

***Lakeside Plantation
Community Development District***

Agenda

November 17, 2021

AGENDA

Lakeside Plantation

Community Development District

219 East Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 – Fax: 407-839-1526

November 10, 2021

Board of Supervisors
Lakeside Plantation
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Lakeside Plantation Community Development District will be held **Wednesday, November 17, 2021 at 6:00 p.m. at the Lakeside Plantation Clubhouse, 2800 Plantation Blvd., North Port, Florida.** Following is the advance agenda for the meeting:

- I. Roll Call
- II. Pledge of Allegiance
- III. Audience Comments on Specific Items on the Agenda (*Speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting*)
- IV. District Engineer's Report
 - A. Review of Information on Speed Humps/Tables
 - B. Proposal with Innotech Construction Services, LLC for Pool and Spa Equipment Drainage Repairs
- V. Unfinished Business
- VI. New Business Items
 - A. Consideration of District Engineer Rate Schedule
 - B. Consideration of Request to Access District Property for Purpose of Pool Installation
 - C. Consideration of Resolution 2022-01 Adopting Amended Prompt Payment Policies
- VII. Business Administration
 - A. Approval of Minutes of October 20, 2021 Meeting
 - B. Approval of Check Register
 - C. Balance Sheet and Income Statement
- VIII. General Audience Comments
- IX. Staff Reports
 - A. District Counsel
 - i. Memo on Public Records Exemptions
 - ii. Memo on Publication of Legal Notices
 - iii. Memo on Prompt Payment Policies
 - B. District Manager
 - i. Action Items List
 - C. Amenities Manager – Monthly Report
 - D. Landscape Maintenance Update
- X. Other Business
- XI. Supervisors' Requests
- XII. Adjournment

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Tricia Adams". The signature is fluid and cursive, with the first name "Tricia" and last name "Adams" clearly legible.

Tricia Adams
District Manager

Cc: Michael Eckert, District Counsel; Sarah Sandy, District Counsel; Andy Tilton, District Engineer;
Brent Burford, District Engineer

Enclosures

SECTION IV

SECTION A

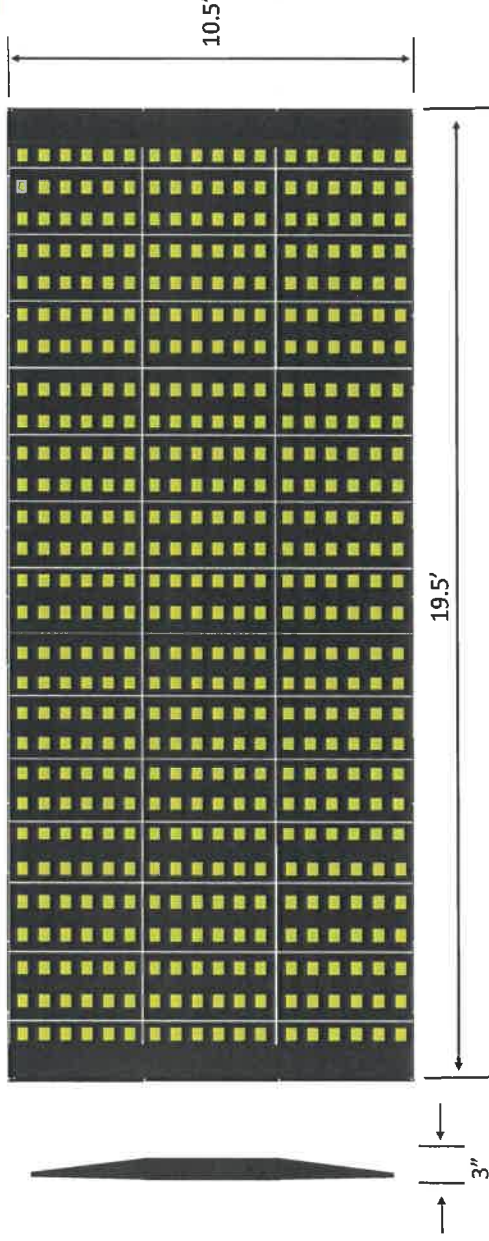


SPEED HUMPS / TABLES

Speed tables are raised devices, with a flat top, placed across the road to slow traffic. The flat top design over a 10.5 or 14 foot length of space encourages cars to slow down without coming to a halt. Often considered the most traditional physical traffic calming solutions, speed tables calm traffic more gradually than speed bumps, and more so than speed humps. They are ideal for residential roads and are widely used to bring speeds to between (10.5') 15-20 mph to (14') 20-25 mph

Speed tables should ideally be installed in a series to create ongoing traffic calming. They are best placed mid-intersection on roads with low speed limits.

**As Shown: 14' L x 19.5' W
with Yellow Square Markings**



Dimensions of the modules:

Width: 18" (+/- 1/16")

Length: 42" (+/- 1/8")

Thickness: 3" (+/- 1/8")

Dimensions of the Speed Humps, Speed

Cushions or Speed Tables: (widths and lengths

are adjustable)

Width: from 6' and up by 1.5' increments

Length: from 7' and up by 3.5' increments

Height: 3"

Standard dimensions of the Speed Humps,

Speed Cushions or Speed Tables:

Width: according to a street width

Length: 7', 10.5', 14'

Height: 3"

Entrance and exit gradient: 1:15

Side gradient: 1:3

Physical properties:

Material: 100% recycled synthetic and natural rubber composite

Tensile strength: minimum 500 psi

Shore hardness: minimum 70A

Specific gravity: 1.1

Markings: rubber modules are available in all black, black with yellow or white reflective square markings, or with white reflective arrow chevrons. And, are embedded into the rubber.



TRAFFIC CALMING SOLUTIONS

3 HARRIET LANE SPRING VALLEY, NY 10977



Rubber Speed Humps



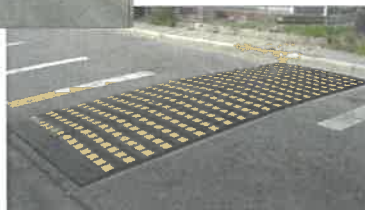
Speed humps are raised devices, parabolic in shape, placed across the width of the road to slow traffic. The sloped design over a 7, 10.5 or 14 foot length of space compels vehicles to slow down without coming to a halt. Often considered the most traditional of physical traffic calming solutions, speed humps calm traffic more gradually than speed bumps, although less so than speed tables. They are ideal for roads with posted speed limits under 30 mph and offer a designed speed of 10-25 mph.

Advantages

Consistent height • Installation can be permanent or temporary • Humps can be removed and reinstalled • No road closures nor heavy duty equipment are required for installation or for removal • Exceptional durability • Cost effective for longevity, multi-use, driver acceptance, neighborhood friendly.



Speed Humps



Features

The raised, curved shape of speed humps **compels drivers to slow down.**

Traffic Logix speed humps are constructed of patented interlocking units that **snap together like puzzle pieces.**

The 18" x 42" units that can be constructed to create speed humps of **any width or length.**

Choice of **bright yellow or white reflective highway tape** is embedded into each unit so that speed humps are highly visible to drivers.

Customizable with choice of **squares and/or multiple chevron arrows.**

Environmentally friendly humps are made of **100% recycled rubber.**

Speed humps can be **removed and reinstalled** for road repairs or resurfacing.

Cost effective rubber humps are **long lasting and durable**, and do not require frequent maintenance or replacement like asphalt speed humps.

Rubber units are already molded to specifications for uniform installations and **better driver acceptance.**

Quick and easy to install without any road closures or specialized equipment.

General Specifications

For best traffic calming measures, speed humps should be installed in a series within distances of 200 - 500 feet apart from one another. Traffic Logix rubber speed humps are available in heights of 3" (7'; 10.5' or 14' long) or 4" (14' long). Most common lengths are 7' and 14'. Traffic Logix recycled rubber speed humps can be adapted to any road width in increments of 18".

Traffic Logix Speed Humps are constructed of patented 18" wide x 42" long tongue and groove interlocking modules that when joined together form a solid multi-module unit. Each module is bolted into the pavement with 7" rust resistant bolts, washers and special 7" plastic anchors. The tongue and groove modules greatly assist in adding to speed hump stability both during and after installation.

Unit Specs:

Width	18"
Length	42"

Speed Hump Specs:

Width	from 36" & up, by 18" increments
Length	from 84" & up by 42" increments
Height	3" or 4"

Common Speed Hump Specs:

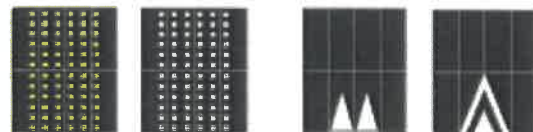
Width	Varies
Length	7' or 14'
Height	3" or 4"
Material	100% recycled rubber
Color	Black
Markings	Yellow or white reflective tape
Warranty	2 Years

Physical properties

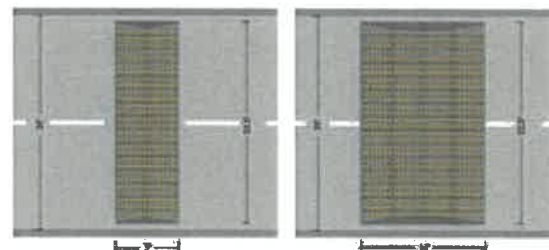
Material	100% recycled synthetic and natural rubber composite
Tensile strength	minimum 500 psi
Shore hardness	minimum 70A
Specific gravity	1.1
Markings	rubber modules are available in all black, black with yellow or white reflective square markings, or with white reflective arrow chevrons

- **Standard Cushion sizes:** 7' L x 3" H x various widths in 18" increments; 10.5' L x 3" H x various widths in 18" increments; 14' L x 4" H x various widths in 18" increments

- **Standard markings:** Markings are embedded into rubber during manufacturing process. Reflective material in Yellow or White Squares. Reflective material in White Arrows



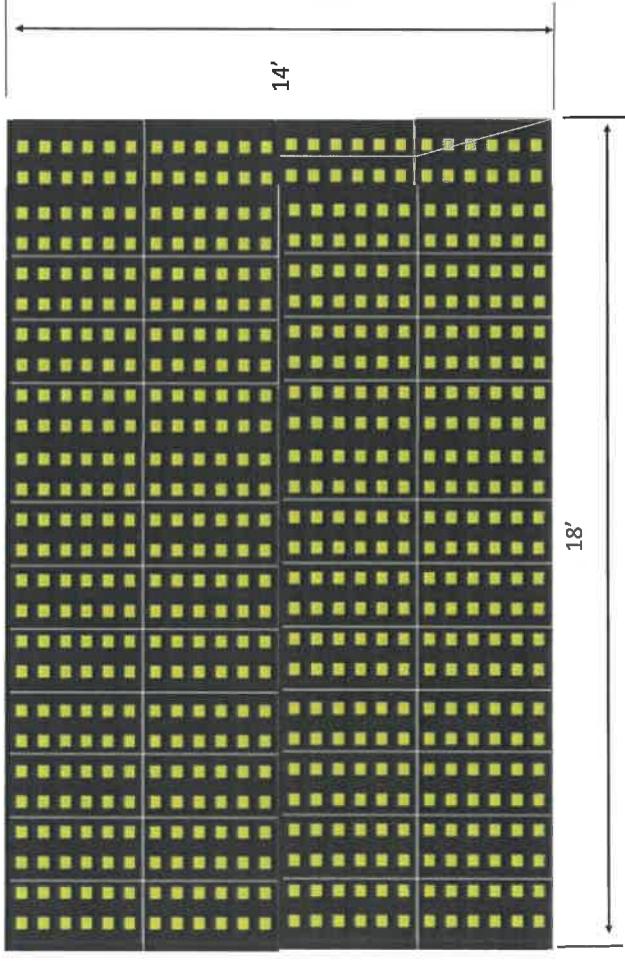
Striping is available in square or arrow patterns and in yellow, white or black (no tape). Please contact us for more information.



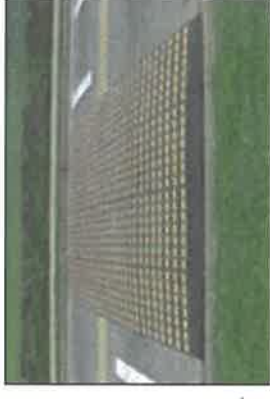


SPEED TABLES

Speed tables are raised devices, with a flat top, placed across the road to slow traffic. The flat top design over a 10.5 or 14 foot length of space encourages cars to slow down without coming to a halt. Often considered the most traditional physical traffic calming solutions, speed tables calm traffic more gradually than speed bumps, and more so than speed humps. They are ideal for residential roads and are widely used to bring speeds to between 10-25 mph. Speed tables should ideally be installed in a series to create ongoing traffic calming.



As Shown: 14' L x 18' W
with Yellow Markings



SPECIFICATIONS

Dimensions of the modules:

Width: 18" (+/- 1/16")

Length: 42" (+/- 1/8")

Thickness: 3" (+/- 1/8")

Dimensions of the Speed Humps, Speed Cushions

or Speed Tables: (widths and lengths are adjustable)

Width: from 6' and up by 1.5' increments

Length: from 7' and up by 3.5' increments

Height: 3"

Standard dimensions of the Speed Humps, Speed

Cushions or Speed Tables:

Width: according to a street width

Length: 7', 10.5', 14'

Height: 3"

Entrance and exit gradient: 1:15

Side gradient: 1:3

Physical properties:

Material: 100% recycled synthetic and natural rubber composite

Tensile strength: minimum 500 psi

Shore hardness: minimum 70A

Specific gravity: 1.1

Markings: rubber modules are available in all black, black with yellow or white reflective square markings, or with white reflective arrow chevrons. And, are embedded into the rubber.



TRAFFIC CALMING SOLUTIONS

3 HARRIET LANE SPRING VALLEY, NY 10977



Rubber Speed Tables



Speed tables are flat-topped speed humps allowing in most cases, for the entire vehicle wheelbase to rest on top of the table. The flat top design allows vehicles to maintain slightly higher speeds than they would on speed humps, slowing vehicles to table designed speeds of 20-30 mph. This makes speed tables an ideal solution for roads with residential speed limits of 35 mph or roads where there is very heavy vehicular traffic.

Advantages

Consistent height • Installation can be permanent or temporary • Humps can be removed and reinstalled • No road closures nor heavy duty equipment are required for installation or for removal • Exceptional durability • Cost effective for longevity, multi-use, driver acceptance, neighborhood friendly.



Speed Tables



Features

The flat top of speed tables slows cars **less aggressively** than **speed humps** to 20-25 mph.

Traffic Logix speed tables are constructed of patented interlocking units that **snap together like puzzle pieces**.

The 18" x 42" module units that can be constructed to create speed tables of **any width or length**.

Choice of **bright yellow or white highway tape** is embedded into each unit so that tables are highly visible to drivers.

Customizable with choice of **squares and/or multiple chevron arrows**.

Environmentally friendly cushions are made of **100% recycled rubber**.

Speed tables can be **removed and reinstalled** for road repairs or resurfacing.

Cost effective rubber tables are **long lasting and durable**, and do not require frequent replacements like asphalt ones do.

Rubber units are already molded to specifications for uniform installations and **better driver acceptance**.

Quick and easy to install without any road closures or heavy duty equipment.

General Specifications

For best traffic calming measures, speed tables should be installed in a series within distances of 200 - 500 feet apart from one another. Traffic Logix speed tables are 3 inches high. Most often used in lengths are 14, 21 or 24.5 feet. Traffic Logix recycled rubber speed tables can be adapted to any road width in increments of 18".

Traffic Logix Speed Tables are constructed of patented 18" wide x 42" long tongue and groove interlocking modules that when joined together form a solid multi-module unit. Each module is bolted into the pavement with 7" rust resistant bolts, washers and special 7" plastic anchors. The tongue and groove modules greatly assist in adding to speed table stability both during and after installation.

Unit Specs:

Width	18"
Length	42"
Thickness	3"

Speed table Specs:

Width	from 84" & up, by 18" increments
Length	from 72" & up, by 42" increments
Height	3" or 4"

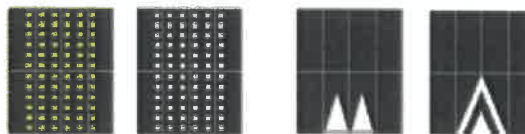
Standard Speed Table Specs:

Width	14' or 21'
Length	84"
Height	3" or 4"
Material	100% recycled rubber
Color	Black
Markings	Yellow or white reflective tape
Warranty	2 Years

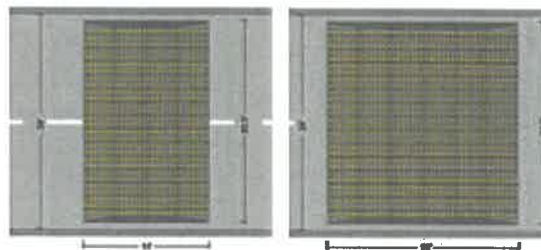
Physical properties

Material	100% recycled synthetic and natural rubber composite
Tensile strength	minimum 500 psi
Shore hardness	minimum 70A
Specific gravity	1.1
Markings	rubber modules are available in all black, black with yellow or white reflective square markings, or with white reflective arrow chevrons

- **Common Table sizes:** 14' L x 3" H x various widths in 18" increments 21' L x 3" H x various widths in 18" increments 24.5' L x 3" H x various widths in 18" increments Additional sizes available 14' can be used as raised crosswalk with white square surface markings. Ends not ADA compliant but wheelchair traversable
- **Standard markings:** Markings are embedded into rubber during manufacturing process. Reflective material in Yellow or White Squares Reflective material in White Arrows

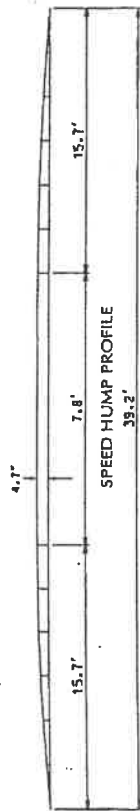
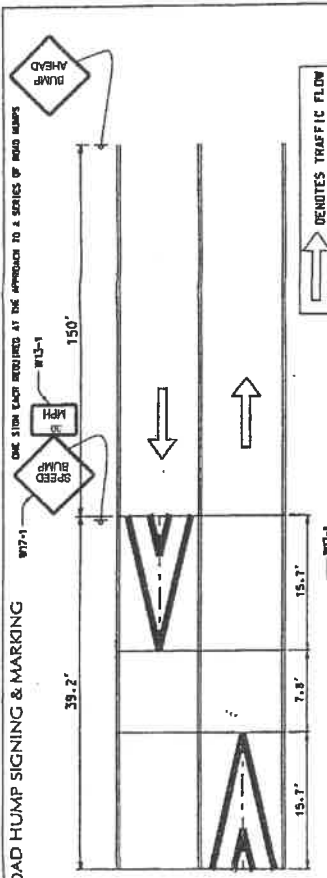


Striping is available in square or arrow patterns and in yellow, white or black (no tape). Please contact us for more information



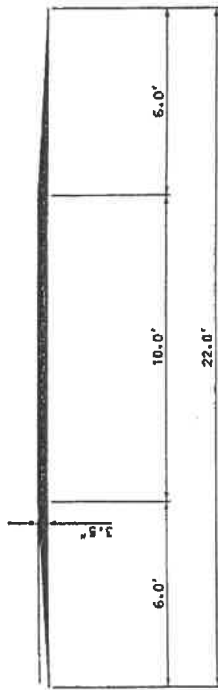
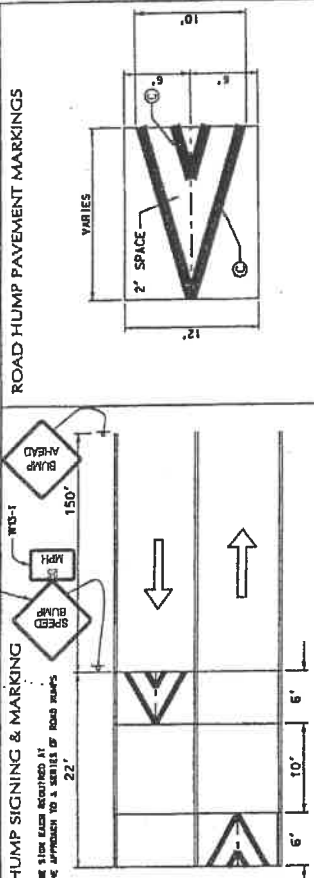
SPEED HUMP (DUTCH DESIGN)

ROAD HUMP SIGNING & MARKING



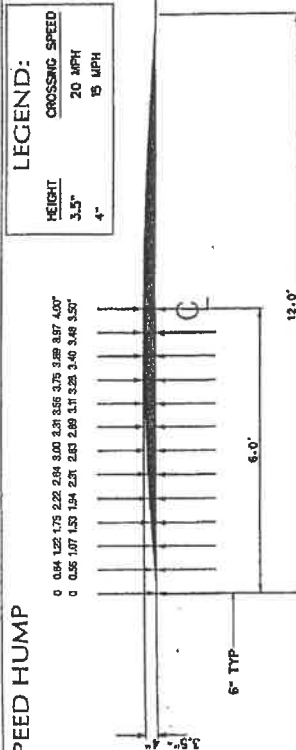
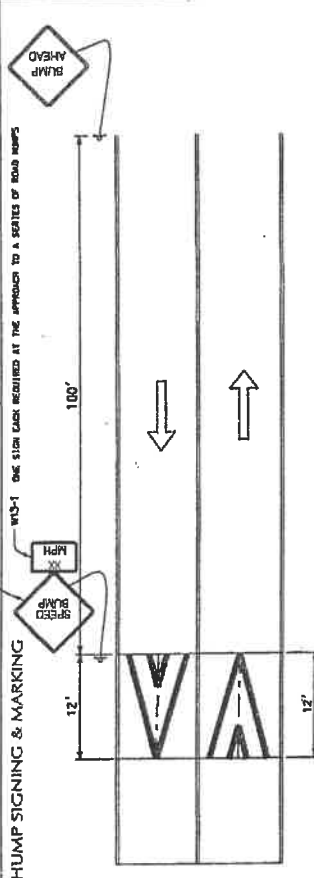
SEMINOLE SPEED HUMP

ROAD HUMP SIGNING & MARKING



I.T.E. SPEED HUMP

ROAD HUMP SIGNING & MARKING



COORDINATION WITH STREET GEOMETRY
A THOROUGH ON-SITE ANALYSIS OF ROADWAY GEOMETRICS SHALL BE PERFORMED TO ENSURE THAT SPEED HUMPS WILL NOT BE INTRODUCED AT A CRITICAL POINT IN THE ROADWAY SYSTEM. C.C., A SEVERE COGNITIVE DEFICIENCY, HORIZONTAL, VERTICAL CURVATURE AND / OR STREET GRADIENT.

COORDINATION WITH TRAFFIC OPERATIONS
SPEED HUMPS SHALL NOT BE INSTALLED WITHIN 400' FT. OF A TRAFFIC SIGNAL OR STOP SIGN OR WITHIN AN INTERSECTION OR DRIVEWAY. MIN. DISTANCE BETWEEN ROAD HUMPS IS 400' AND THE MINIMUM DISTANCE BETWEEN ROAD HUMPS SHALL BE DETERMINED AND APPROVED BY PALM BEACH COUNTY ENGINEER.

CONSTRUCTION PROCEDURES
IT IS RECOMMENDED THAT A TEMPLATE BE CONSTRUCTED TO VERIFY THE ACCURACY OF THE HUMP PROFILE AND TO ENSURE THAT THE DESIRED VERTICAL DIMENSIONS ARE ATTAINED WITHIN REASONABLE TOLERANCES (NOMINALLY ONE-HALF INCH OR LESS, PROVIDED THE HUMP DOES NOT EXCEED 4 INCHES). IF THE PROFILE IS INCORRECT, THE HUMP SHALL BE RECONSTRUCTED TO THE CORRECT PROFILE. IMPACT TRAFFIC SAFETY ON GREAT INCREASED SPEED LIMITING. IT IS RECOMMENDED THAT THE ROAD SURFACE BE EXCAVATED AT TAPERING EDGES TO PREVENT SPALLING/HUMPS MAY BE INSTALLED IN TWO LIFTS TO IMPROVE ACCURACY AND SHAPE.



PALM BEACH COUNTY, FLORIDA
TRAFFIC DIVISION
TYPICAL

ROAD SPEED HUMP DETAILS

DESIGNED BY	DATE	SCALE	PROJECT NO.
DRAWN BY	DATE	SCALE	PROJECT NO.
CHECKED BY	DATE	SCALE	PROJECT NO.
APPROVED BY	DATE	SCALE	PROJECT NO.
BY	DATE	SCALE	PROJECT NO.

TP-13



Traffic Logix Inc.
 3 Harriet Lane, Spring Valley, NY 10977
 Tel: 1-866-915-6449
 Fax: 1-866-995-6449
www.trafficlogix.com

Recycled Rubber QUOTATION

NUMBER
B-040916-003

TODAY'S DATE
4/9/2016

ALL PRICING IS PLUS FREIGHT
Special handling may apply

COMMENTS

Road at 22' +/-
 Posted speed limit 20 mph
 Valley Gutters

QUOTED TO	SHIP TO
Johnson Engineering 251 W Hickpochee Ave LaBelle, FL33935 <u>Contact</u> David Robson DKR@johnsoneng.com 863.612.4056	<u>Contact</u> <u>Phone</u>

Senior Account Manager bisaacson@trafficlogix.com	BILL ISAACSON Cell: 214.536.2559	SHIP VIA GROUND	Manufacturers of Traffic Calming Safety Devices
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Quotations are Valid for 31 Days

PO	Ordered		PART NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION
	0		each	SH-10519503-Y Speed Hump 10.5' L x 19.5' W x 3" H - Yellow Includes all installation hardware and anchor adhesive	\$ 3,534.00 Plus Freight	\$ -
	0		each	ST-1419503-Y Speed Table 14' L x 19.5' W x 3" H - Yellow Includes all installation hardware and anchor adhesive	\$ 4,466.00 Plus Freight	\$ -
	2		each	Reusable Adhesive Dispenser	\$ 65.00	

THIS SECTION MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED			
	Mark with X	YES	NO
1 Does ship to location have a loading dock?			
2 Is there a Fork Lift at the Location?			
3 If no loading dock, is there a fork lift and pallet jack?			
4 Is the ship to location a job site?			
5 Is the ship to location in a residential area?			
6 Is the ship to location to a military base?			

If loading dock and fork lift are available
Standard Ground Freight to SHIP TO ADDRESS
 Based upon answers from highlighted box
Additional Freight Charges

Sub Total \$ -
 Sub Total \$ -

If tax exempt, please provide certificate with order.

QUOTATION TOTALS \$ -

Terms: 1% - 10 Days - Net 30 • We also accept: MC - VISA - AMEX - DISCOVER • Company Checks

APPROVED BY

_____ Please Print	_____ Signature	_____ Date
Further correspondence or to place order, please return to: bisaacson@trafficlogix.com		Thank You

Lakeside Plantation

Proposed Speed Hump Locations

Legend

 Proposed Speed Hump



Google Earth

SECTION B

Innotech Construction Services, LLC
1077 Innovation Ave, Unit 112
North Port, FL 34289
(941) 9412040159
innotechconstructiongroup@gmail.com

Estimate

ADDRESS

Lakeside Plantation
2800 Plantation Blvd
North Port, FL 33948

ESTIMATE # 1225

DATE 08/10/2021

PAYMENT TERMS

50% down

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Pool and Spa Maintenance	Pool Valve Vault Repair; includes:	1	11,350.00	11,350.00
		*Call in an underground location service for utilities before digging.			0.00
		*Hand-Dig a trench from the lowest part of the valve vault, continue 40' over to the drainage basin			
		*Work around existing electrical			
		*Work around existing landscaping			
		*Work around existing plumbing			
		*Work around existing irrigation			
		*Run 6" corrugated pipe; drill a hole into the existing basin, run the corrugated pipe through the hole, and mount it with hydrolic cement on both sides.			
		*Cut hole in the fiberglass valve vault to allow water to flow into the lowest point.			
		*Re-Mulch and Re-Sod as necessary			

Exterior - Pool Drain Box

TOTAL

\$11,350.00

Accepted By

Accepted Date

SECTION VI

SECTION A



September 1, 2021

Mr. George Flint, District Manager
Lakeside Plantation CDD
c/o Governmental Management Services - Central Florida, LLC
135 West Central Blvd
Suite 320
Orlando, FL 32801

Re: Lakeside Plantation Community Development District Rate Schedule

Dear Mr. Flint and Board of Supervisors:

Like many firms, we try to absorb increased expenses on a yearly basis but rising labor, health care, home and fuel costs have exceeded everyone's expectations, especially here in Southwest Florida. Revising our rates has also become necessary for us to retain and attract employees with the level of professional expertise that you have come to expect from us.

Attached is our new rate schedule that went into effect on July 13, 2021. We believe our new rates continue to remain competitive with that of other top-tier consulting firms. Our master contract allows us to take a fee modification before the Board once a year. We would appreciate it if this could be addressed at the next Board Meeting in September for an October 1, 2021 start date. You may want to attach these new rates to your Professional Services Agreement with us for future reference.

After 75 years, our firm's focus remains the same and that is your satisfaction. Your project is important to us and if there is anything we can do better to help you, please let us know.

Very truly yours,

JOHNSON ENGINEERING, INC.

Andrew D. Tilton
For the Firm

Enclosure
ADT/20150050-000/mfc



PROFESSIONAL SERVICES HOURLY RATE SCHEDULE July 13, 2021

Professional

9	\$250
8	\$230
7	\$210
6	\$190
5	\$165
4	\$150
3	\$140
2	\$120
1	\$110

Technician

6	\$155
5	\$130
4	\$110
3	\$95
2	\$75
1	\$65

Administrative

3	\$90
2	\$80
1	\$65

Field Crew

4-Person	\$220
3-Person	\$190
2-Person	\$150

Field Equipment

Field Equipment on Separate Schedule

Expert Witness \$300

**Reimbursable Expenses
and Sub-Consultants** Cost + 10%

Construction Engineering and Inspection (CEI Services)

CEI Services Manager	\$175
CEI Senior Project Administrator	\$155
CEI Project Administrator	\$140
Contract Support Specialist	\$120
Senior Inspector	\$110
CEI Inspector III	\$100
CEI Inspector II	\$90
CEI Inspector I	\$80
Compliance Specialist	\$90
CEI Inspector's Aide	\$65

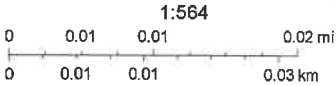
SECTION B

1507 Scarlett



11/8/2021, 5:43:07 PM

-  Override 1
-  Parcels



SECTION C

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKESIDE PLANTATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKESIDE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 17th day of November, 2021.

ATTEST:

**LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

LAKESIDE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

November 17, 2021

Lakeside Plantation Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the Lakeside Plantation Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method, which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives

an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone (407) 841-5524, email tadams@gmscfl.com).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date
4. Invoice number
5. The "Bill To" party must be the District or the Board, or other entity approved

- in writing by the Board of the District Manager
6. Project name (if applicable)
 7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
 8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
 9. Any applicable discounts
 10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District's Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing and Drop Off Address

Lakeside Plantation Community Development District
219 East Livingston Street
Orlando, Florida 32801

Attn: Tricia Adams, District Manager

2. **Email Address**
tadams@gmscfl.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. **Receipt of Proper Invoice**

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. **Receipt of Improper Invoice**

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. **Rejection of an Improper Invoice**

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.

- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to

commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735\(9\)](#), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or

bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

SECTION VII

SECTION A

MINUTES OF MEETING
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Lakeside Plantation Community Development District was held on Wednesday, October 20, 2021 at 6:00 p.m. at the Lakeside Plantation Clubhouse, 2800 Plantation Boulevard, North Port, Florida.

Present and constituting a quorum were:

Joe Szewczyk	Chairman
Pina Chichelli	Vice Chair
Alan (Bud) Sabol	Assistant Secretary
Bill Roumy	Assistant Secretary
Bonnie Benjamin	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Sarah Sandy <i>(by phone)</i>	District Counsel
Brent Burford <i>(by phone)</i>	District Engineer
Courtney Sears	Vesta
Janie Linscott	Evergreen Lifestyle Management
Deneen Klenke	Rizzetta & Co.
Amy Gallogly	WTS International
Residents	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:00 p.m. and called the roll. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The pledge of allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Specific Items on the Agenda *(Speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting)*

Ms. Adams: The Board adopted Public Comment Policies that ask each person speaking to please state your name and address for the record and address your remarks to the Board of Supervisors keeping to three minutes per speaker. This is not a question or answer session with the Board Members, but oftentimes if you have a question, it gets addressed during the course of discussing Board business. Are there any members of the public who would like to make a statement to the Board of Supervisors? This is an opportunity to have a statement regarding any items that are on the agenda. There will be another public comment period later in the agenda.

Resident (Carol Greer, Scarlett Avenue): I would like to give you kudos that the fountains have been working for almost a month. For the past two months, on my side of Scarlett, six roofers at a time have been coming to solicit jobs. When you come into this area it says, "*No Soliciting.*" Well, obviously we had soliciting. I can't believe that five families called the same roofer for the same time. I had four ring my doorbell. We are deed restricted. It says so when you come in. As a matter of fact, I got stopped, and it doesn't matter which roofer, or which house. I happened to have my husband with me, and he had told me they didn't even go to the City or the ACC yet. I walked over to the truck, introduced myself and I asked him for his permit. He gave me the permit for North Port. I asked him where the permit was for Lakeside. I said, "*They are supposed to give it to you.*" He said, "*Well, we don't have it.*" I said, "*Well, I don't know what I can do, because you're supposed to have one.*" He was very nasty. He said, "*If you want to call my office and my manager will straighten you out.*" You don't talk that way. I said, "*Straighten me out? Let me tell you something, if I wanted to be mean, I'd have you and your truck out of here in 10 minutes when I call the police.*" Now, we're not supposed to have solicitors. It's a deed restricted community. It says so every time you walk in. So, who's taking care of that?

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment? If you could, please state your first name, and last name, as well as your address for the record.

Resident (Pat Lavoy, Scarlett Avenue): My question is very simple. An email blast was sent out by the CDD regarding parking of motor vehicles on the berm shoulder swale, in other words, on the grass between the road and the sidewalk. Now we have commercial vehicles parking in those spots. Who will police this? Who will make sure that this doesn't happen? Because we have governing covenants from the HOA, which right now doesn't appear to be

relevant, because we say, "*No Parking*", and there's parking all over the neighborhood. So that was my point. It states also that it must be in front of the owner's house. There are homes where there are two cars parked in front. One is not on their property. Who will police that? Thank you.

Ms. Adams: Thank you. Are there any other members of the public?

Resident (Dennis Medeiros, Magnolia Circle): I am on the inner circle of the neighborhood. In the pond that's behind the houses there, I noticed weeds growing out into the pond as well as the beginning of some cattails, which can be very invasive. So, it might be something we need to look at or at least think about.

Resident (Joe Markowski, Magnolia Circle): I am here for me and my neighbor, who lives at 2505 and 2507 Magnolia Circle. The sidewalk in front of our properties is raised and now people walking along can trip over it and hurt themselves. Plus, a tree between the sidewalk and the street, there are roots going beneath the sidewalk and underneath the part of the driveway and it is cracked in about three or four places. Whose responsibility is that? I believe it is a CDD responsibility.

Ms. Adams: Understood. This is not a question-and-answer session, but oftentimes your question is answered during the course of Board discussion. We try to touch base on all of the matters that are brought up in your public comment. Thank you for your comment and we'll circle back.

Resident (Joe Markowski, Magnolia Circle): Are you going to call me back?

Ms. Adams: If you just stay for the meeting your question can be addressed. We will move on to the next public comment and take all of the public comments and then move forward with the agenda.

Resident (Joe Markowski, Magnolia Circle): Okay, thanks.

Ms. Adams: Are there any other members of the public who would like to make a statement or a comment to the Board of Supervisors? Please make your way to the front and state your first and last name for the record?

Resident (Leon Shlossberg, Scarlett Avenue): I like my area. I had a meeting with someone on the tennis court. That's number one. Number two is our cars parked on the grass. It's people's property because we're taking care of this. It does not matter that they call it CDD property. Nobody is happy about us parking our cars or guest cars on the grass. Talking to these officials, I understand, but I believe the HOA, that takes care of the whole landscape and

everything, can take the position to recommend not to park cars on the grass. Also, last time I said, "If you can have guests that have more than two cars, we have a little bit of parking space over here for your guests." If they stay. Monday, Tuesday, Wednesday, we can give them a different color and if they stay more than a week, you can charge them \$10 or whatever it is. Furthermore, I mentioned that were over there, we have some little dark spots on the corner. They say it's up to the CDD to report to the city and they will install a light because it is really dark there. That's what I wanted to say. Thank you.

Ms. Adams: Thank you. Are there any other members of the public?

Resident (Susan Morgan, Scarlett Avenue): Good evening. I live in the carriage homes. My partner and I purchased that home and moved in just in July. So, I don't know how things work and I apologize for that. We've been noticing, just over the past few months how the preserve area is coming closer and closer and closer to our front door, our lanai and we're just wondering whether there is any mechanism for keeping the preserve at bay, if you will. We don't know whether that happens periodically or not. Just a little FYI, it seems like it's really encroaching towards the house more and more by month. There is also a drainage ditch there that has quite a bit of water in it from the rainy season. It's overgrown with weeds and trees and alligators. I was wondering if that could be looked at.

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment? I see a couple of hands up.

Resident (Peter Gardner, Boxwood Street): An email that was sent out related to parking. There are 1000 units I guess in the development, but there are about 65 people in the single-family homes that are not part of the HOA. Basically, they were told that they can park a semi-tractor trailer in their front yard. I think the CDD needs to take some actions to somehow address this and correct this, because there are certain people that think it's entertaining, but a number of people, a few not many, are taking this to heart and parking on the grass. I would ask the CDD to take that under consideration as future business to try to limit that activity. Thank you.

Ms. Adams: Thank you.

Resident (Debra Johnson, Scarlett Avenue): I see on the agenda that you have a proposal for the gazebo repair, which I'm really happy to see, but I don't know whether that includes the front little piece. There is the gazebo with the flowers hanging on this side and that side, but how about the central piece? That really needs to be power-washed and also painted. It's really

disgusting looking. I don't know whether that was part of your proposal or not, but that's what I would be interested in seeing.

Ms. Adams: Thank you. Are there any other members of the public who would like to make a comment or a statement to the Board of Supervisors?

Resident (Rick Huddelson, Scarlett Avenue): Yes. Looking out my back window, there is a lake behind my house, which is filled with algae and grass clippings. I would like to know, what is going to be done about it. Get somebody in here to do it. We used to have a regular person come in here about every six months to take care of those things and it's not. It looks terrible. It's been like that for two to three months and I've been waiting for somebody to take care of it so this is why I'm speaking out.

Ms. Adams: Are there any other members of the public who would like to make a statement to the Board of Supervisors? Hearing none, all these items have been noted and I believe we can address most of these in the course of Board businesses this afternoon and evening.

FOURTH ORDER OF BUSINESS

District Engineer's Report

Ms. Adams: We do have the District Engineer. Go ahead, Brent.

Mr. Burford: Good evening. At the last meeting, the Board requested proposals to evaluate the water quality of the lakes. Our Water Resources Department has a water quality team, so I reached out to them first. I worked with them to put together what parameters and now the procedure for doing the testing. Once we get that completed, we will be able to provide a proposal to the District. I'll reach out to SOLitude for a second proposal. Hopefully, we will be comparing apples-to-apples to come out with some good pricing. I think the Magnolia Circle repairs to the rear yard swales were completed. We had a couple of items that needed to be addressed and they have been taken care of, so we're good there. Earlier this year, House Bill 53 passed. I'm not sure if Sarah has updated the District audit or not. Basically, it's legislator intends for reach county, municipality or Special District, to provide a stormwater management program or system to create a Needs Analysis. The initial report will be due by June 30, 2022. We are just now drafting some proposal language. We've actually sent one proposal, to one CDD, and we'd be glad to assist Lakeside to make sure that we are in compliance with this new law. Maybe Sarah can provide more details.

Ms. Sandy: I'll be glad to answer any additional questions you might have, but he gave a pretty good summary of it. The analysis as you said, has to be completed by June 30th of next year and then the analysis is turned over to the county. I have not provided the Board details as of yet, but I'm happy to provide additional details.

Ms. Adams: Are there any questions for Brent related to the information he reported or any other engineering matters?

Mr. Roumy: On the Action Item List that we had since the last meeting, where do we stand regarding the erosion behind the tennis court?

Ms. Adams: When Brent talked about the proposed cost for that, there was discussion that perhaps the amenity team maintenance staff could be trained to take care of that. So, we're just waiting for the staffing to be stabilized and then Brent will work with the maintenance team regarding addressing that drainage on an ongoing basis rather than to do more substantial drainage work installation.

Mr. Roumy: Okay. We requested a Pond Study at the last meeting; the feasibility of installing fountains.

Ms. Adams: That was the first item that he addressed when he was talking about the Water Quality Study. He reached out to SOLitude and you'll have two proposals for next month.

Mr. Roumy: Okay.

Ms. Adams: That's the same item.

Mr. Roumy: Traffic calming.

Ms. Adams: The engineer has provided some preliminary information and I really just put that on hold as well until we can see where we are with the current budget and some of the priorities for this month.

Mr. Roumy: One important subject here is the pool equipment area drainage. That's very important. Where do we stand on this?

Ms. Adams: Brent, do you have any updates on the pool equipment drainage area? I know that you've been onsite a couple of times and perhaps even spoke to a vendor about the scope for getting some drainage relief in that area?

Mr. Burford: Yeah. I met with Justin with Innotech Construction Services (Innotech). He previously provided you with proposal to make those repairs. The proposal he provided to you will take care of what was needed.

Mr. Roumy: Did you get the proposal for that?

Mr. Burford: I think we submitted it for the last meeting, but it didn't make it on the agenda. I can reach out to Justin.

Mr. Szewczyk: We don't have that.

Ms. Adams: No. Brent, it sounds you might have an electronic copy of that and we can certainly bring that to an upcoming Board meeting.

Mr. Burford: We can definitely have it for the next Board meeting. The proposal is prepared, so we definitely can have it on the agenda for next month.

Ms. Adams: Sounds good.

Mr. Roumy: Okay.

Ms. Adams: Are there any other questions for Brent while he's on the line?

Mr. Roumy: No.

Ms. Adams: Thank you, Brent. Have a great night.

Mr. Burford: Thank you very much.

FIFTH ORDER OF BUSINESS

Unfinished Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

New Business Items

A. Consideration of Proposals for New A/C Unit

i. Innotech

ii. Air360

Ms. Adams: Mr. Chairman, we have several new business items. The first item that is included in the agenda packet for consideration under new business is regarding the replacement for the HVAC units. Would the Board like to consider this tonight or do we want to defer this matter for next month? It's really at the pleasure of the board. I believe that the amenity management team has reached out to two different providers in order to provide replacement cost for a 15-ton unit. My understanding is that the unit does need to be replaced, but it's currently working.

Mr. Szewczyk: Well, if it's currently working, my only concern is the 15-ton unit. I don't know how quickly a vendor can get their hands on one to the point where if it breaks down, what the turnout time would be.

Ms. Adams: Yes. That is certainly a consideration and a good point. There are two proposals that are in the agenda packet. Unfortunately, Scott could not be here this evening, but he's been working directly with the amenity management team regarding the gathering of these proposals. One of the proposals is from a vendor who this District has done a lot of business with and has been a good vendor, that's Innotech. They provided a proposal for a 15-ton unit replacement. They did not provide the make or model or specifications. There's also a proposal from Air 360 who is proposing a RHEEM 15-ton unit. The pricing on this you'll see is very similar. Innotech is proposing \$26,500 to replace the unit and Air 360 is proposing \$26,462. The Board also has an interest in a preventative maintenance agreement with a qualified HVAC company in order to come in and change filters and service equipment. So, there's also a proposal from Innotech regarding HVAC maintenance services.

Mr. Szewczyk: Innotech does say in their proposal, the price for the new comparably feature Carrier unit.

Ms. Adams: There is money available in your capital reserve funding, should the Board want to take action on this matter tonight. The two proposals are very similar cost and specification for a 15-ton unit. As Supervisor Szewczyk kindly pointed out, in the fourth to last paragraph, it does say Carrier units.

Mr. Roumy: To be honest with you, I've had problems with both estimates or bids. Innotech is a construction company. They have nothing to do with air conditioning. Right? The other one is an air conditioning company. So, either we get two comparable companies to do the job or we don't. One is a construction company that's going to sublet this job to another air conditioning company. You cannot have a construction company doing air conditioning systems. I've have been in business for less than a year or two years and all of a sudden, they are an air conditioning company. That's number 1. Number 2, the units that they're going to supply, is it a multistage unit? Is it the single unit? Is the compressor a multi-stage compressor? They don't mention that. On the other hand, Air 360 is going to supply a 15-ton unit called RHEEM. I looked up on the Internet which one is the best commercial air conditioning unit on the market today? RHEEM did not make the cut.

Mr. Szewczyk: I know. Then who did?

Mr. Roumy: Up to 10 companies are the best companies. Number 1 is Carrier, number 2 is YORK, number 3 is Daikin, number 4 is Mitsubishi. RHEEM did not make the cut. Alright? When I look at the proposal, I would like to see the make, the type, the capacity and the rating of the unit. Innotech did not even mention it. It just says a 15-ton unit. We don't know if it a Cadillac or what. The distribution, the duct system, what they're going to do about it. Are they going to seal the system? Are they going to find out if there are leaks in the system? It's not even mentioned in the proposal. The first thing you have to do is pressure test the system and see if you have leaks first, before we install a new air system. Granted on 11/20, we cleaned the duct system with the mold problem that we had. I think they sanitized the duct system and everything else. So, that's done, but we don't know if we have leaks all over the place. Leaks can generate from the supply line, could be generated from the return line or from the air handler itself. So, they have to do a pressure test. It's not even included in the proposals. Are they going to replace the thermostat, have a new one? I think one says, "Yes," and the other one says, "No." So, I have a problem with both of them. If you want to compare apples-to-apples, then we have to get an air conditioner company to bid on a job like this. Besides, with Air 360, the air handler is 7.5 tons but the compressor is 15 tons. I don't understand that. They should be compatible in tonnage, compressor and air handler. What are we getting? Are we getting a mismatch here and in few years, we will have problems? I'm not an air conditioner guy, but common sense prevails. So, what I suggest is to get an air conditioner company, a third or second, third bid, to bid on a job like this. Besides, do we really need an air conditioning system here now? Do we really need one? I don't know.

Ms. Chichelli: It's getting old.

Mr. Roumy: Who brought it up? I don't know.

Mr. Sabol: That is the question I have.

Mr. Roumy: Who brought it up?

Mr. Sabol: The question is, what is wrong with this unit that we have?

Ms. Adams: My understanding is that Scott has been working with the amenity management team. You'll see that most of the proposals were addressed to Tamara. These were gathered in September when she was still employed here at Lakeside Plantation. I can't really

speak to the information that Tamara provided to the vendors or the information that they provided offline to her.

Mr. Sabol: I agree with Bill.

Ms. Adams: I would suggest just defer this item to get more information.

Mr. Sabol: I don't think we have enough information and we should look at more proposals. It should be deferred.

Mr. Szewczyk: I agree.

B. Consideration of Proposals for Amenity Facility Management

Ms. Adams: Board members, we do have three amenity management providers who are in attendance tonight. They have all provided proposals for amenity services that are included in the agenda packet. I am going to ask that the proposers, as a courtesy to their peers, if you would kindly wait in the media center. Evergreen Lifestyles Management (Evergreen) can stay in the audience since they will be first in alphabetical order. Then after Evergreen, we will be calling Rizzetta & Company (Rizzetta) and then finally, WTS International, LLP (WTS). Board members, joining us from Evergreen this evening is Ms. Janie Linscott. I believe she has handed out some packets to Board Members in advance of the meeting. Janie, if needed, I do have a microphone that you can use and your remarks are going to be to the Board of Supervisors.

Ms. Linscott: Tricia, thank you for the introduction. I'm with Evergreen Lifestyles Management. There was a packet. I appreciate you inviting us and the opportunity to present. Thank you all for taking the time. I understand this takes time out of your day. So, on that note, going through the general info booklet on the right side of your packet, to give you a general overview of Evergreen and share with you what we can do to bring your amenity center to life. You have a beautiful facility. I was actually hired as a Lifestyles Director, so I have a passion for lifestyles. Obviously, lifestyles is part of our name. So, it's an area that we definitely strive for. We're involved in a lot of high lifestyle communities; however, we love CDDs just because we love that lifestyle portion. As you can see on Page 3, it says, *"Your community, your home, your Evergreen."* We're really here for you to support you. We work with the Board to really present what you guys are looking for in amenity management. So, if you're looking for a specific requirements, obviously we're going to be maintaining amenities and whatnot and making sure that those are up to the expectations that we set. We started in 2010. Mr. Kraig Carmickle is our

founder and CEO, and our president. He owns 100% of Evergreen. We work currently at 19 communities at this time. We've grown, we now have 247,000 rooftops. Our base is here in Florida. We manage 173 associations in Florida; however, we have expanded outside of Florida, but Florida is really our home base. Currently, like I said, we have over 247,000 rooftops. We've definitely grown and a lot of that is our lifestyles and the level of service that we provide. Next on Page 5, you can see a little overview of Kraig, our president. He was on-site. He actually started onsite as a Community Manager and grew his business with a family atmosphere. We have a whole team that supports our onsite team behind the scenes and it's there to support them as far as what they need. We have specific lifestyle Regional Directors that work with our lifestyles team onsite, sharing ideas, sharing different things that they're trying that work or don't work. They will come in and help if you have a large event. Ms. Mandy Morgan is our Chief Operating Officer (COO). She heads up our entire operations team, almost 500 employees now. So, she is strictly getting involved in the day-to-day. She really knows what's going on at each community. She would be involved definitely in helping to plan these events as well. Moving on, business development on Page 6, you'll see we have Jared up in the Carolinas. Then myself. Like I said, I'm based here in Florida. I joined Evergreen a number of years ago as a Lifestyle Director and grew a passion to share what we can do for your community. So, I was in Lakewood Ranch. We're currently covering the State of Florida, helping out to share what we do. We are really a family atmosphere. What sets us apart is our team. That's our biggest asset. We don't have a lot of turnover because of what we offer our team as far as benefits. We pride ourselves on being able to sustain a team long-term. We promote from within, which is why I'm in this position currently. I've grown with Evergreen and I'm in it for the long haul. Moving on to Page 16, you'll see a little bit more information on our lifestyle program. You'll see Lindsay and Amy there, our Regional Directors of the lifestyles. They would be involved in working with your onsite manager, making sure that they are getting all the tools that they need. We have a specific training and development team that really works directly with them when they come onboard as well. We included some fliers just to give you other examples and some positions that we can offer on-site. I did discuss with Tricia a little bit that we would be able to come onsite December 1st just because we do our due diligence. We really want to hit the door running the day we start our contract. Because of the level of service that we've provided and we're known for, we really want to make sure on Day 1 that we are ready to hit the door running. Obviously, we would love

to work with you. We appreciate it. I won't tell you that we're perfect, we're not going to be perfect. If we do have a downfall, at least we own up to it. We appreciate the relationship. We want to work with you guys, but we'll do everything we can to make it right. We appreciate you taking the time and allowing us to present.

Ms. Adams: This is an opportunity for Board Members to ask questions. So, are any questions for Janie regarding the proposal or Evergreen?

Mr. Szewczyk: I noticed in some of the paperwork that we received before the meeting, the experience of everybody within the company.

Ms. Linscott: Sure.

Mr. Szewczyk: But what I didn't see was the actual experience in your company. I saw a lot of people with a lot of experience in the financial field, and the lifestyle field, but not so much how many years they were with Evergreen.

Ms. Linscott: Okay.

Mr. Szewczyk: You made a statement about promoted from within and that's how you got here. You also made a comment about the turnover, but my concern is whether there is turnover at the top.

Ms. Linscott: No. Craig, who's our present CEO, started the company in 2010. Mandy, who is our COO, actually joined Kraig outside a very large community of 5,500 homes that they worked together with when they decided to launch Evergreen. Denise, our Chief Financial Officer (CFO), has been with us for six years. Katie, our HR representative, has been involved since the beginning. I think she joined in 2011. The top is very stable.

Mr. Szewczyk: Okay.

Ms. Linscott: Obviously, we want to make sure our back office is covered. As you grow, you need make sure you have that support on the back end too. I was with a previous employer for 14 years and it grew too fast and there wasn't a lot of support. So, I understand the concern there, but I guarantee that it is very stable. We have a 24/7 customer service line. Ms. Jennifer Hurdle runs our Customer Care Department, which is in Jacksonville. Any time we're working with residents, they can call maybe get a live person 24/7. Jennifer has been with us for over five years. So, it's definitely stable. I have respect for Craig and Mandy. They really believe in Evergreen.

Mr. Szewczyk: I have one more question. We are potentially looking at a security system, a card or fob system, something. What is your background experience concerning the installation and implementation of a security system?

Ms. Linscott: We actually have a list of preferred vendors. Obviously, it's up to you guys whether you want to use them, once you get your bids and what not. Because we're growing in this area, we have list of vendors that we worked with in other communities. I could name a few, but I don't want to step on any toes. So, we could definitely help you in reviewing those. Like I said, we have an abundance of experience. Mandy would be willing to review those with you. As far as the installation process, obviously, we want to make sure that there is good communication, that your manager onsite is well aware of the process and that we're communicating to the residents. We use an e-blast system and send out regular e-blasts with different information, whether it's events or maintenance, something going out on the road outside of the community. The biggest thing is communication and just making sure that everybody is aware.

Mr. Roumy: Have you been in business for 11 years?

Ms. Linscott: Yes.

Mr. Roumy: How many communities have you served so far?

Ms. Linscott: Currently, we have just under 250.

Mr. Roumy: According to this?

Ms. Linscott: Myself or Evergreen.

Mr. Roumy: According to your history, your growth was in golf course management.

Ms. Linscott: Hampton Golf, which was a golf course management company that Kraig was involved with.

Mr. Roumy: So, your growth was really in that area, not amenity.

Ms. Linscott: No. The 250 is Evergreen. We do have a sister company that does golf courses, but I'm just referring to the HOA amenity management. Does that make sense?

Mr. Roumy: Are you HOA management or amenity management?

Ms. Linscott: We do both.

Mr. Roumy: So, you have your company?

Ms. Linscott: Yes. Tricia is familiar with a couple of other CDDs that we manage as well, which we are actually speaking about today.

Mr. Roumy: Your predecessor complained about being in Orlando. That's too far to manage the facility like this one.

Ms. Linscott: Yeah.

Mr. Roumy: So, how are you going to handle this one?

Ms. Linscott: We have staff in this area.

Mr. Roumy: They couldn't get staff in this area good enough to handle this.

Ms. Linscott: This is a growing area. Wellen Park is an area that has really blown up. It seems like everybody is moving to Florida. We have other communities that were actually taking on in the area. Again, like I said, we take care of our staff. We retain our staff because we offer a great benefits program and that's one way we can attract. A lot of the way we've grown as organically through referrals from our current staff too.

Mr. Roumy: I see that you followed the solicitation letter.

Ms. Linscott: Yeah.

Mr. Roumy: You formed everything around this solicitation. Right?

Ms. Linscott: Yes.

Mr. Roumy: You proposed five people to manage this place?

Ms. Linscott: Yeah.

Mr. Roumy: What will be the job of the manager that will manage this facility?

Ms. Linscott: One, overseeing the staff. Then two, obviously making sure that they're not sitting in the office and are out and involved in the community.

Mr. Roumy: That's a good point.

Ms. Linscott: They are communicating. Communicating with your residents is key. As far as working with the vendors, we have a checklist. We make sure we're meeting with our vendors at least once a month onsite and that they're actually submitting a report.

Mr. Roumy: So, what is the coverage for the week? Is it seven days a week?

Ms. Linscott: That's something we can work with the Board on. We would want your input. We would give you our suggestions, as much as we've grown.

Mr. Roumy: Should it be under a bid process, how many days a week?

Ms. Linscott: As far as onsite?

Mr. Roumy: Yes. So, at least we know how much?

Ms. Linscott: If we find there are certain days that maybe are a little slower here, we could back down the hours during the week and have longer hours on the weekends if that's what we're finding. It's really dependent on what the desire is here. Obviously we're here for the residents. We want to make their experience as great as possible. So, if you are getting feedback that you should be open later, maybe not open early enough in the morning, obviously we are going to work with you to make sure.

Mr. Roumy: So, what is a Lifestyle Manager?

Ms. Linscott: They are coordinating events. They are going to be working with possibly your fitness instructors, setting up maybe water aerobics or a tennis competition, creating flyers, making sure they're promoting those events. Maybe it's a food truck night. There are endless opportunities here.

Mr. Roumy: Do you think it's a full-time job?

Ms. Linscott: Yeah. It depends on what you're looking for. If you only want a few things a week, we can do part-time. I would suggest full-time because this is a great area. You definitely have an abundance of opportunity here. You have lots of events that you can do here. I was a Lifestyles Director. There are endless opportunities.

Ms. Chichelli: You mentioned that you train the people that you are going bring. How many hours, customer service, do they need to have?

Ms. Linscott: We actually do ongoing training. We would actually have them with another Lifestyles Director, depending on what their position is. We have them partner with another member of our team, just to give them a general overview. We actually have a program called ELM University that works with our team. It's really digital, but gives them a lot of good points and classes that they can take. So, we have a requirement. Actually, we have a new Director of Training and Development and he's creating a whole new training program that's going to work with our team when they come on board. Obviously, as we're growing, we'll make sure that our team is all giving the same expectations and the same level of service. So, yes, there's an abundance of customer service experience that's required.

Mr. Sabol: Do you plan on having an Amenities Manager on duty 40 hours a week?

Ms. Linscott: Yeah.

Mr. Sabol: One of our biggest issues with the last two who have been here, we have lost correspondence to the office of the general public. When the general public comes in, they want

to know the answers, they have a lot of questions, they want somebody that's capable in that office that can answer those questions.

Ms. Linscott: Yeah, for sure. They should be able to.

Mr. Sabol: If you were awarded this contract, what are you going to do with the present help?

Ms. Linscott: We would require a release from Vesta, releasing that they are open for hire, just for legal purposes. If there were staff you wanted to keep that you're familiar with, we would bring them on board. If not, we do this all day. We can come in and make changes.

Mr. Sabol: Do you have an off the cuff price in general of what your organization would charge us per month?

Ms. Linscott: Yes. That's actually in the left side of your packet. There's a low range and a high range. We have a monthly management fee that we would charge, but on top of that, you actually determine the salary. That's really up to the Board.

Ms. Benjamin: So, the flat management fee wouldn't change. Do you have a list of five job titles that are all full-time? Is that just what you generally suggest?

Ms. Linscott: That's just a suggestion based on what was in the Request for Proposals (RFP).

Ms. Benjamin: Community Director, Lifestyles Coordinator and Office Manager who probably be the full-time positions.

Ms. Linscott: Five is a lot, I would say, for this community, but it's going to give you the level of service.

Ms. Benjamin: But there's no part-time office staff included in the payroll projections either. So, this is flexible.

Ms. Linscott: Very, yeah. That's just a recommendation. In our proposal, the way we structure it, there is a management fee. Then the Board actually determines what they want to pay and then we charge a rate of 32%, which covers their benefits, the taxes, the payroll. Like I said, we offer a great benefits package, but we actually include the Board in our hiring process as well. We're not going to throw a Manager in there, a maintenance person and say, here you go. We're actually going to do pre-screening and then we'll present you with two or three candidates that we feel are best. Then the board could actually assist in interviewing and making that decision.

Ms. Benjamin: Do you have salary minimums for your employees? Is that up to us? Is it up to you?

Ms. Linscott: No. Those ranges we put were suggested for this area and for the market today.

Mr. Roumy: That's a very high end.

Ms. Linscott: Are there any further questions?

Ms. Adams: I just have a couple of questions, if Board Members are finished with their questions?

Mr. Sabol: For the moment, I'm done.

Ms. Adams: Janie, I'm not sure how involved you were with putting the presentation together, but one thing that was requested as part of the response, was a history of recent litigation, perhaps the most recent five years. That was not included in your response. Can you speak to your litigation history over the past five years?

Ms. Linscott: I've been notified that we have no litigation. So that's from Mandy, our COO, but I can follow up to make sure.

Ms. Adams: Okay. As you're aware, in the P&L in the adopted budget, the Board funded for amenity management for the upcoming fiscal year and the current fiscal year around \$196,000.

Ms. Linscott: Yeah.

Ms. Adams: What would be your suggestions for a quality amenity management team in terms of staffing to get closer to the budget, compared to your proposal coming in at the low end of \$340,000?

Ms. Linscott: Sure. It's really dependent on your vendors and what you have contracted out. As far as your staffing, five full-time people seems pretty hefty. I don't know if you need an Office Manager plus a Club Amenity Manager, so that can come down. Personally, I feel like there are opportunities for improvement on the maintenance side. So, that's where we would want to, obviously, make sure you're getting the level of service. If you're looking to improve the grounds, improve on the Lifestyle Program, we want to be here, we want to help you guys out with that. At the current budget, I can see needing an increase if you want to increase the level of service.

Ms. Adams: So, what I hear you saying is decreasing office staff, but making sure that there's the maintenance support.

Ms. Linscott: Definitely, yeah. I feel it's a little more important coming in. Are there any other questions?

Mr. Szewczyk: I have none.

Ms. Chichelli: None.

Mr. Sabol: I have none.

Ms. Linscott: I appreciate your time. Thank you.

Ms. Adams: We appreciate it. You don't need to stay for the entire meeting. We'll be having a discussion, and I'll be following up with the proposers. Thank you, Janie. Next is Deneen from Rizzetta & Company (Rizzetta).

Ms. Adams: Rizzetta responded to your RFP. The proposal is included in the agenda packet. You will do a presentation and then have the Board Members ask questions.

Ms. Klenke: I am an Amenity Services Manager with Rizzetta Managing Services. Just a little background, if you're not familiar with Rizzetta and Company. We have been in business for 35 years in community management. Thirteen years ago, they decided to start an Amenity Services Division. We saw the need for that, that people wanted staff to come in and manage their amenities. Our years of experience actually lends itself to resources and experiences for our Districts. We know how to come in. We know how to manage your Districts. We know what maintenance needs to be done for the Districts. We have an amenity services leadership team that consists right now of three people. We have our Director of Community Services, who leads over amenity services and our Field Services Division. Then Mr. Gregg Gruhl and I are part of the Amenity Services Management team. I have over nine years of experience being a Clubhouse Manager. I managed a tennis club for a few years. We did have clay courts and I noticed that you have the clay courts. That is what Mr. Gregg Gruhl's background was before he became a Clubhouse Manager as well as tennis. So, we definitely do have that experience that we could bring to this community. We currently have 25 clubhouses in our portfolio. We have a clubhouse in Panama City. Also, Spring Hill is our furthest community north, all the way down to Fort Myers. In this immediate area, we manage five clubhouses. So, we are in this area, we have one in Fort Myers, one in Venice and three in Bradenton. One of the advantages with Rizzetta as far as our contract is concerned, we have an open contract where clients can see the separation of

what the personnel costs are and what our management fee is. You are only billed for the hours that you use. Off-season if you have any part-time employees, if for some reason you don't need them to come in to work, then you won't be billed for those hours. You're not billed for the full hours, only the hours that the employees work. Our management fee does consist of oversight of our management team. We do take on the liability. Some CDDs like to hire their own employees, but then they also take on the liability burden for that. So, when you hire a management company, we do take on the liability. Then of course the management fee does include our profit for managing your community. We do offer outstanding benefits for our staff. We have health, dental, vision, long-term, short-term disability, life insurance, 401(k), and accidental. So, all full-time employees will be eligible for the company benefits. Our management team establishes great communication with the District Managers. We work in conjunction. It doesn't matter if we're with a different company or if we're from the same company. We communicated regularly with the District Managers so that they know what's going on in your clubhouse and at your own amenities and we know what's going on in the District as well so we can work together. We also establish good relationships with our Board of Directors. Whenever you request a member of the management team to come to your Board meeting, of course we'll be here. Periodically, we attend a meeting to support our Clubhouse Manager and also find out what is going on, what your needs are here in your District. We provide a great support system for our staff. The management team perform audits. We have actually a sheet and we go around and we check all of your facilities to make sure that they are up to our standards. That they're clean and everything is being maintained. We review those with the Clubhouse Managers, find out where they're falling short and where they're excelling and let them know that. We will provide that to the Board also if you will be interested in seeing that. We also have ongoing training for our managers who get together twice a year. We bring all of our managers together and we have a meeting with them. We just update them on different training manuals and things that we'd like to implement for our amenity staff. They also get the opportunity to speak to other managers. I know as a Clubhouse Manager, sometimes when you're at a community for a while, you feel like you're deserted, you're on an island and the things that are happening in your community, are only happening to you and your community. We have resources for them. They can meet with the other managers, bounce ideas off, take suggestions, so we do have a good support system for our staff. As far as the transition period, if you were to award us the contract, we would start the

hiring process immediately as soon as you do approve us for the contract. Especially in today's labor market the way that it is, we want to get these jobs advertised as soon as possible so we they get the responses and we can interview the candidates and find the right candidates for the positions. We will have a member of our management in the area as long as necessary to learn about the property and to train your staff. We'll create a list of maintenance items that we see right off the bat, things that need to be fixed, things that need to be cleaned, things that need to be maintained and we'll keep that list available for the staff here. We also would like to plan a community event just to introduce Rizzetta to your community. We would do that soon after we got the staff in place so that all of the residents can come and meet with staff and get to know them. That's really all that I have to say, if you guys have any questions for me?

Ms. Benjamin: Would you have a target date to be in here or does that all depend on when you are hired?

Ms. Klenke: Yeah. We could be here as soon as you guys need us to. Of course, you would present us with the contract and of course we have our legal team look it over, but as soon as the contract is signed, we could hit the ground running. However, if you do say you're going to award us the contract, then we could start the hiring process.

Mr. Szewczyk: As I read through the documentation, first of all, I appreciate the fact that when it came time to listing the experience that you plainly said how long your people have been with Rizzetta, so I appreciated that. Also, you would provide a maintenance schedule including daily, weekly, monthly and annual maintenance duties, which is something that we've been asking our previous amenity company for years. So, I would definitely be interested in seeing what you come up with there. I'm going to ask the same question I did to the previous company. We are looking at implementing a new security system as far as a fob or card system throughout the amenity area. What is your experience with that and how do you see that rolling out?

Ms. Klenke: Actually, I didn't realize and I apologize that you guys didn't already have an access card system because all of our communities have either an access fob system or an access card system. It just varies by communities. We are all very familiar with that system. So, we would find the companies for you, get the proposals for you and have them come and present. Then once you decide, then we would do a training with our staff first and then do some training with the residents to get them used to how to use the system.

Mr. Szewczyk: Okay.

Mr. Roumy: By bidding with your proposal, most likely you did a survey of this community, right?

Ms. Klenke: Yes.

Mr. Roumy: Do you have a community like ours that we can call?

Ms. Klenke: Yeah, we actually have several communities.

Mr. Roumy: Because we're not large, we're just small community.

Ms. Klenke: In the Riverview area, but it's about an hour north of here, we actually have communities that have about 650 residents. Our smallest community is actually 350 residents. So, we have a wide range. We deal with communities that have 350 residents all the way up to over 2,000. Some have just one clubhouse fitness center, sports courts, playgrounds, others have multiple. We have a cafe. So, we do have a wide range of communities that we manage in size.

Mr. Roumy: Are you going to have a District Manager for this area here?

Ms. Klenke: We won't have a District Manager because you have a District Manager with your district management services. What we would do is provide the staff that you asked for and then we have our management team, like I said, that consists of three people. I actually live at Apollo Beach. I'm not sure if you're familiar, but that's probably an hour from here as well. We have five communities in this area, so we are in this area at least twice a month because we visit those other communities, meet with the managers, do our audits, things like that.

Mr. Roumy: You suggested five personnel here. Is the Director of Lifestyle Event Coordinator a full-time job?

Ms. Klenke: Yes. Let me just refer back to the proposal, if you don't mind. The only part-time position that we recommended was for your Clubhouse Attendant and Tennis Pro. I understand you want your Tennis Pro to do the maintenance five days a week and then you would also like for them to do lessons, maybe events, things like that. Then just clubhouse personnel to help out with whatever needs to be done inside of the Clubhouse.

Mr. Roumy: How many people do you need in the office?

Ms. Klenke: Well, you have right now three full-time people. You have the Community Director, the Lifestyle and Event Coordinator and the Office Manager.

Mr. Roumy: And the maintenance guy.

Ms. Klenke: Right, but you asked who would be inside of the office. So, we did our proposal based on your RFP on what your current structure is. So, this right here is the maximum

staff that you would need at pretty much the maximum salaries for this fiscal year. However, if once we see how things run, that we could adjust that step. We would make a recommendation based on our physically being here and seeing what you do.

Mr. Roumy: From your experience, how long would the staff be here? Let's say that they start at 8:00 a.m. and go home at 9:00 p.m. What do you suggest?

Ms. Klenke: It's based on really what the Board desires. If you want to have a staff person here to greet residents, to help residents from open until close, we can certainly provide that or if we see the need that you only have peak times and the other times the residents here can just come in and use the amenities on their own without any oversight, then we could adjust that as well.

Mr. Roumy: Well, our beef all along was checking on people using the pool, checking on people using the tennis courts, checking on people playing basketball or bocce ball. How do you control this?

Ms. Klenke: I will say an Access Control System will eliminate the need for your staff to be here from open until close. Because then that will ensure, not full proof, that the only people using your amenities are the residents. So, if you want the clubhouse open from 8:00 a.m. until 9:00 p.m. or until 10:00 p.m., right now you want a staff person here because you don't want outsiders to be able to have access, and you want some control for vandalism, things like theft. However, with the access control system, only residents will be able to get in and out and you can set that time for however you want. Then we would recommend that you just have staff here during your peak times. Someone here to make your access fobs or to oversee who is on your basketball court, oversee who's at your pool. In the summertime, those hours might be more than in the fall and winter when people are not using the amenities as much.

Mr. Roumy: What's your experience with cameras around the property?

Ms. Klenke: Most of our communities do have cameras around the properties and the ability in the office to be able to view those cameras. So, if your office person is here and they're busy with paperwork and greeting residents, they still have the display up so they can see what's going on. Also, if you have vandalism, it's good that you can get the recording. If you match your access file swipe, you'll know about what time vandalism or the theft occurred and you have the swipe time and you look at the camera, most of the time you can figure out who the perpetrator was.

Mr. Roumy: Thank you.

Mr. Sabol: Our cameras in the past did not have a good system. So, we really need to have a good camera system and need a file system. We've talked about this for years and years but haven't implemented anything.

Ma. Klenke: I definitely recommend it to be honest.

Mr. Sabol: Because the way it is right now, we have staff. When there's an issue outside, staff has to run outside and try to settle it. There are a lot of problems.

Ms. Klenke: Right.

Mr. Sabol: I think you're correct. First, you have peak times and maybe with that new system, if we implement that, I think that's what we need to be thinking about.

Ms. Klenke: I would consider with the security cameras, the voice down system that the security company has. So, you wouldn't necessarily need a staff person here at pool closing time because you let the security company know what time you want your pool to close or what time you want your fitness center to close. If someone is here after hours, they put a speaker in here, monitor the cameras and say, *"I'm sorry this facility is now closed you need to vacate."* They will call them down twice. The third time, they will call the police, and then those people will be charged with trespassing.

Mr. Sabol: At one of the other facilities, we have a camera system, a good fob system with a card system. They have security people working with them.

Ms. Klenke: Some do and some don't.

Mr. Sabol: I'm just wondering if they will eliminate those people.

Ms. Klenke: For your amenities. Now of course, that wouldn't take care of any security that you want to have in the community. Yes, if you have the security system and you have it monitored by that company, they are watching, that's their job. Not during the day when staff is here, but you set those hours. So, once they know that staff is no longer there, they have those displays up and monitor them. Then they perform the call down. They also call the Clubhouse Manager and they will call the District Manager to make sure that someone is aware and they'll say, *"Do you want us to call the police, or is this something you didn't take care of?"* Is this simply a trespass violation or is it a crime? Is it a theft? If they're just here and they are just hanging out, of course, you're not going to call the police out for them. Right? We're going to find a way to handle that. Most of the people are just hanging out. After the second call down,

they usually leave. But if it's something like they're witnessing vandalism, they are witnessing a burglary, they will call the police right away. So, if you're having these problems, I definitely recommend it.

Mr. Roumy: I think you have a lot of experience with the amenity. What was the major problem that you encounter in a community like this?

Ms. Klenke: Well, the major problem is that people don't like to be told no. Right? So, even though you have the rules that say you don't allow drinking at the pool and someone brings alcohol, they don't like to be told you cannot do that.

Mr. Roumy: They were eating at the pool today.

Ms. Klenke: Yes. Right. So really the biggest problem is the enforcement of rules. People feel like they pay to live in this community and they should be able to do whatever they want.

Mr. Roumy: So how are you going to enforce it?

Ms. Klenke: Our staff goes out and they speak to them and let them know that they're in violation of the rules. The second time you would say. Okay, listen, I've already told you, you cannot do this. Then the Board would have to set it up. It actually comes from the Board direction, but then I would say for the third violation, you let them know that you are immediately going to deactivate their access fob and they would no longer have access to the amenities. This is where your access fob come in handy. They we would invite them to the next Board meeting and come before the Board and say, "This is what happened. This is what the staff did. This is how the resident responded, what would you like to do? Do you want us to keep their fob system for 30 days? If you don't have the fob system than it's just going to have to go on face recognition. Staff is going to have to get to know the residents and they do that by greeting them every time they come in. I don't believe that a resident should walk into your amenities and not be greeted.

Mr. Roumy: Do you think it should change the configuration of entry and exit to this community and to this Clubhouse?

Ms. Klenke: Yeah. I think maybe you should have one entry in and one entry to get out to the pool that controls your traffic. That allows the staff from the office to see who's coming and going if you don't have the cameras or the fobs.

Mr. Roumy: But then do you need physical gates all around the property?

Ms. Klenke: No. You can have your access fob access card readers on all your gates for your pool, which is already gated. They can be on your tennis courts because your tennis courts are already gated and your fitness center has a door. I see you have a security code right now that's not working, but we need to get that working so just residents are going in.

Mr. Roumy: I think Tricia has a question. I'm done.

Ms. Adams: Alright. Sounds good. I just have a couple of question about your proposal that was submitted. One of the things that was required was the proposal submittal forms, that was the organizational information, you're standing in the State of Florida, licensure, OSHA ratings. None of that was included in your proposal. Can you speak to that matter?

Ms. Klenke: I apologize for that. That is definitely an error, but that is definitely something that we can provide. We will provide it soon after you award the contract. If you are going to wait until we get the contract, we can definitely get that to you. I apologize for that. Like I said, we have been in business for 35 years. We have a lot of communities, CDD, HOA, and amenities, so I feel sure we're up to date on everything.

Ms. Adams: Okay. Another thing that was requested to be submitted with the proposal was the five-year litigation history and that was not submitted. Can you speak to your five-year litigation history?

Ms. Klenke: At this moment, I cannot. I have only been on the corporate management team for about a year. I was a Clubhouse Manager for the years before that. So again, I sincerely apologize.

Ms. Adams: Alright. Then one other item that was not submitted was the Certificate of Insurance.

Ms. Klenke: I actually got that saved on my laptop. I'm so sorry about that. If you send me a list, I will get that all to you.

Ms. Adams: Sounds good. Just a general question regarding your recommendation. The amount that the Board has budgeted for the current fiscal year for amenity management is \$196,000. Your proposal came in at \$271,000. What could you suggest in terms of the ability for the District to operate within the budget but maximize the lifestyle experience, the pleasantness of the amenities, etc. in terms of where can this Board look to trimming the staff? What would your recommendation be?

Ms. Klenke: It is staff heavy and without actually working here and being onsite, it's hard to say. However, for a community this size, we do not have a separate Event Coordinator. That is the job of the Clubhouse Manager. They oversee all of the amenities and greet the residents. Because you do not have access fobs here, that eliminates most of our Clubhouse Manager's job. So, they would have the time to plan events and work on events. I believe that also the Office Manager, that possibly could go down to maybe a part-time position as well too. That job would be to support the Clubhouse Manager or maybe we have a full-time Community Director and then a full-time Clubhouse Attendant or Assistant Manager.

Mr. Roumy: So, how are you going to cover 84 hours a week with two persons?

Ms. Adams: You're not.

Ms. Klenke: We would have to adjust your hours.

Mr. Roumy: It's not possible. I don't think it's possible.

Ms. Chichelli: With the security system, it's going to help.

Ms. Klenke: If you want a staff person here all of the hours that you're open, that's impossible to do with two people because they can only work 40 hours. I'm not sure if you could reduce your maintenance person to part-time maintenance.

Mr. Roumy: The maintenance guy comes here at 6:00 a.m. and goes home at 3:00 p.m. I'm talking about the office.

Ms. Klenke: Right. If we reduce maybe the maintenance hours, then we could add those hours.

Mr. Roumy: I don't think so. You can't.

Ms. Klenke: If your maintenance person is also working on your tennis court, then you have your Tennis Pro that's also doing that. So, your maintenance person probably should know how to do it, but does he need to do it if you're a Tennis Pro? There's definitely a lot of things that we could look at. It's just hard to say without actually being here onsite.

Mr. Roumy: Are you talking about 12 hours a day, 7 days a week?

Ms. Klenke: Your amenities are all open 12 hours a day, 7 days a week.

Mr. Roumy: Okay. How are we going to manage 12 hours a day, 7 days a week with two people?

Ms. Klenke: You're going to have to look at other options such as the access system and security.

Mr. Roumy: So, what is your recommendation?

Ms. Klenke: Our recommendation is that you find money somewhere to be able to pay your staff. The other thing is with the job market, you have to pay industry standards now, unfortunately. When staff members are coming in to apply for a job, they are looking to be paid higher than what we have ever paid them before. It's really astonishing because they are not desperate to find a job, they can find jobs anywhere. So, they are coming in and demanding from us what they should be paid. When we tell them no because we work off of a budget, they turn around and walk away.

Mr. Roumy: Do we have a budget for five people working?

Ms. Adams: Yes. Their proposal was \$271,338, which is inclusive of the staffing costs as well as management costs.

Ms. Klenke: It includes the Tennis Pro of course.

Mr. Roumy: We don't need a Tennis Pro.

Ms. Klenke: A Tennis Pro was requested.

Ms. Adams: Yeah, that is part of the current staffing plan to have a Tennis Pro perform the maintenance. The RFP was based on the current hours of operation and is subject to revision by the Board. If you don't want to have a Tennis Pro and want to have someone else do court maintenance it is up to the Board.

Mr. Roumy: The Tennis Pro is on his own and is a contractor. He's not paid by Vesta.

Ms. Adams: Yes.

Mr. Roumy: He is not paid by the CDD?

Ms. Adams: Yes.

Mr. Roumy: Whatever he collects, he pays 10% back to the clock. So, that's why we don't need a Tennis Pro.

Ms. Adams: Yes. Supervisor Roumy, the current situation is there is contracted services for tennis lessons, but there is also hourly pay for tennis court maintenance.

Mr. Roumy: For the maintenance it's different. It's two different things; Tennis Pro and tennis maintenance.

Ms. Adams: The Tennis Pro is paid for tennis court maintenance hourly. I'm just speaking to the current situation which has been that way for many years.

Mr. Roumy: I'm not trying to clarify it. The Tennis Pro that we have right now is contracted by Vesta and whatever lesson he gives to whoever, 10% of that goes back to the club. He is not paid hourly. He is not paid salary. He is not paid anything.

Ms. Adams: So, you're partially correct.

Mr. Roumy: The maintenance part of it is a part-timer who comes here 2-3 hours every morning to do the court.

Ms. Klenke: That's not the way that I understood your current program. You're correct as far as the Tennis Pro is contracted to do lessons.

Ms. Adams: Yes.

Ms. Klenke: But I also understand that he's also hired as part of your staff to do the maintenance on the court, separate from the lessons. Is that correct?

Ms. Adams: Yes.

Mr. Roumy: It's two different people.

Mr. Szewczyk: Regardless of whether it is two different people, it is still the job. All of these things can be adjusted based on what their recommendations are and what we're willing to pay.

Ms. Adams: So, it would be feasible to not have tennis lessons and there wouldn't be an adverse financial impact for that. But the tennis courts do need to be maintained seven days a week.

Mr. Roumy: Yes.

Ms. Adams: Oftentimes, it is a Tennis Pro who takes on that position for the ability to give tennis lessons.

Ms. Chichelli: Does he get paid for that?

Ms. Adams: The contract for lessons is a contract with Vesta that 10% of the proceeds were remitted back to the District and they retain 90 percent. Then court maintenance is an hourly rate.

Mr. Roumy: Okay.

Mr. Szewczyk: Are there any other questions?

Ms. Benjamin: No.

Ms. Chichelli: No.

Ms. Adams: Thank you very much. You do not need to stay for the rest of the meeting. I'll follow up with you. We are now ready for WTS. We have Amy with WTS. They provided us a proposal for amenity management that was included in the agenda packet. There's also a proposal that was provided under separate cover to the Board Members.

Ms. Gallogly: Good evening everyone. Thanks for having us here. I work with WTS International. We are a leisure management and consulting firm. We are out of Maryland. That's where our hub is. That is where we are based. We are a little different than your traditional management company. We don't focus on HOA or CDD management. We solely focus on amenities. We have three divisions, essentially, to our company that make up what we do. We've got a fitness division, a lifestyle division and a spa division. So, we work with HOA Boards, CDD Boards, developers, builders, hotel owners, hotel management companies, to provide a variety of amenity management services. Under that is certainly lifestyles, which is what I head up for this company. I am the VP of lifestyles. I head the whole division. I travel all over the US and get to work with Board Members such as yourselves, builders, developers, to provide lifestyle amenity services to the communities and resorts that we serve. Our high concentration is on the lifestyle aspect. We do provide a high level of programming wherever we are. That is our focus and that is our strong point. Something that sets us apart from our competitors is that we are not an HOA company, so we don't worry about that business. We really have full concentration on amenity management and lifestyle services. We do collaborate with on-site management or if there are off-site as well, we do that. We have to have synergy between the two companies because we don't offer that side of the service. We typically are the eyes and the ears of the facilities that we manage. We like to keep open communication with people like Tricia or the Board Members, the vendors as well that are part of our community. Are there questions about the proposal?

Mr. Szewczyk: Yes. A common question I had was the communities that you are involved with, I would assume that the majority of them have card access and fob systems?

Ms. Gallogly: Yes.

Mr. Szewczyk: Have you been in a community where you all get out for the community? Because that is a position that I feel that we are going to be in soon. How do you see that taking place?

Ms. Gallogly: Sure. We've come in a variety of situations when it comes to your access card management or fob distribution for residents. Typically, what we like to do is we have forms that we like our residents to fill out, our intake form, if you will. We will put systems in place, get approvals from Board Members to go ahead and have those waivers and forms instituted and then we will invite residents typically on certain days and times so we don't have an influx of everybody coming in at one particular time. Usually, we consider a pre-opening stage or a transition stage. So, they would come in at certain times. We would give them key pass. We've worked with all sorts of different systems and vendors when it comes to activation of those fobs. We do feel that filling out the information packet that we provide is vitally important because it gives us an opportunity at that point to collect resident information. So, we can collect email addresses which change from time to time, phone numbers, addresses, again signing a waiver of liability, which we feel is very important to be able to use the amenities. Then we have on file their access card number, their phone number activation of that fob. Some systems require photos, but some don't. I always suggest that you take a look at photos on an actual card if the Board would offer a card versus a fob. There are a lot of positives to having that. But we'll put all of the systems in place. We do that in a number of our communities right now, the ones that issue those fobs or access cards to the residents who fill out that paperwork, making sure they are providing a HUD statement or tax information and a license so we can identify who they are and make sure we're not giving a fob to a non-resident.

Mr. Szewczyk: That's all I had.

Ms. Gallogly: Okay.

Ms. Benjamin: What is your estimated monthly general admin cost for us?

Ms. Gallogly: Sure. I broke it down by yearly.

Ms. Adams: I provided under separate cover a one-page document with columns that say, "*Job Title, Hours per Week, Designation and Inclusive Costs.*" This is the document that was provided by the WTS to supplement their proposal in terms of to aid the Board.

Mr. Szewczyk: Got it.

Ms. Benjamin: \$298,000 for the year.

Mr. Roumy: Are they headquartered in Maryland?

Ms. Gallogly: Correct.

Mr. Roumy: Do you have District Managers?

Ms. Gallogly: Yes.

Mr. Roumy: Located where?

Ms. Gallogly: Yeah. Great question. So, I'm actually located in Florida. I'm located in Tampa. I head all of the lifestyle amenity services for the company. Then we have a regional Corporate Operations Director, which is like a District Manager. She has a portfolio of accounts. She's also located in Tampa, so she would oversee this particular property if the Board worked with WTS. We are both stationed in the State of Florida and in Tampa.

Mr. Roumy: We meet 11 times a year. According to your proposal, you want to come here six times a year.

Ms. Gallogly: We typically come quarterly as far as a structured site visit. If it is required that our COD is here monthly for Board Meetings, which a lot of our different communities require, that's not a problem. We will include that. We don't charge extra for site visits or extra for corporate meetings. That's all included in our services. Every community that we manage is very different with their rotation of required meetings that they have or required site visits. It really is truly up to the Board to decide that rotation.

Mr. Roumy: You submitted a bid, right?

Ms. Gallogly: Yes.

Mr. Roumy: Most likely you did the survey of this property?

Ms. Gallogly: Yes.

Mr. Roumy: You looked around. What do you suggest that we do different than what we have?

Ms. Gallogly: Sure. So, I sent one of our team members here to survey the community and to check out the Clubhouse and the amenities. We did find, I think, quite a few things that needed to be addressed maintenance-wise in our walk-through. Just some updating and some things in disrepair that need some extra TLC. So, that would be suggested from our team that the Board take a look at and certainly for your proposals, for your consideration on various items. We also took a look at your programming levels and what you're offering right now to the residents. Also, systems that you have in place as far as having residents pay for a program, how they sign up and how they register, your member management-type tools. I think there's room for improvement there as well. Included in our price is a point-of-sale and online registration system. We have it at all of the sites that we're at. It is an online web-based system where we would enter

residents' information in, once they go through the fob process and we know that they are residents. They would be in our system, and it would allow them to go online and register for exercise classes, personal training, the upcoming Halloween event, whatever socials are going on. They allow them to go online and pay. They would also go online and register. So, I think there's improvement there. From my understanding, I know you all have a resident directory too. I did see that. Besides that, we didn't see any online mechanism for residents to digitally submit interests for programs, offerings and services.

Mr. Roumy: We are open practically 12 hours a day, seven days a week. I say practically. How many people do you think we should cover?

Ms. Gallogly: In our proposal we've got 70 hours of what we call a Resident Service Specialist position. That would be somebody that would be here opening and closing. Then the other hours that are not covered in that would be supplemented through the main director. We feel it's important that him or her have face time with residents. We have success in that model. In most of our larger staff facilities, we usually don't have our manager working 40 hours covering for "*Desk hours*," but we do have recovered some overlap and that's where we supplement the 70 hours outside to cover other operating hours.

Mr. Roumy: I don't know if it's an error or something. What is 70 hours per week for Resident Service Specialist?

Ms. Gallogly: That's just the staff coverage.

Ms. Benjamin: That's for three part-time employees.

Mr. Roumy: You have the Amenity Director, 40 hours a week; Resident Service Specialist, 40 hours a week and 70 hours a week for Resident Services.

Ms. Gallogly: Yes. The main director is the 40-hour salary. That's the main Amenity Director or whatever title you prefer.

Mr. Roumy: So, it's three part-time hourly positions?

Ms. Gallogly: Three full-timers.

Mr. Roumy: It says three-part time hourly.

Ms. Gallogly: Right. For Resident Service Specialists. We are looking at three part-time positions that cover the 70 hours and then we're looking at one full timer. I think you-all might have had them as an admin lead. I forget what the title of that particular position was, but that's the lead. That's why I put it under RSS lead for 40 hours.

Ms. Adams: Board members, if you don't have any other questions, I do have a couple of questions for Amy. In regard to onboarding for Lakeside Plantation, should the Board choose to move forward with an agreement with WTS, what do you consider to be the most expeditious schedule that can be expected?

Ms. Gallogly: Sure, for onboarding, we won't be able to do that in 15 days or by November 1st. That's not something that we're able to initiate and complete. I promise that I'm going to work around that since I would be the one that will be assisting rolling that out. So, I think realistically, as far as beginning services to get up to staffing levels, we would of course look to bring on a Director first and foremost, that would be our go-to thing. We really find success in allowing our Director to pick his or her team. It's really important to us that they are part of that selection process. So, we don't want to typically do that outside of the Directors buy-in. We find more success in allowing them to do that. Because of that, we would like to hire them on first and then hire those other ancillary type positions, support positions. If we did that very quickly, we could start probably December 1st. That would be the accelerated timeline. We worked over at Cypress Falls for 13 years so we do know this area fairly well in North Port. I know that it's not saturated with people ready to work full-time and be here. It is hard to get those people out of the Sarasota area, south of that, to get down here. So, I do think in our internal recruiting team, we've got three full-time recruiters that assist us and the other channels to recruit. So, I think they would have some success if they were given nearly 40, 50 days to get staff onboard.

Ms. Adams: For the Amenity Director, do you anticipate that being a new hire from outside of the organization or do you anticipate that will be someone internal in the organization?

Ms. Gallogly: That's a great question. I don't know yet. I don't know the answer to that. It could be either. We have what we call, "*Bench players*" within our organization. These are individuals that we could've previously hired, worked for us and then come back or want to come back or have a desire to rejoin WTS or individuals that had interviewed with us before and we thought were highly qualified, but for whatever reason were not selected to be at a particular venue. So, we would first go to those individuals and see location-wise and fit-wise if this would be a good fit for them. Then outside of that, we will look to recruit outside of the organization.

Ms. Adams: One other question for you. I know that you are aware that the Board has budgeted and adopted a current budget for Amenity Management of \$196,000. Your proposal

came in at \$298,000. If the Board wanted to get closer to \$196,000, what recommendations would you have in terms of trimming the personnel?

Ms. Gallogly: We have to cut back the personnel, for sure. Not literally, but the personnel budget is what we would look to you to revisit that. My understanding of currently how you operate, your preference is to have a staff member here when the facility is open. So, I would just take a look at those hours of operation, if you can trim in the off season, whatever your off-season is here versus the in-season, look at trends of utilization and be able to staff around that so you are able to trim that number. I can't speak to other proposals, but typically, most of the money is in the staffing.

Mr. Roumy: Who sets the hourly rates? Do you set the hourly rates?

Ms. Adams: Are you talking about the hours that the office is staffed?

Mr. Roumy: Yes.

Ms. Adams: Ultimately, that's a policy decision that's up to the Board.

Mr. Roumy: Okay. Thank you.

Ms. Adams: We can have a candid conversation with that once the presentations are done. Do any other Board Members have questions for Amy from WTS?

Mr. Sabol: When was your company incorporated? Did you discuss that yet?

Ms. Gallogly: No. I think it was in 1973. We are nearly 50 years old. We started as a tennis company and then branched into spa and then into fitness and lifestyle.

Mr. Sabol: I will say that one thing is obvious in the figures that we looked at it, probably in order to stay within our budget, we're probably going to have to cut things somewhat. Because we did not pay Vesta as much as these companies expect. So, if we don't do some cutting, I can see down the future, raising rates and people are not going to like that. But it's something that will come up and we are going to have to face it. So, it's going to be a choice for us. We are going to have to really look this over and put the pencil to see where we are at in making a decision.

Mr. Szewczyk: Any other questions for Amy?

Ms. Benjamin: No.

Ms. Adams: You do not need to stay for the rest of the meeting. I'll be following up after Board discussion.

Ms. Gallogly: Okay. Thank you all. Have a good day.

Mr. Szewczyk: We will take a recess for 10 minutes?

The meeting was recessed at 7:45 p.m.

The meeting was reconvened at 7:55 p.m.

Ms. Adams: We are back on the record.

Resident (Not Identified): Could I address the Board for one second?

Ms. Adams: I'm sorry. This is not a time for public comment.

Resident (Not Identified): Before I leave, I want to make one public comment.

Ms. Adams: Excuse me, Mr. Chairman, would you like to take public comment?

Mr. Szewczyk: No. If you need to make your public comment, you can do it during the public comment period.

Resident (Not Identified): I would like to say it now.

Mr. Szewczyk: I'm sorry, sir, but we have business to attend to.

Resident (Not Identified): It will take a minute. I just want to say it. Listen to me. I live in the villas.

Mr. Szewczyk: Obviously, you're going to say it anyway, so go ahead.

Resident (Not Identified): I've been here since 2006. This is the first time I came to a CDD meeting. Now my question to you is this. You had a full house when I came here at 6:00 p.m. and now you have nobody. The question is, why are you people in this room and we are in that room? We can't hear what the heck is going on. We're here. We're interested in what's going on, but we can't hear what's going on. So, my question is, why are you in this room and we are in this room and the people that talk to are this way and we can't hear that way? That's my question. Thank you. I think they're all going to agree with me because we're all homeowners here, whether in the villas or here, it's the same thing. We'd like to know what's going on. We come here to listen to the problems and you're here trying to solve the problems. If you have a meeting next time, please have it in one room, not two. I'm talking here, but nobody can hear me back there. Now think about it, gentlemen and ladies. Have a good night.

Ms. Chichelli: You too.

Resident (Not Identified): I'm 91 years old. So, think about that. If you're going to have a meeting, let's everybody enjoy the meeting. Thank you.

Mr. Sabol: Why don't we continue the meeting.

Mr. Szewczyk: Yes.

Resident (Not Identified): Think about it.

Mr. Sabol: Have a good evening, sir.

Resident (Not Identified): I'll be here at the next CDD meeting. I want to see what you're going to do.

Mr. Sabol: I hope you come to the next meeting. Thank you.

Ms. Adams: Board members, we are still considering proposals for amenity management. As you're aware, this is a time-sensitive matter. Vesta, who had been serving as Amenity Services Manager, is not going to be renewing their agreement. We do need to bring in an amenity management company. I wish that we have more time to consider this and digest this and work on the budget, but really, the Board is in a position where we need to make a decision tonight in terms of ranking. Actually, we will be working on the ranking sheet, and we can do that together. We can do a consensus ranking and determine who is the Number 1 ranked vendor, the Number 2 ranked vendor and the Number 3 ranked member. As Board Members are aware, we were notified about a week before last month's Board meeting that Vesta would not be renewing their agreement. The Board approved their RFP, which was released to six different vendors who specialize in amenity management services. The District was notified by one vendor that they would not be providing a proposal with the amount that was budgeted by Lakeside Plantation. We have two non-responsive and we did receive three proposals. Those were all included in the agenda for Board review. Subsequent to receiving the proposals that were published, I did reach out to Evergreen and WTS. The reason that I reached out was for clarification regarding the amount that would be proposed for a lump-sum contract. The amount that Evergreen is proposing for staffing at the current levels of staffing for the current hours of operation is \$340,582. The amount that Rizzetta is proposing is \$271,338 and the amount that WTS is proposing is \$298,875. In order to have that side-by-side comparison, I did hand out a spreadsheet. The spreadsheet also notes which proposers were lacking in required elements. Rizzetta did not provide any of the required proposed documents, including signature pages, corporation pages. They did not provide their litigation history nor their Certificate of Insurance. You'll see that Evergreen did not provide references nor did they provide the litigation history. That's just an overview of where those vendors were in terms of responding with the required elements. The goal for tonight is to rank the proposers. From there, an agreement will be negotiated. What will be driving the cost of that agreement is the proposed staffing levels; the

hours of operation that we have someone here at the clubhouse as well as tennis maintenance. The Board budgeted for the current fiscal year, \$196,544. You also budgeted for \$25,000 in roving security patrol. Those monies can be repurposed for amenity management.

Ms. Benjamin: How much did you say?

Ms. Adams: \$25,000. The Board has also built in a \$22,640 overage, I'll say, or contingency amount in your landscaping line item. So, between those two lines, there is \$47,640 that can be repurposed towards amenity management. So, if you take the amount that you've budgeted, plus the monies that were allocated for security patrol and the difference between the landscaping agreement and the landscaping budget, that amount is \$244,184.

Ms. Benjamin: What happens if there is a substantial contingency related to landscaping if we move that money?

Ms. Adams: That's a good question. The reason that the contingency of \$22,000 or \$23,000 was built in, was not because of additional landscape items that may occur. There's a separate line item to handle mulch, tree trimming and plant replacement, but rather, there was concerns that the current service provider may not be providing the level of service that the District wants to receive, so by adding additional monies to that budget, it allowed for flexibility should be the Board in future want to go out to bid. So, this was really for the Landscape Service Agreement. However, if the Board is comfortable staying with the landscape service provider, we would anticipate at the end of the year, that \$22,000 or \$23,000 will be there. Does that make sense?

Ms. Benjamin: Yes.

Ms. Adams: Where we have a gap right now is with the amount that's budgeted plus the amount that could be allocated from landscape and security contracts. We can readily identify that \$244,000. Based on the staffing levels, we are still a distance from the proposed lump sum management costs and where we're budgeted. Other areas that the Board can consider, relates to capital projects. There is \$130,000 scheduled to be transferred out from your General Fund to your Capital Projects Fund. We can keep tight reigns on the capital expenses to the best extent possible. I do want to say that the Board already reviewed proposals for access control systems and can be implemented in tandem with amenity management, in order to ensure that the amenities are only used by residents and registered guests, but there would be an expense for that. Your current Capital Budget would be able to bear that expense. So, I think what might be

helpful is if we want to do a consensus ranking on the proposals, identify the proposer that is ranked Number 1, Number 2, and Number 3. Then once that's done, to get direction from the Board regarding your immediate hours of operation for Clubhouse and proposed staffing levels. That's information that District Council and the vendor that the Board selects can start to work on an agreement. It will be important to reach agreement in order to determine what the start date would be for the new amenity management company. How does that sound? Included in your Board packets is a ranking sheet. We have three different vendors that are listed here: WTS International, Evergreens Lifestyle, and Rizzetta & Company. We can take these one at a time in the order that they were printed on this sheet. WTS would be first. The RFP included a score sheet and vendors were notified that up to 25 points would be awarded for *Ability of Personnel*. Is there a suggested ranking from the Board and we will come to a consensus in terms of how many points out of 25, WTS demonstrated *Ability of Personnel*?

Mr. Roumy: Maybe we should fill out this here and give them to you.

Ms. Adams: Yeah. If you want to provide your number, then we can come to a consensus ranking.

Mr. Szewczyk: So, if everybody has their sheet filled with their numbers, we can give them to you.

Ms. Adams: Yeah, we can do it that way. I think some Board Members have not done their ranking sheets, so if we want to do a consensus ranking, we can do that where we decide on the number for each vendor. Alternatively, we can give Board Members some time to complete those sheets and turn them into me and I can add those up and tally them.

Mr. Sabol: Do you want a general consensus?

Ms. Adams: I think that may be faster.

Mr. Sabol: I'll give mine.

Ms. Adams: How many points did you award for WTS for *Ability of Personnel* up to 25 points?

Ms. Benjamin: Do we need to go through each column?

Ms. Adams: Yes, we have to have a score for each. So, we'll start with each row actually and we'll go across for WTS. Then we can move down to the next row with Evergreen and then down to the next row with Rizzetta & Company. Board Members, included in the RFP, was

some additional explanation in terms of what each of these categories comprised of. Would you like that information verbally?

Ms. Benjamin: I don't need it.

Ms. Adams: Okay.

Mr. Szewczyk: We'll just go around.

Ms. Adams: Sure.

Mr. Szewczyk: I have 25.

Ms. Adams: Does the Board agree that 25 is the correct ranking for *Ability of Personnel* for WTS?

Ms. Benjamin: I put 20.

Mr. Roumy: I put twenty 20.

Mr. Sabol: I have 22.

Ms. Benjamin: Can we have somewhere in the middle of that between 20 and 25?

Mr. Szewczyk: Can we just add them up?

Ms. Adams: We will, just come up with one number. I think Supervisor Benjamin just suggested to split the difference. Is the Board comfortable with 22.5?

Ms. Benjamin: Yes.

Ms. Adams: The next criterion is *Proposers' Experience*. Up to 25 points is available for WTS.

Ms. Chichelli: I feel that they have good experience so I'll give 25.

Ms. Adams: Is there anyone that thinks it should be less than 25?

Mr. Roumy: Fifteen.

Ms. Chichelli: For WTS experience? I thought they were more like the amenity lifestyle.

Ms. Adams: So, between 15 and 25 would be 20. The next criterion is *Understanding of Scope of Work*. I will say this efficiency checklist WTS did provide all of the required elements, if the Board wants to consider that.

Mr. Szewczyk: They did provide everything that was requested so I give them 25.

Ms. Benjamin: I gave 25.

Ms. Chichelli: Twenty-Five, I agree.

Ms. Adams: For *Financial Capacity*, there is up to 10 points available.

Mr. Szewczyk: I gave them 10 points.

Ms. Adams: Did anyone rank less than 10 for *Financial Capacity*? None. Is the Board comfortable with 9.5?

Ms. Chichelli: Yes.

Mr. Szewczyk: Yes.

Ms. Adams: The next criterion is *Price*.

Ms. Benjamin: Ten for me.

Mr. Szewczyk: I have nine.

Ms. Chichelli: Now, the highest is because it's high or because it's low?

Mr. Roumy: The flexibility.

Ms. Adams: Yeah, the low bidder gets the most points in this category. I heard 9 and 10, so 9.5 is in the middle. Then the next proposal that the Board is considering is from Evergreen. The first category is *Ability of Personnel* up to 25 points available.

Ms. Chichelli: I gave 22.

Mr. Szewczyk: I had 20.

Mr. Sabol: 20.

Mr. Roumy: 20.

Ms. Benjamin: 15.

Ms. Adams: Is the average 20 on that?

Mr. Szewczyk: Somewhere around there.

Ms. Adams: Is 20 the consensus ranking?

Mr. Szewczyk: Sure.

Ms. Adams: The next criterion is *Proposer's Experience*. Up to 25 points is available.

Ms. Benjamin: 15 for me.

Mr. Szewczyk: I have 19.

Mr. Sabol: 15.

Ms. Chichelli: 20.

Mr. Szewczyk: How about 17?

Ms. Adams: Is 17 the consensus ranking?

Ms. Chichelli: Yeah.

Ms. Adams: Alright. The next criterion for Evergreen is *Understanding of Scope of Work*. Up to 25 points is available. There were a couple of required elements that they did not include in their proposal, as the Board can see from the sufficiency checklist.

Mr. Szewczyk: 20.

Mr. Sabol: I will give them 20 too.

Ms. Chichelli: 20.

Ms. Adams: Alright, 20 is the consensus ranking. The next criterion is *Financial Capability*. Up to 10 points are available.

Mr. Szewczyk: I said eight.

Ms. Benjamin: I also had eight.

Mr. Sabol: Eight is good.

Ms. Adams: Eight is the consensus ranking. The next category is *Price*. This is where the low bidder gets the most points.

Mr. Szewczyk: I had 7.5.

Ms. Benjamin: Fine with me.

Ms. Adams: Seven-and-a-half is the consensus ranking. Then we're moving down to the next proposer, which was Rizzetta. The first category is *Ability of Personnel* up to 25 points.

Mr. Sabol: 25 points?

Ms. Adams: Is there anyone who ranked Rizzetta *Ability of Personnel* less than 25 points?

Ms. Chichelli: No, it's fine.

Ms. Adams: The next one is *Proposers' Experience* up to 25 points.

Mr. Sabol: 25 points.

Mr. Szewczyk: I had 18.

Ms. Benjamin: I had 20.

Ms. Chichelli: 22.

Ms. Adams: So, I've heard 22 and I heard 25. Did I hear 18?

Male 17: I had 18. Twenty-one is about in the middle.

Ms. Chichelli: Yes.

Ms. Benjamin: Okay.

Ms. Adams: Twenty-one is the consensus ranking. The next criterion is *Understanding of Scope of Work*. The required proposal warrants were not included. The litigation history was not included. The Certificate of Insurance was not included. Of all of the responses, this one did not include the required documents.

Ms. Chichelli: Tricia, I have a question. Have you worked with them? Because they didn't include that paperwork. What does that mean? Because you've been working with them, that means they have the information, but they just didn't include it.

Ms. Adams: I can't speak to their litigation history or their Certificate of Insurance, or the completed proposal required forms and why they were not included. Obviously, Deneen was embarrassed by that and said that they could subsequently provide them. One question that would have been helpful to ask all of the different companies is perhaps something along the lines of how many contracts they have been terminated from in the past year. I think that's where you might have seen some difference between the providers.

Mr. Szewczyk: So just based on the fact that they did not present and have the information when it was requested, at least as far as the least of the three, I gave them 15 for that.

Ms. Adams: Is there anyone that has more than 15?

Ms. Chichelli: I gave them 18. Because even though they didn't provide the information, I feel they have it. I felt that with the information that she gave us, it was more to what we want to hear, our level, I guess.

Ms. Adams: So, between the two, that would be a 16-and-a-half.

Mr. Szewczyk: Yes.

Ms. Adams: Okay. The next category is *Financial Capability*. Up to 10 points are available.

Ms. Benjamin: Eight for me.

Mr. Szewczyk: Nine.

Ms. Chichelli: Nine.

Mr. Sabol: Nine is good.

Ms. Adams: Is 8.5 alright?

Mr. Sabol: That's fine.

Mr. Szewczyk: Below nine.

Ms. Adams: Alright. Then *Price*?

Ms. Benjamin: 12 for me.

Mr. Szewczyk: 10 for me.

Mr. Sabol: 12.5 for me.

Ms. Adams: So, 11 or 11.5?

Mr. Sabol: Yes.

Mr. Szewczyk: 11.5 sounds good.

Ms. Adams: Give me a moment to add up these numbers. Alright. I'm going to just quickly double check my math. The total points awarded to WTS was 86.5. The total points awarded to Evergreen was 72.5. The total points awarded to Rizzetta was 83, making WTS the Number 1 ranked vendor, Rizzetta the Number 2 ranked vendor and Evergreen the Number 3 ranked vendor. The next step is that Ms. Sarah Sandy and District management staff will need enough information from the Board Members to determine what hours of coverage you want for our office hours in your Clubhouse. Many CDDs with highly amenitized properties, staff the Clubhouse eight hours a day, Monday through Friday, and perhaps half days on the weekend. That does not prohibit residents from accessing the amenities, but it does reduce the staffing from your current level. So, it's obviously a Board policy issue. This is something that the Board can consider. What we're attempting to do, is to get your hours of coverage closer to that \$244,000 mark, which is your budget plus the monies that we can identify from security and landscaping. If the Board wants to have more coverage, then we would be looking at perhaps not being able to transfer out to your capital reserve in this current year. So, those are the considerations for the Board.

Mr. Szewczyk: Well, I think maybe we were living in a dream world for the last bunch of years under Vesta. Obviously, we had a good deal with them financially. This is what the market bears. The way I see it, is that some of these capital improvement projects will probably have to be put on hold. Okay. Any beautification programs might have to just stick with repair and standard maintenance, unless it's visually bad. Those are a couple of steps I think we will have to take and taking into consideration that if we still go forward with the access as maybe only capital program that we proceed with, the hours that we need the office manned, we might not have to have someone here 12 hours, at least for now. Okay. Bottom line is we have to make up \$50,000 here.

Ms. Adams: Yeah.

Mr. Szewczyk: So, if it means going to a 10:00 a.m. to 6:00 p.m. day for business purposes in the office, then I'm okay with that. I don't know about the weekend, but the people in the office from what I see, have to conduct business and there's no reason why business can't be conducted between 9:00 a.m. and 5:00 p.m. People can come in here and get what they need. Once that company is in place, we push to get the access system in. That alone will eliminate some of the need for having somebody here all of the time. The situation is what it is. Alright? Minimizing for me anyway, going ahead with a capital project as far as the current access system and cutting back the hours, then we can negotiate with the company what that person is going to be called? What are their duties? But here's the hours that it needs to be manned. Then we can also consider maintenance because that can't be dropped.

Ms. Benjamin: Right.

Mr. Szewczyk: So, those are just my viewpoints. I personally think that we need to cut back on the office hours for now until we get the company in, fine tune things with them along with the card system.

Ms. Adams: So, is there a consensus that the correct hours would be Monday through Friday from 10:00 a.m. to 6:00 p.m. and on Saturday and Sunday from 10:00 a.m. to 2:00 p.m.? Again, this is for office coverage. This is not for maintenance which would take place seven days a week. There may be some overlap with duties there, but for office coverage, is there consensus on the Board that moving forward, 10:00 a.m. to 6:00 p.m., Monday to Friday and 10:00 a.m. to 2:00 p.m. on Saturday and Sunday?

Mr. Roumy: We cannot cut the hours before we had the fob installed.

Mr. Szewczyk: It has to be done.

Ms. Benjamin: We have to.

Mr. Szewczyk: We don't have money.

Mr. Sabol: We basically have cut off our nose.

Ms. Adams: It's not anything the District did. You budgeted based on the proposal that was provided for the upcoming year.

Mr. Sabol: Vesta was getting us a good deal. We had a ton of problems with them, but the problems could have been straightened out, they weren't and here we are.

Ms. Benjamin: Do we have anything else, capital improvements-wise on the table even?

Ms. Adams: Well, there is the drainage issue for the pool equipment. There are potentially some HVAC issues. So, critical maintenance is still critical maintenance. We will look carefully at your Capital Reserve Fund.

Mr. Szewczyk: Those are things like the drainage for the pool pumps and things like that. That needs to be done because something like that, it floods out and the next thing you know, we're buying more motors or more heaters and things like that. So, things like that, what has been constantly happening anyway, need to be done. I was a big fan and someday I'm still going to push for the fountains in the pond, but that's got to go by the wayside.

Mr. Sabol: We had people tonight complaining about the weeds. One of the big things that SOLitude told us, we have to put the bubbling system in there and that would cure part of the problem. I believe that we'll do that.

Ms. Adams: Yeah. There is still applied maintenance treatment that's ongoing and SOLitude is required to treat the vegetation. So, that can be addressed. That is part of the Amenity Manager's responsibilities to ensure that all of the vendors are in contract compliance. So, getting the Amenity Manager in place is a key step in the right direction. At this point, we can take Board action to memorialize your rankings. Ms. Sarah Sandy is on the line and may have comments, but I believe the motion would be to rank WTS as the Number One ranked proposer and direct staff to move forward with negotiating an agreement. Then we'll continue to discuss any other terms that the Board wants to discuss.

Mr. Sabol: If we can't come up with the terms with them, we can go to the second choice.

Ms. Adams: Right. Sarah is on the line. Do you have any comments?

Ms. Sandy: No. I think the Board has covered everything. The one thing I wanted to clarify; I think I heard from two of the management companies that they would be looking at an start date of December 1st. Is that correct?

Ms. Adams: That is correct.

Ms. Sandy: Okay.

Ms. Adams: Now there could potentially be a phasing in where perhaps an Amenity Manager starts first and then other employees are onboarded. Yeah. We're looking at December. So, if we want to take Board action, then we'll discuss a little bit further the next steps with the agreement. We'll get some additional input from District Counsel regarding what steps we need to have Board input and look at the time sensitivity to this step. Is the Board ready to take actions

to memorialize that WTS is ranked Number 1 and direct staff to move forward with an Amenity Management Agreement?

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with all in ranking WTS International Number One to provide Amenity Management Services and direct staff to move forward with an Amenity Management Agreement was approved.

Ms. Adams: Sarah, in terms of presentation of the agreement, what are your thoughts as far as timing? Do we need to perhaps look at continuing today's meeting in the next two or three weeks in case there are any matters that we need to check in with the Board or do you feel that this could wait until the next Board meeting, if there are any terms outside of what was presented in the RFP that needs to be negotiated? What are your thoughts on that?

Ms. Sandy: In making sure that I understand the Board's direction, the max amount, the not-to-exceed amount for the contract would be \$244,184. My thought would be that we move forward in negotiating with WTS to see if they can modify their proposal to fit that budget for the District and how that would be reflected in the various scope. If they are able to come up with that, we would bring that agreement back for the Board's approval. Certainly, I think Tricia is indicating that this is slightly unusual in the sense that we don't have the exact proposal that we're probably going to end up with in front of the Board at this time.

Ms. Adams: Yeah.

Ms. Sandy: We could do a couple of things. One, we could authorize a Board Member to work with staff in negotiating what we think would be an appropriate scope to fit the District's budget. That would at least give us a Board Member to work with and trying to finalize that with WTS before bringing it back to the full Board or we could continue the meeting for a few weeks to bring it back at that point in time or bring it back for the November Board meeting.

Ms. Adams: The reason it could essentially be time sensitive is a vendor may not want to move forward with hiring until there's an agreement in place. At the same time, we need to allow enough time for back and forth between staff and WTS in terms of the direction from the Board and the parameters as the Board sets.

Ms. Chichelli: I have a question. The difference is \$54,000. Do you think that we can get agreement with it?

Ms. Adams: Well, if you look at the sheet that WTS provided, which has the different rows and columns. Looking at a full-time of Amenity Director and then a full-time resident services worker, tennis maintenance and full-time maintenance and then looking at if an additional part-time person is needed for the coverage that the Board is looking for, I think we're going to get really close.

Ms. Chichelli: Okay.

Mr. Roumy: Can I suggest one thing?

Ms. Adams: Yes, sir.

Mr. Roumy: The maximum is \$244,000.

Ms. Adams: It is up to the Board to set that. Those are funds that can readily be identified. What's more painful is to identify the transfer out to capital reserve. That's there but I'm reluctant.

Mr. Roumy: Is the difference between WTS and Rizzetta 2.5 points on the rating?

Ms. Benjamin: Yes.

Ms. Adams: They are ranked Number Two.

Mr. Roumy: Yeah. What I'm suggesting is you talk to WTS and Rizzetta and tell them this is our budget and if they can meet it. If they don't meet it, then you go to the next one. We have two companies. Rizzetta is a very good company too that is located here in Tampa. What I'm saying is 2.5 points is like flipping a coin.

Ms. Adams: Yeah. Sarah, can the Board provide direction that if negotiations fail with the Number 1 ranked vendor that staff moves to the Number 2 ranked vendor? Do they need to memorialize that in action? What are your thoughts on that?

Ms. Sandy: Yes, we can do that, but again, I would want clear direction from the Board on if there is a not-to-exceed amount. If there is, I would like specific direction if the Board wanted to see certain hours cut. I think we talked about that a little bit, but if there's any more specificity on that or if you want to authorize the Chair to work with us in bringing something back to the Board that we think the Board would be happy with. I would be hesitate to terminate negotiations with WTS without having really specific parameters of what the Board would want.

Ms. Adams: That makes sense. One thing that the Board may want to consider that Sarah suggested might work, is to delegate authority to someone, perhaps the Chairman, to work with staff regarding these terms and to shape up an agreement that the Chairman or his or her

designee, whoever the Board designates believes is in the best interests of the District. Then bring that back for Board approval, either at the continuation of this meeting or next month's meeting, which is the third Wednesday in November.

Mr. Szewczyk: That's too close.

Ms. Adams: Yeah. I'm just concerned that we're getting close to when we want to have a vendor start. The sooner we can get an agreement finalized, the better.

Mr. Szewczyk: I have one suggestion. I don't know if it's any good or not. We're looking at \$298,000 for WTS or a difference of \$54,000. As far as negotiating going forward, can we split the difference to the \$54,000, add that \$27,000 to what our goal is, the \$244,000 and use that as the not-to-exceed so that we can proceed with this?

Ms. Adams: So, \$244,184 plus \$27,000?

Mr. Szewczyk: Yeah. Splitting that difference just so we then had a not-to-exceed amount. Because let's face it. We're going to shoot for \$244,000 and we're dealing with...

Mr. Roumy: \$271,000 with Rizzetta.

Mr. Szewczyk: So, I'm just trying to allow staff some wiggle room regarding the negotiation and the parameters as far as office hours and things like that.

Ms. Adams: So, if the Board is comfortable with those parameters, rather than adjourning today's meeting, I'd like to continue that. Sarah, do you think two weeks is enough time or do we need three weeks?

Ms. Sandy: I think it depends on WTS to be honest, and how quickly they can get us a revised Scope of Services. I think they should be able to hopefully do that within two weeks. At the minimum, we have a draft agreement. We can at a minimum, bring the scope back and hopefully get that approved.

Ms. Adams: Okay. So, is there a consensus on the Board that the not-to-exceed amount is \$271,184 and to maximize the hours of coverage and staffing within that parameter?

Mr. Sabol: I have a question for you.

Ms. Adams: Yes, sir.

Mr. Sabol: Are we compelled by law to have somebody in place within 30 days or do we have 60 days?

Ms. Adams: Well, that's really a resident services issue. The sooner that you get a company in here the more stability you will have.

Mr. Sabol: What I'm getting at, is does your company offer any of those services? Would your company cover that for us, if we don't make a decision? Is that possible or not possible?

Ms. Adams: Well, right now Vesta is willing to stay in place.

Mr. Szewczyk: Vesta staffing.

Ms. Adams: All of the current Vesta employees would be interviewing with WTS to determine a good fit for the organization and for the environment.

Mr. Sabol: I was trying to find some extra time.

Ms. Adams: There's not. We all want this to be accomplished as efficiently as possible. I think Sarah's suggestion of two weeks is a good one. Continuing the meeting on November 3rd would allow for enough time to have all of the agreement parameters confirmed by both parties and presented to the Board for approval.

Ms. Sandy: I think we might need to modify or update the prior motion slightly, approving the rankings as laid out.

Ms. Adams: Yeah. The Board made a motion to direct staff to negotiate with the Number One ranked vendor, so would you like a separate motion to confirm those parameters?

Ms. Sandy: Yeah. Either update the prior motion or a second one to confirm the not-to-exceed amount.

Ms. Adams: Supervisor Szewczyk, that motion was made by you and seconded by Supervisor Sabol. Do you both agree with amending the motion to include the parameter of a not-to-exceed \$272,000?

Mr. Szewczyk: Yes, I agreed.

Ms. Adams: Do we need to take a vote again, Sarah or just amend the motion?

Ms. Sandy: Let's take the vote again.

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with Ms. Benjamin, Mr. Szewczyk, Mr. Sabol and Ms. Chichelli in favor and Mr. Roumy dissenting, amending the prior motion to rank WTS International Number One to with 86.5 points, Rizzetta as Number Two with 82 points, and Evergreen as Number Three with 72.5 points and direction to staff negotiate an Amenity Management Agreement with the Number One ranked firm at a not-to-exceed amount of \$272,000, was approved. (Motion Passed 4-1)

Mr. Roumy: If we fail with WTS, what's plan B?

Ms. Adams: We can then go to the Number Two ranked vendor.

Mr. Roumy: Okay.

Ms. Adams: Sarah, do you have any other questions that we need to get answered regarding the agreement, or anything else that you need in order to move forward?

Ms. Sandy: Not at this time.

Ms. Adams: Okay. Sounds good.

C. Consideration of Proposal for Gazebo Repair with Innotech

Ms. Adams: Included in your agenda packet under Tab C is a proposal that has been worked out with Innotech. This was sent to Tamara on August 24th. It includes new shingles, new roof, there are some demolition and disposal of trash, replacing with new planks and new flooring. This is a top to bottom overhaul including the railing. The total amount is \$4,500. This is a maintenance item that's here for Board consideration.

Mr. Roumy: What type of wood is going to be used? It's not even mentioned here. He has to mention what type of wood he's going to be using for the flooring and for the railing.

Ms. Adams: Yeah.

Mr. Roumy: He can't put any cheap wood. In this atmosphere here, it doesn't work.

Ms. Adams: This says like types, so it would be in-kind replacement.

Mr. Roumy: Maybe we don't need wood, we need TREK, so we don't have to worry about painting or about anything else for the flooring.

Ms. Adams: It wouldn't be an upgrade. It would be kind for kind replacement for this budget amount. If you want more expensive fabrications, it will cost more.

Mr. Roumy: Everything is negotiable. Alright. If we go back to him and he says the flooring should be TREK instead of wood that is going to rot in two years.

Mr. Szewczyk: What is that?

Mr. Roumy: TREK?

Mr. Szewczyk: Yeah.

Mr. Roumy: This is the new construction material that will never fade. Nothing will attack it. It's called TREK.

Mr. Sabol: It's very expensive.

Mr. Roumy: Maybe \$500 more. Do it right.

Mr. Sabol: I bet it's \$3,000 to \$4,000.

Mr. Roumy: It's 8x8.

Mr. Szewczyk: Can we direct staff to get back to Innotech to get a price for using that material?

Ms. Adams: Do you just want the flooring to be that type of fabrication or do you want that type of fabrication for the railings and sides?

Mr. Roumy: Of course.

Ms. Adams: This is the kind for kind replacement. The composite materials are going to add to the expense, but you can certainly request a proposal.

Mr. Sabol: Bill, it would be more than just the floor. She said it will be the railings, it would be everything.

Mr. Szewczyk: I agree with you, Bill, but is this needed right now?

Ms. Benjamin: Yeah. It is needed.

Ms. Adams: It is needed. The gazebo has been closed because it's not a safe environment for walking.

Mr. Szewczyk: So, it's a safety issue?

Ms. Adams: Yeah. The entire gazebo could be demolished and removed if the Board doesn't want to repair it, but this is a relatively small amount to repair it to good condition.

Ms. Chichelli: How about we get the quote for the TREK and then we can make the decision? Can we approve it at the next meeting in two weeks?

Ms. Adams: Well, we can attempt to bring it back, but right now you don't have an Amenity Manager. That's typically the person who would be working with the vendors and

gathering these proposals. Courtney has been doing a great job in responding to communication and working with vendors. I will reach out to Courtney and see if she can facilitate a proposal including the TREK fabrication. Does the Board want to see composite fabrications for railings and other components or kind for kind of replacement for the railings?

Mr. Roumy: Also, a second bid. We don't know if this is right or wrong. Again, we rely on one bid.

Ms. Chichelli: Then this is going to take us longer.

Mr. Roumy: Then it will take longer. It's not important.

Mr. Szewczyk: Let's deal with the first question. The first question is it going to be that material on the floor and then like for like, or do we want the whole thing to be the composite? Do we want the whole thing to be composite?

Mr. Roumy: Of course, at a minimum.

Mr. Szewczyk: Okay. So, let's get a price. Again, remember that we don't have an Amenity Manager right now. We're asking for a price for using the composite material for the entire thing and if possible, a second quote from another company.

Mr. Roumy: Thank you.

Ms. Adams: Sounds good. So, we will differ this item.

D. Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2021

Ms. Adams: The next item in your agenda packet is consideration of an audit engagement letter with Berger, Toombs, Elam, Gaines & Frank (Berger, Toombs). The District is required to have an independent audit each fiscal year. This would be for Fiscal Year 2021, which just ended in September. Included in your agenda packet is the audit engagement letter. Previously the Board met, appointed themselves as the Audit Selection Committee, solicited for competitive proposals and Berger, Toombs was selected to provide audit services. The Board later confirmed that choice. This proposal is in accordance with the agreement with the District. We also received enhanced information from District Counsel regarding the Audit Engagement Agreement. Did you have any comments, Sarah?

Ms. Sandy: Just a few comments that I forwarded to you that we would like to get incorporated in all of our engagement letters with Berger, Toombs, dealing specifically with requirements that we like to include based on the District's role, procedures including when the

audit should be provided by and making sure that we include public records language. I had no further comments. So, if the Board is amenable to approving it, I just ask that you approve it in substantial form subject to District Counsel's comments.

Mr. Roumy: I have a question for Sarah.

Ms. Adams: I do want to mention what the price is. It's buried in this letter.

Mr. Roumy: Okay.

Ms. Adams: Did you find that, Supervisor Roumy?

Ms. Chichelli: It's \$3,000.

Ms. Adams: Yes. It is on Page 5, in the first paragraph, \$3,185. I just wanted to mention that this is in accordance with your budgeted amount for your current fiscal year.

Mr. Roumy: I have another question for Sarah.

Ms. Adams: Sure.

Mr. Roumy: It says here, "*Reasonable assurance is a high level of assurance, but is not absolute assurance.*" What does it mean?

Ms. Sandy: What does assurance mean?

Mr. Roumy: What's reasonable, but not absolute. What does it mean? It is on the first page.

Ms. Sandy: Those are the auditing standards under which they provide the audit. They can review your financial records and provide a reasonable assurance, but it's not free of errors. I believe that is what they are saying.

Mr. Roumy: Therefore, it's not guaranteed.

Ms. Sandy: Correct.

Mr. Szewczyk: What is?

Mr. Roumy: I don't understand the jargon.

Ms. Adams: So, staff would be seeking a motion to approve, subject to incorporating District Counsel remarks into the agreement.

On MOTION by Mr. Szewczyk seconded by Ms. Benjamin with all in favor the agreement with Berger, Toombs, Elam, Gaines & Frank to provide auditing services for Fiscal Year 2021 in a not-to-exceed amount of \$3,185 subject to District Counsel comments was ratified.

E. Consideration of Letter Regarding District Counsel

Ms. Adams: Provided to Board Members, under separate cover, is communication with the letterhead Hopping Green & Sams on the top. Ms. Sarah Sandy will be presenting this letter.

Ms. Sandy: Board Members, I wanted to thank you for the chance to address this. Our Special District Practice Group that has been at Hopping Green & Sams and with the District for many years, is transitioning to a new law firm named Kutak Rock, LLP., effective November 15th. After that point in time, there will be no further Special District Practice Group, or Community Development District Practice Group remaining at Hopping Green & Sams. Therefore, there would be nobody at HGS to further service the district. We put this letter out to you, which gives you the opportunity to either go with our practice group to Kutak Rock, LLP. and continue with our services and transfer your files along with us to the new firm. Alternatively, if the Board does not wish to do that, as I mentioned, we would be doing this effective November 15th. Unfortunately, at that time Hopping Green & Sams would no longer be able to provide the District with legal services. Therefore, the file for the District would be transferred back to the District and you would need to seek out other legal services. I'm happy to answer any questions the Board might have in regard to our change in firms and how that will affect your services, which in short is, it won't. This will all be behind the scenes. You'll just have a new name associated with my name, but the fees and rates that the District is paying will not change. We will have to have a new Fee Agreement executed with the new entity, but we will be keeping the hourly rates the same.

Ms. Adams: So, the action would be to select alternative number one.

On MOTION by Ms. Benjamin seconded by Mr. Szewczyk with all in favor engage with Kutak Rock, LLP. for District Counsel services effective November 15, 2021 was approved.

Mr. Roumy: So, we say continue with Sandy, right?

Ms. Adams: Yes. You'll still have the same staff members that you're accustomed to.

SEVENTH ORDER OF BUSINESS**Business Administration****A. Approval of Minutes of September 15, 2021 Meeting**

Ms. Adams: A draft of the minutes is in the agenda packet. I believe it has been reviewed by District Counsel. I know it's been reviewed by District management staff. It was pretty long set of meeting minutes. I would be happy to take any comments or corrections from Board Members? If not staff will be seeking a motion to approve.

Mr. Szewczyk: Okay. On Page 23, at the bottom, I have a feeling that was you continuing to speak, not me.

Ms. Adams: Understood.

Mr. Szewczyk: That's all I had.

Ms. Adams: So, any approval of the minutes would be subject to including these corrections.

On MOTION by Ms. Chichelli seconded by Mr. Szewczyk with all in favor the Minutes of the September 15, 2021 Meetings were approved as amended.

B. Approval of Check Register

Ms. Adams: Included in your agenda packet under Tab E is your Check Run from September 1 to September 30, 2021. The total amount is \$93,277.74. It includes your General Fund, capital reserve spending, as well as your automatic drafts for utilities. The detailed summary is included in the agenda packet, as well as copies of the invoices. I'm happy to answer any questions. Otherwise, staff would be seeking a motion to approve.

Ms. Benjamin: The Florida Department of Revenue is on the Check Register totaling 117.38, but in the invoices, there were two separate ones; one for \$70.42, the other \$84.48. That does not equal \$117.38. I'm just confused.

Ms. Adams: Okay. I'll see if the backup was mixed up there. This is a monthly payment based on the tennis membership fees that come in.

Ms. Benjamin: Right.

Ms. Adams: I'll make sure the backup matches with the electronic payments to the State of Florida for sales and use tax.

Ms. Benjamin: Okay. My second question is on the Hopping Green & Sams invoice, I noticed an interest charge on a past due balance for \$15.77. I went back several Check Registers and it's always on there, and I was curious why. Is there a delay in between invoice and payment or something like that? I understand that we're not going with Hopping Green & Sams anymore, but going forward is there some way that we can eliminate that?

Ms. Adams: Yes. Let me check into that. There shouldn't be any slow pay issues. If that's been occurring, we'll look at that and how to remediate that situation immediately.

Ms. Benjamin: Great. That's all I got.

Ms. Chichelli: I have a question. For Innotech Construction Service, there is a \$300 bill for an anchor and extra-large mirrors in the gym. \$300 is lot of money.

Ms. Adams: I can't speak to all of the work that was included in that or the materials. So, I would be happy to do some research with the amenity management team. It looks like there was fabrication, painting and wooden frames.

Ms. Chichelli: On the two mirrors.

Mr. Szewczyk: Yeah. I know the mirror was donated. Right?

Ms. Chichelli: The mirrors were donated, but the frame was \$300. I just feel it was too much money.

Mr. Roumy: Question for you. For Reliance Solutions, in May there were 104 hours, 112 hours in June, 96 hours in July, 112 hours in August and 104 hours in September. When do they come here? At night?

Mr. Szewczyk: Three days a week.

Mr. Roumy: That's 25 hours a week.

Ms. Adams: Earlier this calendar year, the Board directed amenity management staff to work with security on reducing the number of hours and the schedule. The schedule is not typically published.

Mr. Roumy: I see 104 hours in September. They haven't reduced anything.

Ms. Adams: These are reduced hours compared to previous hours.

Mr. Roumy: May was 104 hours. So, there's no reduction there.

Ms. Adams: The 104 hours is reduced from what had been occurring before.

Mr. Szewczyk: So, I guess it's a matter of when did we ask that they be lowered?

Mr. Roumy: Before May?

Mr. Szewczyk: It had to be before May then.

Ms. Chichelli: It had to be.

Ms. Adams: I think it was within a couple of months of Tamara starting as I recall.

Mr. Szewczyk: I think, we asked them to be here 25 to 30 hours a week. So, dropping it down to that 104.

Mr. Roumy: If I'm not mistaken, it was in June or July.

Mr. Szewczyk: I don't specifically remember when.

Mr. Roumy: I don't see any difference between May and September.

Ms. Adams: Yeah. I think, when Tamara was brought in, that's when Reliance Solutions was reduced.

Mr. Roumy: In October, will we see 104 hours again?

Ms. Adams: Unless this has changed, moving forward, we immediately want to cut down in order to save funding.

Mr. Szewczyk: I think, that probably needs to be discussed whenever we have that closed security meeting.

Ms. Adams: Okay. Sounds good.

Mr. Szewczyk: Just jumping on the bandwagon regarding late payments, I know it's a crazy time right now, but we paid the late fees to Comcast last month and month before.

Mr. Roumy: We paid \$600 twice.

Ms. Adams: I will reach out to the District Accountant to get an accounting for what's happening. If there was any fault of GMS accounting, we will credit back against the main invoice. I'll do a full report on that. We need a motion to approve the Check Register.

On MOTION by Mr. Szewczyk seconded by Mr. Sabol with all in favor the September Check Register was approved.
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C. Balance Sheet and Income Statement

Ms. Adams: The next item is your Balance Sheet and Income Statement. This is an informational item for the Board of Supervisors regarding your unaudited financial reports through September 30th. August would be the last month of Fiscal Year 2021. October 1 starts the new fiscal year. Overall, this Board has done a very good job controlling expenses for the past year. Your total expenditures that were budgeted was \$621,601 and your total spending was

\$555,351. We may still have a few September invoices that are coming in, but overall, you have done a very good job in controlling expenses.

EIGHTH ORDER OF BUSINESS

General Audience Comments

Ms. Adams: This is the time on the agenda where we have general audience comments now. If you could just please state your name for the record.

Resident (Donna Keller, Savannah Drive): I do have two things about the hours being cut back. I'm sure that everybody is aware of that water aerobics is 9:30 a.m. and we use the sound system. So, if there is nobody in the office, there is nobody to turn on the sound system. That's an issue. It is important that we maintain our health. Also, while we are getting new management for the office, I think that it is a very good idea that the employees be required to wear a uniform. Something that looks professional such as Polo shirts, black slacks and black shoes. Those are the only two comments that I have. I am concerned about the water aerobics.

Ms. Adams: Thank you. Are there any other members? Come on up.

Resident (Jackie Pavelka, Dixie Lane): Just a couple of things. We've talked about this numerous times, but the speeding that is going on around these streets. Somebody is going to get killed. They are driving 40 and 50 miles-per-hour (MPH) down Plantation Boulevard. It's crazy. There's no police presence. Nobody seems to care, but when somebody gets killed, then there's going to be a problem. There are people on bicycles. There are people walking dogs. The speeding concerns me. We have wildlife that walks out into the street. It's disappointing that people drive around here like it's a racetrack. That's one thing. Also, behind our house there is a preserve area. There was a tree that they let grow like a scrub, palm or whatever that decided to become a tree and nobody did anything about it. Well, now it has fallen over and is half dead. I was wondering, are they going to remove that now? It's basically right across the street in that preserve area.

Ms. Chichelli: What is your address?

Resident (Jackie Pavelka, Dixie Lane): 1500 Dixie Lane.

Ms. Chichelli: Thank you.

Resident (Jackie Pavelka, Dixie Lane): That's it.

Ms. Adams: Are there any other members of the public who would like to make a comment? Hearing none,

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Adams: Sarah is on the line.

Ms. Sandy: I have nothing additional to report to the Board at this time unless you have any questions.

Ms. Adams: Would the Board members like for Sarah to go over the ownership of the swale and the parking ordinances from City in North Port? There was a question about that from residents.

Mr. Szewczyk: The bottom line is that horse has been ridden quite a few times.

Ms. Adams: Yes. The Parking Ordinances are from City of North Port. It is up to the City of North Port Code Enforcement and Law Enforcement to enforce these parking regulations.

B. District Manager

Ms. Adams: Under the District Manager's Report, I will just address a few of the items that were brought up under public comment, Mr. Chairman, if that's okay.

Mr. Szewczyk: Yeah.

Ms. Adams: Is the person who brought a soliciting still here?

Ms. Benjamin: No. He's gone.

Ms. Adams: Soliciting is not as CDD matter. The City of North Port may prohibit soliciting or require a permit to solicit. So, calling the police when somebody is soliciting is the appropriate response there. There maybe also other restrictions, but the CDD doesn't have any regulation over private property. Private residential property is not governed by the CDD. So, I just wanted to address that. For the residents who brought up concerns about the preserve areas, drainage areas that perhaps had been wet and had not been mowed or lake maintenance, those have been noted. We have an agreement for lake maintenance. Supervisor Chichelli works with our landscape service provider to identify areas that need additional troubleshooting. The conservation areas may be permitted by the Water Management District and there may be prohibitions on the types of maintenance activities that can take place there, but we'll certainly check into that. Supervisor Chichelli is very diligent to meet with Bloomings on a regular basis.

i. Action Items List

Ms. Adams: The Action Items List is included in the agenda packet. It is getting late, so I will just say if you have any questions, I'm happy to answer those.

Mr. Sabol: Let's talk about what the lady just voiced her opinion about the speed bumps and the speed bumps and so forth. I think part of it is a bad area. I have viewed myself people speeding on motorcycles. There are a few younger people who I've seen go 50 MPH. It's bad. I am not in favor of putting in speed bumps. They are miserable. Is there something that can be put in that are not bumps, such as a long hump to slow them down?

Ms. Adams: Yeah. There are speed humps, speed bumps and speed tables. The Board can consider all of those options for traffic calming. There is an expense to doing those and they are controversial in terms of resident satisfaction. However, the City of North Port Police Department is responsible for traffic enforcement on these public roads. If residents see vehicles speeding, please call the police because this is a situation where the squeaky wheel gets the grease. The more the police are called regarding speeding, the more responsive they'll be because it is contingent on the number of calls that they get.

Mr. Sabol: The North Port Police have been called several times. As a resident, I live on Scarlett Avenue and so does Bill. They observed people going that fast. The North Port Police Department does not respond to a lot of things. They take care of homicides. They take care of the big issues, but they don't care about the smaller issues. So, she does have a valid complaint and I think we should discuss it.

Ms. Adams: Yeah. The District Engineer has provided some preliminary numbers that had been presented to the Board previously. The numbers need to be updated. It also includes recommended locations throughout the community that the Board can consider. We will bring that back.

Mr. Sabol: Can you put that back on an agenda?

Mr. Szewczyk: Well said, it will be presented to our Board on the 17th of November.

Ms. Adams: I intentionally did not schedule it tonight based on the amount of material that we needed to cover on the agenda.

Mr. Roumy: The issue about the parking on the grassy area, CDD property, why don't we collectively think outside the box a little bit? Why can't we plant every 10 feet, a Palm tree or a King Palm that will look nice on Scarlett Avenue every 10 feet. This way those people cannot

park in this grassy area. Do you follow me? It's a little expense to start with, but you blend every 10 feet a King Palm that doesn't require any maintenance. It will fall by itself and shed by itself. No one will be able to park a 16-foot car between those trees. So, why don't we think something original? Something that will make Scarlett look nicer than what it is right now?

Ms. Chichelli: Have you talked with your HOA?

Mr. Roumy: It's not HOA property. It's CDD property.

Ms. Chichelli: I know but sometimes they can come up with something and talk with the residents.

Mr. Roumy: It has nothing to do with HOA.

Ms. Chichelli: I know.

Mr. Roumy: It's going to cut down on the mowing, is going to cut down on lot of things. So, it's my suggestion to think outside the box a little bit instead of every meeting we have the same issue. I could make a turn on Scarlett Avenue a couple of days ago because there were so many cars on that corner over here. So, if you plant trees, no one can park there. Then they will be obligated to park right here.

Mr. Sabol: But they have improved haven't they, Bill, from what they were a year ago or six months ago? The parking has improved, in my opinion.

Mr. Roumy: I don't know.

C. Amenities Manager – Monthly Report

D. Landscape Maintenance Update

Ms. Adams: The Amenity Manager's Report was provided by Vesta and included in the agenda packet. We also have a landscape maintenance update that Supervisor Chichelli has handed out. Supervisor Chichelli, did you have any remarks regarding landscape maintenance or anything that you would like to report to the Board?

Ms. Chichelli: No.

Mr. Szewczyk: I must say whoever they hired to finally trim back the palms, did a good job. Everything looks good now.

Ms. Chichelli: Yes.

Ms. Benjamin: I agree.

Ms. Chichelli: I just want to say something. I communicate with Joe almost every week. As soon as I ask for something, he does it. So, I think right now it's working.

Mr. Szewczyk: I think if you can mention one thing to him. There have been a couple of comments regarding the preserve area encroaching into some of the homeowner areas. I have seen it myself that they are cutting short of going far enough with their cutting along the edge. It keeps creeping out little by little. So, if you can ask them to take a look at that.

Ms. Chichelli: Yeah. We've been through the entire community and we looked at those areas. We just took care of a maybe, last month, three houses. There was the same kind of problem. There was not much space in between, so they went in, they cut it and removed even the grass, but yeah, I can do that.

Mr. Szewczyk: Okay.

Mr. Sabol: Right beside that, the grass and weeds in preserve area are coming 15 to 20 feet under their property. Now, I know we're not supposed to do anything in that preserve area, but is it possible to do that?

Ms. Adams: If there's something encroaching on residential property, residents have the right to go from their property lines straight up. So, anything that's encroaching onto residential property from a conservation area can be taken care of.

Mr. Sabol: The line is actually probably 10 feet under their yard, but all the preserve is coming in. There is nothing we can do about it, I guess. We're not allowed to touch it.

Ms. Adams: Well different areas are permitted different ways. There are conservation areas and then there's what's called buffer areas where there's more permissive landscaping activities allowed for the buffer areas. So, we have to look specifically at the parcel and how that's designated. For the actual conservation areas, you're correct. Very few landscape activities are permitted other than the removal of invasive vegetation.

Mr. Sabol: But if you inform them when they are mowing, they could take a mower and force some of that back by cutting it.

Ms. Chichelli: Yes.

Mr. Sabol: Or just skip around it.

Ms. Chichelli: Sometimes what happens, is it looks like it's in the property of the people and it's not. So, we still have it in the CDD.

Ms. Adams: Another thing that Supervisor Chichelli probably picked up on. When talking about maintenance of some of the ditches that have been holding water, they just simply can't get their mowing equipment down into wet areas without potentially damaging the grass and making ruts, but once things dry out, there's more they'll be able to get it mowed.

Mr. Szewczyk: Yeah. I'm sure when they have an opportunity, they are going to be able to get down pretty low.

Ms. Adams: A lot of vegetation is on a cycle. This is the time of year where there is a lot of rain and growth. Then in the winter months, not as much. That's an opportunity to catch up.

Mr. Roumy: Question for you. Around the pickleball, they put down on the ground, these blocks for a walkway. Have you looked at it?

Ms. Adams: I haven't looked at it today.

Mr. Szewczyk: I have.

Mr. Roumy: When is going to be fixed?

Mr. Szewczyk: They were supposed to lay mulch down all the way through there.

Ms. Chichelli: Yes.

Mr. Roumy: It's poorly done to start with.

Mr. Szewczyk: It should've been done and installed.

Ms. Chichelli: No, they haven't done it.

Ms. Adams: There is a proposal that has been approved to get those installed flush with the ground and then mulch will be laid. Right now, all of the vendors are behind and it's taking a little bit longer than anyone wants to get work done. If it's still the same as this was last month, it's scheduled to be properly installed.

Ms. Chichelli: What happened is that Tamara did it herself trying to help and do it faster, but it didn't work. So, we have to have somebody do it the way it's supposed to be to avoid any liability.

Ms. Adams: Staff reached out to a couple of different vendors and a vendor was selected to do that work.

Ms. Chichelli: Yes. Mulch is going to be placed. We are going to save money too because we had a quote of \$200 to just put mulch in that area, but now because we haven't worked there, the new mulch is going to be placed between November 15th and November 30th

So, at that time, they're going to put the mulch without charging us that \$200 extra. We just have to be patient.

Mr. Roumy: Also, there was a concern about the sidewalks. There is a sidewalk right over here that's 2 inches above.

Ms. Adams: Yes. The amenity management teams are working with Bradley Concrete. Apparently, they are also backed up, but they are scheduled to come out and do additional sidewalk maintenance.

Mr. Szewczyk: Can we make sure that 2405 and 2407 Magnolia is on that to do?

Ms. Chichelli: It is.

Ms. Adams: I will check with Courtney.

Ms. Chichelli: I provided those addresses to Tamara. The first time that they came to do it, for some reason, they didn't include that, but they are now on the list.

Mr. Szewczyk: Okay.

Mr. Roumy: But it's a priority. Someone can fall.

Ms. Adams: Yes. It's been scheduled. It's just a matter of the vendors doing the work. It's not just at Lakeside Plantation that workers have more work that they can immediately get to.

Ms. Chichelli: Now, you've talked about the sidewalk. Is it on Lakeside Plantation Boulevard?

Mr. Roumy: Yes, right here.

Ms. Chichelli: That's the city.

Mr. Szewczyk: That's the city's responsibility.

Ms. Chichelli: I don't know if somebody here will make that call to the city to fix that.

TENTH ORDER OF BUSINESS

Other Business

Ms. Adams: Is there any other business? Hearing none,

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Adams: Are there any other Supervisor requests? Hearing none,

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Adams: We're not going to make a motion to adjourn today. We're going to make a motion to continue. We need to have at least three Board Members physically present in order to have a quorum. We would like to come back and bring the Management Agreement for Board approval for amenity management services that first week in November.

Ms. Chichelli: November 3rd, you said.

Ms. Adams: Yeah. It looks like November 3rd. Sarah, are you available on November 3rd at 6:00 p.m.?

Ms. Sandy: I am.

Ms. Adams: Are the Board Members available on November 3rd at 6:00 p.m.?

Mr. Sabol: I will not be here.

Mr. Roumy: Is that a Wednesday?

Ms. Adams: Yes, sir.

Ms. Chichelli: I am.

Mr. Szewczyk: I'll be here.

Ms. Benjamin: I'll be here.

Mr. Szewczyk: Are we prepared for Election Day on November 2nd? This Clubhouse is usually used for the election. It's a day before our meeting. In general, is our staff prepared for it?

Mr. Roumy: Not this year.

Ms. Adams: I'm not aware of it, but we can certainly follow up.

Ms. Chichelli: I haven't heard anything. I don't even know.

Ms. Adams: Is there a municipal election perhaps at City Hall?

Ms. Chichelli: There is something going on, but it is not here.

Ms. Adams: It is not a General Election.

Ms. Chichelli: No. By now, we should have received the contract, but I haven't heard anything. You haven't heard anything, right?

Ms. Adams: Good question. Alright. So, we have a motion to continue the meeting to November 3rd at 6:00 p.m. The only item on the agenda will be the Amenity Facility Management Agreement.

On MOTION by Mr. Szewczyk seconded by Ms. Chichelli with all in favor the meeting was continued to Wednesday, November 3, 2021 at 6:00 p.m. at this location to consider the Amenity Facility Management Agreement.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION B

Lakeside Plantation

Community Development District

Summary of Invoices

October 1, 2021 to October 31, 2021

Fund	Date	Check No.'s	Amount
General Fund	10/13/21	2626-2634	\$ 39,710.93
	10/28/21	2635-2645	\$ 5,232.55
			<u>\$ 44,943.48</u>
Capital Reserve Fund	10/13/21	123-125	\$ 43,903.00
			<u>\$ 43,903.00</u>
Automatic Drafts			
	Florida Power & Light	2200 Plantation Blvd - Clubhouse	\$ 1,012.93
		2200 Plantation Blvd - Fountain	\$ 341.65
		2200 Plantation Blvd - Pool	\$ 603.80
	North Port Utilities	2200 Plantation Blvd - Clubhouse	\$ 176.96
		2200 Plantation Blvd - Pool	\$ 390.73
	TECO Peoples Gas	2200 Plantation Blvd - Clubhouse Fireplace	\$ 16.07
	Comcast	2200 Plantation Blvd - Clubhouse	\$ 315.99
	FL Department of Revenue	Sales and Use Tax	\$ 51.10
			<u>\$ 2,909.23</u>
			<u>\$ 47,852.71</u>

CHECK DATE		VENDOR NAME		SUBCLASS		STATUS		AMOUNT		CHECK.... AMOUNT #	
10/13/21 00010		BANK A LAKESIDE PLANTATION		GENERAL		*		234.00			
10/01/21		LANDSCAPE MAINT OCT21		320-53800-46600		*		7,655.00			
10/13/21 00001		BLOOMINGS LANDSCAPE & TURF MGMT, INC		310-51300-34000		*		3,282.75		7,889.00 002626	
10/01/21		MANAGEMENT FEES OCT21		310-51300-35200		*		66.67			
10/01/21		WEBSITE ADMIN OCT21		310-51300-35100		*		104.17			
10/01/21		INFORMATION TECH OCT21		310-51300-31300		*		83.33			
10/01/21		DISSEMINATION SVC OCT21		310-51300-51000		*		.36			
10/01/21		OFFICE SUPPLIES		310-51300-42000		*		74.10			
10/01/21		POSTAGE		310-51300-42500		*		14.40			
10/13/21 00066		GOVERNMENTAL MANAGEMENT SERVICES		310-51300-31500		*		1,577.00		3,625.78 002627	
10/17/21		HOPPING GREEN & SAMS		320-53800-47301		*		125.00		1,577.00 002628	
10/13/21 00105		JOHN'S ELECTRIC MOTORS		300-20700-10000		*		8,980.91		125.00 002629	
10/05/21		DEBT SERVICE		300-58100-10000		*		1,710.60			
10/13/21 00298		LAKESIDE PLANTATION C/O USBANK		330-53800-48102		*		738.00		10,691.51 002630	
10/13/21 00106		SERGEANT'S ELECTRIC		310-51300-48000		*		118.69		738.00 002631	
9/23/21		NOTICE OF MEETING DATES		310-51300-48000		*		141.57			
10/13/21 00262		SUN NEWSPAPERS						260.26		002632	

LKSD LAKESIDE PLANT HSMITH

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	EXPENSED TO... DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
10/13/21	00257	10/01/21	390081	202110	330-53800-12000	VESTA PROPERTY SERVICES, INC.	*	12,394.42	12,394.42 002633
10/13/21	00052	7/14/21	62717	202107	330-53800-52000	SHADY COURT	*	2,409.96	2,409.96 002634
10/28/21	00353	10/26/21	BB102620	202110	310-51300-11000	WELCH TENNIS COURTS, INC.	*	200.00	200.00 002635
10/28/21	00200	10/26/21	AS102620	202110	310-51300-11000	BONNIE J BENJAMIN	*	200.00	200.00 002636
10/28/21	00342	10/26/21	BR102620	202110	310-51300-11000	ALAN SABOL	*	200.00	200.00 002637
10/28/21	00014	10/13/21	807196	202110	330-53800-48000	BILL ROUMY	*	58.49	58.49 002638
10/28/21	00015	10/01/21	94264	202110	310-51300-54000	CULLIGAN WATER	*	175.00	175.00 002639
10/28/21	00260	9/21/21	90029	202110	330-53800-51000	DEPARTMENT OF ECONOMIC OPPORTUNITY	*	956.56	956.56 002640
10/28/21	00104	10/19/21	103766	202110	330-53800-48103	DART POOL SOLUTIONS, INC	*	274.00	274.00 002641
10/28/21	00066	10/12/21	125558	202109	310-51300-31500	FITNESS LOGIC	*	1,802.50	1,802.50 002642
10/28/21	00056	10/26/21	JS102620	202110	310-51300-11000	HOPPING GREEN & SAMS	*	200.00	200.00 002643
10/28/21	00282	10/26/21	MC102620	202110	310-51300-11000	JOE SZEWCZYK	*	200.00	200.00 002644
						MARIA J CHICHELLI			
						LKSD LAKESIDE PLANT HSMITH			

AP300R
*** CHECK DATES 10/01/2021 - 10/31/2021 ***
YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LAKESIDE PLANTATION - GENERAL
BANK A LAKESIDE PLANTATION
RUN 11/08/21 PAGE 3

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	EXPENSED TO.... YRMO DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT
10/28/21	00272	10/01/21	PI-A0068	202110	320-53800-46000	*	966.00	
			LAKE/POND	MGMT	OCT21			
					SOLITUDE LAKE MANAGEMENT LLC			966.00 002645

TOTAL FOR BANK A 44,943.48

TOTAL FOR REGISTER 44,943.48

LKSD LAKESIDE PLANT HSMITH



DISTRICT MANAGER: GMS - Central Florida
COLLECTION AGENT: GMS - Central Florida
BOND ISSUE: LAKESIDE PLANTATION COM DEV DIST 99 A
Debt Service Due 11/1/2021

Prepared by: Barry Knack
(651) 466-5373

10/5/2021

DEBT SERVICE CALCULATION

Series: A	Current Outstanding	
LAKEPLCDD99A	\$1,300,000.00	
PrincipalAmt		\$0.00
InterestAmt		\$45,175.00
Total Debt Service Due: 11/1/2021		\$45,175.00
Amounts On Deposit:		
Revenue 6753380		\$34,483.49
Interest 6753328		\$0.00
Total On Deposit:		\$34,483.49
Total Due from District:		<u>\$10,691.51</u>

Prepayment Amt Due: \$0.00

Total Due from District: \$10,691.51

001300 20100 10000 \$8980.91

001 300 58100 10000 1710.60

53800-46400

Approved



Invoice

5824 Bee Ridge Road #165, Sarasota, FL 34233

Date 10/1/2021 Invoice # 2021-03152

BILL To:

Lakeside Plantation CDD
c/o Governmental Management Services
219 East Livingston Street
Orlando, FL 32801

Terms Due Date
Net 30 10/31/2021

Description	Qty	Amount
Month of October Monthly Grounds Maintenance Fee		7,655.00
320 538 46400		

PAYMENT ACCEPTED: CHECK AND CREDIT CARD.

Make check payable to:
Bloomings Landscape & Turf Management, Inc.
Please include invoice number on your check.
Thank You For Your Business

Total	\$7,655.00
Payments/Credits	\$0.00
Balance Due	\$7,655.00

Phone #
(941) 927-9765

Fax #
(941) 929-9356

E-mail
carla@bloomingslandscape.com

Web Site
www.bloomingslandscape.com

Vesta

53800-12000

Invoice

Approved

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 800
Jacksonville FL 32202

Invoice # 390081
Date 10/1/2021

Terms
Due Date 10/1/2021
Memo Oct2021 Fees

Bill To
Lakeside Plantation C.D.D.
c/o Governmental Mgmt Svcs-CF, LLC
8145 Narcoossee Road, Suite A206
Orlando FL 32827

Description	Quantity	Rate	Amount
Facility Manager Services at Lakeside Plantation Amenity Center	1	2,801.00	2,801.00
Office Administrative Assistant Services at Lakeside Plantation Amenity Center	1	2,281.08	2,281.08
Facility Attendants Services at Lakeside Plantation Amenity Center	1	2,587.92	2,587.92
Facility Maintenance Services at Lakeside Plantation Amenity Center	1	4,924.42	4,924.42

Total \$12,394.42

330 538 12000

GMS-Central Florida, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 130
Invoice Date: 10/1/21
Due Date: 10/1/21
Case:
P.O. Number:

Bill To:
Lakeside Plantation CDD
219 E. Livingston St.
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - October 2021 310 513 340		3,282.75	3,282.75
Website Administration - October 2021 310 513 352		66.67	66.67
Information Technology - October 2021 310 513 351		104.17	104.17
Dissemination Agent Services - October 2021 310 513 313		83.33	83.33
Office Supplies 310 513 310		0.36	0.36
Postage 310 513 420		74.10	74.10
Copies 310 513 425		14.40	14.40

Total \$3,625.78

Payments/Credits \$0.00

Balance Due \$3,625.78

**Sun Newspapers
Legal Advertising
23170 Harborview Rd
Port Charlotte, FL 33980**

08/31/21

Phone:(941) 206-1025 Fax:(941) 429-3111 Email:legals@yoursun.com

Acct#: 297693	Date: 08/31/21
LAUREN VANDERVEER	Ad Date: 09/06/21
LAKESIDE PLANTATION CDD	Class: 3126
219 EAST LIVINGSTON ST	Ad ID: 3810811
ORLANDO, FL 32801	Ad Taker: MPRESCOTT
Telephone: (407) 841-5524	Sales Person: 200
	Words: 369
	Lines: 83
	Agate Lines: 93
	Depth: 9.806
	Inserts: 1
	Description:

Other Charges:	\$0.00	Gross:	\$118.69
Discount:	\$0.00		
Surcharge:	\$0.00	Paid Amount:	- \$0.00
Credits:	\$0.00		
Bill Depth:	9.806	Amount Due:	\$118.69

Publication	Start	Stop	Inserts	Cost
Charlotte Sun (CS)	09/06/21	09/06/21	1	\$118.69

Ad Note:

Customer Note:

001 310 51300 48000

**We Appreciate Your Business!
Thank You LAUREN VANDERVEER!**

**NOTICE OF MEETING
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

The regular meeting of the Board of Supervisors of the Lakeside Plantation Community Development District will be held on Wednesday, September 15, 2021 at 6:00 PM at the Lakeside Plantation Clubhouse, 2800 Plantation Blvd., North Port, FL 34289. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 219 East Livingston Street, Orlando, FL 32801. This meeting may be continued to a date, time, and place to be specified on the record at the meeting.

In accordance with Sections 119.071(3)(a) and 281.301, Florida Statutes, a portion of the Regular Meeting may be closed to the public, as it relates to the District's security system plan. The closed session is scheduled to begin at 7:30 p.m. but may begin at any time during the Regular Meeting, and is expected to last approximately thirty (30) minutes, but may end earlier than expected or may extend longer. When the security system plan agenda item is discussed the public will be asked to leave. The public will be notified that they may return upon completion of the discussion regarding the security system plan.

There may be occasions when one or more Supervisors, Staff or other individuals will participate by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at least forty-eight (48) hours prior to the meeting by contacting the District Manager at (407) 841-5524. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based.

Tricia Adams
Governmental Management
Services - Central Florida, LLC
District Manager
Publish: September 6, 2021
297693 3810811



**PUBLISHER'S AFFIDAVIT OF
PUBLICATION STATE OF FLORIDA
COUNTY OF CHARLOTTE:**

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of the Sun Newspapers, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

99/67821

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com. Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Melinda Prescott
(Signature of Affiant)

Sworn and subscribed before me this 7th
day of September, 2021.

Jill Kelli Di Benedetto
(Signature of Notary Public)

Personally known ☒ OR ☐ Produced
Identification



**NOTICE OF MEETING
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

The regular meeting of the Board of Supervisors of the Lakeside Plantation Community Development District will be held on Wednesday, September 15, 2021 at 6:00 PM at the Lakeside Plantation Clubhouse, 2800 Plantation Blvd., North Port, FL 34289. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 219 East Livingston Street, Orlando, FL 32801. This meeting may be continued to a date, time, and place to be specified on the record at the meeting.

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Tricia Adams
Governmental Management
Services - Central Florida, LLC
District Manager
Publish: September 6, 2021
297693 3810811

Sun Newspapers
Legal Advertising
23170 Harborview Rd
Port Charlotte, FL 33980

09/23/21

Phone:(941) 206-1025 Fax:(941) 429-3111 Email:legals@yoursun.com

Acct#: 297693	Date: 09/23/21
LAUREN VANDERVEER	Ad Date: 09/30/21
LAKESIDE PLANTATION CDD	Class: 3126
219 EAST LIVINGSTON ST	Ad ID: 3813652
ORLANDO, FL 32801	Ad Taker: MPRESCOTT
Telephone: (407) 841-5524	Sales Person: 200
	Words: 391
	Lines: 99
	Agate Lines: 111
	Depth: 11.694
	Inserts: 1
	Description: FY22 Dates

Other Charges:	\$0.00	Gross:	\$141.57
Discount:	\$0.00		
Surcharge:	\$0.00	Paid Amount:	- \$0.00
Credits:	\$0.00		
Bill Depth:	11.694	Amount Due:	\$141.57

Publication	Start	Stop	Inserts	Cost
Charlotte Sun (CS)	09/30/21	09/30/21	1	\$141.57

Ad Note:

Customer Note:

001 310 51300 48000

We Appreciate Your Business!
Thank You LAUREN VANDERVEER!

NOTICE OF MEETING DATES
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT

The Board of Supervisors of the Lakeside Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2022 at 6:00 pm at the Lakeside Plantation Clubhouse, 2800 Plantation Blvd., North Port, Florida 34289 on the third Wednesday of the month as follows:

October 20, 2021
November 17, 2021
December 15, 2021
January 19, 2022
February 16, 2022
March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022
July 20, 2022
August 17, 2022
September 21, 2022

The meeting are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager at 219 East Livingston Street, Orlando, FL 32801.

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or held at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: www.lakesideplantationcdd.com.

A meeting may be continued to a date, time, and place as evidenced by motion of the majority of Board Members participating. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at a meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.

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Tricia Adams
District Manager
Governmental Management
Services - Central Florida, LLC
Publish: September 30, 2021
297693 3813652



**PUBLISHER'S AFFIDAVIT OF
PUBLICATION STATE OF FLORIDA
COUNTY OF CHARLOTTE:**

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of the Sun Newspapers, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

09/30/2021

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com.

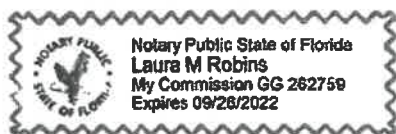
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Melinda Prescott
(Signature of Affiant)

Sworn and subscribed before me this 30th
day of September, 2021.

Laura M Robins
(Signature of Notary Public)

Personally known ☒ OR ☐ Produced
Identification



**NOTICE OF MEETING DATES
LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

The Board of Supervisors of the Lakeside Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2022 at 6:00 pm at the Lakeside Plantation Clubhouse, 2800 Plantation Blvd., North Port, Florida 34289 on the third Wednesday of the month as follows:

**October 20, 2021
November 17, 2021
December 15, 2021
January 19, 2022
February 16, 2022
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August 17, 2022
September 21, 2022**

The meeting are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager at 219 East Livingston Street, Orlando, FL 32801.

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Tricia Adams
District Manager
Governmental Management
Services - Central Florida, LLC
Publish: September 30, 2021
297693 3813652



Invoice

Welch Tennis Courts, Inc.
P.O. Box 7770
Sun City, FL 33586
Phone: 813-641-7787
Fax: 813-641-7795

Date	Invoice #
7/14/2021	62717

Bill To
Lakeside Plantation 135 W Central Blvd Suite 320 Orlando FL 32801

Ship To
Nathan Lakeside Plantation 2200 Plantation Blvd. North Port FL 34289

Terms	PO #	Due Date
Net 30	Tamara Lorf	8/13/2021
Sales Rep	Ship Via	Ship Date
Kimberly Valencia		7/14/2021

Notes

Color: PACIFIC BLUE

Quantity	Units	Description	Options	Unit Price	Amount
4	ea	Shady Court (Will need to confirm color before placing order)		524.99	2,099.96
1		Shipping & Handling - Drop Ship		310.00	310.00

Thank you for your business.	Total	\$2,409.96
------------------------------	-------	------------

ALL PAST DUE ACCOUNTS ARE SUBJECT TO AN ANNUAL INTEREST CHARGE OF 1-1/2% PER MONTH THIS REPRESENTS AN ANNUAL INTEREST RATE OF 18%. MATERIALS AND EQUIPMENT SHALL REMAIN THE PROPERTY OF WELCH TENNIS COURTS, INC. UNTIL PAID IN FULL. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

330 53800 52000

From: Lakeside Plantation clubhouse@lakesideplantationcdd.com
Subject: RE: Open Invoice (Welch Tennis)
Date: October 7, 2021 at 12:33 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Scott V. Smith scottsmith@vestapropertyservices.com

Good afternoon,

Yes, it is approved it is the 4 new tennis awnings.

Did the checks for Innotech and Bradley Ray get sent out too? They are both holding off work until they receive them.

Thank you,

Courtney Sears

Facility Attendent

Lakeside Plantation CDD

2800 Plantation Boulevard

North Port, FL 34289

Phone: 941.423.5500

Fax: 941.423.5501

Email: clubhouse@lakesideplantationcdd.com

www.lakesideplantationcdd.com

CONFIDENTIALITY NOTICE: This email, and any attachment(s) to it, is intended only for the use of the individual/entity addressed herein and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Be advised that any dissemination, distribution, or copying of this information (including any attachments) is strictly prohibited (without prior consent). If you have received this e-mail in error, please immediately return it to the sender and delete it from your system.

From: Hannah Smith <hsmith@gmstnn.com>
Sent: Thursday, October 7, 2021 12:19 PM
To: Lakeside Plantation <clubhouse@lakesideplantationcdd.com>
Cc: Scott V. Smith <scottsmith@vestapropertyservices.com>
Subject: Re: Open Invoice (Welch Tennis)

Good Afternoon,

I have no record of this invoice being paid. Just let me know if it's approved and I will add in for tomorrow. Thank you!

*****WE HAVE MOVED, PLEASE NOTE NEW OFFICE ADDRESS*****

Best Wishes,

Hannah Smith

Governmental Management Services

4648 Eagle Falls Pl

Tampa, FL 33619

Phone: (813) 422-7758 ext 136

On Oct 7, 2021 at 12:15 PM. Scott V. Smith

53800-416600

Approved



5824 Bee Ridge Road #165, Sarasota, FL 34233

Invoice

Date 9/29/2021 Invoice # 2021-02980

BNI To:

Lakeside Plantation CDD
c/o Governmental Management Services
219 East Livingston Street
Orlando, FL 32801

Terms Due on receipt	
Description	Amount
Install new plantings behind the flagpole Alamanda Bush - 3 gallon	234.00
320 538 416600	

PAYMENT ACCEPTED: CHECK AND CREDIT CARD.

Make check payable to:
Bloomings Landscape & Turf Management, Inc.
Please include invoice number on your check.
Thank You For Your Business

Total	\$234.00
Payments/Credits	\$0.00
Balance Due	\$234.00

Phone #	Fax #	E-mail	Web Site
(941) 927-9765	(941) 929-9356	carla@bloomingslandscape.com	www.bloomingslandscape.com

John's Electric Motors and WaterWorld Pool Supply
3616 Tamiami Trail, Unit 1B
Port Charlotte, Florida 33952
www.johnselectricmotors.com
941-629-0240

Lakeside Plantation
2200 Plantation Boulevard
North Port, FL 34289

Invoice # 5366
Invoice Date 09-17-21
Balance Due \$125.00

Item	Description	Unit Cost	Quantity	Line Total
Labor Service Calls	Service Call Labor	\$125.00	1.0	\$125.00
Subtotal				\$125.00
Tax				\$0.00
Invoice Total				\$125.00
Payments				\$0.00
Credits				\$0.00
Balance Due				\$125.00

320 538 47301

Signed: _____

Date: _____



From: Lakeside Plantation clubhouse@lakesideplantationcdd.com 
Subject: RE: Outstanding invoices close to 60 days old, totaling 2,000 for LAKESIDE PLANTATION - NORTH PORT
Date: October 1, 2021 at 3:55 PM
To: Hannah Smith hsmith@gmstnn.com, Scott V. Smith scottsmith@vestapropertyservices.com

Good afternoon,

Yes, they are the ones who just replaced the front fountain motors. The invoices are both correct.

Kind regards,

Courtney Sears

Facility Attendent

Lakeside Plantation CDD

2800 Plantation Boulevard

North Port, FL 34289

Phone: 941.423.5500

Fax: 941.423.5501

Email: clubhouse@lakesideplantationcdd.com

www.lakesideplantationcdd.com

CONFIDENTIALITY NOTICE: This email, and any attachment(s) to it, is intended only for the use of the individual/entity addressed herein and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Be advised that any dissemination, distribution, or copying of this information (including any attachments) is strictly prohibited (without prior consent). If you have received this e-mail in error, please immediately return it to the sender and delete it from your system.

From: Hannah Smith <hsmith@gmstnn.com>
Sent: Friday, October 1, 2021 11:53 AM
To: Scott V. Smith <scottsmith@vestapropertyservices.com>
Cc: Lakeside Plantation <clubhouse@lakesideplantationcdd.com>
Subject: Re: Outstanding invoices close to 60 days old, totaling 2,000 for LAKESIDE PLANTATION - NORTH PORT
Importance: High

Scott,

Invoice 5260 \$1,179.90 was paid yesterday.

Courtney- if you will verify invoices 5320 and 5366, I will add them in the next AP run.

Thank you!

****WE HAVE MOVED, PLEASE NOTE NEW OFFICE ADDRESS****

Best Wishes,
Hannah Smith
Governmental Management Services
4648 Eagle Falls Pl
Tampa, FL 33610

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Lakeside Plantation CDD

Board Meeting Date: October 26, 2021

	<i>Name</i>	<i>In Attendance Please ✓</i>	<i>Fee Involved Yes / No</i>
1	Bill Roumy	✓	Yes (\$200)
2	Bud Sabol	✓	Yes (\$200)
3	Joe Szewczyk	✓	Yes (\$200)
4	Bonnie Benjamin	✓	Yes (\$200)
5	Pina Chichelli	✓	Yes (\$200)

310 513 8110

The supervisors present at the above referenced meeting should be compensated accordingly.

Approved for Payment:

T. Adams
District Manager Signature

10/20/2021
Date

****RETURN SIGNED DOCUMENT TO District Accountant****

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84264			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Lakeside Plantation Community Development District
Mr. Michael Eckert
Hopping Green and Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, FL 32301



2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: MichaelE@hgsiaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: www.lakesideplantationodd.org
8. County(ies): Sarasota
9. Function(s): Community Development
10. Boundary Map on File: 03/13/1999
11. Creation Document on File: 03/13/1999
12. Date Established: 03/01/1999
13. Creation Method: Local Ordinance
14. Local Governing Authority: City of North Port
15. Creation Document(s): City Ordinance 99-1
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 10/12/2020

310513 540

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: [Signature] Date 10/12/21

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ☐ Denied: ☐ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

October 12, 2021

Lakeside Plantation Community Development District
9145 Narcoossee Rd, Ste. A206
Orlando, FL 32827

Bill Number 125558
Billed through 09/30/2021

General Counsel/Monthly Meeting
LPCDD 00001 SRS

310 513 315

FOR PROFESSIONAL SERVICES RENDERED

09/08/21	SRS	Review draft agenda and minutes; confer with Adams regarding amenity management.	0.60 hrs
09/09/21	SRS	Communicate with Board regarding street parking.	0.60 hrs
09/09/21	DGW	Research termination provisions for Vesta contract.	0.20 hrs
09/10/21	SRS	Confer with Roumy regarding City parking ordinance.	0.30 hrs
09/14/21	MCE	Review history regarding fishing policy.	0.10 hrs
09/14/21	SRS	Confer with Adams regarding amenity management RFP; prepare for Board meeting.	0.80 hrs
09/15/21	SRS	Confer with Deary regarding resident directory; attend Board meeting; conduct follow-up regarding same.	3.60 hrs
09/27/21	SRS	Confer regarding ROW landscaping maintenance.	0.20 hrs
Total fees for this matter			\$1,802.50

MATTER SUMMARY

Wilbourn, David - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.10 hrs	350 /hr	\$35.00
Sandy, Sarah R.	6.10 hrs	285 /hr	\$1,738.50

TOTAL FEES \$1,802.50

TOTAL CHARGES FOR THIS MATTER \$1,802.50

BILLING SUMMARY

Wilbourn, David - Paralegal	0.20 hrs	145 /hr	\$29.00
Eckert, Michael C.	0.10 hrs	350 /hr	\$35.00
Sandy, Sarah R.	6.10 hrs	285 /hr	\$1,738.50

=====

TOTAL FEES

\$1,802.50

TOTAL CHARGES FOR THIS BILL

\$1,802.50**Please include the bill number with your payment.**

From: Tricia Adams tadams@gmscfl.com
Subject: Re: LSP AP 10.27.21
Date: October 28, 2021 at 10:31 AM
To: Hannah Henry hhenry@gms-tampa.com

Approved - thank you,

Tricia L. Adams

District Manager
Governmental Management Services
219 E. Livingston Street
Orlando, FL 32801

Office 407.841.5524 ext 138
Cell 863.241.8050

"It is not the mountain we conquer but ourselves."
—Edmund Hillary

On Oct 27, 2021, at 1:04 PM, Hannah Henry <hhenry@gms-tampa.com> wrote:
<SKM_C360I21102713581.pdf>

Culligan Water Conditioning
1099 Enterprise Court
Nokomis, FL 34275
941-485-7526

330-53800-48000

Invoice #807196

Vendor #

10/13/2021
Driver
CHRISTOPHER GOEHRI

14:24:09
Route
41109

Sold To:
1017805:LAKESIDE PLANTATION
2200 PLANTATION BLVD
NORTH PORT, FL 34289

Desc	Qty	Unit \$	Total
5 GALLON DRINK	8	\$7.00	\$56.00
DELIVERY CHARG	1	\$2.49	\$2.49
BOTTLE DEPOSIT	2	\$0.00	\$0.00
Subtotal			\$58.49
Tax			\$0.00
Invoice Total			\$58.49
Payments: None			
Net Due			\$58.49

Thank you for your business
Visit www.culligansarasota.com
to make payments.
If paying by check, please
write Acct Num on the check

Approved 330-53800-48103



Fitness Logic

380 Scarlet Blvd.
Oldsmar, FL 34677

Phone #
727-784-4964

Fax #
727-784-0223

E-mail
fitlogic@aol.com

Invoice

Date	Invoice #
10/19/2021	103766

Bill To
GMS - Lakeside Plantation 9145 Narcoossee Rd Ste. A206 Orlando, FL 32827

Location/Contact/Phone
Location: Lakeside Plantation 2200 Plantation Blvd, North Port, FL 34289 Contact: Tamara Phone: 941-423-5500

P.O. Number	Terms	Rep	Work Order #	Completed
	Net 10	MA	103920	10/14/2021

Item Code	Description	Quantity	Price Each	Amount
Reupholstery	Pad (1)	1	65.00	65.00
Reupholstery	Pad (2)	1	125.00	125.00
Labor	Reupholster and replace pads on bench	1	84.00	84.00

Thank you for your business. Invoices over 30 Days will incur 1.5% Interest per month			Subtotal	\$274.00
			Sales Tax (0.0%)	\$0.00
			Total	\$274.00

53800 - 51000

DART Pool Solutions, Inc.

1181 S. Sumter Blvd - PMB 324
North Port, FL 34287
CPC1457408

Approved

Invoice

Date	Invoice #
9/21/2021	90029

Bill To
Lakeside Plantation 2200 Plantation Blvd North Port, FL 34287

Service Location
2200 Plantation Blvd North Port, FL 34289

P.O. No.	Terms	Due Date	Tech	Date of Service
	Net 30	10/21/2021	SB	9/21/2021

Description	Qty	Rate	Amount
October pool maintenance		850.00	850.00
White gutter grate & frame assembly	1	22.01	22.01
#5 Pump tube	1	40.80	40.80
Feeder tubing for sienna pump per foot	25	1.75	43.75
FL Sales Tax		7.00%	0.00
330 538 510			

Thank you for your business!

A finance charge of 1.5 % will be added to all overdue accounts, with a minimum charge of \$1.50. All materials, parts and equipment will remain property of DART until paid in full.

Total	\$956.56
Payments/Credits	\$0.00
Balance Due	\$956.56

Phone	941-743-2010	Fax	941-426-7593
E-mail	Web Site		
info@dartpoolsolutions.com		www.dartpoolsolutions.com	

320 53800-46000

SOLITUDE
LAKE MANAGEMENT

Voice: (888) 480-5253 Fax: (888) 856-0086

SOLD TO: Lakeside Plantation CDD
Governmental Mgmt Services-Central
9145 Narcoossee Road, Ste. A206
Orlando, FL 32827

Approved

INVOICE

Invoice Number: PI-A0088555
Invoice Date: 10/01/21

PROPERTY: Lakeside
Plantation CDD

CUSTOMER ID	CUSTOMER PO	Payment Terms		
L2077		Due upon receipt		
Sales Rep ID	Shipmen Method	Ship Date	Due Date	
Bill Kurth			10/01/21	
Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR06010 10/01/21 - 10/31/21 Lake & Pond Management Services		966.00	966.00

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

www.solitudelakemanagement.com

Subtotal	966.00
Sales Tax	0.00
Total Invoice	966.00
Payment Received	0.00
TOTAL	966.00

www.aeratorsaquatics4lakesponds.com

From: Lakeside Plantation clubhouse@lakesideplantationcdd.com @
Subject: RE: LSP CDD AP Approvals 10.27.21
Date: October 27, 2021 at 1:48 PM
To: Hannah Henry hhenry@gms-tampa.com
Cc: Tricia Adams tadams@gmscfl.com

Good afternoon,

I have approved the invoices you sent over, I attached one from Fitness Logic and Culligan water. I have also included the debit transactions from the rest of this month along with the excel sheet.

Kind regards,

Courtney Sears

Facility Attendent

Lakeside Plantation CDD

2800 Plantation Boulevard

North Port, FL 34289

Phone: 941.423.5500

Fax: 941.423.5501

Email: clubhouse@lakesideplantationcdd.com

www.lakesideplantationcdd.com

CONFIDENTIALITY NOTICE: This email, and any attachment(s) to it, is intended only for the use of the individual/entity addressed herein and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Be advised that any dissemination, distribution, or copying of this information (including any attachments) is strictly prohibited (without prior consent). If you have received this e-mail in error, please immediately return it to the sender and delete it from your system.

From: Hannah Henry <hhenry@gms-tampa.com>
Sent: Wednesday, October 27, 2021 1:05 PM
To: Lakeside Plantation <clubhouse@lakesideplantationcdd.com>
Cc: Tricia Adams <tadams@gmscfl.com>
Subject: LSP CDD AP Approvals 10.27.21

Courtney,

See attached Lakeside Plantation field invoices for review and approval. Let me know if you have any questions or comments.

Also, please save my new email address to your contacts. Thank you!!

Best Wishes,
Hannah Henry
Governmental Management Services
4648 Eagle Falls Pl
Tampa, FL 33619
Phone: (813) 422-7758 ext 136

****Please save my new email address hhenry@gms-tampa.com****



CHECK DATE	VEND#	DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT
10/13/21	00046	8/09/21	1019	202108	600	53800	48103			*	14,750.00	
		9/10/21	1434	202109	600	53800	48103		REMAINING BALANCE	*	4,750.00	
									INSTALL ADS DRAINAGE			
									INNOTECH CONSTRUCTION SERVICES, LLC			19,500.00 000123
10/13/21	00046	9/10/21	1434A	202109	600	53800	48103		FINAL-DRAINAGE PROJECT	*	4,750.00	
									INNOTECH CONSTRUCTION SERVICES, LLC			4,750.00 000124
10/13/21	00047	9/28/21	SS13021-	202109	600	53800	48103		THERMAL POOL UNIT INSTALL	*	19,653.00	
									SYMBIONT SERVICE CORP.			19,653.00 000125

TOTAL FOR BANK C 43,903.00

TOTAL FOR REGISTER 43,903.00

LKSD LAKESIDE PLANT HSMITH

Completed 9/28/21

Symbiont Service Corp.

4372 North Avenue Road, Englewood, Florida 34224
941.474.9306 • 800.891.4322 • Fax 941.473.9306
"One Company, One Call, Complete Comfort"



Approved

Invoice

DATE	INVOICE #
9/28/2021	SS13021-LF

BILL TO
Lakeside Plantation c/o Governmental Management Services 219 E. Livingston St. Orlando, FL 32801

SHIP TO
Lakeside Plantation 2200 Plantation Blvd. North Port, FL 34289

TERMS
Net

QTY	DESCRIPTION	AMOUNT
3	Symbiont Geo-Thermal Pool Heat/Cool Units installed as replacement of the (1) existing Pool Heating Units including titanium condenser heat exchangers.	28,076.00
1	Credit for Deposit paid on 09/9/2021 Pymt #000121 Model: PH090ARGSWHM Serial #210601842 Serial #210601966 Serial #210601843 System completely installed as per the proposal including plumbing and electrical modifications as required, system start-up and balance. Source water from existing lake, pump and piping.	-8,423.00

31-600-538-48103

Thank You!	Total	\$19,653.00
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Symbiant Service Corp.

4373 Sherr Avenue Road, Englewood, Florida 33024
 561.473.4300 • 561.473.4328 • Fax 561.473.4300
 Email: info@symbiant.com • info@symbiant.com

Pool Heating & Air Conditioning
 "One Company, One Call, Complete Comfort"
 Air Conditioning, Gas Furnace, Boilers, Heat Pumps

Name: Lakeside Plantation

2800 Plantation Blvd

North port FL 34289

Date: 4-28-2021

Phone: _____

Start Up Date: 4-28-2021

☒ Start Up ☐ PM

Disp#:

Electrical		Pool Water		Source Water		Source Pump		Booster Pump		Booster Pump	
Phases: <u>1</u>	Pump H.P. <u>5</u>	Well Water: ☒	Cent. ☒	Sub. ☐	Mod. # <u>9856</u>	Ser. # <u>115176H</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	
Voltage Applied <u>205</u>	Volts/Phase: <u>230/1</u>	Surface Water: ☒	Mod. # <u>2</u>	Volts: <u>205</u>	PH <u>1</u>	Amps <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	
Unit Voltage <u>220/230</u>	Amps: <u>20</u>	Loop Water: ☒	Mod. # <u>2</u>	Volts: <u>205</u>	PH <u>1</u>	Amps <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	
Trans. Connection <u>208</u>	Filtered GPM: <u>230</u>	Pool Source Spa: ☒	Mod. # <u>2</u>	Volts: <u>205</u>	PH <u>1</u>	Amps <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	
	Pool Filter Clean ☒	Cooling Tower: ☒	Mod. # <u>2</u>	Volts: <u>205</u>	PH <u>1</u>	Amps <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	Mod. # <u>1</u>	Ser. # <u>10</u>	
Equipment and Data		Equipment and Data		Equipment and Data		Equipment and Data		Equipment and Data		Equipment and Data	
Unit # <u>1</u>	Pool <u>1</u> Spa <u>1</u>	Unit # <u>2</u>	Pool <u>1</u> Spa <u>1</u>	Unit # <u>3</u>	Pool <u>1</u> Spa <u>1</u>	Unit # <u>3</u>	Pool <u>1</u> Spa <u>1</u>	Unit # <u>3</u>	Pool <u>1</u> Spa <u>1</u>	Unit # <u>3</u>	Pool <u>1</u> Spa <u>1</u>
Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>	Model # <u>PH090AR65WHM</u>
Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>	Serial # <u>210601842</u>
Nameplate RLA <u>32.05</u> Comp. Amps <u>26</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>	Nameplate RLA <u>32.05</u> Comp. Amps <u>29</u>
Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 355</u> C <u>365</u>	Head Pres. <u>H 355</u> C <u>365</u>	Head Pres. <u>H 355</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>	Head Pres. <u>H 375</u> C <u>365</u>
Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 155</u> C <u>160</u>	Suction Pres. <u>H 155</u> C <u>160</u>	Suction Pres. <u>H 155</u> C <u>160</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>	Suction Pres. <u>H 160</u> C <u>155</u>
Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>	Slight Glass <u>Clear/green</u>
Suction Line Temp. <u>H 69</u>	Suction Line Temp. <u>H 72</u>	Suction Line Temp. <u>H 72</u>	Suction Line Temp. <u>H 72</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>	Suction Line Temp. <u>H 74</u>
Evaporator Temp. <u>H 56</u>	Evaporator Temp. <u>H 54</u>	Evaporator Temp. <u>H 54</u>	Evaporator Temp. <u>H 54</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>	Evaporator Temp. <u>H 58</u>
Super Heat <u>H 13</u>	Super Heat <u>H 18</u>	Super Heat <u>H 18</u>	Super Heat <u>H 18</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>	Super Heat <u>H 16</u>
Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>	Pool Water Temp. In <u>86</u>
Pool Water Temp. Out <u>H 43</u> C <u>80</u>	Pool Water Temp. Out <u>H 42</u> C <u>81</u>	Pool Water Temp. Out <u>H 42</u> C <u>81</u>	Pool Water Temp. Out <u>H 42</u> C <u>81</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>	Pool Water Temp. Out <u>H 49</u> C <u>80</u>
Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 6</u> Drop <u>5</u>	Pool Water Temp. <u>Rise 6</u> Drop <u>5</u>	Pool Water Temp. <u>Rise 6</u> Drop <u>5</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>	Pool Water Temp. <u>Rise 7</u> Drop <u>6</u>
Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>	Source Water Temp. In <u>83</u>
Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>	Source Water Temp. Out <u>H 74</u> C <u>94</u>
Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>	Evaporator Temp. <u>Drop 9</u> Rise <u>11</u>

Remarks - Repairs Made - Repairs Needed Unit 2 Flow switches backwards from factory. Fixed on start up

Customer Comments

Customer Signature

[Signature]

Technician Signature

[Signature]

Symbiont Service Corp.

4378 North Avenue East, Birmingham, AL 35214
 914.677.4326 • 666.461.1334 • Fax 914.677.3266
 GeoThermalHeating.com • Info@SymbiontService.com

Pool Heating • Air Conditioning
 One Company, One Call, Complete Comfort!
 In a 24-hour emergency, we're here for you.

Name: Lakeside Plantation

Date: 9/28/21

Phone: _____

Start Up Date: 9/28/21 ☒ start up ☐ PM

Disp#:

Electrical		Pool Water		Source Water		Source Pump		Booster Pump		Booster Pump	
Phase:	Pump H.P.	Well Water:	Cent.	Sub.	Pool	Spa	Mod. #	Mod. #	Mod. #	Spa	Mod. #
Voltage Applied	Volts/Phase:	Surface Water					Ser. #	Ser. #	Ser. #		Ser. #
Unit Voltage	Amps:	Sted _____ Ducts	H.P. _____ Volts: _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____
Trans. Connection	Filtered GPM:	Loop Water:	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____	Mod. # _____
	Pool Filter Clean	Pool Source Spa:	H.P. _____ Volts: _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____	PH _____
Equipment and Data		Cooling Tower	Pump Discharge PSIG _____	Suction PSIG _____	Amps _____	PSIG _____	Amps _____	PSIG _____	Amps _____	PSIG _____	Amps _____
Unit # <u>4</u>	Pool <u>4</u> Spa _____	Equipment and Data		Unit # <u>5</u>	Pool <u>4</u> Spa _____	Equipment and Data		Unit # _____	Pool _____	Spa _____	Equipment and Data
Model # <u>PH090ARACUNE</u>	Model # <u>PH090ARACUNE</u>	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____	Model # _____
Serial # <u>1082584</u>	Serial # <u>1082584</u>	Serial # <u>1082584</u>	Serial # <u>1082584</u>	Serial # _____	Serial # _____	Serial # _____	Serial # _____	Serial # _____	Serial # _____	Serial # _____	Serial # _____
Nameplate RLA <u>28</u>	Comp. Amps <u>17.1</u>	Nameplate RLA <u>28</u>	Comp. Amps <u>18.5</u>	Nameplate RLA _____	Comp. Amps _____	Nameplate RLA _____	Comp. Amps _____	Nameplate RLA _____	Comp. Amps _____	Nameplate RLA _____	Comp. Amps _____
Head Pres. <u>H 255</u>	C <u>320</u>	Head Pres. <u>H 240</u>	C <u>265</u>	Head Pres. <u>H _____</u>	C <u>_____</u>	Head Pres. <u>H _____</u>	C <u>_____</u>	Head Pres. <u>H _____</u>	C <u>_____</u>	Head Pres. <u>H _____</u>	C <u>_____</u>
Suction Pres. <u>H 95</u>	C <u>105</u>	Suction Pres. <u>H 90</u>	C <u>100</u>	Suction Pres. <u>H _____</u>	C <u>_____</u>	Suction Pres. <u>H _____</u>	C <u>_____</u>	Suction Pres. <u>H _____</u>	C <u>_____</u>	Suction Pres. <u>H _____</u>	C <u>_____</u>
Sight Glass <u>clear/green</u>		Sight Glass <u>dark/green</u>		Sight Glass _____		Sight Glass _____		Sight Glass _____		Sight Glass _____	
Suction Line Temp. <u>H 65</u>		Suction Line Temp. <u>H 64</u>		Suction Line Temp. <u>H _____</u>		Suction Line Temp. <u>H _____</u>		Suction Line Temp. <u>H _____</u>		Suction Line Temp. <u>H _____</u>	
Evaporator Temp. <u>H 56</u>		Evaporator Temp. <u>H 54</u>		Evaporator Temp. <u>H _____</u>		Evaporator Temp. <u>H _____</u>		Evaporator Temp. <u>H _____</u>		Evaporator Temp. <u>H _____</u>	
Super Heat <u>H 9</u>		Super Heat <u>H 10</u>		Super Heat <u>H _____</u>		Super Heat <u>H _____</u>		Super Heat <u>H _____</u>		Super Heat <u>H _____</u>	
Pool Water Temp. In <u>86</u>		Pool Water Temp. In <u>86</u>		Pool Water Temp. In _____		Pool Water Temp. In _____		Pool Water Temp. In _____		Pool Water Temp. In _____	
Pool Water Temp. Out <u>H 89</u>	C <u>88</u>	Pool Water Temp. Out <u>H 90</u>	C <u>83</u>	Pool Water Temp. Out <u>H _____</u>	C <u>_____</u>	Pool Water Temp. Out <u>H _____</u>	C <u>_____</u>	Pool Water Temp. Out <u>H _____</u>	C <u>_____</u>	Pool Water Temp. Out <u>H _____</u>	C <u>_____</u>
Pool Water Temp. Rise <u>3</u>	Drop <u>3</u>	Pool Water Temp. Rise <u>4</u>	Drop _____	Pool Water Temp. Rise _____	Drop _____	Pool Water Temp. Rise _____	Drop _____	Pool Water Temp. Rise _____	Drop _____	Pool Water Temp. Rise _____	Drop _____
Source Water Temp. In <u>83</u>		Source Water Temp. In <u>83</u>		Source Water Temp. In _____		Source Water Temp. In _____		Source Water Temp. In _____		Source Water Temp. In _____	
Source Water Temp. Out <u>H 74</u>	C <u>43</u>	Source Water Temp. Out <u>H 73</u>	C <u>45</u>	Source Water Temp. Out <u>H _____</u>	C <u>_____</u>	Source Water Temp. Out <u>H _____</u>	C <u>_____</u>	Source Water Temp. Out <u>H _____</u>	C <u>_____</u>	Source Water Temp. Out <u>H _____</u>	C <u>_____</u>
Evaporator Temp. <u>Drop 9</u>	Rise <u>10</u>	Evaporator Temp. <u>Drop 10</u>	Rise <u>12</u>	Evaporator Temp. <u>Drop _____</u>	Rise _____	Evaporator Temp. <u>Drop _____</u>	Rise _____	Evaporator Temp. <u>Drop _____</u>	Rise _____	Evaporator Temp. <u>Drop _____</u>	Rise _____

Remarks - Repairs Made - Repairs Needed

Customer Comments

Customer Signature

Technician Signature

SYMBIONT SERVICE CORP COMMERCIAL POOL HEATING QUALITY CHECKLIST

Job Lakeside Plantation

Date 9-28-2021

Lead Installer Cameron A

Installer Anthony A

1. Report manufacturer quality control issues to Install Manager (i.e. scratch/dent) N/A
2. Units & pumps level & quiet? ✓
3. Circuit breaker sized & marked properly? ✓
4. Pool pump interlock functioning? ✓
5. Piping leak-tight? No discharge bubbles? ✓
6. Tighten titanium heat exchanger connection & freeze plug (as required) after unit's been running at least 30 minutes. N/A
7. Heat exchanger balancing valve handle(s) removed & marked? ✓
8. By-pass/diversion ball valve needed? If yes, is it properly marked? ✓
9. Do all sequences work properly? ✓
10. Are trenches properly backfilled & sodded? N/A
11. Did you install hurricane tie-downs? ✓
12. Is the area clean of all debris including electrical or plumbing cuttings? ✓
13. Start up report & installation re-cap completed & signed? ✓
14. Labels on units? ✓
15. Is all electrical equipment bonded? ✓
16. Check pool GPM before & after installation, make sure ok with HRS ✓
17. Did you damage underground piping or wire, and if so did you repair the damage? N/A
18. Take pictures of job site: 1) equip layout 2) breakers/disconnects 3) source water ✓
19. ARE YOU PROUD OF THIS JOB? ✓

Installer Comments: _____

CUSTOMER COMMENTS & STATEMENT: There are no loose ends at this time that I am aware of.

CUSTOMER SIGNATURE: _____ (must be signed by customer!!)

Innotech Construction Services, LLO
1077 Innovation Ave, Unit 112
North Port, FL 34289
(941) 204-0159
innotechconstructiongroup@gmail.com

Estimate

ADDRESS

Tamara Lorf
Lakeside Plantation
2800 Plantation Blvd
North Port, FL 33948

ESTIMATE # 1019

DATE 08/09/2021

EXPIRATION DATE 10/09/2021

031 MOD 53800 48103

PAYMENT TERMS

COD

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	Corridor Ceiling Installation - Side Flanking Section - 48 Linear Feet per section; 48'x10' total coverage area per section.	2	6,375.00	12,750.00
	General Labor	Remove all vinyl soffit from corridor ceilings.	1	0.00	0.00
	Parts, Labor, and Installation	Install 2"x4" wood purlin bracing on every 24" centers spanning the entirety of the ceiling length.	1	0.00	0.00
	General Labor	Reinstall vinyl soffit previously removed back to correct application specifications.	1	0.00	0.00
	Sales	Corridor Ceiling Installation - Front and Back Section - 102 Linear Feet per section; 102'x10' total coverage area per section.	2	8,375.00	16,750.00
	General Labor	Remove all vinyl soffit from corridor ceilings.	1	0.00	0.00
	Parts, Labor, and Installation	Install 2"x4" wood purlin bracing on every 24" centers spanning the entirety of the ceiling length.	1	0.00	0.00
	General Labor	Reinstall vinyl soffit previously removed back to correct application specifications.	1	0.00	0.00

Project and Cost can be divided among 2 or 4 years if the customer doesn't want to complete the project in one phase.

TOTAL

~~\$29,500.00~~

\$14750

remaining
balance

From: Tamara T. Lorf <tlorf@vestapropertyservices.com>
Subject: Re: Innotech Ceiling Corridor
Date: September 15, 2021 at 3:03 PM
To: Hannah Smith <hsmith@gmstnn.com>

Thank you so much,

Yes, Innotech are almost done, so I will be sure to send the approval and invoice.

We are lucky we have them as a vendor, they do so much for Lakeside and don't even charge for everything they do. The \$14,750 check cut, was that just for the ceiling project?

But yes, we can pay the remaining.

I am getting ready to send you my spreadsheet with receipts and invoices that are not paid right now.

I am resigning and my last day is the 22nd, so I want to be sure I have in what you need. Once you have this and if you still need receipts just let me know I will get them to you by the 22nd.

Also, just so you have our correct emails, and the staff at lakeside they are;

manager@lakesideplantationcdd.com and clubhouse@lakesideplantationcdd.com

The clubhouse email is the staff, so while I am gone and until a new manager comes in, the girls can help too with almost everything.

Thank you again Hannah.

Kind regards,

Tamara

From: Hannah Smith <hsmith@gmstnn.com>
Sent: Wednesday, September 15, 2021 2:19 PM
To: Tamara T. Lorf <tlorf@vestapropertyservices.com>
Subject: Re: Innotech Ceiling Corridor

Tamara,

Yes, I cut a check for \$14,750 for the deposit. Do I need to pay the remaining balance?

****WE HAVE MOVED, PLEASE NOTE NEW OFFICE ADDRESS****

*Best Wishes,
Hannah Smith*

Innotech Construction Services, LLC
 1077 Innovation Ave, Unit 112
 North Port, FL 34289
 (941) 204-0159
 innotechconstructiongroup@gmail.com

INVOICE

BILL TO
 Tricia Adams
 Governmental Management
 Services
 Lakeside Plantation CDD
 219 E Livingston St
 Orlando, FL 32801

INVOICE # 1434
DATE 09/10/2021
DUE DATE 09/10/2021
TERMS Due on receipt

31 1000 53800 48103

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	Purchase and Install 3 10" ADS Drainage Inlets, and run 220' 6" pvc piping, to engineered plans. This will include re-routing drainage through 3 sets of Oak Trees/Roots and pre-existing utility drops.		9,500.00	9,500.00
	Disclaimer	Innotech Construction Services assumes no liability for the health and well being of the Oak trees for the duration of the project. All reasonable care will be taken to preserve the state of the	1	0.00	0.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Oak Tress, however, there is a possibility the trees may experience damage, become sick, discolored, or die. We assume no liability for the repair or replacement of the trees if this should occur.			
Exterior - Magnolia Cir Drainage		BALANCE DUE			\$9,500.00

From: Tricia Adams <tadams@gmscfl.com>
Subject: Fwd: Invoice 1434 from Innotechconstructiongroup@gmail.com's Company
Date: September 22, 2021 at 9:36 AM
To: Hannah Smith hsmith@gmstn.com
Cc: Tamara Lof manager@lakesideplantationcdd.com, Brent O. Burford BOB@johnsoneng.com

Good morning Hannah,

Below is an invoice for LSP payable to Innotech. We only want to release a partial payment (50%) until the work is completed to the Engineer's satisfaction. It is a capital project. I will keep you posted on the status for the final payment as we will wait for the Engineer's final inspection.

Have a great day,

Tricia L. Adams

District Manager
Governmental Management Services
219 E. Livingston Street
Orlando, FL 32801

Office 407.841.5524 ext 138
Cell 863.241.8050

"It is not the mountain we conquer but ourselves."
—Edmund Hillary

Begin forwarded message:

From: "Brent O. Burford" <bob@johnsoneng.com>
Subject: RE: Invoice 1434 from Innotechconstructiongroup@gmail.com's Company
Date: September 22, 2021 at 7:12:06 AM EDT
To: Tricia Adams <tadams@gmscfl.com>

That was my suggestion

Brent O. Burford, E.I.
JOHNSON ENGINEERING, INC.
2122 Johnson Street
Fort Myers, Florida 33901
Main Office (239) 334-0046
Fax (239) 334-3661
Cell: (239) 228-7016
bob@johnsoneng.com

From: Tricia Adams <tadams@gmscfl.com>
Sent: Tuesday, September 21, 2021 5:59 PM
To: Brent O. Burford <bob@johnsoneng.com>
Subject: Re: Invoice 1434 from Innotechconstructiongroup@gmail.com's Company

Did you indicate we should issue a payment for 50%?

Thank you,

Tricia L. Adams

District Manager
Governmental Management Services
219 E. Livingston Street
Orlando, FL 32801

Office 407.841.5524 ext 138
Cell 863.241.8050

"It is not the mountain we conquer but ourselves."
—Edmund Hillary

On Sep 14, 2021, at 9:21 AM, Brent O. Burford <bob@johnsoneng.com> wrote:

I will inspect before the meeting tomorrow night.
I looked at it with the contractor just before they were finishing it up and things were looking good. I don't expect any issues.

Brent O. Burford, E.I.
JOHNSON ENGINEERING, INC.
2122 Johnson Street
Fort Myers, Florida 33901
Main Office (239) 334-0046
Fax (239) 334-3661
Cell: (239) 228-7016
bob@johnsoneng.com

From: Tricia Adams <tadams@gmscfl.com>
Sent: Tuesday, September 14, 2021 9:20 AM
To: Brent O. Burford <bob@johnsoneng.com>

From: Tricia Adams tadams@gmscfl.com 
Subject: Re:
Date: October 4, 2021 at 10:35 AM
To: George Flint gflint@gmscfl.com
Cc: Antonio Rosario arosario@gmscfl.com, Hannah Smith hsmith@gmstnn.com

Actually, Innotech is supposed to be paid 50% of both invoices (\$14,750+4,750) for a total of \$19,500. The balance of \$4,750 can be paid when the DE signs off on the drainage project. If wanted, the \$4,750 can be cut now to keep the same totals but that check should be mailed to me to be released at a later time.

Thank you,

Tricia L. Adams

District Manager
Governmental Management Services
219 E. Livingston Street
Orlando, FL 32801

Office 407.841.5524 ext 138
Cell 863.241.8050

"It is not the mountain we conquer but ourselves."
—Edmund Hillary



LSP CDD
CAPITA.....21.pdf

On Oct 1, 2021, at 5:31 PM, George Flint <gflint@gmscfl.com> wrote:

Tricia,

Please confirm Innotech is good to be paid and the amounts are correct.

George S. Flint

Vice-President

<LSP CDD CAPITAL AP 9.28.21.pdf>

Governmental Management Services -

Central Florida, LLC

219 East Livingston Street

Orlando, Florida 32801

Tel: (407) 841-5524

Cell: (407) 242-0501

Fax: (407) 839-1526

email: gflint@gmscfl.com

<FC63F28C-DEAF-4BEE-B2D4-431548FDA0F9.gif>

**Electric Bill Statement**

For: Aug 25, 2021 to Sep 24, 2021 (30 days)

Statement Date: Sep 24, 2021

Account Number: 04126-05586

Service Address:

2800 PLANTATION BLVD # FNTN
NORTH PORT, FL 34289**LAKESIDE PLANTATION COMMUNITY DEVELOPMENT DIST,**
Here's what you owe for this billing period.**CURRENT BILL****\$341.65**

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	349.31
Payments received	-349.31
Balance before new charges	0.00

Total new charges	341.65
Total amount you owe	\$341.65

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after December 14, 2021 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 05, 2021. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

**/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY ***

LAKESIDE PLANTATION
COMMUNITY DEVELOPMENT DIST
ATTN LAKESIDE PLANTATION COMMUNITY
9145 NARCOOSSEE RD # A206
ORLANDO FL 32827-5768

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

04126-05586

ACCOUNT NUMBER

\$341.65

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name: Account Number:
LAKESIDE PLANTATION 04126-05586
COMMUNITY
DEVELOPMENT DIST

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	349.31
Payment received - Thank you	-349.31
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Customer charge: \$10.61

Non-fuel: (\$0.065570 per kWh) \$211.87

Fuel: (\$0.028360 per kWh) \$91.63

Electric service amount 314.11

Gross receipts tax 8.05

Franchise charge 19.49

Taxes and charges 27.54

.....

Total new charges \$341.65

.....

Total amount you owe \$341.65

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter KN46183. Next meter reading Oct 25, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	78598		75367		3231

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Sep 24, 2021	Aug 25, 2021	Sep 24, 2020
kWh Used	3231	3306	5912
Service days	30	32	30
kWh/day	107	103	197
Amount	\$341.65	\$349.31	\$573.77

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Beware of phone scammers threatening to shut off power unless immediate payment is made with a prepaid card.

[Learn more](#) ›

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

**Electric Bill Statement**

For: Aug 25, 2021 to Sep 24, 2021 (30 days)

Statement Date: Sep 24, 2021

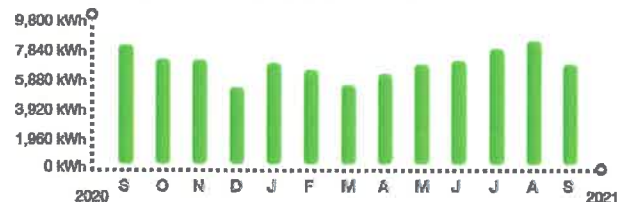
Account Number: 57421-67439

Service Address:2800 PLANTATION BLVD # CLBHSE
NORTH PORT, FL 34289**LAKESIDE PLANTATION COMM DEVELOPMENT DIST,**
Here's what you owe for this billing period.**CURRENT BILL****\$1,012.93**

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

Have \$957.09 withdrawn
instead of \$1,012.93.
Enroll in FPL Budget
Billing®.
[FPL.com/AutoBB](https://www.fpl.com/AutoBB)**ENERGY USAGE HISTORY****BILL SUMMARY**

Amount of your last bill	1,158.06
Payments received	-1,158.06
Balance before new charges	0.00
Total new charges	1,012.93
Total amount you owe	\$1,012.93

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Enroll in FPL Budget Billing and have Automatic Bill Pay debit \$957.09 instead of \$1,012.93 on your next withdrawal date. Your monthly bills will become predictable year-round. Enroll at [FPL.com/AutoBB](https://www.fpl.com/AutoBB)
- Payment received after December 14, 2021 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 05, 2021. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)**/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY ***LAKESIDE PLANTATION COMM
DEVELOPMENT DIST
ATTN LAKESIDE PLANTATION COMMUNITY
9145 NARCOOSSEE RD # A206
ORLANDO FL 32827-5768The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

57421-67439

ACCOUNT NUMBER

\$1,012.93

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name: Account Number:
LAKESIDE PLANTATION 57421-67439
COMM DEVELOPMENT
DIST

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	1,158.06
Payment received - Thank you	-1,158.06
Balance before new charges	\$0.00

New Charges

Rate: GSD-1 GENERAL SERVICE DEMAND

Customer charge:	\$26.48
Non-fuel: (\$0.023540 per kWh)	\$169.49
Fuel: (\$0.028360 per kWh)	\$204.19
Demand: (\$11.30 per KW)	\$531.10

Electric service amount	931.26
-------------------------	--------

Gross receipts tax	23.88
--------------------	-------

Franchise charge	57.79
------------------	-------

Taxes and charges	81.67
-------------------	-------

Total new charges	\$1,012.93
-------------------	------------

Total amount you owe	\$1,012.93
----------------------	------------

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter KLL2846. Next meter reading Oct 25, 2021.

Usage Type	Current	- Previous	x Const	= Usage
kWh used	75244	74524	10	7200
Demand KW	4.71		10.00	47

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Sep 24, 2021	Aug 25, 2021	Sep 24, 2020
kWh Used	7200	8900	8580
Service days	30	32	30
kWh/day	240	278	286
Amount	\$1,012.93	\$1,158.06	\$857.99

Stay connected

The FPL Mobile App is the easiest way to stay connected with us when a disaster strikes.

Stay ready - get the app today!

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Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[Try it today](#)

Don't get burned

Beware of phone scammers threatening to shut off power unless immediate payment is made with a prepaid card.

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When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

**Electric Bill Statement**

For: Aug 25, 2021 to Sep 24, 2021 (30 days)

Statement Date: Sep 24, 2021

Account Number: 84595-15071

Service Address:2800 PLANTATION BLVD #POOL & TENNIS
NORTH PORT, FL 34289**LAKESIDE PLANTATION COMM DEVELOPMENT DIST,**
Here's what you owe for this billing period.**CURRENT BILL****\$603.80**

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after December 14, 2021 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 05, 2021. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

BILL SUMMARY

Amount of your last bill	613.99
Payments received	-613.99
Balance before new charges	0.00

Total new charges	603.80
Total amount you owe	\$603.80

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)**/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY ***LAKESIDE PLANTATION COMM
DEVELOPMENT DIST
ATTN LAKESIDE PLANTATION COMMUNITY
9145 NARCOOSSEE RD # A206
ORLANDO FL 32827-5768The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

84595-15071

ACCOUNT NUMBER

\$603.80

TOTAL AMOUNT YOU OWE

Oct 15, 2021

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name: LAKESIDE PLANTATION
COMM DEVELOPMENT
DIST

Account Number:
84595-15071

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	613.99
Payment received - Thank you	-613.99
Balance before new charges	\$0.00

New Charges

Rate: GSD-1 GENERAL SERVICE DEMAND

Customer charge: \$26.48

Non-fuel: (\$0.023540 per kWh) \$137.27

Fuel: (\$0.028360 per kWh) \$165.37

Demand: (\$11.90 per KW) \$226.00

Electric service amount 555.12

Gross receipts tax 14.23

Franchise charge 34.45

Taxes and charges 48.68

Total new charges \$603.80

Total amount you owe \$603.80

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter KL84533. Next meter reading Oct 25, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	87361		81530		5831
Demand KW	20.31				20

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Sep 24, 2021	Aug 25, 2021	Sep 24, 2020
kWh Used	5831	5794	6301
Service days	30	32	30
kWh/day	194	181	210
Amount	\$603.80	\$613.99	\$598.34

Stay connected

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Stay ready - get the app today!

[Download now](#)

Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[Try it today](#)

Don't get burned

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North Port Utilities

941-429-7122
4970 City Hall Blvd
North Port, FL 34286

SERVICE ADDRESS			
2800 PLANTATION BLVD			
ACCOUNT NUMBER	CYCLE	BILL DATE	DUE DATE
43123-156052	18-29	9/28/2021	10/19/2021

Total Current Charges	176.96
Balance Forward	0.00
Total Amount Due	176.96

LAKESIDE PLANTATION COMM DEV
9145 NARCOOSSEE RD STE A206

ORLANDO FL 32827-5768

000043123000156052000000176968

1 LAKE Please return this portion with payment. *Thank You.*

SERVICE ADDRESS 2800 PLANTATION BLVD

*** CYCLE BILL - AUTO PA ***

ACCOUNT NUMBER	CYCLE	BILL DATE	DUE DATE	Last Bill Amount	
43123-156052	18-29	9/28/2021	10/19/2021	166.08	
				Payments	-166.08
				Adjustments	0.00
				Balance Forward	0.00
Rate Class: COMMERCIAL					
Last payment amount/date:		166.08	9/17/2021		

Service Period		Days	Meter Number	Mult	Units	Current	Previous	Usage
WA	8/19/21 9/21/21	33	54830746	1.000	TGAL	42	37	5
						USAGE FOR		2

Service	Consumption	Charge	Total
WA Base facility chg		47.29	0.00
WA Usage block 1	5.00	21.65	0.00
TOTAL WATER			68.94
SE Base facility chg		75.27	0.00
SE Consumption	5.00	32.75	0.00
TOTAL SEWER			108.02

Total Current Charges	176.96
Balance Forward	0.00
Total Amount Due	176.96

Install smoke alarms on every level of your home,

inside bedrooms & outside sleeping areas. Choose

the right smoke alarm for your needs & verify it

meets newest UL217 & UL268 standards.

North Port Utilities

941-429-7122
4970 City Hall Blvd
North Port, FL 34286

SERVICE ADDRESS			
2800 PLANTATION BLVD			
ACCOUNT NUMBER	CYCLE	BILL DATE	DUE DATE
43123-154656	18-29	9/28/2021	10/19/2021

Total Current Charges	390.73
Balance Forward	0.00
Total Amount Due	390.73

LAKESIDE PLANTATION COMM DEV
9145 NARCOOSSEE RD STE A206

ORLANDO FL 32827-5768

000043123000154656000000390735

1 LAKE Please return this portion with payment. *Thank You.*

SERVICE ADDRESS 2800 PLANTATION BLVD

*** CYCLE BILL - AUTO PA ***

ACCOUNT NUMBER	CYCLE	BILL DATE	DUE DATE
43123-154656	18-29	9/28/2021	10/19/2021

Last Bill Amount	381.61
Payments	-381.61
Adjustments	0.00
Balance Forward	0.00

Rate Class: COMMERCIAL

Last payment amount/date: 381.61 9/17/2021

Service Period		Days	Meter Number	Mult	Units	Current	Previous	Usage
WA	8/19/21 9/21/21	33	80005382	1.000	TGAL	4379	4330	49
						USAGE FOR		61

Service	Consumption	Charge	Total
WA Base facility chg		92.25	0.00
WA Usage block 1	20.00	86.60	0.00
WA Usage block 2	20.00	129.80	0.00
WA Usage block 3	9.00	82.08	0.00
TOTAL WATER			390.73

Total Current Charges	390.73
Balance Forward	0.00
Total Amount Due	390.73

Install smoke alarms on every level of your home,

inside bedrooms & outside sleeping areas. Choose

the right smoke alarm for your needs & verify it

meets newest UL217 & UL268 standards.



ACCOUNT INVOICE

peoplesgas.com



Statement Date: 09/21/2021

Account: 211014212750

LAKESIDE PLANTATION COMMUNITY DEV
C/O STE A206
2200 PLANTATION BLVD
NORTH PORT, FL 34289-9472

Current month's charges:	\$16.07
Total amount due:	\$16.07
Payment Due By:	10/12/2021

Your Account Summary

Previous Amount Due	\$16.07
Payment(s) Received Since Last Statement	\$16.07
Current Month's Charges	\$16.07
Total Amount Due	\$16.07

DO NOT PAY. Your account will be drafted on 10/12/2021

Take 5 minutes and find easy ways to save.

Free online
energy audit and appliance
calculators are at
peoplesgas.com/onlineaudit.

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Endless hot water. Every shower, every bath, every dish.

Earn a rebate up to \$700 when you install a tankless water heater in your home.
Visit peoplesgas.com/rebates to learn more.

To ensure prompt delivery, please ensure proper installation of the water heater. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 211014212750

Current month's charges:	\$16.07
Total amount due:	\$16.07
Payment Due By:	10/12/2021

Amount Enclosed \$

650149037349 DO NOT PAY YOUR ACCOUNT WILL BE DRAFTED ON 10/12/2021

LAKESIDE PLANTATION COMMUNITY DEV
C/O STE A206
9145 NARCOOSSEE RD, STE 206
ORLANDO, FL 32827-5768

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

650149037349 DO NOT PAY, YOUR ACCOUNT WILL BE DRAFTED ON 10/12/2021



ACCOUNT INVOICE



Account: 211014212750
 Statement Date: 09/21/2021
 Current month's charges due 10/12/2021

Details of Current Month's Charges – Service from - 08/17/2021 to 09/17/2021

Service for 2200 P ANTAT ON B VD NORT PORT F 34289 9472

Rate Schedule: Residential Service RS-1

Measurement on *poo*

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Measured Volume	x	BTU	x	Conversion	=	Total Used	Billing Period
R E73410	09/17/2021	405		405		0 CCF		1 045		1 0000		0 0 The ms	32 Days

Customer Charge

\$15.10

Peoples Gas Usage History

Natural Gas Service Cost

\$15.10

Franchise Fee

\$0.97

The ms Pe Day
(Average)

Total Natural Gas Cost, Local Fees and Taxes

\$16.07

Total Current Month's Charges

\$16.07

SEP 2021 0.0
 AUG 0.0
 JUL 0.0
 JUN 0.0
 MAY 0.0
 APR 0.0
 MAR 0.0
 FEB 0.0
 JAN 0.0
 DEC 0.0
 NOV 0.0
 OCT 0.0
 SEP 2020 0.0

Important Messages

We've noticed that you have been paying your bill electronically. To help you down on credit and was able to no longer include a reminder envelope with you bill. Should you want to make your payment you can request a payment envelope by calling 813 223 0800 or simply use a regular envelope and address to TECO P O Box 31318 Tampa Florida 33631 3318

Hello Lakeside Plantation,

Thanks for choosing Comcast Business.

Your bill at a glance

For 2800 PLANTATION BLVD, NORTH PORT, FL, 34289-9472

Previous balance		\$641.98
One-time EFT Payment - thank you	Aug 31	-\$641.98
Balance forward		\$0.00
Regular monthly charges	Page 3	\$287.70
Taxes, fees and other charges	Page 3	\$28.29
New charges		\$315.99

Amount due \$315.99

! Thanks for paying by Automatic Payment

Your electronic payment of \$315.99 will be applied on Oct 12, 2021.

Need help?

Visit business.comcast.com/help or see page 2 for other ways to contact us.

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

**COMCAST
BUSINESS**

141 NW 16TH ST
POMPANO BEACH FL 33060-5250

LAKESIDE PLANTATION
ATTN LAKESIDE PLANTATION
219 E LIVINGSTON ST
ORLANDO, FL 32801-1508

Account number

Automatic payment

Oct 12, 2021

Please pay

\$315.99

Electronic payment will be applied Oct 12, 2021

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

853510055062439400315994

Regular monthly charges		\$287.70
Comcast Business		\$214.95
Packaged services		\$364.90
Mobility Voice Line Business Voice. Qty 2 @ \$25.00 each	\$50.00	
 Data, security, edge, voice Package Includes: Business Internet 200 With Mobility Voice and Securityedge.	\$314.90	
Discounts		-\$194.90
Promotional Discount	-\$194.90	
Comcast Business services		\$44.95
TV Select Business Video.	\$39.95	
Voice Mail Service	\$5.00	
Equipment & services		\$48.30
Equipment Fee Voice.	\$18.45	
TV Box + Remote	\$9.95	
Service To Additional TV With TV Box and Remote. Qty 2 @ \$9.95 each	\$19.90	
Service fees		\$24.45
Directory Listing Management Fee	\$2.00	
Voice Network Investment	\$3.00	
Broadcast TV Fee	\$19.45	
Taxes, fees and other charges		\$28.29
Other charges		\$3.64
Federal Universal Service Fund	\$1.63	
Regulatory Cost Recovery	\$2.01	
Taxes & government fees		\$24.65
Sales Tax	\$2.37	
State Communications Services Tax	\$11.40	
Local Communications Services Tax	\$9.68	
911 Fees	\$1.20	

What's included?

**Internet:** Fast, reliable internet on our Gig-speed network**TV:** Keep your employees informed and customers entertained**Voice Numbers:** (941)423-5500,
(941)423-5501, (941)888-2074Visit business.comcast.com/myaccount for more details

You've saved \$194.90 this month with your promotional discount.

Additional information



State of Florida Department of Revenue

[DOR Home](#)[e-Services Home](#)[Print Page](#)[Contacts](#)[Logout](#)Sales Tax - [Click for Help](#) NODE: 4

Original Return

FOR YOUR RECORDS ONLY - DO NOT MAIL

Cancellations must be done before 5:00 p.m. ET on the submission date. If the submission is completed after 5:00 p.m. ET on the submission date, weekend, or holiday the cancellation must be done before 5:00 p.m. ET the next business day. All cancellations are permanently deleted from our database.

Access Source:

DR-15

Certificate Number

Collection Period

Confirm Date and Time

09/2021

10/27/2021 3:59:06 PM ET

Location Address

2200 PLANTATION BLVD
NORTH PORT, FL 34289-9472

LAKESIDE PLANTATION COMMUNITY
DEVELOPMEN
219 E LIVINGSTON ST
ORLANDO, FL 32801-1508

Contact Information

Name

Hannah Henry

Phone

(813) 422 - 7758

Email

hhenry@gms-tampa.com

Debit Date:

10/28/2021

Amount for Check:

\$51.10

Bank Account Type:

Checking

Corporate/Personal:

Corporate

Name on Bank Account:

LAKESIDE
PLANTATION
COMMUNITY
DEVELOPMEN

Due to federal security requirements, we can not process international ACH transactions. If any portion of the money used in the payment you may be making today came from a financial institution located outside of the US or its territories for the purpose of funding this payment, please do not proceed and contact the Florida Department of Revenue at 850-488-6800 to make other payment arrangements. By continuing, you are confirming that this payment is not an international ACH transaction. If you are unsure, please contact your financial institution.

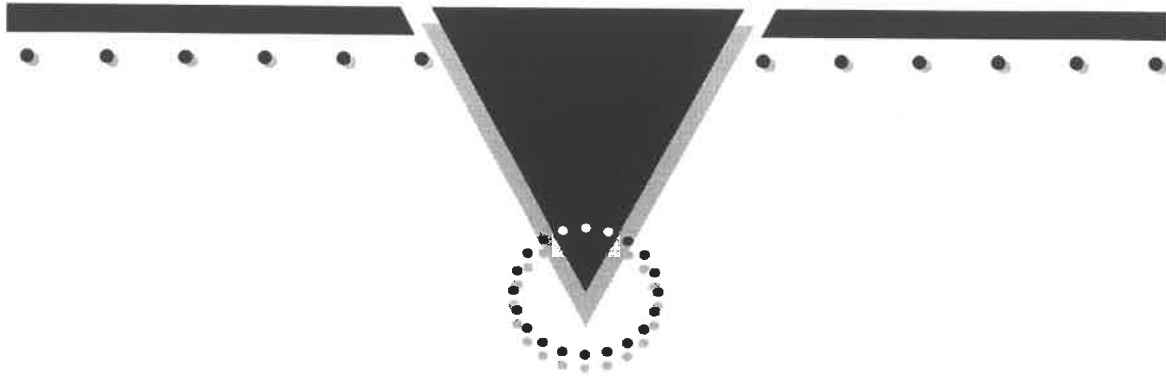
I hereby authorize the Department of Revenue to process this ACH transaction and to debit the checking account identified above. I understand there may be service charges assessed on any transactions not honored by my bank.

Signature: Hannah Henry
 Phone Number: 813-422-7758
 EMail Address: hsmith@gmstnn.com

Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Due
A. Sales/Services/Electricity	\$ 730.00	\$ 0.00	\$ 730.00	\$ 51.10
B. Taxable Purchases			\$ 0.00	\$ 0.00
C. Commercial Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
C(a). Less Sales Tax Scholarship Credits				\$ 0.00
D. Transient Rentals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. Food & Beverage Vending	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Total Amount of Tax Due				\$ 51.10
6. Less Lawful Deductions				\$ 0.00
7. Net Tax Due				\$ 51.10
8. Less Est Tax Pd/DOR Cr Memo				\$ 0.00
9. Plus Est. Tax Due Current Month				\$ 0.00
10. Amount Due				\$ 51.10
11. Less Collection Allowance				\$ 0.00
12. Plus Penalty				\$ 0.00
13. Plus Interest				\$ 0.00
14. Amount Due with Return				\$ 51.10
Payment you have authorized				51.10
15(a). Exempt Amount of Items Over \$5000 (included in Column 3)			15(a). \$	0.00
15(b). Other Taxable Amounts NOT Subject to Surtax (included in Column 3)			15(b). \$	0.00
15(c). Amounts Subject to Surtax at a Rate Different than Your County Surtax Rate (included in Column 3)			15(c). \$	0.00
15(d). Total Amount of Discretionary Sales Surtax Due (included in Column 4)			15(d). \$	7.30
16. Hope Scholarship Credits (included in Line 6)			16. \$	0.00
17. Taxable Sales/Untaxed Purchases or Uses of Electricity (included in Line A)			17. \$	0.00
18. Taxable Sales/Untaxed Purchases of Dyed Diesel Fuel (included in Line A)			18. \$	0.00
19. Taxable Sales from Amusement Machines (included in Line A)			19. \$	0.00
20. Rural or Urban High Crime Area Job Tax Credits			20. \$	0.00
21(a). Scholarship Funding Tax Credit			21(a). \$	0.00
21(b). Film and Entertainment Industry Credit			21(b). \$	0.00
21(c). Economic Energy Zone Credit			21(c). \$	0.00

You have chosen not to donate your collection allowance to education.

SECTION C



Lakeside Plantation

Community Development District

Unaudited Financial Reporting
October 31, 2021



TABLE OF CONTENTS

1	<u>Balance Sheet</u>
2-3	<u>General Fund Statement</u>
4	<u>Capital Reserve Statement</u>
5	<u>Debt Service Statement Series 1999</u>
6-7	<u>Month by Month- General Fund</u>
8	<u>Long Term Debt Report</u>
9	<u>Assessment Receipts Schedule</u>

Lakeside Plantation
Community Development District
 Combined Balance Sheet
 October 31, 2021

Governmental Fund Types

	<u><i>General</i></u>	<u><i>Capital Reserve</i></u>	<u><i>Debt Service</i></u>	<u><i>Totals</i></u> <u><i>(memorandum only)</i></u>
<i>Assets</i>				
Cash:				
Operating Account	\$90,833	\$13,700	----	\$104,533
Debit Card Account	\$1,561	----	----	\$1,561
Money Market Account	\$26,285	----	----	\$26,285
Petty Cash	\$3	----	----	\$3
Investments:				
Reserve	----	----	\$76,560	\$76,560
Revenue	----	----	\$28,049	\$28,049
Prepayment	----	----	\$0	\$0
SBA	\$508	\$359,391	----	\$359,898
Due from Capital Reserve	\$1,977	----	----	\$1,977
Due from Debt Service	\$1,711	----	----	\$1,711
Deposits	\$517	----	----	\$517
Total Assets	\$123,394	\$373,090	\$104,609	\$601,093
<i>Liabilities</i>				
Accounts Payable	\$5,496	----	----	\$5,496
Accrued Expenses	\$175	----	----	\$175
Due to General Fund	----	\$1,977	\$1,711	\$3,688
<i>Fund Equity</i>				
Net Assets	----	----	----	\$0
Fund Balances				
Unassigned	\$117,206	----	----	\$117,206
Assigned for Capital Reserve Fund	----	\$371,114	----	\$371,114
Nonspendable- Deposits	\$517	----	----	\$517
Restricted for Capital Projects	----	----	----	\$0
Restricted for Debt Service	----	----	\$102,898	\$102,898
Total Liabilities, Fund Equity, Other	\$123,394	\$373,090	\$104,609	\$601,093

Lakeside Plantation
Community Development District
General Fund
Statement of Revenues & Expenditures
For Period Ending October 31, 2021

	Adopted Budget	Prorated Budget 10/31/21	Actual 10/31/21	Variance
<u>Revenues</u>				
Operations and Maintenance Assessments- Tax Roll	\$751,261	\$0	\$0	\$0
Tennis Club	\$20,000	\$1,667	\$4,890	\$3,223
Activities	\$10,000	\$833	\$541	(\$292)
Clubhouse Rentals	\$5,000	\$417	\$0	(\$417)
Miscellaneous	\$1,500	\$125	\$210	\$85
Interest Earnings	\$50	\$4	\$1	(\$3)
Total Revenues	\$787,811	\$3,046	\$5,642	\$2,596
<u>Administrative Expenditures</u>				
Supervisor Fees	\$11,000	\$917	\$1,000	(\$83)
District Manager	\$39,393	\$3,283	\$3,283	\$0
District Counsel	\$25,750	\$2,146	\$0	\$2,146
District Engineer	\$14,000	\$1,167	\$0	\$1,167
Disclosure Report	\$1,000	\$83	\$83	\$0
Trustee Fees	\$4,771	\$3,180	\$3,180	\$0
Audit Fees	\$3,350	\$279	\$0	\$279
Postage, Phone, Faxes, Copies	\$1,500	\$125	\$89	\$37
General Liability Insurance	\$6,689	\$6,689	\$6,294	\$395
Legal Advertising	\$2,000	\$167	\$37	\$130
Dues, Licenses & Fees	\$175	\$175	\$175	\$0
Other Current Charges	\$1,900	\$158	\$51	\$107
Property Insurance	\$10,849	\$10,849	\$10,207	\$642
Information Technology	\$1,250	\$104	\$104	(\$0)
Website Administration	\$800	\$67	\$67	(\$0)
Total Administrative	\$124,427	\$29,389	\$24,570	\$4,818
<u>Field Expenditures</u>				
Personnel Services (Management Contract)	\$196,544	\$16,379	\$12,394	\$3,984
Road & Sidewalk Repairs & Maintenance	\$2,500	\$208	\$0	\$208
Common Area Renewal & Maintenance	\$5,000	\$417	\$0	\$417
Street Light/Decorative Light	\$5,000	\$417	\$0	\$417
Landscape Maintenance - Contract	\$114,500	\$9,542	\$7,655	\$1,887
Landscape Maintenance - Other	\$5,000	\$417	\$0	\$417
Mulch	\$10,740	\$895	\$0	\$895
Irrigation Maintenance	\$4,500	\$375	\$1,495	(\$1,120)
Lake Maintenance	\$15,000	\$1,250	\$966	\$284
Electric Utility Services - Entrance Feature	\$9,000	\$750	\$342	\$408
Water Utility Services - Entrance Feature	\$1,600	\$133	\$0	\$133
Repairs & Maintenance - Entrance Feature	\$3,000	\$250	\$0	\$250
Miscellaneous Tools & Equipment	\$1,000	\$83	\$0	\$83
Total Field	\$373,384	\$31,115	\$22,852	\$8,263

Lakeside Plantation
Community Development District
General Fund
Statement of Revenues & Expenditures
For Period Ending October 31, 2021

	Adopted Budget	Prorated Budget 10/31/21	Actual 10/31/21	Variance
<u>Clubhouse</u>				
Activities	\$20,000	\$1,667	\$2,182	(\$516)
License/Fees	\$1,200	\$100	\$643	(\$543)
General Supplies	\$10,000	\$833	\$158	\$675
Maintenance	\$14,000	\$1,167	\$274	\$893
Office Supplies	\$3,500	\$292	\$170	\$121
Public Communication	\$1,500	\$125	\$0	\$125
Pest Control	\$600	\$50	\$0	\$50
Security	\$1,500	\$125	\$0	\$125
Security Patrol	\$25,000	\$2,083	\$0	\$2,083
AED	\$500	\$42	\$0	\$42
Telephone & Internet Services	\$5,500	\$458	\$316	\$142
Janitorial Supplies	\$3,250	\$271	\$220	\$51
Electric Utility Services - Clubhouse	\$14,000	\$1,167	\$1,013	\$154
Gas Utility	\$250	\$21	\$16	\$5
Garbage Collection	\$2,100	\$175	\$175	(\$0)
Water Utility Services - Clubhouse	\$4,400	\$367	\$177	\$190
Electric Utility Services - Pool	\$16,000	\$1,333	\$604	\$730
Pool Cleaning	\$10,200	\$850	\$957	(\$107)
Pool Maintenance - Other	\$10,000	\$833	\$0	\$833
Tennis Courts - Maintenance	\$5,000	\$417	\$0	\$417
Water Utility Services - Pool	\$6,000	\$500	\$391	\$109
Total Clubhouse	\$154,500	\$12,875	\$7,295	\$5,580
Total Revenues	\$787,811	\$3,046	\$5,642	\$2,596
Total Expenditures	\$652,311	\$73,379	\$54,718	\$18,661
Operating Income (Loss)	\$135,500	(\$70,333)	(\$49,076)	\$21,257
Other Sources/(Uses)				
Interfund Transfer Out- Capital Reserve	(\$135,500)	\$0	\$0	\$0
Total Other Sources/(Uses)	(\$135,500)	\$0	\$0	\$0
Excess Revenue/(Expenditures)	(\$0)	(\$49,076)		
Beginning Fund Balance	\$0	\$166,799		
Ending Fund Balance	(\$0)	\$117,723		

Lakeside Plantation
Community Development District
 Capital Reserve Fund
 Statement of Revenues & Expenditures
 For Period Ending October 31, 2021

	Adopted Budget	Prorated Budget 10/31/21	Actual 10/31/21	Variance
<u>Revenues</u>				
Transfer In - General Fund	\$135,500	\$0	\$0	\$0
Interest Income	\$0	\$0	\$29	\$29
Total Revenues	\$135,500	\$0	\$29	\$29
<u>Expenditures</u>				
Property Site Elements	\$3,878	\$1,977	\$1,977	\$0
Total Expenditures	\$3,878	\$1,977	\$1,977	\$0
Excess Revenues/(Expenditures)	\$131,622		(\$1,948)	
Beginning Fund Balance	\$0		\$373,062	
Ending Fund Balance	\$131,622		\$371,114	

Lakeside Plantation

Community Development District

Debt Service Fund Series 1999
Statement of Revenues & Expenditures
For Period Ending October 31, 2021

	Adopted Budget	Prorated Budget 10/31/21	Actual 10/31/21	Variance
<u>Revenues</u>				
Special Assessments- Tax Roll	\$175,905	\$0	\$0	\$0
Special Assessments- Off Roll	\$8,842	\$0	\$0	\$0
Interest Income	\$0	\$0	\$1	\$1
Total Revenues	\$184,748	\$0	\$1	\$1
<u>Expenditures</u>				
<u>Series 1999</u>				
Interest-11/1	\$45,175	\$0	\$0	\$0
Principal-5/1	\$95,000	\$0	\$0	\$0
Interest-5/1	\$45,175	\$0	\$0	\$0
Total Expenditures	\$185,350	\$0	\$0	\$0
Excess Revenues/(Expenditures)	(\$602)		\$1	
Beginning Fund Balance	\$49,212		\$102,897	
Ending Fund Balance	\$48,609		\$102,898	

Due to General Fund	\$	(1,711)
Reserve	\$	76,560
Revenue	\$	28,049
Prepayment	\$	0
Total	\$	102,898

Lakeside Plantation CDD- General Fund
Month to Month

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues													
Operations and Maintenance Assessments- Tax Roll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tennis Club	\$4,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,890
Activities	\$541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$541
Clubhouse Rentals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$210
Interest Earnings	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Total Revenues	\$5,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,642
Administrative Expenditures													
Supervisor Fees	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
District Manager	\$3,283	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,283
District Counsel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Engineer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Disclosure Report	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83
Trustee Fees	\$3,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,180
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage, Phone, Faxes, Copies	\$89	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89
General Liability Insurance	\$6,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,294
Legal Advertising	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37
Dues, Licenses & Fees	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Other Current Charges	\$51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51
Property Insurance	\$10,207	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,207
Information Technology	\$104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104
Website Administration	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67
Total Administrative	\$24,570	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,570
Field Expenditures													
Personnel Services (Management Contract)	\$12,394	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,394
Road & Sidewalk Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Common Area Renewal & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Street Light/Decorative Light	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance - Contract	\$7,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,655
Landscape Maintenance - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mulch	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Maintenance	\$1,495	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,495
Lake Maintenance	\$966	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$966
Electric Utility Services - Entrance Feature	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$342
Water Utility Services - Entrance Feature	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance - Entrance Feature	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Tools & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Field	\$22,852	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,852

Lakeside Plantation CDD- General Fund
Month to Month

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Clubhouse</u>													
Activities	\$2,182	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,182
License/Fees	\$643	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$643
General Supplies	\$158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$158
Maintenance	\$274	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$274
Office Supplies	\$170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170
Public Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security Patrol	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone & Internet Services	\$316	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$316
Janitorial Supplies	\$220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220
Electric Utility Services - Clubhouse	\$1,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,013
Gas Utility	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16
Garbage Collection	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Water Utility Services - Clubhouse	\$177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177
Electric Utility Services - Pool	\$604	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$604
Pool Cleaning	\$957	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$957
Pool Maintenance - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tennis Courts - Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Utility Services -Pool	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391
Total Clubhouse	\$7,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,295
Total Revenues	\$5,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,642
Total Expenditures	\$54,718	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,718
Operating Income/(Loss)	(\$49,076)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$49,076)
Other Sources/(Uses)													
Interfund Transfer Out- Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Sources/(Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenue/(Expenditures)	(\$49,076)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$49,076)

Lakeside Plantation
Community Development District
Long Term Debt Report

SERIES 1999A, CAPITAL IMPROVEMENT REVENUE BONDS	
INTEREST RATE:	6.950%
MATURITY DATE:	5/1/2031
RESERVE FUND REQUIREMENT	MADS
RESERVE FUND REQUIREMENT	\$ 189,896
RESERVE FUND BALANCE	\$ 76,560
BONDS OUTSTANDING - 9/30/13	\$ 1,860,000.00
LESS: PRINCIPAL PAYMENT 5/1/14	\$ (55,000.00)
LESS: PRINCIPAL PAYMENT 11/1/14 (PREPAYMENT)	\$ (5,000.00)
LESS: PRINCIPAL PAYMENT 5/1/15	\$ (60,000.00)
LESS: PRINCIPAL PAYMENT 5/1/16	\$ (60,000.00)
LESS: PRINCIPAL PAYMENT 5/1/17	\$ (65,000.00)
LESS: PRINCIPAL PAYMENT 5/1/18	\$ (70,000.00)
LESS: PRINCIPAL PAYMENT 5/1/19	\$ (75,000.00)
LESS: PRINCIPAL PAYMENT 5/1/20	\$ (80,000.00)
LESS: PRINCIPAL PAYMENT 5/1/21	\$ (85,000.00)
LESS: PRINCIPAL PAYMENT 5/1/21 (PREPAYMENT)	\$ (5,000.00)
Current Bonds Outstanding	\$ 1,300,000

SECTION IX

SECTION A

SECTION 1

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

SECTION 2

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to be published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:

* * *

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a)~~1615~~, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

SECTION 3

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the "Local Government Prompt Payment Act") was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

VII. Resolution of Disputes

* * *

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- 34. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- 45. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- 56. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- 67. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

X. Late Payment Interest Charges

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

RESOLUTION 2021- [REDACTED]

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE [REDACTED]
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the [REDACTED] 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 [REDACTED], Florida; and

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
[REDACTED] COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2021.

ATTEST:

[REDACTED]
COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A



COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

_____, 2021

Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

- E. Improper Invoice**
An invoice that does not conform to the requirements of a Proper Invoice.
- F. Improper Payment Request**
A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.
- G. Non-Construction Goods and Services**
All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.
- H. Proper Invoice**
An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.
- I. Proper Payment Request**
A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.
- J. Provider**
Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.
- K. Purchase**
The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.
- L. Vendor**
Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is _____. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone _____, email _____).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The "Bill To" party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District's Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing and Drop Off Address

Community Development District

2. Email Address

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. Receipt of Proper Invoice

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. Receipt of Improper Invoice

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. Rejection of an Improper Invoice

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

- 1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

SECTION B

SECTION 1

Lakeside Plantation CDD

ACTION ITEMS

November 2021

Meeting Assigned	Action Item	Assigned To	Date Due	Status	Comments
12/16/20	Drainage Behind Tennis Courts	DE		On Hold	DE to provide direction to amenity management staff on minor corrections and maintenance. Once WTS onboards, maintenance staff will be trained on this matter.
5/19/21	Determine Feasibility of Fountains and/or Aerators on certain ponds	DE		In Process	BOS to consider proposals 09.15.2021 including electrical installation and maintenance costs. Item deferred for pond water quality assessment. Proposal(s) for Water Quality Assessment being gathered by DE.
6/16/21	Provide proposal for Access Control System and Security Cameras	AM		On Hold	AM has met with several vendors. A closed session will be on the agenda 09.15.2021. Item deferred/on hold until WTS onboards and can review proposals/resubmit new proposals.
8/18/21	Traffic Calming - Speed Humps, Speed Bumps, Speed Tables on Scarlett	DE/DM		In Process	DE has provided preliminary information which will be presented to the BOS 11.17.2021.
	Pool Equipment Area Drainage	DE		In Process	DE has met with contractor to review area. Proposal to be considered 11.17.2021.
10/20/21	Onboard New Amenity Management Company	DC/DM		In Process	BOS directed staff to prepare agreement for amenity management services with WTS 10.20.2021. BOS met 11/03/2021 to approve substantial form of agreement. Agreement pending execution and ratification. WTS has selected an amenity manager who will be on site (as approved by the Chairman) for certain days in November for training, interviewing, and planning in advance of December 1 start date for WTS. The cost for November will be \$5,900.
10/20/21	Gazebo Repair	AM		In Process	BOS requested competitive proposals for fabricated materials and also in kind (wood) replacement. Proposals pending.

SECTION C

Lakeside Plantation CDD

Amenity Center Management Report 11/17/2021 CDD Meeting

1. Amenity Clubhouse Update:

- a. Security Alarm Corporation came out to reprogram the phone number for alarm system from 7-digit number to 10-digit number.
- b. Cheryl Kahoe resigned 10/24/21
- c. Renewed Reserve My Court on 11/8/21

2. Project Updates:

- a. Ceiling fans completed 10/24/21 with timer
- b. Paver walk path leveled and mulched.
- c. Innotech temporarily fixed Jonah and Felicity Street sign, received estimate, and waiting on part for installation

3. Special Events:

- a. Coffee & Donuts 11/03/21 at 9:30 AM
- b. Bingo 11/09/21 at 6:00 PM
- c. Veterans BBQ 11/12/21 at 1:00 PM
- d. Thanksgiving Potluck 11/23/21 at 5:30 PM
- e. Wine & Cheese 11/30/21 at 6:00 PM