County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON AUGUST 10, 2023.**

**ATTEST:**

**Ballantrae Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors



**Notice of Meetings**  
**Fiscal Year 2023/2024**  
**Ballantrae Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2023/2024 Regular Meetings of the Board of Supervisors of the Ballantrae Community Development District shall be held at **6:30 p.m. at the Ballantrae Community Center, 17611 Mentmore Blvd., Land O'Lakes, Florida.** The meeting dates are as follows:

October 12, 2023  
November 9, 2023  
December 14, 2023  
January 11, 2024  
February 8, 2024  
March 14, 2024  
April 11, 2024  
May 9, 2024  
June 13, 2024  
July 11, 2024  
August 15, 2024  
September 12, 2024

The meetings will be open to the public and will be conducted in accordance with the provisions of Florida Law for community development districts. Any meeting may be continued with no additional notice to a date, time and place to be specified on the record at a meeting. A copy of the agenda for the meetings listed above may be obtained from Breeze, 1540 International Parkway, Suite 2000, Lake Mary FL 32756 at (407) 221-9153, one week prior to the meeting.

There may be occasions when one or more supervisors will participate by telephone or other remote device.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact BREEZE at (407) 221-9153. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office at least forty-eight (48) hours prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at the meetings is advised that the person will need a record of 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 such appeal is to be based.

Breeze, District Management

*Publish: August 25, 2023 (Business Observer – Pasco County)*

# **EXHIBIT 18**

# BALLANTRAE CDD

**NO INCREASE IN TOTAL ASSESSMENTS  
SINCE 2009!!!!**

***Locked down from prior years!***



# BALLANTRAE

## COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET**  
**OCTOBER 1, 2023 – SEPTEMBER 30, 2024**



# BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT

## **BUDGET DEVELOPMENT**

FLORIDA STATUTE 189.016

The total amount available from taxation and other sources, including balances brought forward for prior fiscal years, must equal the total of appropriations for expenditures and reserves.

***(A Balanced Budget)***

# BALLANTRAE

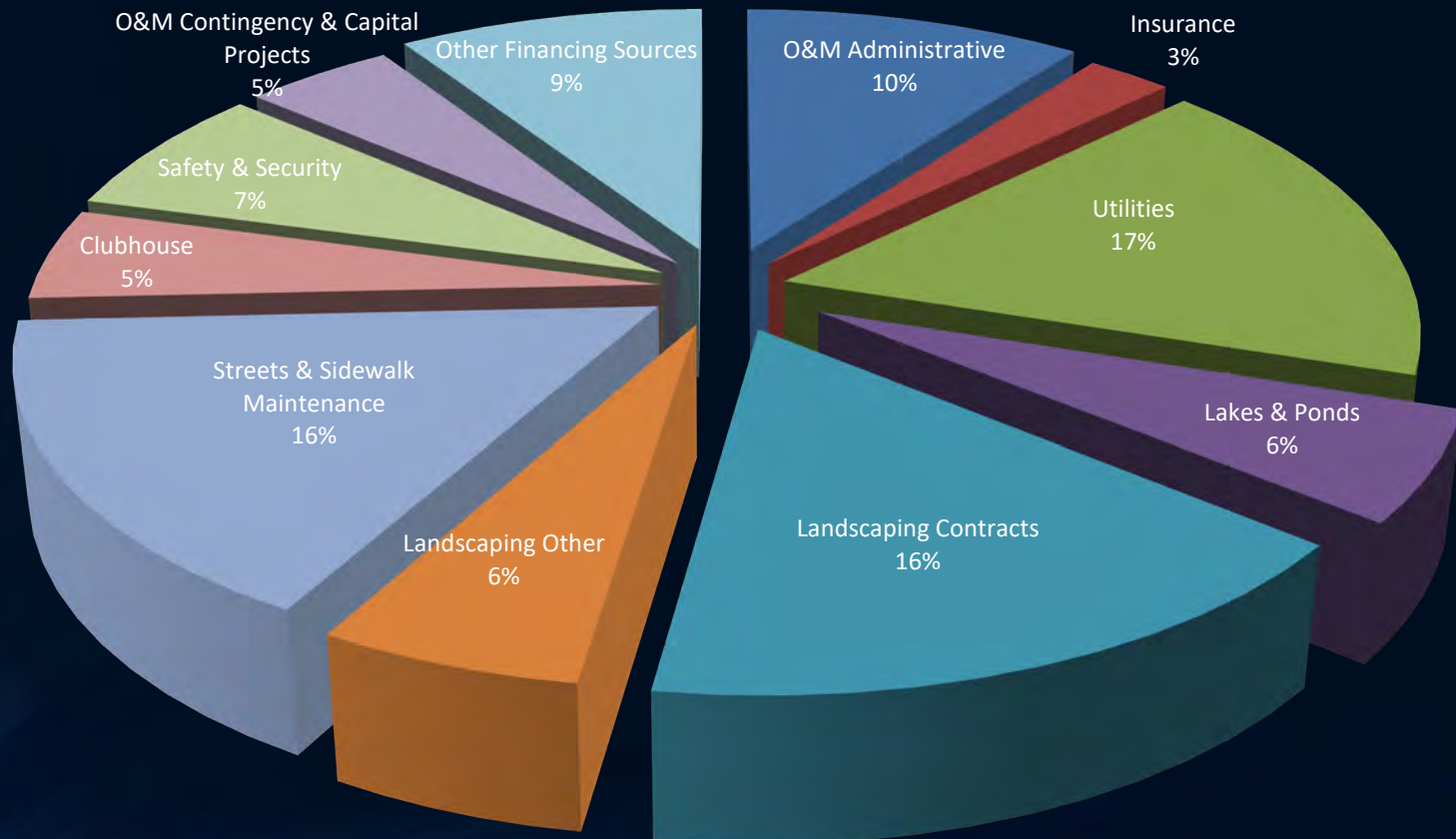
## COMMUNITY DEVELOPMENT DISTRICT

### **BOARD BUDGET DEVELOPMENT:**

1. Review of Actual Expenditures of Prior Fiscal Years
2. Review of Contracts and Service Level Provided
3. Consideration of Future Service Needs

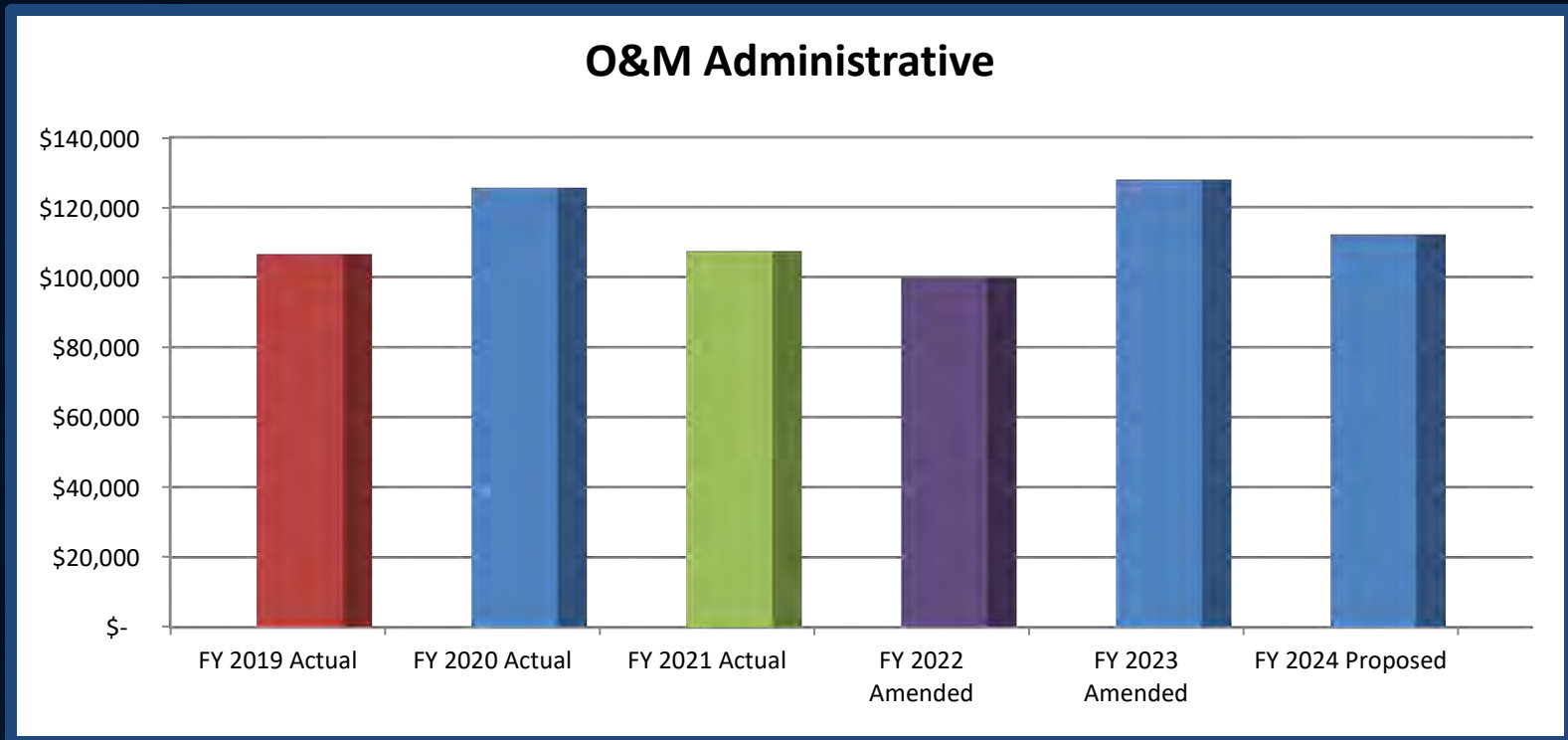
# BALLANTRAE CDD

FY 2024 Expenditure Summary: \$1,099,661



# BALLANTRAE CDD

O&M Administrative: \$112,211





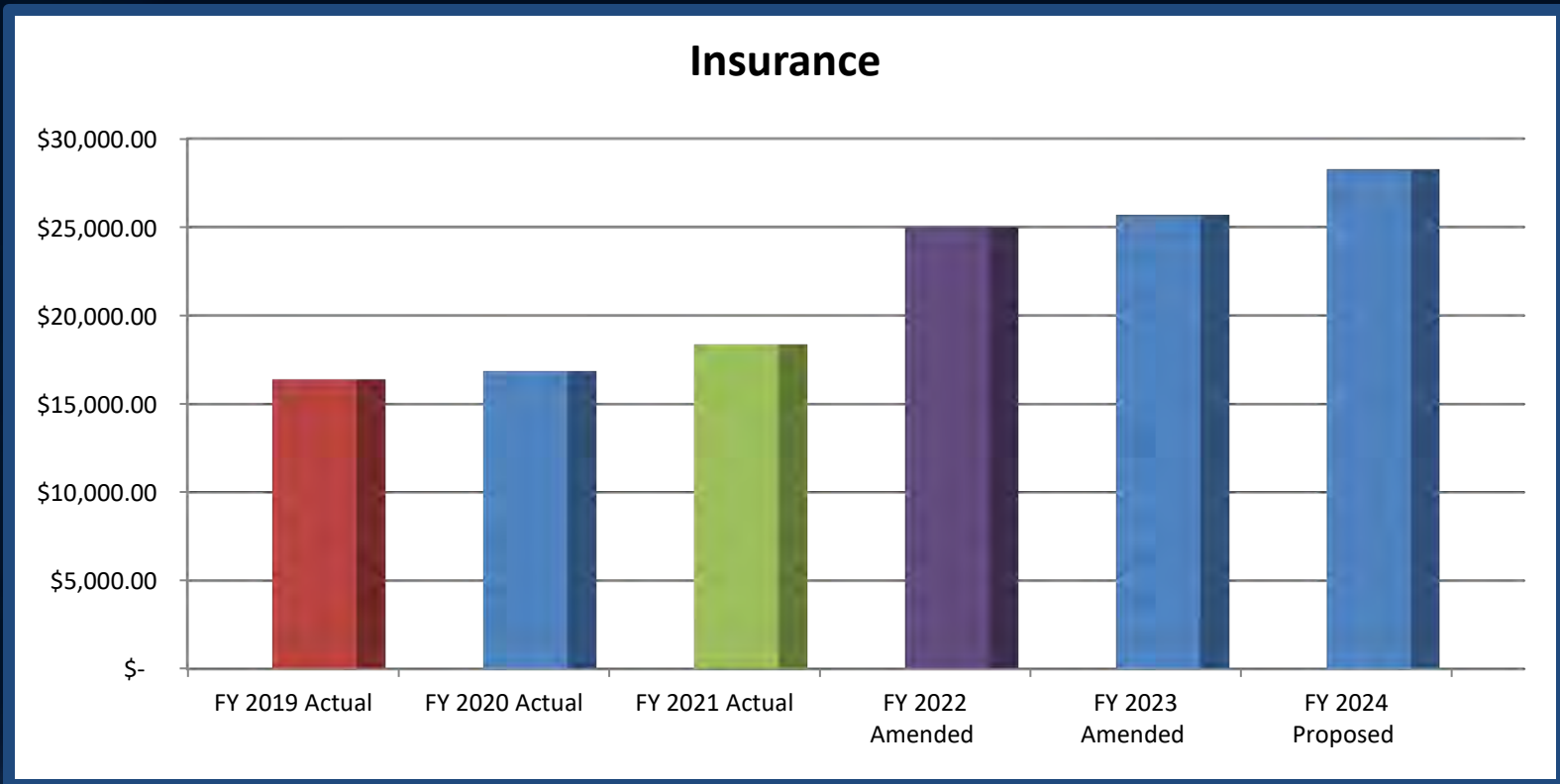
# BALLANTRAE CDD

## O&M Administrative: 10%, \$15,675 Decrease

			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
O&M ADMINISTRATIVE EXPENDITURES:									
BOARD OF SUPERVISORS									
SUPERVISOR STIPENDS			13,200	10,600	11,585	10,355	14,000	14,000	-
NEWSLETTER - PRINT & MAILING			7,593	4,681	-	-	-	-	-
WEBSITE SERVER & NAME			794	1,761	2,015	2,015	2,015	2,015	-
PUBLIC OFFICIALS LIABILITY INSURANCE			2,500	2,563	2,691		3,369	3,740	371
MANAGEMENT SERVICES									-
ADMINISTRATIVE SERVICES			-	-	-		-	-	-
DISTRICT MANAGEMENT			53,196	55,460	60,053	55,804	55,000	55,000	-
FINANCIAL CONSULTING SERVICES			-	-	.	-	-	-	-
ACCOUNTING SERVICES			-	-	-	-	-	-	-
ENGINEERING & LEGAL SERVICES									-
DISTRICT ENGINEER			5,177	17,683	11,623	5,937	18,000	16,000	(2,000)
DISTRICT COUNSEL			10,084	18,111	10,099	11,875	17,300	10,000	(7,300)
ADMINISTRATIVE: OTHER									-
ANNUAL FINANCIAL AUDIT			3,700	3,700	3,700	3,800	4,200	4,200	-
DISCLOSURE REPORT			-	-		-	-	-	-
TRUSTEES FEES			3,771	3,771	2,021	3,636	3,772	4,256	484
PROPERTY APPRAISER FEE			150	150	150	150	150	150	-
LEGAL ADVERTISING			1,055	1,821	1,206	1,923	750	1,000	250
ARBITRAGE REBATE CALCULATION			500	500	500		650	650	-
DUES, LISCENSES AND FEES			193	406	175	205	1,200	1,200	-
COMPLIANCE WITH ADA			-	-	-		2,480	-	(2,480)
ADMINISTRATIVE CONTINGENCY			4,675	4,367	1,646	4,313	5,000	-	(5,000)
MISC SERVICES			-	-	-		-		-
O&M ADMINISTRATIVE TOTAL:			106,588	125,574	107,464	100,013	127,886	112,211	(15,675)

# BALLANTRAE CDD

Insurance \$28,270



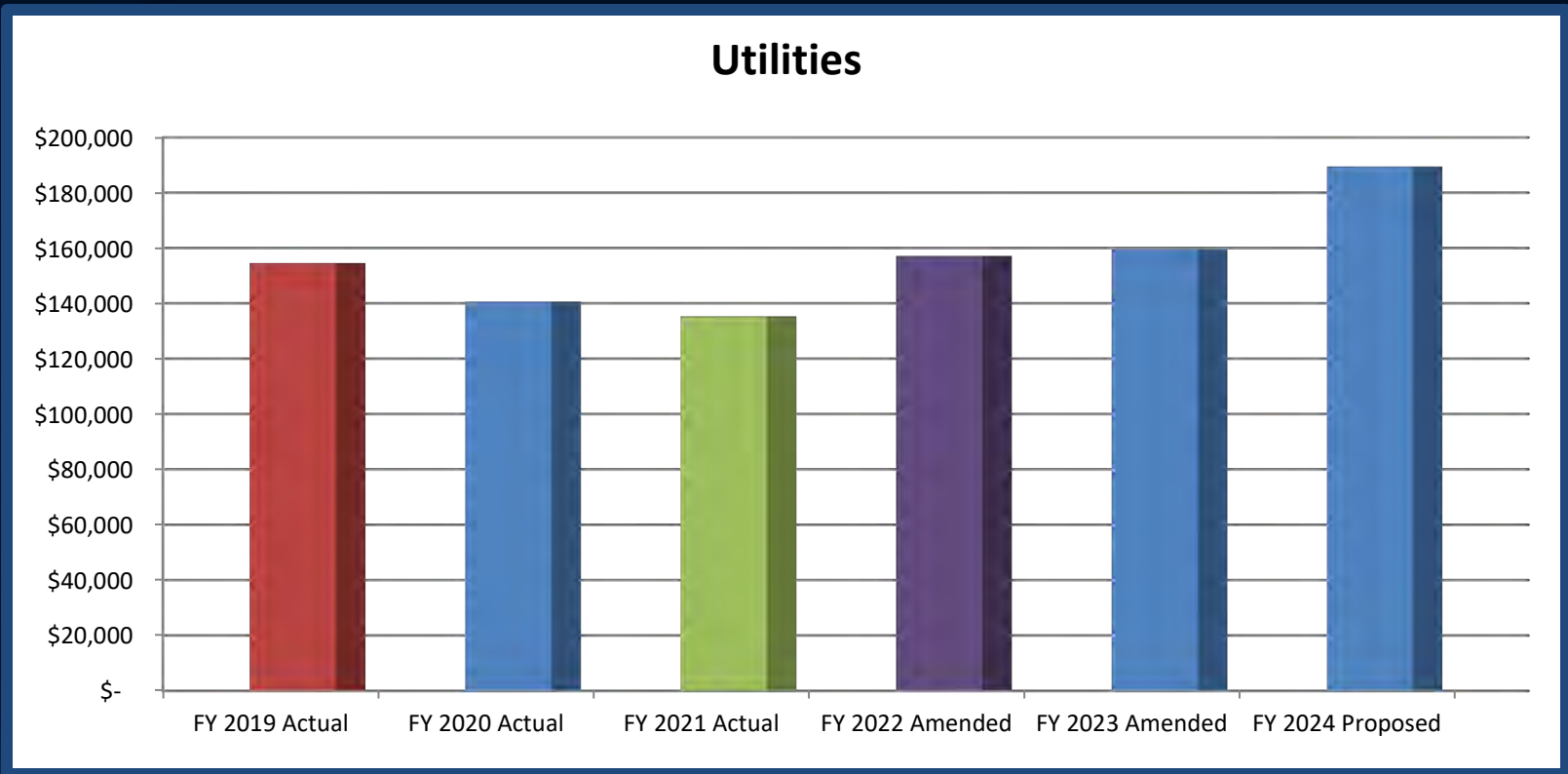
# BALLANTRAE CDD

Insurance: 3%, \$2,570 Increase

			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
INSURANCE									
GERNERAL LIABILITY			3,414	2,960	3,108	3,215	7,700	8,470	770
PROPERTY CASUALTY			12,986	13,905	15,265	21,804	18,000	19,800	1,800
INSURANCE TOTAL			16,400	16,865	18,373	25,019	25,700	28,270	2,570

# BALLANTRAE CDD

Utilities: \$189,450





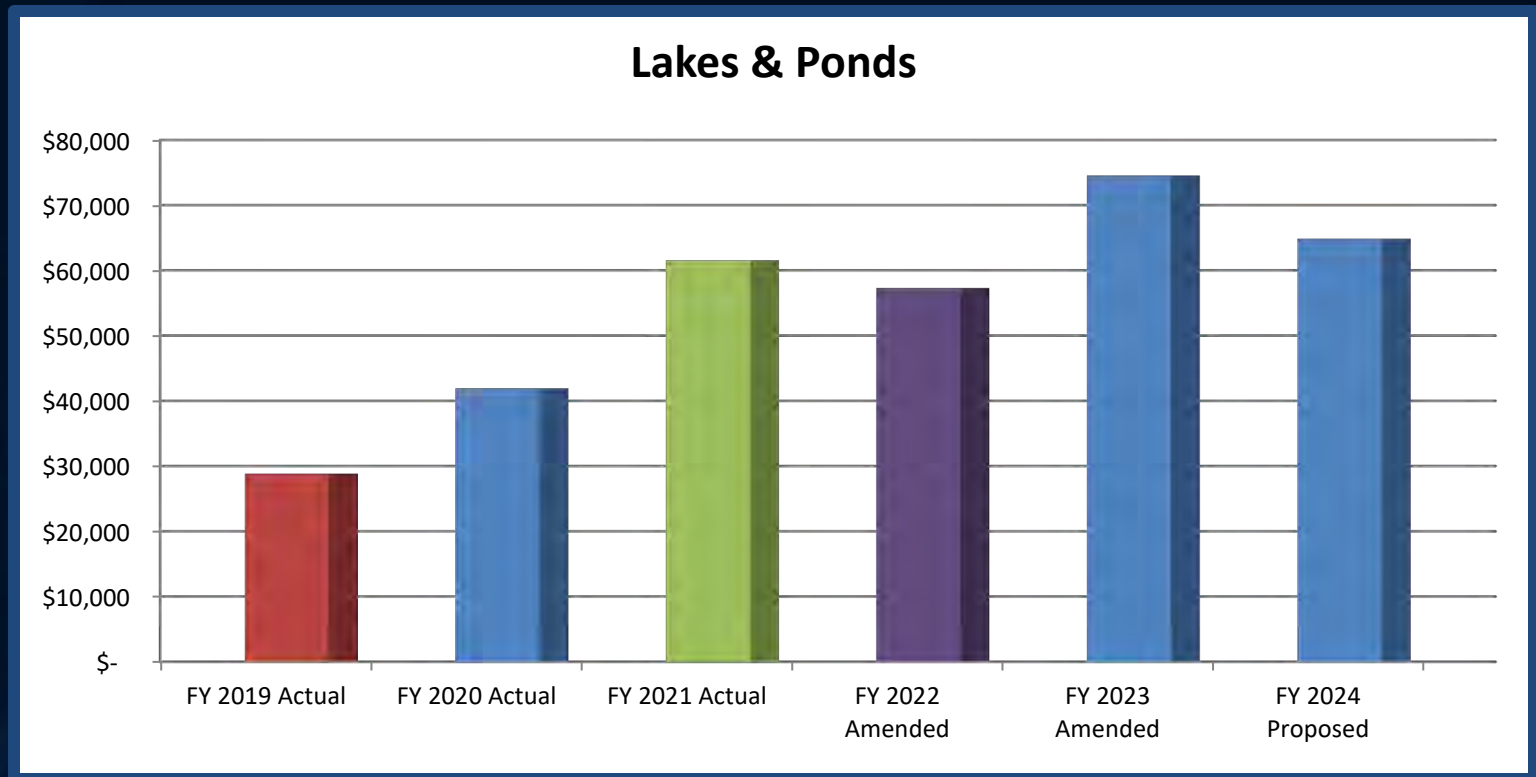
# BALLANTRAE CDD

Utilities: 17%, \$29,750 Increase

			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
UTILITY SERVICES									
ELECTRIC UTILITY SERVICES			21,975	22,588	25,960	64,605	25,000	37,000	12,000
ELECTRIC UTILITY - RECREATION FACILITIES			12,680	11,026	10,629	13,500	15,000	17,250	2,250
ELECTRIC STREET LIGHTING			110,052	101,284	83,685	72,852	103,500	112,000	8,500
UTILITY - WATER - CLUBHOUSE & POOLS			8,133	5,756	10,554	6,201	14,000	21,000	7,000
STORMWATER ASSESSMENT			1,751	-	4,469	-	2,200	2,200	-
UTILITY SERVICES SUBTOTAL			154,591	140,653	135,297	157,158	159,700	189,450	29,750

# BALLANTRAE CDD

Lakes & Ponds: \$64,876



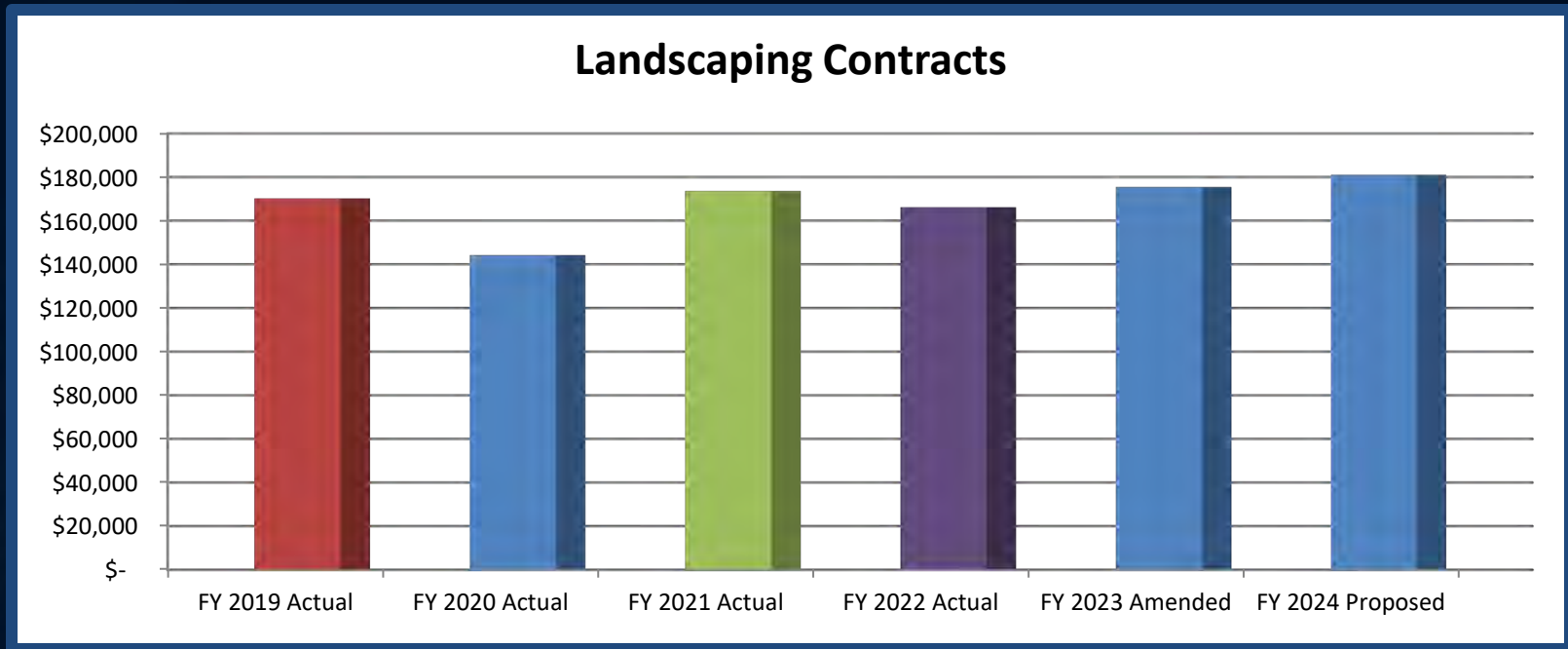
# BALLANTRAE CDD

Lakes & Ponds: 6% – Decrease of \$9,680

			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
LAKES/PONDS & LANDSCAPE									
LAKES/PONDS: CONTRACTS									
AQUATIC CONTRACT			22,800	21,673	30,539	36,061	34,800	38,076	3,276
WETLAND BUFFER SPRAY CONTRACT				15,192	15,192	18,816	20,256	16,800	(3,456)
LAKES/PONDS: OTHER									-
FOUNTAIN REPAIRS & MAINTNANCE			765	485	1,173	2,424	3,000	3,500	500
MITIGATION AREAS: MONITOR & MAINTAIN			-	-	-	-	1,500	1,500	-
LAKE/POND REPAIRS			5,284	4,573	14,646		10,000	-	(10,000)
INSTALL/REPLACE AQUATIC PLANTS			-	-	-		5,000	5,000	-

# BALLANTRAE CDD

Landscape Contracts: \$181,070





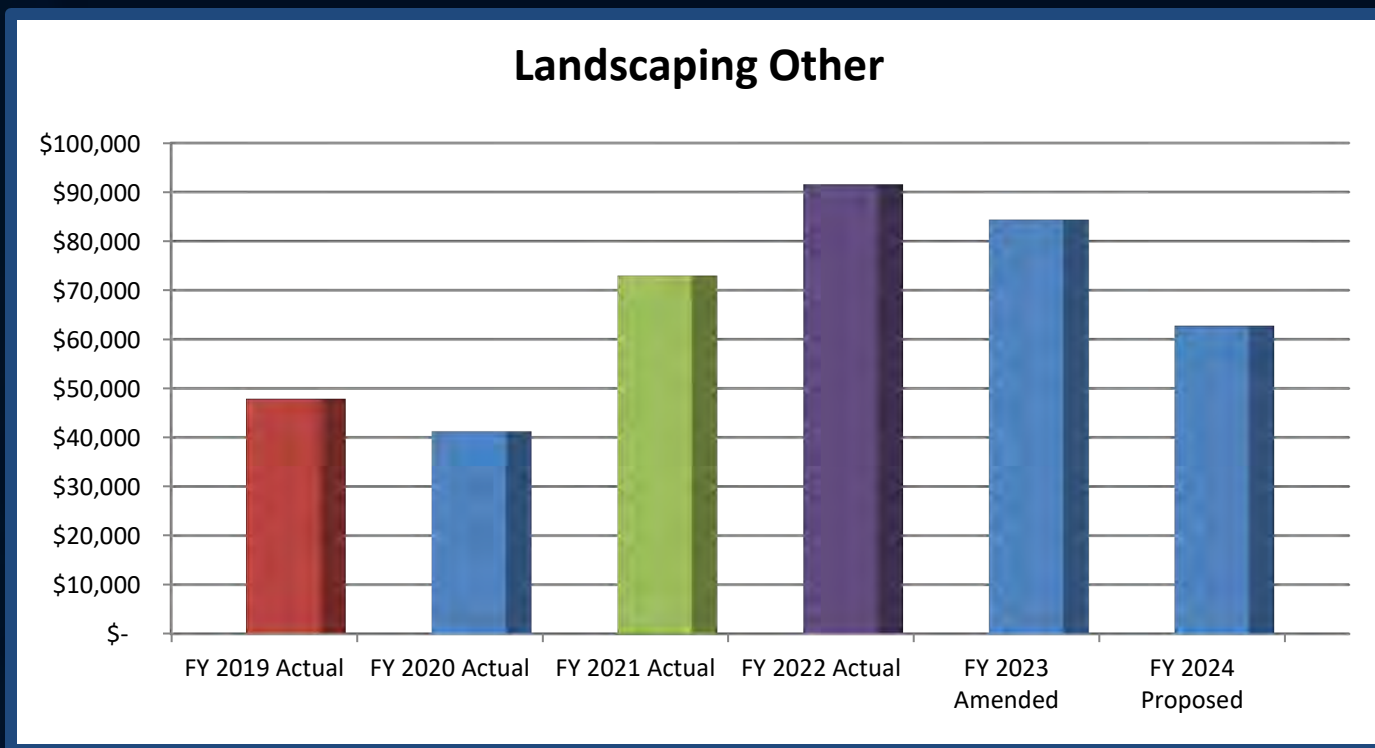
# BALLANTRAE CDD

## Landscaping Contracts: 16%, \$5,618 Increase

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
LANDSCAPING: CONTRACTS							-
LANDSCAPE MAINTENANCE CONTRACT	144,231	144,231	148,861	143,366	144,240	144,240	-
LANDSCAPE - SECONDARY CONTRACTS	26,030	-	24,813	22,831	31,212	36,830	5,618
LANDSCAPE OVERSIGHT/MANAGEMENT	-	-	-	-	-	-	-
LANDSCAPING: OTHER							-
IRRIGATION REPAIRS AND MAINTENANCE	12,287	14,850	15,725	6,791	14,000	14,000	-
REPLACE PLANTS, MULCH & TREES	23,643	15,712	44,195	39,316	40,000	20,000	(20,000)
SOD & SEED REPLACEMENT	-	-	-	4,874	10,000	15,000	5,000
LANDSCAPE ENHANCEMENT	-	-	-	28,000	-	-	-
EXTRA MOWINGS DURING RAINY SEASON	-	-	865	-	5,000	2,500	(2,500)
RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	10,380	10,380	9,725	10,380	11,280	900
FIELD MISCELLANEOUS (Included in FY 2023 - Kubota)	1,585	317	1,820	2,873	5,000	-	(5,000)

# BALLANTRAE CDD

Landscaping Other: \$62,780



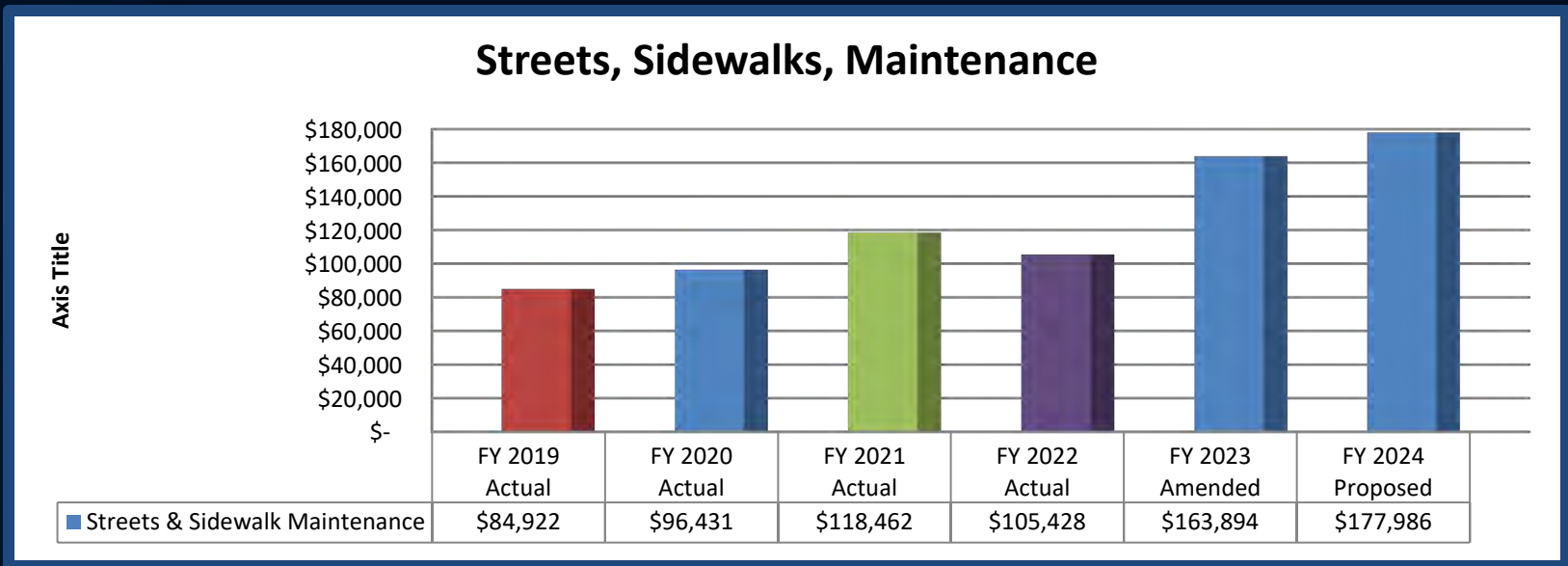
# BALLANTRAE CDD

Landscaping Other: 6%, Decrease: \$21,600

FY 2024 PROPOSED BUDGET							
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
LANDSCAPING: OTHER							-
IRRIGATION REPAIRS AND MAINTENANCE	12,287	14,850	15,725	6,791	14,000	14,000	-
REPLACE PLANTS, MULCH & TREES	23,643	15,712	44,195	39,316	40,000	20,000	(20,000)
SOD & SEED REPLACEMENT	-	-	-	4,874	10,000	15,000	5,000
LANDSCAPE ENHANCEMENT	-	-	-	28,000	-	-	-
EXTRA MOWINGS DURING RAINY SEASON	-	-	865	-	5,000	2,500	(2,500)
RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	10,380	10,380	9,725	10,380	11,280	900
FIELD MISCELLANEOUS (Included in FY 2023 - Kubota)	1,585	317	1,820	2,873	5,000	-	(5,000)

# BALLANTRAE CDD

Streets, Sidewalks & Maintenance: \$177,986





# BALLANTRAE CDD

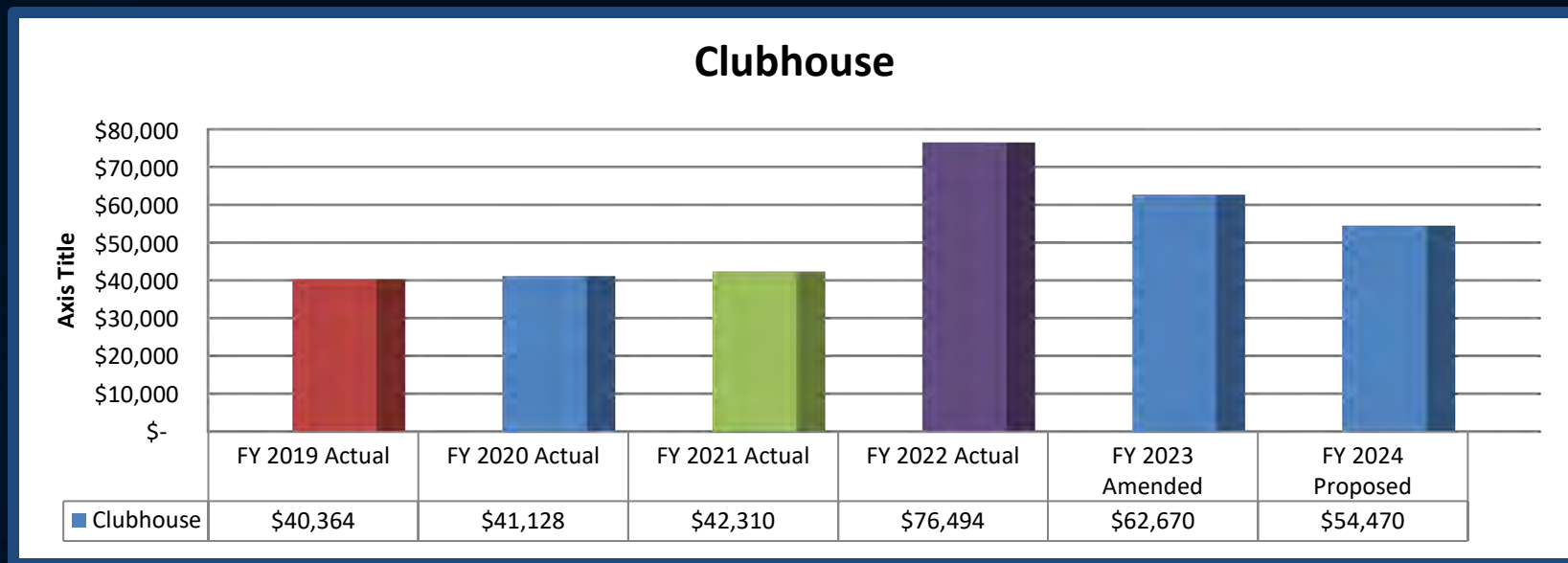
Streets, Sidewalks & Maintenance: 16%

Increase - \$14,092

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS							
STREETS & SIDEWALKS							
ENTRY & WALLS MAINTENANCE	43	225	2,621	1,989	2,000	2,000	-
STREET/DECORATIVE LIGHT MAINTENANCE	-	-	-	236	1,000	1,000	-
SIDEWALK REPAIR & MAINTENANCE	-	-	5,250	2,975	1,500	1,500	-
MAINTENANCE STAFF							-
EMPLOYEE - SALARIES	70,338	72,407	85,414	88,634	127,300	140,000	12,700
EMPLOYEE - P/R TAXES	9,030	7,866	9,909	5,473	10,494	11,466	972
EMPLOYEE - WORKERS COMP	3,052	5,037	4,623	2,911	4,200	4,620	420
PAYROLL PROCESSING FEES	2,137	1,809	1,925	810	1,900	1,900	-
EMPLOYEE- HEALTH & PHONE STIPENDS	322	8,990	8,503	2,400	14,400	14,400	-
MILEAGE	-	97	217		1,100	1,100	-
STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS	84,922	96,431	118,462	105,428	163,894	177,986	14,092

# BALLANTRAE CDD

Clubhouse: \$54,470



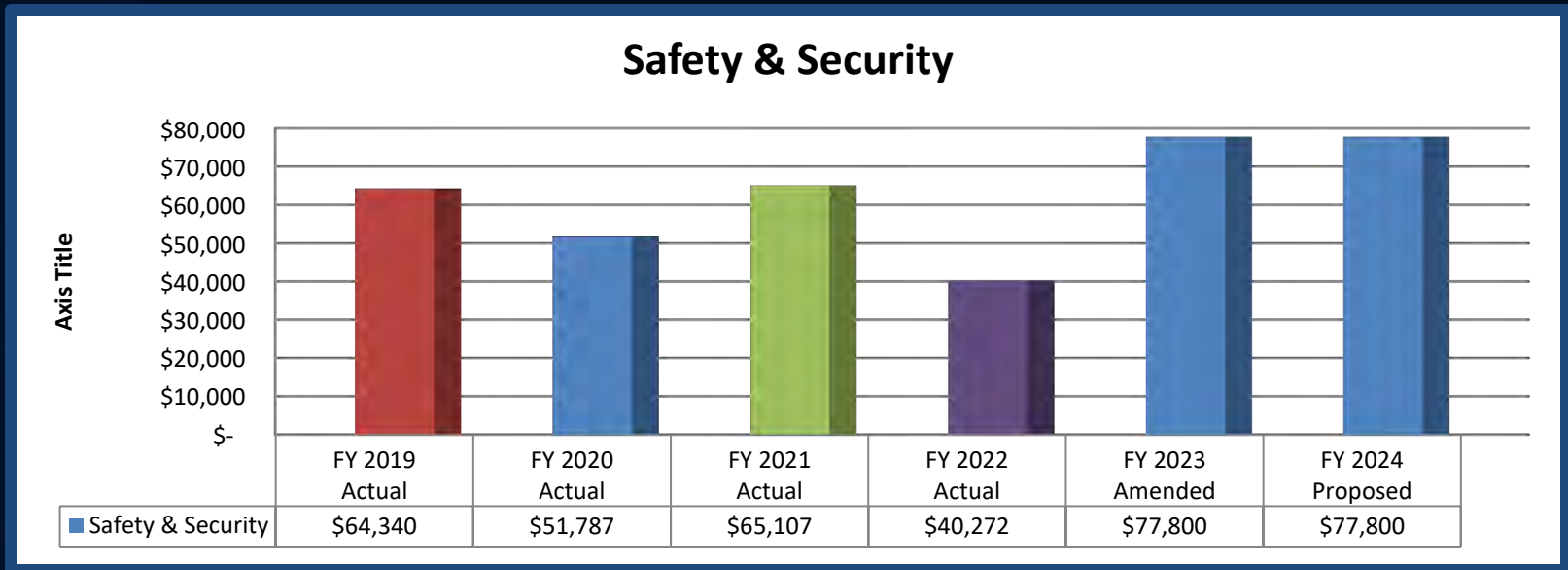
# BALLANTRAE CDD

Clubhouse:5%, Decrease - \$8,200

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
CLUBHOUSE & SAFETY & SECURITY							
CLUBHOUSE & MISCELLANEOUS							
PARK/FIELD REPAIRS	2,000	532	192	10,443	7,200	-	(7,200)
CLUBHOUSE FACILITY MAINTENANCE	3,279	2,281	1,938	17,959	9,000	15,000	6,000
CLUBHOUSE TELEPHONE/INTERNET/FAX	3,626	4,446	4,208	5,165	4,200	4,200	-
MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	658	-	1,604	1,774	3,500	-	(3,500)
POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	9,112	12,196	15,038	14,699	10,000	10,000	-
POOL PERMITS	705	705	705	705	750	750	-
SEASONAL LIGHTING	18,238	18,352	16,100	15,325	20,000	14,000	(6,000)
PEST CONTROL	480	440	400	320	520	520	-
CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	-	-	-
CLUBHOUSE CLEANING	-	-	-	-	-	-	-
CLUBHOUSE MISCELLANEOUS	2,266	2,176	2,125	10,104	7,500	10,000	2,500

# BALLANTRAE CDD

Safety & Security: \$77,800





# BALLANTRAE CDD

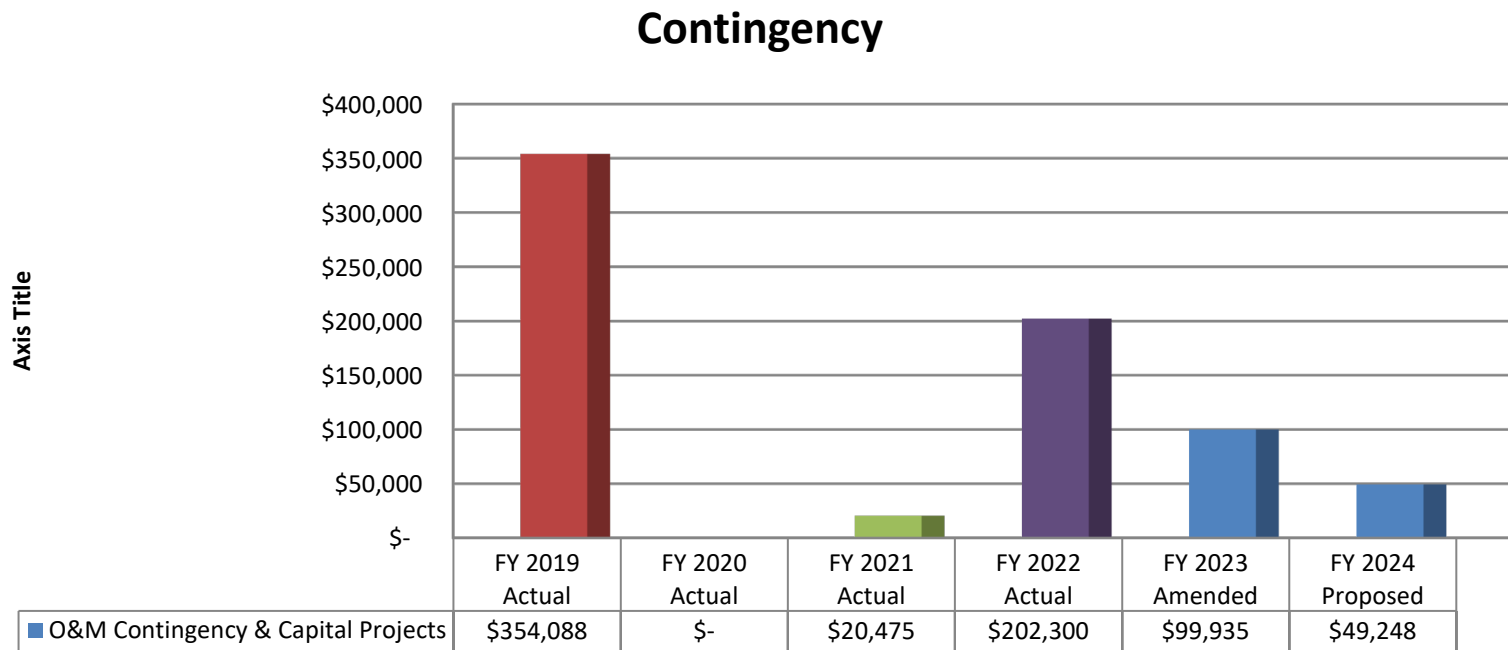
Safety & Security:7%

No change from prior year

		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
94	SAFETY & SECURITY			-				-
95	PART-TIME LAW ENFORCEMENT DETAILS	36,410	37,400	27,210	34,350	50,000	50,000	-
96	SALARY FOR SUMMER MONITOR AT BOTH POOLS	19,362	12,081	33,152	1,499	23,500	23,500	-
97	EMPLOYEE P/R TAXES	3,257	-	-	-	2,000	2,000	-
98	EMPLOYEE WORKER'S COMP	1,593	-	-	-	1,300	1,300	-
99	VIDEO SURVEILLANCE	-	-			-	-	-
100	SECURITY - OTHER (GATE SERVICE)	3,718	2,306	4,745	4,423	1,000	1,000	-

# BALLANTRAE CDD

Contingency: \$49,248



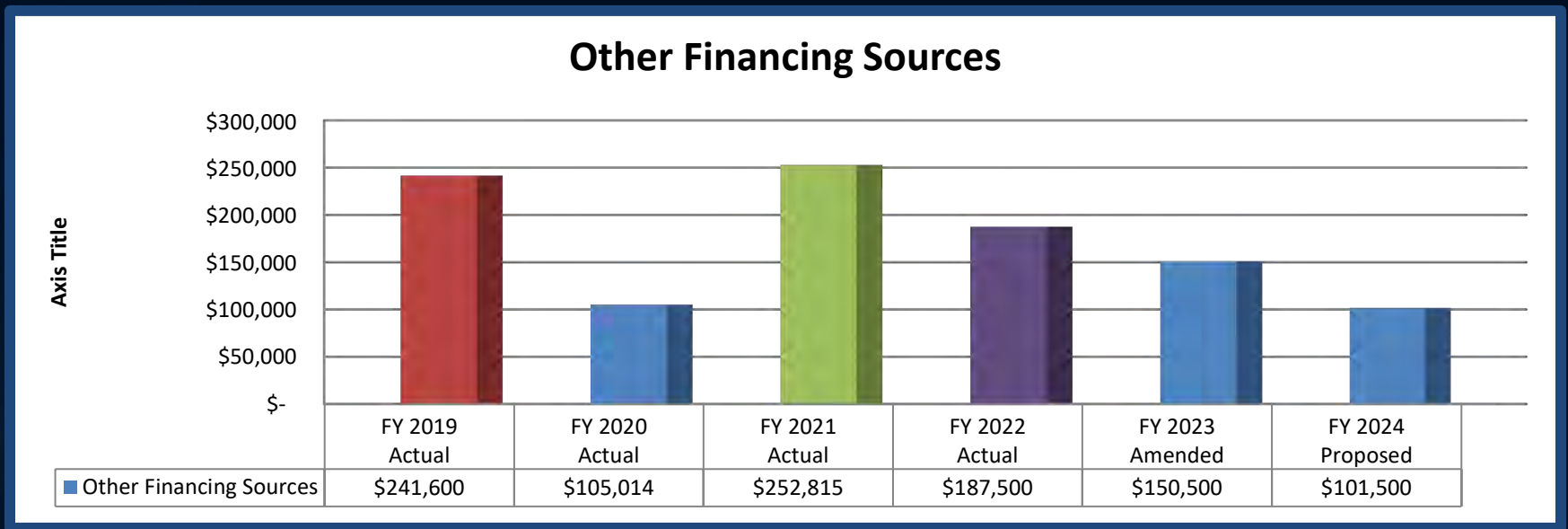
# BALLANTRAE CDD

Contingency: 5% Decrease - \$50,687

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
O&M CONTINGENCY & CAPITAL PROJECTS							
O&M CONTINGENCY	354,088	-	20,475	202,300	99,935	49,248	(50,687)
O&M CONTINGENCY TOTAL	354,088	-	20,475	202,300	99,935	49,248	(50,687)

# BALLANTRAE CDD

Other Financing Sources: \$101,500





# BALLANTRAE CDD

Other Financing Sources: 9%,  
Decrease - \$49,000

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
EMERGENCY RESERVE	20,000	20,000	129,315	90,000	-	-	-
ASSET RESERVE	46,600	47,500	47,500	47,500	50,500	51,500	1,000
BILL PAYMENT RESERVE	-	-	-	-	-	-	-
PARK DEVELOPMENT RESERVE	175,000	37,514	76,000	50,000	100,000	50,000	(50,000)
TOTAL OTHER FINANCING SOURCES AND (USES)	241,600	105,014	252,815	187,500	150,500	101,500	(49,000)

- QUESTIONS?

## **EXHIBIT 19**

## **RESOLUTION 2023- 05\_**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Ballantrae Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

#### **Section 1. Budget**

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2022-2023 and/or revised projections for fiscal year 2023-2024.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the



Ballantrae Community Development District for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the sum of \$\_\_\_\_\_, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$ _____
Total Reserve Fund [if Applicable]	\$ _____
Total Debt Service Funds	\$ _____
Total All Funds*	\$ _____

\*Not inclusive of any collection costs or early payment discounts.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 10, 2023.**

Attested By:

**Ballantrae Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2023-2024 Adopted Budget**

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024
1 <b>O&amp;M REVENUES:</b>							
2 LANDOWNER ASSESSMENTS (NET)	\$ 1,030,626	\$ 1,025,698	1,027,365	\$ 1,027,504	\$ 1,024,660	\$ 1,024,660	\$ -
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	3,758	4,428	-	4,075	2,812	-	(2,812)
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	249,323	-	-	-	175,000	75,000	(100,000)
5 OTHER INCOME	10,788	6,912	7,404	783	-	-	-
6 TRANSFER IN FROM RESERVE FUND	202,547	-	-	-	-	-	-
7 <b>O&amp;M TOTAL REVENUES:</b>	1,497,042	1,037,038	1,034,769	1,032,362	1,202,472	1,099,660	(102,812)
8							
9 <b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>							
10 <b>BOARD OF SUPERVISORS</b>							
11 SUPERVISOR STIPENDS	13,200	10,600	11,585	10,355	14,000	14,000	-
12 NEWSLETTER - PRINT & MAILING	7,593	4,681	-	-	-	-	-
13 WEBSITE SERVER & NAME	794	1,761	2,015	2,015	2,015	2,015	-
14 PUBLIC OFFICIALS LIABILITY INSURANCE	2,500	2,563	2,691		3,369	3,740	371
15 <b>MANAGEMENT SERVICES</b>							-
16 DISTRICT MANAGEMENT	53,196	55,460	60,053	55,804	55,000	55,000	-
17 <b>ENGINEERING &amp; LEGAL SERVICES</b>							-
18 DISTRICT ENGINEER	5,177	17,683	11,623	5,937	18,000	16,000	(2,000)
19 DISTRICT COUNSEL	10,084	18,111	10,099	11,875	17,300	10,000	(7,300)
20 <b>ADMINISTRATIVE: OTHER</b>							-
21 ANNUAL FINANCIAL AUDIT	3,700	3,700	3,700	3,800	4,200	4,200	-
22 DISCLOSURE REPORT	-	-		-	-	-	-
23 TRUSTEES FEES	3,771	3,771	2,021	3,636	3,772	4,256	484
24 PROPERTY APPRAISER FEE	150	150	150	150	150	150	-
25 LEGAL ADVERTISING	1,055	1,821	1,206	1,923	750	1,000	250
26 ARBITRAGE REBATE CALCULATION	500	500	500		650	650	-
27 DUES, LISCENSES AND FEES	193	406	175	205	1,200	1,200	-
28 COMPLIANCE WITH ADA	-	-	-		2,480	-	(2,480)
29 ADMINISTRATIVE CONTINGENCY	4,675	4,367	1,646	4,313	5,000	-	(5,000)
30 <b>O&amp;M ADMINISTRATIVE TOTAL:</b>	106,588	125,574	107,464	100,013	127,886	112,211	(15,675)

## BALLANTRAE CDD - STATEMENT 1 FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024	
31								
32	INSURANCE							
33	GERNERAL LIABILITY	3,414	2,960	3,108	3,215	7,700	8,470	770
34	PROPERTY CASUALTY	12,986	13,905	15,265	21,804	18,000	19,800	1,800
35	INSURANCE TOTAL	16,400	16,865	18,373	25,019	25,700	28,270	2,570
36								
37	UTILITY SERVICES							
38	ELECTRIC UTILITY SERVICES	21,975	22,588	25,960	64,605	25,000	37,000	12,000
39	ELECTRIC UTILITY - RECREATION FACILITIES	12,680	11,026	10,629	13,500	15,000	17,250	2,250
40	ELECTRIC STREET LIGHTING	110,052	101,284	83,685	72,852	103,500	112,000	8,500
41	UTILITY - WATER - CLUBHOUSE & POOLS	8,133	5,756	10,554	6,201	14,000	21,000	7,000
42	STORMWATER ASSESSMENT	1,751	-	4,469	-	2,200	2,200	-
43	UTILITY SERVICES SUBTOTAL	154,591	140,653	135,297	157,158	159,700	189,450	29,750
44								
45	LAKES/PONDS & LANDSCAPE							
46	LAKES/PONDS: CONTRACTS							
47	AQUATIC CONTRACT	22,800	21,673	30,539	36,061	34,800	38,076	3,276
48	WETLAND BUFFER SPRAY CONTRACT		15,192	15,192	18,816	20,256	16,800	(3,456)
49	LAKES/PONDS: OTHER							
50	FOUNTAIN REPAIRS & MAINTNANCE	765	485	1,173	2,424	3,000	3,500	500
51	MITIGATION AREAS: MONITOR & MAINTAIN	-	-	-	-	1,500	1,500	-
52	LAKE/POND REPAIRS	5,284	4,573	14,646	-	10,000	-	(10,000)
53	INSTALL/REPLACE AQUATIC PLANTS	-	-	-	-	5,000	5,000	-



BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024
54 <b>LANDSCAPING: CONTRACTS</b>							-
55   LANDSCAPE MAINTENANCE CONTRACT	144,231	144,231	148,861	143,366	144,240	144,240	-
56   LANDSCAPE - SECONDARY CONTRACTS	26,030	-	24,813	22,831	31,212	36,830	5,618
57   LANDSCAPE OVERSIGHT/MANAGEMENT	-	-	-	-	-	-	-
58 <b>LANDSCAPING: OTHER</b>							-
59   IRRIGATION REPAIRS AND MAINTENANCE	12,287	14,850	15,725	6,791	14,000	14,000	-
60   REPLACE PLANTS, MULCH & TREES	23,643	15,712	44,195	39,316	40,000	20,000	(20,000)
61   SOD & SEED REPLACEMENT	-	-	-	4,874	10,000	15,000	5,000
62   LANDSCAPE ENHANCEMENT	-	-	-	28,000	-	-	-
63   EXTRA MOWINGS DURING RAINY SEASON	-	-	865	-	5,000	2,500	(2,500)
64   RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	10,380	10,380	9,725	10,380	11,280	900
65   FIELD MISCELLANEOUS (Included in FY 2023 - Kubota)	1,585	317	1,820	2,873	5,000	-	(5,000)
66 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>247,005</b>	<b>227,414</b>	<b>308,209</b>	<b>315,077</b>	<b>334,388</b>	<b>308,726</b>	<b>(25,662)</b>
67							
68 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>							
69 <b>STREETS &amp; SIDEWALKS</b>							
70   ENTRY & WALLS MAINTENANCE	43	225	2,621	1,989	2,000	2,000	-
71   STREET/DECORATIVE LIGHT MAINTENACE	-	-	-	236	1,000	1,000	-
72   SIDEWALK REPAIR & MAINTENANCE	-	-	5,250	2,975	1,500	1,500	-
73 <b>MAINTENANCE STAFF</b>							-
74   EMPLOYEE - SALARIES	70,338	72,407	85,414	88,634	127,300	140,000	12,700
75   EMPLOYEE - P/R TAXES	9,030	7,866	9,909	5,473	10,494	11,466	972
76   EMPLOYEE - WORKERS COMP	3,052	5,037	4,623	2,911	4,200	4,620	420
77   PAYROLL PROCESSING FEES	2,137	1,809	1,925	810	1,900	1,900	-
78   EMPLOYEE- HEALTH & PHONE STIPENDS	322	8,990	8,503	2,400	14,400	14,400	-
79   MILEAGE	-	97	217		1,100	1,100	-
80 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>	<b>84,922</b>	<b>96,431</b>	<b>118,462</b>	<b>105,428</b>	<b>163,894</b>	<b>177,986</b>	<b>14,092</b>

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
81	CLUBHOUSE & SAFETY & SECURITY							
82	CLUBHOUSE & MISCELLANEOUS							
83	PARK/FIELD REPAIRS	2,000	532	192	10,443	7,200	-	(7,200)
84	CLUBHOUSE FACILITY MAINTENANCE	3,279	2,281	1,938	17,959	9,000	15,000	6,000
85	CLUBHOUSE TELEPHONE/INTERNET/FAX	3,626	4,446	4,208	5,165	4,200	4,200	-
86	MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	658	-	1,604	1,774	3,500	-	(3,500)
87	POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	9,112	12,196	15,038	14,699	10,000	10,000	-
88	POOL PERMITS	705	705	705	705	750	750	-
89	SEASONAL LIGHTING	18,238	18,352	16,100	15,325	20,000	14,000	(6,000)
90	PEST CONTROL	480	440	400	320	520	520	-
91	CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	-	-	-
92	CLUBHOUSE CLEANING	-	-	-	-	-	-	-
93	CLUBHOUSE MISCELLANEOUS	2,266	2,176	2,125	10,104	7,500	10,000	2,500
94	SAFETY & SECURITY			-				-
95	PART-TIME LAW ENFORCEMENT DETAILS	36,410	37,400	27,210	34,350	50,000	50,000	-
96	SALARY FOR SUMMER MONITOR AT BOTH POOLS	19,362	12,081	33,152	1,499	23,500	23,500	-
97	EMPLOYEE P/R TAXES	3,257	-	-	-	2,000	2,000	-
98	EMPLOYEE WORKER'S COMP	1,593	-	-	-	1,300	1,300	-
99	VIDEO SURVEILLANCE	-	-			-	-	-
100	SECURITY - OTHER (GATE SERVICE)	3,718	2,306	4,745	4,423	1,000	1,000	-
101	CLUBHOUSE & SAFETY & SECURITY	104,704	92,915	107,417	116,766	140,470	132,270	(8,200)

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024	
102								
103	O&M CONTINGENCY & CAPITAL PROJECTS							
104	O&M CONTINGENCY	354,088	-	20,475	202,300	99,935	49,248	(50,687)
105	O&M CONTINGENCY TOTAL	354,088	-	20,475	202,300	99,935	49,248	(50,687)
106								
107	TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES	1,068,298	699,852	815,697	1,021,761	1,051,973	998,161	(53,812)
108								
109	EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.	428,744	337,186	219,072	10,601	150,500	101,500	(48,999)
110								-
111	OTHER FINANCING SOURCES AND (USES)							
112	RESERVES TRANSFERS OUT-OTHER FINANCING USES							
113	EMERGENCY RESERVE	20,000	20,000	129,315	90,000	-	-	-
114	ASSET RESERVE	46,600	47,500	47,500	47,500	50,500	51,500	1,000
115	BILL PAYMENT RESERVE	-	-	-		-	-	-
116	PARK DEVELOPMENT RESERVE	175,000	37,514	76,000	50,000	100,000	50,000	(50,000)
117	TOTAL OTHER FINANCING SOURCES AND (USES)	241,600	105,014	252,815	187,500	150,500	101,500	(49,000)
118								
119	O&M TOTAL EXPENDITURES	1,309,898	804,866	1,068,512	1,209,261	1,202,472	1,099,661	(102,812)
120								
121	NET CHANGE IN FUND BALANCE	187,144	232,172	(33,743)	(176,899)	0	0	(0)

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
9	<b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>			
10	<b>BOARD OF SUPERVISORS</b>			
11	Supervisor Stipends		\$ 14,000.00	Assumes 5 supervisor to be paid for 14 meetings (workshops, etc.) - \$200 per meeting
12	Newsletter		\$ -	Newsletter - is provided for by BREEZE
13	Website Server & Name	Campus Suite	\$ 2,015.00	ADA compliant website to be furnished by Campus Suite. Amount includes monthly scans of the website, the website platform itself as well as the remediation of 750 document pages. Additionally, allocated \$500 for BREEZE processing and maintaining to the website
14	Public officials liability Insurance	Egis Insurance	\$ 3,740.00	Pursuant to agent confirmation
15	<b>MANAGEMENT SERVICES</b>			
16	District Management	BREEZE	\$ 55,000.00	Pursuant to new contract dated April 16, 2022 approved by the Board of Supervisors
17	<b>ENGINEERING &amp; LEGAL SERVICES</b>			
18	District Engineer	Stantec-Tonja Stewart	\$ 16,000.00	Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
19	District Counsel	Strayley & Robin	\$ 10,000.00	Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
20	<b>ADMINISTRATIVE OTHER</b>			
21	Annual Financial Audit	Dibartolomeo	\$ 4,200.00	State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.
22	Disclosure Report		\$ -	No longer necessary
23	Trustee Fees	US Bank - Series 2015	\$ 4,256.00	Confirmed with trustee for fees related to the maintenance of the Ballantrae CDD Capital Improvement Revenue Refunding Bond, Series 2015
24	Property Appraiser Fee	Pasco County	\$ 150.00	Property Appraiser for the handling of Non-Ad Valorem Assessments, due and payable by June 1 of each year.
25	Legal Advertising	local newspaper	\$ 1,000.00	Estimated public notice for 3 public hearings, 1 yearly meeting schedule
26	Arbitrage Rebate Calculation	GNP Services	\$ 650.00	Fees for the annual calculation of the Rebutable Arbitrage Liability for the Ballantrae CDD Capital Improvement Revenue Refunding Bonds, Series 2015
27	Dues Licenses & Fees		\$ 1,200.00	Includes \$175 required by State Statute and other misc.
28	ADA Compliance		\$ -	Campus Suite hosting of ADA compliant website and remediation of any uploaded documents
29	Administrative Contingency		\$ -	
30	<b>O&amp;M ADMINISTRATIVE TOTAL</b>		<b>\$ 112,211.00</b>	

31



	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
32	<b>INSURANCE</b>			
33	General Liability Insurance	Egis Insurance	\$ 8,470.00	Pursuant to agent
34	Property Casualty	Egis Insurance	\$ 19,800.00	Pursuant to agent
35	<b>INSURANCE TOTAL</b>		<b>\$ 28,270.00</b>	
36				
37	<b>UTILITY SERVICES</b>			
38	Electric Utility Services	DUKE Energy	\$ 37,000.00	Average billing
39	Electric Utility Services - Recreation	DUKE Energy	\$ 17,250.00	Average billing
40	Electric Streetlighting	DUKE Energy	\$ 112,000.00	Average billing
41	Utility-Water-Clubhouse & pools	Pasco County	\$ 21,000.00	Average billing
42	Stormwater Assessment	Pasco County Tax Collector	\$ 2,200.00	To account for increase
43	<b>UTILITY SERVICES SUBTOTAL</b>		<b>\$ 189,450.00</b>	
44				
45	<b>LAKES/PONDS &amp; LANDSCAPE</b>			
46	<b>LAKES/PONDS:CONTRACTS</b>			
47	Aquatic Contract	Steadfast Environmental	\$ 38,076.00	Pursuant to contract for maintenance of District waterways and ponds
48	Wetland Buffer Spray Contract'	Steadfast Environmental	\$ 16,800.00	Wetland Buffer Spraying
49	<b>LAKES/PONDS:OTHER</b>			
50	Fountain Repairs & Maintenance	Misc	\$ 3,500.00	Estimated, as needed
51	Mitigation Areas:Monitor & Maintain	Misc	\$ 1,500.00	Estimated, as needed
52	Lake/Pond Repairs	Misc	\$ -	Earmarked as needed for minor erosion repairs, etc.
53	Install/Replace Aquatic Plants	American Ecosystems	\$ 5,000.00	Install plants as needed
54	<b>LANDSCAPING:CONTRACTS</b>			
55	Landscape Maintenance Contract	Yellowstone	\$ 144,240.00	Pursuant to contract addendum - \$12,020 monthly.
56	Landscape Secondary Contracts	Yellowstone	\$ 36,830.00	1x yearly mulch-\$16,830, annuals \$4,000 per rotation (4 rotations) Mulch and annuals total \$36,830
57	Landscape Oversight/Management	Not applicable	\$ -	No longer utilized
58	<b>LANDSCAPING:OTHER</b>			
59	Irrigation Repairs & Maintenance	Yellowstone	\$ 14,000.00	As needed
60	Replace Plants, Mulch & Trees	Yellowstone	\$ 20,000.00	Misc. replacement as needed and care as needed
61	Sod & Seed Replacement	Yellowstone	\$ 15,000.00	As needed.
62	Landscape Enhancement	Yellowstone - TBD	\$ -	Projects that come up
63	Extra Mowings During Rainy Season	Yellowstone	\$ 2,500.00	As needed
64	Rust Prevention for Irrigation System	Suncoast Rust	\$ 11,280.00	Contract increased in FY 2023
65	Field Miscellaneous		\$ -	Misc. Repairs.
66	<b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>		<b>\$ 308,726.00</b>	
67				

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
68	STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS			
69	STREETS & SIDEWALKS			
70	Entry & Walls Maintenance	various	\$ 2,000.00	Estimated, as needed
71	Street/Decorative Light Maintenance	various	\$ 1,000.00	Estimated, as needed
72	Sidewalk Repair & Maintenance	various	\$ 1,500.00	Estimated, as needed
73	MAINTENANCE STAFF			
	Employee-Salaries		\$ 140,000.00	Maintenance supervisor and TWO Assistant maintenance. All employees are considered full time at 40 hours weekly. Plus overtime hours for meeting attendance & misc.
74				
75	Employee-P/R Taxes		\$ 11,465.60	7.65% of payroll, additional \$750 added for any additional taxes related to SUTA
76	Employee - Workers Comp	Egis Insurance	\$ 4,620.00	Confirmed with EGIS
77	Payroll processing fees	Innovations	\$ 1,900.00	Payroll and year end processing
78	Employee-Health & Phone Stipends		\$ 14,400.00	
79	Mileage	various	\$ 1,100.00	Estimated, as needed
80	STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS		\$ 177,985.60	
81	CLUBHOUSE & SAFETY & SECURITY			
82	CLUBHOUSE & MISCELLANEOUS			
83	Park & Field Repairs	various	\$ -	Estimated, as needed.
84	Clubhouse Facility & Field Maintenance	various	\$ 15,000.00	Estimated, as needed (includes swipe cards, signage, pest control, etc.).
85	Clubhouse, Telephone & Internet	Brighthouse	\$ 4,200.00	
86	Miscellaneous Supplies (Inclusive of Debit Card)	various	\$ -	Estimated, as needed
87	Pool/Fountain/Splashpad Maintenance	Poolsure	\$ 10,000.00	Effective 12/1/2017: base rate of \$867 for a total of \$8,244. Additional \$2,800 for repairs.
88	Pool Permits		\$ 750.00	as required by Statute
89	Seasonal Lighting		\$ 14,000.00	Regular payment of \$13,750
90	Pest Control	Tropicare Termite	\$ 520.00	\$40 monthly
91	Clubhouse Exterior Furnishings		\$ -	
92	Clubhouse Cleaning		\$ -	
93	Clubhouse Miscellaneous & Supplies	To Be Determined	\$ 10,000.00	Additional misc expenditures as needed .
94	SAFETY & SECURITY			
95	Part-Time Law Enforcement Details	FHP	\$ 50,000.00	Paid at \$40 per hour - Approximately 1,125 hours
	Salary for Summer Monitor at Both Pools		\$ 23,500.00	The Board considers a salary review annually based on minimum wage requirements from the State of Florida. The State has required \$10 per hour and the Board has approved \$12 per hour
96				
97	Employee P/R Taxes		\$ 2,000.00	7.65% of gross payroll
98	Employee Workers Comp			
99	Video Surveillance		\$ 1,300.00	
100	Security - Other (Gate Service)		\$ 1,000.00	
101	CLUBHOUSE & SAFETY & SECURITY		\$ 132,270.00	

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
102				
103	<b>O&amp;M CONTINGENCY</b>			
104	O&M Contingency		\$ 49,248.00	To be utilized based on Board direction
105	<b>O&amp;M Contingency Total</b>		\$ 49,248.00	
106				
107	<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>		\$ 998,160.60	
108				
109	<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>		\$ 101,500.40	
110				
111	<b>OTHER FINANCING SOURCES AND (USES)</b>			
112	RESERVES TRANSFERS OUT - OTHER FINANCING USES		\$ -	
113	Emergency Reserve		\$ -	Amounts borrowed in 2019 have been reimbursed
114	Asset Reserve		\$ 51,500.00	Based on Custom reserves Study . Main pool resurface will come from this line item
115	Bill Payment Reserve		\$ -	Pursuant to GASB; Bill payment reserve should represent a minimum of 2 months of expenditures before other financing uses (transfers)
116	Park Development Reserve		\$ 50,000.00	The Straiton Pool resurface will come from this line item
117	<b>TOTAL OTHER FINANCING SOURCES AND (USES)</b>		\$ 101,500.00	
118				
119	<b>O&amp;M TOTAL EXPENDITURES</b>		\$ 1,099,660.60	

**BALLANTRAE CDD - STATEMENT 3**

**FY 2023- 2024 ADOPTED BUDGET**

**RESERVES**

	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 ADOPTED</b>	<b>FY 2024 PROPOSED</b>	<b>FY 2023 to FY 2024 VARIANCE</b>
1 <b>REVENUES:</b>						
2 <b>INTEREST REVENUE</b>						
3 PARK DEVELOPMENT	\$ 3,718	\$ 1,050	\$ -	\$ -	\$ -	-
4 ASSET RESERVE	1,326	414	-	-	-	-
5 EMERGENCY RESERVE	303	154	-	-	-	-
6 BILL PAYMENT RESERVE	581	154	-	-	-	-
7 FUND BALANCE FORWARD - PARK DEVELOPMENT	-	-	-	50,000	15,000	(35,000)
8 <b>TOTAL REVENUE</b>	<b>5,928</b>	<b>1,772</b>	<b>-</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
9						
10 <b>RESERVES EXPENDITURES:</b>						
11 EMERGENCY RESERVE	12,023	-	-	-	-	-
12 ASSET RESERVE	23,989	-	-	-	-	-
13 PARK DEVELOPMENT RESERVE - XMAS LIGHTS - \$15,000	-	-	-	50,000	15,000	(35,000)
14 PROJECTS	-	-	-	-	-	-
15 <b>TOTAL RESERVE EXPENDITURES</b>	<b>36,012</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
16						
17 <b>EXCESS OF REVENUE OVER(UNDER)EXPENDITURES</b>	<b>(30,084)</b>	<b>1,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
18						
19 <b>OTHER FINANCING SOURCES SOURCES (USES)</b>						
20 TRANSFER IN - PARK DEVELOPMENT	37,515	76,000	50,000	100,000	50,000	(50,000)
21 TRANSFER IN (OUT)- ASSET RESERVE	47,500	47,500	47,500	150,500	51,500	(99,000)
22 INCREASE IN FUND BALANCE	-	-	-	(250,500)	(101,500)	149,000
23 TRANSFER IN (OUT) - EMERGENCY RESERVE	20,000	127,343	90,000	-	-	-
24 INCREASE IN FUDN BALANCE				-	-	-
25 <b>TOTAL OTHER FINANCING SOURCES SOURCES (USES)</b>	<b>105,015</b>	<b>250,843</b>	<b>187,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
26						
27 <b>NET CHANGE IN FUND BALANCE</b>	<b>74,931</b>	<b>252,615</b>	<b>187,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
28 <b>FUND BALANCE BEGINNING</b>	<b>1,579,727</b>	<b>1,654,656</b>	<b>1,907,269</b>	<b>2,094,769</b>	<b>2,044,769</b>	
29 <b>FUND BALANCE FORWARD USE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>(15,000)</b>	
30 <b>FUND BALANCE ENDING</b>	<b>1,654,656</b>	<b>1,907,269</b>	<b>2,094,769</b>	<b>2,044,769</b>	<b>2,029,769</b>	<b>-</b>



**STATEMENT 4  
BALLANTRAE CDD  
FY2023-2024 ADOPTED BUDGET - SERIES 2015  
DEBT SERVICE ASSESSMENT**

	<b>FY 2024 PROPOSED BUDGET</b>
<b>REVENUE</b>	
ASSESSMENTS ON-ROLL	\$ 556,611
<b>TOTAL REVENUE</b>	<b>556,611</b>
<b>EXPENDITURES</b>	
INTEREST EXPENSE	
May 1, 2024	95,213
November 1, 2024	89,682
PRINCIPAL RETIREMENT	
May 1, 2024	370,000
<b>TOTAL EXPENDITURES</b>	<b>554,895</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,716</b>

TOTAL DS BUDGET	\$ 556,611.21
EARLY PAYMENT DISCOUNT @ 4%	\$ 23,685.58
COUNTY COLLECTION COST @ 2%	\$ 11,842.79
<b>TOTAL GROSS ASSESSMENTS</b>	<b>\$ 592,139.58</b>

**STATEMENT 5**  
**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023-2024 PROPOSED O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET           \$1,024,660  
 EARLY PAYMENT DISCOUNT @ 4%       \$43,603  
 COLLECTION COSTS @ 2%       \$21,801  
 TOTAL GROSS O&M ASSESSMENT       \$1,090,064

TOTAL DS BUDGET                       \$556,611  
 EARLY PAYMENT DISCOUNT @ 4%       \$23,686  
 COLLECTION COST @ 2%               \$11,843  
 TOTAL GROSS DS ASSESSMENT       \$592,140

LOT SIZE	UNITS ASSESSED		EAU FACTOR	ALLOCATION OF EAU's				BUDGET ALLOCATION		PER LOT ANNUAL ASSESSMENT
	O&M	DEBT SERVICE		O&M EAU's	% O&M EAU's	DS EAU's	% DS EAU's	TOTAL O&M BUDGET	TOTAL DS BUDGET	O&M
Townhomes	182	182	0.56	101.92	11.16%	101.92	11.19%	\$121,701	\$66,264	\$668.68
Single Family 40'	179	179	1	179.00	19.61%	179.00	19.65%	\$213,740	\$116,379	\$1,194.08
Single Family 45'	139	139	1	139.00	15.23%	139.00	15.26%	\$165,977	\$90,372	\$1,194.08
Single Family 50'	302	301	1	302.00	33.08%	301.00	33.05%	\$360,612	\$195,698	\$1,194.08
Single Family 65'	158	157	1.13	178.54	19.56%	177.41	19.48%	\$213,191	\$115,345	\$1,349.31
Single Family 70'	9	9	1.13	10.17	1.11%	10.17	1.12%	\$12,144	\$6,612	\$1,349.31
Commercial	1	1	2.26	2.26	0.25%	2.26	0.25%	\$2,699	\$1,469	\$2,698.62
	970	968		912.89	100.00%	910.76	100.00%	\$1,090,064	\$592,140	

LESS: Pasco County Collection Costs & Early Payment Discount       \$65,404       \$35,528  
**Net Revenue to be Collected       \$1,024,660       \$556,611**

## **EXHIBIT 20**

**RESOLUTION 2023-\_\_06\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Ballantrae Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is located in Pasco County, Florida (“**County**”);

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2023-2024 attached hereto as **Exhibit A (“FY 2023-2024 Budget”)** and incorporated as a material part of this Resolution by this reference;

**WHEREAS**, the District must obtain sufficient funds to provide for the activities described in the FY 2023-2024 Budget;

**WHEREAS**, the provision of the activities described in the FY 2023-2024 Budget is a benefit to lands within the District;

**WHEREAS**, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

**WHEREAS**, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

**WHEREAS**, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2023-2024 Budget (“**O&M Assessments**”);



**WHEREAS**, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2023-2024 Budget;

**WHEREAS**, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

**WHEREAS**, it is in the best interests of the District to certify the Assessment Roll to the Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1. Benefit from Activities and O&M Assessments.** The provision of the activities described in the FY 2023-2024 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2023-2024 Budget and in the Assessment Roll.

**Section 2. O&M Assessments Imposition.** Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2023-2024 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**Section 3. Collection and Enforcement of District Assessments.**

- a. **Uniform Method for all Debt Assessments and all O&M Assessments.** The collection of all Debt Assessments and all O&M Assessments for all lands within the District, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in the Assessment Roll. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**Section 4. Certification of Assessment Roll.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**Section 5. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**Section 6. Assessment Challenges.** The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**Section 7. Procedural Irregularities.** Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

**Section 8. Severability.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**Section 9. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 10, 2023.**

Attested By:

**Ballantrae Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2023-2024 Budget**

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024
1 <b>O&amp;M REVENUES:</b>							
2 LANDOWNER ASSESSMENTS (NET)	\$ 1,030,626	\$ 1,025,698	1,027,365	\$ 1,027,504	\$ 1,024,660	\$ 1,024,660	\$ -
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	3,758	4,428	-	4,075	2,812	-	(2,812)
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	249,323	-	-	-	175,000	75,000	(100,000)
5 OTHER INCOME	10,788	6,912	7,404	783	-	-	-
6 TRANSFER IN FROM RESERVE FUND	202,547	-	-	-	-	-	-
7 <b>O&amp;M TOTAL REVENUES:</b>	<b>1,497,042</b>	<b>1,037,038</b>	<b>1,034,769</b>	<b>1,032,362</b>	<b>1,202,472</b>	<b>1,099,660</b>	<b>(102,812)</b>
8							
9 <b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>							
10 <b>BOARD OF SUPERVISORS</b>							
11 SUPERVISOR STIPENDS	13,200	10,600	11,585	10,355	14,000	14,000	-
12 NEWSLETTER - PRINT & MAILING	7,593	4,681	-	-	-	-	-
13 WEBSITE SERVER & NAME	794	1,761	2,015	2,015	2,015	2,015	-
14 PUBLIC OFFICIALS LIABILITY INSURANCE	2,500	2,563	2,691		3,369	3,740	371
15 <b>MANAGEMENT SERVICES</b>							-
16 DISTRICT MANAGEMENT	53,196	55,460	60,053	55,804	55,000	55,000	-
17 <b>ENGINEERING &amp; LEGAL SERVICES</b>							-
18 DISTRICT ENGINEER	5,177	17,683	11,623	5,937	18,000	16,000	(2,000)
19 DISTRICT COUNSEL	10,084	18,111	10,099	11,875	17,300	10,000	(7,300)
20 <b>ADMINISTRATIVE: OTHER</b>							-
21 ANNUAL FINANCIAL AUDIT	3,700	3,700	3,700	3,800	4,200	4,200	-
22 DISCLOSURE REPORT	-	-		-	-	-	-
23 TRUSTEES FEES	3,771	3,771	2,021	3,636	3,772	4,256	484
24 PROPERTY APPRAISER FEE	150	150	150	150	150	150	-
25 LEGAL ADVERTISING	1,055	1,821	1,206	1,923	750	1,000	250
26 ARBITRAGE REBATE CALCULATION	500	500	500		650	650	-
27 DUES, LISCENSES AND FEES	193	406	175	205	1,200	1,200	-
28 COMPLIANCE WITH ADA	-	-	-		2,480	-	(2,480)
29 ADMINISTRATIVE CONTINGENCY	4,675	4,367	1,646	4,313	5,000	-	(5,000)
30 <b>O&amp;M ADMINISTRATIVE TOTAL:</b>	<b>106,588</b>	<b>125,574</b>	<b>107,464</b>	<b>100,013</b>	<b>127,886</b>	<b>112,211</b>	<b>(15,675)</b>

## BALLANTRAE CDD - STATEMENT 1 FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024	
31								
32	INSURANCE							
33	GERNERAL LIABILITY	3,414	2,960	3,108	3,215	7,700	8,470	770
34	PROPERTY CASUALTY	12,986	13,905	15,265	21,804	18,000	19,800	1,800
35	INSURANCE TOTAL	16,400	16,865	18,373	25,019	25,700	28,270	2,570
36								
37	UTILITY SERVICES							
38	ELECTRIC UTILITY SERVICES	21,975	22,588	25,960	64,605	25,000	37,000	12,000
39	ELECTRIC UTILITY - RECREATION FACILITIES	12,680	11,026	10,629	13,500	15,000	17,250	2,250
40	ELECTRIC STREET LIGHTING	110,052	101,284	83,685	72,852	103,500	112,000	8,500
41	UTILITY - WATER - CLUBHOUSE & POOLS	8,133	5,756	10,554	6,201	14,000	21,000	7,000
42	STORMWATER ASSESSMENT	1,751	-	4,469	-	2,200	2,200	-
43	UTILITY SERVICES SUBTOTAL	154,591	140,653	135,297	157,158	159,700	189,450	29,750
44								
45	LAKES/PONDS & LANDSCAPE							
46	LAKES/PONDS: CONTRACTS							
47	AQUATIC CONTRACT	22,800	21,673	30,539	36,061	34,800	38,076	3,276
48	WETLAND BUFFER SPRAY CONTRACT		15,192	15,192	18,816	20,256	16,800	(3,456)
49	LAKES/PONDS: OTHER							
50	FOUNTAIN REPAIRS & MAINTNANCE	765	485	1,173	2,424	3,000	3,500	500
51	MITIGATION AREAS: MONITOR & MAINTAIN	-	-	-	-	1,500	1,500	-
52	LAKE/POND REPAIRS	5,284	4,573	14,646	-	10,000	-	(10,000)
53	INSTALL/REPLACE AQUATIC PLANTS	-	-	-	-	5,000	5,000	-



BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024
54 <b>LANDSCAPING: CONTRACTS</b>							-
55 LANDSCAPE MAINTENANCE CONTRACT	144,231	144,231	148,861	143,366	144,240	144,240	-
56 LANDSCAPE - SECONDARY CONTRACTS	26,030	-	24,813	22,831	31,212	36,830	5,618
57 LANDSCAPE OVERSIGHT/MANAGEMENT	-	-	-	-	-	-	-
58 <b>LANDSCAPING: OTHER</b>							-
59 IRRIGATION REPAIRS AND MAINTENANCE	12,287	14,850	15,725	6,791	14,000	14,000	-
60 REPLACE PLANTS, MULCH & TREES	23,643	15,712	44,195	39,316	40,000	20,000	(20,000)
61 SOD & SEED REPLACEMENT	-	-	-	4,874	10,000	15,000	5,000
62 LANDSCAPE ENHANCEMENT	-	-	-	28,000	-	-	-
63 EXTRA MOWINGS DURING RAINY SEASON	-	-	865	-	5,000	2,500	(2,500)
64 RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	10,380	10,380	9,725	10,380	11,280	900
65 FIELD MISCELLANEOUS (Included in FY 2023 - Kubota)	1,585	317	1,820	2,873	5,000	-	(5,000)
66 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>247,005</b>	<b>227,414</b>	<b>308,209</b>	<b>315,077</b>	<b>334,388</b>	<b>308,726</b>	<b>(25,662)</b>
67							
68 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>							
69 <b>STREETS &amp; SIDEWALKS</b>							
70 ENTRY & WALLS MAINTENANCE	43	225	2,621	1,989	2,000	2,000	-
71 STREET/DECORATIVE LIGHT MAINTENACE	-	-	-	236	1,000	1,000	-
72 SIDEWALK REPAIR & MAINTENANCE	-	-	5,250	2,975	1,500	1,500	-
73 <b>MAINTENANCE STAFF</b>							-
74 EMPLOYEE - SALARIES	70,338	72,407	85,414	88,634	127,300	140,000	12,700
75 EMPLOYEE - P/R TAXES	9,030	7,866	9,909	5,473	10,494	11,466	972
76 EMPLOYEE - WORKERS COMP	3,052	5,037	4,623	2,911	4,200	4,620	420
77 PAYROLL PROCESSING FEES	2,137	1,809	1,925	810	1,900	1,900	-
78 EMPLOYEE- HEALTH & PHONE STIPENDS	322	8,990	8,503	2,400	14,400	14,400	-
79 MILEAGE	-	97	217		1,100	1,100	-
80 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>	<b>84,922</b>	<b>96,431</b>	<b>118,462</b>	<b>105,428</b>	<b>163,894</b>	<b>177,986</b>	<b>14,092</b>

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	VARIANCE
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED	2023-2024
81	CLUBHOUSE & SAFETY & SECURITY							
82	CLUBHOUSE & MISCELLANEOUS							
83	PARK/FIELD REPAIRS	2,000	532	192	10,443	7,200	-	(7,200)
84	CLUBHOUSE FACILITY MAINTENANCE	3,279	2,281	1,938	17,959	9,000	15,000	6,000
85	CLUBHOUSE TELEPHONE/INTERNET/FAX	3,626	4,446	4,208	5,165	4,200	4,200	-
86	MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	658	-	1,604	1,774	3,500	-	(3,500)
87	POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	9,112	12,196	15,038	14,699	10,000	10,000	-
88	POOL PERMITS	705	705	705	705	750	750	-
89	SEASONAL LIGHTING	18,238	18,352	16,100	15,325	20,000	14,000	(6,000)
90	PEST CONTROL	480	440	400	320	520	520	-
91	CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	-	-	-
92	CLUBHOUSE CLEANING	-	-	-	-	-	-	-
93	CLUBHOUSE MISCELLANEOUS	2,266	2,176	2,125	10,104	7,500	10,000	2,500
94	SAFETY & SECURITY			-				-
95	PART-TIME LAW ENFORCEMENT DETAILS	36,410	37,400	27,210	34,350	50,000	50,000	-
96	SALARY FOR SUMMER MONITOR AT BOTH POOLS	19,362	12,081	33,152	1,499	23,500	23,500	-
97	EMPLOYEE P/R TAXES	3,257	-	-	-	2,000	2,000	-
98	EMPLOYEE WORKER'S COMP	1,593	-	-	-	1,300	1,300	-
99	VIDEO SURVEILLANCE	-	-			-	-	-
100	SECURITY - OTHER (GATE SERVICE)	3,718	2,306	4,745	4,423	1,000	1,000	-
101	CLUBHOUSE & SAFETY & SECURITY	104,704	92,915	107,417	116,766	140,470	132,270	(8,200)

BALLANTRAE CDD - STATEMENT 1  
FY 2024 PROPOSED BUDGET

		FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2024 PROPOSED	VARIANCE 2023-2024
102								
103	O&M CONTINGENCY & CAPITAL PROJECTS							
104	O&M CONTINGENCY	354,088	-	20,475	202,300	99,935	49,248	(50,687)
105	O&M CONTINGENCY TOTAL	354,088	-	20,475	202,300	99,935	49,248	(50,687)
106								
107	TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES	1,068,298	699,852	815,697	1,021,761	1,051,973	998,161	(53,812)
108								
109	EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.	428,744	337,186	219,072	10,601	150,500	101,500	(48,999)
110								-
111	OTHER FINANCING SOURCES AND (USES)							
112	RESERVES TRANSFERS OUT-OTHER FINANCING USES							
113	EMERGENCY RESERVE	20,000	20,000	129,315	90,000	-	-	-
114	ASSET RESERVE	46,600	47,500	47,500	47,500	50,500	51,500	1,000
115	BILL PAYMENT RESERVE	-	-	-		-	-	-
116	PARK DEVELOPMENT RESERVE	175,000	37,514	76,000	50,000	100,000	50,000	(50,000)
117	TOTAL OTHER FINANCING SOURCES AND (USES)	241,600	105,014	252,815	187,500	150,500	101,500	(49,000)
118								
119	O&M TOTAL EXPENDITURES	1,309,898	804,866	1,068,512	1,209,261	1,202,472	1,099,661	(102,812)
120								
121	NET CHANGE IN FUND BALANCE	187,144	232,172	(33,743)	(176,899)	0	0	(0)

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
9	<b>O&amp;M ADMINISTRATIVE EXPENDITURES:</b>			
10	<b>BOARD OF SUPERVISORS</b>			
11	Supervisor Stipends		\$ 14,000.00	Assumes 5 supervisor to be paid for 14 meetings (workshops, etc.) - \$200 per meeting
12	Newsletter		\$ -	Newsletter - is provided for by BREEZE
13	Website Server & Name	Campus Suite	\$ 2,015.00	ADA compliant website to be furnished by Campus Suite. Amount includes monthly scans of the website, the website platform itself as well as the remediation of 750 document pages. Additionally, allocated \$500 for BREEZE processing and maintaining to the website
14	Public officials liability Insurance	Egis Insurance	\$ 3,740.00	Pursuant to agent confirmation
15	<b>MANAGEMENT SERVICES</b>			
16	District Management	BREEZE	\$ 55,000.00	Pursuant to new contract dated April 16, 2022 approved by the Board of Supervisors
17	<b>ENGINEERING &amp; LEGAL SERVICES</b>			
18	District Engineer	Stantec-Tonja Stewart	\$ 16,000.00	Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
19	District Counsel	Strayley & Robin	\$ 10,000.00	Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
20	<b>ADMINISTRATIVE OTHER</b>			
21	Annual Financial Audit	Dibartolomeo	\$ 4,200.00	State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.
22	Disclosure Report		\$ -	No longer necessary
23	Trustee Fees	US Bank - Series 2015	\$ 4,256.00	Confirmed with trustee for fees related to the maintenance of the Ballantrae CDD Capital Improvement Revenue Refunding Bond, Series 2015
24	Property Appraiser Fee	Pasco County	\$ 150.00	Property Appraiser for the handling of Non-Ad Valorem Assessments, due and payable by June 1 of each year.
25	Legal Advertising	local newspaper	\$ 1,000.00	Estimated public notice for 3 public hearings, 1 yearly meeting schedule
26	Arbitrage Rebate Calculation	GNP Services	\$ 650.00	Fees for the annual calculation of the Rebateable Arbitrage Liability for the Ballantrae CDD Capital Improvement Revenue Refunding Bonds, Series 2015
27	Dues Licenses & Fees		\$ 1,200.00	Includes \$175 required by State Statute and other misc.
28	ADA Compliance		\$ -	Campus Suite hosting of ADA compliant website and remediation of any uploaded documents
29	Administrative Contingency		\$ -	
30	<b>O&amp;M ADMINISTRATIVE TOTAL</b>		<b>\$ 112,211.00</b>	

31



	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
32	<b>INSURANCE</b>			
33	General Liability Insurance	Egis Insurance	\$ 8,470.00	Pursuant to agent
34	Property Casualty	Egis Insurance	\$ 19,800.00	Pursuant to agent
35	<b>INSURANCE TOTAL</b>		<b>\$ 28,270.00</b>	
36				
37	<b>UTILITY SERVICES</b>			
38	Electric Utility Services	DUKE Energy	\$ 37,000.00	Average billing
39	Electric Utility Services - Recreation	DUKE Energy	\$ 17,250.00	Average billing
40	Electric Streetlighting	DUKE Energy	\$ 112,000.00	Average billing
41	Utility-Water-Clubhouse & pools	Pasco County	\$ 21,000.00	Average billing
42	Stormwater Assessment	Pasco County Tax Collector	\$ 2,200.00	To account for increase
43	<b>UTILITY SERVICES SUBTOTAL</b>		<b>\$ 189,450.00</b>	
44				
45	<b>LAKES/PONDS &amp; LANDSCAPE</b>			
46	<b>LAKES/PONDS:CONTRACTS</b>			
47	Aquatic Contract	Steadfast Environmental	\$ 38,076.00	Pursuant to contract for maintenance of District waterways and ponds
48	Wetland Buffer Spray Contract'	Steadfast Environmental	\$ 16,800.00	Wetland Buffer Spraying
49	<b>LAKES/PONDS:OTHER</b>			
50	Fountain Repairs & Maintenance	Misc	\$ 3,500.00	Estimated, as needed
51	Mitigation Areas:Monitor & Maintain	Misc	\$ 1,500.00	Estimated, as needed
52	Lake/Pond Repairs	Misc	\$ -	Earmarked as needed for minor erosion repairs, etc.
53	Install/Replace Aquatic Plants	American Ecosystems	\$ 5,000.00	Install plants as needed
54	<b>LANDSCAPING:CONTRACTS</b>			
55	Landscape Maintenance Contract	Yellowstone	\$ 144,240.00	Pursuant to contract addendum - \$12,020 monthly.
56	Landscape Secondary Contracts	Yellowstone	\$ 36,830.00	1x yearly mulch-\$16,830, annuals \$4,000 per rotation (4 rotations) Mulch and annuals total \$36,830
57	Landscape Oversight/Management	Not applicable	\$ -	No longer utilized
58	<b>LANDSCAPING:OTHER</b>			
59	Irrigation Repairs & Maintenance	Yellowstone	\$ 14,000.00	As needed
60	Replace Plants, Mulch & Trees	Yellowstone	\$ 20,000.00	Misc. replacement as needed and care as needed
61	Sod & Seed Replacement	Yellowstone	\$ 15,000.00	As needed.
62	Landscape Enhancement	Yellowstone - TBD	\$ -	Projects that come up
63	Extra Mowings During Rainy Season	Yellowstone	\$ 2,500.00	As needed
64	Rust Prevention for Irrigation System	Suncoast Rust	\$ 11,280.00	Contract increased in FY 2023
65	Field Miscellaneous		\$ -	Misc. Repairs.
66	<b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>		<b>\$ 308,726.00</b>	
67				

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
68	STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS			
69	STREETS & SIDEWALKS			
70	Entry & Walls Maintenance	various	\$ 2,000.00	Estimated, as needed
71	Street/Decorative Light Maintenance	various	\$ 1,000.00	Estimated, as needed
72	Sidewalk Repair & Maintenance	various	\$ 1,500.00	Estimated, as needed
73	MAINTENANCE STAFF			
	Employee-Salaries		\$ 140,000.00	Maintenance supervisor and TWO Assistant maintenance. All employees are considered full time at 40 hours weekly. Plus overtime hours for meeting attendance & misc.
74				
75	Employee-P/R Taxes		\$ 11,465.60	7.65% of payroll, additional \$750 added for any additional taxes related to SUTA
76	Employee - Workers Comp	Egis Insurance	\$ 4,620.00	Confirmed with EGIS
77	Payroll processing fees	Innovations	\$ 1,900.00	Payroll and year end processing
78	Employee-Health & Phone Stipends		\$ 14,400.00	
79	Mileage	various	\$ 1,100.00	Estimated, as needed
80	STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS		\$ 177,985.60	
81	CLUBHOUSE & SAFETY & SECURITY			
82	CLUBHOUSE & MISCELLANEOUS			
83	Park & Field Repairs	various	\$ -	Estimated, as needed.
84	Clubhouse Facility & Field Maintenance	various	\$ 15,000.00	Estimated, as needed (includes swipe cards, signage, pest control, etc.).
85	Clubhouse, Telephone & Internet	Brighthouse	\$ 4,200.00	
86	Miscellaneous Supplies (Inclusive of Debit Card)	various	\$ -	Estimated, as needed
87	Pool/Fountain/Splashpad Maintenance	Poolsure	\$ 10,000.00	Effective 12/1/2017: base rate of \$867 for a total of \$8,244. Additional \$2,800 for repairs.
88	Pool Permits		\$ 750.00	as required by Statute
89	Seasonal Lighting		\$ 14,000.00	Regular payment of \$13,750
90	Pest Control	Tropicare Termite	\$ 520.00	\$40 monthly
91	Clubhouse Exterior Furnishings		\$ -	
92	Clubhouse Cleaning		\$ -	
93	Clubhouse Miscellaneous & Supplies	To Be Determined	\$ 10,000.00	Additional misc expenditures as needed .
94	SAFETY & SECURITY			
95	Part-Time Law Enforcement Details	FHP	\$ 50,000.00	Paid at \$40 per hour - Approximately 1,125 hours
	Salary for Summer Monitor at Both Pools		\$ 23,500.00	The Board considers a salary review annually based on minimum wage requirements from the State of Florida. The State has required \$10 per hour and the Board has approved \$12 per hour
96				
97	Employee P/R Taxes		\$ 2,000.00	7.65% of gross payroll
98	Employee Workers Comp			
99	Video Surveillance		\$ 1,300.00	
100	Security - Other (Gate Service)		\$ 1,000.00	
101	CLUBHOUSE & SAFETY & SECURITY		\$ 132,270.00	

	FINANCIAL STATEMENT CATEGORY	VENDOR	ANNUAL AMOUNT OF CONTRACT	COMMENTS/SCOPE OF SERVICE
102				
103	<b>O&amp;M CONTINGENCY</b>			
104	O&M Contingency		\$ 49,248.00	To be utilized based on Board direction
105	<b>O&amp;M Contingency Total</b>		\$ 49,248.00	
106				
107	<b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>		\$ 998,160.60	
108				
109	<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>		\$ 101,500.40	
110				
111	<b>OTHER FINANCING SOURCES AND (USES)</b>			
112	RESERVES TRANSFERS OUT - OTHER FINANCING USES		\$ -	
113	Emergency Reserve		\$ -	Amounts borrowed in 2019 have been reimbursed
114	Asset Reserve		\$ 51,500.00	Based on Custom reserves Study . Main pool resrurface will come from this line item
115	Bill Payment Reserve		\$ -	Pursuant to GASB; Bill payment reserve should represent a minimum of 2 months of expenditures before other financing uses (transfers)
116	Park Development Reserve		\$ 50,000.00	The Straiton Pool resurface will come from this line item
117	<b>TOTAL OTHER FINANCING SOURCES AND (USES)</b>		\$ 101,500.00	
118				
119	<b>O&amp;M TOTAL EXPENDITURES</b>		\$ 1,099,660.60	

**BALLANTRAE CDD - STATEMENT 3**

**FY 2023- 2024 ADOPTED BUDGET**

**RESERVES**

	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ADOPTED</b>	<b>FY 2023 ADOPTED</b>	<b>FY 2024 PROPOSED</b>	<b>FY 2023 to FY 2024 VARIANCE</b>
1 <b>REVENUES:</b>						
2 <b>INTEREST REVENUE</b>						
3 PARK DEVELOPMENT	\$ 3,718	\$ 1,050	\$ -	\$ -	\$ -	-
4 ASSET RESERVE	1,326	414	-	-	-	-
5 EMERGENCY RESERVE	303	154	-	-	-	-
6 BILL PAYMENT RESERVE	581	154	-	-	-	-
7 FUND BALANCE FORWARD - PARK DEVELOPMENT	-	-	-	50,000	15,000	(35,000)
8 <b>TOTAL REVENUE</b>	<b>5,928</b>	<b>1,772</b>	<b>-</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
9						
10 <b>RESERVES EXPENDITURES:</b>						
11 EMERGENCY RESERVE	12,023	-	-	-	-	-
12 ASSET RESERVE	23,989	-	-	-	-	-
13 PARK DEVELOPMENT RESERVE - XMAS LIGHTS - \$15,000	-	-	-	50,000	15,000	(35,000)
14 PROJECTS	-	-	-	-	-	-
15 <b>TOTAL RESERVE EXPENDITURES</b>	<b>36,012</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
16						
17 <b>EXCESS OF REVENUE OVER(UNDER)EXPENDITURES</b>	<b>(30,084)</b>	<b>1,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
18						
19 <b>OTHER FINANCING SOURCES SOURCES (USES)</b>						
20 TRANSFER IN - PARK DEVELOPMENT	37,515	76,000	50,000	100,000	50,000	(50,000)
21 TRANSFER IN (OUT)- ASSET RESERVE	47,500	47,500	47,500	150,500	51,500	(99,000)
22 INCREASE IN FUND BALANCE	-	-	-	(250,500)	(101,500)	149,000
23 TRANSFER IN (OUT) - EMERGENCY RESERVE	20,000	127,343	90,000	-	-	-
24 INCREASE IN FUDN BALANCE				-	-	-
25 <b>TOTAL OTHER FINANCING SOURCES SOURCES (USES)</b>	<b>105,015</b>	<b>250,843</b>	<b>187,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
26						
27 <b>NET CHANGE IN FUND BALANCE</b>	<b>74,931</b>	<b>252,615</b>	<b>187,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
28 <b>FUND BALANCE BEGINNING</b>	<b>1,579,727</b>	<b>1,654,656</b>	<b>1,907,269</b>	<b>2,094,769</b>	<b>2,044,769</b>	
29 <b>FUND BALANCE FORWARD USE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>(15,000)</b>	
30 <b>FUND BALANCE ENDING</b>	<b>1,654,656</b>	<b>1,907,269</b>	<b>2,094,769</b>	<b>2,044,769</b>	<b>2,029,769</b>	<b>-</b>



**STATEMENT 4  
BALLANTRAE CDD  
FY2023-2024 ADOPTED BUDGET - SERIES 2015  
DEBT SERVICE ASSESSMENT**

	<b>FY 2024 PROPOSED BUDGET</b>
<b>REVENUE</b>	
ASSESSMENTS ON-ROLL	\$ 556,611
<b>TOTAL REVENUE</b>	<b>556,611</b>
<b>EXPENDITURES</b>	
INTEREST EXPENSE	
May 1, 2024	95,213
November 1, 2024	89,682
PRINCIPAL RETIREMENT	
May 1, 2024	370,000
<b>TOTAL EXPENDITURES</b>	<b>554,895</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,716</b>

TOTAL DS BUDGET	\$ 556,611.21
EARLY PAYMENT DISCOUNT @ 4%	\$ 23,685.58
COUNTY COLLECTION COST @ 2%	\$ 11,842.79
<b>TOTAL GROSS ASSESSMENTS</b>	<b>\$ 592,139.58</b>

**STATEMENT 5**  
**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023-2024 PROPOSED O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

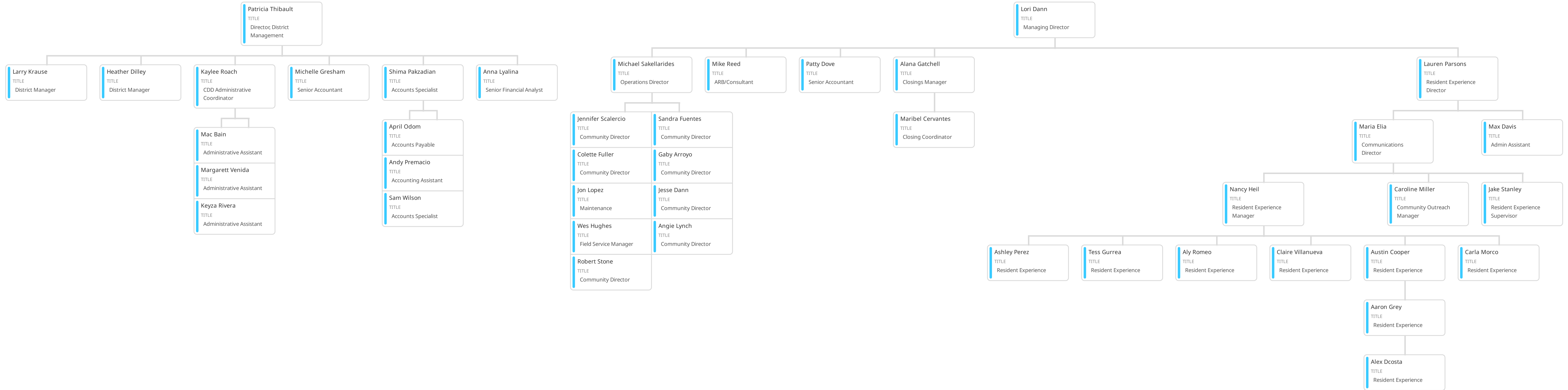
TOTAL O&M BUDGET           \$1,024,660  
 EARLY PAYMENT DISCOUNT @ 4%       \$43,603  
 COLLECTION COSTS @ 2%       \$21,801  
 TOTAL GROSS O&M ASSESSMENT       \$1,090,064

TOTAL DS BUDGET                       \$556,611  
 EARLY PAYMENT DISCOUNT @ 4%       \$23,686  
 COLLECTION COST @ 2%               \$11,843  
 TOTAL GROSS DS ASSESSMENT       \$592,140

LOT SIZE	UNITS ASSESSED		EAU FACTOR	ALLOCATION OF EAU's				BUDGET ALLOCATION		PER LOT ANNUAL ASSESSMENT
	O&M	DEBT SERVICE		O&M EAU's	% O&M EAU's	DS EAU's	% DS EAU's	TOTAL O&M BUDGET	TOTAL DS BUDGET	O&M
Townhomes	182	182	0.56	101.92	11.16%	101.92	11.19%	\$121,701	\$66,264	\$668.68
Single Family 40'	179	179	1	179.00	19.61%	179.00	19.65%	\$213,740	\$116,379	\$1,194.08
Single Family 45'	139	139	1	139.00	15.23%	139.00	15.26%	\$165,977	\$90,372	\$1,194.08
Single Family 50'	302	301	1	302.00	33.08%	301.00	33.05%	\$360,612	\$195,698	\$1,194.08
Single Family 65'	158	157	1.13	178.54	19.56%	177.41	19.48%	\$213,191	\$115,345	\$1,349.31
Single Family 70'	9	9	1.13	10.17	1.11%	10.17	1.12%	\$12,144	\$6,612	\$1,349.31
Commercial	1	1	2.26	2.26	0.25%	2.26	0.25%	\$2,699	\$1,469	\$2,698.62
	970	968		912.89	100.00%	910.76	100.00%	\$1,090,064	\$592,140	

LESS: Pasco County Collection Costs & Early Payment Discount       \$65,404       \$35,528  
**Net Revenue to be Collected       \$1,024,660       \$556,611**

# Exhibit D





# Tab 6



Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

Concord Station Community Development District

Prepared for: Concord Station Board of Supervisors

**REGIONAL OFFICE**

5020 W Linebaugh, Suite 240

Tampa, FL 33624

813.933.5571 | [rizzetta.com](http://rizzetta.com)



FIRSTLY

THANK YOU

FOR CONSIDERING US!



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# OUR STORY

## ... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 36 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.

## OFFICE LOCATIONS



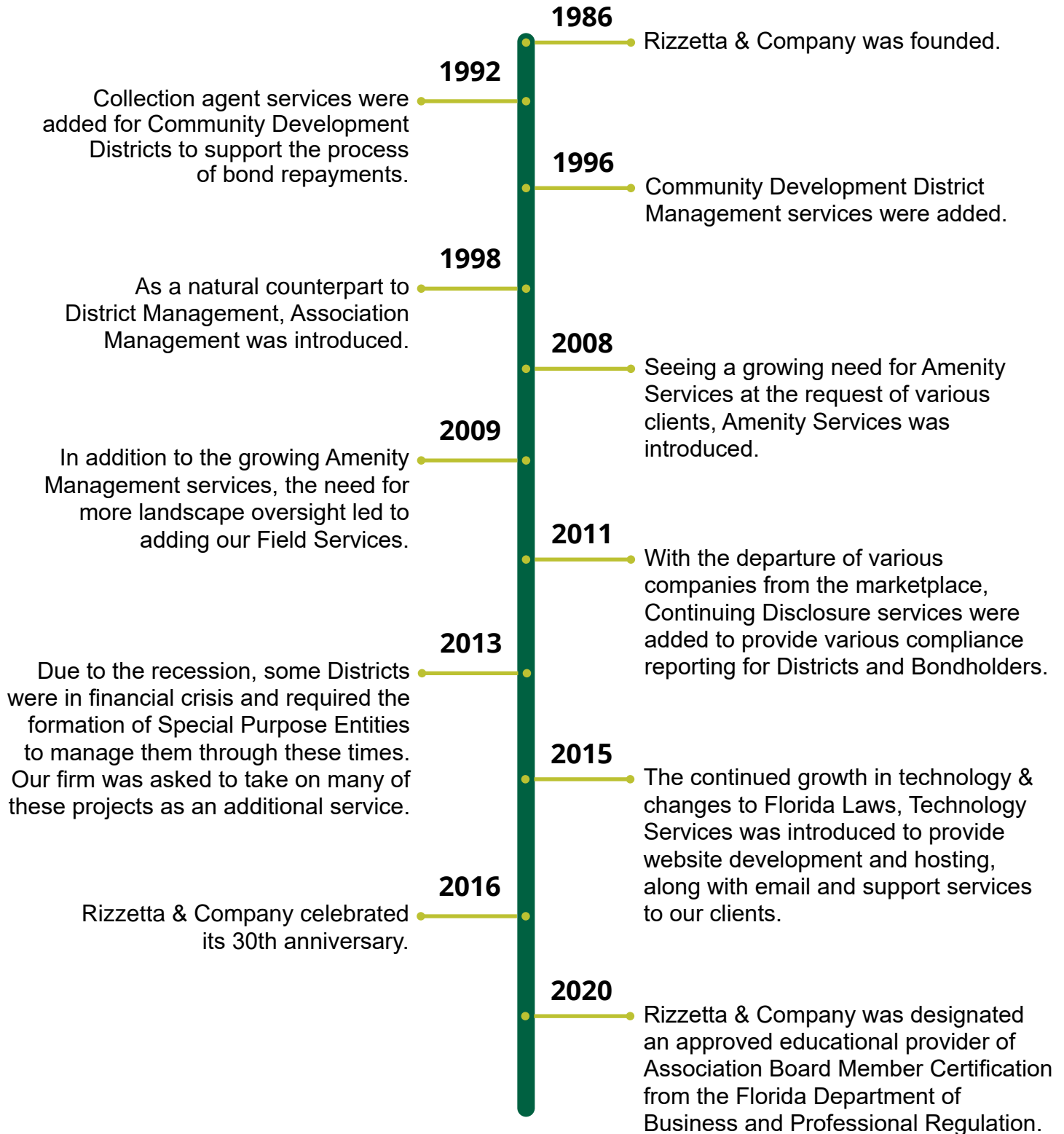
### HEADQUARTERS

3434 Colwell Avenue, Suite 200  
Tampa, FL 33614





# OUR MILESTONES





# BY THE NUMBERS

37 

YEARS OF  
EXPERIENCE  
EST. 1986

150+ 

ASSOCIATION  
SERVICES  
CLIENTS

55 


ASSOCIATION  
SERVICES TEAM  
MEMBERS

20+ 

AMENITY  
SERVICES  
CLIENTS

100 

AMENITY  
SERVICES TEAM  
MEMBERS

120+ 

DISTRICT  
SERVICES  
CLIENTS

50 

DISTRICT  
SERVICES TEAM  
MEMBERS

## EMPLOYEES BY LOCATION

- Headquarters: 27
- Tampa: 22
- Riverview: 23
- Wesley Chapel: 33
- Fort Myers: 4
- Orlando: 15
- Panama City Beach: 2
- St. Augustine: 11
- On-Site: 100





# COMMUNITY SERVICES

**LIFE IS**

**BETTER**

**WHEN WE CREATE THE LIFESTYLE**



# AMENITY SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- **Onsite & Personnel Management:** Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- **Accountability & Communication:** Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- **Lifestyle & Events:** Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- **Maintenance Services:** Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.





# LANDSCAPE INSPECTION SERVICES

We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- **Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- **Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- **Landscape and Irrigation Specification Development:** Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- **Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.





CUSTOMER

SATISFACTION



**A SATISFIED  
CUSTOMER  
IS THE BEST  
BUSINESS  
STRATEGY  
OF ALL**

- Michael LeBoeuf

WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that **Concord Station** CDD has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services, as necessary. This approach generates the basis for long-term partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



## OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

## GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.



# AMENITY MANAGEMENT PROPOSAL







## WE BUILD MEMORABLE EXPERIENCES

Established in 2008, the Amenity Services division has quickly grown to over 150 full-time and part-time employees and is currently managing over twenty-five amenity facilities throughout Florida.

We provide a wide range of services for facilities in Community Development Districts and Community Associations that are cost-effective and can be customized to meet our client's needs. We are driven by creating experiences that deliver results for your community and exceed what residents expect.

Our Resort-Living Lifestyle concept is about creating memorable experiences by providing innovative programs, and events for residents of all ages. The recreational activities are carefully tailored to each community to maximize engagement and enjoyment.

### MISSION STATEMENT

---

*Others manage contracts, we manage relationships.*

---



# FIRST-CLASS SERVICE

The working partnership with our clients is at the heart of our success. Whether your community is small or large, our first-class service approach ensures every aspect of the day-to-day operational activities offer unparalleled service with outstanding results so it may thrive at the highest level.

## MANAGING RELATIONSHIPS

Rizzetta & Company Amenity Services focuses on relationship management, not just contracts. While working on behalf of our boards to implement and oversee policies, enhancements, and enforcement, we understand resident expectations and work to manage and exceed what residents expect.

## TRAINING AND CERTIFICATION

While we know we have the best trained managers in the business, we can prove it. All managers undergo a thorough two-week training process beginning in a regional office with a division manager. Dedicated training managers oversee the new leader's progression with multiple progress testing throughout advancement in multiple training stages. Once training has completed, a final certification test is administered by division leadership and must be passed before the candidate can be allowed to move into a Clubhouse Managers role.

## METRICS

While other companies may state they know what is happening property level, none can back that up. We can. Whether finances, property conditions, or division leadership presence on site, we measure everything and make it available to our boards.

## ACCOUNTABILITY

Beginning in 2022 we implemented a grueling 160-point based inspection to critique our managers' performance. This inspection sets the standards for our managers against which they are consistently critiqued. All aspects of their responsibilities are measured: conditions of facilities, fiscal management and file retention, human resource policies, procedures, and compliance, and even communication with their respective board members.





## **DIVISIONAL LEADERSHIP SUPPORT**

Our team of division leaders have one responsibility: support our managers. All communities are visited and inspected multiple times each month by one of our upper-level team leaders. This not only ensures we are consistently involved with our communities, but that our leaders have the support they need. These visits are tracked and benchmarked, with inspection documentation retained.

## **ENGAGEMENT**

While we know our managers are available for our board members, so is their leadership team. As a standard for division leadership, we are actively in communication with each board to ensure that we remain available to them. Each month, leadership engages different board members in our communities and invites them to meet for one-on-one discussions about their expectations and how our team is performing. You always have our attention.

## **BACKED BY EXPERIENCE**

Rizzetta & Company Amenity Services division leadership has over 50 years of combined customer service experience, with the majority of that in clubhouse management. Our division leadership team knows what it takes to be successful in a community. The division itself is supported by the Rizzetta name. Bill Rizzetta was part of the team that created Florida's first Community Development District. With over 35 years of experience, Rizzetta is the best in the business. From accounting to vendor management, Amenity Services manages all relationships knowing we have the best experience, knowledge, support, and expertise Rizzetta has to offer.



## SCOPE OF SERVICES

While we believe the below staffing proposal allows for the highest rate of success for the community, all staffing and wages are for proposal purposes only. Each is amenable by board before final contract.

Rizzetta & Company, Inc. ("Consultant") is providing a proposal for professional Amenity Management Services for the Concord Station Community Development District ("District").

A detailed description of these services is provided below:

### PERSONNEL

The Consultant shall employ a Clubhouse Manager, Clubhouse Attendants, Maintenance Staff, and Pool Attendants that will be assigned to the District. A general description of these positions is provided below:

#### Clubhouse Manager

Shall be employed as a full time, salaried position to oversee and supervise the amenity facilities. They are the onsite representative of the Consultant. The Clubhouse Manager shall have the responsibilities of overseeing all personnel along with outside maintenance services, managing resident relations, coordinating with other outside entities as needed, and interacting with the District's Board of Supervisors and District Manager

They will also be responsible for the design, promotion, and implementation of all the events, programs and classes. These duties include scheduling, reservations, registration, payment collection and staffing if needed.

The Clubhouse Manager will also be responsible for staffing the private event rentals. The Clubhouse Manager or any other staff member who is brought in to cover a rental that is outside of normal operating hours will be compensated their normal hourly rate of pay for time worked at each event. This cost is to be taken out of the rental fee for the event. This cost is not part of the normal operating budget for staffing reflected in this proposal.

#### Clubhouse Attendant

One full-time and one part time clubhouse attendant shall be employed as hourly positions to support the Clubhouse Manager



## Maintenance Staff

Shall be employed as full-time, hourly position to assist in the day-to-day maintenance of the amenity facilities.

## RESPONSIBILITIES

The onsite management personnel will be responsible for the following services, a detailed description of these services is provided below:

- Responsible for day-to-day operations, managing vendor contracts relating to the amenity facilities, development of standard operation policies and procedures.
- Ensure a presentable overall appearance of the amenities.
- Check Resident access cards.
- Monitor the guest and visitor policies.
- Design, promote and implement a calendar of events and activities.
- Notify residents of upcoming events, meetings and general information.
- Maintain preventative maintenance records, inventories, purchases and review of invoices.
- Display flexibility in handling after-hours emergency calls.
- Work with assigned contractors to ensure quality service is provided to the community.
- Oversee workplace operations to maintain and improve effectiveness and efficiency.
- Full knowledge/awareness of all rules and regulations of the amenities.
- Enforce the rules and regulations of the facility.
- Interaction with residents and guests on a day-to-day basis.
- Provide the best possible customer service to the residents and guests to maintain a safe and comfortable environment.
- Prepare a monthly management report.
- Negotiate purchasing and potential bidding of contracted services.
- Prepare any incident or accident reports and forward them appropriately to the District Manager.
- Process and manage work orders as needed.
- Maintain and manage warranties, regular maintenance, and inspections for the facilities as needed (fire inspections, pest control, mechanical systems, security alarms.)
- Develop marketing strategies to promote programs and events consist of e-news, bulletin boards, flyers and pre-event displays.
- Responsible for the design, promotion, and implementation of all the events, programs and classes including such duties as scheduling, reservations, registration, payment collection and staffing.
- When requested, attend Board and Committee meetings



## General Maintenance

- Swimming Pool Deck: Blow off pool deck, arrange furniture, empty and clean all receptacles, adjust umbrellas, clean BBQ grills.
- Picnic Areas and Parks: Empty waste receptacles and pick up debris.
- Main Entrance: pick up debris.
- Tennis, Basketball and Play Courts: Pick up any litter and empty waste receptacles.
- Attend to Doggie Stations.
- Replace light bulbs.
- Control cobwebs around the Clubhouse.
- Check conditions of roads, sidewalks and curbs. Report any issues to Clubhouse Manager.
- Parking Lot: Pick up litter, blow off debris.
- Cleaning the outdoor furniture.
- Touch up paint interior and exterior.
- Check playground equipment, empty receptacles and pick up debris.
- Perform minor repairs to the entrance/exit gates.
- Check and assess street signs, monuments, and informational signs.
- Perform minor repairs to equipment and facilities as needed.

## General Services Provided by Off-Site Staff

- **Management.** Manage the recruiting, hiring, training, vacation, payroll, disciplinary action plan, oversight, and evaluation of personnel necessary for the efficient operation of the Recreational Facilities.
- **Consultation.** At the District's request, assist with budgeting issues, policy recommendations and enforcement, safety/security recommendations, establishing rates and policies for the Recreational Facilities and other matters of importance for the operation of the Recreational Facilities in its ordinary course. Be available to any board member for open and direct communications regarding any questions they may have.
- **Attendance at Meetings.** At the District's request, the Supervisor of the on-site staff will attend the District's monthly meetings and be prepared to report to the District's Board regarding the general management of the Recreational Facilities, summarizing operations, programming, participation levels and any other areas pertinent to the operation of the Recreational Facilities.



- **Recreational Facilities Maintenance Plan.** In cooperation with the District and within 90-days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, a facility maintenance plan setting forth a policy for the provision of the maintenance services including a timetable for providing those services on a regular basis.
- **Emergency Action Plan.** In cooperation with the District and within 90 days from the execution of the Agreement, develop and implement, to the reasonable satisfaction of the District, an Emergency Action Plan setting forth a policy for the Recreational Facilities designed to protect staff and Patrons from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster, which may include, but not be limited to, any of the following: fire, hurricane, or other hazardous event.
- **Inspections.** Conduct periodic inspections of the Recreational Facilities. Report any irregularities to the District.
- **Record Access and Retention.** Provide access to any amenity management records via a cloud storage provider (Google Drive, Microsoft One-Drive, DropBox, Box, etc...) and coordinate with District Manager about retention of such records.

### General Duties for All Staff Members:

- Familiarity with Association Rules, Regulations, Policies, Operating Procedures
  - » Full knowledge/awareness of all rules, regulations, or policies of the Association.
  - » Prepare any incident or accident reports and forward to the Manager.
- Enforce the rules, regulations, and policies of the Association.
  - » The Contractor's staff have the authority to have Patrons and others removed from the property when such persons become belligerent, unruly, or in some other way refuse to follow the rules and regulations. Such incidences will be reported promptly to the Manager.
- Community Relations.
  - » Meet and greet residents and guests.
  - » Handle interactions professionally and forward any questions, concerns, and requests to the Manager prior to making commitments.
  - » Provide the best possible customer service to maintain a safe and comfortable environment.





## AMENITY SERVICES PRICING

# ONE YEAR

Amenity Management Services	Annual Fee
<p>Services will be billed bi-weekly, payable in advance of each bi-week pursuant to the following schedule for the period of January 1, 2024 to December 31, 2024.</p>	
<b>On-Site Personnel</b>	
<ul style="list-style-type: none"><li>- Full-Time Clubhouse Manager (40 hours per week total)</li><li>- Full-Time Clubhouse Attendant (40 hours per week total)</li><li>- Full-Time Maintenance Staff (40 hours per week total)</li><li>- Part-Time Clubhouse Attendant (29 hours per week total)</li></ul>	
Budgeted Personnel Total <sup>(1)</sup>	\$ 221,172
General Management and Oversight <sup>(2)</sup>	\$ 14,700
<b>Total Service Cost</b>	<b>\$ 235,872</b>

(1). Budgeted Personnel: These budgeted costs reflect full personnel levels required to perform the services outlined in this contract. Personnel costs includes: All direct costs related to the personnel for wages, Full-Time benefits, applicable payroll-related taxes, workers' compensation, and payroll administration and processing.

(2). General Management and Oversight: The costs associated with Rizzetta Amenity Services expertise and time in the implementation of the day-to-day scope of services, management oversight, hiring, and training of staff.



## DEDICATED TEAM

# MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service.



**Luciano  
Mastrionni**

Luciano Mastrionni is Rizzetta & Company's Vice President of Business Strategy and Development. Luciano oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Luciano also oversees the leadership team of the Community Services Division, comprised of the Amenity Services and Landscaping Inspection Services Divisions and Aquatics Services. Additionally, he oversees Rizzetta's Administrative and Marketing Management teams. In these capacities, Luciano oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Luciano served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Luciano served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Luciano holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.

Mr. Mastrionni can be reached at 813.933.5571 Ext. 0856 and [lmastrianni@rizzetta.com](mailto:lmastrianni@rizzetta.com)



**Michael  
Rodriguez**

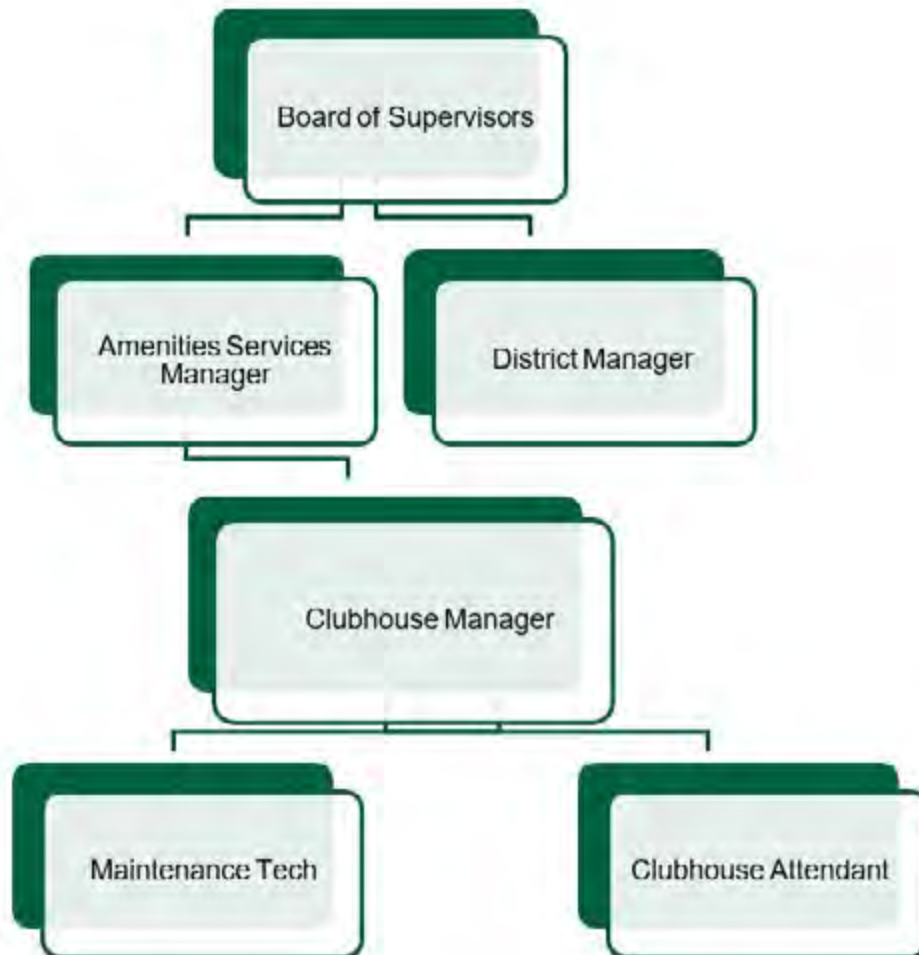
Mike oversees and supports the onsite facility management staff. He was named to the position in May 2022. Prior to his current position, he served as the Field Services Manager at the Venetian CDD, Clubhouse Manager at the Mira Bay CDD, Clubhouse Manager at the Meadow Pointe III CDD and as a District Manager.

Prior to joining the Rizzetta team, Mike served 20 years in the U.S. Navy, 12 years as a DoD contractor with Northrop Grumman, was a Board Recording Secretary for the Clerk of the Circuit Court in Hillsborough County and is a co-owner of an event planning business. Mike has a master's degree in Business Administration from Saint Leo University.

Mr. Rodriguez can be reached at 813.933.5571 and [mrodriguez@rizzetta.com](mailto:mrodriguez@rizzetta.com)



# ORGANIZATIONAL | CHART





## CLIENT

# REFERENCES



**Carrie Macsuga, Chairman**  
Panther Trails Community Development District  
Gibsonton, Florida  
Email: [macsuga.cdd@gmail.com](mailto:macsuga.cdd@gmail.com)  
(813) 644-7095  
Length of service: 11 years.

**Bill Boutin Jr., Chairman**  
The Groves Community Development District  
Land O' Lakes, Florida  
Email: [seat5@thegrovescdd.org](mailto:seat5@thegrovescdd.org)  
(813) 995-2832  
Length of service: 13 years



**Doug South, Chairman**  
Bexley Community Development District.  
Land O' Lakes, Florida  
[doug.south@brookfieldpropertiesdevelopment.com](mailto:doug.south@brookfieldpropertiesdevelopment.com)  
(813) 491-4866  
Length of service: 7 years



## WHAT OUR CLIENTS SAY ABOUT US...

*Excellent management-- they are extremely knowledgeable and have reputable contacts with vendors. Our facilities are always well kept and staffed. Thank you Rizzetta!*

**Brandon Tandy**

*Excellent, customer service, receive fast and very effective help comes from all the staff of this company*

**Adhemar Moreta**

*This place looks amazing. Thanks to all staff members*

**Lisa Trevino**

*There are not many like Rizzetta and Company. I have worked with them for years, and I can attest that their commitment to their clients is outstanding, yet they are also able to maintain an equal balance with their vendors as well to help aid in the upkeep of such communities.*

**Sam Ogden**

*I talked to other residents, and we all have agreed that the changes since Rizzetta took over have been great. I don't think enough happy residents voice their opinion. So, thank you Rizzetta for going above and beyond.*

**Timothy Brute**

*Rizzetta is extremely efficient and professional. I have had nothing but good experiences with the staff and our manager. Thank you Rizzetta!*

**Debbie Jackson**

*Great event. I love living here!*

**Darlene Merritt**





## LANDSCAPE INSPECTION SERVICES

# PROPOSAL





Rizzetta & Company

# **Concord Station Community Development District**

---

## **Proposal for Professional Landscape Inspection Services**

**November 28, 2023**

**Presented by: Rizzetta & Company, Inc.**

**3434 Colwell Avenue, Suite 200  
Tampa, FL 33614  
813.933.5571**

**[rizzetta.com](http://rizzetta.com)**

# ***Rizzetta & Co.***

## ***Landscape Inspection Services***

### ***“COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITY LANDSCAPE”***

One of the largest expenses in any planned community is landscape maintenance. Why not have a professional, experienced landscape manager ensuring it is thriving and beautifully framing the community as it was intended to be?

Our Landscape Inspection Services team includes a Landscape Designer, a former commercial landscape maintenance company account manager, and two prior owners of multi-dimensional landscape service firms. Rizzetta & Co.'s Landscape Inspection Services team has a combined total of more than 100 years serving Florida community landscapes!

Each of our Landscape Specialists is Best Management Practices (BMP) certified in the state of Florida. Our team is committed to elevating the landscape maintenance in your community with detailed inspections, formal reporting, landscape planning, and effective vendor management strategies.

The first thing noticed in any community is its landscaping. It can convey a “Wow” factor to visitors, set a welcoming tone for residents, and help to increase home values within the community. Rizzetta & Co.'s Landscape Inspection Services team provides the expertise needed for a well-planned, well-maintained community landscape now and for the future.



Rizzetta & Company

## *How we do it*

**Community Asset Management Plan:** Upon request and following fee agreement, perform a complete inventory of the community landscape assets and provide an inventory report to the board.

**Landscape Design:** Landscape designer on staff available for landscape consultation, enhancements, and design upon request and following fee agreement .

**Landscape and Irrigation Specification Development:** Upon request and following fee agreement, develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. We will conduct the bidding process, review, and prepare bid tabulation documents for the board and assist the board with reviewing the bid tabulation and other pertinent information.

**Landscape Maintenance Inspections:** Perform grounds inspections, provide the board with an inspection report (see sample below), notify maintenance contractor of deficiencies in service, and obtain proposals for landscape projects.

**Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the board. Follow up report provided.

**Master Task Project Plan for Mature Communities:** Upon request and following fee agreement, develop a project plan specific to landscape replacement and enhancement for the common areas. Emphasis is on maturing landscape in the community and budgeting accordingly.



Rizzetta & Company

# Scope of Services

Rizzetta & Co. is pleased to provide this proposal for professional Landscape Inspection Services. These services will be provided on a recurring basis, with a detailed description provided below.

## **Landscape Inspection Services:**

- Perform one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape and irrigation maintenance contracts.
- Provide the District with one (1) monthly landscape inspection report, which shall be included in the District's agenda package and may contain, among other things, recommended action items.
- Upon request of the District, attend up to six (6) District meetings in person, per fiscal year, to review landscape maintenance inspection report or discuss other landscape-related issues.
- Notify landscape maintenance contractors of deficiencies in service or the need for additional care.
- Monitor the progress of landscape maintenance contractors in accordance with scope of work provided in maintenance contracts with the District.
- Upon request, provide input, for preparation of the District's annual budget.
- Upon request and following fee agreement, prepare and develop a scope of services for landscape & irrigation maintenance proposals and oversee entire bidding process.
- Obtain additional competitive landscape maintenance proposals for incidental work as requested by the District and provide them to the District Manager.



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## ***Our Professional Landscape Inspection Services Fee***

Based on the Scope of Services, Rizzetta & Co. proposes the following Landscape Inspection Services fee:

☐ **Option 1. – Scope of Services as presented (service fee will be billed monthly):**

- \$850/mt. - \$10,200.00/yr.

☐ **Option 2. – Scope of Services as amended (service fee will be billed bi-monthly):**

- Perform one (1) bi-monthly (every other month) landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape maintenance and irrigation contracts.
- Provide the District with one (1) bi-monthly (every other month) landscape maintenance inspection report which shall be provided in the District's agenda package and include, among other things, recommended action items.
- Attend three (3) District meetings in person, per fiscal year, to review Landscape Inspection Report and/or to discuss other landscape-related items.

\$950.00 bi-monthly - \$5,700.00/yr.

**Submitted**

By: \_\_\_\_\_

Lucianno Mastrionni - Vice President, Business Strategy & Development

Rizzetta & Co., Inc.

Date: \_\_\_\_\_

**Accepted**

By: \_\_\_\_\_

Print: \_\_\_\_\_

For: Concord Station Community Development District

Date: \_\_\_\_\_



Rizzetta & Company

WE BUILD

# PARTNERSHIPS

THAT LAST



Rizzetta & Company

Professionals in Community Management

## CORPORATE OFFICE

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**Municipal Advisor Disclaimer** : Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

# Tab 7

## RESOLUTION 2024-02

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING A SUNSET PROVISION FOR BOARD AUTHORIZED PROJECTS; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE;**

**WHEREAS**, the Board of Supervisors (the “**Board**”) of the Concord Station Community Development District (the “**District**”) previously authorized and will continue to authorize certain expenditures for District projects;

**WHEREAS**, the Board desires to have the District projects performed in a timely manner without undue delay;

**WHEREAS**, the Board implemented a project management program and is utilizing project management software to manage the ongoing projects of the District;

**WHEREAS**, in the event that the District projects have not begun within a reasonable time, the Board wants to automatically sunset the prior authorization of such project to avoid having projects lingering along and to ensure that the monthly financial reports accurately reflect the District’s available funds.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are hereby incorporated as findings of fact of the Board.

**Section 2. Sunset of Prior Expenditure Authorization for Projects.** Except for projects where the start date is already scheduled in the future or the Board provides for a longer period of time in the authorization, all prior expenditure authorizations by the Board that have not begun in any manner (no materials ordered or contracts entered into) within 90 days of approval are automatically rescinded.

**Section 3. Conflicts.** This Resolution does not impact any contracts or agreements the District may have entered into. This Resolution shall be construed to the maximum extent possible to give full force and effect to its provisions. All District resolutions, motions, directions, or authorizations or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**Section 4. Effective Date.** This resolution shall become effective immediately upon its adoption.

**Passed and Adopted on December 7, 2023.**

Attest:

**Concord Station  
Community Development District**

\_\_\_\_\_  
Randall Griffin  
Vice-Chair of the Board of Supervisors

\_\_\_\_\_  
Jessica LaBarbera  
Chair of the Board of Supervisors