



## ADVANCED MEETING PACKAGE

### REGULAR MEETING

#### DATE / TIME:

Thursday, December 18, 2025  
6:30 P.M.

#### LOCATION:

Ballantrae Community Center  
17611 Mentmore Blvd.  
Land O' Lakes, FL 34638



# BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT

c/o Anchor Stone  
255 Primera Boulevard, Suite 160  
Lake Mary, FL 32746

Board of Supervisors  
**Ballantrae Community Development District.**

Dear Supervisors:

A Meeting of the Board of Supervisors of the Ballantrae Community Development District is scheduled for **Thursday, December 18, 2025, at 6:30 P.M.** at the **Ballantrae CDD, Ballantrae Community Center, 17611 Mentmore Blvd., Land O' Lakes, FL 34638.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Anna Lyalina*

Anna Lyalina  
District Manager

CC: Attorney  
Engineer  
District Records





# BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT

Thursday, December 18, 2025 at 6:30 P.M

Ballantrae Community Center • 17611 Mentmore Blvd. • Land O' Lakes, FL 34638

## VIA INTERNET

Teams: [LINK\\*\\*\\*](#)

Meeting ID: 299 184 718 856 6

Passcode: PM6fb9qc

## VIA TELEPHONE

Call In: +1 323-538-4434

Phone Conference ID: 135 024 773#

Mute/Unmute: \*6

## AGENDA

*For the full agenda packet, please contact [BallantraePasco@AnchorStoneMgt.com](mailto:BallantraePasco@AnchorStoneMgt.com)*

### **I. Call to Order / Roll Call**

### **II. Audience Comments – (limited to 3 minutes per individual on agenda items)**

### **III. Vendor & Professional Reports**

#### **A. Steadfast Environmental Report**

##### **1. Conservation Area Inspection Report**

[EXHIBIT 1](#)

##### **2. Waterway Inspection Report**

[EXHIBIT 2](#)

#### **B. Steadfast Maintenance Division**

##### **1. Presentation & Discussion of Maintenance Report**

[EXHIBIT 3](#)

#### **C. Stantec – Project Manager Greg Woodcock**

#### **D. Amenity Manager**

##### **1. Consideration for Approval – Bandu Pools - \$1,450.44 – Pool Return Valves**

[EXHIBIT 4](#)

##### **2. Consideration for Approval – Polson Painting: \$13,985**

[EXHIBIT 5](#)

❖ Painting of Front Main Entrance Monuments - \$7,400

❖ Full Exterior Painting of Clubhouse & Cabana - \$3,700

❖ Full Exterior Painting of Cabana at Hugh Lane - \$1,400

❖ Lift Truck – *if needed* - \$1,485

- |    |  |                                   |
|----|--|-----------------------------------|
| 3. | Consideration of Proposals for Amenity Team to Purchase Supplies for Parking Lot Painting - \$310.17 | <a href="#"><u>EXHIBIT 6</u></a>  |
| 4. | Consideration of Proposal – U Need Concrete - \$3,500 – Concrete Grinding                            | <a href="#"><u>EXHIBIT 7</u></a>  |
| 5. | Presentation of Amenity Center Report  | <a href="#"><u>EXHIBIT 8A</u></a> |
|    | ❖ Presentation of Field Manager Report   | <a href="#"><u>EXHIBIT 8B</u></a> |
|    | ❖ Consideration of Proposal – GK Electrical Solutions – Pond Aeration System Upgrade - \$4,675       | <a href="#"><u>EXHIBIT 8C</u></a> |
|    | ❖ Consideration of Parking Lot Sealing   | <a href="#"><u>EXHIBIT 8D</u></a> |
|    | a. JT Paving - \$10,500  |                                   |
|    | b. E&J - \$11,650  |                                   |
| 6. | Discussion of Lawson Courts Response to Contract   | <a href="#"><u>EXHIBIT 9</u></a>  |

E. District Manager

1. Transition update

**IV. Administrative Items**

- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | Consideration for Acceptance: Minutes of the Regular Meeting of Board of Supervisors Held November 20, 2025 | <a href="#"><u>EXHIBIT 10</u></a> |
| 2. | Consideration for Approval: The October 2025 Unaudited Financial Statements                                 | <a href="#"><u>EXHIBIT 11</u></a> |
| 3. | Consideration of Contract for Haven Management Solutions  | <a href="#"><u>EXHIBIT 12</u></a> |
| 4. | Consideration for Adoption, Resolution 2026-02, A Designation of Officers                                   | <a href="#"><u>EXHIBIT 13</u></a> |
| 5. | Consideration for Adoption, Resolution 2026-03, Designating Authorized Signors                              | <a href="#"><u>EXHIBIT 14</u></a> |
| 6. | Ratification:   |                                   |
|    | ❖ Tampa Bay & Orlando Food Trucks - \$1,309.28  | <a href="#"><u>EXHIBIT 15</u></a> |
|    | ❖ Roof X - \$4,750. Tower Repairs   | <a href="#"><u>EXHIBIT 16</u></a> |
|    | ❖ Ratification of Steadfast – Paint Facia - \$1,250   | <a href="#"><u>EXHIBIT 17</u></a> |



**V. Audience Comments New Business Items** *(limited to 3 minutes per individual)*

**VI. Supervisor Requests**

**VII. Adjournment**

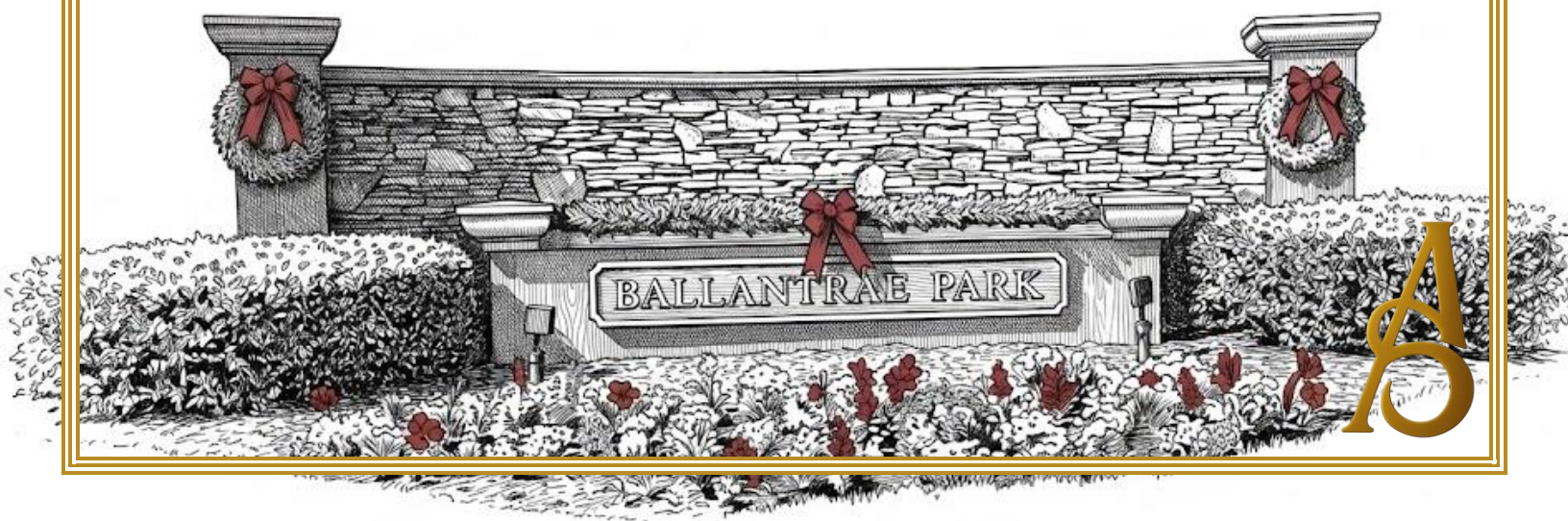




EXHIBIT 1

RETURN TO AGENDA



*Ballantrae*  
Community Development District





## Ballantrae CDD Conservation Areas

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**Inspection Date:**

12/10/2025 10:24 AM

**Prepared by:**

Matt Goldrick

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940

# Inspection Report

## SITE: 3

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Most of the buffer zone is clear of nuisance growth. Ongoing treatments will continue for new growth.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	

## SITE: 4

Condition:    Excellent    ✓Great    Good    Poor    Mixed Condition    Improving



### Comments:

Minimal low-lying growth present; mainly ferns. Technicians will continue to treat new growth as it appears.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic	
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous	
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria	
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>				
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears	<input type="checkbox"/> Chara
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:	



# Inspection Report

## SITE: 5

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      Improving



### Comments:

Mild nuisance growth in the buffer; Caesarweed, cogon grass, and one small Brazilian Pepper. A technician will address these during an upcoming maintenance event.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	✗ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	✗ Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

## SITE: 6

Condition:      ✓Excellent      Great      Good      Poor      Mixed Condition      Improving



### Comments:

Previous treatment and seasonal dormancy have kept nuisance growth at bay. Technicians will continue to monitor and treat if needed.

<u>WATER:</u>	✗ Clear	Turbid	Tannic
<u>ALGAE:</u>	✗ N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	✗ N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

# Inspection Report

## SITE: 7

Condition:    Excellent    ☒Great    Good    Poor    Mixed Condition    Improving



### Comments:

Any new growth present is terrestrial grasses encroaching from the wetland. These can be treated if desired, but I recommend leaving them to propagate and fill the buffer.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:

## SITE: 8

Condition:    Excellent    ☒Great    Good    Poor    Mixed Condition    Improving



### Comments:

Seasonal dormancy and natural shade from trees has kept nuisance growth minimal. Ongoing treatments to control this will continue.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:



# Inspection Report

## SITE: 9

Condition:    Excellent    ☒Great    Good    Poor    Mixed Condition    Improving



### Comments:

This is a very well-defined buffer with almost no nuisance growth, mostly more terrestrial grasses. Technicians will continue to monitor and treat if needed.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

## SITE: 11

Condition:    Excellent    ☒Great    Good    Poor    Mixed Condition    Improving



### Comments:

One section of cogon grass remains, otherwise the buffer is free of nuisance growth. A technician will address this during an upcoming maintenance event.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

# Inspection Report

## SITE: 12

Condition:      Excellent      Great      ✓Good      Poor      Mixed Condition      Improving



Comments:  
Minimal new growth in the buffer zone. More attention will be paid to this area moving forward until conditions improve.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara

## SITE: 13

Condition:      ✓Excellent      Great      Good      Poor      Mixed Condition      Improving



Comments:  
Previous treatment and seasonal dormancy have kept nuisance growth at bay. Technicians will continue to monitor and treat if needed.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:



## MANAGEMENT SUMMARY



Lower daily temperatures and less sunlight mean one thing: winter. Vegetative growth is about to enter its slowest growing period. Focused treatment efforts for the little remaining growth in the conservations will go far for the next few months. If nuisance growth is cleared and beneficial plants are left to grow, buffer zone health will greatly improve once spring rolls around.

## RECOMMENDATIONS

Continue to encourage desired low-lying aesthetically pleasing cover in areas of the buffer zones that remain bare.

Maintain those areas that have filled in, and reduce the success of any pioneering target species.

Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Ballantrae CDD Conservation Areas  
Ballantrae Blvd, Land O' Lakes, FL

Gate Code:

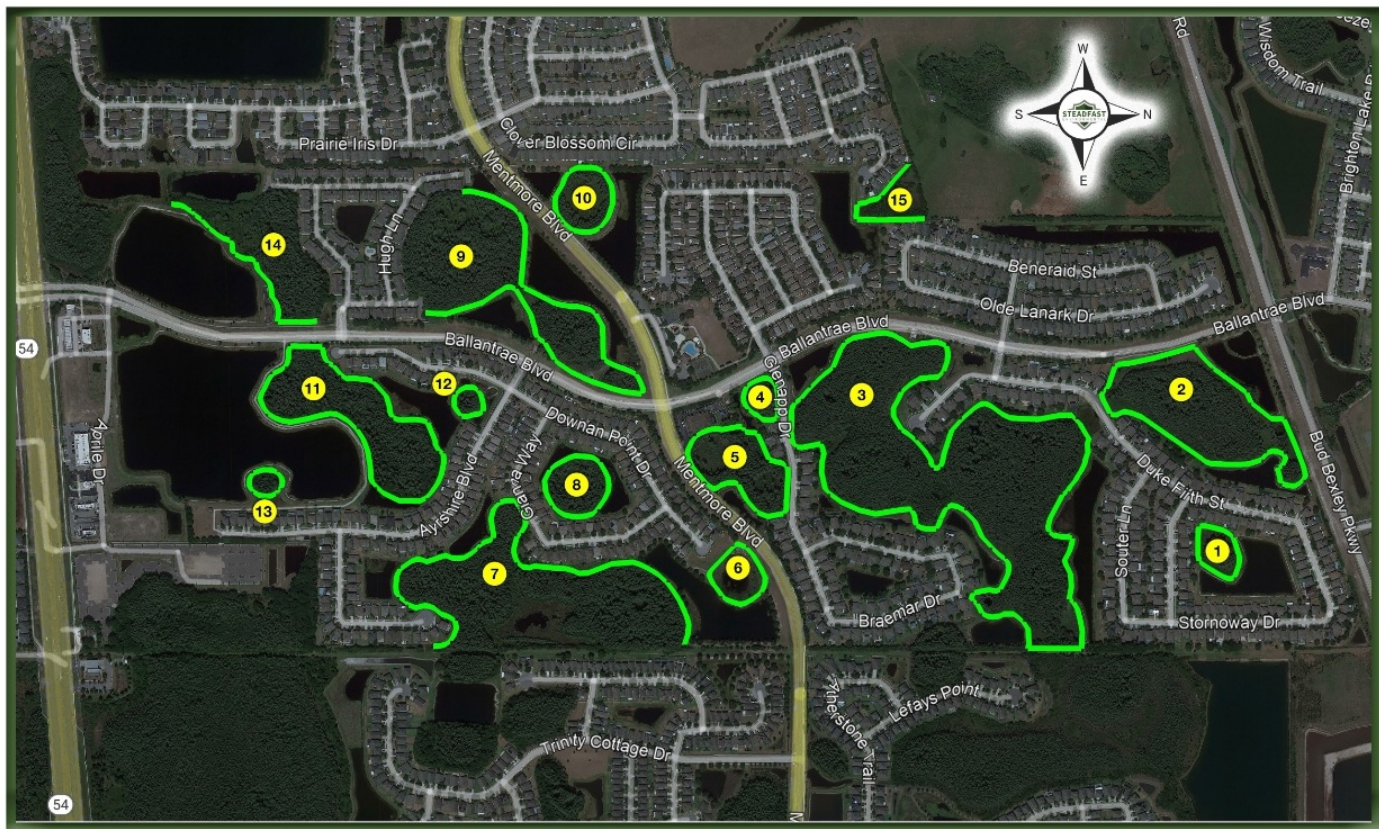






EXHIBIT 2

RETURN TO AGENDA



*Ballantrae*  
Community Development District



## Ballantrae CDD Aquatics

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**Inspection Date:**

12/10/2025 12:05 PM

**Prepared by:**

Matt Goldrick

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM  
813-836-7940



# Inspection Report

**SITE: 23**

Condition:    ✓Excellent    Great    Good    Poor    Mixed Condition    Improving



**Comments:**

No algae or nuisance grass observed. Routine monitoring and treatment as needed will continue.  
Any buildup on the surface is detritus stirred up by rain this past weekend.  
  
Most overhead photos were obscured by fog. Lower-profile only today.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

**SITE: 24**

Condition:    Excellent    Great    ✓Good    Poor    Mixed Condition    Improving



**Comments:**

Dwarf babytears have started creeping into the water from the exposed bank.  
Foliar and in-water treatments will be applied during maintenance events to prevent further spread.  
No algae observed.  
More detritus present.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	N/A	<input checked="" type="checkbox"/> Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	<input checked="" type="checkbox"/> Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara



# Inspection Report

**SITE: 25**

Condition: ☒Excellent    ☐Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



## Comments:

No algae or nuisance grass observed. Routine monitoring and treatment as needed will continue.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:

**SITE: 26**

Condition: ☐Excellent    ☐Great    ☐Good    ☒Poor    ☐Mixed Condition    ☐Improving



## Comments:

This pond has a particularly difficult to manage mix of slender spikerush and filamentous algae. I have been testing an algaecide mix designed for this type of growth in similar ponds. If it keeps yielding good results, it will be applied here. An amphibious vehicle will likely be used for better coverage.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Subsurface Filamentous	<input checked="" type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input checked="" type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Other:



# Inspection Report

**SITE: 27**

Condition: ☒Excellent    ☐Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



## Comments:

No algae or nuisance grass observed. Routine monitoring and treatment as needed will continue.  
Mild detritus present.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

**SITE: 28**

Condition: ☐Excellent    ☒Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



## Comments:

The buildup in the corner is either cyanobacteria or pollen. Regardless, this pond will be inspected next visit and treated if necessary.  
No other algae or nuisance grass observed.

Erosion repairs are awaiting signature before work can begin.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input checked="" type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
			<input type="checkbox"/> Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	



# Inspection Report

**SITE: 29**

Condition: ☒Excellent    ☐Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



## Comments:

No algae or nuisance grass observed. Routine monitoring and treatment as needed will continue.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			<input type="checkbox"/> Substantial
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

**SITE: 30**

Condition: ☐Excellent    ☒Great    ☐Good    ☐Poor    ☐Mixed Condition    ☐Improving



## Comments:

One small section of babytears present by the littoral section. These will be treated next visit to prevent spread now that this area is covered with water. No algae observed.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	<input type="checkbox"/> Turbid	<input type="checkbox"/> Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Subsurface Filamentous	<input type="checkbox"/> Surface Filamentous
		<input type="checkbox"/> Planktonic	<input type="checkbox"/> Cyanobacteria
<u>GRASSES:</u>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate
<u>NUISANCE SPECIES OBSERVED:</u>			<input type="checkbox"/> Substantial
	<input type="checkbox"/> Torpedo Grass	<input type="checkbox"/> Pennywort	<input checked="" type="checkbox"/> Babytears
	<input type="checkbox"/> Hydrilla	<input type="checkbox"/> Slender Spikerush	<input type="checkbox"/> Chara
		<input type="checkbox"/> Other:	

# Inspection Report

**SITE: 31**

Condition: ☒Excellent    Great    Good    Poor    Mixed Condition    Improving



## Comments:

No algae or nuisance grass observed. Routine monitoring and treatment as needed will continue.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara

**SITE: 32**

Condition: ☒Excellent    Great    Good    Poor    Mixed Condition    Improving



## Comments:

I can't remember the last time this pond held water. Fortunately, technicians have been treating the dry bed with pre-emergents to keep it clear. Any current growth is terrestrial grasses that will quickly drown. Should any new growth appear before it dries again, technicians will address it.

<u>WATER:</u>	<input checked="" type="checkbox"/> Clear	Turbid	Tannic
<u>ALGAE:</u>	<input checked="" type="checkbox"/> N/A	Subsurface Filamentous	Surface Filamentous
		Planktonic	Cyanobacteria
<u>GRASSES:</u>	<input checked="" type="checkbox"/> N/A	Minimal	Moderate
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	Other:
			Chara



## MANAGEMENT SUMMARY



With December here, fall gives way to winter. We can expect mornings, evenings, and nights to have colder temperatures with the occasional higher daytime temperature. The growth rate for both algae and nuisance plants are slowing as a result, giving technicians the ability to make headway in more overgrown areas. Rain events are becoming less frequent, leading to extended decay times for surface algae (further extended by the cold weather). Additionally, water levels across most ponds will be/are decreasing.

Overall, ponds are in great shape. Submerged vegetation will be the primary focus during the winter, as this vegetation is not as affected by reduced temperature and sunlight. Rain over the weekend may feed a small burst of growth, but herbicide treatments and lower daily temperatures will handle these quickly.

## RECOMMENDATIONS

Continue to treat ponds for algae, administer follow-ups to ponds experiencing extended decay times.

Administer treatments to any nuisance grasses growing along exposed shorelines and within beneficial plants.

Continue to apply treatment to overgrown littoral areas.

Avoid over treating ponds, to prevent fish kills or toxic blooms.

Stay alert for debris items that find their way to the pond's shore.

Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA



Ballantrae CDD

Ballantrae Blvd, Land O' Lakes, FL

Gate Code:

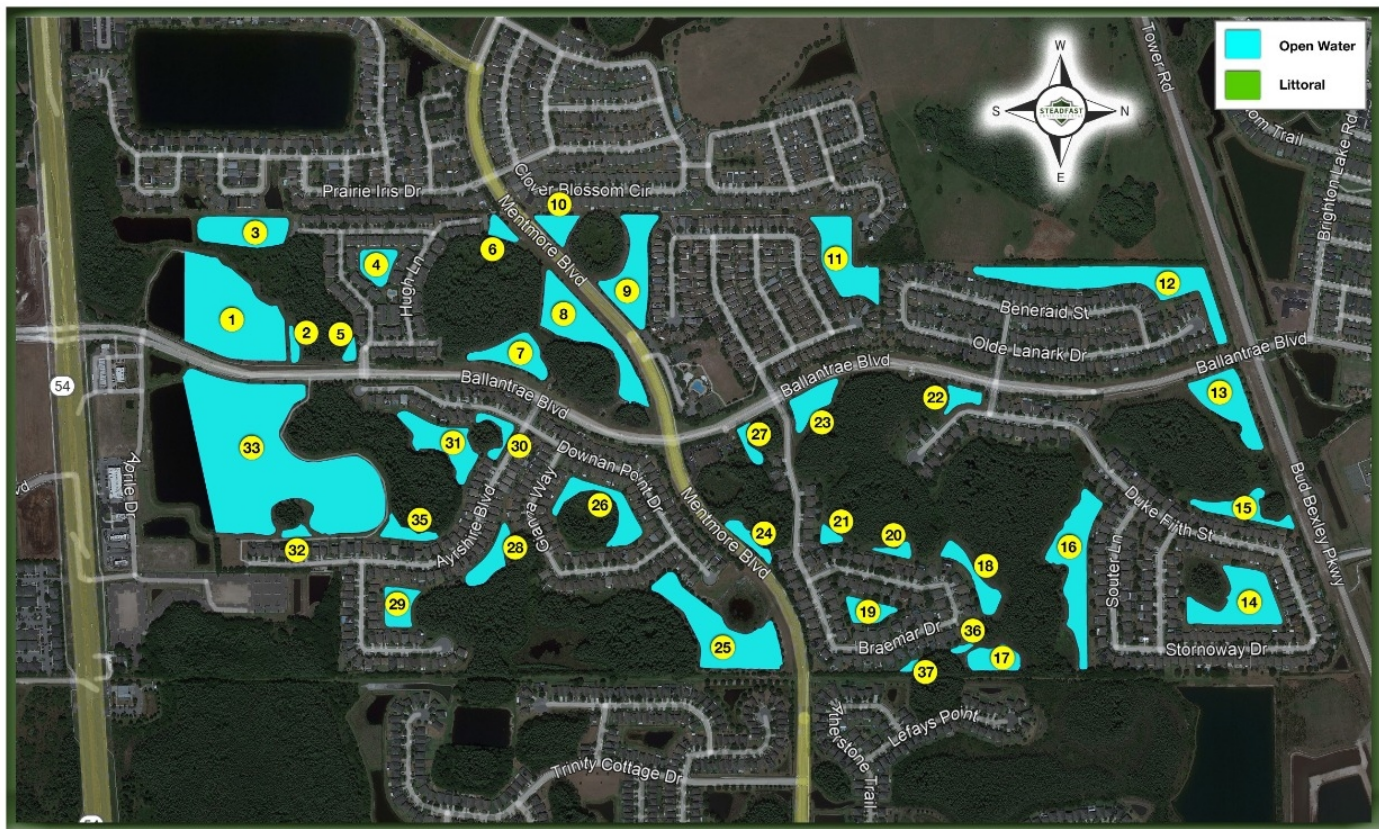






EXHIBIT 3

RETURN TO AGENDA



*Ballantrae*  
Community Development District

**From:** [Kevin Hiller](#)  
**To:** [Patricia Thibault](#); [Matt Goldrick](#)  
**Subject:** Re: Ballantrae Agenda Items due tomorrow pretty please  
**Date:** Wednesday, December 10, 2025 7:27:49 AM  
**Attachments:** [Image.png](#)

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Good morning

All bids requested were turned in last month with the sod being tabled until next year when we start to get rains.

Continuing to work on tree lifting. Most are done and we have just few left to do.

Flowers scheduled for this week.

Had 2 small work orders from Joe that will be completed on the next service visit.

Mulch is complete and the dead trees approved are completed.

**Kevin Hiller** | Account Manager  
Maintenance Division  
**Steadfast Alliance**  
**Certified Pest Control Operator State of Florida**  
**Certificate # JF327405**

Office: [\(844\) 347-0702](tel:8443470702) | Cell: [\(813\) 845-4711](tel:8138454711) | Fax: [\(813\) 388-4490](tel:8133884490)

[30435 Commerce Drive | San Antonio, FL | 78238](#)

[khiller@SteadfastAlliance.com](mailto:khiller@SteadfastAlliance.com)

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

Check us out on: [Facebook](#) | [TikTok](#)



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**From:** Patricia Thibault <Patricia@AnchorstoneMgt.com>

**Sent:** Tuesday, December 9, 2025 8:36:13 PM

**To:** Matt Goldrick <mgoldrick@steadfastalliance.com>; Kevin Hiller <khiller@steadfastalliance.com>

**Subject:** Ballantrae Agenda Items due tomorrow pretty please

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

*Patricia Thibault*

District Manager



Anchor Stone Management, LLC  
255 Primera Boulevard, Suite 160  
Lake Mary, FL 32746



EXHIBIT 4

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**Bandu LLC.**

5202 17th st  
Zephyrhills, FL.  
33542  
7278091010  
Bandulic@yahoo.com

SWIMMING POOL MAINTENANCE  
AND CLEANING QUOTE.

EST0172

DATE

Dec 2, 2025

TOTAL

USD \$1,450.44

TO  
**Ballantrae Community Clubhouse**

DESCRIPTION	RATE	QTY	AMOUNT
The pool return valve and 6" flange is leaking, we need to replace both flange, gasket and nuts/bolts. Job includes all parts and labor.	\$1,450.44	1	\$1,450.44
SUBTOTAL			\$1,450.44
TAX (7%)			\$0.00
TOTAL			USD \$1,450.44

Bandu LLC.

5202 17th st  
Zephyrhills, FL.  
33542  
7278091010  
Bandulc@yahoo.com

SWIMMING POOL MAINTENANCE  
AND CLEANING QUOTE.

EST0174

DATE  
Dec 2, 2025

TOTAL  
USD \$918.54

TO  
  
Ballantrae Community Clubhouse

DESCRIPTION	RATE	QTY	AMOUNT
Replacing autofill for two different bodies of water, this includes two floats, torro valves, parts and labor.	\$918.54	1	\$918.54
SUBTOTAL			\$918.54
TAX (7%)			\$0.00
TOTAL			USD \$918.54



Bandu LLC.

5202 17th st  
Zephyrhills, FL.  
33542  
7278091010  
Bandullc@yahoo.com

SWIMMING POOL MAINTENANCE  
AND CLEANING QUOTE.

EST0171

DATE

Dec 2, 2025

TOTAL

USD \$2,671.65

TO  
  
Ballantrae Community Clubhouse

DESCRIPTION	RATE	QTY	AMOUNT
Replacing the vac pump for your pool with a new pump. The pump will be replumbed, wired and have a new return valve. Proposal is labor and parts.	\$2,671.65	1	\$2,671.65
SUBTOTAL			\$2,671.65
TAX (7%)			\$0.00
TOTAL			USD \$2,671.65

Bandu LLC.

5202 17th st

Zephyrhills, FL.

33542

7278091010

Bandullc@yahoo.com

SWIMMING POOL MAINTENANCE  
AND CLEANING QUOTE.

EST0173

DATE

Dec 2, 2025

TOTAL

USD \$1,881.00

TO

Ballantrae Community Clubhouse

DESCRIPTION	RATE	QTY	AMOUNT
Commercial pool is commonly vacuumed with a battery operated vacuum. A battery operated vacuum is \$1881. This will make vacuuming your pool easier and overall more efficient.	\$1,881.00	1	\$1,881.00
SUBTOTAL			\$1,881.00
TAX (7%)			\$0.00
TOTAL			USD \$1,881.00





EXHIBIT 5

RETURN TO AGENDA



*Ballantrae*  
Community Development District



# PROPOSAL

December 3, 2025

Ballantrae HOA  
17611 Mentmore Boulevard  
Land O' Lakes, FL 34638

RE: Ballantrae, front entrance monuments and club house exterior

**\*By signing this proposal, you are agreeing to the Terms and Conditions on the following pages\***

## 1. ITEMS IN SCOPE

**\$0.00**

### *Description of Services:*

HERE ARE THE ITEMS IN SCOPE FOR YOUR PROJECT - SCROLL DOWN FOR THE DETAIL ON PROJECT WORK:

Price is for check only.

Painting of front main entrance monuments on left and right sides and 6 flower pots.  
Washing and painting of all brown stucco walls, fascia/soffits, corbels, trim bands, columns, caps and entrance doors. Also painting the black metal gate/fencing on the larger monument.

\$7,400.00

Full exterior painting of club house and cabana

\$3,700.00

Full exterior painting of cabana at 17524 Hugh Ln

\$1,400.00

Lift truck

\$1,485.00, if we do not need this we will deduct the amount.

### Note;

- Price is base on same colors being repainted; b. If the paint selection chosen(off whites) requires an additional 3rd coat of paint, there will be a surcharge of 25%.
- There is one column with a large crack just below the cap, we will fill this crack with concrete and blend to match existing surface. May not be an exact match, but will be close.
- All gem lights will be taped off prior to painting.

Payment schedule;

\$6,985.00 to start

\$7,000.00 due upon completion,



**2. Exterior Painting using Duration Satin - PLEASE SCROLL TO  
BOTTOM TO SEE FINAL TOTAL**

**\$7,550.00**

*Description of Services:*

Exterior Re-Painting Proposal

Polson Painting agrees that full transparency is important in a business relationship, which is why our contract is so long and detailed. We do not want our clients to have any surprises so this contract protects our business as well as our clients. Please do not hesitate to ask clarifying questions should you have them. We treat our existing clients, as well as prospective new clients as family and are so very grateful they trust us with their homes and properties. This is why over 28 years in business, most of our projects come from referrals and repeat clients.

CLIENT MUST EMAIL COLORS TO SERVICE@POLSONPAINTING.COM ONCE CLIENT HAS DECIDED ON COLOR CHOICE. ANY CHANGES TO COLORS AFTER PAINT IS ORDERED WILL RESULT IN CLIENT PAYING FOR ALREADY ORDERED PAINT NOT ABLE TO BE USED DUE TO COLOR CHANGE. PLEASE SECURE YOUR COLORS AND ALLOW AMPLE TIME FOR HOA APPROVAL ( IF APPLICABLE)

Please note: Up to two coats as needed are included in all of our quotes. If customer is choosing a lighter color going over a darker color, a third coat may likely be needed and additional cost will be incurred. Since Polson is not aware of color options at the time of the quote Polson Painting wants to be transparent on this. You can discuss with your project manager if you are choosing lighter colors painted over dark colors.

**SCOPE:**

**Unless otherwise specified, these areas of front monuments will be repainted:**

**Painting of front main entrance monuments on left and right sides and 6 flower pots.**

**Washing and painting of all brown stucco walls, fascia/soffits, corbels, trim bands, columns, caps and entrance doors. Also painting the black metal gate/fencing on the larger monument.**

**Samples:**

Polson Painting will provide up to 3 free samples upon clients request( providing vendor is able to produce samples) at one visit for all full interior/exterior projects

- Ordering, picking up and application on or in your home (interiors can be sample boards to allow client to see color choice anywhere is home. Additional samples will be \$13 each additional to be billed at the end of the project.

\*For projects not full interior/exterior, we will be happy to provide samples and apply them for \$13 per sample for first visit. Additional trips for samples will be \$13.00 per sample and a \$25.00 additional trip charge fee, to be invoiced.

**Description of work to be completed:**

1.Exterior of monuments and 6 flower pots will be pressure washed with a mild solution of chlorine and water. Afterwards all plants will be rinsed off as needed. Pressure washing of fascia, soffit, stucco or sided walls, including patio walls, ceilings, electric/cable boxes, a/c chase, trim bands, gutters, down spouts, painted entry doors (exterior side) and garage

doors only, unless otherwise stated. Patio ceilings or front doors are never pressure washed.

2. Pressure washing may cause spots on your windows due to mild chlorine used. Attempts will be made to rinse this off, however due to the drying process you may need to rinse them additionally. It is possible to uncover hidden damage or repair needs you were not aware of after pressure washing, which can delay your project as those items would most likely need to be repaired. We will discuss your options should that occur. Loose soffits also can be exposed at this time. Pressure washing the outside structure is to properly prepare the surface for painting. If windows, doors or other elements are poorly sealed or not closed, there is a possibility water can intrude into the residence. There is no way to tell if this issue will occur prior to pressure washing. Polson Painting will not be held responsible for any water damage that occurred prior, during or after the pressure washing of the building. This is in indication of potential water intrusion the client will need to address.

3. During the painting process, all windows and sliding doors will be covered with plastic to prevent paint splatters on glass and frames. Metal Frames on windows/doors are typically factory finished and are not painted nor included in the quote. Removal of prior paint from these areas is not included as well.

4. STUCCO CRACKS; will be patched with an elastomeric patching compound. NOTE: OUR CREWS DO THEIR BEST TO BLEND THE PATCHING WHEN WE APPLY THE ELASTOMERIC WITH BRUSHES AND MINI ROLLERS; HOWEVER, UNLESS YOU HAVE THE AREAS RE-STUCCOED (AND SOMETIMES EVEN THEN) IT WILL NOT BE AN EXACT MATCH. Smooth stucco vs rough stucco can show the patching unfortunately.

5. Ceiling corners, trim corners, areas around water faucets, door frames and window frames will be caulked with SHERWIN WILLIAM'S 950 100% acrylic caulking if needed. (Project Manager will determine).

6. Rust areas will be cleaned with a wire brush, treated with OSPHO, primed with a rust primer and painted. Given Florida's humidity \*WE CANNOT GUARANTEE THAT RUST WILL NOT RETURN IN THE SAME AREA OR DIFFERENT AREAS.

7. If Pre-work is needing to be completed this will be indicated by your project manager in the quote under PRE-EXISTING. All pre-work will need to be done prior to your painting project. In some cases, due to client need and schedule, the painting may be done prior. The client agrees to pay Polson a minimum charge of \$50 per man hour to return to paint the repaired item upon completion of the repairs. Polson will look for the soonest available time to paint these repaired areas.

8. Topcoat will be Sherwin Williams Duration Satin finish which typically one coat is only needed for proper process and required millage on previously painted surfaces with a satin finish to stucco/sided walls, painted ceilings, chimney (if applicable), trim bands, painted entry doors, garage doors, fascia and soffits. Second coat will be used if needed. Duration Premium Exterior Coating is formulated with PermaLast® technology and infused with advanced acrylic co-polymers for long-lasting performance. Duration is self-priming and provides a mildew-resistance coating. It requires just one coat for repaints and two coats for new work. We apply the required millage as specified by Sherwin Williams.

a. If painting with white or yellow base there could be an additional charge as additional coats may be required for proper coverage.

b. If the paint selection chosen requires an additional 3rd coat of paint, there will be a



surcharge of 25%. Most projects do not require 3 coats of paint.

c. Whereas we understand clients may change their mind on colors, please understand any color changes on already ordered paint would result in additional paint/ and possibly labor cost (re-painting) and client agrees to pay for those costs in those situations. We always recommend putting samples on your home prior to your painting project to make sure you are satisfied with your color choices.

d. Any vinyl must be a vinyl safe color which must be a light color to avoid warping or buckling. Polson will not use a dark color on any vinyl.

9. Product will be applied in a combination of rolling, spraying and brushing. Back rolling is the only way to evenly apply and push the paint into the nooks and crannies that a sprayer won't get to. Metal soffits under the eaves are sprayed to prevent clogging. Based on this, any clogging would not be as a result of Polson Painting application of paint rather would have been previously clogged. When spraying, the crews apply the paint carefully, however overspray can occur at times on a roof, or other portions of the exterior, this will disappear over time with rain and sun. Client understands and agrees to hold Polson Painting harmless for any potential overspray during your construction project. **TILE ROOFS; WE TAKE GREAT CARE WHEN WORKING ON TILE ROOFS, BUT TILE INTEGRITY VARIES, AND SOME MAYBE MORE FRAGILE THAN OTHERS. WHILE WE DO OUR BEST TO PREVENT DAMAGE, WE CANNOT BE HELD RESPONSIBLE FOR ANY POTENTIAL BREAKAGE THAT MAY OCCUR DURING THE PAINTING PROCESS.**

10. All exterior painted entry doors will be lightly sanded, primed if needed, and painted with Sherwin Williams Duration or Emerald Urethane or equivalent. There is no way to know if there is condensation or water intrusion in middle of door core in metal or fiberglass doors. Polson's application should not bubble, if so, Polson will address and if needed re-paint that area. If the door continues to bubble the issue could be with the doors. Doors only carry a 6 month workmanship warranty as any issues will surface in that time. Should an issue occur outside of 6 months, there are other factors causing the issue.

12. Please do not negotiate painting of extra items or modifications with our crews. Please call 813-244-5270 or contact your assigned project manager if you would like something additional added or modified to the scope of work. If our crew paints any items that are not covered by the agreed upon written scope of work or as a result damages occur on something that is not in the agreed upon written scope you will be invoiced for the additional work as well as you will not hold Polson Painting responsible for any damages or faulty work. Specific crews are chosen for jobs based on the agreed upon scope of work and crews are not ever authorized to add or modify the agreed upon job.

13. Our service is to beautify your property and to provide additional protection by patching cracks and caulking around window frames if needed. Where this provides some protection, it is not a warranty for waterproofing. We are not responsible for any water intrusion.

14. Please be advised that due to Florida weather conditions cure times vary with exteriors. Please allow 3-4 weeks for paint to harden before hanging any decorations on walls, gutters and especially doors. Fingernails, keys and dogs often can scratch paint if not allowed to cure. If Polson needs to come back for touchups for these reasons, there will be a minimum trip fee of \$50 per man hour

15. Client is responsible for removing items off walls, patios/lanai and putting breakables and perishables away in preparation for pressure washing and painting. If Polson has to remove any items to complete the project or If Polson is asked to remove or place them back due to

any reason, we are happy to do so, however client agrees to understand Polson is not a certified moving company and will hold Polson harmless for any damage that may occur.

17. WASTE FROM YOUR PROJECT I.E PLASTIC, PAPER AND EMPTY PAINT CANS WILL BE PUT INTO PLASTIC BAGS AND LEFT AT FRONT CURB OR IF YOU CHOOSE ON SIDE OF HOME UNTIL YOUR GARBAGE PICK UP DAY.

19. For any plastic items or decorative fixtures or accents( lights etc) , Polson Painting is not responsible for any cracking or damage. These pieces become very brittle with the hot sun hitting them and often crumble when touched. We often recommend replacing these after your painting project. Polson Painting does not replace lights or any door hardware, client will need to hire a professional for those items.

20. Pre-existing Broken or defective items often are discovered when your home is having work done to it. Polson does not need to do anything with your electrical systems, any issues would not be a result of our service.

21. Please be advised we ask that you move and/or remove any items on your back patio or lanai in preparation for pressure washing and painting. We will be happy to move simple items and our crews will be as careful as they can, however, please understand we will not be held responsible for any damage if we are asked or required to move those items. In addition If any items remaining in the work area (more than a few small items), will need to be moved by the Polson for pressure washing or painting, the Client agrees to pay the Contractor a charge of \$50.00 per man-hour for moving these items with a minimum cost of \$50.

22. Your home is a construction zone during painting. While we try our best to make sure we do not damage plants and/or landscaping, ladder placement to complete your project in the most safe and effective manner may cause some damage as well as during pressure washing and / or painting plants could be damaged despite proper prep and rinsing. In addition, some foot traffic may be needed to complete your project. Damage of landscaping or lawn equipment (ie; sprinklers) is possible and you agree to hold Polson Painting harmless. We recommend any landscaping or paver projects be scheduled after your home is painted. Polson Painting will do their best to rinse off any solution from pressure washing, if a client is concerned about their landscaping it is the clients responsibility to protect or cover their plants and they agree to hold Polson harmless. Client understands that Polson Painting uses water based products and all brushes etc must be washed timely and in between color changes therefore will be washed at their property outside as we use water based paint. This will not damage grass etc due to being water based products.

23. Client agrees and understands that access to the jobsite must be provided between 8 a.m. and 6 p.m., Monday through Saturday, for the duration of this job. We understand clients may have other schedule needs we need to accommodate and are willing to look at the opportunity to do so, therefore, any changes needed to this will need to be approved at least 48 hours in advance with Polson Painting to ensure proper scheduling. If at any time access is not available to the Contractor outside of agreed upon times, the Client agrees to reimburse the Contractor for expenses incurred for travel and lost time at the rate of \$50.00 per man-hour.

24. If your garage or entry exterior door has bubbles or excessive peeling, we can either pressure wash and just paint, which is included in the quote but will be uneven where the bubbles were or where paint was peeling and somewhat patchy looking. We can also offer to



strip the garage, prime and paint, which would not be included in the exterior and we would need to quote for that process separate.

Client Cancellation Clause :

- a. Client agrees to pay a \$200 fee as well as any pressure washing completed at a rate of .15 per sq ft or purchased paint/sample fees for any cancellations 2 business days or less prior to start week of project already agreed upon.
- b. For exterior projects, cancellations less than 1 week's notice, or completion of pressure washing, could result in pressure washing fee of .15 per sq ft + any add ons ( columns, side walk, driveway etc) or paint cost charges. Any samples would be billed to customers as well. Most exterior projects are pressure washed 1-2 weeks prior. Customer agrees to pay for any pressure washing completed as well as samples or paint cost for any cancelled projects.
- c. Client understands that Polson Painting is reserving this time frame for your project and there is some office work involved prior to the start date of your project. Should you need to cancel after accepting the contract, there will be a \$100 cancellation fee to care for those items. If your project is rescheduled there is no fee, the project will be rescheduled based on next available date. Client agrees to these terms.

\*Start date of projects will not be discussed or agreed to until this contract is approved. Client understands that the project managers will not be able to guarantee any start dates for projects until the office confirms a scheduled start date. Polson Painting may cancel this contract at any time. Client may cancel contract at any time, however please see above cancellation clause.

This proposal and agreement constitute the entire agreement of the parties. No other agreement, oral or written, pertaining to the work to be performed under this contract exists between the parties. This agreement can be modified only by an agreement in writing approved by client and Polson Painting. No other contract supersedes this contract, electronic signature required unless Polson Painting has approved alternate in writing. Certificates of insurance listing the additional insured for clients, are only provided once a signed agreement is received.

Client understands that due to the virus and other events, supplies and volume for paint manufacturers can be impacted. This has not happened in the Florida market at this time. However, in the event Sherwin Williams paint is not available or additional costs are required by the vendor ( paint cost increase), Polson will advise the client of potential additional costs and offer the use of another paint vendor with applicable grade paint, however the cost could change for materials cost. We would always offer the client the option to push their project out or use the other paint product and/ or pay additional costs.

**3. Lift Trucks**

**\$1,485.00**

*Description of Services:*

We may need the use of a lift for the tower, if we do not need a lift this cost will be credited back.

Client understands that a lift is required to complete this project. Lifts typically require a

weekly rental required and client assumes the cost for that. Should additional time be needed outside of this contract, client agrees to pay for those additional charges. Although we do not anticipate any issues, sometimes a clients sidewalks, driveways etc are not structurally sound and lift can cause damage. Clients holds Polson Painting harmless for any liability due to damage caused by the lift to any surface or portion of clients property. Client also agrees and understands that due to unprecedented materials issues, price is subject to change for lift cost from third party at time of project start. Polson will notify client prior to starting the project of any additional costs.

**4. Exterior Painting using Duration Satin - PLEASE SCROLL TO \$5,250.00  
BOTTOM TO SEE FINAL TOTAL**

*Description of Services:*

Exterior Re-Painting Proposal

Polson Painting agrees that full transparency is important in a business relationship, which is why our contract is so long and detailed. We do not want our clients to have any surprises so this contract protects our business as well as our clients. Please do not hesitate to ask clarifying questions should you have them. We treat our existing clients, as well as prospective new clients as family and are so very grateful they trust us with their homes and properties. This is why over 28 years in business, most of our projects come from referrals and repeat clients.

CLIENT MUST EMAIL COLORS TO SERVICE@POLSONPAINTING.COM ONCE CLIENT HAS DECIDED ON COLOR CHOICE. ANY CHANGES TO COLORS AFTER PAINT IS ORDERED WILL RESULT IN CLIENT PAYING FOR ALREADY ORDERED PAINT NOT ABLE TO BE USED DUE TO COLOR CHANGE. PLEASE SECURE YOUR COLORS AND ALLOW AMPLE TIME FOR HOA APPROVAL ( IF APPLICABLE)

Please note: Up to two coats as needed are included in all of our quotes. If customer is choosing a lighter color going over a darker color, a third coat may likely be needed and additional cost will be incurred. Since Polson is not aware of color options at the time of the quote Polson Painting wants to be transparent on this. You can discuss with your project manager if you are choosing lighter colors painted over dark colors.

**SCOPE:**

Unless otherwise specified, these areas of club house and cabana, also the cabana at Hugh Ln; will be repainted: : fascia/soffits, stucco or sided walls, including patio walls, painted ceilings, electric/cable boxes, a/c chase, trim bands, gutters(painted trim color), down spouts(painted body color), chimneys(if applicable), shutters(if applicable) painted entry doors (exterior side) and garage doors. Any vinyl must be in a vinyl safe color which must be a light color. Dark colors can and will cause vinyl siding to warp in the heat. Client agrees to hold Polson Painting harmless for any vinyl that buckles/warps as that will not be due to the workmanship.

NOTE; the metal brown or white scallops between the top of drip edge and right under the roof tiles around the top is not included in the price. If you want this section painted around the top, there will be an additional charge.

\* Gutters/downspouts on pool cages are not included and are not typically painted as they should match/ blend with the pool cage color.

\*Pressure Washing of house included for full exteriors re-paints/ paint only unless specified in scope

Polson Painting pressure washers are not landscaping experts and all plants etc have

different needs. Plants etc will be rinsed after pressure washing however the client should turn on sprinklers after pressure washing and/or consult their landscaper to protect their plants etc. Client agrees to hold Polson Painting harmless should any damage occur.

Samples:

Polson Painting will provide up to 3 free samples upon clients request( providing vendor is able to produce samples) at one visit for all full interior/exterior projects

- Ordering, picking up and application on or in your home (interiors can be sample boards to allow client to see color choice anywhere is home. Additional samples will be \$13 each additional to be billed at the end of the project.

\*For projects not full interior/exterior, we will be happy to provide samples and apply them for \$13 per sample for first visit. Additional trips for samples will be \$13.00 per sample and a \$25.00 additional trip charge fee, to be invoiced.

Description of work to be completed:

- 1.Exterior of home will be pressure washed with a mild solution of chlorine and water. Afterwards all plants will be rinsed off as needed. Pressure washing of fascia, soffit, stucco or sided walls, including patio walls, ceilings, electric/cable boxes, a/c chase, trim bands, gutters, down spouts, painted entry doors (exterior side) and garage doors only, unless otherwise stated. Patio ceilings or front doors are never pressure washed.
2. Pressure washing may cause spots on your windows due to mild chlorine used. Attempts will be made to rinse this off, however due to the drying process you may need to rinse them additionally. It is possible to uncover hidden damage or repair needs you were not aware of after pressure washing, which can delay your project as those items would most likely need to be repaired. We will discuss your options should that occur. Loose soffits also can be exposed at this time. Pressure washing the outside structure is to properly prepare the surface for painting. If windows, doors or other elements are poorly sealed or not closed, there is a possibility water can intrude into the residence. There is no way to tell if this issue will occur prior to pressure washing. Polson Painting will not be held responsible for any water damage that occurred prior, during or after the pressure washing of the building. This is in indication of potential water intrusion the client will need to address.
3. During the painting process, all windows and sliding doors will be covered with plastic to prevent paint splatters on glass and frames. Metal Frames on windows/doors are typically factory finished and are not painted nor included in the quote. Removal of prior paint from these areas is not included as well.
- 4.STUCCO CRACKS; will be patched with an elastomeric patching compound. NOTE: OUR CREWS DO THEIR BEST TO BLEND THE PATCHING WHEN WE APPLY THE ELASTOMERIC WITH BRUSHES AND MINI ROLLERS; HOWEVER, UNLESS YOU HAVE THE AREAS RE-STUCCOED (AND SOMETIMES EVEN THEN) IT WILL NOT BE AN EXACT MATCH. Smooth stucco vs rough stucco can show the patching unfortunately.
- 5.Ceiling corners, trim corners, areas around water faucets, door frames and window frames will be caulked with SHERWIN WILLIAM'S 950 100% acrylic caulking if needed. (Project Manager will determine).
- 6.Rust areas will be cleaned with a wire brush, treated with OSPHO, primed with a rust primer and painted. Given Florida's humidity \*WE CANNOT GUARANTEE THAT RUST WILL



NOT RETURN IN THE SAME AREA OR DIFFERENT AREAS.

7.If Pre-work is needing to be completed this will be indicated by your project manager in the quote under PRE-EXISTING. All pre-work will need to be done prior to your painting project. In some cases, due to client need and schedule, the painting may be done prior. The client agrees to pay Polson a minimum charge of \$50 per man hour to return to paint the repaired item upon completion of the repairs. Polson will look for the soonest available time to paint these repaired areas.

8.Topcoat will be Sherwin Williams Duration Satin finish which typically one coat is only needed for proper process and required millage on previously painted surfaces with a satin finish to stucco/sided walls, painted ceilings, chimney (if applicable), trim bands, painted entry doors, garage doors, fascia and soffits. Second coat will be used if needed. Duration Premium Exterior Coating is formulated with PermaLast® technology and infused with advanced acrylic co-polymers for long-lasting performance. Duration is self-priming and provides a mildew-resistance coating. It requires just one coat for repaints and two coats for new work. We apply the required millage as specified by Sherwin Williams.

a.If painting your home white or yellow base there could be an additional charge as additional coats may be required for proper coverage.

b. If the paint selection chosen requires an additional 3rd coat of paint, there will be a surcharge of 25%. Most projects do not require 3 coats of paint.

c.Whereas we understand clients may change their mind on colors, please understand any color changes on already ordered paint would result in additional paint/ and possibly labor cost (re-painting) and client agrees to pay for those costs in those situations. We always recommend putting samples on your home prior to your painting project to make sure you are satisfied with your color choices.

d. Any vinyl must be a vinyl safe color which must be a light color to avoid warping or buckling. Polson will not use a dark color on any vinyl.

9.Product will be applied in a combination of rolling, spraying and brushing. Back rolling is the only way to evenly apply and push the paint into the nooks and crannies that a sprayer won't get to. Metal soffits under the eaves are sprayed to prevent clogging. Based on this, any clogging would not be as a result of Polson Painting application of paint rather would have been previously clogged. When spraying, the crews apply the paint carefully, however overspray can occur at times on a roof, or other portions of the exterior, this will disappear over time with rain and sun. Client understands and agrees to hold Polson Painting harmless for any potential overspray during your construction project. TILE ROOFS; WE TAKE GREAT CARE WHEN WORKING ON TILE ROOFS, BUT TILE INTEGRITY VARIES, AND SOME MAYBE MOR FRAGILE THAN OTHERS. WHILE WE DO OUR BEST TO PREVENT DAMAGE, WE CANNOT BE HELD RESPONSIBLE FOR ANY POTENTIAL BREAKAGE THAT MAY OCCUR DURING THE PAINTING PROCESS.

10.All exterior painted entry doors will be lightly sanded, primed if needed, and painted with Sherwin Williams Duration or Emerald Urethane or equivalent. There is no way to know if there is condensation or water intrusion in middle of door core in metal or fiberglass doors. Polson's application should not bubble, if so, Polson will address and if needed re-paint that area. If the door continues to bubble the issue could be with the doors. Doors only carry a 6 month workmanship warranty as any issues will surface in that time. Should an issue occur outside of 6 months, there are other factors causing the issue.

11. If door is stained and you would like it re-stained, there will be an additional charge.

12. Please do not negotiate painting of extra items or modifications with our crews. Please call 813-244-5270 or contact your assigned project manager if you would like something additional added or modified to the scope of work. If our crew paints any items that are not covered by the agreed upon written scope of work or as a result damages occur on something that is not in the agreed upon written scope you will be invoiced for the additional work as well as you will not hold Polson Painting responsible for any damages or faulty work. Specific crews are chosen for jobs based on the agreed upon scope of work and crews are not ever authorized to add or modify the agreed upon job.

13. Our service is to beautify your home and to provide additional protection by patching cracks and caulking around window frames if needed. Where this provides some protection, it is not a warranty for waterproofing. We are not responsible for any water intrusion.

14. Please be advised that due to Florida weather conditions cure times vary with exteriors. Please allow 3-4 weeks for paint to harden before hanging any decorations on walls, gutters and especially doors. Fingernails, keys and dogs often can scratch paint if not allowed to cure. If Polson needs to come back for touchups for these reasons, there will be a minimum trip fee of \$50 per man hour

15. Client is responsible for removing items off walls, patios/lanai and putting breakables and perishables away in preparation for pressure washing and painting. If Polson has to remove any items to complete the project or If Polson is asked to remove or place them back due to any reason, we are happy to do so, however client agrees to understand Polson is not a certified moving company and will hold Polson harmless for any damage that may occur.

16. Choice of colors and placement are up to the client. The contract covers up to 4 colors on your home, however if the client wants more colors, please discuss with your project manager.

By default, typically all exteriors will be painted with up to 3-4 different colors of the customer's choice as follows unless customer provides otherwise in writing with an agreed response from Polson Painting. Customer will provide their 3-4 color choices (body, trim, fascia/soffit and front door). Unless otherwise notified by the client in writing, the default color scheme placement will be

- House, garage and exterior doors and 1-inch lip against stucco holding soffit in place will be painted the body color
- Trim and fascia/soffit will be the same color as trim
- Gutters (if applicable) will be painted top portion/trim color and downspout/ body
- Front door will be painted a separate color provided by customer via email or text
- Face and insert of exterior bands on the home will be painted trim color
- Band edge will be painted body color

Any questions or desire to change the above, please discuss with your project manager, we are happy to make whatever changes you wish.

17. WASTE FROM YOUR PROJECT I.E PLASTIC, PAPER AND EMPTY PAINT CANS WILL BE PUT INTO PLASTIC BAGS AND LEFT AT FRONT CURB OR IF YOU CHOOSE ON SIDE OF HOME UNTIL YOUR GARBAGE PICK UP DAY.

18. For exteriors any screens to be replaced are the responsibility of the homeowner if access

is needed for proper and safe painting. We will be happy to recommend a vendor for this service

19. For any plastic items or decorative fixtures or accents( lights etc) , Polson Painting is not responsible for any cracking or damage. These pieces become very brittle with the hot sun hitting them and often crumble when touched. We often recommend replacing these after your painting project. Polson Painting does not replace lights or any door hardware, client will need to hire a professional for those items.

20.Pre-existing Broken or defective items often are discovered when your home is having work done to it. Polson does not need to do anything with your electrical systems, any issues would not be a result of our service.

21. Please be advised we ask that you move and/or remove any items on your back patio or lanai in preparation for pressure washing and painting. We will be happy to move simple items and our crews will be as careful as they can, however, please understand we will not be held responsible for any damage if we are asked or required to move those items. In addition If any items remaining in the work area (more than a few small items), will need to be moved by the Polson for pressure washing or painting, the Client agrees to pay the Contractor a charge of \$50.00 per man-hour for moving these items with a minimum cost of \$50.

22. Your home is a construction zone during painting. While we try our best to make sure we do not damage plants and/or landscaping, ladder placement to complete your project in the most safe and effective manner may cause some damage as well as during pressure washing and / or painting plants could be damaged despite proper prep and rinsing. In addition, some foot traffic may be needed to complete your project. Damage of landscaping or lawn equipment (ie; sprinklers) is possible and you agree to hold Polson Painting harmless. We recommend any landscaping or paver projects be scheduled after your home is painted. Polson Painting will do their best to rinse off any solution from pressure washing, if a client is concerned about their landscaping it is the clients responsibility to protect or cover their plants and they agree to hold Polson harmless. Client understands that Polson Painting uses water based products and all brushes etc must be washed timely and in between color changes therefore will be washed at their property outside as we use water based paint. This will not damage grass etc due to being water based products.

23.Client agrees and understands that access to the jobsite must be provided between 8 a.m. and 6 p.m., Monday through Saturday, for the duration of this job. We understand clients may have other schedule needs we need to accommodate and are willing to look at the opportunity to do so, therefore, any changes needed to this will need to be approved at least 48 hours in advance with Polson Painting to ensure proper scheduling. If at any time access is not available to the Contractor outside of agreed upon times, the Client agrees to reimburse the Contractor for expenses incurred for travel and lost time at the rate of \$50.00 per man-hour.

24. If your garage or entry exterior door has bubbles or excessive peeling, we can either pressure wash and just paint, which is included in the quote but will be uneven where the bubbles were or where paint was peeling and somewhat patchy looking. We can also offer to strip the garage, prime and paint, which would not be included in the exterior and we would need to quote for that process separate.



Client Cancellation Clause :

- a. Client agrees to pay a \$200 fee as well as any pressure washing completed at a rate of .15 per sq ft or purchased paint/sample fees for any cancellations 2 business days or less prior to start week of project already agreed upon.
- b. For exterior projects, cancellations less than 1 week's notice, or completion of pressure washing, could result in pressure washing fee of .15 per sq ft + any add ons ( columns, side walk, driveway etc) or paint cost charges. Any samples would be billed to customers as well. Most exterior projects are pressure washed 1-2 weeks prior. Customer agrees to pay for any pressure washing completed as well as samples or paint cost for any cancelled projects.
- c. Client understands that Polson Painting is reserving this time frame for your project and there is some office work involved prior to the start date of your project. Should you need to cancel after accepting the contract, there will be a \$100 cancellation fee to care for those items. If your project is rescheduled there is no fee, the project will be rescheduled based on next available date. Client agrees to these terms.

\*Start date of projects will not be discussed or agreed to until this contract is approved. Client understands that the project managers will not be able to guarantee any start dates for projects until the office confirms a scheduled start date. Polson Painting may cancel this contract at any time. Client may cancel contract at any time, however please see above cancellation clause.

This proposal and agreement constitute the entire agreement of the parties. No other agreement, oral or written, pertaining to the work to be performed under this contract exists between the parties. This agreement can be modified only by an agreement in writing approved by client and Polson Painting. No other contract supersedes this contract, electronic signature required unless Polson Painting has approved alternate in writing. Certificates of insurance listing the additional insured for clients, are only provided once a signed agreement is received.

Client understands that due to the virus and other events, supplies and volume for paint manufacturers can be impacted. This has not happened in the Florida market at this time. However, in the event Sherwin Williams paint is not available or additional costs are required by the vendor ( paint cost increase), Polson will advise the client of potential additional costs and offer the use of another paint vendor with applicable grade paint, however the cost could change for materials cost. We would always offer the client the option to push their project out or use the other paint product and/ or pay additional costs.

5. additional discount for package deal. (\$300.00)

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Subtotal:	\$13,985.00
*0% Tax:	\$0.00
TOTAL:	\$13,985.00

## Terms and Conditions

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1. For Exterior Projects - It is the sole responsibility of the homeowner to have colors approved by their HOA prior to painting.
2. In most cases, your Project Manager will stop by to check on the progress. If you have any issues or concerns during the process, please contact them or the office at 813-244-5270
3. If we see anything of major concern during the painting process, you will be informed before we proceed further. Extras will be considered work that is not outlined in the scope above: i.e. wood repairs, major stucco issues, or the painting of lamps. (For example, in many cases it may be cheaper to buy new lamps then to have us paint them in the proper manner). Should you decide you want anything additional completed by Polson Painting, please contact our Office. Please do not attempt to negotiate with the crew for additional work requested.
4. This Proposal & Agreement is valid for six (6) months. Delay in acceptance will require a verification of prevailing labor and material cost.
5. Polson Painting will produce an industry standard "properly painted surface." A "properly painted surface" is defined as uniform in appearance, color, and sheen. In order to determine whether a surface has been "properly painted" it shall be examined without magnification at a distance of thirty-nine (39) inches or one (1) meter, or more, under finished lighting conditions and from a normal viewing position.
6. This proposal and agreement constitute the entire agreement of the parties. No other agreement, oral or written, pertaining to the work to be performed under this contract exists between the parties. This agreement can be modified only by an agreement in writing signed by both parties.

## Payment Schedule

---

**NO MONEY DOWN! The full amount of the agreement is to be paid at the completion of the work, unless touch up painting is required to be done at a later date then we will only allow a 10% retainment on the outstanding balance. Payment constitutes Owners acceptance of the work. \*Some projects will have a different payment schedule which will be outlined above in the breakdown of the contract.**

\*Additional Touch Ups after initial agreed upon touchups are subject to an additional trip charge of \$50 per man hour

## Product Limited Warranty

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Polson Painting projects using Sherwin Williams Paint offer a minimum 5 year manufacturer's warranty. All details are listed on Sherwin Williams's products. This warranty does not cover damages, normal wear and tear, rust, neglect or abuse.

## Customer Privacy Notice

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In an effort to offer specials and discounts to our customers we will be sending marketing messages from time to time. We absolutely will never sell your information or share it with anyone. If you do not want to receive marketing messages please advise us and we will remove you or you may opt out should you receive a message.

*Signatures follow on next page.*

## Signatures

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You hereby authorize Polson Painting to furnish all labor required to complete the work according to the job specifications, terms and conditions of this proposal, for which you agree to pay the amount listed above. This agreement can be terminated by either party, client agrees to pay for costs of actions/materials should they already be purchased if terminating contract.

Client: \_\_\_\_\_ Date \_\_\_\_\_  
Ballantrae HOA

Proposal Submitted By:

Polson Rep: Don Polson \_\_\_\_\_ Date \_\_\_\_\_  
Polson Painting

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## Thank you for the opportunity to earn your business!

We understand that your home is an important part of your life, and Polson Painting works hard to provide you with the highest quality materials, workmanship, and customer service to deliver a finished product that you will love for year to come. We hope that at the completion of this project, we will be your painters for life!

Polson Painting is proud to provide a 26-month workmanship warranty for our services along with Sherwin Williams's product warranty. Please see your Project Manager for details, or go to [Polsonpainting.com](http://Polsonpainting.com) and click on "more" than choose Warranty info for details.

Our company has been providing excellent service to homeowners since 1995 and we would like to add you to our list of satisfied customers. The names below are but a few of those who can help you in deciding which company to hire to enhance the beauty of your home. We are also members of Angie's List and have worked diligently to maintain an "A" rating. Please feel free to call any of the below customers to inquire about our company. Once you have made your decision on Polson Painting, please give us a call.

### References:

Mr. and Mrs. Edwards  
Tampa, FL  
(813) 731-2378

Mr. and Mrs. Rivers  
New Tampa, FL  
(813) 787-6514

John Corn, Manager  
Sherwin Williams  
11685 Sheldon Rd  
926-4503

\*When Replying through the quoting/invoicing email system, please be sure to choose "Reply All", to ensure that we receive your response!





EXHIBIT 6

RETURN TO AGENDA



*Ballantrae*  
Community Development District

# **MAINTENANCE PROJECT PROPOSAL**

DECEMBER 06, 2025

## **SCOPE OF WORK**

TO PAINT ALL PARKING LOT WHITE LINES AND THE THREE  
DISABLED PARKING SPACES.

## **COSTS**

1. LINE PAINTING WAND	\$37.99
2. STRAIGHT LINE STENCIL	\$136.25
3. DISABLED BLUE PAINT	\$52.24
4. DISABLED STENCIL	\$36.09
5. WHITE SPRAY PAINT	\$47.60

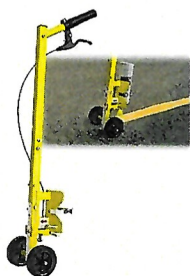
<b>TOTAL COST OF PROJECT</b>	<b>\$310.17</b>
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**PLEASE ALLOW A VARIANCE OF \$100.00 AS PRICES CHANGE**



## Shopping Cart

Price



YOOLLE-TOOLS 2395000 Striping Line Painting Wand, Industrial Two-Wheel Striping Spray Paint Wand for Line Paint Stripe Ground,

In Stock

**Two-Day**

FREE delivery **Mon, Dec 8**

FREE Returns

Size: 34"

Buy 2, save 14%

1

[Delete](#) [Save for later](#) [Share](#)

**\$37.99**

Typical price: ~~\$41.86~~

Savings: **\$3.87 (9%)**

Business Price

Save 5% on 2 select item(s) [Terms](#)



Pavement Stencils - 4 inch - Straight LINE Stencil - 4" x 216" x 1/8" (128 mil) - Pro-Grade - (Extra Long 18ft with Extra Wide 10" Overspray)

In Stock

Shipped from: [STENCIL PROSTORE](#)

FREE delivery **Tue, Dec 16**

Style: Pro-Grade - 1/8" (126 mil) thick

1

[Delete](#) [Save for later](#) [Share](#)

**\$136.25**



Rust-Oleum 6-Pack of 18 oz 263446 Industrial Choice Blue Inverted Striping Spray Paint

In Stock

Shipped from: [Hearthshire](#)

Buy 2, save 7%

1

[Delete](#) [Save for later](#) [Share](#)

**\$52.24**

Typical price: ~~\$55.47~~

Savings: **\$3.23 (6%)**

Government Price



36" x 36" (1-Pack), Handicap Parking Stencil, ADA Compliant, Reusable Roll-Up Waterproof Handicap Stencil for Parking Lot - Great

In Stock

**Two-Day**

FREE delivery **Mon, Dec 8**

FREE Returns

1

[Delete](#) [Save for later](#) [Share](#)

**\$36.09**

List Price: ~~\$39.99~~

Savings: **\$3.90 (10%)**

Business Price



Rust-Oleum 203030-12PK M1600/M1800 System Industrial Choice Precision Line Inverted Marking Paint 12-Pack, White

In Stock

Shipped from: [Amazon](#)

FREE delivery **Fri, Dec 12** for Prime members

Color: White

Size: 17 Ounce (Pack of 12)

Pattern Name: Solvent Based

1

[Delete](#) [Save for later](#) [Share](#)

**\$47.60**

List Price: ~~\$84.96~~

Savings: **\$37.36 (44%)**

Business Price

Subtotal (5 items): **\$310.17**





EXHIBIT 7

RETURN TO AGENDA



*Ballantrae*  
Community Development District

12/3/25, 10:45 AM

You received a new estimate! (#mentmore community)

From: "U-Need-Concrete" <messenger@message.squareup.com>  
To: ballantrae2@tampabay.rr.com  
Cc:  
Bcc:  
Priority: Normal  
Date: Tuesday December 2 2025 10:26:56AM  
You received a new estimate! (#mentmore community)

---

**U-Need-Concrete**

New Estimate

**\$3,500.00**

Estimate expires on January 1, 2026

[View Estimate](#)

---

**Estimate #mentmore community sent**

December 2, 2025

**Customer**

Ballantrae Community Garry  
[ballantrae2@tampabay.rr.com](mailto:ballantrae2@tampabay.rr.com)

**Additional Recipients**

[uneeedconcrete1@gmail.com](mailto:uneeedconcrete1@gmail.com)

---

**Message**

We look forward to working with you. U-Need Concrete will grind approximately 8 to 9 grindings also breakout and replace with new concrete of approximately 5 yards. This price includes demolishing, disposal and haul off of all old materials. It includes labor and new materials as well as sales tax is included. The concrete used will be of minimum specifications or greater that Pasco County requires. All concrete will be 3000 psi or greater and conform to Pasco County standards. It will have a broom finish and is expected to take one to two days to break out and prepare as well as haul off and demo and. One day to pour. Normally on the day of pour it can be stripped and cleaned and expansion joints put in, if a saw cut is required. It can be done within 24 hours.

<b>Phase 1 grindings and replacement</b>	<b>\$3,500.00</b>
<i>We accept Zelle, Checks, cash or debit/credit cards with a 3.5% fee. upon approval and commencement of work , we require a 50% deposit \$1750 by your choice of payment and the remaining balance on the day of pour.</i>	
<hr/>	
Subtotal	\$3,500.00
<b>Total</b>	<b>\$3,500.00</b>

**U-Need-Concrete**

13164 Hexam Rd  
Brooksville, FL 34613 United States

Please contact U-Need-Concrete about its privacy practices.





From: "Michael&Melissa Shaver" <unneedconcrete1@gmail.com>  
To: "Ballantrae Community Development District Facility Manager Offices" <Ballantrae2@tampabay.rr.com>  
Cc:  
Bcc:  
Priority: Normal  
Date: Tuesday December 2 2025 10:38:33AM  
Re: Ballantrae

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On Tue, Dec 2, 2025 at 9:59 AM Michael&Melissa Shaver <unneedconcrete1@gmail.com> wrote:

Our typical price is going to be \$125 per grinding anything under 1 inch for the raised concrete. We normally charge \$150 each for those, but since you guys have so many, we are willing to go down on the price to \$125. If the concrete is too bad to be ground down or if it will compromise the sidewalk or the situation, then it would be a bust out and repair those typically for a section 4 x 8 section are \$750 each. We will break the community down in phases. Phase one will be the section where we met Garry. You have approximately eight grindings that need to take place there on the sidewalk and in the entrance this includes the Sidewalk piece out in front that measures approximately 5 x 8 and then there are several sections on the interior one between the trees and the wall where the outlet is That section needs to be replaced. There's another section that is broken that needs to be cut out and replaced on any of those sections where half can be saved and only half needs to be reported. We will do that to save you money. If anything can be grind instead of replaced we will also do that to save you money. I will send you a proposal over in a few moments that shows phase one and what it includes when we remove concrete if there is a route or something obstructing underneath, we will remove that in the area, so it does not raise the concrete again. All these prices that I give you include Demolition they include haul off, Disposal is included, Replacement concrete is included in the price. If a pump is required. It's included. All labor is included materials, grinding, wheels, etc. everything is in the price and it also includes sales tax so there's no hidden fees. The price we give you is the price that you pay. When you get a chance, if you do accept our proposal, our normal policy is to charge 50% on the day that we start and the remaining balance on the day that we pour if you have a different idea for proposal for payment, you can run that by me and I can see if we can work with that That's typically what we do. Also, if you would please review our Feedback on Angi's ads it will reflect that Most of-the customers that we have been working with Left us a five star review. We are a small family based Concrete company, we will make sure that you are happy with our work. My husband has 46 years in concrete experience and we aim to make sure that the customer is always happy if there's ever any issues that arise, please call me or text me. I'd be more than glad to come out take a look at it and get the problem resolved as soon as possible. We look forward to working with you guys and Ballantrae and getting these projects done for you.

On Tue, Dec 2, 2025 at 9:44 AM Michael&Melissa Shaver <unneedconcrete1@gmail.com> wrote:

Keep an eye on your email in about the next 30 minutes. You should get all of our proposals and everything over. I'm going to go ahead and send the phase one project over and then our price list. I apologize for the delay. I thought that it already went through and that we were just waiting for the meeting with the HOA that's why I didn't bother you about anything. I should've checked with you to make sure everything came across, but I'm glad that you messaged me. some reason it didn't go through the other day there's some kind of an error so I'm going to fix it all up right now and send it out to you just if you don't get anything by 11 o'clock please let me know and I will figure out how to get it to you if I need to send it to your cell phone I will. I checked the email and it is showing up as correct but it's showing up as server error so I'm not sure exactly what's going on with it but I'm going to get it fixed here.

On Mon, Dec 1, 2025 at 7:18 AM Michael&Melissa Shaver <unneedconcrete1@gmail.com> wrote:

I'll see if I can pull it up on my phone if not, it'll probably be later this afternoon around I'd say about 3 PM or so. I'll either drop it back up or go find it and see where it went. Did you happen to check the spam in the junk mail and everything make sure it didn't go in there

On Mon, Dec 1, 2025 at 7:17 AM Michael&Melissa Shaver <unneedconcrete1@gmail.com> wrote:

Ohhh... I'm on another job site right now, but I'll have to get to my computer and look I sent one out. Maybe it didn't go for some reason. Yeah I sent that like a couple days after I talk to you after my husband and I met with you I sent that out.

On Mon, Dec 1, 2025 at 7:16 AM Ballantrae Community Development District Facility Manager Offices <Ballantrae2@tampabay.rr.com> wrote:  
I never received a proposal!!

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From: "Michael&Melissa Shaver"  
To: "Ballantrae Community Development District Facility Manager Offices"  
Cc:  
Sent: Monday December 1 2025 7:13:26AM  
Subject: Re: Ballantrae

Hey Garry

We still want to, just waiting to hear back if the bids got accepted or not, we aren't real far it's a straight shot up the park way, probably 40 minutes.

On Mon, Dec 1, 2025 at 7:11 AM Ballantrae Community Development District Facility Manager Offices <Ballantrae2@tampabay.rr.com> wrote:  
Garry here, just wondering if you'll are still interested in doing the work out here in Ballantrae? I thought it might be too far?



EXHIBIT 8A

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**BALLANTRAE MAINTENANCE REPORT**  
**DECEMBER 2025**  
**SUMMARY**

1. Sidewalk repairs throughout community. [5] areas. **PROPOSALS COMING**
2. Painting of interior of Clubhouse meeting room staff to do. **PROGRESS**
3. Tactical Pressure Washing repair & reseal pavers at Straiton & Ballantrae Clubhouse pools clean Clubhouse sidewalks. **SCHEDULED TO START PROJECT ON DECEMBER 3<sup>RD</sup>**
4. Inventory of all signs which are CDD responsibility which are missing, damaged, faded.  
**PROGRESS**
5. August 12, 2025, Roof X Brent Dail contacted and asked to prepare a proposal for the R&R of roof tiles on the following.  
  
[6] Street Towers  
Entrance Monuments Ballantrae Blvd.  
Gazebo Pavilion – Ayrshire  
  
September 16, 2025, Roof X Brent Dail contacted they are finishing up their proposal should have done soon.
6. Florida Fountains & Equipment LLC has sent a proposal for \$3,950.00 to repair west fountain. **APPROVED IN SEPTEMBER 18<sup>TH</sup> BOARD MEETING. WAITING ON MOTOR**
7. Duke Energy at Ballantrae Blvd & Kilbride Ave. in process of checking underground conduit sticking out and dirt pile left behind. **PROGRES**
8. Steadfast Kevins' Proposal for Mulching the Community was approved in the amount of \$21,000.00. **PROJECT TO BE COMPLETED IN NOVEMBER**
9. October 16, 2025, Steadfast Joe Champion will be installing three concrete pads for benches. Ordered replacement piece for Play structure. Will be removing Rock Wall. **COMPLETED**
10. November 7, 2025, Contacted a few Plumbing Companies for Proposals to have Domestic Water Devices Inspected. We have 4 such devices on Property. After initial Inspections this will have to be done yearly to be in compliance in Pasco County
11. November 8, 2025, Contacted Tactical Pressure Washing, David and I set up a start date as December 3, 2025 not to go past the December 10, 2025.
12. November 9, 2025, Holiday Lighting on site to remove GEM-LED Lighting.  
  
GEM-LED Lighting removal **COMPLETED**. Once Roof and Painting is completed  
  
Holiday Lighting will be reinstalled the GEM-LED Lighting
- 13.. November 9, 2025, Sent examples of Score Cards for Vendors to Anchor Stone Management
14. U Need Concrete, Melissa will be on site November 20, 2025, 10am to survey Property for a Proposal for Concrete work on Property
15. November 20, 2025, Board approved Lawson Courts to resurface Tennis Court.



Board approved Steadfast for annual planting and circle in front of Clubhouse.  
Board approves Florida Commercial Care to replace Tennis Court Fence if costs are still in line.

16. Steadfast Jim on site to form and pour 3 concrete pads for benches.  
**COMPLETED**
17. Steadfast Drew on site to install the one fence section to replace the Rockwall. **COMPLETED**
18. Play structure safe and is open. Soft opening is on December 13<sup>th</sup> along with Santa pictures.
19. Roof X seems to have completed Roof. Clean up to follow.
20. Roof X on site for final clean up and removal of trailer. Remaining shingles were moved to shed for now
21. Edited Daily Tasks Lists. Cleaned Monument Ground Lights with F-9 Cleaner to remove rust stains
22. Contacted Tactical Pressure Washing David to Confirm we were still on for December 03, 2025 start date. **CONFIRMED**
23. November 30, 2025, Finished up Monthly Paper Work. Made new Project List.
24. Bandu Pools, Robert came over today to look at leak at main filter bank. Our Vacuum pump is about shot. We're losing pressure on the suction due to wear and time. 20 Years.
25. Reached out to Polson painting to add the Straiton Pool and the Ayrshire Pavilion to Proposal.
26. December 3, 2025, Tactical Pressure Washing to begin Pressure Washing at the Main Clubhouse.  
  
December 5, 2025, Pressure washing and sealing of pavers at main clubhouse. **COMPLETED**  
  
December 8, 2025, Tactical Pressure Washing starting work at the Straiton Pool.  
  
December 10, 2025, Tactical Pressure Washing working on Park Sidewalks. **COMPLETED**
27. December 8, 2025, Steadfast Kevin and his crew are here to Mulch the Property. **COMPLETED**
28. December 8, 2025, Steadfast painters on site to complete painting of the Facia, and the Soffit.  
**COMPLETED**
29. December 9, 2025, Spoke with Tim of Holiday Lighting said he would be on site today to reinstall GEM Lighting.

## WEEKLY TASK LIST

### CHECK ALL LIGHTING AND POWER TO DRV'S AT MONUMENTS

<b>MONTH</b>	<b>WEEK 1 DATE</b>	<b>WEEK 2 DATE</b>	<b>WEEK 3 DATE</b>	<b>WEEK 4 DATE</b>
NOVEMBER		11-11-25	11-18-25	11-26-25
DECEMBER	12/1			
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

### CHECK POOL FILTER HOUSINGS FOR LEAKS.

### CLEAN HOUSING WEEKLY.

<b>MONTH</b>	<b>WEEK 1 DATE</b>	<b>WEEK 2 DATE</b>	<b>WEEK 3 DATE</b>	<b>WEEK 4 DATE</b>
NOVEMBER		11-12-25	11-20-25	11-26-25
DECEMBER	12/13			
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				

### PARK AND PLAY STRUCTURE

### CHECK PLAY STRUCTURE AND SWINGS FOR LOOSE SCREWS AND SAFETY ISSUES. CHECK WATER FOUNTAINS.

<b>MONTH</b>	<b>WEEK 1 AND DATE</b>	<b>WEEK 2 AND DATE</b>	<b>WEEK 3 AND DATE</b>	<b>WEEK 4 AND DATE</b>
NOVEMBER	11-04-25	11-13-25	11-17-25	11-26-25
DECEMBER	12/4			
JANUARY				
FEBURARY				
MARCH				
APRIL				
MAY				

## PROJECTS FOR WEEK 12-01-25 [Elliott – Jeep]

### **FOLLOW MAINTENANCE DAILY TASK LIST & COMPLETE FIRST**

1. **PRESSURE WASH AND PAINT CURBING. MUST HAVE 2 PEOPLE.**

STRAITON COMPLETION DATE 10/08/25

AYRSHIRE COMPLETION DATE 10/21/25

BREAMAR COMPLETION DATE 10/27/25

LINTOWER COMPLETION DATE 10/23/25

CASTLEWAY COMPLETION DATE 11/05/06

CUNNINGHAM COMPLETION DATE 11/06/25

**FRONT ENTRANCE** COMPLETION DATE \_\_\_\_\_

2. **ORGANIZE ALL TOOLS AND SHED PROGRESS**

3. **PAINT BOTH WELCOME TO BALLANTRAE SIGNS. POSTS ONLY. WHEN WE GET PAINT.**

COMPLETION DATE 10/15/25

4. **FINISH RENTAL ROOM. CUTTING IN TRIM. PROGRESS**

5. **PAINT OFFICE AND DOORS, AND TRIM. PATCH WALLS. WAITING ON MATCH PAINT PROGRESS, MATCHING PAINT COLOR**

COMPLETION DATE 12/3

6. **CLEAN ALL GARBAGE CAN LIDS AND PAINT PROGRESS**

COMPLETION DATE \_\_\_\_\_

7. **PRESSURE WASH ALL FURNITURE AT BALLANTRAE POOL PROGRESS**

COMPLETION DATE \_\_\_\_\_

8. **PRESSURE WASH AND PAINT CURBING AT FRONT ENTRANCE**

COMPLETION DATE \_\_\_\_\_



9. **PAINT UTILITY ROOMS : COMPLETION DATE**

STRAITON BATHROOMS      JEEP 11-04-25,11-05-25

STRAITON UTILITY ROOM      \_\_\_\_\_

OFFICE UTILITY ROOM      \_\_\_\_\_

BALLANTRAE UTILITY ROOM      \_\_\_\_\_

10. **PAINT STRIPS IN PARKING LOT**

COMPLETION DATE      \_\_\_\_\_

11. **PREPPING FOR TACTICAL PRESSURE WASHING MONDAY 01, 2025**

REMOVE ALL POOL FURNITURE AND MOVE INTO RENTAL ROOM 12/1

REMOVE DIRT FROM DECK AREA AND PARK 12,2

BRING PAVERS FROM FRONT TOWER TO BOTH POOLS 12/1

12. **CLEAN OUT FRONT TOWER STORAGE ROOM.**

COMPLETION DATE \_\_\_\_\_

13. **MOVE ROOF TILE TO FRONT TOWER STORAGE.**

COMPLETION DATE \_\_\_\_\_

14. **PUT UP BASKETBALL RIM AND NET ON NORTH SIDE**

COMPLETION DATE \_\_\_\_\_

# MONTHLY CHECK LIST

<b><u>MONTH</u></b>	<b><u>CHECK FIRE EXTINGUISHERS AND DATE</u></b>	<b><u>CHECK WELLS FOR POWER AND LEAKS AND DATE</u></b>	<b><u>OPEN FOR NOW</u></b>
<b><u>DECEMBER</u></b>	12/2		
<b><u>JANUARY 2026</u></b>			
<b><u>FEBRUARY</u></b>			
<b><u>MARCH</u></b>			
<b><u>APRIL</u></b>			
<b><u>MAY</u></b>			
<b><u>JUNE</u></b>	<b><u>NOTIFY SUMMIT FIRE AND SECURITY OF REINSPECTION ( 813 ) 513-9331</u></b>		



EXHIBIT 8B

[RETURN TO AGENDA](#)



*Ballantrae*  
Community Development District



Anchor Stone Management

Monthly Landscape Inspection: 11/12/2025

Community: Ballantrae CDD

Area: Street Entrances

Landscape Inspection Items	Score	Max Points
Turf - Mow, Hard Edge, & Blow	10	10
Turf Mow - Pond Banks - No Grass Clumping or Rutting. Mowed on Schedule	10	10
Turf Fertility - Bahia - Naturally dormant (brown) in the winter. Color & Growth Density	15	15
Turf Fertility - Non Bahia - Color and Growth Density	12	15
Turf Areas - Weed Control	9	10
Bed Weed Control	8	10
Shrub & Plant Pruning & Shape - Deadheading & Appearance	7	10
Shrub Fertility & Vitality	8	10
Debris & Trash Management	10	10
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	89%	100

Other Landscape Maintenance Items Based on Contract Terms	Score	Max Points
Turf Fertilizer & Pesticide Management - Applied Pursuant to Months Cited in Contract Terms	9	10
Plant Material Fertilization Management - Applied Pursuant to Contract Terms	9	10
Tree Pruning - Trees Lifted in Accordance with Contract terms - 10' to 12'	9	10
Reporting Requirements & District Receipt - Based on Contract Terms	20	20
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	47%	50

Other Landscape Supplemental Items		
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	9	10
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	10	10
Total Points Other Landscape Supplemental Items- Failure is at 80%: 16 or below	19%	20



LINTOWER



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BRAEMAR





**NO SOLICITING  
ALLOWED  
TO THE RESIDENTS**  
Solicitation or distribution  
of printed materials of any  
kind on these premises  
**STRICTLY PROHIBITED**

SPEED  
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**NO SOLICITING  
ALLOWED  
TO THE RESIDENTS**

Solicitation or distribution  
of printed materials of any  
kind on these premises

**STRICTLY PROHIBITED**





CUNNINGHAM



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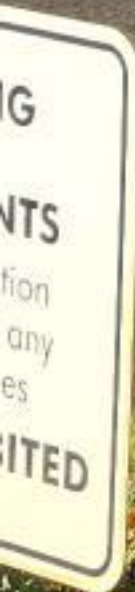




**NO SOLICITING  
ALLOWED  
TO THE RESIDENTS**  
Solicitation or distribution  
of printed materials of any  
kind on these premises  
**STRICTLY PROHIBITED**

















11/24/25 Downan Point  
Dr dead bush & areas  
were never replaced











EXHIBIT 8C

[RETURN TO AGENDA](#)



*Ballantrae*  
Community Development District



# GK Electrical Solutions

## Pond Aeration System Upgrade & Replacement Packet

This packet explains the recommended replacement and upgrade of the existing pond aeration system. The goal is to improve reliability, reduce heat-related failures, lower electrical consumption, and extend the service life of the aeration blower while maintaining proper pond oxygenation.

### Why the Existing System Failed

The existing aeration blower has been operating continuously (24/7) for an extended period of time. While rotary vane blowers are capable of continuous duty, constant operation in an outdoor enclosure creates excessive heat buildup, accelerates internal wear, and shortens motor life. Heat exposure is a primary contributor to premature failure in this type of equipment.

### Why We Are Upgrading from 110V to 230V

The new aeration blower will be converted from 110 volts to 230 volts. Operating the motor at 230V allows the system to run at lower amperage for the same power output. Lower amperage results in reduced heat generation within the motor windings and electrical conductors. This improves efficiency, reduces thermal stress, and contributes to longer equipment life.

### Why Timers Are Being Installed

The aeration system does not need to operate continuously in order to be effective. In normal pond conditions, aeration is commonly operated on a timed schedule. By installing timers, the system will run during optimal periods instead of 24 hours per day.

- Prevents constant overuse of the blower motor
- Reduces heat buildup inside the enclosure
- Allows cooling periods between run cycles
- Extends the service life of the rotary vane compressor
- Reduces electrical consumption by approximately 50% when run 12 hours instead of 24

### Operating Configuration

- Main aeration blower will operate on a 230V pull-type timer for intermittent runtime.
- Ventilation cooling fan will operate on a separate minor timer during daytime hours.
- Final runtime schedule will be coordinated to balance pond health, energy efficiency, and equipment longevity.

### Scope of Work

- Replace existing aeration blower with new 3/4 HP rotary vane compressor
- Upgrade electrical supply from 110V to 230V and hard-wire system
- Install new aeration tubing and reconnect all air lines
- Replace GFCI outlet(s) with weather-resistant protection
- Replace ventilation cooling fan motor



- Install dual timer configuration (blower and ventilation fan)
- Provide all wiring, fittings, terminations, testing, and commissioning

## **Project Pricing**

**Total Project Cost (All-Inclusive): \$4,675.00**

This price includes equipment, materials, labor, electrical upgrades, tubing, timers, cooling improvements, and system testing.

## **Payment Terms**

- \$2,500.00 down payment required to purchase equipment and materials
- Remaining balance of \$2,175.00 due upon completion

GK Electrical Solutions provides this upgrade to improve system reliability, reduce operating costs, and protect the long-term investment in pond aeration infrastructure.





EXHIBIT 8D

[RETURN TO AGENDA](#)



*Ballantrae*  
Community Development District





**J.T. PAVING**

1302 Orangewalk Dr  
Brandon, FL 33511  
Office: 813-651-3221  
Cell: 813-610-1752

**Customer:**

17611 Mentmore Blvd  
Land O'Lakes, FL  
Email: Joe@AnchorstoneMgt.com  
Contact: Joe O'Reilly

## ESTIMATE

- Clean and prepare parking area, removing all excess debris.
- Approx. **31,128 square feet** of surface area.
- Apply **two coats** of commercial-grade sealing material.
- Stripe the parking lot following proper layout and visibility standards.
- Clean-up included.

**Total Cost: \$10,500**

**Terms:** Payment due in full upon completion.

Thank you for choosing J.T. Paving.

**Signature:** \_\_\_\_\_

**Site Photos:**









E & J  
1168 Deepwater Cir  
Eagle Lake, FL 33839  
800-517-4770

**ESTIMATE #4106**

This estimate includes preparation and cleaning of the parking lot, application of commercial grade sealer, and full striping.

- Pre-clean and prep entire 30,000 sq ft parking lot
- Apply 2 coats of commercial grade coal tar sealer
- Stripe entire lot upon completion
- Price includes labor and cleanup

**Total Cost: \$11,650.00**  
**Deposit Required (50%): \$5,825.00**  
Remaining balance due upon completion.

Thank you for choosing E & J.

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

**E & J**

1168 Deepwater Cir  
Eagle Lake, FL 33839  
800-517-4770

**Proposal For:**

Joe O'Reilly  
17611 Mentmore Blvd  
Land O'Lakes, FL  
Email: Joe@AnchorstoneMgt.com

**ESTIMATE #4106**

This estimate includes preparation and cleaning of the parking lot, application of commercial grade sealer, and full striping.

- Pre-clean and prep entire 30,000 sq ft parking lot
- Apply 2 coats of commercial grade coal tar sealer
- Stripe entire lot upon completion
- Price includes labor and cleanup

**Total Cost: \$11,650.00**  
**Deposit Required (50%): \$5,825.00**  
**Remaining balance due upon completion.**

Thank you for choosing E & J.

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





EXHIBIT 9

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**From:** Heather McDaniel <[Heather@lawsoncourts.com](mailto:Heather@lawsoncourts.com)>

**Sent:** Monday, November 24, 2025 11:38 AM

**To:** Joe O'Reilly <[Joe@AnchorstoneMgt.com](mailto:Joe@AnchorstoneMgt.com)>

**Cc:** Patricia Thibault <[Patricia@AnchorstoneMgt.com](mailto:Patricia@AnchorstoneMgt.com)>; Ballantrae Community Development District Facility Manager Offices <[ballantrae2@tampabay.rr.com](mailto:ballantrae2@tampabay.rr.com)>

Joe,

After careful evaluation, we have determined that the courts will require a full renovation rather than a standard resurfacing. Due to their age and current condition, the underlying structural issues cannot be resolved with a surface-level repair, and a resurfacing alone would not provide a long-lasting or reliable result.

Regarding the contract you provided for the resurfacing work, we are unable to sign it because the expectations and warranty terms outlined do not align with what can realistically be guaranteed given the current deterioration of the courts.

Additionally, at this time of year, we are unable to perform resurfacing. As temperatures drop, the coating materials will not cure properly, which compromises the quality and longevity of the finished surface. For this reason, we do not schedule resurfacing work during the colder months.

If you would like to move forward with a comprehensive contract and full warranty, a complete renovation would be necessary. This would also include the discussion and potential replacement of the fencing, which ties directly into a full-scope renovation project.

A full renovation is completed in stages and requires approximately 90+ days from start to finish. This includes demolition and replacement of the fence and court base, installation of new materials, and finally the surfacing. The new base and asphalt must cure for 45–60 days before the surface coatings can be applied.

A full renovation contract would also include progress payments and allow us to provide a more robust warranty—something that is not possible with resurfacing given the courts' current condition.

Please let us know how you would like to proceed, and we will be happy to prepare a new full renovation proposal for your review.

*Respectfully,*   **Heather McDaniel**   ~ Office Manager ~







EXHIBIT 10

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**MINUTES OF 11/20/25 REGULAR MEETING  
BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development District was held Thursday, November 20, 2025 at 6:30 p.m. at Ballantrae Community Center, 17611 Mentmore Blvd., Land O'Lakes, Florida 34638. The public was able to listen and/or participate in-person or live via conference.

**I. Call to Order and Roll Call**

The meeting was called to order by the District Manager Ms. Thibault. Roll was called and a quorum was confirmed with the following Supervisors present:

Richard Levy .....	Board of Supervisors, Chairman
Chris Milano .....	Board of Supervisors, Vice Chair
Kendrick Miller .....	Board of Supervisors, Assistant Secretary
Brian Giacobbe .....	Board of Supervisors, Assistant Secretary

Also present were:

Patricia Thibault .....	District Manager, Anchor Stone Management
Joe O'Reilly .....	Field Manager, Anchor Stone Management
Kevin Hillier .....	Account Manager, Steadfast
Matt Goldrick .....	Environmental Manager, Steadfast
Joe Champion (via phone) .....	Steadfast
Greg Woodcock (via phone) .....	District Project Manager, Stantec
Garry Kubler .....	Maintenance, Ballantrae CDD

It was acknowledged that a quorum was established with the Chair Levy, Vice Chair Milano, Supervisor Miller, Supervisor Giacobbe, present in person.

**II. Audience Questions and Comments on Agenda Items *(limited to 3 minutes per individual)***

No audience comments were made.

**III. Vendor & Professional Reports**

**A. Steadfast Environmental Report**

Representatives from Steadfast Environmental were present and available to address environmental matters. No specific action items or motions were taken under this report.

**1. Conservation Area Inspection Report**

The Conservation Area Inspection Report was not discussed.

**2. Waterway Inspection Report**

The Waterway Inspection Report was discussed. It was reported that the aeration system at Pond 4 is not operational and noted that the system is connected to a well pump. It was advised that an electrician would be contacted to investigate the issue.

**❖ Florida fountains – walk on proposal for East Fountain - \$2808**

A walk-on proposal from Florida Fountains for repairs to the East Fountain in the amount of \$2,808 was presented and approved by the Board by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Florida fountains Proposal for East Fountain - \$2808 for the Ballantrae Community Development District.
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**B. Steadfast Maintenance Division**

**1. Presentation & Discussion of Maintenance Report**

The Maintenance Report was presented and discussed. Discussion included proposed removal of four dead trees and one fallen tree, recent mulch installation and proper placement, trimming pine trees along sidewalks to provide additional clearance, and pruning branches from an oak tree near the new playground structure to address encroachment.



**2. Consideration of Steadfast Proposals:**

**❖ Removal of (4) Dead Trees - \$2,300**

The Board discussed the proposal for the removal of four dead trees located in the front and side areas of the District. It was noted that the proposal was limited to trees confirmed to be dead. The Board approved the proposal in the amount of \$2,300 by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board approved the Steadfast Proposal - Removal of (4) Dead Trees - \$2,300 for the Ballantrae Community Development District.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved NTE \$3,300 for Steadfast to cut additional four (4) trees for the Ballantrae Community Development District.

**❖ Removal of (1) Fallen Dead Tree on the Boulevard - \$550**

The Board discussed the removal of one dead tree that had recently fallen on the Boulevard and approved the proposal in the amount of \$550 by motion.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board approved the Steadfast Proposal - Removal of (1) Fallen Dead Tree on the Boulevard - \$550 for the Ballantrae Community Development District.

**❖ Installation of Sod in Various Areas - \$27,027.50**

The Board discussed the proposal for sod installation in various areas of the District. It was noted that the scope was broken down by area to allow the Board to review and determine priorities. No action was taken at this time.

**❖ Installation of Winter Annuals - \$11,229.70**

The Board discussed the proposal for the installation of winter annuals, noting that existing annuals were declining and in need of replacement. Following discussion, the Board approved the proposal in the amount of \$11,229.70 by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Steadfast Proposal - Installation of Winter Annuals - \$11,229.70 for the Ballantrae Community Development District.

**❖ Installation of Loropetalum & Gold Mound - Center Island at Clubhouse - \$1,207.50**

The Board discussed the proposal to install Loropetalum and gold mound plantings at the center island near the clubhouse as part of landscape improvements. After discussion, the Board approved the proposal in the amount of \$1,207.50 by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Steadfast Proposal - Installation of Loropetalum & Gold Mound - Center Island at Clubhouse - \$1,207.50 for the Ballantrae Community Development District.

**C. Stantec – Project Manager Greg Woodcock**

Mr. Woodcock provided an update on the Amenity Center and advised he will work to schedule a re-kickoff meeting for the beginning of the year, targeting the second week of January. He noted he is coordinating with the architect and District staff and will circulate several date options to narrow down and confirm one meeting date.

**D. Amenity Manager**

The Board discussed a proposed community event featuring Santa Claus to be held on December 13, 2025, for District residents. It was noted that a resident, Realtor Emily Yakin, offered to organize the event, which would include Santa and activities for children. The Board discussed waiving insurance requirements and District fees for the resident-organized event.



The Board also discussed coordinating the event with a ribbon cutting for the new playground and utilizing vendor contributions from Steadfast and Stantec to provide food trucks and refreshments. Logistics discussed included event timing, food truck placement, trash management, signage, and community notifications.

Following discussion, the Board approved the Santa community event and waived applicable insurance and District fees by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Santa Claus – December 13th from 1 – 5pm with all Costs Waived for the Ballantrae Community Development District.

#### **1. Consideration of Proposal: Fire Tablet for Track Lighting - \$137.19**

The Board discussed the purchase of a Fire tablet to operate the track lighting, noting the system could be operated via Wi-Fi/Bluetooth and that staff had been using individual devices. The Board discussed tablet sizing (including the 10" and 11"), the potential to purchase during Black Friday sales, and purchasing cases. The Board approved an amount not to exceed \$160 for the purchase of two Fire tablets (11") and cases.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Fire Tablet for Track Lighting Proposal - \$137.19 (two for \$69.99 each) for the Ballantrae Community Development District.

#### **2. Consideration of Proposals for Tennis Court Resurface**

The Board discussed proposals for resurfacing the tennis courts, including a review of scope, pricing, vendor experience, warranty considerations, and available reserve funding. Discussion included clarification of proposal amounts, line items, and the longevity of repairs, as well as comparison of vendor history and prior work in the area.

##### **❖ Lawson Courts - \$30,000**

The Board discussed the proposal from Lawson Courts for resurfacing the tennis courts, including confirmation that the project cost is funded through the District's reserves. Following discussion, the Board approved the proposal from Lawson Courts in the amount of \$30,000 by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board approved the Lawson Courts Proposal for \$30,000, to be funded from the District's reserve accounts for the Ballantrae Community Development District.

##### **❖ Courtworks – Structural Crack Repair & Court Resurfacing - \$33,070.80**

The proposal from Courtworks was reviewed and discussed, including structural crack repair and resurfacing scope; however, no action was taken on this proposal.

#### **3. Consideration of Proposals for Tennis Court Fence**

The Board discussed multiple proposals for replacement of the tennis court fence, including scope of work, pricing, whether posts would be painted, and overall value. Discussion also included comparison of detailed versus limited scopes and confirmation of available reserve funding.

##### **❖ Florida Commercial Care - \$9,919.50**

The Board discussed the proposal from Florida Commercial Care, noting the detailed scope of work and overall value. Following discussion, the Board approved the proposal from Florida Commercial Care in an amount not to exceed \$9,919.50 by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board approved the Florida Commercial Care Proposal for the Tennis Court Fence in the amount of \$9,919.50 to be drawn from the asset reserve for the Ballantrae Community Development District.



❖ **CourtWorks - \$17,388**

The proposal from CourtWorks was reviewed and discussed; no action was taken.

❖ **Total Quality Fence - \$12,328.80**

The proposal from Total Quality Fence was reviewed and discussed, including scope details; no action was taken.

❖ **Bryans Fence - \$9,400**

The proposal from Bryans Fence was reviewed and discussed; no action was taken.

❖ **Vilo Fence – Replace Mesh Only - \$9,675**

The proposal from Vilo Fence, which included replacement of mesh only, was reviewed and discussed; no action was taken.

**4. Consideration of Proposals for Fence Caps**

The Board discussed proposals for replacement of fence caps, including pricing, material options, quantities required, installation methods, and the purchase of additional caps for future use.

❖ **Vilo Fence - \$643.48**

The proposal from Vilo Fence was discussed, which included the supply and installation of fence caps. The Board reviewed the cost associated with installation and compared it to alternative purchasing options. No action was taken on this proposal.

❖ **Amazon - Dunzy - \$251.94 or Alloy Fence Caps \$323.88**

The Board discussed purchasing fence caps through Amazon, comparing Dunzy and Alloy cap options, pricing, and fit specifications. Discussion included confirming the number of caps needed and purchasing additional caps to have spares available. Following discussion, the Board approved the purchase of fence caps from Amazon, including additional quantities, in an amount not to exceed \$323.88 by motion.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board approved the Amazon – Dunzy Proposal with Amount Not to Exceed \$272.82 for the Ballantrae Community Development District.

**5. Signarama Proposal - Alligator Signage with U Posts \$1,200.42**

The Board discussed the proposal from Signarama for alligator warning signage with U posts. It was noted that the District is already in compliance with required signage and that additional signs were not needed. No action was taken on this proposal.

**6. Consideration of Proposals for Basket Ball Court Resurface**

The Board discussed proposals for resurfacing the basketball court, including scope of work, pricing, and usage of the facility. It was noted that available funding had been allocated to the tennis court project. No action was taken, and the item was tabled for future consideration.

❖ **Lawson - \$19,000**

The proposal from Lawson was reviewed and discussed; no action was taken.

❖ **CourtWorks - \$28,149.10**

The proposal from CourtWorks was reviewed and discussed; no action was taken.

**7. Consideration of Painting Proposals for Painting Front Entrance & Clubhouse**

The Board discussed multiple painting proposals for the clubhouse, front entrance, and monument signage, including scope of work, pricing, color consistency, and the possibility of bundling additional amenity structures into a single project.

❖ **Polson Painting - Clubhouse - \$12,585**

The Board discussed the proposal from Polson Painting for painting the clubhouse and noted the pricing was competitive. Discussion included whether the scope should be expanded to include additional structures such as the pool



house and front entrance and whether all structures should be painted using the same color scheme. The Board directed staff to request a revised proposal from Polson Painting to include the additional structures before taking action.

❖ **DBA Elite Painting & General Contractor Services - Front Entrance & Monuments - \$39,970**

The proposal from DBA Elite Painting & General Contractor Services was reviewed and discussed, including the scope covering the front entrance and monument signage. No action was taken.

❖ **All State Painting – (2) Monuments - \$13,275**

The proposal from All State Painting for painting two monument signs was reviewed and discussed. No action was taken.

**8. Presentation of Amenity Center Report & Task List for Discussion**

The Amenity Center Report and supporting documentation were presented and discussed, focusing on maintenance oversight, reporting structure, and accountability.

❖ **November Summary Analysis**

The District Manager presented the November Summary Analysis, providing an overview of amenity operations and maintenance activities during the month.

❖ **Example Daily Maintenance Task List**

An example daily maintenance task list was reviewed, outlining how daily responsibilities are assigned to individual staff members and documented. Discussion included certification status for pool maintenance, use of paper task lists maintained on-site, staff sign-off procedures, and the progression from daily to weekly and monthly task tracking. The Board discussed adding a separate “Projects for the Week” list and requested that weekly project updates be provided on Mondays for inclusion in future agendas.

❖ **Landscape Maintenance Review**

The District Manager reviewed the landscape maintenance grading process, explaining the weekly property walk-throughs, division of the community into quadrants, scoring methodology, performance thresholds, and identification of areas requiring attention. Discussion included the impact of seasonal annual replacement on scores and the use of photographic documentation. The Board discussed sharing the reports with the landscape vendor as a performance management tool.

**IV. Administrative Items**

**1. Consideration for Acceptance: Minutes of the Regular Meeting of Board of Supervisors Held October 16, 2025**

The Board reviewed the minutes of the Regular Meeting of the Board of Supervisors held October 16, 2025. It was noted that the meeting was brief and no corrections were requested. Following review, the minutes were accepted by motion.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board accepted the Minutes of the Regular Meeting of Board of Supervisors Held October 16, 2025 for the Ballantrae Community Development District.

**2. Consideration for Approval: The September 2025 Unaudited Financial Statements**

The September 2025 unaudited financial statements were presented and reviewed. The District Manager discussed the year-end financial position, rollover amounts, and overall budget performance, noting that the District entered the new fiscal year with a lower rollover than in prior years. Following discussion, the Board approved the September 2025 unaudited financial statements by motion.

On a MOTION by Supervisor Giacobbe, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board approved the September 2025 Unaudited Financial Statements for the Ballantrae Community Development District.

**3. Consideration for Approval for Ratification**

❖ **Illuminations Track Lighting for Fascia Repair - \$2,450**

❖ **Steadfast Electric Breaker - \$360**



The Board reviewed ratification items for work previously completed to address operational and maintenance needs.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board approved the ratifications of Illuminations Track Lighting for Fascia Repair - \$2,450 and Steadfast Electric Breaker - \$360 for the Ballantrae Community Development District.

**V. Other Items to be Introduced**

**1. Consideration for Adoption Resolution 2026-01, Amending the Budget For The Fiscal Year Beginning October 1, 2024, And Ending September 30, 2025**

The District Manager presented Resolution 2026-01, explaining that the amendment was required to reconcile actual revenues and expenditures for the fiscal year, including adjustments to the general fund and reserve accounts. Discussion included budget variances, prior landscape and irrigation expenses, transfers to reserve funds, and the District's reduced rollover balance entering the new fiscal year. Following discussion, the Board adopted Resolution 2026-01 by motion.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board approved adoption of the Resolution 2026-01, Amending the Budget For The Fiscal Year Beginning October 1, 2024, And Ending September 30, 2025 for the Ballantrae Community Development District.

**2. Anchor Stone Management Contract Termination and District Management Transition**

The District Manager brought up the termination notice submitted to the Board by Anchor Stone Management.

Following discussion, the Board accepted termination of the Anchor Stone Management contract and motioned to terminate effective December 18, 2025, and directed staff to coordinate with District Counsel to prepare the required agreements and resolutions for Board consideration at the December 18, 2025 meeting, including those regarding transitioning to Haven Management Solutions as of December 19, 2025.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board terminated Anchor Stone Management Contract by the December 18, 2025 for the Ballantrae Community Development District.

**VI. Audience Comments New Business Items (limited to 3 minutes per individual)**

There were no audience comments on new business items.

**VII. Supervisor Requests**

Supervisor requests were discussed, including the condition of District facilities and upcoming maintenance activities. Discussion included whether additional roofing may require evaluation or replacement, scheduling of pool closure beginning December 1, 2025, to allow for pressure washing starting December 3, 2025, with anticipated completion by December 7, 2025, and the need for appropriate signage during the closure period.

Additional discussion included the status of irrigation mapping and sprinkler system repairs, maintaining District water barriers to prevent turf loss, and the condition of planters and annual plantings at the front entrance. Direction was given to follow up with the appropriate vendors regarding these items.



255 **VIII. Adjournment**

256 There being no further business, the meeting was adjourned

257 On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board  
258 adjourned the Meeting for the Ballantrae Community Development District.

259

260 ~Any individual who wishes to appeal a decision made by the Board with respect to any matter considered at this meeting  
261 is hereby advised that they may be responsible for ensuring that a verbatim record of the proceedings is made, including  
262 all testimony and evidence upon which the appeal is based.~

263

264 The meeting minutes were approved by a vote of the Board of Supervisors during a publicly noticed meeting held on  
265 **December 18, 2025.**

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269 \_\_\_\_\_  
270 **Signature**

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276 **Printed Name** ☐ Secretary ☐ Assistant Secretary

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name** ☐ Chairman ☐ Vice Chairman

**Following is the Summary of the Approved Proposals as per the Board of Supervisors Request:**

Florida fountains – walk on proposal for East Fountain - \$2808

Steadfast Removal of Four (4) Dead Trees - \$2,300

Steadfast Cut additional Four (4) Dead Trees - NTE \$3,300

Steadfast Removal of (1) Fallen Dead Tree on the Boulevard - \$550

Steadfast Installation of Winter Annuals - \$11,229.70

Steadfast Installation of Loropetalum & Gold Mound - Center Island at Clubhouse - \$1,207.50

Fire Tablet for Track Lighting Proposal - \$137.19 (two for \$69.99 each)

Tennis Court Resurface - Lawson Courts Proposal for \$30,000, to be funded from the District's reserve accounts

Tennis Court Fence - Florida Commercial Care - \$9,9190.50

Fence Caps - Amazon – Dunzy Proposal with Amount Not to Exceed \$272.82





EXHIBIT 11

RETURN TO AGENDA



*Ballantrae*  
Community Development District



# **Ballantrae Community Development District**

**Financial Statements  
(Unaudited)**

**Period Ending  
October 31, 2025**



**Ballantrae CDD**  
**Balance Sheet**  
**October 31, 2025**

Ballantrae CDD

	GENERAL FUND	RESERVE FUND	DS-2015 FUND	TOTAL
1 <b><u>ASSETS:</u></b>				
2 CASH - OPERATING ACCTS	\$ 56,789	\$ -	\$ -	\$ 56,789
3 CASH - OPERATING ACCTS-RESTRICTED	-	-	-	-
4 CASH - OPERATING SOUTHSTATE	130,971	-	-	130,971
5 CASH - DEBIT CARD SOUTHSTATE	42	-	-	42
6 PETTY CASH	400	-	-	400
7 INVESTMENTS:				
8 ASSET RESERVE	-	514,938	-	514,938
9 EMERGENCY RESERVE	-	281,451	-	281,451
10 PARK DEVELOPMENT	-	1,321,634	-	1,321,634
11 BILL PAYMENT RESERVE	-	171,584	-	171,584
12 SINKING FUND-SERIES 2015	-	-	-	-
13 REVENUE-SERIES 2015	-	-	214,126	214,126
14 RESERVE-SERIES 2015	-	-	221,361	221,361
15 PREPAYMENT-SERIES 2015	-	-	291	291
16 INTEREST-SERIES 2015	-	-	-	-
17 ACCOUNTS RECEIVABLE	4,141	-	-	4,141
18 ALLOWANCE FOR UNCOLLECTED DEBT	(93)	-	-	(93)
19 ASSESSMENTS RECEIVABLE -ON ROLL	1,024,659	-	556,611	1,581,270
20 ASSESSMENTS RECEIVABLE -EXCESS FEES	5,549	-	3,014	8,563
21 DUE FROM OTHER FUNDS	143,226	195,853	776	339,855
22 DEPOSITS	1,175	-	-	1,175
23 PREPAID ITEMS	3,380	-	-	3,380
24 <b>TOTAL ASSETS</b>	<b>\$ 1,370,238</b>	<b>\$ 2,485,461</b>	<b>\$ 996,179</b>	<b>\$ 4,851,878</b>
25 <b><u>LIABILITIES:</u></b>				
26 ACCOUNTS PAYABLE	\$ 177,339	\$ -	\$ -	\$ 177,339
27 DUE TO OTHER FUNDS	196,629	143,226	-	339,855
28 RENTAL DEPOSITS	-	-	-	-
29 ACCRUED PAYABLE	14,019	-	-	14,019
30 DEFERRED REVENUE ON-ROLL	1,024,659	-	556,611	1,581,270
31 <b><u>FUND BALANCE:</u></b>				
32 NON SPENDABLE (Deposits & Prepaid)	4,555	-	-	4,555
33 ASSIGNED	-	2,342,234	-	2,342,234
34 RESTRICTED FOR DEBT SERVICE	-	-	439,568	439,568
35 UNASSIGNED	(46,963)	-	-	(46,963)
36 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 1,370,238</b>	<b>\$ 2,485,461</b>	<b>\$ 996,179</b>	<b>\$ 4,851,878</b>



**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	<b>FY 2025 BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
<b>1 O&amp;M REVENUES:</b>					
2 LANDOWNER ASSESMENTS (NET)	\$ 1,024,661	\$ -	\$ -	\$ -	0%
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	-	-	-	-	0%
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	118,252	-	-	-	0%
5 OTHER INCOME	-	-	4,652	4,652	0%
6 TRANSFER IN FROM RESERVE FUND	-	-	-	-	0%
<b>7 O&amp;M TOTAL REVENUES:</b>	<b>1,142,913</b>	<b>-</b>	<b>4,652</b>	<b>4,652</b>	<b>0%</b>
<b>8 O&amp;M ADMINISTRATIVE EXPENDITURES:</b>					
BOARD OF SUPERVISORS					
9 SUPERVISOR STIPENDS	14,000	1,167	600	567	4%
10 NEWSLETTER - PRINT & MAILING	-	-	-	-	0%
11 WEBSITE SERVER & NAME	2,015	2,015	-	2,015	0%
12 PUBLIC OFFICIALS LIABILITY INSURANCE	# 3,731	3,731	3,515	216	94%
13 ADMINISTRATIVE SERVICES	-	-	-	-	0%
14 DISTRICT MANAGEMENT	55,000	4,583	4,583	0	8%
15 FINANCIAL CONSULTING SERVICES	-	-	-	-	0%
16 ACCOUNTING SERVICES	-	-	-	-	0%
17 DISTRICT ENGINEER	18,000	1,500	-	1,500	0%
18 DISTRICT COUNSEL	10,000	833	837	(4)	8%
19 ANNUAL FINANCIAL AUDIT	4,400	367	-	367	0%
20 DISCLOSURE REPORT	-	-	-	-	0%
21 TRUSTEES FEES	4,507	376	-	376	0%
22 PROPERTY APPRAISER FEE	150	150	-	150	0%
23 LEGAL ADVERTISING	1,500	125	-	125	0%
24 ARBITRAGE REBATE CALCULATION	475	40	203	(163)	43%
25 DUES, LISCENSES AND FEES	1,200	100	-	100	0%
26 COMPLIANCE WITH ADA	-	-	-	-	0%
27 PROPERTY TAX IN ARREARS	-	-	-	-	0%
28 ADMINISTRATIVE CONTINGENCY	-	-	-	-	0%
<b>29 O&amp;M ADMINISTRATIVE TOTAL:</b>	<b>114,978</b>	<b>14,986</b>	<b>9,738</b>	<b>5,248</b>	<b>8%</b>



**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	<b>FY 2025 BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
30 <b>INSURANCE</b>		-	-	-	
31     GERNERAL LIABILITY	5,037	5,037	4,746	291	94%
32     PROPERTY CASUALTY	23,657	23,657	23,799	(142)	101%
33 <b>INSURANCE TOTAL</b>	<b>28,694</b>	<b>28,694</b>	<b>28,545</b>	<b>149</b>	<b>99%</b>
34 <b>UTILITY SERVICES</b>					
35     ELECTRIC UTILITY SERVICES	40,000	3,333	2,336	997	6%
36     ELECTRIC UTILITY - RECREATION FACILITIES	20,000	1,667	1,520	147	8%
37     ELECTRIC STREET LIGHTING	121,000	10,083	9,698	385	8%
38     UTILITY - WATER - CLUBHOUSE & POOLS	16,000	1,333	1,405	(71)	9%
39     STORMWATER ASSESSMENT	2,400	200	-	200	0%
40 <b>UTILITY SERVICES SUBTOTAL</b>	<b>199,400</b>	<b>16,617</b>	<b>14,959</b>	<b>1,657</b>	<b>8%</b>
45 <b>LAKES/PONDS &amp; LANDSCAPE</b>					
46     AQUATIC CONTRACT	38,076	3,173	3,173	(0)	8%
47     WETLAND BUFFER SPRAY CONTRACT	16,800	1,400	1,400	-	8%
48     FOUNTAIN REPAIRS & MAINTNANCE	3,500	292	2,808	(2,516)	80%
49     MITIGATION AREAS: MONITOR & MAINTAIN	1,500	125	-	125	0%
50     LAKE/POND REPAIRS	-	-	-	-	0%
51     INSTALL/REPLACE AQUATIC PLANTS	5,000	417	-	-	0%
52     LANDSCAPE MAINTENANCE CONTRACT	159,900	13,325	13,325	-	8%
53     LANDSCAPE - SECONDARY CONTRACTS	51,200	4,267	-	4,267	0%
54     IRRIGATION REPAIRS AND MAINTENANCE	14,000	1,167	-	1,167	0%
55     REPLACE PLANTS, MULCH & TREES	15,000	1,250	2,400	(1,150)	16%
56     SOD & SEED REPLACEMENT	10,000	833	-	833	0%
57     EXTRA MOWINGS DURING RAINY SEASON	1,000	83	-	83	0%
58     RUST PREVENTION FOR IRRIGATION SYSTEM	12,000	1,000	895	105	7%
59     FIELD MISCELLANEOUS	-	-	-	-	0%
60 <b>LAKES/PONDS &amp; LANDSCAPE TOTAL</b>	<b>327,976</b>	<b>27,331</b>	<b>24,001</b>	<b>3,330</b>	<b>7%</b>



**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	<b>FY 2025 BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
61 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>					
62 ENTRY & WALLS MAINTENANCE	2,000	167	275	(108)	14%
63 STREET/DECORATIVE LIGHT MAINTENACE	1,000	83	-	83	0%
64 SIDEWALK REPAIR & MAINTENANCE	1,500	125	-	125	0%
65 EMPLOYEE - SALARIES	152,880	12,740	16,299	(3,559)	11%
66 EMPLOYEE - P/R TAXES	13,695	1,141	1,208	(67)	9%
67 EMPLOYEE - WORKERS COMP	4,620	4,620	2,152	2,468	47%
68 PAYROLL PROCESSING FEES	1,900	158	210	(52)	11%
69 EMPLOYEE- HEALTH & PHONE STIPENDS	14,400	1,200	1,200	-	8%
70 MILEAGE	1,000	83	-	83	0%
71 <b>STREETS, SIDEWALKS, MAINTENANCE &amp; OPERATIONS</b>	<b>192,995</b>	<b>20,318</b>	<b>21,344</b>	<b>(1,026)</b>	<b>11%</b>
72 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>					
73 PARK/FIELD REPAIRS	-	-	-	-	0%
74 CLUBHOUSE FACILITY MAINTENANCE	12,000	1,000	2,552	(1,552)	21%
75 CLUBHOUSE TELEPHONE/INTERNET/FAX	5,500	458	425	33	8%
76 MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	-	-	-	-	0%
77 SECURITY - OTHER (GATE SERVICE)	1,000	83	-	83	0%
78 POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	20,000	1,667	2,093	(426)	10%
79 POOL PERMITS	750	750	-	750	0%
80 SEASONAL LIGHTING	14,000	14,000	-	14,000	0%
81 PEST CONTROL	520	520	450	70	87%
82 CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	0%
83 CLUBHOUSE CLEANING	-	-	-	-	0%
84 CLUBHOUSE MISCELLANEOUS	10,000	833	694	139	7%
85 PART-TIME LAW ENFORCEMENT DETAILS	35,000	2,917	1,980	937	6%
86 SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	1,958	-	1,958	0%
87 EMPLOYEE P/R TAXES	2,000	167	-	167	0%
88 EMPLOYEE WORKER'S COMP	1,300	108	-	108	0%
89 VIDEO SURVEILLANCE	1,300	108	-	108	0%
90 <b>CLUBHOUSE &amp; SAFETY &amp; SECURITY</b>	<b>126,870</b>	<b>24,570</b>	<b>8,194</b>	<b>16,376</b>	<b>6%</b>



**Ballantrae CDD**  
**General Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	<b>FY 2025 BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE YTD vs Actual YTD FAV (UNFAV)</b>	<b>YTD % ACTUAL / AMENDED</b>
101 <b>O&amp;M CONTINGENCY &amp; CAPITAL PROJECTS</b>					
102 O&M CONTINGENCY	50,000	-	-	-	0%
103 ENTRANCES & OTHER PLANT REPLACEMENT	-	-	-	-	0%
104 WALL & STRUCTURE PAINTING	-	-	-	-	0%
105 INVASIVE & UNDESIRABLE PLANT REMOVAL	-	-	-	-	0%
106 <b>O&amp;M CONTINGENCY TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
		-	-	-	
107 <b>TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	<b>1,040,913</b>	<b>132,516</b>	<b>106,781</b>	<b>25,735</b>	<b>10%</b>
108 <b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.</b>	<b>102,001</b>	<b>(132,515)</b>	<b>(102,128)</b>	<b>30,387</b>	<b>-100%</b>
109 <b>OTHER FINANCING SOURCES AND (USES)</b>					
110 <b>RESERVES TRANSFERS OUT-OTHER FINANCING USES</b>					
111 EMERGENCY RESERVE	-	-	-	-	0%
112 ASSET RESERVE	82,000	-	-	-	0%
113 BILL PAYMENT RESERVE	-	-	-	-	0%
114 PARK DEVELOPMENT RESERVE	20,000	-	-	-	0%
115 <b>TOTAL OTHER FINANCING SOURCES AND (USES)</b>	<b>102,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
		-	-	-	0%
116 <b>O&amp;M TOTAL EXPENDITURES</b>	<b>1,142,913</b>	<b>132,516</b>	<b>106,781</b>	<b>25,735</b>	<b>9%</b>
117 <b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>(132,515)</b>	<b>(102,129)</b>	<b>30,387</b>	<b>0%</b>
118 <b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>(132,515)</b>	<b>(102,129)</b>	<b>30,387</b>	<b>0%</b>
119 BEGINNING FUND BALANCE GENERAL FUND			59,721		
120 LESS FUND BALANCE FORWARD			-		
121 ENDING FUND BALANCE GENERAL FUND			<b>(42,408)</b>		
122 ENDING FUND BALANCE - RESERVE FUND (Stmt 2)			-		
123 TOTAL FUND BALANCE - GENERAL & RESERVE FUNDS					
124 <b>ADJUSTED FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (42,408)</b>	<b>\$ -</b>	



**Ballantrae CDD**  
**Reserve Fund**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	FY 2025 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>1 REVENUES:</b>				
<b>2 INTEREST REVENUE</b>	\$ -	\$ -	\$ 5,862	\$ 5,862
<b>3 ASSET RESERVE</b>	-	-	-	-
<b>4 PARK DEVELOPMENT</b>	-	-	-	-
<b>5 EMERGENCY RESERVE</b>	-	-	-	-
<b>6 BILL PAYMENT RESERVE</b>	-	-	-	-
<b>7 FUND BALANCE FORWARD - PARK DEVELOPMENT</b>	15,000	-	-	-
<b>TOTAL REVENUE</b>	15,000	-	5,862	5,862
<b>9 RESERVES EXPENDITURES:</b>				
<b>10 EMERGENCY RESERVE</b>	-	-	-	-
<b>11 ASSET RESERVE</b>	-	-	-	-
<b>12 PARK DEVELOPMENT RESERVE</b>	15,000	15,000	30,805	(15,805)
<b>13 PROJECTS</b>	-	-	-	-
<b>14 TOTAL RESERVE EXPENDITURES</b>	15,000	15,000	30,805	(15,805)
<b>15 EXCESS OF REVENUE OVER(UNDER)EXPENDITURES</b>	-	-	(24,943)	(9,943)
<b>16 OTHER FINANCING SOURCES SOURCES (USES)</b>				
<b>17 TRANSFER IN - PARK DEVELOPMENT</b>	20,000	-	-	-
<b>18 TRANSFER IN (OUT)- ASSET RESERVE</b>	82,000	-	-	-
<b>19 INCREASE IN FUND BALANCE</b>	(102,000)	-	-	-
<b>31 TRANSFER IN (OUT) - EMERGENCY RESERVE</b>	-	-	-	-
<b>32 TOTAL OTHER FINANCING SOURCES SOURCES (USES)</b>	-	-	-	-
<b>33 NET CHANGE IN FUND BALANCE</b>	-	-	(24,943)	
<b>34 FUND BALANCE BEGINNING</b>			2,367,175	
<b>35 FUND BALANCE FORWARD USE</b>			-	
<b>36 FUND BALANCE ENDING</b>			\$ 2,342,231	



**Ballantrae CDD**  
**Debt Service Fund -Series 2015**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
**For The Period Beginning October 1, 2025 Ending October 31, 2025**

	<b>FY 2025 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>1 REVENUE</b>				
2 ASSESSMENT - ON-ROLL	\$ 556,611	\$ -	\$ -	\$ -
3 ASSESSMENT - EXCESS FEES	-	-	-	-
4 PREPAYMENT REVENUE	-	-	-	-
5 INTEREST EARNINGS	-	-	1,353	1,353
<b>6 TOTAL REVENUE</b>	<b>556,611</b>	<b>-</b>	<b>1,353</b>	<b>1,353</b>
 <b>EXPENDITURES</b>				
7 INTEREST NOV 2025	81,313	-	-	-
8 INTEREST MAY 2026	75,639	-	-	-
9 PREPAYMENT	-	-	-	-
10 PRINCIPAL PAYMENT MAY 2026	395,000	-	-	-
<b>11 TOTAL CONTINGENCY</b>	<b>551,952</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>12 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>4,659</b>	<b>-</b>	<b>1,353</b>	<b>1,353</b>
 <b>13 OTHER FINANCING SOURCES</b>				
14 TRANSFER-IN	-	-	-	-
<b>15 TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>16 NET CHANGE IN FUND BALANCE</b>	<b>4,659</b>	<b>-</b>	<b>1,353</b>	<b>1,353</b>
 <b>17 FUND BALANCE - BEGINNING</b>	<b>-</b>	<b>-</b>	<b>438,215</b>	<b>438,215</b>
 <b>18 FUND BALANCE - ENDING</b>	<b>\$ 4,659</b>	<b>\$ -</b>	<b>\$ 439,568</b>	<b>\$ 439,568</b>



**Ballantrae CDD**  
**Bank Reconciliation**  
**October 31, 2025**

	<u>HB Acct</u>
Balance Per Bank Statement	\$ 64,306.24
Less: Outstanding Checks	(7,517.08)
Deposits in Transit	-
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 56,789.16</u></u></b>
Beginning Cash Balance Per Books	\$ 270,807.93
Deposits / Transfer	-
Cash Disbursements	-
<b><i>Balance Per Books</i></b> <b><i>(Cash Operating Acct.)</i></b>	<b><u><u>\$ 270,807.93</u></u></b>



**BALLANTRAE CDD**  
**Check Register**  
**FY2025**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
09/30/2025		<b>EOY Balance Hancock Bank</b>				<b>130,910.62</b>
10/1/25		2713 Anchor Stone Management, LLC	District Mgt Fees		4,583.33	126,327.29
10/1/25		2714 Naturzone Pest Control	Monthly pest control		95.00	126,232.29
10/1/25		2715 Steadfast Alliance, LLC	Landcape Maint		13,325.00	112,907.29
10/1/25		2716 Florida Fountain & Equipment LLC	Fountain Maint		181.50	112,725.79
10/1/25		2717 Naturzone Pest Control	Monthly pest control		95.00	112,630.79
10/1/25		2718 JCS Investigations	Reference: Security Patrol		1,980.00	110,650.79
10/1/25		2720 GK Electrical Solutions Inc	Electrical work		975.00	109,675.79
10/1/25	10/1/25	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	109,275.79
10/2/25		2721 Steadfast Alliance, LLC	Aquatic Maint		4,573.15	104,702.64
10/3/25	100325acj	Engage PEO	PR		5,939.82	98,762.82
10/4/25		2722 Suncoast Rust Control, Inc	Monthly Water Treatment		895.00	97,867.82
10/5/25		2723 Steadfast Alliance, LLC	Aquatic Maint		4,573.15	93,294.67
10/7/25		2724 Egis Insurance Risk Advisors	Act 488		208.00	93,086.67
10/7/25		2725 Poolsure	Finance Charge		39.58	93,047.09
10/8/25		2726 Steadfast Alliance, LLC	Fountain Maint		650.00	92,397.09
10/8/25		2727 Steadfast Alliance, LLC	irrigation repair		395.00	92,002.09
10/14/25		2729 Arrow Exterminators Inc	Pest Control		230.00	91,772.09
10/14/25	101425ach	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual special district fee 25-26		175.00	91,597.09
10/15/25		2730 DCSI, Inc	emergency pull station		579.00	91,018.09
10/15/25		2731 Steadfast Alliance, LLC	Reference: Landscape Service.		2,400.00	88,618.09
10/16/25	10/16/25	Florida Dept of Revenue	Sales tax		120.18	88,497.91
10/17/25	101725ach	Engage PEO	PR		5,532.50	82,965.41
10/19/25		2732 Straley Robin Vericker	For Professional Services Rendered Through June 30, 2025.		1,801.70	81,163.71
10/20/25		2733 Roof X	Repairs/Maint		30,805.00	50,358.71
10/20/25		2734 Poolsure	WM-Chem Base-Nov 2025		1,174.43	49,184.28
10/20/25		2735 Illuminations Holiday Lighting, LLC	clubhouse sign repair/damage		275.00	48,909.28
10/20/25	102025ach1	Pasco County Utilities Services Branch	0 Ayshire Blvd - 08/12-9/11/25		10.60	48,898.68
10/20/25	102025ach2	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor 8/12-9/11/25		1,394.18	47,504.50
10/24/25	102425ach	Engage PEO	BOS MTG 10-16-25		80.60	47,423.90
10/24/25	176	Christopher Milano	BOS MTG 10-16-25		200.00	47,223.90
10/24/25	174	Brian Giacobbee	BOS 10-16-25		184.70	47,039.20
10/24/25	175	Richard Levy	BOS 10-16-25		200.00	46,839.20
10/24/25	102425ach1	Duke Energy	3351 Downan Point Dr 9/3-10/1/25		30.80	46,808.40
10/24/25	102425ach2	Duke Energy	3643 Duke Firth St 9/3-10/1/25		30.80	46,777.60
10/24/25	102425ach3	Duke Energy	17650 Ayrshire Blvd 9/3-10/1/25		32.17	46,745.43
10/24/25	102425ach	Duke Energy	17700 Glennapp Dr (9/3-10/1)		37.52	46,707.91
10/24/25	102425ach	Duke Energy	17626 Glenapp Dr 9/3-10/1		82.67	46,625.24
10/24/25	102425ach1	Duke Energy	3542 BALLANTRAE BLVD 09/3-10/1		91.20	46,534.04
10/24/25	102425ach3	Duke Energy	2500 Ballantrae Blvd 9/3-10/1		103.08	46,430.96
10/24/25	102425ach20	Duke Energy	17600 Stinchar Dr 9/3-10/1		117.62	46,313.34
10/24/25	102425ach21	Duke Energy	172524 Hugh Ln 9/3-10/1		197.27	46,116.07
10/24/25	102425ach23	Duke Energy	17611 Mentmore Blvd Rec Bldg 9/3-10/1		1,322.67	44,793.40
10/24/25	102425ach3	Duke Energy	2800 Ballantrae Blvd Pump Pond 9/3-10/1		1,702.56	43,090.84
10/24/25	102425ACH	Bright House Networks	17611 MENTMORE Blvd Clubhouse Sept		25.00	43,065.84



**BALLANTRAE CDD**  
**Check Register**  
**FY2025**

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
10/27/25	102725ach	Duke Energy	2131 Ballantrae Blvd 9/3-10/1		64.44	43,001.40
10/27/25	102725ach	Duke Energy	Reference: 17835 State Road 54 9/4-10/2		9,698.44	33,302.96
10/27/25	10/27/25	Duke Energy	Duke		43.25	33,259.71
10/28/25	2736	Bandu LLC	Splash Pad-Cartridge Filter		918.54	32,341.17
10/28/25	2737	Steadfast Alliance, LLC	Aquatic Maint		4,573.15	27,768.02
10/29/25	102925ACH	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	27,368.02
10/31/25	103125ach	Engage PEO	PR 10-31-25		5,578.86	21,789.16
10/31/25			Deposit	35,000.00		56,789.16
<b>10/31/25</b>				<b>35,000.00</b>	<b>109,121.46</b>	<b>56,789.16</b>





EXHIBIT 12

RETURN TO AGENDA



*Ballantrae*  
Community Development District



## **AGREEMENT FOR DISTRICT MANAGEMENT SERVICES**

**THIS AGREEMENT (“Agreement”)** is made and effective as of December 19, 2025 (“**Effective Date**”), by and between

**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Pasco County, Florida, with a mailing address of 17611 Mentmore Blvd, Land O Lakes, FL (the “**District**”); and

**HAVEN MANAGEMENT SOLUTIONS, LLC**, a Florida limited liability company, with offices located at 255 Primera Blvd, Suite 160 , Lake Mary FL 32746 (hereinafter “**Consultant**” and together with the District, the “**Parties**”).

### **RECITALS**

**WHEREAS**, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development Act of 1980, as codified in Chapter 190, *Florida Statutes* (the “**Act**”), and by ordinance adopted by the Board of County Commissioners of Pasco County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure;

**WHEREAS**, the District wishes to retain an independent contractor to provide professional district management services, all as more particularly described herein and in **Exhibit A**, which is incorporated herein by reference;

**WHEREAS**, Consultant represents and warrants to the District that it is qualified, capable and willing to provide such services and the District desires to enter into this Agreement with the Consultant for the same; and

**WHEREAS**, the District and Consultant warrant and agree that they have the right, power and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

**SECTION 1. RECITALS.** The recitals stated above are true and correct and by this reference are incorporated into and form a material part of this Agreement.

**SECTION 2. PURPOSE; SCOPE OF SERVICES:** The purpose of this Agreement is for the Consultant to provide professional district management services to the District pursuant to the Act. A brief description of these services is provided below and a detailed description is provided in **Exhibit A** to this Agreement.



A. Standard On-Going District Management Services (“Standard Services”). The Consultant shall provide the following Standard Services to the District pursuant to this Agreement:

1. **Management** – services include the conducting up to 15 board meetings and/or workshops per year, including at least one (1) four (4.0) hour regular board meeting per month, overall administration of District functions, and all required state and local filings, preparation of annual budget, purchasing and risk management;
2. **Administrative** - services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, *Florida Statutes*, and the District’s adopted Rules of Procedure, preparation and delivery of agenda;
3. **Accounting** - services include the preparation and delivery of the District’s financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity;
4. **Assessment Revenue Collection & Reporting** - services include all functions necessary for the timely billing, collection and reporting of District assessments in order to ensure adequate funds to meet the District’s debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments.
5. **Field Management Services** – services include oversight of field services maintenance, including managing vendor contracts relating to District facilities and landscape/irrigation maintenance.
6. **Website Administration** - Consultant shall ensure that the District’s website(s) remain in compliance with all applicable Florida law regarding the content and functionality.
7. **Dissemination Agent** - Consultant shall serve as the District’s dissemination agent under any District continuing disclosure agreements.

B. Time Frame. The Standard Services shall be provided on a monthly basis as detailed in this Agreement.

**SECTION 3. ADDITIONAL SERVICES.** In addition to the Standard Services described above, or in any addendum executed between the Parties, the District may, from time to time, require additional services from the Consultant. Any services not specifically provided for in the scope of services described herein or in Exhibit A, or necessary to carry out the services as



described herein, as well as any changes in the scope requested by the District, will be considered additional services (“**Additional Services**”). Additional services must be authorized by the District prior to being provided by Consultant. Such Additional Services may include, but are not limited to:

A. Meetings: Extended meetings (beyond three (4.0) hours in length), continued meetings, special/additional meetings, and/or workshops in excess of the 15 meetings or workshops per year allocated for herein;

B. Financial Reports: modifications and certifications to special assessment allocation report; true-up analysis;

C. Bond Issuance Services: preparation of the special assessment allocation report, testimony at the required bond validation court hearing, certifications, closing documents and statutorily required mailings

D. Amendment to District boundary;

E. Grant Applications;

F. Escrow Agent;

G. Community Mailings, e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.;

H. Extraordinary public records requests that are extensive in nature, as defined by District’s adopted Rules of Procedure, requiring significant effort to fulfill.

If any Additional Services are required or requested, the Consultant will provide a detailed description of these services and fees for such services to the District for approval prior to beginning any additional services. The Consultant shall undertake the additional services after the District has issued its written approval, as evidenced by a vote of the Board of Supervisors, of the description and fees for such services to the Consultant. All Additional Services will remain subject to the terms and conditions of this Agreement.

**SECTION 4. LITIGATION SUPPORT SERVICES.** Upon the District’s request, the Consultant shall prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving the subject matter of this Agreement. If the District requires or requests any litigation support services, the Consultant will provide a detailed description of the services and fees for such services to the District for approval prior to beginning any litigation support services. The Consultant shall undertake the litigation support services after the District has issued its written approval of the description and fees for such services to the Consultant.

**SECTION 5. ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES.** These are services requested by third parties such as homeowners, realtors, investors or members of the



media. Such services may include, but are not limited to, estoppel letters, bond prepayment processing, and litigation support. The third party requesting such services shall be responsible for the payment of any fees charged by Consultant for providing those services to the extent authorized by law and the District's Rules of Procedure.

**SECTION 6. DISTRICT MANAGER.** Throughout the term of this Agreement, Patricia C. Thibault shall serve as the District Manager for the District. If at any time Patricia C. Thibault shall no longer serve as Consultant's District Manager for the District pursuant to this Agreement, Consultant shall consult with the District's Board of Supervisors regarding the succeeding District Manager hereunder. Notwithstanding the prior sentence, both Parties acknowledge that Consultant shall be acting as an independent contractor under this Agreement and any District Manager provided by Consultant, including Patricia C. Thibault, is solely employees of Consultant and not employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise, all as further provided in Section 27 of this Agreement, and that nothing in this Section shall prevent or prohibit Consultant from utilizing other members of its staff to assist and/or support Patricia C. Thibault in carrying out the District Manager duties and obligations.

**SECTION 7. TERM.** The initial term of this Agreement commences on December 19, 2025, and continue until September 30, 2026 ("**FY 2025 Term**"), unless terminated earlier by either party in accordance with the provisions of this Agreement. This Agreement shall automatically renew for additional one-year terms ("**Renewal Terms**"), unless terminated pursuant to its terms. The Consultant acknowledges that the prices of this Agreement are firm and that the Consultant may change the prices only with the District's written consent, as evidenced by a vote of the District's Board of Supervisors.

**SECTION 8. FEES AND EXPENSES; PAYMENT TERMS.**

A. Fees and Expenses.

1. A schedule of fees for the services provided pursuant to this Agreement is attached hereto as **Exhibit A** to this Agreement, which is attached hereto and incorporated herein. The District shall pay the Consultant for the services it provides pursuant to this Agreement in accordance with the schedule of fees in **Exhibit A** For purposes of the Consultant's compensation for services provided pursuant to this Agreement, the District shall compensate the Consultant only for those services provided under the terms of this Agreement.
2. Unless otherwise specified by this Agreement, the Consultant will invoice the District for the Consultant's services as soon as may be practicable in advance of each month and in the amounts set forth in **Exhibit A** The fees for those services which are not being requested at the time this Agreement is approved will be provided to the District at such time as those services are required and requested by vote of the Board of Supervisors. All invoices shall be due and payable by the District within thirty (30) days from the date of receipt of a correctly submitted invoice or as otherwise provided by the Prompt Payment Act, Chapter 218.70,



*Florida Statutes.* Invoices not paid within thirty (30) days of presentation shall be charged interest on the balance due at the maximum legally permissible rate.

3. Fees for the first three (3) years (i.e., the Initial Term and two (2) Renewal Terms) of the Standard Services described in this Agreement are set forth in Exhibit A thereafter, fees for the Standard Services may be negotiated annually by the Parties. Any amendment to Standard Services fees must comply with the amendment procedure in this Agreement and must be reflected in the adopted General Fund Budget of the District. The District's adoption of the General Fund Budget shall not constitute the District's consent for payment of any expenses or change in Agreement terms.
4. In the event the District authorizes a requested change in the scope of services, Consultant shall submit, in writing to the District, a request for a fee amendment corresponding to the change in services being requested, if it has not already done so. Any change in the scope of requested services and the corresponding fee amendment shall comply with the amendment procedure in this Agreement. Such amendment must be validly executed by the Parties before Consultant is authorized to begin providing services pursuant to the change in scope and the revised fees are adopted.
5. For the purposes of this Agreement, an out-of-pocket expense is an unexpected expense that the Consultant or one of its subcontractors, if applicable, incurs during the performance of the Standard Services, as provided in this Agreement. Such out-of-pocket expenses are included in the fees shown in **Exhibit A**. Out-of-pocket expenses incurred in connection with the performance of Additional Services and Litigation Support Services will be subject to reimbursement at cost. These expenses include, but are not limited to, airfare, mileage, transportation/parking, lodging, postage, and copies.

B. Payment Terms.

1. **Standard Services.** Standard Services will be billed monthly as a fixed fee pursuant to the schedule shown in **Exhibit A**.
2. **Additional Services.** Additional Services will either be billed monthly at the Consultant's proposed hourly rate or per occurrence both as authorized by the District and negotiated by the Parties.
3. **Litigation Support Services.** Litigation Support Services will be billed monthly on an hourly basis for the hours incurred at the Consultant's proposed hourly rate, as authorized by the District and negotiated by the Parties.
4. **Out-of-Pocket Expenses.** Out-of-Pocket expenses not included under the Standard Services of the Consultant will be billed monthly as incurred.



**SECTION 9. SUSPENSION OF SERVICES FOR NON-PAYMENT.** Unless nonpayment is the fault of the Consultant, the Consultant shall have the right to suspend services being provided pursuant to this Agreement if the District fails to pay Consultant's invoices in a timely manner, which shall be construed as thirty (30) days from date of the invoice or as otherwise provided by the Prompt Payment Act, Section 218.70, *Florida Statutes*. Consultant shall notify the District, in writing, at least ten (10) days prior to suspending services.

**SECTION 10. AMENDMENT.** Amendments to, and waivers of, the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Consultant.

**SECTION 11. RESPONSIBILITIES.**

A. District Responsibilities. The District shall provide for the timely services of its legal counsel, engineer, and any other consultants, contractors, or employees, as required, for the Consultant to perform the duties outlined in this Agreement. Expenses incurred in providing this support shall be the sole responsibility of the District unless specified herein.

B. Limitations of Responsibilities. To the extent not referenced herein, and to the extent consistent with Section 190.006, *Florida Statutes*, Consultant shall not be responsible for the acts or omissions of any other Consultant or any of its subcontractors, suppliers, or of any other individual or entity performing services as part of this Agreement which are not under the control of the Consultant. Consultant shall not be liable for any damage that occurs from Acts of God, which are defined as those caused by windstorm, hail, fire, flood, hurricane, freezing, or other similar occurrences of nature.

**SECTION 12. TERMINATION.** This Agreement may be terminated as follows:

A. By the District for "good cause" immediately, which shall include, but is not limited to, misfeasance, malfeasance, nonfeasance, or dereliction of duties by the Consultant. Termination for "good cause" shall be effected by written (electronic) notice to Consultant. Consultant shall provide sixty (60) days of services for no charge if terminated by the District for "good cause".

B. By the Consultant for "good cause" immediately, which shall include, failure of the District to timely pay Consultant for services rendered in accordance with the terms set forth in this Agreement, malfeasance, nonfeasance, or dereliction of duties by the District, or upon request or demand by the Board, or any member thereof, for Consultant to undertake any action or implement a policy of the Board which Consultant deems unethical, unlawful, or in contradiction of any applicable federal, state, or municipal law or rule. Termination for "good cause" shall be effected by written (electronic) notice to District.

C. By the Consultant or District, for any reason, upon provision of a minimum of sixty (60) days written (electronic) notice of termination to the address noted herein.

D. Upon any termination of this Agreement, the Consultant shall be entitled to payment for all services rendered pursuant to this Agreement up until the effective date of the



termination of this Agreement, subject to whatever claims or off-sets the District may have against the Consultant.

E. Upon a provision of notice of termination by either party, Consultant shall, at no additional cost to the District, take all reasonable and necessary actions to provide for an orderly transfer of the books, records, assets, and funds of the District to the District or its designee, which transfer shall begin immediately or as otherwise directed by the District, in the District's sole discretion. In all circumstances, Consultant shall comply with the obligations contained in subsections 119.021(4), Florida Statutes as may be amended from time to time. The Consultant's obligation to transfer the District's books, records, funds, and assets shall survive the termination of this Agreement.

### **SECTION 13. GENERAL TERMS AND CONDITIONS.**

A. The Consultant and its officers, supervisors, staff, and employees shall use due care to protect the property of the District, its residents, and landowners from damage. The Consultant agrees to take steps to repair any damage resulting from the Consultant's activities and work pursuant to the Agreement within twenty-four hours (24) hours.

B. Dissolution or court declared invalidity of the District shall not relieve the District of compensation due for services theretofore rendered.

**SECTION 14. APPLICABLE LAW AND VENUE.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA WITHOUT REFERENCE TO THE PRINCIPLES OF CONFLICT OF LAWS. EXCEPT FOR ACTIONS SEEKING INJUNCTIVE RELIEF (WHICH MAY BE BROUGHT IN ANY APPROPRIATE JURISDICTION), SUITS UNDER THIS AGREEMENT SHALL ONLY BE BROUGHT IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF PASCO, STATE OF FLORIDA. THIS CHOICE OF VENUE IS INTENDED BY THE PARTIES TO BE MANDATORY AND NOT PERMISSIVE IN NATURE, AND TO PRECLUDE THE POSSIBILITY OF LITIGATION BETWEEN THE PARTIES WITH RESPECT TO, OR ARISING OUT OF, THIS AGREEMENT IN ANY JURISDICTION OTHER THAN THAT SPECIFIED IN THIS SECTION. EACH PARTY WAIVES ANY RIGHT IT MAY HAVE TO ASSERT THE DOCTRINE OF FORUM NON CONVENIENS OR SIMILAR DOCTRINE OR TO OBJECT TO VENUE WITH RESPECT TO ANY PROCEEDING BROUGHT IN ACCORDANCE WITH THIS SECTION.

### **SECTION 15. INDEMNIFICATION.**

A. District Indemnification. To the extent allowable under applicable law (and only to the extent of the limitations of liability set forth in Section 768.28, *Florida Statutes*), except to the extent caused by the negligence, reckless, and/or willful misconduct of the Consultant, the District agrees to indemnify, defend, and hold harmless the Consultant and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses,



including attorney's fees, that Consultant may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the negligent or intentionally wrongful acts or omissions of the District. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the Consultant may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement.

B. Consultant Indemnification. The Consultant agrees to indemnify, defend, and hold harmless the District and its officers, supervisors, staff, and employees from and against any and all liability, claims, actions, suits, demands, assessments or judgments asserted and any and all losses, liabilities, damages, costs, court costs, and expenses, including attorney's fees, that the District may hereafter incur, become responsible for, or be caused to pay out arising out of or relating to the failure to perform under this Agreement or at law, or negligent, reckless, and/or intentionally wrongful acts or omissions of the Consultant. The indemnification provided for herein shall not be deemed exclusive of any other rights to which the District may be entitled and shall continue after the Consultant has ceased to be engaged under this Agreement. Additionally, nothing in this Agreement requires Consultant to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Consultant as jointly liable parties; however, Consultant shall indemnify the District for any and all percentage of fault attributable to Consultant for claims against the District, regardless of whether the District is adjudged to be more or less than 50% at fault.

C. Sovereign Immunity; Indemnification Obligations. Nothing herein shall be construed to waive or limit the District's sovereign immunity limitations of liability as provided in Section 768.28, *Florida Statutes*, or other applicable law. Indemnification obligations under this Agreement shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments as ordered.

## **SECTION 16. INSURANCE.**

A. The District shall provide and maintain Public Official Liability and General Liability insurance policies, each in an amount not less than One Million Dollars (\$1,000,000.00) throughout the term of this Agreement.

B. The Consultant shall provide and maintain the following levels of insurance coverage at all times throughout the term of this Agreement:

1. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
2. General Liability Insurance with the limit of One Million Dollars (\$1,000,000.00) per each occurrence.
3. Professional Liability Insurance with limit of no less than One Million Dollars (\$1,000,000.00) per each occurrence.



4. Employment Practices Liability Insurance with limit of Two Million Dollars (\$2,000,000.00) per each occurrence.
5. Comprehensive Automobile Liability Insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of One Million Dollars (\$1,000,000.00).

C. Except with respect to Professional Liability and Worker's Compensation insurance policies, the District and its officers, supervisors, staff, and employees will be listed as additional insureds on each insurance policy described above. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without thirty (30) days written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance should be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

D. If the Consultant fails to secure or maintain the required insurance, the District has the right (without any obligation to do so) to secure such required insurance, in which event the Consultant shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**SECTION 17. ASSIGNMENT.** Neither the District nor the Consultant may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any assignment attempted to be made by the Consultant or the District without the prior written approval of the other party is void.

**SECTION 18. COMPLIANCE WITH PUBLIC RECORDS LAWS.** Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Consultant acknowledges that the designated public records custodian for the District is **Patricia Thibault** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Consultant shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*, and the District's Rules of Procedure; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Consultant does not transfer the records to the Public Records Custodian of the District; 4) follow the District's Records Request Policy; and 5) upon completion of the Agreement, transfer to the District or its designee, at no cost, all public records in Consultant's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Consultant, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt



from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Office products, Adobe PDF formats, or the other information technology systems of the District.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT \_\_\_\_\_, OR BY EMAIL AT \_\_\_\_\_, OR BY REGULAR MAIL AT 1415 BRISTOL PARK PL, LAKE MARY, FLORIDA 32746.**

**SECTION 19. NOTICES.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be electronic or in writing and delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

If to the District: Ballantrae Community Development District  
c/o Haven Management Solutions, LLC  
255 Primera Blvd , Suite 160  
Lake Mary, Florida 32746  
Attn: District Manager

With a copy to: Straley Robin Vericker  
1510 W. Cleveland Street  
Tampa. FL 33606  
Attn: District Counsel  
Email: vbabbar@srvlegal.com

If to the Consultant: Haven Management Solutions, LLC  
255 Primera Blvd, Suite 160  
Lake Mary, Florida 32746  
Attn: Patricia Thibault  
Email: \_\_\_\_\_

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above or delivered electronically with return receipt. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States Government shall not be regarded as business days. Counsel for the District and counsel for the Consultant may deliver Notice on behalf of the District and the Consultant, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change



in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**SECTION 20. EFFECTIVE DATE.** This Agreement shall become effective as of the Effective Date first written above and shall remain effective until terminated by either the District or the Consultant in accordance with the provisions of this Agreement.

**SECTION 21. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**SECTION 22. AGREEMENT; CONFLICTS.** This instrument, together with accompanying **Exhibits A and B**, shall constitute the final and complete expression of this Agreement between the District and the Consultant relating to the subject matter of this Agreement. To the extent of any conflict between this instrument and **Exhibits A and B** this instrument shall control.

**SECTION 23. ENFORCEMENT OF AGREEMENT; PROTECTION AGAINST THIRD-PARTY INTERFERENCE.** A default by either the District or the Consultant under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. In the event that either the District or the Consultant is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third-party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third-party to this Agreement.

**SECTION 24. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Consultant and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person or corporation other than the District and the Consultant any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Consultant and their respective representatives, successors, and assigns.

**SECTION 25. COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Consultant shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, and ordinances. If the Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by a local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Consultant or any of its agents, servants, employees, or materialmen, or with



respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation of an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

**SECTION 26. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the District and the Consultant as an arm's length transaction. The District and the Consultant participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

**SECTION 27. INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Consultant shall be acting as an independent contractor. Neither the Consultant nor employees of the Consultant are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Consultant in the performance of this Agreement. The Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

**SECTION 28. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**SECTION 29. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

***[SIGNATURES BEGIN ON THE FOLLOWING PAGE]***



**IN WITNESS WHEREOF**, the Parties each intend to enter this Agreement, understand the terms set forth herein, hereby agree to those terms, and have executed this Agreement on the Effective Date first written above.

ATTEST:

**BALLANTRAE COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson / Vice Chairperson,  
Board of Supervisors

WITNESS:

**HAVEN MANAGEMENT SOLUTIONS,  
LLC**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:**    Scope of Services  
                    Schedule of Fees



## **Exhibit A: Scope of Services**



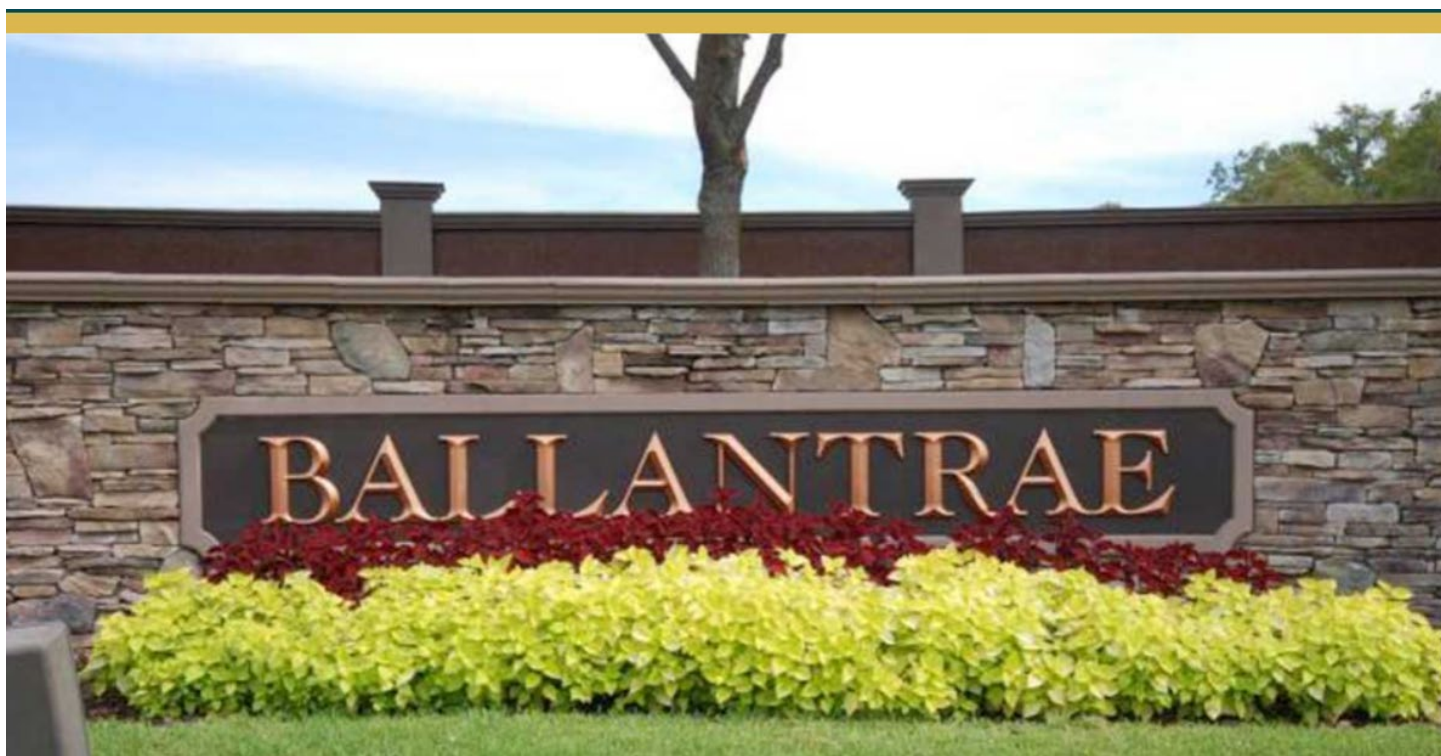
## **Exhibit B – Schedule of Fees**



# Haven Management Solutions

## A Partnership Proposal

For District Management Services



The Ballantrae Community Development District





# Haven Management Solutions

December 15, 2025

The Board of Supervisors  
Ballantrae CDD

## **RE: Proposal to Provide District Management Services**

On behalf of Haven Management Solutions , we thank you for considering our proposal to provide District Management services to the Ballantrae Community Development District. Haven Management Solutions is a professional limited liability company with a focused practice on serving Community Development Districts. We are excited about the possibility of collaborating and advancing a Public Private Partnership that will serve the needs of the residents of the Ballantrae Community Development District.

This partnership proposal presents our qualifications and expertise in the community development district arena.

## **The Haven Management Solutions Mission:**

*Advance the unique Vision of the Board of Supervisors, Ensure the Sustainability of District Infrastructure, Maintain the Thrivability of Living Assets, Assure Economic and Budgetary Governance.*

Our firm's leaders bring decades of practical experience in district management, field services, and finance and accounting. We leverage this expertise to deliver transparent, efficient and solution-oriented service that is tailored to the specific needs of your district.

We look forward to presenting our proposal to the Board of Supervisors.

Sincerely,

Patricia Thibault  
Director - District Operations







# Haven Management Solutions

## **The Ballantrae Dedicated Professional Team**

Though only recently founded in 2025, the professional management team brings together the most esteemed professionals in the industry, combining to an experience of over 100 years!!! Backed by decades of shared experience, we partner with your District to turn challenges into opportunities. Through active listening, strategic collaboration, and seasoned insight, we deliver innovative, solution-focused strategies that drive meaningful results. Your dedicated management team has a long history of working together and share a commitment to deliver the highest level of professional management services.

### Patricia Thibault - Director of District Operations

Patricia is a dynamic and initiative driven professional with over 20 years of extensive expertise in District Management, accounting, and auditing. With a proven track record of overseeing complex management and financial operations, she consistently delivers efficient, transparent, and data-informed solutions that support organizational growth and fiscal integrity.


Her strong planning and organizational abilities enable her to manage District initiatives from concept to completion, ensuring alignment with District strategic goals and regulatory standards. Patricia's disciplined approach and ability to balance multiple priorities under pressure allow her to meet critical deadlines without compromising quality or accuracy.

As a certified leader and effective communicator, Patricia excels in translating complex financial data into actionable insights that drive sound decision-making at the District level. She is thoroughly versed in Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) principles and has held Certified Public Accountant (CPA) licenses in two states.

Patricia has had experience overseeing the daily operations of over 40 Districts and is well versed in Florida Statute Chapter 190. She understands that it is the residents of the District that provide the fiscal means for her to operate as the District Manager. Her commitment and dedication is to the residents of the District as well as the Board of Supervisors.

### John McKay - Finance & Assessments

John has over 30 years in the financial services industry. He advances a complete scope of district financial and assessment services ranging from district establishment to bond issuances to ongoing assessment revenue collections – which are critical to the success of district operations. He will prepare and issue estoppel letters for prepayments and closings, process, and record assessment prepayments, and perform regular true-up analysis for each bond issue. He will also provide the dissemination Agent Services for the District; prepare and post quarterly and annual continuing disclosure reports as required by the bond issue. John has been qualified as an expert witness in bond validation hearings. Experience does matter and John is a well renowned leader in the CDD financial industry.







# Haven Management Solutions

## The Ballantrae Dedicated Professional Team

### Austin Corings – Senior Accountant

Austin has over 8 years in the CDD industry – growing from a summer intern to senior accountant. The accounting business of a CDD is not easy, with fluctuating budgets and reporting responsibilities. He grasps complex issues and is at ease explaining the many aspects of a financial statement to the Board members and residents of a District. His daily focus is on financial reporting and compliance with a keen eye on cash management. Austin oversees the Districts audit process and ensures that all District audits are completed within the Florida Statute mandates. Good governance goes beyond compliance, and so does our experienced Government Services team with Austin as the team leader. It's about timely financial reporting, transparent communication and a dedicated commitment to the District.

### Shima Pakzadian – Accounts Payable Manager

Shima is considered an expert with over 15 years of experience in accounts payable with a focused six years dedicated to CDD accounting. Shima holds two Masters degrees , an MBA as well as a Masters of Science in Accounting. As an expert in accounts payable, her role involves managing the District's financial obligations by processing, verifying, and reconciling invoices, making timely vendor payments, and maintaining accurate financial records to ensure cash flow, profitability, and compliance. Shima handles complex AP processes, resolves invoice discrepancies, and provides insights for financial planning which impact the district's financial stability and reputation. She takes pride in fostering positive relationships across departments and with external vendors; to ensure accurate financial accountability.

### Joe O'Reilly – Field Operations

Joe brings over a decade of diverse property management experience, Over the last several years, Joe has focused on Amenity and Field Services. His earlier background experience in management has refined his expertise in driving performance effectiveness. Joe is recognized for the implementation of preemptive maintenance strategies that are tailored to the precise operational needs of each District.

### Dana Bryant – Professional Landscape Advisor

Dana has over 20 years in the landscape industry and provides expert consulting on critical irrigation and landscape matters that impact the District's living assets. Dana is comfortable in presenting the “real” of your landscape issues as an independent consultant on the Haven Management Solutions team.







# Haven Management Solutions

## The Commitment

**Haven Management Solutions commits to financial integrity:** At Haven Management Solutions, we believe that trust is the foundation of every successful relationship. Our commitment to financial integrity guides every decision we make ensuring transparency, accountability, and honesty in all our financial practices. We uphold the highest ethical standards, maintaining accurate records, complying fully with regulations, and safeguarding the interests of our clients, partners, and stakeholders. By prioritizing integrity, we aim to build lasting confidence in our brand and create sustainable value for everyone we serve; the residents and the Board of Supervisors. Key Deliverables include:

- ❖ Collaborating with the Board of Supervisors to create a unique and comprehensive Vision Plan, ensuring the District's growth reflects and supports the goals and values of the Board.
- ❖ Developing a monthly financial dashboard that showcases the key financial metrics and insights unique to the District.
- ❖ Presenting monthly financial statements that incorporate variance expenditure analysis and detailed information on unfavorable variances
- ❖ Delivering budget presentations that are clear, relevant and meaningful for all members of the District - reflecting a fundamental accounting principle for all financial reporting
- ❖ Our audit promise. Deliver the audit in compliance with Florida Statute deadlines.
- ❖ Administer the assessment roll and coordinate with the County Tax Collector and Property Appraiser in compliance with State Statutes
- ❖ Bond dissemination. We prepare and deliver all necessary disclosures and reports for the bondholders and trustees, ensuring full compliance with the master trust indenture and SEC Rule 15c2-12.

**Haven Management Solutions commits to resident support and communication:** Resident concerns and observations should be acknowledged, documented and addressed promptly. The Haven Management Solutions Resident Resource Center is open seven days a week, from 7 a.m. to 7 p.m., providing residents with expedient access to District information. Additionally, a designated email address will be established for the District to ensure resident concerns are promptly documented and responses are tracked. This resident-centric approach demonstrates a commitment to listening to residents.







# Haven Management Solutions

## The Commitment

Haven Management Solutions commits to the delivery of excellence in District Management & Administrative Services: The District Manager will strategically align with the Board to ensure that every operational and maintenance decision support the District's long-term vision and objectives. Thru the collaboration with maintenance and accounting professionals, the District Manager will develop an integrated plan that addresses the unique needs of the District and Board. Our innovative and integrated approach provides for proactive oversight while adapting effectively to the evolving conditions and needs of the District.

Haven Management Solutions commits to a seamless transition: The Haven Management Solutions team will begin implementing transition objectives upon contract award. We will work with your current management company to obtain a comprehensive list of vendors, ensuring swift communication with District resources. Additionally, Haven Management Solutions will conduct a thorough review of the District budget, past meeting minutes, and a representative will be present at each meeting to ensure we are fully prepared for Day One of the contract.

A Sample Scope of Services Can be Found in Exhibit A of this document.

## The Guarantee

Haven Management Solutions **BELIEVES** in their commitment promise to the District. If for any reason the Board determines that we have failed in our obligations to the District and motions to terminate the contract, Haven Management Solutions will provide the final 60 days of the contract at no charge to the District.







# Haven Management Solutions

## Fee Schedule & Pricing Overview - District Management - No Increase in Pricing for Three Years

No Increase in Pricing from Prior District Management

TASK	DETAIL	PRICING		
		Year 1	Year 2	Year 3
Task 1	Management	Included	Included	Included
Task 2	Administrative	Included	Included	Included
Task 3	Accounting	Included	Included	Included
Task 4	Financial/Assessment Services & Revenue Collection	Included	Included	Included
Task 5	Dissemination Agent	Included	Included	Included
	<b>ANNUAL TOTAL</b>	<b>\$ 55,000</b>	<b>\$55,000</b>	<b>\$ 55,000</b>
<b>ADDITIONAL SERVICES</b>				
District Management - Hourly Rate for Additional district meetings or Meetings over 4 hours - Includes 15 Meetings		\$ 125	\$ 125	\$ 125







# Haven Management Solutions

## District Management References

The Haven Management Solutions team believes that quality and integrity drive the success of any partnership. We consult with our clients, listen to their challenges faced, find the vision, and work in partnership to assess and develop tailored solutions with a holistic lifecycle approach - focusing on the interconnectedness of all decisions both on a short-term and long-term basis. We invite you to contact our references to substantiate our identity and reputation.

### TAMPA PALMS ODD

General Fund Budget: \$3,486,449

Services Provided: Management, Administrative, Accounting, Financial/Assessment Services. Dissemination services not required.

Reference Contact: Ms. Maggie Wilson - [mmfitzy@aol.com](mailto:mmfitzy@aol.com)

### LONG LAKE RANCH ODD

General Fund Budget: \$1,633,791

Services Provided: Management, Administrative, Accounting, Financial Assessment Services, Dissemination, Amenity Management (team of 3) and Field Services.

Reference Contact: Heidi Clawson, Chairman - [hclawson20@gmail.com](mailto:hclawson20@gmail.com)

### CONCORD STATION ODD

General Fund Budget: \$1,991,215

Services Provided: Management, Administrative, Accounting, Financial, Assessment Services, Dissemination, Reference Contact: Jessica LaBarbera, Chairman -

### Highland Meadows II ODD

General Fund Budget: \$1,058,025

Services Provided: Management, Administrative, Accounting, Financial/Assessment Services. Dissemination and Field Services.

Reference Contact: Ms. Deborah Galbraith, Chairman - [dgalbraithhm2@gmail.com](mailto:dgalbraithhm2@gmail.com)

### Forest Lake ODD

General Fund Budget: \$578,091

Services Provided: : Management, Administrative, Accounting, Financial/Assessment Services. Dissemination and Field Services

Reference Contact: Mr. Frank Rivera, Chairman - [FLCDDCHAIR1@gmail.com](mailto:FLCDDCHAIR1@gmail.com)







# Haven Management Solutions

## District Management Contact Information

Haven Management Solutions  
255 Primera Blvd.  
Suite 160  
Lake Mary, FL 32746

Patricia Thibault - 407-221-9153  
[Patricia@havenmgtSol.com](mailto:Patricia@havenmgtSol.com)

Austin Comings - 407-378-8427  
[Austin@havenmgtSol.com](mailto:Austin@havenmgtSol.com)





## District Management Certificate of Liability

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/08/2025			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
<b>PRODUCER</b> ONE SOURCE ADVISORY 21214443 PO BOX 119 LUTZ FL 33548		<b>CONTACT NAME:</b> PHONE (813) 949-8636 FAX (813) 909-8743 (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Property and Casualty Insurance Company of Hartford NAIC# 34690 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:					
<b>INSURED</b> HAVEN MANAGEMENT SOLUTIONS, LL 1415 BRISTOL PARK PL LAKE MARY FL 32746-4328							
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INBR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			21 SBM BX8M3T	12/15/2025	12/15/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA. ACCIDENT) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA. accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE DTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	Professional Liability			21 SBM BX8M3T	12/15/2025	12/15/2026	Each Claim Limit \$1,000,000 Aggregate Limit \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Those usual to the Insured's Operations.							
<b>CERTIFICATE HOLDER</b> For Informational Purposes 1415 BRISTOL PARK PL LAKE MARY FL 32746-4328				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan S. Castaneda</i>			





# Haven Management Solutions Sample Scope of Services – Exhibit A





## **DISTRICT MANAGEMENT – SAMPLE SCOPE OF SERVICES**

### **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. Bid proposal should be based on twelve (12) meetings per year plus one (1) budget workshop for a total of thirteen (13) meetings, each 4 hours in length
- C. Ensure compliance with all statutes affecting the district.
- D. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

### **ADMINISTRATIVE**

- A. Agenda Preparation, record keeping in accordance with Florida law, prepare accurate meeting minutes, filing of records/reports with local/state agencies including the Florida Commission on Ethics, provide administrative support services to the District Manager
- B. Prepare and publish all meeting and workshop notices
- C. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy
- D. Tablets/electronic device for Supervisors use at meetings

### **ACCOUNTING**

- A. Monthly accounts payable, construction and capital program accounting, monthly production of Unaudited Financial Statements, Filing the Annual Financial Report, Filing the Annual Independent Audit, and other usual and customary accounting services required of CDD's
- B. Budget preparation shall include calculation of operation and maintenance assessments

### **ASSESSMENT ADMINISTRATION SERVICES**

- A. Assessment Roll Preparation and Re-amortization schedule, preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing
- B. Estoppel letters, bond payoff information and other collection related work shall be provided to property owner and realtors. Estoppels will be billed at state approved levels

### **DISSEMINATION AGENT SERVICES**

- A. Payment made annually in the month of October each year.
- B. Providing the ongoing disclosure requirements and duties listed in the agreements of all series of Bonds issued by the District, facilitating the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5).

### **ADDITIONAL SERVICES**

Additional District Meetings – proposed hourly fee to be charged for each hour past the initial 4-hour meeting timeframe included in the scope of services.



**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

**FIELD MANAGEMENT – SCOPE OF SERVICES**

**Field Management**

Oversight of vendors, submitting one (1) written monthly Field Services Report, to be included in the Board meeting agenda.

Conduct FOUR site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors.

Attend monthly Board meetings, including in person at the request of the Board, to review the monthly Field Services Report with the Board.

Execute the direction from Board meetings related to Field Services, including soliciting proposals, and coordinating field services work.

.





EXHIBIT 13

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**RESOLUTION 2026-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Ballantrae Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) desires to designate certain Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The following persons are appointed to the offices shown:

Chairperson	<u>Richard Levy</u>
Vice Chairperson	<u>Chris Milano</u>
Secretary	<u>Patricia Thibault</u>
Assistant Secretary	<u>Cecilio Thomas</u>
Assistant Secretary	<u>Kendrick Miller</u>
Assistant Secretary	<u>Brian Giacobbe</u>
Assistant Secretary	_____
Assistant Secretary	_____
Treasurer	<u>Patricia Thibault</u>
Assistant Treasurer	<u>Austin Comings</u>

**SECTION 2.** This Resolution supersedes any prior appointments made by the Board. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of December, 2025.

ATTEST:

**BALLANTRAE COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors





EXHIBIT 14

RETURN TO AGENDA



*Ballantrae*  
Community Development District



**RESOLUTION 2026-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO ESTABLISH A LOCAL BANK ACCOUNT AND APPOINT SIGNORS ON THE ACCOUNT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Ballantrae Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District's Board of Supervisors desires to establish a local bank account for the District and appoint Patricia Thibault and Austin Comings as signors on the account.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT THAT:**

1. **DESIGNATING AUTHORIZED SIGNATORIES.** The District Manager is directed to establish a local bank account at South State Bank for the District. Patricia Thibault and Austin Comings and \_\_\_\_\_ shall be appointed as signors on the account.

2. **EFFECTIVE DATE.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of December, 2025.

ATTEST:

**BALLANTRAE COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson/Vice Chairperson, Board of  
Supervisors





EXHIBIT 15

RETURN TO AGENDA



*Ballantrae*  
Community Development District



Document ID: 35430608

# Ballantrae CDD - Playground Grand Opening

Saturday, December  
13, 2025

## EVENT CONTRACT

**ACCOUNT:** Ballantrae Community  
Development District

**SALES MANAGER:** Kim Sanders

**CONTACT:** Patricia Thibault

**EMAIL:** [kim@tbfr.com](mailto:kim@tbfr.com)

**EMAIL:** [patricia@AnchorStoneMgt.com](mailto:patricia@AnchorStoneMgt.com)

**PHONE:** (813) 802-9119

**PHONE:**

**ADDRESS:**

## EVENT SUMMARY

Name	Date	Time	Areas	Offsite Address	Guests
<b>Ballantrae CDD - Playground Grand Opening</b>	<b>12/ 13/ 2025</b>	<b>1:00 pm - 5:00 pm</b>	<b>1 Up Burger Food Truck</b>	<b>17611 Mentmore Blvd, Land O Lakes, FL 34638</b>	<b>90</b>

## FOOD

Qty		Price	Total
90	One Entree Truck (serving from 1:00pm - 5:00pm) serving in a small meal with NO Drink	\$13.50	\$1,215.00

### 1 Up Burger

**Cheeseburger** - Dressed with ketchup, mustard, and pickle.

**Chicken Nuggets** - Served with choice of dipping sauce (Bbq, Ranch, Honey Mustard)

**Hot Dogs** - Sky's the limit on how you dress it

**Sides:** Fries

## FOOD & BEVERAGE NOTES

Truck will serve first 90 guest with a small meal. Guests after that will be paying for themselves. Self pay meals will be sold @ \$13.50 per.



A/V AND OTHER ITEMS

Qty		Price	Total
1	Fuel Fee Surcharge - \$50.00 per truck	\$50.00	\$50.00

ESTIMATED BILLING

			Total
Fees Pre-tax			\$50.00
Food & Beverage			\$1,215.00
Subtotal			\$1,265.00
Sales Tax - EXEMPT			\$0.00
Convenience Fee	3.5%		\$44.28
Grand Total			\$1,309.28
Deposit (Due 12/2/2025)		Unpaid	\$654.64
Final Balance (Due 12/10/2025)		Unpaid	\$654.64
Estimated Amount Due			\$1,309.28

Patricia Thibault

Approved on behalf of Vice Chairman Milano via email received on 12.02.2025



# Ballantrae CDD - Playground Grand Opening

Saturday, December 13, 2025

## TERMS AND CONDITIONS

### SECTION I- SERVICES AND MATERIALS TO BE FURNISHED

1. TBFTTR agrees to schedule and organize a catering event (hereinafter "EVENT") with Food Truck(s) on behalf of CLIENT on the specified date.
2. TBFTTR will cater with the agreed menu at the specified cost.
3. TBFTTR will coordinate and organize all Food Truck inquiries, placement, scheduling, menu selections and management for the EVENT.
4. CLIENT agrees to compensate TBFTTR on a per event basis, with each event being under a separate contract unless otherwise stated.
5. TBFTTR agrees that Food Truck(s) are to place a trash receptacle outside of their trucks and will take that trash with them at the end of the event.

### SECTION II- PRICES AND PAYMENT

6. CLIENT agrees to pay 50% deposit, due upon signing of this contract (if within 10 days of the event, paid in full will be required).
7. The balance of the Contract is due 3 days before the day of the EVENT and must be paid via business check or credit card.
8. Additional servings may be provided for an added fee. Any additions to the headcount are due 4 days before the event. Client is responsible to pay for additional servings served during the event.
9. Further, CLIENT agrees that it will not charge TBFTTR or any Food Truck(s) any amount in rent, parking fees and/or any other expenses and that charges are included in the Price of the Contract.

### SECTION III - GRATUITIES



10. Although gratuities are not automatically included in your invoice and are not required, they are very much appreciated by the staff. You may add a gratuity by contacting your sales manager directly or paying the staff directly on the day of the event.

#### **SECTION IV- NON SOLICITATION**

11. CLIENT agrees that it will not solicit any Food Truck(s) for any purpose without the prior written consent of TBFTR, including but not limited to, solicitation for future Food Truck(s) and/or catering events.

#### **SECTION V- INSURANCE**

12. TBFTR will carry general liability insurance with a \$2 million dollar aggregate, \$1 million dollar per occurrence policy and will add CLIENT as an additional insured. TBFTR will also coordinate with all Food Truck(s) for the EVENT to insure proper documentation on file proving this level of insurance and that CLIENT is added as an additional insured.

#### **SECTION VI- INABILITY TO PERFORM**

13. TBFTR shall not be liable to the Client for delay and/or damages if the performance of the EVENT shall be delayed or prevented by weather, fire, flood, riot, strike and/or other labor dispute beyond the control of TBFTR. TBFTR shall promptly resume performance on removal or cessation of the cause of the interference or delay and coordinate with CLIENT to reschedule the EVENT to another date coordinated by both parties.

#### **SECTION VII- TERMINATION/RESCHEDULING**

14. The Contract cannot be terminated without cause by either party. However, if CLIENT terminates the Contract, for any reason including COVID there will be a 50% cancellation / rescheduling fee.

#### **SECTION VIII - LEFTOVER FOOD POLICY**

15. To ensure the safety of our clients and their guests, it is TBFT's policy to remove and discard any leftover food after the event. We do not recommend serving leftover food to guests as we cannot ensure the safety in doing so.

#### **SECTION IX - NOTICES**

16. Except as otherwise provided in this Contract, all notices given pursuant to this Contract shall be in writing and shall be delivered to the address above or at such other place as either party may designate in writing.

#### **SECTION X -GOVERNING LAW**

17. This Contract shall be governed by, construed, and enforced in accordance with the laws of Florida. Jurisdiction is proper in Hillsborough County, Florida.

#### **SECTION XI- ATTORNEYS' FEES**

18. If any action is filed in relation to this Contract, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

#### **SECTION XII - SEVERABILITY**

19. The invalidity of any portion of this Contract will not and shall not be deemed to affect the validity of any other provision. If any provision of this Contract is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the removal of the invalid provision.

#### **SECTION XIII - ENTIRE CONTRACT**

20. This Contract constitutes the entire Contract between the parties, and any prior understanding or representation of any kind preceding the date of this Contract shall not be binding on either party except to the extent incorporated in this Contract.

#### **SECTION XIV - MODIFICATION OF CONTRACT**

21. Any modification of this Contract or additional obligation assumed by either party in connection with this Contract shall be binding only if in writing signed by each party or an authorized representative of each party.

#### **SECTION XV - ASSIGNMENT OF RIGHTS**

22. The rights of each party under this Contract are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

#### **SECTION XVI- SECTION HEADINGS**

23. The titles to the sections of this Contract are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Contract.

### **Client Signature**





EXHIBIT 16

[RETURN TO AGENDA](#)



*Ballantyne*  
Community Development District



## ROOF ESTIMATE

OCT 17, 2025

ROOF X  
1512 McKay Bay Ct. STE 1  
Tampa, FL 33619

[r.diaz@roofxincfl.com](mailto:r.diaz@roofxincfl.com)  
8136290581

## JOE O'REILLY

[joe@anchorstonemgt.com](mailto:joe@anchorstonemgt.com)  
7326731184

17611 mentmore blvd  
Land O lakes, FL  
34638



# INTRODUCTION

Hi Joe,

**We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance.** Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:  
Tile Roof Repair

One Year Workmanship warranty

**Please note: Any rotten wood beyond 2 sheets will be installed at a rate of \$110.00/sheet and any linear boards will be replaced at a rate of \$7.15/ft.**

Once the job is complete, one of our Quality Control Officers from our Audit Division inspects your project to make sure we did everything correct and up to our strict standards and site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients.

Kind regards,

John Allen | Sales Director  
J.Allen@roofxincfl.com  
813-459-2321

# TILE ROOF REPAIR

Description
Repair front entry tower to community
REPAIR HIGHLIGHTED TOWER IN THE FRON OF THE COMMUNITY
This quote will be to remove all broken tile on the roof in damage area
Replace the area of the roof sheeting that is broken
Re-do the underlayment in the damage area
Replace the tile with matching tile
Fix any mortar that was damage in area of broken tile

Quote subtotal	\$4,750.00
Total	\$4,750.00

**REGIONS**



est. **\$62.51**/mo

Installment Loan

LIMITED LIFETIME FULL START™ NON-PRORATED WARRANTY PERIOD (20 YEARS) STANDARD APPLICATION WIND WARRANTY (110 mph) HIGH WIND APPLICATION WARRANTY (160MPH) LIMITED WIND WARRANTY TERM (15 YEAR) ALGAE CLEANING TERM (120 Months)



# AUTHORIZATION PAGE

Tile roof repair

\$4,750.00

Name: Joe O'reilly

Address: 17611 mentmore blvd, Land O lakes, FL



Installment Loan

Description	Qty	Unit price	Line total	Est. Payment
<div><input type="checkbox"/></div>				

## Customer Comments / Notes

Patricia Thibault

Executed on behalf of Chairman Levy via email  
received on 11.17.2025

Joe O'reilly:

Date:

# TERMS AND CONDITIONS

## Additional Terms

1. Acceptance of Terms: Owner, hereby agrees to retain the company's service for a full roof replacement on the terms and conditions stated herein. I further authorize and grant full access to the property for the purpose of staging and completing all agreed upon work.
2. Commencement of Work: Work shall commence within ten business days of material arriving on site excluding rain days. Company shall not be liable for delay in, or failure to perform due to labor controversies, strikes, fire, weather, acts of god, war, governmental sections, inability to obtain materials from usual sources, delays caused by, and/or as a direct result of Owners insurance company or other circumstances not listed which are beyond the control of the company.
3. Insurance: Roof X Inc ("Contractor") shall carry workers compensation, general liability, and automobile liability insurance and such other as required by law. Contractor will furnish a certificate of insurance evidencing the types and amounts of its coverages upon request.
4. Changes in the Work and Extra Work: Customer shall be entitled to order changes in the work and the price of the work shall be adjusted accordingly. Unless otherwise noted in the scope of work the price quoted does not include removing or replacing fascia, trim, sheathing, rafters, structural members, siding, masonry, vents, or caulking that isn't pertaining to new roof.
5. Right to Stop Work: The failure of the customer to make proper payment to the contractor when due shall entitle contractor, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid contractor shall be increased by the amount of contractor's reasonable costs of shut down, delay, and startup.
6. Back Charges: No back charges or claims for payment of services rendered or materials and equipment furnished by customer to contractor shall be valid unless previously authorized in writing by contractor and unless written notice is given to contractor within ten (10) days of the event, act or omission which is the basis of the back charge.
7. Construction Debris: Upon completion of the work, the company will make a reasonable effort to remove debris from the property, including but not limited to general clean-up of construction-related debris and a magnetic sweep of the eave line and walkways surrounding the project area. Company cannot guarantee the removal of all nails and or debris. Company shall not be liable for any resulting damages.
8. Landscaping: While company will make reasonable efforts to safeguard the lawn and or shrubbery. It is the sole responsibility of the owner to remove any and all lawn ornaments, exterior furniture and valuables. Company cannot guarantee the safekeeping of these items nor shall company assume any liability for damage.
9. Timely Payment: It is the owner's responsibility to ensure prompt payment to Roof X Inc. and not to exceed 7business days from receipt of invoice. Customer will incur a late payment penalty after the invoice goes beyond the 7 business days of \$45.00. Payments issued beyond 14 days late will be charged additional applicable late payment interest as allowable by state law. (This clause of the contract shall exclude those customers that are waiting on mortgage companies to release insurance funds and wouldn't take effect again until they had received funds from their mortgage company to pay the contractor). Additionally, owner will make a reasonable effort to ensure paperwork is turned in promptly and contractor is kept up to date with required paperwork to minimize the time it takes to receive draws from the mortgage company once draws are requested.
10. Force Majeure: Company shall not be liable for any natural and or unavoidable catastrophes that interrupt the expected course of events and restricts company from fulfilling its obligations herein, such as, but not limited to, excessive wind, hail, ice, rain, extreme weather conditions, fire, war, governmental actions, or other acts of God.
11. Labor Warranty: Company shall provide labor warranty of 10 years on roof installation unless otherwise stated in the scope of work. If a warranty claim is made and found to be unrelated to workmanship there will be a \$250.00 trip charge applied at time of jobsite visit.
12. Warranty Exclusions: Company shall have no liability or damages from fires, windstorms, or other hazards as it is

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_



normally covered by homeowner's insurance after the roof is installed.

13. Manufacturer's Warranty on Materials: All material for this job is subject to manufacturer's limited warranty which will be provided in writing to customer(s) on or before job completion.
14. Pre-Existing Materials: Repair of deteriorated decking, "waves" in decking, fascia boards, flashings, chimneys, gutters or other such materials unless otherwise expressly stated in the contract are not included. Should owner(s) elect to repair any and or all of these pre-existing materials. Owner shall be charged for both materials and labor as determined by the contractor. Company shall not be liable for
15. Pre-Existing Conditions: Company shall not be responsible or liable for issues due to deteriorated decking, improper ventilation, "waves" in decking, appearance of roof due to irregularities in underlying roofing system or other pre-existing structural defects. Additionally, Roof X Inc. will not be held liable for damages to items that are below roof decking and otherwise not visible such as improperly placed plumbing or water lines strapped to trusses near roof decking, electrical wiring, or any lines pertaining to the HVAC system whether electrical or otherwise.
16. Severability: If any provision of this contract is held by a court of competent jurisdiction to be contrary to law, then the remaining provisions of this agreement or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each such provision of this contract shall be valid and enforceable to the extent granted by law.
17. Binding Arbitration: If a dispute arises from or relates to this contract or the breach thereof, and if the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by mediation administered by the American Arbitration Association under its Construction Industry Mediation Procedures before resorting to arbitration. Mediation and arbitration to be held in Tampa, FL or surrounding area within Hillsborough County Florida.
18. Cancellation: If customer breaks the terms of this contract by not moving forward with project after permit is issued the penalty will be forfeiture of deposit.

---

Joe O'reilly

Date:

I acknowledge that I have read and understand this page. Initials: \_\_\_\_\_

Better Business Bureau®

# Start With Trust.®

**BETTER BUSINESS BUREAU OF WEST FLORIDA, INC.**



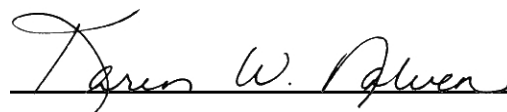
*Roof X, Inc.*

has pledged to uphold the BBB Accredited Business Standards as well as the Principles for Trust to include:

- Build Trust •Advertise Honestly •Tell the Truth •Be Transparent •Honor Promises
- Be Responsive •Safeguard Privacy and •Embody Integrity.

This 1<sup>st</sup> day of October, 2024

This membership is valid for one year only and may be revoked by the BBB due to violation of any of the above ethics.

 President

**bbb.org**





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**DIAZ, RENE JOSEPH JR**

ROOF X, INC.  
1512 MCKAY CT  
SUITE 1  
TAMPA FL 33619

**LICENSE NUMBER: CCC1330839**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](https://MyFloridaLicense.com)

ISSUED: 09/05/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

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

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

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

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

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2024

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

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

<b>PRODUCER</b> Acrisure Southeast Partners Insurance Services, LLC Attn: SouthEast Platform, PO Box 1788 Grand Rapids MI 49501	<b>CONTACT NAME:</b> Carmen Orsini <b>PHONE (A/C, No, Ext):</b> 800-845-8437 <b>E-MAIL ADDRESS:</b> corsini@acrisure.com	<b>FAX (A/C, No):</b>
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Obsidian Specialty Insurance Company		16871
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 20555028 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PTC-GL-000002129-02	10/27/2024	10/27/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER** **CANCELLATION**

<b>CERTIFICATE HOLDER</b>  **Proof of Coverage**	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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EXHIBIT 17

RETURN TO AGENDA



*Ballantrae*  
Community Development District





## Steadfast Alliance

30435 Commerce Drive, Suite 102  
San Antonio, FL 33576  
844-347-0702 | ar@steadfastalliance.com

## Invoice

Date	Invoice #
12/10/2025	SA-18309

Please make all Checks payable to:  
Steadfast Alliance

### Bill To

Ballantrae CDD  
c/o Anchor Stone Management  
255 Primera Boulevard, Suite 160  
Lake Mary, FL 32746  
AP@AnchorStoneMgt.com

### Ship To

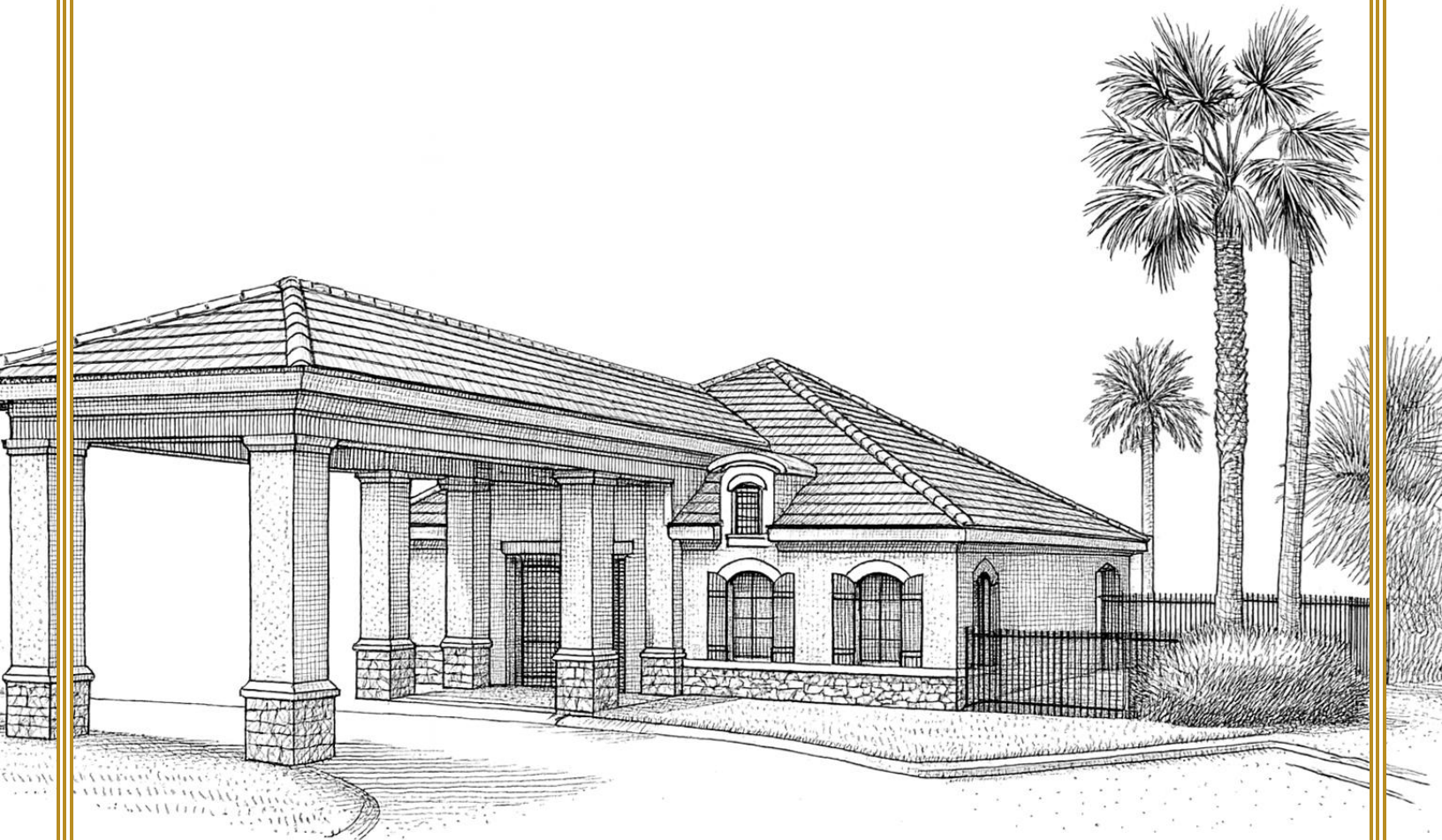
SCA05518  
Ballantrae Facia Repaint  
17611 Mentmore Blvd.  
LAND O LAKES, FL 34638  
USA

P.O. No.	W.O. No.	Account #	Cost Code	Terms	Project	
				Net 30	SCA05518 Ballantrae Facia Repaint	
Quantity	Description			Rate	Serviced Date	Amount
1	Paint facia with owner supplied paint			1,250.00		1,250.00

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.

<b>Total</b>	\$1,250.00
Payments/Credits	\$0.00
<b>Balance Due</b>	\$1,250.00

A  
B



*Ballantrae*  
Community Development District