

District: **CYPRESS CREEK OF HILLSBOROUGH COUNTY  
COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, July 14, 2020  
Time: 7:00 PM  
Location: Via Electronic Teleconference  
Due to COVID 19  
Per Gov Exec Order 20-69

Dial-in Number: 929-205-6099  
Meeting ID: 951 8550 6077#

*Agenda*

- I. Roll Call**
  - Shawna Winters – Vice Chair**
  - Aneesah Dominguez – Assist Secretary**
  - Susan O’Day –**
  - Jason Hepburn**
  - Quanese Sparkman**
  - District Attorney**
  - District Engineer**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- III. Consent Agenda**
  - A. Consideration and Approval of the June 9, 2020 Regular and June 16, 2020 Continued Meeting Minutes Exhibit 1
  - B. Acceptance of the May 2020 Unaudited Financial Statements Exhibit 2
- IV. Business Matters**
  - A. Consideration and Approval of **Resolution 2020-07, Re-Designating Officers** Exhibit 3
  - B. Consideration and Approval of District Management Contract Exhibit 4
  - C. Consideration and Approval of Fitness Classes on CDD property Exhibit 5
- V. Administrative Matters**
  - A. Discussion of financials and check register - questions
- VI. Staff Reports**
  - A. District Manager
  - B. District Attorney
  - C. District Engineer

**VII. Supervisors Requests**

**VIII. Audience Comments – New Business –** *(limited to 3 minutes per individual for non-agenda items)*

**IX. Adjournment**

## **EXHIBIT 1.**

**MINUTES OF MEETING**  
**CYPRESS CREEK OF HILLSBOROUGH COUNTY**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Continued Meeting from June 9, 2020 of the Board of Supervisors of the Cypress Creek of Hillsborough County Community Development District was held on Tuesday, June 16, 2020 at 7:00 p.m. via electronic teleconference due to COVID-19, per Governor's Executive Order 20-69.

**FIRST ORDER OF BUSINESS – Roll Call**

Ms. Elliott-Moore called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Lori Price	Board Supervisor, Chairwoman
Shawna Winters	Board Supervisor, Vice Chairwoman
Aneesah Dominguez	Board Supervisor, Assistant Secretary
Ted Sanders	Board Supervisor, Assistant Secretary
Susan O'Day	Board Supervisor, Assistant Secretary

Also present were:

Tonya Elliott-Moore	District Manager, DPFG Management & Consulting
Ken Joines	DPFG Management & Consulting
Dan Molloy	District Counsel, Molloy & James
Jason Hepburn	Cypress Creek resident
Quanese Sparkman	Cypress Creek resident

*The following is a summary of the discussions and actions taken at the June 16, 2020 Cypress Creek of Hillsborough County CDD Board of Supervisors Continued Meeting.*

**SECOND ORDER OF BUSINESS –Supervisors Requests**

Ms. Elliott-Moore stated that District Counsel was present to follow up on Ms. Winters' request for Ms. Price and Mr. Sanders to resign from the Board. Mr. Molloy stated that Board members could appoint qualified electors of the District for the seats at any time.

On a MOTION by Ms. Winters, SECONDED by Ms. O'Day, WITH ALL IN FAVOR, the Board approved the appointment of Jason Hepburn and Quanese Sparkman to the Board of Supervisors to replace Lori Price and Ted Sanders for the Cypress Creek of Hillsborough County Community Development District.

Following the motion, Mr. Hepburn took the oath of office.

On a MOTION by Ms. Winters, SECONDED by Ms. O'Day, WITH ALL IN FAVOR, the Board approved the exercise of the Board's right to provide a 60 day notice of termination for DPFG Management & Consulting, for District Management for the Cypress Creek of Hillsborough County Community Development District.

**THIRD ORDER OF BUSINESS – Audience Comments – New Business**

A resident stated that they felt that it was unfair that the community was not voting on the electors who had been appointed to Seats on the Board of Supervisors, and recommended that the current Board stay on until the November elections. Mr. Molloy advised that the seats to be replaced were not seats that would be affected by the November elections.

A resident asked whether it would be a conflict of interest if a Board member also worked for the District management company selected following DPFG's transition. A number of Board members

concurred with this, and Mr. Molloy stated that he would need to research the Board of Ethics commission rules regarding this. The resident expressed concerns regarding a person who had previously been invited to meetings by Ms. Winters, and stated concerns regarding the Board making motions with actions being taken in the back end.

**FOURTH ORDER OF BUSINESS – Adjournment**

Ms. Elliott-Moore asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. Ms. Winters made a motion to adjourn the meeting.

During discussion of the motion, Ms. Dominguez expressed agreement with the previous resident comment regarding the Board and disappointment with actions taken related to the District Manager, noting that she had not been made aware.

On a MOTION by Ms. Winters, SECONDED by Ms. Dominguez, WITH ALL IN FAVOR, the Board adjourned the meeting for the Cypress Creek of Hillsborough County Community Development District.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman

**MINUTES OF MEETING**  
**CYPRESS CREEK OF HILLSBOROUGH COUNTY**  
**COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Cypress Creek of Hillsborough County Community Development District was held on Tuesday, June 9, 2020 at 7:00 p.m. via electronic teleconference due to COVID-19, per Governor's Executive Order 20-69.

**FIRST ORDER OF BUSINESS – Roll Call**

Ms. Elliott-Moore called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Lori Price	Board Supervisor, Chairwoman
Shawna Winters	Board Supervisor, Vice Chairwoman
Aneesah Dominguez	Board Supervisor, Assistant Secretary
Ted Sanders	Board Supervisor, Assistant Secretary

Also present were:

Tonya Elliott-Moore	District Manager, DPFG Management & Consulting
Ken Joines	DPFG Management & Consulting

*The following is a summary of the discussions and actions taken at the June 9, 2020 Cypress Creek of Hillsborough County CDD Board of Supervisors Regular Meeting.*

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Consent Agenda**

- A. Exhibit 1: Consideration and Approval of the May 12, 2020 Regular Meeting Minutes
- B. Exhibit 2: Acceptance of the April 2020 Financial Statements
- C. Exhibit 3: Acceptance of the Registered Voter Count

On a MOTION by Ms. Price, SECONDED by Ms. Winters, WITH ALL IN FAVOR, the Board approved items A – C of the consent agenda for the Cypress Creek of Hillsborough County Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

- A. Consideration of Appointing Replacement for Seat 4

Ms. Elliott-Moore indicated that three residents had requested consideration for the seat.

On a MOTION by Ms. Winters, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board approved the appointment of Ms. O'Day to Seat #4 for the Cypress Creek of Hillsborough County Community Development District.

- B. Review of Event Process Relative to Board Involvement and Authorization

Ms. Elliott-Moore gave an overview of the event process and noted that Ms. Sparkman had requested to be included as a member of the event committee.

- C. Exhibit 4: Consideration and Approval of Reserve Study Proposals

On a MOTION by Ms. Winters, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the Custom Reserves reserve study proposal, in the amount of \$2,900.00, for the Cypress Creek of Hillsborough County Community Development District.

D. Exhibit 5: Consideration and Approval of Proposed FY 2020-2021 Budget

Mr. Joines gave an overview of the proposed budget's changes from the previous fiscal year. Discussion ensued regarding increases in maintenance costs.

On a MOTION by Ms. Price, SECONDED by Ms. Winters, WITH ALL IN FAVOR, the Board approved the Proposed FY 2020-2021 Budget for the Cypress Creek of Hillsborough County Community Development District.

E. Exhibit 6: Review and Approval of **Resolution 2020-06**, Approving a Proposed Budget and Setting Public Hearing

On a MOTION by Ms. Price, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adopted **Resolution 2020-06**, Approving the Proposed Budget and Setting a Public Hearing for August 11, for the Cypress Creek of Hillsborough County Community Development District.

**FIFTH ORDER OF BUSINESS – Administrative Matters**

A. Ratify Event POs

B. Ratify Maintenance POs and contracts

On a MOTION by Ms. Price, SECONDED by Mr. Dominguez, WITH ALL IN FAVOR, the Board approved all POs for the Cypress Creek of Hillsborough County Community Development District.

C. Reminder for Supervisors to file Form 1 by July 1

**SIXTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

Ms. Elliott-Moore noted that District Management was looking into potential issues with security patrol response times.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Supervisors Requests**

Ms. Winters requested for Ms. Price and Mr. Sanders to resign from the Board immediately, as the Board should be formed by residents of the District. Ms. Elliott-Moore requested that the Board consult with District Counsel prior to requiring resignations, which Ms. Price and Mr. Sanders additionally requested.

**EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

A resident asked whether the operating costs of the District would eventually go down as development progressed, as well as whether there was an issue with the Board's project interests with developers being represented on the Board, which Mr. Joines addressed.

A resident asked about landscaping projects that would be occurring in the near future, and Mr. Joines advised as to landscaping finishing around the townhouse and Parcel J.

A resident requested updates regarding security by the pool area, which Ms. Elliott-Moore noted had been put in place over the past week. The resident additionally asked about wheelchair access, and Ms. Elliott-Moore stated that District Management was working to acquire three quotes from contractors.

A resident asked about the budget for the dog waste stations. Discussion ensued.

A resident asked about the areas and authority that security would be responsible for. Ms. Elliott-Moore stated that the security patrol would prioritize the pool area. Another resident asked whether the security company would have any authority with monitoring social distancing practices, which Ms. Elliott-Moore affirmed. A resident asked if the pool keypad could be replaced with keycards, and Ms. Elliott-Moore stated that she could acquire information on costs.

A resident requested information as to what residents were responsible for maintaining in their front yards.

A resident requested updates on the top lot for the Orchids, and Ms. Elliott-Moore stated that she would look into acquiring this.

**NINTH ORDER OF BUSINESS – Adjournment**

Ms. Elliott-Moore asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Ms. Winters made a motion to continue the meeting.

On a MOTION by Ms. Winters, SECONDED by Ms. O'Day, WITH ALL IN FAVOR, the Board moved to continue the meeting for the Cypress Creek of Hillsborough County Community Development District, with the continued meeting scheduled for June 16 at 7:00 p.m.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman



**EXHIBIT 2.**

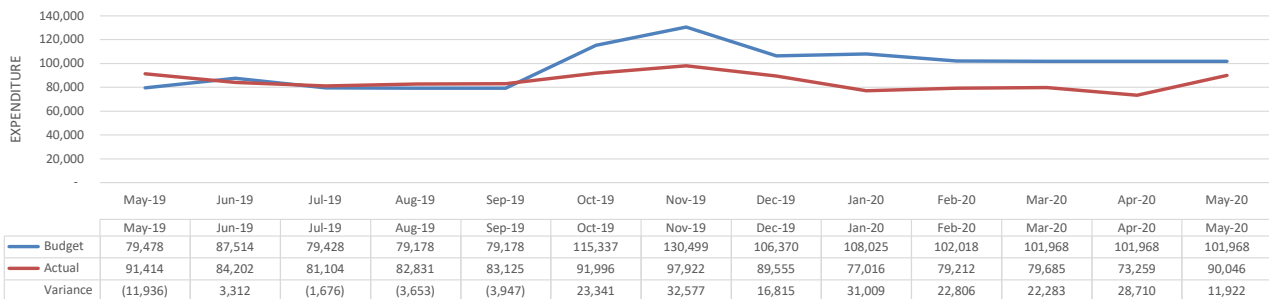
**CYPRESS CREEK CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**5/31/2020**

For The Period Ending :	GENERAL FUND 5/31/2020	CONSTRUCTION 2015 5/31/2020	CONSTRUCTION 2017A-B 5/31/2020	CONSTRUCTION 2018 5/31/2020
CASH BALANCE	\$ 611,270	\$ 17,869	\$ 38,006	\$ 7,325
CASH BALANCE - RESTRICTED	-	-	-	-
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	15,030	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	11,996	-	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	1,220	-	-	-
LESS: ACCOUNTS PAYABLE	(56,918)	-	-	(9,684)
LESS: DUE TO DEBT SERVICE	-	-	-	-
NET CASH BALANCE	\$ 582,598	\$ 17,869	\$ 38,006	\$ (2,359)

GENERAL FUND REVENUE AND EXPENDITURES (FY 2020 YTD):	5/31/2020 ACTUAL YEAR-TO-DATE	5/31/2020 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 1,230,273	\$ 1,262,481	\$ (32,208)
EXPENDITURES (YTD)	(679,742)	(852,819)	173,077
NET OPERATING CHANGE	\$ 550,531	\$ 409,662	\$ 140,869
AVERAGE MONTHLY EXPENDITURES	\$ 84,968	\$ 106,602	\$ 21,635
PROJECTED EOY BASED ON AVERAGE	\$ 1,019,613	\$ 1,279,229	\$ 259,616

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:	5/31/2020 ACTUAL YEAR-TO-DATE	5/31/2020 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 1,228,499	\$ 1,247,451	\$ (18,952)
ASSESSMENTS-OFF-ROLL (NET)	1,685	15,030	(13,345)
MISCELLANEOUS REVENUE	90	-	90
SECURITY REVENUE	-	16,748	(16,748)
INSURANCE PROCEEDS	-	-	-
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	109,298	113,205	3,907
FIELD SERVICE EXPENDITURES - LANDSCAPE	284,059	328,819	44,760
FIELD SERVICE EXPENDITURES - STREETLIGHTS	82,342	90,741	8,399
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	16,784	16,784	-
FIELD SERVICE EXPENDITURES - SECURITY	17,644	44,661	27,017
FIELD SERVICE EXPENDITURES - OTHER	66,212	96,596	30,384
AMENITY CENTER EXPENDITURES	89,615	162,013	72,398
CAPITAL EXPENDITURE	-	-	-
UNBUDGETED EXPENDITURES	13,788	-	(13,788)
<b>TOTAL EXPENDITURES</b>	<b>\$ 679,742</b>	<b>\$ 852,819</b>	<b>\$ 173,077</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



**New P.O.s**

OM-CC-DPPFG-179 - Cistech, Inc. - Parcel K Camera System \$3,229.25

OM-CC-DPPFG-178 - Cistech, Inc. - Parcel K Access Control System \$3,559.06

**EXHIBIT 3.**

RESOLUTION 2020-07

A RESOLUTION RE-DESIGNATING OFFICERS OF THE  
CYPRESS CREEK OF HILLSBOROUGH COUNTY  
COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Cypress Creek of Hillsborough County Community Development District at the business meeting held on July 14, 2020 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF CYPRESS CREEK OF HILLSBOROUGH  
COUNTY COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
_____	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Cypress Creek of Hillsborough County Community Development District and are hereby declared null and void.

Adopted this 14<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**EXHIBIT 4.**



## **Governmental Management Services**

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*Serving Florida's New Communities*

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***Management Services Proposal  
For  
Cypress Creek of Hillsborough County  
Community Development District***

The following management services are proposed between Governmental Management Services-Tampa, LLC ("Manager") and Cypress Creek of Hillsborough County Community Development District ("District"). Manager will provide the following services in accordance with applicable Statutes, rules and regulations applicable to the District:

**Management Services**

- Attend, record and conduct all Board of Supervisors Meetings
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDD's.
- Respond and address questions from the Board of Supervisor.
- Manage the day to day operations of the District.

**Administrative Services**

- Record and transcribe all regularly scheduled Board of Supervisors meetings including landowners meetings.
- Attendance of all Board of Supervisor Meetings.
- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors meeting including all related materials.
- Publish legal notices.
- Respond to Board of Supervisors, staff and landowner inquiries.
- Maintain public records of District.
- All services necessary for conducting annual elections, including mailed notices, landowners report and submittal of results to Supervisor of Elections.
- Perform all other administrative related services as maybe required by District.

### **Accounting and Financial Reporting Services**

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet, income statement with budget to actual variances
- Accounts payable and presentation to Board of Supervisors for approval or ratification.
- All other accounting and financial reporting services including but not limited to bank reconciliations, deposits, etc.
- Prepare annual budget for manager's review and approval by the Board of Supervisors which includes per unit assessments calculations.
- Prepare year-end adjusting journal entries in preparation for annual audit by independent Certified Public Accounting Firm including submittal of all financial records and assist in preparation of Annual Audit Report.
- Submittal of Annual Audit Report and Annual Financial Report (AFR) to the various Governmental Agencies in accordance with applicable Florida Statutes.
- Prepare annual budget for adoption.
- Prepare annual Public Depositor Report.
- Ensure compliance with financial and accounting statutes applicable to the District.
- Bind necessary insurance policy for the District which may include liability, property, workers compensation, etc.
- All other accounting and financial reporting related services that maybe required.

### **Assessment Roll Services**

- Annually request assessment roll from Hillsborough County Property for listing of all property owners within the District
- Prepare and certify annual assessment roll to the Hillsborough County Tax Collector for placement on November 1<sup>st</sup> property tax bills of property owners within the District.
- Respond to any property owner inquires related to assessments.

**Field Management Services**

- Manage all maintenance contracts to ensure service provider is operating according to contracts with the District.
- Site visits to ensure District property is being properly maintained and issue monthly operations reports on maintenance of the District which will include recommendations and actions item listing.
- Administration of all other maintenance and operations as maybe required.

**Compensation**

The above outlined services will be provided for the fixed annual fee paid in equal monthly payments in accordance with Exhibit A plus reasonable reimbursable expense. Reimbursable expenses include postage, courier services, copies, office supplies and public records storage.

Governmental Management Services –  
Tampa, LLC

Cypress Creek of Hillsborough  
County Community Development  
District

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Darrin Mossing  
President

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Authorized Officer

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Date

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Date



				<b>Exhibit A</b>		
<b>Description</b>			<b>Current Fees</b>	<b>Proposed GMS Fees</b>	<b>Increase (Decrease)</b>	
Management Consulting Fee			\$ 27,000	\$ 27,000	\$ -	
Construction Accounting			\$ 2,500	\$ 2,500	\$ -	
Website Administration			\$ 500	\$ 500	\$ -	
Comprehensive Field Services			\$ 12,864	\$ 12,864	\$ -	
Amenity Management (Phase 1)			\$ 7,000	\$ -	\$ (7,000)	
Amenity Management (Phase 5)			\$ 5,000	\$ -	\$ (5,000)	
Amenity Management (Parcel K)			\$ 5,000	\$ -	\$ (5,000)	
<b>Total Management Fees</b>			<b>\$ 59,864</b>	<b>\$ 42,864</b>	<b>\$ (17,000)</b>	

# Cypress Creek of Hillsborough County Community Development District



Proposal for  
District Management Services

July 10, 2020

July 10, 2020

Re: Proposal for Cypress Creek of Hillsborough County Community Development District

Dear Board,

Inframark – Infrastructure Management Services is excited and pleased to provide a proposal for District Management services for your community. We have been providing District Management Services to the Tampa Region for nearly 40 years.

**Our Mission is: “To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper.”**

We do this through our *Principles of 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 are always available and open to share our skills, ideas and experience.
- **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.

Inframark is offering your community the following innovative and exceptional services.

**New Technology Features:** Inframark will be implementing the following new technological features:

- **Avid Xchange**: This is an advanced accounts payable system that is highly efficient and effective at making sure that District invoices are paid timely and paid only after review and approval by Inframark staff and any designated Board member assigned to approve invoices for payment. 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. This is an exciting new system that we will implement for no additional cost to the District.

- **Customized Financial Statements and Budgets:** Because Inframark developed a customized financial operating system designed exclusively for the Community Development District business, we can offer our clients customized financial statements and budgets. Our financial software is continually being updated and we offer our clients the ability to customize how their financial statements and budget documents will look, depending upon the preference of the Board.
- **Team Approach:** Because of the size and expertise of our team we offer a team approach to all the services we provide to our clients. Our commitment to your community will include 11 highly trained professionals to provide service to your District. The team count breaks down as follows:
  - **District Management Team (2):** We utilize a primary and a secondary District Manager to your District. The primary District Manager will attend every Board meeting and be responsible for Board follow up, his name is Mark Vega. He is a highly qualified District Manager with many years of experience in managing districts and has experience as a CDD board member. He is LOCAL and lives just minutes away from your community. Angel Montagna will serve as the secondary District Manager. She has over 5 years of experience as a District and Regional Manager.
  - **Financial Team (7):** Our multi-layer approach provides the necessary checks, balances and oversight to make our clients confident in their financials. We have assigned the following financial team members to your account: The Finance Director for oversight and special projects; the Accounting Manager for supervision of the financial team and review of the monthly financial statements and budget, an Accountant, Accounts Payable Manager, an Accounts Payable Clerk and two Assessment Services professionals to manage the assessment duties for the District.
  - **Records Management Team (2):** A Recording Secretary and the Department Manager.
- The team members are identified in the organizational chart. We have the most experienced personnel in the district management business.

Inframark is committed to making continuous process improvements and service enhancements, offering new technology, community event planning and processes to help keep Cypress Creek of Hillsborough County CDD as a prestigious community in the Tampa area. 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.

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



## Table of Contents

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1	Executive Summary	2
2	Company	4
3	Qualifications	5
4	Staffing	11
5	References	15
6	Pricing	18
7	Scope of Services	19

# 1 Executive Summary

Inframark – Infrastructure Management Services is pleased to provide this proposal for district management services to Cypress Creek of Hillsborough County Community Development District. Inframark has been providing District Management services in Florida for nearly 40 years.

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

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

- **Personnel:** As outlined in our cover letter, Inframark offers one of the largest and most experienced professional team in the district management business. We have 5 District managers in the Tampa area so the depth of our local presence is felt and our clients can feel confident that their needs will be met at all times. We can also bring in other professionals 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 our expertise. Your assigned Inframark team has more than 200 years combined expertise and experience in the community development business. In addition, three of the team members have an additional 35 years of local government experience.
- **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. We are even able to customize financial reports for the board as requested.
- **Experience:** Inframark is the most experienced company in the business. We manage over 100 clients statewide including Homeowner Associations and local municipalities. We specialize in customized customer service and have an excellent service record in providing quality services to our clients. We provide District Management Services to over 55 clients out of our local Tampa office.
- **Office Locations:** Inframark is one of the largest and most experienced management services companies. We have five offices in the State of Florida that support our district clients. We will support your community from our Tampa Office. Our support team of financial and records management professionals are in Coral Springs, Florida and our corporate offices are in Pennsylvania.

- **Other Relevant Information:** Inframark offers the following additional support teams:
  - HEALTH, SAFETY AND ENVIRONMENTAL (HSE)
    - Monthly safety training and operational training reviews.
    - Daily tailgate meetings
    - COVID-19 Task Force and Reopening Team
    - Inframark is the **only** company that has its own team of safety professionals at work for our employees and clients.
  - HUMAN RESOURCES
    - Ensures compliance with all applicable Federal and State laws.
    - Provides monthly mandatory training on a variety of issues including sexual harassment training, anti-discrimination training, ethics training, customer service training and more.
    - Formalized performance review process
    - Rewards and recognition program
  - IT SUPPORT
    - Dedicated IT support team to support employee and client needs
  - Inframark offers a complete suite of community services with our own employees.
    - District Management services
    - Community Association Management services
    - Amenity and Lifestyle Management services
    - Field Management services
    - General maintenance services including sidewalk grinding and repair
    - Special infrastructure services including storm water services solutions, clean out services, backflow prevention services, water quality testing services and other customized services
    - Water and wastewater services



## 2 Company Information

**Company Name:** Inframark, LLC

**Headquarters:** 220 Gibraltar Road, Suite 200 | Horsham, PA 19044 / 215.283.3468

**History of the Company:** Inframark is an independent, American-owned company widely recognized as a leader in Water Infrastructure Operations and Infrastructure Management Services. From water and wastewater operations to financial and community management and specialized support services, we work side by side with our clients to achieve the highest levels of performance, safety, compliance and reliability. Aging infrastructures and workforces, increasing compliance concerns and constant cost pressures — our experts know first-hand the challenges facing today's municipalities, municipal utility districts and industries. We recognize that no two clients are exactly alike. That's why our service model is tailored to each client's unique systems, cultures and resources. Grounded in years of expertise and guided by our longstanding Principles of Pure Partnership™, our 1,500 dedicated employees put that model into action every day to deliver the critical services that help communities, companies and economies prosper – on their terms.

Inframark was formerly known as Severn Trent Services. We have over forty years of experience in providing high quality, customer focused services to community development districts throughout the State of Florida. We have also been providing local government, association management and water and sewer services to clients in the Florida, Texas and Georgia communities over the same period.

**Website Address:** [www.inframark.com](http://www.inframark.com)

**Details of Business Entity:** Business operates as an LLC and is owned by a Private Public Pension Equity firm who invests in long-term utility and service companies.

**Date Founded:** Severn Trent Environmental Services Inc. was incorporated on June 30, 1983, converted to Severn Trent Environmental Services, LLC on June 23, 2017 and re-named Inframark, LLC on December 1, 2017 after the purchase of the North American business from Severn Trent UK

### Florida Office Locations:

- Fort Myers Office: 12 Employees
- Tampa Office: 11 Employees
- Celebration Office: 22 Employees
- Saint Augustine Office: 7 Employees
- Coral Springs Office: 26 Employees



### 3 Qualifications

#### Meetings, Hearings and Workshops:

Inframark attends and conducts all regularly scheduled meetings as part of our standard services (up to twelve meetings a year at no additional charges). Inframark will also schedule and attend special Board meetings, continued meetings, hearings and workshops, as requested, at an additional rate. 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. Additional meetings can be scheduled for an additional fee shown in the ancillary fee schedule.

*"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  
Chairman  
Meadow Pointe CDD

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 be a qualified District Manager at every meeting if the primary District Manager cannot attend a scheduled meeting.

#### Records:

Inframark has one of the largest team 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 Records Department, we can provide an extremely high level of service for all our District Management clients. This service includes the highest level of automation of records management. Our professional 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 a dedicated Staff that is assigned to handle all public records requests and are highly experienced in ensuring compliance with the requirements of Chapter 119 of the 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 full responses to public records. 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 proceedings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled in a timely fashion.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies and other important historical information.
- Disaster Contingency & Recovery

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

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files as a top priority
- Satellite phone for contingency communication with local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations
- 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 continue to be updated in response to the changing needs of our business and the clients we serve.

We ensure all electronic information is secure to limit any potential data loss resulting from network or hardware failures, power outages and other uncontrollable events, and certified sites 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 eight full time dedicated District Managers throughout the State of Florida with over eighty years of District Management experience in the Florida Community Development District market. The General Manager for Inframark has over thirteen years of District Management experience in addition to twenty-five years of local government management experience. Since Inframark utilizes a team approach in the provision of all its services, we share best practices and success stories from our seventy-five plus District clients across the state. We conduct monthly manager calls in which we discuss existing issues, develop and implement solutions that are in the best interest of our clients. Our District Management team also 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 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. Our data base 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 District 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, 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 for a wide variety of District construction, capital and maintenance projects. This includes: a) development of excellent bid and proposal packages, b) advertisement of the opportunities, c) analysis of the proposals and bids, 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.

Since Inframark has one the largest and most experienced team of professionals in the business, our team works together to make certain that all filings, compliance reports, financials report and other State and local government requirements are completed timely and accurately.

### **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
- Advanced preparation for independent audit field work

Our understanding of accounting processes allows us to quickly identify areas needing further work and differentiating from 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 investment instruments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

#### **Audits:**

Inframark has a twenty-five-year history of working with District auditors to make certain that each District audit is in full compliance with all GAAP and State accounting requirements. Because we have a fully customized accounting software system that was designed for the Community Development District business, we can provide accurate and comprehensive information for all audit requirements.

#### **Budgeting:**

Because Inframark utilizes a customized financial software system that was specifically designed for the Community Development District business, we offer all our client's options 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 financial team to present a complete picture of the revenue, expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to obtain a complete picture on 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 increase/decreased or eliminated altogether 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 aspect of those 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 for each capital expenditure, the cost of each capital expenditure and whether a capital expenditure will increase or decrease the cost of 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 long 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 roles 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 (for which we collect a fee from the requestor of such information).

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, 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.

**Additional Services:**

Inframark currently provides website administrative services for compliance with Florida Statutes Chapter 189 and administers public records request. However, due to recent events, we do not provide ADA compliance services. We utilize a third-party provider that provides a full range of compliant services that meet all Federal requirements.

## 4 Staffing

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

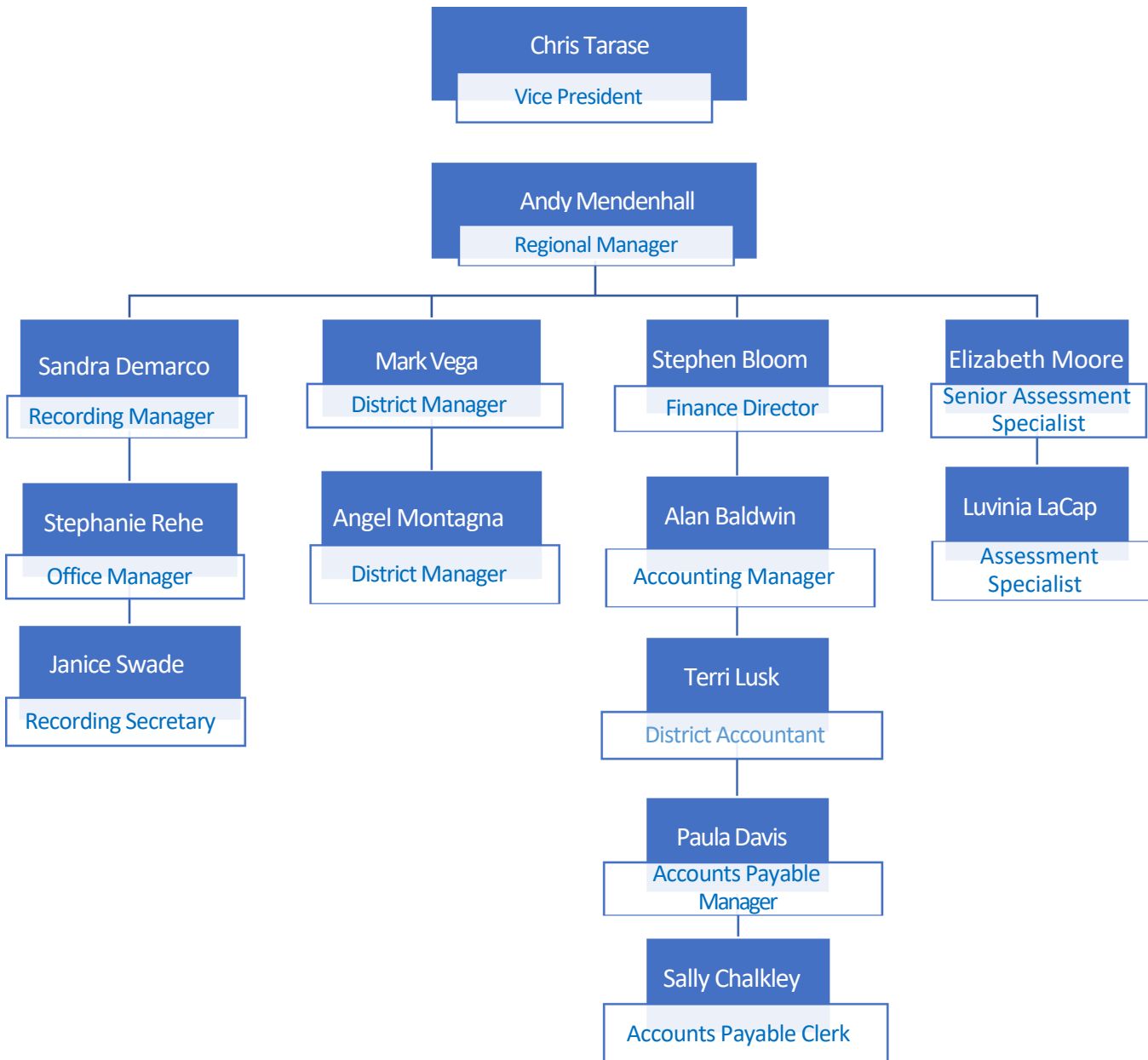
- we offer best in industry benefit package for staff,
- that our employees are fully vetted prior to hiring,
- employees have regular performance evaluations,
- we follow a progressive disciplinary policy,
- we have an exceptional benefit program for our employees that other firms do not offer,
- we have a bonus program for exceptional performance,
- we offer a management bonus for employees that are responsible for financial performance goals,
- spot bonus awards for above and beyond performance,
- we provide a 401K retirement plan,
- ongoing training and training incentive programs,
- tuition reimbursement,
- 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.



## Proposed Organizational Chart





### District Manager:

**Mark Vega**, District Manager, has over seven years of District Management experience. He has been a District Manager in the Tampa Region for the past seven years and has managed many complex Districts. Mark has never lost a district that he manages and has over eleven years of CDD experience as he was the first resident Board Supervisor on the South Fork CDD and shortly after being appointed by the developer was selected as Chairman. He has a Bachelor of Arts Degree in Political Science from the University of South Florida.

**Angel Montagna**, District Manager, Prior to joining Inframark, Angel worked as a District Manager for another management company for five years. In addition, she has diverse experience in sales and marketing while ensuring the highest standards and quality service at all times. Angel graduated from the University of Texas with a degree in Advertising and Marketing with a minor in Business Law and Corporate Governance. She is also a Licensed Community Association Manager and a Notary Public in the State of Florida.

**Andy Mendenhall** is the Regional Manager for Inframark and is also available to work with Mark and Angel on addressing any issues that could develop. Andy will be responsible for the overall performance of the Inframark team. Andy is one of the most highly experienced District Managers in the State and has been a Certified Project Manager since 2005. He has never lost a district that he manages and serves as the regional manager for the Tampa office. He has been with Inframark as a District Manager for over 13 years. Andy has a Bachelor of Science from the University of Delaware and a Master's Degree in Business from Widener University.

### 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 different districts she handles.

**Stephanie Rehe**, Office Manager, is responsible for coordinating the publication of all meeting notices, responding to records 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.

**Alan Baldwin**, Accounting Manager, oversees the District's financials, budgets and annual audits. He works with financial institutions to provide long term investing, credit and debit cards; and ensures investment policies are upheld with Federal and State requirements. He coordinates bond compliance requirements with the Trustee, establishes procedures and maintains reporting of unclaimed property. He has been with Inframark for over 14 years and has more than 30 years of accounting experience. Alan served in the U.S. Army with honorable discharge. His educational background is in Business Management.

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

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

**Sally Chalkley**, 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 field.

**Elizabeth J. Moore**, Assessment Services, graduate from the University of Central Florida with a bachelor's in science, specializing in Finance, in August 2004. She has 16 years' experience that has encompassed a wide variety of fields and disciplines. Personal banking, mortgage lending, personal portfolio management, accounting and municipal financial management are some of the fields in which she has worked over the course of her career. Elizabeth has worked for Inframark since 2008 and is the lead Assessment Specialist of the Finance Department. Her current responsibilities include, but are not limited to building district assessment rolls, managing district lien books, bond methodology analysis and implementation, debt services funding, developer billings and debt services budget analysis.

## 5 References

District	Region	County
Arbor Greene CDD	West	Hillsborough
Bobcat Trail CDD	West	Sarasota
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough
Eastlake Oaks CDD	West	Pinellas
Estancia at Wiregrass CDD	West	Pasco
Hammocks (The) CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Heritage Springs CDD	West	Pasco
Lake Bernadette CDD	West	Pasco
Lexington CDD	West	Manatee
Lexington Oaks CDD	West	Pasco
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Piney-Z CDD	West	Leon
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Spring Ridge CDD	West	Hernando
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
University Place CDD	West	Manatee
Waterchase CDD	West	Hillsborough
Watergrass II CDD	West	Pasco
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Woodlands CDD	West	Sarasota
Cedar Hammock CDD	Southwest	Collier
Gateway Services CDD	Southwest	Lee
Heritage Bay CDD	Southwest	Collier
Heritage Lake Park CDD	Southwest	Charlotte
Heritage Oak Park CDD	Southwest	Charlotte
Naples Heritage CDD	Southwest	Collier
Quarry CDD	Southwest	Collier
Riverwood CDD	Southwest	Charlotte
Vasari CDD	Southwest	Lee
Beacon Lakes CDD	Southeast	Dade

Bonterra CDD	Southeast	Miami Dade
Briger CDD	Southeast	Palm Beach
Coral Springs Improvement District	Southeast	Broward
Griffin Lakes CDD	Southeast	Broward
Maple Ridge CDD	Southeast	Broward
Monterra	Southeast	Broward
Pine Tree Water Control District	Southeast	Broward
Seminole Improvement	Southeast	Palm Beach
Spicewood CDD	Southeast	Dade
Fleming Island Plantation CDD	Northeast	Clay
Marshall Creek CDD	Northeast	St. Johns
Palm Coast Park CDD	Northeast	Flagler
St. Johns Forest CDD	Northeast	St. Johns
Town Center at Palm Coast CDD	Northeast	Flagler
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Concorde Estates CDD	Central	Osceola
Country Greens CDD	Central	Lake
Dovera CDD	Central	Seminole
East Park CDD	Central	Orange
Enterprise CDD	Central	Osceola
Golden Lakes CDD	Central	Polk
Harmony CDD	Central	Osceola
Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
Stoneybrook West CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Urban Orlando CDD	Central	Orange
VillaSol CDD	Central	Osceola
Vista Lakes CDD	Central	Orange
West Lakeland WCD	Central	Polk
Xentury City CDD	Central	Osceola

## Local Client Highlighted Communities

### Oakstead CDD

Oakstead CDD, located in Pasco County was established in 1999. Inframark was selected to take over all management responsibilities in 2005 and has enjoyed a great relationship with the community for over 10 years. The District consists of 878 acres divided into 9 villages with 1,183 residential homes and commercial properties. The CDD owns and operates the clubhouse facilities, fitness center, swimming pool, tennis/basketball courts, park areas, splash pads and playground, district roads, a nature trail and common area landscaping and storm water system. Inframark has been as active participant in managing the District and providing guidance for District staff.

## Westchase CDD

Inframark has provided management services to Westchase CDD, a 746-acre community, since it was established in 1990. Located on approximately 2,100 acres of land in northwest Hillsborough County, Westchase includes more than 5,700 single and multi-family residential units, 320,000 square feet of commercial space and 300,000 square feet of office space. The residential development is situated within individual pods located around an 18-hole golf course designed by Lloyd Clifton.

## Tampa Palms Open Space & Transportation CDD

Inframark has provided management services to the Tampa Palms Open Space and Transportation CDD since it was established in 1990. Located in Hillsborough County, this CDD is unique as it consists of three separate and distinct communities with their own budgets encompassing over 4,000 residential units, 3,152 acres, multiple recreational amenity facilities and extensive commercial development.

## Celebration CDD

*Inframark has provided management services for Celebration (population: 8,500) since the District was established in 1994. We have been involved with the District from its inception through the years as it has grown and evolved to its current state. Inframark oversees the day-to-day management of the District with responsibilities that include field management, financial reporting and accounting. We are also responsible for accounting, administrative, budgetary and city clerk activities. We routinely participate in community activities including funding, labor and materials for such things as the Celebration K-8 ball field construction, annual holiday lighting at Market Square Park and other field-related enhancements outside the scope of our management contract.*

*The District's infrastructure includes primary and village-specific roadways and bridges, street lighting, domestic water distribution system, wastewater/sanitary sewer collection system, reuse (reclaimed) water distribution system, storm water management facilities, drainage collection systems, off-site roadways and intersection improvements, wetland compliance and common area development.*

## Enterprise CDD

Enterprise (population: 12,500) comprises approximately 6,548 acres within Osceola County adjacent to the Walt Disney World Resort. Inframark has provided management services to the District since it was established in 1994. The District was designed to include office, medical, retail, theme park, recreational, commercial and other facilities.

District improvements include primary and Village-specific roads and bridges, street lighting, domestic water distribution system, wastewater/sanitary sewer collection system, reuse (reclaimed) water distribution system, storm water management facilities, drainage collection systems, off-site roadways and intersection improvements, wetland compliance and common area development.

Inframark assumed responsibility for operation and maintenance of the District's distribution and collection systems in 1995. We also provide meter reading, billing and customer service.

## 6 Pricing & Business Considerations

Pricing Category	Annual Pricing
District Manager/Financial Services	\$25,000.00
Construction Accounting	\$ 2,000.00
Website Administration	\$ 500.00
Field Services Management	\$10,000.00
Amenity Management (Phase 1)	\$ 5,000.00
Amenity Management (Phase 5)	\$ 3,000.00
Amenity Management (Parcel K)	\$ 3,000.00
<b>Total Management Fees</b>	<b>\$ 48,500.00</b>

### Insurance

Inframark carries \$2,000,000 of liability coverage requirements as well as \$1,000,000 of theft insurance.

**This proposal and all prices quoted are subject to the execution of a mutually acceptable service contract. It is our intent that upon selection, and final determination of the details of the scope of work and approach that best meets your needs, we will work closely together to develop an accurate, fair, and mutually acceptable agreement. Pricing does not include postage or mailing fees.**

## 7 Scope of Services

### A. Management Services

- Attend up to four meetings of the Board of Supervisors, up to two hours, and provide meaningful dialogue on the issues before the Board for action.
- Identification of significant policies, including analysis of policy implementation with administrative and financial impact statement and effect on the District.
- Preparation of District's budget as more fully outlined in this proposal.
- Implementation of budget directives.
- Provide oversight for onsite District Staff.
- Preparation of Specifications and coordination for the following services:
  - Insurance, General Liability along with Director's and Officer's Liability.
  - Independent Auditor Services.
- Provide all required annual disclosure information to the local government in the County in which the District resides:
  - Public Facilities Report
  - Designation of Registered Office and Registered Agent
  - Public Meeting Schedule
  - Audited Financial Statement
- Ensure compliance with the following Florida Statutes:
  - Annual Financial Audit
  - Annual Financial Report
  - Public Depositor Report
  - Proposed Budget
  - District Map and Amendments
  - Public Facilities Report
  - Registered Agent and Registered Office
  - Regular Public Meeting Schedule (The reporting requirements of CDD's periodically change and Inframark will ensure that we update reporting requirements of the District as the legislature updates the reporting requirements)
- Record all meetings of the District.
- Provide Oath of Office and Notary Public for all newly elected members of the Board of Supervisors.
- Coordinate and provide contract administration for any services provided to the District by outside vendors.
- If required, provide day-to-day management of Inframark operations by performing the following:
  - Hire and maintain a highly-qualified staff.
  - Coordinate all personnel applications, benefits, and payroll and submit in an accurate and timely manner.
  - Prepare and implement operating schedules.
  - Prepare and implement operating policies.
  - Interface with Residents to ensure anticipated levels of service are being met.
  - Implement internal purchasing policies.
  - Prepare and bid services and commodities as necessary.
  - Coordinate with the Residents to determine the services and levels of service to be provided as part of the District's budget preparations.



## **B. Recording Services**

- Prepare of all Board agendas and coordination of receipt of sufficient material for Board of Supervisors to make informed policy decisions.
- Prepare and advertise all notices of meetings in an authorized newspaper of circulation in the County in which the District is located.
- Record and transcribe summary meeting minutes for all meetings of the Board of Supervisors including regular meetings, special meetings, workshops and public hearing(s).
- Maintain Minutes for the District and send to the appropriate governmental agencies in accordance with Florida Law.
- Maintain District Seal.

## **C. Financial Accounting Services**

- Prepare a budget that achieves maximum cost-to-benefit equity for approval.
- Submit a preliminary budget to the Board of Supervisors in accordance with Chapter 190, Florida Statutes.
- Modify preliminary budget for consideration by the Board of Supervisors at the District's advertised Public Hearing.
- Prepare budget and assessment resolutions as required by Chapter 190, Florida Statutes.
- Establish budget public hearing(s) and dates.
- Establish Board of Supervisors workshop dates (if required).
- Coordinate budget preparation with District Board, Engineer and Attorney.
- Prepare budget resolution approving the District Manager's budget and authorization to set public hearing.
- Prepare budget resolution adopting the District Managers budget, as modified by the Board of Supervisors.
- Prepare agendas for budget hearings.
- Attend workshop(s) and public hearing(s) and be available to answer questions by the Board and the public.
- Prepare and coordinate applications for:
  - Federal ID Number.
  - Tax Exemption Certificate
- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Prepare required investment policies and procedures pursuant to Chapter 218, Florida Statutes.
- Preparation of annual financial report for units of local government and distribution to the State Comptroller.
- Preparation of Public Depositor's Report and distribution to State Treasurer.
- Coordination and distribution of Annual Public Facilities Report and distribute to appropriate agencies.
- Administer purchase order system, periodic payment of invoices.
- Coordination of tax collection and miscellaneous receivables.
- Preparation of bid specifications for the purchase of services and commodities pursuant to Florida Statutes.
- Preparation of all required schedules for year-end audit.



**D. Special Assessment Services**

- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the District rolls comply with the law and that Inframark has obtained all the pertinent information to prepare accurate assessments.
- Periodically updated the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. Provide pay off information upon request to property owner.
- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

**E. Field and Amenity Management Services**

- Operate and maintain access card system.
- Perform grounds inspections, once a month.
- Provide the District and the Board monthly written grounds inspection reports.
- Notify maintenance contractors about deficiencies in service or need for additional care.
- Monitor maintenance contractors progress in remedial work and provide the District and the Board with a report of the progress achieved.

July 9, 2020

Aneesah,

Thank you for reaching out to Rizzetta for proposed rates for our extensive services. I have included some background information on the company as well as some references. You will find us to be a very seasoned player in this arena with hundreds of years of combined experience in managing Community Development Districts.

Having toured the 3 properties comprising the CDD, I know Rizzetta can help the Board make a difference in these communities as there are areas owned by the CDD in dire need of attention and corresponding management. Further, I noted deficiencies in the management of the Home Owner's Association which are affecting appearance and consequent property values. This too is something Rizzetta can remedy under a separate agreement with the HOA.

My hope is that this proposal will stir enough interest to allow serious consideration of Rizzetta for your CDD Management needs. I look forward to discussing it personally.

Very truly yours,

Bob Schleifer  
C.O.O.  
Rizzetta and Company



Rizzetta & Company

## About Rizzetta & Company

### COMPANY INTRODUCTION:

Rizzetta & Company, Inc., is a Florida-based professional community management firm that provides services to communities throughout the state of Florida. With over 30 years in the industry Rizzetta is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse and seasoned backgrounds with the sole focus of providing the highest quality services to our clients.

Our expertise spans four areas – District Services, Association Services, Community Services, and Information Technology Services to both Community Development Districts and Community Associations.

- **District Services:** As one of the largest Community Development District Management firms in the state of Florida, we provide professional management for over 100 Districts throughout the state of Florida. We understand the job to be a lot more than managing a Board Meeting. Bond issuance and required assessments along with abiding with the ever changing legal framework for Community Development Districts (CDD) is the foundation on which Rizzetta was built.
- **Association Services:** We provide professional licensed portfolio and onsite management for over 180 Homeowners, Condominium and Commercial Property Owners Associations (HOA) in Florida. That currently accounts for over 30,000 units in associations that will ultimately have over 40,000 total units at build out. Our expertise is evident particularly in the necessary handshakes between CDD's and HOA's.
- **Community Services:** Community Services has two practice areas of expertise; Amenity Services (Clubhouse staff including pool monitors, café workers, greeters and any other staff desired by a CDD or HOA Board) and Field Services (Landscape inspection and project management as needed). These services can be customized to fit the needs of any community.
- **Information Technology Services:** Website design and maintenance, legally compliant and SPAM resistant email administration, electronic records retention and domain acquisition and maintenance are our primary areas of expertise. As the world has changed, so has the management of CDD and HOA Boards. Giving notice is no longer as easy as running an ad in the local paper.



Rizzetta & Company

## COMPANY HISTORY:

Rizzetta & Company, Inc., was founded and incorporated in 1986 in Tampa, Florida by William Rizzetta. The original focus of the company was to provide professional financial consulting services for Community Development Districts in association with issuance of municipal 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. Below is a timeline of our growth through our first thirty years:

- **1986** – Rizzetta & Company, Inc. was founded.
- **1992** – Collection agent services were added for Community Development Districts to support the process of bond repayments.
- **1996** – Community Development District Management services were added.
- **1998** – As a natural counterpart to District Management, Association Management was introduced.
- **2008** – Seeing a growing need for Amenity Services at the request of various clients, Rizzetta Amenity Services, Inc. was created as an affiliate to the core company.
- **2009** – In addition to the growing Amenity Management services, the need for more landscape oversight lead to adding our Field Services.
- **2011** – With the departure of various companies from the market place, Continuing Disclosure services were added to provide various compliance reporting for Districts and Bondholders.
- **2013** – Due to the recession, some Districts were in financial crisis and required the formation of Special Purpose Entities to manage them through these times. Our firm was asked to take on many of these projects as an additional service.
- **2015** – With the continued growth in technology and changes to Florida Laws, we formed a second affiliate company, Rizzetta Technology Services, Inc., to provide website development and hosting, along with email and support services to our clients.
- **2016** – Rizzetta & Company, Inc. celebrated its 30<sup>th</sup> anniversary and continued growth with the opening of two new office locations in Citrus Park and Riverview.

For more information please visit our company please website at [rizzetta.com](http://rizzetta.com)



Rizzetta & Company

## ORGANIZATIONS AND MEMBERSHIPS:

Our firm supports and encourages the continuing education of all our staff members by providing the resources needed for staff to attend classes and conferences. Rizzetta & Company holds memberships in the following professional organizations:

- **Association of Florida Community Developers (AFCD):** AFCD's mission is to provide a leadership role in the creation of quality community development and the formulation of a responsible approach to the planning and development of Florida's future.
- **CFO Exchange Group (CFOx):** CFO Exchange Group (CFOx) is a protected, thought leadership, member-driven intelligence organization for top finance executives of Florida's small to mid-sized companies. CFOx empowers Florida's leading finance executives by providing a secure environment to cultivate relationships and interact with peers in the exchange of ideas, best practices and experiences, and serve as a sounding board for technical and business matters.
- **Community Associations Institute (CAI):** CAI provides education, tools and resources to people who govern and manage homeowners associations, condominiums and other planned communities. All of Rizzetta & Company's Community Association Managers are members of CAI. In addition, Rizzetta & Company is a Chapter Sponsor of the Community Associations Institute.
- **Florida Government Finance Officers Association (FGFOA):** The FGFOA was founded in 1937 and serves more than 2,700 professionals from state, county, and city governments, special districts and private firms. The FGFOA is a professional resource that provides opportunities through education, networking, leadership and information.
- **Florida Nursery, Growers and Landscape Association (FNGLA):** The association represents all walks of the industry--foliage, woody ornamental, citrus nurseries, floriculture producers, interiorscapers, retailers, allied suppliers and landscape professionals. Landscape contractors, landscape designers, landscape architects and the like now have an association targeting their needs. Government representation & monitoring, professional education and marketing projects encompass just some of the services provided by FNGLA to members and the industry.



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- **International Society of Arboriculture (ISA):** Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.
- **Leadership Tampa Bay:** Leadership Tampa Bay is a non-profit organization that is governed by an independent board of directors who live and work in various parts of the Tampa Bay region. As a non-partisan, non-special interest forum for regional progress, Leadership Tampa Bay enhances awareness, education and knowledge of major regional issues through learning experiences and discussion.
- **Pasco Alliance of Community Associations (PACA):** PACA was created in April 2007 to help Community Development Districts (CDDs), Homeowner Associations (HOAs), and Condominium Associations (CAs) with internal and external problems by having a synergistic effect.
- **Tampa Bay Builders Association (TBBA):** The TBBA is a trade organization, which works diligently to fulfill its mission by providing important services to enhance the building industry in Pasco, Pinellas and Hillsborough Counties. It is affiliated with the Florida Home Builders Association and the National Association of Home Builders and dates back to 1946.
- **The Northeast Florida Builders Association (NEFBA):** At NEFBA, we are proud to hold the status of the state's largest builders association. Backed by our 70-year-history of networking, community outreach and industry development, NEFBA's primary goal is to improve the quality of life for the citizens of Northeast Florida.
- **The Greater Tampa Chamber of Commerce:** The mission of the Greater Tampa Chamber of Commerce is to serve members and enhance the community by building business success. The chamber offers educational and networking opportunities, leadership development programs and government advocacy to protect and advance the interest of Tampa's business community.
- **Urban Land Institute, Tampa Bay (ULI):** The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.
- **Visit Tampa Bay:** The mission of Visit Tampa Bay is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay.

For more information about these organizations please visit our website at  
[rizzetta.com/organizations/](http://rizzetta.com/organizations/)



Rizzetta & Company

## OFFICE LOCATIONS:

### CORPORATE OFFICE

3434 Colwell Avenue  
Suite 200  
Tampa, Florida 33614  
Phone: (813) 514-0400  
Fax: (813) 514-0401

### CITRUS PARK

12750 Citrus Park Lane  
Suite 115  
Tampa, Florida 33625  
Phone: (813) 933-5571  
Fax: (813) 935-6212

### FORT MYERS

9530 Marketplace Road  
Suite 206  
Fort Myers, Florida 33912  
Phone: (239) 936-0913  
Fax: (239) 936-1815

### ORLANDO

8529 South Park Circle  
Suite 330  
Orlando, Florida 32819  
Phone: (407) 427-2471  
Fax: (407) 472-2478

### PANAMA CITY BEACH

120 Richard Jackson Boulevard  
Suite 220  
Panama City Beach, Florida 32407  
Phone: (850) 334-9055  
Fax: (850) 334-9062

### RIVERVIEW

9428 Camden Field Parkway  
Riverview, Florida 33578  
Phone: (813) 533-2950  
Fax: (813) 935-2922

### ST. AUGUSTINE

2806 North Fifth Street  
Unit 403  
St. Augustine, Florida 32084  
Phone: (904) 436-6270  
Fax: (904) 436-6277

### WESLEY CHAPEL

5844 Old Pasco Road  
Suite 100  
Wesley Chapel, Florida 33544  
Phone: (813) 994-1001  
Fax: (813) 994-2100



Rizzetta & Company

## Management Model

When you engage Rizzetta for District Management, you are not contracting with a single individual, you are procuring the experience, knowledge and skills of the combined organization. While you may see and hear from a single individual more frequently, there is an army of staff working behind the scenes ensuring your District is being cost effectively serviced, operated legally, financially secure, and aesthetically superior. Many organizations can conduct meetings, but very few comprehensively understand meetings to be the tip of the “activity iceberg” to keep a District vibrant and in good standing with both homeowners and the State of Florida. We understand that each client has certain unique characteristics. Our success and growth stems from our ability to understand these nuances and adapt our services accordingly.

The Rizzetta approach to District Management is to have the Board of Supervisors, as the governing body of the District, formulate the policy that we implement while keeping the District legally compliant and fiscally sound. Employing this model, we provide service that is uniquely community specific while legally transparent to public and State authorities regardless of the District being a developer or homeowner-controlled community in any stage of development.

- **Minimizing Risk:**

We take actions to limit a Supervisor’s risk of inadvertently violating “Sunshine Laws” and the consequent liabilities. Some complaints stem from Supervisors unilaterally involving themselves in the day to day operation of the District without specific Board of Supervisors authorization. Rizzetta will always lead in preventing such occurrences. Our District Manager serves in the same capacity as a city or county manager coordinating the efforts of all staff and service vendors. These duties are carried out within the scope of our contract based on the Board of Supervisors prescribed policies, levels and quality of service specifications.

- **Reporting:**

The Rizzetta approach to management includes complete and effective communication to Supervisors and District staff to ensure that all parties receive timely and accurate information needed to make informed decisions. Typical reporting includes:

- **Digital Agenda Packages:**

Per Florida Statutes, we email Supervisors and District staff a tentative agenda at least 14 days prior to scheduled board meetings and a final agenda no later than 7 days prior to the scheduled Board meeting. We post the Agenda to the District website as required by Law with no effort on your part. At the Board meetings, we provide electronic tablets for use by the Supervisors containing the final agenda, saving thousands of printed pages that would normally be thrown out at the end of the meeting.



Rizzetta & Company



#### **Financial Statements:**

Financial statements are transmitted electronically to the Board of Supervisors and District staff by the 20<sup>th</sup> of each month for the preceding month (i.e., on April 20<sup>th</sup>, the March statements will be transmitted). A recap of expenditures is also included in a monthly agenda for quick review during a Board meeting.

- **Competence:**

***Rizzetta is the Gold Standard in Community Development District Management and Finance.*** Our specialized in-depth understanding of community development districts has resulted in auditors consistently acknowledging our books and records as the best in the industry.

- **Experience:**

Our firm has successfully **established over 170 Community Development Districts**, which have **issued over \$3 billion in bonds** and currently **manage over 100 districts** across the state. The vast majority of these contracts were secured by Clients calling us because of our reputation and word of mouth advertising.

- **Resources:**

Rizzetta & Company is a **Florida Based**, privately-owned corporation with over 120 employees operating in 8 office locations throughout the state allowing us to efficiently serve our client base. With our combined hundreds of years of experience, we are the standard to which others strive to reach.



Rizzetta & Company

## **DISTRICT SERVICES – FACT SHEET:**

<b>Year Company Established</b>	<b>1986</b>
<b>Total Full Time Employees</b>	<b>121</b>
<b>Total District Services Employees</b>	<b>52</b>
<b>Current Community Development District Clients</b>	<b>125</b>
<b>Number of Counties Served</b>	<b>20</b>
<b>Number of District Establishments in Process</b>	<b>4</b>
<b>Combined Total Annual Operating Budgets FY 2019-2020</b>	<b>\$85 Million plus</b>
<b>Number of Bond Issuances to Date</b>	<b>250 plus</b>
<b>Total Par Amount of Bonds Issuances to Date</b>	<b>\$3 Billion plus</b>
<b>Number of Assessment Rolls Certified FY 2019-2020</b>	<b>94</b>
<b>Number of Community Development Districts Established</b>	<b>170 plus</b>



Rizzetta & Company

## References & Testimonials

### REFERENCES:

**Nina Siegel, Chairman**

Countrywalk Community Development District  
Wesley Chapel, Florida  
Phone Number: (813) 994-4384  
Email: [seat2@countrywalkcdd.org](mailto:seat2@countrywalkcdd.org)

**Carrie Macsuga, Chairman**

Panther Trails Community Development District  
Gibsonton, Florida  
Phone Number: (813) 677-8472  
Email: [macsuga.cdd@gmail.com](mailto:macsuga.cdd@gmail.com)

**Mercedes Tutich, Chairman**

Grand Hampton CDD  
Tampa, Florida  
Phone (813)480-3122  
[Mercedespin24@gmail.com](mailto:Mercedespin24@gmail.com)

**Tad Parker, Chairman**

Heritage Harbour South CDD  
Bradenton, Florida  
(941)747-4471  
[Seat5@heritageharboursouthcdd.org](mailto:Seat5@heritageharboursouthcdd.org)

**Richard Bracco, Chairman, Resident, Seat 5**

Venetian Community Development District  
North Venice, Florida  
P: (941) 488-5996  
[rdbtacco@vcdd.org](mailto:rdbtacco@vcdd.org)



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## TESTIMONIALS:



*"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 & 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**



*"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 Communities**



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*"Rizzetta & Company has been our Community Development District manager since late 2013. They were brought in as our District responsibilities had increased as a result of the taking over of recreational amenities from the developer as well as privacy services and common area maintenance from our HOA. Rizzetta has served us well at all levels of their organization, be it the accounting staff, field staff, landscape operations, District Manager responsibilities or senior management. I would not hesitate to recommend them to anyone looking for a District management company that is not only thorough and responsive but excellent at anticipating your needs".*

**Jerry Jasper, Chairman, Venetian Community Development District**



*"Rizzetta & Company has provided District Management services to Country Walk for the past 10 years. The District Managers, well versed in the functioning of a CDD community, coupled with their legal and engineering staff, have been invaluable to the Board in decision making. It is evident that Rizzetta & Company have made District Management and its related services into an art form!"*

**Nina Siegel, Chairperson, Country Walk Community Development District**

**GREEN POINTE**  
HOLDINGS

*"I have worked with Rizzetta & Company for over 12 years in various communities throughout Florida. They currently provide District and Amenity Management Services for our Belmont and Triple Creek Community Development Districts. I have been very pleased with the professionalism and dedication of their staff in our communities."*

**Grady Miars, President, GreenPointe Communities**



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## District Services to be Provided for Cypress Creek CDD

### DISTRICT MANAGEMENT:

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. On a Monthly basis, inspect CDD property and assets (including Amenity Centers) to make recommendations to the Board of Supervisors as necessary to keep all assets in good repair
- C. Ensure compliance with all statutes affecting the district which include but 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. Provide Form 1 Financial Disclosure documents for Board Members
  - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  - 14. Provide copy of the seven (7) year Public Facilities report update, based on 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 for public records announcement and file document of 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 the Form DR 421, Truth in Millage Document 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.
    - a. Provide for the appropriate ad templates and language for each of the above.
- D. Provide for instruction to Landowners on the Election Process and forms, etc.
- E. Respond to Bond Holders Requests for Information.
- F. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
1. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  2. 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.
  3. Monitor certificates of insurance as needed per contracts.
  4. Answer Project Status Inquiries from Contractors Bonding Companies.
- G. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

**ADMINISTRATIVE:**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.



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- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.
  - 1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

**ACCOUNTING:**

**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. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
- 2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
- 3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
- 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 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.





9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required

Provide for transmission of the Audit to the County and the Auditor General's Office of the State.

10. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> 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 cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

#### C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) 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 depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.



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#### D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
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. 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 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.

#### F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. 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.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.



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## **FINANCIAL AND REVENUE COLLECTION:**

### **A. Administer Prepayment Collection:**

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Issue lien releases for properties which prepay.
4. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
5. Prepare periodic continuing disclosure reports to investment bankers, bond holder and reporting agencies.

### **B. Administer Assessment Roll Process:**

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.

### **C. Administer Assessments for Off Tax Roll parcels/lots:**

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

### **D. Issue estoppel letters as needed for property transfers.**



## **ADDITIONAL SERVICE OFFERINGS:**

### **A. Meetings**

1. Extended meetings (beyond three (3) hours in length); continued meetings, special/additional meetings (not including annual budget workshop);

### **B. Financial Reports**

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
  - a) Annually compare current platted and un-platted lots to original development plan to ensure adequate collection of assessment revenue.
  - b) Prepare true-up calculations and invoice property owners for true-up payments as necessary.

### **C. Bond Issuance Services**

1. 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.

### **D. Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments.**

1. Bond Validation;
  - a) Coordinate 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.
  - b) Provide expert testimony at bond validation hearing in circuit court.

### **2. Certifications and Closing Documents;**

- a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or Assessment Methodology Consultant.

### **E. Public Records Requests**

1. Respond to all public records requests and provide official District records to requesting party on a timely basis;

### **F. Electronic communications/e-blasts;**

### **G. Dissemination Agent Services;**

### **H. Amendment to District boundary;**



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- I. Grant Applications;
- J. Escrow Agent;
- K. Continuing Disclosure/Representative/Agent;
- L. Community Mailings.

**LITIGATION SUPPORT SERVICES:**

Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.



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## Field Services

Rizzetta offers an extensive menu of field services for both Community Development Districts and Community Associations. Our field services management team contains a Landscape Architect and Arborist. All operations managers are Green Industries Best Management Practices (GIBMP) certified in the state of Florida. Specific services include:

**Arboriculturist Services:** Certified Arborist consultation services regarding; pruning, diagnosis treatment, tree value appraisal, fertilization, tree risk assessment and removal.

**Community Asset Management:** Perform a complete inventory of the Client's landscape assets and provide an inventory report.

**Landscape Design:** Landscape design, landscape enhancements and landscape consultation in the community and amenity facilities.

**Landscape and Irrigation Specification Development:** Develop a request for proposal (RFP) document. 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 summary document to assist the Client with reviewing pertinent information.

**Landscape Maintenance Inspections:** Perform grounds inspections, provide inspection reports, notify maintenance contractor about deficiencies and obtain proposals for various landscape projects.

**Landscape Turnover Inspections:** Attend landscape turnover meeting and participate in the inspection on behalf of the Client and generate a follow up report.

**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.



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## Field Services to be Provided for Cypress Creek CDD

### LANDSCAPE MAINTENANCE INSPECTION SERVICES:

- One (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District's landscape maintenance and irrigation contracts – should the District desire additional inspections, the Parties agree to negotiate a fee for such additional services in good faith and such additional fee(s) shall be produced in writing and executed by both Parties.
- One (1) monthly landscape maintenance inspection report, which shall be provided in the District's agenda package and include, among other things, recommended action items.
- Upon request of the District, attend monthly District meetings in person or via phone to review landscape maintenance inspection report.
- Notify landscape maintenance contractors about deficiencies in service or need for additional care.
- Monitor the progress of landscape maintenance contractors in accordance with scope of work provided in maintenance contracts with the District, which may be amended from time to time.
- Provide input for preparation of the District's annual budget.
- Upon request once per annum, prepare and develop a scope of services for landscape maintenance proposals and oversee bidding process. Additional requests for this service will require a proposal be presented to the Board and approval by the District prior to conducting such additional services.



## Schedule of Service Fees

### STANDARD ON-GOING SERVICES:

Services below include the those specified above which include one (1) board meeting per month, (1) on-site inspection per month and one (1) budget workshop per year. All meetings are a maximum of three (3) hours each.

Standard On-Going Services will be billed monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$ 1,325.00	\$15,900.00
Administrative:	\$ 386.25	\$ 4,635.00
Accounting:	\$ 1,545.00	\$18,540.00
Field Services	\$ 600.00	\$ 7,200.00
Financial & Revenue Collections:	\$ 309.00	\$ 3,708.00
Assessment Roll (1):		\$ 5,000.00
<b>Total Standard On-Going Services:</b>	<b>\$ 4,165.25</b>	<b>\$54,983.00</b>

*(1) Assessment Roll is paid in one lump-sum payment at the time the roll is completed.*

**The fees outlined herein may be amended annually as reflected in the adopted General Fund Budget of the District. Such new fees, will become effective when the District adopts the General Fund Budget.**

This pricing **WILL INCLUDE** the activities described for the following line items delineated in the Cypress Creek budget:

Management Consulting Services  
 Construction Accounting  
 Comprehensive Field Services  
 Amenity Management – Phase 1, Phase 5, and Parcel K



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#### **ADDITIONAL DISTRICT SERVICES:**

Extended and Continued Meetings	Hourly	\$ 175
Special/Additional Meetings	Per Occurrence	Upon Request
Modifications and Certifications to Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Special Assessment Allocation Report	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents (2)	Per Occurrence	Upon Request
Public Records Requests	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request

***(2) Bond issuance fees are typically paid out of bond proceeds and not from the District's General Fund.***

<b>LITIGATION SUPPORT SERVICES:</b>	Hourly	Upon Request
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#### **ADDITIONAL THIRD-PARTY SERVICES:**

Public Records requests	Per Occurrence	Upon Request
Pre-Payment Collections/Estoppel:		
Lot/ Home owner	Per Occurrence	Upon Request
Bulk Parcel(s)	Per Occurrence	Upon Request



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### Municipal Advisor Disclaimer

Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



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**EXHIBIT 5.**

## Tonya\_Elliott-Moore

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**From:** Teeanna\_Kamalu  
**Sent:** Tuesday, June 30, 2020 11:54 PM  
**To:** swinterscypresscreekcdd@gmail.com; jhepburn@usf.edu; qrcali2012@gmail.com; aneesahdominguez@yahoo.com; seoday0919@gmail.com  
**Cc:** Tonya\_Elliott-Moore; Ken\_Joiner  
**Subject:** Fitness classes at Cypress Creek  
**Attachments:** Re: Fitness classes at Cypress Creek; RE: Fitness classes at Cypress Creek

Dear Board Members,

A resident of Cypress Creek has reached out to us to inquire about having a fitness trainer come out to Cypress Creek to train anyone who is interested. I have attached the emails for your reference, and copied Tonya and Ken so that we are all in the loop.

We have discussed this matter internally, and Ken pointed out that -

By allowing the trainer(s) to use CDD common property, the CDD becomes liable for anything that goes wrong. So, similar to the food trucks, the CDD would need to get a copy of their license and they would need to provide insurance that names the CDD as an additional insured (at an amount approved by the Board). Finally, the Board would have to approve the allowance of the trainer(s) to be on CDD property.

We have responded to Mr. Velez to request the required documentation and to advise of what must happen before we can approve this request and he has kicked back with:

Would it be possible to get approval before the next board meeting there are many in our communities that are interested in these classes

Is the Board's direction that we approve the request upon receipt of the required documentation, or place it on the agenda for review at the next Board meeting?

Thanks,

**Teeanna Kamalu**  
Associate District Manager

**BOARD SUPERVISORS - TO AVOID A POTENTIAL SUNSHINE LAW VIOLATION, PLEASE DO NOT "REPLY TO ALL" TO THIS E-MAIL - IF YOU HAVE QUESTIONS OR COMMENTS, PLEASE DIRECT THEM TO THE SENDING PARTY ONLY**



Phone: (813) 418-7473 Extension 4304

Email: [Teeanna.Kamalu@dpfg.com](mailto:Teeanna.Kamalu@dpfg.com)

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