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	Chair – General Op's
	Deborah Higham	Vice Chair – Amenities
	Karan Wienker	Assistant Secretary - Landscaping
	Robert Voisard	Assistant Secretary – Security
	Sam Neelam	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.

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
Solterra Resort Community
Development District

September 30, 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: (10am-10:02am)**
2. **PUBLIC COMMENT: (10:02am-10:20am)**
3. **COMMUNITY UPDATES**
   - A. District Engineer**: (10:20am-10:35am)**
     1. Review of RFQ for Architectural Services ..... Tab 1
     2. Consideration of RFQ for Architectural Services ..... Tab 2
   - B. Aquatic Maintenance Updates**: (10:35am-10:45am)**
     1. September 2026 Waterway Inspection Report ..... Tab 3
   - C. Pool Operations Updates**: (10:45am-10:55am)**
     1. Pool Resurface Project Updates
   - D. Landscape Maintenance Updates**: (10:55am-11:10am)**
     1. Sunscape September 2026 Inspection Report ..... Tab 4
     2. Consideration of Landscape Enhancement Proposals ..... Tab 5
   - E. F&B Operations Updates**: (11:10am-11:25am)**
     1. Updates on Kitchen Equipment Purchase Order
     2. Consideration of A/C Installation Proposal ..... Tab 6
   - F. General Manager Updates Report**: (11:25am-11:40am)**
     1. Updates on Branding Consultants
   - G. Board of Supervisors**: (11:40am-11:50am)**
     1. Discussion of Investment Funds
4. **STAFF REPORTS**
   - A. District Counsel**: (11:50am-12:05pm)**
     1. Updates on Trademark Project
   - B. **Recess @ (12:05pm-12:30pm)**
   - C. District Manager**: (12:30pm-12:45pm)**
     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**: (12:45pm-12:50pm)** ..... Tab 7
6. **BUSINESS ITEMS**
   - A. Ratification of District Items**: (12:50pm-1pm)** ..... Tab 8
     1. Vermana – Lazy River Heater Fence
7. **SHADE SESSION: (1pm-1:25pm)**
8. **SUPERVISOR REQUESTS & COMMENTS: (1:25pm-1:40pm)**
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

SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR DESIGN OF GATE OVERHANG PROJECT

Polk County, Florida

October ___, 2026

TABLE OF CONTENTS

1. Public Notice

2. Instructions to Applicants

3. Scope of Services

4. Evaluation Criteria

5. Proposal Forms
   a. Affidavit of Acknowledgments
   b. Sworn Statement Regarding Public Entity Crimes
   c. Anti-Human Trafficking Affidavit

1. PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES FOR DESIGN OF GATE OVERHANG PROJECT

Notice is hereby given that the Solterra Resort Community Development District (the "**District**"), located in Polk County, Florida, announces that it is soliciting professional architectural services for the design of a gate overhang project for the District.

The selection manual ("**Selection Manual**"), including the scope of work, instructions to applicants, evaluation criteria and other documents, will be available beginning _____**, at** _____ __**.m.** from the District Manager, Brian Mendes, via e-mail at bmendes@rizzetta.com.

Any firm or individual ("**Applicant**") desiring to provide professional architectural services to the District must: (1) hold applicable federal, state and local licenses; (2) be authorized to do business in Florida in accordance with Florida law; and (3) furnish a statement ("**Qualification Statement**") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," along with pertinent supporting data.

The District will review all Applicants consistent with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("**CCNA**"). Each interested Applicant must submit an original copy and one (1) electronic copy (PDF format on a USB flash drive) of the Qualification Statement, along with all other requested attachments, by _____ __**.m. on** _____ ("**Submittal Deadline**"), to the attention of Brian Mendes, District Manager, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Furthermore, all Applicants – and specifically the individual(s) who would be responsible for providing the architectural services to the District for this project – shall be available to present the Applicant's Qualifications Statement and respond to questions at the District's _____, Board meeting to be held at **10:00 a.m. at the Villatel Village Event Center, 1713 Oak Blossom Drive, Davenport, Florida 33837**, and, upon the District Board's request, such other meetings as the District's Board may designate (contact the District Manager for time/location, and any adjustments to the date).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA, the Selection Manual, and the evaluation criteria on file with the District Manager's Office, and the highest-ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest-ranked Applicant, negotiations will cease and begin with the next-highest-ranked Applicant, and if those negotiations are unsuccessful, will continue to the third-highest-ranked Applicant. The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, the Selection Manual, or the evaluation criteria on file with District Manager's Office, must be filed in writing with District Manager's Office, c/o Rizzetta & Company, Inc., 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, with an electronic copy to bmendes@rizzetta.com, within seventy-two (72) hours after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest

or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneously with the filing of the notice, a protest bond with a reasonable surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000).

Any and all questions related to this Request for Qualifications shall be directed in writing by email only to District Manager, Brian Mendes, at bmendes@rizzetta.com with a copy to District Counsel, Savannah Hancock, at savannah@cddlawyers.com no later than _____ __**.m. on** _____.

Brian Mendes
District Manager
Run Date: _____

2. INSTRUCTIONS TO APPLICANTS

SECTION 1. DUE DATE. Any interested applicant ("**Applicant**") must submit its Qualification Statement (defined herein) no later than _____ __.m. (EST) on _____ ("**Submittal Deadline**"), at the District Manager's office, 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614, Attention: Brian Mendes ("**District Manager's Office**").

SECTION 2. SCOPE OF WORK. The District is a special purpose unit of local government established under Chapter 190, *Florida Statutes*, for the purpose of financing, acquiring, constructing, operating and maintaining public infrastructure improvements. The District is soliciting qualification statements for professional architectural services for the support buildings' design for the new entry gate overhang on District property, which is to be incorporated with the District's existing infrastructure including a guardhouse (the "**Project**"). It is anticipated that the Project will include preparation of conceptual plans, architectural design services, as well as construction-related services to support the Project's support buildings.

SECTION 3. CONTENTS OF QUALIFICATION STATEMENTS. Each Applicant shall submit a qualification statement ("**Qualification Statement**") that shall include all of the following information:

a) A listing of the position / title and corporate responsibilities of key management or supervisory personnel. Include résumés for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;

b) A listing of the architect's point of contact and any other personnel (or subcontractors) proposed for the Project. Include résumés for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;

c) Information relating to the Applicant's past experience and performance for projects similar to the Project. Please specifically describe any prior or current experience with community development districts established under Chapter 190, Florida Statutes.

d) At least three (3) references from projects of similar scope to the Project. Include information relating to the work conducted for each reference as well as a name, address, and phone number of a contact person. The Applicant acknowledges and agrees by submitting a Qualification Statement that the District may contact such references;

e) A brief narrative description of the Applicant's approach to providing the services for the Project;

f) Information relating to whether the Applicant is a certified minority business enterprise;

g) Information relating to the Applicant's willingness and ability to meet time and budget requirements;

h) Information relating to the geographic location of the Applicant's headquarters and local offices;

i) Information relating to the recent, current, and projected workloads of the Applicant;

j) Information relating to the volume of work previously awarded to the Applicant by the District;

k) A listing of the Applicant's current state, federal, and local licenses and the statuses of the same;

l) A current certificate of insurance, or equivalent information, identifying the Applicant's current insurance limits and demonstrating the Applicant's errors and omissions and other insurance;

m) Information relating to whether, over the past 10 years, Applicant has been terminated from any contract, and, if so, the reasons for such termination, and, if no such conditions exist, Applicant shall affirmatively disclose the same;

n) Information relating to whether, over the past 10 years, Applicant has defaulted on any contract or is in arrears on any contract, or for failure to demonstrate proper licensure and business organization, and, if no such conditions exist, Applicant shall affirmatively disclose the same;

o) Information relating to whether, over the past 10 years, Applicant has been involved in any litigation involving any contract or work and the status and/or results of such litigation, and, if no such conditions exist, Applicant shall affirmatively disclose the same;

p) Information relating to whether, over the past 10 years, Applicant has been the subject of any governmental action of any kind (e.g., investigation, proceeding, penalty, licensure issue, etc.) and the status and/or results of such action, and, if no such conditions exist, Applicant shall affirmatively disclose the same; and

q) Completion of any other forms contained within this Selection Manual.

Applicants shall not submit as part of any Qualification Statement a proposal for the compensation to be paid under the agreement.

SECTION 4. INSURANCE. As noted above, each Applicant should include as part of its Qualification Statement a current Certificate of Insurance, or equivalent information, identifying the Applicant's current insurance limits and demonstrating the Applicant's ability to provide errors and omissions and other insurance. As part of any contract negotiations and final contract with the Applicant, the District may require that the Applicant provide such coverage in connection with the Project and identify the District, and the District's officers, supervisors, agents, staff, and representatives as additional insureds, and, in the event an Applicant is unable to provide such insurance, the District reserves the right to cease negotiations with that Applicant and enter into negotiations with the next highest qualified Applicant. The District further reserves the right to revise the insurance and indemnification requirements, among other contract provisions, in connection with any contract negotiations.

SECTION 5. INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the Selection Manual are to be directed in writing via e-mail only to Brian Mendes, District Manager, at bmendes@rizzetta.com with a copy to District Counsel, Savannah Hancock, at savannah@cddlawyers.com. The deadline for submitting such questions shall be _____ **p.m. (EST) on** _____. Additionally, the District reserves the right in its sole discretion to make changes to the Selection Manual up until the deadline for submitting the Qualification Statements. Interpretations or clarifications considered necessary in response to any questions, and any changes to the Selection Manual up until the time of Qualification Statement opening, will be issued by Addenda, to all parties recorded as having received the Selection Manual. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Applicants.

No inquiries will be accepted from subcontractors; the Applicant shall be responsible for all queries. In submitting a Qualification Statement, each Applicant shall submit an acknowledgment of receipt of all Addenda and represents that it has read and understands the Selection Manual and that the Qualification Statement is made in accordance therewith.

SECTION 6. SUBMISSION OF QUALIFICATION STATEMENT. Each Applicant shall submit one (1) original hard copy and one (1) electronic copy (PDF format on a USB flash drive) of the Qualification Statement forms, along with other requested attachments, at the time and place indicated herein, which shall be enclosed in an envelope, marked with the Project title and name and address of the Applicant and accompanied by the required documents. If the Qualification Statement is sent through the mail or other delivery system, the sealed envelope shall be enclosed in an envelope with a notation "QUALIFICATION STATEMENT FOR SOLTERRA RESORT COMMUNITY DEVELOPMENT DISTRICT ENCLOSED – ARCHITECTURAL SERVICES FOR DESIGN OF GATE OVERHANG PROJECT" on the face of it.

SECTION 7. MODIFICATION AND WITHDRAWAL. Qualification Statements may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Qualification Statements are to be submitted at any time prior to the time and date the Qualification Statements are due; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law. No Qualification Statement may be withdrawn after opening for a period of one hundred twenty (120) days.

SECTION 8. PUBLIC PRESENTATIONS. In connection with evaluating Qualification Statements submitted to the District, the District's Board of Supervisors ("**Board**") may elect to require public presentations by no fewer than three (3) Applicants (unless fewer submit) regarding an Applicant's Qualification Statement, approach to the Project, ability to furnish required services for the Project, and any relevant questions for the Applicant. The individual(s) who would be responsible for providing the architectural services for the Project shall be available at such presentations. The presentations are initially scheduled to occur at the District's Board meeting on **_____ at 10:00 a.m., to be held at the at the Villatel Village Event Center, 1713 Oak Blossom Drive, Davenport, Florida 33837**, as well as at such other meeting or meetings as the District's Board may designate (contact the District Manager for time/location, and any adjustments to the date).

SECTION 9. EVALUATION OF QUALIFICATION STATEMENTS; NEGOTIATION PROCESS; CONTRACT AWARD. The Board shall review and rank the Applicants based on the information provided in the Qualification Statement, any interviews with references, any information from public presentations, and any other information generally within the knowledge of the Board or the District's staff, and using the requirements set forth in the CCNA and in this Selection Manual. Chapter 112, Florida Statutes, will govern any voting conflicts of interest, and as such a voting conflict of interest may arise solely where there is a personal financial interest relating to the contract award.

The highest ranked Applicant will be requested to provide a proposal for compensation to be paid for the Project and shall enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. In connection with any public presentations, the Board may elect to make an initial ranking of Applicants, select only the top three (or all) Applicants to make public presentations, and then further adjust the rankings based on the presentations, or may adjust the process involving public presentations in its sole discretion.

SECTION 10. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all Qualification Statements and waive any informalities or irregularities in Qualification Statements where in the best interests of the District, and as determined by the District's Board in its sole discretion.

SECTION 11. MANDATORY AND PERMISSIVE REQUIREMENTS. Notwithstanding anything else within the Selection Manual, the only mandatory requirements of this Selection Manual for Applicants are that each Applicant must (a) be authorized to do business in Florida, and (b) hold all required State and Federal licenses in good standing. All other requirements set forth in the Selection Manual shall be deemed "permissive," in that an Applicant's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Applicant's Qualification Statement, but instead in the Board's discretion may result in the disqualification of a Qualification Statement or alternatively may be taken into account in the evaluation and scoring of the Qualification Statement.

SECTION 12. PROTESTS. Any protest relating to the Selection Manual, including but not limited to protests relating to the Qualification Statement notice, the instructions, the scope of work, the evaluation criteria, the evaluation process established in the Selection Manual, or any other issues or items relating to the Selection Manual, must be filed in writing, within seventy-two (72) hours after the Submittal Deadline. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest relating to the aforesaid Selection Manual.

Any person who files a notice of protest of any kind shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. In the event that the protest is settled, the protest bond may be applied as set forth in the settlement agreement. No Applicant shall be entitled to recover any costs of Qualification Statement preparation or other participation in the selection process, regardless of the outcome of any protest.

SECTION 13. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

SECTION 14. PUBLIC RECORDS. The District is a governmental entity, and, accordingly, the Qualification Statements will become public record. That said, Florida law does recognize certain exceptions from the public records laws. In the event that the Applicant believes that any particular portion of the Qualification Statement is exempt from disclosure, the Applicant shall mark the exempt pages as "CONFIDENTIAL – EXEMPT FROM DISCLOSURE." In the event that the District receives a public records request relating to such records, the District will notify the Applicant. In the event that the District reasonably and in good faith believes that the Applicant's information is not confidential or exempt under Florida law, the District may provide the information in response to the request and will not be responsible for any liability, claims, damages or losses arising from such disclosure. In the event that a claim of any kind is filed challenging the confidentiality of the Applicant's information, the District may require the Applicant to indemnify, defend, and hold harmless the District and its staff and representatives from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the claim.

SECTION 15. E-VERIFY REQUIREMENT. In accordance with Section 448.095, *Florida Statutes*, if selected, Applicant shall, prior to entering into a contract with the District, utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of: (a) all persons employed by Applicant throughout the term of the contract with the District; and (b) all persons, including subcontractors, retained or hired by the Applicant, regardless of compensation, to perform work on the services provided pursuant to the contract with the District or any work assignment thereunder.

SECTION 16. SUBMISSION OF ONLY ONE PROPOSAL. Applicants may be disqualified and their Qualification Statements rejected if the District has reason to believe that collusion may exist among Applicants, the Applicant has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 17. FAMILIARITY WITH THE LAW. By submitting a Qualification Statement, the Applicant is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the Project. Ignorance on the part of the Applicant will in no way relieve it from responsibility to perform the work covered by the Applicant in compliance with all such laws, ordinances and regulations.

SECTION 18. PUBLIC ENTITY CRIMES. Pursuant to Section 287.133(3)(a), *Florida Statutes*:

> A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Applicant represents that in submitting a Qualification Statement, the Applicant has not been placed on the convicted vendor list within the last 36 months and, in the event that the Applicant is placed on the convicted vendor list, the Applicant shall immediately notify the District whereupon the Applicant may be disqualified.

SECTION 19. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Applicant certifies, by submitting a Qualification Statement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Applicant agrees to execute the affidavit, in a form acceptable to the District, in compliance with Section 787.06(14), *Florida Statutes*.

SECTION 20. TABLE OF DEADLINES. For the convenience of the Applicants, the table provided below lists the relevant dates and times for the relevant aforementioned deadlines and events:

Event	Date and Time
Availability of Selection Manual	
Deadline for Submission of Questions Regarding Selection Manual	
Deadline for Submission of Qualification Statement and Other Required Materials	
Deadline for Selection Manual Protests	
Qualification Presentation at Meeting of District's Board of Supervisors	

It is anticipated that the District's Board of Supervisors will make a final ranking regarding this Request for Qualifications at the District's _____, Board of Supervisors meeting.

3. SCOPE OF SERVICES

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.

4. EVALUATION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Architect's Past Performance and Experience (Weight: 25 Points)

Experience on projects similar to the Project, and past performance regarding such projects; character, integrity, and reputation of respondent; etc.

3) Project Approach (Weight: 20 Points)

Consider the firm's initial strategy for addressing the Project.

4) Geographic Location (Weight: 5 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the Project.

5) Ability to Meet Time and Budget Requirements (Weight: 10 Points)

Consider the consultant's ability to meet time and budget requirements including staffing levels and past performance on previous projects; etc.

6) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

7) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the respondent.

8) Volume of Work Previously Awarded to Architect by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District.

APPLICANT'S TOTAL SCORE **(100 Points Possible)**

5. PROPOSAL FORMS

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, appeared the affiant, _____, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of _____ for _____ ("Applicant"), and am authorized to make this Affidavit of Acknowledgments on behalf of Applicant.

2. I assisted with the preparation of, and have reviewed, the Applicant's proposal ("Proposal") provided in response to the Solterra Resort Community Development District request for qualifications for architectural services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Applicant to constitute good cause for rejection of the Proposal.

3. I do hereby certify that the Applicant has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Applicant agrees through submission of the Proposal to honor all pricing information one hundred and twenty (120) days from the opening of the proposals.

5. The Applicant acknowledges the receipt of the complete Request for Qualifications as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: _____.

6. The Applicant authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Solterra Resort Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Applicant.

[Continued on following page]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this _____ day of _____, 2026.

Applicant:_____
By:_____
Title:_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____ of _____, who is personally known to me or who has produced _____ as identification, and did [ ] or did not [ ] take the oath.

_____
Notary Public, State of Florida
Print Name:_____
Commission No.:_____
My Commission Expires: _____

5.B.

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Solterra Resort Community Development District.

2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of _____ for _____ ("Applicant"), and am authorized to make this Sworn Statement on behalf of Applicant.

3. Applicant's business address is _____

   _____

4. Applicant's Federal Employer Identification Number (FEIN) is _____

   (If the Applicant has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

5. I understand that a "public entity crime" as defined in Section 287.133(1)(g), *Florida Statutes*, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

6. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

7. I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or,

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who

knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

9. Based on information and belief, the statement which I have marked below is true in relation to the Applicant submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

_____ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

[Continued on following page]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this _____ day of _____, 2026.

Applicant:_____
By:_____
Title:_____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____ of _____, who is personally known to me or who has produced _____ as identification, and did [ ] or did not [ ] take the oath.

_____
Notary Public, State of Florida
Print Name:_____
Commission No.:_____
My Commission Expires: _____

5.C.

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, _____, as _____, on behalf of _____, a _____ (the "Applicant"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Applicant.

2. The Applicant does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.

3. More particularly, the Applicant does not participate in any of the following actions:

   (a) Using or threatening to use physical force against any person;

   (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;

   (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;

   (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;

   (e) Causing or threatening to cause financial harm to any person;

   (f) Enticing or luring any person by fraud or deceit; or

   (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.

Applicant: _____
By: _____
Name: _____
Title: _____
Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____ of _____, who is personally known to me or who has produced _____ as identification, and did [ ] or did not [ ] take the oath.

_____
Notary Public, State of Florida
Print Name:_____
Commission No.:_____
My Commission Expires: _____

Tab 3

STEADFAST
ENVIRONMENTAL



Solterra Resort CDD Aquatics

Inspection Date:

9/24/2026 2:28 PM

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: June, Right: September

Filamentous algae and mixed vegetative growth both present. We'll see a pattern like this for most ponds today. I have thoughts as to why below in the summary. Heavy treatments scheduled for next week to address growth.

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

SITE: 11

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

Water levels have finally risen and drowned most of the terrestrial weeds. This has however allowed aquatic growth to move in. Both will be treated next visit.
No algae observed.

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

Inspection Report

SITE: 12

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

More terrestrials on their way out, aquatics on their way in. Algae has started forming around some of the new growth as well. All growth will be treated next service.

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

SITE: 13

Condition: Excellent Great Good ✓Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

Filamentous algae is growing amid submersed grasses. Specialized products targeting both simultaneously will be applied next service. Multiple rounds will likely be needed and will be applied as needed.

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

Inspection Report

SITE: 14

Condition: Excellent Great ✓Good Poor Mixed Condition Improving





Comments:

Left: June, Right: September

Raised water levels have actually been beneficial here. Nearly all the terrestrial weeds are gone and minimal new nuisance aquatic growth has moved in. Herbicide and algaecide applications next service will help clear this quickly.

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

SITE: 15

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

More algal and vegetative growth in various stages. A lot of this is beneficial plants which can be treated with caution when applying herbicide as to not harm them.

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

SITE: 16

Condition: Excellent Great ✓Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

Mild algal and and vegetative growth starting. Both will be addressed next visit to prevent further growth.

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

SITE: 17

Condition: Excellent Great Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

Filamentous algae is clinging to nuisance grasses around the perimeter. Standard algaecide and herbicide applications will start clearing these.

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

Inspection Report

SITE: 18

Condition: Excellent ✓Great Good Poor Mixed Condition Improving





Comments:

Left: June, Right: September

No aquatic growth observed, just remnants of terrestrial weeds on the banks. A technician will begin treating these starting next service.

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

SITE: 19

Condition: Excellent Great ✓Good Poor ✓Mixed Condition Improving





Comments:

Left: June, Right: September

Patches of filamentous algae present on the perimeter. The lilies are almost "holding" it in place which will make treatment more effective by allowing better algaecide coverage and treatment time. This and any other nuisance grasses emerging will be treated next visit.

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

MANAGEMENT SUMMARY



Summer is coming to a close and ponds are definitely feeling it. This is typically one of the most difficult times of year for aquatic management. Temperatures are still high, but slowly declining. Algal growth will continue to benefit off these conditions for a few more weeks. Daily rain is keeping things interesting as well. Bad news: it's going to feed vegetative and algal growth with new nutrients flushed into the ponds. Good news: water levels are slowly returning to were they should be and clearing terrestrial growth. All this means is pond conditions can change in a few days; improving or declining. Technicians are putting in efforts toward one last push to finish the season strong and set us up for an easy winter.

Fuller ponds and unfavorable weather have finally caught up with us. Rain is bringing in new nutrients to feed algal growth and decaying vegetation is providing nucleation sites. More water coverage also means more space for aquatic weeds to grow. We haven't seen much of these all year, but they have been growing particularly quickly in most other communities. Water levels are still too low to properly flush ponds so these patterns will likely continue until they top-out or fairer weather sets in. I have already asked technicians to put some extra attention here to get us in shape for winter so we can stay ahead rather than trying to catch up until next growing season.

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.

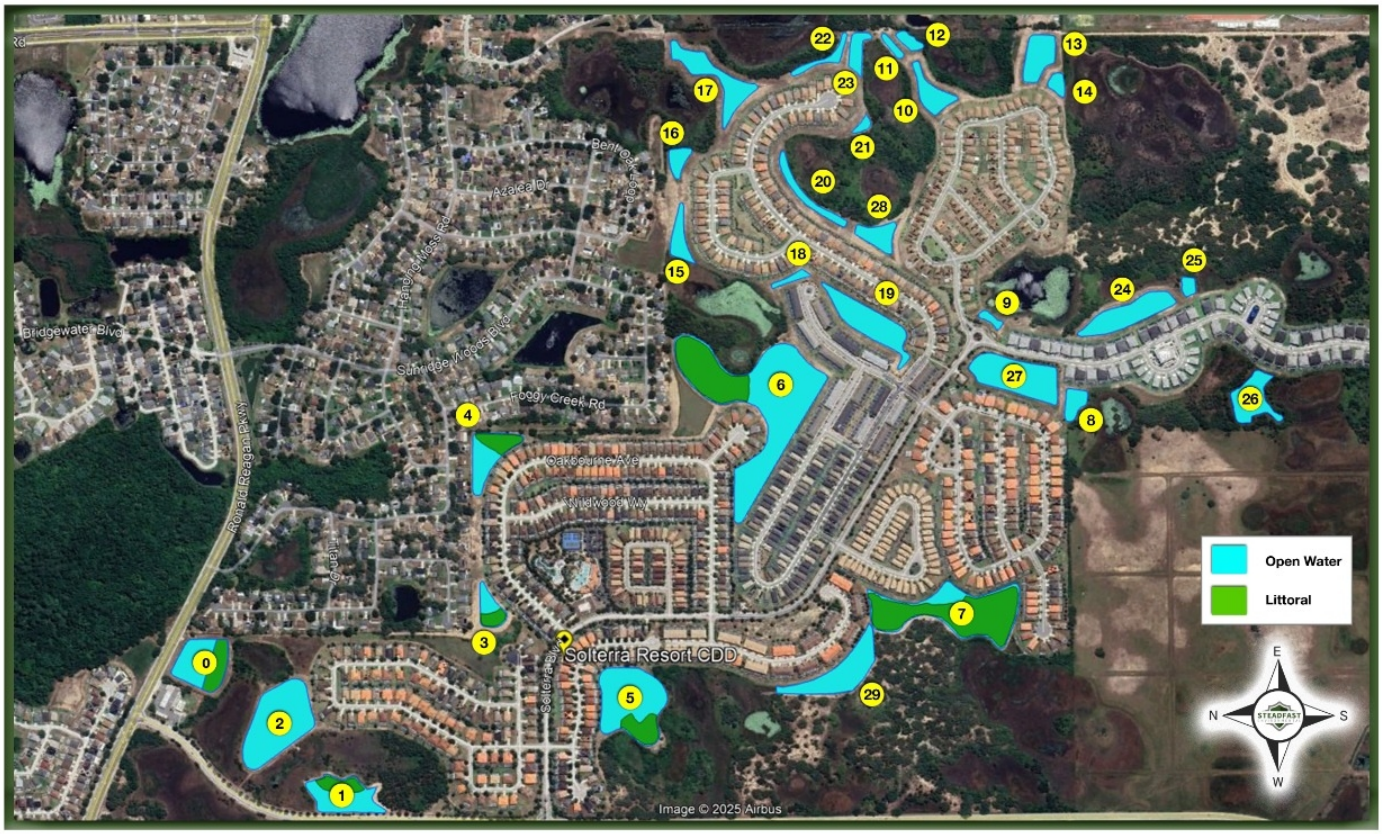
Thank you for choosing Steadfast Environmental!

MAINTENANCE AREA

SOLTERRA RESORT CDD

Solterra Blvd, Davenport, FL 33837

Gate Code:



Tab 4

SunScape Consulting
LANDSCAPE MANAGEMENT SERVICES

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.

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.

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) Contactor 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.



Item 1



Item 2

Tab 5

SunScape Consulting
LANDSCAPE MANAGEMENT SERVICES

September 23, 2026

Brian Mendes
District Manager
Rizetta and Company
(407) 472-2471
bmendes@rizetta.com

RE: Solterra Resort Landscape Renovation Plan
5200 Solterra Blvd.
Davenport, FL 33837

Brian,
Thank you for the opportunity to provide landscape architectural services at the Solterra Resort. This proposal outlines design services to improve the landscape for the lazy river and pool area. Our approach will be to preserve healthy and appropriate existing plant material while providing new landscape to enhance the area. Please find below the proposed scope of services.

Scope of Services

A. **Base Plans**
Using existing site plans, that will need to be provided by you, create base sheets on which to design the new landscape. If adequate existing plans can be located, our fee will be lower. See the FEE section below.

B. **Site Visit**
Conduct a detailed field review of the property. During the review, the plans will be marked up to identify missing, declining, or inappropriate plant material, landscape voids, and other areas requiring improvement.

C. **Landscape Renovation Plan**
Using the field markups, prepare a clean landscape renovation plan suitable for contractor bidding.

The plan will generally include:
- Replacement of dead or declining plant material
- Infill planting within existing landscape beds
- Plant substitutions where appropriate
- Improvements to landscape areas identified by management
- General planting layout and quantities

D. **Plant Schedule & Reference Images**
Prepare a plant schedule identifying each proposed plant by botanical name, common name, quantity, and installation size. Color photographs of each proposed plant will also be provided to assist Property Management and Ownership during review of the proposed improvements.

Deliverables

- One (1) PDF landscape renovation plan suitable for contractor bidding.
- Plant schedule identifying proposed quantities and sizes.
- Color photographs of all proposed plant material.
- One (1) round of reasonable revisions is included.

The completed plan will serve as a biddable document for qualified landscape contractors and may be utilized by SunScape Consulting should the Owner elect to retain our Construction Management Services.

Fee

SunScape Consulting proposes to perform the services described herein for the Lump Sum Fee of:

- $7,500 if base plans can be located and provided to us
- $10,000 if we have to perform our own survey to create our base sheets

Optional Construction Management Services

We also offer Construction Management Services at **8.5% of the total project cost**. These services include bidding assistance, site visits, contractor oversight, quality review of plant material and installation, final acceptance inspection, and assistance with warranty claims if needed. A separate proposal will be provided if you choose to add these services.

Notes & Exclusions

- Renderings, irrigation design, and drainage design are not included.
- We assume the existing irrigation system will be modified and upgraded by the landscape contractor.
- Design revisions requested after 100% plan completion will be billed as additional services.
- Reimbursable expenses (e.g., printing) will be billed at cost; no sub-consultant services are included.
- Jurisdictional submittals for permitting are not anticipated.

Thank you again for the opportunity to work together. We appreciate the confidence you have placed in SunScape Consulting and look forward to helping refresh and enhance the property's landscape.

If this proposal meets with your approval, please sign below and return one copy for our records.

Sincerely,

T. Blake Gunnels, PLA
Landscape Architect / Project Manager
SunScape Consulting
BGunnels@SunScapeConsulting.com

Proposed by:

Signature: _____ Date: _____

Printed Name & Title: Blake Gunnels, Landscape Architect

Accepted by:

Signature: _____ Date: _____

Printed Name: Brian Mendes, District Manager

Tab 6

Westbrook
YOUR TOTAL SERVICE SOLUTION

RESIDENTIAL • COMMERCIAL • CONSTRUCTION

ELECTRICAL PLUMBING AIR CONDITIONING GAS

Project Agreement

Date: 9/28/26

Proposal Number: JG26-107

By and Between

Westbrook Service Company, LLC	Solterra Resort
1411 South Orange Blossom Trail	5200 Solterra Blvd,
Orlando, FL 32805	Davenport, FL 33837
Phone # (407) 841-3310	407-235-8984
Fax # (407) 425-9934	-

Services will be provided at the following location(s):

Cafeteria - Mini Split Install
5200 Solterra Blvd
Davenport, FL, 33837

Westbrook Service Company, LLC shall perform according to the terms and conditions on the pages attached hereinafter referred to as the " Project Agreement"

Type of Service: Provide and install two (2) 2-Ton Mini Split HVAC Systems for the hotel cafeteria.

PRICE: $18,959.56 (TAX AND FREIGHT INCLUDED FOR ALL MATERIAL AND EQUIPMENT)

Invoicing and Payment Terms: 50% Deposit / Progressive billing

This proposal is valid for 30 days

This proposal and the pages attached shall become a contract only upon signature below in space titled "Approved for Westbrook Service Company, LLC and upon continuance of credit approval by Westbrook Service Company, LLC. No waiver, change, or modification of any terms or conditions on this agreement shall be binding on Westbrook Service Company, LLC unless made in writing and signed by an officer or authorized manager of Westbrook Service Company, LLC.

Westbrook Service Cormpany, LLC

By: JJ Gonzalez

Title: Acount Executive

Date: 9/28/2026

Approved for Westbrook Service Company, LLC

Signature: _____

Solterra Resort

_____

By:

_____

Title:

_____

Date:

Westbrook
YOUR TOTAL SERVICE SOLUTION

RESIDENTIAL • COMMERCIAL • CONSTRUCTION

ELECTRICAL PLUMBING AIR CONDITIONING GAS

Project Agreement

Date: 9/28/26
Proposal Number: JG26-107

SCOPE OF WORK

- Disconnect, remove & dispose of existing mini split HVAC system.
- Install new indoor units (2-Ton) located in the same spot of existing AHUs.
- Relocate one AHU to cooking line area.
- Set new outside units (2-Ton) in the location of existing condensing units.
- Transition to existing condensation lines.
- Charge systems to factory specifications.
- Start-up units and check for proper operations.
- Remove all debris and dispose of trash.

Permitting, documentation & inspections included

*Priced using FIRST shift hours Monday-Friday; holidays and weekends excluded
**Should material and equipment prices rise due to tariffs, we may need to adjust our pricing to reflect these increased costs.

Exclusions:
- Engineering drawings of any kind
- Repairs for any existing code violations (added cost to be submitted at later date if found by AHJ)
- DDC controls
- Roof patching and/or waterproofing
- Drywall patch and/or repair
- Removal, replacement, repair, and/or reinstallation of ceiling systems
- Clearing, snaking, and/or jetting of plumbing systems (unless otherwise noted above)
- Breakers
- Alarm work: fire, smoke, and/or burglar
- Fire suppression
- Stucco, concrete or block work
- Replacement of any utilities or system components unless otherwise stated above
- Consequential, liquidated, and/or punitive damages

**Please note, an additional fee of 3% will be added to the total bid price if credit card payment is requested to be used at the completion of scope of work noted above.

Tab 7

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 **September 11, 2026, at 10:04 a.m.** at the **The Villatel Village Event Center** located at **1713 Oak Blossom dr, 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** *(Via Phone)*
Karan Wienker	**Board Supervisor, Assistant Secretary-Landscaping**

Also present were:

Brian Mendes	**District Manager, Rizzetta & Company, Inc.**
Joe Bullins	**General Manager, Artemis Lifestyles**
Mark Zollo	**F&B Manager, Artemis Lifestyles**
Savannah Hancock	**District Counsel, Kilinski Van Wyk** *(Via Phone)*
Frank Noltey	**District Engineer, Stantec** *(Via Phone)*
Audience	**Present**

FIRST ORDER OF BUSINESS **Call to Order**

Mr. Mendes called the meeting to order at 10:04 a.m. and conducted roll call, confirming quorum.

SECOND ORDER OF BUSINESS **Public Comment**

A member of the audience inquired about how to locate the previous meeting minutes.

Mr. Mendes walked through how to locate the meeting minutes through the Solterra Resort CDD website.

A member of the audience inquired about the installation of benches in the community.

DRAFT

The members of the Board and district staff discussed the current enhancement projects ongoing in the community.

A member of the audience commented on the pool closure regarding the pool resurfacing project.

The Board and district staff reviewed the causes of the delay in the pool resurfacing project.

THIRD ORDER OF BUSINESS **District Engineer**

Mr. Noltey reviewed updates on the roofline project with the members of the Board and district staff.

Mr. Noltey recommended doing a formal RFQ for architectural services for Guard house enhancements.

Ms. Wienker inquired on the project requesting what is needed and of the cost of the formal RFQ.

Mr. Mendes stated that an approximate cost may be around $2,000.

The members of the Board discussed the traffic study conducted in the community.

Ms. Wienker recalled historic findings of previous traffic study and reviewed proposed enhancements the community may be eligible for the cost of moving the gate and the excessive cost of the project.

The member of the Board discussed the gate operations and the potential causes of lengthy wait times at the main gate.

The Board and district staff discussed potential solutions to the issues at the main gate.

The Board discussed options for main gate renovations, a full rebuild and potentially extending the gate to three lanes.

Ms. Hancock inquired if the Board wants to do an RFQ specifically for the main gate or an RFQ on a continuing service contract for multiple projects.

Mr. Neelam inquired about how the project planner and architectural services would affect the budget.

Mr. Mendes informed the members of the Board that the funding would come from the allocated budget line for District Engineer.

The members of the Board and district staff discussed the potential cost and price variables of a project manager and what that position would entail.

DRAFT

Ms. Wienker stated that she did not want to table the RFQ to avoid prolonging the project.

> On a motion by Ms. Higham, seconded by Mr. Wienker, with a 4-1 vote, Mr. Voisard opposed, the Board approved the RFQ for project planner and architectural services, for the front gate project , for Solterra Resort Community Development District.

FOURTH ORDER OF BUSINESS **Aquatic Maintenance Updates**

1. August 2026 Waterway Inspection Report

Mr. Riemensperger reviewed general updates on pond maintenance with the members of the Board.

Mr. Riemensperger stated to the Board that his team is focusing on algae bloom and trash in the storm water system, due to heavy rain.

FIFTH ORDER OF BUSINESS **Pool Operations Updates**

1. Updates on Pool Resurface Project

Mr. Mendes reported to the Board that the pool contract had been finalized and the first invoice processed.

Mr. Mendes stated an additional review of fencing requirements and heater options remains pending.

Ms. Wienker commended Mr. Bullins for his great work.

Ms. Wienker suggested that while the pool is closed, to inform residents that the café is open and operational with the ability to order ahead or request delivery.

The Board took recess at 11:19 a.m. and reconvened at 11:30 a.m.

> On a motion by Ms. Higham, seconded by Mr. Meert, with all in favor, the Board approved not to exceed $2,000, for branding wraps for utility boxes, contingent on the insurance company approving said project, for the front gate project , for Solterra Resort Community Development District.

> On a motion by Ms. Higham, seconded by Ms. Wienker, with all in favor, the Board approved to rearrange the agenda to put F&B after pool operations updates, for Solterra Resort Community Development District.

SIXTH ORDER OF BUSINESS **F&B Operations Updates**

1. Updates on Bar Project
2. Consideration of Kitchen Equipment

DRAFT

Mr.Zollo introduced himself to the members of the Board and reviewed his qualifications and previous work experiences.

Mr. Zollo reviewed options for Café growth and how to offer more options for residents and guests of the community.

The members of the Board and district staff discussed delivery services for café orders and how the process would be most efficient.

Mr. Zollo reviewed the plans for grab-and-go station with the members of the Board and district staff.

Ms. Higham inquired about the delivery turnaround time.

Mr. Zollo stated that there will be a drive up option for picking up orders; deliveries will be expected to be delivered all under one hour.

The members of the Board discussed how to lower wait times and offer an efficient service to the residents and guests.

Mr. Zollo reviewed changes to the kitchen equipment order.

The members of the Board and district staff discussed the need for not holding onto items that do not sell and the process of finding what the residents prefer. Mr. Zollo recommended to stock items that sell.

Mr. Neelam commended Mr. Zollo for the assessment and plan of action for the café.

Mr. Neelam inquired about café equipment inventory list and the condition of the equipment.

Mr. Zollo stated that he has conducted an equipment inventory review and stated all working items and any items needing replacement will be brought to the Board for timely replacement.

> On a motion by Ms. Higham, seconded by Mr. Meert, with all in favor, the Board approved the kitchen equipment proposal, with the removal of sales tax, in substantial form , for Solterra Resort Community Development District.

SEVENTH ORDER OF BUSINESS **Landscape Maintenance Updates**

1. Consideration of Landscape Renovation Plan

Dora landscaping team reviewed general operations and stated all is going well.

Ms. Higham requested the Dora team to document areas of fiber cables installs and track any potential damages.

DRAFT

The members of the Board and district staff reviewed areas of potential damages and asked Dora team to immediately report any irrigation issues to ensure they are fixed.

Ms. Hancock stated that she will draft a letter to Duke on behalf of the district regarding the damages caused by any fiber installation, stating the options would be to have them replace or to reimburse the district for repairs.

The members of the Board and district staff directed Ms. Hancock to send notice to Duke regarding any damages in the community.

Mr. Voisard commented on Sunscape services. Inquired if services are needed considering Dora's satisfactory performance.

Ms. Wienker reviewed the benefits of having Sunscape and gave examples of issues Sunscape has brought to the Boards attention that would have otherwise went unnoticed.

The members of the Board discussed continuing the contract and not renewing Sunscape's services.

The members of the Board and district staff discussed the landscape needs and services in the community.

> On a motion by Mr. Voisard, seconded by Ms. Higham, with all in favor, the Board approved Dora Landscaping's estimates #8318 & #8319, for Solterra Resort Community Development District.

Mr. Neelam commented on the knowledge that Dora and Solterra Board has and that consulting services may not be a necessary service after the current contract term expires.

> On a motion by Ms. Wienker, seconded by Mr. Meert, with all in favor, the Board approved Dora Landscaping's estimate for irrigation repair proposal, for Solterra Resort Community Development District.

Dora Landscaping inquired about spending authority to handle small repairs in-between Board meetings.

Mr. Mendes stated that he will review the contract and get back to Dora regarding spending authority.

Ms. Wienker requested proposals for island enhancements located in the lazy river from the Dora landscaping team.

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

1. August 2026 Report
2. Updates on Lawn Project

DRAFT

Mr. Bullins reviewed operational updates and upcoming projects with the members of the board and district staff.

Mr. Bullins reviewed the progress on branding and proposals submitted regarding branding with the members of the board and district staff.

The members of the Board discussed hiring a design group to plan areas of future enhancements around the main gate and the community.

The members of the Board discussed the current amenities and Mr. Bullins reviewed future plans for the community amenities.

The Board and staff discussed signage in the amenity areas and potential updates needed regarding signage.

The members of the Board discussed getting proposal for a branding designer to assist with multiple branding projects.

The Board and district staff discussed the closure of amenities and potential remediation for residents regarding paid amenity fees and the closure of the pool and lazy river.

Ms. Higham stated previous experiences at separate resorts during times of amenity closure.

Ms. Higham stated no reimbursements, or alternative options were given and that did not affect the quality of their stay.

Ms. Higham read comments from residents and short-term rentals stating their dissatisfaction with the closure while still paying amenity fees and requesting access to unaffiliated local resorts amenities as compensation.

Mr. Neelam commented on potentially not charging the amenity fees at all during the closure of the pool and lazy river.

Mr. Bullins commented that amenity fees are what maintain the amenity staffing that will continue during the pool closure.

The members of the Board and district staff discussed the benefits and setbacks of lowering the amenity fee during pool closure.

Mr. Mendes reviewed with the Board the decisions previously made to provide extra amenities to the residents during pool closure amounting to approx. $25,000.

Ms. Hancock stated she will investigate the amenity legislation to see if a change in amenity fee would be legally feasible.

DRAFT

Ms. Wienker stated that District Counsel was aware of this request and asked to have the answer today as opposed to giving Counsel additional time to research the amenity price change.

Ms. Hancock confirmed that she will provide a response today.

The members of the Board and district staff reviewed amenity price reduction versus café credits for pool closure.

Mr. Neelam stated that no approval is needed to lower the amenity fee and stated he believed a café credit was the best option for residents.

Ms. Hancock confirmed the amenity fee and stated per the amenity agreement, Mr. Bullins has the ability to lower the amenity fee without Board approval.

The Board reviewed the planned amenity event calendar for the community during the time of pool closure.

Ms. Wienker stated that the planned event calendar is to cover the closure of the pool and justifies the amenity fee.

The members of the Board and district staff reviewed additional events or offerings such as dance parties, markets or ice cream to the community.

The Board took recess at 1:32 p.m. and reconvened at 1:53 p.m.

The members of the Board agreed to reduce the amenity fee to $30 flat fee and directed Mr. Bullins to work on promotional offerings for residents during the amenity closure.

NINTH ORDER OF BUSINESS Board of Supervisors

1. Consideration of Legal Fees for Trademarking Solterra

Mr. Meert commented on obtaining the Solterra Resort Trademark, stating there was a trademark for Solterra Resort but it is showing as expired.

The members of the Board and district staff discussed the process of obtaining the trademark with Ms. Hancock.

Ms. Hancock stated she reviewed and confirmed that there is no active trademark for Solterra Resort.

Ms. Hancock stated previous experience with CDD trademarking, and the benefits of the trademark.

On a motion by Ms. Higham, seconded by Ms. Wienker, with all in favor, the Board approved district staff to apply to trademark “Solterra Resort” , for Solterra Resort Community Development District.

DRAFT

TENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

1. Updates on PeakNet Project

Ms. Hancock reviewed the execution of the PeakNet agreement with the members of the Board and district staff.

Ms. Hancock inquired with Peaknet about a timeframe for the project with Duke, who did not have an estimate at this time.

Mr. Meert inquired about the height of the cell tower to be installed through the PeakNet agreement.

Ms. Hancock stated she would inform the Board regarding the site plan and installation of said towers.

The members of the Board directed Ms. Hancock to draft a liability waiver for the staff during the resurfacing project.

Mr. Neelam requested to have additional time with his team to review the steps needed for trademark filing.

Ms. Hancock stated that additional consulting regarding the district's interest would need formal engagement.

Ms. Hancock agreed with Mr. Neelam's request for additional time to research the trademark procedures.

B. District Manager

1. Updates on Shuttle Services
2. Discussion of WhatsApp Group Chats

Mr. Mendes reviewed discussions with Mr. Bullis regarding cost of golf carts versus shuttles for community shuttling that would not require additional licenses.

Mr. Mendes reviewed the benefits of gas-powered shuttles opposed to electric, that will need a designated charging location.

The Board and District staff reviewed the potential issues the shuttles may face with speed bumps in the community.

Ms. Hancock inquired with Mr. Bullins as to whether Artemis would purchase the shuttles or if the district would purchase for liability concerns.

The members of the Board and district staff reviewed the process of purchasing a shuttle and if the District or Artemis would be responsible for purchasing the shuttle.

DRAFT

Mr. Neelam commented on liability and that the District can purchase the shuttle but would be unable to reimburse Artemis purchase.

Ms. Hancock reviewed the liability and adjusting the agreement with Artemis would need to be approved by the insurance company to ensure coverage.

ELEVENTH ORDER OF BUSINESS **Consideration of the Meeting Minutes of the Board of Supervisors Meeting Held on July 10, 2026,**

The members of the Board reviewed and approved the Meeting Minutes of the Board of Supervisors Meeting Held on July 10, 2026.

> On a motion by Mr. Meert seconded by Mr. Voisard, with all in favor, the Board approved the Meeting Minutes of the Board of Supervisors Meeting Held on July 10, 2026, for Solterra Resort Community Development District.

TWELFTH ORDER OF BUSINESS **Consideration of the Meeting Minutes of the Board of Supervisors Meeting Held on August 7, 2026,**

The members of the Board reviewed and approved the Meeting Minutes of the Board of Supervisors Meeting Held on August 7, 2026.

> On a motion by Mr. Meert seconded by Mr. Voisard, with all in favor, the Board approved the Meeting Minutes of the Board of Supervisors Meeting Held on August 7, 2026, for Solterra Resort Community Development District.

THIRTEENTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures for the Months of May – July 2026**

Mr. Meert inquired about utility charges in the O&M expenditures.

The members of the Board and district staff reviewed and approved operation and maintenance expenditures for the months of May – July 2026

The members of the Board and district staff reviewed the security services charges.

Mr. Mendes reviewed with the Board that they are currently performing under budget for the fiscal year 2025-2026.

> On a motion by Mr. Voisard, seconded by Ms. Higham with all in favor, the Board ratified the Operation and Maintenance Expenditures for the Month of May 2026 ($531,225.46),

DRAFT

June 2026 ($300,293.58) and July 2026 ($342,789.94) for Solterra Resort Community Development District.

FOURTEENTH ORDER OF BUSINESS **Ratification of District Items**

1. Licensing Agreement
2. TPG – Holiday Lighting Agreement
3. Dora Landscaping – License Agreement for Installation of Improvements

The Board reviewed items for ratification.

On a motion by Mr. Meert, seconded by Ms. Higham with all in favor, the Board ratified the Licensing Agreement, TPG's Holiday Lighting Agreement and Dora Landscaping's License Agreement for Installation of Improvements for Solterra Resort Community Development District.

FIFTEENTH ORDER OF BUSINESS **Consideration of Rizzetta & Company's First Addendum to the Contract for District Services**

Mr. Mendes reviewed the Rizzetta & Company's First Addendum to the Contract for District Services with the members of the Board and district staff.

Mr. Mendes reviewed the administrative adjustment on the budget and addendum.

On a motion by Ms. Higham, seconded by Mr. Meert with all in favor, the Board approved Rizzetta & Company's First Addendum to the Contract for District Services, approving the administrative line adjustment for Solterra Resort Community Development District.

SIXTEENTH ORDER OF BUSINESS **Consideration of Total Asphalt Rejuvenation Proposal**

The members of the Board tabled the Consideration of Total Asphalt Rejuvenation proposal until further notice.

SEVENTEENTH ORDER OF BUSINESS **Consideration of Website Management (Under Separate Cover)**

Mr. Meert reviewed the current options for website management and reviewed the proposal he received for website management with the members of the Board and district staff.

Ms. Higham commented on the CDD not being affiliated with "Stay at Solterra" due to involvement with homeowners.

DRAFT

The member of the Board and district staff reviewed the proposed website and the website's potential name.

Mr. Mendes informed the Board during the website research process to include amenities to ensure operational efficiency.

The members of the Board and district staff discussed Chris's involvement with website construction and potential compensation for his time developing the website.

Mr. Neelam stated that Chris is an active member of the HOA and that his involvement in the CDD's website may be a conflict of interest.

Ms. Higham commented on Chris's positive involvement in the community.

Ms. Hancock stated that she does not believe Chris's involvement to be a conflict of interest but would verify steps were taken to ensure no conflict of interest occurs.

> On a motion by Mr. Meert, seconded by Ms. Higham, with a 4-1 vote, Mr. Neelam opposed the Board Approved Web Dev Pros Heros, not to exceed $1,000, to maintain the website and conduct app development, for Solterra Resort Community Development District.

EIGHTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-21, Adopting FY 26-27 Goals and Objectives (Under Separate Cover)**

Mr. Mendes reviewed Resolution 2026-21, Adopting FY 26-27 Goals and Objectives with the member of the Board.

Ms. Hancock reviewed the recent legislation changes last year requiring all CDD Boards to adopt annual goals and objectives.

Ms. Hancock reviewed the previous fiscal year's goals and objectives with the members of the Board.

The members of the Board approved to roll over the previous fiscal year goals and objectives.

> On a motion by Ms. Higham, seconded by Mr. Meert, with all in favor, the Board Adopted Resolution 2026-21, Adopting FY 26-27 Goals and Objectives, and to roll over annual goals from the previous fiscal year for Solterra Resort Community Development District.

NINTEENTH ORDER OF BUSINESS **Shade Session**

The members of the Board conducted the shade session at 2:28 p.m. and returned to the Board meeting at 3:38 p.m.

DRAFT

On a motion by Mr. Meert, seconded by Ms., Higham, with all in favor, the Board Approved to terminate Proptia services with an end date of 11/02/2026 and to amend the Envera service agreement to remove front gate operation services, for Solterra Resort Community Development District.

On a motion by Mr. Voisard, seconded by Ms., Higham, with all in favor, the Board Approved entering into a service agreement with Symliv, and directing District Counsel to draft an agreement, for Solterra Resort Community Development District.

On a motion by Mr. Meert, seconded by Ms. Higham, with all in favor, the Board Approved King Vision Security estimate #74 in the amount of $10,400, in substantial form with the removal of sales tax, for Solterra Resort Community Development District.

TWENTIETH ORDER OF BUSINESS **Supervisor Requests & Audience Comments**

Mr. Mendes reviewed the WhatsApp communications regarding Board members and residents of the community to avoid any potential Sunshine violations.

Ms. Wienker stated that Board members should refrain from speaking with homeowners regarding Board decisions.

Ms. Wienker commented on transparency with bond holders and homeowners during Townhall meetings.

Mr. Meert inquired for District Management's and District Counsel's recommendations regarding WhatsApp's communications and directly with homeowners other Board members.

Ms. Hancock recommended that all members of the Board remove themselves regarding any community communications regarding CDD business and any potential situations that Board members may be speaking directly with each other.

Ms. Hancock reminded the members of the Board of the extensive public records request seeking the Boards WhatsApp chat history and stated that all Board communications are public records.

Ms. Hancock reiterated that she recommends that the Board remove themselves regarding communications that could be a potential Sunshine violation.

Mr. Voisard stated he had previously inquired about Sunshine Law concerns and stated that the community polls have helped the Board and that District Counsel direction regarding WhatsApp has been misleading.

Ms. Hancock informed the members of the Board that the WhatsApp topic and Sunshine violations have been discussed prior to hiring Rizzetta as District Management, while at that time, there were arrests made in South Florida due to Sunshine violations.

DRAFT

The members of the board and district staff continued to discuss the WhatsApp and community communications.

Mr. Mendes stated district staff is there to assist with any communications that need to be relayed to Board members and community residents.

Mr. Meert commented on the Board working together through different opinions as opposed to having unconstructive conversations.

The members of the Board discussed the Townhall meeting, how they are conducted and how to make the meeting more efficient for the community.

Ms. Wienker stated her dissatisfaction of the last Townhall meeting discussing the bar name that the Board has previously tabled to get more name options.

Ms. Wienker commented on transparency between the Board and the bond holders and residents.

The members of the Board and district staff continued to discuss Board meeting and Townhall efficiency.

Ms. Higham stated her dissatisfaction with Mr. Meert posting the approved pool tiles on the WhatsApps to the community prior to Ms. Higham's approval of the tiles.

The Board continued to discuss the posting on WhatsApp prior to the approval of all Board members.

Ms. Wienker commented on extending the Townhall meeting to ensure enough time for comments and questions, opposed to ending after one hour.

Mr. Mendes noted that the Townhall should have an agenda to ensure topics are discussed in a timely and orderly manner.

TWENTY-FIRST ORDER OF BUSINESS **Adjournment**

On a motion by Mr. Voisard, seconded by Ms. Higham, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 4:26 p.m. for Solterra Resort Community Development District.

[SIGNATURES ON FOLLOWING PAGE]

DRAFT

_____ _____

Secretary/Assistant Secretary Chairperson/Vice Chairperson

DRAFT

Tab 8

Change Order

Estimate

Electro Mechanic Industries LLC. Vermana

2909 Fairgreen Street, Orlando, FL 32803

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 clse hinges			5,000.00	5,000.00T
Non-Taxable Sales Tax			0.00%	0.00

Total $5,000.00

Customer Signature _____