



Rizzetta & Company

Solterra Resort Community Development District

**Board of Supervisors
Meeting
July 10, 2026**

**District Office:
8529 South Park Circle
Suite 330
Orlando, FL 32819**

SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.solterraresortcdd.org

Board of Supervisors	Brian Meert Deborah Higham Karan Wienker Robert Voisard Sam Neelam	Chair – General Op's Vice Chair – Amenities Assistant Secretary - Landscaping Assistant Secretary – Security Assistant Secretary – Budgets
District Manager	Brian Mendes	Rizzetta & Company, Inc.
District Counsel	Meredith Hammock	Kilinski Van Wyk
District Engineer	Greg Woodcock	Stantec

All cellular phones and pagers must be turned off during the meeting.

The audience comments portion of the agenda is when individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

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**Board of Supervisors
Solterra Resort Community
Development District**

July 2, 2026

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Solterra Resort Community Development District will be held on **July 10, 2026, at 10:00 a.m.** at the **Solterra Resort Amenity Center**, located at **5200 Solterra Boulevard, Davenport, Florida 33837**. The following is the **final agenda** for the meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. COMMUNITY UPDATES**
 - A. District Engineer
 - 1. Wildwood Way Depression Updates
 - B. Aquatic Maintenance Updates
 - 1. June 2026 Waterway Inspection Report..... Tab 1
 - C. Pool Operations Updates
 - 1. Updates on Pool RFP
 - D. Landscape Maintenance Updates
 - 1. Updates on Irrigation Repairs
 - 2. June 2026 Inspection Report..... Tab 2
 - E. F&B Operations Updates
 - 1. Updates on New Bar Development
 - 2. Review of Artemis Incentive Fee Invoice..... Tab 3
 - 3. Consideration of Kitchen Equipment Proposal Tab 4
 - F. General Manager Updates Report
 - 1. Updates on Turf/Games Project
 - 2. Updates on Duke Energy LED Light Conversion
 - 3. Discussion of New Meeting Space
 - 4. Discussion of Zoom Account (Townhall)
 - 5. June 2026 Managers Report Tab 5
 - 6. Consideration of Insyte Monthly Service Proposal Tab 6
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - 1. Discussion of Guard House Enhancements
 - 2. Q2 Website Audit Review Tab 7
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting Held on June 5, 2026,..... Tab 8
 - B. Ratification of Operation and Maintenance Expenditures for the Month of April 2026..... Tab 9
- 6. BUSINESS ITEMS**
 - A. Ratification of District Items Tab 10
 - 1. ACPLM - Excavation Agreement

- 2. Resort Pool Service – Pool Filter Replacement
- B. Consideration of TPG Lighting Christmas Lighting Renewal Tab 11
- C. Consideration of District Counsel RFQ
 - 1. Straley Robin Vericker Tab 12
 - 2. Kilinski Van Wyk Tab 13
- 7. **SHADE SESSION**
- 8. **SUPERVISOR REQUESTS & COMMENTS**
- 9. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

With appreciation,
Brian Mendes
Brian Mendes
District Manager

Tab 1



Solterra Resort CDD Aquatics

Inspection Date:

7/1/2026 11:37 AM

Prepared by:

Matt Goldrick

Account Manager

STEADFAST OFFICE:

WWW.STEADFASTENV.COM
813-836-7940

Inspection Report

SITE: 10

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Subsurface algae present by the water's edge; likely clinging to lily stems.
Treatment is set for next week.
Mixed terrestrial and aquatic weeds on the exposed banks. Both will be treated next service.

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

SITE: 11

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Still completely dry. Possible sesbania growth on the exposed bed. This will be treated heavily to prevent spread.

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

Inspection Report

SITE: 12

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

More mixed vegetation on the banks. Treatments will be applied to clear this area before water levels rise. No algae observed.

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

SITE: 13

Condition: Excellent Great ✓Good Poor ✓Mixed Condition Improving



Comments:

Left: March, Right: June/July

Filamentous algae present by the MES. It appears a rain event brought nutrient and trash influxes to this spot. Both of these and the vegetation on the banks will be addressed next visit.

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

Inspection Report

SITE: 14

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Another pond needing mixed vegetation treatment. Terrestrials, aquatics, and lilies will all be targeted next service. 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
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	✗ Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	✗ Other: Terrestrial
			Chara

SITE: 15

Condition: Excellent Great Good ✓Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Heavy terrestrial weed growth around the perimeter. Treatment set for next week as it has become too thick to clear once water levels rise. Subsurface algae 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
			✗ Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
	Torpedo Grass	Pennywort	Babytears
	Hydrilla	Slender Spikerush	✗ Other: Terrestrial
			Chara

Inspection Report

SITE: 16

Condition: Excellent Great ✓Good Poor ✓Mixed Condition Improving



Comments:

Left: March, Right: June/July

Small filamentous algae bloom present in the corner. This spot is particularly shallow and prone to blooms. An algaecide treatment next service will begin clearing the growth.

Treatments for mixed vegetation will also be applied 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
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
Torpedo Grass	✗ Pennywort	Babytears	Chara
Hydrilla	Slender Spikerush	✗ Other: Terrestrial	

SITE: 17

Condition: Excellent Great ✓Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Heavy herbicide treatments set for next visit to target various vegetation. 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
			Substantial
<u>NUISANCE SPECIES OBSERVED:</u>			
Torpedo Grass	Pennywort	Babytears	Chara
Hydrilla	✗ Slender Spikerush	✗ Other: Terrestrial, lilies	

Inspection Report

SITE: 18

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Mild terrestrial growth on the exposed bed and somehow submersed vegetation is surviving in a few inches of water. Both these and trash will be addressed next visit.

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

SITE: 19

Condition: Excellent Great Good Poor Mixed Condition Improving



Comments:

Left: March, Right: June/July

Surprisingly no terrestrial growth, just mild submersed and lilies. A technician will be well prepared to treat both of these next week. No algae observed.

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

MANAGEMENT SUMMARY



Summer is officially here which means pond conditions will start to turn. The relatively temperate days are behind us and until the drought ends, growing conditions will run wild. Water temperatures are holding above the algae threshold of 85°F which can produce blooms in under 72 hours. No rain to pelt the mats down means decaying algae can remain in ponds far longer than the expected 7-10 days. Expect conditions like these to hold until water levels rise and begin flushing.

I'm finding interesting conditions regarding vegetation. Longer days have been allowing in-water growth (floating and submersed) to boom, but emergent shoreline growth is slow from lack of rain. Most of these in-water plants are affected by the algaecides in our arsenal and can be dealt with simultaneously. The sparse shoreline growth is easily cleared with standard herbicide treatments.

Rainy season is still ahead of us which will add new strain to waterways. All growth will accelerate so technicians are doing everything they can right now to keep conditions manageable before this happens.

Fair conditions as expected today. I suspect soil composition has allowed for much more drought-resistant weeds to thrive in drier ponds the past few months. The species I'm seeing here are different than those at other properties. Technicians will need to alter treatment methods to continue combatting this growth as some has reached a point where it may survive drowning after rainy season. I'll brief the tech before service next week.

Algal activity is still minimal, though I feel a change coming. Two ponds have already shown rapid blooms after rain and more are likely with rainy season approaching. Techs will take this period to address grasses before they need to devote more time to algae in a few weeks.

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!

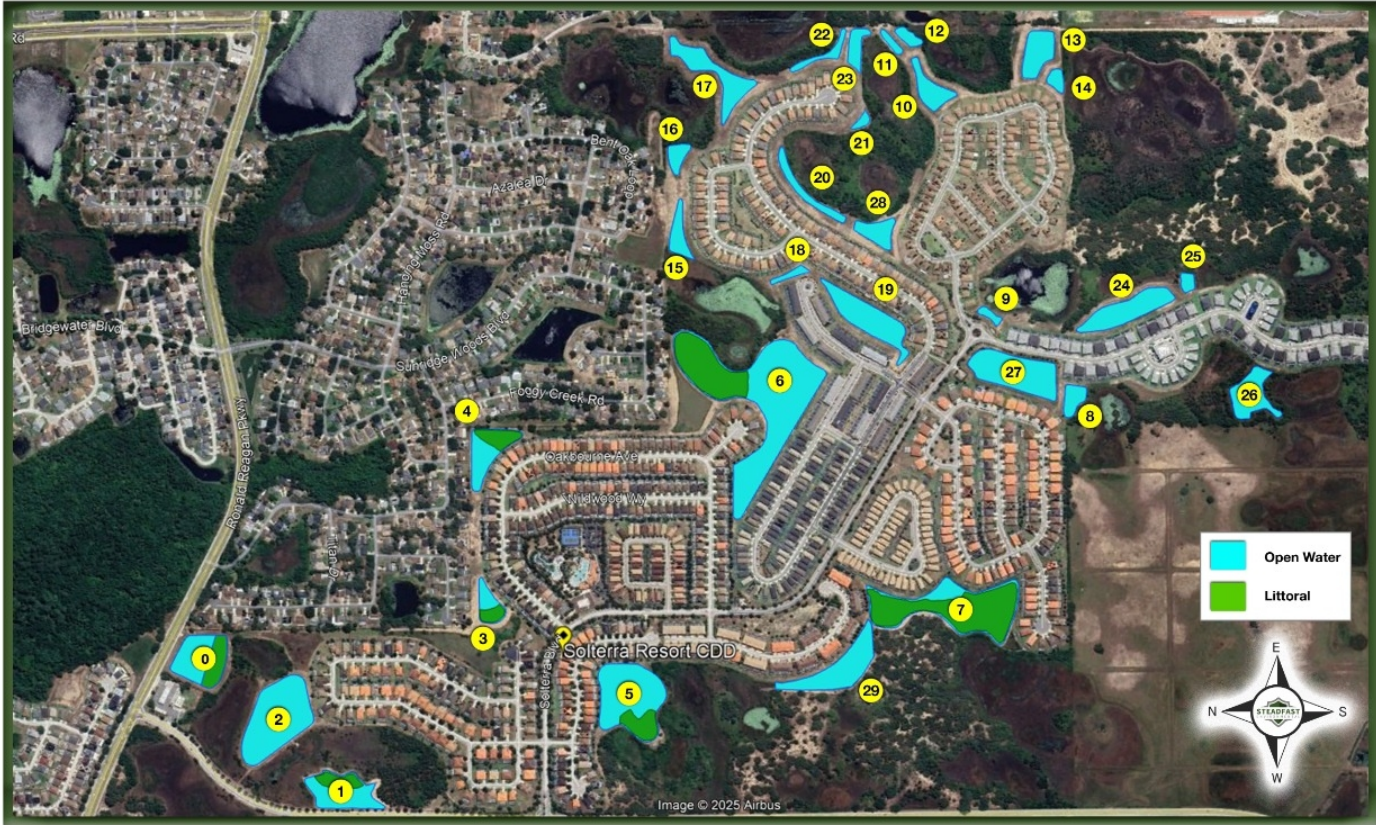
MAINTENANCE AREA



SOLTERRA RESORT CDD

Solterra Blvd, Davenport, FL 33837

Gate Code:



Tab 2

Memorandum

To: Brian Mendes
Rizzetta and Company

Cc: Karen Wienker, Joe Bullins,
Diana Garcia, Larry Roscini,
Angel Ocasio, Ian Mulcock,
Anthony Sandretto and
Michael Oyler

From: Jeff Flamisch

Date: June 22, 2026

Re: Solterra Resort
June Inspection

The inspection was performed on Tuesday, June 16, 2026, with Angel Ocasio from Dora Landscaping.

During the inspection, I found the landscape throughout the resort to be in good condition with the contractor providing their services in accordance with the contract specifications. The detail portion of their work was in order, with the majority of ornamentals, shrubs and groundcover being properly trimmed and shaped and bed lines, tree rings and maintenance strips well defined. There was sporadic weed growth present in the landscape and pine straw is holding up well throughout the resort. Their Lawn and Ornamental Program is being administered favorably with the landscape displaying good color and with minimal pest and disease activity for this time of year. The irrigation system has not been operating properly, as there was evidence of drought stress conditions throughout the resort. The contractor has completed their initial irrigation inspection and has begun making necessary repairs. The spring rotation of bedding plants is holding up well and providing nice floral displays near the main entrance to the Clubhouse. New flowers are expected to be installed in late June, utilizing varieties which are appropriate for this time of the year.

At the time of the inspection, Items 2 and 3 from the May report remained incomplete.

The following is a current list of work items for the Contractor to complete or respond to as a result of site observations made during our recent inspection:

- 1) Contractor is requested to provide corrective pruning for the Crape Myrtle trees on the east side of the clubhouse during their next detail rotation, closely following guidance provided at the time of the inspection.

June 22, 2026

Brian Mendes
Rizzetta & Company

Solterra Resort
June Inspection

Page 2 of 4

- 2) Contractor is requested to remove the poorly performing *Viburnum Suspensum* planting on the east side of the Clubhouse during their next detail rotation. Plant replacement is not needed at this time.
- 3) **Urgent:** Contractor is requested to complete the seasonal pruning of Date palms throughout the resort as soon as possible, following contract specifications regarding frond profile, seedpod removal and trunk maintenance.
- 4) Contractor is requested to prune out poorly performing growth from the *Bougainvillea* planting near the bathhouse on the east side of the Main Family Pool area during their next detail rotation. See attached photo.
- 5) Contractor is requested to remove discolored foliage from Yellow Iris plantings near the waterfall feature in the Main Family Pool area, during their next detail rotation.
- 6) **Urgent:** Contractor is requested to complete the quarterly nutritional, fungicidal and insecticidal drench for Date palms throughout the resort as soon as possible, closely following contract specifications.
- 7) Contractor is requested to submit a proposal to remove a declining Queen palm near the pedestrian gate on the west side of the Main Family Pool area, during their next detail rotation. See attached photo.
- 8) Contractor is requested to lightly prune Rosemary plantings in floral urns throughout the Main Family Pool area to remove leggy growth, during their next detail rotation.
- 9) Contractor is requested to prune Dwarf Firebush plantings on the west side of the entrance to the Clubhouse to remove leggy growth during their next detail rotation.
- 10) Contractor is requested to monitor for and treat hardscape surfaces for weed growth throughout the main entrance to the Clubhouse as soon as possible, following a strict regimen for optimal control.
- 11) Contractor is requested to continue removing poorly performing and dead plant material along the walking trail near the Amenities area during their next detail rotation.

June 22, 2026

Brian Mendes
Rizzetta & Company

Solterra Resort
June Inspection

Page 3 of 4

- 12) Contractor is requested to prune out damaged growth from Coontie palms on the north side of the parking lot of the Amenities area, during their next detail rotation. See attached photo.
- 13) Contractor is requested to prune Viburnum Suspensum plantings on the north side of Solterra Boulevard near the gatehouse to remove leggy growth, during their next detail rotation. See attached photo.
- 14) Contractor is requested to monitor for and treat weed growth in the ornamental bed space near the monument sign at the main entrance to the property as soon as possible, following a strict regimen for optimal control.
- 15) Contractor is requested to remove poorly performing Viburnum Suspensum plantings on the east side of Pine Tree Trail near the main entrance to the Resort during their next detail rotation. See attached photo.
- 16) Contractor is requested to prune the Loropetalum planting at the main entrance to the property to remove leggy growth, during their next detail rotation.
- 17) Contractor is requested to monitor for and treat weed growth in ornamental bed spaces throughout the resort during their next detail rotation, following a strict regimen for optimal control.
- 18) Contractor is requested to remove non-beneficial sucker growth from the trunks of hardwood trees throughout the resort, during their next detail rotation.
- 19) Contractor is requested to prune out poorly performing growth from Viburnum Suspensum plantings along Solterra Boulevard, during their next detail rotation.
- 20) Contractor is reminded to schedule a blanket micronutrient fertilizer application for the St. Augustine turf areas and tree and shrub plantings throughout the resort in the month of July, closely following contract specifications.

June 22, 2026

Brian Mendes
Rizzetta & Company

Solterra Resort
June Inspection

Page 4 of 4



Item 4



Item 7



Item 12



Item 13



Item 15

Tab 3

INCENTIVE FEE INVOICE

Artemis Lifestyle Services, LLC

Bill To:

Solterra Resort Community Development District
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200, Tampa, FL 33614
Attn: District Manager

Invoice #:

ALS-SOLT-INC-2026-Q2

Invoice Date:

June 4, 2026

Terms:

Net 30 (per Section 5.4)

Billing Period:

Q2 2026 (April 1 – June 30, 2026)

Contract:

F&B Ops Mgmt Agmt, eff. 1/1/2026

CAFÉ SOL — Q2 2026 INCENTIVE FEE CALCULATION				
Component	Basis	Rate	Amount	Bonus
Q2 2026 Gross Revenue	Per District F&B financials	—	\$352,188.57	—
Tier 1 Threshold (Peak Season)	Base target, no bonus	—	\$250,000.00	\$0.00
Revenue Above Threshold	Gross – Threshold	—	\$102,188.57	—
Tier 2 Bonus	Revenue \$250,001 – \$325,000	10.0%	\$75,000.00	\$7,500.00
Tier 3 Bonus	Revenue above \$325,000	15.0%	\$27,188.57	\$4,078.29
TOTAL INCENTIVE FEE DUE				\$11,578.29

Contract Reference: F&B Operations Services Agreement between Solterra Resort CDD and Artemis Lifestyle Services, LLC, effective January 1, 2026, Section 5.2.a and Exhibit A.

Note: Per Section 5.2.a, the incentive fee is contingent on the District Board acknowledging that Exhibit C Performance Measures (Customer Service, Restaurant Health and Safety, and F&B Operations) have been met to the Owner's satisfaction for Q2 2026. Payment terms: Net 30 per Section 5.4 upon receipt.

Remit To: Artemis Lifestyle Services, LLC | 1631 East Vine Street, Suite 300, Kissimmee, FL 34744 | Attn: Accounts Receivable

Tab 4



To: CAFE SOL BAR AND GRILLE (d/c 02) Turbo Chef
SOLTERRA RESORT CMTY
DEVELOPM
5200 SOLTERRA BLVD
DAVENPORT, FL 33837-3768

Project:

From: Edward Don & Company
Paul Zuehlsdorf
11500 Miramar Pkwy.
Suite 600
Miramar, FL 33025
(863)528-3198 Cell
(866)247-9485 E-Fax
zuehls@don.com (Email)

Customer ID: 0001325738_02

Job Reference Number: 261168

Table with 5 columns: Item, Qty, Description, Sell, Sell Total. Row 1: 1 ea CONVECTION OVEN, ELECTRIC... \$15,683.13. Summary rows: ITEM TOTAL: \$15,683.13, Merchandise \$15,683.13, Freight \$746.82, Tax 7% \$1,150.10, Total \$17,580.05.

IMPORTANT NOTICE: Never trust wiring instructions or ACH or other banking information sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions and bank information. These emails are convincing and sophisticated. Always independently confirm wiring instructions and ACH or other banking information in person or via a telephone call to a trusted and verified phone number. Never wire or transfer money without double-checking that the wiring instructions and ACH or other banking information are correct.

This quote is for product only and final billing will include freight, taxes, and any vendor special charges related to this order. Customer specifically acknowledges and accepts such additional charges upon acceptance of this quote. To the extent that these charges are not incorporated into the Customer's purchase



Everything but the Food.®

order, Customer agrees to accept responsibility notwithstanding any purchase order language to the contrary. ****Pricing valid for 14 days from time of quote; provided, however, that we reserve the right to adjust pricing at any time to reflect the impact of tariffs, duties, or similar governmental charges imposed after the date of this proposal. Any such adjustments will be calculated in good faith to ensure fair allocation of the increased costs. We will provide notice of any such adjustments along with documentation supporting the adjustment.****



THE Double Batch™

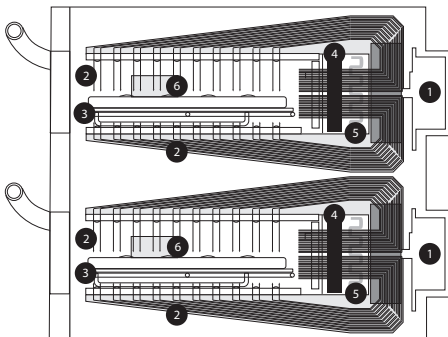


PERFORMANCE

The TurboChef® Double Batch™ oven has two independent cavities that circulate impinged air at speeds of up to 50 mph to create high heat transfer rates and reduced cook time. The oven utilizes variable speed blowers, oscillating racks, and catalytic converter, resulting in minimal energy input, high food quality, and ventless operation.

VENTILATION

- UL (KNLZ) listed for ventless operation.†
- EPA 202 test (8 hr):
 - Product: Pepperoni Pizzas
 - Results: 1.04 mg/m³
 - Ventless Requirement: <5.00 mg/m³
- Internal catalytic filtration to limit smoke, grease, and odor emissions.



1. Blower Motor
2. Impinged Air
3. Oscillating Rack
4. Catalytic Converter
5. Impingement Heater
6. Xenon Lights

Project _____

Item No. _____

Quantity _____

EXTERIOR CONSTRUCTION

- Stainless steel front, top and sides
- Rubber seal for surface mounting
- 7-inch capacitive touch screen with tempered glass cover

INTERIOR CONSTRUCTION

- 304 stainless steel
- Two fully insulated cook chambers
- Top and bottom jetplates

STANDARD FEATURES

- Simple and intuitive one-touch controls
- Multi-language user interface
- Integral recirculating catalytic converter for UL (KNLZ) listed ventless operation
- Variable-speed High h recirculating air impingement system
- Oscillating rack for high heat transfer without spotting
- Half-sheet pan/16-inch pizza capacity
- Stackable design (requires stacking kit)
- Smart menu system capable of storing unlimited recipes
- Built-in self diagnostics for monitoring oven components and performance
- USB compatible
- Smart Voltage Sensor Technology* (N.A. only)
- Includes plug and cord (6 ft. nominal)
- Warranty – 1 year parts and labor
- Open Kitchen™ ready

CONNECTIVITY PART NUMBERS

- MDD-1001: Initial Equipment
- MDD-1002: Additional Equipment
- MDD-1005: Additional Year (PhD SAAS)



STANDARD ACCESSORIES

- 1 Aluminum Paddle (NGC-1478)
- 1 Bottle Oven Cleaner (105704)
- 1 Bottle Oven Guard (105703)
- 2 Trigger Sprayers (103182)
- 4 Oven Legs (HHB-3205) – Optional

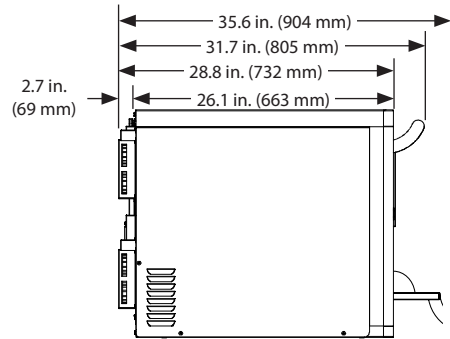
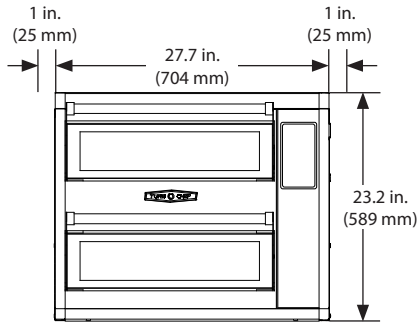


This product conforms to the ventilation recommendations set forth by NFPA96 using EPA202 test method.

* Smart Voltage Sensor Technology does not compensate for lack of or over voltage situations. It is the responsibility of the owner to supply voltage to the unit according to the specifications on the back of this sheet.

† Ventless certification is for all food items except for foods classified as “fatty raw proteins.” Such foods include bone-in, skin-on chicken, raw hamburger meat, raw bacon, raw sausage, steaks, etc. If cooking these types of foods, consult local HVAC codes and authorities to ensure compliance with ventilation requirements.

TurboChef reserves the right to make substitutions of components or change specifications without prior notice.



DIMENSIONS		
Single Units		
Height	23.2"	589 mm
Width	27.7"	704 mm
Depth (Door Open/Closed)	35.6" / 31.7"	903 mm / 806 mm
Weight	262 lb.	119 kg
Stacked Units		
Height	46.4"	1,179 mm
Width	27.7"	704 mm
Depth (Door Open/Closed)	31.7" / 35.6"	806 mm / 903 mm
Weight	524 lb.	238 kg
Cook Chamber		
Height	3.3"	84 mm
Width	18.1"	318 mm
Depth	17.07"	434 mm
Volume	0.59 cu.ft.	16.7 liters
Wall Clearance (Oven not intended for built-in installation)		
Top	2"	51 mm
Sides	2"	51 mm
ELECTRICAL SPECIFICATIONS-SINGLE PHASE		
Double Batch US Model (HHD-9500-801) - United States		
Voltage	208/240 VAC	
Frequency	60 Hz	
Current	50 amps	
Max Input	8,320/9,600 watts	
Double Batch UK Model (HHD-9500-802-UK) - International		
Voltage	230 VAC	
Frequency	50 Hz or 60 Hz	
Current	50 amps	
Max Input	8,700 watts	
Double Batch BK Model (HHD-9500-828-BK) - Brazil		
Voltage	220 VAC	
Frequency	60 Hz	
Current	50 amps	
Max Input	8,700 watts	
Double Batch LA Model (HHD-9500-829-LA) - Latin America		
Voltage	220 VAC	
Frequency	60 Hz	
Current	50 amps	
Max Input	8,700 watts	
Double Batch JK Model (HHD-9500-823-JK) - Japan		
Voltage	200 VAC	
Frequency	50 Hz or 60 Hz	
Current	50 amps	
Max Input	8,700 watts	

ELECTRICAL SPECIFICATIONS-3-PHASE		
Double Batch US Model (HHD-9500-814-DL) - United States		
Voltage	208/240 VAC	
Frequency	60 Hz	
Current	30 amps	
Max Input	8,320/9,600 watts	
Double Batch ED Model (HHD-9500-803-ED) - International		
Voltage	230 VAC	
Frequency	50 Hz or 60 Hz	
Current	29 amps	
Max Input	8,700 watts	
Double Batch EW Model (HHD-9500-804-EW) - International		
Voltage	400 VAC	
Frequency	50 Hz or 60 Hz	
Current	20 amps	
Max Input	8,700 watts	
Double Batch AU Model (HHD-9500-811-AU) - International		
Voltage	400 VAC	
Frequency	50 Hz	
Current	20 amps	
Max Input	8,700 watts	
Double Batch JD Model (HHD-9500-824-JD) - Japan		
Voltage	200 VAC	
Frequency	50 Hz or 60 Hz	
Current	29 amps	
Max Input	7,900 watts	
Double Batch LD Model (HHD-9500-831-LD) - Latin America		
Voltage	220 VAC	
Frequency	60 Hz	
Current	29 amps	
Max Input	8,700 watts	
Double Batch BD Model (HHD-9500-832-BD) - Brazil		
Voltage	220 VAC	
Frequency	60 Hz	
Current	29 amps	
Max Input	8,700 watts	
SHIPPING INFORMATION		
U.S.: All ovens shipped within the U.S. are packaged in a double-wall corrugated box banded to a wooden skid. International: All International ovens shipped via Air or Less than Container Loads are packaged in wooden crates.		
Box size: 37" x 36" x 35" (940 mm x 914 mm x 889 mm) Crate size: 39" x 40" x 36" (991 mm x 1016 mm x 914 mm) Item class: 110 NMFC #26710 HS code 8419.81		
Appx. boxed weight: 322 lb. (146 kg) Appx. crated weight: 405 lb. (184 kg)		
Minimum entry clearance required for box: 35.5" Minimum entry clearance required for crate: 39.5"		

TurboChef Global Operations
 2801 Trade Center Drive / Carrollton, Texas 75007 USA
 US: 800.90TURBO (800.908.8726) / International: +1 214.379.6000
 Fax: +1 214.379.6073 / turbochef.com

TurboChef recommends installing a type D circuit breaker for European installations.
 TurboChef reserves the right to substitute components or change specifications without notice.

Tab 5

SOLTERRA RESORT CDD

Monthly Manager's Report

Prepared for the Board of Supervisors

Report Period	June 1 – June 30, 2026
Prepared By	Joe Bullins, LCAM, CMCA, AMS
Title	General Manager / LCAM
Submitted To	CDD Board of Supervisors
Report Date	July 1, 2026
Report Status	Draft — Pending Management Review

1. Executive Summary

This summary provides a high-level overview of operations, financials, facilities, staffing, and priorities for the June 2026 reporting period. Full detail for each area is available in the corresponding sections of this report.

Financially, combined resort collections (Square plus the Villatel House Account) for the June 20–July 1 window totaled \$42,655.55, up 15.1% year-over-year. This reflects a reporting change: Villatel clubhouse leisure pass collections are now processed and reconciled outside Square rather than embedded within it, so the Square-only figure alone shows a misleading 19.3% decline. Cabana rentals held a positive trend, with gross and net revenue both up year-over-year despite a modest decline in total bookings. Full detail is provided in Sections 2 and 3.

Guest-facing performance was strong across channels. Google reviews averaged 4.5 stars on 47 reviews for the period, and the first StayFi post-stay survey campaign produced a 4.53 average alongside a 1.7% email click rate, ahead of the general industry benchmark. Section 4 has full detail, including one operational item worth a quick follow-up with Cafe Sol on snack bar restocking.

Staffing deployment was strong at 90.9% utilization across sixteen active positions over the five-week scheduling window, with two position turnovers handled without a coverage gap. Section 5 has full detail, including one position that ran slightly over its five-week capacity and one part-time position where source data was incomplete and is flagged for confirmation.

On the facilities side, two carryover items from the prior report are now resolved: the concrete bench pad project is complete and the playground item is closed out. The lazy river and pool redo project is on hold pending Board direction at the next meeting; day-to-day pool and lazy river operations are unaffected and continue to run normally under daily maintenance protocols in the interim. Five additional capital projects are active or upcoming, the largest being the P&F Turf multi-amenity turf and hardscape project (\$109,525.25), beginning early July. Maintenance continues to operate under documented daily and weekly preventative maintenance SOPs, with signed records retained for the full period. Section 6 has full detail.

Lifestyles programming continued the established model through June with no new changes reported; the approved July calendar carries that model forward, anchored by weekly DJ-hosted pool parties and a FIFA World Cup watch party series timed to the tournament's knockout stage. Eight management priorities for the upcoming period are outlined in Section 8, led by the Cafe Sol delivery magnet campaign, the Artemis staff review contest, and continued post-stay survey optimization with the Chair.

2. Financial Summary — Square Sales

The following figures represent all revenue collected at Solterra Resort from June 20 through July 1, 2026, compared year-over-year to the same window in 2025. Figures combine Square POS collections with Villatel clubhouse collections, which are processed outside Square starting this period.

2026 Gross Sales (Square)	2026 Net Sales (Square)	2026 Transactions (Square)	2026 Total Collected (Combined)
\$28,710.00	\$27,940.00	634	\$42,655.55
▼ \$7,055 vs. 2025 (-19.7%)	▼ \$6,685 vs. 2025 (-19.3%)	▼ 173 vs. 2025 (-21.4%)	▲ \$5,606.80 vs. 2025 (+15.1%)

2a. Sales Summary — Year-over-Year

Metric	2025 (Jun 20–Jul 1)	2026 (Jun 20–Jul 1)	Change (\$)	Change (%)
Gross Sales (Square)	\$35,765.00	\$28,710.00	(\$7,055.00)	-19.7%
Returns	(\$1,090.00)	(\$770.00)	+\$320.00	-29.4%
Discounts & Comps	(\$50.00)	\$0.00	+\$50.00	-100.0%
Net Sales (Square)	\$34,625.00	\$27,940.00	(\$6,685.00)	-19.3%
Tax Collected	\$2,423.75	\$1,955.80	(\$467.95)	-19.3%
Total Collected (Square)	\$37,048.75	\$29,895.80	(\$7,152.95)	-19.3%
Villatel House Account	\$4,253.25	\$12,759.75	+\$8,506.50	+200.0%
Total Collected (Combined)	\$37,048.75	\$42,655.55	+\$5,606.80	+15.1%
Total Transactions (Square)	807	634	-173	-21.4%

Management Note — Villatel Reporting Change

Villatel clubhouse leisure pass collections are now processed and reconciled outside Square. On a combined basis, June 2026 revenue is up 15.1% year-over-year. Square-only figures will continue to run below prior-year Square totals going forward as a structural result of this reporting change, not a decline in resort activity.

3. Cabana Rental Analysis

Cabana rentals are tracked as a separate revenue stream within Square. The following data reflects all cabana bookings from June 20 through July 1, 2026, compared year-over-year to the same window in 2025. Standard cabana pricing is unchanged from 2025 at \$75 weekday (Mon–Thu) and \$100 weekend (Fri–Sun).

2026 Bookings	2026 Gross Revenue	2026 Net Revenue	2026 Discounts
76	\$7,600.00	\$6,900.00	\$0.00
▼ 7 bookings vs. 2025 (-8.4%)	▲ \$350 vs. 2025 (+4.8%)	▲ \$375 vs. 2025 (+5.7%)	vs. (\$50.00) in 2025

3a. Cabana Revenue by Day of Week

Day	2025 Bkgs	2025 Gross	2026 Bkgs	2026 Gross	2026 Net	2026 Disc.	Δ Bkgs
Monday	11	\$825.00	14	\$1,400.00	\$1,300.00	\$0.00	▲ 3
Tuesday	18	\$1,350.00	10	\$1,000.00	\$900.00	\$0.00	▼ 8
Wednesday	7	\$525.00	5	\$500.00	\$500.00	\$0.00	▼ 2
Thursday	6	\$450.00	7	\$700.00	\$600.00	\$0.00	▲ 1
Friday	12	\$1,200.00	11	\$1,100.00	\$1,000.00	\$0.00	▼ 1
Saturday	14	\$1,400.00	10	\$1,000.00	\$800.00	\$0.00	▼ 4
Sunday	15	\$1,500.00	19	\$1,900.00	\$1,800.00	\$0.00	▲ 4
TOTAL	83	\$7,250.00	76	\$7,600.00	\$6,900.00	\$0.00	▼ 7

3b. Key Observations

- **Sunday strengthened notably.** 19 bookings in 2026 vs. 15 in 2025 (+27%), with gross revenue up \$400. Sunday is now the strongest single day in the window.
- **Monday and Thursday also grew.** Monday added 3 bookings (+27%) and Thursday added 1, both ahead of 2025 on both a booking and gross basis.
- **Tuesday and Saturday softened.** Tuesday fell from 18 to 10 bookings (-44%) and Saturday from 14 to 10 (-29%), the two largest declines in the window.
- **Pricing structure is unchanged.** Standard rates remain \$75 weekday and \$100 weekend. Zero discounts applied in the 2026 window versus \$50.00 in 2025, reflecting continued markdown discipline.
- **Net result is positive despite fewer bookings.** Total bookings declined 8.4% while gross revenue rose 4.8% and net revenue rose 5.7%, driven by the shift toward higher-value weekend days (Sunday) and the absence of discounting.

Cabana Performance Context

Cabana demand is holding well despite a lower total booking count. Gross and net revenue both grew year-over-year on 7 fewer bookings, driven by stronger Sunday performance and zero markdown activity. Management views this as a positive underlying trend heading into peak summer weeks.

Data sourced from Square POS summary and item-level exports, June 20 – July 1, 2026 and June 20 – July 1, 2025 comparison windows. Villatel figures per separate Villatel accounting records. All figures should be verified against source systems prior to final Board submission.

4. Guest Reviews & Digital Engagement

June activity included the first StayFi post-stay survey campaign and continued strong Google review performance. Both channels are summarized below, with campaign benchmarking and guest feedback highlights.

4a. StayFi Survey One — Campaign Performance

Sent June 24, 2026 via custom-code email to the StayFi guest list.

Metric	Result	Context
Sends	1,281	—
Opens	477 (37.2%)	—
Clicks	22 (1.7%)	General industry avg. 2.09%; cited STR benchmark 0.97%

Click-to-Open Rate	4.6%	Opens who then clicked — the stronger engagement signal
Bounces	8 (0.6%)	Healthy; under 2% threshold
Unsubscribes	1 (0.08%)	Healthy; under 0.5% threshold

Management Note — Benchmark Verification

The 0.97% click rate figure cited as a StayFi industry standard could not be confirmed against a published StayFi source and should be treated as an approximation pending confirmation from StayFi directly. Independent 2026 email benchmark data places the average click rate at 2.09% across industries, ranging 0.83% to 4.90% by sector. Solterra's 1.7% click rate on this campaign sits above the cited benchmark and close to the broader industry average, which Management views as a strong result for a first-send survey campaign. Recommend requesting StayFi's underlying benchmark source in writing before citing the 0.97% figure in any Board-facing material.

4b. Review Performance by Platform

Platform	Reviews (Jun)	Avg. Rating	5★/4★/3★/2★/1★
Google	47	4.5	35 / 6 / 1 / 2 / 3
StayFi Post-Stay Survey	19	4.53	15 / 2 / 0 / 1 / 1

Note: the StayFi survey tally sums to 19 responses; the reported total of 21 does not reconcile against the rating breakdown provided. Using 19 for the average shown, which matches the stated 4.53 rating. Worth a quick source check before this goes to the Board.

4c. Guest Feedback Highlights

"The stay was great. We had family in town for our son's graduation and needed to be able to accommodate them. The resort was a much needed staycation. Definitely worth it and I look forward to seeing again."

— T. Palmer

"My family used the pool area, and it was nice. There were plenty of lounge chairs for the guests, the pool itself was clean, and being able to purchase snacks and/or drinks made the time spent there even more enjoyable. The snack bar did run out of various types of ice cream bars so maybe having the inventory restocked each morning would be nice. Everyone I encountered was professional and courteous."

— C. McClain

"I loved my stay! The waterpark was so much fun and offered great events for adults and kids!"

— D. Simpkins

Guest Reviews Summary

Both channels landed above 4.5 stars for the period, with 87% five-star ratings on Google and 79% on the StayFi survey. The one operationally actionable note is the snack bar ice cream restocking gap flagged by a guest; recommend confirming daily restock timing with Cafe Sol. No other feedback in the period pointed to a service or operational gap. The StayFi survey channel is new this month and, combined with the campaign performance in 4a, gives Management a second reliable feedback stream alongside Google going forward.

Data sourced from Constant Contact / StayFi campaign report (sent Jun 24, 2026) and Google Business Profile review export, June 2026. All figures should be verified against source platforms prior to final Board submission.

5. Staffing & Labor Analysis

The following covers the five-week scheduling period reflected in the source roster. Staff are listed by position only, not by name, to protect individual privacy on a public document. Salaried management (GM, AGM, FOM) are excluded from this analysis. A 30-minute unpaid lunch break has been deducted from every scheduled shift.

Active Positions	Scheduled Hours (5 wks)	Max Capacity (5 wks)	Overall Utilization
16	2,773.0	3,050	90.9%
13 FT 3 PT	Net of 30-min lunch/shift	40 hrs/wk FT, 30 hrs/wk PT	Strong deployment for the period

5a. Staff Detail by Position

Position	FT/PT	Wk1	Wk2	Wk3	Wk4	Wk5	Total	Max	Util %
Maintenance Technician #1	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Maintenance Technician #2	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Janitorial (PT)	PT	16.0	16.0	16.0	16.0	16.0	80.0	150	53.3%
Janitorial (FT)	FT	35.5	16.0	40.0	40.0	40.0	171.5	200	85.8%
Lifestyle Attendant	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Supervisor / Team Lead	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Resort Host Shift Lead #1	FT	16.0	40.0	40.0	40.0	40.0	176.0	200	88.0%
Resort Host Shift Lead #2	FT	40.0	40.0	40.0	24.0	40.0	184.0	200	92.0%
Front Desk Floater #1	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Front Desk Floater #2	FT	48.0	40.0	40.0	40.0	40.0	208.0	200	104.0%
Front Desk Floater #3	FT	32.0	40.0	40.0	40.0	40.0	192.0	200	96.0%
Pool Attendant / Resort Host #1	FT	40.0	40.0	40.0	40.0	40.0	200.0	200	100.0%
Pool Attendant / Resort Host #2	FT	40.0	40.0	40.0	40.0	32.0	192.0	200	96.0%
Pool Attendant / Resort Host #3	FT	40.0	40.0	32.0	40.0	8.0	160.0	200	80.0%
Pool Attendant / Resort Host (PT) #1	PT	27.5	25.0	28.5	27.5	35.5	144.0	150	96.0%
Pool Attendant / Resort Host (PT) #2 *	PT	0.0	0.0	7.0	31.0	27.5	65.5	150	43.7%

* Pool Attendant / Resort Host (PT) #2: source scheduling screenshots cut off portions of this row in Weeks 1 and 2, and partially in Week 3. Hours shown reflect only the clearly legible cells; the true total for this position is likely higher than reported. Recommend confirming full Week 1-3 hours against the source scheduling system before this figure is finalized for the Board.

5b. Staffing Insights & Concerns

- **Overall deployment is strong.** 90.9% utilization against maximum capacity across the five-week period, with seven of sixteen positions running at or above 100% of individual capacity.
- **Two position changes occurred during the period.** The Janitorial (FT) position turned over once, with the outgoing team member transitioning into the second part-time Pool Attendant / Resort Host position beginning Week 3. The Lifestyle Attendant position also turned over once, effective Week 4, with a full handoff of the weekly schedule pattern.
- **Front Desk Floater #2 ran over capacity in Week 1 (48.0 hours against a 40.0 max) and finished the period at 104.0% overall, the only position to exceed its five-week maximum.** Recommend confirming this reflects approved coverage rather than a scheduling error.
- **Resort Host Shift Lead #1 and the Janitorial (FT) position both show a materially reduced Week 1 or Week 2, consistent with a transition period rather than a coverage gap.**

- **Pool Attendant / Resort Host #3 dropped sharply in Week 5 (8.0 hours), reflecting a week of approved time off rather than a coverage issue.**

Management Note — Data Completeness

This analysis is built from five weekly schedule exports. One part-time position (Pool Attendant / Resort Host PT #2) had rows cut off at the bottom of the source screenshots in Weeks 1 and 2, and partially in Week 3, so its reported hours are understated. All other positions reflect complete, legible schedule data. Recommend pulling the full export directly from the scheduling system for that one position before this section is finalized for Board submission.

Data sourced from Artemis staff scheduling exports, five-week period. Position labels are generic and do not correspond to job titles verbatim; roles are grouped for reporting clarity. A 30-minute unpaid lunch deduction has been applied to every scheduled shift. All figures should be verified against source systems prior to final Board submission.

6. Maintenance & Projects

The following reflects project activity as of the report date. Carryover items from the prior report are resolved below, followed by active and upcoming capital projects and a summary of preventative maintenance recordkeeping.

6a. Carryover Items Resolved

Item	Status	
Concrete Bench Pads (7 Locations)	Complete. All seven pads installed and benches permanently anchored.	Resolved
Playground	Closed out. No further Board action required.	Resolved

6b. Active & Upcoming Capital Projects

Project	Scope	Timeline	Cost
Lazy River & Pool Redo	Full renovation of the lazy river and main pool. Project is on hold pending Board direction at the next meeting. Day-to-day pool and lazy river operations are unaffected and continue to run normally under daily maintenance protocols in the interim.	On hold — pending Board meeting	TBD
P&F Turf — Multi-Amenity Turf & Hardscape	Artificial grass (main lawn), bocce court, horseshoe courts, putting green, paver area, chess court, and fencing. Proposal approved.	Begins early July	\$109,525.25
Legacy Concrete — Walking Path Replacement	Remove existing 143' x 4' gravel path; replace with 572 sf poured concrete, broom finish.	Begins July 8	\$5,720.00 (job total)
Precision Sidewalk — Community Concrete Shaving	Community-wide concrete shaving to level walking path surfaces.	Completed June 18	—
Polywood Deck Furniture	Payment issued; approx. 12-day shipping lead time on receipt. Maintenance to coordinate assembly and staged removal of existing furniture to holding area pending disposition.	In progress	—
Wildwood Sinkhole/Depression Repair	Full 295 section snaked with Polk County Utilities per Engineer guidance; infrastructure line confirmed clear and fully operational. ACPLM approved to begin surface repair.	Pending scheduling	—

Note: the Lazy River & Pool Redo requires Board direction before scope, budget, and timeline can be finalized; recommend placing this on the next meeting agenda as an action item rather than an informational update.

Note: the P&F Turf proposal total of \$109,525.25 spans multiple amenity areas (turf, bocce, horseshoes, putting green, pavers, chess court, fencing). Recommend confirming with the Board whether this is being presented as a single consolidated capital item or broken out by amenity for approval and budget-line purposes.

6c. Preventative Maintenance & SOP Compliance

Solterra Maintenance operates under a documented daily and weekly preventative maintenance program. For June, the department completed and retained:

Record Type	June Coverage
Daily Maintenance Checklists	13 completed checklists across the month, each covering opening, mid-day, and closing shift protocols: safety equipment inspection, pool gate/latch code compliance (FAC 64E-9), pool/spa/lazy river chemical logging against FAC 64E-9.004 standards, fitness center and grounds walk-throughs, and same-day work order documentation. Each is signed by the closing technician and reviewed and countersigned by the Maintenance Supervisor same-day.
Weekly Preventative Maintenance Schedules	Recurring day-rotated PM tasks tracked weekly, covering irrigation zones, gate and barrier hardware, HVAC filters, pressure-washing rotation, cabana and Cafe Sol patio upkeep, and vendor-serviced system verification. Signed off by the Amenity Manager and countersigned by the GM.

Data sourced from Solterra Resort Daily Maintenance Checklists (Form MAINT-DC-01) and Weekly Preventative Maintenance Schedules (Form MAINT-PM-W-01), June 2026. Vendor figures per P&F Miami Service LLC Estimate #3672 and Legacy Concrete Construction and Landscaping Invoice #1640.

7. Lifestyles & Resident Programming

No new programming changes were reported for June; the department continued executing the established model (DJ Too Tall, recurring pool parties, Cafe Sol-integrated events) from the prior period. The approved July calendar is provided below as the forward view for the next reporting period.

7a. July Programming — Recurring Weekly Rhythm

Activity	Cadence	Note
Splash Bash / Pool Party with DJ Too Tall	Fri–Sat (weekly)	Consistent with the DJ change adopted in the prior period; continues to anchor weekend traffic.
Face Painting & Airbrush Tattoos	Fri–Sat (weekly)	Paired with the DJ pool parties as a combined weekend draw.
Trivia & Happy Hour (Cafe Sol)	Thursdays (weekly)	Direct Cafe Sol revenue tie-in, consistent with the Lifestyles/F&B coordination model.
DIY Wine Glass & Happy Hour (Adult Activity, Cafe Sol)	Select Wednesdays	Adult-only programming continues to fill a demographic gap in the daytime family-focused schedule.

7b. July Special Programming

- **FIFA World Cup Watch Parties.** Quarter-Final (Jul 9), Semi-Final (Jul 14), Bronze Final (Jul 18), and Final (Jul 19) watch parties are scheduled at the clubhouse, timed to the knockout-stage tournament calendar. This is a high-visibility, low-cost programming opportunity given existing guest engagement with the tournament.
- **Independence Day (July 4).** Full daytime activity slate plus evening fireworks-themed close to the week.
- **CDD Board Meeting (July 3).** Noted on the community calendar for owner and resident visibility.

Lifestyles Summary

July programming continues the cost-conscious model established in the prior period, with the DJ Too Tall weekend anchor and Cafe Sol-integrated events carried forward unchanged. The FIFA World Cup watch party series adds high-visibility programming at no incremental vendor cost, timed to tournament interest already present among guests.

Data sourced from the approved 2026 Solterra Resort community calendar, July edition.

8. Administrative & Operational Priorities

The following reflects Management's primary focus areas heading into the next reporting period, combining confirmed initiatives with recommended priorities based on ongoing workstreams.

#	Priority	Detail
1	Cafe Sol Delivery Magnet Campaign	Magnets distribute community-wide July 7 via Amenity Services, driving Cafe Sol awareness and direct-order conversion.
2	Artemis Staff Review Contest	Company-sponsored contest running throughout July to drive Google review volume ahead of the 2,000-review milestone.
3	Post-Stay Survey Optimization	Management to work with the Chair to refine the survey for maximum response rate, with continued pass-through routing to Google to sustain review growth.
4	Solterra Social Media Build-Out	Continued execution of the Instagram presence project, balancing the dual audience of prospective STR guests and current owners.
5	Gate Access Platform Decision	Continue vendor evaluation toward a consolidated gate and amenity-fee management decision.
6	FY 26/27 Budget Season	Continued engagement on the proposed budget, including the staffing-line cushion analysis.
7	Villatel Clubhouse Leisure Fee Matter	Coordinate with District Counsel on the CDD-side billing question; this is a CDD governance matter and outside HOA counsel's authority.
8	SOP Development	Continue formalizing front desk, amenity access, and guest service standards, including discount authorization thresholds ahead of shoulder season.

Items 4–8 are drawn from ongoing workstreams tracked outside this report and are suggested for inclusion; confirm before this section is finalized, and reorder or remove any that should not go to the Board this cycle.

Data sourced from Management direction provided for this report and ongoing operational workstreams. All figures should be verified prior to final Board submission.

Tab 6

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>Internet Support</p> <p>Internet Support includes maintaining full-speed internet functionality at any given site (a single modem). This service includes troubleshooting with Spectrum, AT&T, or any provider. Maintenance, configuration, troubleshooting, and replacement of the firewall, router, or management device are included in the service. Backup of the quarterly firewall or router settings is included. All patch cables and connectors are included, as well as failed surge protection devices.</p> <p>Excludes older wiring not installed by Insyte Security, or rodent-damaged cabling. D-Mark from the modem to the street is the responsibility of the internet provider. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing credentials are not included. The internet provider's equipment is supported by the provider and not included in the agreement.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24-48-hour response time Service: Device (firewall) must be listed by model, serial number, and put in service date Replacement Parts for out-of-warranty items will be billed with a 10% discount Repair for out-of-service items will be billed with T&M (time & materials)</p>	2	\$50.00	\$100.00
<p>Switch Support</p> <p>Switch support includes maintenance, configuration, troubleshooting, repair, and replacement. Includes connectivity, VLAN setups, IP addressing, and conflicts. Backup of the quarterly switch settings is included. All patch cables and connectors are included, as well as failed surge protection devices.</p> <p>Excludes older wiring not installed by Insyte Security, or rodent-damaged cabling. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing credentials are not included. The internet provider's equipment is supported by the provider and not included in the agreement.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24-48-hour response time Service: Device must be listed by model, serial number, and service date Replacement Parts for out-of-warranty items will be billed with a 10% discount Repair for out-of-service items will be billed with T&M (time & materials)</p>	6	\$10.00	\$60.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>Access Point Support</p> <p>Access Point support includes maintenance, configuration, and troubleshooting of Wi-Fi signals and bridges. Includes connectivity, VLAN setups, IP addressing, and conflicts. Backup of the quarterly settings is included. All patch cables and connectors are included, as well as failed surge protection devices. Advance Exchange is included. Labor to replace the device is included.</p> <p>Excludes older wiring not installed by Insyte Security, or rodent-damaged cabling. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing credentials are not included. The internet provider's equipment is supported by the provider and not included in the agreement.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24-48-hour response time</p> <p>Service: Device must be listed by model, serial number, and put in service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount</p> <p>Repair for out-of-service items will be billed with T&M (time & materials)</p>	13	\$10.00	\$130.00
<p>Printer Support</p> <p>Printer support includes maintenance, repair, and replacement of PC- or server-attached printers. It also includes printing from and to network printers and multifunction printers. This includes driver and software updates, firmware updates, and printing from workstations, whether wired or wireless. It includes the scanning and copying functionality in smaller MFCs. It includes printing from all mainstream software programs.</p> <p>It does not include printer hardware or larger multifunction copiers that have a third-party support agreement. It does not include viruses on PCs that prevent output from the PC or software corruption in the program you are printing from. Non-mainstream software printing functions are not included in this support. It does not include troubleshooting the Internet, network, or cabling not installed by Insyte Security. We do not support any fax functionality.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 1-5 business day response</p> <p>Service: Device must be listed by model, serial number, and service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount</p>	4	\$10.00	\$40.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>Battery Backup Support</p> <p>Battery Backup Support includes maintenance, troubleshooting, and repair of battery backup units (UPSs). Software, firmware, and configuration are included. Advance Replacement is included. Labor to replace batteries is included.</p> <p>Excludes any power outlet issues or rodent-damaged cabling. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing credentials are not included. Batteries themselves are not included.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24-48-hour response time</p> <p>Service: Device must be listed by model, serial number, and service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount</p> <p>Repair for out-of-service items will be billed with T&M (time & materials)</p> <p>Service: Device must be listed by model, serial number, put in service date</p> <p>Discount: 10% Discount</p> <p>Out of Contract: Within 25 Miles radius \$187.50 first hour and \$150 per hour any subsequent hours. Outside 25 Miles radius \$375 first hour and \$150 per hour any subsequent hours. Use hours if available</p>	4	\$10.00	\$40.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>PC Support</p> <p>PC support includes bi-annual maintenance, support, and repair of PC software and hardware; basic antivirus, Malwarebytes, remote connect software, Windows Updates, monitoring software, health notifications sent back to the Insyte Security office, and security against unauthorized use or abuse. The support includes our connection to it and the software we deploy on it. User support is included, as is mainstream software support for O365, QuickBooks, Adobe, and other Windows-compatible utilities.</p> <p>It does not include environmental power issues, internet outages, user interruptions to on-premises PC hardware, or obsolescence. A Windows upgrade to a newer version of Windows is billable.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24–48-hour response time Service: Device must be listed by model, serial number, and service date Replacement Parts for out-of-warranty items will be billed with a 10% discount Repair for out-of-service items will be billed with T&M (time & materials)</p>	3	\$75.00	\$225.00
<p>Access Control Panel Support</p> <p>Access Control Panel includes the maintenance, troubleshooting, and repair of access control system panels and basic access control system functionality, software updates, troubleshooting access locally and remotely, client software updates, adding up to 3 users per month, removing users, suspending access, ongoing training, battery replacement (labor only), and researching power issues. A quarterly backup of the access control panel settings is included.</p> <p>Excludes: Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, scrubbing user list, clickers, release buttons not supplied by Insyte, rodents, and acts of God. Adding more than 3 users per month is not included.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24–48-hour response time Service: Device must be listed by model, serial number, and put in service date Replacement Parts for out-of-warranty items will be billed with a 10% discount Repair for out-of-service items will be billed with T&M (time & materials)</p>	5	\$25.00	\$125.00
<p>Proptia Support</p> <p>Ongoing support of Proptia Hardware, includes scanners, web relays, kiosk servers and database backup</p>	1	\$125.00	\$125.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>Access Control Reader Support</p> <p>Access Control Reader Support includes maintenance, troubleshooting, and repair of access methods used to enter an access point, whether it be a door, a man gate, or a vehicle gate. Examples of access methods include Proximate Readers, Vehicle RFID Readers, PIN Pad, QR code Scanners, License Plate Readers when used to open gates, face recognition readers, or Bluetooth access. Each method is supported separately. The signal from the device to the gate and door hardware, whether by wire or Wi-Fi, is included. The electronic hardware for the door or gate is covered.</p> <p>Excluded: door or gate alignments or open or shut issues. Issues with the ground, cement pad, door frame, or anything other than the electronics are not included. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, scrubbing user list, clickers, release buttons not supplied by Insyte, rodents, and acts of God</p> <p>SLA: Monday - Friday 7 AM-6 PM, 1-5 day response time</p> <p>Service: Device must be listed by model, serial number, and service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount</p> <p>Repair for out-of-service items will be billed with T&M (time & materials)</p>	7	\$10.00	\$70.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>LPR Support</p> <p>License Plate Recognition Camera Support includes maintenance, troubleshooting, repair, and replacement of an LPR camera under normal use and operation to full functionality. This includes license plate captures during the day and night, camera view and video quality, bad connectors at the camera-to-recorder connection, firmware updates, periodic spot checks, camera settings on the recorder or cloud platform, camera adjustments (pointing adjustments from its location), and bi-annual lens cleaning. We also include the advanced exchange or replacement of the camera</p> <p>Excludes: vehicle plate damage, dirty plates, vehicles entering the driveway at an angle, or lighting associated with the site. Also not included is older wiring not installed by Insyte Security, rodent-damaged cabling, other trades damaging the wire or camera, and Acts of God, such as lightning and floods. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing credentials. Wi-Fi connectivity and switches are additional support items listed separately.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 1-5 days response time Service: Device must be listed by model, serial number, and service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount Repair for out-of-service items will be billed with T&M (time & materials)</p>	2	\$15.00	\$30.00

Monthly Services

Product Details	Qty	Recurring	Ext. Recurring
<p>Gate Motor Support</p> <p>Gate Motor includes maintenance, troubleshooting, and repair of the swing or barrier arm interior motor, belt, drive, bearings, pulleys, tensioners, relays, loop boards, safeties, and connectivity to the access control system. Maintenance includes battery replacement every 2 years, surge and grounding inspections, annual belt replacements, biannual vacuuming, lubrication, and checking the area around the gate for level pads, leaning posts, and any obstacles that impede normal gate operations. Reports, notes, and pictures are sent through our ticket system. We will aid in replacing barrier arms up to 3 per year. On barrier arms, we will check for breakaway nylon bolts.</p> <p>Excluded are gate fabrication, the entire motor replacement, required surge protection hardware, inherited uneven motor cement pads, leaning posts, missing or bad conduit, and missing ground wires. Damage to the gate from a vehicle hitting it is not included. Any human-caused damage is excluded. Simple barrier arm replacements more than 3 times per year are not included. This agreement excludes any older wiring or device not installed by Insyte Security, or rodent-damaged cabling. Power issues associated with the site, power surges, batteries, water or heat damage, user damage or error, or missing keys or credentials are not included.</p> <p>SLA: Monday - Friday 7 AM-6 PM, 24-48-hour response time</p> <p>Service: Device must be listed by model, serial number, and service date</p> <p>Replacement Parts for out-of-warranty items will be billed with a 10% discount</p> <p>Repair for out-of-service items will be billed with T&M (time & materials)</p>	6	\$60.00	\$360.00
		Subtotal:	\$1,305.00
		Subtotal:	\$1,305.00

Updated Monthly Support

Prepared by:

Insyte Security, LLC

Atu Naseem
321-279-0325
atu@insytesecurity.com

Prepared for:

Solterra Resort

5200 Solterra Blvd
Davenport, FL 33837
Joe Bullins
(336) 944-2024
jbullins@artemislifestyles.com

Quote Information:

Quote #: 000052

Version: 1
Delivery Date: 06/16/2026
Expiration Date: 07/31/2026

Quote Summary

Description	Amount
Monthly Services	\$1,305.00
Total:	\$1,305.00

Recurring Summary

Description	Amount
Monthly Services	\$1,305.00
Total:	\$1,305.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Insyte Security, LLC

Signature: Atu Naseem
Name: Atu Naseem
Title: President
Date: 06/16/2026

Solterra Resort

Signature: _____
Name: _____
Date: _____

Tab 7



Quarterly Compliance Audit Report

Solterra Resort

Date: June 2026 - 2nd Quarter
Prepared for: Matthew Huber
Developer: Rizzetta
Insurance agency:



Preparer:
Jason Morgan - *Campus Suite Compliance*
ADA Website Accessibility and Florida F.S. 189.069 Requirements

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Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



ADA Website Accessibility

Result: **PASSED**

Accessibility Grading Criteria

Passed	Description
Passed	Website errors* 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	Keyboard navigation The ability to navigate website without using a mouse
Passed	Website accessibility policy A published policy and a vehicle to submit issues and resolve issues
Passed	Color contrast Colors provide enough contrast between elements
Passed	Video captioning Closed-captioning and detailed descriptions
Passed	PDF accessibility Formatting PDFs including embedded images and non-text elements
Passed	Site map Alternate methods of navigating the website

*Errors represent less than 5% of the page count are considered passing

**Error reporting details are available in your Campus Suite Website Accessibility dashboard



Florida F.S. 189.069 Requirements

Result: **PASSED**

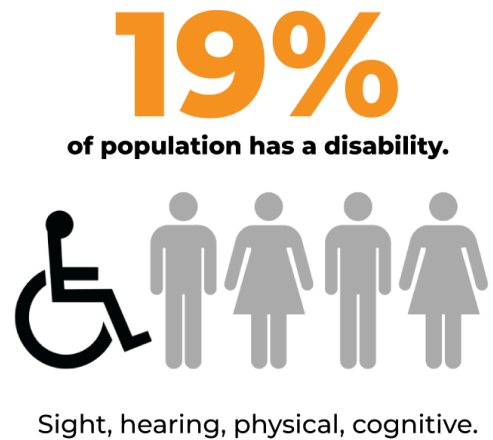
Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

Accessibility overview

Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

Contract checker: <http://webaim.org/resources/contrastchecker>



Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

Helpful article: <http://webaim.org/techniques/alttext>



Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a

website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

Helpful article: www.nngroup.com/articles/keyboard-accessibility

Helpful article: <http://webaim.org/techniques/skipnav>



Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

Helpful article: <http://webaim.org/techniques/sitetools/>



Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

Helpful article: <http://webaim.org/techniques/tables/data>



Making PDFs accessible

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is

one thing; converting old PDFs – called PDF remediation – takes time.

Helpful articles: <http://webaim.org/techniques/acrobat/acrobat>



Making videos accessible

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

Helpful article: <http://webaim.org/techniques/captions>



Making forms accessible

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

Helpful article: <http://webaim.org/techniques/forms>



Alternate versions

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



Feedback for users

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is

key for both any confirmation or error feedback that occurs while engaging the page.



Other related requirements

No flashing

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

Timers

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

Fly-out menus

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

No pop-ups

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that
----------------------	--

	enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web

Tab 8

MINUTES OF MEETING

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

**SOLTERRA RESORT
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Solterra Resort Community Development District was held on **June 5, 2026, at 10:00 a.m.** at the **Solterra Resort Amenity Center** located at **5200 Solterra Boulevard, Davenport, Florida, 33837.**

Present and constituting a quorum:

Brian Meert	Board Supervisor, Chairman
Deborah Higham	Board Supervisor, Vice Chairman-Amenities
Bobby Voisard	Board Supervisor, Assistant Secretary-Security
Sumanth Neelam	Board Supervisor, Assistant Secretary-Budgets
Karan Wienker	Board Supervisor, Assistant Secretary-Landscaping

Also present were:

Brian Mendes	District Manager, Rizzetta & Company, Inc.
Joe Bullins	General Manager, Artemis Lifestyles
Savannah Hancock	District Counsel, Kilinski Van Wyk
Megan Birnholz- Couture	District Counsel, Kilinski Van Wyk
Greg Woodcock	District Engineer, Stantec <i>(Via Phone)</i>
Matt Goldrick	Account Manager, Steadfast Alliance

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Mendes called the meeting to order at 10:00 a.m. and conducted roll call, confirming quorum.

SECOND ORDER OF BUSINESS

Public Comment

A member of the audience commented about enhancements to the front entrance and commented on front gate operations.

THIRD ORDER OF BUSINESS

District Engineer

1. Stormwater Consideration of Front Gate Enhancement Proposal (Under Separate Cover)
2. Consideration of Guard House Plan Proposal (Under Separate Cover)

50
51 Mr. Woodcock reviewed costs for front gate enhancements and proposed plans with the
52 Members of the Board.

53
54 Mr. Meert commented on resident support for the front gate enhancements.

55
56 The Members of the Board and district staff discussed potential front gate plans, costs and
57 reviewed if the plans were feasible.

58
59 The Members of the Board and district staff continued to review the front gate plans.
60

On a motion by Mr. Meert, seconded by Ms. Higham, with all in favor, the Board tabled the consideration of front gate enhancements until the meeting scheduled for August 7, 2026, for Solterra Resort Community Development District.

61
62 **FOURTH ORDER OF BUSINESS**

Aquatic Maintenance Updates

- 63
64 1. May 2026 Waterway Inspection Report
65 2. Consideration of Aquatic Maintenance Proposal
66 3. Consideration of Pond Planting Proposals
67 4. Consideration of Fish Stocking Proposal
68

69 Mr. Mendes opened the discussion with the Members of the Board and reviewed the
70 proposed increase for aquatic services.
71

On a motion by Mr. Voisard, seconded by Ms. Higham, with all in favor, the Board approved Steadfast's aquatic maintenance renewal for Solterra Resort Community Development District.

72
73 The Members of the Board and district staff reviewed the pond planting proposals for
74 consideration.
75

On a motion by Ms. Higham, seconded by Mr. Voisard, with a 0-5 vote, motion failed, the Board did not approve pond 5 and 27 planting proposals, for Solterra Resort Community Development District.

76
77 Mr. Goldrick reported to the Board on general aquatic maintenance operations within the
78 community.
79

80 **FIFTH ORDER OF BUSINESS**

Pool Operations Updates

81
82 Mr. Mendes and Mr. Bullins reviewed general pool maintenance updates with the Members
83 of the Board.
84

85 Ms. Hancock commented on contract revisions regarding the pool resurface project.
86

87 The Members of the Board and district staff reviewed the contract changes and discussed
88 options.
89

On a motion by Mr. Voisard, seconded by Mr. Neelam, with a 3-2 vote, Ms. Wienker and Ms. Higham opposing, the Board agreed to terminate agreement with Vermana for pool resurfacing project and start a new RFP for the resurface project, for Solterra Resort Community Development District.

90
91 The Members of the Board and district staff continued discussing options for the pool
92 resurfacing project.

93
94 Ms. Hancock suggested requiring a bid bond to the pool resurface scope and the scope be
95 added for consideration in the July Board meeting.

96
97 **SIXTH ORDER OF BUSINESS** **Landscape Maintenance Updates**

- 98
99
1. May 2026 Landscape Inspection Report
 2. Discussion of Pine Needle Refresh Schedule
 3. Consideration of Dora Landscaping – Boulevard/Clubhouse
102 Benches Landscape Remediation Proposal
 4. Consideration of Amenity Center Plant Irrigation Installation (Under
104 Separate Cover)

105
106 The Members of the Board and district staff reviewed and discussed general landscape
107 updates throughout the community.

108
109 The Board and staff Members reviewed the irrigation repairs.
110

On a motion by Ms. Higham, seconded by Mr. Voisard, with all in favor, the Board approved Legacy Concrete Construction Proposal # 1278, for Solterra Resort Community Development District.

111
112 The Members of the Board and district staff continued discussing the irrigation repairs.
113

On a motion by Ms. Higham, seconded by Ms. Wienker, with all in favor, the Board approved not to exceed \$16,662 for irrigation repairs, for Solterra Resort Community Development District.

114
115 The Members of the Board took recess at 12:22 p.m. and reconvened at 1:02 p.m.

116
117 **SEVENTH ORDER OF BUSINESS** **F&B Operations Updates**

118
119 Mr. Bullins reviewed general food and beverage updates with the members of the board.

120
121 The Members of the Board and district stadd reviewed and discussed revenue earnings and
122 delivery.
123

124 Mr. Woodcock reviewed recent equipment maintenance with the Board and noted the
125 successful equipment audit.

126
127 The Board and staff reviewed costs of new café equipment.

128
129 Mr. Woodcock stated he will work with Ms. Higham regarding plans for café equipment,
130 costs and layout plans, while district staff will provide ROI forecast.

131
132 The Members of the Board and district staff discussed beverage cups being used for
133 alcoholic beverages.

134
135 **EIGHTH ORDER OF BUSINESS** **General Manager Updates Report**

- 136
137 1. Consideration Updates on P&F Project
138 2. Updated on Springs Entry Wall
139 3. May 2026 General Managers Report
140 4. Consideration of Pathway Enhancement Proposals
141 1. Dora Landscaping
142 a. Paver Pathway Remediation
143 b. Gravel Pathway Remediation
144 2. Legacy Concrete
145 a. Concrete Pathway Remediation
146 5. Consideration of Amenity Furniture

147
148 Mr. Bullins reviewed the General operations updates with the Members of the Board.

149
150 Mr. Bullins reviewed labor and cost savings and reviewed the new event procedures for
151 future Solterra events with the Board and district staff.

152
153 Mr. Bullins reviewed extended hours of operation for the clubhouse with the Members of the
154 board.

155
156 The Members of the Board and district staff discussed P&F project and discussed the
157 projected completion timeframe of early August 2026.

158
159 The Members of the Board and district staff reviewed the upcoming FIFA event.

160
161 Mr. Mendes and Mr. Bullins stated they will work together to finalize the solution to the
162 Spectrum issue.

163

On a motion by Mr. Voisard, seconded by Mr. Meert, with all in favor, the Board approved not to exceed \$3,200 for additional IT equipment, for Solterra Resort Community Development District.

164
165 The Board and district staff reviewed the furniture proposals.

166

On a motion by Ms. Higham, seconded by Mr. Neelam, with all in favor, the Board approved not to exceed \$34,805 for furniture and to be paid from the merchant account, for Solterra Resort Community Development District.

167
168 The Members of the Board and district staff discussed investment opportunities.

169
170 **NINTH ORDER OF BUSINESS**

Staff Reports

171
172 **A. District Counsel**

173
174 Ms. Hancock reviewed recent update for cell towers with the Board and staff members.

175
176 Ms. Hancock reviewed details pertaining to age restricted areas with the Members of the
177 Board.

178
179 Ms. Wienker inquired about legal budgets to Ms. Hancock.

180
181 Ms. Higham inquired about adult pool restrictions to Ms. Hancock.

182

On a motion by Mr. Voisard, seconded by Mr. Neelam, with all in favor, the Board requested an RFQ for legal services, for Solterra Resort Community Development District.

183

184 **B. District Manager**

185 **1. Discussion of Master Site Plan**

186
187 The Members of the Board and district staff discussed master site plans, and the Board
188 Members will continue to work on the site plans.

189
190 Mr. Mendes reviewed the first quarter website audit with the Members of the Board.

191

192 **TENTH ORDER OF BUSINESS**

**Consideration of the Meeting Minutes
of the Board of Supervisors Meeting
Held on May 1, 2026**

193
194
195
196 Mr. Mendes reviewed the meeting minutes of the Board of Supervisors meeting held on
197 May 1, 2026, with the Board and asked if there were any revisions. There were none.

198

On a motion by Mr. Voisard, seconded by Mr. Meert, with a 4-0 vote, the Board approved the Meeting Minutes of the Board of Supervisors Meeting Held on May 1, 2026, for Solterra Resort Community Development District.

199

200 **ELEVENTH ORDER OF BUSINESS**

Review of Investment Opportunities

201
202 The Members of the Board tabled the review of investment opportunities.

203

204 **TWELFTH ORDER OF BUSINESS**

Consideration of Golf Cart Purchases

205
206 Mr. Meert reviewed the options for golf carts with the Members of the Board and district
207 staff.
208

209 The members of the district staff stated they would review EGIS insurance policy
210 regarding golf carts.
211

212 **THIRTEENTH ORDER OF BUSINESS** **Consideration of Seat Five**
213 **Resignation**
214

215 Mr. Mendes Reviewed the proposed 2027 budget with the members of the board and
216 reviewed all line items in detail.
217

218 Mr. Mendes reviewed the proposed public hearing date of August 7th, 2026, with the
219 Members of the Board.
220

221 The members of the board requested security line to increase to current budget amount,
222 \$530,000.
223

224 Mr. Mendes stated he will create an email blast notice report regarding the potential
225 increases in assessments.
226

227 Ms. Hancock reviewed Resolution 2026-14, Approving 26/27 Proposed Budget & Setting
228 Public Hearing with the Members of the Board due to the potential increase.
229

230 On a motion by Mr. Voisard, seconded by Mr. Neelam, with a 5-0 vote, the Board adopted
231 Resolution 2026-14, Approving 26/27 Proposed Budget & Setting Public Hearing, in
232 substantial form as discussed, for Solterra Resort Community Development District

233 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Greenburg Traurig**
234 **Invoice**
235
236

237 On a motion by Mr. Voisard, seconded by Ms. Higham, with a 4-0 vote, the Board
238 approved Greenburg Traurig's Invoice, for Solterra Resort Community Development
239 District

240 **FIFTEENTH ORDER OF BUSINESS** **Shade Session**
241

242
243 No shade session was conducted.
244

245 **SIXTEENTH ORDER OF BUSINESS** **Supervisor Requests &**
246 **Audience Comments**
247

248 No comment.
249

249 **SEVENTEENTH ORDER OF BUSINESS** **Adjournment**
250

251 On a motion by Mr. Voisard, seconded by Mr. Meert, with all in favor, the Board adjourned
252 the Board of Supervisors' Meeting at 2:21 p.m. for Solterra Resort Community
253 Development District

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258 *[SIGNATURES ON FOLLOWING PAGE]*
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290 _____
Secretary/Assistant Secretary

290 _____
Chairperson/Vice Chairperson

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Tab 9

Solterra Resort Community Development District

DISTRICT OFFICE · ORLANDO, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures April 2026 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2026 through April 30, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$207,043.15**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bobby Voisard	300340	RV040326	Board of Supervisors Meeting 04/03/26	\$ 200.00
Brian Meert	300341	BM040326	Board of Supervisors Meeting 04/03/26	\$ 200.00
Calsentry, Inc.	300357	1642-26	Direct Thermal Fan-Fold 4 x 6 01/26	\$ 1,293.00
Central Florida Gas	20260413-1	200000346664-032326	Utilities 02/26	\$ 301.72
Cintas Corporation	20260406-1	4239430925	Supplies 08/25	\$ 170.99
Cintas Corporation	20260406-1	4259492813	Supplies 02/26	\$ 170.99
Cintas Corporation	20260406-1	4260238001	Supplies 02/26	\$ 170.99
Cintas Corporation	20260406-1	4261016893	Supplies 02/26	\$ 170.99
Cintas Corporation	20260414-1	4261702260	Supplies 03/26	\$ 170.99
Cintas Corporation	20260414-1	4262478118	Supplies 03/26	\$ 170.99
Cintas Corporation	20260414-1	4263201981	Supplies 03/26	\$ 170.99
Cintas Corporation	20260414-1	4263947504	Supplies 03/26	\$ 170.99
Cintas Corporation	20260414-1	4264755665	Supplies 04/26	\$ 170.99
Cintas Corporation	20260421-1	4265418611	Supplies 04/26	\$ 170.99

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Deborah Higham	300342	DH040326	Board of Supervisors Meeting 04/03/26	\$ 200.00
Duke Energy	20260409-1	910082280489-031726	Lighting Charges 03/26	\$ 811.67
Duke Energy	20260401-1	910082280679-030926	Lighting Charges 02/26	\$ 30.80
Duke Energy	20260401-1	910082280835-030926	Lighting Charges 02/26	\$ 54.23
Duke Energy	20260401-1	910082281034-030926	Electric Charges 02/26	\$ 30.80
Duke Energy	20260401-1	910082281232-030926	Lighting Charges 02/26	\$ 1,372.22
Duke Energy	20260401-1	910082281539-030926	Lighting Charges 02/26	\$ 30.80
Duke Energy	20260420-1	910082281688-032626	Lighting Charges 03/26	\$ 489.35
Duke Energy	20260401-1	910082282209-030926	Electric Charges 02/26	\$ 30.80
Duke Energy	20260401-1	910082282382-030926	Lighting Charges 02/26	\$ 30.80
Duke Energy	20260406-3	910082282564-031226	Lighting Charges 02/26	\$ 1,117.61
Duke Energy	20260401-1	910082331102-030926	Electric Charges 02/26	\$ 140.98
Duke Energy	20260427-1	910082331318-040226	Lighting Charges 03/26	\$ 1,060.82
Duke Energy	20260420-1	910082331491-032726	Electric Charges 03/26	\$ 30.80

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Duke Energy	20260401-1	910082331714-030926	Electric Charges 02/26	\$ 19.37
Duke Energy	20260401-1	910082331904-031126	Lighting Charges 02/26	\$ 4,711.03
Duke Energy	20260422-1	910082332054-033026	Lighting Charges 03/26	\$ 8,125.03
Duke Energy	20260420-1	910088635266-032726	Lighting Charges 03/26	\$ 919.88
Duke Energy	20260410-1	910088635414-031826	Lighting Charges 03/26	\$ 1,380.30
Duke Energy	20260422-1	910088635563-033026	Lighting Charges 03/26	\$ 36.32
Dutch Electrical LLC	300362	1111	Electrical Work 03/26	\$ 1,825.00
Dutch Electrical LLC	300362	1112	Electrical Work 03/26	\$ 800.00
Egis Insurance Advisors, LLC	300361	32065	Policy Renewal #E381749 04/09/26-04/09/27	\$ 615.00
Envera Systems	300336	106403	Service Labor 03/26	\$ 800.00
Envera Systems	300334	764924	Security Monitoring 03/01/26-03/31/26	\$ 1,481.45
Envera Systems	300333	765984	Security Monitoring 04/01/26-04/30/26	\$ 1,481.45
Envera Systems	300336	767167	Security Monitoring 05/01/26-05/31/26	\$ 1,481.45
FTI/Florida Training & Investigations	300363	23204139	Guard House Security Services 03/10/26-04/08/26	\$ 37,250.00

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Insyte Security, LLC	300364	1865	Monthly Fee 04/26	\$ 710.00
Island Breeze Affiliates, Inc.	300346	IBA-030826	DJ Too Tall 03/26	\$ 500.00
Island Breeze Affiliates, Inc.	300346	IBA-FEB26	DJ Too Tall 02/26	\$ 1,000.00
Janitorial Superstore	300358	49110	Cleaning Supplies 04/26	\$ 1,171.80
John Young Corporation	300359	INV-0008	Quarterly Maintenance 04/26	\$ 295.00
Karan Wienker	300343	KW040326	Board of Supervisors Meeting 04/03/26	\$ 200.00
Kilinski Van Wyk, PLLC	300365	14775	Legal Services 03/26	\$ 11,316.18
Polk County BOCC	20260407-1	7000183	Reclaimed Water 02/26	\$ 12,568.51
Polk County BOCC	20260407-1	7000234	Reclaimed Water 02/26	\$ 114.50
Polk County BOCC	20260407-1	7000536	Reclaimed Water 02/26	\$ 116.58
Polk County BOCC	20260407-1	7000537	Reclaimed Water 02/26	\$ 121.00
Polk County BOCC	20260407-1	7000538	Reclaimed Water 02/26	\$ 1,451.20
Polk County BOCC	20260407-1	7001556	Reclaimed Water 02/26	\$ 132.84
Polk County BOCC	20260407-1	7001736	Reclaimed Water 02/26	\$ 10.50

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Polk County BOCC	20260407-1	7001788	Reclaimed Water 02/26	\$ 73.38
Polk County BOCC	20260407-1	7001789	Reclaimed Water 02/26	\$ 126.42
Polk County BOCC	20260407-1	7001790	Reclaimed Water 02/26	\$ 144.10
Polk County BOCC	20260407-1	7001829	Reclaimed Water 09/25	\$ 95.48
Polk County BOCC	20260414-2	7026006	Reclaimed Water 02/26	\$ 527.50
Proptia	300337	9233	Monthly Security Service 04/26	\$ 775.00
Recker Construction, LLC	300347	237	Clubhouse Playground 03/26	\$ 7,000.00
Resort Pool Services	300352	30010	Contract Pool Service 12/25	\$ 5,309.58
Resort Pool Services	300352	31416	Monthly Pool Service 04/26	\$ 9,330.00
Resort Pool Services	300352	31430	Pool Ladder Repair 03/26	\$ 350.00
Resort Pool Services	300352	31449	Spa Repairs 04/26	\$ 1,700.00
Resort Pool Services	300360	31462	Spa Repairs 04/26	\$ 395.00
Rizzetta & Company, Inc.	300332	INV0000108122	Accounting Services 04/26	\$ 5,494.75
Spectrum	20260414-3	0024657032526	Internet 04/26	\$ 1,113.48

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Spies Pool, LLC	300335	323640	Membrane Panel Installation 12/25	\$ 812.90
Spies Pool, LLC	300338	325356	Repairs & Maintenance 03/26	\$ 4,530.00
Spies Pool, LLC	300348	326037	Pool Repairs 03/26	\$ 3,366.00
Stantec Consulting Services, Inc.	300349	2541971	Engineering Services 02/26	\$ 6,468.18
Steadfast Environmental, LLC (San Antonio, FL)	300339	SA-21764	Aquatic Maintenance 04/26	\$ 2,393.00
Sumanth Neelam	300345	SN040326	Board of Supervisors Meeting 04/03/26	\$ 200.00
SunScape Landscape Management Services, Inc.	300350	14777	Landscape Maintenance 04/26	\$ 2,150.00
Truly Nolan Branch 711	300351	711218095	Monthly Pest Control 02/26	\$ 75.00
Truly Nolan Branch 711	300351	711218096	Pest Control 02/26	\$ 100.00
Truly Nolan Branch 711	300351	711218341	Monthly Pest Control 02/26	\$ 75.00
Truly Nolan Branch 711	300351	711220270	Monthly Pest Control 03/26	\$ 83.00
Truly Nolan Branch 711	300351	711220271	Pest Control 03/26	\$ 110.00
Truly Nolan Branch 711	300351	711220509	Monthly Pest Control 03/26	\$ 75.00
Valley National Bank	20260427-2	033126-754	Credit Card Expenses 03/26	\$ 7,741.18

Solterra Resort Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Connections of Florida	20260406-2	1594125W460	Compactor Charge 03/26	\$ 1,897.70
Xerox Business Solutions	300366	IN3917550	Contract CN27503-01 03/26	\$ 1,142.49
Xerox Financial Services	300367	41880378	Contract 211-0984566-001 04/26	\$ 352.69
Yellowstone Landscape	300356	1144650	Palm Trimming 01/26	\$ 26,200.72
Yellowstone Landscape	300356	1144651	Irrigation Repair 01/26	\$ 193.01
Yellowstone Landscape	300356	1144652	Irrigation Repair 04/26	\$ 352.95
Yellowstone Landscape	300356	1144653	Irrigation Repair 04/26	\$ 352.95
Yellowstone Landscape	300356	1147007	Monthly Landscape Maintenance 04/26	<u>\$ 16,166.00</u>
Report Total				<u>\$ 207,043.15</u>

Tab 10

AGREEMENT



June 16, 2026

Proposal#20114626

Contact

Joe Bullins
Phone: 407 705-2190
jbullins@artemis
lifestyles.com

Customer

Artemis Lifestyles
8390 Champions Gate Blvd Ste 304
Championsgate, FL 33896

Job

Solterra Resort
5200 Solterra Blvd
Davenport, FL 33837

PARKING LOT IMPROVEMENTS

Excavation and Investigation

Scope of work:

1. Secure the job site for the safety of the crew and the public using barricades and/or cones.
2. Saw cut and excavate 1 area of sunken asphalt totaling approximately 10' x 10' to a depth of approximately 48" to try to determine the cause of undermining. If the problem is minor, i.e. pipe has slipped a joint or cracked pipe we will make necessary repairs using hydraulic cement cast on the pipe joint.
3. Alternatively, if the problem is minor, i.e. decaying vegetation, garbage, construction debris etc., we will remove debris and make necessary repairs to the sub-base, base and asphalt.
4. Haul debris from site.
5. Backfill and compact the sub-base in several lifts to insure proper compaction.
6. Install 6" of crushed concrete base material and compact.
7. Patch and compact area using SP 9.5 hot mixed asphalt totaling approximately 100 square feet.
8. Clean up the job site.

Labor and Material - \$6,744.00

Notes:

*DUE TO THE CRITICAL NATURE OF ESCALATING MATERIAL COSTS, MATERIAL PRICES ARE SUBJECT TO POTENTIAL MONTHLY, WEEKLY OR DAILY CHANGES. SHOULD THIS SITUATION ARISE, ACPLM WIL PROVIDE DOCUMENTATION OF MATERIAL ADJUSTMENT(S). A BILLABLE CHANGE ORDER MAY BE REQUIRED DUE TO THESE CHANGES.

*WORK TO BE DONE IN ONE MOBILIZATION, WHICH COVERS THE DURATION AND COMPLETION OF THE PROJECT. IF ADDITIONAL MOBILIZATIONS ARE REQUESTED BY THE CUSTOMER THE ADDITIONAL MOBILIZATIONS WILL BE AN EXTRA CHARGE.



Office: 813.633.0548
Fax: 813.634.2686



www.acplm.net



2010 S 51st Street,
Tampa, FL 33619



June 16, 2026

Proposal#20114626

Contact

Joe Bullins
Phone: 407 705-2190
jbullins@artemis
lifestyles.com

Customer

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8390 Champions Gate Blvd Ste 304
Championsgate, FL 33896

Job

Solterra Resort
5200 Solterra Blvd
Davenport, FL 33837

PARKING LOT IMPROVEMENTS

Excavation and Investigation

Notes continued:

- *PRICE IS GOOD ONLY IF ACPLM HAS FULL AND UNRESTRICTED ACCESS TO THE WORK AREA TO INCLUDE A STAGING AREA FOR THE DURATION OF THE PROJECT. NOT HAVING FULL AND UNRESTRICTED ACCESS TO THE WORK AREA TO INCLUDE A STAGING AREA FOR THE DURATION OF THE PROJECT CAN RESULT IN ADDITIONAL WORK AND/OR MOBILIZATIONS WHICH SHALL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *WORK TO BE DONE ON WEEKDAYS IN DAYLIGHT HOURS.
- *PROPOSAL DOES NOT INCLUDE THERMOPLASTIC PAINT, PRIMING/SANDING, TACK, TESTING, FLAGMEN, LANE CLOSURE, IMPACT FEES, SURVEYING, AS-BUILTS, EROSION CONTROL, SHOP DRAWINGS AND ENGINEERING. ANY ADDITIONAL WORK REQUIRED BY ANY ADDITIONAL ITEMS, WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *ACPLM IS NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND UTILITIES TO INCLUDE PUBLIC UTILITIES AND PRIVATE UTILITIES SUCH AS, BUT NOT LIMITED TO, IRRIGATION, PHONE AND CABLE LINES. ANY ADDITIONAL WORK REQUIRED BY ANY ADDITIONAL OF THESE TYPES OF ITEMS, WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *NOT INCLUDED IN THIS PROPOSAL ARE PLANT OPENING FEES FOR WEEKEND WORK. IF NECESSARY, THIS ADDITIONAL ITEM WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *EVERY EFFORT WILL BE MADE TO NOT DAMAGE OR REMOVE THE CURB IN THE WORK AREA. IF IT IS NECESSARY TO REPLACE THE CURB DUE TO THE NATURE OF THE REPAIR, IT WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *IF MORE SEVERE DAMAGE IS UNCOVERED AT THE TIME OF THE INVESTIGATION, IT WILL BE BROUGHT TO MANAGEMENT'S ATTENTION FOR A CHANGE ORDER BEFORE WORK PROCEEDS.

		
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June 16, 2026

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Solterra Resort
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Davenport, FL 33837

PARKING LOT IMPROVEMENTS

Excavation and Investigation

Notes continued:

- *NOT INCLUDED IN THE ABOVE SCOPE OF WORK IS DEWATERING. SHOULD DEWATERING BE REQUIRED, IT WILL BE BROUGHT TO MANAGEMENT'S ATTENTION FOR A CHANGE ORDER BEFORE WORK PROCEEDS.
- *NOT INCLUDED IN THE ABOVE SCOPE OF WORK IS SHORING. SHOULD SHORING BE REQUIRED, IT WILL BE BROUGHT TO MANAGEMENT'S ATTENTION FOR A CHANGE ORDER BEFORE WORK PROCEEDS.
- *NOT INCLUDED IN THIS PROPOSAL ARE PLUGS AND COMPRESSOR. SHOULD THESE ITEMS BE REQUIRED, IT WILL BE BROUGHT TO MANAGEMENT'S ATTENTION FOR A CHANGE ORDER BEFORE WORK PROCEEDS.
- *DUE TO THE NATURE AND SCOPE OF THIS WORK, THE LOCATION OF THIS WORK, THE MATERIAL, TRUCKING AND EQUIPMENT NECESSARY TO PERFORM THIS WORK, ACPLM MAY CAUSE SCUFFING AND ADVERSELY AFFECT THE AESTHETICS OF THE PAVEMENT IN AND AROUND THE WORK AREAS. ALTHOUGH EVERY EFFORT WILL BE MADE TO MINIMIZE ANY AND ALL AFFECTS, ACPLM CANNOT GUARANTEE AGAINST THEM. ADDITIONAL WORK REQUIRED BY ANY OF THESE TYPES OF ITEMS WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *PROPOSAL DOES NOT INCLUDE IRRIGATION LINES, SPRINKLER HEADS, SOD, NOR LANDSCAPING. EVERY EFFORT WILL BE MADE NOT DAMAGE THESE ITEMS. HOWEVER, DUE TO THE NATURE OF THIS TYPE OF WORK AND THE DAMAGE ALREADY CAUSED BY THE ROOTS, SOME DAMAGE MAY OCCUR IN ORDER TO MAKE THE NECESSARY REPAIRS. ANY ADDITIONAL WORK REQUIRED BY ANY ADDITIONAL ITEMS, WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER. IF WORK IS APPROVED, IT IS RECOMMENDED THE LANDSCAPING COMPANY IS MADE AWARE AND ON STAND BY.
- *NEW ASPHALT IS SUSCEPTIBLE TO SCUFFING AND MARKS UNTIL IT HAS PROPERLY CURED.
- *ACPLM CANNOT BE RESPONSIBLE FOR POWER STEERING MARKS TO THE NEW ASPHALT.

		
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June 16, 2026

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PARKING LOT IMPROVEMENTS

Excavation and Investigation

Notes continued:

- *THE ASPHALT IN THIS PROPOSAL IS RECYCLED MIX AT 110 Lb. YIELD, UNLESS OTHERWISE NOTED.
- *DUE TO THE EXISTING ELEVATIONS IN THE WORK AREA, IT CANNOT BE GUARANTEED THAT STANDING WATER WILL BE ELIMINATED.
- *NEW ASPHALT IS SUSCEPTIBLE TO SCUFFING AND MARKS UNTIL IT HAS PROPERLY CURED.
- *ACPLM CANNOT BE RESPONSIBLE FOR POWER STEERING MARKS TO THE NEW ASPHALT.
- *THE ASPHALT IN THIS PROPOSAL IS RECYCLED MIX AT 110 Lb. YIELD, UNLESS OTHERWISE NOTED.
- *PRIOR TO OUR ARRIVAL, THE CUSTOMER IS RESPONSIBLE FOR REMOVING ANY MATERIALS, OBJECTS, STRUCTURES, CONTAINERS, TRUCKS AND TRAILERS FROM THE WORK AREAS.
- *IT IS THE CUSTOMER'S RESPONSIBILITY TO HAVE A TOWING COMPANY ON SITE AND AVAILABLE FOR TOWING VEHICLES OBSTRUCTING THE JOB SITE. IF VEHICLES CANNOT BE MOVED IN A TIMELY MANNER, WE WILL NEED TO RESCHEDULE THE WORK AND A CHANGE ORDER WILL BE REQUIRED FOR THE ADDITIONAL MOBILIZATION.
- *BARRICADES WILL BE PROVIDED TO CLOSE OFF WORK AREAS. THIS CONTRACTOR IS NOT RESPONSIBLE FOR PERSONS ENTERING AREAS CLOSED OFF WITH BARRICADES, DAMAGE TO PROPERTY OR INJURY TO PERSONS ENTERING THE AREA.
- *PERMIT FEES AND PROCUREMENT FEES ARE INCLUDED. ANY ADDITIONAL WORK, TESTING OR INSPECTIONS REQUIRED BY THE PERMIT, WILL BE AN EXTRA COST THAT SHALL BE PAID BY THE CUSTOMER.
- *90% OF THE CONTRACT AMOUNT AND CHANGE ORDERS MUST BE PAID PRIOR TO COMPLETING PUNCH LIST ITEMS AND/OR CHANGES FOR ADDITIONAL WORK REQUIRED BY CITIES OR MUNICIPALITIES.
- *MATERIAL AND WORKMANSHIP ARE GUARANTEED FOR 12 MONTHS.



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June 16, 2026

Proposal#20114626

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Championsgate, FL 33896

Job

Solterra Resort
5200 Solterra Blvd
Davenport, FL 33837

PARKING LOT IMPROVEMENTS

Excavation and Investigation

Customer Billing Information Form

Thank you for choosing ACPLM. To ensure we contact the correct person for any billing correspondence and questions, please fill out the Billing Contact Information below and send back with your signed proposal. We look forward to working with you.

The terms of your contract are:

Net Upon Substantial Completion

If Paying by ACH Payment the ACH Fees Will Be Added to the Invoiced Amount Due

Acceptance of Terms – Payment will be made as outlined above. All payments later than 30 days after the due date shall bear interest at 18% per annum.

Bill To Name and Address:

Job Site Name and Address:

Billing Contact Name:

Billing Phone Number:

Email Address:

Billing instructions:

 Office: 813.633.0548 Fax: 813.634.2686	 www.acplm.net	 2010 S 51st Street, Tampa, FL 33619
--	---	---



June 16, 2026

Proposal#20114626

Contact

Joe Bullins
Phone: 407 705-2190
jbullins@artemis
lifestyles.com

Customer

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8390 Champions Gate Blvd Ste 304
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Job

Solterra Resort
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Davenport, FL 33837

PARKING LOT IMPROVEMENTS

Excavation and Investigation

Terms: Net Upon Substantial Completion

If Paying by ACH Payment the ACH Fees Will Be Added to the Invoiced Amount Due

ACPLM Authorized Signature _____ *Rudy White*
Rudy White
Cell: 813 992-6440 rwhite@acplm.net

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All payments later than 30 days after the due date shall bear interest at 18% per annum.

Date of Acceptance _____

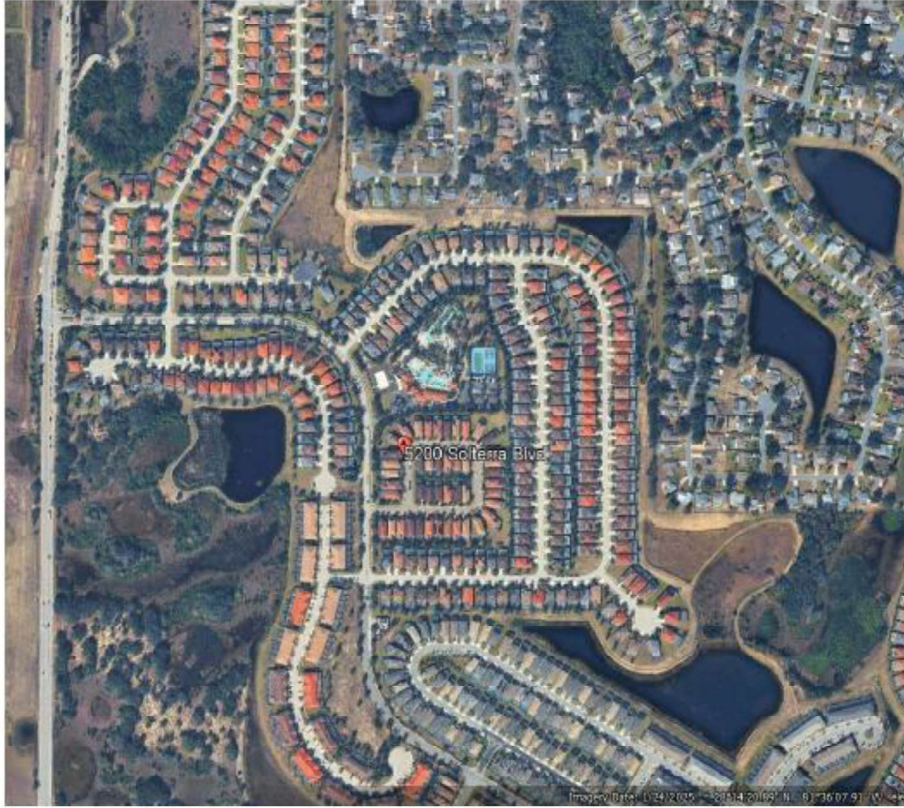
Customer's Authorized Signature _____

Terms and Conditions: Payment is due in full upon project completion unless prior arrangements have been made in advance. If any legal action arises out of this Agreement or breach thereof, the customer will be responsible for all attorney fees and incurred late fees. Any alteration of deviation from the above specifications involving extra costs of material or labor will be an additional charge outside of the scope listed in this proposal. Sprinkler systems on the property are to be off for the duration of the project. Customer assumes responsibility for removing all vehicles from the area outlined above.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or authorized deviation from the original specifications, involving extra cost, to be executed only upon receiving written change orders and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, weather or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance. Due to the unpredictable movement of material and production costs, this proposal is good for 10 days from the proposed date, after which prices are subject to change to accommodate current industry pricing.

Proposal Amount - \$6,744.00

Office: 813.633.0548 Fax: 813.634.2686	www.acplm.net	2010 S 51st Street, Tampa, FL 33619



Office: 813.633.0548
Fax: 813.634.2686



www.acplm.net



2010 S 51st Street,
Tampa, FL 33619



Office: 813.633.0548
Fax: 813.634.2686



www.acplm.net



2010 S 51st Street,
Tampa, FL 33619

ADDENDUM TO AGREEMENT

Agreement: Proposal 20114626 dated 6/16/26 (“**Agreement**”)
Contractor: ACPLM, Inc., a Florida corporation (“**Contractor**”)
District: Solterra Resort Community Development District (“**District**”)
Services: Excavation and Investigation Services (“**Services**”)

The following provisions govern the Agreement referenced above:

1. Effective Date. The Agreement shall be deemed effective as of the date of the full execution of this Addendum.
2. Duties.
 - a. Contractor agrees, as an independent contractor, to undertake the Services described in the Agreement in a neat and professional manner reasonably acceptable to the District, in accordance with industry standards, and in accordance with all applicable federal, state, and local laws, regulations, and ordinances.
 - b. Contractor shall use reasonable care in performing the Services and shall be responsible for any harm of any kind to persons or property resulting from Contractor’s actions or inactions.
 - c. Contractor warrants to the District that all materials furnished under the Agreement shall be new, and that all Services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. In addition to all manufacturer warranties for materials purchased for purposes of the Agreement, if any, which Contractor shall assign to the District as necessary to give the District the benefit of said warranties, all Services provided by Contractor pursuant to the Agreement shall be warranted for labor and workmanship for one (1) year from the date of acceptance of the Services by the District. Contractor shall replace or repair warranted items, if any, to the District’s satisfaction and in the District’s discretion. Neither final acceptance of the Services, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or Services. If any of the materials or Services are found to be defective, deficient, or not in accordance with the Agreement, Contractor shall correct, remove, and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District.
 - d. All permits or licenses necessary for Contractor to perform under the Agreement shall be obtained and paid for by Contractor.
3. Insurance.
 - a. Contractor, and any subcontractor performing the Services described in the Agreement, shall maintain throughout the term of the Agreement the following insurance:
 - i. Workers’ Compensation Insurance in accordance with the laws of the State of Florida with \$1,000,000.00 Employer’s Liability Insurance Coverage.

- ii. Commercial General Liability Insurance covering Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000.00 combined single limit bodily injury and property damage liability, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operations.
 - iii. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000.00 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
 - b. Contractor shall provide the District with a certificate naming the District and its respective officers, supervisors, agents, managers, counsel, engineers, staff, and representatives as additional insureds on all policies above except for Workers' Compensation and Employer's Liability Insurance. At no time shall Contractor be without insurance in the above amounts. No policy may be cancelled during the term of the Agreement without at least thirty (30) days' written notice to the District. An insurance certificate evidencing compliance with this section shall be sent to the District prior to the commencement of any performance under the Agreement. Such insurance shall be considered primary and non-contributory with respect to the additional insureds, all such required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the additional insureds, and a 30-Day Notice of Cancellation applies in favor of the additional insureds. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
 - c. If Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however) to secure such required insurance in which event, Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.
- 4. Compensation. In exchange for completing the Services, the District agrees to pay Contractor in an amount not to exceed **Six Thousand Seven Hundred Forty-Four Dollars and Zero Cents (\$6,744.00)**. The compensation includes all parts, materials, permits, and labor necessary to complete the Services as described in the Agreement and this Addendum. Compensation under the Agreement shall be paid by the District to Contractor in accordance with the Local Government Prompt Payment Act, as set forth in sections 218.70 et seq. of the Florida Statutes, and the District's adopted *Rules of Procedures*.
- 5. Indemnification.
 - a. Indemnification by Contractor. To the fullest extent permitted by law, and in addition to any other obligations of Contractor under the Agreement, this Addendum, or otherwise, Contractor shall indemnify, hold harmless, and defend the District and its officers, supervisors, agents, managers, counsel, engineers, staff, and representatives (together, "**Indemnitees**"), from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused, in part or in whole, by (i) the negligent, reckless, or intentionally wrongful misconduct of Contractor, or any employee, agent, subcontractor, or any individual or entity directly or indirectly employed or used by any of them to perform any of the work as described in the Agreement and this Addendum, (ii) Contractor's performance of, or failure to perform, Contractor's obligations pursuant

to the Agreement, this Addendum, or any work or Contractor's performance of any activities in connection therewith, and (iii) any breach of any warranty, representation, covenant, or agreement made by Contractor in the Agreement or this Addendum.

- b. Limit. To the extent a limitation is required by law, the obligations under this section shall be limited to no more than One Million Dollars (\$1,000,000.00), which amount the District and Contractor agree bears a reasonable commercial relationship to the Agreement. Nothing in this section is intended to waive or alter any other remedies that the District may have as against Contractor.
 - c. Obligations. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District. Nothing in the Agreement is intended to waive or alter any other remedies that the District may have as against Contractor. The provisions of this Section 5 are independent of, and will not be limited by, any insurance required to be obtained by Contractor.
6. Limitations on Governmental Liability. Contractor further agrees that nothing in the Agreement between the parties shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute, and nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.
 7. Termination. The Agreement may be terminated immediately by the District for cause, or upon thirty (30) days' written notice by either party for any or no reason; provided, however, that any termination by Contractor shall only be effective after providing the District with a reasonable opportunity to cure any default. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any termination by the District; provided, however, that Contractor shall be entitled to payment for any work provided through the effective date of termination, subject to any offsets.
 8. Public Records. Contractor understands and agrees that all documents of any kind provided to the District in connection with the Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited to, section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Brian Mendes** of Rizzetta & Company, Inc. ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain, and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by

Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 994-1001, BMENDES@RIZZETTA.COM, OR 3434 COLWELL AVENUE, SUITE 200, TAMPA, FLORIDA 33614.

9. Assignment. Neither the District nor Contractor may assign the Agreement or any monies to become due hereunder without the prior written approval of the other.
10. Liens and Claims. Notwithstanding any other language in the Agreement, the parties agree that lien rights are not available under Florida law because the District is a governmental entity. That said, the District represents that it has sufficient funds on hand to pay any amounts due pursuant to the terms of the Agreement and this Addendum. Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under the Agreement. Contractor shall keep the District's property free from any materialmen's or mechanic's liens, and claims or notices in respect to such liens and claims, which arise by reason of Contractor's performance under the Agreement, and Contractor shall immediately discharge any such claim or lien.
11. Controlling Law and Venue. In the event that either party is required to enforce the Agreement, as amended by this Addendum, by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The Agreement, as amended, and the provisions contained in the Agreement and this Addendum shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding the Agreement or this Addendum shall be Polk County, Florida.
12. E-Verify. Contractor shall comply with and perform all applicable provisions of section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate the Agreement immediately for cause if there is a good faith belief that Contractor has knowingly violated section 448.09(1), *Florida Statutes*. By entering into the Agreement, Contractor represents that no public employer has terminated a contract with Contractor under section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of the Agreement.
13. Scrutinized Companies Statement. In accordance with section 287.135, *Florida Statutes*, Contractor represents that in entering into the Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in Iran Terrorism Sectors List, or the Scrutinized Companies or other Entities that Boycott Israel List created pursuant to sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Contractor shall

immediately notify the District. If Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies or other Entities that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate the Agreement.

14. Anti-Human Trafficking Requirements. Contractor certifies, by acceptance of the Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit in compliance with section 787.06(14), *Florida Statutes*.
15. Construction Defects. To the extent any of the Services described herein are classified as construction services, CLAIMS FOR CONSTRUCTION DEFECTS ARE NOT SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, *FLORIDA STATUTES*.
16. Addendum Controls. The Agreement, as amended by this Addendum, shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of the Agreement. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Agreement, this Addendum controls.
17. Counterparts. The Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Additionally, the parties acknowledge and agree that the Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

[Signature page follows]

[Signature page to Addendum to Agreement with ACPLM, Inc.]

**LEGACY CONCRETE CONSTRUCTION &
LANDSCAPING LLC**

**SOLTERRA RESORT COMMUNITY
DEVELOPMENT DISTRICT**



Brian Meert (Jun 26, 2026 05:22:17 EDT)

By: _____

By: Brian Meert

Its: _____

Its: Chairman, Board of Supervisors

Date: _____

Date: _____



Brian Mendes (Jun 26, 2026 17:10:24 EDT)

By: Brian Mendes

Its: District Manager

Date: _____









260625 Agreement for Excavation (ACPLM) - Solterra

Final Audit Report

2026-06-26

Created:	2026-06-25
By:	Joseph Bullins (solterrac@artemislifestyles.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEyo6K4jIGbNRrRLhtt7djGMFr3TdkIZ

"260625 Agreement for Excavation (ACPLM) - Solterra" History

-  Document created by Joseph Bullins (solterrac@artemislifestyles.com)
2026-06-25 - 3:55:00 PM GMT
-  Document emailed to Brian Mendes (bmendes@rizzetta.com) for signature
2026-06-25 - 3:55:05 PM GMT
-  Document emailed to Brian Meert (bmeert@solterraresortcdd.com) for signature
2026-06-25 - 3:55:05 PM GMT
-  Email viewed by Brian Mendes (bmendes@rizzetta.com)
2026-06-25 - 3:56:03 PM GMT
-  Email viewed by Brian Meert (bmeert@solterraresortcdd.com)
2026-06-26 - 9:21:23 AM GMT
-  Document e-signed by Brian Meert (bmeert@solterraresortcdd.com)
Signature Date: 2026-06-26 - 9:22:17 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW
-  Document e-signed by Brian Mendes (bmendes@rizzetta.com)
Signature Date: 2026-06-26 - 9:10:24 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-06-26 - 9:10:24 PM GMT

ESTIMATE

Resort Pool Services DBA
14711 Henson Rd
Orlando, FL 32832-6535

resortinvoice@gmail.com
+1 (321) 689-6210



Bill to

Solterra Resort CDD
3434 Colwell ave, Suite #200 Tampa, FL
33614

Estimate details

Estimate no.: 1467
Estimate date: 06/16/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	06/16/2026	DE filter	Replace DE filters for pool due to filters being old and replacement needed to maintain good flow. pool	65	\$50.00	\$3,250.00
2.	06/16/2026	DE filter	Replace DE filters for pool due to filters being old and replacement needed to maintain good flow. River	70	\$50.00	\$3,500.00
					Total	\$6,750.00

Accepted date

Accepted by

Tab 11



ESTIMATE	#2294
ESTIMATE DATE	Jun 8, 2026
TOTAL	\$6,609.60

Solterra
5200 Solterra Blvd
Davenport, FL 33837

CONTACT US
P.O. Box 471126
Lake Monroe, FL 32747

(407) 436-4993
rizzettacddinvoices@avidbill.com

(407) 413-0442
tpglighting@gmail.com

ESTIMATE

Copy of Segment #1

See your financing options
Prequalify to find out how much you can borrow within minutes and pay as low as \$212.96/mo*. Your credit score will not be affected.

Services	qty	amount
Lighting - 1003 48" Oregon Wreath Clubhouse: Placing one 48" pre-lit warm white commercial grade wreath on either side of the entrance breezeway facing the roundabout.	2.0	\$1,054.50
Lighting - 4004 18" Red Bow Clubhouse: One 18" red 3D commercial grade bow on each of the wreaths.	2.0	\$166.50
Lighting - 3001 Mini Lights (Per Strand) Clubhouse: Adding additional permanent-grade mini lights to the trunks of the 2 palms to reach the fronds.	4.0	\$260.00
Lighting - 3002 Palm Fronds Wrap (Per Frond) Clubhouse: Lining the lowest 10 fronds of these two Sylvester palms in temporary green mini lights.	20.0	\$800.00
Lighting - 1007 Oregon Pre-Lit Garland (9 ft. Section) Pine Tree and Solterra Main Entrance: Outlining both entrance signs around the verbiage in warm white pre-lit commercial grade garland.	6.0	\$1,132.20
Lighting - 1001 36" Oregon Wreath Pine Tree and Solterra Main Entrance: Attaching one 36" warm white pre-lit commercial grade wreath to the rod iron fencing on either side of the entrance sign verbiage. (4 total. 2 per side of the entrance.)	4.0	\$1,110.00
Lighting - 4001 12" Red Bow Pine Tree and Solterra Main Entrance: Placing one 12" red 3D commercial grade bow on each upper corner of the garland and one on each wreath (8 total bows).	8.0	\$515.04

Lighting - 3001 Mini Lights (Per Strand) Pine Tree and Solterra Main Entrance: Adding additional permanent-grade mini lights to the trunks of the 3 palms to reach the fronds. Note: we will be required to use the outlet inside of the gate motor box on the palm tree between the entry and exit gates. It would be preferable to have an outlet installed outside of this motor box which would cost \$460 if we were to put one there.	6.0	\$390.00
Lighting - 3002 Palm Fronds Wrap (Per Frond) Pine Tree and Solterra Main Entrance: Lining the lowest 10 fronds of these 3 Sylvester palms in green mini lights. Note: we will be required to use the outlet inside of the gate motor box on the palm tree between the entry and exit gates. It would be preferable to have an outlet installed outside of this motor box which would cost \$460 if we were to put one there.	30.0	\$1,200.00
Lighting - 2001 C9 Lights (Roof Line) Per Linear Foot Pine Tree and Solterra Main Entrance: Outlining the upper roof-line of the guard shack in warm white C9 bulbs.	1.0	\$950.00
Lighting - 1001 36" Oregon Wreath Pine Tree and Solterra Main Entrance: Placing one 36" warm white pre-lit commercial grade wreath on the outside columns near the retaining walls on the outsides of the entrance (2 total).	2.0	\$555.00
Lighting - 4001 12" Red Bow Pine Tree and Solterra Main Entrance: One 12" red 3D commercial grade bow for each of the wreaths on the two columns on the outsides of the gate (2 total).	2.0	\$128.76
Lighting - Holiday Lighting Disclaimers By Approving this Quote, the Client Agrees to the Following Holiday Lighting Disclaimers: - A non-refundable 50% deposit and the completion and return of the information packet questionnaire after approval is required before product is ordered and the project can be placed on the schedule. - There is a 10% discount for customers who sign up for a 3-year service agreement. - This is a leasing agreement in which the contractor owns all decorations which are leased to the client during the holiday season (Unless otherwise explicitly agreed). - TPG Lighting is responsible for providing the decorations, labor, installation, maintenance, removal, and storage of the decorations at the end of the season (Unless otherwise specified). - All landscaping such as trees and bushes that we are decorating must be trimmed to the standards identified on the questionnaire prior to the agreed-upon installation date above. If the landscaping is not trimmed when we arrive after the earliest date on page 1 of the questionnaire, there will be a \$250 fee to come back after the landscape trimming has been completed. - For any electrical work performed by a licensed electrician that TPG Lighting orchestrates on behalf of the client, we will pay the invoice and the client will reimburse TPG Lighting for the cost plus 20% of the electrical invoice. If the property wants to use their electrician, we will identify where outlets are needed, and it is the responsibility of the client to install the outlets before we arrive to install decorations and to keep them operational during the season. - We will affix permanent studs for hanging decorations when necessary. - It is the responsibility of the client to inform TPG Lighting of any lighting outages along with a description of the issue and a photo texted/mailed to us. Texting is preferred. Diagnosis and repair will take place within 24-48 hours. Our textable phone number is 407-413-0442. Our email is TPGLighting@gmail.com. - The Maintenance phone and email will be monitored from 7 AM to 8 PM daily. If any requests are received after 8 PM, we will respond the next business day. - Any damage or theft of our decorations that is not part of normal wear and tear or from acts of God will be billed to the client with a \$250 trip charge plus material cost. Feel free to seek reimbursement from the party responsible for the damage or theft. - Black-out dates that no maintenance will be performed are Thanksgiving Day, Christmas Eve (After 12:00 Noon), Christmas Day, New Year's Eve (After 12:00 Noon), and New Year's Day. - Any locks that are present on outlets that need to be used for a power source will be cut off if not removed prior to our arrival.	1.0	\$0.00

- Irrigation schedules around our decorations must be changed and set to run between the hours of 8 AM and 3 PM. Our lights are water-resistant but when they are on, active watering can cause GFIs or breakers to trip.

- No person outside of TPG Lighting may tamper with the lights, timers, or electrical cords related to the project.

- Lighting installations, maintenance, and take-down will be scheduled in accordance with the property questionnaire that is required to be filled out by the client before the job is scheduled. We will diligently strive to meet the requirements based on the answers of the questionnaire.

Services subtotal: \$8,262.00

Subtotal \$8,262.00

Customer Retention Discount - \$1,652.40

Total \$6,609.60

Thank you for the opportunity to do business with you!

With our customers, we've earned a reputation of excellent service and look forward to showing you that it is well- deserved. We sincerely appreciate and value your business and look forward to a relationship that lasts a lifetime. Welcome to the TPG Lighting family!

Tab 12

Straley Robin Vericker

Attorneys at Law

1510 W. Cleveland St.
Tampa, Florida 33606
Tel: (813) 223-9400

Writer's Direct Dial: (813) 321-4107
Writer's E-mail: vbabbar@srvlegal.com
Website: www.srvlegal.com

June 24, 2026

Via Email

Solterra Resort Community Development District
c/o Rizzetta & Company
Attn: Brian Mendes, District Manager
BMendes@Rizzetta.com

Re: Proposal for District Counsel Services

Dear Brian:

Our law firm is pleased to have this opportunity to submit a proposal to serve as District Counsel for the Solterra Resort Community Development District. The firm was established in 2004, and the founding partners started representing CDDs in 1991. We currently have 7 attorneys, 3 paralegals, and 1 assistant on staff. The firm's practice is focused solely on CDDs. We currently represent over 150 CDDs located throughout central Florida and are intimately familiar with all phases of CDD operations, including the ongoing representation of resident controlled CDDs. While we do not perform any litigation services, if litigation is necessary, we will be happy to provide referrals of experienced attorneys familiar with CDDs and provide assistance to the litigation counsel of the CDD's choice as needed based on our experience.

We view our role as one part of the CDD team; to provide the necessary guidance to empower the Board of Supervisors to make informed business decisions and support CDD staff in carrying out the direction of the Board by working together. We serve at the pleasure of the Board and know our place; we will not incur fees without authorization unless such services are necessary or required by law. Instead of finding ways to insert ourselves or maximize billable hours, we offer solutions that will safeguard the CDD's interests, follow the law, streamline the process, and minimize legal expenses. We enjoy thinking outside of the box when facing issues that require a creative solution but will not overcomplicate a situation when we already have a tried and tested path that will work.

When we provide recommendations or explanations, we are always happy to provide citations or backup documentation if it is available so that what we say can be verified by anyone rather than asking you to just take our word for it. We are attuned to the needs of our CDDs, ensure that everyone is heard and seen, and we communicate and draft our documents in an easy-to-understand manner by avoiding unnecessary legal jargon. We pride ourselves on being flexible and can tailor our services to be adaptive to the CDD's needs as they may change from time to time.

Because of the firm's extensive experience with CDDs, we are able to provide legal services efficiently and in a cost-effective manner. Hourly rates for assistants, paralegals, and attorneys with the firm currently range from \$100/hour to \$405/hour, including travel time to and from meetings if in person attendance is requested; however, we are happy to call into meetings as well and based on the distance from our office to the community that would be our preference.

After reviewing the meeting minutes, agenda packages, and speaking with you on this opportunity, we feel like our firm will be a good fit and can easily come under budget. Based on the current meeting schedule and evaluating who might be the best fit for this CDD we have identified Cari Webster to serve as the lead District Counsel should our firm be selected. Her current rate is \$375/hour. We understand that the CDD may receive proposals with lower hourly rates and some attorneys from your current counsel's office may be at a lower hourly rate. However, the hourly rate is only one component of attorney fees; the more important and variable component is typically the time spent on the matters and that is dependent on the firm's approach to the work. Because of our approach to providing services, we are confident that the CDD will enjoy a significant reduction in District Counsel expenses while still receiving high quality legal services.

We are enclosing biographical information about the firm's lawyers which touch upon our qualifications, which is also available on our website at www.srvlegal.com. We are also enclosing client references as requested. On behalf of the firm, we thank the Board for considering us to serve as Solterra Resort CDD's District Counsel.

Sincerely,

Vivek K. Babbar

Vivek K. Babbar
*Board Certified in City, County and Local
Government Law*

Enclosures:
Biographical information about the firm's lawyers
Client References

Straley Robin Vericker

Cari Allen Webster



Experience:

Cari Allen Webster is an attorney with Straley Robin Vericker and joined the firm in 2024. Cari serves as lead counsel to numerous community development districts represented by the firm and has experience in the areas of real property, business, land use, and local government. Cari has over 7 years of experience working for Hillsborough County, where she handled a multitude of real estate projects including acquisitions, dispositions, leases, vacate petitions, land exchanges, and land use restrictions. As a transactional attorney, she has represented clients in purchase and sale transactions, landlord tenant matters, foreclosure cases, business formation, and title closings.

Background:

Aside from her legal pursuits, Cari is an active member of the Junior League of Tampa, volunteering her time to support the local community and programs funded by the League. During law school, Cari served as Vice President of the Real Property, Probate, and Trust Law Association, organizing events and keeping the committee apprised of relevant legal updates. Prior to law school, she had a career in commercial property and facilities management, representing investors in the management of several office and warehouse buildings.

[Admitted to the Florida Bar in October 2015]

Education:

- University of South Florida, B.S. in Finance and Economics (2010)
- Stetson University College of Law, J.D. (2015)

Straley Robin Vericker

Mark K. Straley



Experience:

Mark K. Straley has practiced law in Tampa, Florida since 1976, and established the firm in 2004. For the past 30 years, Mark has focused his practice on the representation of community development districts (CDDs). He has written and lectured extensively on community development districts and enjoys a statewide reputation with respect to CDDs. Mark is *AV Rated*, the highest rating awarded by the *Martindale-Hubbell* law directory. As one of the first CDD lawyers in Florida, Mark has many years of experience in all facets of special district and local government law, including the formation and operation of CDDs, construction of public infrastructure, issuance of tax exempt bonds, contracts and competitive bidding requirements, sunshine law, public records law, and real property law. In addition to his legal training, Mark also holds a masters degree in public administration. His graduate work focused on public finance, budgeting and the administration of local governments, including special districts.

Background:

Mark is a member of the Hillsborough County Bar Association and The Florida Bar; he is also admitted to practice in the *United States District Court for the Middle District of Florida*, and the *United States Eleventh Circuit Court of Appeals*. Prior to forming his own firm, he was a partner in the statewide law firm, *Akerman Senterfitt* (1991-2004), and also practiced with the *Bush Ross* law firm (1981-1990) and *Holland & Knight* (1976-1980).

[Admitted to the Florida Bar in December 1976]

Education:

- Kenyon College, A.B. *cum laude* with high honors in Political Science (1971)
- Wayne State University, M.P.A. (1973)
- University of Michigan Law School, J.D. *cum laude* (1976)

Straley Robin Vericker

Tracy J. Robin



Experience:

Tracy J. Robin is a native of Tampa, Florida, and established the firm in 2004. He is *AV Rated*, the highest rating awarded by the *Martindale-Hubbell* law directory, and focuses his practice in real property, land use, and local government law. Tracy serves as lead counsel to numerous community development districts represented by the firm, and has extensive experience with the formation and operation of special districts, construction of public infrastructure, issuance of tax exempt bonds, contracts, public records law, sunshine law, statutory requirements governing the conduct of public officers, competitive bidding, and other aspects of local government law. Since 1991, he has served as General Counsel to the Hillsborough County City-County Planning Commission, an independent land planning agency created by the Florida legislature to provide comprehensive planning services for unincorporated Hillsborough County, and its three municipalities, the City of Tampa, the City of Temple Terrace, and Plant City, Florida. Tracy also has extensive experience in the area of real property law, which includes commercial real estate transactions, institutional mortgage lending, title insurance, workouts and foreclosure, landlord

tenant law, and land use.

Background:

Tracy is a member of the Hillsborough County Bar Association and The Florida Bar; he is also admitted to practice in the *United States District Court for the Middle District of Florida*, and the *United States Eleventh Circuit Court of Appeals*. Prior to forming his own firm, he was a partner in the statewide firm, *Akerman Senterfitt* (1991-2004), and practiced with *Moffitt, Hart & Herron* (1989-1990). Before attending law school, he had a career in the title insurance industry (1975-1986), and served as the Branch Manager for the Tampa office of Lawyers Title Insurance Corporation.

[Admitted to the Florida Bar in April 1989]

Education:

- Mercer University, B.A. (Economics & History, 1975)
- Shepard Broad Law Center, Nova Southeastern University, J.D. (1989)

Straley Robin Vericker

John M. Vericker



Experience:

John M. Vericker is an attorney with *Straley Robin Vericker*, and has practiced with the firm since 2005. John is Board Certified in City, County and Local Government Law and he is *AV Rated*, the highest rating awarded by the Martindale-Hubbell law directory. His practice focuses primarily in local government, real property, and land use law. John serves as lead counsel to numerous community development districts represented by the firm, and has significant experience in the formation and operation of special districts, construction of public infrastructure, issuance of tax exempt bonds, government contracts, public records law, sunshine law, statutory requirements governing the conduct of public officers, elections laws, competitive bidding, and other aspects of local government law. John has also appeared in court and before various local government boards with respect to CDD issues. John also represents clients in commercial real estate transactions and foreclosure litigation.

Background:

John is a member of the Hillsborough County Bar Association, the Florida Bar Association, the Environmental and Land Use Law Section of the Florida Bar, the City, County and Local Government Law Section of the Florida Bar, and the Real Property Probate and Trust Law Section of the Florida Bar. He is also admitted to practice in the *United States District Court for the Middle District of Florida*. In May of 2009, John graduated from the Hillsborough County Bar Association Leadership Institute, and he served on the Hillsborough County Bar Association Leadership Institute Executive Committee from 2010-2011. During law school, John served as a law clerk with the Pinellas County Attorney's Office. Prior to attending law school, John was a Senior Coordinator with Seminole County, Florida.

[Admitted to the Florida Bar in September 2004]

Education:

- University of Florida - Fisher School of Accounting, B.S. in Accounting (1997)
- University of Florida - School of Forest Resources and Conservation, Master of Forest Resources and Conservation, (1999)
- University of Florida – Levin College of Law, J.D. *cum laude* (2004)

Straley Robin Vericker

Vivek K. Babbar



Experience:

Vivek K. Babbar is an attorney with *Straley Robin Vericker*, and has practiced with the firm since 2014. Vivek is Board Certified in City, County and Local Government Law. Vivek serves as lead counsel to numerous community development districts represented by the firm, and has experience in the formation and operation of special districts, construction of public infrastructure, issuance of tax exempt bonds, government contracts, public records law, sunshine law, statutory requirements governing the conduct of public officers, elections laws, competitive bidding, and other aspects of local government law. Vivek has also appeared before various local government boards with respect to CDD issues.

Background:

Vivek is a member of the Hillsborough County Bar Association and the Florida Bar. During law school, Vivek externed with the National Oceanic and Atmospheric Administration Office of General Counsel in St. Petersburg, Florida.

[Admitted to the Florida Bar in October 2013]

Education:

- University of Florida - B.A. in Anthropology (2010)
- University of Florida - Levin College of Law, J.D. *cum laude* (2013)

Straley Robin Vericker

Kathryn “KC” Hopkinson



Experience:

Kathryn “KC” Hopkinson is an attorney with *Straley Robin Vericker* and joined the firm in 2023. KC serves as lead counsel to numerous community development districts represented by the firm.

KC is a highly skilled labor and employment law and litigation attorney who has represented businesses and individuals in need of counsel for over 10 years. Since 2012, KC’s practice has included, but not been limited to, age and gender discrimination, national origin and race discrimination, disability discrimination, wrongful termination, sexual harassment, contract writing and negotiations, policy manual writing and updating, wage and hour, EEOC investigations, mediations, arbitrations, HR management, and state and federal appeals.

KC has been recognized by her peers as one of Tampa’s Attorneys of the Year for 2021 and 2022 in Tampa Style Magazine (September 2021 and September 2022) and one chosen as one of Tampa’s Top Lawyers for 2022 in Tampa Magazine (January 2023). She has also been named a Super Lawyers “Rising Star” yearly since 2016. This is an honor

reserved for those lawyers who exhibit excellence in practice. Only 2.5% of attorneys in Florida receive this distinction. Additionally, from 2017 to 2020 KC was selected as one of the “Top 40 Under 40” Labor & Employment lawyers in the State of Florida by the American Society of Legal Advocates (ASLA), an invitation-only legal organization comprised of the nation’s most skilled lawyers. The ASLA selection process includes lawyers who combine stellar legal credentials with proven commitment to community engagement, leadership, and the highest professional standards. Less than 1.5% of lawyers nationally are selected to this top honor.

Background:

KC is an active Member of The Florida Bar, the Hillsborough County Bar Association, the American Bar Association, the Florida and Hillsborough County Associations for Women Lawyers and the National Society Daughters of the American Revolution.

Aside from her legal pursuits, KC is an active member at Hyde Park United Methodist Church where she volunteers in the Children’s Ministries and with the Cold Weather Shelter for the homeless as well as sits on the Board of Trustees. KC also volunteers with Selah Freedom, promoting sex trafficking awareness. KC is an avid reader, traveler, and yoga practitioner.

[Admitted to the Florida Bar in April 2013]

Education:

- The University of Tampa, B.A., (Government and World Affairs)
- Stetson University College of Law, J.D. (2012)

Straley Robin Vericker

Whitney A. Sousa



Experience:

Whitney A. Sousa is an attorney with *Straley Robin Vericker* and joined the firm in 2023. Whitney serves as lead counsel to numerous community development districts represented by the firm. Whitney served as a teaching assistant for Research & Writing and Contracts, interned with the Hon. Amanda Arnold Sansone of the United States District Court for the Middle District of Florida, and interned with the National Labor Relations Board (Region 12).

Background:

Whitney was awarded The National Order of Scribes Award in law school. During law school, Whitney served as Assistant Editor for the Local Government section of the *Stetson Law Review*, where she wrote and published digests on various topics concerning Florida local government.

[Admitted to the Florida Bar in September 2022]

Education:

- University of New Mexico – B.A. in Sociology (2013)
- Stetson University College of Law, J.D. magna cum laude (2022)

Straley Robin Vericker

Attorneys at Law

Client References

VillaSol CDD (Osceola County)

District Manager: Brian Mendes, bmendes@rizzetta.com

Chair of the Board of Supervisors: Herman Perez, hperez@villasolcdd.org

Meadow Pointe III CDD (Pasco County)

District Manager: Darryl Adams, darryla@rizzetta.com

Chair of the Board of Supervisors: Paul Carlucci, PCarlucci@meadowpointe3.org

K-Bar Ranch CDD (Tampa)

District Manager: Heather Dilley, heather@hikai.com

Chair of the Board of Supervisors: Vicki Shuster, boardmember3@kbarranchcdd.com

TAB 13



**KILINSKI
VAN WYK**

Offices: Jacksonville | Tallahassee | Tampa

517 E. College Avenue
Tallahassee, Florida 32301
877-350-0372

June 25, 2026

Via Electronic Mail

Solterra Resort Community Development District
Attention: Brian Mendes
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614
bmendes@rizzetta.com

Dear Mr. Mendes,

On behalf of Kilinski | Van Wyk PLLC, we are pleased to have provided legal representation to Solterra Resort Community Development District (“District”) for nearly five years. Our team values the opportunity to serve you, and we are pleased to present an updated scope of engagement and fee options for your consideration if you wish for us to continue as your legal counsel.

By choosing Kilinski | Van Wyk, you will continue to partner with an exceptional legal team committed to delivering outstanding service and measurable results. Our deep familiarity with the district and its historical operations, board coordination, and legal issues positions us to continue providing counsel that is strategically aligned with your goals.

We also want to be transparent about cost. The District’s legal fees have historically reflected the breadth and complexity of its operations, including a commercial restaurant, extensive resort amenities, and the recurring legal questions arising between short-term rental use and full-time resident use, liquor licensing efforts, together with board meetings that historically ran four to eight hours and a longstanding practice of relying on legal counsel to support a broad range of policy and operational decisions that other districts often resolve at the staff or management level. The restructured engagement is designed to give the District direct control over these cost drivers, while preserving the counsel and institutional knowledge you have come to rely on.

To that end, the enclosed Fee Election Exhibit offers the District a choice among several fee structures: (A) traditional hourly billing; (B) a flat per-meeting fee for meeting attendance, with separate rates for in-person and remote attendance and no cap on meeting length; (C) a defined-scope governance protocol that routes routine matters

through the District Manager and requires advance approval before larger expenditures are incurred; and (D) a fixed monthly fee covering recurring meeting attendance and budgeted contract preparation, while billing extraordinary matters, such as litigation, RFPs, and liquor licensing separately. These options may be combined, and we invite the District to elect the level of service that best fits its budget and priorities.

The following amended and restated fee agreement will redefine our counsel's scope and fee structure as a means to respect the District's budgetary considerations with the goal of reducing legal fees while maintaining our ethical duties under the Florida Bar. It also is meant to support the Board and District staff in maintaining compliance with legal requirements unique to a unit of government. We are happy to discuss any aspect of this updated agreement in detail with the District and look forward to hearing your feedback. Thank you for considering a continued relationship with Kilinski | Van Wyk, we welcome the opportunity to continue providing solution-oriented legal counsel tailored to the needs of Solterra Resort Community Development District.

Sincerely,



Jennifer Kilinski



KILINSKI | VAN WYK

P.O. Box 6386, Tallahassee, Florida 32314

**KILINSKI | VAN WYK PLLC
AMENDED AND RESTATED FEE AGREEMENT
SOLTERRA RESORT CDD**

I. PARTIES

THIS AGREEMENT (“Agreement”) is made and entered into by and between the following parties:

A. Solterra Resort Community Development District (“Client”)
c/o District Manager
5844 Old Pasco Road, Suite 100
Wesley Chapel, FL 33544

and

B. Kilinski | Van Wyk PLLC (“Kilinski | Van Wyk”)
517 E. College Avenue
Tallahassee, Florida 32301

II. SCOPE OF SERVICES

In consideration of the mutual agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kilinski | Van Wyk as its legal counsel. Client agrees that Kilinski | Van Wyk’s engagement is conditioned on (a) attendance at all meetings and hearings of Client (with the exception of workshops) in person or via remote technology that allows meaningful participation; and (b) that all Board members have reasonably equal access to legal counsel subject to reasonable regulations imposed by the Client; provided that Kilinski | Van Wyk’s duty is to the Client organization as a whole, and in the event of conflicts between individual Board members or between Board members and the organization, Kilinski | Van Wyk may need to clarify its representation or, if necessary, withdraw from representing one or more parties in accordance with the Florida Rules of Professional Conduct.
- B. To reduce legal fees, Kilinski | Van Wyk agrees that any use of legal services by Client’s staff or Board of Supervisors must first be approved by the Board, and if in between meetings of the Board, by the District Manager and Chairperson so long as allowed under Florida’s Sunshine Law, for any expenses exceeding or

expected to exceed \$1,000 for a single question or effort; provided, however, the Vice-Chair may approve if the Chair is unavailable on the same terms and conditions. All Board members are expected to initially direct their inquiries or requests for legal services to the District Manager. The District Manager is authorized to consult with Kilinski | Van Wyk on matters that are legal issues or as specifically authorized by the Board during a public meeting. However, Kilinski | Van Wyk retains the right and obligation to communicate directly with Board members when necessary to fulfill its professional duties, including but not limited to obtaining informed consent, addressing conflicts of interest, or ensuring adequate representation of the Client organization. Kilinski | Van Wyk may rely on such approvals by the Chair or Vice-Chair, as applicable, as evidence of Client authorization to proceed. Calls, e-mails, or requests that come directly to Kilinski | Van Wyk are automatically deemed authorized to proceed and Kilinski | Van Wyk shall not be required to confirm or investigate the process contained in this provision was followed. Kilinski | Van Wyk shall not be liable for any issues or matters not communicated through this established protocol.

- C. Kilinski | Van Wyk accepts such employment and agrees to serve as attorney for and provide legal representation to the Client regarding those matters referenced above on the terms set forth in this Agreement.
- D. Limited Scope. Firm's representation is limited to those matters (i) requested by Client in accordance with this Agreement, (ii) for which Client provides Firm sufficient information to evaluate and advise, and (iii) which Firm agrees to undertake. Firm shall have no obligation to advise on, monitor, or identify legal issues, compliance requirements, deadlines, communications, or risks relating to matters not specifically requested by Client and accepted by Firm, including matters as to which Firm has not been provided relevant facts, documents, or notice. Client remains responsible for identifying issues on which it desires legal advice, requesting such advice, and providing timely and complete information to Firm.

III. FEES

The Client agrees to compensate Kilinski | Van Wyk for services rendered regarding any matters covered by this Agreement according to the hourly billing rates for individual Kilinski | Van Wyk lawyers set forth herein, plus actual expenses incurred by Kilinski | Van Wyk in accordance with the attached standard Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Kilinski | Van Wyk proposes hourly rates of \$365 - \$395 per hour for partners and senior of counsel lawyers, \$350 - \$365 per hour for of counsel lawyers, \$325 - \$350 per hour for senior associates, \$275 - \$325 per hour for associates, and \$180 - \$200 per hour for paralegals. Hourly rates may be increased by up to five dollars an hour each calendar year starting with calendar year 2028.

The Client agrees to pay Kilinski | Van Wyk monthly billings for fees and expenses incurred within thirty (30) days following receipt of a statement from Kilinski | Van Wyk. Kilinski | Van Wyk

shall not be obligated to perform further legal services under this Fee Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kilinski | Van Wyk to withdraw from the representation upon reasonable written notice to Client. In the event of withdrawal, Kilinski | Van Wyk shall take steps reasonably practicable to protect the Client's interests, including providing reasonable notice, allowing time for retention of substitute counsel, and surrendering papers and property to which the Client is entitled, all in accordance with Florida Bar Rule 4-1.16.

IV. CLIENT FILES

The files and work product materials ("Client File") of the Client generated or received by Kilinski | Van Wyk will be maintained by Kilinski | Van Wyk in accordance with Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kilinski | Van Wyk for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kilinski | Van Wyk may confidentially destroy or shred the Client File, unless Kilinski | Van Wyk is provided a written request from the Client requesting return of the Client File, to which Kilinski | Van Wyk will return the Client File at Client's expense.

V. DEFAULT

In the event of a dispute arising under this Agreement, whether a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute, rule, or guideline, as well as non-taxable costs, including, but not limited to, costs of investigation, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VI. CONFLICTS

It is important to disclose that Kilinski | Van Wyk represents a number of special districts, builders, developers, property owners' associations and other entities throughout Florida relating to community development districts and other special districts. In the course of Kilinski | Van Wyk's representation of Client, Kilinski | Van Wyk may be asked to represent Client on transactions between Client and the developer and/or builders involved in the Client's project, when at the same time Kilinski | Van Wyk may be representing such developer and/or builders on matters unrelated to Client. This means, for example, that Kilinski | Van Wyk could simultaneously represent the Client and a developer or builder in the Client's community on separate, unrelated matters, which could create a potential conflict if those parties' interests diverge. By accepting this Agreement, Client acknowledges that (1) Client has been provided with an explanation of the implications of the common representation(s) and the advantages and risks involved, and has had the opportunity to seek independent counsel regarding this waiver; (2)

Kilinski | Van Wyk will be able to provide competent and diligent representation of Client, regardless of Kilinski | Van Wyk's other representations; and (3) there is not a substantial risk that Kilinski | Van Wyk's representation of Client would be materially limited by Kilinski | Van Wyk's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this fee proposal will constitute Client's informed written consent and waiver of any "conflict" with Kilinski | Van Wyk's representation of various special districts, builders, developers, property owners' associations and other entities relating to community development districts and other special districts in Florida. However, to the extent there is any perceived or real direct conflict of interest, Kilinski | Van Wyk agrees it shall present a separate request for conflict waiver.

VII. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

VIII. EXECUTION OF AGREEMENT

This Agreement shall become effective upon execution by both parties ("Effective Date"). As of the Effective Date, this Agreement supersedes and replaces any prior fee agreement between Kilinski | Van Wyk and Client. This Agreement may be executed in counterparts, each of which shall constitute an original, and may be delivered by electronic transmission.

IX. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, representations, and understandings between the parties relating to the subject matter hereof, including any prior fee agreements between Client and Kilinski | Van Wyk. This Agreement may not be amended or modified except by a written instrument signed by both parties. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Accepted and agreed to by:

SOLTERRA RESORT CDD

By: _____

Its: _____

Date: _____

KILINSKI | VAN WYK PLLC

By: Jennifer Kilinski

Its: Managing Member

Date: July 10, 2026

ATTACHMENT A
KILINSKI | VAN WYK PLLC
EXPENSE REIMBURSEMENT POLICY

The following is the expense reimbursement policy for the Agreement. All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except when there are delays in receiving bills from third party vendors.

Telephone. All telephone charges are billed at an amount approximating actual cost.

Facsimile. There are no charges for faxes.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Travel. Travel (including airfare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at the IRS approved reimbursement rate.

Other Expenses. Other outside expenses, such as court reporters, agency copies, large print projects, etc., are billed at actual cost.

ATTACHMENT B
FEE ELECTION EXHIBIT

Solterra Resort CDD | Kilinski | Van Wyk PLLC

This Fee Election Exhibit is incorporated into and forms part of the Amended and Restated Fee Agreement between the Solterra Resort Community Development District (the “District”) and Kilinski | Van Wyk PLLC (“Kilinski | Van Wyk”). The District may elect one or more of the following fee structures by initialing the corresponding box(es) below. Unless otherwise noted, the hourly rates and Expense Reimbursement Policy set forth in the Agreement apply to all matters not covered by an elected flat or fixed fee. Options B, C, and D may be combined. Option A applies by default if no election is made.

Option A — Hourly Billing (Default)

All services are billed at the hourly rates set forth in Section III of the Agreement, plus actual expenses under Attachment A. This option offers maximum flexibility and the least cost predictability.

The District elects Option A (Hourly Billing).

Option B — Flat Per-Meeting Fee

Meeting attendance is billed at a flat rate per meeting, regardless of meeting length, that includes preparation and attendance for meeting: \$2000 per meeting for in-person attendance (which includes travel time) and \$1500 per meeting for remote attendance. Remote attendance is contingent upon technology that allows counsel to hear and participate adequately throughout the meeting. All work other than meeting attendance is billed at the hourly rates in the Agreement.

In-person flat fee — \$2000 per meeting.

Remote flat fee — \$1500 per meeting.

Either, at the District’s election on a per-meeting basis.

Option C — Defined-Scope Governance Protocol

The District adopts the routing and approval protocol set forth in Section II of the Agreement: Board members direct inquiries and requests for legal services through the District Manager; any expenditure expected to exceed \$1,000 for a single question or effort requires advance Board approval (or, between meetings and only for matters that reasonably cannot await the next regular meeting, approval by the District Manager together with the Chair, or Vice-Chair if the Chair is unavailable, consistent with Florida’s Sunshine Law); and District staff and management handle administrative, operational, and business matters within their purview without referral to legal counsel, while directing legal questions to counsel rather than rendering legal interpretations themselves.

The District elects Option C (Defined-Scope Governance Protocol).

Option D — Fixed Monthly Fee

A fixed monthly fee covering recurring, budgeted line-item legal services, specifically: (i) attendance at regular meetings of the Board; and (ii) preparation and review of contracts for budgeted line items. The following matters are expressly excluded and billed separately at the hourly rates in the Agreement (or as otherwise agreed in writing): litigation and pre-suit matters; RFPs, RFQs, and other competitive procurement; liquor licensing efforts; bond, assessment, and validation proceedings; rulemaking, enforcement, and policy updates; public-records, ethics, and conflict matters requiring formal response; cell tower work; and any non-budgeted or extraordinary matter. The hourly rates apply to all work falling outside the scope of the fixed monthly fee.

The District elects Option D (Combination of B and C) — Fixed monthly fee plus in person meetings: \$4000.00 per month.

The District elects Option D (Combination of B and C) — Fixed monthly fee for virtual meetings: \$3500.00 per month if paired with Option C.

Combination and Annual True-Up

As set forth above, options B, C, and D may be combined. The parties will review the elected fee structure on at least an annual basis and may adjust it by written amendment if the fees actually incurred materially diverge from the value of the services rendered. This Exhibit does not alter the parties' respective rights to terminate or amend the Agreement as provided therein.

Election

The District hereby elects the option(s) initialed above, effective as of the Effective Date of the Agreement. This Exhibit may be executed in counterparts and delivered by electronic transmission.

SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

By: _____

Name: _____

Title: Chair / Vice-Chair, Board of Supervisors

Date: _____

KILINSKI | VAN WYK PLLC

By: _____

Name: Jennifer Kilinski

Date: _____