

BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Thursday, March 19, 2026
Time: 6:30 P.M.
Location: Ballantrae Community Center
17611 Mentmore Blvd.
Land O' Lakes, FL 34638

Zoom: [LINK](#)
Meeting ID: 994 9991 1662
Passcode: 298312
Call In: +1 3052241968

Agenda

For the full agenda packet, please contact Patricia@havenmgt.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. Consideration to Steadfast Proposals:

❖ Proposal for Overseeding Behind the Clubhouse-\$3,240

[Exhibit 3](#)

❖ Ratification for the Rotation of Spring Annuals-\$8,090

[Exhibit 4](#)

❖ Palm Trimming-\$2,300

[Exhibit 5](#)

C. Amenity Manager

1. Presentation of Amenity Center Report & Task List for Discussion

[Exhibit 6](#)

2. Consideration of Proposal to Apply Ecofinish to Splash Pad Hanley Pools LLC- \$8,500

[Exhibit 7](#)

3. Consideration of Proposal for Renovation- Pulexa

[Exhibit 8](#)

❖ Option 1: Repair Crack on Splash Pad -\$13,900

❖ Option 2: Resurface Splash Pad with Pebble TEC-\$28,000

4. Consideration of Proposal for Clubhouse Furniture-Florida Patio Furniture Inc.-\$,1801.70

[Exhibit 9](#)

5. Consideration of Proposal for Park Sign- Signarama-

[Exhibit 10](#)

❖ Max Metal 3mm 1-Sided-Vinyl-Laminate-\$333.64

❖ 48"W X 72"H Aluminum Composite with Digital Printed Vinyl
With Lamination- Not Installed- \$336.45

6. Consideration of Proposal for Furniture Dolly

[Exhibit 11](#)

7. Consideration of Proposal for Shop Vacuum

[Exhibit 12](#)

IV. District Manager

A. Informal Presentation- Potential Sidewalk and Safety Improvements

[Exhibit 13](#)

V. Administrative Items

A. Consideration for Acceptance: Minutes of the Regular Meeting of
Board of Supervisors Held February 19, 2026

[Exhibit 14](#)

B. Consideration for Approval: The December 2025 Unaudited Financial

[Exhibit 15](#)

C. Presentation of General Election Meeting Date and Location

[Exhibit 16](#)

D. Presentation of Ballantrae CDD Approval Listing

[Exhibit 17](#)

E. Presentation of Ballantrae CDD Employee Handbook

[Exhibit 18](#)

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

VII. Supervisor Requests

VIII. Adjournment

Exhibit 1

[Return to Agenda](#)



Ballantrae CDD Conservation Areas

Inspection Date:

3/10/2026 9:48 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:

Large nuisance growth is all decayed. Beneficial low-lying growth is starting to move in. Routine monitoring and treatment as needed will continue.

<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	Chara
Hydrilla	Slender Spikerush	Other:	

SITE: 4

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



Comments:

Emergent terrestrial weeds are starting to appear in the buffer. This will be addressed next service later this week. Other larger nuisance growth is decayed.

<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	Chara
Hydrilla	Slender Spikerush	Other:	

Inspection Report

SITE: 5

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



Comments:

Large nuisance growth is all decayed. Beneficial low-lying growth is starting to move in. Routine monitoring and treatment as needed will continue.

<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	Chara
Hydrilla	Slender Spikerush	Other:	

SITE: 6

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



Comments:

Large nuisance growth is all decayed. Decayed material is too dense to allow new growth. Routine monitoring and treatment as needed will continue.

<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	Chara
Hydrilla	Slender Spikerush	Other:	

Inspection Report

SITE: 7

Condition: ☒Excellent Great Good Poor Mixed Condition Improving



Comments:

Large nuisance growth is all decayed. Beneficial low-lying growth is starting to move in. Routine monitoring and treatment as needed will continue.

<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: 8

Condition: Excellent Great ☒Good Poor Mixed Condition Improving



Comments:

Mixed nuisance growth present in the buffer (Caesarweed, primrose willow). Treatments to this area will become more frequent until growth clears.

<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: 11

Condition: Excellent ☒Great Good Poor Mixed Condition Improving



Comments:

Mild nuisance growth has started in parts of the buffer. This area was just treated a few day ago and will need more time for effects to become visible. Technicians will continue to monitor and re-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

SITE: 12

Condition: Excellent ☒Great Good Poor Mixed Condition Improving



Comments:

Mild nuisance growth has started in parts of the buffer. This areas was also treated last week and will continue to be monitored.

<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: 13

Condition: Excellent ☒Great Good Poor Mixed Condition Improving



Comments:

Mild regrowth of tropical soda apple; also treated last week and will need time to decay. Treatments will continue until growth has cleared. No other nuisance growth observed in the buffer.

<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: 14

Condition: ☒Excellent Great Good Poor Mixed Condition Improving



Comments:

Large nuisance growth is all decayed. Beneficial low-lying growth is starting to move in. Routine monitoring and treatment as needed will continue.

<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

MANAGEMENT SUMMARY



The freezes last month were a huge benefit in maintaining the buffer zones. Most larger vegetation did not survive the low temperatures and has since decayed. The low-lying growth has been a bit more resilient and is encroaching most areas which will give nuisance growth a harder time regrowing. Only one area inspected today has significant nuisance growth. This is also the narrowest buffer zone given its proximity to homes. Care will be taken here as to not overspray into residents' yards.

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:

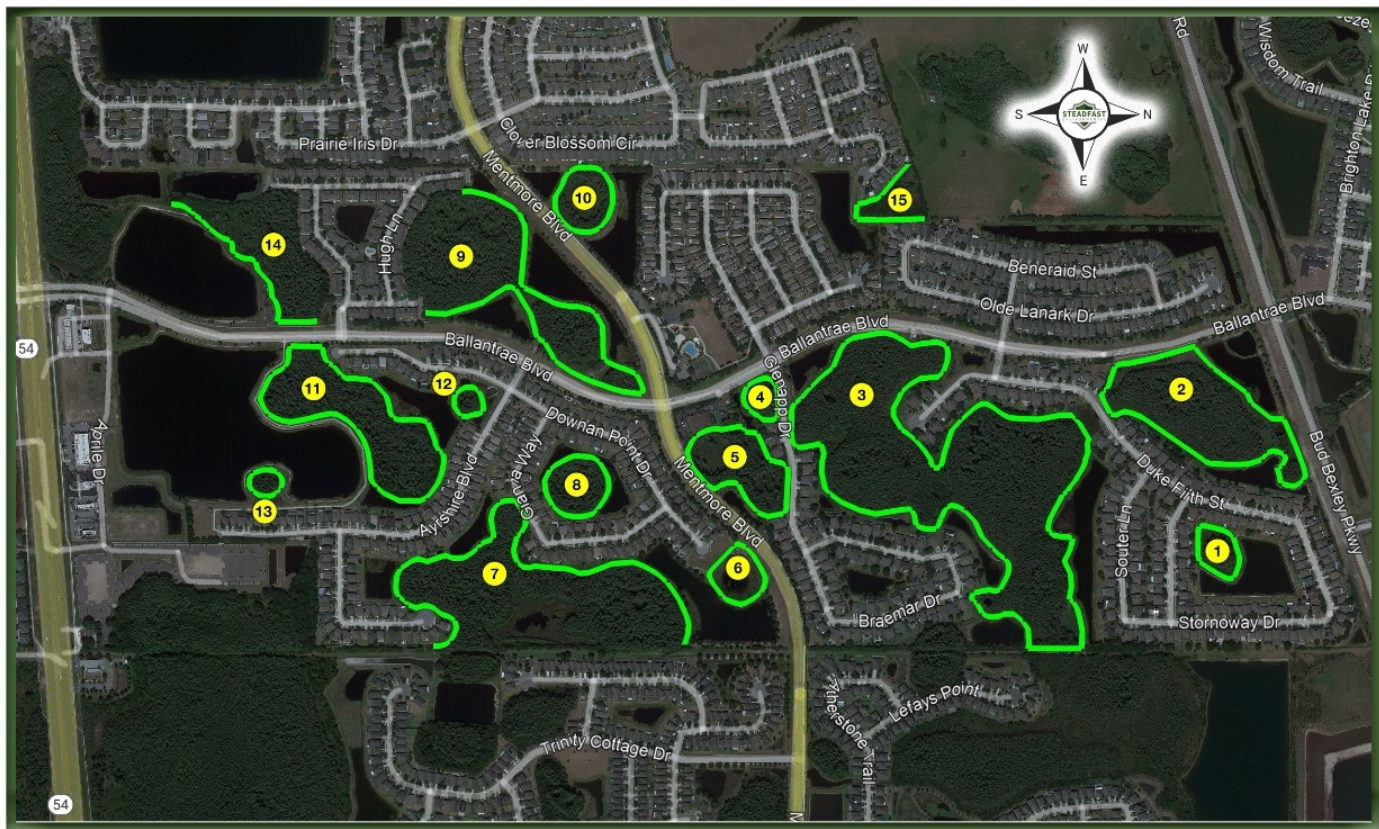


Exhibit 2

[Return to Agenda](#)



Ballantrae CDD Aquatics

Inspection Date:

3/10/2026 1:05 PM

Prepared by:

Matt Goldrick

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 17

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>	☒ 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: 18

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>	☒ 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: 19

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Filamentous algae is clinging to beneficial plants around the perimeter. Technicians can be hesitant to apply algaecides around these plants, though many did not survive the freezes last month thus treating around them has a greatly reduced risk to the plants.
No nuisance grasses observed.

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

SITE: 20

Condition: Excellent ✓Great Good Poor Mixed Condition Improving



Comments:

Small patches of torpedo grass present near the weir. These will be addressed later this week.
No algae observed.

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

Inspection Report

SITE: 21

Condition: Excellent Great ☒ Good Poor Mixed Condition Improving



Comments:

Nuisance grasses present around the perimeter. These have likely appeared recently as water levels continue to recede and will be treated promptly before they can encroach back into the water.
No algae observed.

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

SITE: 22

Condition: Excellent ☒ Great Good Poor Mixed Condition Improving



Comments:

Any filamentous algae present has previously been treated and is decaying. A technician will inspect next visit and re-treat if needed.
Nuisance grasses present will also be addressed at that time.

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

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.

<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: 24

Condition: Excellent ☒Great Good Poor Mixed Condition Improving



Comments:

More recently treated filamentous algae; also set for inspection next visit. The small patches of exposed nuisance grasses will also be treated.

<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: 25

Condition: ☒Excellent Great Good Poor Mixed Condition Improving



Comments:

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

Pollen buildup on one end of the pond.

<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: 26

Condition: Excellent Great Good ☒Poor Mixed Condition Improving



Comments:

Given this pond's history of submerged growth, I've been given the go-ahead to treat with much stronger targeted herbicide later this week. One heavy dose of fluridone will be applied, follow by two smaller bump treatments over the following month. Combine that with regular herbicide treatments and conditions should improve by the next time this pond shows up on a report.

<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

MANAGEMENT SUMMARY



Cooler days are behind us now that Spring has unofficially started in Florida. Daylight hours are already increasing and rain is slowly becoming more frequent. We're ramping up for growing season with more catered herbicide and algaecide mixes. Preventative treatments throughout the winter have been highly effective and will give technicians a good head start on grasses for the next month or so. Algae will likely be more of a focus for now as daytime temps hover in the mid-80's and rain only comes once per week.

Most ponds are in great condition overall. The only one with immediate issues has an action plan in place that will start this week. Everywhere else, regular treatment will make quick work of the small amount of unwanted growth observed. As mentioned in a description above, technicians are sometimes hesitant when spraying around beneficial plants. Many of these plants have recently died off from cold or drought, so we can more easily treat target species if present among beneficials.

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:

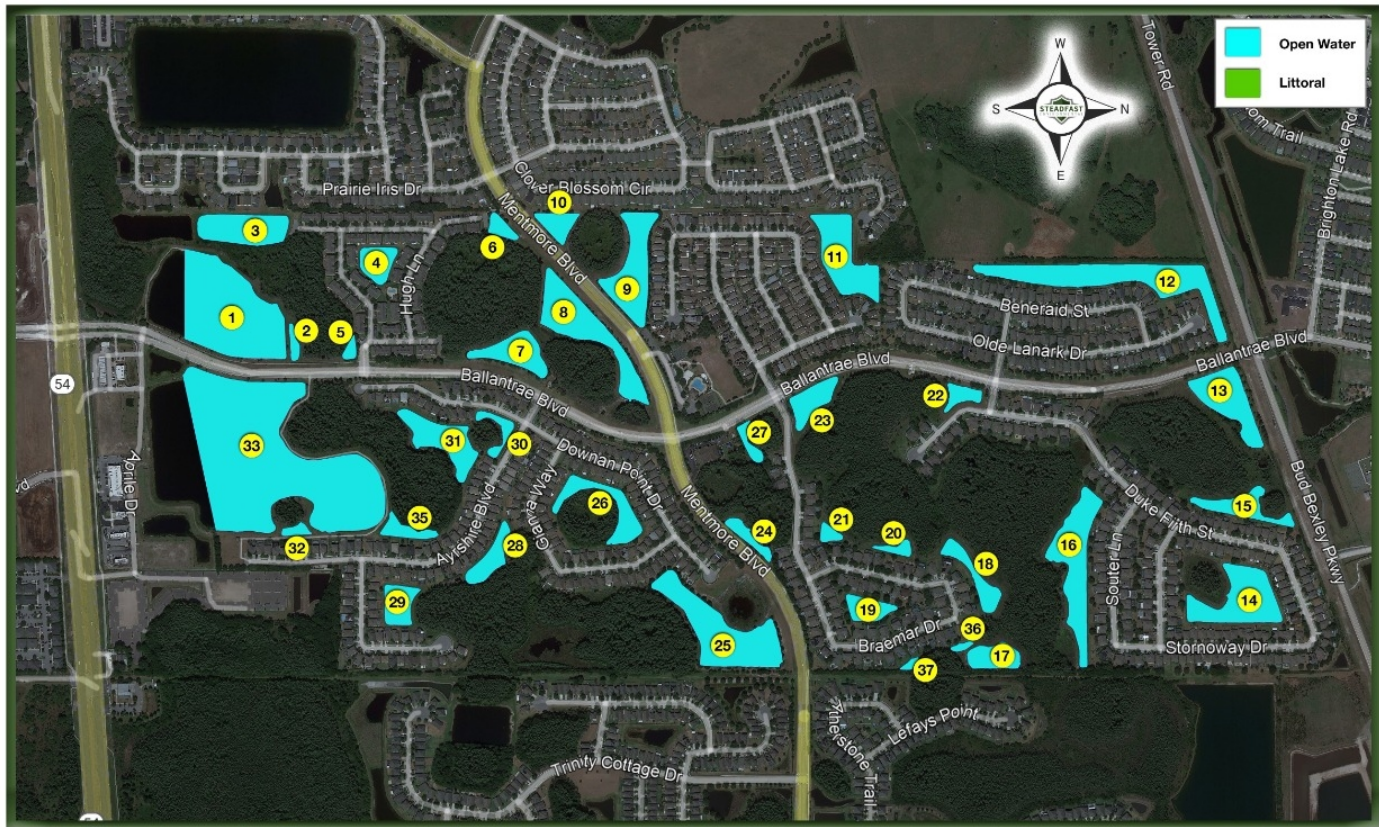


Exhibit 3

[Return to Agenda](#)



Steadfast Alliance
Suite 102
San Antonio FL 33576 US

ESTIMATE

DATE DUE ESTIMATE #
2/27/2026

BILL TO

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

SHIP TO

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the overseeding behind the clubhouse. This is to fill in the bare spots in that area and around the playground. NOTE: It is recommended that this be done at the start of rainy season. With the current drought and water restrictions we have there will be a better chance of germination.			
Overseeding- Per 25lbs bag	12.00	270.00	3,240.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL 3,240.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

Exhibit 4

[Return to Agenda](#)



Steadfast Alliance
Suite 102
San Antonio FL 33576 US

ESTIMATE

DATE 2/26/2026 DUE ESTIMATE #

BILL TO

Ballantrae CDD
c/o Haven Management
Solutions
255 Primera Boulevard, Suite
160,
Lake Mary FL 32746

SHIP TO

SM1152 (401)
Ballantrae CDD
17611 Mentmore Blvd
Land O' Lakes FL 34638

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the rotation of spring annuals.			
Annuals-Spring Mix	2,880.00	2.75	7,920.00
Irrigation adjustments	2.00	85.00	170.00

Approved on behalf of Chiarman Levy via email direction on 02.27.2026

Patricia Thibault

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL 8,090.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

Exhibit 5

[Return to Agenda](#)



Steadfast Alliance
San Antonio FL 33576 US

ESTIMATE

DATE 3/16/2026 DUE ESTIMATE #

BILL TO

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

SHIP TO

DESCRIPTION	QTY	RATE	AMOUNT
This proposal is for the trimming of 24 palms at the main clubhouse and Straiton pool. 13 Washingtonia palms, 8 sable palms, 2 Sylvester palms and 1 queen palm.			
Palm Tree Trimming	1.00	2,300.00	2,300.00

I HEREBY CERTIFY that I am the Client/Owner of record of the property which is the subject of this proposal and hereby authorize the performance of the services as described herein and agree to pay the charges resulting thereby as identified above.

TOTAL 2,300.00

I warrant and represent that I am authorized to enter into this Agreement as Client/Owner.

Accepted this _____ day of _____, 20____.

Signature: _____

Printed Name and Title: _____

Representing (Name of Firm): _____

Exhibit 6

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Haven Management Solutions

Monthly Landscape Inspection: 03/11/2026

Ballantrae CDD

Area: Foxtail Area

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	Starting to turn green
Turf Fertility - Non Bahia - Color and Growth Density	12	15	Starting to turn green
Turf Areas - Weed Control	9	10	
Bed Weed Control	9	10	
Shrub & Plant Pruning & Shape - Deadheading & Appearance	9	10	Shrubs took hit from recent cold snap throughout community
Shrub Fertility & Vitality	6	10	Shrubs took hit from recent cold snap throughout community
Debris & Trash Management	10	10	
Total Points Landscape Inspection Items - Failure is Deemed to be at 80% : 80 or lower	90%	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'	8	10	Tree pruning fence line and throughout community also along walkways
Reporting Requirements & District Receipt - Based on Contract Terms	20	20	
Total Points Other Landscape Items - Failure is at 90%: 45 or lower	46%	50	

Other Landscape Supplemental Items			
Annuals - Vigor & Appearance - Planted in Accordance with Contract Terms Schedule	10	10	
Mulch - Even Distribution - Not greater than 4 " Deep in Accordance with Contract Terms Schedule	7	10	Mulch is not at 4" it is evenly distributed to cover bare ground
Total Points Other Landscape Supplemental Items- Failure is at 80%:16 or below	17%	20	

Pond Inspection Items	Score	Max Points Allowed	Points Allocated
Pond Algae & Growth - Check for the prescence of spkerush, torpedo grass and pennywort	50	50	
Pond Debris & Trash in Pond & On Pond Bank	50	50	
Total Points Pond Inspection - Failure is at 80% or Below	100	100	

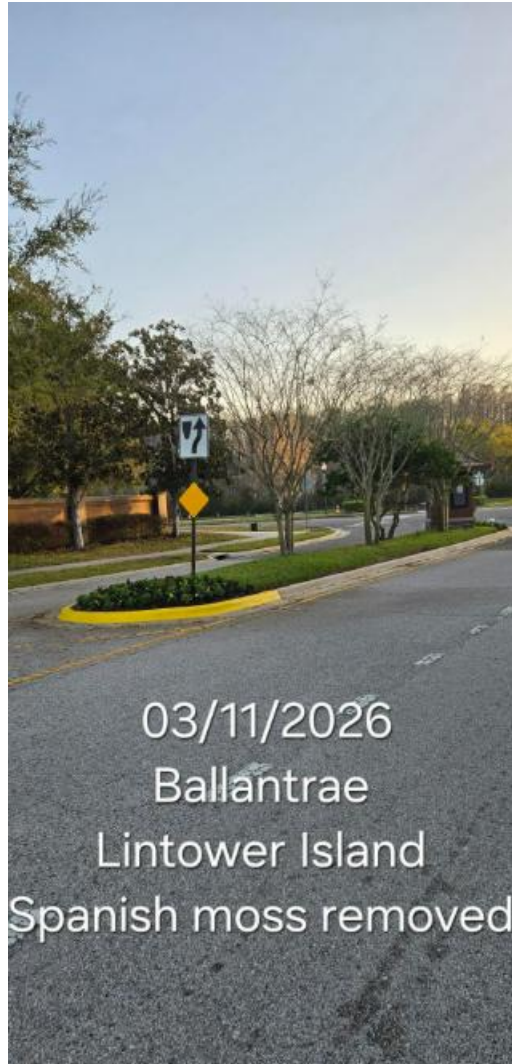


03/11/2026

Ballantrae

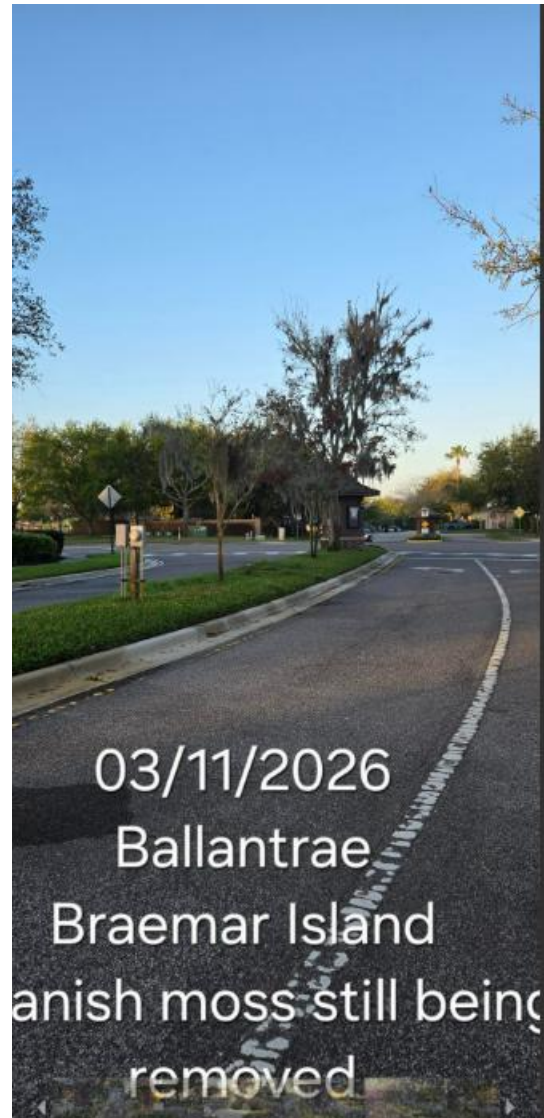
Braemar Island

new flowers



03/11/2026
Ballantrae
Lintower Island
Spanish moss removed





03/11/2026

Ballantrae

Braemar Island

anish moss still being
removed

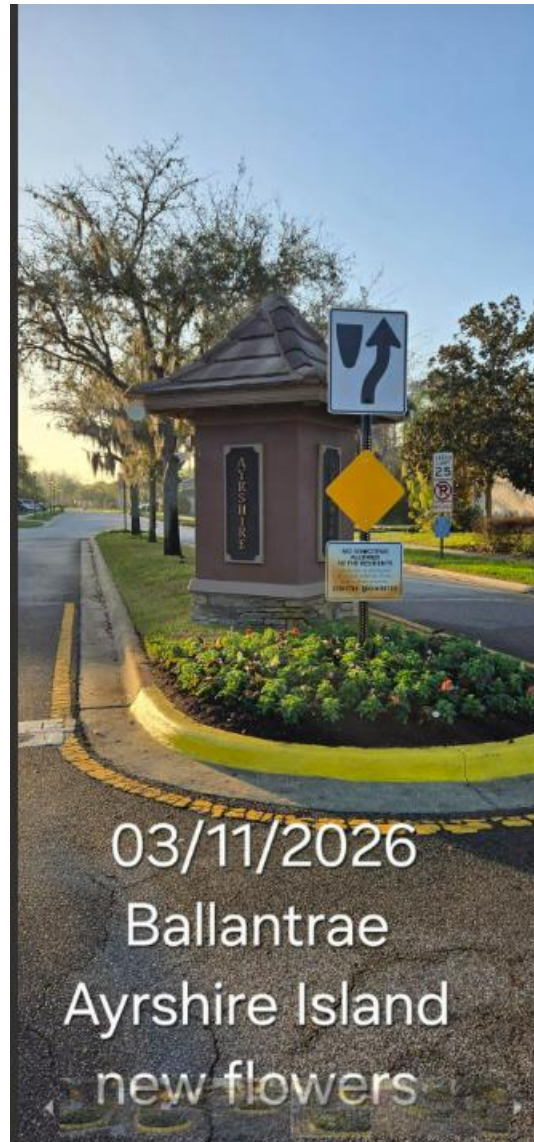


03/11/2026
Ballantrae
Castleway Island
new flowers



03/11/2026
Ballantrae
Lintower Island
new flowers



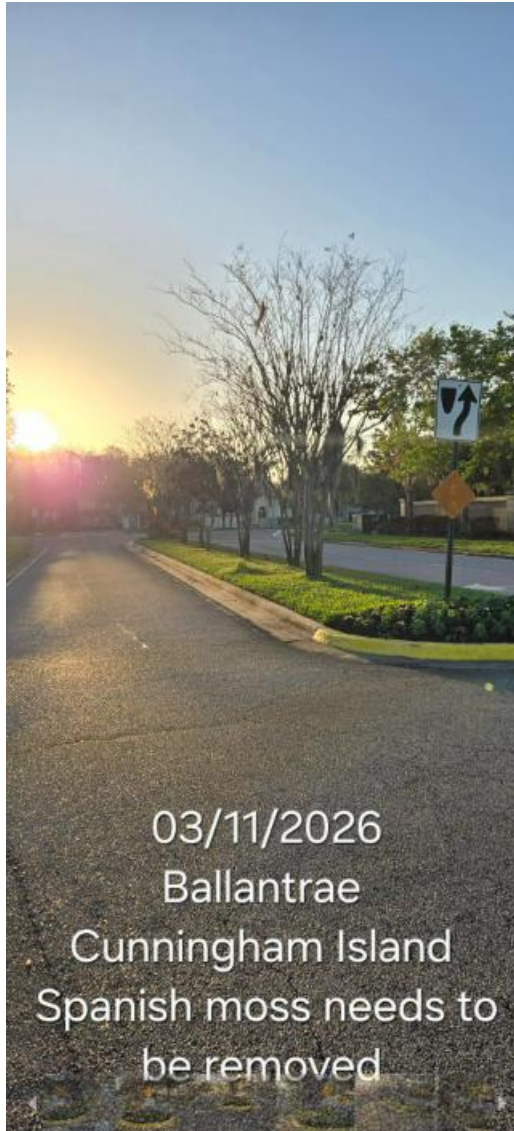


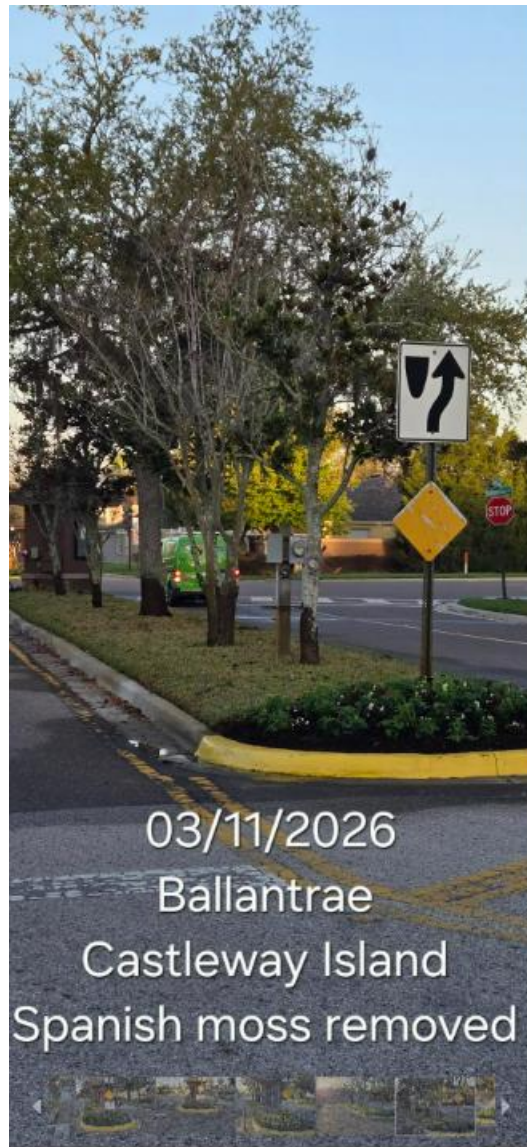
03/11/2026

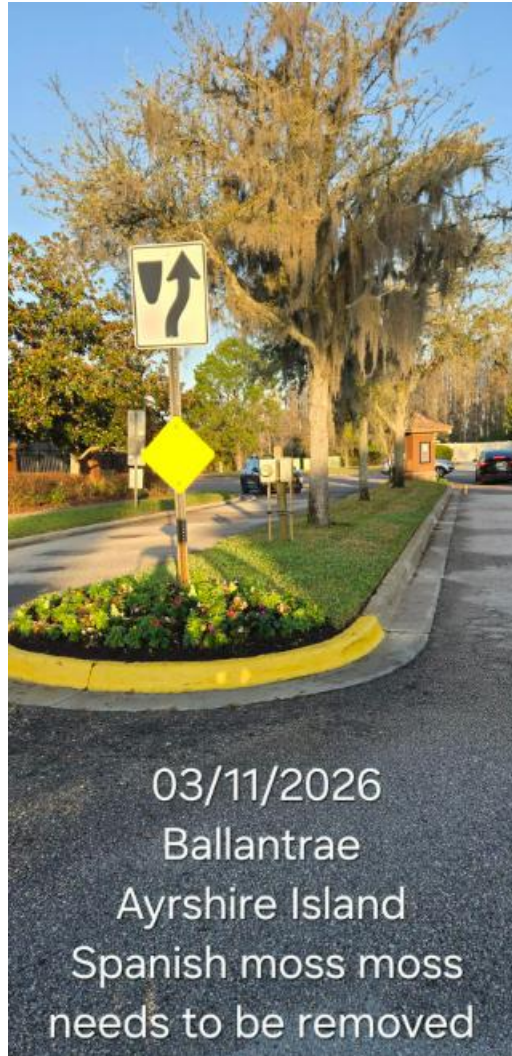
Ballantrae

Ayrshire Island

new flowers





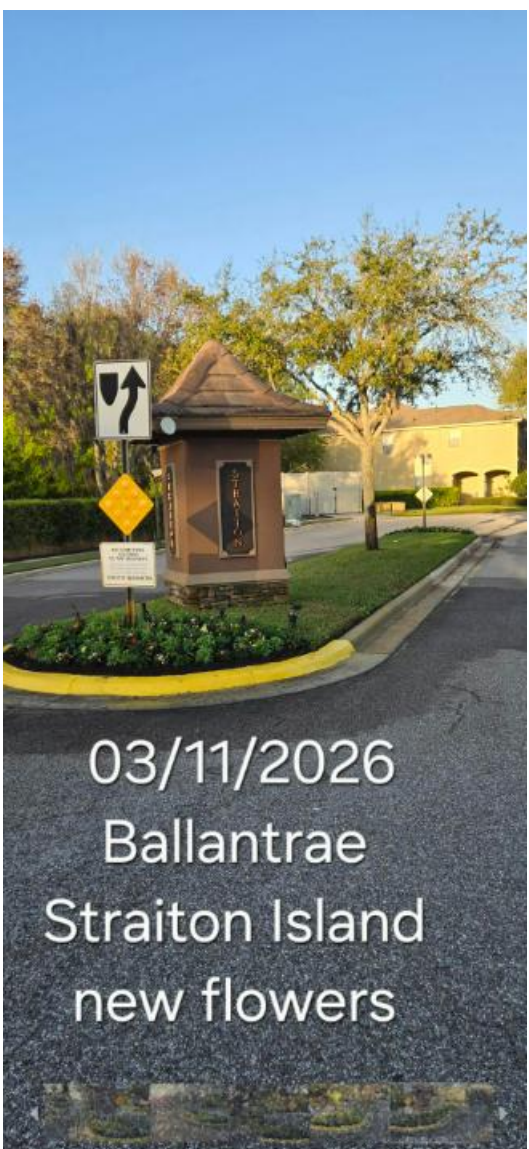


03/11/2026

Ballantrae

Ayrshire Island

Spanish moss moss
needs to be removed



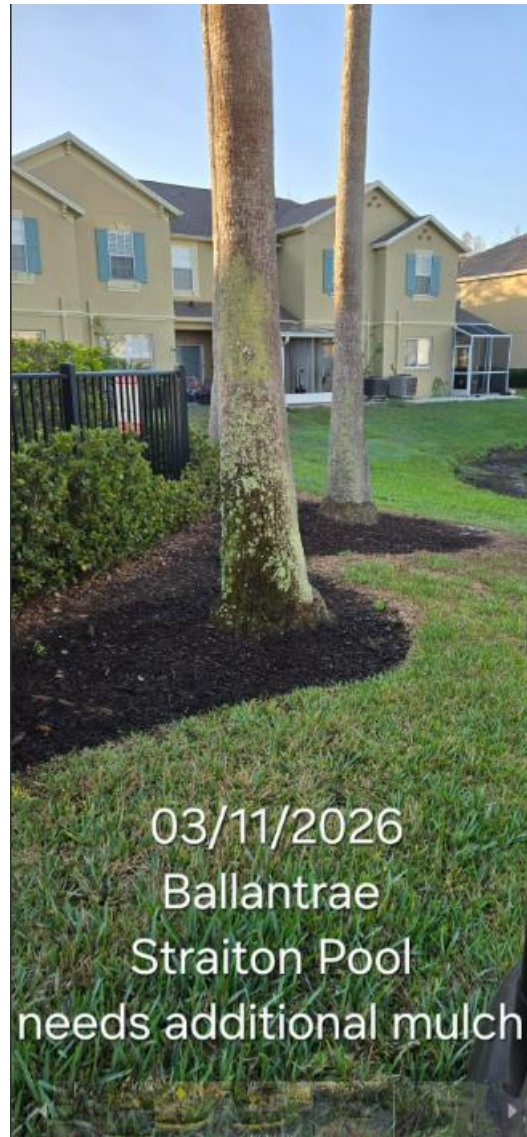
03/11/2026

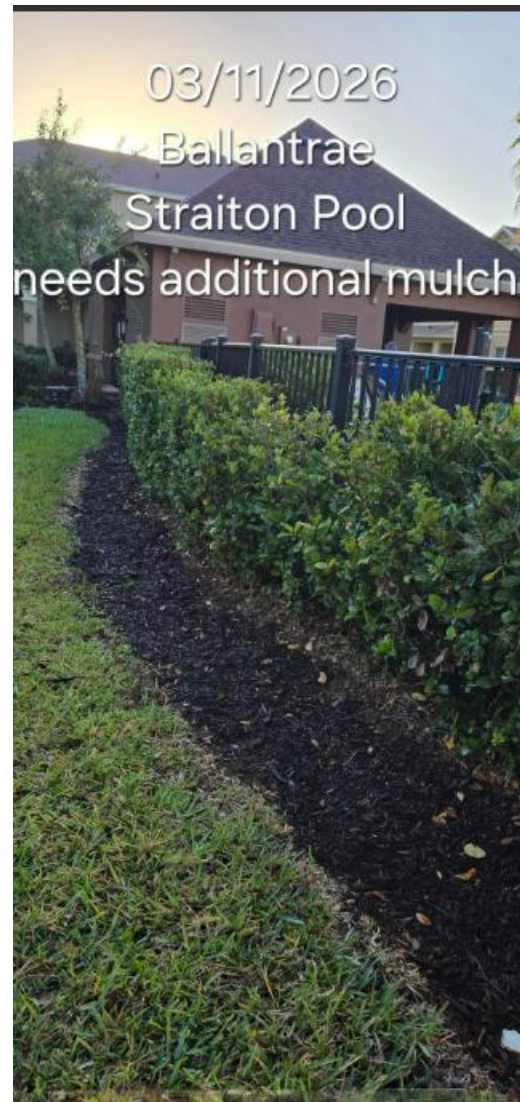
Ballantrae

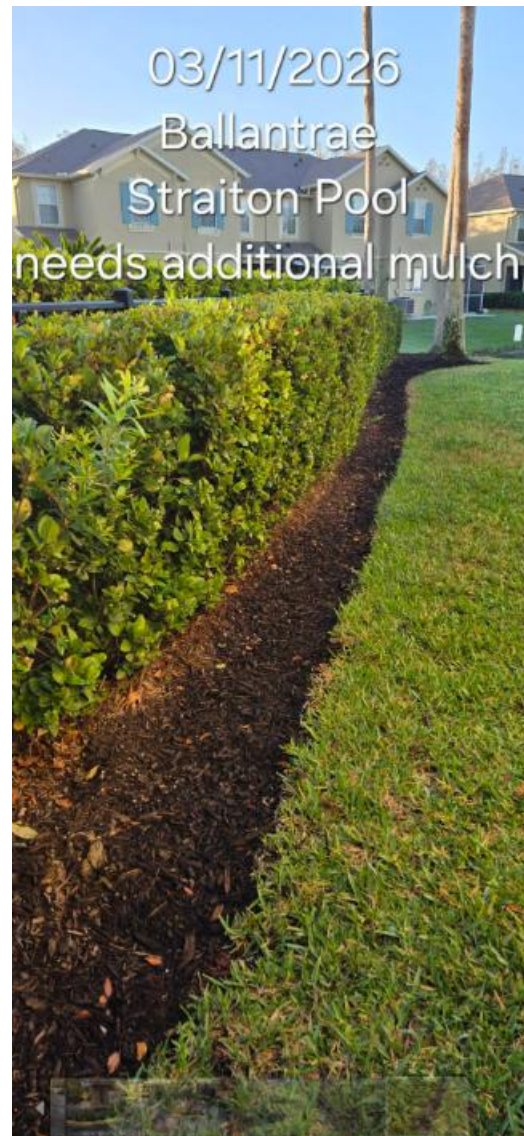
Straiton Island

new flowers











03/11/2026

Ballantrae

Clubhouse office

diffuser loose

tape around emergency
light

MAINTENANCE REPORT	2026	STRAITON	MONTH	MARCH
-----------------------	------	----------	-------	-------

DATE	FILTER BACKWASH	FLOW METER	CL	PH	TA	VAC	ORP	PH	COMMENTS
01		180	6.0	7.4			677	7.36	
02		190	7.0	7.2			682	7.42	
03		190	7.0	7.4			702	7.40	
04		190	7.0	7.4			671	7.38	
05		190	7.0	7.2			676	7.39	
06		170	6.0	7.4			661	7.40	
07		170	7.5	7.4			649	7.38	
08		170	5.0	7.4			625	7.37	
09		170	8	7.4			649	7.36	
10		170	7	7.2			654	7.33	
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12									
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29									
30									

03/11/2026

Ballantrae

pool readings
up to date

BALLANTRAE MAINTENANCE DAILY TASK LIST

EMPLOYEE: JEEP CLAWSON

MONTH: MARCH 2026

BALLANTRAE CLUBHOUSE		ONLY CHECK TASKS YOU DO DAILY						
		Mon 09	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15
TEST POOL AND SPLASH PAD FOR CHEMICAL BALANCE AND LOG IN OFFICE								
STRAIGHTEN POOL FURNITURE. CLEAN POOL DECK AND EMPTY TRASH AS NEEDED.	☒	☒						
CLEAN BATHROOMS AND RESTOCK DAILY.	☒	☒						
VACUUM POOL, CLEAN FILTERS, AND TILE AS NEEDED.								
STRAITON POOL								
TEST AND BALANCE POOL AS NEEDED. RECORD IN OFFICE.	☒	☒						
STRAIGHTEN POOL FURNITURE. EMPTY TRASH AND CLEAN DECK AS NEEDED. CLEAN AND RESTOCK BATHROOMS DAILY.	☒	☒						
VACUUM POOL, CLEAN FILTERS, AND TILE AS NEEDED. RECORD IN OFFICE								
BALLANTRAE PARK AND PROPERTY								
AM - CHECK PARK, TENNIS COURTS, BASKETBALL COURTS FOR TRASH DAILY	☒	☒						
AM - CLEAN WATER FOUNTAINS DAILY.	☒	☒						
AM - DRIVE MAIN ROADWAYS OF PROPERTY FOR GARBAGE	☒	☒						
WEEKLY CLEANING OF PONDS BALLANTRAE NORTH / BALLANTRAE SOUTH								
NOTES:								
NOTES:								
NOTES:								
POND NUMBERS COMPLETED:		1,3,4,5,6,7,8,9,10, 24,28,29,30,31 33,35 = 3-9-26						

3-10-26 - PAINTED WOMENS RESTROOM AT STRAITON CLUBHOUSE

MAINTENANCE REPORT	2026	SPLASH PAD	MONTH	MARCH
-----------------------	------	---------------	-------	-------

DATE	FILTER BACKWASH	FLOW METER	CL	PH	TA	VAC	ORP	PH	COMMENTS
01		40	5.0	7.8	7.1		676	7.82	
02		40	3.0	7.9			739	7.35	
03		40	3.0	7.4			745	7.60	
04		40	3.0	7.5			741	7.56	
05		40	3.0	7.4			739	7.57	
06		40	3.0	7.4			721	7.40	
07		40	2.0	7.4	7.1		701	7.65	
08		40	3.0	7.6			738	7.55	
09		40	3.0	7.4			745	7.68	
10									
11									
12									
13									
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30									
31									

03/11/2026
Ballantrae
readings not up to date

Ballantrae Daily Maintenance Task List
Maintenance
2026

Name: GARRY KUBLER

MONTH: MARCH

CHECK ONLY TASKS YOU DO DAILY

DESCRIPTION	DAYS						
	MON 9	TUE 10	WED 11	THUR 12	FRI 13	SAT 14	SUN 15
BALLANTRAE CLUBHOUSE							
Check daily E-Mails and respond as needed	✓						
Update monthly maintenance report along with summary.	✓						
Conduct weekly property inspection of CDD Property by section							
Ballantrae North							
Ballantrae South							
Mentmore East							
Mentmore West							
Respond to Resident Inquiries and make access cards for residents							
Assign Team daily tasks list especially on my days off	✓						
Monitor Security Cameras and gate locks for Pool, and Tennis Court	✓						
Defining the scope and specifications of any site related work to be carried out.							
Interact with Contractors regarding bidding, scope of work and supervision while on CDD Property	✓						
Interact with Residents and make Cards as necessary							
	Met with Robert Phillips (Jalco)						
	Stayed until problem with alarm						
	for alarm on back fence						

03/11/2026
Ballantrae
Daily Task completed
by staff

MAINTENANCE REPORT	2026	MAIN POOL	MONTH	MARCH
-----------------------	------	--------------	-------	-------

DATE	FILTER BACKWASH	FLOW METER	CL	PH	TA	VAC	ORP	PH	COMMENTS
01		750	4.0	7.4			706	7.51	
02		750	5.8	7.4			687	7.59	
03		750	5.0	7.4			697	7.44	
04		750	5.0	7.4			681	7.63	
05	MAIN	750	5.6	7.4			673	7.59	
06	AUX	750	5.0	7.4			643	7.59	
07		750	4.0	7.4			653	7.56	
08		750	5.0	7.6			701	7.58	
09		750	5.0	7.4			689	7.51	
10									
11									
12									
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31									

03/11/2026

Ballantrae
pool readings not up to
date

BALLANTRAE MAINTENANCE DAILY TASK LIST

EMPLOYEE: ELLIOTT FARMER

MONTH: MARCH 2026

BALLANTRAE CLUBHOUSE		ONLY CHECK TASKS YOU DO DAILY						
	Mon 09	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	
TEST POOL AND SPLASH PAD FOR CHEMICAL BALANCE AND LOG IN OFFICE	OFF							
STRAIGHTEN POOL FURNITURE. CLEAN POOL DECK AND EMPTY TRASH ASNEEDED.	PTO							
CLEAN BATHROOMS AND RESTOCK DAILY.								
VACUUM POOL, CLEAN FILTERS, AND TILE AS NEEDED.								
STRAITON POOL								
TEST AND BALANCE POOL AS NEEDED. RECORD IN OFFICE.								
STRAIGHTEN POOL FURNITURE. EMPTY TRASH AND CLEAN DECK AS NEEDED. CLEAN AND RESTOCK BATHROOMS DAILY.								
VACUUM POOL, CLEAN FILTERS, AND TILE AS NEEDED. RECORD IN OFFICE								
BALLANTRAE PARK AND PROPERTY								
AM - CHECK PARK, TENNIS COURTS, BASKETBALL COURTS FOR TRASH DAILY								
AM - CLEAN WATER FOUNTAINS DAILY.								
AM - DRIVE MAIN ROADWAYS OF PROPERTY FOR GARBAGE								
WEEKLY CLEANING OF PONDS BALLANTRAE NORTH / BALLANTRAE SOUTH	POND NUMBERS COMPLETED:							



03/02/2026

Ballantrae

Straiton Pool house

address numbers need
to be painted white







03/02/2026

Ballantrae

MER

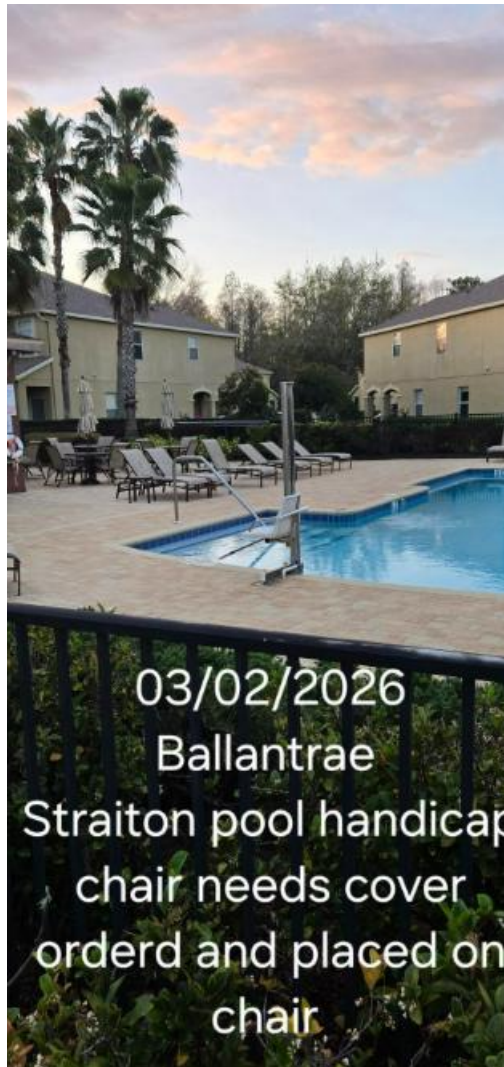
the only thing which is
permitted in this area
are paper products
everything else is to be
moved out and
properly stored



03/02/2026

Ballantrae

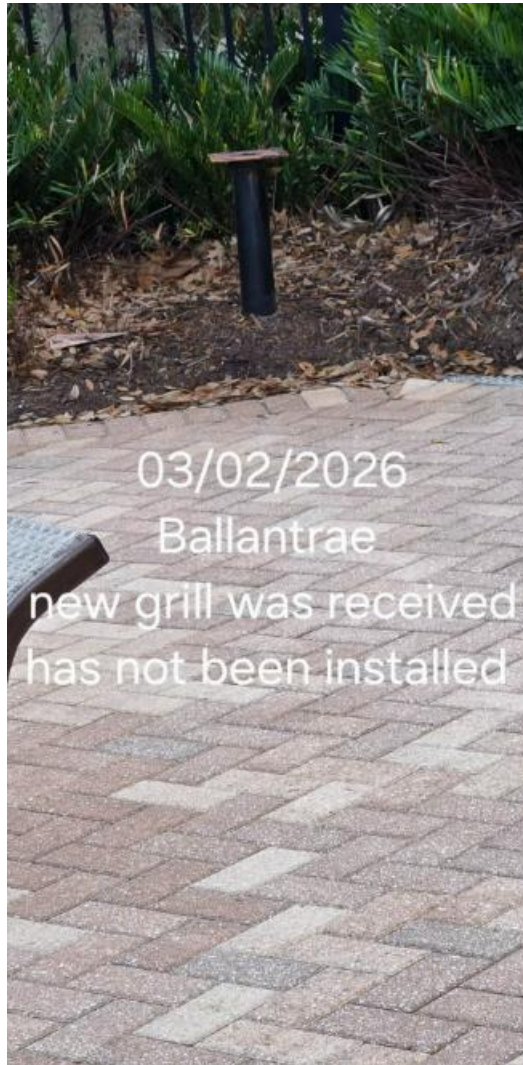
Clubhouse dirt needs
to be removed from
around sides and rear
drain needs to be
cleaned out and line
power washed out



03/02/2026

Ballantrae

Straiton pool handicap
chair needs cover
orderd and placed on
chair





03/02/2026

Ballantrae

Clubhouse drain needs
to have dirt to rear of
drain removed drain
needs to be cleaned
out and line power
washed out. barrier
needs to be placed to
stop dirt from going in

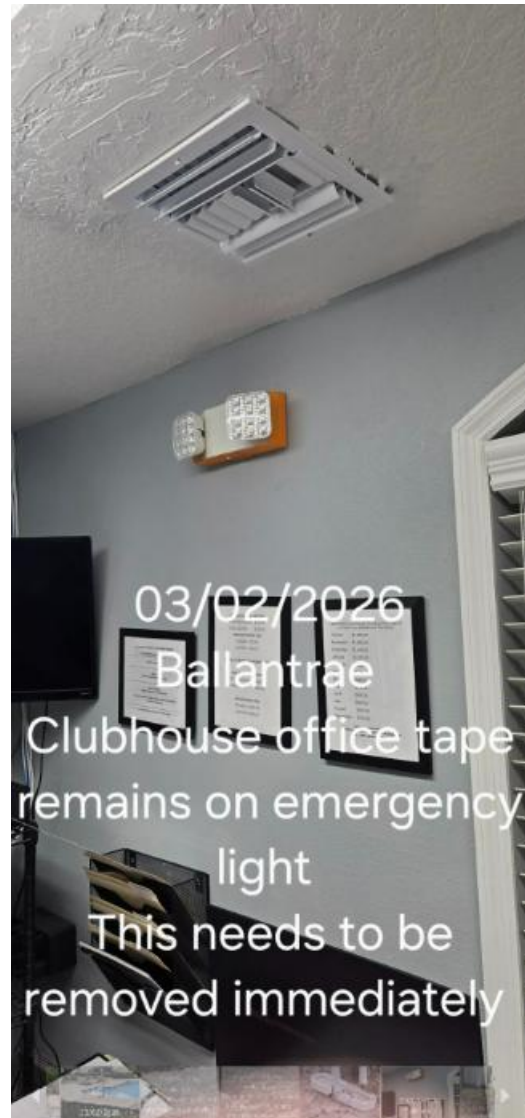


03/02/2026

Ballantrae

Straiton

pond 4 debris lying by
aerator pump





03/02/2026
Ballantrae
well #5
fence repair needed

03/02/2026

Ballantrae

tennis court perimeter of
fence dirt needs to be
removed to let water run
away from court



Exhibit 7

[Return to Agenda](#)

Proposal to NO.

Ballantrae - Ecofinish to splash

DATE 2026-02-23



CPC1461025

CONTRACT / PROPOSAL

CONTACT

NAME Ballantrae Community Development District

ADDRESS 250 International Pkwy Suite 280, Lake Mary, FL 32746

JOB SITE:

EMAIL ballantrae2@tampabay.rr.com

TEL

ORDER TAKEN BY: *Pat Hanley*

We hereby propose to furnish the materials and perform the labor to perform the necessary steps to complete work

Hanley Pools will perform the work as follows;

Apply Ecofinish to splash pad 800 ft.² and minor repairs, color TBD

QT

Cost

\$8,500.00

All material is guaranteed to be as specified, and the above work is to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of (TOTAL)

With payments to be made as follows:

If paying by debit or credit card, there is a 3.5% convenience fee charge, you can pay online, by Zelle at 813-940-9875

Or call 813-839-7665 during business hours.

If paying by check:

Make checks payable to: Hanley Pools LLC

Payment structure

Down payment 50% \$4,250.00

Final 50% \$4,250.00

L# CPC1461025

Hanley Pools LLC

PO Box 6004 Sun City Center, FL 33571

Phone 813-839-7665

info@flapools.com

L# CPC1461025

TOTAL

\$8,500.00

Respectfully submitted by

Pat Hanley

INT

Cancellation of this contract may result in a cancellation fee. This fee will be based on expenses incurred or to be incurred due to cancelation, including, but not limited to administration fees, commissions, material restocking, labor charges and municipal government charges.

*Pool finish prices include: draining of pool, acid washing, pressure washing, and removal of up to 5% of total surface area, undercut all perimeter tile borders and fixtures, final clean-up, and maintenance instructions. All work performed has a **one-year warranty** against defects in materials and workmanship. Pool finishes are not warranted against discoloration, staining, pitting, or etching inasmuch as this is commonly due to the local water, wrong use of chemicals, or Stains caused by lack of cleaning.

*Fill water is not warranted. Structural cracks in decks and pools are not warranted. **IN THE EVENT OF UNFORESEEN ISSUES IN THE EXISTING PLASTER, INCLUDING BUT NOT LIMITED TO FLAKING, DELAMINATION, OR HOLLOW SPOTS, THE HOMEOWNER WILL BE NOTIFIED OF ANY ADDITIONAL COSTS.**

I/We understand that there may be color variations in both the paver and tile selections I/we have made due to the manufacturing process. /we understand that once these products have been ordered, the order may not be canceled without a cancellation/ restocking fee, as this material was specifically manufactured for this job. Also, when using thin and thick pavers, I/we understand that there may be differences in the product colors as the two products are manufactured separately.

1/We understand that changes made after the signing of this contract will be assessed a \$150.00 change order fee plus the cost of materials each time a change is made.

*I/We understand that there may be color variations in both the paver and tile selections I/we have made due to the manufacturing process. /we understand that once these products have been ordered, the order may not be canceled without a cancellation/ restocking fee, as this material was specifically manufactured for this job. Also, when using thin and thick pavers, I/we understand that there may be differences in the product colors as the two products are manufactured separately.

*1/We understand that changes made after the signing of this contract will be assessed a \$150.00 change order fee plus the cost of materials each time a change is made.

*After work is completed and the pool is filled with water, due to water pressure, leaks may occur. If the leaks are not a result from our work or part of our work, the homeowner will pay for the leak detection and leak repair.

*No powder chemicals (chlorine, stabilizer, etc) or chlorine tablets shall be placed on any surface. Powder chemicals shall be put into the skimmer or diluted. Surface warranty will be voided if powdered chemicals are distributed directly to the water surface.

*Trichlor should not be placed directly on any pool or spa surface.

In the event of default by the Home Owner of any of the provisions of this contract, the Home Owner shall pay all collection costs and interest from the date of default, including any reasonable attorney's fees.

*Failure to pay the contract amount as scheduled voids all implied or written warranties.

If more than 5% of the existing interior is hollow or failing, an additional cost will be incurred by the homeowner to remove or dispose of it.

*If well-pointing is needed to control groundwater, there will be an additional cost.

*Eco Finish Interiors will contour to your existing surface; it will only be as smooth as the surface it goes over. There is an additional cost to add a smooth sub-surface under the Eco Finish surface. It is normal when applying ECO Finish to cover/protect the tile that there may be a slight overlap at the bottom of the tile, which is normal and not to be considered a workmanship issue.

LIEN LAW ADDENDUM

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001- 713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED, YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY.

FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

Note-This proposal may be withdrawn by us if not accepted within 7 days.

ACCEPTANCE OF CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

SIGNATURE OF AGGREMENT OF CONTRACT

DATE

Any alteration or deviation from the above specifications that incurs extra costs will be executed only upon written order and will incur an additional charge over and above the estimate.
All agreements are contingent upon strikes, accidents, or delays beyond our control.

NOTICE OF TERMS: All past due amounts are subject to a monthly late charge of 5% PLUS all cost of collections and reasonable Attorney fees

Exhibit 8

[Return to Agenda](#)

Orlando, 08/19/2025

**Property: Ballantrae CDD
Address: 17611 Mentmore Blvd
Land O' Lakes, FL 34638
USA**

RENOVATION**LOCATION: SPLASH PAD***Option 1:***REPAIR CRACK ON SPLASH PAD****SCOPE OF WORK:**

**Repair the crack on the splash pad
Apply texture and paint for a finished look**

TOTAL: \$13,900.00**OPTION 2:****RESURFACE SPLASH PAD WITH PEBBLE TEC:****\$28,000.00**



CPC 1459019

Payments:

- ✓ 50% Upon Acceptance of this Proposal.
- ✓ 50% Upon Completion of Project.

If Approved please sign estimate and email to dmeza@pulexa.com, cc operations@pulexa.com.
All checks must be payable to Pulexa LLC and mail to 250 N Orange Ave Suite 1110 Orlando
FL 32801

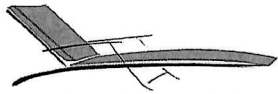
Print your name here: _____

Sign your name: _____

Date: _____

Exhibit 9

[Return to Agenda](#)



FLORIDA PATIO FURNITURE INC.

506 8th Street West
Palmetto, FL 34221

Estimate

Date	Estimate #
1/28/2026	31304

Name / Address
Ballantrae CDD 17611 Mentmore Blvd Land O lakes, FL 34638 Garry Kubler - 813-345-8565 ballantrae2@tampabay.rr.com

Ship To
Ballantrae CDD 17611 Mentmore Blvd Land O lakes, FL 34638 Garry Kubler - 813-345-8565 ballantrae2@tampabay.rr.com

P.O. No.	Terms	Due Date	Rep	FOB
12826Garry	50%DN Bal due up...	1/28/2026	Anna	Palmetto

Item	Quantity	Description	Cost	Total
Aluminum Top MAT7.5	9	New 18" Aluminum Tops	54.00	486.00T
	2	(845FMA) 7.5 ft. Commercial Resort Umbrella, 8 Fiberglass Rib, Crank AUTO TILT Market Umbrella With Wind Vents Frame: Weathervein Umbrella Pole: Bronze Umbrella Fabric: Linen	595.35	1,190.70T
Freight		Shipping Charge	125.00	125.00

Subtotal		\$1,801.70
Sales Tax (0.0%)		\$0.00
Total		\$1,801.70

Phone #	Fax #
941-722-5643	941-723-9223

FLORIDA PATIO FURNITURE PROPOSAL FOR POOLS

OPTION 1 - 9-18" ALUMINUM TABLE TOPS	>>>	<u>EACH \$54.00</u>
		<u>TOTAL \$486.00</u>
OPTION 2 - 9-18" ALUMINUM TABLE TOPS PLUS ONE UMBRELLA	>>>	<u>EACH \$595.35</u>
ONE UMBRELLA MISSING AT STRAITON.		<u>TOTAL \$1081.35</u>
OPTION 3- 9-18" ALUMINUM TABLE TOPS PLUS TWO UMBRELLAS		TOTAL \$1081.35
STRAITON UMBREALLA PLUS ONE SPARE FOR WEATHER		<u>FINAL \$1676.70</u>

Shipping reads \$ 125.00. may vary based on weight

Exhibit 10

[Return to Agenda](#)



231 Douglas Rd. E.
Suite 9
Oldsmar, FL 34677
(813) 990-0232

ESTIMATE

EST-1893

www.signarama-oldsmar.com

Payment Terms: Cash Customer

Created Date: 2/20/2026

DESCRIPTION: 48x72 ACM

Bill To: Ballantrae
.
Oldsmar, FL 33803
US

Pickup At: Signarama Oldsmar
231 Douglas Rd. E.
Suite 9
Oldsmar, FL 34677
US

Requested By: Garry Kubler
Email: Ballantrae2@tampabay.rr.com

Salesperson: House Signarama Oldsmar

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	48"W X 72"H 3mm Aluminum Composite with Digital Printed Vinyl with Lamination-NOT INSTALLED	1	\$305.28	\$305.28

This estimate is based solely on the project information, specifications, and materials provided by the customer at the time of quoting. Any revisions, additions, or changes requested after proof approval or estimate acceptance—including but not limited to artwork, dimensions, materials, quantities, or installation requirements—may result in additional charges and an updated estimate or invoice. All pricing is subject to adjustment if project details differ from the information originally supplied.

Subtotal:	\$305.28
Taxes:	\$21.37
Grand Total:	\$326.65
Deposit Required:	\$163.33
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$336.45
<i>Deposit with Surcharge:</i>	\$168.22

Signature: _____ **Date:** _____

Please note: A 3% processing fee will be added to all credit card payments.

ESTIMATE

EST-20316

fastsigns.com/2012

Payment Terms: Customer

Created Date: 2/20/2026

DESCRIPTION: CDD Park Rules & Policies Sign

Bill To: Ballantrae CDD
17611 Metmore Blvd
Land O Lakes, FL 34638
US

Pickup At: FASTSIGNS of Tampa, FL - Carrollwood
14618 N. Dale Mabry Hwy
Tampa, FL 33618
US

Requested By: Garry Kubler
Email: ballantrae2@tampabay.rr.com
Work Phone: (813) 345-8565
Tax ID: 85-8012957614C-4

Salesperson: House FASTSIGNS Tampa - Carrollwood

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Max Metal 3mm 1-sided - Vinyl - Laminate	1	\$323.92	\$323.92
Subtotal:				\$323.92
Taxes:				\$0.00
Grand Total:				\$323.92
<i>Credit Card Surcharge:</i>				3.00%
<i>Total with Surcharge:</i>				\$333.64

This estimate is good for 30 days. We appreciate your business!

In order to proceed with your order, we require a 50% deposit and the balance upon completion.

Signature: _____ **Date:** _____

Exhibit 11

[Return to Agenda](#)

FURNITURE DOLLY PROPOSAL

OPTION 1 - \$199.88

OPTION 2 - \$169.47

Deliver to Ballantrae
Land O Lakes 34638

All ▾ 6' furniture dollies heavy duty

EN ▾

Hello, Ballantrae
Account for Ballantrae CDD ▾

Returns
& Orders 0

All Rufus Get the app ▾ Business Essentials Tax Supplies Add Users Buy Again Today's Deals Business Savings Top Categories Savings For You IT Supplies ▾

Get 60% off QuickBooks Lists ▾ Business Prime ▾

Guided Buying

Group: Ballantrae CDD Mark product as preferred View other policies ▾

Shop now

Industrial & Scientific › Material Handling Products › Material Transport Equipment › Hand Trucks



Click to see full view

2*

3 VIDEOS

Ask Rufus

Can it be used on stairs? Does it require assembly? Is it easy to fold? Ask something else

Hand Trucks Heavy Duty Aluminum Dolly Cart, 3 in 1 Design 1000 Lbs Capacity with Solid Wheels - Foldable, Portable, Ergonomic Handle, Perfect for Construction, Warehouses, Factories, Indoor & Outdoor

Visit the GEEKPC Store

4.0 (49) | Search this page

List Price: ~~\$259.99~~ Details

Business Price **\$199.88**

FREE Returns

You Save: \$60.11 (23%)

Buy more, save more

10 units Lowest price -25% **\$1,958.80**

\$195.88/unit

Additional shipping fees may apply for items fulfilled directly by selling partners.

Brand	GEEKPC
Material	Aluminum, Rubber
Color	Silver
Item Weight	40.2 Pounds
Style	3 IN 1 Hand Truck With Solid Wheels

About this item

- [Solid and Swivel Wheels] Enjoy enhanced stability and maneuverability with our dolly cart heavy duty, featuring swivel casters and always-ready solid rubber wheels (no maintenance needed). Glide through tight spaces and navigate corners with ease, streamlining your moving tasks without the hassle of upkeep. Experience a smoother, quicker way to handle loads, perfect for efficient transport.
- [High Load Capacity] Experience the strength and reliability of our appliance dolly cart, specifically designed to handle heavy loads range of 800 to 1000 lbs. Perfect for moving large items in home, farms, supermarkets, warehouses or during home relocations, its robust construction minimizes physical effort and maximizes efficiency.
- [3 in 1 Convertible Design] Discover ultimate versatility with our adjustable hand trucks heavy duty, which easily convert between upright, tilted back, and laid flat positions. Simply loosen the hand wheels on both sides to adjust the truck from tilted to flat. This feature makes our hand truck dolly indispensable for delivery businesses, moving tasks, and handling various types of cargo. It swiftly adapts to different load sizes and types, enhancing efficiency and flexibility.
- [Broad Application] Capable of handling a wide variety of items, our foldable hand truck dolly is a versatile tool for any moving job. Whether it's boxes, refrigerators, appliance or other bulky items, this dolly can accommodate them, making it invaluable for homeowners and professionals alike.
- [Compact Storage Solution] Our portable hand trucks heavy duty is both robust and compact, making it ideal for various storage situations. Weighing just 18.2 kg and folding down to 19.7" x 18.1" x 51.6", it fits comfortably in larger utility closets, garage spaces, and car trunks. It's an excellent choice for anyone needing a powerful yet space-efficient dolly that is easy to store in more spacious areas like basements or sheds.
- [Smooth Handling Experience] Make your move effortless and smooth with our dolly cart, equipped with high-quality solid tires and cargo straps for stable and secure transportation of goods, including household appliances and commercial equipment. Ideal for ensuring the safety of your valuable items, providing peace of mind.
- [Rust and Corrosion Resistance] Constructed from high-quality aluminum, our collapsible hand truck dolly is engineered to resist rust and corrosion effectively. Requiring only minimal maintenance, it stands up well to the challenges of humid, rainy, or coastal environments. This makes it an excellent choice for regular use, ensuring durability and reliability where you need it most.

✓ Show more

▾ See more product details

Report an issue with this product or seller

OPTION 1

\$199.88

FREE Returns

FREE delivery Tuesday, March 17

Deliver to Ballantrae - Land O ... 34638

In Stock

Quantity: 1

Buying in bulk?

Add to cart

Buy Now

Secure transaction

Sold by GEEKPC and Fulfilled by Amazon.

Return policy: 30-day refund / replacement

Support: Product support included

This item has been tested to certify it can ship safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced the weight of outbound packaging per shipment by 41% on average, that's over 2 million tons of packaging material.

Add a Protection Plan:

- ☐ 3-Year B2B Office Equipment Protection Plan for \$31.99
- ☐ 4-Year B2B Office Equipment Protection Plan for \$42.99
- ☐ Add a gift receipt for easy returns

Save this item

Add to List

Sponsored

Bundle these items



This item: Hand Trucks Heavy Duty Aluminum Dolly Cart, 3 in 1 Design 1000 Lbs Capacity with...
4 -49
-23% **\$199⁸⁸**

+



Sponsored
3 in 1 Convertible Hand Truck Dolly Cart with Wheels Heavy Duty/Hand cart...
4.4 63
\$149⁹⁹

+



Sponsored
Folding Hand Truck, Portable Dolly Cart with Rubber Wheels and Retractable Handle, 2 in 1...
4.3 619
-6% **\$74⁹⁹**

Total price: **\$424.86**

Add all 3 to Cart

These items are shipped from and sold by different sellers. Show details

https://www.amazon.com/Trucks-Aluminum-Design-Capacity-Wheels/dp/B0D2ZHFB2/ref=sr_1_2_sspa?crid=1HMGTTN1E7AE0&dib=eyJ2ljojMSJ9...

1/6

Industrial & Scientific › Material Handling Products › Material Transport Equipment › Hand Trucks



Click to see full view



Ask Rufus

Can it be used on stairs? Does it require assembly? Is it easy to store?

Ask something else

3 in1 Convertible Hand Truck, Folding Aluminum Hand Trucks 880lb Load Appliance Dolly, Heavy Duty Dolly Cart Converts Platform Cart, Portable Cart Luggage,Travel,Moving,Shopping,Office Use (Orange)

Visit the HIMcup Store
4.5 (12) Search this page

List Price: ~~\$479.97~~ Details
Business Price **\$169.47**
You Save: \$10.50 (6%)

Buy more, save more

2 units	10 units Lowest price
-8% \$330.00	-12% \$1,580.00
\$165.00/unit	\$158.00/unit

Additional shipping fees may apply for items fulfilled directly by selling partners.

Save 5% on 2 select item(s) Shop items ›

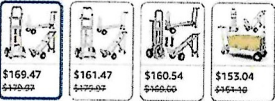
Delivery & Support

Select to learn more

Ships from JunMei Store	30-day easy returns	Customer Support

Buying multiple items? Go to multi-select

Color: Orange



Brand	HIMcup
Material	Aluminum
Color	Orange
Item Weight	37.48 Pounds
Style	Modern

About this item

- **[3-in-1 Convertible Dolly]** : The aluminum convertible dolly can easily switch between three positions: 2-wheel upright, 4-wheel 45 degree tilt and 4-wheel aluminum hand truck. Convertible hand truck can be converted without the need for pins or tools. Easier and more comfortable to move, humanized to meet different heavy lifting needs.
- **[High-Quality and Sturdy]** : The aluminum handcart utilizes a reinforced aluminum alloy and carbon steel frame, achieving the perfect balance between lightweight design and heavy-duty performance to withstand a variety of heavy-duty tasks and extended use. It is corrosion- and rust-resistant, ensuring a durable, reliable, and convenient user experience.
- **[Large Load Capacity]** : This foldable cart can hold up to 550 pounds in two-wheel mode and up to 1,000 pounds in four-wheel lift mode (880 pounds is the recommended capacity). This multi-position cart makes it easy to move large or heavy items, such as boxes, crates, and raw materials, making it an ideal choice for handling heavy or oversized items.
- **[Foldable and Adjustable Frame]** : The space-saving folding design features a retractable handle (adjustable from 35 inches to 53 inches) for compact storage and ergonomic lifting.
- **[Wide Applications]** : This heavy-duty folding hand truck is ideal for indoor and outdoor loading, unloading, or moving tasks, including logistics, household appliance moving, warehouses, supermarkets, and construction sites. During moves, it easily handles furniture, boxes, and appliances. Its versatility makes it a must-have for any toolbox, and it folds flat for easy transport and storage when not in use.

See more product details

Report an issue with this product or seller

Similar item to consider

Amazon Basics Heavy-Duty Rolling Dolly to Fit 32, 44 & 55 Gallon Round Containers, for Offices, Restaurants, Commercial Environments, Twist On/Off, 18.25", Black, 2-Pack (468)
\$65.04 (\$32.52/count)

OPTION 2

\$169.47

FREE delivery March 19 - 23.
[Details](#)

Deliver to Ballantrae - Land O ...
34638

In Stock

Quantity: 1

Add to cart

Need more than 64 units?

Request for Quote

Secure transaction

Ships from and sold by JunMei Store.

Return policy:
30-day refund/replacement

Add a Protection Plan:

- ☐ 3-Year B2B Office Equipment Protection Plan for \$28.99
- ☐ 4-Year B2B Office Equipment Protection Plan for \$38.99

Save this item

Add to List

Sponsored

Bundle these items

Exhibit 12

[Return to Agenda](#)

SHOP VACUUM PROPOSAL

OPTION 1 - \$106.47

OPTION 2 - \$128.99

Tools & Home Improvement › Power & Hand Tools › Power Tools › Wet-Dry Vacuums



Click to see full view



3

6 VIDEOS

Ask Rufus

Can it pick up fine dust? Does it come with a filter? Is it easy to move around?

Ask something else

DEWALT 9 Gallon Wet/Dry VAC, Heavy-Duty Shop Vacuum with Attachments, 5 Peak HP, with Blower Function, DXV09PA

Brand: DEWALT
4.7 (1,645) | Search this page
600+ bought in past month

-29% \$106⁴⁷
List Price: \$148.97

Two-Day
FREE Returns
May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Brand	DEWALT
Special Feature	Blower Function, Wet/Dry, With removable accessory bag
Filter Type	Cartridge
Surface	Carpet, Hard Floor, Upholstery
Recommendation	
Power Source	Corded Electric

About this item

- The 9 Gallon shop vacuum is ideal for both wet and dry pickups. Powerful 5 HP heavy-duty motor provides maximum suction you need for even the toughest jobs. Specific uses: Apparel, Fleece, Home Décor, Nursery/Baby, Quilting
 - Built-in blower port, powerful enough to blow sawdust and fallen leaves while 3 extra nozzle adaptor easily converts the wet dry vacuum into an air pump.
 - Upgraded hose is more durable and flexible than the old version. Extra long 10 ft. power cord with cord wrap helps to extend your cleaning reach.
 - Ultra durable rubberized casters make movement easy. Strong handles for easy carrying.
 - Keep all accessories neatly organized with the accessory storage bag.
 - Large on/off switch with water-resistant design. Built-in tank drain makes it easy to empty liquids.
 - Tool Height: 22.25 in
- ✓ Show more
See more product details

Top reviews for business



Verified Purchase

Great shop vac

Reviewed in the United States on November 25, 2023
I have had this shop vac for a little over a year now. It's time to write a review. This is one of the best shop vacs I have had so far. I use it in the garage a lot for cleaning up saw dust for all the woodworking projects I do. The suction is fantastic. The blower is great. The wheels roll very smoothly. The parts bag works good. The amount of accessories that come with it are good. It is louder

Show more



Report an issue with this product or seller

Similar item to consider



Amazon Basics Wet Dry Shop Vacuum Cleaner, 4 Gallon, 3 HP Stainless Steel, Grey/Black (2644)
\$54.74

OPTION 1

Buy new:

\$106⁴⁷

Two-Day

FREE Returns

FREE delivery Monday, March 16

Shorter shipping distance

Deliver to Ballantrae - Land O ...
34638

Qty: 1

Add to cart

Need more than 94 units?

Request for Quote

Secure transaction

Ships from and sold by Amazon.com.

Return policy:
30-day refund / replacement
Support:
Product support included
This item has been tested to certify it can ship safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced the weight of outbound packaging per shipment by 41% on average, that's over 2 million tons of packaging material.

Add a Protection Plan:

- ☐ 2-Year B2B Floorcare Warranty for \$19.99
- ☐ 3-Year B2B Floorcare Warranty for \$26.99

Save with Used - Very Good
\$90⁶⁶

FREE delivery Wednesday, March 18

Ships from: Amazon
Sold by: Amazon Resale

Save this item

Add to List

Add to Auto Buy

Other sellers on Amazon

New & Used (4) from \$90.66

DEWALT products customers bought together



+



+



Total price: \$148.45

Add all 3 to Cart

Some of these items ship sooner than the others.
Show details

This item: DEWALT 9 Gallon Wet/Dry VAC, Heavy-Duty Shop Vacuum with Attachments, 5...
4.7 1,645
-29% \$106⁴⁷
List: \$148.97

Sponsored
4 PACK DEWALT Dust Bags DXVA19-4101, DEWALT Vacuum Bags for 6-10 Gallon Wet/Dry...
4.7 219
-6% \$16⁹⁹ (\$4.25/count)
List: \$17.99

Sponsored
DEWALT Vacuum Filter Replacement DXVC6910, Fit for DXV06P, DXV10S, ...
4.8 1,328
\$24⁹⁹

Tools & Home Improvement › Power & Hand Tools › Power Tools › Wet-Dry Vacuums



6 VIDEOS

Ask Rufus

Can it handle fine dust? Does it come with attachments? Is it easy to move around?

Ask something else

DEWALT 12 Gallon Poly Wet/Dry Vac, 5.5 HP Shop Vacuum Wet Vacuum Cleaner for Workshop, Jobsite, Commercial Area, Large Pick-Up Capacity, Yellow,DXV12P

Brand: DEWALT
4.7 (5,347) | Search this page
1K+ bought in past month

-19% \$128⁹⁹
List Price: \$159.99

FREE Returns
May be available at a lower price from [other sellers](#), potentially without free Prime shipping.



Buying multiple items? Go to multi-select

Size: 14 Gallon

12 gallon \$128.09 \$159.99 FREE Delivery Tuesday	14 Gallon \$193.97	16 gallon \$215.99 \$239.99 FREE Delivery Monday	See 1 options with no featured offers
---	-----------------------	--	---

Color: Yellow

Brand	DEWALT
Special Feature	Big Capacity, Corded, Large Drain Port, Wet/Dry/Blower
Filter Type	Cartridge
Surface	Carpet, Hard Floor, Upholstery
Recommendation	
Power Source	Corded Electric

About this item

- **High-Performance Motor:** Equipped with a powerful 5.5 HP motor, the DeWalt DXV12P Wet/Dry Vacuum offers exceptional suction power for both wet and dry messes, making it perfect for any workshop, jobsite, or commercial area.
- **Large Capacity:** With a 12-gallon tank, this shop vacuum cleaner provides ample space for large pick-ups, reducing the need for frequent emptying.
- **Ultra durable rubberized casters** allow smooth swiveling for ease of movement. To keep your wet/dry vac looking its best, clean the outside with a cloth dampened with warm water and mild soap.
- **Versatile & Durable:** DeWALT vacuum is designed for versatility and durability, the poly construction is robust and capable of handling the toughest conditions in workshops, jobsites, and commercial areas.
- **Ideal for Professional Use:** Whether it's for a workshop, jobsite, or commercial area, the DeWalt DXV12P is engineered to meet the demands of professionals, offering reliable performance for all types of clean-up tasks.
- **Convenient Features:** Features include an easy-to-clean tank, onboard accessory storage for quick access to tools, and a large drain for effortless liquid disposal. The bright yellow color increases visibility and safety on the job site.
- **Multi-Functions:** Built-in blower port powerful enough to blow Sawdust and debris from most any workshop. Extra long, 20' Power cord with cord wrap helps reach almost any cleanup need.

See more product details

Top reviews for business



Christopher R.

Verified Purchase

The best shop vac out there. Honest review please read. Highly recommend!! Must buy!!

Reviewed in the United States on October 28, 2021

Honest review here: I'm very impressed with this 12 gallon DeWalt shop vac. It is very well made unlike many other shop vac's out there. I owned both a craftsman and Stealth. Both of those don't compare with this one. I returned the Stealth last week and gave my Craftsman away. The craftsman is definitely not made well anymore! At least DeWalt kept the same quality for 50 years

Read full review

1 2 3

Offers also available from [certified small and diverse sellers](#). Details

Report an issue with this product or seller

Similar item to consider

Amazon Basics Wet Dry Shop Vacuum Cleaner, 4 Gallon, 3 HP Stainless Steel, Grey/Black (2644)

OPTION 2

Buy new:
\$128⁹⁹

FREE Returns

FREE delivery Tuesday, March 17

Deliver to Ballantrae - Land O ...
34638

In Stock

Qty: 1

Add to cart

Need more than 78 units?

Request for Quote

Secure transaction

Ships from and sold by Amazon.com.

Return policy:
30-day refund / replacement

Support:
Product support included

This item has been tested to certify it can ship safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced the weight of outbound packaging per shipment by 41% on average, that's over 2 million tons of packaging material.

Add a Protection Plan:

- ☐ 2-Year B2B Floorcare Warranty for \$20.99
- ☐ 3-Year B2B Floorcare Warranty for \$28.99

Save with Used - Very Good

\$116⁰⁹

FREE delivery Thursday, March 19 for Prime members

Ships from: Amazon
Sold by: Amazon Resale

Save this item

Add to List

Add to Auto Buy

Other sellers on Amazon

New & Used (11) from \$116.09
FREE delivery for Prime members

Exhibit 13

[Return to Agenda](#)

From: Peter J. Monaghan <pmonaghan@pascocountyfl.net>
Sent: Wednesday, March 11, 2026 4:15 PM
To: Patricia Thibault <Patricia@havenmgt.com>
Cc: Jeffrey M. Moncalian <jmoncalian@pascocountyfl.net>; Matt Fabrizio <mfabrizio@cumbeyfair.com>
Subject: Ballantrae CDD (Pasco County) : Coordination with Pasco County Project Management

Patricia,

My name is Pete Monaghan, and I am pleased to meet you. Pasco County is providing a new sidewalk and safety improvements within this CDD (See attached).

Can you please call me because we need your assistance with some coordination issues. Specifically, we will need to begin talking about the provision of new lighting by the County and minor modifications to existing medians.

I look forward to sharing details of this new project with you.

Best,



Pete Monaghan, PE, MBA
Project Manager/Engineer III
Transportation Engineering Department
Project Management
Pasco County



P 727-834-3604, ext. 1619
5418 Sunset Road
New Port Richey, FL 34652
pmonaghan@mypasco.net
www.mypasco.net

"Serving Our Community to Create a Better Future"
[We're hiring! Here's why you should join our team!](#)

Pasco County Social Media:



[Project Management Website](#)
[Sign up for Pasco County updates](#)

Please consider the environment before printing this email



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BEXLEY ELEMENTARY
BALLANTRAE BOULEVARD
(FROM NORTH OF
STRATON PLACE TO
BUD BEXLEY PARKWAY)

SIDEWALK

 SUBJECT AREA

COMMISSION DISTRICT: 4



Exhibit 14

[Return to Agenda](#)

**MINUTES OF 02/19/26 REGULAR MEETING
BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Ballantrae Community Development District was held Thursday, February 19, 2026 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:

Chris Milano Board of Supervisors, Vice Chair
Kendrick Miller.....Board of Supervisors, Assistant Secretary
Brian GiacobbeBoard of Supervisors, Assistant Secretary

Also present were:

Patricia Thibault District Manager, Haven Management Solutions
Joe O'ReillyField Manager, Haven Management Solutions
Matt Goldrick..... Account Manager, Steadfast
Yovani Cordero (via virtual means) Steadfast
Greg Woodcock..... District Project Manager, Stantec
Garry Kubler..... Maintenance

It was acknowledged that a quorum was established with Supervisor Milano, Supervisor Miller, and Supervisor Giacobbe present in person. Chairman Levy joined at 6:36 pm.

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

- No audience members were present.

III. Vendor & Professional Reports

A. Stantec – Project Manager Greg Woodcock

1. Status Update on Clubhouse Project

Mr. Woodcock presented the site plan, noting that they are trying to tie one building into the existing building nearby. He outlined the architectural changes they would make to the buildings, the markup of the floor plan, including storage options and possible room usage. Mr. Woodcock reported on the budget, informing the Board that they have \$1,109,672 in the budget, the square footage of the new building is 4,700 square feet, and on the high end, they are looking at about \$300 a square foot, and \$250 a square foot on the low end. He estimated the site development costs (water/sewer connections, grass, sidewalks) to be about \$200,000. The sitework in the building was estimated at \$300 a square foot, 1.6 million total, or \$250 a square foot, 1.3/1.4 million total. Mr. Woodcock reminded the Board of their soft costs (engineering, architect, permit fees, and interior finishings), though he did not include the cost estimates in his report. He reiterated for the Board: on the high end, costs would be around 1.7 million, and on the low, about 1.5 million, noting they would need to come up with the remaining about over the next couple of years. Mr. Woodcock suggested working with the architect to get the layout of the building done.

Ms. Thibault asked Mr. Woodcock what they could do to go with the \$250 a square foot rather than \$300. The Board discussed budgeting and timeline options, noting that they could raise \$300,000 in a couple of years. Chairman Levy advised raising the funds before the building is fully complete. Mr. Woodcock noted it will probably be about 8 months to a year before they are able to get their permits completed. Chairman Levy proposed starting the project, getting the ball rolling. Supervisor Milano expressed his doubts about the atrium design. The Board discussed the tentative atrium/pool area design. Ms. Thibault offered insight into what some of the other districts have done. The Board brainstormed space and design ideas. Mr. Woodcock agreed to get the Board elevation pictures. Supervisor Milano

expressed concerns over the cost of materials and labor increasing over the years, which the Board agreed would be an issue, though they found it to be unavoidable. The Board discussed cost and possible outdoor layouts now that the volleyball courts are being moved. Chairman Levy asked Mr. Woodcock if he could generate ideas of what to do with the flat area where the playground used to be. Mr. Woodcock suggested ideas he had implemented in other districts.

B. Steadfast Environmental Report (addressed first under Vendor Items) – Matt Goldrick

2. Conservation Area Inspection Report

Mr. Goldrick covered the main points of the report, noting that the conservations were clear of any big items, but the hardier plant material is going to start springing up in those areas, especially as spring moves in. He addressed the cattails, noting they had been mentioned at a previous meeting. Mr. Goldrick reported on the parks, noting it had been cold so a lot of plant material died, and algae has been springing up.

3. Waterway Inspection Report

Mr. Goldrick also noted some of the ponds are very dry and have been for so long that the algae can be seen growing. Supervisor Giacobbe expressed concern over the upcoming cold front; Mr. Goldrick assured him that temperatures should not reach freezing. Supervisor Giacobbe asked about a brush fire in Ballantrae, wondering if they should be concerned about it. The Board discussed the different information they had heard about the fire, noting that the drought has not been helping. Supervisor Milano asked after the water variants and water restrictions. Mr. Goldrick noted most of the work that needs to be done is small touch-ups, to keep everything looking nice.

C. Steadfast Maintenance Division

1. Presentation & Discussion of Maintenance Report – Yovani Cordero

Ms. Cordero reported that during their last visit, they had found that well #5 on Lintower was not operational. She noted they were able to get Brian from Accurate to assess the situation, finding that the submersible motor inside the well had locked up. Ms. Cordero assured the Board that the amount on the proposal reflected the motor, pump, and wire, though they are only certain that the motor needed to be replaced at the time. The wire and pump would need to be inspected when the drop pipe is removed. Ms. Cordero reported that Accurate had mentioned that the 85-gallon pressure tank on site is only reading 16 PSI, which she noted was not good. She reviewed the purpose of the tank for the Board. Chairman Levy noted the proposed work sounded familiar. Ms. Cordero informed the Board that the warrantee policy would cover manufacturing or workmanship defects, but not anything considered “an act of God” or physical vandalism. She also notified the Board that they would have to remove a few tree limbs from the oak tree above the well for accessibility. Ms. Cordero noted that the tree removal was not included in the proposal but advised the Board and Ms. Thibault that they [Steadfast] will likely take care of it, as they want to ensure the system will be up and running. Supervisor Miller asked about potential damage caused by people. The Board discussed the location of the pump, insurance information, and the lack of vandalism indicators. Ms. Cordero confirmed she can contact Brian from Accurate for further information on how they determine the age of the pump and motor. She also confirmed that well #6, closer to the Castaway, Cunningham area has a sand separator on it due to the amount of sand it pulls. Chairman Levy asked if there is anything in the reserves for this, which Ms. Thibault replied no, not for irrigation. Ms. Cordero could not confirm if sand is the issue with this pump, stating that there could be numerous reasons.

Ms. Thibault noted the district has \$14,000 in the irrigation line and they have already spent \$3,000. She mentioned they could tap into the emergency reserve near the end of the fiscal year. Chairman Levy noted he would rather get this work done now in the dry season rather than waiting any longer.

On a MOTION by Supervisor Giacobbe, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board Approved the Walk on Proposal for the Lintower & Clubhouse Motor and Pump for \$9,668.06 to Come out of the General Fund Irrigation Line for the Ballantrae Community Development District.

Ms. Cordero confirmed she was going to get with her team to facilitate the branch removal and reach out to Accurate to get on their schedule. Chairman Levy asked about the sprinkler system map, to which Ms. Cordero responded that they have been locating extra valves every time they evaluate, but she's hoping to have a full plan by mid-March/the next meeting.

2. Consideration of Steadfast Proposals:

○ **Installation of 1 Yard Crushed Shell in the Pool Pump Area at the Townhomes - \$200**

To be brought back to the March meeting.

○ **Leveling Beds at Clubhouse Pool and Replacement of Plant Material - \$2,140**

To be brought back to the March meeting.

D. Amenity & General Maintenance Manager

1. Presentation for Discussion Pools Draining into Stormwater Ponds

Ms. Thibault reported that Mr. O'Reilly had acquired photos and addresses. Chairman Levy advised that those, and potentially a letter from the attorney, needed to be sent to the HOA manager for them to handle. Supervisor Milano advised that the HOA manager needs to be followed up with consistently.

2. Presentation of Amenity Center Report & Task List for Discussion

- Mr. O'Reilly presented the report. The Board discussed striping one side of the court into two pickleball courts and the other a tennis court. Mr. Kubler suggested putting the net back up. Chairman Levy noted they should leave the poles as they are, as sometime in the future they may wish to turn them back into tennis courts. The Board discussed the designation of each court, and the color scheme Chairman Levy chose.

- Mr. O'Reilly noted a resident reached out about wildlife signs. He contacted PASCO, mentioning that traffic operations had come out and surveyed the area, claiming there should be no problem putting signs out. Mr. O'Reilly noted the PASCO surveyor allegedly is going to put a sign on each of the four corners.

- Regarding the clubhouse paint, Chairman Levy noted preferring to stay with earth tone colors, mainly because per the HOA, houses/buildings are supposed to be earth toned. Ms. Thibault mentioned a color from Sherwin-Williams called Stonebriar, noting that it is a deep tan.

- Mr. O'Reilly reported that Mr. Kubler fixed the irrigation line that broke on Ballantrae. The Encore aerator has also been fixed.

- Chairman Levy suggested leaving the organization and tactics to the maintenance team, and the Board agreed. Ms. Thibault requested Mr. Kubler present the list at the next meeting so the Board can see what was done.

3. Consideration of Additional Maintenance Proposals

○ **Florida Fountains & Equipment - \$3,587.40**

Mr. O'Reilly reported that the lights and the controller are gone. He noted that because they are putting in a new controller, they also have to put in new lights that are compatible with it. Chairman Levy advised the funds would have to come out of Contingency. The Board discussed the fountains, their repairs, and where they can grab the funds. Ms. Thibault suggested taking from the emergency reserves fund.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board Approved the Florida Fountains & Equipment Proposal for \$3,587.40 for the Ballantrae Community Development District.

○ **Grill - \$149.99**

Chairman Levy suggested drawing from the park funds. The funds are to come from the general fund. Supervisor Milano requested maintenance tighten the bolts on the grills.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board Approved the Proposal for a Grill for \$149.99 for the Ballantrae Community Development District.

○ **Consideration of Florida Patio Furniture Proposal - \$1,801.70**

Tabled until further notice.

IV. Administrative Items

1. Consideration for Adoption Resolution 2026-04, The Election of Board Members

Ms. Thibault informed the Board that the PASCO County Supervisor of Elections requested this resolution, noting that it advises that the following seats, Seat 1, held by Cecilio Thomas, Seat 2, held by Richard Levy, and Seat 3, held by Chris Milano, are coming up for election in 2026. She reminded the Board that they will need to put an advertisement in the paper and that the Board members who intend to run again need to file to be on the ballot. The deadline is Monday, June 8th through Friday, June 12th.

On a MOTION by Supervisor Milano, SECONDED by Supervisor Giacobbe, WITH ALL IN FAVOR, the Board Adopted Resolution 2026-04, the Election of Board Members for the Ballantrae Community Development District.

2. Consideration for Acceptance: Minutes of the Regular Meeting of Board of Supervisors Held January 15, 2026

Chairman Levy asked if the chart of approvals was removed. He requested it be added to the minutes.

On a MOTION by Supervisor Giacobbe, SECONDED by Supervisor Miller, WITH ALL IN FAVOR, the Board Accepted the Minutes of the Regular Meeting of Board of Supervisors Held January 15, 2026, for the Ballantrae Community Development District.

3. Consideration for Approval: The December 2025 Unaudited Financial Statements

The December 2025 unaudited financial statements were reviewed.

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

4. Ratification of Settlement Agreement

Ms. Thibault reiterated the settlement agreement timeline with Anchor Stone. She informed the Board that they had emailed the check to Anchor Stone, but they may be reneging on the agreement as the check has not been deposited yet. She also informed the Board that Haven Management Solutions has not been billing the district while this matter has been getting sorted.

On a MOTION by Supervisor Giacobbe, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board Ratified the Settlement Agreement with Anchor Stone for the Ballantrae Community Development District.

5. Ratification of Fence Panel Replacement - \$400 – Court Project

The Board discussed the residents' use of the hole in the fence.

On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board Approved the Ratification of the Fence Panel Replacement for \$400 for the Ballantrae Community Development District.

6. Presentation of Ballantrae Approval Listing

Ms. Thibault informed the Board that they can locate the list in the agenda.

7. Discussion of Amenity Access Card Issuance -

Ms. Thibault informed the Board that the access cards cost them the same amount they charge the residents (\$4.99/\$5.00). She also noted that they do not have a cap on cards per household and that anyone over 13 can have one. Ms. Thibault raised concerns over where the money for the cards has been going, as she has not received any form of payment. Mr. Kubler confirmed he had a couple of people come in for replacement cards, which they were not charged for because they don't have checks. Ms. Thibault confirmed they cannot take cash, but could take checks, Zelle, Venmo. She suggested transitioning to using Square, which would allow them to take debit or credit, though it will rule out the option to pay by check. The Board discussed the best way to disperse access cards and how much to charge for replacements, noting that they are not trying to make a profit, rather, just cover operational costs. Ms. Thibault noted this topic has to go through a public hearing. The Board decided on 2 free cards per household and \$10 per additional card.

On a MOTION by Supervisor Giacobbe, SECONDED by Chairman Levy, WITH ALL IN FAVOR, the Board Approved Two Free Access Cards Per Household with a \$10 Charge Per Card After the Initial Two for the Ballantrae Community Development District.

Mr. Kubler discussed the room renting policy, noting that the policy needs to be changed to read that the 4-hour rental block includes set-up and takedown. Chairman Levy noted as of now, the rent for the room is \$100 (\$25 an hour) for 4 hours for non-residents and \$25 for 4 hours for residents. Ms. Thibault suggested the Board think about it and bring it back next month

V. District Manager

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 Milano raised concerns over spring break coming up and having a pool monitor for those days. The Board debated spring break dates. Supervisor Milano then noted the slide on the playground needs to be reinforced. Lastly, he asked about JCS and how the Board thinks they're doing. He also noted that they're doing a free HOSA service, reporting lightbulbs and the like, and questioned whether they want them to keep doing that or to only be patrolling. Chairman Levy noted they are not being charged for a report, and it has been good to know. Supervisor Miller expressed his opinion, finding that it depends on how much time JCS is spending on non-patrolling items. Chairman Levy noted that they aren't paying JCS for this service, but he doesn't mind it. The Board discussed Airbnb's and signage. Chairman Levy suggested informing JCS that they don't need to know about open garage doors or cars blocking sidewalks, but that it has been helpful to know about the lights. Ms. Thibault noted they should not be addressing anyone or anything not on CDD property.

Supervisor Giacobbe requested the turf in the park be addressed and that seed be dropped after the freeze. He was informed that it cannot be done until it rains again as the seed needs to be watered.

200 **VIII. Adjournment**

201 There being no further business, the meeting was adjourned

202 On a MOTION by Supervisor Miller, SECONDED by Supervisor Milano, WITH ALL IN FAVOR, the Board adjourned
203 the Meeting for the Ballantrae Community Development District.

204

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

208

209

210

211

212 **Signature**

213

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217

218 **Printed Name** ☐ Secretary ☐ Assistant Secretary

219

220

Signature

Printed Name ☐ Chairman ☐ Vice Chairman

221 - Board Approved the Walk on Proposal for the Lintower & Clubhouse Motor and Pump for \$9,668.06 - General Fund
222 Irrigation Line

223 - Board Approved the Florida Fountains & Equipment Proposal for \$3,587.40 – Emergency Reserves Fund

224 - Board Approved the Proposal for a Grill for \$149.99 – General Fund

225 - Board Approved the Ratification of the Fence Panel Replacement for \$400.00 – General Fund

226

Exhibit 15

[Return to Agenda](#)

Ballantrae Community Development District

**Financial Statements
(Unaudited)**

**Period Ending
January 31, 2026**

Ballantrae CDD**Balance Sheet****January 31, 2026**

Ballantrae CDD

	GENERAL FUND	RESERVE FUND	DS-2015 FUND	TOTAL
1 ASSETS:				
2 CASH - OPERATING ACCTS	\$ 1,298,896	\$ -	\$ -	\$ 1,298,896
3 CASH - OPERATING ACCTS-RESTRICTED	-	-	-	-
4 CASH - OPERATING SOUTHSTATE	17,759	-	-	17,759
5 CASH - DEBIT CARD SOUTHSTATE	797	-	-	797
6 PETTY CASH	400	-	-	400
7 INVESTMENTS:				
8 ASSET RESERVE	-	616,882	-	616,882
9 EMERGENCY RESERVE	-	283,117	-	283,117
10 PARK DEVELOPMENT	-	1,115,425	-	1,115,425
11 BILL PAYMENT RESERVE	-	116,280	-	116,280
12 SINKING FUND-SERIES 2015	-	-	-	-
13 REVENUE-SERIES 2015	-	-	130,416	130,416
14 RESERVE-SERIES 2015	-	-	221,361	221,361
15 PREPAYMENT-SERIES 2015	-	-	-	-
16 INTEREST-SERIES 2015	-	-	-	-
17 ACCOUNTS RECEIVABLE	4,141	-	-	4,141
18 ALLOWANCE FOR UNCOLLECTED DEBT	(93)	-	-	(93)
19 ASSESSMENTS RECEIVABLE -ON ROLL	62,545	-	33,976	96,521
20 ASSESSMENTS RECEIVABLE -EXCESS FEES	-	-	-	-
21 DUE FROM OTHER FUNDS	143,226	195,853	526,459	865,539
22 DEPOSITS	1,175	-	-	1,175
23 PREPAID ITEMS	4,367	-	-	4,367
24 TOTAL ASSETS	\$ 1,533,214	\$ 2,327,558	\$ 912,212	\$ 4,772,983
25 LIABILITIES:				
26 ACCOUNTS PAYABLE	\$ 13,400	\$ -	\$ -	\$ 13,400
27 DUE TO OTHER FUNDS	722,312	143,226	-	865,539
28 RENTAL DEPOSITS	-	-	-	-
29 ACCRUED PAYABLE	14,019	-	-	14,019
30 DEFERRED REVENUE ON-ROLL	62,545	-	33,976	96,521
31 FUND BALANCE:				
32 NON SPENDABLE (Deposits & Prepaid)	5,542	-	-	5,542
33 ASSIGNED	-	2,184,331	-	2,184,331
34 RESTRICTED FOR DEBT SERVICE	-	-	878,237	878,237
35 UNASSIGNED	715,395	-	-	715,395
36 TOTAL LIABILITIES & FUND BALANCE	\$ 1,533,214	\$ 2,327,558	\$ 912,212	\$ 4,772,983

Ballantrae CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2026 BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
1 O&M REVENUES:					
2 LANDOWNER ASSESMENTS (NET)	\$ 1,024,661	\$ 819,729	\$ 962,114	\$ 142,385	94%
3 EXCESS FEES CARRYFORWARD PREVIOUS YEARS	-	-	-	-	0%
4 CARRYOVER FROM PREVIOUS YEARS (FUND BALANCE FORWARD)	118,252	-	-	-	0%
5 OTHER INCOME	-	-	15,058	15,058	0%
6 TRANSFER IN FROM RESERVE FUND	-	-	305,927	305,927	0%
7 O&M TOTAL REVENUES:	1,142,913	819,729	1,283,098	463,369	112%
8 O&M ADMINISTRATIVE EXPENDITURES:					
BOARD OF SUPERVISORS					
9 SUPERVISOR STIPENDS	14,000	4,667	3,800	867	27%
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	18,333	12,328	6,005	22%
15 FINANCIAL CONSULTING SERVICES	-	-	-	-	0%
16 ACCOUNTING SERVICES	-	-	-	-	0%
17 DISTRICT ENGINEER	18,000	6,000	1,173	4,827	7%
18 DISTRICT COUNSEL	10,000	3,333	2,920	413	29%
19 ANNUAL FINANCIAL AUDIT	4,400	1,467	-	1,467	0%
20 DISCLOSURE REPORT	-	-	-	-	0%
21 TRUSTEES FEES	4,507	1,502	-	1,502	0%
22 PROPERTY APPRAISER FEE	150	150	-	150	0%
23 LEGAL ADVERTISING	1,500	500	-	500	0%
24 ARBITRAGE REBATE CALCULATION	475	158	-	158	0%
25 DUES, LISCENSES AND FEES	1,200	400	445	(45)	37%
26 COMPLIANCE WITH ADA	-	-	-	-	0%
27 PROPERTY TAX IN ARREARS	-	-	-	-	0%
28 ADMINISTRATIVE CONTINGENCY	-	-	-	-	0%
29 O&M ADMINISTRATIVE TOTAL:	114,978	42,257	24,182	18,075	21%

Ballantrae CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2026 BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
30 INSURANCE		-	-	-	
31 GERNERAL LIABILITY	5,037	5,037	4,746	291	94%
32 PROPERTY CASUALTY	23,657	23,657	23,799	(142)	101%
33 INSURANCE TOTAL	28,694	28,694	28,545	149	99%
34 UTILITY SERVICES					
35 ELECTRIC UTILITY SERVICES	40,000	13,333	11,097	2,236	28%
36 ELECTRIC UTILITY - RECREATION FACILITIES	20,000	6,667	6,372	295	32%
37 ELECTRIC STREET LIGHTING	121,000	40,333	38,898	1,435	32%
38 UTILITY - WATER - CLUBHOUSE & POOLS	16,000	5,333	5,297	36	33%
39 STORMWATER ASSESSMENT	2,400	800	1,769	(969)	74%
40 UTILITY SERVICES SUBTOTAL	199,400	66,467	63,434	3,033	32%
45 LAKES/PONDS & LANDSCAPE					
46 AQUATIC CONTRACT	38,076	12,692	9,519	3,173	25%
47 WETLAND BUFFER SPRAY CONTRACT	16,800	5,600	4,200	1,400	25%
48 FOUNTAIN REPAIRS & MAINTNANCE	3,500	1,167	6,483	(5,316)	185%
49 MITIGATION AREAS: MONITOR & MAINTAIN	1,500	500	-	500	0%
50 LAKE/POND REPAIRS	-	-	9,475	(9,475)	0%
51 INSTALL/REPLACE AQUATIC PLANTS	5,000	1,667	-	-	0%
52 LANDSCAPE MAINTENANCE CONTRACT	159,900	53,300	50,383	2,918	32%
53 LANDSCAPE - SECONDARY CONTRACTS	51,200	17,067	32,780	(15,713)	64%
54 IRRIGATION REPAIRS AND MAINTENANCE	14,000	4,667	4,405	262	31%
55 REPLACE PLANTS, MULCH & TREES	15,000	5,000	4,800	200	32%
56 SOD & SEED REPLACEMENT	10,000	3,333	-	3,333	0%
57 EXTRA MOWINGS DURING RAINY SEASON	1,000	333	-	333	0%
58 RUST PREVENTION FOR IRRIGATION SYSTEM	12,000	4,000	895	3,105	7%
59 FIELD MISCELLANEOUS	-	-	-	-	0%
60 LAKES/PONDS & LANDSCAPE TOTAL	327,976	109,325	122,940	(13,614)	37%

Ballantrae CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2026 BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
61 STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS					
62 ENTRY & WALLS MAINTENANCE	2,000	667	275	392	14%
63 STREET/DECORATIVE LIGHT MAINTENANCE	1,000	333	-	333	0%
64 SIDEWALK REPAIR & MAINTENANCE	1,500	500	-	500	0%
65 EMPLOYEE - SALARIES	152,880	50,960	48,750	2,210	32%
66 EMPLOYEE - P/R TAXES	13,695	4,565	4,030	535	29%
67 EMPLOYEE - WORKERS COMP	4,620	4,620	4,633	(13)	100%
68 PAYROLL PROCESSING FEES	1,900	633	690	(57)	36%
69 EMPLOYEE- HEALTH & PHONE STIPENDS	14,400	4,800	4,800	-	33%
70 MILEAGE	1,000	333	-	333	0%
71 STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS	192,995	67,412	63,178	4,234	33%
72 CLUBHOUSE & SAFETY & SECURITY					
73 PARK/FIELD REPAIRS	-	-	-	-	0%
74 CLUBHOUSE FACILITY MAINTENANCE	12,000	4,000	6,718	(2,718)	56%
75 CLUBHOUSE TELEPHONE/INTERNET/FAX	5,500	1,833	1,700	133	31%
76 MISCELLANEOUS SUPPLIES (INCLUSIVE OF DEBIT CARD)	-	-	-	-	0%
77 SECURITY - OTHER (GATE SERVICE)	1,000	333	-	333	0%
78 POOL/FOUNTAIN/SPALSH PAD MAINTENANCE	20,000	6,667	3,267	3,399	16%
79 POOL PERMITS	750	750	-	750	0%
80 SEASONAL LIGHTING	14,000	14,000	6,625	7,375	47%
81 PEST CONTROL	520	520	1,025	(505)	197%
82 CLUBHOUSE EXTERIOR FURNISHINGS	-	-	-	-	0%
83 CLUBHOUSE CLEANING	-	-	-	-	0%
84 CLUBHOUSE MISCELLANEOUS	10,000	3,333	3,526	(192)	35%
85 PART-TIME LAW ENFORCEMENT DETAILS	35,000	11,667	7,920	3,747	23%
86 SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	7,833	-	7,833	0%
87 EMPLOYEE P/R TAXES	2,000	667	-	667	0%
88 EMPLOYEE WORKER'S COMP	1,300	433	-	433	0%
89 VIDEO SURVEILLANCE	1,300	433	-	433	0%
90 CLUBHOUSE & SAFETY & SECURITY	126,870	52,470	30,782	21,688	24%

Ballantrae CDD
General Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2026 BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE YTD vs Actual YTD FAV (UNFAV)	YTD % ACTUAL / AMENDED
101 O&M CONTINGENCY & CAPITAL PROJECTS					
102 O&M CONTINGENCY	50,000	-	55,284	(55,284)	111%
103 ENTRANCES & OTHER PLANT REPLACEMENT	-	-	-	-	0%
104 WALL & STRUCTURE PAINTING	-	-	-	-	0%
105 INVASIVE & UNDESIRABLE PLANT REMOVAL	-	-	-	-	0%
106 O&M CONTINGENCY TOTAL	50,000	-	55,284	(55,284)	111%
		-	-	-	
107 TOTAL EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)	1,040,913	366,624	388,343	(21,719)	37%
108 EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPEND.	102,001	453,105	894,756	441,651	877%
109 OTHER FINANCING SOURCES AND (USES)					
110 RESERVES TRANSFERS OUT-OTHER FINANCING USES					
111 EMERGENCY RESERVE	-	-	-	-	0%
112 ASSET RESERVE	82,000	-	35,000	(35,000)	43%
113 BILL PAYMENT RESERVE	-	-	98,421	(98,421)	0%
114 PARK DEVELOPMENT RESERVE	20,000	-	99,980	(99,980)	500%
115 TOTAL OTHER FINANCING SOURCES AND (USES)	102,000	-	233,401	(233,401)	229%
		-	-	-	0%
116 O&M TOTAL EXPENDITURES	1,142,913	366,624	621,744	(255,120)	54%
117 NET CHANGE IN FUND BALANCE	-	453,105	661,354	208,249	0%
118 NET CHANGE IN FUND BALANCE	-	453,105	661,354	208,249	0%
119 BEGINNING FUND BALANCE GENERAL FUND			59,583		
120 LESS FUND BALANCE FORWARD			-		
121 ENDING FUND BALANCE GENERAL FUND			720,937		
122 ENDING FUND BALANCE - RESERVE FUND (Stmt 2)			-		
123 TOTAL FUND BALANCE - GENERAL & RESERVE FUNDS					
124 ADJUSTED FUND BALANCE	\$ -	\$ -	\$ 720,937	\$ -	

Ballantrae CDD
Reserve Fund
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2025 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUES:				
2 INTEREST REVENUE	\$ -	\$ -	\$ 20,467	\$ 20,467
3 ASSET RESERVE	-	-	-	-
4 PARK DEVELOPMENT	-	-	-	-
5 EMERGENCY RESERVE	-	-	-	-
6 BILL PAYMENT RESERVE	-	-	-	-
7 TRANSFER IN	-	-	198,401	198,401
8 FUND BALANCE FORWARD - PARK DEVELOPMENT	15,000	-	-	-
TOTAL REVENUE	15,000	-	218,868	218,868
9 RESERVES EXPENDITURES:				
10 EMERGENCY RESERVE	-	-	-	-
11 ASSET RESERVE	-	-	-	-
12 PARK DEVELOPMENT RESERVE	15,000	15,000	30,805	(15,805)
13 PROJECTS	-	-	99,980	99,980
14 TOTAL RESERVE EXPENDITURES	15,000	15,000	130,785	84,175
15 EXCESS OF REVENUE OVER(UNDER)EXPENDITURES	-	-	88,083	303,043
16 OTHER FINANCING SOURCES SOURCES (USES)				
17 TRANSFER IN - PARK DEVELOPMENT	20,000	-	-	-
18 TRANSFER IN (OUT)- ASSET RESERVE	82,000	-	(270,927)	(270,927)
19 INCREASE IN FUND BALANCE	(102,000)	-	-	-
31 TRANSFER IN (OUT) - EMERGENCY RESERVE	-	-	-	-
32 TOTAL OTHER FINANCING SOURCES SOURCES (USES)	-	-	(270,927)	(270,927)
33 NET CHANGE IN FUND BALANCE	-	-	(182,844)	
34 FUND BALANCE BEGINNING			2,367,175	
35 FUND BALANCE FORWARD USE			-	
36 FUND BALANCE ENDING			\$ 2,184,331	

Ballantrae CDD
Debt Service Fund -Series 2015
Statement of Revenue, Expenditures and Changes in Fund Balance
For The Period Beginning October 1, 2025 Ending January 31, 2026

	FY 2025 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 ASSESSMENT - ON-ROLL	\$ 556,611	\$ 55,661	\$ 522,636	\$ 466,974
3 ASSESSMENT - EXCESS FEES	-	-	-	-
4 PREPAYMENT REVENUE	-	-	-	-
5 INTEREST EARNINGS	-	-	5,013	5,013
6 TOTAL REVENUE	556,611	55,661	527,648	471,987
EXPENDITURES				
7 INTEREST NOV 2025	81,313	81,313	82,660	(1,347)
8 INTEREST MAY 2026	75,639	-	-	-
9 PREPAYMENT	-	-	5,000	(5,000)
10 PRINCIPAL PAYMENT MAY 2026	395,000	-	-	-
11 TOTAL CONTINGENCY	551,952	81,313	87,660	(6,347)
12 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	4,659	(25,652)	439,988	465,640
13 OTHER FINANCING SOURCES				
14 TRANSFER-IN	-	-	-	-
15 TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
16 NET CHANGE IN FUND BALANCE	4,659	(25,652)	439,988	465,640
17 FUND BALANCE - BEGINNING	-	-	438,249	438,249
18 FUND BALANCE - ENDING	\$ 4,659	\$ (25,652)	\$ 878,237	\$ 903,889

Ballantrae CDD
Bank Reconciliation
January 31, 2026

	<u>HB Acct</u>
Balance Per Bank Statement	\$ 1,317,387.11
Less: Outstanding Checks	(18,491.09)
Deposits in Transit	-
<i>Adjusted Bank Balance</i>	<u><u>\$ 1,298,896.02</u></u>
Beginning Cash Balance Per Books	\$ 1,322,075.58
Deposits / Transfer	21,741.95
Cash Disbursements	(44,921.51)
<i>Balance Per Books</i> <i>(Cash Operating Acct.)</i>	<u><u>\$ 1,298,896.02</u></u>

BALLANTRAE CDD

Check Register FY2026

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

BALLANTRAE CDD

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
10/27/2025	102725ach	Duke Energy	2131 Ballantrae Blvd 9/3-10/1		64.44	43,001.40
10/27/2025	102725ach	Duke Energy	Reference: 17835 State Road 54 9/4-10/2		9,698.44	33,302.96
10/27/2025	10/27/2025	Duke Energy	Duke		43.25	33,259.71
10/28/2025	2736	Bandu LLC	Splash Pad-Cartridge Filter		918.54	32,341.17
10/28/2025	2737	Steadfast Alliance, LLC	Aquatic Maint		4,573.15	27,768.02
10/29/2025	102925ACH	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	27,368.02
10/31/2025	103125ach	Engage PEO	PR 10-31-25		5,578.86	21,789.16
10/31/2025			Deposit	35,000.00		56,789.16
10/31/2025				35,000.00	109,121.46	56,789.16
11/1/2025	110125ach	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	56,389.16
11/3/2025	2738	JCS Investigations	Reference: Security Patrol		1,980.00	54,409.16
11/3/2025	2739	Anchor Stone Management, LLC	District Mgt Fees		4,933.33	49,475.83
11/3/2025	2740	Anchor Stone Management, LLC	Temp on site Manager		1,800.00	47,675.83
11/3/2025	2741	Steadfast Alliance, LLC	Landcape Maint		13,325.00	34,350.83
11/3/2025	2742	Steadfast Alliance, LLC	Aquatic Maint		4,573.15	29,777.68
11/6/2025	2743	Arrow Exterminators Inc	Pest Control		35.00	29,742.68
11/6/2025	2744	Arrow Exterminators Inc	Pest Control		50.00	29,692.68
11/6/2025	2745	Arrow Exterminators Inc	Pest Control		90.00	29,602.68
11/6/2025			Deposit	95.56		29,698.24
11/6/2025			Deposit	8,563.16		38,261.40
11/10/2025	2746	Dibartolomeo, McBee, Hartley & Barnes, PA	Services through 9/30/24		4,200.00	34,061.40
11/10/2025			Deposit	0.14		34,061.54
11/14/2025	111425ach	Engage PEO	PR 11-14-25		6,760.07	27,301.47
11/14/2025			Deposit	59,946.33		87,247.80
11/17/2025	2747	Arrow Exterminators Inc	Pest Control		35.00	87,212.80
11/17/2025	2748	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual special district fee 25-26		175.00	87,037.80
11/18/2025	2750	Poolsure	WM-Chem Base-Dec 2025		1,174.43	85,863.37
11/20/2025			Deposit	53,964.62		139,827.99
11/21/2025	112125ach	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor		1,463.17	138,364.82
11/21/2025	112125ach1	Pasco County Utilities Services Branch	0 Ayshire Blvd -		11.00	138,353.82
11/24/2025	112425ach	Bright House Networks	17611 MENTMORE Blvd Clubhouse nov		25.00	138,328.82
11/26/2025	112625ach	Duke Energy	3351 Downan Point Dr		70.46	138,258.36
11/26/2025	112625ach1	Duke Energy	17600 Stinchar Dr		140.38	138,117.98
11/26/2025	112625ach2	Duke Energy	3643 Duke Firth St		30.80	138,087.18
11/26/2025	112625ach3	Duke Energy	2500 Ballantrae Blvd		66.44	138,020.74
11/26/2025	112625ach4	Duke Energy	17626 Glenapp Dr		85.83	137,934.91
11/26/2025	112625ach5	Duke Energy	2131 Ballantrae Blvd		120.13	137,814.78
11/26/2025	112625ach6	Duke Energy	3542 BALLANTRAE BLVD		100.58	137,714.20
11/26/2025	112625ach7	Duke Energy	17650 Ayrshire Blvd		33.67	137,680.53
11/26/2025	112625ach	Duke Energy	2800 Ballantrae Blvd Pump Pond \		1,936.23	135,744.30
11/26/2025	112625ach10	Duke Energy	17700 Glennapp Dr		40.52	135,703.78
11/26/2025	112625ach11	Duke Energy	172524 Hugh Ln		212.94	135,490.84
11/26/2025	112625ach13	Duke Energy	17611 Mentmore Blvd Rec Bldg		1,408.03	134,082.81
11/26/2025			Deposit	35,481.97		169,564.78
11/27/2025	11/27/2025	Duke Energy	Duke		47.38	169,517.40
11/28/2025	112825ach	Engage PEO	PR 11-28-25		5,288.67	164,228.73

BALLANTRAE CDD

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
11/30/2025			Funds Transfer		40,096.95	124,131.78
11/30/2025			Funds Transfer	40,096.95		164,228.73
11/30/2025	456		To adjust restricted for DS to correct amount	8,881.89		173,110.62
11/30/2025	456		To adjust restricted for DS to correct amount		8,881.89	164,228.73
11/30/2025				207,030.62	99,591.05	164,228.73
12/1/2025	120125ach	Duke Energy	Reference: 17835 State Road 54		9,698.44	154,530.29
12/4/2025	2752	Steadfast Alliance, LLC	Aquatic Maint		1,207.50	153,322.79
12/4/2025	2753	Arrow Exterminators Inc	Pest Control		90.00	153,232.79
12/4/2025	2754	Bandu LLC	Splash Pad		3,629.97	149,602.82
12/4/2025	2755	Business Observer	Legal Advertisement		72.19	149,530.63
12/4/2025	2756	JCS Investigations	Reference: Security Patrol		1,980.00	147,550.63
12/4/2025	2757	Stantec Consulting Services Inc.	Reference: Engineering Fees 9/30/25		8,809.47	138,741.16
12/4/2025	2758	Stantec Consulting Services Inc.	Reference: Engineering Fees 10/31/25		896.82	137,844.34
12/4/2025	2759	Steadfast Alliance, LLC	Reference: Landscape Service.		2,400.00	135,444.34
12/4/2025	2760	Steadfast Alliance, LLC	Aquatic Maint		4,573.15	130,871.19
12/5/2025	2761	Roof X	Repairs/Maint- Remaining Bal Owed		34,035.00	96,836.19
12/5/2025	120525acj	Engage PEO	BOS MTG		305.90	96,530.29
12/5/2025	180	Christopher Milano	BOS MTG		200.00	96,330.29
12/5/2025	179	Richard Levy	BOS		200.00	96,130.29
12/5/2025	177	Brian Giacobbee	BOS		184.70	95,945.59
12/5/2025			Deposit	1,166,843.48		1,262,789.07
12/7/2025	2762	Illuminations Holiday Lighting, LLC	Holiday lights		6,625.00	1,256,164.07
12/7/2025	2763	Roof X	Repairs/Maint		700.00	1,255,464.07
12/7/2025	2764	Steadfast Alliance, LLC	irrigation maint		160.00	1,255,304.07
12/7/2025	2765	Steadfast Alliance, LLC	Landcape Maint		13,325.00	1,241,979.07
12/8/2025	2766	Pasco County Tax Collector-Mike Fasano	Real Estates Taxes 2026180040000000U0		1,769.28	1,240,209.79
12/9/2025	2768	Summit Fire & Security	Reference: Fire Extinguisher Annual Inspection.		120.00	1,240,089.79
12/9/2025	2769	Summit Fire & Security	cabinet/truck		115.00	1,239,974.79
12/9/2025	2770	Summit Fire & Security	Fire Extinguisher installation		266.75	1,239,708.04
12/9/2025	2771	Arrow Exterminators Inc	Pest Control		50.00	1,239,658.04
12/9/2025	2772	Arrow Exterminators Inc	Pest Control		90.00	1,239,568.04
12/9/2025	2773	Arrow Exterminators Inc	Pest Control		35.00	1,239,533.04
12/10/2025	2774	Florida Fountain & Equipment LLC	Fountain Maint		2,808.00	1,236,725.04
12/10/2025	2775	Anchor Stone Management, LLC			1,050.00	1,235,675.04
12/10/2025	2776	Egis Insurance Risk Advisors	Ref: Policy # WC100125657		987.00	1,234,688.04
12/10/2025	2777	Steadfast Alliance, LLC	Paint Facia w/owner supplied paint		1,250.00	1,233,438.04
12/11/2025			Deposit	134,226.54		1,367,664.58
12/12/2025	121225ach	Engage PEO	PR		6,851.53	1,360,813.05
12/14/2025	2779	Signarama	signs		200.00	1,360,613.05
12/14/2025	2780	Anchor Stone Management, LLC	Temp on site Manager		300.00	1,360,313.05
12/15/2025	2781	Illuminations Holiday Lighting, LLC	track lighting repair-clubhouse		2,450.00	1,357,863.05
12/18/2025			Deposit	1,436.05		1,359,299.10
12/18/2025			Deposit	11,108.17		1,370,407.27
12/19/2025	121925acj	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor		1,032.61	1,369,374.66
12/19/2025	121925ach	Pasco County Utilities Services Branch	0 Ayshire Blvd -		11.00	1,369,363.66
12/21/2025	2782	Florida Fountain & Equipment LLC	Fountain Maint-motor replacement		3,675.00	1,365,688.66

BALLANTRAE CDD

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
12/21/2025	2783	Steadfast Alliance, LLC	Landscape Service-mulch		21,000.00	1,344,688.66
12/21/2025	2784	Summit Fire & Security	cabinet/truck		115.00	1,344,573.66
12/21/2025	2785	Summit Fire & Security	Fire Extinguisher installation		266.75	1,344,306.91
12/24/2025	122425ach	Engage PEO	PR		6,295.85	1,338,011.06
12/24/2025	122425ach1	Engage PEO	BOS MTG		295.90	1,337,715.16
12/24/2025	184	Christopher Milano	BOS MTG		200.00	1,337,515.16
12/24/2025	183	Richard Levy	BOS		200.00	1,337,315.16
12/24/2025	181	Brian Giacobbee	BOS		184.70	1,337,130.46
12/24/2025	122425ac15h	Bright House Networks	17611 MENTMORE Blvd Clubhouse nov		25.00	1,337,105.46
12/26/2025	122625ach	Duke Energy	3351 Downan Point Dr		55.58	1,337,049.88
12/26/2025	122625ach1	Duke Energy	17600 Stinchar Dr		139.52	1,336,910.36
12/26/2025	122625ach2	Duke Energy	3643 Duke Firth St		30.80	1,336,879.56
12/26/2025	122625ach4	Duke Energy	2500 Ballantrae Blvd		165.79	1,336,713.77
12/26/2025	122625ach5	Duke Energy	17626 Glenapp Dr		85.68	1,336,628.09
12/26/2025	122625ach6	Duke Energy	2131 Ballantrae Blvd		148.07	1,336,480.02
12/26/2025	122625ach7	Duke Energy	3542 BALLANTRAE BLVD		89.69	1,336,390.33
12/26/2025	122625ach8	Duke Energy	17835 State Road 54		9,698.44	1,326,691.89
12/26/2025	122625ach9	Duke Energy	17650 Ayrshire Blvd		31.67	1,326,660.22
12/26/2025	122625ach10	Duke Energy	2800 Ballantrae Blvd		1,638.85	1,325,021.37
12/26/2025	122625ach11	Duke Energy	17700 Glenapp Dr Entry Tower		36.84	1,324,984.53
12/26/2025	122625ach12	Duke Energy	172524 Hugh Ln		199.64	1,324,784.89
12/26/2025	122625ach13	Duke Energy	17611 Mentmore Blvd Rec Bldg		1,244.10	1,323,540.79
12/28/2025	2786	Keystone Backflow Services Inc	Backflow testing		285.00	1,323,255.79
12/28/2025	2787	Straley Robin Vericker	Prof ServThrough 11/30/25		736.50	1,322,519.29
12/29/2025	12/29/2025	Duke Energy	Duke Energy		43.71	1,322,475.58
12/31/2025	123125ach	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	1,322,075.58
12/31/2025				1,313,614.24	155,767.39	1,322,075.58
1/6/2026	010626ach	Engage PEO	BOS MTG		1,782.40	1,320,293.18
1/8/2026	2807	Arrow Exterminators Inc	Pest Control		90.00	1,320,203.18
1/9/2026	2789	Steadfast Alliance, LLC	Irrigation Monitoring		120.00	1,320,083.18
1/9/2026	010926ach	Engage PEO	PR		4,785.17	1,315,298.01
1/9/2026	185	Elliot Farmer	PR		1,508.95	1,313,789.06
1/9/2026			Deposit	21,741.95		1,335,531.01
1/11/2026	2790	Steadfast Alliance, LLC	Erosion/Mitigation Pond 28		4,800.00	1,330,731.01
1/12/2026	2791	Florida Coast Equipment	Maint/Repair		499.82	1,330,231.19
1/12/2026	2792	Haven Management Solutions	Billing #10 - Field Services		225.00	1,330,006.19
1/15/2026	2793	Straley Robin Vericker	Prof ServThrough 12/31/25		762.50	1,329,243.69
1/16/2026	011626ach	Florida Dept of Revenue	Sales tax- Conf 920000632111		118.49	1,329,125.20
1/19/2026	2794	Anchor Stone Management, LLC	District Mgt Fees		2,661.29	1,326,463.91
1/23/2026	012326ach	Pasco County Utilities Services Branch	0 Ballantrae & Mentmor		1,363.81	1,325,100.10
1/23/2026	012326acj	Pasco County Utilities Services Branch	0 Ayshire Blvd -		11.00	1,325,089.10
1/23/2026	012326ach2	Engage PEO	PR		5,633.93	1,319,455.17
1/26/2026	012626ach	Bright House Networks	17611 MENTMORE Blvd Clubhouse jan		25.00	1,319,430.17
1/27/2026	012726ach	Duke Energy	3351 Downan Point Dr		72.18	1,319,357.99
1/27/2026	012726ach1	Duke Energy	17600 Stinchar Dr		142.89	1,319,215.10
1/27/2026	012726ach2	Duke Energy	3643 Duke Firth St		30.80	1,319,184.30

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Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
1/27/2026	012726ach4	Duke Energy	2500 Ballantrae Blvd		238.76	1,318,945.54
1/27/2026	012726ach5	Duke Energy	17626 Glenapp Dr		73.06	1,318,872.48
1/27/2026	012726ach6	Duke Energy	2131 Ballantrae Blvd		152.14	1,318,720.34
1/27/2026	012726ach7	Duke Energy	3542 BALLANTRAE BLVD		96.97	1,318,623.37
1/27/2026	012726ach8	Duke Energy	17650 Ayrshire Blvd		34.81	1,318,588.56
1/27/2026	012726ach9	Duke Energy	2800 Ballantrae Blvd		2,638.11	1,315,950.45
1/27/2026	012726ach10	Duke Energy	17700 Glenapp Dr Entry Tower		40.23	1,315,910.22
1/27/2026	012726ach11	Duke Energy	17611 Mentmore Blvd Rec Bldg		1,548.42	1,314,361.80
1/28/2026	2795	Haven Management Solutions	Billing #11 - Field Services		300.00	1,314,061.80
1/28/2026	012826ach	Duke Energy	172524 Hugh Ln		238.48	1,313,823.32
1/29/2026	2796	GK Electrical Solutions Inc	Pond 4 Aertor Pump		4,675.00	1,309,148.32
1/29/2026	012926ach	Bright House Networks	17611 Mentmore Blvd #1 CTRL ACCT		400.00	1,308,748.32
1/29/2026	012926acj	Duke Energy	17835 State Road 54		9,803.11	1,298,945.21
1/29/2026	012926ach	Duke Energy	3643 Duke Firth St		49.19	1,298,896.02
1/31/2026				21,741.95	44,921.51	1,298,896.02

Exhibit 16

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FACILITY USE AGREEMENT

Precinct Number 031

This agreement is between Brian E. Corley, Supervisor of Elections for Pasco County, Florida, and Ballantrae CDD described hereafter (Owner).

The parties agree that the following Facility shall be used as a polling place for conducting elections on the dates specified. This includes the use of the polling room and any areas necessary to access the polling room. Also included is the use of the parking lot, sidewalks and for election workers, bathrooms, tables, chairs and kitchen facilities (when applicable).

Name of Facility: Ballantrae CDD Clubhouse

Address of Facility: 17611 Mentmore Blvd
Land O' Lakes, FL 34648

Dates of use for 2026 Election Cycle:

Election	Election Date
Primary	August 18, 2026
General	November 3, 2026

Monday night set-up prior to Election Day: ☐ **Yes** ☐ **No**

1. The owner of the facility agrees to allow voting equipment to be delivered prior to election day.
2. The owner agrees to provide access to the facility no later than 6:00 a.m. on election day and until ALL voting procedures are complete on election night (hours are subject to change by state or federal mandate).
3. If the polling facility is in a gated community, Owner agrees to open the gate(s) no later than 5:30 a.m. on election morning and remain open until the election workers have completed all closing procedures and departed the facility.
4. The owner agrees that the polling room will be used only by voters and election workers during voting hours in accordance with Florida Statute 102.031 (3)(a).
5. The owner recognizes the solicitation restrictions in accordance with Florida Statute 102.031 (4)(a)(b)(c). Owner delegates to the Supervisor of Election the power to act on his/her/its behalf in enforcing the above. Further, owner agrees that he/she shall not directly or indirectly place any material prohibited under the above statute within the area described nor authorize or attempt to authorize any person to do anything which contravenes the intent of the above statutes. In accordance with 102.031 (4)(e) Florida Statutes, the owner, operator, or lessee of the property on which a polling place or an early voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone during polling hours.
6. In accordance with Florida Statute 102.031 (5), **no photography is allowed in the polling room or early voting area. This prohibition also applies to operational security cameras within the polling room. The owner shall disable all cameras. If they remain operational, they must be covered so voters, voting, and ballots are not recorded in violation of privacy. If cameras are not operational, owner must post a notice notifying voters that the camera is not in use during voting hours.**
7. The owner shall provide the facility/premises to Supervisor of Elections in a safe, clean, and usable condition and Supervisor of Elections shall leave the facility in the same condition at the end of the election.
8. Either party may cancel this agreement at any time, with or without cause, by providing a written notice of cancellation at least sixty (60) days prior to any of the above-described elections.
9. The Owner shall permit Supervisor to enter and inspect premises at all reasonable times prior to the election upon reasonable notice to the Owner.
10. This agreement shall be governed by the laws of the State of Florida as to both interpretations and performances.
11. This agreement sets forth all the promises, agreements, conditions and understandings between the Supervisor and Owner relative to use of said premises. There are no other promises, agreements, conditions or understandings, either oral or written, between the parties. No subsequent alterations, agreements, changes or additions to this Agreement will be binding on Supervisor or Owner unless in writing and signed by the parties and made part of this Agreement by direct reference.

(Continued on back)

12. Any litigation arising out of the interpretation or enforcement of this Agreement shall be in the State Courts of Florida and venue in Pasco County, Florida.
13. Neither the Supervisor nor Owner may assign its rights or obligations under this Agreement without the prior written consent of the other party.

Indemnification Statement: Each party shall be liable for its own actions and negligence and to the extent permitted by law. Supervisor of Elections shall indemnify, defend, and hold harmless the Owner against any actions, claims or damages arising out of negligent acts caused by any officials or employees of Supervisor of Elections in connection with this agreement and the Owner shall indemnify, defend and hold harmless Supervisor of Elections against any actions, claims or damages arising out of the Owner's negligence in connection with this agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by either party to indemnify the other party's negligent, willful, or intentional acts or omissions.

Rental Payment Fee is \$300.00 per election (payments to be processed following each election)

Billing Address: _____

Taxpayer supported facilities, e.g., schools, parks, libraries, etc: are not eligible to receive the rental payment fee.

Will Owner provide a key for facility prior to Election Day? ☐ Yes ☐ No

The keys speed up the process; eliminating the need for one of your contact people to open the polling place for delivery of equipment, opening for Poll workers at 6:00am election morning, closing after Poll workers have completed all tasks at the end of the day, and open for pick-up of equipment post-election. ***If a key is provided by Owner to this office, it will only be used for the previously mentioned purposes, and it should be noted that these keys are kept in a lock box with minimal access by very limited staff.***

Authorized Facility Representative (Printed Name)

Authorized Facility Representative Signature

Date Signed

Brian E. Corley, Pasco County Supervisor of Elections

Date Sign

Contact Information

Facility contact person responsible for managing election matters.

Facility Contact: _____

Phone Number: _____

Email Address: _____

Please provide which Power Company the facility is currently using, so we may contact them in case of a power outage (TECO, Duke, Progress Energy, etc.). _____

If your facility provides a key and/or code to enter your building, the following does not apply.

If your facility does not provide a key or a code for entrance into your building, please complete the information for the Opener and Back-Up.

Opener: the contact person who will be opening the facility on Election Day by 6:00 a.m. We **MUST** have a home phone number and a cell phone number for the opener.

Emergency Back-Up: the contact person who will open the facility if the Opener does not arrive at 6:00 a.m. We **MUST** have a home phone number and a cell phone number for the emergency back-up.

Name (Opener)	
Home Phone Number	
Cell Phone Number	
Email Address	
Name (Emergency Back-Up)	
Home Phone Number	
Cell Phone Number	
Email Address	

Exhibit 17

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Meeting Date	Vendor	2	Amount	3	Brief Item Description	Source of Funds
9/18/2025	Steadfast		\$4,800		Pond 28 Erosion repair provided the Proposal and Work invoices split into two: one being for the 167 Resident site pool drain related and the other for the remaining three,	General Funds
9/18/2025	Steadfast		\$2,400.00		Oak Tree Removal at Clubhouse starting October 1, 2025	Allocated to Miscellaneous - General Fund
9/18/2025	Florida Fountains & Equipment		\$3,675 .00		East Fountain Motor purchase and repair	General Fund
9/18/2025	Arrow		\$2,330.00	Annualy	Pest Control Contract	General Fund
9/18/2025	FL-AIR		\$21,310.00		Proposal for Air Conditioning Repair	Asset Reserves
10/16/2025	Steadfast		\$21,000		Proposal for Installation of Mulch	General Funds
10/16/2025	Steadfast		\$2,950		Proposal to replace the structure rock climbing portion with a pipe wall	Park Development Fund
10/16/2025	Roof X		\$4,750		to repair roof on the (6) towers	Emergency Reserve
10/16/2025	Master Key Lock		\$1,373.89		Master Key Lock	General Fund
10/16/2025	Aquasol dba Poolsure		\$1957.39 monthly in Summer and \$1,174.43 monthly in winter		monthly services for Summer and winter with renewal effective date of January 1, 2026	General Fund
10/16/2025	Polson Painting		\$3,900		Proposal for the Clubhouse painting with work to begin after completion of the roof and HVAC	Asset Reserves
11/20/2025	Florida Fountains		\$2,808		walk on proposal for East Fountain	General Fund
11/20/2025	Steadfast		\$2,300		Removal of four dead trees	General Fund
11/20/2025	Steadfast		\$3,300.00		Cut additional additional 4 dead trees -NTE	General Fund
11/20/2025	Steadfast		\$550.00		Removal of (1) fallen dead tree on the Boulevard	General Fund
11/20/2025	Steadfast		\$11,229.70		Installation of winter annuals	General Fund
11/20/2025	Steadfast		\$1,207.50		Installation of Loropetalum and Gold Mound at Clubhouse Center Island	General Fund
11/20/2025	Fire Tablet		\$137.19 (two for \$69.99 each)		Fire Tablet for Tracking Light	General Fund

11/20/2025	Lawson Courts	\$30,000	Proposal for Tennis Court Resurface (Cancelled by the Vendor)	Asset Reserves - taken from basketball court - VOIDED
11/20/2025	Florida Commercial Care	\$9,919.50	Tennis Court Fence	Asset Reserves - taken from basketball court - VOIDED
11/20/2025	Steadfast	\$360.00	Electric Breaker	General Fund
11/20/2025		\$2,450.00	Illuminations Track lighting for facia repair	General Fund
11/20/2025	Amazon-Dunzy	amount not exceeding \$272.82	Fence Caps	General Fund
12/18/2025	Bandu Pools	\$1,450.44	Pool Return Valves	General Fund
12/18/2025	GK Electrical Solutions	\$4,675.00	Pond Aeration System Upgrade	General Fund
12/18/2025	Keystone	\$380	Backflow Inspection	General Fund
12/18/2025		\$975	Pressure Washing	General Fund
12/18/2025	Roof X	\$4,750	Tower Repairs	General Fund
12/18/2025	Steadfast	\$1,250	Facia Panting	General Fund
12/18/2025	Tampa Bay and Orlando Bay Food trucks	\$1,309.28	Food trucks	General Fund with Reimbursement from Vendors
12/18/2025	Ballantre Amenity Center	\$750	Bonuses for Mr Kubler-\$350, Mr. Farmer- \$300, and Clawson-\$100	General Fund
12/18/2025	Court Project	\$38,986	Tennis Court Resurface.Will include the fence, research, sealing the court, and fixing the practice.	Asset Reserves - use the basketball court
1/15/2026	U Need Concrete	\$3,500	Proposal for Concrete Work	Park Development Fund
1/15/2026	Amazon	\$79.59	Office Chair	General Fund
1/15/2026	Ballantrae Amenity Team	\$310.17	Parking lot painting	General Fund
1/15/2026	Florida Coast Equipment	\$499.82	Ratification of Kubuta Truck Repairs	General Fund
2/19/2026	Steadfast	\$9,668.06	Walk on Proposal for the Lintower & Clubhouse Motor and Pump	General Fund

2/19/2026	Florida Fountains & Equipment	\$3,587.40	purchase and installation of (1) RGBW controller, (1) 12V power supply, (1) 250V fuse, (2) driver brackets and potting box assemblies, (2) heat sink and light engine assemblies, (2) lens gasket replacement kits for the East Entry Fountain in Ballantrae CDD from Florida Fountains & Equipment.	Emergency Reserves Fund
2/19/2026	Amazon	\$149.99	Proposal of a grill	General funds
2/19/2026	Court Project	\$400	ratification for fence panel replacement	General Funds

Exhibit 18

[Return to Agenda](#)



BALLANTRAE

COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY

MANUAL

September 2025

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I. ORGANIZATION OVERVIEW

A. Relationships between Ballantrae CDD Board of Supervisors, the District Manager, and Clubhouse Staff.

Ballantrae Community Development District (BCDD or “District”) is a special-purpose local government established under Chapter 190, Florida Statutes, to manage, operate, and maintain the works of the District for the benefit of its residents.

The District is governed by a Board of Supervisors authorized to exercise the powers granted by law (§190.006, Fla. Stat.). The Board contracts with a District Manager to oversee administrative and financial operations (§190.007(1), Fla. Stat.). Ballantrae’s current District Manager is Patricia Thibault with Haven Management Solutions, LLC, 407-221-9153.

The District Manager directs day-to-day operations and supervises clubhouse staff and serves as the first point of contact for employment-related questions.

The District, maintains a co-employment relationship with Engage Payroll for payroll processing. New hires sign an at-will employment agreement (Appendix 2) and acknowledge receipt of this handbook (Appendix 1).

B. Organization Chart

See Appendix 3 for the BCDD Organization Chart.

II. MAJOR EMPLOYMENT LAWS

C. Fair Labor Standards Act (FLSA)

Non-exempt employees are paid at least minimum wage and receive overtime at one-and-one-half times their regular rate for hours worked over 40 in a workweek. Exempt employees are not overtime-eligible. Employees who are unsure of their classification should speak with the DISTRICT MANAGER.

E. Veterans’ Preference

The District follows Chapter 295, Florida Statutes, providing veterans’ preference in employment, retention, and promotion for eligible individuals.

F. Florida Public Whistle-Blower’s Act

Employees are protected from retaliation for disclosing, in good faith, certain violations or abuses to an appropriate agency. Concerns may be reported to the DISTRICT MANAGER, Employee Liaison, District Manager, or appropriate authority.

III. EMPLOYMENT POLICIES

A. New Hires

The District, through ENGAGE, hires only individuals authorized to work in the United States. New employees must provide required documentation to complete the Form I-9 within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration. In accordance with Florida Law, all new employees will have their employment authorization checked through E-Verify.

B. Open Door Policy

Employees are encouraged to raise questions or concerns with the District Manager. If the concern involves the District Manager, contact the Chairman of the Board of Supervisors. The District will review concerns fairly, maintain confidentiality to the extent possible, and address complaints as necessary and within the bounds of the law.

C. Performance Review Policy

Performance reviews clarify responsibilities, evaluate performance, identify development needs, and inform compensation decisions. During the first year, reviews typically occur every six months; thereafter annually.

D. Terminations

Employment may end by resignation, probationary release, layoff, retirement, or discharge. Employees are encouraged to provide two (2) weeks' written notice for resignations. The District may discharge employment with or without cause, consistent with applicable law. Pay in lieu of unused approved PTO may be provided as stated in this handbook and as required by law.

E. Exit Interview

Departing employees are encouraged to complete an exit interview or the exit information survey (Appendix 5) to support continuous improvement.

IV. COMPENSATION AND BENEFITS

A. Compensation for Hours Worked

Starting wages are competitive and commensurate with experience and job scope as established in hiring documentation.

B. Raises

All positions are subject to a 90-day probationary period; a wage adjustment within the Board-approved range may be granted after the probationary period. Annual and

longevity/performance increases are at the discretion and approval of the Board of Supervisors. Annual reviews will be performed in September of each year or as quickly as possible thereafter.

D. Benefits

Because the District employs fewer than fifty (50) full-time or full-time equivalent employees, it is not subject to the employer shared responsibility provisions of the **Patient Protection and Affordable Care Act**, as codified in **26 U.S.C. §4980H**. Accordingly, the District does not provide a group health insurance plan. In lieu of employer-sponsored health insurance, the District provides eligible employees with a monthly health insurance stipend to assist with the cost of obtaining individual coverage. The stipend amount is established annually by the Board of Supervisors as part of the District's budget adoption process and may be modified from year to year.

This stipend is not intended to constitute a group health plan or employer-sponsored health insurance coverage and does not guarantee or provide any specific insurance benefits. The stipend shall be paid through the District's payroll system and treated as taxable compensation unless otherwise required by applicable law.

V. ATTENDANCE AND LEAVE

A. Attendance

Regular and punctual attendance is an essential function of all District positions. Employees are expected to report to work as scheduled and to maintain regular and reliable attendance. Work schedules are established to ensure the efficient operation of the District, and employees are responsible for adhering to their assigned schedules.

Requests for planned absences must be submitted in advance and, whenever possible, with a minimum of **one (1) week's notice**. All leave requests are subject to supervisory approval based on operational needs.

Absences that have not been approved in advance may be considered unexcused and may result in leave without pay and/or disciplinary action. Excessive absenteeism, including a pattern of frequent or unexcused absences, or failure to follow established attendance procedures, may result in disciplinary action, up to and including termination of employment.

Nothing in this policy limits the District's discretion to address attendance issues that negatively impact operations or employee performance.

B. Work Schedules

Standard work schedules will be posted two weeks in advance of the required performance period.

Breaks and Meal Periods

Employees working an eight (8) hour shift are generally provided two (2) fifteen-minute paid rest breaks and one (1) thirty-minute meal break. The meal break will be considered paid only when it is taken on District property.

Break periods are intended to provide brief rest during the workday and may not be combined, accumulated, or used to offset late arrivals, early departures, or other adjustments to scheduled work hours.

Employees who leave District premises during working hours must notify the District Manager prior to departing. Any break or meal period taken off District property will be considered unpaid time.

In compliance with the PUMP Act for Nursing Mothers, nursing mothers will be provided with a private, non-bathroom space in which to express breast milk. Employees are permitted to use their two 15-minute paid rest break period and meal break for this purpose, though additional unpaid break time may be granted based on need. Employees intending to make use of this policy should inform the District Manager in advance so that the space can be designated and availability ensured.

C. Timekeeping, Punctuality and Payroll Verification

- 1, All District employees are required to accurately record their work hours using the time entry clock located in the main District office. Employees must clock in and out at the beginning and end of each work period, as well as for any unpaid breaks, in accordance with District procedures.
2. Employees are expected to report to work on time and ready to begin their scheduled duties. A grace period of up to five (5) minutes may be permitted for occasional delays. However, if an employee reports to work more than five (5) minutes late more than two (2) times within a single pay period, the employee may be subject to disciplinary action in accordance with District personnel policies.
3. Employees who anticipate being late should notify their Haven Management supervisor as soon as reasonably possible. Notification of tardiness does not excuse the late arrival, and the occurrence will still be recorded for attendance purposes.
4. Timesheets will be printed and provided to employees for review on the Monday preceding each payroll processing date. Each employee is responsible for reviewing their recorded time to ensure accuracy. Employees must sign their timesheet to confirm that the hours reported are complete and accurate. If an employee identifies any discrepancy, omission, or incorrect entry, the employee must immediately notify the Haven Management supervisor so the issue may be reviewed and corrected prior to payroll processing.
5. Falsification of time records or failure to accurately record time worked may result in disciplinary action, up to and including termination of employment.

D. Paid Time Off for Full Time Positions

Holiday Observance

The District recognizes the following holidays each calendar year. These holidays are generally consistent with those observed by federal, state, and local governmental entities.

1. New Year's Day – January 1
2. Martin Luther King Jr. Day – Third Monday in January
3. Memorial Day – Last Monday in May
4. Independence Day – July 4
5. Labor Day – First Monday in September
6. Veterans Day – November 11
7. Thanksgiving Day – Fourth Thursday in November
8. Christmas Day – December 25

Recognized holidays are observed on their actual calendar date. When a holiday falls on a Saturday or Sunday, the District will not provide an alternate day of observance, unless otherwise authorized by the District Manager or approved by the Board.

The District office will close at noon. on Thanksgiving Eve, Christmas Eve, and New Year's Eve. These early closures are not recognized as holidays. Regular full-time employees will receive their normal compensation for the scheduled workday on these dates without the requirement to use accrued leave, unless operational needs require the employee to remain on duty.

Holiday pay and early-closure pay apply to regular full-time employees unless otherwise authorized by the District Manager.

The Board of Supervisors reserves the right to modify the District's holiday schedule through the budgetary or policy adoption process as deemed necessary for District operations.

Employee Time Off (ETO)

Below is a **fully tightened version appropriate for a Florida district personnel manual**, with a **clear service-based accrual schedule** so employees earn additional ETO days as their length of employment increases. This keeps your existing rules but structures them in a more standard HR/legal format.

A. Employee Time Off (ETO)

Employee Time Off (ETO) is provided to eligible employees for vacation, illness, personal business, and other approved absences. The District combines vacation and sick leave into a single ETO benefit.

New employees begin accruing Employee Time Off (ETO) after completion of the **ninety (90) day Probationary Period**. Employees are not eligible to use ETO during the initial probationary period. Upon successful completion of the probationary period, employees may begin using ETO as it is accrued.

The accrual and use of ETO is subject to the following provisions:

1. Eligibility

Paid ETO may be used only after an employee has successfully completed the ninety (90) day Probationary Period.

2. Notification of Illness

If an ETO day is taken due to illness, the employee must notify their Supervisor as soon as possible and make every reasonable effort to **speak directly with the Supervisor** prior to the start of the workday. Leaving a voicemail message alone is not sufficient unless circumstances prevent direct contact.

3. Annual Accrual Period

ETO accrual is based on the **calendar year (January 1 through December 31)**.

4. ETO Accrual Based on Length of Service

Employees accrue ETO according to their length of continuous service with the District:

Length of Continuous Service	Annual ETO Accrual
Completion of Probationary Period through 5th anniversary	15 days per year
Beginning of 6th year through 10th anniversary	20 days per year
Beginning of 11th year and thereafter	25 days per year

5. Monthly Accrual

ETO is accrued on a **monthly basis**. Employees accrue one-twelfth (1/12) of their annual ETO allotment each month.

Examples:

- 15 days per year = **1.25 days per month**

- 20 days per year = **1.67 days per month**
- 25 days per year = **2.08 days per month**

6. Carryover of ETO

Employees are expected to use their ETO during the calendar year in which it is accrued. A maximum of **five (5) unused ETO days may be carried over** into the following calendar year. Any unused ETO days exceeding five (5) days at the end of the calendar year will be forfeited.

7. Requesting ETO

All ETO requests, except those related to illness or emergency, must be **submitted in writing to the Supervisor one week in advance**. Approval of ETO requests is subject to **staffing levels, operational needs of the District, and supervisory discretion**.

Once approved, the leave must be **recorded on the District's official work calendar**.

8. Separation from Employment

Upon voluntary resignation, the District will calculate the amount of **ETO used versus ETO accrued**.

- If an employee has used more ETO than accrued, the excess amount may be **deducted from the employee's final paycheck**, to the extent permitted by applicable law.
- If an employee has accrued but unused ETO, the remaining balance will be **paid in the employee's final paycheck**.
- Employees terminated for **misconduct or failure to perform job duties** will **forfeit any accrued but unused ETO**.

By accepting employment with the District, employees authorize the District to deduct from their final paycheck any ETO time used but not yet accrued, to the extent permitted by applicable law.

9. Use of Leave Beyond Accrued Time

Absences that exceed an employee's available accrued ETO will be **unpaid unless otherwise authorized by the District Manager**:

Medical Certification / Doctor's Note Policy

The District may require employees to provide medical certification to verify absences, early departures, or an employee's fitness to return to work. This requirement is intended to ensure appropriate use of leave and to maintain operational efficiency.

Acceptable Documentation

Medical certification must be provided by a licensed healthcare provider and include:

Confirmation that the employee was seen by a healthcare provider

The date(s) the employee was unable to work or required to leave early

A statement indicating the employee is cleared to return to work, with or without restrictions, if applicable

Medical documentation is not required to include a diagnosis or details of the medical condition.

When Medical Certification May Be Required

The District reserves the right to require medical certification under the following circumstances:

Absences of two (2) or more consecutive workdays

Frequent or patterned absences or early departures attributed to illness

Repeated instances of leaving work early due to illness

When there is a need to verify an employee's fitness for duty

Submission Requirements

Employees must provide requested medical certification within a reasonable timeframe as determined by the District. Failure to provide requested documentation may result in the absence being classified as unexcused.

Failure to Comply

Failure to provide required medical certification or failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Confidentiality and Legal Compliance

The District will not require disclosure of the nature or diagnosis of any medical condition and will maintain any medical information received in accordance with applicable laws, including the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act, where applicable.

VI. GENERAL INFORMATION

Personal Appearance / Dress Code

Employees are expected to maintain a neat, clean, and professional appearance appropriate for interaction with the public and representation of the District. Employees are expected to be dressed appropriately and in compliance with this policy prior to clocking in for their scheduled shift.

When provided, District-issued shirts should be worn during work hours and paired with appropriate attire such as jeans, solid-color cargo pants, or solid-color shorts. All clothing must be clean, in good condition, and suitable for a professional work environment.

Clothing that is not appropriate for the workplace—including camouflage apparel, sweatpants, sweatshirts (except when needed for warmth during cold weather), and open-toed shoes—is not permitted. Employees are expected to wear appropriate, closed-toe footwear for safety and professionalism.

B. Smoking Policy

Smoking or vaping is not permitted in any interior or exterior amenities areas.

C. Safe Use of Cellular Phones and use of CDD phone

Do not use a mobile device while driving. Pull over to a safe location before calling or texting. Personal or non-work use of phones during working hours should be limited; abuse may result in discipline.

D. Personal Property

The District is not responsible for loss or theft of personal property or valuables. Keep such property secure. If you believe that something has been stolen from you, please report it to appropriate law enforcement entities and inform the DISTRICT MANAGER so that we can retain any security footage in our possession.

E. District Property

District property and systems are for work-related purposes only. Report loss or damage promptly to the District Manager.

F. Jury/Civic Duty

Notify the District Manager promptly if subpoenaed for jury duty or as a witness and provide a copy of the subpoena or court order. Employees dismissed from jury duty prior to noon should

return to work for the remainder of the day unless otherwise approved. If not returning, submit a PTO Request Form so time can be charged appropriately.

G. Severe Weather Conditions

Use sound judgment when traveling during inclement weather and communicate any delays to the District Manager as soon as possible. If severe weather occurs during working hours, follow District Manager instructions and shelter in designated safe areas until conditions improve.

H. Solicitations/Distributions

Solicitation or distribution of literature is not permitted during working time or in working areas. Violations may result in discipline, up to and including discharge.

I. Training and Development Policy

New hires receive role-specific onboarding. Cross-training is encouraged to ensure coverage during absences. Ongoing training may include safety, customer service, irrigation systems, pool control, and reservations management.

J. Resident Interaction Protocol

Operational directives to staff come from the DISTRICT MANAGER; residents should not direct staff duties. Document resident complaints or requests in the designated log and follow the chain of command. Treat all residents and guests with courtesy and professionalism; escalate hostile interactions to the District Manager.

K. Social Media and Public Communication Policy

Refer media or public inquiries to the DISTRICT MANAGER. Employees may not speak on behalf of the District without written authorization from the Board of Supervisors.

VII. EMPLOYEE RELATIONS

A. Drug-Free Workplace

The District acknowledges that drug use has serious adverse effects in the workplace resulting in lost productivity and poses a threat to public health and safety. Maintaining a healthy and productive workforce with safe working conditions free from the effects of drugs decreases the occurrence of injuries on the job, absenteeism, and theft, and promotes employee morale.

The Drug-Free Workplace Act promotes the goal of drug-free workplaces within government through fair and reasonable drug-testing methods for the protection of public employees and employers.

Section 112.0455, Florida Statutes, identifies and defines the types of authorized drug testing: job applicant testing, routine fitness for duty testing, follow-up testing, random testing, and reasonable suspicion drug testing. Random testing and job applicant testing are currently conducted only under separate, specific legislative authorization. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective facts and reasonable inferences drawn from those facts considering experience. A job applicant is defined in section 112.0455, Florida Statutes, as "a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test." To learn more about the other types of drug testing, review [section 112.0455](#), Florida Statutes.

All employees are expected to adhere to the District's standards of conduct concerning the possession and/or use of drugs or alcohol while on duty or while in or on District property. Violations of this policy will result in disciplinary action, up to and including discharge.

B. Harassment

The District has a strict policy against discrimination and harassment in the workplace. It is expected that all employees will interact fairly and honestly with one another to ensure that the work environment is free of intimidation and harassment.

The District is committed to providing all job applicants and employees with an environment free of discrimination and unlawful harassment. Actions, words, jokes, or remarks based on an individual's sex, race, ethnicity, age, religion, physical impairment, or any other legally protected characteristic will not be tolerated. This policy also prohibits harassment in any form, including verbal, physical, and visual harassment.

Unwelcome sexual conduct, such as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when it is made as a term or condition of employment or, unwelcome sexual conduct, which creates an intimidating, hostile, or offensive work environment will not be tolerated.

Any employee who believes a co-worker, member of management, or agent of the District has unlawfully harassed him/her should promptly report the matter to the Clubhouse and Amenities Manager, or if against the Manager, then the report will be made to the District's Employee Liaison. Every employee can raise concerns and make reports without fear of reprisal.

The District will make every effort to ensure that complaints of harassment are resolved promptly and effectively. All actions taken to resolve complaints of harassment through investigations should be conducted confidentially to the extent possible.

Similar actions of harassment directed towards residents, patrons, and/or visitors of the District by employees are also prohibited and will not be tolerated. Employees are expected to be courteous and respectful of residents, patrons, and visitors at all times. Any reports regarding such behavior will be promptly investigated.

Any employee, after appropriate investigation, who is found to have engaged in the harassment of an employee, resident, patron, or visitor, will be subject to disciplinary actions, up to and including discharge, with or without warning per Appendix 7.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of the Ballantrae Community Development District Employee Handbook. I accept my responsibility to read and understand this handbook, including the District's policy on discipline and standards of conduct. I understand the topics discussed in this handbook represent the general policies of the District and that the District may impose additional requirements, depending upon the nature of my position.

Employee Name: _____
(Please print)

Employee Signature

Date

APPENDIX – 2

BALLANTRAE CDD AT WILL EMPLOYMENT AGREEMENT

Employment with the Ballantrae Community Development District (“District”) is at will. This means that neither the employee nor the District has entered into a contract guaranteeing employment for any specific length of time. Either party may terminate the employment relationship at any time, with or without notice, and with or without cause, subject only to applicable law.

Nothing in this Employee Policy Manual, any other District policy, guideline, practice, or statement—whether oral or written—creates an express or implied contract of employment or alters the at-will status of the employment relationship. The policies and procedures described herein are for informational and administrative purposes only and may be modified, amended, or discontinued by the District at its sole discretion.

Exceptions:

The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

Legal Protections:

Nothing in this policy affects or limits employees’ rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status, veteran status, or any other classification protected under applicable federal, state, or local law.

Employee name

Signature

Date

Appendix 3

Ballantrae CDD Organizational Chart

Board of Supervisors

District Manager

On Site District Manager Designee

**Maintenance
Technicians**

Ballantrae CDD Maintenance Technician Job Description

Position Summary

- The Maintenance Technician supports the operation, upkeep, and safety of all Ballantrae Community Development District facilities, including the Clubhouse, pool areas, playgrounds, tennis and basketball courts, lighting, and common grounds. This position works under the direct supervision of the District Manager or the District Manager Designee and plays a vital role in ensuring that the community's amenities are maintained to the highest standards of cleanliness, functionality, and appearance.

Responsibilities

- Perform routine inspections, maintenance, and repairs of District facilities, systems, and equipment, including lighting, plumbing, electrical, irrigation, and HVAC components.
- Conduct preventive maintenance and report potential safety or operational issues to the Clubhouse & Amenities Manager.
- Assist in the upkeep of amenities areas including playgrounds, sports courts, picnic areas, signage, and fencing.
- Maintain accurate maintenance logs, inspection checklists, and service reports.
- Monitor vendor work on-site to ensure compliance with District safety and quality standards.
- Respond promptly to emergency maintenance situations and perform after-hours work when required.
- Operate light equipment (pressure washers, blowers, trimmers, etc.) safely and efficiently.
- Follow all District safety and conduct policies, ensuring that all work is performed in a professional, courteous, and resident-friendly manner.

Reporting Structure

- Reports To: District Manager or District Manager Designee

CONFIDENTIAL

Exit Information Survey

***If you desire an in-person exit interview, please contact the District Manager

Job Title: _____

Supervisor: _____

1. How did you learn about the job opening for your current position?
2. Why did you accept that job offer versus another?
3. Were the duties and demands of your job (*i.e.*, maintaining the works of the district) described accurately during the interview process?
4. Were you given training to perform the job? How would you assess the quality of that training? What are some of the areas for improvement?
5. Were your own expectations for the job met?
6. Describe the workplace environment.
7. Were there any special problem areas within the works of the district (the systems, facilities, parks, recreation, etc.)?
8. What improvements can you suggest to your job (to make it easier, more challenging, and more interesting)?

APPENDIX – 5 (CONT.)

9. Were you and your supervisor able to work together effectively?
10. What kind of feedback did you receive from your supervisor and how frequently?
11. How could your supervisor have helped you more on the job?
12. How would you describe your supervisor's management style?
13. How would you describe the management style of the Clubhouse Manager?
14. What do you like most about working here?
15. What do you like the least about working here?
16. What do you feel good about accomplishing in your job and in your time here?
17. What factors contributed to your decision to leave? What might have been done to prevent you from leaving?
18. What makes your new job more attractive than your present job?

19.What are your general feelings about working for this CDD?

APPENDIX- 6

EMPLOYEE EVALUATION

Employee Name: _____

Date: _____

Job Title: _____

Manager: _____

Anniversary Date: _____

Department: _____

Year Hired: _____

Hourly Rate: _____

Raise Approved: Yes ☐ No ☐

New Hourly Rate: _____

BEHAVIOR	ASSESSMENT				COMMENTS
	Role Model Outstanding	Highly Effective	Effective	Needs Improvement	
Adaptability					
Communication					
Customer Service					
Interpersonal Skills					
Judgment					
Personal Account- Ability/Ownership					
JOB PERFORMANCE					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
ATTENDANCE					
Absences					
Tardiness					

Overall Rating (Check One):

☐ Outstanding

☐ On-Target Performance

☐ Strong Performance

☐ Action Needed

Employee Signature: _____ Supervisor Signature: _____

APPENDIX-7

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: _____ SSN: _____

Client Company Name: _____ Violation Date: _____

Violation			
☐ Alcohol/Drug Abuse	☐ Attendance	☐ Attitude	☐ Carelessness
☐ Conduct	☐ Fighting	☐ Insubordination	☐ Personal Work
☐ Quality of Work	☐ Safety	☐ Tardiness	☐ Work Rules
☐ Other: _____			

Company Statement: _____

(Use additional sheets if necessary)

Employee Statement:

- ☐ I agree with the company statement.
☐ I do not agree with the company statement.

Comments: _____

(Use additional sheets if necessary)

Employee Signature: _____ Date: _____
(Indicates receipt of written warning)

Supervisor Signature: _____ Date: _____

BALLANTRAE CDD EMPLOYEE TERMINATION

Name of Employee: _____

Termination Effective Date: _____

Reg. Hours to be paid on final check: _____

Vacation Hours to be paid: _____

Supervisor Name: _____

Reason for Termination:

Voluntary Resignation (check one)

- ☐ Secured better position
- ☐ Dissatisfied (type of work)
- ☐ Dissatisfied (salary)
- ☐ Dissatisfied (conditions)
- ☐ Generally dissatisfied
- ☐ Retirement
- ☐ Returned to school
- ☐ Moving out of area
- ☐ Family or personal circumstances
- ☐ In Lieu of Discharge
- ☐ No Reason Given

Involuntary Resignation (check all applicable)

- ☐ Absenteeism or Tardiness
- ☐ Failure to Meet Performance Expectations
- ☐ Insubordination
- ☐ Not Qualified for the Position
- ☐ Gross Misconduct
- ☐ Job Abandonment
- ☐ Death
- ☐ Dishonesty or Theft
- ☐ Other

Lay Off (check one)

☐ Lack of Work

☐ Job Eliminated

Reason for leaving (Supervisor's statement) _____

Eligible for Re-hire? _____ Yes _____ No

If no, Explain: _____

Supervisor Signature

Date

APPENDIX – 9

Ballantrae CDD Paid Time Off (PTO) Request Form

Please submit this form for approval at least one week in advance of your preferred PTO dates.

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

PTO Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: _____

Signature Date _____

Name of Employee:

Approval:

District Manager Date _____

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