



Rizzetta & Company

# **Bridgewater Community Development District**

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## **Board of Supervisors' Special Meeting January 24, 2024**

**District Office: Riverview, Florida 33578**

**MAILING ADDRESS:  
3434 COLWELL AVENUE SUITE 200  
TAMPA, FLORIDA 33614**

**[www.BridgewaterCDD.org](http://www.BridgewaterCDD.org)**

**BRIDGEWATER  
COMMUNITY DEVELOPMENT DISTRICT**

[www.bridgewatercdd.org](http://www.bridgewatercdd.org)

<b>Board of Supervisors</b>	Tonya Lockamy Thomas Temple John Gierlach Natalie Holley Jeff Walters	Chairperson Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Christina Newsome	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lauren Gentry Jennifer Kilinski	Kilinski/Van Wyk Kilinski/Van Wyk
<b>District Engineer</b>	Stephen Brletic	Brletic Dvorak, Inc.

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Supervisor Requests and Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

District Office · Wesley Chapel, Florida (813) 994-1001  
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.bridgewatercdd.org](http://www.bridgewatercdd.org)

**Board of Supervisors  
Bridgewater Community  
Development District**

**January 22, 2024**

## **REVISED FINAL AGENDA**

Dear Board Members:

The Special Meeting of the Board of Supervisors of the Bridgewater Community Development District will be held on **Wednesday, January 24, 2023, at 11:00 a.m.** at the Bridgewater Amenities Center located at 2525 Village Lakes Boulevard, Lakeland, Florida 33805.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
  - A. **Consideration of Minutes of the Board of Supervisor  
Special Meeting held on November 28, 2023.....Tab 1**
  - B. Consideration of Operations & Maintenance Expenditures  
for November and December 2023.....Tab 2
  - C. Acceptance of Financial Statement (unaudited)  
dated October 31, 2023, November 20, 2023,  
and December 31, 2023.....Tab 3
5. **STAFF REPORTS – Part 1 of 2**
  - A. Aquatic Maintenance Manager
    1. Presentation of Waterway Inspection Report.....Tab 4
  - B. Landscape Managers
    1. BrightView Landscape Quality Site Assessment.....Tab 5
      - I. Consideration of Tree Trimming Proposal.....Tab 6
      - II. Consideration of Mulch Installment Proposal....Tab 7
      - III. Consideration of Plant Beds Installment  
Proposal.....Tab 8
      - IV. Consideration of Top Choice Proposal.....Tab 9
    2. Rizzetta & Company Landscape Inspection Report....Tab 10
6. **BUSINESS ITEMS**
  - A. Review of RFP Responses for District  
Management Services.....Tab 11
  - B. Consideration of December 2023 Pond Treatment.....Tab 12
  - C. **Consideration of Maintenance Pond Plan.....Tab 13**
  - D. Discussion of District Maintenance Plan
  - E. Discussion of SWMS Repair Project Proposal

7. **STAFF REPORTS – Part 2 of 2**
  - A. District Counsel
    1. Consideration of Easement Encroachment Request....USC
  - B. District Engineer
  - C. District Manager
8. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
9. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at 813-533-2950.

Sincerely,

*Christina Newsome*

District Manager

Tab 1

MINUTES OF MEETING

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

BRIDGEWATER COMMUNITY DEVELOPMENT  
DISTRICT

The meeting of the Board of Supervisors of Bridgewater Community Development District was held on **Tuesday, November 28, 2023, at 10:01 a.m.** at the Bridgewater Amenities Center located at 2525 Village Lakes Boulevard, Lakeland, Florida 33805.

**Present and Constituting a Quorum:**

Tonya Lockamy	<b>Board Supervisor, Chair</b>
Thomas Temple	<b>Board Supervisor, Vice Chair</b>
John Gierlach	<b>Board Supervisor, Assistant Secretary</b>
Natalie Holley	<b>Board Supervisor, Assistant Secretary</b>
Jeff Walters	<b>Board Supervisor, Assistant Secretary</b>

**Also Present:**

Christina Newsome	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Stephen Brletic	<b>District Engineer, BDI Engineering</b>
Lauren Gentry	<b>District Counsel, Kilinski/Van Wyk</b>
Corey Roberts	<b>District Counsel, Kilinski/Van Wyk</b>
Ted Katina	<b>Senior Account Manager, Brightview Landscape</b>
Bryan Schaub	<b>Landscape Specialist, Rizzetta &amp; Company</b>

**Audience Members Present**

**FIRST ORDER OF BUSINESS** **Called to Order**

Ms. Newsome called the meeting to order at 10:01 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

The Pledge of Allegiance was recited.

45 **THIRD ORDER OF BUSINESS** **Audience Comments**

46  
47 There were no audience comments.  
48

49 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the Board**  
50 **of Supervisors' Special Meeting held**  
51 **on September 7, 2023**  
52

On a motion by Ms. Lockamy, seconded by Mr. Walters, with all in favor, the Board of Supervisors approved the minutes of the regular meeting held on September 7, 2023, as amended, for Bridgewater Community Development District.

53  
54 **FIFTH ORDER OF BUSINESS** **Consideration of Operations &**  
55 **Maintenance Expenditures for**  
56 **August, September, and October 2023**  
57

On a motion by Mr. Gierlach, seconded by Mr. Walters, with all in favor, the Board of Supervisors ratified operations & maintenance expenditures for August 2023 (\$63,499.62), September 2023 (\$32,432.41), and October 2023 (\$50,696.68), for Bridgewater Community Development District.

58  
59 **SIXTH ORDER OF BUSINESS** **Acceptance of Financial Statement**  
60 **(unaudited) for August 31, 2023, and**  
61 **September 30, 2023**  
62

On a motion by Mr. Walters, seconded by Ms. Holley, with all in favor, the Board of Supervisors accepted the Financial Statement (unaudited) for August 31, 2023, and September 30, 2023, for Bridgewater Community Development District.

63  
64 **SEVENTH ORDER OF BUSINESS** **Staff Reports – Part 1 of 2**

65  
66 **A. Aquatic Maintenance Manager**

67  
68 The Board requires a detailed record of chemicals used and treatment  
69 schedules in a site binder. Additionally, Aquatic reports are to be added to  
70 the website.

71  
72 **B. Landscape Managers**

73  
74 **1. BrightView Landscape Quality Site Assessment**

75  
76

77 The Board has requested that the reports should include more details such  
78 as the chemicals used and the treatment schedules. During the meeting, it  
79 was decided that John G will be working with Mr. Brletic on the  
80 maintenance of sump 68. Furthermore, it was discussed that sumps 63, 65,  
81 and 68 are the next ones on the priority list to be replaced. Lastly, Mr.  
82 Brletic was informed that sump 17 is retaining water and needs to be  
83 evaluated for repair.

84  
85 **2. Rizzetta & Company Landscape Inspection Report**

86  
87 Mr. Schaub presented the Landscape Inspection Report to the Board.  
88

89 **EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2024-01,**  
90 **Amending the Fiscal Year 2022-2023**  
91 **Budget**  
92

On a motion by Mr. Walters and seconded by Ms. Holley, with all in favor, the Board of Supervisors adopted Resolution 2024-01, Amending the Fiscal Year 2022-2024 Budget, for Bridgewater Community Development District.

93  
94 **NINTH ORDER OF BUSINESS** **Ratification of Site Masters Storm**  
95 **Grate Replacement**  
96

On a motion by Mr. Gierlach and seconded by Ms. Holley, with all in favor, the Board of Supervisors ratified the Site Masters Storm Grate Replacement proposal, for Bridgewater Community Development District.

97  
98 **TENTH ORDER OF BUSINESS** **Consideration of Site Masters Storm**  
99 **Grate Replacement Agreement**  
100

On a motion by Ms. Lockamy and seconded by Mr. Gierlach, with all in favor, the Board of Supervisors approved the Curb Flume maintenance bid for \$2,900, for Bridgewater Community Development District.

101  
102 **ELEVENTH ORDER OF BUSINESS** **Consideration of BrightView Ant**  
103 **Treatment Proposal**  
104

105 The Board requested a revised proposal that only covers high-visibility areas. The Board  
106 discussed adding Top Choice treatments for the budget discussion for the fiscal year  
107 2024-2025.

108  
109 **TWELFTH ORDER OF BUSINESS** **Consideration of BrightView Tree**  
110 **Staking Proposal**  
111



On a motion by Ms. Lockamy and seconded by Mr. Gierlach, with two opposing vote from Mr. Walters and Ms. Holley, the Board of Supervisors accepted the BrightView Tree Staking Proposal #8283959 for \$9,368.25, which is to be paid by the Reserve Fund, for Bridgewater Community Development District.

112

113 **THIRTEENTH ORDER OF BUSINESS** **Consideration of BrightView Mulch**  
114 **Installment**

115

116 The Board took no action on this proposal.

117

118 **FOURTEENTH ORDER OF BUSINESS** **Consideration of BrightView Plant Bed**  
119 **Proposal**

120

121 The Board requested a Landscape plan showing the rendering of the plant bed  
122 installation. The Board took no action on this proposal.

123

124 **FIFTEENTH ORDER OF BUSINESS** **Consideration of Solitude Lake**  
125 **Management Contract Renewal**

126

127 Ms. Gentry recommended an adjustment to the contract verbiage.

128

On a motion by Mr. Gierlach and seconded by Mr. Walters, with all in favor, the Board of Supervisors accepted the Solitude Lake Management Contract renewal, subject to contract verbiage revisions from Counsel, for Bridgewater Community Development District.

129

130 **SIXTEENTH ORDER OF BUSINESS** **Presentation of Sumps Maintenance**  
131 **Schedule 2024**

132

133 The Board reviewed the schedule submitted by BrightView but took no action.

134

135 **SEVENTEENTH ORDER OF BUSINESS** **Discussion of Rizzetta Landscape**  
136 **Service Amendment to Agreement**

137

138 The Board discussed adding Landscape Services to the RFP for District Management  
139 Services. The Board decided to revisit the issue after the District Manager RFP process  
140 is complete.

141

142 **EIGHTEENTH ORDER OF BUSINESS** **Discussion of BrightView Landscape**  
143 **Service Amendment to Agreement**

144 A discussion ensued.

145

146 **NINETEENTH ORDER OF BUSINESS** **Discussion of Fiscal Year 2023-2024**

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**Meeting Schedule**

A new meeting schedule will be presented at the next meeting. The next Board meeting will be on Wednesday, January 24, 2024.

**TWENTIETH ORDER OF BUSINESS**                      **Discussion of Electricity for the Monument at the Village Lakes Entrance**

During the meeting, the Board had an extensive discussion regarding the relocation of the entryway median in connection with the City of Lakeland/FDOT roadway widening project. Mr. Gierlach reported that the HOA had been informed that FDOT was willing to relocate the median and monument, but not to reinstall electricity or lights. The Board did not take any action on this project as the district had not agreed to take any responsibility. The Board indicated the CDD should not continue paying for electricity after the sign is moved. The next steps will be discussed during the meeting scheduled for January.

**TWENTY-ONE ORDER OF BUSINESS**                      **Discussion of RFP for District Management Services**

A discussion took place, and it was decided that the District Counsel would initiate the RFP process for District Management and Field Services. The Board requested proposals and presentations from bidders at the January meeting.

On a motion by Mr. Walters and seconded by Ms. Lockamy, with all in favor, the Board of Supervisors agreed to start the RFP process for District Management Services, for Bridgewater Community Development District.

**TWENTY-TWO ORDER OF BUSINESS**                      **Staff Reports – Part 2 of 2**

**A. District Counsel**

**1. Discussion of Sign Access and Relocation Agreement**

HOA counsel is working on an agreement and District Counsel will follow up with HOA.

**2. Review of Stormwater Pond 101 Sheet**

The fact sheet for Stormwater Pond 101 was discussed by the Board, who asked clarifying questions. The Board discussed the need to advise residents not to disturb wildlife and that fishing is catch-and-release only.

187 The fact sheet will be added to the website for public access.

188

189 **B. District Engineer**

190

191 **1. Reserve Funding Plan for Stormwater System**

192

193 Mr. Brletic presented his report and addressed all Board questions. The  
194 Board discussed completing multiple projects in one year and creating a  
195 schedule for other projects on the list.

196

On a motion by Mr. Gierlach and seconded by Ms. Lockamy, with one opposing vote, Mr. Walters, the Board of Supervisors approved for surveying only, not to exceed \$20k for projects in the reverse study (sump group 1-6) to be paid from the reserve fund, for Bridgewater Community Development District.

197

198 **2. Consideration of Broken Stormwater Pipes Proposal**

199

200 Mr. Brletic is looking into repair options for repairs for this project for sumps  
201 52-53.

202

203 **C. District Manager**

204

205 Ms. Newsome presented the District Manager Report to the Board. The  
206 Board requested signage for not approaching wildlife.

207

208 **AUDIENCE COMMENTS**

209

210 There were no audience comments.

211

212 **SUPERVISOR REQUESTS**

213

214 No supervisor comments.

215

216 **TWENTY-THREE ORDER OF BUSINESS      Adjournment**

217

On a motion by Ms. Lockamy and seconded by Mr. Temple, with all in favor, the Board adjourned the meeting at 1:27 p.m., for Bridgewater Community Development District.

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220

221 \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_   
Chair/Vice Chair

Tab 2

# BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida

[www.bridgewatercdd.org](http://www.bridgewatercdd.org)

## Operation and Maintenance Expenditures November 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023 through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,549.84**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Bridgewater Community Development District

Paid Operation & Maintenance Expenditures  
November 1, 2023 Through November 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100158	8649249	Landscape Maintenance 11/23	\$ 12,254.17
Brletic Dvorak, Inc.	100160	1255	Engineering Services 10/23	\$ 1,930.00
Florida Department of Commerce	100161	88578	Special District Fee FY 23/24	\$ 175.00
Hancock Bank	100162	40962	Trustee Fees FYE 09/30/23	\$ 2,000.00
Kilinski / Van Wyk, PLLC	100164	7843	Legal Services 10/23	\$ 306.64
Lakeland Electric	112823-1	3384948 10/23 Autopay	Electric Services 10/23	\$ 43.61
Rizzetta & Company, Inc.	100157	INV0000084933	District Management Fees 11/23	\$ 6,006.42
Solitude Lake Management, LLC	100159	PSI-74424-2	Lake Management 05/23	\$ 4,417.00
Solitude Lake Management, LLC	100163	PSI024636	Lake Management 11/23	\$ 4,417.00
<b>Report Total</b>				<b><u>\$ 31,549.84</u></b>



# INVOICE

Bridgewater CDD  
 3434 Colwell Ave Ste 200  
 Tampa FL 33619

**Customer #:** 23519155  
**Invoice #:** 8649249  
**Invoice Date:** 11/1/2023  
**Cust PO #:**

Job Number	Description	Amount
345303010	Bridgewater CDD	12,254.17
	Landscape Maintenance	
	For November	
	Maintenance & Mowing	3,863.17
	Pond Bank & Mowing	5,915.00
	Irrigation Maintenance	200.00
	Landscaping	2,276.00
	12,254.17	
	<b>Total invoice amount</b>	<b>12,254.17</b>
	<b>Tax amount</b>	
	<b>Balance due</b>	<b>12,254.17</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 407-292-9600

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

### Payment Stub

Customer Account#: 23519155  
 Invoice #: 8649249  
 Invoice Date: 11/1/2023

<b>Amount Due:</b>	<b>\$12,254.17</b>
--------------------	--------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

Bridgewater CDD  
 3434 Colwell Ave Ste 200  
 Tampa FL 33619

**Brletic Dvorak Inc**

536 4th Ave South Unit 4  
Saint Petersburg, FL 33701 US  
+1 8133611466  
sbrletic@bdiengineers.com



**INVOICE**

**BILL TO**  
Bridgewater CDD  
Rizzetta & Company  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614  
United States

**INVOICE** 1255  
**DATE** 10/27/2023  
**TERMS** Net 30  
**DUE DATE** 11/26/2023

**PROJECT NAME**  
Bridgewater CDD

	DESCRIPTION	QTY	RATE	AMOUNT
Project Manager	[Oct 3 – Oct 27]	8:30	200.00	1,700.00
Senior Inspector	[Oct 6]	2:00	115.00	230.00

**BALANCE DUE \$1,930.00**





Bridgewater COMMUNITY DEVELOPMENT DISTRICT  
Oct-23

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<b><u>CDD Activities</u></b>				
Board Meeting Prep, Attendance, Follow up Engineer's Reports/Invoicing	6.00	\$200	S. Brletic	\$1,200.00
Infrastructure Management Plan/Reserve Study	2.00	\$200	R. Dvorak	\$400.00
- Site Visits, Reporting	2.00	\$115	K. Wagner	\$230.00
Pond A Mowing Scope	0.50	\$200	S. Brletic	\$100.00
<b>INVOICE TOTAL</b>	<b>10.50</b>			<b>\$1,930.00</b>

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**Florida Department of Economic Opportunity, Special District Accountability Program**

**Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update**

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 88578
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

**STEP 1:** Review the following profile and make any needed changes.

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

RECEIVED  
OCT - 5 2023



000164  
**Bridgewater Community Development District**  
 Mr. William J. Rizzetta  
 3434 Colwell Avenue, Suite 200  
 Tampa, Florida 33614

- 2. Telephone:** 813-514-0400 Ext:
- 3. Fax:** 813-514-0401
- 4. Email:** brizzetta@rizzetta.com
- 5. Status:** Independent
- 6. Governing Body:** Elected
- 7. Website Address:** bridgewatercdd.org
- 8. County(ies):** Polk
- 9. Special Purpose(s):** Community Development
- 10. Boundary Map on File:** 12/26/2001
- 11. Creation Document on File:** 12/26/2001
- 12. Date Established:** 11/19/2001
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** City of Lakeland
- 15. Creation Document(s):** City Ordinance 4307
- 16. Statutory Authority:** Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds:** Yes
- 18. Revenue Source(s):** Assessments

**STEP 2:** Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: William J. Rizzetta Date 11/13/23

**STEP 3:** Pay the annual state fee or certify eligibility for zero annual fee:

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

**b. Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.  This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.  This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved:  Denied:  Reason: \_\_\_\_\_

**STEP 4:** Make a copy of this document for your records.

**STEP 5:** Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.



HANCOCK  
WHITNEY

NOV - 6 2023

BRIDGEWATER CDD  
C/O RIZETTA & CO, INC  
ATTN: DISTRICT MANAGER  
3434 COLWELL AVE, SUITE 200  
TAMPA FL 33614

Invoice: 40962  
10/16/2023

*Fee Invoice*

Issuer: BRIDGEWATER CDD REFUND BDS SER 2015A1

Ref: BWATERCDD15

Billing Period: 05/02/2023 - 11/01/2023

FLAT FEE CHARGES	
S/A TRUSTEE FEE	\$2,000.00

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TOTAL DUE	\$2,000.00
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Please remit payment to:  
Hancock Whitney Bank  
Corporate Trust Division  
2510 14th Street, Suite #220  
Gulfport, MS 39501



HANCOCK  
WHITNEY

BRIDGEWATER CDD  
C/O RIZETTA & CO, INC  
ATTN: DISTRICT MANAGER  
3434 COLWELL AVE, SUITE 200  
TAMPA FL 33614

Invoice: 40962  
10/16/2023

Fee Invoice

Issuer: BRIDGEWATER CDD REFUND BDS SER 2015A1

Ref: BWATERCDD15

Billing Period: 05/02/2023 - 11/01/2023

FLAT FEE CHARGES	
S/A TRUSTEE FEE	\$2,000.00
=====	
TOTAL DUE	\$2,000.00

Please remit payment to:  
Hancock Whitney Bank  
Corporate Trust Division  
2510 14th Street, Suite #220  
Gulfport, MS 39501

Please Return Invoice  
Copy With Payment



KILINSKI | VAN WYK

# Kilinski | Van Wyk PLLC

P.O. Box 6386  
Tallahassee, Florida 32314

Bridgewater CDD  
c/o Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

## INVOICE

Invoice # 7843  
Date: 11/12/2023  
Due On: 12/12/2023

### BGRCDD-01 General

### Bridgewater CDD - 01 General Counsel

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	LG	10/05/2023	Attend conference call regarding sump clean-up, pond maintenance, reserve estimates, and meeting dates.	0.50	\$310.00	\$155.00
Service	LW	10/25/2023	Organize client historical files for records transmission.	0.80	\$175.00	\$140.00
Expense	AL	10/27/2023	UPS: Shipping documents	1.00	\$11.64	\$11.64
<b>Total</b>						<b>\$306.64</b>

**RECEIVED**  
11/15/23

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
7843	12/12/2023	\$306.64	\$0.00	\$306.64
<b>Outstanding Balance</b>				<b>\$306.64</b>
<b>Total Amount Outstanding</b>				<b>\$306.64</b>

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

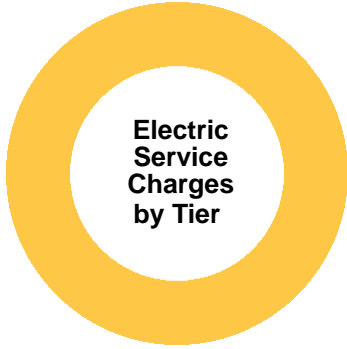


BRIDGEWATER CDD ENTRANCE LIGHTING  
 5800 N RD 33 # ENTR  
 LAKELAND FL 33805 US

Account # **3384948**

Due Date	Amount Due
11/27/2023	\$43.61

**Bill Summary**



274 kWh @ 0.05197 \$14.24

*For a more detailed explanation of rates and charges, please see reverse side.*

**Billing Date:** 10/26/2023

Previous Bill	\$146.38
Payments/Credits/Returns since 09/25/2023	\$-146.38
<b>Balance Forward</b>	<b>\$0.00</b>
Electric Service Charges	\$43.61
<b>Total Current Charges</b>	<b>\$43.61</b>
<b>Total Amount Due by 11/27/2023</b>	<b>\$43.61</b>

Billing details located on following page(s) ▶

**PAY YOUR LAKELAND ELECTRIC UTILITY BILL WITH CASH AT PARTICIPATING STORES**

powered by KUBRAEZ-PAY

**Bring this barcode with you to make a payment.**  
Payments are recognized immediately and posted next business day.

**Retailer Instructions:**

1. **SCAN** the customer's barcode.
2. The register will **PROMPT** you to enter an amount.
3. **ENTER** the amount the customer wants to pay.
4. **COLLECT** the desired cash amount (and fee, if applicable).
5. When the transaction is **COMPLETE** hand customer the receipt.



799366423610006371683598245331

By accepting or using this barcode to make a payment, you agree to the full terms and conditions available at [vanilladirect.com/pay/terms](http://vanilladirect.com/pay/terms). After successful payment using this barcode, you may retrieve your full detailed e-receipt at [vanilladirect.com/pay/ereceipt](http://vanilladirect.com/pay/ereceipt).



**Message Center**

08

Please return this stub along with your payment and note the account number on your check or money order to ensure proper credit to your account.



Account #  
**3384948**

Due Date	Amount Due
11/27/2023	\$43.61

\$ 

--	--	--	--	--	--	--	--	--	--	--	--

USD Amount Enclosed

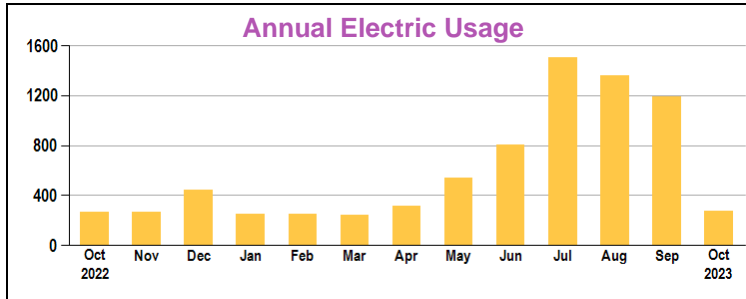
BRIDGEWATER CDD ENTRANCE LIGHTING  
 3434 COLWELL AVE STE 200  
 TAMPA FL 33614-8390

**Bill Detail**

**Electric Service**

Meter Number	No. of Days	Unit of Measure	Current Month	Previous Month	Last Year
334598	30	kWh	274	1189	263

Meter Reading Dates: 09/24/2023 to 10/24/2023



General Service Customer Charge	\$15.50
Electric 274 KWH @ 0.05197	\$14.24
Environmental Charge 274 KWH @ 0.0015907	\$0.44
Fuel Charge 274 KWH @ 0.045	\$12.33
Florida Gross Receipts Tax	\$1.09
Florida Regulatory Commission Surcharge	\$0.01

**Current Electric Service Charges \$43.61**

All balances are subject to penalty if paid after the due date, please see summary of all charges on Page 1 of your bill.

Running a business isn't easy, but choosing the right price plan can be. It only takes minutes with our price plan comparison tool.

**TRY IT NOW AT**

[LAKELANDELECTRIC.COM/ENERGYTOOLSET](http://LAKELANDELECTRIC.COM/ENERGYTOOLSET)



The City of Lakeland collects social security numbers for the following purposes: account classification; customer identification; verification; billing; payment; creditworthiness; and any lawful purposes in the conduct of City of Lakeland business.

**Address Change**

There are several ways to change your mailing address!

- Visit [lakelandelectric.com/MyAccount](http://lakelandelectric.com/MyAccount)
- Email us at [customerservice@lakelandelectric.com](mailto:customerservice@lakelandelectric.com)
- Call us at 863-834-9535

Our call center hours are, Monday - Friday from 7:30 a.m. to 6:00 p.m.

**Contact**

- ⚡ Electric / Water Billing Inquiries..... 863-834-9535
- 🗑️ Wastewater / Solid Waste Billing..... 863-834-8276
- ⚡ Fallen Power Lines / Water Outages..... 863-834-4248
- 🚓 False Alarms (Lakeland Police Dept)..... 863-834-6936
- 🚒 Miscellaneous Fire Dept Billings..... 863-834-8201
- ⚡ 24-Hour Power Outage Reporting..... 866-834-4248
- 💰 24-Hour Payment Hotline..... 863-834-9535
- 👤 TDD (For Hearing Impaired)..... 863-834-8333
- ♻️ Recycling..... 863-834-8774
- ⚡ Surge Protection..... 863-834-1500



**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
11/1/2023	INV0000084933

**Bill To:**

BRIDGEWATER CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
---

Services for the month of	Terms	Client Number
November	Upon Receipt	00330

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,906.67	\$1,906.67
Administrative Services	1.00	\$491.42	\$491.42
Email Accounts, Admin & Maintenance	5.00	\$20.00	\$100.00
Financial & Revenue Collections	1.00	\$455.00	\$455.00
Landscape Consulting Services	1.00	\$700.00	\$700.00
Management Services	1.00	\$2,253.33	\$2,253.33
Website Compliance & Management	1.00	\$100.00	\$100.00
		<b>Subtotal</b>	\$6,006.42
		<b>Total</b>	\$6,006.42

**RECEIVED**  
 10/30/23



**INVOICE**

Page: 1

**Please Remit Payment to:**

Solitude Lake Management, LLC  
1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202  
Phone #: (888) 480-5253  
Fax #: (888) 358-0088

Invoice Number: PSI-74424  
Invoice Date: 5/1/2023

Bill  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, USA 33614-8390  
United States

Ship  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614-8390  
United States

Ship Via  
Ship Date 5/1/2023  
Due Date 5/31/2023  
Terms Net 30

Customer ID 14219  
P.O. Number  
P.O. Date 5/1/2023  
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance May Billing 5/1/2023 - 5/31/2023 Bridgewater CDD of Lakeland - LAKE ALL Bridgewater CDD of Lakeland - LAKE ALL		1	1	4,417.00	4,417.00



Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 4,417.00

**Subtotal: 4,417.00**  
Invoice Discount: 0.00  
Total Sales Tax: 0.00  
Payment Amount: 0.00  
**Total: 4,417.00**



**INVOICE**

Page: 1

**Please Remit Payment to:**

Solitude Lake Management, LLC  
1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202  
Phone #: (888) 480-5253  
Fax #: (888) 358-0088

Invoice Number: PSI024636  
Invoice Date: 11/1/2023

Bill  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614

Ship  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614  
United States

Ship Via  
Ship Date 11/1/2023  
Due Date 12/1/2023  
Terms Net 30

Customer ID 14219  
P.O. Number  
P.O. Date 11/1/2023  
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance November Billing 11/1/2023 - 11/30/2023 Bridgewater CDD of Lakeland - LAKE ALL Bridgewater CDD of Lakeland - LAKE ALL		1	1	4,417.00	4,417.00



Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 4,417.00

**Subtotal: 4,417.00**  
Invoice Discount: 0.00  
Total Sales Tax 0.00  
Payment Amount: 0.00  
**Total: 4,417.00**

Tab 2A

# BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, FL 32819

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida

[www.bridgewatercdd.org](http://www.bridgewatercdd.org)

## Operation and Maintenance Expenditures December 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2023 through December 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$29,923.68**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Bridgewater Community Development District

Paid Operation & Maintenance Expenditures  
December 1, 2023 Through December 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100166	8690337	Landscape Maintenance 12/23	\$ 12,254.17
Brletic Dvorak, Inc.	100172	1294	Engineering Services 11/23	\$ 1,200.00
Doody Daddy, LLC	100173	2312BW	Dog Station Maintenance 12/23	\$ 112.00
Jeffrey A Walters	100167	JW112823	Board of Supervisors Meeting 11/28/23	\$ 200.00
John E Gierlach	100168	JG112823	Board of Supervisors Meeting 11/28/23	\$ 200.00
Lakeland Electric	122723	3384948 11/23	Electric Services 11/23	\$ 87.11
Natalie L. Holley	100169	Autonav NH112823	Board of Supervisors Meeting 11/28/23	\$ 200.00
Rizzetta & Company, Inc.	100165	INV0000085736	District Management Fees 12/23	\$ 6,156.42
Site Masters of Florida, LLC	100175	121423-1	Storm Structure Grates Replacement 12/23	\$ 4,400.00
Solitude Lake Management, LLC	100174	PSI0008062	Lake Management 09/23	\$ 4,417.00
The Ledger / News Chief/ CA Florida Holdings, LLC	100176	0006063577	Account #590484 Legal Advertising 11/23	\$ 296.98
Thomas M. Temple	100170	TT112823	Board of Supervisors Meeting 11/28/23	\$ 200.00
Tonya Lockamy	100171	TL112823	Board of Supervisors Meeting 11/28/23	<u>\$ 200.00</u>
<b>Report Total</b>				<b><u>\$ 29,923.68</u></b>



# INVOICE

Bridgewater CDD  
 3434 Colwell Ave Ste 200  
 Tampa FL 33619

**Customer #:** 23519155  
**Invoice #:** 8690337  
**Invoice Date:** 12/1/2023  
**Cust PO #:**

Job Number	Description	Amount
345303010	Bridgewater CDD	12,254.17
	Landscape Maintenance	
	For December	
	Maintenance & Mowing	3,863.17
	Pond Bank & Mowing	5,915.00
	Irrigation Maintenance	200.00
	Landscaping	2,276.00
	12,254.17	
<b>RECEIVED</b> 11/27/23		
<b>Total invoice amount</b>		<b>12,254.17</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>12,254.17</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 407-292-9600

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

### Payment Stub

Customer Account#: 23519155  
 Invoice #: 8690337  
 Invoice Date: 12/1/2023

**Amount Due: \$12,254.17**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

Bridgewater CDD  
 3434 Colwell Ave Ste 200  
 Tampa FL 33619

**Brletic Dvorak Inc**

536 4th Ave South Unit 4  
Saint Petersburg, FL 33701 US  
+1 8133611466  
sbrletic@bdiengineers.com



**INVOICE**

**BILL TO**  
Bridgewater CDD  
Rizzetta & Company  
3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614  
United States

INVOICE 1294  
DATE 11/30/2023  
TERMS Net 30  
DUE DATE 12/30/2023

**PROJECT NAME**  
Bridgewater CDD

	DESCRIPTION	QTY	RATE	AMOUNT
Project Manager	[Nov 28 – Nov 30]	6:00	200.00	1,200.00

BALANCE DUE **\$1,200.00**







Bridgewater COMMUNITY DEVELOPMENT DISTRICT  
Oct-23

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<u>CDD Activities</u>				
Board Meeting Prep, Attendance, Follow up Engineer's Reports/Invoicing	6.00	\$200	S. Brletic	\$1,200.00

---

<b>INVOICE TOTAL</b>	<b>6.00</b>			<b>\$1,200.00</b>
----------------------	-------------	--	--	-------------------



December 1, 2023

Invoice No. 2312BW

# INVOICE

Prepared for Bridgewater CDD  
3838 Colwell Ave. Suite 200 Tampa, FL 33614

DESCRIPTION OF WORK	STATIONS	VISITS	TOTAL
Servicing for - December (prorated for remaining weeks) <ul style="list-style-type: none"> <li>• Pet Waste Station Maintenance</li> </ul>	2 stations	1 x week	\$112
		<b>TOTAL</b>	\$112
		<b>PAID :</b>	

**RECEIVED**  
12/07/23

# BRIDGEWATER CDD

Regular Meeting: November 28, 2023

## SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if Paid	
Thomas Temple	<input checked="" type="checkbox"/>	TT112823
Natalie Holley	<input checked="" type="checkbox"/>	NH112823
John Gierlach	<input checked="" type="checkbox"/>	JG112823
Tonya Lockamy	<input checked="" type="checkbox"/>	TL112823
Jeff Walters	<input checked="" type="checkbox"/>	JW112823

(\*) Does not get paid

**Note: Supervisors are only paid if check present.**

### EXTENDED MEETING TIMECARD

**RECEIVED**  
11/29/23

Meeting Start Time:	1001
Meeting End Time:	127
Total Meeting Time:	3H 26M

Time Over <input checked="" type="checkbox"/> ( 3 ) Hours:	
--	--

Total at \$175 per Hour:	\$0.00
--------------------------	--------

### ADDITIONAL OR CONTINUED MEETING TIMECARD

Meeting Date:	
Additional or Continued Meeting?	
Total Meeting Time:	
Total at \$175 per Hour:	\$0.00

Business Mileage Round Trip	
IRS Rate per Mile	\$0.655
Mileage to Charge	\$0.00

DM Signature: \_\_\_\_\_



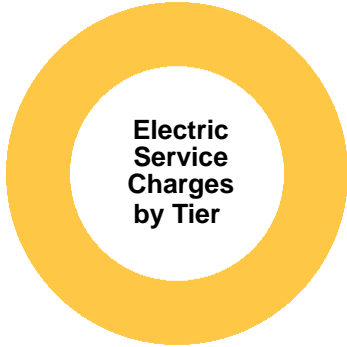


BRIDGEWATER CDD ENTRANCE LIGHTING  
 5800 N RD 33 # ENTR  
 LAKELAND FL 33805 US

Account # 3384948

Due Date	Amount Due
12/26/2023	\$87.11

Bill Summary



273 kWh @ 0.05197 \$14.19

For a more detailed explanation of rates and charges, please see reverse side.

Billing Date: 11/24/2023

Previous Bill	\$43.61
Payments/Credits/Returns since 10/26/2023	\$0.00
<b>Balance Forward</b>	<b>\$43.61</b>
Electric Service Charges	\$43.50
<b>Total Current Charges</b>	<b>\$43.50</b>
<b>Total Amount Due by 12/26/2023</b>	<b>\$87.11</b>

Billing details located on following page(s) ▶

We were double drafted for the previous invoice of \$43.61. The additional amount is being applied as a credit to the January bill.



**PAY YOUR LAKELAND ELECTRIC UTILITY BILL WITH CASH AT PARTICIPATING STORES**

Bring this barcode with you to make a payment.  
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3. **ENTER** the amount the customer wants to pay.
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5. When the transaction is **COMPLETE** hand customer the receipt.

799366423610006371683598245331

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powered by KUBRAEZ-PAY

Walmart  
Available at Service Desk or Money Center

CVS  
 DOLLAR GENERAL  
 7 ELEVEN  
 FAMILY DOLLAR  
 Walgreens  
 Pilot FLYING J

Message Center

08

Please return this stub along with your payment and note the account number on your check or money order to ensure proper credit to your account.



Account # 3384948

Due Date	Amount Due
12/26/2023	\$87.11

\$  ,  .

USD Amount Enclosed

BRIDGEWATER CDD ENTRANCE LIGHTING  
 3434 COLWELL AVE STE 200  
 TAMPA FL 33614-8390

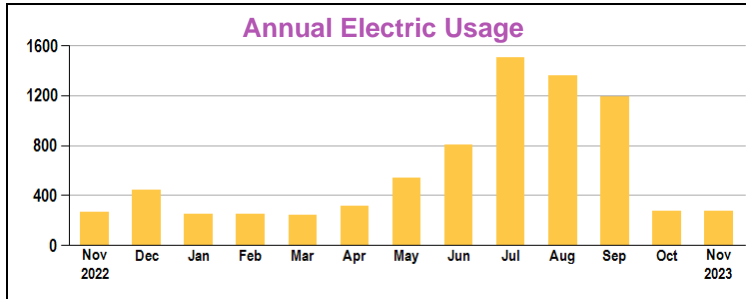
0 000000000008711 000000033849480 0 000000000008711 000000033849480

**Bill Detail**

**Electric Service**

Meter Number	No. of Days	Unit of Measure	Current Month	Previous Month	Last Year
334598	30	kWh	273	274	264

Meter Reading Dates: 10/24/2023 to 11/23/2023



General Service Customer Charge	\$15.50
Electric 273 KWH @ 0.05197	\$14.19
Environmental Charge 273 KWH @ 0.0015907	\$0.43
Fuel Charge 273 KWH @ 0.045	\$12.28
Florida Gross Receipts Tax	\$1.09
Florida Regulatory Commission Surcharge	\$0.01

**Current Electric Service Charges \$43.50**

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Running a business isn't easy, but choosing the right price plan can be. It only takes minutes with our price plan comparison tool.

**TRY IT NOW AT**

[LAKELANDELECTRIC.COM/ENERGYTOOLSET](http://LAKELANDELECTRIC.COM/ENERGYTOOLSET)



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- Email us at [customerservice@lakelandelectric.com](mailto:customerservice@lakelandelectric.com)
- Call us at 863-834-9535

Our call center hours are, Monday - Friday from 7:30 a.m. to 6:00 p.m.

**Contact**

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- 🗑️ Wastewater / Solid Waste Billing..... 863-834-8276
- ⚡ Fallen Power Lines / Water Outages..... 863-834-4248
- 🚓 False Alarms (Lakeland Police Dept)..... 863-834-6936
- 🚒 Miscellaneous Fire Dept Billings..... 863-834-8201
- ⚡ 24-Hour Power Outage Reporting..... 866-834-4248
- 💰 24-Hour Payment Hotline..... 863-834-9535
- 👤 TDD (For Hearing Impaired)..... 863-834-8333
- ♻️ Recycling..... 863-834-8774
- ⚡ Surge Protection..... 863-834-1500

**Rizzetta & Company, Inc.**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
12/1/2023	INV0000085736

**Bill To:**

BRIDGEWATER CDD 3434 Colwell Avenue, Suite 200 Tampa FL 33614
---

Services for the month of	Terms	Client Number
December	Upon Receipt	00330

Description	Qty	Rate	Amount
Accounting Services	1.00	\$1,906.67	\$1,906.67
Administrative Services	1.00	\$491.42	\$491.42
Email Accounts, Admin & Maintenance	5.00	\$20.00	\$100.00
Financial & Revenue Collections	1.00	\$455.00	\$455.00
Landscape Consulting Services	1.00	\$750.00	\$750.00
Management Services	1.00	\$2,253.33	\$2,253.33
Website Compliance & Management	1.00	\$100.00	\$100.00
Landscape Consulting Services - Oct & Nov Adj.	2.00	\$50.00	\$100.00
		<b>Subtotal</b>	\$6,156.42
		<b>Total</b>	\$6,156.42

**RECEIVED**  
 11/27/23

Site Masters of Florida, LLC  
5551 Bloomfield Blvd.  
Lakeland, FL 33810  
(813)917-9567

---

INVOICE  
#121423-1

To: Bridgewater CDD  
3434 Colwell Ave., Suite 200  
Tampa, FL 33614

Date: December 14, 2023

**Replace Storm Structure Grates**

Contract amount	\$8,800
Deposit (50%)	\$4,400

**TOTAL DUE \$4,400**



**INVOICE**

Page: 1

**Please Remit Payment to:**

Solitude Lake Management, LLC  
1320 Brookwood Drive  
Suite H  
Little Rock, AR 72202  
Phone #: (888) 480-5253  
Fax #: (888) 358-0088

Invoice Number: PSI008062  
Invoice Date: 9/1/2023

Bill  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614

Ship  
To: Bridgewater CDD of Lakeland  
C/O Rizzetta & Company  
3434 Colwell Ave Suite 200  
Tampa, FL 33614  
United States

Ship Via  
Ship Date 9/1/2023  
Due Date 10/1/2023  
Terms Net 30

Customer ID 14219  
P.O. Number  
P.O. Date 9/1/2023  
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance September Billing 9/1/2023 - 9/30/2023 Bridgewater CDD of Lakeland - LAKE ALL Bridgewater CDD of Lakeland - LAKE ALL		1	1	4,417.00	4,417.00



Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 4,417.00

**Subtotal: 4,417.00**  
Invoice Discount: 0.00  
Total Sales Tax 0.00  
Payment Amount: 0.00  
**Total: 4,417.00**





Florida  
GANNETT

RECEIVED  
DEC 12 2023

ACCOUNT NAME Bridgewater CDD		ACCOUNT # 590484	PAGE # 1 of 1
INVOICE # 0006063577	BILLING PERIOD Nov 1- Nov 30, 2023	PAYMENT DUE DATE December 20, 2023	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$296.98	

**BILLING ACCOUNT NAME AND ADDRESS**

Bridgewater Cdd  
c/o Rizzetta & Company  
3434 Colwell Ave. Ste. 200  
Tampa, FL 33614-8390



Legal Entity: Gannett Media Corp.  
**Terms and Conditions:** Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.  
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number:

Date	Description	Amount
11/1/23	Balance Forward	\$0.00

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
11/20/23	9526716	Meeting 9/7		\$296.98

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$296.98
Service Fee 3.99%	\$11.85
*Cash/Check/ACH Discount	-\$11.85
*Payment Amount by Cash/Check/ACH	\$296.98
Payment Amount by Credit Card	\$308.83

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME Bridgewater CDD		ACCOUNT NUMBER 590484		INVOICE NUMBER 0006063577		AMOUNT PAID
CURRENT DUE \$296.98	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$296.98
REMITTANCE ADDRESS (Include Account# & Invoice# on check)  Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:  <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX  Card Number _____ Exp Date    /    /                      CVV Code    _____ Signature                                      Date                      _____		TOTAL CREDIT CARD AMT DUE \$308.83

0000590484000000000000060635770002969867177

# LOCALiQ

The Gainesville Sun | The Ledger  
Daily Commercial | Ocala StarBanner  
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Jenny Santiago  
c/o Rizzetta & Company  
Bridgewater CDD  
3434 Colwell AVE # 200  
Tampa FL 33614-8390

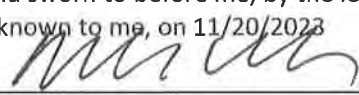
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Ledger-News Chief, published in Polk County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Polk County, Florida, or in a newspaper by print in the issues of, on:

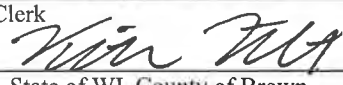
11/20/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

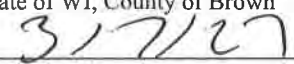
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/20/2023



Legal Clerk



Notary, State of WI, County of Brown



My commission expires

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KAITLYN FELTY  
Notary Public  
State of Wisconsin

### BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT NOTICE OF MEETING OF THE BOARD OF SUPERVISORS

The Board of Supervisors ("Board") of the Bridgewater Community Development District ("District") hereby provides notice of the following special Board meeting:

#### Board Meeting

Date: November 28, 2023

Time: 10:00 a.m.

Location: Bridgewater Amenities Center, located at 2525 Village Lakes Boulevard, Lakeland, Florida 33805

Purpose: Considering and taking action on any business that may come before the Board.

A copy of the agenda for the meeting may be obtained by contacting the offices of the District Manager, Rizzetta & Company, Inc., 2700 S. Falkenburg Rd, Suite 2745, Riverview, FL 33578; Ph: 813-533-2950 ("District Office"), during normal business hours, or by visiting the District's website, <https://www.bridgewatercdd.org/>.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record.

There may be occasions when staff or other individuals may participate by speaker telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 813-533-2950 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager  
Christina Newsome  
November 20, 2023 #9526716

Tab 3



Rizzetta & Company

# **Bridgewater Community Development District**

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**Financial Statements  
(Unaudited)**

**October 31, 2023**

**Prepared by: Rizzetta & Company, Inc.**

**bridgewatercdd.org  
rizzetta.com**

**Bridgewater Community Development District**

Balance Sheet

As of 10/31/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>						
Cash In Bank	84,482	0	0	84,482	0	0
Investments	92,604	1,038,409	943,787	2,074,800	0	0
Accounts Receivable	388,983	0	918,515	1,307,498	0	0
Fixed Assets	0	0	0	0	24,366,915	0
Amount Available in Debt Service	0	0	0	0	0	1,862,302
Amount To Be Provided Debt Service	0	0	0	0	0	6,147,698
<b>Total Assets</b>	<b>566,069</b>	<b>1,038,409</b>	<b>1,862,302</b>	<b>3,466,780</b>	<b>24,366,915</b>	<b>8,010,000</b>
<b>Liabilities</b>						
Accounts Payable	4,417	0	0	4,417	0	0
Accrued Expenses	8,773	0	0	8,773	0	0
Due To Other	4,990	0	0	4,990	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	8,010,000
<b>Total Liabilities</b>	<b>18,180</b>	<b>0</b>	<b>0</b>	<b>18,180</b>	<b>0</b>	<b>8,010,000</b>
<b>Fund Equity &amp; Other Credits</b>						
Beginning Fund Balance	212,958	1,033,544	939,785	2,186,288	0	0
Investment In General Fixed Assets	0	0	0	0	24,366,915	0
Net Change in Fund Balance	334,931	4,865	922,517	1,262,312	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>547,889</b>	<b>1,038,409</b>	<b>1,862,302</b>	<b>3,448,600</b>	<b>24,366,915</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>566,069</b>	<b>1,038,409</b>	<b>1,862,302</b>	<b>3,466,780</b>	<b>24,366,915</b>	<b>8,010,000</b>

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	176	(176)
Special Assessments				
Off Roll	23,246	23,246	23,245	1
Tax Roll	365,736	365,736	365,738	(2)
<b>Total Revenues</b>	<b>388,982</b>	<b>388,982</b>	<b>389,159</b>	<b>(177)</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	7,000	583	0	584
<b>Total Legislative</b>	<b>7,000</b>	<b>583</b>	<b>0</b>	<b>584</b>
Financial & Administrative				
Accounting Services	22,880	1,907	1,907	0
Administrative Services	5,897	491	491	0
Arbitrage Rebate Calculation	1,000	0	0	0
Assessment Roll	5,460	5,460	5,460	0
Auditing Services	4,200	0	70	(70)
Disclosure Report	5,000	0	0	0
District Engineer	30,000	2,500	1,930	570
District Management	27,040	2,253	2,253	0
Dues, Licenses & Fees	175	0	0	0
Financial & Revenue Collections	5,460	455	455	0
Legal Advertising	3,000	250	0	250
Miscellaneous Fees	300	25	0	25
Miscellaneous Mailings	374	31	0	31
Public Officials Liability Insurance	3,006	3,006	2,870	136
Tax Collector/Property Appraiser Fees	14,000	14,000	13,985	15
Trustees Fees	4,000	333	333	0
Website Hosting, Maintenance, Backup & E	3,950	585	585	0
<b>Total Financial &amp; Administrative</b>	<b>135,742</b>	<b>31,297</b>	<b>30,339</b>	<b>957</b>
Legal Counsel				
District Counsel	30,000	2,500	1,673	827
<b>Total Legal Counsel</b>	<b>30,000</b>	<b>2,500</b>	<b>1,673</b>	<b>827</b>
Electric Utility Services				
Utility Services	985	82	120	(38)
<b>Total Electric Utility Services</b>	<b>985</b>	<b>82</b>	<b>120</b>	<b>(38)</b>
Stormwater Control				

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	10/31/2023	10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Aquatic Maintenance	58,004	4,834	4,417	417
Lake/Pond Bank Maintenance & Repair	10,000	833	8,753	(7,920)
Total Stormwater Control	68,004	5,667	13,170	(7,503)
Other Physical Environment				
Entry & Walls Maintenance & Repair	800	67	0	67
General Liability Insurance	3,675	3,675	3,508	167
Irrigation Repair	8,225	685	200	485
Landscape & Irrigation Maintenance Contr	155,000	12,917	4,317	8,600
Landscape Inspection Services	9,600	800	700	100
Landscape Replacement Plants, Shrubs, Tr	20,000	1,667	0	1,667
Property Insurance	198	198	201	(3)
Total Other Physical Environment	197,498	20,008	8,927	11,082
Contingency				
Miscellaneous Contingency	25,147	2,096	0	2,096
Total Contingency	25,147	2,096	0	2,096
Total Expenditures	464,376	62,233	54,228	8,005
Total Excess of Revenues Over(Under) Expenditures	(75,394)	326,749	334,931	(8,181)
Total Other Financing Sources(Uses)				
Carry Forward Fund Balance				
Carry Forward Fund Balance	75,394	75,394	0	75,394
Total Other Financing Sources(Uses)	75,394	75,394	0	75,394
Fund Balance, Beginning of Period	0	0	212,958	(212,958)
Total Fund Balance, End of Period	0	402,143	547,889	(145,746)

**Bridgewater Community Development District**

Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	4,865	(4,865)
<b>Total Revenues</b>	<u>0</u>	<u>0</u>	<u>4,865</u>	<u>(4,865)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>4,865</u>	<u>(4,865)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1,033,544</u>	<u>(1,033,544)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,038,409</u>	<u>(1,038,409)</u>



**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	874	(874)
Special Assessments				
Tax Roll	218,552	218,552	218,553	0
<b>Total Revenues</b>	<u>218,552</u>	<u>218,552</u>	<u>219,427</u>	<u>(874)</u>
<b>Expenditures</b>				
Debt Service				
Interest	88,552	88,552	0	88,552
Principal	130,000	130,000	0	130,000
<b>Total Debt Service</b>	<u>218,552</u>	<u>218,552</u>	<u>0</u>	<u>218,552</u>
<b>Total Expenditures</b>	<u>218,552</u>	<u>218,552</u>	<u>0</u>	<u>218,552</u>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<u>0</u>	<u>0</u>	<u>219,427</u>	<u>(219,427)</u>
<b>Fund Balance, Beginning of Period</b>	<u>0</u>	<u>0</u>	<u>205,540</u>	<u>(205,540)</u>
<b>Total Fund Balance, End of Period</b>	<u>0</u>	<u>0</u>	<u>424,967</u>	<u>(424,967)</u>

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 10/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 10/31/2023	Year To Date 10/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	3,128	(3,128)
Special Assessments				
Off Roll	39,737	39,737	39,797	(60)
Tax Roll	655,127	655,127	660,165	(5,039)
<b>Total Revenues</b>	<u>694,864</u>	<u>694,864</u>	<u>703,090</u>	<u>(8,226)</u>
<b>Expenditures</b>				
Debt Service				
Interest	334,864	334,864	0	334,864
Principal	360,000	360,000	0	360,000
<b>Total Debt Service</b>	<u>694,864</u>	<u>694,864</u>	<u>0</u>	<u>694,864</u>
<b>Total Expenditures</b>	<u>694,864</u>	<u>694,864</u>	<u>0</u>	<u>694,864</u>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<u>0</u>	<u>0</u>	<u>703,090</u>	<u>(703,090)</u>
<b>Fund Balance, Beginning of Period</b>	<u>0</u>	<u>0</u>	<u>734,246</u>	<u>(734,246)</u>
<b>Total Fund Balance, End of Period</b>	<u>0</u>	<u>0</u>	<u>1,437,336</u>	<u>(1,437,336)</u>

**Bridgewater CDD  
Investment Summary  
October 31, 2023**

<u>Account</u>	<u>Investment</u>	<u>Balance as of October 31, 2023</u>
The Bank of Tampa	Money Market	\$ 3,180
The Bank of Tampa ICS - Operating: Pinnacle Bank	Money Market	89,424
<b>Total General Fund Investments</b>		<b><u>\$ 92,604</u></b>
FLCLASS	Average Monthly Yield 5.4700%	\$ 1,038,409
<b>Total Reserve Fund Investments</b>		<b><u>\$ 1,038,409</u></b>
Hancock Bank Series 2015A-1 Interest	Federated Prime Obligation #5	\$ 44,068
Hancock Bank Series 2015A-1 Reserve	Federated Prime Obligation #5	109,655
Hancock Bank Series 2015A-1 Principal	Federated Prime Obligation #5	50
Hancock Bank Series 2015A-1 Revenue	Federated Prime Obligation #5	52,633
Hancock Bank Series 2015A-1 Redemption	Federated Prime Obligation #5	8
Hancock Bank Series 2015A-2 Reserve	Federated Prime Obligation #5	349,981
Hancock Bank Series 2015A-2 Revenue	Federated Prime Obligation #5	213,336
Hancock Bank Series 2015A-2 Redemption	Federated Prime Obligation #5	845
Hancock Bank Series 2015A-2 Interest	Federated Prime Obligation #5	173,075
Hancock Bank Series 2015A-2 Sinking	Federated Prime Obligation #5	136
<b>Total Debt Service Fund Investments</b>		<b><u>\$ 943,787</u></b>

**Bridgewater Community Development District  
Summary A/R Ledger  
From 10/01/2023 to 10/31/2023**

<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>
<b>330, 2412</b>						
330-001	330 General Fund	Bridgewater Grand, AR00001352 LLC		12109	10/01/2023	5,811.43
330-001	330 General Fund	Bridgewater Grand, AR00001351 LLC		12109	10/01/2023	5,811.43
330-001	330 General Fund	Bridgewater Grand, AR00001350 LLC		12109	10/01/2023	11,622.86
330-001	330 General Fund	Polk County Tax Collector	AR00001387	12110	10/01/2023	365,737.32
<b>Sum for 330, 2412</b>						<b>388,983.04</b>
<b>330, 2414</b>						
330-200	330 Debt Service Fund S2015A-1	Polk County Tax Collector	AR00001387	12110	10/01/2023	218,552.54
<b>Sum for 330, 2414</b>						<b>218,552.54</b>
<b>330, 2415</b>						
330-201	330 Debt Service Fund S2015A-2	Bridgewater Grand, AR00001351 LLC		12109	10/01/2023	9,949.34
330-201	330 Debt Service Fund S2015A-2	Bridgewater Grand, AR00001350 LLC		12109	10/01/2023	19,898.66
330-201	330 Debt Service Fund S2015A-2	Bridgewater Grand, AR00001352 LLC		12109	10/01/2023	9,949.34
330-201	330 Debt Service Fund S2015A-2	Polk County Tax Collector	AR00001387	12110	10/01/2023	660,165.16
<b>Sum for 330, 2415</b>						<b>699,962.50</b>
<b>Sum for 330</b>						<b>1,307,498.08</b>
<b>Sum Total</b>						<b>1,307,498.08</b>

**Bridgewater Community Development District  
 Summary A/P Ledger  
 From 10/1/2023 to 10/31/2023**

	<b>Fund Name</b>	<b>GL posting date</b>	<b>Vendor name</b>	<b>Document number</b>	<b>Description</b>	<b>Balance Due</b>
330, 2412	330 General Fund	09/01/2023	Solitude Lake Management, LLC	PSI0008062	Lake Management 09/23	4,417.00
	<b>Sum for 330, 2412</b>					<b>4,417.00</b>
	<b>Sum for 330</b>					<b>4,417.00</b>
	<b>Sum Total</b>					<b>4,417.00</b>

**Bridgewater Community Development District**  
**Notes to Unaudited Financial Statements**  
**October 31, 2023**

**Balance Sheet**

1. Trust statement activity has been recorded through 10/31/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY23-24 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

Tab 3A



Rizzetta & Company

# **Bridgewater Community Development District**

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**Financial Statements  
(Unaudited)**

**November 30, 2023**

**Prepared by: Rizzetta & Company, Inc.**

[bridgewatercdd.org](http://bridgewatercdd.org)  
[rizzetta.com](http://rizzetta.com)



**Bridgewater Community Development District**

Balance Sheet

As of 11/30/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>						
Cash In Bank	102,783	0	103,719	206,502	0	0
Investments	92,774	1,043,135	730,833	1,866,743	0	0
Accounts Receivable	340,041	0	816,980	1,157,020	0	0
Fixed Assets	0	0	0	0	24,366,915	0
Amount Available in Debt Service	0	0	0	0	0	1,651,532
Amount To Be Provided Debt Service	0	0	0	0	0	6,358,468
<b>Total Assets</b>	<b>535,598</b>	<b>1,043,135</b>	<b>1,651,532</b>	<b>3,230,265</b>	<b>24,366,915</b>	<b>8,010,000</b>
<b>Liabilities</b>						
Accounts Payable	5,417	0	0	5,417	0	0
Accrued Expenses	570	0	0	570	0	0
Due To Other	4,990	0	0	4,990	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	8,010,000
<b>Total Liabilities</b>	<b>10,977</b>	<b>0</b>	<b>0</b>	<b>10,977</b>	<b>0</b>	<b>8,010,000</b>
<b>Fund Equity &amp; Other Credits</b>						
Beginning Fund Balance	212,958	1,033,544	939,785	2,186,288	0	0
Investment In General Fixed Assets	0	0	0	0	24,366,915	0
Net Change in Fund Balance	311,663	9,591	711,747	1,033,000	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>524,621</b>	<b>1,043,135</b>	<b>1,651,532</b>	<b>3,219,288</b>	<b>24,366,915</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>535,598</b>	<b>1,043,135</b>	<b>1,651,532</b>	<b>3,230,265</b>	<b>24,366,915</b>	<b>8,010,000</b>

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 11/30/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 11/30/2023	Year To Date 11/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	346	(346)
Special Assessments				
Off Roll	23,246	23,246	23,245	1
Tax Roll	365,736	365,736	366,646	(910)
<b>Total Revenues</b>	<b>388,982</b>	<b>388,982</b>	<b>390,237</b>	<b>(1,255)</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	7,000	1,167	1,000	166
<b>Total Legislative</b>	<b>7,000</b>	<b>1,167</b>	<b>1,000</b>	<b>166</b>
Financial & Administrative				
Accounting Services	22,880	3,813	3,813	0
Administrative Services	5,897	983	983	0
Arbitrage Rebate Calculation	1,000	0	0	0
Assessment Roll	5,460	5,460	5,460	0
Auditing Services	4,200	0	70	(70)
Disclosure Report	5,000	0	0	0
District Engineer	30,000	5,000	1,930	3,070
District Management	27,040	4,507	4,507	0
Dues, Licenses & Fees	175	175	175	0
Financial & Revenue Collections	5,460	910	910	0
Legal Advertising	3,000	500	0	500
Miscellaneous Fees	300	50	0	50
Miscellaneous Mailings	374	62	0	62
Public Officials Liability Insurance	3,006	3,006	2,870	136
Tax Collector/Property Appraiser Fees	14,000	14,000	13,985	15
Trustees Fees	4,000	2,000	333	1,667
Website Hosting, Maintenance, Backup & E	3,950	784	785	0
<b>Total Financial &amp; Administrative</b>	<b>135,742</b>	<b>41,250</b>	<b>35,821</b>	<b>5,430</b>
Legal Counsel				
District Counsel	30,000	5,000	2,173	2,827
<b>Total Legal Counsel</b>	<b>30,000</b>	<b>5,000</b>	<b>2,173</b>	<b>2,827</b>
Electric Utility Services				
Utility Services	985	164	113	51
<b>Total Electric Utility Services</b>	<b>985</b>	<b>164</b>	<b>113</b>	<b>51</b>
Stormwater Control				

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 11/30/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	11/30/2023	11/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Aquatic Maintenance	58,004	9,668	20,664	(10,997)
Lake/Pond Bank Maintenance & Repair	10,000	1,666	0	1,667
<b>Total Stormwater Control</b>	<b>68,004</b>	<b>11,334</b>	<b>20,664</b>	<b>(9,330)</b>
<b>Other Physical Environment</b>				
Entry & Walls Maintenance & Repair	800	133	0	133
General Liability Insurance	3,675	3,675	3,508	167
Irrigation Repair	8,225	1,371	0	1,371
Landscape & Irrigation Maintenance Contr	155,000	25,833	13,695	12,138
Landscape Inspection Services	9,600	1,600	1,400	200
Landscape Replacement Plants, Shrubs, Tr	20,000	3,333	0	3,333
Property Insurance	198	198	201	(3)
<b>Total Other Physical Environment</b>	<b>197,498</b>	<b>36,144</b>	<b>18,804</b>	<b>17,340</b>
<b>Contingency</b>				
Miscellaneous Contingency	25,147	4,191	0	4,191
<b>Total Contingency</b>	<b>25,147</b>	<b>4,191</b>	<b>0</b>	<b>4,191</b>
<b>Total Expenditures</b>	<b>464,376</b>	<b>99,250</b>	<b>78,575</b>	<b>20,675</b>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<b>(75,394)</b>	<b>289,732</b>	<b>311,662</b>	<b>(21,931)</b>
<b>Total Other Financing Sources(Uses)</b>				
Carry Forward Fund Balance				
Carry Forward Fund Balance	75,394	75,394	0	75,394
<b>Total Other Financing Sources(Uses)</b>	<b>75,394</b>	<b>75,394</b>	<b>0</b>	<b>75,394</b>
<b>Fund Balance, Beginning of Period</b>	<b>0</b>	<b>0</b>	<b>212,959</b>	<b>(212,958)</b>
<b>Total Fund Balance, End of Period</b>	<b>0</b>	<b>365,126</b>	<b>524,621</b>	<b>(159,495)</b>

**Bridgewater Community Development District**

Statement of Revenues and Expenditures

As of 11/30/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 11/30/2023	Year To Date 11/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	9,591	(9,591)
Total Revenues	<u>0</u>	<u>0</u>	<u>9,591</u>	<u>(9,591)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>9,591</u>	<u>(9,591)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1,033,544</u>	<u>(1,033,544)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,043,135</u>	<u>(1,043,135)</u>

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 11/30/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	11/30/2023	11/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	1,790	(1,790)
Special Assessments				
Tax Roll	218,552	218,552	219,096	(543)
Total Revenues	<u>218,552</u>	<u>218,552</u>	<u>220,886</u>	<u>(2,333)</u>
<b>Expenditures</b>				
Debt Service				
Interest	88,552	88,552	44,068	44,484
Principal	130,000	130,000	0	130,000
Total Debt Service	<u>218,552</u>	<u>218,552</u>	<u>44,068</u>	<u>174,484</u>
Total Expenditures	<u>218,552</u>	<u>218,552</u>	<u>44,068</u>	<u>174,484</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>176,818</u>	<u>(176,818)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>205,539</u>	<u>(205,539)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>382,357</u>	<u>(382,357)</u>

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 11/30/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	11/30/2023	11/30/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	6,401	(6,401)
Special Assessments				
Off Roll	39,737	39,737	39,798	(60)
Tax Roll	655,127	655,127	661,805	(6,679)
Total Revenues	<u>694,864</u>	<u>694,864</u>	<u>708,004</u>	<u>(13,140)</u>
<b>Expenditures</b>				
Debt Service				
Interest	334,864	334,864	173,075	161,789
Principal	360,000	360,000	0	360,000
Total Debt Service	<u>694,864</u>	<u>694,864</u>	<u>173,075</u>	<u>521,789</u>
Total Expenditures	<u>694,864</u>	<u>694,864</u>	<u>173,075</u>	<u>521,789</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>534,929</u>	<u>(534,929)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>734,246</u>	<u>(734,246)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,269,175</u>	<u>(1,269,175)</u>

**Bridgewater CDD  
Investment Summary  
November 30, 2023**

<u>Account</u>	<u>Investment</u>	<u>Balance as of November 30, 2023</u>
The Bank of Tampa	Money Market	\$ 3,185
The Bank of Tampa ICS - Operating: Pinnacle Bank	Money Market	89,589
<b>Total General Fund Investments</b>		<b><u>\$ 92,774</u></b>
FLCLASS	Average Monthly Yield 5.4700%	\$ 1,043,135
<b>Total Reserve Fund Investments</b>		<b><u>\$ 1,043,135</u></b>
Hancock Bank Series 2015A-1 Interest	Federated Prime Obligation #5	\$ 6
Hancock Bank Series 2015A-1 Reserve	Federated Prime Obligation #5	110,149
Hancock Bank Series 2015A-1 Principal	Federated Prime Obligation #5	50
Hancock Bank Series 2015A-1 Revenue	Federated Prime Obligation #5	53,048
Hancock Bank Series 2015A-1 Redemption	Federated Prime Obligation #5	8
Hancock Bank Series 2015A-2 Reserve	Federated Prime Obligation #5	351,557
Hancock Bank Series 2015A-2 Revenue	Federated Prime Obligation #5	215,004
Hancock Bank Series 2015A-2 Redemption	Federated Prime Obligation #5	849
Hancock Bank Series 2015A-2 Interest	Federated Prime Obligation #5	25
Hancock Bank Series 2015A-2 Sinking	Federated Prime Obligation #5	137
<b>Total Debt Service Fund Investments</b>		<b><u>\$ 730,833</u></b>

**Bridgewater Community Development District  
Summary A/R Ledger  
From 11/01/2023 to 11/30/2023**

<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>	
<b>330, 2412</b>	330-001	330 General Fund	Polk County Tax Collector	AR00001387	12110	10/01/2023	340,040.95
<b>Sum for 330, 2412</b>							<b>340,040.95</b>
<b>330, 2414</b>	330-200	330 Debt Service Fund S2015A-1	Polk County Tax Collector	AR00001387	12110	10/01/2023	203,197.24
<b>Sum for 330, 2414</b>							<b>203,197.24</b>
<b>330, 2415</b>	330-201	330 Debt Service Fund S2015A-2	Polk County Tax Collector	AR00001387	12110	10/01/2023	613,782.56
<b>Sum for 330, 2415</b>							<b>613,782.56</b>
<b>Sum for 330</b>							<b>1,157,020.75</b>
<b>Sum Total</b>							<b>1,157,020.75</b>

See Notes to Unaudited Financial Statements



**Bridgewater Community Development District  
Summary A/P Ledger  
From 11/1/2023 to 11/30/2023**

	<b>Fund Name</b>	<b>GL posting date</b>	<b>Vendor name</b>	<b>Document number</b>	<b>Description</b>	<b>Balance Due</b>
<b>330, 2412</b>	330 General Fund	11/28/2023	Jeffrey A Walters	JW112823	Board of Supervisors Meeting 11/28/23	200.00
	330 General Fund	11/28/2023	John E Gierlach	JG112823	Board of Supervisors Meeting 11/28/23	200.00
	330 General Fund	11/28/2023	Natalie L. Holley	NH112823	Board of Supervisors Meeting 11/28/23	200.00
	330 General Fund	09/01/2023	Solitude Lake Management, LLC	PSI0008062	Lake Management 09/23	4,417.00
	330 General Fund	11/28/2023	Thomas M. Temple	TT112823	Board of Supervisors Meeting 11/28/23	200.00
	330 General Fund	11/28/2023	Tonya Lockamy	TL112823	Board of Supervisors Meeting 11/28/23	200.00
	<b>Sum for 330, 2412</b>					<b>5,417.00</b>
	<b>Sum for 330</b>					<b>5,417.00</b>
	<b>Sum Total</b>					<b>5,417.00</b>

**Bridgewater Community Development  
District Notes to Unaudited Financial  
Statements November 30, 2023**

**Balance Sheet**

1. Trust statement activity has been recorded through 11/30/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY23-24 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

**Summary A/R Ledger – Subsequent Collections**

1. General Fund – Payment for Invoice AR00001387 in the amount of \$33,798.52 was received in December 2023.
2. Debt Service Fund S15 A-1 – Payment for Invoice AR00001387 in the amount \$20,196.88 was received in December 2023.
3. Debt Service Fund S15 A-2 – Payment for Invoice AR00001387 in the amount \$61,007.19 was received in December 2023.

Tab 3B



Rizzetta & Company

# **Bridgewater Community Development District**

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**Financial Statements  
(Unaudited)**

**December 31, 2023**

**Prepared by: Rizzetta & Company, Inc.**

**bridgewatercdd.org  
rizzetta.com**

**Bridgewater Community Development District**

Balance Sheet

As of 12/31/2023

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>						
Cash In Bank	375,071	0	829,811	1,204,882	0	0
Investments	92,949	1,047,997	733,988	1,874,934	0	0
Accounts Receivable	37,829	0	90,887	128,717	0	0
Fixed Assets	0	0	0	0	24,366,915	0
Amount Available in Debt Service	0	0	0	0	0	1,654,686
Amount To Be Provided Debt Service	0	0	0	0	0	6,355,314
<b>Total Assets</b>	<b>505,849</b>	<b>1,047,997</b>	<b>1,654,686</b>	<b>3,208,533</b>	<b>24,366,915</b>	<b>8,010,000</b>
<b>Liabilities</b>						
Accounts Payable	4,400	0	0	4,400	0	0
Accrued Expenses	10,634	0	0	10,634	0	0
Due To Other	4,991	0	0	4,991	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	8,010,000
<b>Total Liabilities</b>	<b>20,025</b>	<b>0</b>	<b>0</b>	<b>20,025</b>	<b>0</b>	<b>8,010,000</b>
<b>Fund Equity &amp; Other Credits</b>						
Beginning Fund Balance	212,958	1,033,544	939,785	2,186,288	0	0
Investment In General Fixed Assets	0	0	0	0	24,366,915	0
Net Change in Fund Balance	272,866	14,453	714,901	1,002,220	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>485,824</b>	<b>1,047,997</b>	<b>1,654,686</b>	<b>3,188,508</b>	<b>24,366,915</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>505,849</b>	<b>1,047,997</b>	<b>1,654,686</b>	<b>3,208,533</b>	<b>24,366,915</b>	<b>8,010,000</b>

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 12/31/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	12/31/2023	12/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	520	(520)
Special Assessments				
Off Roll	23,246	23,246	23,246	0
Tax Roll	365,736	365,736	366,646	(910)
<b>Total Revenues</b>	<b>388,982</b>	<b>388,982</b>	<b>390,412</b>	<b>(1,430)</b>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	7,000	1,750	1,000	750
<b>Total Legislative</b>	<b>7,000</b>	<b>1,750</b>	<b>1,000</b>	<b>750</b>
Financial & Administrative				
Accounting Services	22,880	5,720	5,720	0
Administrative Services	5,897	1,474	1,474	0
Arbitrage Rebate Calculation	1,000	0	0	0
Assessment Roll	5,460	5,460	5,460	0
Auditing Services	4,200	0	70	(70)
Disclosure Report	5,000	0	0	0
District Engineer	30,000	7,500	6,330	1,170
District Management	27,040	6,760	6,760	0
Dues, Licenses & Fees	175	175	175	0
Financial & Revenue Collections	5,460	1,365	1,365	0
Legal Advertising	3,000	750	297	453
Miscellaneous Fees	300	75	0	75
Miscellaneous Mailings	374	94	0	94
Public Officials Liability Insurance	3,006	3,006	2,870	136
Tax Collector/Property Appraiser Fees	14,000	14,000	13,985	15
Trustees Fees	4,000	2,000	333	1,667
Website Hosting, Maintenance, Backup & E	3,950	984	985	0
<b>Total Financial &amp; Administrative</b>	<b>135,742</b>	<b>49,363</b>	<b>45,824</b>	<b>3,539</b>
Legal Counsel				
District Counsel	30,000	7,500	4,673	2,827
<b>Total Legal Counsel</b>	<b>30,000</b>	<b>7,500</b>	<b>4,673</b>	<b>2,827</b>
Electric Utility Services				
Utility Services	985	246	148	98
<b>Total Electric Utility Services</b>	<b>985</b>	<b>246</b>	<b>148</b>	<b>98</b>
Stormwater Control				

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 12/31/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	12/31/2023	12/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Aquatic Maintenance	58,004	14,501	13,251	1,250
Lake/Pond Bank Maintenance & Repair	10,000	2,500	0	2,500
<b>Total Stormwater Control</b>	<b>68,004</b>	<b>17,001</b>	<b>13,251</b>	<b>3,750</b>
<b>Other Physical Environment</b>				
Entry & Walls Maintenance & Repair	800	200	0	200
General Liability Insurance	3,675	3,675	3,508	167
Irrigation Repair	8,225	2,056	0	2,056
Landscape & Irrigation Maintenance Contr	155,000	38,750	37,779	971
Landscape Inspection Services	9,600	2,400	2,250	150
Landscape Replacement Plants, Shrubs, Tr	20,000	5,000	0	5,000
Property Insurance	198	198	201	(3)
<b>Total Other Physical Environment</b>	<b>197,498</b>	<b>52,279</b>	<b>43,738</b>	<b>8,541</b>
<b>Contingency</b>				
Miscellaneous Contingency	25,147	6,287	8,912	(2,625)
<b>Total Contingency</b>	<b>25,147</b>	<b>6,287</b>	<b>8,912</b>	<b>(2,625)</b>
<b>Total Expenditures</b>	<b>464,376</b>	<b>134,426</b>	<b>117,546</b>	<b>16,880</b>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<b>(75,394)</b>	<b>254,556</b>	<b>272,866</b>	<b>(18,310)</b>
<b>Total Other Financing Sources(Uses)</b>				
Carry Forward Fund Balance				
Carry Forward Fund Balance	75,394	75,394	0	75,394
<b>Total Other Financing Sources(Uses)</b>	<b>75,394</b>	<b>75,394</b>	<b>0</b>	<b>75,394</b>
<b>Fund Balance, Beginning of Period</b>	<b>0</b>	<b>0</b>	<b>212,958</b>	<b>(212,958)</b>
<b>Total Fund Balance, End of Period</b>	<b>0</b>	<b>329,950</b>	<b>485,824</b>	<b>(155,875)</b>

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 12/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 12/31/2023	Year To Date 12/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Revenues				
Interest Earnings				
Interest Earnings	0	0	14,453	(14,453)
Total Revenues	<u>0</u>	<u>0</u>	<u>14,453</u>	<u>(14,453)</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>14,453</u>	<u>(14,453)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>1,033,544</u>	<u>(1,033,544)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,047,997</u>	<u>(1,047,997)</u>



**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 12/31/2023

(In Whole Numbers)

	Year Ending 09/30/2024	Through 12/31/2023	Year To Date 12/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	2,495	(2,495)
Special Assessments				
Tax Roll	218,552	218,552	219,095	(543)
<b>Total Revenues</b>	<u>218,552</u>	<u>218,552</u>	<u>221,590</u>	<u>(3,038)</u>
<b>Expenditures</b>				
Debt Service				
Interest	88,552	88,552	44,068	44,484
Principal	130,000	130,000	0	130,000
<b>Total Debt Service</b>	<u>218,552</u>	<u>218,552</u>	<u>44,068</u>	<u>174,484</u>
<b>Total Expenditures</b>	<u>218,552</u>	<u>218,552</u>	<u>44,068</u>	<u>174,484</u>
<b>Total Excess of Revenues Over(Under) Expenditures</b>	<u>0</u>	<u>0</u>	<u>177,522</u>	<u>(177,522)</u>
<b>Fund Balance, Beginning of Period</b>	<u>0</u>	<u>0</u>	<u>205,540</u>	<u>(205,540)</u>
<b>Total Fund Balance, End of Period</b>	<u>0</u>	<u>0</u>	<u>383,062</u>	<u>(383,062)</u>

**Bridgewater Community Development District**

## Statement of Revenues and Expenditures

As of 12/31/2023

(In Whole Numbers)

	Year Ending	Through	Year To Date	
	09/30/2024	12/31/2023	12/31/2023	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	8,851	(8,851)
Special Assessments				
Off Roll	39,737	39,737	39,797	(60)
Tax Roll	655,127	655,127	661,806	(6,679)
Total Revenues	<u>694,864</u>	<u>694,864</u>	<u>710,454</u>	<u>(15,590)</u>
<b>Expenditures</b>				
Debt Service				
Interest	334,864	334,864	173,075	161,789
Principal	360,000	360,000	0	360,000
Total Debt Service	<u>694,864</u>	<u>694,864</u>	<u>173,075</u>	<u>521,789</u>
Total Expenditures	<u>694,864</u>	<u>694,864</u>	<u>173,075</u>	<u>521,789</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>537,379</u>	<u>(537,379)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>734,245</u>	<u>(734,245)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,271,624</u>	<u>(1,271,624)</u>

**Bridgewater CDD  
Investment Summary  
December 31, 2023**

<u>Account</u>	<u>Investment</u>	<u>Balance as of December 31, 2023</u>
The Bank of Tampa	Money Market	\$ 3,188
The Bank of Tampa ICS - Operating: Pinnacle Bank	Money Market	89,761
<b>Total General Fund Investments</b>		<b><u>\$ 92,949</u></b>
FLCLASS	Average Monthly Yield 5.4700%	\$ 1,047,997
<b>Total Reserve Fund Investments</b>		<b><u>\$ 1,047,997</u></b>
Hancock Bank Series 2015A-1 Interest	Federated Prime Obligation #5	\$ 7
Hancock Bank Series 2015A-1 Reserve	Federated Prime Obligation #5	110,624
Hancock Bank Series 2015A-1 Principal	Federated Prime Obligation #5	50
Hancock Bank Series 2015A-1 Revenue	Federated Prime Obligation #5	53,277
Hancock Bank Series 2015A-1 Redemption	Federated Prime Obligation #5	8
Hancock Bank Series 2015A-2 Reserve	Federated Prime Obligation #5	353,075
Hancock Bank Series 2015A-2 Revenue	Federated Prime Obligation #5	215,932
Hancock Bank Series 2015A-2 Redemption	Federated Prime Obligation #5	852
Hancock Bank Series 2015A-2 Interest	Federated Prime Obligation #5	26
Hancock Bank Series 2015A-2 Sinking	Federated Prime Obligation #5	137
<b>Total Debt Service Fund Investments</b>		<b><u>\$ 733,988</u></b>

**Bridgewater Community Development District  
Summary A/R Ledger  
From 12/01/2023 to 12/31/2023**

<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>	
<b>330, 2412</b>	330-001	330 General Fund	Polk County Tax Collector	AR00001387	12110	10/01/2023	37,829.00
<b>Sum for 330, 2412</b>							<b>37,829.00</b>
<b>330, 2414</b>	330-200	330 Debt Service Fund S2015A-1	Polk County Tax Collector	AR00001387	12110	10/01/2023	22,605.36
<b>Sum for 330, 2414</b>							<b>22,605.36</b>
<b>330, 2415</b>	330-201	330 Debt Service Fund S2015A-2	Polk County Tax Collector	AR00001387	12110	10/01/2023	68,282.29
<b>Sum for 330, 2415</b>							<b>68,282.29</b>
<b>Sum for 330</b>							<b>128,716.65</b>
<b>Sum Total</b>							<b>128,716.65</b>

See Notes to Unaudited Financial Statements

**Bridgewater Community Development District  
 Summary A/P Ledger  
 From 12/1/2023 to 12/31/2023**

	<b>Fund Name</b>	<b>GL posting date</b>	<b>Vendor name</b>	<b>Document number</b>	<b>Description</b>	<b>Balance Due</b>
<b>330, 2412</b>	330 General Fund	12/29/2023	Site Masters of Florida, LLC	122923-1	Storm Structure Grates Replacement 1/23	4,400.00
	<b>Sum for 330, 2412</b>					<b>4,400.00</b>
	<b>Sum for 330</b>					<b>4,400.00</b>
	<b>Sum Total</b>					<b>4,400.00</b>

**Bridgewater Community Development  
District Notes to Unaudited Financial  
Statements December 31, 2023**

**Balance Sheet**

1. Trust statement activity has been recorded through 12/31/23.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY23-24 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

**Summary A/R Ledger – Subsequent Collections**

1. General Fund – Payment for Invoice AR00001387 in the amount of \$7,389.66 was received in January 2024.
2. Debt Service Fund S15 A-1 – Payment for Invoice AR00001387 in the amount \$4,415.81 was received in January 2024.
3. Debt Service Fund S15 A-2 – Payment for Invoice AR00001387 in the amount \$13,338.52 was received in January 2024.

Tab 4

# SOLITUDE

LAKE MANAGEMENT



## Bridgewater CDD Lakeland Waterway Inspection Report

---

**Reason for Inspection:** Normal growth observed

**Inspection Date:** 2023-10-25

**Prepared for:**

District Manager Rizzetta & Company  
12750 Citrus Park Lane, Suite #115  
Tampa, Florida 33625

**Prepared by:**

Mitchell Hartwig, Project Manager, Aquatic Biologist



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PONDS I, H, G \_\_\_\_\_ 6

PONDS F, E \_\_\_\_\_ 7

PONDS \_\_\_\_\_

PONDS \_\_\_\_\_

**MANAGEMENT/COMMENTS SUMMARY** \_\_\_\_\_ 7-8

**SITE MAP** \_\_\_\_\_ 9

Site: A

Comments:

Treatment in progress  
Used Mobitrac within the site for the vegetation growth in the pond. Positive results seen and shoreline edges need some treatments.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



October, 2023



October, 2023

Site: B

Comments:

Normal growth observed  
Floating weeds present in the site, treated during this visit. Open water looks good.

Action Required:

Routine maintenance next visit

Target:

Floating Weeds



October, 2023



October, 2023

Site: C

Comments:

Normal growth observed  
Shoreline weeds show positive results from treatment. Some submersed present in the site.

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation



October, 2023



October, 2023

Site: L. Hazel

Comments:

Treatment in progress  
Open water looks good, positive treatment on shoreline vegetation.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



October, 2023



October, 2023

Site: L. Peggy

Comments:

Treatment in progress  
Positive treatment on Hydrilla in the site observed. Open water looks good. Some shoreline weeds present.

Action Required:

Routine maintenance next visit

Target:

Hydrilla



October, 2023



October, 2023

Site: L. Serena

Comments:

Treatment in progress  
Many of the Cattails have been treated, very windy today prevent good coverage of the cattails to be treated.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



October, 2023



October, 2023

Site: L. Jane

Comments:

Treatment in progress  
Minor shoreline weeds present in the site. Open water looks good.



October, 2023



October, 2023

Action Required:

Routine maintenance next visit

Target:

Torpedograss

Site: L. Ruth

Comments:

Normal growth observed  
Site looks good, some shoreline weeds present and within some of the native vegetation.



October, 2023



October, 2023

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

Site: J

Comments:

Normal growth observed  
Minor growth of algae observed within the site.



October, 2023



October, 2023

Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: I

Comments:

Normal growth observed  
Algae growth within the site around the perimeter.

Action Required:

Routine maintenance next visit

Target:

Surface algae



October, 2023



October, 2023

Site: H

Comments:

Normal growth observed  
Open water looks good, minimal algae present.

Action Required:

Routine maintenance next visit

Target:

Surface algae



October, 2023



October, 2023

Site: G

Comments:

Normal growth observed  
Shoreline weed growth observed around the site, treated during this visit.

Action Required:

Routine maintenance next visit

Target:

Surface algae



October, 2023



October, 2023

**Site: F**

**Comments:**

Site looks good

Dried out site, minor weeds present.



**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific

October, 2023

October, 2023

**Site: E**

**Comments:**

Site looks good

Decomposing vegetation in the site. Shoreline weeds at a minimal.



**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds

October, 2023

October, 2023

**Management Summary**

Bridgewater CDD Waterway Inspection Report was completed on October 24th, 2023 for all sites.

Site A: Used Mobitrac within the site for the vegetation growth in the pond. Positive results seen and shoreline edges need some treatments.

Site B: Floating weeds present in the site, treated during this visit. Open water looks good.

Site C: Shoreline weeds show positive results from treatment. Some submerged present in the site.

Site Hazel: Open water looks good, positive treatment on shoreline vegetation.

Site Peggy: Positive treatment on Hydrilla in the site observed. Open water looks good. Some shoreline weeds present.

Site Serena: Many of the Cattails have been treated, very windy today prevent good coverage of the cattails to be treated.

Site Jane: Minor shoreline weeds present in the site. Open water looks good.

Site Ruth: Site looks good, some shoreline weeds present and within some of the native vegetation.

Site J: Minor growth of algae observed within the site.

Site I: Algae growth within the site around the perimeter.

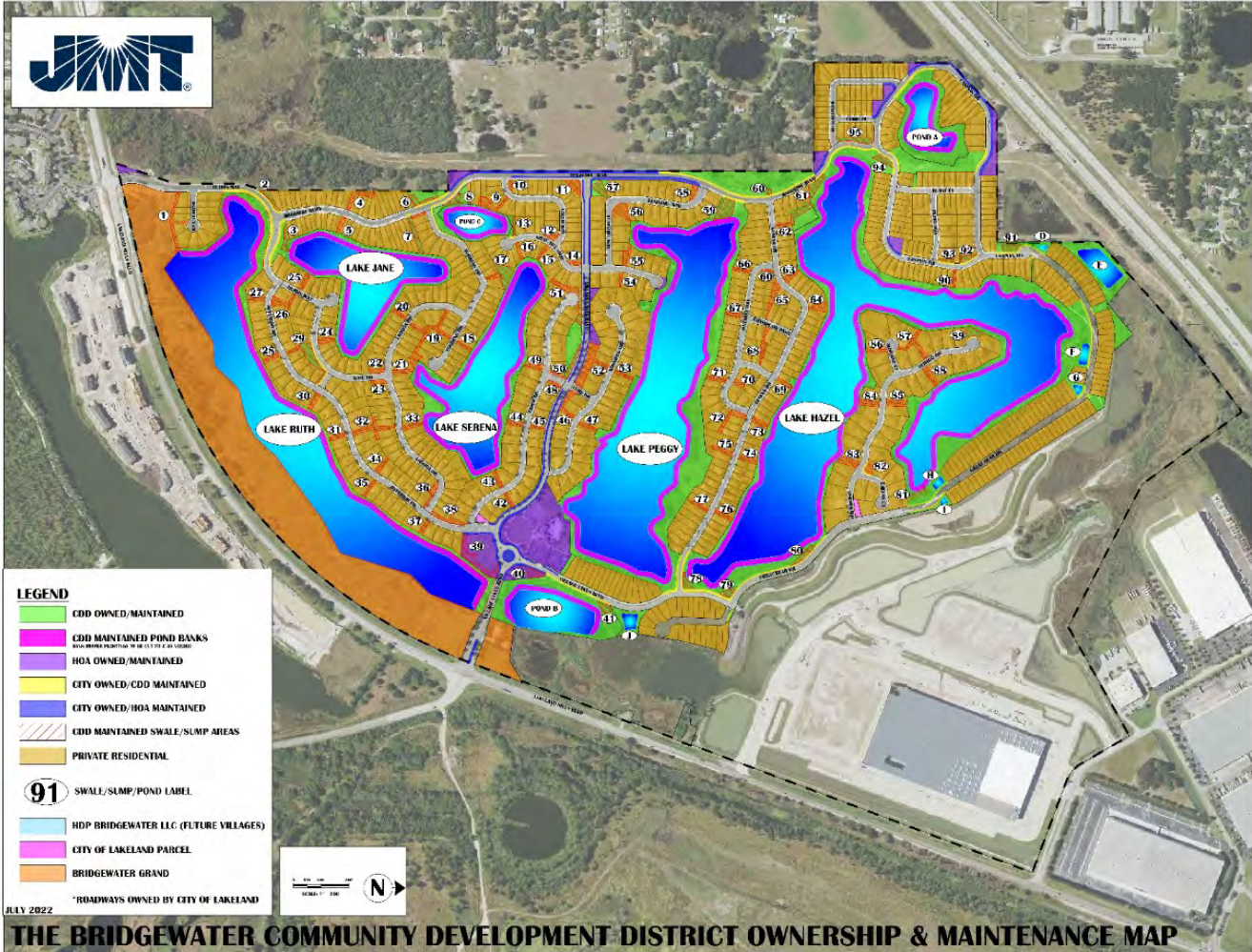
Site H: Open water looks good, minimal algae present.

Site G: Shoreline weed growth observed around the site, treated during this visit.

Site F: Dried out site, minor weeds present.

Site E: Decomposing vegetation in the site. Shoreline weeds at a minimal.

Site	Comments	Target	Action Required
A	Treatment in progress	Species non-specific	Routine maintenance next visit
B	Normal growth observed	Floating Weeds	Routine maintenance next visit
C	Normal growth observed	Submersed vegetation	Routine maintenance next visit
H	Treatment in progress	Shoreline weeds	Routine maintenance next visit
P	Treatment in progress	Hydrilla	Routine maintenance next visit
S	Treatment in progress	Species non-specific	Routine maintenance next visit
J	Treatment in progress	Torpedograss	Routine maintenance next visit
R	Normal growth observed	Shoreline weeds	Routine maintenance next visit
J	Normal growth observed	Surface algae	Routine maintenance next visit
I	Normal growth observed	Surface algae	Routine maintenance next visit
H	Normal growth observed	Surface algae	Routine maintenance next visit
G	Normal growth observed	Surface algae	Routine maintenance next visit
F	Site looks good	Species non-specific	Routine maintenance next visit
E	Site looks good	Shoreline weeds	Routine maintenance next visit





Tab 4A

# SOLITUDE

LAKE MANAGEMENT



## Bridgewater CDD Lakeland Waterway Inspection Report

---

**Reason for Inspection:** Normal growth observed

**Inspection Date:** 2023-11-28

**Prepared for:**

District Manager Rizzetta & Company  
12750 Citrus Park Lane, Suite #115  
Tampa, Florida 33625

**Prepared by:**

Mitchell Hartwig, Project Manager, Aquatic Biologist

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PONDS I, H, G \_\_\_\_\_ 6

PONDS F, E \_\_\_\_\_ 7

PONDS \_\_\_\_\_

PONDS \_\_\_\_\_

**MANAGEMENT/COMMENTS SUMMARY** \_\_\_\_\_ 7-8

**SITE MAP** \_\_\_\_\_ 9

**Site: A**

**Comments:**

Treatment in progress  
 Vegetation show positive signs of treatment in the site. Open water looks good, continuation of treatments will commence.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific



November, 2023



November, 2023

**Site: B**

**Comments:**

Normal growth observed  
 Water Hyacinth present in the site, was treated during today's visit.

**Action Required:**

Routine maintenance next visit

**Target:**

Floating Weeds



November, 2023



November, 2023

**Site: C**

**Comments:**

Normal growth observed  
 Open water looks good, minor shoreline weeds present in site.

**Action Required:**

Routine maintenance next visit

**Target:**

Submersed vegetation



November, 2023



November, 2023

Site: L. Hazel

Comments:

Normal growth observed  
Positive treatment on shoreline  
weeds observed. Open water  
looks good.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November, 2023



November, 2023

Site: L. Peggy

Comments:

Normal growth observed  
Good native growth of vegetation  
in the site. Open water looks  
good. Continuation of treatments  
for shoreline vegetation on next  
routine visit.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November, 2023



November, 2023

Site: L. Serena

Comments:

Treatment in progress  
Cattails are 95% treated, a couple  
remain and will decompose over  
time. Open water looks good and  
hydrilla has been reduced.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



November, 2023



November, 2023

Site: L. Jane

Comments:

Treatment in progress  
Open water looks good, shoreline weeds show positive signs of treatment.

Action Required:

Routine maintenance next visit

Target:

Torpedograss



November, 2023



November, 2023

Site: L. Ruth

Comments:

Normal growth observed  
Shoreline weeds show positive treatment. Buffer zone appears to be mowed back. Open water looks good.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November, 2023



November, 2023

Site: J

Comments:

Normal growth observed  
Good growth of native vegetation within the site. Open water looks good.

Action Required:

Routine maintenance next visit

Target:

Surface algae



November, 2023



November, 2023

Site: I

Comments:

Normal growth observed  
Open water looks good, minor growth of shoreline weeds present.

Action Required:

Routine maintenance next visit

Target:

Surface algae



November, 2023



November, 2023

Site: H

Comments:

Normal growth observed  
Minor growth of shoreline weeds present in the site.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November, 2023



November, 2023

Site: G

Comments:

Normal growth observed  
Shoreline weed growth observed around the site, treated during this visit.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



November, 2023



November, 2023

**Site: F**

**Comments:**

Site looks good

Some water has filled in the site, open water looks good.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific



November, 2023



November, 2023

**Site: E**

**Comments:**

Site looks good

Minor growth of shoreline weeds present, decomposing Cattails present in the site.

**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds



November, 2023



November, 2023

**Management Summary**

Bridgewater CDD Waterway Inspection Report was completed on November 29th, 2023 for all sites.

Site A: Vegetation show positive signs of treatment in the site. Open water looks good, continuation of treatments will commence.

Site B: Water Hyacinth present in the site, was treated during today's visit.

Site C: Open water looks good, minor shoreline weeds present in site.

Site Hazel: Positive treatment on shoreline weeds observed. Open water looks good.

Site Peggy: Good native growth of vegetation in the site. Open water looks good. Continuation of treatments for shoreline vegetation on next routine visit.

Site Serena: Cattails are 95% treated, a couple remain and will decompose over time. Open water looks good and hydrilla has been reduced.

Site Jane: Open water looks good, shoreline weeds show positive signs of treatment.

Site Ruth: Shoreline weeds show positive treatment. Buffer zone appears to be mowed back. Open water looks good.

Site J: Good growth of native vegetation within the site. Open water looks good.

Site I: Open water looks good, minor growth of shoreline weeds present.

Site H: Minor growth of shoreline weeds present in the site.

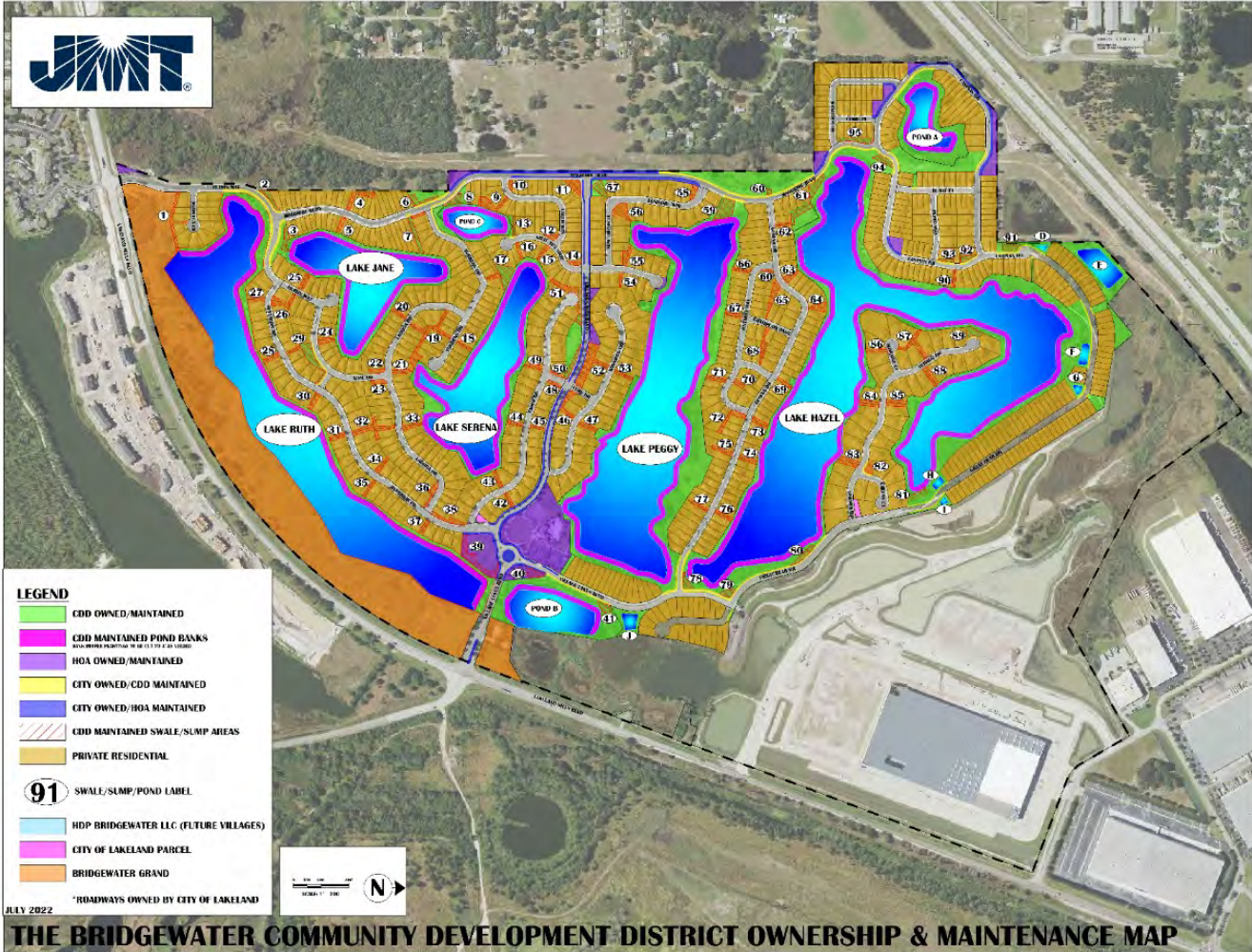
Site G: Shoreline weed growth observed around the site, treated during this visit.

Site F: Some water has filled in the site, open water looks good.

Site E: Minor growth of shoreline weeds present, decomposing Cattails present in the site.



Site	Comments	Target	Action Required
A	Treatment in progress	Species non-specific	Routine maintenance next visit
B	Normal growth observed	Floating Weeds	Routine maintenance next visit
C	Normal growth observed	Submersed vegetation	Routine maintenance next visit
H	Normal growth observed	Shoreline weeds	Routine maintenance next visit
P	Normal growth observed	Shoreline weeds	Routine maintenance next visit
S	Treatment in progress	Species non-specific	Routine maintenance next visit
J	Treatment in progress	Torpedograss	Routine maintenance next visit
R	Normal growth observed	Shoreline weeds	Routine maintenance next visit
J	Normal growth observed	Surface algae	Routine maintenance next visit
I	Normal growth observed	Surface algae	Routine maintenance next visit
H	Normal growth observed	Shoreline weeds	Routine maintenance next visit
G	Normal growth observed	Shoreline weeds	Routine maintenance next visit
F	Site looks good	Species non-specific	Routine maintenance next visit
E	Site looks good	Shoreline weeds	Routine maintenance next visit



Tab 4B

# SOLITUDE

LAKE MANAGEMENT



## Bridgewater CDD Lakeland Waterway Inspection Report

---

**Reason for Inspection:** Normal growth observed

**Inspection Date:** 2023-12-19

**Prepared for:**

District Manager Rizzetta & Company  
12750 Citrus Park Lane, Suite #115  
Tampa, Florida 33625

**Prepared by:**

Mitchell Hartwig, Operations Manager

Sun City Field Office  
SOLITUDELAKEMANAGEMENT.COM  
888.480.LAKE (5253)

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PONDS J, R, Small J \_\_\_\_\_ 5

PONDS I, H, G \_\_\_\_\_ 6

PONDS F, E \_\_\_\_\_ 7

PONDS \_\_\_\_\_

PONDS \_\_\_\_\_

**MANAGEMENT/COMMENTS SUMMARY** \_\_\_\_\_ 7-8

**SITE MAP** \_\_\_\_\_ 9

Site: A

Comments:

Treatment in progress  
Die off of vegetation around the perimeter of the site. Open water looks good. Internal treatments of weeds to continue.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



December, 2023



December, 2023

Site: B

Comments:

Normal growth observed  
Water Hyacinth in site shows positive signs of treatment. Open water looks good.

Action Required:

Routine maintenance next visit

Target:

Floating Weeds



December, 2023



December, 2023

Site: C

Comments:

Normal growth observed  
Open water looks good, minor shoreline weeds present in site.

Action Required:

Routine maintenance next visit

Target:

Submersed vegetation



December, 2023



December, 2023

Site: L. Hazel

**Comments:**

Normal growth observed  
 Shoreline weeds look good.  
 Cypress Trees look in good condition.

**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds



December, 2023



December, 2023

Site: L. Peggy

**Comments:**

Normal growth observed  
 Shoreline shows minimal growth of weeds. Gulf Spikerush in good standing. Open water looks good.

**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds



December, 2023



December, 2023

Site: L. Serena

**Comments:**

Treatment in progress  
 All Cattails have been treated and are decomposing. Open water looks good, minor shoreline weeds present.

**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific



December, 2023



December, 2023

Site: L. Jane

Comments:

Treatment in progress  
Open water looks good, positive treatment on shoreline weeds present.

Action Required:

Routine maintenance next visit

Target:

Torpedograss



December, 2023



December, 2023

Site: L. Ruth

Comments:

Normal growth observed  
Some floating weeds present in the site, treated during today's visit.

Action Required:

Routine maintenance next visit

Target:

Floating Weeds



December, 2023



December, 2023

Site: J

Comments:

Normal growth observed  
Good growth of native vegetation within the site. Open water looks good.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



December, 2023



December, 2023



Site: I

Comments:

Normal growth observed  
Minor shoreline weeds present in the site.



Action Required:

Routine maintenance next visit

Target:

Surface algae

December, 2023

Site: H

Comments:

Normal growth observed  
Minor growth of shoreline weeds present in the site.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

December, 2023



December, 2023

Site: G

Comments:

Normal growth observed  
Positive treatment on shoreline treatments. Open water looks good.



Action Required:

Routine maintenance next visit

Target:

Shoreline weeds

December, 2023



December, 2023

**Site: F**

**Comments:**

Site looks good

Open water looks good, minor growth of shoreline weeds present.



**Action Required:**

Routine maintenance next visit

**Target:**

Species non-specific

December, 2023

**Site: E**

**Comments:**

Site looks good

Open water looks good, minor growth of shoreline weeds present.



**Action Required:**

Routine maintenance next visit

**Target:**

Shoreline weeds



December, 2023

December, 2023

**Management Summary**

Bridgewater CDD Waterway Inspection Report was completed on December 19th, 2023 for all sites.

Site A: Die off of vegetation around the perimeter of the site. Open water looks good. Internal treatments of weeds to continue.

Site B: Water Hyacinth in site shows positive signs of treatment. Open water looks good.

Site C: Open water looks good, minor shoreline weeds present in site.

Site Hazel: Shoreline weeds look good. Cypress Trees look in good condition.

Site Peggy: Shoreline shows minimal growth of weeds. Gulf Spikerush in good standing. Open water looks good.

Site Serena: All Cattails have been treated and are decomposing. Open water looks good, minor shoreline weeds present.

Site Jane: Open water looks good, positive treatment on shoreline weeds present.

Site Ruth: Some floating weeds present in the site, treated during today's visit.

Site J: Good growth of native vegetation within the site. Open water looks good.

Site I: Minor shoreline weeds present in the site.

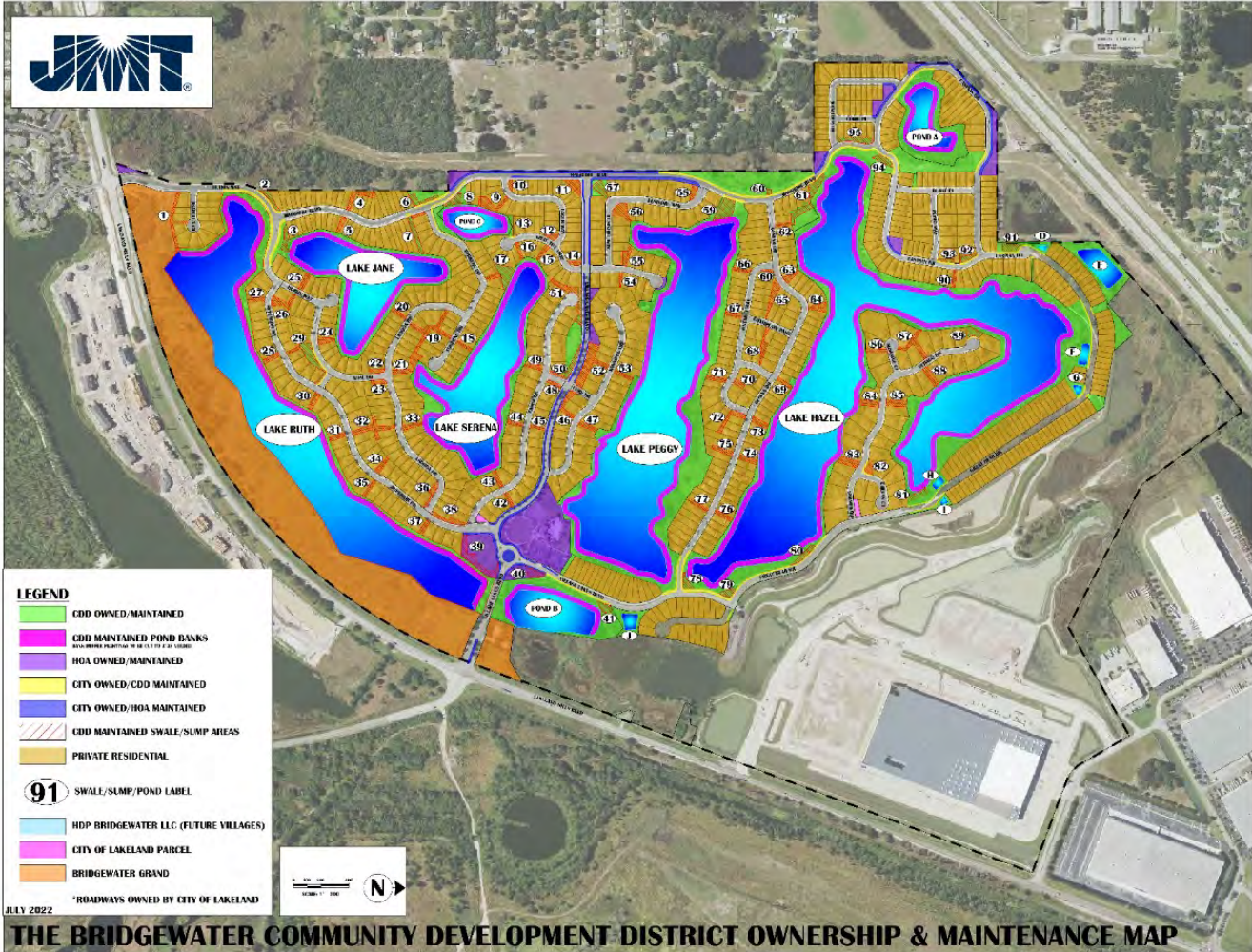
Site H: Minor growth of shoreline weeds present in the site.

Site G: Positive treatment on shoreline treatments. Open water looks good.

Site F: Open water looks good, minor growth of shoreline weeds present.

Site E: Open water looks good, minor growth of shoreline weeds present.

Site	Comments	Target	Action Required
A	Treatment in progress	Species non-specific	Routine maintenance next visit
B	Normal growth observed	Floating Weeds	Routine maintenance next visit
C	Normal growth observed	Submersed vegetation	Routine maintenance next visit
H	Normal growth observed	Shoreline weeds	Routine maintenance next visit
P	Normal growth observed	Shoreline weeds	Routine maintenance next visit
S	Treatment in progress	Species non-specific	Routine maintenance next visit
J	Treatment in progress	Torpedograss	Routine maintenance next visit
R	Normal growth observed	Floating Weeds	Routine maintenance next visit
J	Normal growth observed	Shoreline weeds	Routine maintenance next visit
I	Normal growth observed	Surface algae	Routine maintenance next visit
H	Normal growth observed	Shoreline weeds	Routine maintenance next visit
G	Normal growth observed	Shoreline weeds	Routine maintenance next visit
F	Site looks good	Species non-specific	Routine maintenance next visit
E	Site looks good	Shoreline weeds	Routine maintenance next visit



Tab 5



# Quality Site Assessment

Prepared for: **Bridgewater CDD**

## General Information

**DATE:** Tuesday, Dec 19, 2023  
**NEXT QSA DATE:** Monday, Mar 18, 2024  
**CLIENT ATTENDEES:** Carol Brown  
**BRIGHTVIEW ATTENDEES:** Theodore Katina

## Customer Focus Areas

### Quality you can count on.

<b>7</b> Seven Standards of Excellence	<b>1</b>  Site Cleanliness	<b>2</b>  Weed Free	<b>3</b>  Green Turf
	<b>4</b>  Crisp Edges	<b>5</b>  Spectacular Flowers	<b>6</b>  Uniformly Mulched Beds

### Maintenance Items



- 1** At sump 41 let's remove the brush that has fallen over from the wood line

### Recommendations for Property Enhancements



- 1** Recommend installing Pine straw or mulch around any ornamental grasses through property



### Notes to Owner / Client



- 1** Board of Directors said they had it budgeted to replace the shrubs at the bridge. Please let us know when it's approved.
- 2** Sump 40 across from the clubhouse it's constantly wet Drain needs to be checked
- 3** Sump 68 continues to be too wet to either mow or weedat
- 4** Per board approval next month Brightview will be staking several trees through property that we're not Staked properly when they were installed

### Notes to Owner / Client



- 5** Per the Board of Directors request, we will be submitting a tree proposal to lift and thin out trees through property. They have not been done in quite some time.
- 6** You have several trees, especially the cypress trees that are in their dormant stage. They will be this way for the next 3 to 4 months, until at least April before flushing out again.
- 7** Construction workers are leaving a lot of trash and debris behind mailboxes on great bear

Tab 5A



# Quality Site Assessment

Prepared for: **Bridgewater CDD**

## General Information

**DATE:** Wednesday, Jan 03, 2024  
**NEXT QSA DATE:** Wednesday, Apr 03, 2024  
**CLIENT ATTENDEES:** Michele Lamberti  
**BRIGHTVIEW ATTENDEES:** Theodore Katina

## Customer Focus Areas

### Quality you can count on.

<b>7</b> Seven Standards of Excellence	<b>1</b>  Site Cleanliness	<b>2</b>  Weed Free	<b>3</b>  Green Turf
	<b>4</b>  Crisp Edges	<b>5</b>  Spectacular Flowers	<b>6</b>  Uniformly Mulched Beds

### Recommendations for Property Enhancements



- 1** Recommend board approve proposal for tree, trimming and thinning that I sent the district

# QUALITY SITE ASSESSMENT

## Bridgewater CDD

### Notes to Owner / Client



- 1** Will be completing tree staking proposal this month
- 2** Numerous trees are in dormant stage per season
- 3** Areas where round up waa Sprayed on Pond Banks are growing back in
- 4** This is an example of a not properly strapped tree

### Completed Items



- 1** At sump 41 let's remove the brush that has fallen over from the wood line

Tab 6



**BrightView Tree Care Services**

Branch Office #49360  
701 Codisco Way  
Sanford, Florida 32771  
Michael Provencher  
michael.provencher@brightview.com  
tel:407-496-8074

**Tree Care Service Address/Location**

Bridgewater CDD  
ID#: 345303010  
2525 Village Lakes Drive  
Lakeland, Florida 33805

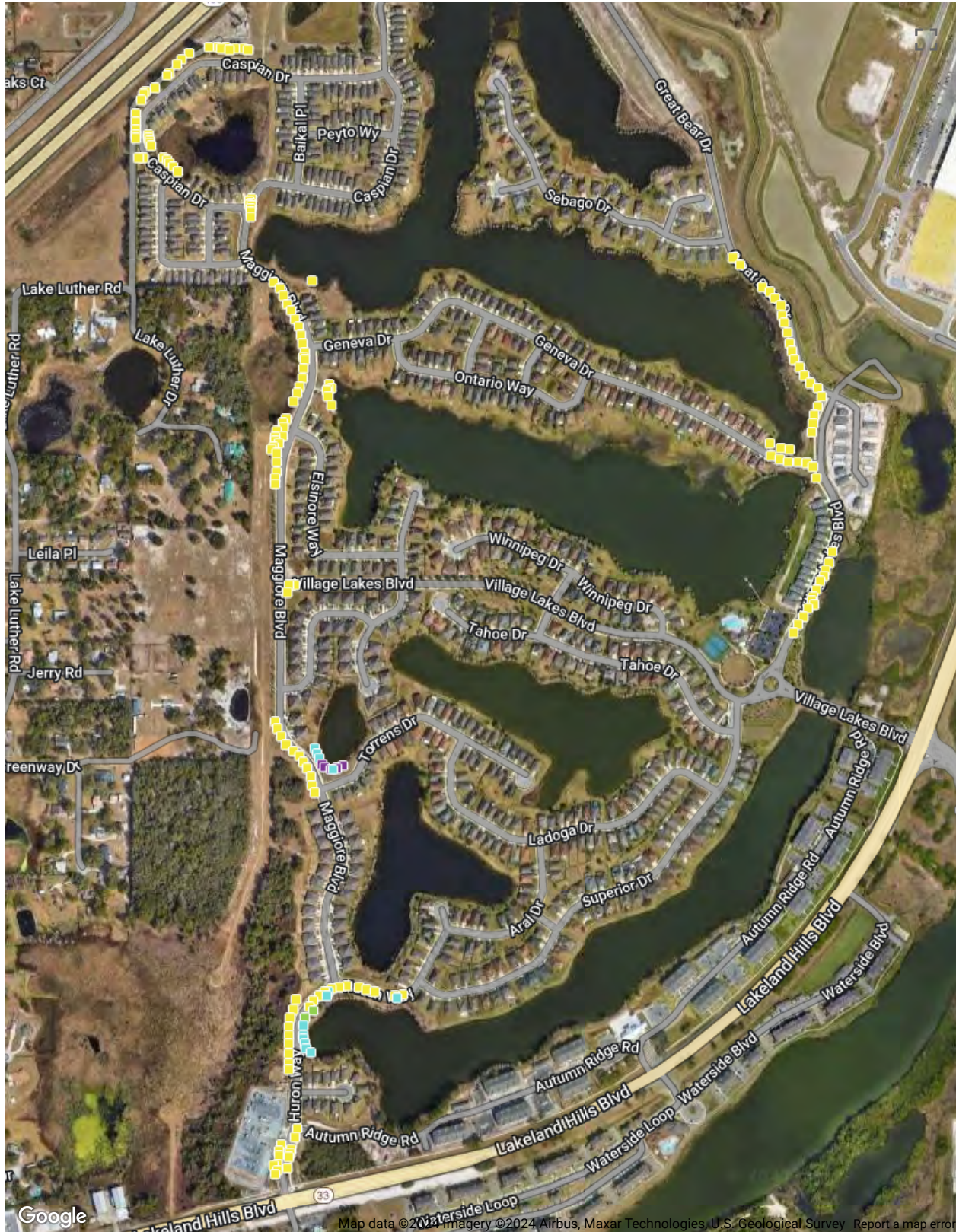
Proposed Tree Care Services

	Species	Qty	Objective	Price
■	Drake Chinese Elm <i>Ulmus parvifolia cv. Drake</i>	5	Structure Prune	-
■	Laurel Oak <i>Quercus laurifolia</i>	2	Structure Prune	-
■	Southern Live Oak <i>Quercus virginiana</i>	14	Crown Raise	-
■	Southern Live Oak <i>Quercus virginiana</i>	159	Structure Prune	-
■	Sweet Gum	13	Structure Prune	-
<b>Total</b>				<b>\$34,500</b>

**Additional Information**

Prune community trees to structurally prune canopies to define central leader by reducing competing stems, remove rubbing/crossing branches, thin end weight, remove dead branches ~1" and greater in diameter, and thin interior/trunk suckers. For select woodline trees elevate canopy for large vehicle clearance that impact community roads.

Bridgewater CDD



- Legend (193)
- Southern Live Oa... (173)
  - Sweet Gum (13)
  - Drake Chinese El... (5)
  - Laurel Oak (2)

**Bridgewater CDD**

Bridgewater CDD - Structure Pruning and Canopy Raising



December 18, 2023

*Quercus virginiana* ID# 129  
Southern Live Oak



December 18, 2023

*Quercus virginiana* ID# 222  
Southern Live Oak



December 18, 2023

*Quercus laurifolia* ID# 254  
Laurel Oak



Google Imagery ©2024 Airbus, Maxar Technologies, U.S. Geological Survey  
Established Tree  
Crown Raise



Google Imagery ©2024 Airbus, Maxar Technologies, U.S. Geological Survey  
Established Tree  
Structure Prune



Google Imagery ©2024 Airbus, Maxar Technologies, U.S. Geological Survey  
Established Tree  
Structure Prune

# BrightView Tree Care Services

## Terms & Conditions

1. **Bid Specifications:** The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings contained or referred to herein. All materials shall conform to bid specifications. Work is being done in accordance with ANSI A300 standards.
2. **Bid Expiration:** This proposal will remain in effect for thirty (30) days from the date it was first presented to Client/Owner, unless accepted or rejected by Client/Owner, or withdrawn by Contractor prior to that time.
3. **Work Force:** Contractor shall designate a qualified representative with experience in tree management. The work force shall be presentable at all times. All employees shall be competent and qualified and shall be legally authorized to work in the U.S.
4. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. BrightView Tree Care Services is not responsible for damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. BrightView Tree Care Services will repair damaged irrigation lines at the Client/Owner's expense.
5. **Scheduling of Work:** If the jobsite conditions materially change from the time of approval of this proposal to the time the work starts, such that the job costs are adversely changed, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Our office will call the day prior to the work being done, unless other arrangements are made.
6. **Work Hours:** Any work, including emergency work, overtime and weekend work performed outside of the normal working hours (Monday-Friday between 6:30 a.m. and 2:30 p.m.) shall be billed at overtime rates. Use of power equipment will commence at 7:00 a.m., unless otherwise specified in the scope of work. Additional charges will be applied if crews cannot use power equipment by 9:00 a.m.
7. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license and permit requirements of relevant city, state and federal governments, as well as all other requirements of law.
8. **Taxes:** Contractor agrees to pay all applicable taxes, including sales taxes on material supplied, where applicable.
9. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with a \$1,000,000 limit of liability.
10. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner.
11. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.
12. **Non-Union Contractor:** Client/Owner acknowledges that Contractor is not a signatory to any union agreements. If any services hereunder would be covered by any labor union that Client/Owner is bound to or that may have a claim to such work, then this written proposal shall be immediately terminated and become void, with no further liability to Contractor.
13. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
14. **Additional Services:** Any additional work, changes in the scope of work, or additional contract terms introduced by Client/Owner that are not specified in the signed written proposal shall constitute a counter offer and will require a new written proposal or an executed written order to address such changes. Any additional costs related thereto shall be charged by Contractor as an extra charge over and above the estimate.
15. **Access to Job Site:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
14. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice.
15. **Cancellation:** Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.
16. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
17. **Disclaimer:** This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal is intended to reduce the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by BrightView Tree Care Services is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

## Acceptance of this Proposal

Contractor is authorized to perform the work stated on the face of this proposal. Payment will be 100% due at time of billing. If payment has not been received by BrightView Tree Care Services within fifteen (15) days after billing, BrightView Tree Care Services shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

**NOTICE:** FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

## Customer

Signature

January 8, 2024

Printed Name

Date

## BrightView Tree Care Services

*Michael Provencher*

January 8, 2024

Signature

Date

Michael Provencher

January 8, 2024

Printed Name

Date

Tab 7

## Proposal for Extra Work at Bridgewater CDD

Property Name	Bridgewater CDD	Contact	Christina Newsome
Property Address	2525 Village Lakes Drive Lakeland, FL 33805	To Billing Address	Bridgewater CDD 3434 Colwell Ave Ste 200 Tampa, FL 33619
Project Name	Front bridge		
Project Description	Remove all shrubs, lower ground level and mulch.		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
5.00	CUBIC YARD	Mini Pine Bark Mulch - Blown-In/Installed - CY - CUBIC YARD Subcontracted Mulch	\$57.44	\$287.19
40.00	HOUR	Enhancement Labor	\$75.60	\$3,024.00

For internal use only

**SO#** 8283956  
**JOB#** 345303010  
**Service Line** 130

**Total Price** \$3,311.19

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 4777 Old Winter Garden Road, Orlando, FL 32811 ph. (407) 292-9600 fax (407) 291-4966

### TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

#### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

**District manager**

Signature Title

**Christina Newsome**  
Printed Name

**November 15, 2023**

Date

#### BrightView Landscape Services, Inc. "Contractor"

**Account Manager, Senior**

Signature Title

**Theodore Katina**  
Printed Name

**November 15, 2023**

Date

**Job #: 345303010**

**SO #: 8283956**

**Proposed Price: \$3,311.19**

Tab 8



## Proposal for Extra Work at Bridgewater CDD

Property Name	Bridgewater CDD	Contact	Christina Newsome
Property Address	2525 Village Lakes Drive Lakeland, FL 33805	To	Bridgewater CDD
		Billing Address	3434 Colwell Ave Ste 200 Tampa, FL 33619
Project Name	The Plant Beds Next To The Bridge at Bridgewater - Updated as of 8.28.23		
Project Description	Renovating the Plant Beds next to the Bridge with new materials to present more curb appeal		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
30.00	HOUR	Demo / Prep / Staging / Mobilization / Clean-up	\$75.60	\$2,268.00
1.00	EACH	Irrigation Retro-fit	\$2,000.00	\$2,000.00
72.00	EACH	Ligustrum Spp. - Sunshine Ligustrum 3 gal. Shrub/perennial Installed	\$17.02	\$1,225.79
115.00	EACH	Croton Petra - 3 gal. Shrub/perennial Installed	\$17.02	\$1,957.86
8.00	TON	River Jacks 3-5" - Bulk Installed (At ends of Beds) install at 2" - 3" thick	\$498.78	\$3,990.26
509.00	SQUARE FEET	Filter Fabric w/ Staples Installed (At ends of Beds)	\$2.69	\$1,368.29
8.00	TON	River Jacks 1-3" - Bulk Installed (Behind Bridge along Hill) - install at 3" thick	\$601.94	\$4,815.56
15.00	CUBIC YARD	Mulch Installed - State variety	\$71.74	\$1,076.15
2.50	TON	Florida Fieldstone Boulder-Tonnage (90 lbs per cf) - TON Boulders Installed (2 - 2' x 2' & 2 - 3'x 2')	\$510.66	\$1,276.64
1.50	LOAD	Dump Fees/Green Waste Material	\$212.82	\$319.24
1.00	LUMP SUM	Freight / Hauling	\$600.00	\$600.00

For internal use only

**SO#** 8283944  
**JOB#** 345303010  
**Service Line** 130

**Total Price** \$20,897.79

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
4777 Old Winter Garden Road, Orlando, FL 32811 ph. (407) 292-9600 fax (407) 291-4966

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

Customer

Signature	Title
<b>Christina Newsome</b>	<b>District manager</b>
Printed Name	Date
	<b>November 15, 2023</b>

**BrightView Landscape Services, Inc. "Contractor"**  
**Account Manager, Senior**

Signature	Title
<b>Theodore Katina</b>	<b>November 15, 2023</b>
Printed Name	Date

<b>Job #:</b>	<b>345303010</b>	
<b>SO #:</b>	<b>8283944</b>	<b>Proposed Price: \$20,897.79</b>

# Exclusions And Qualifications

## Personnel/ Working Hours

- This Proposal is based upon personnel working normal daytime hours, 8 hour work day, 40 hour work week. Proposal excludes working in an ineffective manner (rain, unsafe working conditions, etc.)
- BrightView is an open shop contractor, non-signatory to any labor agreements.
- This Proposal is based on non-prevailing wage and non-union labor rates.
- This proposal is based on performing the work in one continuous operation and includes one mobilization of equipment, tools and resources to and from site.

## Utilities, Traffic Control, and Permitting

- BrightView excludes any permits or applicable fees in this proposal. Permits and fees, if required, are to be supplied and paid for by others including street closure and traffic control plans.
- Permanent or temporary Water meter fees, permits, installation and cost for water not included in proposal.
- BrightView Landscape Maintenance, Inc. is not responsible for underground or overhead utilities or their re-routing.
- BrightView is not responsible for unmarked private utilities.
- A minimum of (48) hour notice prior to mobilization must be provided for proper underground utility marking, etc. in public areas.
- The owner shall be responsible for identifying and marking all underground utilities within in the work site.
- BrightView shall accept no responsibility for damage to any unmarked underground utilities.

## Scope of Work/ Project Specifications

- No import or export soils are provided for in this proposal except as noted in the scope of work. All planting spoils to be used on-site.
- Equipment access roads and level crane pads are to be provided at the time of installation and approved by BrightView prior to mobilization.
- Any and all concrete or asphalt cutting, demolition, removal and replacement to be performed by others.
- Hardscape, electrical, surveying, metal work or waterproofing or any other scope not specified in this proposal are excluded.
- No demolition work is provided for in this proposal except as noted in the scope of work.
- BrightView will receive the site clean and free of weeds and construction debris and in finish graded condition (plus or minus 1/10th foot)
- Site is to be readily accessible by smooth bucket skip loader, forklift, and workmen with hand tools, semi-truck and trailer.
- Cutting, patching or penetration of planter walls is excluded. Coring of structures has not been included. All necessary penetrations into existing planters, sealing of these penetrations, etc. to be by others.
- Waterproofing, protection boards, and topping slabs shall be completed, in place and tested by others prior to mobilization.
- Specified plant materials are subject to availability at the time of construction.

## Irrigation

- BrightView shall be given sufficient notice to place irrigation sleeves prior to paving, curbing or wall footings being poured.
- No hardscape (asphalt, concrete, etc.) cutting for purposes of installing irrigation piping, wires, etc. is provided in this proposal.
- Irrigation to be taken from provided point of connection. Water meter installation excluded.
- Irrigation to be installed per plan. Any necessary irrigation modifications to be billed at time and materials.
- Power (110v) P.O.C. for irrigation controller will be provided by the others.
- BrightView will warranty the irrigation system, with regards to material and workmanship for (90) days post-installation.

## Warranty

- BrightView shall Warranty all shrubs, ground cover and vines for a period of (90) days. Specimen trees for a period of one (1) year.
- Warranty does not extend beyond the natural life cycle of the plant material. (E.G. annual color, perennials, biennials, etc.)

Tab 9

## Proposal for Extra Work at Bridgewater CDD

Property Name	Bridgewater CDD	Contact	Christina Newsome
Property Address	2525 Village Lakes Drive Lakeland, FL 33805	To	Bridgewater CDD
		Billing Address	3434 Colwell Ave Ste 200 Tampa, FL 33619
Project Name	Ant control		
Project Description	Top choice treatment along sidewalks thru property		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
4.00	ACRE	Top choice install	\$468.11	\$1,872.45
20.00	HOUR	Enhancement Labor	\$65.00	\$1,300.00

For internal use only

**SO#** 8291119  
**JOB#** 345303010  
**Service Line** 130

**Total Price** \$3,172.45

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 4777 Old Winter Garden Road, Orlando, FL 32811 ph. (407) 292-9600 fax (407) 291-4966

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

Customer

Signature	Title
<b>Christina Newsome</b>	<b>District manager</b>
Printed Name	Date
	<b>November 29, 2023</b>

**BrightView Landscape Services, Inc. "Contractor"**  
**Account Manager, Senior**

Signature	Title
<b>Theodore Katina</b>	<b>November 29, 2023</b>
Printed Name	Date

<b>Job #:</b>	<b>345303010</b>	
<b>SO #:</b>	<b>8291119</b>	<b>Proposed Price: \$3,172.45</b>

Tab 10

# BRIDGEWATER CDD

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## LANDSCAPE INSPECTION REPORT



November 29, 2023  
Rizzetta & Company  
Bryan Schaub – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management



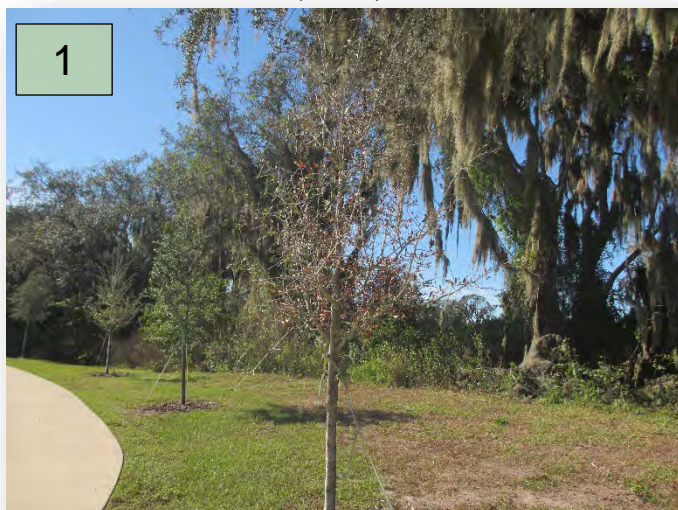
# Summary, Sumps 95 – 89 & Great Bear

## General Updates, Recent & Upcoming Maintenance Events, Important Notices

- ❖ Check all irrigation and turn in wet checks to the District Manager.
- ❖ Upcoming Palm pruning events.

The following are action items for **Brightview Landscaping** to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold & Underlined** indicates a **question or information for the Board Of Supervisors**. **Orange is for Staff**.

1. At Sump 91, there are 2 dead/dying Live Oaks on both sides of the mail kiosk. Diagnose & treat if possible. If dead, report to DM & remove. (Pic 1)



6. **On Great Bear in the North/East ROW, behind the Pond D, detail the beds including weeding (some work was completed), removing dead plant material after herbicide events, setting strong bed lines, removing mosses & pruning out dead material from stressed plants.**

7. **In the same area, diagnose and take any corrective actions including irrigation repair to improve the color and vigor of the plant material. Some units are dead, why? (Pic 7)**



2. The water flow structures at Sump 91 were cleared. Good Job.
3. Please, clear all mosses from the plants behind Sump 91.
4. **In Sump 94 and at the end of Manitoba at Caspian, pin down or remove irrigation lines. If these do not work, disconnect.**
5. There are tall weeds along the pond bank on Pond D. Line trim to the water line.

8. In the same area, at least two newly installed trees have been hit by mower decks and this has damaged the trees. Discontinue this practice & treat/replace trees. (Pic 8 >)

# Great Bear, Sumps 89 – 72 & Geneva

9. In Sumps 81-78, remove all inoperable tree irrigation and/or repair, if operable.

10. The turf installation at Sump 79, looks healthy & is doing well through the cooler weather.

11. The turf/beds area at the Great Bear cul-de-sac, needs to be mowed, tree rings detailed, weeds removed & moss removed. (Pic 11)



12. In multiple areas along Great Bear, develop tree rings by setting strong bed lines & removing weeds.

13. Property-wide, treat all joint expansion crack weeds.

14. Property-wide, treat all active ant mounds. Rake out all inactive mounds.



15. The St. Augustine turf installed during the construction has died and needs to be replaced by the installer. There is irrigation in that area & the unirrigated sod is thriving. Brightview or District Engineer? (Pic 15)



16. Sump 68 has been line trimmed. It has standing water and is difficult to maintain due to the soft floor. (Pic 16)



17. Multiple sumps from Sump 69-62 need to have the floors mowed or line trimmed on the next rotation. They were fairly wet during the inspection.

18. The fence line along Sumps 50 & 51 have weed trees/weeds growing into them again from our maintenance area. Correct.

# Geneva, Sumps 72 – 50 & VLB

19. The beds to the east of the Amenities Center parking, need to be detailed including weeding & setting strong bed lines. (Pic 19)



25. In Sump 1, line trim the plant material at the drainpipe areas. (Pic 25)



20. In the area around Sump 41 & Pond J, there is a drain that is taped off (Why?) & a Palm that has chlorotic fronds. Diagnose & treat. (Pic 20)



21. Sump 14 has been taped off with white tape and stakes. Is there a project happening?

22. Remove mosses from the trees in Sump 6.

23. There is another taped off drain in Sump 3. Is there a project happening?

24. In Sump 2, there is a Cypress that is not performing well and should be removed. Investigate & report findings to DM.

# Proposals

Empty rectangular box for proposals.



Tab 10A

# BRIDGEWATER CDD

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## LANDSCAPE INSPECTION REPORT



December 29, 2023  
Rizzetta & Company  
Bryan Schaub – Landscape Specialist



Rizzetta & Company  
Professionals in Community Management

# Summary, Sumps 95 – 89 & Great Bear

## General Updates, Recent & Upcoming Maintenance Events, Important Notices

- ❖ Check all irrigation and turn in wet checks to the District Manager.
- ❖ Upcoming Palm pruning events.

The following are action items for **Brightview Landscaping** to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold & Underlined** indicates a **question or information for the Board Of Supervisors**. **Orange** is for Staff.

1. At Sump 91, there are 2 dead/dying Live Oaks on both sides of the mail kiosk. Diagnose & treat if possible. If dead, report to DM & remove. (Pic 1)



6. **On Great Bear in the North/East ROW, behind the Pond D, detail the beds including weeding (some work was completed), removing dead plant material after herbicide events, setting strong bed lines, removing mosses & pruning out dead material from stressed plants.**

7. **In the same area, diagnose and take any corrective actions including irrigation repair to improve the color and vigor of the plant material. Some units are dead, why? (Pic 7)**

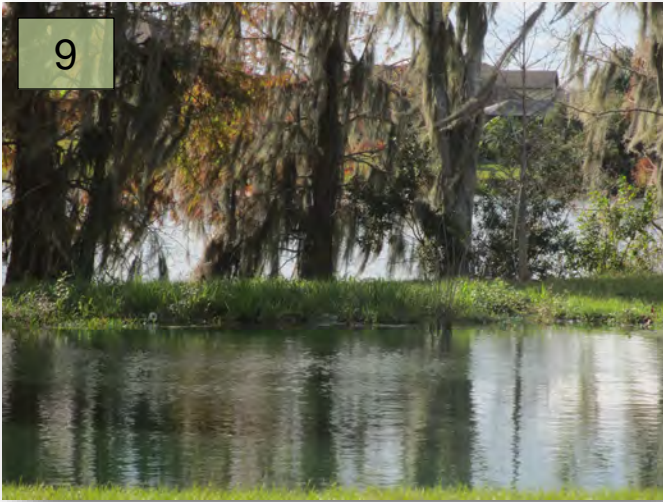


2. In & around Sump 91, there are large patches of turf weeds developing. Treat.
3. Please, clear all mosses from the plants behind Sump 91.
4. **In Sump 94 and at the end of Manitoba at Caspian, pin down or remove irrigation lines. If these do not work, disconnect.**
5. Along Great Bear, several Live Oaks that have tipped over and/or are dead. Most likely construction damage. Report findings to DM.

8. **In the same area, at least two newly installed trees have been hit by mower decks and this has damaged the trees. Discontinue this practice & treat/replace trees.**

# Great Bear, Sumps 89 – 72 & Geneva

9. Behind Pond H, the pond bank & surrounding area has not been maintained. Mow, line trim, weed and set strong bed lines. (Pic 9)



15. The St. Augustine turf installed during the construction has died and needs to be replaced by the installer. There is irrigation in that area & the unirrigated sod is thriving. Brightview or District Engineer? (Pic 15)



10. In multiple areas along Great Bear, develop tree rings by setting strong bed lines & removing weeds.

11. Property-wide, treat all joint expansion crack weeds.

12. Property-wide, treat all active ant mounds. Rake out all inactive mounds.

13. In Sumps 81-78, remove all inoperable tree irrigation and/or repair, if operable.

14. The turf/beds area at the Great Bear cul-de-sac, needs to be mowed, tree rings detailed, weeds removed & moss removed. (Pic 14)



16. Sump 68 has been line trimmed. It has standing water and is difficult to maintain due to the soft floor. (Pic 16)



17. Multiple sumps from Sump 77-42 need to have the floors mowed or line trimmed on the next rotation. They were wet during the inspection.

18. The fence line along Sumps 50 & 51 have weed trees/weeds growing into them again from our maintenance area. Correct.



# Geneva, Sumps 72 – 50 & VLB

19. At the south end of Sump 50, vendor sprayed or leaked chemicals that killed the turf. Vendor to replace turf at their cost. (Pic 19 a & b)



20. In Sump 40, a vehicle drove on soft turf and damaged the area. Repair as possible. (Pic 20)



21. In Sump 40, remove dead Ornamental Grasses. This has been an issue for months. (Pic 21)



22. In Sump 6, remove the mosses from the trees.

# Proposals

A large, empty rectangular box with a dark green border, intended for writing proposals.



Tab 11



# Governmental Management Services

*Serving Florida's Communities*

January 9<sup>th</sup>, 2024

Bridgewater Community Development District  
c/o Lauren Gentry, Esq., District Counsel  
Kilinski Van Wyk, PLLC  
517 E. College Avenue  
Tallahassee, Florida 32301  
Via email to [lauren@cddlawyers.com](mailto:lauren@cddlawyers.com)

RE: Proposal for District Management Services

Dear Ms. Gentry,

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

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

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

Sincerely,

*Darrin Mossing*

Darrin Mossing  
GMS President

Enclosures

**ORLANDO**

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

**JACKSONVILLE**

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

**ST. AUGUSTINE**

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

**FT. LAUDERDALE**

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

**TAMPA**

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

**PALM COAST**

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

**KNOXVILLE**

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

# Proposal For District & Field Management Services Prepared For The Bridgewater Community Development District:



## GOVERNMENTAL MANAGEMENT SERVICES-TAMPA, LLC

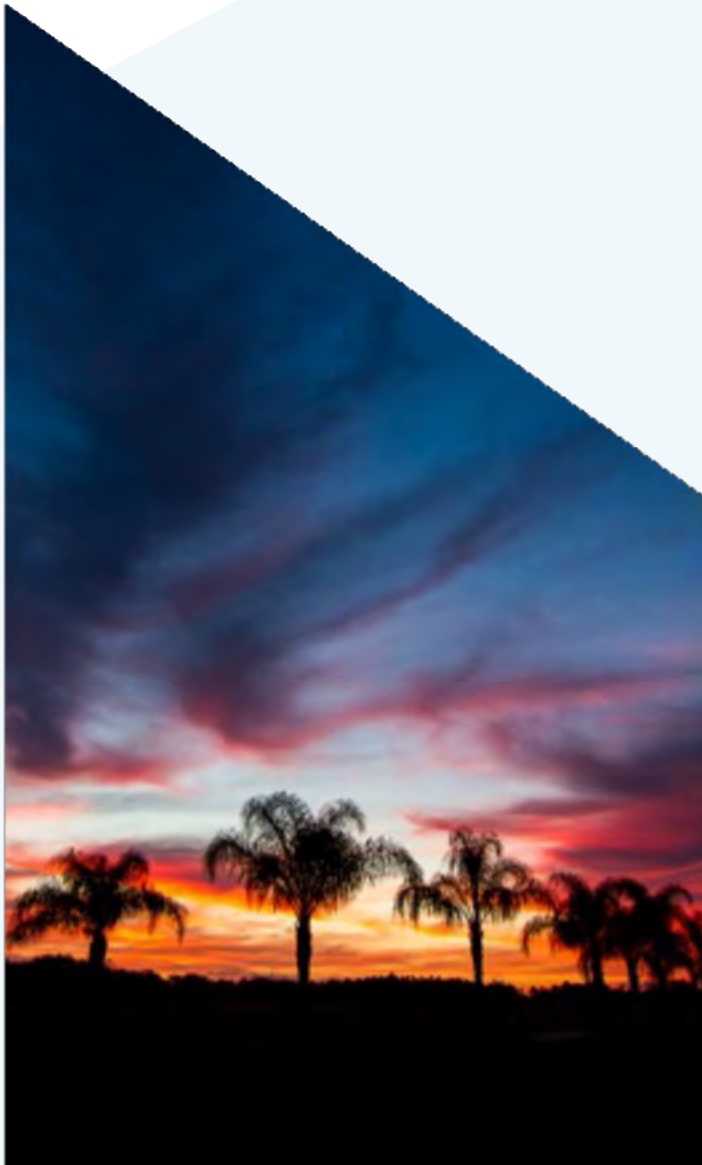
DISTRICT MANAGEMENT  
AND FIELD MANAGEMENT  
SERVICES



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

Submitted  
January 8<sup>th</sup>, 2024

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# COMPANY INFORMATION

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

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

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



# HOW WE WORK

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

## Statement of Qualifications

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

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

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

## FULLY INTEGRATED SERVICES



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



# OUR VALUES

## MISSION

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



## CORE VALUES

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



### Customer Commitment

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



### Integrity

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

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



### Teamwork

*We win together, not alone.*

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



### Passion and Drive

*We are proud of the services we provide.*

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



### Empower Individuals

*Our employees set us apart.*

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



### Quality

*Details matter.*

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

# CONTACT INFORMATION

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**Corporate Office:**

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

---

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

**GMS -  
Central Florida**

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

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

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

**GMS - Tampa**

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

**GMS - South  
Florida**

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

**GMS - North  
Florida**

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

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

We have additional satellite offices  
throughout the State of Florida

# Proposed GMS District Management Service Team

Trusted & Service Oriented



**Jason Greenwood**  
Partner, District  
Manager

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



**Richard McGrath**  
District Manager



**Hannah Henry**  
District Accounting



**Amanda Ferguson**  
District Administration



**Clayton Smith**  
Field Operations  
& Maintenance



**Brian Young**  
Amenity Management

**GMS-TAMPA**  
JASON GREENWOOD  
MANAGING DIRECTOR

<p><b>DISTRICT MANAGEMENT :</b></p> <ul style="list-style-type: none"> <li>• JASON GREENWOOD</li> <li>• JORDAN LANSFORD</li> <li>• RICHARD MCGRATH</li> </ul>	<p><b>DISTRICT ACCOUNTING :</b></p> <ul style="list-style-type: none"> <li>• SHARYN HENNING, CPA</li> <li>• HANNA HENRY</li> <li>• SAVANNA SZOZDA</li> </ul>	<p><b>DISTRICT ADMINISTRATION :</b></p> <ul style="list-style-type: none"> <li>• AMANDA FERGUSON</li> <li>• NICOLE VIVERTO</li> </ul>	<p><b>ASSESSMENT ADMINISTRATION :</b></p> <ul style="list-style-type: none"> <li>• DARRIN MOSSING, JR.</li> <li>• MICHAEL CORTESE</li> </ul>	<p><b>DISTRICT AMENITY MANAGEMENT :</b></p> <ul style="list-style-type: none"> <li>• BRIAN YOUNG</li> <li>• &amp; 14 OTHERS</li> </ul>	<p><b>DISTRICT FIELD OPERATIONS :</b></p> <ul style="list-style-type: none"> <li>• CLAYTON SMITH</li> <li>• MICK SHEPARD</li> <li>• ALLEN BAILEY</li> <li>• THOMAS SANTOS</li> </ul>	<p><b>DISTRICT FIELD MAINTENANCE :</b></p> <ul style="list-style-type: none"> <li>• JEFF BACHELOR</li> <li>• GARETT DUBOIS</li> <li>• STEVEN WENTZ</li> <li>• &amp; 3 OTHERS</li> </ul>
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# GOVERNMENTAL MANAGEMENT SERVICES

**DARRIN MOSSING**  
PRESIDENT

**KEITH NELSON**  
CHIEF OPERATING OFFICER

**RIVERSIDE (NF)**  
JERRY LAMBERT  
VICE PRESIDENT

**SOUTH FLORIDA**  
RICHARD HANS  
VICE PRESIDENT

**CENTRAL FLORIDA**  
GEORGE FLINT  
VICE PRESIDENT

**NORTH FLORIDA**  
JIM OLIVER  
MANAGING PARTNER

**TAMPA**  
JASON GREENWOOD  
MANAGING DIRECTOR

**FIELD OPERATIONS**

- CHRISTIAN DELLINGER
- JAY SORIANO
- JAMES SCHLESZER

**AMENITIES**

- ALISON MOSSING
- TIMI WRIGHT
- FREDIE OZA
- NATALIE CLEM
- EMILY WRIGHT
- JOHN WRIGHT
- ANNE BEVIS
- & 18 OTHERS

**MAINTENANCE**

- TIMOTHY CARTER
- LUTHER NEWTON
- JOHN SETTECIZZE
- FREDDY SNOOK
- JOSEPH SOMMER
- PAUL STRATTON
- & 15 OTHERS

**LIFEGUARDS & POOL ATTENDANTS**

- 20-30 OTHERS
- ON SEASIDE AND/OR FLEX SCHEDULES

**ACCOUNTING**

- PATTI POWERS, VICE PRESIDENT
- TIZANA CESSINA
- SHARON ROKUS
- ASHLEY COOPER
- JENNIFER WASSERMAN, CPA
- & 2 OTHERS

**DISTRICT MANAGEMENT**

- LUIS HERNANDEZ
- PAUL WIMPE LOHN
- JULIANNA DUDUE
- ANDREW GILL
- JULIO PADILLA
- ANDRESSA PHILLIPS
- BEN QUEVEDA

**ASSESSMENT ADMINISTRATION**

- LISA DERBYBERRY
- RICHARD HANS
- LUIS HERNANDEZ

**ADMINISTRATION**

- JENNIFER MCCONNELL
- JOHN HAWORTH
- ROBIN FRIEDMAN
- & 4 OTHERS

**FIELD OPERATIONS**

- PAT SOZZA
- PATRICK BURGESS
- JESUS LORENZO

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**ACCOUNTING**

- KATIE COSTA
- TERESA VISZARA
- INDIRA ARVALIO
- MEGAN BRINGTON
- LISA CHAUZ
- SWANE HALL
- IMAN SAKILA

**DISTRICT MANAGEMENT**

- JILL BURKS, MANAGING PARTNER
- JASON SHOVE
- TRICIA ADAMS
- JERRY LEBRIN
- MONICA VIRGEN

**ASSESSMENT ADMINISTRATION**

- DARRIN MOSSING, JR.
- MICHAEL CORTESE

**ADMINISTRATION**

- STACE VANDEBOUT
- SAMANTHA HOWE
- & 6 OTHERS

**FIELD OPERATIONS**

- ALAN SCHEER
- CLAYTON SMITH
- MARSHALL TINDALL
- & 4 OTHERS

**AMENITIES**

- MARCIA CALLEJA
- CHRISTINE WELLS
- ALEXANDRA PENAGOS
- LARS SAENZ
- & 11 OTHERS

**MAINTENANCE**

- ANGEL GUZMAN
- JULIO COJON
- ABNER DEJESUS
- CHRIS HORNER
- & 3 OTHERS

**INFORMATION TECHNOLOGY:**

- DAN BRADLEY

**ACCOUNTING**

- OKSANA KIZIMUK
- BENJAMIN PEREGRINO
- TODD POULBRE

**DISTRICT MANAGEMENT**

- MARLEE GILES
- HOWARD MCGAFFNEY
- DANIEL LAUGHLIN
- JAMES PERRY
- DAVID RAY

**ASSESSMENT ADMINISTRATION**

- SHERYL FLUKS
- DARRIN MOSSING, JR.
- MICHAEL CORTESE

**ADMINISTRATION**

- COURTNEY HODGE
- LISA PELKEY
- SARAH SWEETING

**FIELD OPERATIONS**

- JAY SORIANO
- ROBERT BERLIN
- CORBIN DENAGY

**AMENITIES**

- 7-15 DISTRICT EMPLOYEES FLEX SCHEDULES

**MAINTENANCE**

- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS

**ACCOUNTING**

- SHARON HENNING, CPA
- HANNAH HENRY
- SAVANNA SZOZDA

**DISTRICT MANAGEMENT**

- JASON GREENWOOD
- JORDAN LANSFORD
- RICHARD MCGRATH

**ASSESSMENT ADMINISTRATION**

- DARRIN MOSSING, JR.
- MICHAEL CORTESE
- RICHARD MCGRATH

**ADMINISTRATION**

- AMANDA FERIGSON
- NICOLE VIVERTO

**FIELD OPERATIONS**

- CLAYTON SMITH
- MICK SHEPARD
- ALLEN BAILEY
- THOMAS SANTOS

**AMENITIES**


- BRAN YOUNG
- & 14 OTHERS

**MAINTENANCE**

- GARETT DUBOIS
- STEVEN WENTZ
- JEFF BACHELOR
- & 3 OTHERS



# OUR TEAM



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

## STATEMENT OF STAFF CONSISTENCY

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

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

**EDUCATION**

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

**EXPERIENCE**

34 Years

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

# DARRIN MOSSING

## PRESIDENT

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

# JASON GREENWOOD

## MANAGING PARTNER

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

**EDUCATION**

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

**EXPERIENCE**

7 Years

- District Management
- Assessment Roll Administration

# Richard McGrath

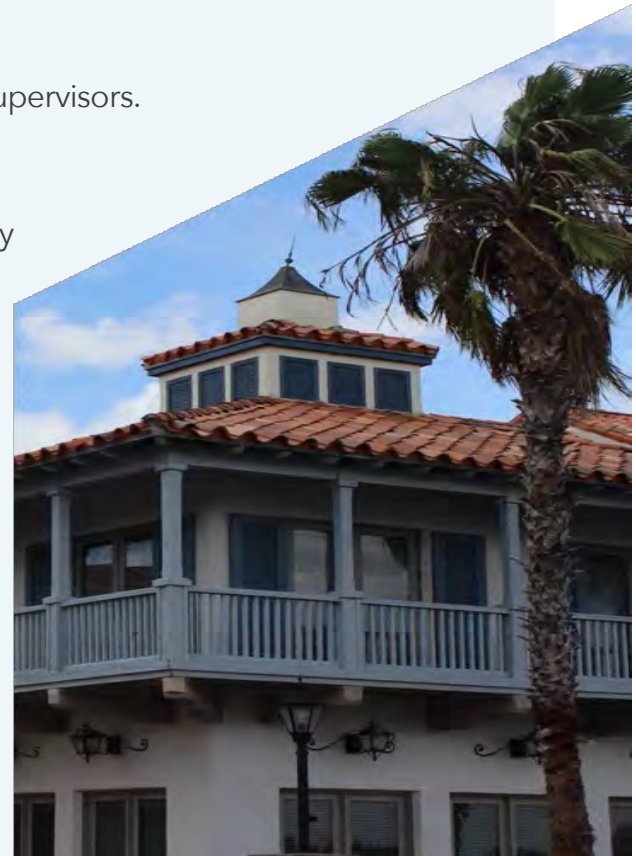
## DISTRICT MANAGER

Richard McGrath also provides management services to CDDs throughout the State of Florida. Mr McGrath is a licensed Real Estate Agent and operates out of our Tampa, Florida Office. He has a wealth of experience in customer service and management. Mr McGrath earned his Bachelors Degree in Business Administration from the University of Florida and continued his education earning his Master's Degree in International Business also from the University of Florida.

# DISTRICT MANAGEMENT SERVICES

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

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



# ADMINISTRATIVE SERVICES

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

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

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





# ACCOUNTING SERVICES

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

## EDUCATION

B.S. in Accounting, Florida Atlantic University

## EXPERIENCE

21 Years, CPA  
• Accounting  
• Financial Reporting

## EDUCATION

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

## EXPERIENCE

11 Years  
• Accounting  
• Financial Reporting

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

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

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

# OPERATIONS MANAGEMENT SERVICES

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

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

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

## FACILITY REPAIR & MAINTENANCE SERVICES

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

# AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

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



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

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

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

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

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



# SAMPLE SPECIAL EVENTS

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

## SUMMER CAMP

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

## FALL FESTIVAL

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

## WINTER CELEBRATION

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

## KIDS NIGHT OUT/TEEN SCENE

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

## ICE CREAM SOCIAL

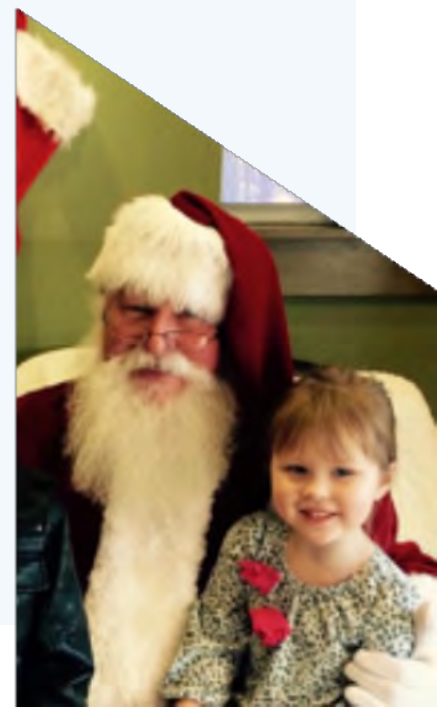
Ice cream and beverages with contests, raffles and games.

## SPRING FLING

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

## DIVE-IN MOVIE

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



# SAMPLE NEWSLETTER



**RANDAL PARK**

**Newsletter**

**SEPTEMBER 2023**

### Fun in the Community

- Senior Center Open House** - September 14th, 10am-12pm
- Senior Center Fall Concert** - September 15th, 7pm-9pm
- Senior Center Potluck** - September 16th, 11am-1pm
- Senior Center Movie Night** - September 17th, 7pm-9pm
- Senior Center Game Day** - September 18th, 10am-12pm
- Senior Center Fall Festival** - September 19th, 10am-12pm
- Senior Center Fall Dinner** - September 20th, 5pm-7pm
- Senior Center Fall Dance** - September 21st, 7pm-9pm
- Senior Center Fall Luncheon** - September 22nd, 11am-1pm
- Senior Center Fall Concert** - September 23rd, 7pm-9pm
- Senior Center Fall Potluck** - September 24th, 11am-1pm
- Senior Center Fall Movie Night** - September 25th, 7pm-9pm
- Senior Center Fall Game Day** - September 26th, 10am-12pm
- Senior Center Fall Festival** - September 27th, 10am-12pm
- Senior Center Fall Dinner** - September 28th, 5pm-7pm
- Senior Center Fall Dance** - September 29th, 7pm-9pm
- Senior Center Fall Luncheon** - September 30th, 11am-1pm

### GARAGE SALE

**Saturday, September 17th, 2022**  
9:00 am - 3:00 pm

Please be sure to follow the necessary guidelines listed below during the garage sale:

- All garage sales may please detail on the hour basis.
- Each sale must take place on Saturdays September 17th only.
- Each sale will cost \$500 to \$1000 per lot.
- The sale will be a "cash only" event. No checks or credit cards will be accepted.
- All sales must be held in the Randal Park Community Center.
- Please notify your contact person regarding the sale.
- Residents must arrive at the park at the Randal Park Community Center at least 1 hour before the sale.
- All sales will be held in the Randal Park Community Center.

**RANDAL PARK**

### Fun in the City

**Meetings in the Community**

- Randal Park CDD** - September 14th, 10am-12pm
- Randal Park RPOA** - September 15th, 10am-12pm
- Randal Park THOA** - September 16th, 10am-12pm
- Randal Park HOA** - September 17th, 10am-12pm

**Events in August**



### From the Randal Park CDD

**From the Randal Park RPOA**  
The City of Orlando Street Parking Regulations  
Revised by Chapter 5, Emergency of the City of Orlando Police Department

### From the Randal Park RPOA

**Save Half Meeting**

**SPCA's Adoption Event in August**

**Senior Center & Dog Day**



### From the Randal Park RPOA

**For Your Security**

**From the Randal Park THOA**

**Community Meeting**

### Randal Park Reminders

**For the community's enjoyment of its pool please NO:**

- Smoking
- Alcohol
- Glass containers
- Hard hats
- No running or playing rough
- No climbing on slides
- No diving into the pool
- No eating or drinking



### Important Numbers and Websites

- Randal Park CDD** - 407-238-1111
- Randal Park RPOA** - 407-238-1111
- Randal Park THOA** - 407-238-1111
- City of Orlando** - 407-238-1111
- Orange County** - 407-238-1111
- Orange County Sheriff's Office** - 407-238-1111
- Orange County Jail** - 407-238-1111
- Orange County Health Department** - 407-238-1111
- Orange County Public Works** - 407-238-1111
- Orange County Parks and Recreation** - 407-238-1111
- Orange County Animal Services** - 407-238-1111
- Orange County Fire Rescue** - 407-238-1111
- Orange County Police** - 407-238-1111
- Orange County Emergency Management** - 407-238-1111
- Orange County Economic Development** - 407-238-1111
- Orange County Housing** - 407-238-1111
- Orange County Library Services** - 407-238-1111
- Orange County Cultural Resources** - 407-238-1111
- Orange County Historical Resources** - 407-238-1111
- Orange County Planning and Economic Development** - 407-238-1111
- Orange County Transportation Planning** - 407-238-1111
- Orange County Utilities** - 407-238-1111
- Orange County Water Management** - 407-238-1111
- Orange County Waste Management** - 407-238-1111
- Orange County Solid Waste Management** - 407-238-1111
- Orange County Recycling** - 407-238-1111
- Orange County Landfill** - 407-238-1111
- Orange County Transfer Station** - 407-238-1111
- Orange County Incinerator** - 407-238-1111
- Orange County Landfill** - 407-238-1111
- Orange County Transfer Station** - 407-238-1111
- Orange County Incinerator** - 407-238-1111

### Need to Contact Us?

**Amenity Facility Hours of Operation for Residents**

Facility	Hours	Notes
Randal Park CDD	9:00 am - 5:00 pm	
Randal Park RPOA	9:00 am - 5:00 pm	
Randal Park THOA	9:00 am - 5:00 pm	
Randal Park HOA	9:00 am - 5:00 pm	

**RANDAL PARK COMMUNITY CENTER**

# ASSESSMENT ROLL **CERTIFICATIONS & ADMINISTRATION**

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

## **Our GMS Services Include:**

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



# REFERENCES

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

## Dan Leventry

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

## Gerald Barkholtz

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

## Kristen Brooks

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

## Jason Hepburn

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

## Paul Cilia

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

## Jim Mecsics

Chair, Lake Ashton II CDD  
4004 Torrey Pines Ln Winter  
Haven, FL 33884  
(703) 282-9714  
[mecsicsj@msn.com](mailto:mecsicsj@msn.com)



# GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

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

## CLIENT LISTING



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

## CLIENT LISTING



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

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		

## CLIENT LISTING




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



# RISK MANAGEMENT REQUIREMENTS

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 01/05/2023			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220			CONTACT NAME: Holly Howe PHONE (A/C. No. Exp): (904) 262-8080 FAX (A/C. No.): (904) 262-1444 E-MAIL ADDRESS: holly@zelenrisk.com				
INSURED			INSURER(S) AFFORDING COVERAGE		NAIC #		
Governmental Management Services-Tampa, LLC 1001 Bradford Way Kingston TN 37763			INSURER A: Security National Insurance Company				
			INSURER B: Hiscox Insurance Company				
			INSURER C: RetailFirst Insurance Company				
			INSURER D:				
			INSURER E:				
			INSURER F:				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			SES1799877-03	05/21/2023	05/21/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SES1799877-03	05/21/2023	05/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$Included above BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			0520-69463	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional			MPL4245121.23	09/05/2023	09/05/2024	Each Claim \$1,000,000 Aggregate \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
Certificate holder is additional insured with respect to the general liability when required by written contract.							
CERTIFICATE HOLDER				CANCELLATION			
Bridgewater CDD 4530 Eagle Falls Place Tampa, FL 33619				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE <i>Vicky M. Zelen</i> <ME>			
© 1988-2014 ACORD CORPORATION. All rights reserved.							
ACORD 25 (2014/01)		The ACORD name and logo are registered marks of ACORD					

# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

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





## EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

Services Descriptions	FY '24 Budget	GMS Fees	GMS Annual Savings
<b>Management, Administrative, Financial and Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates 12 meetings per year</li> </ul>	<b>\$61,227</b>	<b>\$45,000</b>	<b>\$16,277</b> <b>26.6%</b>
<b>Annual Assessment Administration</b> (Beginning with the first assessment to individual unit owners, direct assessment or utilizing tax collector)	<b>\$5,460</b>	<b>\$0</b>	<b>\$5,460</b> <b>100.0%</b>
<b>Field Management Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Monthly On-Site Inspections and Vendor Coordination</li> </ul>	<b>\$0</b>	<b>\$12,500</b>	<b>-\$12,500</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b> <b>100.0%</b>
<b>Information Technology Fees &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (Does not include the cost of the creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	<b>\$3,950</b>	<b>\$2,500</b>	<b>\$1,450</b> <b>36.7%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '24 Budget For The Bridgewater Community Development District</b>	<b>\$75,687</b>	<b>\$60,000</b>	<b>\$15,687</b> <b>20.0%</b> <b>Savings</b>

## EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS</b>	<b>Actual Cost</b>
<b>Conference Calls</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
Additional Services Available:	Cost
<b>Other Services **</b> <ul style="list-style-type: none"> <li>• New Bond Issuance Cost (per bond issue) <span style="float: right;"><b>\$ 25,000</b></span></li> <li>• Refinance Bond Issuance Cost (per bond issue) <span style="float: right;"><b>\$ 15,000</b></span></li> <li>• Debt Service Assessment Methodology Preparation <span style="float: right;"><b>\$ 20,000</b></span></li> <li>• SERC Preparation &amp; Assistance w/ Petition <span style="float: right;"><b>\$ 5,000</b></span></li> <li>• Prepaid Estoppel Letter - One Lot <span style="float: right;"><b>\$ 100</b></span></li> <li>• Prepaid Estoppel Letter - Multiple Lots <span style="float: right;"><b>\$ 250</b></span></li> <li>• Prepaid Estoppel Letter - Partial Payoffs <span style="float: right;"><b>\$ 500</b></span></li> <li>• Annual Construction Accounting Fee (while active) <span style="float: right;"><b>\$ 2,500</b></span></li> <li>• Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds) <span style="float: right;"><b>\$ 3,000</b></span></li> </ul>	
<b>One-Time Conversion Fee:</b> <ul style="list-style-type: none"> <li>▪ To recreate historical Accounting and Administrative Records Needed For The Transition.</li> </ul>	<b>Included</b>
<b>Other Requested Administrative Services As Requested By Bondholders, Dissemination Agent, District Counsel, or Boards of Supervisors</b> <ul style="list-style-type: none"> <li>▪ District Manager <span style="float: right;"><b>\$ 175/Hour</b></span></li> <li>▪ District Accountant <span style="float: right;"><b>\$ 125/Hour</b></span></li> <li>▪ District Administration <span style="float: right;"><b>\$ 80/Hour</b></span></li> </ul>	
<b>Facility Maintenance and Repair Services.</b> <ul style="list-style-type: none"> <li>• GMS has a comprehensive on-site and insured maintenance service for small to medium size projects which can be provided at the direction of the District Board Of Supervisors and/or the District Manager. \$47.50/Hour + Expenses.</li> </ul>	<b>\$47.50/Hour + Expenses</b>


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

TO THE BOARD OF SUPERVISORS OF THE  
**Bridgewater CDD**



SERVING  
FLORIDA'S  
COMMUNITIES



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

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

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

Tab 11A

# Bridgewater Community Development District



## Proposal for District Management Services January 4, 2024



### OUR MISSION:

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



January 8, 2024

Re: Proposal for Bridgewater Community Development District

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management Services with pricing and a scope of services for Bridgewater CDD.

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

We strongly believe in our people and ability to exceed our client's expectations. These beliefs are rooted in some of the following:

## PURE PARTNERSHIP



### Pure Alignment

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



### Pure Accessibility

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



### Pure Accountability

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

- **Experience:**
  - Providing District Management Services to West Florida Region for nearly 40 years.
  - We provide service to over 115 CDDs throughout Florida including 20 CDDs in the Central Florida Region.
  - 15 District Managers on staff with 10 years + average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.
- **Project Management** – We are able to provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.

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

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

Our team is excited about the opportunity to provide excellent service to your board and residents!

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

Respectfully,



Chris Tarase  
Vice President  
Inframark - Infrastructure Management Services





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# 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for district management services to the board of Bridgewater CDD. Inframark has been providing district management service for over 40 years to special districts throughout Florida.

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

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

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service, but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has more than 200 years combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 200 clients statewide including Community Development Districts, Special Districts, Homeowner Associations, and local municipalities.
  - We specialize in customized customer service and have a client retention rate over 98%.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million-dollar capital improvement projects for our clients.
- **Office Locations:**
  - We have six offices in the State of Florida that support our district clients. (Tampa, Wesley Chapel, Ft. Myers, Celebration, St. Augustine, and Coral Springs)
  - We will support your District with a local district manager out of the Celebration office.

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

*– Norman Day, Cedar Hammock CDD Chair*

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

## 2 Pricing & Business Considerations

Pricing Category	Proposed Pricing	Current FY2023 Budget
District Management Services	\$ 69,244	\$27,040
Admin/Recording Services	Included	\$ 5,897
Accounting Services	Included	\$22,880
Financial & Revenue Services	Included	\$ 5,460
Assessment Services	Included	\$ 5,460
Disclosure Services	Included	\$ 5,000
Landscape Inspection Services	\$ 8,200	\$ 9,600
<b>Total</b>	<b>\$ 77,444</b>	<b>\$ 82,337</b>

- Pricing is good for 60 days and is contingent upon a mutually agreed contract.

*"I am very happy to share my positive experience with Inframark and our District Management Team. Their exceptional service, attention to detail, and proactive approach have truly set them apart and the improvements in our community are evidence of their high level of commitment. From efficient communication to expert management, they've consistently exceeded my expectations. I highly recommend them for anyone seeking top-notch CDD management services. They always have your best interests in mind."*

*Morgan Woodcock- Vice Chairman  
Riverbend West CDD*

### 3 About the Company

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



property owner associations. With offices throughout the State of Florida in Tampa, Wesley Chapel, St. Augustine, Celebration, Ft. Myers and Coral Springs. Inframark maintains a focus in serving CDD's and HOA's and, as a result, has become a leader in our industry managing over \$87M in financial assets for over 115 Community Development Districts and 185 HOA's. Inframark is a member of Florida Association of Special Districts (FASD), Community Association Institute (CAI), the Florida League of Cities, Greater Orlando Builders Association, Tampa Bay Builders Association, Association of Florida Community Developers (AFCD) and the Urban Land Institute.

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



#### Our Partnership Principles

##### Pure Alignment

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

##### Pure Accessibility

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

##### Pure Accountability

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



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

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

## 4 Qualifications

### Meetings, Hearings and Workshops:

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

The Inframark team uses a primary and secondary management approach to the District Management position.

This ensures that the District will have continuity of services for district management services which are not dependent on a single individual. This approach is a hallmark of the Inframark approach to highly effective customer service to our District clients. This ensures that there will always be a qualified District Manager at every meeting.

### Records:

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

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

Other critical aspects of our Records Management Services Include:

### Document Management:

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

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

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

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

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*

- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.

**Disaster Contingency & Recovery:**

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

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

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

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

**District Operations:**

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

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

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

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

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

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

**Accounting and Reporting:**

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

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

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

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

**Audits:**

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

**Budgeting:**

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

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

**Capital Program Administration:**

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

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



**Assessments and Revenue Collection:**

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

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

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

# 5 Effective Technology Tools and Support

## AvidXchange Accounts Payable Processing System



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



### Improve Security and Transparency

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



### Centralize Invoices and Speed Up Approvals

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



### Efficiently Manage Invoices

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

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

## Customized Financial Statements & Budgets

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

# TECHNOLOGY DRIVES OUR COMMUNITIES

## IMS TownSquare – Website, Portal and Communications

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



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

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

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

- [IMS TownSquare Work Order System](#)

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

## 6 Staffing

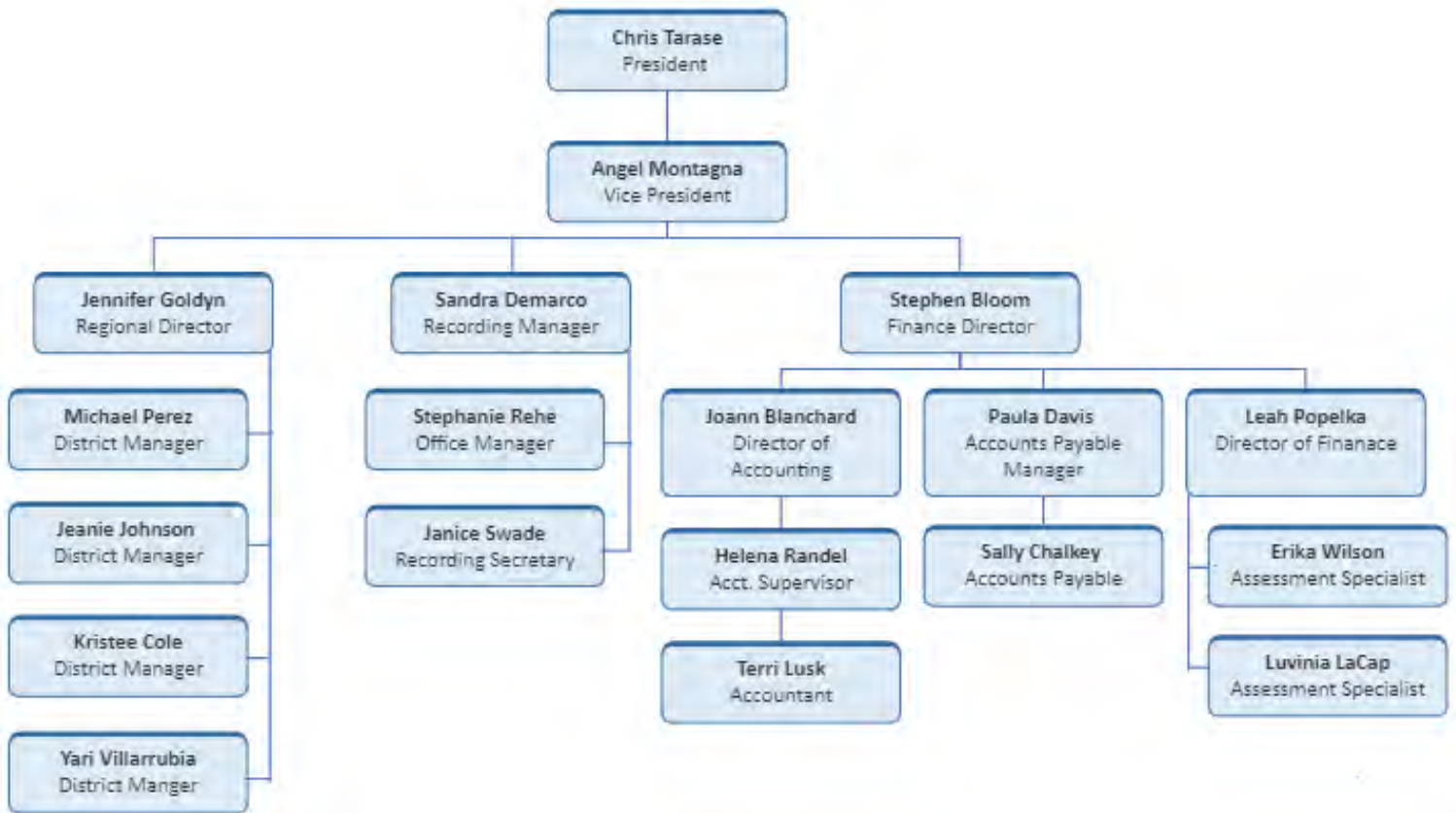
Inframark is the only District Management firm with its own Human Resource team. This means the following:

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

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

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

## Central Florida Organizational Chart



### District Management:

**Jennifer Goldyn, Central Regional Director.** Jennifer will work with the assigned team on addressing any issues that could develop. She is responsible for the overall performance of the Central Inframark team. Mrs. Goldyn has 5 years of District management experience and currently manages two (2) Districts. Her background includes over 10 years in property management and 2 years in construction management. She holds a bachelor's in business and marketing and has held a Real Estate License. Mrs. Goldyn is also an LCAM and is based in our Celebration office.

**Michael Perez, District Manager.** Michael is an experienced manager with over 18 years in property management and 10 years as a licensed real estate agent. He also has a bachelor's degree in accounting, making him a well-rounded manager for community development districts. Michael is responsible for the making sure every District he manages is well-maintained, run efficiently and working within the designated budget.

### Recording Services:

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

**Janice Swade,** Recording Secretary, has been working with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working with various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

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

### Financial Services:

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

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

**Paula Davis,** Accounts Payable Manager, is responsible for overseeing all accounts payable, accounts receivable and payroll activities. She also coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, which includes 5 years as a Human Resources Coordinator.

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

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

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

## 7 Clients (Partial List)

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

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



## REFERENCES

Harbour Isles CDD

<https://harbourislescdd.org/>

Ruskin, FL (Hillsborough County)

Betty Fantauzzi, Chairman

[Seat1@harbourislescdd.org](mailto:Seat1@harbourislescdd.org)

Celebration CDD

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

Celebration, FL (Osceola County)

Greg Filak - Chairman

[greg.filak@celebrationcdd.org](mailto:greg.filak@celebrationcdd.org)

Highlands CDD

<https://www.Highlandscdd.com>

Wimauma, FL (Hillsborough County)

Kangelia Baxter – Chairwoman

[highlandsboardseat5@gmail.com](mailto:highlandsboardseat5@gmail.com)

Riverbend West CDD

Ruskin, FL (Hillsborough County)

<https://www.riverbendwestcdd.com>

Morgan Woodcock, Vice Chairwoman

[m.woodcock.cdd@gmail.com](mailto:m.woodcock.cdd@gmail.com)

803-687-6395

Westchase CDD

<https://westchasecdd.com/>

Tampa, FL (Hillsborough County)

Matt Lewis, Chairman

[Seat3@westchasecdd.com](mailto:Seat3@westchasecdd.com)

813-503-2239

## 8 Sample Scope of Services

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

### A. Meetings, Workshops, and Hearings

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

### B. District Operations

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

- iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
- v. transmit Public Facilities Report and related updates to appropriate agencies.
- vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
- vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
- viii. maintain the District Seal.

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

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

**D. Budgeting**

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

**E. Assessments & Revenue Collection**

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

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

- 1. Oversee and implement bond issue related compliance. For example:

- i. coordination of annual arbitrage report as required.
- ii. transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
- iii. annual/quarterly disclosure reporting **for additional fee** as required.

**G. Records**

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

**H. Field Operations Services – Pricing available upon request and based on mutually agreeable scope of services.**

- 1. Perform monthly inspections of District property and maintenance responsibilities.
- 2. Provide monthly inspection reports with pictures, analysis, and recommendations.
- 3. Notify District vendors about deficiencies in service.
- 4. Monitor District vendors’ progress in remedial work and provide the Board with a progress report.

Tab 11B



**HALIFAX**  
SOLUTIONS

# BRIDGEWATER COMMUNITY DEVELOPMENT DISTRICT

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Proposal for District Management Services  
January 8, 2024

[halifax-solutions.com](http://halifax-solutions.com)

4532 West Kennedy Blvd. #328  
Tampa, FL 33609  
P: 813.575.1955  
E: [edailey@halifax-solutions.com](mailto:edailey@halifax-solutions.com)

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4532 West Kennedy Blvd. #328  
Tampa, Florida 33609  
P: 813.575.1955

[halifax-solutions.com](http://halifax-solutions.com)

January 8, 2023

Bridgewater Community Development District  
1600 E 8<sup>th</sup> Ave., Suite A200  
Tampa, FL 3365  
Attn: Lauren Gentry, District Counsel  
Email: [Lauren@cddlawyers.com](mailto:Lauren@cddlawyers.com)

**Re: Proposal for District Management Services**

Dear Board of Supervisors:

On behalf of Halifax Solutions, I am very pleased to submit our proposal for District Management Services for the **Bridgewater Community Development District** (“the District”). Our team has over 50 years of combined experience managing Community Development Districts throughout Florida, which I feel will be very beneficial to your community.

Our mission is to be a solutions-based company for today’s ever-changing residential community management needs. We focus on building lasting client relationships through open and direct communication, trust, and excellent customer service. As a locally owned company we continue to give back to our community through the various charities and organizations we actively support.

I started Halifax Solutions in June of 2020 after spending over 15 years with one of the largest district management companies in the state. During my time there I had the opportunity to both work with and supervise all aspects of the district management operation, including the amenity management and field services departments. I will draw on all those experiences to serve as your District Manager. As Halifax Solutions continues to grow our future is tied directly to the successful relationships that we build with communities like yours.

If you have any questions, you may reach out to me directly at (813) 575-1955 or via email at [edailey@halifax-solutions.com](mailto:edailey@halifax-solutions.com). Thank you for your time and consideration, I am very excited for the opportunity to serve your community.

Sincerely,

Eric Dailey  
President/CEO





# About Us

***The team at Halifax Solutions has more than 50 years of combined experience in managing Community Development Districts throughout Florida.***

Founded in 2020 by longtime community management executive Eric Dailey, Halifax Solutions is a residential focused community development district management company that proudly provides services throughout Florida. We are a solutions-based company for today's ever-changing community management needs.

Halifax Solutions focuses on building lasting client relationships through open and direct communication, trust, and excellent customer service. These relationships we form allow us to better serve these communities with both pride and passion.

To us the true success of a community is based upon a shared vision by the Board of Supervisors that best serves the residents while being fiscally responsible. Halifax Solutions' goal is to work with our Boards to make sure that this vision is carried out to the best of our abilities as your District management provider.



# Your Proposed Team

## **Eric Dailey** **District Manager, President/CEO**



Eric Dailey is the President/CEO of Halifax Solutions. He has been working in community development district management for more than 19 years. A seasoned district management professional, Eric worked at Rizzetta & Company, Inc. for over 15 years. He began in 2004 as a District Manager and moved around the state serving in various roles for the company, including financial consulting, business development and executive management. Eric's most recent position was Director of District Services overseeing a staff of 50 plus team members serving more than 125 districts since 2014.

Eric previously worked for two years with Wachovia Bank as a licensed financial specialist. Prior to joining Wachovia Bank, he worked for five years in sales and operations for Ferguson Enterprises and Hughes Supply.

Eric holds a bachelor's degree from Florida State University and is a Licensed Community Association Manager in Florida. Eric is a graduate of the Leadership Tampa Bay Class of 2017. Other notable positions include serving in the community as a Board Member of the Children's Home Society of Florida Gulf Coast Region from 2017-2020; Vice Chairman 2020, as a Community Ambassador for Super Bowl LV and most recently as a Board Member for the Friends of Joshua House Foundation from 2022-2023.

Eric currently serves on the Board of Directors for Leadership Tampa Bay as Vice Chairman. Eric is a Florida native born in Ormond Beach and has resided in the Tampa Bay area for more than 20 years.

# Your Proposed Team

## **John McKay** **District Financial Services**



John McKay provides District Financial Services for Halifax Solutions. These services include assessment methodology report, annual assessment roll, and direct-bill preparation, lien book maintenance, true-up calculations, and quarterly and annual continuing disclosure reporting. John also provides a wide range of district advisory services to developers, special districts, and others in the real estate development community including cash flow projections, district feasibility studies, and financial modeling for both master-planned residential and commercial developers. John has been qualified as an expert witness in bond validation hearings and has appeared before local governing boards in public hearings for community development district establishment.

John has nearly 40 years of experience in the banking, financial consulting, and real estate development industries. He spent over 20 years with Rizzetta & Company, Inc. providing financial services to the firm's community development district clients throughout the State of Florida and financial, development and asset management services to the firm's affiliated development company.

While at Rizzetta & Company, John developed Special Assessment Allocation Methodology Reports for nearly 100 new money and refunding community development district bond issues and prepared and maintained annual assessment rolls and collection agent records for over 70 districts. John was most recently employed by Neal Land & Neighborhoods, a major master-planned residential developer in Sarasota, Florida, as Director of Community Development Districts and oversaw the company's special district activity.

John has previously held positions as senior associate in the litigation consulting services practice of a national and a regional CPA firm, project manager for a residential real estate developer and marketing officer for a major Florida commercial bank. John has bachelor's degrees in finance from Auburn University and in accounting from the University of South Florida. He is an active member of ULI Tampa Bay.

# Your Proposed Team

## **Pete Williams** **District Management Consultant**



Pete Williams serves as a District Management Consultant for Halifax Solutions. Pete has over 35 years of professional community management experience with 24 years related to all aspects of community development districts and various other special taxing districts, located in Florida, Louisiana, and Alabama. His experience includes but is not limited to administration, operation, accounting, financial consulting, assessment allocation, and collection agent. 19 of those years were spent with Rizzetta and Company, Inc. where he served as Vice President.

In addition, Pete has been qualified as an Expert Witness and provided testimony in numerous types of court actions, including bond validation hearings, foreclosure actions, bankruptcy proceedings, civil suits, and various administrative hearings on the local-governmental level. Pete has also been involved either as the manager, assessment consultant or Board Supervisor in over 4.5 Billion dollars in Bond issues.

Prior to his tenure with Rizzetta and Company, Inc., Pete served as Vice President of Majestic Property Management, Inc., where he oversaw the management of that firm's community association clients, which included several luxury waterfront condominium associations.

Before venturing into community management, Pete served as a C-level retailing executive with Jewel Food Stores (Turnstyle Family Center Division), Forest City Enterprises (home improvement center division), The Southland Corporation (7-Eleven Store division) and Rite-Aid Drugs (Circus World Toy Store division).

Pete is also a proud Veteran of the United States Marine Corps, where he had attained the rank of Sergeant (E-5) during his years of service.

# Your Proposed Team



## **Derek Johnson** **Partner, Warren Averett**

Derek Johnson joined Warren Averett CPAs in 2014 to begin their accounting recruiting division before becoming a Partner in 2017. Now, Derek is instrumental in building lasting relationships between Warren Averett CPAs and businesses in need of accounting solutions including audits, reviews, compilations, and tax planning and preparation.

Education: Bachelor of Science in Accounting University of South Florida and Bachelor of Science in Chemistry, Troy University.



## **Sue Lange, CPA** **Principal, Warren Averett**

Sue Lange joined Warren Averett in 2009 and is a Principal in the Firm's Business Services Division. She has more than 18 years of public accounting experience, including her time as a Controller for Advantica, Inc. Sue's primary responsibilities include managing outsourced accounting staff, providing controllership services for business clients and consulting on accounting procedures and implementations.

Education: Bachelor of Science in Accounting Alvernia University, Reading, PA

# Services Provided

*Halifax Solutions provides the following services required to establish and manage your community development district.*

- **District Establishment:** We will assist in the creation of the petition required to file for establishment providing District Counsel with the Statement of Estimated Regulatory Costs (SERC). Our team will attend all meetings and hearings required for the establishment process.
- **District Management:** The District manager shall have charge and supervision of the works of the District and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of Chapter 190 Florida Statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed by the Board. Some of these additional duties include but are not limited to administrative, accounting, and revenue collection services.
- **Accounting & Assessment Services:** We support your District by performing the most critical accounting and assessment services functions, including financial statement preparation, accounts payable, accounts receivable, monthly general ledgers, and annual assessment roll preparation. We use both Sage Intacct and QuickBooks cloud-based accounting software. In addition, we also use BILL accounts payable automation software to reduce manual entry and speed up the payment process. BILL also offers a more secure way to issue payments and reduce fraud activity.
- **Website Management & Compliance Services:** Our team is responsible for ensuring the District's website is up to date with the proper information and documents while maintaining compliance with Chapter 189.069, Florida Statutes.
- **Dissemination Agent:** We will serve as dissemination agent for the District and undertake the obligations as set forth in the continuing disclosure agreement and U.S. Securities and Exchange Commission Rule 15c-12.



# Services Provided

- **Bond Issuance:** We will draft the bond validation and special assessment allocation methodology reports as needed for the issuance of new money or refunding bonds to finance public infrastructure for capital improvement projects of the District.
- **Community Inspections:** Upon request by the Board, we will conduct inspections of the District to review any outstanding or new issues that need to be addressed. Community inspections may require an additional fee based on the desired scope of service.
- **Weekly District Manager Reports:** At Halifax Solutions we pride ourselves on making sure our Boards are made aware of what is going on in their District between meetings. To help communicate this information under the Florida Sunshine Laws we provide each Board with a weekly District Manager Report sent out via email.
- **Intergovernmental Investment Pool Access:** It is important for Districts to make sure they are properly investing their funds in accordance with Florida law. One option we work with our District's on is the Florida Cooperative Liquid Assets Securities System (FLCLASS) which is an intergovernmental investment pool authorized under Section 218.415, Florida Statutes and was created via an interlocal agreement by and among state public agencies as described in Section 163.01, Florida Statutes. FLCLASS provides Florida governmental entities with a convenient method for investing in high-quality, short to medium term securities carefully selected to optimize interest earnings while maximizing safety and liquidity.

Introduced in 2015 as an option for your everyday funds, the FLCLASS fund is a stable \$1.00 NAV local government investment pool that offers daily liquidity. The fund is managed to a stable net asset value (NAV) which means you put a dollar in, and you get a dollar out plus interest.



# Services Provided

- **District Records Storage and Sharing:** We store all District records through Citrix ShareFile. This allows Supervisors and authorized staff to always have direct access to the records. Please note that certain records are protected from public access under Florida law.

A secure document portal eliminates the need for email attachments, with a single place to access content in a cloud environment. With ShareFile, documents stay safe in their original location, accessible via secure link whenever and wherever they're needed, from any device.

Data at rest is protected using AES 256-bit encryption with unique per-file keys. Customizable view and download settings let you control who can access what, with complete workflow audit trails to simplify compliance. Data Loss Prevention (DLP) integration integrates ShareFile into your security stack.



*At Halifax Solutions, we understand that not all clients have the same needs and therefore we are prepared to tailor our services to meet their specific requests.*



# Transition Plan

- If selected by the Board of Supervisors, we would attend all meetings during the 60-day transition period at no charge to the District. This will allow us to keep up to speed on all current issues and ongoing tasks of the District.
- Once we have an executed contract in place for our services, we will provide all required resolutions for the transition between the management companies. We request the Board approve these at least 30 days prior to the transition so we can make sure there is minimal disruption on the accounting side. We need to update bank authorization, billing addresses, etc. The accounting transition usually takes the most amount of time, as everyone uses various types of software and record keeping processes.
- We will work with the current management company to try and obtain as many of the District records prior to the final turnover so we can begin loading and organizing them on Sharefile.
- We will work with the District website provider to obtain access so on our start date we can immediately update the website with our contact information for the community to have.
- We are available to meet individually with any Supervisors as we go through the transition process to discuss various issues, the history of the District, etc. The more we can learn from you, the smoother the transition.
- Prior to our start date we will make a site visit to compile a list of any potential issues we feel may need to be brought to your attention. Some may already be on our radar, but we want to make sure we all start off on the same page as we dive into getting a complete understanding of the District.



# What Are They Saying?

“As Chairman of the Spring Lake CDD, I have been consistently impressed with Eric’s dedication, expertise, and abilities. His thorough and timely communication has made it easier for our board to make decisions. His ability to efficiently oversee various aspects of the CDD, including financial management, community projects, administrative tasks and the handling of resident issues has greatly improved the district’s operations. Eric is a professional who consistently goes above and beyond to ensure the well-being and prosperity of the community.”

– **Warren Keipper, Chairman, Spring Lake CDD**



“As a supervisor and Chairman of Fishhawk Ranch CDD, I have found Eric to be an invaluable asset to our community. He combines his considerable knowledge, skill, and experience with his unassuming nature to allow him to work very effectively with residents, staff, board members and community partners alike. He proactively works with the team to find ways to operate the district more efficiently, helping us save our residents tens of thousands of dollars each year. I have never once regretted the decision to work with Eric and his team.”

– **Robert Kneusel, Chairman, Fishhawk Ranch CDD**



# What Are They Saying?

“As a Community Development District Board Supervisor in Fishhawk Ranch, it has been my pleasure to have worked with Mr. Dailey for more than 12 years and that relationship continues today. He is exceptionally knowledgeable in all aspects of Community Development District management and his responsiveness to board members, residents, and business partners is unparalleled in the industry”.

– **Terrie Morrison, Board Supervisor, Fishhawk Ranch CDD**



“From day one of working with Mr. Dailey, I knew that I was working with a next level business professional that is second to none in the District management business. His responsiveness, attention to detail, management mastery, and genuine sense of care and understanding of the boards and residents’ needs are just a few of the instantly apparent qualities he possesses. He’s clearly on track to redefining the industry standard and expectations for district management services.”

– **Stephen Brletic, P.E., Owner, Brletic, Dvorak, Inc. (BDI)**



# References

## Fishhawk Ranch Community Development District

- Location: Lithia, Florida
- Website: [www.fishhawkkranchcdd.org](http://www.fishhawkkranchcdd.org)
- Eric Dailey, District Manager since August 1, 2020
- Total Units: 5026
- Budget Fiscal Year 2023-2024: \$6,053,627.69
- Chairman: Bob Kneusel  
Phone: (813) 662-0032  
Email: [rkneusel@fishhawkkranchcdd.org](mailto:rkneusel@fishhawkkranchcdd.org)

## Spring Lake Community Development District

- Location: Riverview, Florida
- Website: [www.springlakecdd.org](http://www.springlakecdd.org)
- Eric Dailey, District Manager since May 1, 2022
- Total Units: 964
- Budget Fiscal Year 2023-2024: \$2,131,762.69
- Chairman: Warren C. Keipper  
Phone: (505) 400-6000  
Email: [seat5@springlakecdd.org](mailto:seat5@springlakecdd.org)



# References

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**Ruth Brown, Vice Chairman**  
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**Terrie Morrison, Board Supervisor**  
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Campus Suite  
752 Dunwoodie Drive  
Cincinnati, Ohio 45230  
Phone: (859) 462-2229  
[steve@campussuite.com](mailto:steve@campussuite.com)



# Costs of Services

Monthly services will be billed in advance pursuant to the following schedule through **September 30, 2024**:

	<u>Budgeted Current Fees</u>	<u>Proposed Monthly Fees</u>	<u>Proposed Annual Fees</u>
▪ District Management Services		\$4,644.75	\$55,737.00
○ Management	\$27,040.00	Included	Included
○ Administrative	\$5,897.00	Included	Included
○ Revenue Collection	\$5,460.00	Included	Included
○ Assessment Roll	\$5,460.00	Included	Included
○ Accounting Services	\$22,880.00	Included	Included
▪ Website Administration	\$1,200.00	\$125.00	\$1,500.00
▪ Email Services (5 accounts)	\$1,200.00	\$125.00	\$1,500.00
▪ Disclosure Report (Series 2015)	\$5,000.00	N/A	\$5,000.00
▪ Landscape Inspection Services	\$9,600.00	\$725.00	\$8,700.00
<b>Total Annual Cost of Services:</b>	<b>\$83,737.00</b>	<b>\$5,619.75</b>	<b>\$72,437.00</b>

***Annual Savings of \$11,300.00 for all services listed above in accordance with the Scope of Services as provided in the proposal.***

## PROPOSAL NOTES:

1. There will be a one-time accounting onboarding fee of **\$1,450.00** for records transition and software set up.
2. The proposed District Management Services fee covers the conducting of the remaining Fiscal Year 2023-2024 Board Meetings in accordance with your current adopted meeting schedule as listed on the District website. Special, continued & additional meetings can be scheduled for a fee of \$1,200.00 per meeting.
3. Email Services will be provided by CommunityXS contracted directly with the District. The proposal does not include the transferring of current email accounts or back up files, which would be an additional fee based on the scope of services required.
4. Landscape Inspection Services will be provided by PSA Horticultural contracted directly with the District.

# Costs of Services

## ADDITIONAL SERVICES UPON REQUEST:

---

▪ Extended Meetings (Over 3 hours)	\$175.00	Per Hour
▪ Special, Continued & Additional Meetings (Up to 3 hours)	\$1,200.00	Per Meeting
▪ Special Assessment Report*	\$25,000.00	Per Issuance
▪ District Management Certificate*	\$5,000.00	Per Issuance
▪ Public Records Request	\$52.00	Per Hour
▪ Postage & Shipping	At Cost	Per Item
▪ Black & White Copies (single sided)	\$0.18	Per Copy
▪ Color Copies (single sided)	\$0.50	Per Copy
▪ Special Services	\$175.00	Per Hour
▪ Litigation Support	\$250.00	Per Hour
▪ True-Up Analysis	TBD	Per Request
▪ Boundary Amendments	TBD	Per Request
▪ Mass Community Mailings	TBD	Per Request
▪ Single Mailed Notice	TBD	Per Notice

*\*Paid out of cost of issuance and not the General Fund.*



# Scope of Services

## Management and Administrative Services:

- A. The conducting of up to six (6) three (3) hour Board meetings per year in accordance with the adopted meeting schedule.
- B. Attend and conduct regularly scheduled and special Board of Supervisors meetings, continued meetings, hearings, and workshops. Arrange the time and location and all other necessary logistics for such meetings, hearings, etc.
- C. Suggest actions, and implement actions approved by the Board, which lead to the efficient management of District meetings and workshops. Examples include increased communication with Supervisors, management of meeting discussions, etc.
- D. Suggest actions, and implement actions approved by the Board, which lead to prudent financial decisions. Examples include estimating future funding needs, suggesting Contractors to improve investment returns, and suggesting processes to ensure appropriate maintenance, repair, and replacement of capital assets.
- E. Ensure compliance with all statutes affecting the District which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - 4. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives.
  - 5. Provide Form 1 Financial Disclosure documents for Board Members.
  - 6. Provide Form IF Financial Disclosure documents for Resigning Board Members.
  - 7. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed.





# Scope of Services

8. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
9. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
10. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
11. Provide a proposed budget for Board approval on or by June 15 of each fiscal year.
12. Provide a copy of the approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
13. Provide a copy of the initial Public Facilities report to the County to be submitted within one (1) year after the District's creation.
14. Provide a copy of the seven (7) year Public Facilities report update, based on the reporting period assigned to the County it is located in.
15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
16. Provide for submitting the regular meeting schedule of the Board to County.
17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County.
18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections.
19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
20. Provide public records announcement and file registered voter data each June.
21. Update Board Member names, positions, and contact information to the State Commission on Ethics annually.
22. Certify and file Form DR 421, with the Department of Revenue each tax year.
23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings, and workshops.



# Scope of Services

24. Respond to Bond Holders Requests for Information.
25. Implement the policies established by the Board in connection with the operations of the District.
26. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
27. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
28. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
29. Monitor certificates of insurance as needed per contracts.
30. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.
31. Communicate with residents and landowners via email, phone, and website, ensuring the District's website provides relevant information for residents and supervisors.
32. Prepare digital agendas for transmittal to the Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
33. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
34. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
35. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
36. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
37. Maintain "Record of Proceedings" for the District within the County which includes meeting minutes, agreements, resolutions, and other records required by law.
38. Working with District Engineer to assure new required reporting to the State on Stormwater drainage systems.



# Scope of Services

## Accounting Services:

### A. Financial Statements

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances.
3. Prepare and file Annual Public Depositor's Report.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards if required.
9. Provide Audit support to auditors for the required Annual Audit.
10. Provide for transmission of the Audit to the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

### B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings, and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and publish notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis.
5. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

# Scope of Services

## C. Accounts Payable/Receivable

1. Administer the processing, review, approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders. Manage Vendor Information per W-9 reports.
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
3. Maintain checking accounts with qualified public depositories including reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable and file reports with IRS.

## D. Capital Program Administration (Bonds or BANS only)

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions once approved by the District Engineer and Chairman.
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Work with District Counsel and District Engineer to provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

## E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs or RFQs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer for Bonds or BANS only.



# Scope of Services

## F. Risk Management

1. Recommend and advise the Board, in consultation with the District Engineer, of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
2. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
3. Review insurance policies and coverage amounts of District vendors.
4. Provide an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
5. Maintain and monitor Certificates of Insurance for all service and contract vendors.

## **Financial and Revenue Collection:**

### A. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts as requested by property owners. Official payoff quotes, estoppel letters and lien releases are paid for by the requesting third party under additional services.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bondholders, and reporting agencies.
5. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
6. Update roll to reflect assessments based on adopted fiscal year budgets.
7. Verify assessments on plated lots, commercial properties, or other assessable lands.
8. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
9. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
10. Administer Assessments for Off Tax Roll parcels/lots:
  - a. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  - b. Monitor collection of direct invoices and prepare and send delinquent/collection notices, as necessary.

# Scope of Services

## **Website Administration:**

- A. Responsible for ensuring District's on-going compliance with Florida law, including, but not limited to, Chapter 189.069, Florida Statutes, requiring that special districts operate and maintain an official internet web site throughout the term of this Contract.
- B. Maintain the domain for the District if required.
- C. Manage the website maintenance contract provider and ensure they are meeting the requirements of the contract with the District.
- D. Provide the website maintenance provider with documents and updated content as required in accordance with Chapter 189.0069 Florida Statutes.

## **Additional Services:**

- A. Financial Reports
  - 1. Modifications and Certification of Special Assessment Allocation Report.
  - 2. Compare current and unplatted lots to original development plan to ensure adequate collection of assessment revenue, as necessary.
  - 3. Prepare true-up calculations and invoice property owners for true-up payments, as necessary.
- B. Bond Issuance Services
  - 1. Prepare benefit analysis Special Assessment Allocation Report based on infrastructure to be funded with bond proceeds.
  - 2. Prepare Preliminary Special Assessment Allocation Report and present it to District Board and staff.
  - 3. Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.
  - 4. Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and present to Board as part of the Bond Resolution.
  - 5. Provide expert testimony at bond validation hearing in circuit court.
  - 6. Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.



# Scope of Services

- C. Amendment to District boundary.
- D. Grant Applications.
- E. Escrow Agent.
- F. Community Mailings e.g., memos, notifications of rules changes, operations, and maintenance assessment notices, etc.
- G. Electronic communications/e-blasts.
- H. Extraordinary Public Records Requests Requiring Significant Effort to Fulfill.
- I. Litigation Support.
- J. Continuing Disclosure/Dissemination Agent Services.

## **Additional Services Paid By Third Parties:**

- A. Issue estoppel letters as needed for property transfers.
  - 1. Prepare an estoppel letter reflecting current District assessment information as required for sale or transfer of residential or commercial property within the District.
  - 2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing
  - 1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
  - 2. Maintain collection log showing all parcels that have pre-paid assessments.
  - 3. Prepare, execute, and issue release of lien to be recorded in public records.

# PSA HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

8431 Prestwick Place  
Trinity, FL 34655  
727-505-1532 tom@psagrounds.com

December 16, 2023

**RE: HALIFAX SOLUTIONS FOR BRIDGEWATER CDD LAKELAND FL**

Attn: Eric Dailey  
Halifax Solutions, LLC.  
4532 West Kennedy Blvd. #328  
Tampa, FL 33609 (813) 575-1955 edailey@halifax-solutions.com

**AGREEMENT FOR SERVICES**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by and between Halifax Solutions, LLC (herein after sometimes referred to as the "Client") and PSA Horticultural (hereinafter sometimes referred to as PSA).

Whereas Client wishes to engage PSA as its exclusive agent for providing Horticultural Consulting.

1. **FEES:** PSA will provide the services as described:

**A. LANDSCAPE MAINTENANCE SPECIFICATION DEVELOPMENT N/A**

1. Develop or update existing standards and specifications based on Client's needs
2. Develop *Request for Proposal* document
3. Administer mandatory pre-bid meeting with contractors
4. Address contractor concerns during bidding period
5. Review bids and submit tabulation summary to Client
6. Evaluate bids with Client

*Total Fee for Specification Development A1-A6* N/A *Accepted: Client Initials* \_\_\_\_\_

Or

*Total Fee to Develop standards and specifications only. A1 Only N/A* *Accepted: Client Initials* \_\_\_\_\_

Or

*Administer bidding process using existing specifications* N/A *Accepted: Client Initials* \_\_\_\_\_

**B. MONTHLY CONTRACT ADMINISTRATION**

1. Perform monthly landscape inspections.
2. Produce report based on inspection results
3. Review report with Client and the contractor

*Total Fee for Contract Administration \$725.00 Per Monthly Landscape Inspection. \$8700.00/Per Year*

*Accepted: Client Initials* \_\_\_\_\_

**C. HOURLY CONSULTING**

*Fee \$210.00 per hour (Can be based on "not to exceed" proposal) Min. 1 Hr.*

*Accepted: Client Initials* \_\_\_\_\_

2. **TERM:** The term of the Monthly Contract Administration agreement is for twelve consecutive monthly inspections. From \_\_\_\_\_, through \_\_\_\_\_.



These fees will remain the same for the duration of this agreement, which is twelve months. At the end of this agreement PSA may increase its inspection fee up to five percent (5%) for the next contract term. Client and/or PSA may terminate this service agreement with sixty (60) days written notice at any time after the completion of twelve consecutive monthly inspections with or without cause at owner's sole and absolute discretion. The written notice must be transmitted by certified mail and/or email. The sixty-day notice shall commence on the mailing date.

**3. PAYMENT TERMS:** The fees noted above are payable in the following manner:

Upon the signing of this agreement, fifty percent (50%) of *Section A1-A6 or A1 only or Administering bidding process* shall be payable to PSA. Upon the completion of the landscape contract bid tabulation, or the completion of specification development the remaining fifty percent (50%) shall be due within 30 days. PSA shall still be paid in full, in the case a vendor is not chosen by the Client.

The fee noted in Section B is payable to PSA within thirty days of the completed monthly landscape inspection. Fee(s) shall be *seven hundred twenty-five dollars* (\$725.00) per regular monthly inspection. This fee is in effect for twelve consecutive monthly inspections. The commencement date of the contract year for the inspections is to coincide with the first landscape inspection in \_\_\_\_\_.

The fee noted in Section C is payable to PSA at a rate of *Two hundred ten Dollars* (\$210.00) Hourly rate is charged in 15-minute increments and a minimum of one hour is required. The balance shall be due at completion of hourly based project unless otherwise noted.

Late fee of 1.5% per month applies to all past due amounts over thirty-days delinquent from the date of the landscape inspection.

**4. SERVICES:** PSA will perform the following services:

#### **PSA CONTRACT DEVELOPMENT**

1. PSA will develop a Request for Proposal (RFP) document. The document will be sent to qualified landscape maintenance contractors. The RFP will include information about site visits, bidding forms, pricing information, deadlines and delivery information. Specifications and standards developed by PSA and the Client will also be included.

2. PSA will develop a customized set of standards and specifications (Performance or Non-Performance based) based on the Client's needs and budget. Maintenance for the care of turf, shrubs, trees, annuals and perennials, and the irrigation system will be included. Other entities maintained by the landscape contractor will also be noted when developing the specifications.

3. PSA will conduct the bidding process by selecting qualified contractors to bid on the project, conducting an on-site bid meeting, and answering all contractor inquiries regarding any aspects of the specifications or bidding process.

4. PSA will review all the bids received from the contractors. A bid tabulation document and other bid forms will be presented to the Client for review.

5. PSA will assist the Client with reviewing the bid tabulation, and other pertinent information. Assist the Client in selecting the contractor based upon all the data available, including level of experience, references, financial stability, and horticultural expertise. In the event the bids are higher than the Clients anticipated budget, PSA will negotiate with the contractor on behalf of the Client, or by modifying the specifications. Substantial modifications to the specifications will be charged at a cost of *two hundred ten dollars* (\$210.00) per hour.

6. PSA will prepare the specifications for execution by assisting in setting up key contacts, billing information, emergency information, and service dates. PSA will meet with the contractor and Client to review the inspection process that PSA will perform monthly.

#### **MONTHLY CONTRACT ADMINISTRATION**

1. PSA will perform a monthly quantitative grounds inspection. PSA, the Client, and a representative from the landscape maintenance contractor will perform a thorough inspection of all pertinent landscape areas. The contractor must pass this quantitative inspection with a score of 83% or higher. (If the contract is performance-based.) Lower scoring will result in the contractor having a percentage of their regular monthly payment deducted for unacceptable job performance. If the contract is non-performance based, a quantitative report shall still be submitted. A financial penalty or retainage may still be issued for a low score.

2. PSA will produce a report based on the findings from the ground's inspection. PSA will document areas in need of service, or problem areas in writing and /or by digital photographs. The report will be distributed to the Client and the landscape contractor.

3. PSA will review the score of the monthly inspection with the Client and the contractor. The results of this inspection will determine if the contractor receives his full monthly payment or if a percentage of his payment is permanently withheld. (Performance-based only)

**5. INDEMNIFICATION:** The Client shall indemnify and hold PSA harmless of and from all expenses, court costs, attorney's fees, penalties or damages of any kind whatsoever, incurred in connection with the services provided to the Client; in connection with any liability arising out of injuries sustained by any person in or about the property; in connection with any violation of any federal, state or municipal law, regulation or ordinance or any claim for taxes or other charges which may be made against PSA by reason of the services provided to the Client, except when due to gross negligence or malfeasance of PSA.

**6. DISPUTE RESOLUTION:** This agreement shall be governed in accordance with the laws of the State of Florida and Pasco County.

**7. SIGNATURES:** The parties entering into this Agreement hereby represent that each is an authorized representative, with the authority to enter this Agreement on behalf of their respective companies and/or organizations.

**Proposal Accepted By:**

**HALIFAX SOLUTIONS LLC.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_

**PSA HORTICULTURAL INC.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_

# PSA \_\_\_\_\_ HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

8431 Prestwick Place  
Trinity, FL 34655

## LANDSCAPE INSPECTION RESULTS

Date:	December 14, 2023
Client:	<b>Preserve at Wilderness Lake Community Development District</b>
Attended by:	CDD Management- Beth Edwards, Tish Dobson (Vesta Property Services) Redtree Landscape Systems-Pete Lucadano, John Burkett PSA Horticultural-Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape agreement.

These items must be completed by December 29, 2023. Notify PSA in writing upon their completion, via fax or email, on or before 9 am on January 2, 2024. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be noted.

### **SCORE 1-POOR 2-FAIR 3-GOOD**

#### **3 MOWING/EDGING/TRIMMING**

Eleanor Wood pond-remove leaf drop.

Roundabout-redefine bed edges. *Photo below.*



Kendall Heath/Waverly Shores-remove leaf drop.

Cormorant Cove dock-remove leaf drop.

Night Heron lift station-remove leaf drop.

Minnow Brook-remove leaf drop.

The turf was mowed, trimmed, soft and hard edged in accordance with the specifications. The cut was clean from sharp blades. The cleanup of hard surfaces was thorough. Be certain to keep heavy leaf drop off turf panels and out of the street.

**3 WOODLINE MAINTENANCE**

Boulevard across from Americus-cut back wood line.

The woodlines were neatly maintained.

**3 TURF COLOR**

Boulevard from Lodge to main entry-color remained a mottled medium green.

Citrus Blossom park common area-turf color remained a mottled medium green.

Citrus Blossom playground-turf color remained a lightly mottled medium green.

Stoneleigh park-turf color was a mottled medium green.

Lodge-turf color ranged from a lightly mottled medium green to a consistent medium green.

Oakhurst park-turf color ranged from a pale green to a mottled medium green.

Kendall Heath/Waverly Shores-turf color remained a pale green.

Night Heron/Caliente intersection-turf color remained a mottled medium green.

Roundabout-turf color was a lightly medium green.

*December*



*December*



*December*



*November*



*November*



*November*



*October*



*October*



*October*



*September*



*September*



*September*



**3 TURF DENSITY**

Kendall Heath/Waverly Shores-the density of the common Bermudagrass ranged from poor to fair. The density of the St. Augustine turf was good. Keep heavy leaf drop off lawn.

Boulevard from Lodge to main entry-the density was strong. New sod is also being installed.

Citrus Blossom park-the density was strong.

Citrus Blossom common area-the density was strong.

Stoneleigh park-the density of the common Bermudagrass was good. It is beginning to go into a dormant period. The density of the St. Augustine turf was good.

Oakhurst park-the density of the common Bermudagrass still ranged from fair to good. It is beginning to go into a dormant period. The density of the St. Augustine turf was good.

Night Heron/Caliente intersection-the density still ranged from fair to good.

Lodge-the density of the main entry lawn, front lawn, nature center lawn and rear lawn ranged from fair to good. There were a few sparse areas along the exit drive. They are being sodded.

Tennis court-the density around the tennis court still ranged from fair to good. The turf density along the blvd. was fair. The rear section density was good.

The Bahia turf density around the ponds and other common areas was good. Turf is beginning to go into a dormant period.

## **2 TURF WEED CONTROL**

Turf weeds are showing signs of die back from recent herbicide application. Weeds can now be spot treated. *Photo below.*



Broadleaf weeds have been treated with herbicide and weeds are dying off. Remaining weeds can be spot treated. Properly timed applications of pre-emergent herbicide will help to reduce grassy weed germination.

Lodge-crabgrass is growing in compacted area to the left of the lodge.

Main exit and exit-spot treat broadleaf weeds.

Americus-spot treat broadleaf weeds.

Caliente/Night Heron-spot treat broadleaf weeds.

## **2 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

Americus-treat patch disease.

Pine Knot-treat patch disease. *Photo below.*



Boulevard exit drive across from ranger station-treat patch disease.

Main exit monument turf-treat ant mounds.

Bahiagrass and Bermudagrass are beginning to go into dormancy.

The turf was mowed high as per the specifications. The cut was clean from sharp blades. There was a slight loss of color over the past month. This is common in the cooler months. The Bahiagrass and the common Bermudagrass lost some color and density as it goes into its dormant period. New sod is improving the density in the thinner St. Augustine turf. There was evidence of herbicide dieback of broadleaf weeds. The remaining weeds can be spot treated. Pre-emergent herbicide for grassy weed control needs to be applied when temperature is appropriate. The general rule of thumb is to apply pre-emergent herbicides in mid-February for Central Florida. Apply the pre-emergent herbicide before temperatures consistently rise above 65 to 70°F to avoid harming the turf. There were no turf insects noted, but patch disease needs to be controlled in a few areas.

### **3 SHRUB-TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Main entry median 2 inbound-remove all dead and damaged shrubs across from mailbox 20646

Pine Knot-portions of pineapple quava and anise are in decline. Prune out all dead sections. It may be advisable to collect samples to send to IFAS for pathology testing. Treat with fungicide.

*Possible Diseases-Iternaria blights Symptoms. Small round yellow, brown or black spots on leaves; concentric ringed pattern; holes in leaves where lesion has dropped out. Other possibilities. Downy mildew. Powdery mildew*

Lodge patio-continue to treat ornamental grasses for scale.

Butterfly garden-most of the plants in the butterfly garden were healthy, but several of them such as the thryallis are old and should be considered for future replacement.

### **3 BED / CRACK WEED CONTROL**

Main entry/exit monument-remove bed weeds from coontie palms.

Nature center-remove bed weeds and vines from front of building.

Lodge patio-remove vines from muehly grass.

Tennis court fence-remove bed weeds and vines.

Boulevard entry median-remove bed weeds and vines.

Roundabout-remove bed weeds. *Photo below.*



## **2 IRRIGATION MANAGEMENT**

Main exit monument-check irrigation to crape myrtles on backside of fence. Trees appear to be weak.

Pine Knot-check irrigation to pineapple quava and anise along fence.

Main entry median-check irrigation to endcap flower bed. Half of it is dry.

West side of tennis court-check irrigation as mulch has been moved out of place.

Lodge playground area-check irrigation. Half of it is dry.

Americus on Birchholm side-turf is dry close to corner.

## **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth was being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having "holes" in it and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

**General work order-all hedge trimming and weeding needs be done at the same time, in accordance with specifications. The contractual pruning schedule was not adhered to, allowing many shrubs to grow beyond an acceptable state.**

**Be certain that all individual shrubs and hedges are pruned in such a manner so that the bottom section is wider than the top to receive sufficient sunlight. This will prevent the shrubs from being shaded out at the bottom.**

**General work order-do not prune azaleas. Only remove stray tall shoots.**

Some of the azaleas and hawthorn appear to have been over-pruned.

Draycott cul de sac-viburnum hedge is neatly pruned. *Photo below.*



Water's Edge fence line-prune palmettos.

Main entry fence line-prune wedelia away from the fence.

Pool deck-lightly prune Japanese blueberry along the fence.

Between the amenity center and nature center-cut back Fakahatchee grass off steppingstone walkway.

Butterfly garden-cut back milk weed.



Lodge patio entry to pool deck-prune copper leaf down to fence line.

Nature center left side-prune viburnum hedge so it is all the same height. *Photo below.*



Nature center-prune dead sections out of shilling Holly.

Butterfly garden-prune back old sage growth. *Photo below.*



Tennis court walkway fence-prune dead sections out of palmetto and thin them out moderately so as not to remove privacy screen. *Photo below.*



Behind Tennis court-prune dead sections out of palmetto along wood fence. Thin out palmetto. *Photo below.*



Citrus Blossom playground-prune shrubs.

Heron's Glen monument-prune shrubs away from sign.

General work order-cut back all muehly grass and fountain grass.

## **2 TREE PRUNING**

Behind 21537 Draycott-remove dead wood from trees on berm.

Americus-remove sucker growth from oaks.

Boulevard street trees-begin elevating low-hanging branches and get all street trees to a consistent height.

Main exit monument-elevate tree by sign.

Lodge entry drive-prune oak tree away from streetlight along split rail fence.

Boulevard at Whispering Wind-elevate cypress tree hanging over the sidewalk.

Boulevard just West of lodge entry drive-prune tree around streetlight. *Photo below.*



Cormorant Cove in bound-elevate tree hanging over the street.

7220 Night Heron-elevate oak tree hanging over sidewalk and common area behind the hedge.

Oakhurst park-elevate oak tree along sidewalk by bike rack.

Lodge entry drive-prune tree around streetlight by split rail fence.

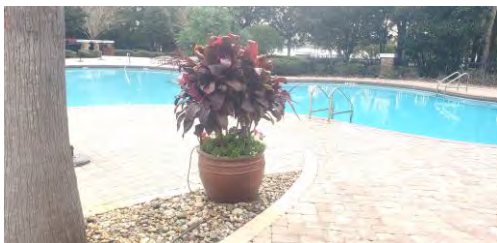
## **3 CLEANUP/RUBBISH REMOVAL**

Ambleside outbound woodline across from bench-remove fallen tree.

General work order-remove fallen palm tree boots at entrances to each village.

## **3 APPEARANCE OF SEASONAL COLOR**

Pool deck-the potted annuals display look very good and should be used as a standard regardless of what is planted in them. *Photo below.*



The seasonal flower display of petunia and alyssum had an excellent curb appeal. The plants were healthy and neatly spaced. A few plants at the lodge entry drive need to be re-installed due to animal damage.

*December*



*December*



*December*



*December*



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION SCORE 35 of 39–PASSED INSPECTION. Passing score was 33 of 39 or 30 of 36 (w/o flowers). Payment for DECEMBER services should be released after the receipt of the DONE REPORT.**

**FOR MANAGER**

Broken and misaligned landscape lights in several beds.

**PROPOSALS**

None

**SUMMARY**

Redtree performed to contractual standards for this inspection. The turf was mowed at the proper height with sharp blades. The trimming, edging and cleanup were neatly performed. There was a slight loss of color over the past month, but it was still good for the season. The density was strong except for the Bahiagrass and Bermudagrass which are entering a winter dormancy period. New sod is further improving the density. The broadleaf weed growth is being controlled. There were no signs of turf insect activity, but patch disease has shown up in a few turf panels. Most of the shrubs were healthy, but there continue to be issues related to the health of select anise and pineapple quava plants. The shrubs appear to be pruned according to the schedule, but some palmettos and trees need immediate attention. The bed weeds are under control. There were no irrigation breaks noted, but several areas were dry or receiving inconsistent irrigation. The seasonal flower display was providing excellent curb appeal. RedTree Landscape Systems certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

**5 Section Schedule**

- 1.** Lodge, Kickliter, 2 Medians in front of the Lodge
- 2.** Draycott, Round-about, Deerfield Berm, Small Hedge, Cul-de-sac
- 3.** Cormorant Cove, Derwent Glen, Oakhurst, Woodsmeere, Sparrow Wood
- 4.** Front Entrance to Water's Edge - (Outbound lane), Including Wood Line
- 5.** Americus - Citrus Blossom, CB/WW Park, Stoneleigh Park, Volleyball Park

**Bed Map Notes**

Thin Saw Palmettos - Bi-monthly  
Trim Mulhy Grass - Early summer - Other grasses every other month  
Trim back Palm Trees - Mid-Oct. & early summer  
Hedges & Weeds - Monthly  
Lift tree limbs in winter - As needed in the summer  
Deadhead flowers. Keep pots & boxes fresh & healthy - As needed  
Clean beds, remove leaves, keep mulch defined, remove moss - Monthly  
Pencil lip Craple Myrtles - As needed  
Keep overhanging limbs on wood line cut back. Linn trim wood line - Monthly



# PSA HORTICULTURAL

Landscape Consulting & Contract Management  
"Protecting Your Landscape Investment"

8431 Prestwick Place  
Trinity, FL 34655

## LANDSCAPE INSPECTION RESULTS

Date:	December 7, 2023
Client:	Water's Edge
HOA/CDD:	Mickey McCarthy/Jason Peterson
Manager:	Rocco Iervasi
Ameriscape:	James Wade
PSA:	Tom Picciano

This landscape inspection report and subsequent ones will serve as a both a benchmark of current landscape maintenance concerns and the progress toward corrective actions. It will also serve as a deficiency list of items that should be addressed under the current landscape maintenance agreement.

These items must be completed December 26, 2023. Notify PSA in writing upon their completion, via fax or email, on or before 9:00 am on December 27, 2023. Contractor must initial the bottom of each page and sign at the bottom of the last page. The reason for any uncompleted deficiency must be listed.

### **SCORE 1=POOR 2= FAIR 3=GOOD**

#### **3 MOWING/EDGING/TRIMMING**

All the turf was cut at the correct height for optimum sunlight absorption. The blades were sharp. The line trimming and hard edging were performed in accordance with the specifications. The beds were neatly soft edged.

Basketball court-remove leaf drop from maple trees.

Only mow Bahia turf that is actively growing. When Bahia turf is not mowed those labor resources should be allocated to other tasks such as the woodline cutbacks.

#### **2 TURF COLOR**

Belle Haven entry and exit-turf color remained a lightly mottled medium green.

Slidell inbound and outbound-turf color was a mottled medium green.

Veteran's Park-turf color was a mottled medium green.

Clubhouse parking lot fence line-turf color still ranged from a mottled medium green to a consistent medium green.

Clubhouse front left side and berm area-turf color still ranged from a lightly mottled medium green to a consistent medium green. The newly sodded area was a consistent medium green.

Clubhouse basketball court area-turf color was a consistent medium green.

The color of the clubhouse Bahia lawn along northern section of Moon Lake Road fence was mottled medium green.

Moon Lake Road-turf color remained a mottled medium green.

*December*



*November*



*November*



*October*



*October*



*September*



*September*



### **3 TURF DENSITY**

Barn-turf density remained thin. This area has been seeded. Seed germination is sparse. It still needs to be watered in.

Moon Lake Road-the density remained fair. Turf is made up of various grass types and weed growth.

Clubhouse front left side-density was strong.

The density of the clubhouse Bahia lawn along northern section of Moon Lake Road fence was fair.

Clubhouse lawn along the edge of the parking lot along Moon Lake Road-the density was strong.

Common area Bahia grass-the turf density ranged from fair to good. Turf is going into dormancy period.

Veteran's Park-most of the Bahia lawn density was strong. Turf is going into dormancy period.

Slidell-the density was good.

Clubhouse basketball court area-the density was good.

### **3 TURF WEED CONTROL**

Clubhouse left side behind pond-continue to treat broadleaf weeds.

Clubhouse front left corner-treat broadleaf weeds by grand oak.

The high visibility, viable St. Augustine turf had a reduced volume of broadleaf weeds. They can be spot treated as the volume is not great. The crabgrass will die off in cooler temperatures and then its germination should be controlled with pre-emergent herbicide applications when the soil temperature is appropriate.

### **3 TURF INSECT/DISEASE CONTROL/OVERALL HEALTH**

Clubhouse left side-monitor and/or treat for patch disease in new sod.

Clubhouse parking lot fence line-monitor and/or treat for patch disease.

Belhaven entry gate inside-monitor and/or treat for patch disease.

The turf is being cut high to allow for maximum sunlight absorption. There was a slight loss of color over the past month. Color ranged from a mottled medium green to a consistent medium green. The density was good in most turf panels except for the Bahia turf which is going into dormancy. Bahiagrass typically thins out during the winter. The broadleaf weed control was good, as most high visibility turf panels had few weeds. Pre-emergent crabgrass control should be applied when the soil temperature is appropriate. There was no insect activity, but patch disease appears to be beginning in a few sections of turf. Be certain to keep any leaf drop off the lawn.

**3 SHRUB/TREE INSECT/DISEASE CONTROL/OVERALL HEALTH**

Clubhouse eft side of front entrance-remove dead holly.

Belhaven 11623-replace dead firebush. Warranty work. *Photo below.*



11652 Belle Haven-remove and replace dead podocarpus. WARRANTY WORK.

Clubhouse left side fence-Washingtonia palm is in decline and should be removed. *Photo below.*

*October*

*November*

*December*



Clubhouse right front corner-monitor health of Washingtonia palm. The heart seems to be in decline. *Photo below.*





### **3 BED WEED CONTROL**

Belle Haven exit gate-continue to remove bed weeds from juniper.

Bed and crack weeds continue to be well managed.

### **3 IRRIGATION MANAGEMENT**

Slidell entry gate- turf is dry. Check for proper system operation.

The landscape appears to be receiving sufficient irrigation.

### **3 SHRUB PRUNING**

\*It should be noted that the shrubs, including but not limited to, the hawthorns and schilling hollies, should not be pruned too tightly. This means that too much vegetative growth is being removed, limiting the plants availability to make food for itself. In addition, the plant will look more attractive by not having "holes" in it and allowing it to develop its more natural shape. (i.e. Indian Hawthorn has a natural mounded habit)

Most of the shrubs were neatly pruned and did not require pruning outside of the normal rotational cycle.

Clubhouse dock-prune back vegetation off dock.

Clubhouse left side-cut back muehly grass.

### **2 TREE PRUNING**

General work order-begin pruning crape myrtles. Remove dead wood, crossing branches, water sprouts, dead wood and sucker growth. Remove moss.

General work order-continue cutting back woodlines.

Clubhouse parking lot fence line-elevate low-hanging oak tree branches.

Basketball court-remove low-hanging moss from maple trees.

Bell haven11549& 11631-remove low-hanging moss from maple trees.

Slidell-lightly elevate the oak tree on the center median.

### **3 CLEANUP/RUBBISH REMOVAL**

Bell Haven entry at Moon Lake-remove fallen branches from juniper.

Moon Lake fence and wall-remove vegetative debris from bed along path.

### **3 APPEARANCE OF SEASONAL COLOR**

The marigolds continued to provide a colorful display, though the flowers still looked good they were being removed to install the Holiday Season display. The flower beds are to be re-dressed to contractual specifications prior to the installation of the Holiday season planting. *Photo below.*

*December*



*November*



*November*



**(0) CARRIED FORWARD FROM PRIOR MONTH**

**INSPECTION**

**SCORE 34 of 36** –Passing score is 30 of 36 or 28 of 33 (with no seasonal color.)

**PASSED INSPECTION** Payment for **DECEMBER** services should be released after the receipt of the **DONE REPORT.**

**FOR MANAGER**

None

**PROPOSALS**

**NEW** Bridgeton Park-cut new beds and install 2 roebellini palms where sidewalk meets walkway to dock.

Submit a proposal to install a hose bib or quick connect coupler at barn.

Clubhouse-remove three dead Washingtonia palms.

Moon Lake reclaimed water pipe-remove weeds tree growing within the large oak.

Belle Haven entry gate-submit a proposal to remove declining juniper on each side of pedestrian gate and install sod up to the stone pillar.

**SUMMARY**

ASI performed to contractual standards for this inspection. The turf continues to be mowed at the proper height. The line trimming, soft edging and hard edging were also neatly performed. The color of the turf ranged from a mottled medium green to a consistent medium green. There was a slight loss of color over the past month. The density remains strong in most sections. The broadleaf weeds are now under control. When the soil temperature is appropriate, pre-emergent crabgrass control needs to be applied. Contractor should be monitoring and /or treating for patch disease. The majority of the shrubs were neatly pruned and were healthy. There are certain struggling plants that should be considered for replacement during the spring growing season. Some palm and hardwood pruning are necessary and woodline cutbacks should be undertaken as soon as possible, while the turf growth is slow. The bed and crack weed control were both good. The landscape appears to be receiving sufficient irrigation. There was one dry turf area. The seasonal flower display was being removed in order to install the Holiday Season planting. New potting mix must be installed prior to this installation. The grounds continue to be well maintained.

**ASI certifies that all work on this list has been completed in the 14-day timeframe specified in the contractual agreement and provided to PSA within the same period.**

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

**Print Name** \_\_\_\_\_

**Company** \_\_\_\_\_

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



**HALIFAX**  
SOLUTIONS

# SPRING LAKE COMMUNITY DEVELOPMENT DISTRICT

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Financial Statements (Unaudited)  
November 30, 2023

[www.springlakecdd.org](http://www.springlakecdd.org)

District Office:  
4532 West Kennedy Blvd. #328  
Tampa, FL 33609

## Spring Lake CDD Balance Sheet

	General Fund Year To Date 11/30/2023 <hr/> Current Year Balance	Reserve Fund Year To Date 11/30/2023 <hr/> Current Year Balance	Debt Service - Series 2014 Year To Date 11/30/2023 <hr/> Current Year Balance	Debt Service - Series 2017 Year To Date 11/30/2023 <hr/> Current Year Balance	Capital Projects - Series 2014 Year To Date 11/30/2023 <hr/> Current Year Balance	General Fixed Assets Account Group Year To Date 11/30/2023 <hr/> Current Year Balance	General Long-Term Debt Year To Date 11/30/2023 <hr/> Current Year Balance	All Funds Year To Date 11/30/2023 <hr/> Current Year Balance
<b>Assets</b>								
Current Assets								
Cash and Cash Equivalents								
Cash - Operating Account	50,000.98	-	-	-	-	-	-	50,000.98
Investment - Revenue 2014 (9000)	-	-	127,380.57	-	-	-	-	127,380.57
Investment - Reserve 2014 (9003)	-	-	524,545.24	-	-	-	-	524,545.24
Investment - Acq & Const 2014 (9005)	-	-	(0.02)	-	0.02	-	-	-
Investment - Revenue 2017 (7000)	-	-	-	184,589.51	-	-	-	184,589.51
Investment - Reserve 2017 (7003)	-	-	-	328,118.75	-	-	-	328,118.75
Investment - Prepayment 2017 (7004)	-	-	-	10.05	-	-	-	10.05
Investment - Capitalized Interst (7006)	-	-	-	1.40	-	-	-	1.40
Cash - FLCLASS	20,679.22	178,572.40	-	-	-	-	-	199,251.62
Investment - Prepayment 2014 (9004)	-	-	0.02	-	-	-	-	0.02
Total Cash and Cash Equivalents	70,680.20	178,572.40	651,925.81	512,719.71	0.02	-	-	1,413,898.14
Accounts Receivable, Net	(320.10)	-	-	-	-	-	-	(320.10)
Other Current Assets								
Other Current Assets								
Intercompany Holding	221,646.35	(144,999.97)	(32,872.33)	(43,774.05)	-	-	-	-
Total Other Current Assets	221,646.35	(144,999.97)	(32,872.33)	(43,774.05)	-	-	-	-
Prepaid Expenses	34,585.00	-	-	-	-	-	-	34,585.00
Total Other Current Assets	256,231.35	(144,999.97)	(32,872.33)	(43,774.05)	-	-	-	34,585.00
Total Current Assets	326,591.45	33,572.43	619,053.48	468,945.66	0.02	-	-	1,448,163.04
Long-term Assets								
Other Long-term Assets								
Other Assets								
Assessments Receivable - Tax Roll	-	-	0.50	-	-	-	-	0.50
Due From General Fund	-	1,212.09	32,586.45	44,942.51	-	-	-	78,741.05
Construction Work In Progress	-	-	-	-	-	23,168,113.69	-	23,168,113.69
Amount Available - Debt Service	-	-	-	-	-	-	845,809.05	845,809.05
Amount To Be Provided - Debt Service	-	-	-	-	-	-	14,277,069.07	14,277,069.07
Deposits	9,396.00	-	-	-	-	-	-	9,396.00
Total Other Assets	9,396.00	1,212.09	32,586.95	44,942.51	-	23,168,113.69	15,122,878.12	38,379,129.36
Total Other Long-term Assets	9,396.00	1,212.09	32,586.95	44,942.51	-	23,168,113.69	15,122,878.12	38,379,129.36
Total Long-term Assets	9,396.00	1,212.09	32,586.95	44,942.51	-	23,168,113.69	15,122,878.12	38,379,129.36
<b>Total Assets</b>	<b>335,987.45</b>	<b>34,784.52</b>	<b>651,640.43</b>	<b>513,888.17</b>	<b>0.02</b>	<b>23,168,113.69</b>	<b>15,122,878.12</b>	<b>39,827,292.40</b>

## Spring Lake CDD Balance Sheet

	General Fund Year To Date 11/30/2023 <u>Current Year Balance</u>	Reserve Fund Year To Date 11/30/2023 <u>Current Year Balance</u>	Debt Service - Series 2014 Year To Date 11/30/2023 <u>Current Year Balance</u>	Debt Service - Series 2017 Year To Date 11/30/2023 <u>Current Year Balance</u>	Capital Projects - Series 2014 Year To Date 11/30/2023 <u>Current Year Balance</u>	General Fixed Assets Account Group Year To Date 11/30/2023 <u>Current Year Balance</u>	General Long-Term Debt Year To Date 11/30/2023 <u>Current Year Balance</u>	All Funds Year To Date 11/30/2023 <u>Current Year Balance</u>
<b>Liabilities and Net Assets</b>								
Liabilities								
Short-term Liabilities								
Accounts Payable	8,153.50	13,609.26	-	-	-	-	-	21,762.76
Other Short-term Liabilities								
Short-term Liabilities								
Due To Debt Service Fund	77,528.96	-	-	-	-	-	-	77,528.96
Due To Reserve Fund	1,212.09	-	-	-	-	-	-	1,212.09
Total Short-term Liabilities	<u>78,741.05</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>78,741.05</u>
Total Other Short-term Liabilities	<u>78,741.05</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>78,741.05</u>
Total Short-term Liabilities	<u>86,894.55</u>	<u>13,609.26</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,503.81</u>
Long Term Liabilities								
Other Long-term Liabilities	-	-	-	-	-	-	15,122,878.12	15,122,878.12
Total Long Term Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,122,878.12</u>	<u>15,122,878.12</u>
Total Liabilities	<u>86,894.55</u>	<u>13,609.26</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,122,878.12</u>	<u>15,223,381.93</u>
Fund Balance								
Change in Fund Balance	(28,671.56)	(12,494.69)	(275,210.07)	(372,607.28)	-	-	-	(688,983.60)
Fund Balance								
Fund Balance-All Other Reserves	-	-	-	815,487.12	-	-	-	815,487.12
Fund Balance-Unreserved	277,764.46	33,669.95	926,850.50	71,008.33	0.02	-	-	1,309,293.26
Investment In General Fixed Assets	-	-	-	-	-	23,168,113.69	-	23,168,113.69
Total Fund Balance	<u>277,764.46</u>	<u>33,669.95</u>	<u>926,850.50</u>	<u>886,495.45</u>	<u>0.02</u>	<u>23,168,113.69</u>	<u>-</u>	<u>25,292,894.07</u>
Total Fund Balance	<u>249,092.90</u>	<u>21,175.26</u>	<u>651,640.43</u>	<u>513,888.17</u>	<u>0.02</u>	<u>23,168,113.69</u>	<u>-</u>	<u>24,603,910.47</u>
<b>Total Liabilities and Net Assets</b>	<b><u>335,987.45</u></b>	<b><u>34,784.52</u></b>	<b><u>651,640.43</u></b>	<b><u>513,888.17</u></b>	<b><u>0.02</u></b>	<b><u>23,168,113.69</u></b>	<b><u>15,122,878.12</u></b>	<b><u>39,827,292.40</u></b>

## Spring Lake CDD Statement of Revenues and Expenditures

	General Fund Year To Date 11/30/2023 <small>Actual</small>	General Fund Year Ending 09/30/2024 <small>FY-2024</small>	Budget Variance	Budget Variance %
<b>Operating Revenue</b>				
<b>Revenue</b>				
32520-1002 - Operations & Maintenance Assessments - Tax Roll	68,562.31	782,463.00	(713,900.69)	8.76 %
32520-1099 - Operations & Maintenance Assessments - Tax Roll (Prior Year Distribution)	8,109.06	-	8,109.06	0.00 %
36100-0001 - Interest Earnings	657.63	-	657.63	0.00 %
<b>Total Revenue</b>	<b>77,329.00</b>	<b>782,463.00</b>	<b>(705,134.00)</b>	<b>9.88 %</b>
<b>Total Operating Revenue</b>	<b>77,329.00</b>	<b>782,463.00</b>	<b>(705,134.00)</b>	<b>9.88 %</b>
<b>Expenditures</b>				
<b>Expenditures - Administrative</b>				
<b>Legislative</b>				
51100-1101 - Supervisor Fees	2,000.00	12,000.00	(10,000.00)	16.67 %
<b>Total Legislative</b>	<b>2,000.00</b>	<b>12,000.00</b>	<b>(10,000.00)</b>	<b>16.67 %</b>
<b>Financial &amp; Administrative</b>				
51300-3101 - District Manager	12,777.00	51,108.00	(38,331.00)	25.00 %
51300-3103 - District Engineer	350.00	24,000.00	(23,650.00)	1.46 %
51300-3104 - Disclosure Report	6,000.00	6,000.00	-	100.00 %
51300-3105 - Trustees Fees	250.00	9,300.00	(9,050.00)	2.69 %
51300-3202 - Auditing Services	-	5,580.00	(5,580.00)	0.00 %
51300-3203 - Arbitrage Rebate Calculation	-	1,000.00	(1,000.00)	0.00 %
51300-4101 - Postage, Phone, Faxes, Copies	-	1,000.00	(1,000.00)	0.00 %
51300-4901 - Bank Fees	(12.00)	250.00	(262.00)	(4.80) %
51300-4501 - Public Officials Insurance	576.50	3,953.00	(3,376.50)	14.58 %
51300-4801 - Legal Advertising	157.00	5,000.00	(4,843.00)	3.14 %
51300-4902 - Dues, Licenses & Fees	175.00	175.00	-	100.00 %
51300-5102 - Email Administration	200.00	1,200.00	(1,000.00)	16.67 %
51300-5103 - Website Administration	160.00	990.00	(830.00)	16.16 %
51300-5107 - ADA Website Compliance	80.00	480.00	(400.00)	16.67 %
<b>Total Financial &amp; Administrative</b>	<b>20,713.50</b>	<b>110,036.00</b>	<b>(89,322.50)</b>	<b>18.82 %</b>
<b>Legal Counsel</b>				
51400-3107 - District Counsel	3,374.00	48,000.00	(44,626.00)	7.03 %
<b>Total Legal Counsel</b>	<b>3,374.00</b>	<b>48,000.00</b>	<b>(44,626.00)</b>	<b>7.03 %</b>
<b>Total Administrative</b>	<b>26,087.50</b>	<b>170,036.00</b>	<b>(143,948.50)</b>	<b>15.34 %</b>
<b>Expenditures - Field Operations</b>				
<b>Electric Utility Services</b>				
53100-4301 - Electric Utility Services	1,157.80	8,000.00	(6,842.20)	14.47 %
53100-4307 - Street Lights	27,247.54	90,700.00	(63,452.46)	30.04 %
<b>Total Electric Utility Services</b>	<b>28,405.34</b>	<b>98,700.00</b>	<b>(70,294.66)</b>	<b>28.78 %</b>
<b>Stormwater Control</b>				
53800-4611 - Aquatic Maintenance	-	19,440.00	(19,440.00)	0.00 %
53800-4612 - Aquatic Plant Replacement	-	7,000.00	(7,000.00)	0.00 %
53900-4630 - Waterway Special Treatment LL	-	10,500.00	(10,500.00)	0.00 %
53900-4631 - Waterway Fish Stocking	-	10,000.00	(10,000.00)	0.00 %
53800-4607 - Mitigation Area Monitoring & Maintenance	-	8,880.00	(8,880.00)	0.00 %
<b>Total Stormwater Control</b>	<b>-</b>	<b>55,820.00</b>	<b>(55,820.00)</b>	<b>0.00 %</b>
<b>Other Physical Environment</b>				
53900-4501 - General Liability Insurance & Crime	777.16	5,110.00	(4,332.84)	15.21 %
53900-4502 - Property & Casualty Insurance	5,563.34	44,100.00	(38,536.66)	12.62 %
53900-4603 - Entry & Walls Maintenance	-	40,000.00	(40,000.00)	0.00 %
53900-4604 - Landscape Maintenance	23,777.50	174,627.00	(150,849.50)	13.62 %
53900-4609 - Irrigation Repairs	5,184.62	13,500.00	(8,315.38)	38.40 %
53900-4611 - Irrigation Maintenance	3,120.00	18,720.00	(15,600.00)	16.67 %
53900-4210 - Landscape - Mulch	-	49,500.00	(49,500.00)	0.00 %
53900-4607 - Landscape Replacement Plants, Shrubs, Trees	-	50,000.00	(50,000.00)	0.00 %
53900-4608 - Landscape Inspection Services	1,400.00	8,400.00	(7,000.00)	16.67 %
53900-4656 - Landscape Miscellaneous - Annuals	467.50	1,870.00	(1,402.50)	25.00 %
<b>Total Other Physical Environment</b>	<b>40,290.12</b>	<b>405,827.00</b>	<b>(365,536.88)</b>	<b>9.93 %</b>
<b>Parks &amp; Recreation</b>				
57200-4210 - Playground Mulch	-	2,500.00	(2,500.00)	0.00 %

## Spring Lake CDD Statement of Revenues and Expenditures

	General Fund Year To Date 11/30/2023 <small>Actual</small>	General Fund Year Ending 09/30/2024 <small>FY-2024</small>	Budget Variance	Budget Variance %
57200-4605 - Holiday Decorations	7,131.80	5,000.00	2,131.80	142.64 %
57200-4626 - Park & Recreation Maintenance & Repair	-	25,000.00	(25,000.00)	0.00 %
57200-4630 - Pest Control	1,038.00	4,500.00	(3,462.00)	23.07 %
53900-4644 - Field Services	3,047.80	15,080.00	(12,032.20)	20.21 %
<b>Total Parks &amp; Recreation</b>	<b>11,217.60</b>	<b>52,080.00</b>	<b>(40,862.40)</b>	<b>21.54 %</b>
<b>Total Field Operations</b>	<b>79,913.06</b>	<b>612,427.00</b>	<b>(532,513.94)</b>	<b>13.05 %</b>
<b>Total Expenditures</b>	<b>106,000.56</b>	<b>782,463.00</b>	<b>(676,462.44)</b>	<b>13.55 %</b>
<b>Change in Fund Balance</b>	<b>(28,671.56)</b>	-	<b>(28,671.56)</b>	<b>0.00 %</b>
<b>+ Fund Balance - Beginning</b>	<b>277,764.46</b>	-	<b>277,764.46</b>	<b>0.00 %</b>
<b>Fund Balance - Ending</b>	<b>249,092.90</b>	-	<b>249,092.90</b>	<b>0.00 %</b>



## Spring Lake CDD Statement of Revenues and Expenditures

	Reserve Fund Year To Date 11/30/2023 <small>Actual</small>	Reserve Fund Year Ending 09/30/2024 <small>FY-2024</small>	Budget Variance	Budget Variance %
<b>Operating Revenue</b>				
<b>Revenue</b>				
32520-1002 - Operations & Maintenance Assessments - Tax Roll	-	217,999.00	(217,999.00)	0.00 %
36100-0001 - Interest Earnings	1,114.57	-	1,114.57	0.00 %
<b>Total Revenue</b>	<b>1,114.57</b>	<b>217,999.00</b>	<b>(216,884.43)</b>	<b>0.51 %</b>
<b>Total Operating Revenue</b>	<b>1,114.57</b>	<b>217,999.00</b>	<b>(216,884.43)</b>	<b>0.51 %</b>
<b>Expenditures</b>				
<b>Expenditures - Administrative Contingency</b>				
57900-6000 - Reserves	13,609.26	217,999.00	(204,389.74)	6.24 %
<b>Total Contingency</b>	<b>13,609.26</b>	<b>217,999.00</b>	<b>(204,389.74)</b>	<b>6.24 %</b>
<b>Total Administrative</b>	<b>13,609.26</b>	<b>217,999.00</b>	<b>(204,389.74)</b>	<b>6.24 %</b>
<b>Total Expenditures</b>	<b>13,609.26</b>	<b>217,999.00</b>	<b>(204,389.74)</b>	<b>6.24 %</b>
<b>Change in Fund Balance</b>	<b>(12,494.69)</b>	<b>-</b>	<b>(12,494.69)</b>	<b>0.00 %</b>
<b>+ Fund Balance - Beginning</b>	<b>33,669.95</b>	<b>-</b>	<b>33,669.95</b>	<b>0.00 %</b>
<b>Fund Balance - Ending</b>	<b>21,175.26</b>	<b>-</b>	<b>21,175.26</b>	<b>0.00 %</b>

## Spring Lake CDD Statement of Revenues and Expenditures

	Debt Service - Series 2014 Year To Date 11/30/2023 <small>Actual</small>	Debt Service - Series 2014 Year Ending 09/30/2024 <small>FY-2024</small>	Budget Variance	Budget Variance %
<b>Operating Revenue</b>				
<b>Revenue</b>				
32510-1001 - Debt Service Assessments - Tax Roll	32,586.45	475,500.69	(442,914.24)	6.85 %
32510-1099 - Debt Service Assessments - Tax Roll (Prior Year Distribution)	3,854.09	-	3,854.09	0.00 %
36100-0001 - Interest Earnings	7,442.71	-	7,442.71	0.00 %
<b>Total Revenue</b>	<b>43,883.25</b>	<b>475,500.69</b>	<b>(431,617.44)</b>	<b>9.23 %</b>
<b>Total Operating Revenue</b>	<b>43,883.25</b>	<b>475,500.69</b>	<b>(431,617.44)</b>	<b>9.23 %</b>
<b>Expenditures</b>				
<b>Expenditures - Administrative</b>				
<b>Financial &amp; Administrative</b>				
51300-3105 - Trustees Fees	4,121.44	-	4,121.44	0.00 %
51700-7001 - Bond Interest	159,971.88	312,581.26	(152,609.38)	51.18 %
51700-7002 - Bond Principal	155,000.00	160,000.00	(5,000.00)	96.88 %
<b>Total Financial &amp; Administrative</b>	<b>319,093.32</b>	<b>472,581.26</b>	<b>(153,487.94)</b>	<b>67.52 %</b>
<b>Total Administrative</b>	<b>319,093.32</b>	<b>472,581.26</b>	<b>(153,487.94)</b>	<b>67.52 %</b>
<b>Total Expenditures</b>	<b>319,093.32</b>	<b>472,581.26</b>	<b>(153,487.94)</b>	<b>67.52 %</b>
<b>Change in Fund Balance</b>	<b>(275,210.07)</b>	<b>2,919.43</b>	<b>(278,129.50)</b>	<b>(9,426.84) %</b>
<b>+ Fund Balance - Beginning</b>	<b>926,850.50</b>	<b>-</b>	<b>926,850.50</b>	<b>0.00 %</b>
<b>Fund Balance - Ending</b>	<b>651,640.43</b>	<b>2,919.43</b>	<b>648,721.00</b>	<b>22,320.81 %</b>

## Spring Lake CDD Statement of Revenues and Expenditures

	Debt Service - Series 2017 Year To Date 11/30/2023 <small>Actual</small>	Debt Service - Series 2017 Year Ending 09/30/2024 <small>FY-2024</small>	Budget Variance	Budget Variance %
<b>Operating Revenue</b>				
<b>Revenue</b>				
32510-1001 - Debt Service Assessments - Tax Roll	44,942.51	655,800.00	(610,857.49)	6.85 %
32510-1099 - Debt Service Assessments - Tax Roll (Prior Year Distribution)	5,315.49	-	5,315.49	0.00 %
36100-0001 - Interest Earnings	7,118.66	-	7,118.66	0.00 %
<b>Total Revenue</b>	<b>57,376.66</b>	<b>655,800.00</b>	<b>(598,423.34)</b>	<b>8.75 %</b>
<b>Total Operating Revenue</b>	<b>57,376.66</b>	<b>655,800.00</b>	<b>(598,423.34)</b>	<b>8.75 %</b>
<b>Expenditures</b>				
<b>Expenditures - Administrative</b>				
<b>Financial &amp; Administrative</b>				
51300-3105 - Trustees Fees	4,121.44	-	4,121.44	0.00 %
51700-7001 - Bond Interest	230,862.50	453,175.00	(222,312.50)	50.94 %
51700-7002 - Bond Principal	195,000.00	200,000.00	(5,000.00)	97.50 %
<b>Total Financial &amp; Administrative</b>	<b>429,983.94</b>	<b>653,175.00</b>	<b>(223,191.06)</b>	<b>65.83 %</b>
<b>Total Administrative</b>	<b>429,983.94</b>	<b>653,175.00</b>	<b>(223,191.06)</b>	<b>65.83 %</b>
<b>Total Expenditures</b>	<b>429,983.94</b>	<b>653,175.00</b>	<b>(223,191.06)</b>	<b>65.83 %</b>
<b>Change in Fund Balance</b>	<b>(372,607.28)</b>	<b>2,625.00</b>	<b>(375,232.28)</b>	<b>(14,194.56) %</b>
<b>+ Fund Balance - Beginning</b>	<b>886,495.45</b>	<b>-</b>	<b>886,495.45</b>	<b>0.00 %</b>
<b>Fund Balance - Ending</b>	<b>513,888.17</b>	<b>2,625.00</b>	<b>511,263.17</b>	<b>19,576.69 %</b>

# Spring Lake CDD Reconciliation report

As of 11/30/2023  
Account: Cash - Operating Account

Statement ending balance	50,000.98
Deposits in transit	0.00
Outstanding checks and charges	0.00
Adjusted bank balance	50,000.98
Book balance	50,000.98
Adjustments*	0.00
Adjusted book balance	50,000.98

<b>Total Checks and charges Cleared</b>	<b>314,582.17</b>	<b>Total Deposits Cleared</b>		<b>326,394.36</b>
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## Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
General Ledger entry	November 08 Distribu- tions	11/08/2023		17,195.56	
General Ledger entry	November 17 Distribu- tions	11/17/2023		78,229.87	
General Ledger entry	November 22 Distribu- tions	11/22/2023		50,665.84	
General Ledger entry	Truist Activity - Novem- ber	11/30/2023		0.01	
General Ledger entry	Truist Activity - Novem- ber	11/30/2023		12.00	
General Ledger entry	To reclass interfund and no fund activity	11/30/2023		122,291.08	
General Ledger entry	To record FL CLASS ac- tivity	11/30/2023		50,000.00	
General Ledger entry	To record FL CLASS ac- tivity	11/30/2023		8,000.00	
<b>Total Deposits</b>				<b>326,394.36</b>	<b>0.00</b>

## Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
General Ledger entry	BILL 11/01/23 Payables Funding	11/01/2023		1,000.00	
General Ledger entry	BILL 11/06/23 Payables Funding	11/06/2023		605.00	
General Ledger entry	BILL 11/07/23 Payables Funding	11/07/2023		220.00	
General Ledger entry	BILL 11/08/23 Payables Funding	11/08/2023		8,242.88	
General Ledger entry	BILL 11/15/23 Payables Funding	11/15/2023		9,169.57	
General Ledger entry	BILL 11/16/23 Payables Funding	11/16/2023		1,967.50	
General Ledger entry	BILL 11/17/23 Payables Funding	11/17/2023		1,259.16	
General Ledger entry	BILL 11/21/23 Payables Funding	11/21/2023		42,384.70	
General Ledger entry	BILL 11/28/23 Payables Funding	11/28/2023		57,442.27	
General Ledger entry	Truist Activity - Novem- ber	11/30/2023		0.01	
General Ledger entry	To record FL CLASS ac- tivity	11/30/2023		70,000.00	
General Ledger entry	To reclass interfund and no fund activity	11/30/2023		122,291.08	
<b>Total Checks and charges</b>				<b>314,582.17</b>	<b>0.00</b>

# Spring Lake CDD Distribution of Assessment Revenue Collections - Fiscal Year 2024

Net Collections As Of: **November 30, 2023**

**Net Expected Revenue:**

<b>Account</b>	<b>Net \$ Levied On Assessment Roll</b>	<b>% OF Amount Levied</b>
Fiscal Year 2024 Operations & Maintenance	\$1,000,459.28	46.93%
Series 2014 Debt Service	\$475,500.69	22.31%
Series 2017 Debt Service	\$655,800.00	30.76%
<b>Total</b>	<b>\$2,131,759.97</b>	<b>100.00%</b>

**Distribution of Assessment Revenue**

<b>Date Received</b>	<b>Description</b>	<b>\$ Revenue Received From County</b>	<b>Cumulative % Of Total</b>	<b>Fiscal Year</b>	<b>Series 2014</b>	<b>Series 2017</b>
				<b>2024 O&amp;M 46.93%</b>	<b>Revenue Acct. 22.31%</b>	<b>Revenue Acct. 30.76%</b>
11/8/2023	Current year distributions	\$ 17,195.56	0.81%	\$8,070.07	\$3,835.56	\$5,289.92
11/17/2023	Current year distributions	\$ 78,229.87	4.48%	\$36,714.17	\$17,449.60	\$24,066.10
11/22/2023	Current year distributions	\$ 50,665.84	6.85%	\$23,778.06	\$11,301.29	\$15,586.49
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$146,091.27</b>		<b>\$68,562.30</b>	<b>\$32,586.45</b>	<b>\$44,942.52</b>

**Summary of Revenue Collected:**

<b>Account</b>	<b>Net Expected Revenue</b>	<b>LESS: Amount Collected</b>	<b>Amount Outstanding/ (Over Collected)</b>
Fiscal Year 2024 Operations & Maintenance	\$1,000,459.28	\$68,562.30	\$931,896.98
Series 2014 Debt Service	\$475,500.69	\$32,586.45	\$442,914.24
Series 2017 Debt Service	\$655,800.00	\$44,942.52	\$610,857.48
<b>Total</b>	<b>\$2,131,759.97</b>	<b>\$146,091.27</b>	<b>\$1,985,668.70</b>



# FISHHAWK RANCH CDD

Action Item List  
November 29, 2023



**FISHHAWK RANCH CDD  
ACTION ITEM LIST**

	Date Entered	Date Updated	Category	Action Item	Staff Assigned	Vendor Assigned	Target Date	Notes
1	1/25/2023	6/15/2023	District Manager	Board approved easement agreement with FH Ridge Townhomes.	Eric Dailey	FH Ridge HOA	Tabled	Tabled to remove.
2	1/25/2023	10/11/2023	O&M	Josh requested proposals for overgrown areas of some pond banks.	Josh Croy	A&B Aquatics	2/1/2024	Board discussed on 10/11/23 and proposals are on hold until Stephen is done with pond review project.
3	2/22/2023	11/21/2023	Engineer	Board approved SWFWMD permit review by BDI.	Stephen Brletic	BDI	1/24/2024	Stephen to present report and proposal at January meeting.
4	4/17/2023	11/21/2023	Engineer	Steven to get new proposals for Eagle Ridge bridge.	Stephen Brletic	BDI	Completed	In November agenda under his report.
5	6/28/2023	11/21/2023	Counsel	Lauren to respond to Revive should they reach back out after demand letter that was sent for AC pool deck work.	Lauren Gentry	KVW	Completed	Proposal under Lauren's report for construction counsel.
6	6/28/2023	10/11/2023	Engineer	Stephen working on new proposal for Soratrace drainage repairs.	Stephen Brletic	BDI	2/1/2024	Stephen asked the Board to hold until the pond report is done then add these repairs in at that time.
7	6/28/2023	10/11/2023	O&M	Board approved Stephen and Josh to get the amenity repairs completed at a NTE amount of \$50,100 with Chairman approval.	Josh Croy	Advanced	In Progress	Board approved Advanced Custom project is progress.
8	7/26/2023	11/21/2023	Engineer	Stephen to review pond 107 and wetland areas for proper maintenance.	Stephen Brletic	BDI	In Progress	Work in progress Stephen to review next week.
9	7/26/2023	11/21/2023	District Manager	Get updated quote from Easy Turf for Park Square.	Eric Dailey	TBD	In Progress	Board approved SYNLawm and contract executed.
10	7/26/2023	10/11/2023	Supervisor	Tom to get proposal for Dog Park sod and maintenance program.	Tom Avino	FHR CDD	In Progress	Tom working on proposals from the vendor.
11	7/26/2023	11/21/2023	O&M	Board approved NTE \$68,397 for ballroom AC unit repair at Palmetto Club.	Josh Croy	Air Masters	In Progress	Delayed start by in progress.
12	8/23/2023	10/11/2023	O&M	Josh working on proposals to repair the fence and hockey court from the fire.	Josh Croy	FHR CDD	In Progress	Josh is going to make repairs and is working on revised fence one.
13	8/23/2023	10/26/2023	Counsel	Board approved draft version of Rules of Procedure and Rules and Rates.	Lauren Gentry	KVW	Completed	Rules approved and adopted.
14	10/2/2023	11/21/2023	Community Director	Holly working on contract renewal for Advanced Automation.	Holly Quigley	FHR CDD	1/24/2024	
15	10/2/2023	11/21/2023	Community Director	Holly working on contract renewal for Access Central.	Holly Quigley	FHR CDD	1/24/2024	
16	10/9/2023	11/21/2023	Community Director	Holly is working on salary increase for this year.	Holly Quigley	FHR CDD	11/29/2023	Board to review bonus and IRA options at November meeting.
17	10/11/2023	11/21/2023	Engineer	Stephen working on proposals for pond 56 pipe repair.	Stephen Brletic	BDI	1/24/2024	Stephen to have proposals for January meeting.
18	10/11/2023	10/25/2023	District Manager	Board accepted resignation of Kerri to discuss replacement process at next meeting for Seat #1.	Eric Dailey	Halifax	11/29/2023	On November agenda.
19	10/11/2023		District Manager	Board approved 6 month suspension of Mr. Hall with review in January.	Eric Dailey	Halifax	1/24/2024	Letter sent as follow up to Mr. Hall after meeting.
20	10/11/2023	11/21/2023	Counsel	Board awarded Juniper the landscape and irrigation contract.	Lauren Gentry	KVW	In Progress	Juniper has contract for review.
21	10/11/2023		O&M	Dawn asked about the removal of information board at the entry to HP phase one.	Josh Croy	FHR CDD	In Progress	Josh said it will be removed and the wall fixed.
22	10/26/2023	11/21/2023	O&M	Fountain King proposal approved for maintenance.	Holly Quigley	Fountain King	In Progress	Waiting on executed agreement back to start 12/1/23.

**FISHHAWK RANCH CDD  
ACTION ITEM LIST**

23	10/26/2023	11/21/2023	Engineer	Board approved MEY core testing for Osprey Tennis Courts.	Stephen Brletic	MEI	In Progress	Waiting on results.
24	10/26/2023		O&M	Board requested revised Chapman Crossing round-a-bout proposal.	Josh Croy	Juniper	1/23/2024	
25	10/26/2023		O&M	Dawn to work with Juniper to review annuals and reducing mulch.	Dawn Turner	FHR CDD	In Progress	
26	10/26/2023	11/21/2023	Community Director	Board approved new security proposal with Guardian and terminating Xpress once Holly is comfortable with the timing.	Holly Quigley	Guardian	In Progress	Waiting on the executed contract back from Guardian to term XPress.
27	10/26/2023	11/21/2023	O&M	Board approved Juniper proposals for annuals, Ternwood round-a-bout and mulching.	Josh Croy	Juniper	In Progress	
28	10/26/2023	11/21/2023	District Manager	<b>Board approved reallocating \$1,246,000 in accumulated excess operating funds to reserve.</b>	<b>Eric Dailey</b>	<b>Halifax</b>	<b>Completed</b>	<b>Funds have been moved but we also reallocated some back for use for first 60 days as tax roll money arrives.</b>



**FISHHAWK RANCH CDD  
CAPITAL PROJECTS LIST FY 23-24**

	<b>Date Entered</b>	<b>Date Updated</b>	<b>Project</b>	<b>Estimated Costs</b>	<b>Contract Total</b>	<b>Vendor Selected</b>	<b>Staff Assigned</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Notes</b>
1	10/1/2023	11/21/2023	SWFWMD Statement of Inspections Conversion.	\$37,020.00	\$37,020.00	JMT	Stephen Brletic	10/1/2023	In Progress	To present report and proposals in January.
	10/11/2023	11/21/2023	Pond 107 repairs and replanting.	\$9,200.00	\$9,200.00	A&B Aquatics	Reid Conner	11/13/2023	In Progress	In progress Stephen to review next week.
6	10/11/2023	11/21/2023	Egret wetland repairs near pond 107.	\$8,400.00	\$8,400.00	A&B Aquatics	Reid Conner	11/13/2023	In Progress	In progress Stephen to review next week.
7	10/26/2023	11/21/2023	Park Square Artificial Turf.	\$41,290.00	\$42,069.74	SYNLawn	Josh Croy	TBD	TBD	Waiting on start date should be done in December.

<b>Total Costs:</b>	<b>\$95,910.00</b>	<b>\$96,689.74</b>
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# SPRING LAKE CDD

Action Item List

November 28, 2023



**SPRING LAKE CDD  
ACTION ITEM LIST**

	Date Entered	Date Updated	Category	Action Item	Staff Assigned	Vendor Assigned	Target Date	Notes
1	8/15/2022	11/20/2023	Inspection Services	John to get proposals for removal of dead palm trees.	John Toborg	Rizzetta	Completed	In November agenda.
2	2/7/2023	11/20/2023	District Manager	TECO finalizing streetlight contracts.	Eric Dailey	Halifax	In Progress	With HOA waiting on signature.
3	2/7/2023	11/20/2023	Supervisor	Board approved Ken to work with HOA on holiday decoration proposals for 2023.	Ken Hoefle	Various	In Progress	Wreaths have arrived and banners are on order. Steve is installing poles.
4	2/20/2023	7/9/2023	Supervisor	Warren to work with HOA on options to better manage process for fence requests with Blue Pacific moving forward.	Warren Keipper	None	In Progress	Warren sent the HOA an email requesting an update on some outstanding Blue Pacific non-compliance reported in April.
5	3/28/2023	11/20/2023	District Manager	Board would like proposal to stock lake with fish once repairs are made.	Eric Dailey	Stantec	11/28/2023	Michael still working on proposal from vendors.
6	4/17/2023	11/20/2023	Inspection Services	Board requested proposals for Celebration Bermuda and a fence for the Parkside Park area.	John Toborg	ASI	1/23/2024	ASI is working with John on options.
7	5/15/2023	11/20/2023	District Manager	Board approved EZ Mulch for playground mulch for October install.	Eric Dailey	EZ Mulch	Completed	Steve said we need to add more next year.
8	6/21/2023	11/20/2023	Inspection Services	John to get proposals for ground cover to replace mulch.	John Toborg	ASI	In Progress	Joe to provide proposal after meeting onsite 10/24/23.
9	6/21/2023	7/4/2023	District Manager	Have state mutual aid agreement executed.	Eric Dailey	Halifax	In Progress	Working with DC to finalize.
10	6/21/2023		Counsel	Mike to provide update on ethics training to schedule for the Board.	Mike Eckert	Kutak Rock	3/26/2024	March Board meeting.
11	7/19/2023	9/20/2023	Inspection Services	The Board discussed looking at landscaping options for the fence area to the left to the gated main entrance along Lake Lucaya Drive.	John Toborg	Rizzetta	12/23/2024	On hold with vendor change.
12	8/21/2023	11/20/2023	Counsel	1st Richards demand letter was sent by Mike and Board approved survey NTE \$5,000.	Mike Eckert	Kutak Rock	In Progress	Survey was completed Mike to send 2nd demand letter.
13	8/21/2023	11/20/2023	District Manager	Follow up with Stantec on midge fly treatment.	Eric Dailey	Stantec	Completed	Treated last week.
14	9/20/2023		O&M	Steve to refinish park bench slats.	Steve Horan	CorLin	In Progress	
15	9/20/2023		O&M	Park needs three new trash cans per Steve for Spring 2024.	Steve Horan	CorLin	3/1/2024	Steve will research options.
16	9/20/2023	11/20/2023	Inspection Services	Get revised mulch proposal from ASI.	John Toborg	ASI	Completed	In November agenda.
17	10/24/2023	11/20/2023	O&M	Board approved irrigation upgrades account in CDD name.	Eric Dailey	ASI	In Progress	Waiting on installation. To be completed 1 week.
18	10/24/2023	11/20/2023	Engineer	Board asked for final changes to dock riprap scope and to set PH at November meeting.	Phil Chang	Johnson	Completed	In November agenda.
19	10/24/2023		District Manager	County is aware of inlet on Summerfield to clean out.	Eric Dailey	Hillsborough County	In Progress	They said it will be cleaned once construction is done.
20	10/24/2023		O&M	Add wall painting discussion to January meeting.	Eric Dailey	Halifax	1/23/2024	
21	10/24/2023	11/20/2023	O&M	Board approved Steve to buy new snipe signs for meetings.	Steve Horan	CorLin	Completed	

SPRING LAKE CDD  
ACTION ITEM LIST

	Date Entered	Date Updated	Project	Estimated Costs	Contract Total	Vendor Selected	Staff Assigned	Start Date	Completion Date	Notes
1	10/24/2023	11/20/2023	Irrigation controller upgrades.	N/A	\$13,609.26	ASI	John Toborg	10/24/2023	In Progress	Should be done by 11/24/23.
2	10/24/2023		Parkside Park sod replacement & drainage repairs.	\$64,900.00			John Toborg		In Progress	Working with ASI on updated proposals.
3	10/24/2023		Palm Tree Replacement Project	TBD			John Toborg			Proposals in November agenda.
4	10/24/2023		Perimeter Wall Repairs & Painting (Outside Only)	\$40,000.00			Phil Johnson			To be discussed at 1/23/24 Board meeting.
<b>Total Costs:</b>				<b>\$104,900.00</b>	<b>\$13,609.26</b>					



**HALIFAX**  
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# SPRING LAKE COMMUNITY DEVELOPMENT DISTRICT

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District Management Weekly Report

[www.springlakecdd.org](http://www.springlakecdd.org)

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**HERE ARE THE MAJOR UPDATES FOR THE WEEK OF DECEMBER 8, 2023:**

1. The Hunter controllers have been set up under the CDD and paid for one-year subscriptions which were \$109 per controller. I had to do it on my credit card and just billed back the CDD. Eric with ASI and his team have access along with John and Steve.
2. The county approved the DR-504 application from the property appraiser for the park parcel and deleted the tax bill, so we are squared away with that going forward.
3. We received about \$1,700,000 in tax roll money this week so that will cover majority of the bonds and budget for FY 23-24. Once the remaining funds are posted, we will move them to FLCLASS.
4. On Monday I emailed the HOA about the contracts for TECO that I was told were executed at the meeting. I will follow up again on Monday.
5. ASI started the alcove hedge trimming this week and notice was posted on the website and sent to the HOA to email out.
6. We are waiting for the final revised proposal from ASI for the tree removals and hope to have that wrapped up by early next week and start afterwards.
7. ASI has the approved proposal for the holiday annuals and mulch. I am waiting for the installation dates from Jeff.
8. We confirmed we have fire ants by the ponds behind the townhomes on CDD property, so ASI is working up a proposal based on the amount of treatment needed.
9. Both the public hearing ads have been placed with the newspaper for January 23, 2024. They will run on 12/8 and 12/15.
10. We are still waiting on the county to address the road depression and water leak by the park. They said it is still on their list as of today.
11. The continuing disclosure reports for fiscal year 22-23 have been filed as of 12/6/23 with US Bank and EMMA.

This addresses the major issues for the week. If you have any questions, please let me know.



**HALIFAX**  
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# FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

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District Management Weekly Report

[www.halifax-solutions.com](http://www.halifax-solutions.com)

4532 West Kennedy Blvd. #328  
Tampa, FL 33609  
P: 813.575.1955  
E: [edailey@halifax-solutions.com](mailto:edailey@halifax-solutions.com)

**HERE ARE THE MAJOR UPDATES FOR THE WEEK OF JANUARY 5, 2024:**

1. Egis provided us with a revised premium reduction credit of \$656 based on the updated schedule as of 12/31/23. Holly is still working on a few additional updates so we may use that credit in the end.
2. The Juniper contract has been finalized and is waiting for Bob's signature when he returns next week. We have moved forward with paying them per the terms of the contract. Holly is meeting with them this week to explain the change with her taking over landscape oversight as previously discussed with each of you.
3. Holly is in the process of reviewing the Spectrum services with them to see where we can possibly cut back on services we are not fully using. We discussed possibly moving to a streaming service but after looking at the numbers it would cost more. We may be able to reduce some phone lines and Wi-Fi services.
4. Lauren and Stephen are working on the RFP for the pond repairs. The goal is to have them back for review and scoring at the February meeting with the work being done before the rainy season begins. Stephen believes we can meet that schedule.
5. Stephen is also collecting proposals for the Osprey Tennis court resurfacing project. He should have them for the January meeting. The goal would be to have them complete the project before Spring Break. This way we can do the parking lot resurfacing and repairs once they return to school. The resurfacing should only take a few days, but it will obviously affect the school pick up so we will need to send out notice prior. As you recall Stephen said they could not start until March or April.
6. Synlawn has a tentative start date on January 10th at Park Square. Holly is waiting to hear back from them to confirm. Once she does, she will let the business owners know of the project.
7. Osprey Club pool heater compressors/capacitor/refrigerant leaks have been identified. The quote has been approved for repair for about \$2,000. We are waiting on Aqua Cal for a time.
8. Roller Hockey court surface is ready to be re-painted. (the area that was vandalized). Josh has all the materials and Southern Construction is coming out to show us how to do it – free of charge.





9. The O & M team will be re-painting the Osprey Club Water Park within the next week or two.
10. All approved trail concrete work has been completed. Josh will inspect this week and then release payment.
11. The Palmetto Club air handler installation has been completed. ATS Waypoint, the software company, is scheduled to come out on January 17th to re-program the software with the new unit.
12. Holly is meeting with Guardian, the new security company, on Friday, January 5th to tour the community and set them up with keys and access cards. They are scheduled to start on January 9th.
13. The residents who live in the townhomes on Dorman will be using the Palmetto Club parking lot while their roofs are being replaced from January 7th – January 17th.
14. Holly had a call with Constant Contact to pay for the newsletter service and review the template they are setting up. We should have a sample newsletter sometime next week that we can share with the Board before sharing with the community.
15. Holly and I spoke about the option of charging residents for the Square fees we get for credit card processing (about 3% per transaction amount plus \$.30). We looked at other options and they have the best rates. At this point we are on pace for about \$5,000 in fees this year. We spoke with Lauren and Florida does have specific laws regarding this. Before we can move forward, we will need Board direction and approval.
16. I reached out to the county today to begin the 6-month required notice for the skate park agreement renewal process for July 31<sup>st</sup> and connected them with Lauren as Biff handled this in the past. I have asked Holly if she has any issues or concerns, we need to address. The Board will get the final review and say to move forward once we get the draft agreement terms. If anyone feels we need to pump the breaks on this, please let me know and we can put it on the agenda for discussion.
17. Josh has collected the proposals for the Osprey Club roof for the January meeting.

18. Fountain Kings has provided a proposal to change out the pump for the fountain at FH Crossing. Josh said this would likely need to be done and this would replace it with a pool type pump system to last 10-15 years. We have it for the January meeting to consider.
19. We still have two insurance litigation claims in process that we are keeping Lauren and Bob in the loop on. Nothing significant to report currently as Egis and their counsel are fighting the claims. They typically get the CDD removed or settle for minor amounts in these cases. Let's hope that continues.
20. Stephen has provided me with an updated rate sheet for his services that will need approval at the meeting. As you recall he mentioned this would be coming up in 2024.
21. As you are aware, per my email the county will not be moving forward on the Palmetto Club library option. At some point this year we will need to discuss how you wish to move forward. I recommend we get these major projects we need to address underway first before we begin that discussion. Holly is going to speak with Puff N Stuff since they asked about doing rentals after the lease is over in June on a one-off basis. If we can come up with a plan, we will bring it to the Board and Lauren for consideration. Otherwise, the CDD will be the only party renting the venue out going forward.
22. We did receive an email from Mr. Sporrer about the ponds and Osprey Tennis courts this week. He had concerns about pickleball players using the courts. I explained our rules allow them to at this time. I explained the Board has only agreed they will not build pickleball specific courts or add lines for play at this time. I expect he will attend the next meeting to address this with the Board. I spoke with Holly and residents have used Osprey to play for years even checking out the portable nets and equipment we have for pickleball. If the Board want to change that they would need to take action at the meeting.

This addresses the major issues for the week. If you have any questions, please let me know.

Tab 11C



Rizzetta & Company  
Professionals in Community Management



# PROPOSAL

**Bridgewater Community Development District**

Prepared for: Bridgewater Board of Supervisors

**REGIONAL OFFICE**

2700 S. Falkenburg Road, Suite 2745

Riverview, FL 33578

813.533.2950 | [rizzetta.com](http://rizzetta.com)



FIRSTLY

THANK YOU

FOR CONSIDERING US!



Rizzetta & Company  
Professionals in Community Management

January 8, 2024

Tonya Lockamy  
Chairperson  
Bridgewater CDD

RE: Community Development District Management Services

Dear Tonya,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Bridgewater Community Development District. With 37 years of experience, and state-wide presence, we are prepared to handle all present and future projects for the district.

As the current provider of district management services, we are uniquely qualified to understand the workings of the district. As such our proposal specifically identifies what we believe to be the requirements to best fulfill the obligations of managing your district, and we have priced it accordingly. Our proposal outlines a knowledgeable team, including Christina Newsome as your proposed Lead District Manager. She'll have the support of Matthew Huber as 2nd Chair District Manager, and a large team of district services professionals to ensure transition and daily operations run smoothly.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact me at [sbrizendine@rizzetta.com](mailto:sbrizendine@rizzetta.com)

Very truly yours,

Scott Brizendine  
Vice President of Operations



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# OUR STORY

## ... SO FAR

Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 36 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company’s reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today’s “Full Service” organization.

## OFFICE LOCATIONS



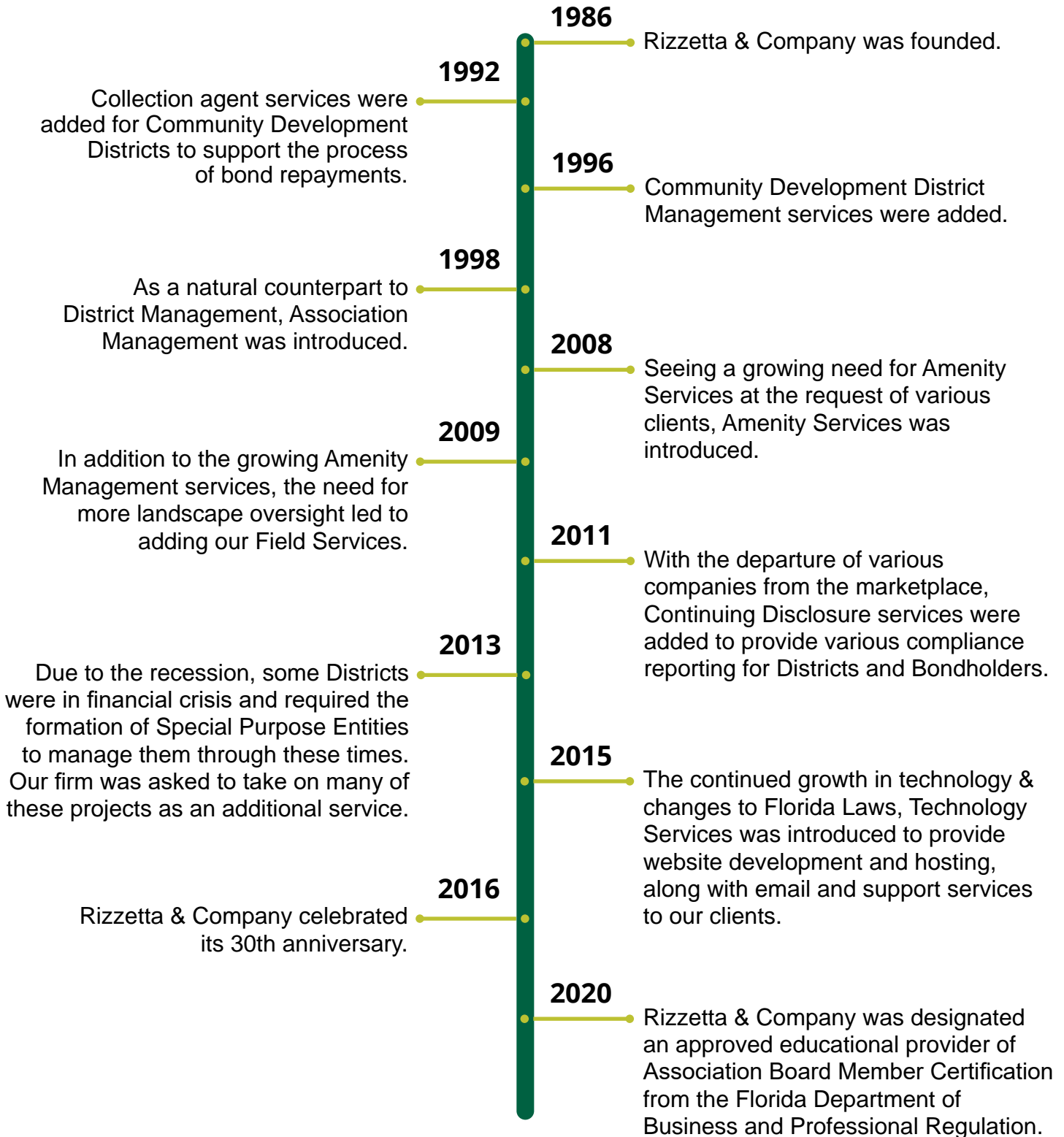
### HEADQUARTERS

3434 Colwell Avenue, Suite 200  
Tampa, FL 33614





# OUR MILESTONES





# BY THE NUMBERS

37 

YEARS OF  
EXPERIENCE  
EST. 1986

150+ 

ASSOCIATION  
SERVICES  
CLIENTS

55 

ASSOCIATION  
SERVICES TEAM  
MEMBERS

20+ 

AMENITY  
SERVICES  
CLIENTS

100 

AMENITY  
SERVICES TEAM  
MEMBERS

120+ 

DISTRICT  
SERVICES  
CLIENTS

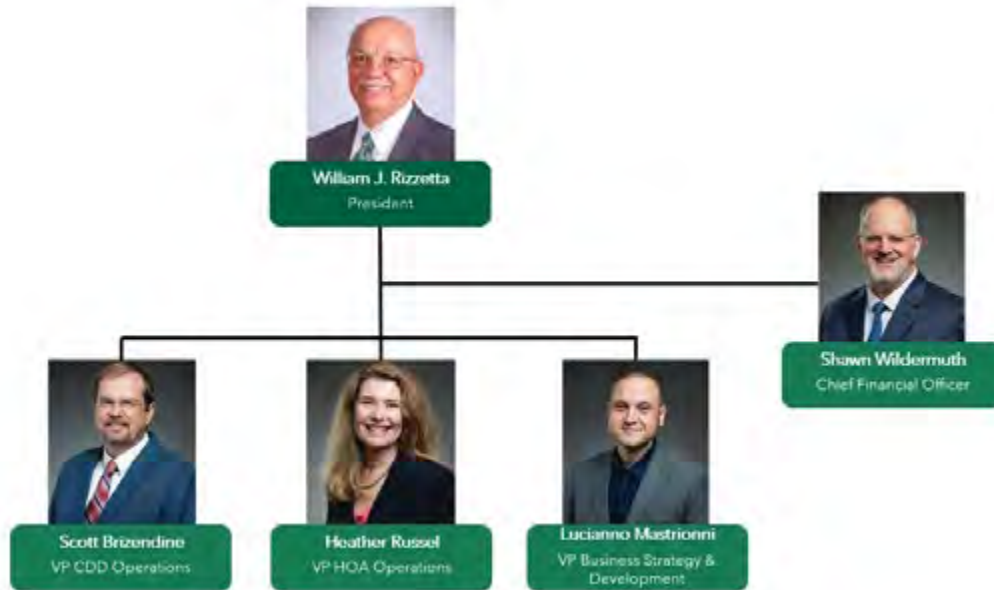
50 

DISTRICT  
SERVICES TEAM  
MEMBERS





# ORGANIZATIONAL CHART



## COMMUNITY DEVELOPMENT DISTRICT LEADERSHIP





# DISTRICT SERVICES

**STRESS FREE**

**MANAGEMENT**

**FOR YOUR DISTRICT**



# AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Bridgewater CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

## Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
  - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
  - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
  - » Monitor certificates of insurance as needed per contracts.
- District Manager will perform one monthly site inspection and will meet with vendors as needed
- Review and create as needed a periodic maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

## Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



Rizzetta has been electronically providing agendas to our Boards for a number of years resulting in substantial savings in printing costs to the Districts. We go one step further by providing electronic tablets to Board member for use during the meetings. This approach also allows immediate posting on the CDD website as required by statute. Audio recordings of the board meetings are stored on our Raid 5 disk array which is redundantly backed up to both a local and cloud storage appliance.

## Accounting

Services include the monthly preparation of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for governmental fund accounting. Our accounting processes have multi-level reviews to insure proper internal control and accuracy. The result of our accounting infrastructure is an industry recognition by auditing firms that the books and records of Rizzetta managed districts are exceptional.

## Financial & Revenue Collection

Services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations.

Our staff has significant expertise in assessment roll preparation and required certification to county Property Appraiser offices. Because of our experience, we enjoy a great relationship with those staff throughout the state. In addition, the required direct billings for property not on the tax roll are managed in concert with the same familiar staff.

We are organized to efficiently respond to property owner questions regarding District assessments and issue estoppel letters and lien releases as needed for property transfers

## Bond Issuance Services

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.



- c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.

Bond Validation;

- d) Coordinate the preparation of a Bond Validation Report which states the “Not-to exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
- e) Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

- f) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

Because providing bond issuance services was the cornerstone on which Rizzetta was founded, our expertise in this area is unparalleled. The special assessment allocation methodology report has been continually refined over the years to reflect new financing methods that are acceptable to the industry.

### **Amenity Services and Management**

Rizzetta & Company provides expert general management and oversight of the amenity contract with the District within the agreed upon scope of service. These responsibilities include duties associated with managing the personnel, such as recruiting, hiring, training, oversight, and evaluation.

As required, the Amenity Services representative will attend meetings to provide any updates or address concerns as well as be available to any board member for open and direct communications.

### **Technology Services**

Our Technology Services host District websites for purposes of updating records to ensure the websites remain in compliance with statutory requirements. Having this service under the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website. We also host and archive District specific e-mail accounts, if necessary.



## Landscape Inspection Services

We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- **Landscape Maintenance Inspections:** Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- **Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- **Landscape and Irrigation Specification Development:** Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- **Landscape Design:** Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.



*Sample Report*





These services will be provided on a recurring basis, with a detailed description provided below.

### **Landscape Inspection Services - Option 1**

- Perform one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape and irrigation maintenance contracts.
- Provide the District with one (1) monthly landscape inspection report, which shall be included in the District's agenda package and may contain, among other things, recommended action items.
- Upon request of the District, attend up to six (6) District meetings in person, per fiscal year, to review landscape maintenance inspection report or discuss other landscape-related issues.
- Notify landscape maintenance contractors of deficiencies in service or the need for additional care.
- Monitor the progress of landscape maintenance contractors in accordance with scope of work provided in maintenance contracts with the District.
- Upon request, provide input, for preparation of the District's annual budget.
- Upon request and following fee agreement, prepare and develop a scope of services for landscape & irrigation maintenance proposals and oversee entire bidding process.
- Obtain additional competitive landscape maintenance proposals for incidental work as requested by the District and provide them to the District Manager.

### **Landscape Inspection Services - Option 2**

- Perform one (1) bi-monthly (every other month) landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape maintenance and irrigation contracts.
- Provide the District with one (1) bi-monthly (every other month) landscape maintenance inspection report which shall be provided in the District's agenda package and include, among other things, recommended action items.
- Attend three (3) District meetings in person, per fiscal year, to review Landscape Inspection Report and/or to discuss other landscape-related items.



# TECHNOLOGY TOOLS & RESOURCES

## Vendor Management Software

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with [Vendor Information Verification Experts \(VIVE\)](#) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

## VIVE

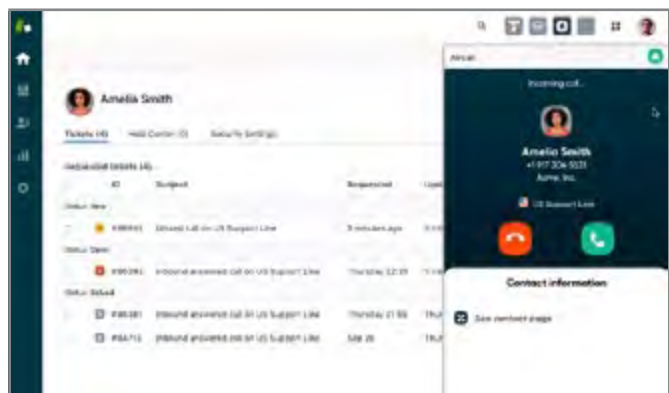


## Client Support System

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, powered by Zendesk, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.

## ZENDESK

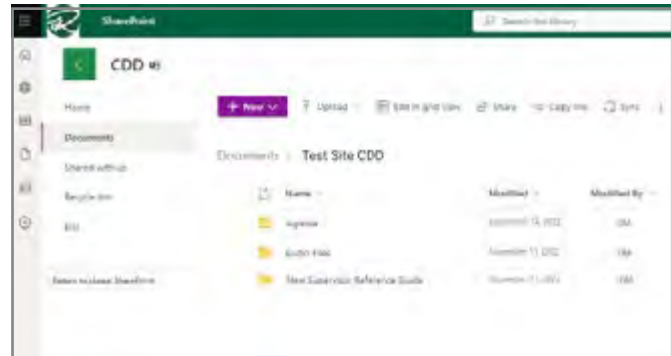




## Document Management System

You're just a click away from what you are looking for with your dedicated SharePoint Site. This web-based collaborative platform will allow you to quickly find District information and share files, data, news, and other resources. SharePoint empowers teamwork, seamlessly integrates with Microsoft Office, and securely connects across PCs, Macs, and mobile devices.

## SHAREPOINT

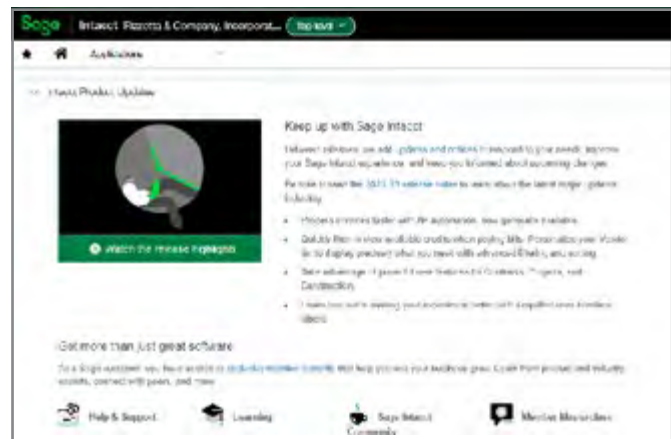


Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

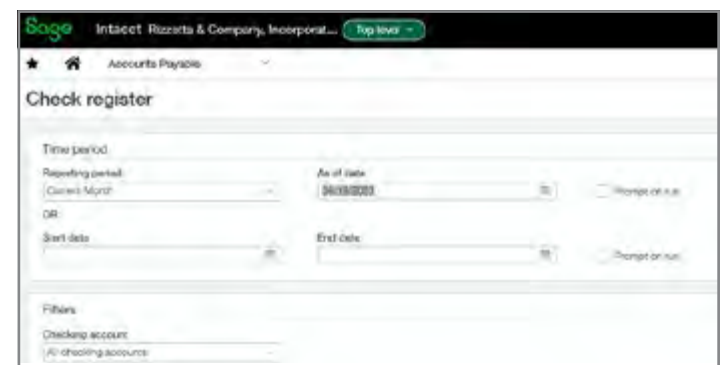
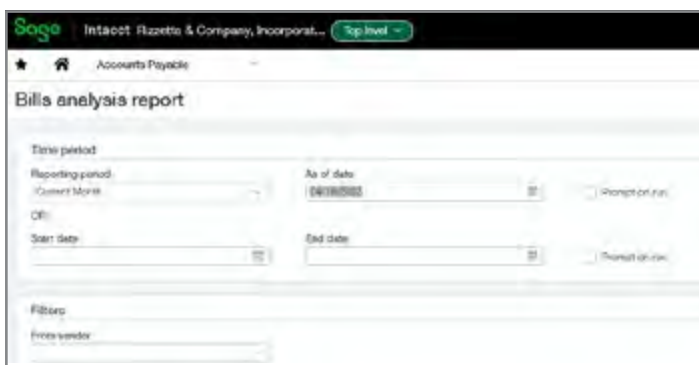
## Financial Management Software

Sage Intacct will simplify your accounts payable and payment processes and get convenient, secure access to all your financial information. One District account login provides access to real-time accounting information. Sage Intacct integrates with existing tools and automates processes.

## SAGE INTACCT



- **Accounts payable:** Streamline workflows and see expenses.
- **Cash management:** Track multiple accounts with real-time visibility.
- **Back transactions:** View written checks, deposits, and monthly statements.
- **Financial Statements:** Easily track transactions at anytime from anywhere





## WHY

# CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

### *Extensive Experience*

- Rizzetta is the only “**original**” Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 36 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

### *Result-Driven & Client-Focused*

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

### *Training & Infrastructure*

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced “electronic agendas” to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



# PROPOSED PRICING

District Services Provided	Fees
<b>District Management</b> Up to 12 Meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records Repository and Distribution District Operations.  Administrative Fees: <ul style="list-style-type: none"> <li>- For all meetings exceeding 3 hours      \$175/per hour</li> <li>- For additional meetings                      \$175/per hour</li> </ul> (includes drafting agenda, meeting attendance, and drafting of minutes)	<b>\$ 27,040</b>
<b>District Accounting</b> Monthly Financial Package per GASB Budget Prep and Monthly Monitoring	<b>\$ 22,880</b>
<b>Assessment Roll Administration</b> Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers Create and Maintain the Assessment Rolls	<b>\$ 5,460</b>
<b>Annual Finance and Revenue Collections</b> Estopple Issuance Debt Management	<b>\$5,460</b>
<b>Continuing Disclosure Services</b> Serve as the Dissemination Agent for All Bond Issuances to Ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)	<b>\$5,000</b>
<b>Technology Services</b> Website Monitoring and Monthly Content Uploads	<b>\$1,200</b>
<b>Landscape Inspection Services Fee - Option 1</b> Scope of services as presented - \$700 Service fee will be billed monthly <i>*Option 2: Scope of services as amended \$4800.00/yr.            \$800.00 Service fee will be billed bi-monthly.</i>	<b>\$8,400</b>
<b>TOTAL RIZZETTA FEES (Fixed fee for FY 2024)</b>	<b>\$ 75,440</b>



# BRIDGE WATER CDD DEDICATED TEAM MEMBERS

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service.



**Christina  
Newsome**

### **Lead District Manager**

Christina is currently a District Manager with Rizzetta & Company, in our Riverview office. She has been with the District Services Management team since April 2021. Her portfolio includes overseeing districts in both Hillsborough and Manatee Counties.

Previously, Christina worked in the Healthcare field for 9 years, specializing in contracts, governmental laws and fraud waste and abuse. Christina's main responsibility were to verify claims processed correctly and within the guidelines of provided contracts and Medicare laws. Christina also helped to investigate instances of fraud waste and abuse with both providers and members. Christina holds a Bachelor of Science Degree in Criminal Justice.



**Matthew  
Huber**

### **2nd Chair & Regional District Manager**

Matthew Huber is a Regional District Manager for Rizzetta & Company, Inc., and oversees the management team in our Tampa Bay market, with offices in Tampa, Wesley Chapel, and Riverview. He was named to the position in August of 2020.

Mr. Huber most recently served as a District Manager in the Tampa office, overseeing a portfolio of Community Development Districts in Pasco, Hillsborough, and Manatee Counties. Prior to that he served as a District Manager in the Wesley Chapel office. Mr. Huber started with Rizzetta & Company, Inc., in 2006 as a District Manager for our Fort Myers area clients in Lee and Collier County.

Prior to joining Rizzetta & Company, Inc., Mr. Huber worked as a Land Development Project Manager with DR Horton in the Fort Myers area. While working as a Land Development Manager, Mr. Huber gained valuable development knowledge that assists him in his management of his Districts.



In addition to his development experience, Mr. Huber also has sat as CDD Board member, serving on two CDD Boards as an Assistant Secretary. Prior to working for DR Horton. Mr. Huber interned with the Board of County Commissioners Long Range Planning Department in Polk County. With his experiences working in this department, he has gain valuable insight into government practices.

Mr. Huber received his Degree in Business Administration from the University of South Florida in 2005. He is a Licensed Community Association Manager and Notary Public in the State of Florida.

## AROUND THE REGION

We strive to provide exceptional and efficient service that meets our clientele's needs. The assigned District Manager is housed at our Riverview office.

### *Clients in the area*

- Highland Meadows II CDD
- Westridge CDD
- Encore CDD
- Reserve at Pradera CDD
- South Shore CDD

## REFERENCES

### **Patricia Buck - Chair**

Estates at Cherry Lake CDD

E: patricia.cherrylakecdd@gmail.com

### **Maria Borrero - Chair**

Gramercy Farms CDD

E: mborrero.gramercyfarmscdd@gmail.com

### **Matthew Stolz - Chair**

Town of Kindred

E: mwstolz@drhorton.com

### **Billi Johnson-Griffin - Chair**

Encore CDD

E: billigriffin@aol.com



# IMMEDIATE SUPPORT FOR BRIDGEWATER CDD TEAM MEMBERS



**Scott  
Brizendine**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta’s district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager of District Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with Rizzetta in 2005. He has extensive experience managing special districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor’s degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community Developers, and a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.



**Kaitlyn  
Gallant**

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor’s degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.





**Kayla  
Connell**

Kayla Connell is the newest member of the CDD management team having been with Rizzetta & Company for 3 years and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax collection offices.

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances, refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as instructing at Orange Theory Fitness. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



# EXTENDED SUPPORT FOR BRIDGEWATER CDD

## TEAM MEMBERS



**William (Bill)  
Rizzetta**

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 37 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



**Shawn  
Wildermuth**

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 35 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller, Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.



**Luciano  
Mastrionni**

Luciano Mastrionni is Rizzetta & Company's Vice President of Business Strategy and Development. Luciano oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Luciano also oversees the leadership team of the Community Services Division, comprised of the Amenity Services and Landscaping Inspection Services Divisions and Aquatics Services. Additionally, he oversees Rizzetta's Administrative and Marketing Management teams. In these capacities, Luciano oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Luciano served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Luciano served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Luciano holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.



**Taylor  
Nielsen**

Taylor Nielsen is our Manager of Business Development for Rizzetta & Company and is responsible for development and execution of strategic initiatives aimed at growth and expansion. Prior to this role, Taylor served as a District Manager for accounts in the Hillsborough, Manatee and Pasco Counties.

Before joining the team at Rizzetta & Company, Taylor came from a background of Operations and Brand Management; with over 7 years of experience. During this time, Taylor was working in the tourism hotspot, Orlando, FL among top level management overseeing the largest rental car operation in the world, generating over 100 million in revenues per year.

Taylor received his B.A. from the University of Central Florida, is a licensed Community Association Manager, and licensed Real Estate Sales Associate in Florida.



OTHER 

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SERVICES  

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 FOR YOUR CONVENIENCE



# ASSOCIATION SERVICES

Rizzetta & Company provides services in association management along with a complete range of accounting and financial reporting services to each of the Associations we manage. These services include financial statement preparation, coordination of budgets, billing and collecting dues, accounts payable processing, compliance with state required filings, compliance with Association covenants and ongoing analysis and reporting of the Association's finances throughout the year. A summary of these services is shown below:

- **Accounts Payable:** Disburse payables as approved by the Association's board.
- **Assessment Collection:** Prepare invoices for annual association assessments, dues, fines, or other amounts due to the Association. Track collections and follow up with delinquent notices as needed.
- **Architectural Control:** Approve all exterior renovations, additions, or other modifications subject to architectural review.
- **Audits:** Provide all supporting schedules and accurate accounting records to ensure the efficient and timely completion of the audits or reviews performed annually.
- **Bank Accounts:** Maintain association bank accounts.
- **Budgeting:** Coordinate the preparation of the Association's annual maintenance budget as well as monitor disbursements and expense payments.
- **Community Inspections:** Perform regular inspections of properties to ensure compliance with deed restrictions. Prepare and send violation notices, as necessary.
- **Compliance:** Ensure the Association is compliant with governing documents and the Florida Statutes.
- **Emergency Services:** Coordinate emergency and after-hours services as necessary to minimize the disruption of normal Association activities.
- **Financial Statements:** Prepare monthly and annual financial statements.
- **Meeting Planning:** Prepare agendas, meeting materials and all other documents necessary for presentation at regular or special meetings.
- **Owner Information:** Maintain detailed owner information to ensure up-to-date owner information for each property for purposes of billing, violation notices or any other general correspondence.
- **Records Maintenance:** Maintain Association records and files and perform all other administrative functions necessary for efficient Association management.
- **Tax Preparation:** Coordinate the preparation and filing of federal income tax returns.
- **Title Company Correspondence:** Provide amounts of outstanding dues, assessments or liens and provide estoppel information to title companies for individual lot closings.



# AMENITY SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- **Onsite & Personnel Management:** Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- **Accountability & Communication:** Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- **Lifestyle & Events:** Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- **Maintenance Services:** Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.



# AQUATIC INSPECTION SERVICES

Our Aquatics Inspection division provides a layered testing and quality control systems, using the latest and most comprehensive industry standards. Each of our Aquatic Inspection Specialists is a certified Aquatic Weed Spray Technician in the state of Florida. Our team is committed to elevating the waterways in your community with detailed inspections, formal reporting, enhancement planning, and effective vendor communication strategies. A summary of these services is shown below:

- **Community Asset Management Plan:** Perform a complete inventory of the community aquatic assets and provide an inventory report to the board
- **Community Education:** Present teaching events to provide the latest research and developments in Aquatic Sciences and provide a knowledge base for the residents.
- **Aquatics Maintenance Inspections:** Perform visual waterway and body of water inspections, provide the board with an inspection report, notify maintenance contractor of deficiencies in service, and obtain proposals for aquatic projects.
- **Pond and Waterway Turnover Inspections:** Attend property turnover meetings that include waterways and participate in the inspection on behalf of the board. Provide a follow-up report regarding the turnover inspection.
- **Aquatics Specification Development:** Develop a request for proposal (RFP) document to include a customized set of standards and specifications based on the community needs and budget. Conduct the bidding process, review, and prepare a bid tabulation document for the board. Assist the board with reviewing the bid tabulation and other pertinent information.
- **Master Task Project Plan for Mature Communities:** Develop a project plan specific to long-term enhancements and maintenance for the community's waterways and bodies of water. Emphasis is on long-term health and efficiency of the waterflow systems in the community and efficient budgeting.



# OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industry-related developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association
- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

# GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.





CUSTOMER

SATISFACTION



**A SATISFIED  
CUSTOMER  
IS THE BEST  
BUSINESS  
STRATEGY  
OF ALL**

- Michael LeBoeuf

WE EXCEED

EXPECTATIONS

The single most important factor in being successful is customer satisfaction. We understand that **Bridgewater CDD** has certain unique characteristics. While all have similarities, our success comes from our ability to understand the nuances of each client and adapt our services, as necessary. This approach generates the basis for long-term partnerships with clients we have represented for nearly twenty years. Our service is client-centric while ensuring the district is compliant with state statutes and fulfilling bond-holder obligations.



## WHAT OUR CLIENTS

# SAY ABOUT US...

“Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don’t know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization.”

***Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville***

“Rizzetta’s staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team’s depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance.”

***Andy Smith, Regional Development Manager at Freehold Companies***

“Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company.”

***Susie White, Chairperson, The Harbourage at Braden River Community Development District***

WE BUILD

# PARTNERSHIPS

THAT LAST



Rizzetta & Company

Professionals in Community Management

## CORPORATE OFFICE

3434 Colwell Avenue, Suite 200, Tampa, FL 33614

888-208-5008 | [rizzetta.com](http://rizzetta.com)

**Municipal Advisor Disclaimer** : Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.

Tab 12



Property Name      Bridgewater CDD of Lakeland

Created Date      1/2/2024

Quote Number      00005501

Prepared By      Mitchell Hartwig

Email      mitchell.hartwig@solitudelake.com

Product	Quantity	Sales Price	Total Price
General Cost	1.00	\$4,417.00	\$4,417.00

General Cost      Monthly cost per contract for the month of December 2023.  
Description

Taxes may be applicable      Total Price      \$4,417.00

#### Quote Acceptance Information

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Tab 13

**Original Timeline**

Year	Group	Flume Boxes	Survey & Engineering	Construction	Shoreline Restoration	Emergency Pipe Repair	Sump Maintenance	Annual Spen
2024		1 \$ 2,500	\$ 8,000	\$ 30,850	\$ 7,500	\$ 7,500	\$ 5,600	\$ 61,950
2025		2	\$ 8,240	\$ 39,861	\$ 7,725	\$ 7,725	\$ 5,768	\$ 69,319
2026		3	\$ 8,487	\$ 55,856	\$ 7,957	\$ 7,957	\$ 5,941	\$ 86,198
2027		4	\$ 8,742	\$ 83,320	\$ 8,195	\$ 8,195	\$ 6,119	\$ 114,572
2028		5	\$ 9,004	\$ 36,692	\$ 8,441	\$ 8,441	\$ 6,303	\$ 68,881
2029		6	\$ 9,274	\$ 37,792	\$ 8,695	\$ 8,695	\$ 6,492	\$ 70,948
2030		7	\$ 9,552	\$ 43,344	\$ 8,955	\$ 8,955	\$ 6,687	\$ 77,494
2031		8	\$ 9,839	\$ 57,681	\$ 9,224	\$ 9,224	\$ 6,887	\$ 92,855
2032		9	\$ 10,134	\$ 23,625	\$ 9,501	\$ 9,501	\$ 7,094	\$ 59,855
2033		10	\$ 10,438	\$ 23,616	\$ 9,786	\$ 9,786	\$ 7,307	\$ 60,933
2034		11	\$ 10,751	\$ 24,526	\$ 10,079	\$ 10,079	\$ 7,526	\$ 62,962
2035		12	\$ 11,074	\$ 33,914	\$ 10,382	\$ 10,382	\$ 7,752	\$ 73,503
2036		13	\$ 11,406	\$ 31,367	\$ 10,693	\$ 10,693	\$ 7,984	\$ 72,144
2037		14	\$ 11,748	\$ 18,063	\$ 11,014	\$ 11,014	\$ 8,224	\$ 60,063
2038		15	\$ 12,101	\$ 21,933	\$ 13,344	\$ 11,344	\$ 8,471	\$ 67,193
2039	Pond A Restoration			\$ 54,529	\$ 11,685	\$ 11,685	\$ 8,725	\$ 86,623
<b>Total</b>		\$ 2,500	\$ 148,791	\$ 616,970	\$ 153,177	\$ 151,177	\$ 112,879	\$ 1,185,493

**Proposed Timeline**

2024	Pond A, 1 & 2	\$ 2,500	\$ 16,240	\$ 125,240	\$ 7,500	\$ 7,500	\$ 5,600	\$ 164,580
2025	3, 4 & 5		\$ 26,233	\$ 175,868	\$ 7,725	\$ 7,725	\$ 5,768	\$ 223,320
2026	6, 7 & 8		\$ 28,666	\$ 138,818	\$ 7,957	\$ 7,957	\$ 5,941	\$ 189,338
2027	9		\$ 10,134	\$ 23,625	\$ 8,195	\$ 8,195	\$ 6,119	\$ 56,270
2028	10		\$ 10,438	\$ 23,616	\$ 8,441	\$ 8,441	\$ 6,303	\$ 57,240
2029	11		\$ 10,751	\$ 24,526	\$ 8,695	\$ 8,695	\$ 6,492	\$ 59,159
2030	12		\$ 11,074	\$ 33,914	\$ 8,955	\$ 8,955	\$ 6,687	\$ 69,585
2031	13		\$ 11,406	\$ 31,367	\$ 9,224	\$ 9,224	\$ 6,887	\$ 68,108
2032	14		\$ 11,748	\$ 18,063	\$ 9,501	\$ 9,501	\$ 7,094	\$ 55,907
2033	15		\$ 12,101	\$ 21,933	\$ 9,786	\$ 9,786	\$ 7,307	\$ 60,912
2034					\$ 10,079	\$ 10,079	\$ 7,526	\$ 27,685
2035					\$ 10,382	\$ 10,382	\$ 7,752	\$ 28,515
2036					\$ 10,693	\$ 10,693	\$ 7,984	\$ 29,371
2037					\$ 11,014	\$ 11,014	\$ 8,224	\$ 30,252
2038					\$ 13,344	\$ 11,344	\$ 8,471	\$ 33,159
2039					\$ 11,685	\$ 11,685	\$ 8,725	\$ 32,094
<b>Total</b>		\$ 2,500	\$ 148,791	\$ 616,970	\$ 153,177	\$ 151,177	\$ 112,879	\$ 1,185,493

# Project Selection

Depth of Water in sump	0-4"	4-8"	8+"
Sump Bottom	Firm	Soft	Marsh
Skimmer and Weir	Functions as designed	Minor deviations	Major deviations
Box Condition	Clean/not submerged	Sediment <4", water to grate	Sediment >4", box underwater
Sediment and organic material	None	Minor	Significant
Outflow Condition	Flowing	Flowing with some ponding	No flow

- Projects ranked by District Engineer based on immediate needs
- Key above defines the condition of each of the elements of the sumps

## 2024

	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 63							#1
Sump 65					N/A		#1
Sump 68					N/A		#1
Sump 25							#2
Sump 26					N/A		#2
Sump 27							#2

## 2025

	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 24							#3
Sump 28							#3
Sump 29					N/A		#3
Sump 30							#3
Sump 39 North							#4
Sump 39 South							#4
Sump 39 West							#4
Sump 40 East							#4
Sump 40 West							#4
Sump 74							#5
Sump 75							#5

## 2026

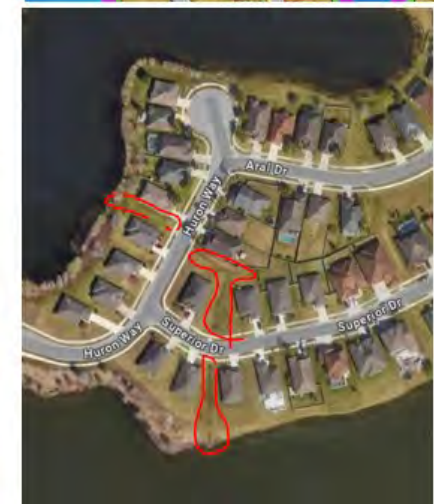
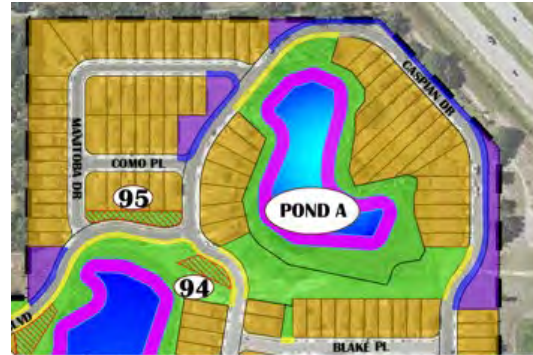
	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 76							#6
Sump 77							#6
Sump 31							#7
Sump 32					N/A		#7
Sump 33							#7
Sump 19							#8
Sump 20							#8
Sump 21					N/A		#8



# 2024 Projects

	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 63							#1
Sump 65					N/A		#1
Sump 68					N/A		#1
Sump 25							#2
Sump 26					N/A		#2
Sump 27							#2

- Estimated Costs Include
  - Survey
  - Engineering
  - Construction
- Pond A Restoration
  - \$54,529
- Group 1
  - Sumps 63, 65, 68
  - \$38,500
- Group 2
  - Sumps 25, 26, 27
  - \$48,101



# 2025 Projects

- Estimated Costs Include

- Survey
- Engineering
- Construction

- Group 3

- Sumps 24, 28-30
- \$64,344

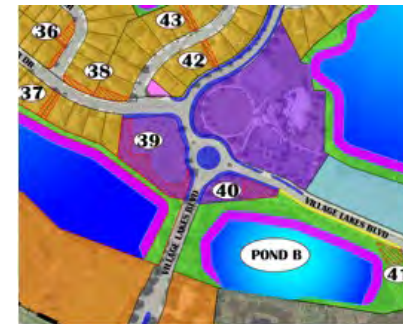
- Group 4

- Sumps 39N, 39S, 39W, 40E, 40W
- \$92,062

- Group 5

- Sumps 74-75
- \$45,696

	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 24	Yellow	Yellow	Green	Green	Yellow	Yellow	#3
Sump 28	Red	Green	Green	Yellow	Yellow	Green	#3
Sump 29	Red	Yellow	Green	Yellow	N/A	Red	#3
Sump 30	Red	Yellow	Yellow	Green	Yellow	Yellow	#3
Sump 39 North	Red	Red	Red	Red	Red	Red	#4
Sump 39 South	Yellow	Green	Green	Yellow	Red	Green	#4
Sump 39 West	Red	Green	Green	Green	Red	Green	#4
Sump 40 East	Yellow	Green	Green	Yellow	Yellow	Green	#4
Sump 40 West	Red	Red	Red	Red	Red	Red	#4
Sump 74	Yellow	Green	Green	Green	Yellow	Green	#5
Sump 75	Red	Green	Green	Green	Yellow	Yellow	#5



# 2026 Projects

	Box Condition	Depth of Water	Sump Bottom	Sediment and Organic Material	Skimmer Board and Weir	Outflow	Rank / Sump Group
Sump 76	Red	Green	Green	Green	Yellow	Green	#6
Sump 77	Red	Yellow	Yellow	Yellow	Red	Yellow	#6
Sump 31	Yellow	Green	Green	Green	Green	Green	#7
Sump 32	Red	Green	Green	Green	N/A	Green	#7
Sump 33	Yellow	Green	Green	Green	Green	Green	#7
Sump 19	Yellow	Green	Green	Green	Yellow	Yellow	#8
Sump 20	Yellow	Green	Green	Green	Green	Green	#8
Sump 21	Yellow	Green	Green	Green	N/A	Green	#8

- Estimated Costs Include

- Survey
- Engineering
- Construction

- Group 6

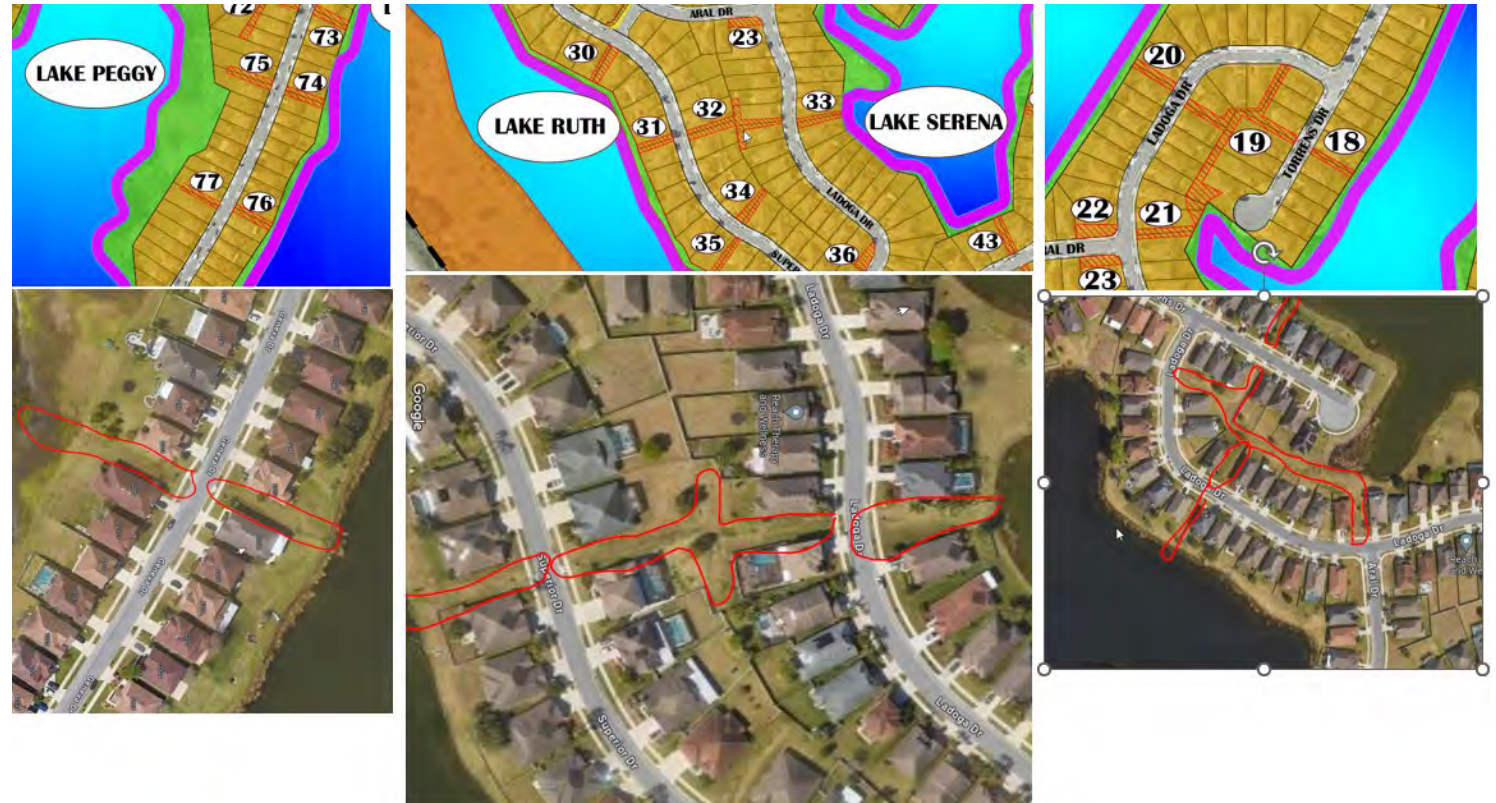
- Sumps 76-77
- \$47,067

- Group 7

- Sumps 31-33
- \$52,897

- Group 8

- Sumps 19-21
- \$67,520



**Assumptions**

- Interest rates to remain at 5.47%
- Interest applied monthly (Rate/12\* Average Daily Balance)
- Reserve balance floor to be set at \$500,000
- Plan requires an additional \$145,680 over 15 years to maintain assumed floor
- Reserve contributions would begin in 2030 (or sooner if the board elects to contribute at a lower rate/year)
- Emergency pipe repair expense will occur each year through 2039
- Shoreline Restoration will begin in 2024 and occur each year through 2039

**Outcomes**

- Based on BDI's assessment of needs, all projects with critical deficiencies are resolved in 3 years
- All identified maintenance projects would be completed in 10 years
- Provides the community a solid plan of maintenance expenditures into the future
- Model allows for assumption changes quickly - we can perform what if analysis
- Minimum reserve balance will be 459,938

Month	Beginning Reserve Balance	Planned Expenses	Interest Income	Ending Reserve Balance	Required Contribution
7/1/2024	\$ 1,067,135	\$ 164,580	\$ 4,864	\$ 907,420	\$ -
7/1/2025	\$ 953,970	\$ 223,320	\$ 4,349	\$ 734,999	\$ -
7/1/2026	\$ 772,705	\$ 189,338	\$ 3,522	\$ 586,890	\$ -
7/1/2027	\$ 616,997	\$ 56,270	\$ 2,812	\$ 563,540	\$ -
7/1/2028	\$ 592,450	\$ 57,240	\$ 2,701	\$ 537,910	\$ -
7/1/2029	\$ 565,505	\$ 59,159	\$ 2,578	\$ 508,924	\$ -
7/1/2030	\$ 535,032	\$ 69,585	\$ 2,439	\$ 467,886	\$ 32,114
7/1/2031	\$ 525,650	\$ 68,108	\$ 2,396	\$ 459,938	\$ 40,062
7/1/2032	\$ 525,650	\$ 55,907	\$ 2,396	\$ 472,140	\$ 27,860
7/1/2033	\$ 525,650	\$ 60,912	\$ 2,396	\$ 467,135	\$ 32,865
7/1/2034	\$ 525,650	\$ 27,685	\$ 2,396	\$ 500,362	\$ -
7/1/2035	\$ 526,030	\$ 28,515	\$ 2,398	\$ 499,913	\$ 87
7/1/2036	\$ 525,650	\$ 29,371	\$ 2,396	\$ 498,676	\$ 1,324
7/1/2037	\$ 525,650	\$ 30,252	\$ 2,396	\$ 497,794	\$ 2,206
7/1/2038	\$ 525,650	\$ 33,159	\$ 2,396	\$ 494,887	\$ 5,113
7/1/2039	\$ 525,650	\$ 32,094	\$ 2,396	\$ 495,952	\$ 4,048