



Rizzetta & Company

Solterra Resort Community Development District

**Board of Supervisors
Meeting
October 2, 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

September 23, 2026

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Solterra Resort Community Development District will be held on **October 2, 2026, at 10:00 a.m.** at the **Villatel Village Event Center** located at **1713 Oak Blossom Dr, Davenport, FL 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. Review of RFQ for Architectural Services Tab 1
 - B. Aquatic Maintenance Updates
 - C. Pool Operations Updates
 - D. Landscape Maintenance Updates
 1. Sunscape September 2026 Inspection Report Tab 2
 2. Consideration of Landscape Enhancement Proposals
(Under Separate Cover)
 - E. F&B Operations Updates
 1. Updates on Kitchen Equipment Purchase Order
 - F. General Manager Updates Report
 1. Updates on Branding Consultants
 - G. Board of Supervisors
- 4. STAFF REPORTS**
 - A. District Counsel
 1. Updates on Trademark Project
 - B. District Manager
 1. Discussion of Staff Interaction
 2. Discussion of Liaison Role Responsibility
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting
Held on September 11, 2026 (Under Separate Cover)
- 6. BUSINESS ITEMS**
 - A. Ratification of District Items Tab 3
 1. Vermana – Lazy River Heater Fence
- 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

1 Scope of Services for Architectural Services RFQ

The Solterra Resort Community Development District (CDD) is soliciting architectural firm qualifications to plan, design, permit and oversee the construction of a proposed overhang associated with the existing guard house located off Pine Tree Trail on Solterra Blvd. entry. The selected professional architectural shall provide consulting services necessary to support the successful planning, design, permitting, bidding, and construction oversight of the proposed Guard House Overhang project. The project is located within the Solterra Resort Community Development District. Services shall be performed in coordination with the CDD and other designated stakeholders and shall comply with applicable federal, state, and local codes, ordinances, permitting requirements, accessibility standards, and industry best practices.

2 Project Initiation and Planning

The Consultant shall meet with the CDD to confirm project goals, program requirements, schedule expectations, budget parameters, operational needs, site constraints, and stakeholder priorities. The Consultant shall review available background information, conduct site observations as needed, identify planning considerations, and assist the Owner in refining the overall project scope and approach.

3 Programming and Conceptual Design

The Consultant shall prepare a project program and conceptual design alternatives that address functional requirements, spatial relationships, circulation, site access, building orientation, sustainability considerations, life-safety requirements, and anticipated construction phasing. Conceptual deliverables may include narrative descriptions, test-fit layouts, preliminary site planning diagrams, order-of-magnitude cost considerations, and recommendations for Owner review and direction.

4 Schematic Design and Design Development

The Consultant shall advance the selected concept through schematic design and design development. Services shall include preparation of drawings, narratives, outline specifications, preliminary material selections, coordination with engineering and specialty consultants, and periodic updates to probable construction cost and schedule assumptions. The Consultant shall present design progress to the Owner at agreed milestones and incorporate approved comments into subsequent submissions. At a minimum, the Consultant shall develop and evaluate two guard house design concepts for Owner consideration as described below.

5 Guard House Design Concepts

The Consultant shall prepare two schematic design concepts for the guard house and associated entry improvements. Concept 1 shall generally reflect the configuration shown in the reference photo, including connection to existing guard house, proposed overhang/canopy spanning the visitors and residents traffic lanes. The architect shall review the vehicular approach and pedestrian approach. Concept 2 shall evaluate an expanded improvement consisting of an extended overhang/canopy and the addition of one additional through lane of traffic, including associated impacts to circulation, pavement limits, clearances, control points, pedestrian safety, utilities, drainage, signage, lighting, and constructability.

The Consultant shall compare the concepts and provide a recommendation for Owner review. The comparison shall address planning feasibility, anticipated permitting considerations, preliminary cost implications, operational benefits, traffic flow, site constraints, phasing, and any required coordination with civil, structural, electrical, access control, landscape, or other applicable disciplines.

Below photo shows option 1 utilizing the two existing entry lanes.



6 Construction Documents

The Consultant shall prepare coordinated construction documents suitable for permitting, bidding, and construction. Documents shall include architectural drawings, technical specifications, applicable details, schedules, code summaries, and coordination with civil, structural, mechanical, electrical, plumbing, fire protection, landscape, interior, technology, security, or other required disciplines as applicable to the project. The Consultant shall be responsible for coordinating the work of subconsultants under its contract.

7 Permitting and Agency Coordination

The Consultant shall assist the Owner with required permit applications, responses to review comments, revisions requested by authorities having jurisdiction, and coordination with applicable regulatory agencies. Services may include preparation of permit-ready drawings and specifications, participation in agency meetings, tracking of permit review comments, and support through issuance of required approvals.

8 Procurement and Bidding Support

The Consultant shall support the Owner during procurement of construction services. Services may include preparation of bidding documents, attendance at pre-bid meetings, responses to bidder questions, preparation of addenda, review of substitution requests, evaluation of bids or proposals for responsiveness, and assistance with recommendations for award as requested by the Owner.

9 Construction Oversight and Administration

During construction, the Consultant shall provide construction administration and oversight services to assist the Owner in determining whether the work is being performed in general accordance with the contract documents. Services may include attendance at pre-construction and progress meetings, periodic site observations, field reports, review of submittals and shop drawings, responses to requests for information, review of proposed change orders, review of contractor payment applications, punch list preparation, substantial completion review, final completion review, and coordination of closeout documentation.

10 Deliverables

- Project kickoff agenda and meeting summaries.
- Programming and planning memorandum.
- Conceptual design alternatives and preferred concept recommendation.
- Schematic design and design development submissions.
- Permit-ready and bid-ready construction documents.
- Technical specifications and supporting narratives.
- Responses to permitting agency comments.
- Addenda, bid support documentation, and procurement assistance materials.
- Construction meeting notes, site observation reports, submittal/RFI logs, punch lists, and closeout review documentation.

11 Assumptions and Additional Services

The selected Consultant shall identify assumptions, exclusions, and proposed additional services in its response. Additional services may include, but are not limited to, detailed surveying, geotechnical investigations, environmental assessments, hazardous materials surveys, traffic studies, special inspections, commissioning, grant compliance documentation, public meetings, renderings, or other specialty services not specifically included in the base scope.

Tab 2

Memorandum

To: Brian Mendes
Rizzetta and Company

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

From: Jeff Flamisch

Date: September 21, 2026

Re: Solterra Resort
September Inspection

The inspection was performed on Tuesday, September 15, 2026, with Angel Ocasio and Anthony Sandretto from Dora Landscaping and Karan Wienker from Solterra CDD Board.

During the inspection, I found the landscape throughout the resort to be in fairly 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 with minimal pest and disease activity for this time of year. The irrigation system has been operating properly with no indications of drought stress or oversaturated soil conditions. The summer rotation of bedding plants is nearing the end of its life cycle. New flowers are expected to be installed in early October utilizing varieties which are appropriate for this time of the year. The artificial turf area on the south side of the clubhouse has been completed, and the Contractor will include this in their regular maintenance schedule.

At the time of the inspection, Items 5, 6, 12, 15 from the August 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 submit a proposal to install gravel, 7-gallon Podocarpus and Coontie palms in a parking area for the electric carts on the south side of the Operations Building near the amenities parking area as soon as possible. See attached photo.

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- 2) Contractor is requested to submit a proposal to repair the grade for the Zoysia turf around the newly installed concrete pads and benches throughout the amenities area during their next detail rotation as discussed during the inspection. See attached photo.
- 3) Contractor is requested to monitor for and treat weed growth in the beach volleyball area during their next detail rotation, as discussed during the inspection.
- 4) Contractor is requested to remove discolored foliage and 'pup' growth from Queen Emma Crinum Lilly plantings in the traffic circle near the entrance to the clubhouse and amenities area during their next detail rotation.
- 5) Contractor is requested to begin the haystack cut of Fakahatchee and Cordgrass plantings throughout the property in the month of October in accordance with contract specifications.
- 6) Contractor is requested to prune poorly performing growth from the Japanese Blueberry tree on the south side of the monument sign near the intersection of Pine Tree Trail and Ronald Reagan Boulevard during their next detail rotation.
- 7) Contractor is requested to prune poorly performing growth from Viburnum Suspensum plantings on the north side of the entrance to the resort during their next detail rotation.
- 8) Contractor is requested to monitor for and treat weed growth in the ornamental bed spaces along Solterra Boulevard as soon as possible following a strict regimen for optimal control.
- 9) **Urgent:** Contractor is requested to check the irrigation watering cycle frequency and duration for the Blue Daze plantings on the east side of Solterra Boulevard, as it appeared stressed at the time of the inspection.
- 10) **Urgent:** Contractor is requested to monitor for and treat the Blue Daze planting along Solterra Blvd for fungal activity as soon as possible, following a strict regimen for optimal control.
- 11) **Urgent:** Contractor is requested to check the irrigation watering cycle frequency duration for the ornamental bed space and turf area near the traffic circle at Oak Springs Drive as soon as possible as the area appeared stressed at the time of the inspection.

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- 12) Contractor is requested to replace damaged irrigation valve box lids in the St. Augustine turf area in the common area near the intersection of Oakbourne Drive and Oakgrain Court as soon as possible.
- 13) Contractor is requested to prune poorly performing growth from the Live Oak tree near the traffic circle at Oak Spring Road during their next detail rotation.
- 14) Contractor is requested to cutback the Drift Rose plantings near the entrance to Solterra Springs and provide a 'Bonemeal' application as soon as possible.
- 15) **Urgent:** Contractor is requested to investigate possible damage to the irrigation system along Solterra Boulevard where recent electrical contractor work has occurred as soon as possible.
- 16) Contractor is requested to complete the quarterly insecticide, fungicide and nutritional drench for all Date Palms during the month of September closely following contract specifications.
- 17) Contractor is requested to prune poorly performing growth from Crinum Lilly plantings near the intersection of Ronald Reagan Parkway and Pine Tree Trail during their next detail rotation.
- 18) Contractor is reminded to schedule the quarterly OTC injections for Date palms throughout the resort during the month of October, following contract specifications.
- 19) Contractor is requested to schedule the fall granular fertilizer application and broadleaf weed control for St. Augustine turf areas throughout the resort in the month of October, following contract specifications.

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September Inspection

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Item 1



Item 2

Tab 3

Electro Mechanic Industries LLC. Vermana
2909 Fairgreen Street, Orlando, FL 32803

Change Order
Estimate

Date	Estimate #
9/23/2026	919969

Name / Address
SOLTERRA RESORT COMMUNITY DEVELOPMENT DIS 3434 Colwell Avenue, Suite 200 Tampa, FL 33614

				Project
				Solterra Resort Com...
Description	Qty	U/M	Cost	Total
CHANGE ORDER #1 - Furnish and Install New Lazy River Heater Aluminum Fence and One Pedestrian Gate to Match Existing Fencing 4 FT Rail Welded, 1" Pickets, 3-5/8 Rings below top rail, 2.5" Post with Flat Caps 4 FT Aluminum Pedestrian Gate with pull up latch and self else hinges			5,000.00	5,000.00T
Non-Taxable Sales Tax			0.00%	0.00
		Total		
		\$5,000.00		

Customer Signature _____