



Asturia
Community Development District

Susan Coppa, Chairman

Jonathan Tietz, Vice Chairman

Jesse Lamb, Assistant Secretary

Samuel Whitten, Assistant Secretary

Donald Fotz, Assistant Secretary

February 24, 2026

AGENDA

Astoria Community Development District

Agenda

Tuesday
February 24, 2026
6:00 p.m.

Seat 5: - C - Susan Coppa	
Seat 3: - VC - Jonathan Tietz	
Seat 4: - AS - Jesse Lamb	
Seat 2: - AS - Samuel Whitten	
Seat 1: - AS - Donald Foltz	

Astoria Clubhouse
14575 Promenade Parkway
Odessa, FL 33556

Zoom Link: <https://us06web.zoom.us/j/8260385621>

Meeting ID: 826 038 5621

Passcode: dS3D6Q

Zoom Phone #: (305) 224-1968

Board of Supervisors Meeting

- I. Roll Call
- II. Pledge of Allegiance
- III. Audience Comments on Specific Items on the Agenda (Audience Comments **LIMITED to 3 Minutes per Person for Agenda Items**)
- IV. Amenity Suspension Hearing for Resident
- V. Consideration of Precision Sidewalk Safety Agreement for Sidewalk ADA Compliance
- VI. Staff Reports
 - A. District Engineer
 1. Consideration of Lighthouse Engineering Proposal for Public Facilities Report
 - B. Land Use Counsel
 - C. Landscape Manager
 1. Landscape Report
 2. Irrigation Inspection Reports
 3. Discussion of 60-Day Notice
 4. Consideration of the RedTree Proposal for Sod Replacement
 5. Consideration of the RedTree Proposal to Replace the Ethernet Cartridge
 6. Consideration of the RedTree Proposal to Replace Jasmine at the Wall of the Fitness Center

7. Consideration of the RedTree Proposal for Stump Grinding

D. Aquatic's Manager

E. Field Manager

1. Report

2. Action Item List

3. Maintenance List

4. Consideration of Hanley Pool Proposal for Pool Repairs

5. Consideration of Riptide Pressure Washing, LLC Proposal to Pressure Wash CDD Areas

6. Consideration of Frank Gay Proposal for Maintenance

7. Consideration of Frank Gay Proposal to Repair Water Fountain on the Pool Deck (*To Be Provided Under Separate Cover*)

F. District Counsel

1. Consideration of Resolution 2026-10 Setting a Public Hearing to Adopt the Updated Parking Policy & Restated Rules of Procedure

G. District Manager

1. Discussion of Transition List (*To Be Provided Under Separate Cover*)

2. Consideration of Resume for a Part-Time Maintenance Employee

3. Discussion of Speed Humps Timeline, Placement & Necessary Signage

4. Discussion of an Easter Event

VII. Business Matters

A. Approval of the January 27, 2026 Board of Supervisors Meeting Minutes

B. Acceptance of the January 27, 2026 Audit Committee Meeting Minutes

C. Consideration of Community XS Proposal for Website Hosting Services

D. Discussion of Landscaping Issues

E. Discussion of Recreational Capital Improvements

F. Discussion on Payroll Issues for Workshop Payments

VIII. Financial Reports

A. January 2026 Check Register

B. Combined Balance Sheets

C. Special Assessment Receipts Schedule

- IX. Supervisors' Requests and General Audience Comments – New Business (limited to 3 minutes per individual for non-agenda items)
- X. Next Regularly Scheduled Board of Supervisors Workshop is March 10, 2026 at 6:00 p.m. at Asturia Clubhouse
- XI. Next Regularly Scheduled Board of Supervisors Meeting is March 24, 2026 at 6:00 p.m. at Asturia Clubhouse
- XII. Closed Security Session for Discussion of Lawsuit (*Exempt from Sunshine and Public Records Law*)
- XIII. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: asturiacdd.org

SECTION V

AGREEMENT FOR SIDEWALK REPAIR SERVICES

THIS AGREEMENT (the “Agreement”) is made and entered into effective this ____ day of February 2026, by and between:

ASTURIA COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being located in Pasco County, Florida, with a mailing address of c/o Governmental Management Services – Tampa, LLC, 4530 Eagle Falls Place, Tampa, Florida 33619 (“**District**”); and

PRECISION SIDEWALK SAFETY CORP., a Florida corporation, with a mailing address of 1202 SW 17th Street, Suite 201-122, Ocala, Florida 34471 (the “**Contractor**” and together with the District, the “**Parties**”).

RECITALS

WHEREAS, the District was established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including among other things, sidewalks; and

WHEREAS, the District has a need to retain an independent contractor to repair sidewalks within the community for the benefit of the community; and

WHEREAS, Contractor represents that it is qualified to provide the services and has agreed to provide the sidewalk repair services to the District, as identified in **Exhibit A**, attached hereto and incorporated by reference herein; and

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

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

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

SECTION 2. DUTIES. The District agrees to use Contractor to provide the services in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of Contractor are described in **Exhibit A** attached hereto.

- A.** Contractor shall perform all work described in **Exhibit A**, and Contractor affirms that the pricing at **Exhibit A** is inclusive of all work reasonably necessary to allow the District to receive the maximum benefit of all of the services and items described

herein (together, the “Services”). To the extent any of the provisions of this Agreement conflict with the provisions of **Exhibit A**, this Agreement controls.

- B.** At all times Contractor agrees to coordinate its Services with the District, through its designee, Matt Azriel (the “District Designee”). Such coordinated requests include, but are not limited to, scheduling deliveries of materials, start and end of the workday, clean-up, inspections, and other reasonable requests.
- C.** Contractor shall commence the Services on a date to be agreed with the District Designee, and shall complete the Services as expeditiously as possible. Upon notice from Contractor that the Services are complete, the Contractor and District Designee shall promptly coordinate a walk-through together for a final inspection. District Designee will notify Contractor during the final walk-through of all particulars in which this inspection reveals that the Services are incomplete or defective or if they are accepted. Contractor shall immediately take such measures as are necessary to complete such Services and remedy such defects. Final payment shall not be released until all corrective work is completed and the District Designee has signed off that the Services are complete as required under this Agreement (“Final Completion”).
- D.** This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- E.** Contractor shall perform all Services in a neat and workmanlike manner. In the event the District in its sole determination, finds that the work of Contractor is not satisfactory to District, District shall have the right to immediately terminate this Agreement and will only be responsible for payment of work satisfactorily completed and for materials actually incorporated into the Services, subject to any setoffs.
- F.** Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. While providing the Services, Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.
- G.** Contractor agrees that the District shall not be liable for the payment of any additional services unless the District, through an authorized representative of the District, authorizes Contractor, in writing, to perform such additional services.
- H.** Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to commence repair of any damage resulting from Contractor’s activities and work within twenty-four (24) hours.
- I.** Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion

Deleted: will promptly make

Deleted: , and

Deleted: <#>Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of the Services to the District, such work or services shall be fully performed by Contractor as if described and delineated in this Agreement without additional compensation provided therefor. ¶

of the Services, Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If Contractor fails to clean up as provided herein, the District may do so and the cost thereof shall be charged to Contractor.

- J. Execution of this Agreement by Contractor is a representation that Contractor has visited the site, become generally familiar with local conditions under which the Services are to be performed, and correlated personal observations with requirements of Agreement. Contractor shall, before starting the Services, carefully study and compare the various requirements relative to the Services to be performed and the limited information furnished by the District, shall observe any conditions at the site affecting it, and shall promptly report any errors, inconsistencies or omissions discovered by or made known to Contractor. These obligations are for the purpose of facilitating coordination and construction by Contractor and are further for the purpose of discovering errors, omissions, or inconsistencies that may be present and generally discoverable. It is recognized that Contractor's review is made in Contractor's capacity as a contractor and not as a licensed design professional.

SECTION 3. COMPENSATION.

- A. As compensation for the Services described in this Agreement, the District agrees to pay Contractor an amount not-to-exceed **Thirty Five Thousand Three Hundred Sixty Eight Dollars and Zero Cents (\$35,368.00)** for the Services as identified in **Exhibit A** attached hereto, invoiced upon Final Completion as defined here in and acceptance by the District. Such amount includes all materials and labor provided for in **Exhibit A** and all items, labor, materials, or otherwise to provide the District the maximum benefits of the Services. Final payment shall not be construed to mean acceptance of defective work or improper materials. All invoices are due and payable in accordance with Florida's Local Government Prompt Payment Act, Sections 218.70 through 218.80, *Florida Statutes*.
- B. If the District should desire additional work or services not provided in **Exhibit A**, Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to a work order, addendum, addenda, or change order to this Agreement, and Contractor shall perform such additional work or services as if described and delineated in this Agreement.
- C. The District may require, as a condition precedent to making any payment to Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from Contractor, in a form satisfactory to the District, that any indebtedness of Contractor, as to services to the District, has been

paid and that Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

SECTION 4. WARRANTY. Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. ~~Neither final acceptance of the Services, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or Services. If any of the materials or Services are found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District.~~

Deleted: In addition to all manufacturer warranties for materials purchased for purposes of this Agreement, which Contractor shall assign to the District as necessary to give the District the benefit of said warranties, all Services provided by Contractor pursuant to this Agreement shall be warranted for labor and workmanship for one (1) year from the date of acceptance of the Services by the District. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion.

SECTION 5. TERMINATION.

A. The District agrees that Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement.

B. Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to Contractor. Contractor's failure to perform the Services in accordance with this Agreement or other failure to comply with a material term of the Agreement will constitute a default by Contractor and justify termination for cause. The District shall provide thirty (30) days' written notice of termination without cause. If the District has terminated this Agreement for cause, the District may exclude Contractor from the project site, take possession of the project, incorporate in the project all materials and equipment stored at the site or for which the District has paid Contractor but which are stored elsewhere, and complete the Services as the District may deem expedient.

C. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against Contractor. Contractor shall not be paid for any loss of anticipated profits, or revenue, post-termination overhead costs, consequential damages of any kind, or other economic loss arising out of or resulting from such termination.

SECTION 6. INSURANCE.

A. Contractor shall maintain throughout the term of this Agreement the following insurance:

- (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- (2) Commercial General Liability Insurance covering Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
 - (i) Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
- (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

B. The District, its staff, employees, consultants, officers and supervisors shall be named as additional insureds. Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

C. If Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 7. INDEMNIFICATION.

A. Contractor agrees to indemnify and hold harmless the District and its officers, directors, supervisors, staff, and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in performance of services related to this construction contract. The obligations under this paragraph shall be limited to no more than One Million Dollars (\$1,000,000.00), which amount the District and Contractor agree bears

Deleted: To the extent a limitation is required by law,

Deleted: t

Commented [LM1]: Not agreeable to tying this specifically to insurance.

a reasonable commercial relationship to this Agreement. Nothing in this Section is intended to waive or alter any other remedies that the District may have as against Contractor.

- B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

Commented [LM2]: Not agreeable to the proposed language. Also, the limitations for negligence, etc. are in the above paragraph already.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes* or other law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 9. COMPLIANCE WITH GOVERNMENTAL REGULATION. Contractor shall keep, observe, and perform all requirements of applicable local, state, and federal laws, rules, regulations, or ordinances. If Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, state, or federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

SECTION 10. LIENS AND CLAIMS. Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of Contractor's performance under this Agreement, and Contractor shall immediately discharge any such claim or lien. In the event that Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 11. NO THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the formal Parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the Parties

hereto and their respective representatives, successors and assigns.

SECTION 12. SUBCONTRACTORS. Contractor shall not award any of the Services to any subcontractor without prior written approval of the District. Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained herein shall create contractual relations between any subcontractor and the District.

SECTION 13. PERMITS AND LICENSES. All permits and licenses necessary for Contractor to perform under this Agreement shall be obtained and paid for by Contractor.

SECTION 14. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 15. INDEPENDENT CONTRACTOR. In all matters relating to this Agreement, Contractor shall be acting as an independent contractor. Neither Contractor nor employees of Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Contractor, if there are any, in the performance of this Agreement. Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 16. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 17. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Pasco County, Florida.

SECTION 18. AGREEMENT; AMENDMENTS. This instrument shall constitute the final and complete expression of this Agreement between the District and Contractor relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and Contractor.

SECTION 19. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including, but not limited to, Section 119.0701, *Florida Statutes*. Contractor

acknowledges that the designated public records custodian for the District is **Jason Greenwood** (“Public Records Custodian”). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 344-4844, INFO@GMS-TAMPA.COM WITH A COPY TO AMANDA FERGUSON JGREENWOOD@GMS-TAMPA.COM, 4530 EAGLE FALLS PLACE, TAMPA, FLORIDA 33619.

SECTION 20. E-VERIFY. Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security’s E Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

SECTION 21. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and Contractor, both the District and Contractor have complied with all the requirements of law, and both the District and Contractor have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 22. NOTICES. All notices, requests, consents and other communications under this Agreement (each, a “Notice” and collectively, “Notices”) shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent overnight delivery service, to the

Parties, as follows:

A. If to the District: Asturia Community Development District
c/o Governmental Management Services-Tampa, LLC
4530 Eagle Falls Place
Tampa, Florida 33619
Attn: District Manager

With a copy to: Kilinski | Van Wyk PLLC
517 East College Avenue
Tallahassee, Florida 32301
Attn: District Counsel, Asturia CDD

B. If to Contractor: Precision Sidewalk Safety Corp.
1202 SW 17th Street, Suite 201-122
Ocala, Florida 34471
Attn: [Wendy MacMurray](#)

Deleted: Trent Kurku

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

SECTION 23. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 24. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 25. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

SECTION 26. NEGOTIATION AT ARM'S LENGTH. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Parties are deemed to have

drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

SECTION 27. SCRUTINIZED COMPANIES STATEMENT. In accordance with Section 287.135, *Florida Statutes*, Contractor represents that in entering into this Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Contractor shall immediately notify the District. If Contractor is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

SECTION 28. PUBLIC ENTITY CRIMES. Contractor represents that in entering into this Agreement, Contractor has not been placed on the convicted vendor list within the last 36 months and, in the event that Contractor is placed on the convicted vendor list, Contractor shall immediately notify the District whereupon this Agreement may be terminated by the District.

SECTION 29. CONSTRUCTION DEFECTS. CLAIMS FOR CONSTRUCTION DEFECTS ARE NOT SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

SECTION 30. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit in compliance with Section 787.06(13), *Florida Statutes*, and acknowledges that if Contractor refuses to sign said affidavit, the District may terminate this Agreement immediately.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement to be effective on the day and year first written above.

ASTURIA COMMUNITY DEVELOPMENT DISTRICT

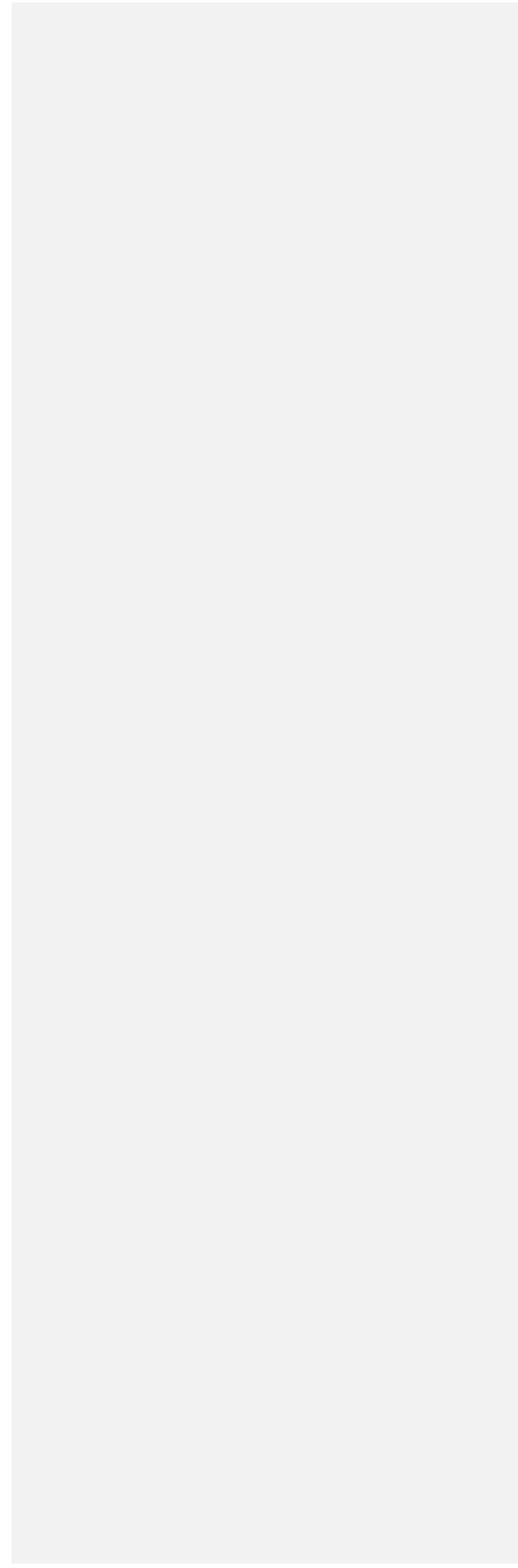
Chairperson/Vice Chairperson, Board of Supervisors

PRECISION SIDEWALK SAFETY CORP.
a Florida corporation

By: _____
Its: _____

EXHIBIT A: Proposal

Exhibit A: Proposal





SIDEWALK TRIP HAZARD REMOVAL

Price Proposal

Astoria Community Development District



PRECISION SIDEWALK SAFETY CORP • January 16th, 2026
1202 SW 17th Street, Suite 201-122 • Ocala, FL 34471 • www.precisionsidewalksafety.com
Trent Kurkcu • (877) 799-6783 x 531

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
Any copying or unauthorized disclosure of this information is prohibited.



PREPARED FOR:

Asturia Community Development District • Odessa, FL

- Mr. Brian Young, Governmental Management Services

Precision Sidewalk Safety Corp (PSSC) uses proprietary and patented cutting technology to repair trip hazards created by changes in level on sidewalk panels. Our horizontal saw cut equipment and technique allow us to reach both ends of the sidewalk without damaging the adjacent slabs, retaining walls, sprinkler heads, landscaping, or anything else surrounding the walkway, resulting in a very high-quality repair. This unique approach has afforded Florida and South Carolina communities the ability to minimize liability and improve safety and aesthetics in their neighborhoods at more reasonable rates than conventional alternatives.

Site Review Summary

As requested, PSSC visited Asturia Community Development District (CDD) to review sidewalks to identify hazards that create trip and fall liabilities that PSSC can repair. Prior to the review, PSSC met with Mr. Young to discuss what is important to the District and to understand specifications and boundaries for this project. Mr. Young directed PSSC to identify and price all changes in level measuring 3/8" to 2" in height that our company can repair on the sidewalks throughout the District and provided PSSC with a map showing the boundaries. A review of the sidewalks was subsequently completed to estimate the number of hazards present and their sizes. The Americans with Disabilities Act (ADA) excerpts relevant to changes in level on walkways are included in Exhibit A.

Changes in level measuring 3/8" – 2" in height on the sidewalks throughout Asturia CDD were inventoried and a total of 290 hazards were observed.

In order to provide an accurate, comprehensive proposal, PSSC takes height and width measurements of every hazard. To provide examples for the District, a sample of PSSC-repairable hazards on Trails Edge Boulevard were marked with a blue lumber crayon. A number representing the height of the hazard in eighths of an inch is recorded on the highest portion of the hazard. For example, the number "3" would represent a hazard measuring 3/8 inches high and the number "12" would represent a hazard measuring 12/8 inches (1 1/2 inches) high.

A few previous repairs utilizing a grinder have been attempted at Asturia CDD, and many of those panels still have a hazard meeting the requested height specification (see Figures 4 and 5 in Photo Examples below). Those locations are **included** in this proposal since they will need to be repaired again by PSSC in order to remove remaining portions of the hazard and provide the proper slope. To meet slope requirements for each repair, PSSC must take into account both the past measurements of the concrete that has been removed and the new amount that must be removed in order to eliminate the hazard.

Asturia CDD has several locations where utilities are placed on small concrete panels of varying shapes that intrude into the sidewalk right-of-way (see Figure 6) and those panels are raised, causing changes in level for pedestrians. In some cases, PSSC can remove changes in level, but in other cases, there may be insufficient space between utility covers and the edge of the concrete panels for PSSC to make a repair. PSSC technicians will evaluate each of these situations and will include repairs to hazards wherever possible. If the technician is unable to make a repair, the panel will be left "as is" and Asturia CDD will not be charged.

2

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL.
It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
Any copying or unauthorized disclosure of this information is prohibited.





PSSC observed locations where plastic ADA detectable warning mats will prevent repairs from being made to the concrete (see Figure 7). Repairs to hazards under the warning mats are **excluded** unless Asturia CDD removes the mats prior to the arrival of PSSC trip hazard removal specialists.

As instructed by Mr. Young, hazards on oversized driveway aprons where they meet the adjacent sidewalk panels are **excluded** from this proposal (see Figure 8).

This location is an ideal application for our precision concrete cutting repair method. The service will allow Asturia CDD to mitigate risk and liability before an accident occurs, and to do it at a minimal cost. Our service includes a detailed, auditable report of every hazard repaired, so efforts to maintain safe sidewalks are well documented (see Repair Specifications section). This can be submitted to the insurance company, which will often provide lower rates or "credits" for properties with proactive programs in place to reduce liabilities.

When repair work is initiated, our experienced trip hazard removal specialists will precisely identify and record the exact quantity, measurement and location of each hazard PSSC can repair. This more precise evaluation may result in quantities and measurements that vary slightly from this estimate, however the price provided is a "not to exceed" estimate.

Methodology – Preparing This Estimate

1. PSSC conducts a census of hazards that we can repair on the specified sidewalks; the hazards are then grouped into 3 categories:

<u>CATEGORY</u>	<u>SPECIFICATION</u>
☐ Least Severe	¼ inch
☐ Severe	¾ inch to 1 ½ inch
☐ Most Severe	1 inch to 2 inches

2. In the case of Asturia CDD, only hazards measuring 2/8" – 2" in height were reviewed and are included in this proposal as directed.
3. An estimate of the volume of concrete needing to be removed for each category is prepared based on our experience database.
4. A "not to exceed" bid is prepared based on the estimated volume of repairs.





Hazards Identified at Astoria CDD



The map in this proposal shows the approximate locations of trip hazards included in the scope of this proposal. The accuracy of this map is dependent on the technology available on smart phones and should be relied upon as approximations only. The Turquoise Pin represents locations previously repaired by a grinder which must be repaired again by PSSC to remove remaining portions of the hazard and provide proper slope. The Green Pin designates hazards where ADA stamped mats are preventing repairs from being made to the concrete hazards.

Hazards above 2 inches in height are normally not included in PSSC estimates. Since most sidewalks are a total of 3.5 to 4 inches deep, municipal engineers recommend repairs to not exceed 2 inches in height because removing more than that will reduce the structural integrity of the sidewalks if a vehicle or other heavy equipment drives over it. Sidewalks with hazards greater than 2 inches in height are recommended for alternative means of remediation by the property owner. Severely broken panels and sections of sidewalk with hollowed out earth beneath are also excluded and recommended for alternative remediation. Several panels that are raised over 2 inches in height were noticed at the time of PSSC's review (see Figure 9). Since PSSC does not provide demolition and replacement, all locations such as this are excluded from this proposal.

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.





Before work commences, our on-site trip hazard removal specialists will assess all panels identified in this proposal to ensure changes in level can be repaired using our technique. If it is determined that any locations should be remedied in an alternative way instead of repaired using our horizontal saw cut method, PSSC will exclude those repairs from our service.

Some sidewalk panels have holes, missing pieces, or hairline cracks which do not result in changes of level. These types of sidewalk imperfections cannot be repaired utilizing our precision concrete cutting method and are also **excluded** from this estimate. In some cases, where a crack exists on a stable panel, the concrete on one side will be raised higher, creating a trip hazard. PSSC will always repair this type of trip hazard unless directed otherwise, but the original crack in the panel will remain.

Our initial review identified **290 PSSC-repairable hazards measuring 3/8" – 2" in height** on sidewalks throughout Asturia CDD (shown in Table 1 below).

TABLE 1: ASTURIA CDD 290 TRIP HAZARDS BY HEIGHT CATEGORIES			
LOCATION	SEVERE	MOST SEVERE	TOTAL
Astoria Parkway	5	0	5
Aviles Parkway	10	0	10
Caravan Avenue	34	0	34
Claymore Street	12	1	13
Conventoria Street	2	0	2
Delancey Street	4	0	4
Edge Court	2	1	3
Eve Court	7	4	11
Gathering Way	3	0	3
Hearth Drive	7	0	7
Long Bow Way	5	0	5
Portico Street	14	0	14
Posada Lane	12	0	12
Promenade Parkway	28	0	28
Renaissance Avenue	47	0	47
Satilla Loop	33	0	33
Secret Cove	6	0	6
Sevares Court	2	0	2
Stone Table Street	3	0	3
Trails Edge Boulevard	29	3	32
Verona Lane	12	1	13
	279	11	290
TOTAL			

5

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
 Any copying or unauthorized disclosure of this information is prohibited.





Photo Examples

Figure 1



Example of a 3/4-inch high "Severe" hazard on Trails Edge Boulevard.

Figure 2



Example of a 1 1/2-inch high "Most Severe" hazard located on Eve Court.

Figure 3



Example of a 1 1/2-inch high "Most Severe" hazard located on Eve Court.

6

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL.

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
Any copying or unauthorized disclosure of this information is prohibited.





Figure 4

Example of a hazard on Trails Edge Boulevard where a poor repair attempt was made with a grinder, leaving a $\frac{3}{4}$ -inch hazard on the edge of the panel. Hazards like this must be repaired properly by PSSC to remove the remaining portion and provide a proper slope. These types of hazards are included in this proposal. This hazard is in the sample area marked for the community; it is marked "6" representing the height of the hazard in eighths of an inch.



Figure 5



Example of a hazard on Promenade Parkway where a poor repair attempt was made with a grinder, leaving a $\frac{3}{8}$ -inch hazard on the edge of the panel and damaging the aggregate of the panel. Hazards like this must be repaired properly by PSSC to remove the remaining portion and provide a proper slope. These types of hazards are included in this proposal.

Figure 6

Example of several hazards caused by utility panels in the sidewalk right-of-way on Hearth Drive. In cases like this, repairs can be made by PSSC as long as there is sufficient space for a technician to safely work, and there is space on the panel to make the repair without affecting utility covers. Mr. Young requested that PSSC include these types of hazards if a repair can be made. If technicians are unable to make a repair, it will be left "as is" and Asturia CDD will not be charged for that repair.



7

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
Any copying or unauthorized disclosure of this information is prohibited.





Figure 7



Example of a hazard on Promenade Parkway where a plastic ADA early detection warning mat is present on the concrete. Repairs to the concrete hazards are excluded unless Astoria CDD removes the mat prior to PSSC's arrival.

Figure 8



Example of a hazard on an over-sized driveway apron where it meets the adjacent sidewalk panel. As directed by Mr. Young, hazards such as this are excluded from this proposal.

Figure 9



Example of a hazard on Eve Court that is raised over 2 inches in height. All locations like this are excluded from this proposal.

8

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project.
Any copying or unauthorized disclosure of this information is prohibited.





Pricing Summary

Table 2 below provides an estimated price range to repair the 290 hazards measuring 3/8" – 2" high that PSSC can repair on the sidewalks throughout the District, as identified in Table 1. Repairs will be made at the ADA-compliant, 1:12 slope. Our technicians take exact measurements of every hazard when we perform our work, so the final price will be determined by the actual volume of concrete removed to achieve the 1:12 slope for repairs, however the high end of the range estimated is a "not to exceed" price.

PSSC proposals are valid for 90 days, but if the signed authorization to repair all 290 hazards is returned to PSSC within 45 days of the proposal date, PSSC will extend a discounted rate. If the District chooses to do any other portion of the work, no discount will be applied. If the signed authorization is received after the 45 days but before the 90-day expiration, the standard price range will apply.

TABLE 2: PRICING FOR 290 HAZARDS 3/8" - 2" HIGH AT ASTURIA CDD	
1:12 REPAIR SLOPE	PRICE RANGE
Price if signed authorization is returned to PSSC by March 1st, 2026	\$33,684 - \$25,168
Price if signed authorization is returned to PSSC by April 15th, 2026	\$35,456 - \$37,229

Precision Sidewalk Safety estimates that the work can be completed in 3 - 4 days with the note that wet weather will delay our operations. We will re-route pedestrian traffic on small sections of sidewalk (10'-15') for periods that range from 3 minutes to 20 minutes while those sections are being repaired. We request that the District make arrangements for all vehicles to be moved away from the driveways and sidewalks in order for our crew to make the repairs. **We also require that a representative of the District review and accept the work (or request adjustments) prior to the crew's estimated departure.** While the sidewalk restoration project is underway, we will:

- keep the sidewalks in service
- require no heavy equipment or traffic control
- remove all debris and recycle the concrete waste materials
- leave the proposed areas clean and trip hazard-free

Figure 10: Precision Sidewalk Safety Work Example



THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp. in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.





Savings Summary

Precision Sidewalk Safety provides a professional service to hundreds of municipalities, private communities and schools throughout Florida and South Carolina. Based on data shared by many of these customers, the comparative analysis in Table 3 shows the differences between available methods for sidewalk trip hazard repair.

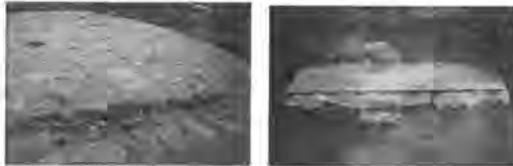
TABLE 3: REPAIR METHOD COMPARISON FOR ASTURIA CDD			
METHOD	ADA COMPLIANT	TIME REQUIREMENT	POSSIBLE INCIDENTAL DAMAGES
Precision	Yes	3 - 4 Days	None
Grinding	No	15 - 17 Days	Adjacent sidewalk panels, landscaping, and sprinkler heads
Replacement	Yes	1 Mo - 2 Months	Broken sidewalk panels from weight of truck's damage to landscaping, and possible tree damage if root pruning

Grinding

Although grinding is sometimes used for the removal of trip hazards at private properties, it is not an ideal method for sidewalk repair as the equipment is not specifically designed for this use. Grinding often leaves unpleasant pitting and grooves on the surface of the concrete. Because it is very inflexible equipment, these markings occur not only on the panels with hazards, but also on the sidewalk panels adjacent to those panels. In addition, a grinder often leaves a hazard in place where someone could still trip and fall, because operators are forced to choose from either damaging something adjacent to the affected panel (landscaping, sprinkler heads, etc.) or leaving the repair with upturned edges. This repair method literally scrapes and pulverizes the concrete surface to take off some of the height differential, but it cannot meet the specified ADA requirements for proper slope.

In addition, grinding causes considerable dust and mess. If the dust is managed with water, the property risks slurry and runoff into storm drains or local water. In most cases, grinding cannot be compared to the Precision method, since grinding cannot achieve like results. Still, in a comparison of the same number and size hazards, Precision Sidewalk Safety is comparable in cost. Figure 11 shows results from a typical grind.

Figure 11: Typical Results from a Grinder



THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.





Demolition and Replacement

The conventional approach to fully eliminating trip hazard liability is to demolish and replace hazardous panels. Done correctly to ensure a zero point of differential between existing and new sections, this method meets ADA specifications and is the most comparable alternative to the PSSC method. However, the number of hazards that can be repaired on a fixed budget is very limited. Demolition and replacement can also be very obtrusive to a property. Sidewalks are often closed for days, and cars sometimes need to be moved. Incidental damages to landscaping can occur.

Based upon various panel sizes totaling approximately 7,840 square feet and an estimated replacement cost of roughly \$20.00 per square foot, we estimate the cost to demolish and replace 290 panels is \$156,800. This takes into account:

- Cost of concrete
- Labor to break up and remove existing concrete
- Labor to pour, form, level, finish, float & cut control joints
- Fuel for multiple site visits to repair or break-up, remove, pour, remove forms, and restore adjacent items
- Equipment such as a backhoe, vehicle to transport backhoe, utility vehicle, and dump truck to remove debris
- Miscellaneous materials to prepare concrete

Based upon the "not to exceed" price to repair all PSSC-repairable hazards throughout the District measuring 3/8" – 2" high, the maximum cost for PSSC repairs is \$37,229 which is an **estimated savings of \$119,571 or 76%**. This comparison assumes that only one panel would be demolished and replaced, which is usually not the case since replacing slabs often requires a "run" of two to five slabs. The *actual* cost for demolition and replacement would likely be two to three times this amount.

COST SAVINGS COMPARED TO DEMOLITION AND REPLACEMENT

Estimated Cost of Demolition and Replacement = \$156,800





Environment Savings:

As a member of several "green" building associations, Precision Sidewalk Safety tracks savings from the use of our service, which is a green building practice. We utilize a dust containment system to minimize dust and portable equipment that consumes minimal energy. The small sections of concrete we remove are recycled. By using Precision Sidewalk Safety instead of demolition and replacement for the reviewed areas, Asturia CDD would achieve the following environmental savings:

Natural Resources Saved:

- approximately **178 tons** of waste concrete from removal and placement in landfills (est. **2,611 cubic feet** of concrete at an average weight of 132 lbs. per cubic foot)
- approximately same amount of materials and resources to replace the concrete that was removed

Fossil fuels saved: estimated **306 gallons**

- hauling equipment to and from the site to remove sidewalks
- operating backhoe equipment to break up and remove concrete
- round trip transportation of estimated **178 tons** of debris to the landfill
- round trip transportation of new materials to replace the removed sidewalks

Prevented release of Carbon Dioxide gas: estimated **2.75 Metric Tons**

Repair Specifications

Precision Sidewalk Safety will submit a summary itemizing each trip hazard repaired. This report will include the following, which serves as a detailed, auditable invoice for each repair:

- a. The physical location (address, light pole #, etc.) of each repair
- b. The specific hazard height - high side and low side measurement - in 8ths of an inch
- c. The total width of actual repair in inches
- d. The square footage of repaired panel

Debris from repaired areas will be collected and removed and a dust abatement system will be used during all repair operations. All resulting repairs will be flat and uniform with a coefficient of friction exceeding OSHA requirements for public walkways.

This proposal is based upon a repair slope of 1:12, removing all hazards that PSSC can repair measuring $\frac{3}{8}$ " - 2" in height on the sidewalks throughout the District.

The following special conditions are included in this proposal for the hazards identified in Table 1:

- Panels which are intact, stable, and not cracked, fractured, or settled
- Panels with hairline, spider, or multiple cracks(s) which are otherwise "stable" and "intact"
- Panels with surface imperfections or missing/sunken partial sections that are 90% useable
- Access ramps that transition sidewalk to crosswalk
- Hazards on utility panels, or similar sidewalk incursions, when directly in the sidewalk right-of-way **ONLY IF** the repair technicians determine that there is sufficient space to make a proper repair.





The following special conditions are not currently included in this proposal:

- Hazards greater than 2" or panels that are too broken for repair or are hollow underneath
- Hazards on over-sized driveway aprons where they meet the adjacent sidewalk panels
- Hazards on panels where ADA early detection mats are in place

Safety:

Precision Sidewalk Safety Corp has a perfect safety record; we use OSHA approved equipment, certify all employees who work directly in trip hazard repair, and have outstanding safety practices for both employees and the public who may be using the walkways we are repairing. We have worked in dense urban, high pedestrian traffic areas, as well as residential neighborhoods and historic district to complete projects without incident. Our clients often receive unsolicited compliments for the work we have performed.

Insurance and Incorporation:

Precision Sidewalk Safety Corp is a corporation registered in the state of Florida. Proof of liability, workers compensation, and auto insurance will be provided as requested.

Protection Under U.S. Patent and Trademark Laws:

The work provided by Precision Sidewalk Safety reveals equipment and processes, which are protected under United States patent laws. It is the use of these patents that enables us to provide the best available trip hazard removal service to our clients. Due to the nature of our business and in lieu of the ability to receive competitive bids for like services, our company provides documentation and reference to the patents that have been issued to our corporate office. Precision Concrete Cutting of Utah and its affiliates, along with The United States Patent and Trademark Office, takes an active and exacting role to protect and enforce intellectual property rights.

U.S. Pat. No. 6,896,604	U.S. Pat. No. 6,827,074
U.S. Pat. No. 7,143,760	U.S. Pat. No. 7,402,095
U.S. Pat. No. 7,000,606	U.S. Pat. No. 7,201,290

About Precision Sidewalk Safety Corporation:

Wendy and Alan MacMurray, the founders of Precision Sidewalk Safety Corp, have over 70 years combined experience in customer management, service delivery and project implementation and have been respected executives for global Fortune 500 companies as well as start-up companies. They introduced the Precision technology to Florida in late 2008 and South Carolina in 2007 and they now support hundreds of customers. The company has used its unique, patented technique to make over 700,000 repairs on sidewalks in the two states, saving communities an estimated \$141 million on sidewalk repairs.





EXHIBIT A: Excerpts from ADA Guidelines

Federal Register / Vol. 56, No. 146 / Friday, July 26, 1991 / Rules and Regulations

Federal Regulations on Trip Hazard Removal

Part III

Department of Justice

Office of the Attorney General

28 CFR Part 36
Non-discrimination on the Basis of Disability Public Accommodations and in Commercial Facilities; Final rule

4.5 Ground and Floor Surfaces
 Excerpts from Federal Register

4.5.2 Changes in Level. Changes in level up to 1/4 in (6 mm) may be vertical and without edge treatment. Changes in level between 1/4 in and 1/2 in (6mm and 13mm) shall be beveled with a slope no greater than 1:2. Changes in level greater than 1/2 in (13 mm) shall be accomplished by means of a ramp that complies with 4.7 or 4.8.

4.7.1 Slope. Slopes of curb ramps shall comply with 4.8.2. Transitions from ramps to walks, gutters, or streets shall be flush and free of abrupt changes. Maximum slopes of adjoining gutters, road surfaces immediately adjacent to the curb ramp, or accessible route shall not exceed 1:20.

4.8.2 Slope and Rise. The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any rise shall be 30 in (760 mm). Curb ramps and ramps to be constructed on existing sites or in existing building or facilities may have slopes and rises as allowed in 4.1.6(2)(b) if space limitations prohibit the use of a 1:12 slope or less.

3 - a - 1. A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches.

3 - a - 1. A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is not allowed.





Price Proposal • Trent Kurkcu • (877) 799-5783 x 531
 Proposal FLP-AF-283 • Odessa, FL • January 16th, 2026

AUTHORIZATION TO PROCEED • FAX TO 866-669-1175

>>ESTIMATE IS VALID FOR 90 DAYS FROM DATE OF ISSUE<<

SCOPE OF PROJECT	Repair at a 1:12 slope trip hazards measuring 3/8" - 2" in height that PSSC's method is able to repair as identified in Proposal FLP-AF-283. Please fill in the authorization date and circle the corresponding price range in the cost box below; then complete invoice information in the approved / billing info table below.		
PROPERTY	ASTURIA CDD		
COST	PRICE IF AUTHORIZATION IS RECEIVED BY MARCH 1st, 2026: \$33,684 - \$35,368	PRICE IF AUTHORIZATION IS RECEIVED BY APRIL 15th, 2026: \$35,456 - \$37,229	DATE

This proposal provides a price which will not be exceeded given the scope of work specified and is based on: 1) an estimated number of hazards we anticipate our technician(s) can repair and 2) the resulting amount of concrete material our technician(s) will remove to render repairs compliant with approved customer specifications. Your final inventory of repairs may vary from this estimate. PSSC repairs only those uneven sidewalks specifically requested by you, our customer, and therefore makes no guarantee that the property is free of uneven sidewalk hazards or other trip hazards. PSSC may not complete a repair(s) because: 1. a hazard's actual measurement at the time of repair exceeds approved customer specifications, and/or 2. in the crew leader's judgment, our repair attempt would cause further damage to the concrete slab or be insufficient to satisfactorily remove the existing hazard and/or mitigate its potential liability. Such excluded hazards, if any, will be left "as found" and will require customer's alternative remedy. After the project is completed, new trip hazards will occur or reoccur due to tree roots, water, settling, and other natural and man-made causes outside of PSSC's control. Upon completion of the project, PSSC is not liable for any related claims, losses, or damages. At least 30 minutes prior to the crew's scheduled departure, customer (or designee) agrees to have inspected and either accepted all repairs as completed, or determined suitable adjustment(s) (if any) as may be required, such that the crew's departure will not be delayed. PSSC will not be held responsible for cracks or other defects in poured concrete that may exist due to materials or methods used by original installer.

The undersigned acknowledges the above explanation of our estimate of work as well as the exclusions set forth in this Proposal, that he/she is legally authorized to engage Precision Sidewalk Safety Corp to deliver designated work, has seen a sample – photo or actual – of the resulting repair, and agrees to notify or mediate affected property owners.

Initial below in the space provided if you authorize PSSC to INCLUDE the following repair types:

Hazards on panels with utility covers, or similar sidewalk incursions when directly in the sidewalk right-of-way

APPROVED BY	NAME	Susan Coppa	
	SIGNATURE	<i>Susan Coppa</i>	
	TITLE	Chairperson	
	PHONE		ALT. PHONE
BILLING INFO (All invoices sent electronically)	INVOICE TO NAME		
	ADDRESS		
	INVOICE TO EMAIL ADDRESS		

Upon receipt of this signed acceptance of the details provided throughout this proposal, PSSC will schedule the requested repairs. Every effort will be made to accommodate the requested start date.

THE INFORMATION IN THIS PROPOSAL IS CONFIDENTIAL

15

It is to be used only by the intended recipient and Precision Sidewalk Safety Corp in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.



SECTION VI

SECTION A

SECTION 1



701 Enterprise Road East
Suite 410
Safety Harbor, FL 34695

Tel. No.: (727)365-3616
Telefax: (727)683-9848
www.lighthouseenginc.com

January 21, 2026

Asturia Community Development District
c/o Brian Young, Governmental Management Services
4530 Eagle Falls Pl
Tampa, FL 33619

Dear Mr. Young

Thank you for this opportunity to provide this professional services proposal for Asturia CDD. Lighthouse has experience with preparing Public Facilities Reports for CDD's and we are confident that we are qualified for this project.

The purpose of this proposal is to formally communicate to you what we believe to be an appropriate scope and fee to successfully complete the Public Facilities report for Asturia CDD.

Generally, we understand (and more thoroughly outline below) that Lighthouse will perform review of the existing conditions and update the previous Public Facilities Report with any changes.

Task 1 - Development of Public Facilities Report

Lighthouse's engineering services include:

- Perform site visit to review existing Public Facilities owned by the District.
- Coordinate with District staff to verify all improvements completed since previous report was completed.
- Update and provide 2026 Public Facilities Report to Board for review and acceptance.

Task 2 - Additional Requested Services

While we feel that the scope and budget provided herein provides the necessary civil engineering effort for review of the Public Facilities Report, need for additional services may arise. Lighthouse would be happy to provide any additional services requested on a time and materials basis.

FEE SUMMARY

Development of Public Facilities Report\$2,500.00
Additional Requested ServicesT&M

Any services requested outside of the scope of work above will be charged hourly according to the rate schedule attached, but will not commence without written permission.

Thank you again for the opportunity to provide our engineering services.

Sincerely,



Amy Palmer
Operations Manager

Accepted By:

Signature

Printed Name and Title

Date



SECTION C

SECTION 1



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

Astoria, CDD.
LANDSCAPE MAINTENANCE REPORT
February 2026

TO: District Management – Brian Young
Astoria, CDD. Board of Supervisors

FROM: John Burkett, Account and Client Manager – RedTree Landscape Systems

Grounds Maintenance

- Mowing operations completed per contract.
- Detail Rotation completed per contract.
- The cutback of ornamental grasses was completed.

Irrigation

- Inspection completed.

Pest Control and Fertilization

- Fertilization and IPM applications were completed.

Work Orders / Service requests

- Please do not hesitate to send any service requests to our Service Desk at service@redtreelandscape.com. Property name, photographs and coordinates (street names, etc.) are all extremely helpful in assuring that we can address any concerns promptly.

SECTION 2



powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 7:41 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	2781 Long Bow Way
Location	
Model	
Modules	5
Controller ID	144906

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

	Location	Valve Status	Clogge d Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	R-By controller	Pass										
2	D-By controller	Pass										
3	S- Along road	Pass										
4	R- By park bench	Pass										
5	R- By mailboxes	Pass										
6		Pass					1					
7	S-Bike trail entrance	Pass										
8	D-Bike trail exit	Pass										
9	S-Bike trail entrance	Pass										
10	S-By controller	Pass										
11		Pass										

Zone #1 - 01-16-26 7:44 am CST



Zone #2 - 01-16-26 7:45 am CST



Zone #3 - 01-16-26 7:46 am CST



Zone #4 - 01-16-26 7:48 am CST



Zone #5 - 01-16-26 7:49 am CST



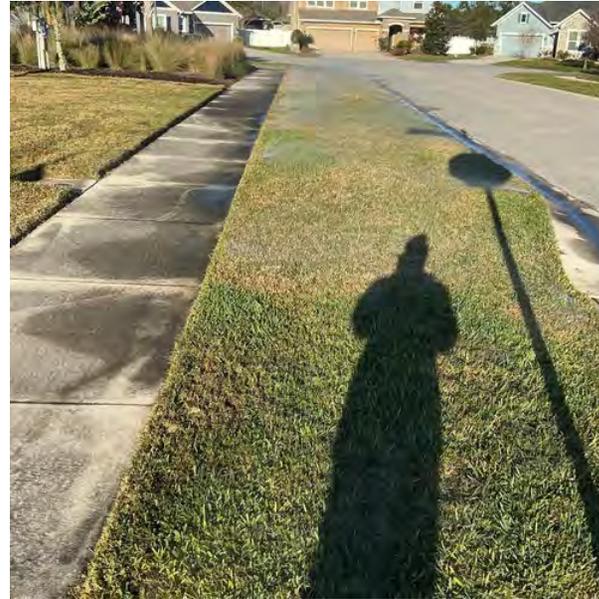
Zone #6 - 01-16-26 7:52 am CST



Zone #7 - 01-16-26 7:55 am CST



Zone #8 - 01-16-26 7:55 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:00 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	14700 Trails Edge Blvd
Location	
Model	
Modules	3
Controller ID	144904

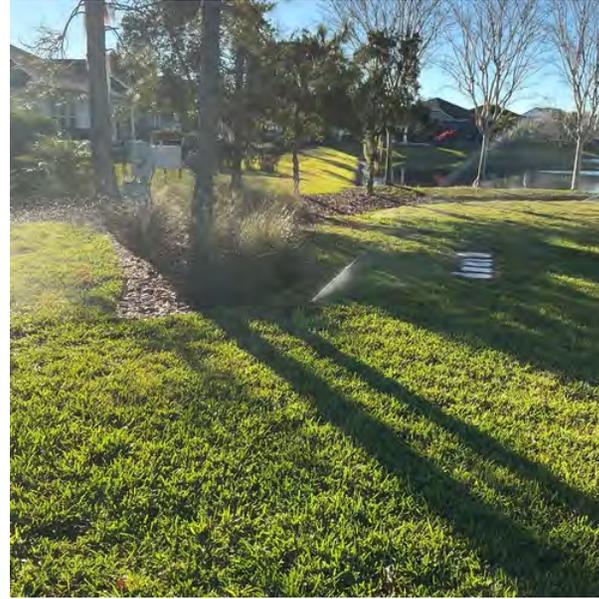
Water Days as of Jan 16, 2026	
Program A	Mon , Wed , Fri
Program B	
Program C	
Program D	

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	R-Middle	Pass										
2	R-Middle	Pass										
3	S-Road	Pass										
4	D-East side	Pass						1				
5	D-West side	Pass										
6		Pass										

Zone #1 - 01-16-26 8:02 am CST



Zone #2 - 01-16-26 8:03 am CST



Zone #3 - 01-16-26 8:03 am CST



Zone #4 - 01-16-26 8:04 am CST



Zone #5 - 01-16-26 8:06 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:20 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	15381 Aviles Pkwy
Location	
Model	
Modules	4
Controller ID	145027

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

Notes
ZONE 6 TO HAVE SOLENOID REPLACED

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	Bubbler	Pass										
2	Drip	Pass										
3	NA	Pass										
4	S- Between road and sidewalk	Pass										
5	S-Northwest center	Pass	1									
6	Center of center	Fail										
7	S-Southwest center	Pass										
8	S-By controller	Pass										
9		Pass										



powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:30 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	15301 Aviles Pkwy
Location	
Model	
Modules	3
Controller ID	145026

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	Bubbler	Pass						1				
2	S- By controller	Pass										
3	S- West of Zone 2	Pass										
4	S- Across the street from Zone 3	Pass										
5	S-East of Zone 4	Pass										
6		Pass										

Zone #1 - 01-16-26 8:32 am CST



Zone #1 - 01-16-26 8:32 am CST



Zone #2 - 01-16-26 8:34 am CST



Zone #3 - 01-16-26 8:35 am CST



Zone #4 - 01-16-26 8:36 am CST



Zone #5 - 01-16-26 8:37 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:39 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	15121 Aviles Pkwy
Location	
Model	
Modules	3
Controller ID	145022

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	Bubbler	Pass										
2	D- Beds	Pass										
3	S-Between road and sidewalk	Pass										
4	S- North and east	Pass										
5	S- West center	Pass										
6	S-East center	Pass										
7		Pass										

Zone #1 - 01-16-26 8:40 am CST



Zone #2 - 01-16-26 8:41 am CST



Zone #3 - 01-16-26 8:41 am CST



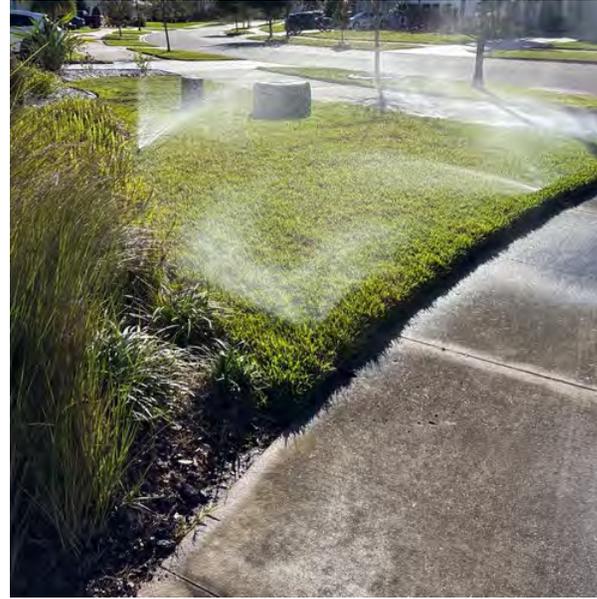
Zone #3 - 01-16-26 8:41 am CST



Zone #4 - 01-16-26 8:42 am CST



Zone #4 - 01-16-26 8:42 am CST



Zone #5 - 01-16-26 8:42 am CST



Zone #6 - 01-16-26 8:43 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:46 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	14807 Renaissance Ave
Location	
Model	
Modules	4
Controller ID	144936

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

Notes
Timer is off. Park needs time to dry. Standing water with no breaks

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	S- East of bed	Pass										
2	S - By sidewalk	Pass										
3	R- East side of park	Pass										
4	R - West side of park	Pass										
5	S - Sidewalk on Aviles Pkwy	Pass										
6	S - Sidewalk east of Zone 5	Pass										
7	B - Trees in park	Pass										
8		Pass										

Zone #1 - 01-16-26 8:48 am CST



Zone #2 - 01-16-26 8:49 am CST



Zone #3 - 01-16-26 8:49 am CST



Zone #4 - 01-16-26 8:49 am CST



Zone #5 - 01-16-26 8:50 am CST



Zone #6 - 01-16-26 8:51 am CST



Zone #7 - 01-16-26 8:52 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 8:59 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	15138 Caravan Ave
Location	
Model	
Modules	10
Controller ID	146020

Water Days as of Jan 16, 2026	
Program A	Sun , Tue
Program B	Sun , Tue
Program C	
Program D	

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	S- In plant beds, by Gathering Way	Pass										
2	S- Center by Gathering Way	Pass										
3	S- Road by Gathering Way	Pass										
4	S- In plant bed, by controller	Pass							1			
5	R- By controller	Pass										
6	Bubbler by timer	Pass										
7	S- In plant bed by mailboxes	Pass										
8	S- Road by mailboxes	Pass										
9	S- Both sides of Hearth Drive	Pass										
10	S- In plant beds both ends of island	Pass										
11	Bed on the right side	Pass										
12	Bubblers field	Pass										
13	S-Plant bed by Delancey Street	Pass										

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
14	N/A	Pass										
15	S- Both ends of island	Pass										
16	N/A	Pass										
17	R-North end of island	Pass										
18	R-Center island	Pass										
19	R-South end of island	Pass										
20		Pass										

Zone #1 - 01-16-26 9:00 am CST



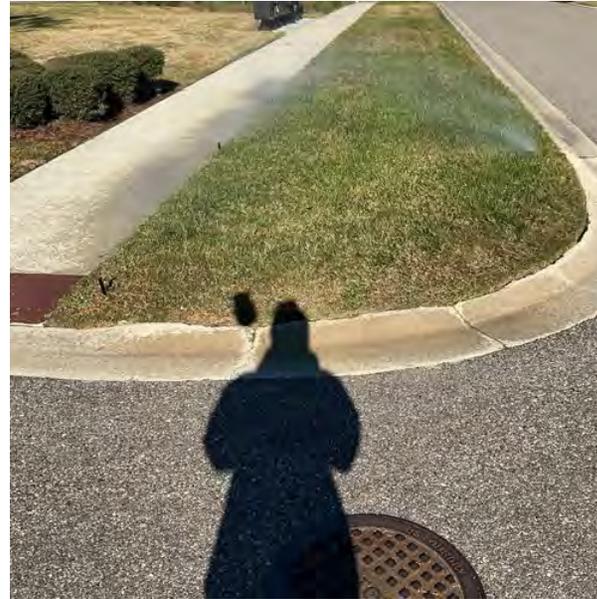
Zone #2 - 01-16-26 9:01 am CST



Zone #3 - 01-16-26 9:01 am CST



Zone #3 - 01-16-26 9:02 am CST



Zone #4 - 01-16-26 9:02 am CST



Zone #4 - 01-16-26 9:03 am CST



Zone #6 - 01-16-26 9:04 am CST



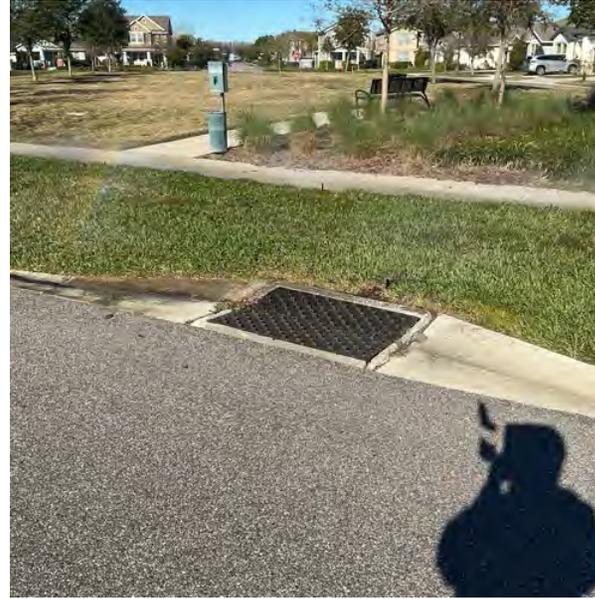
Zone #7 - 01-16-26 9:05 am CST



Zone #8 - 01-16-26 9:05 am CST



Zone #9 - 01-16-26 9:06 am CST



Zone #10 - 01-16-26 9:06 am CST



Zone #10 - 01-16-26 9:07 am CST



Zone #13 - 01-16-26 9:08 am CST



Zone #15 - 01-16-26 9:09 am CST



Zone #17 - 01-16-26 9:09 am CST



Zone #17 - 01-16-26 9:10 am CST



Zone #18 - 01-16-26 9:10 am CST



Zone #18 - 01-16-26 9:10 am CST



Zone #19 - 01-16-26 9:11 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 9:12 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	15216 Caravan Ave
Location	
Model	
Modules	8
Controller ID	146008

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	S- By Gathering Way	Pass										
2	S- In plant beds by Gathering Way	Pass										
3	S- By road by Gathering Way	Pass										
4	S- Center grass by Gathering Way	Pass										
5	B on trees	Pass										
6	S- Both ends of island	Pass										
7	R- Southwest in island	Pass										
8	R- Southeast island	Pass										
9	R- Northeast of island	Pass										
10	R- Northwest of island	Pass										
11	NA	Pass										
12	NA	Pass										
13	S-By controller, road	Pass										

	Location	Valve Status	Clogge d Nozzle	Blocke d Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
14	S-By controller, center	Pass										
15	S- By controller, plant beds	Pass										
16		Pass										

Zone #1 - 01-16-26 9:16 am CST



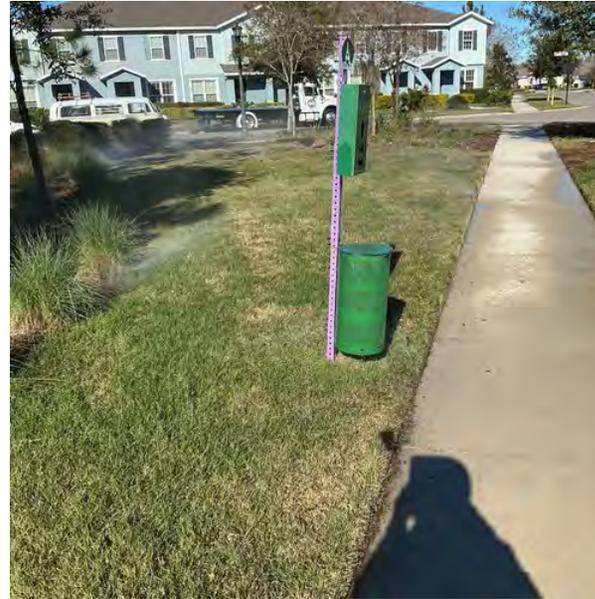
Zone #1 - 01-16-26 9:16 am CST



Zone #2 - 01-16-26 9:17 am CST



Zone #3 - 01-16-26 9:18 am CST



Zone #4 - 01-16-26 9:18 am CST



Zone #5 - 01-16-26 9:21 am CST



Zone #6 - 01-16-26 9:21 am CST



Zone #7 - 01-16-26 9:22 am CST



Zone #8 - 01-16-26 9:23 am CST



Zone #9 - 01-16-26 9:24 am CST



Zone #9 - 01-16-26 9:24 am CST



Zone #10 - 01-16-26 9:24 am CST



Zone #13 - 01-16-26 9:25 am CST



Zone #14 - 01-16-26 9:26 am CST



Zone #15 - 01-16-26 9:27 am CST





powered by SmartLink Network ®

JANUARY INSPECTION 2026

Date: Jan 16, 2026 7:23 am
Inspector: Shaun Seymour

Site	
Name	Asturia CDD
Address	Asturian Parkway
City	Odessa
ST	Florida
Zip	33556

Controller	
Name	2995 Long Bow Way
Location	
Model	
Modules	6
Controller ID	144919

Water Days as of Jan 16, 2026	
Program A	Sun , Wed
Program B	
Program C	
Program D	

Notes
Zone 4 repaired with rain bird solenoid

	Location	Valve Status	Clogge d Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost
1	R-By controller	Pass										
2	S-By controller	Pass										
3	D-By controller	Pass										
4	R-North of park benches	Fail										
5		Pass										
6		Pass										
7	Zone 7	Pass										
8	D-North of lake	Pass										
9	B-North end of lake	Pass										
10	D- End of Trails Edge Blvd	Pass										
11	R-End of Trails Edge Blvd	Pass										
12	S-End of Trails Edge Blvd	Pass										
13		Pass										

Zone #1 - 01-16-26 7:25 am CST



Zone #2 - 01-16-26 7:25 am CST



Zone #3 - 01-16-26 7:27 am CST



SECTION 4



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

Sod Replacement Proposal

FOR

Asturia CDD

Attention: Bryan Young, District Manager

January 6, 2026

Scope of Work:

Replace (28,500) square feet of Sod at the amenity center.

Work includes:

- Replace (28,500) square feet of sod at the amenity center.
- Includes all labor, hauling and dumping fees.

PRICE: \$61,275.00

Authorized Signature to Proceed

Date of Authorization

Proposal submitted by John Burkett - Client Care Specialist
jburrkett@redtreelandscape.com / Cell phone: (727) 267-2059

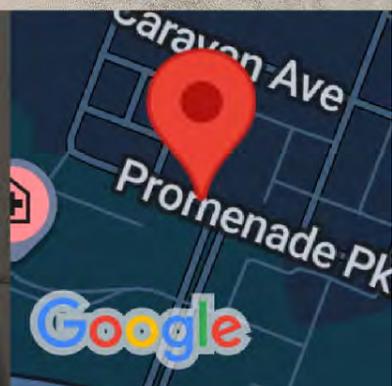


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1937911 / Long -82.5702166

Monday 05 January 2026 11:58:42



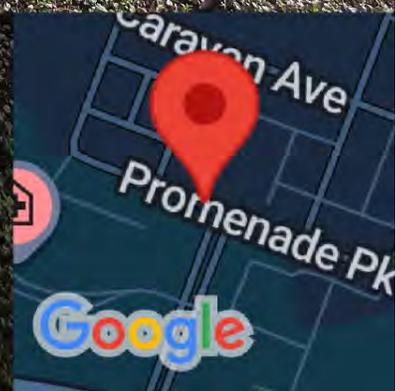


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1937911 / Long -82.5702166

Monday 05 January 2026 11:58:51



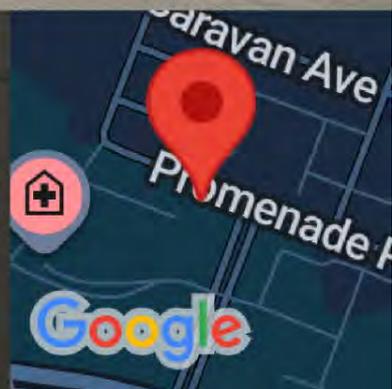


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.193709 / Long -82.570593

Monday 05 January 2026 12:00:30



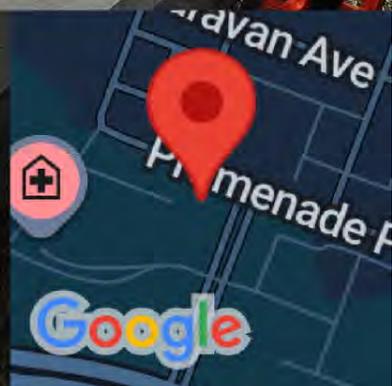


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1935585 / Long -82.5705573

Monday 05 January 2026 12:00:36





Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1939515 / Long -82.5699114

Monday 05 January 2026 12:00:58



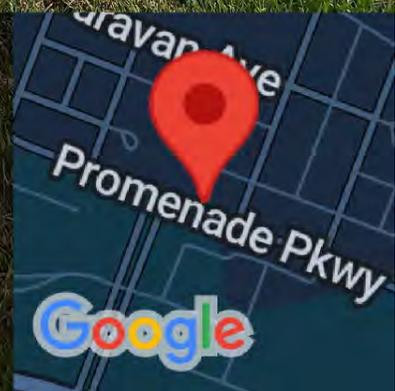


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1936255 / Long -82.5694743

Monday 05 January 2026 12:05:10





Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1936255 / Long -82.5694743

Monday 05 January 2026 12:05:15



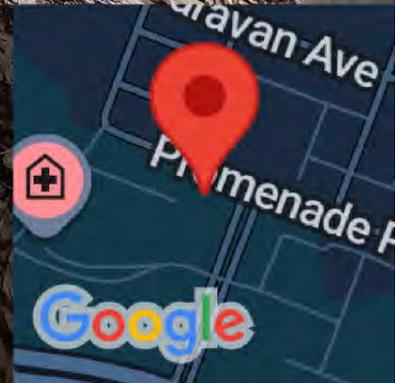


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1936114 / Long -82.5705687

Monday 05 January 2026 12:08:59



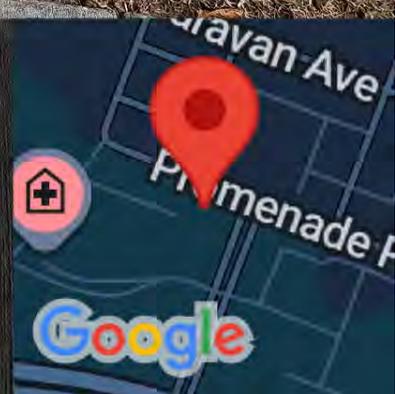


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1943716 / Long -82.5703464

Monday 05 January 2026 12:09:12



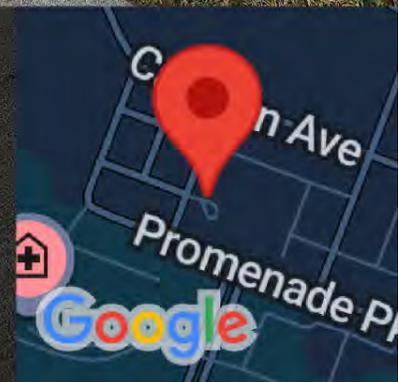


Odessa, Florida, United States

14575 Promenade Pkwy, Odessa, FL 33556, USA

Lat 28.1943716 / Long -82.5703464

Monday 05 January 2026 12:09:15



SECTION 5



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday, FL 34690

Clubhouse Controller - IQ4 Cellular Communications

**IRRIGATION PROPOSAL
for
ASTURIA CDD**

Attention: Brian Young, District Manager

January 27, 2026

Scope of Work:

Replace the non-functioning Ethernet cartridge (currently under warranty) with the new IQ4 Cellular Communications. This upgrade will bring the controller back online and provide improved monitoring and control of the irrigation system.

The annual service fee is waived for the first year and will be \$250.00 per year thereafter.

Materials:

(1) New IQ4 Cellular Communications	\$2,781.84
(1) IQ4 Ethernet Cartridge (warranty)	\$2,180.00 (Credit)

TOTAL PRICE: \$601.84

Authorized Signature to Proceed

____/____/_____
Date of Authorization

Proposal submitted by Matt Olson, Irrigation Manager
molson@redtreelandscape.com / Cell phone: (727) 200-1714

SECTION 6



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscape.com

5532 Auld Lane, Holiday FL 34690

WALL AT FITNESS CENTER AND POOL AREA
JASMINE MINIMA INSTALLATION PROPOSAL

FOR
ASTURIA CDD

Attention: Bryan young, District Manager

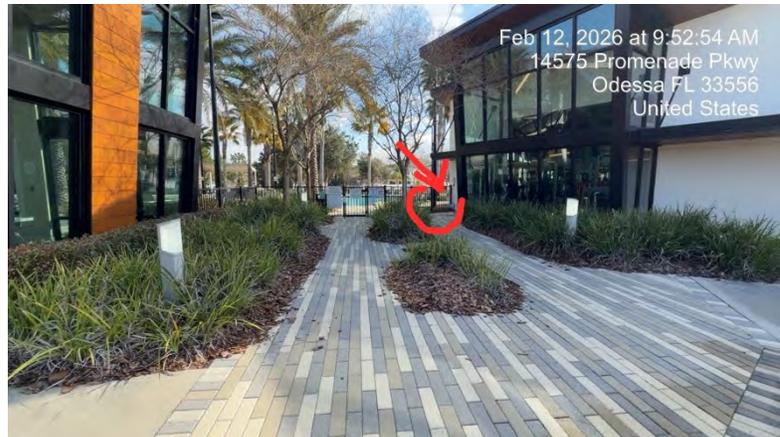
February 19, 2026

Scope of Work:

- This project includes the installation of (110) 1-Gal. Jasmine Minima at the wall at fitness center and pool area.

Work includes:

- Install (110) 1-Gal. Jasmine Minima.
Includes all labor, material, and dumping fees.



PRICE: \$1,650.00

Authorized Signature to Proceed

Date of Authorization

Proposal submitted by John Burkett - Client Care Specialist
jburkett@redtreelandscape.com / Cell phone: (727) 267-2059

SECTION 7



The New Standard in Landscape Maintenance

1.888.RED.TREE

www.redtreelandscapesystems.com

5532 Auld Lane, Holiday FL 34690

Aviles Drive
STUMP GRIND PROPOSAL
FOR
ASTURIA CDD

Attention: Bryan young, District Manager

February 17, 2026

Scope of Work:

- This project includes the stump grinding of (1) existing stump.

Work includes:

- Stump grinding (1) existing stump.
- Includes all labor, material, and dumping fees.

PRICE: **\$250.00**

Authorized Signature to Proceed

_____/_____/_____
Date of Authorization

Proposal submitted by John Burkett - Client Care Specialist
jburrkett@redtreelandscape.systems / Cell phone: (727) 267-2059

SECTION D

Aquatic Services Report

Technician

Doug Fitzhenry

Job Details

Service Date	1/8/2026
Customer	Asturia CDD
Weather Conditions	Partly Cloudy
Wind	2se
Temperature	66
Multiple Sites Treated	Yes



Ponds Treated Information

Repeatable - 2 Count

1 of 2

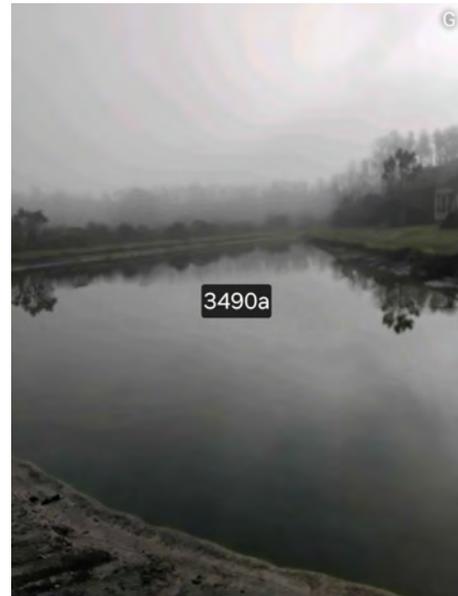
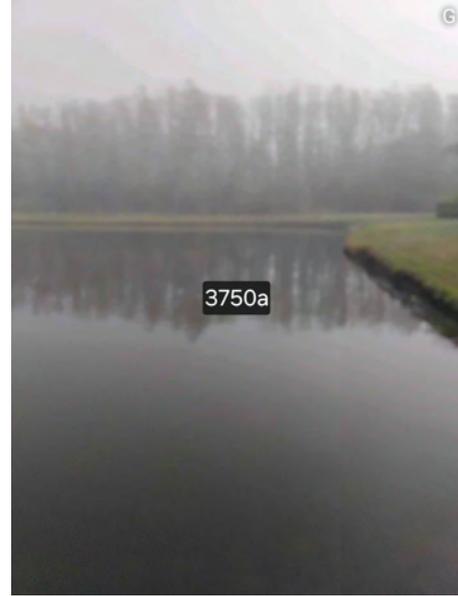
Pond Numbers	All
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Grasses
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Low
Restrictions	None
Observations/Recommendations	Sites treated for invasive growth

Pictures

Aquatic Services Report



Aquatic Services Report



Aquatic Services Report



2 of 2

Pond Numbers	1 2 3 5 x 3740c 3500b 3510c
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Algae
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Low
Restrictions	None
Observations/Recommendations	Sites treated for algae

Aquatic Services Report

Technician

Doug Fitzhenry

Job Details

Service Date	1/20/2026
Customer	Asturia CDD
Weather Conditions	Sunny
Wind	6Ne
Temperature	42
Multiple Sites Treated	Yes



Ponds Treated Information

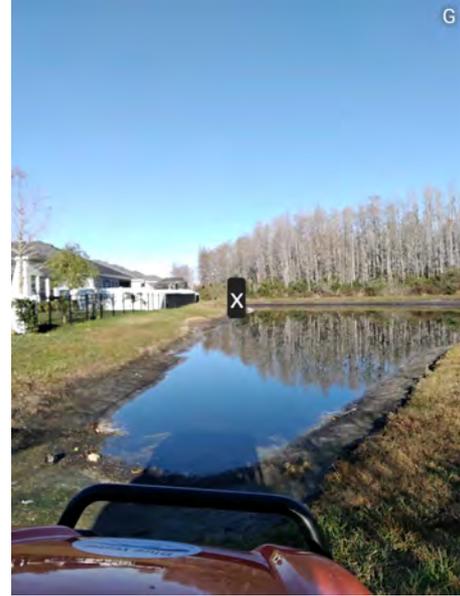
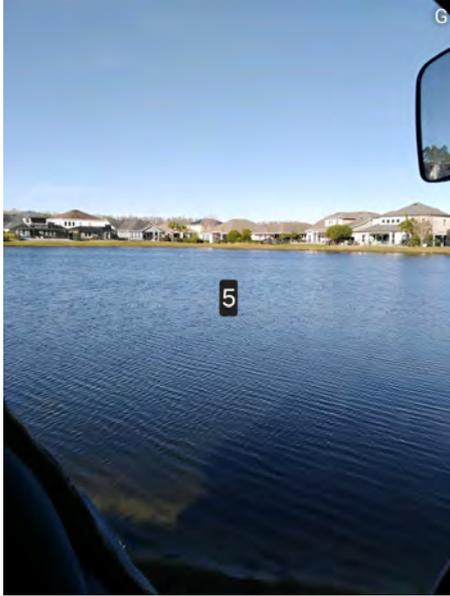
Repeatable - 1 Count

1 of 1

Pond Numbers	X 2 3 4 5
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Algae
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Low
Restrictions	None
Observations/Recommendations	Sites treated for algae

Pictures

Aquatic Services Report



Aquatic Services Report



SECTION E

SECTION 1

Asturia CDD

Field Management Report – Photo Supplement

Wildlife Signs

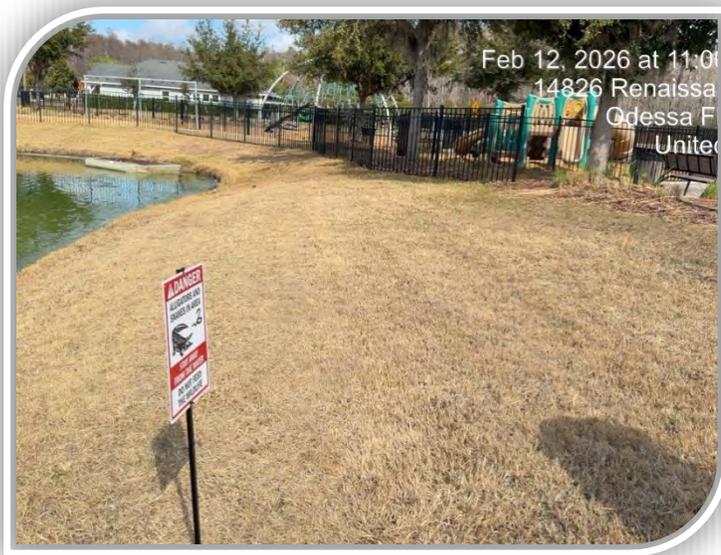


Photo Description:

- Multiple areas missing alligator and wildlife signs installed around high traffic areas.

Updated Entry Lighting

Photo Description:

- GMS team replaced all bulbs at entry way to gym with updated High Output Bulbs & Updated landscape lights at clubhouse.



Repair Trip Hazards- Amenity



Photo Description:



GMS staff identified and repaired trip hazards around amenity area.



Dog Park



Photo Description:



Install Rake and Broom Holders to fence and clean up dog park. Added top soil to some areas where dogs dug up.

Mango Fade Erosion Repair



Photo Description:

✚ Repair erosion around Storm drain cover.



SECTION 2

ASTURIA CDD- FIELD MANAGEMENT ACTION ITEMS LIST

<i>Description</i>	<i>Vendor</i>	<i>Status</i>	<i>Proposal \$</i>	<i>Notes</i>
Erosion Repairs	Blue Water Aquatics	In Progress	NTE \$4000	Repairing multiple ponds for hog and erosion damage to pond banks
Main Drain in pool	Hanley Pools	In Progress	Hanley-\$1194.00	Proposals to replace main drains. will need to be done in conjunction with pump repairs. Parts on order
Update all lighting in gym bathrooms	Neuwire	In Progress	\$ 3,800.00	Current fixtures are discontinued, GMS maintenance team attempted to replace 2 seperate fixtures and upon install would just flicker. Current lighting very dim. Recommend complete upgrade of fixtures to a brighter system and more accesible parts.
Golf Cart Bridge @Aviles Pkwy- Timber Intentions	Timber Intentions	In Progress	GMS-NTE \$18k	Proposal received is high. GMS inspecting bridge for other repair options more cost effective. GMS field staff pulled boards on walkway. will provide proposal for resolution. 2/17- Wood delivered to site. start job week of 2/18- complete by week of meeting if all goes well.
Trash can Replacement throughout property.	Tampa Maintenance	In Progress		gathering a comprehensive list of all trash cans thru property. all are broken and faded. overdue for replacement
Speed Bump Install	Tampa Maintenance	In Progress		Multiple areas marked by board member Tietz on renissance for install. Following up with county in writing regarding speed bump install. Will follow up. We have all supplies on site
Signs- Missing/ Loose	Tampa Maintenance	In Progress		1- MISSING crosswalk ahead and brosswalk here signs on crosswalk at Edge Blvd & Eve Ct. 2-MISSING street name sign on corner Aviles pkwy & Santilla Lp. GMS ordering signs. To be completed 2/19
Pool Filtration systems leaking	Pool Vendor	Proposal	Hanley Pool-\$13,480	Proposal to be presented at meeting. Stoner pools previously approved is not receptive to making repair. further leaks were found as well. this is the updated proposal from Hanley pool
Stump Grind	RedTree	Proposal	\$ 250.00	Stump grind exsisting stump
Irrigation upgrade to Wifi Connection	RedTree	Proposal	\$ 601.84	Add wifi connectivity for Redtree irrigation, allows for faster and more effecient testing
Jasmine replacement around amenity and clubhouse	RedTree	Proposal	\$ 1,650.00	Board requested proposal for next meeting for jasmine replacement and options at clubhouse and amenity
Water Fountain On Pool Deck/HVAC Maintenance	Frank Gay	Proposal	Frank Gay Maint-\$2400 p/qtr	GMS staff replaced filter with new Elkay filter reset system and will still not function. water leaking in multiple spots. Frank Gay will be onsite this week to provide estimate for repair/ replacement. Frank Gay provided quote for quarterly maintenance as well as hourly price guides for services that would be needed.
Property Power Washing	Pressure Plus Services	Proposal	Riptide-\$29438.20	Seeking proposals from vendors to perform extensive power wash clean up Contacted Pressure Plus Services- will be following up with a proposal by next meeting
Proposal for Fertilization install	RedTree	Complete	\$ 2,500.00	Install Milorganite to the areas down Promenade
Install new landscape lights to front of amenity area.	Tampa Maintenance	Complete		Install new landscape lights to area between clubhouse and parking lot. walking path
Install aligator and wildlife signs throughout property and ponds	Tampa Maintenance	Complete		Insall signs completed
Repair Trip hazaards at amenity	Tampa Maintenance	Complete		Grind and repair sidewalks and walking paths to pool area.
Replace Bollard lights	Tampa Maintenance	Complete		Replace all bollard lights at entrace between clubhouse and gym. some fixxtures out. updated lighting for brihter coverage

SECTION 3

Astoria CDD - Maintenance List

17/32 completed

✓	Date Entered	Date Completed	Priority	Task
<input type="checkbox"/>	2/17		High	Board wants to pressure wash all sidewalks and curb lines. This would have to be done in sections. Would like to provide a estimate from GMS 12/11- gms field team attempt to use on site power washer. no success. pressure washer has been uncovered, Field manager ma will check spark plug and fuel quality next visit and determine why its not running. we wanted to start cleaning the sidewalks around the clubhouse. Will be seeing vendor proposals for power washing site Riptide proposal provided.
<input type="checkbox"/>	2/17		High	Check out the men's bathroom stall in the gym. No handicap access currently the stall has been closed for weeks. automatic flush function is not working and manual flush not sufficient to clear waste. Otherwise bowl is functional. 12/11- replace battery assembly. auto function still not working. will follow up with plumbing tech 2/17 meet vendor on site for proposal
<input type="checkbox"/>	2/17		Medium	At the entrance to the bridge on caravan areas of concrete need to be broken apart and roots dug up. And then relay new concrete down to make it even with the bridge.
<input type="checkbox"/>	2/17		Low/Medium	2- Lights out Ladies RR (gym). 1 large bulb over ADA stall, (in stock) 1 small unit over sink (no replacement on hand). I have the replacement units in the flice. They are special order. Clarification the lights that re out are above the sinks. They are smaller bulbs we do not have spares on hand. Proposal from electrician to replace bathroom lights.
<input type="checkbox"/>	2/17		Low/Medium	2- Lights out Mens RR (gym) 2 smaller lights over sinks No replacements on hand. I have the replacement units in the flice. They are special order. GMS contacted electrician for lighting concerns in bathrooms. Liton fixtures are discontinued. electrician will provide estimate for replacement.
<input type="checkbox"/>	2/17		High	Drinking Water fountain still showing error. ElKay filter replaced still showing errors and water leaking in multiple spots.- GMS dispatched plumber to diagnose and provide estimate for repair. Meet vendor on site tues feb 17th for proposal for fountain and hvac maintenance contract
<input type="checkbox"/>	2/17		Med	Faucet in Ladies Gym restroom not working, may need batteries?. Farthest to your left as you face the mirror. WE have one new faucet left. the marble in the gym bathrooms is this
<input type="checkbox"/>	2/17		Med	Power Wash and clean all glue and debris off pool gazebo.
<input type="checkbox"/>	2/17		Med	Power was and clean all outdoor furniture
<input type="checkbox"/>	2/17		Med	Sand rust from umbrella stands (pre spring break) and paint if needed
<input type="checkbox"/>	2/17		Med	Clean all pool cushions for furniture.
<input type="checkbox"/>	2/17		High	Monthly- rinse all ac filters
<input type="checkbox"/>	2/17		Med	Monthly- ck playgrounds for any sharp objects or missing bolts.
<input type="checkbox"/>	2/17		Med	Bi- weekly rake of the dog park and clean up debris.
<input type="checkbox"/>	2/17		Med	Monthly- Trash Pick up
<input type="checkbox"/>	2/17			
<input checked="" type="checkbox"/>	2/17	Feb-2026	Med	Ck-all-landscape lights around amenity and entrance to amenity; replace any bulbs needed
<input checked="" type="checkbox"/>	2/17	Feb-2026	Med	Monthly ck all boards on bridges for loose or lifting boards or nails:
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	Install caution-wildlife signs thru property- Get with Matt on locations
<input checked="" type="checkbox"/>	2/17		High	Repair any trip hazards within the amenity area. Grind and repair concrete:
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	grind and repair sidewalk trip hazards arond amenity inside gated pool area:
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	MOVE BRACKETS FOR RAKE AND BROOM FROM BEHIND POOP STATION IN DOG PARK. PUT BRACKETS IN MORE OPEN AREA FOR ACCESS:
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	Make sure we have zip ties in back shed near cart. If not get some. Organize this shed also. Pull out shelves
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	All tables in the clubhouse are extremely flimsy. Have Steve tighten down and do what he can to make these tables more stable:
<input checked="" type="checkbox"/>	2/17	Feb-2026	Med	Ceiling in Gym Ladies room near A/C vent is showing some issue, paint stippled, discolored which could be condensation or a leak. Please assess. Pis sent in email. Observe not active leak- found ac piping runs direct above and same stain in mens room. ac filters clogged causing excessive condensation. cleaned all filters and replaced what we could and will continue to monitor for condensation. if none will have GMS tech paint ceiling
<input checked="" type="checkbox"/>	2/17	Feb-2026	High	Water fountains are not functioning at the pool deck. contacted plumbing company
<input checked="" type="checkbox"/>	2/17	Jan-2026	High	Outdoor pool showerhead is leaking. GMS replaced shower head:
<input checked="" type="checkbox"/>	2/17		Low/Medium	Multiple lights out in the men's bathroom overhead sinks. checked all local suppliers. will have to special order replacement fixtures. order to be placed my Matt
<input checked="" type="checkbox"/>	2/17		Low/Medium	2 Faucets in Mens CHouse RR not working one entirely. the second just a trickle. 12/11- located new faucets in shed- will address next visit on 12/18:
<input checked="" type="checkbox"/>	2/17	Jan-2026	Low/Medium	Washable A/C filters in Back Shed /Pool Shed- Difficulty removing for cleaning. replace all ac filters. Paper filters for Back shed (2nd unit) are now in being stored in back shed and are being replaced monthly by CH staff
<input checked="" type="checkbox"/>	2/17	Dec-2026	Medium	Look at the bolt on Main pool gate Magna lock. - Is not flush and continues to unseat (needs constant tightening) and loosening the lock mechanism leaving the gate open.
<input checked="" type="checkbox"/>	2/17	Dec-2026	high	Replace GFI outlet outside clubhouse front. xmas lights would not come out outlet is dead. also check gfi at golf cart. board wants replaced:
<input checked="" type="checkbox"/>	2/17	Dec-2026	High	Multiple GFI covers and outlets pulled out at clubhouse circle to be repaired:

SECTION 4

Proposal to NO.

Asturia CDD Dan Foss, VLT

DATE 2025-12-10



CONTRACT / PROPOSAL

CONTACT Matt Azriel

NAME Asturia CDD

ADDRESS 14886 Caravan Ave, Odessa, FL 33556

JOB SITE:

EMAIL Mazriel@gms-tampa.com

TEL

ORDER TAKEN BY:

Pat Hanley

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

Hanley Pools will perform the work as follows;	QT	Cost
To replace the LED display on a Dan Foss, VLT, Aqua Dr		\$375.00
Replace damaged valves, and gaskets with bolt packs for 3 flanges and 4 valves		\$3,650.00
Replace the laterals rock and sand on 2 Miami filters		\$7,020.00
Replace precision control, MR 1, Chemical injection system		\$2,435.00

Any additional repairs or unforeseen issues may require a separate estimate. All material is guaranteed to be as specified, and the above work is to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of (TOTAL)

Payment structure

Down payment 55%	\$7,414.00
Completion 40%	\$5,392.00
Final 5%	\$674.00

With payments to be made as follows:
 If paying by debit or credit card, there is a 3.5% convenience fee charge, you can pay online, by Zelle at 813-940-9875
 Or call 813-839-7665 during business hours.
 If paying by check:
 Make checks payable to: Hanley Pools LLC

L# CPC1461025

Hanley Pools LLC
 PO Box 6004 Sun City Center, FL 33571
 Phone 813-839-7665
info@flapools.com
 L# CPC1461025

TOTAL \$13,480.00

Respectfully submitted by

Pat Hanley

INT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LIEN LAW ADDENDUM

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

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

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

ACCEPTANCE OF CONTRACT

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

SIGNATURE OF AGGREMENT OF CONTRACT

DATE

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

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

SECTION 5



The enclosed proposal is presented by
Riptide Pressure Washing, LLC

Website: www.riptidepressurewashing.com

Email: office@riptidepressurewashing.com

Phone: 727-216-9672

WHAT YOU GET WITH RIPTIDE:		
RIPTIDE SUPPLIES ALL OF THE WATER.	✓	Page 2
RIPTIDE HAS INDUSTRIAL EQUIPMENT FOR EFFICIENCY AND EFFECTIVENESS.	✓	Page 2
RIPTIDE USES HOT WATER FOR BEST RESULTS WHEN CLEANING CONCRETE.	✓	Page 2
RIPTIDE APPLIES AN ALGICIDE TO CONCRETE TO IMPROVE THE LONGEVITY OF THE CLEANING.	✓	Page 2
RIPTIDE CARRIES WORKERS COMPENSATION INSURANCE.	✓	Page 3
RIPTIDE CARRIES COMMERCIAL AUTO AND GENERAL LIABILITY WITH \$2M IN PROTECTION.	✓	Page 3
RIPTIDE IS A PRE-APPROVED VENDOR.	✓	Page 3

This proposal contains proprietary information intended solely for the individual or entity to whom it is addressed and may not be shared or posted publicly without permission.

OUR EQUIPMENT:

Riptide's industrial equipment consists of three, turbo diesel 84HP, 20 gallon-per-minute pressure washing machines, connected to instant hot-water heaters. These machines are mounted on a 25' x 10' trailer with a 2,000-gallon water tank and a county issued hydrant filtration system for extracting water from hydrant meters with authorization from the county. Additionally, a custom, compressed-air atomizing pump is mounted to our rig to apply the appropriate amount of cleaning agent to clean a structure, roof, or building of any size.

OUR CLEANING METHOD FOR ROOFS, BUILDINGS AND OTHER STRUCTURES:

Riptide performs roof cleaning, exterior building cleaning, fence cleaning and boundary wall cleaning using our state-of-the-art cleaning agent application system. A proprietary blend of cleaning agents, with the active ingredient SLO-MO, are mixed in our chemical tank and applied to the structure by our team of professionals. Once applied, the cleaning agents break down the living organisms that create the unsightly discoloration on exterior structures. The end result is restored aesthetic value; and the elimination of contaminants such as mold, mildew and algae. Our cleaning agents are approved by the Vinyl Siding Institute and the Roof Cleaning Institute of America. Photo, right: Roof cleaning being performed on a 3-story apt. building in Tampa.



PRO TIP: Never allow a vendor to use a pressure washer or a concrete cleaner on a roof.

OUR CLEANING METHOD FOR CONCRETE:

We use a 2-step process to clean concrete surfaces such as sidewalks, walkways, curbing, etc. Step one is performed using a flat surface cleaner. The flat surface cleaner affords a powerful, uniform cleaning without risk of damage to concrete material. This cleaning tool, when combined with the use of hot water to create steam, provides the most effective cleaning method for flat surfaces. After the concrete is cleaned, we apply an algicide which oxidizes the algae, mold and mildew from the porous concrete and inhibits its return. The end result is bright, clean concrete material. Photo, right: High-performance, industrial flat surface cleaner



Please note that Riptide also offers a concrete treatment to remove rust and iron stains that are the result of well water irrigation systems. This is a separate service using a different cleaning method (a chemical application) and must be specifically requested.

HOW WE DETERMINE OUR PRICING:

All cost proposals are calculated using linear or square footage of the area to be cleaned. This allows us to determine the amount of algicide we will need for the scope of work. A detailed itemized cost proposal is included on the last page of this proposal. **This proposal is being submitted as one complete document, do not separate the itemized cost proposal when presenting to decision-makers.**

HOW WE PROTECT YOUR ASSETS:

Riptide carries Worker's Compensation, General Liability and Commercial Auto insurance with levels of coverage well beyond the minimums. A certificate of insurance is included on the last page of this proposal. **Your property will be named as an additional insured upon acceptance of our cost proposal.** Riptide Pressure Washing, LLC is an approved vendor with credentialing companies such as Compliance Depot, Enterprise Risk Control, Grid Vendor, VIVE and Registry Monitoring Services.

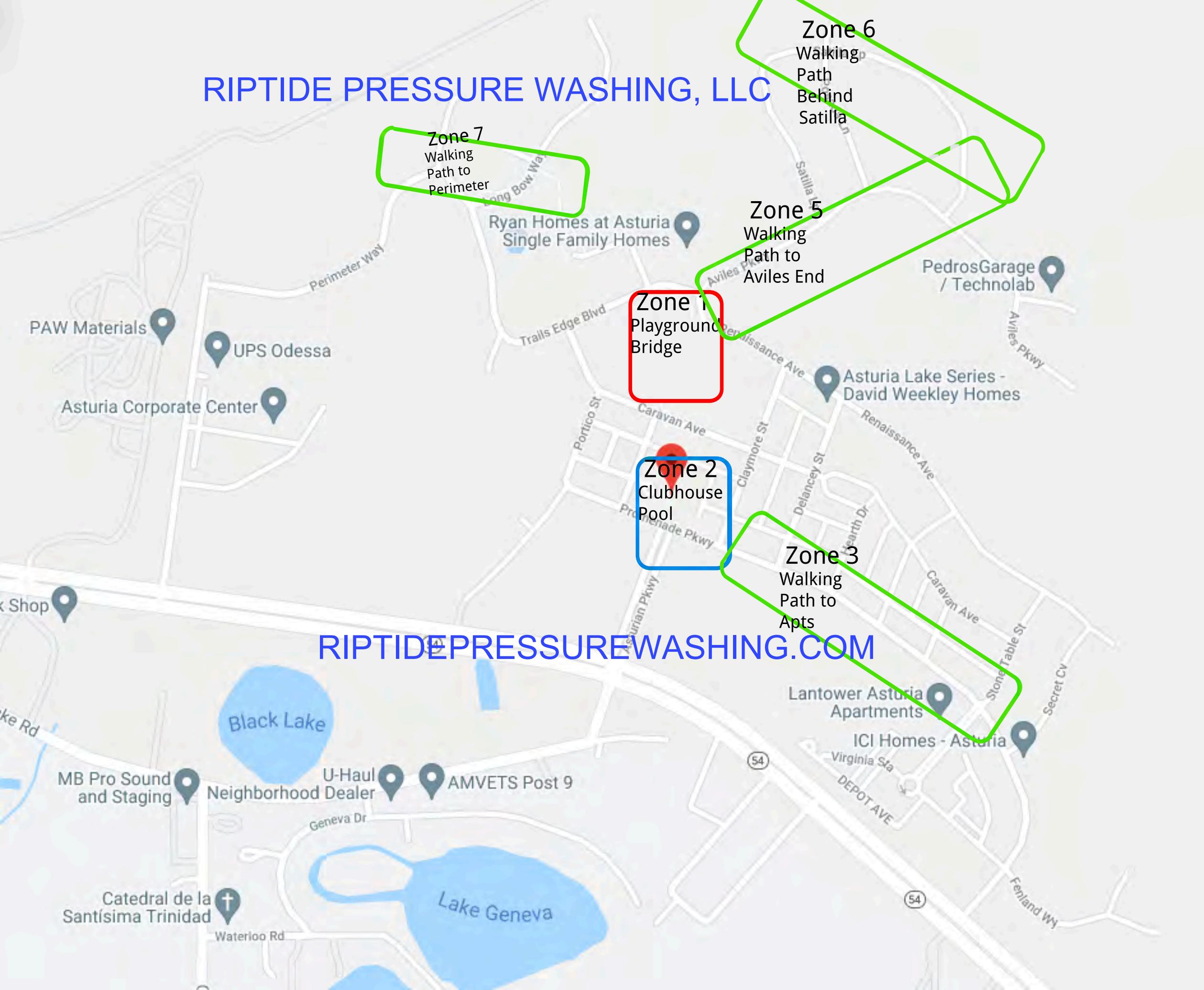
HOW YOU WILL BENEFIT FROM CHOOSING RIPTIDE PRESSURE WASHING, LLC:

Riptide is the best-equipped exterior cleaning specialist in the entire state of Florida. The efficiency of our industrial equipment reduces the time needed to complete a project, thereby reducing disruption to residents and commerce. Simply put, other vendors would need a full week to perform the same amount of services that Riptide performs in one day. Working efficiently means that we can offer very competitive pricing. When compared “apples to apples” with other vendors, we are almost always the least expensive vendor, offering you the best service. Be sure to compare wisely.

PRO TIP: When comparing vendors, use the checklist on our cover page to be certain you are asking all of the right questions.



RIPTIDE PRESSURE WASHING, LLC



Zone 7
Walking
Path to
Perimeter

Zone 6
Walking
Path
Behind
Satilla

Zone 5
Walking
Path to
Aviles End

Zone 1
Playground
Bridge

Zone 2
Clubhouse
Pool

Zone 3
Walking
Path to
Apts

RIPTIDEPRESSUREWASHING.COM

PAW Materials

UPS Odessa

Astoria Corporate Center

Ryan Homes at Astoria
Single Family Homes

PedrosGarage
/ Technolab

Astoria Lake Series -
David Weekley Homes

Zone 2
Clubhouse
Pool

Zone 3
Walking
Path to
Apts

RIPTIDEPRESSUREWASHING.COM

Black Lake

MB Pro Sound
and Staging

Neighborhood Dealer

U-Haul

AMVETS Post 9

Catedral de la
Santísima Trinidad

Lake Geneva

Lantower Astoria
Apartments

ICI Homes - Astoria

Virginia Sta

DEPOT AVE

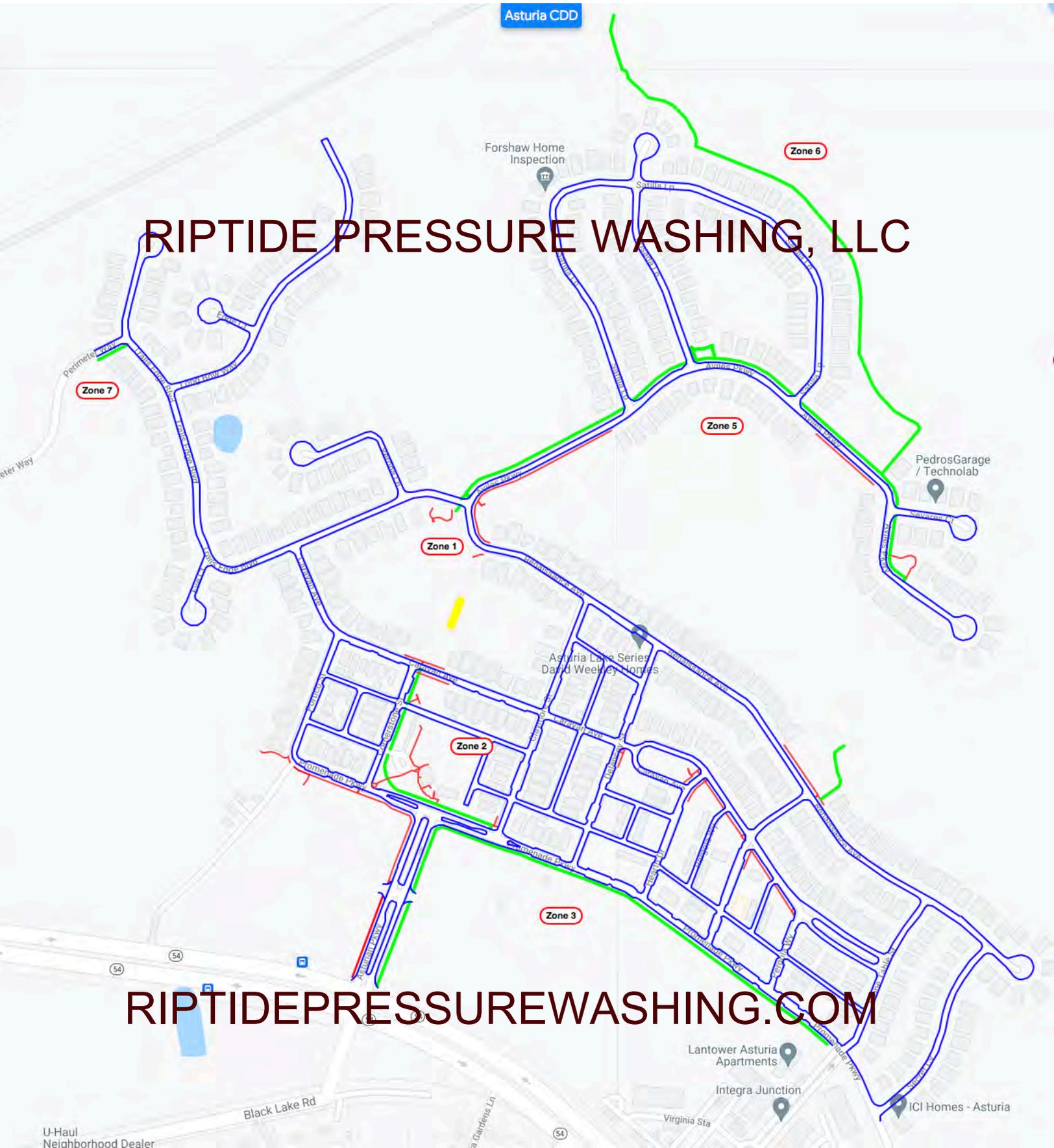
Fenland Wy

RIPTIDE PRESSURE WASHING, LLC



Astoria CDD

RIPTIDE PRESSURE WASHING, LLC



RIPTIDEPRESSUREWASHING.COM

U-Haul
Neighborhood Dealer

Black Lake Rd

Gardens Ln

Virginia Sta

Lantower Astoria
Apartments

Integra Junction

ICI Homes - Astoria

Cost proposal for:

Riptide Pressure Washing, LLC

Astoria
14575 Promenade Parkway
Odessa, FL 33556

Property Manager:
Matt Azriel

Item	Description	Quan.	Cost	Total
Curbing	Cleaning of all storm drains and tops, street curbing, and the island curbing highlighted in blue. 136,070 SF	136,070	0.12	16,328.40
Sidewalk	Cleaning of the sidewalks highlighted in green. 90,010 SF	90,010	0.10	9,001.00
Sidewalk	Cleaning of the sidewalks highlighted in red. 35,838 SF	35,838	0.10	3,583.80
Bridge	Cleaning of the bridge, highlighted in yellow.	105	5.00	525.00
	Please review and note the following: 1) Riptide supplies the water, please see page 2. 2) Riptide includes a post-cleaning application of algicide to improve longevity. 3) Riptide carries workers compensation, general liability and commercial auto insurance			

Proposal total = \$29,438.20

**Signature and date of approval.*

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Robert C. Byrnes*

Date **January 3, 2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

SECTION 6



Frank Gay Services, LLC
3763 Mercy Star Ct.
Orlando, FL 32808
(407) 777-2256

BILL TO

Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556 USA

ESTIMATE 408177122	ESTIMATE DATE Feb 19, 2026
------------------------------	--------------------------------------

JOB ADDRESS

Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556 USA

Job: 408179646

Technician: AA Spec Tech 1

Technician: Immanuel Mills

ESTIMATE DETAILS

Asturia CDD - Clubhouse AC Preventative Maintenance Plan :
Asturia CDD Quarterly HVAC Preventative Maintenance Plan

Scope of work:

Preventative maintenance is the proactive approach to keeping your business running as smoothly as possible. An HVAC breakdown in the Florida heat can lead to a loss of customers, uncomfortable employees, and even push you to close doors until the system is fixed. Frank Gay Commercial offers preventative maintenance plans to ensure that doesn't happen. We provide a 21-point inspection of your unit, inspect the unit & ductwork for energy efficiency, check amperages, relays, controls and connections, check and replace belts and filters as needed, rinse the condenser coil, and clean and spray the evaporator.

See below for our full 21-point inspection checklist:

- Check Refrigerant
- Inspect Compressor
- Inspect Fan Amps
- Inspect & Clean Condenser Coil
- Inspect & Clean Evaporator Coil
- Inspect Capacitors
- Inspect Contactor Points
- Check Cap & Valve Seals
- Inspect Thermostat
- Inspect Blower Amps
- Inspect Heat Strip Amps & Circuits
- Change filters each quarter
- Evaluate Blower Wheel Buildup
- Inspect & Record Temperature Splits
- Inspect Integrity of Wires
- Flush & Drain Vacuum Line

- Lubricate Moving Parts
- Inspect Float Switch
- Clean Equipment & Return Grills
- Performance Check
- Air Leak Check

*Note: Work to be done during normal business hours.

Terms: Credit Card on File or Approved Business Credit Application ** (Already Approved) **

This is a Quarterly PM plan for the 4 HVAC Units - The systems will be visited four (4) times a year.

As a reminder, our bid is valid for 30 days from the date of submission

NOTE: PLEASE BE AWARE THAT UNFORESEEN EXPENSES MAY ARISE DURING THE PREVENTATIVE MAINTENANCE ANY ADDITIONAL COSTS INCURRED WILL BE ADDED TO THE FINAL INVOICE, WITH CLEAR COMMUNICATION PROVIDED THROUGHOUT THE PROCESS. WITH HVAC WE MAY FIND ISSUES THAT THE UNIT HAS AND IS NOT COVERED UNDER THE PREVENTATIVE MAINTENANCE SCOPE OF WORK.

Price on Estimate is total cost for the year

Equipment list for PM:

- 4 HVAC units
- Price per piece of equipment per visit \$150
- Price per visit \$600
- Price per year \$2,400 (Total for the year)

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
1	Misc Service: 4 Units visited 4 times a year	16.00	\$150.00	\$2,400.00
			SUB-TOTAL	\$2,400.00
			TAX	\$0.00
			TOTAL	\$2,400.00

Thank you for choosing Frank Gay Services, LLC

CUSTOMER AUTHORIZATION

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts. You may make a payment at any time via our customer portal by visiting our website at www.frankgaycommercial.com

As a condition precedent to Frank Gay Services LLC being obligated to the giving of credit or replacement Frank Gay Services, LLC. must be given written notice identifying the defective good and specifying the defect within ten (10) days after receipt of the goods by customer. This part has to be saved for our inspection of the defective part.

Acknowledgment of Estimate - The authorized price of \$2,400.00, specifications, and conditions are satisfactory and are hereby accepted. Frank Gay Services, LLC is authorized to do the work as specified at property located at: 14575 Promenade Parkway, Odessa, FL 33556 USA. Payment will be made upon completion unless otherwise specified. If payment is not received when work has been completed by a representative of Frank Gay Services, LLC, an 18% annual interest compounded monthly will be added to the total outstanding balance. Note: This proposal may be withdrawn by us if not

accepted in 30 days. When signed, this will become a legal binding contract under Florida law with consideration of a \$10.00 value.

Please be advised that while every effort is made to accurately estimate project costs, unforeseen circumstances may arise during the course of the work which could incur additional expenses. As such, the customer is responsible for any additional costs that may arise due to unforeseen factors or discovered issues that were not initially accounted for in the project estimate. We will communicate openly and transparently with you regarding any such developments with any additional work or expenses beyond the initial scope outlined.

Sign here

Date

PREFERRED VENDOR PROGRAM

BENEFITS

- Electronic/Online Payments
- Same Day Service (24 Hour)*
- No Contact Service Calls
- Customer Portal
- Transparent Billing
- PM Plans Available

Flex Pricing Options

Tier 1

Choose one service

Rate Business Hours 8 am – 5 pm	\$140.00 / Hour
Trip	\$60.00 / Trip
Rate After Hours/Holidays	\$210.00 / Hour
After Hours Trip	\$80.00 / Trip
Holiday Fee	\$50.00 / Fee

Tier 2

Choose two services

Rate Business Hours 8 am – 5 pm.....	\$130.00 / Hour
Trip.....	\$50.00 / Trip
Rate After Hours/Holidays.....	\$195.00 / Hour
After Hours Trip	\$70.00 / Trip
Holiday Fee	\$50.00 / Fee

Tier 3

Choose three or more services

Rate Business Hours 8 am – 5 pm.....	\$120.00 / Hour
Trip.....	\$40.00 / Trip
Rate After Hours/Holidays.....	\$180.00 / Hour
After Hours Trip.....	\$60.00 / Trip
Holiday Fee	\$50.00 / Fee

*OT Rates may apply on evenings and weekends

FRANK GAY COMMERCIAL SERVICES



PLUMBING & BOILERS

- Drain Cleaning / Jetting
- Leak Detection & Repair
- Gas Piping
- Lift Stations
- Sewer Systems
- Grease Traps
- Water Heaters
- Gas & Electric
- All Brands and Models
- Lochinvar / A.O. Smith / State
- Preventative Maintenance



ELECTRICAL

- Panel Replacements
- Indoor/Outdoor Lighting
- Generators
- Circuit Breakers
- Fans/Appliances
- Re-wiring
- Electrical Testing
- Preventative Maintenance



HVAC & REFRIGERATION

- Equipment Installation & Upgrades
- UV Lighting/HEPA Filters
- Air Quality Testing
- Duct Cleaning
- Leak Finding & Balancing
- Rooftop Units & Chillers
- Building Automation & Thermostats
- Walk-in Coolers/Freezers
- Ice Machines
- Beverage/Display Coolers
- Chillers
- Preventative Maintenance

SELECT PRICING TIER

TIER 1 TIER 2 TIER 3

If you wish to cancel your preferred vendor program we would require a 30-day notice in written form requesting to no longer take advantage of the program. We reserve the right to increase cost-of-goods after a 1 year period. If you choose to change tiers by adding or removing a service type your pricing will change accordingly.

Customer Signature

Date

FGC Authorized Signature

Date

SECTION F

SECTION 1

RESOLUTION 2026-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ASTURIA COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RESTATED RULES OF PROCEDURE AND POLICIES RELATING TO PARKING AND PARKING ENFORCEMENT.

WHEREAS, the Asturia Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “**Board**”) is authorized under Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt policies, rules, orders, rates, fees and charges pursuant to Chapter 120, Florida Statutes; and

WHEREAS, the Board previously adopted *Rules of Procedure* to govern the operation and administration of the District and now wishes to set a public hearing to consider amendments thereto.

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

SECTION 1. The Board intends to adopt Amended and Restated Rules of Procedure and *Policies for Parking and Parking Enforcement* (the “**Policies**”), a proposed copy of which is attached hereto as **Exhibit A** and **Exhibit B**, respectively. The District will hold a public hearing on such Policies at a meeting of the Board to be held on **April 28, 2026, at 6:00 p.m. at Asturia Clubhouse, 14575 Promenade Parkway Odessa, FL 33556.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes* and all prior actions taken for the purpose of publishing notice are hereby ratified.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of February, 2026.

ATTEST:

**ASTURIA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Proposed Amended and Restated Rules of Procedure

Exhibit B: Proposed Policy for Parking and Parking Enforcement

Exhibit A
Proposed Amended and Restated Rules of Procedure

[Begins on following page.]

**RULES OF PROCEDURE
ASTURIA COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF _____

TABLE OF CONTENTS

<u>Rule 1.0</u>	<u>General</u>	2
<u>Rule 1.1</u>	<u>Board of Supervisors; Officers and Voting</u>	3
<u>Rule 1.2</u>	<u>District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination</u>	7
<u>Rule 1.3</u>	<u>Public Meetings, Hearings, and Workshops</u>	10
<u>Rule 1.4</u>	<u>Internal Controls to Prevent Fraud, Waste and Abuse</u>	15
<u>Rule 2.0</u>	<u>Rulemaking Proceedings</u>	16
<u>Rule 3.0</u>	<u>Competitive Purchase</u>	22
<u>Rule 3.1</u>	<u>Procedure Under the Consultants' Competitive Negotiations Act</u>	27
<u>Rule 3.2</u>	<u>Procedure Regarding Auditor Selection</u>	31
<u>Rule 3.3</u>	<u>Purchase of Insurance</u>	35
<u>Rule 3.4</u>	<u>Pre-qualification</u>	37
<u>Rule 3.5</u>	<u>Construction Contracts, Not Design-Build</u>	43
<u>Rule 3.6</u>	<u>Construction Contracts, Design-Build</u>	47
<u>Rule 3.7</u>	<u>Payment and Performance Bonds</u>	52
<u>Rule 3.8</u>	<u>Goods, Supplies, and Materials</u>	53
<u>Rule 3.9</u>	<u>Maintenance Services</u>	57
<u>Rule 3.10</u>	<u>Contractual Services</u>	60
<u>Rule 3.11</u>	<u>Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9</u>	61
<u>Rule 4.0</u>	<u>Effective Date</u>	64

Rule 1.0 General.

- (1) Asturia Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation. Florida Open Meetings Laws apply to such Committees.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accordance with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The Board member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner’s election or appointed to fill a vacancy of a seat last filled at a landowner’s election, the Board member may vote or abstain from voting on the matter at issue. If the Board

member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior twenty-four (24) months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include, but are not limited to, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules

is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature and volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "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 three (3) business days before the meeting/hearing/workshop by contacting the District Manager at Heather Dilley, heather@hikai.com, Kai Connected, LLC, 2502 N. Rocky Point Drive, Suite 1000, Tampa, FL 33607 (813) 565-4663. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "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."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days before each meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval (“Meeting Materials”). Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format, or similar format, in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager

1. Financial Report
 2. Approval of Expenditures
- Supervisor's requests and comments
Public comment
Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, including the specific reasons for the emergency meeting. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a three (3) minutes per person, unless extended or reduced by the Chairperson based on the number of speakers and meeting agenda and other reasonable factors reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to

time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Fire safety Board Discussions. Portions of a meeting which relate to or would reveal a security or fire safety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), *Florida Statutes*; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least seven (7) days before the notice of rulemaking described in Section 2.0(3), infra., and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the grant of rulemaking authority for the proposed rule and law being implemented, include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, including: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District’s statement of estimated regulatory costs and the website address where the complete statement of estimated regulatory costs may be viewed, if such a

statement has been prepared pursuant to Section 120.541(2), *Florida Statutes*, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedure protects the public interest and complies with applicable law and these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may

be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
 - (d) Within thirty (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variations and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, safety-related, or other significant type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;

- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written or electronically posted solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, *Florida Statutes*, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise as defined in Section 287.0943, *Florida Statutes*.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0992, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all

qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants

by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and

place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) days in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, relevant business presence and capability to service the District's needs, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be

awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall

include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
- i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.
 - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
 - vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
 - vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status

shall remain suspended, revoked, or denied until the documents are furnished.

- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term “contract crime” means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term “convicted” or “conviction” means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 - xiii. Any other circumstance constituting “good cause” under Section 337.16(2), *Florida Statutes*, exists.
- (b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor’s bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or

revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within ten (10) days after the receipt of the notice of intent, the hearing shall be held within thirty (30) days after receipt by the District of the request for the hearing. The decision shall be issued in writing within fifteen (15) business days after the hearing.

- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) If a contractor's pre-qualified status is revoked, suspended, or denied and the contractor receives an additional period of revocation, suspension, or denial of its pre-qualified status, the time periods will run consecutively.
- (f) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
 - ii. Unsafe conditions allowed to exist;
 - iii. Complaints from the public;
 - iv. Delay or interference with the bidding process;
 - v. The potential for repetition;
 - vi. Integrity of the public contracting process;
 - vii. Effect on the health, safety, and welfare of the public.
- (g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) Reapplication and Reinstatement

- (a) A contractor whose qualification to bid has been revoked or denied because of contract crime may, at any time after revocation or denial, file a petition for

reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

- (b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.
- (c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

- (a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.
- (b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.
- (c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of competent jurisdiction of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years shall be deemed ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; 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.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the

bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board

that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards

and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; 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.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five percent (5%). If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; 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.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, , or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. 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 (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. 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 (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. 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 the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via certified mail, hand delivery, or email with delivery confirmation to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days from receipt of the recommended order in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, on terms that shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Exhibit B

Proposed Policy for Parking and Parking Enforcement

[Begins on following page.]

ASTURIA COMMUNITY DEVELOPMENT DISTRICT
RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, *Florida Statutes*, and on _____, 2026, at a duly noticed public meeting, the Board of Supervisors of the Asturia Community Development District (“District”) adopted the following policy to govern parking and parking enforcement on certain District property (the “Rule” or “Policy”). This Rule repeals and supersedes all prior rules and/or policies governing the same subject matter.

SECTION 1. INTRODUCTION. The District finds that Vehicles and Vehicles (hereinafter defined) Parked (hereinafter defined) in the District’s designated parking lots or spaces on an overnight basis, and/or Parking of any Vehicles and Vessels on other grounds of the District, causes hazards and danger to the health, safety and welfare of District residents, paid users and the public. This Rule is intended to provide a means by which the District may tow any such parked Vehicles or Vessels, subject to certain exceptions.

SECTION 2. DEFINITIONS.

- A.** *Commercial Vehicle.* Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
- B.** *Designated Parking Areas.* Areas which have been explicitly approved for parking by the District, including areas indicated by asphalt markings and areas designated on the map attached hereto as Exhibit A.
- C.** *Vehicle(s).* Any mobile item which normally uses wheels, whether motorized or not. For purposes of this Policy, unless otherwise specified, any use of the term Vehicle(s) shall be interpreted so as to include Commercial Vehicle(s), Vessel(s), Oversized Vehicle(s), and Recreational Vessel(s).
- D.** *Vessel(s).* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- E.** *Recreational Vehicle(s).* A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- F.** *Parked.* A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.
- G.** *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action. Any District property not designated as a designated parking area is a Tow Away Zone.
- H.** *Overnight.* Between the hours of 12:00 a.m. and 7:00 am daily.
- I.** *Oversized Vehicle.* Any (i) Vehicle heavier or larger in size than one-ton, dual rear wheel pick-up truck; (ii) Vehicles with a trailer attached); (iii) motor coaches; (iv) travel trailers,

camping trailers, park trailers, fifth-wheel trailers, semi-trailers, or any other kind of trailer; and (v) mobile homes or manufactured homes.

- J. *Abandoned/Broken-Down Vehicle.* A Vehicle that has no license plate, has expired registration, is visibly not operational, or has not moved for a period of seven (7) days.

SECTION 3. DESIGNATED PARKING AREAS. Vehicles and Vessels may be Parked during daytime hours and on an overnight basis at the District's Designated Parking Areas, as shown at **Composite Exhibit A**. That said, Vehicles and Vessels may not Park on other grounds of the District which are not designated for Parking, including grassy areas near the ponds, at any time. Any Vehicle or Vessel Parked must be Parked within the designated Parking spot and may not be improperly Parked such that it utilizes additional spaces or impedes the flow of traffic in any way. Oversized Vehicles are prohibited from Parking on District property except when actively engaged in loading or unloading. The District Manager and/or Amenity Manager may authorize in writing an exception to this Rule for special events or as necessitated by special circumstances, in which case the written authorization shall be for a limited time, and shall be posted in the windshield of the Vehicle or Vessel. Food Trucks invited to special events are exempt from this Rule. All drivers are responsible for knowing state and local laws, ordinances, and codes related to Parking. Violations of state or local laws may result in citations, towing, or other legal action as permitted by law.

SECTION 4. EXCEPTIONS.

- A. **OVERNIGHT AMENITY PARKING.** Vehicles may Park in the Designated Parking Areas of amenity facilities depicted in **Composite Exhibit A** during the open hours of operations of such amenity facilities, including any District-authorized special events occurring outside of regular hours of operation. Otherwise, no Overnight Parking is permitted at the amenity facilities.
- B. **ABANDONED/BROKEN-DOWN VEHICLES.** Abandoned/Broken-Down Vehicles may not be Parked on District property at any time.
- C. **VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to Park company vehicles in order to facilitate District business. All vehicles so authorized must be identified by a Parking pass issued by the District.
- D. **DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery vehicles, including but not limited to, U.S.P.S., U.P.S., Fed Ex, moving company vehicles, and lawn maintenance vendors may Park on District property while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also Park on District property while carrying out official duties.
- E. **MANNER OF PARKING.** Vehicles and Vessels of any kind may not be Parked such that they utilize additional spaces, block access to District property, prevent the safe and orderly flow of traffic, obstruct the ability of emergency vehicles to access roadways or property, cause damage to the District's property, restrict the normal operation of the District's business, or otherwise poses a danger to the District, its residents and guests, the general public, or the property of same. All Parking must comply with all state and local laws and ordinances.

SECTION 5. ENFORCEMENT.

- A. FIRST OFFENCE: WRITTEN WARNING.** The District will attempt to place a written warning on the windshield of the improperly Parked Vehicle or Vessel providing notification that such Vehicle or Vessel is improperly Parked and that, if it is not moved within a certain period of time, the Vehicle or Vessel may be towed.
- B. SECOND OFFENCE: TOWING.** If the Vehicle or Vessel is not moved after issuance of a warning, is improperly Parked on another occasion after prior issuance of a warning, or other special circumstances apply as set forth herein, such Vehicle or Vessel may be towed in the District's sole discretion and in accordance with the requirements and procedures set forth at Section 5 herein.
- C. SPECIAL CIRCUMSTANCES:** In the event that the Vessel or Vehicle is Parked in such a manner that blocks access to District property, prevents the safe and orderly flow of traffic through the District, obstructs the ability of emergency vehicles to access roadways or property, causes damage to the District's property, restricts the normal operation of the District's business, or otherwise poses a danger to the District, its residents and guests, the general public, or the property of same, the District reserves the right to immediately tow such Vehicle or Vessel without first issuing a warning.
- D. AMENITY SUSPENSION.** The District may, in its discretion, suspend the amenity privileges of the owner or operator of any Vehicle or Vessel Parked in violation of this Rule, in accordance with the District's adopted *Suspension and Termination of Privileges Rule*.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Signage providing notice shall be approved by the District's Board of Supervisors and shall be posted on District property in conspicuous locations and in a manner consistent with the requirements of section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager, Amenity Manager, or his/her designee must verify that the subject Vehicle or Vessel was not authorized to Park under this Rule and then must contact a firm authorized by Florida law to tow/remove Vehicles and Vessels for the removal of such unauthorized Vehicle or Vessel at the owner's expense. The Vehicle or Vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.
- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized Vehicles and in accordance with Florida law and with the policies set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles, Commercial Vehicles, Vessels or Recreational Vehicles may be parked on District property pursuant to this rule, provided, however, the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles.

SECTION 8. AMENDMENTS; DESIGNATION OF ADDITIONAL TOW-AWAY ZONES OR DESIGNATED PARKING AREAS. The Board in its sole discretion may amend these Rules Relating to Overnight and Parking Enforcement from time to time to designate new Tow-Away Zones as the District acquires additional common areas. Such designations of new Tow-Away Zones are subject to proper signage and notice prior to enforcement of these rules in such areas.

COMPOSITE EXHIBIT A – *Designated Parking Areas /Tow Away Zone*

Effective date: _____, 2026

Composite Exhibit A
Designated Parking/Tow Away Zone

[To begin on the following page.]

SECTION G

SECTION 2

MATTHEW KETTLEWELL

mkettlewm@gmail.com

480-202-6571

Reliable, safety-minded maintenance professional with hands-on experience in exterior upkeep, inspections, equipment operation, and residential community environments. Owner-operator of a local exterior maintenance company specializing in pressure washing and window cleaning. Former industrial maintenance inspector/technician on Shell and Chevron deep water platforms and U.S. Navy veteran known for dependability, attention to detail, and respect for property and residents. Seeking a long-term maintenance role serving the Asturia community.

Core Maintenance Skills

- Preventive & corrective maintenance
- Exterior building & surface maintenance
- Pressure washing & soft washing
- Inspections & issue identification
- Safety compliance & hazard awareness
- Power & hand tools
- Equipment operation & upkeep
- Working in occupied residential communities

Owner / Operator – Exterior Maintenance

Unforgettable Window Solutions, LLC, Odessa, FL

2020 - Current

- Perform pressure washing and soft washing of homes, sidewalks, driveways, pool decks, lanais, and exterior surfaces.
- Maintain window systems, screens, frames, and tracks.
- Inspect exterior surfaces and identify maintenance needs.
- Maintain equipment including pressure washers, pumps, hoses, and tools.
- Work professionally in occupied residential communities with a focus on cleanliness, safety, and reliability.

Maintenance Technician/Inspector

CAN-USA, Gulf of Mexico

2015 - 2019

- Performed routine and corrective maintenance on Shell offshore platforms and equipment.
- Conducted inspections to identify wear, corrosion, and safety concerns.
- Assisted with mechanical tasks including bolting, rigging, and repairs.
- Followed strict safety and permit procedures.

Maintenance Technician/Inspector
All Phase Welding & Marine, Inc.

2014 - 2015

- Supported maintenance and construction operations.
- Performed surface prep, painting, inspections, and equipment support.
- Maintained tools, equipment, and safe work areas.
- Chevron Big Foot Project

The Ocean Corporation
Ultimate Diver Program

Mesa Community College

Hillsborough Community College

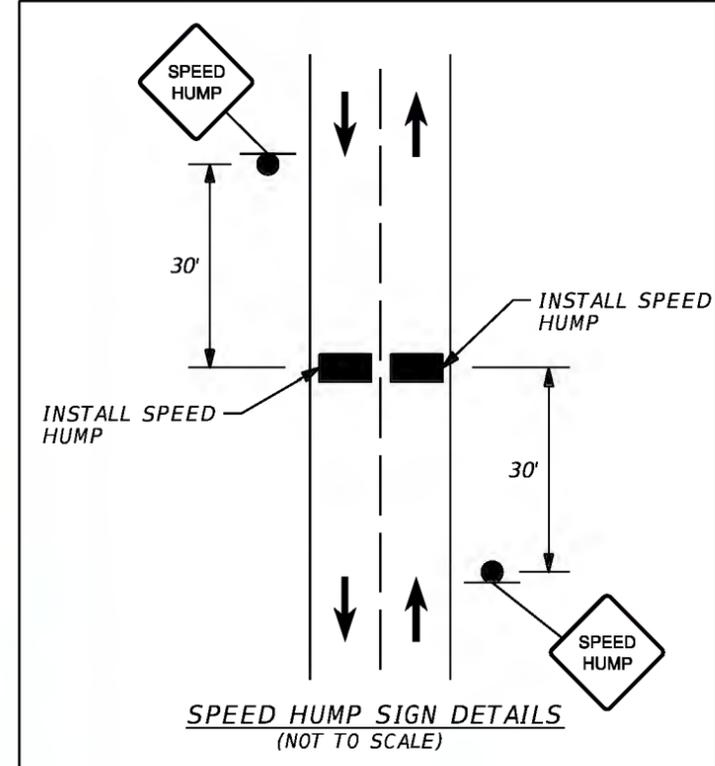
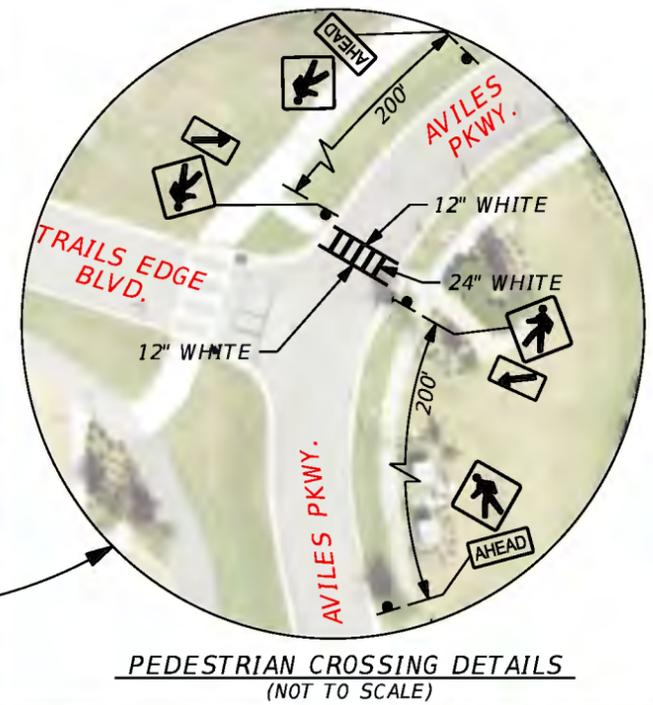
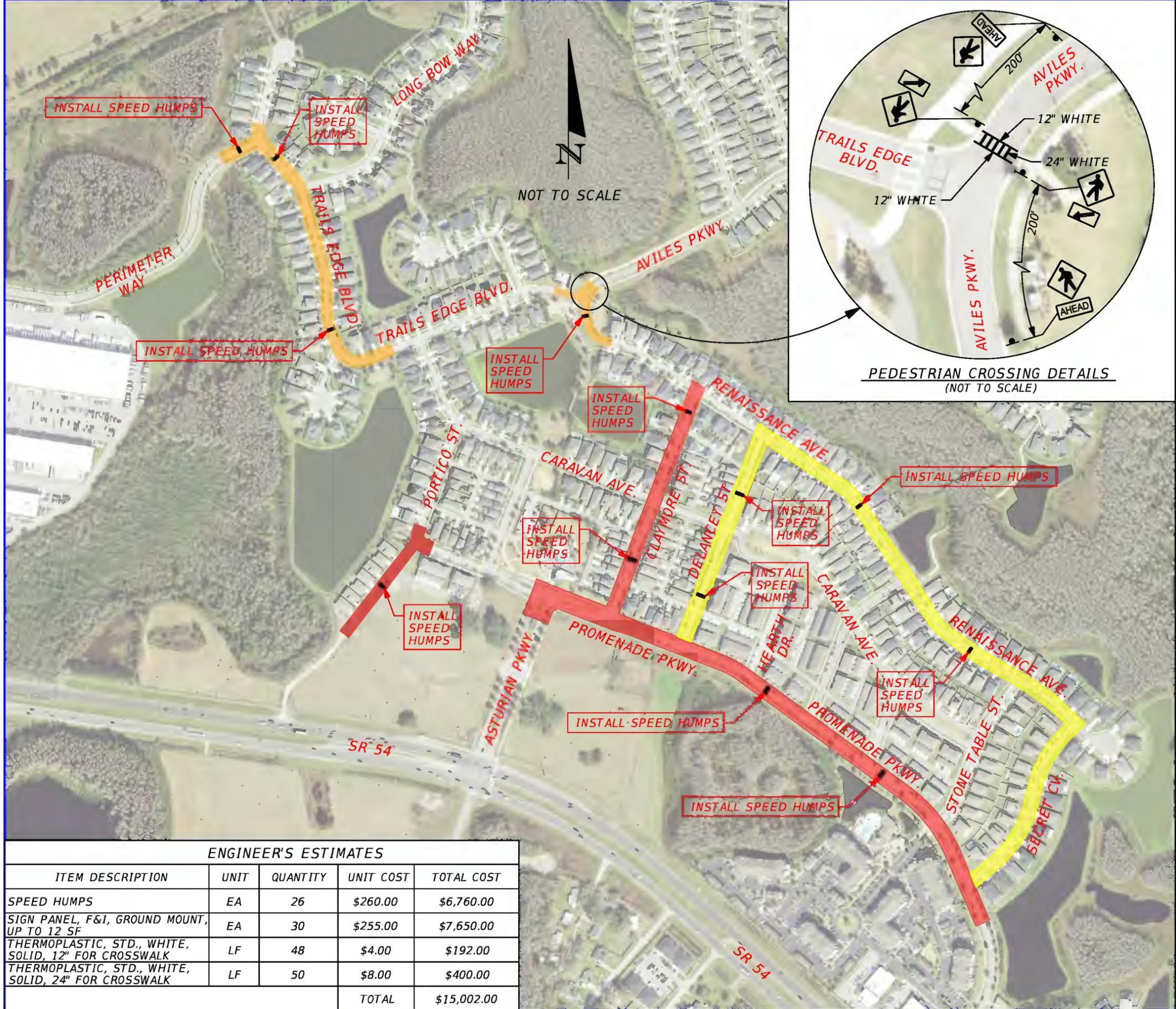
Certifications and Training

-
- OSHA 30-Hour Safety
 - Hazardous Materials (USDOT 40-Hour)
 - NACE Coating Inspector, MT, UT, PT (Non Destructive Testing)
 - HUET
 - Additional technical certifications available upon request

MILITARY EXPERIENCE

-
- United States Navy
 - Aviation Ordnanceman (AO3) | 2001 – 2005
 - Responsible for inspection, handling, and accountability of critical equipment.
 - Conducted routine checks, preventive maintenance, and emergency response tasks.
 - Honorable discharge; Navy Good Conduct Medal.

SECTION 3



ENGINEER'S ESTIMATES				
ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
SPEED HUMPS	EA	26	\$260.00	\$6,760.00
SIGN PANEL, F&I, GROUND MOUNT, UP TO 12 SF	EA	30	\$255.00	\$7,650.00
THERMOPLASTIC, STD., WHITE, SOLID, 12" FOR CROSSWALK	LF	48	\$4.00	\$192.00
THERMOPLASTIC, STD., WHITE, SOLID, 24" FOR CROSSWALK	LF	50	\$8.00	\$400.00
		TOTAL		\$15,002.00

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

BRADLEY S. FORAN, P.E.
P.E. NO.: 52634
LIGHTHOUSE ENGINEERING INC.
701 ENTERPRISE ROAD EAST, SUITE 410
SAFETY HARBOR, FL 34695

ASTURIA CDD (STREET CALMING)		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
N/A	PASCO	N/A

SITE PLAN

SHEET NO.
1

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

SECTION VII

SECTION A

**MINUTES OF MEETING
ASTURIA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Asturia Community Development District was held on Tuesday, **January 27, 2026** at 6:13 p.m. at the Asturia Clubhouse, 14575 Promenade Parkway, Odessa, Florida.

Present and constituting a quorum:

Susan Coppa	Chairperson
Jonathan Tietz	Vice Chairman
Jesse Lamb	Assistant Secretary
Samuel Whitten	Assistant Secretary
Donald Foltz	Assistant Secretary

Also present were:

Brian Young	District Manager, GMS
Lindsay Moczynski	District Counsel, Kilinski Van Wyk
Matt Azriel	GMS
Chris Thompson	Aquatics Vendor
John Burkett	RedTree Landscaping
Doug Fitzhenry	Blue Water Aquatics
Jane Graham, <i>via Zoom</i>	Land Use Counsel, Sunshine City Law

The following is a summary of the discussions and actions taken at the January 27, 2026 Asturia Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Young called the meeting to order at 6:13 p.m. and called roll. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Board and staff participated in the pledge of allegiance.

Mr. Young asked for a motion to accept the action taken in the Audit Committee meeting accepting the proposal from Grau & Associates to perform auditing services for the District.

On MOTION by Mr. Tietz, seconded by Ms. Coppa, with all in favor, the Proposal from Grau & Associates for Auditing Services, was approved.

THIRD ORDER OF BUSINESS

Audience Comments on Specific Items on the Agenda

Mr. Young opened the meeting for audience comments specific to agenda items and asked speakers to keep their comments to three minutes. There were no audience comments at this time.

Mr. Young asked for any Supervisor’s requests. Mr. Foltz asked to add a discussion concerning Recreational Capital Improvements to the February meeting to the agenda. Ms. Coppa reported that a volleyball net has been ordered and will go up before spring break. The soccer field has gotten resident complaints and it was also found to have two mains in the center of the gras so they are looking for a new location for a soccer field. The pickleball consideration was nixed because of the noise level. She stated that they could go back to the residents for another questionnaire for the next step. Mr. Young noted that they will add this conversation to the next agenda to have a healthy discussion for moving forward with ideas for the District.

Mr. Tietz asked how he should move forward concerning streetlights. Mr. Young noted that he can report them directly to staff and they can put the requests into Duke for them. It is also sometimes faster for residents to do it directly themselves and staff can always tell them how to do it.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

1. Consideration of Lighthouse Engineering Proposal for Public Facilities Report

Mr. Young stated that he did not get any updates from the engineer and presented the proposal from Lighthouse Engineering for the public facilities report. Mr. Young stated that it was brought to his attention before the meeting that the report may not be required. Ms. Moczynski added the statute calls for annual reports if there are changes such as acquiring or building something as part of the capital improvement plan. Otherwise, the report has to be filed every seven years. She noted that if it is a Trustee requirement, that is something she is unaware of. Mr.

Young asked for approval of this item totaling \$2,500 pending the background information stating that it is required for this year. The Board elected to table this item until staff can provide the information that this is required by the Trustee.

B. Land Use Counsel

1. Discussion of Objections to Alternative Standards Request Letter to Pasco County

Land Use Counsel joined the meeting via Zoom and reported an update stating on December 29, 2025 there was a neighborhood notice that said the one story 10,000 sf building for retail project is asking for alternative standards to reduce the buffer on the northern property boundary from 10-feet to 5-feet. The engineer looked at it and thinks it is a problem because they don't think it's possible to reduce the buffer and still have space for required plantings. A letter was sent to Pasco County with an attached memo from the engineer and Land Use Counsel explaining from a legal perspective why it fails to comply with the criteria for alternative standards. A response was received from the county disagreeing with their findings. She believes the District can appeal to the County if they want to move forward. The standard hasn't officially been granted yet, which means the to appeal timeline hasn't started yet either. Once it has been granted, the next possible step would be to appeal within 30-days and would go before the Board of Pasco County. She wants to know if this is something the Board thinks is worth fighting and actually going through the appeal process for. Costs can be unpredictable. They could also follow up with a more detailed memo from the engineer with photos and more detailed information that further makes the point. She is looking for direction from the Board of how to move forward with this provided update. Board discussion followed. The Board doesn't necessarily want to suffer the costs by pursuing this but they do not like the precedent the county is setting with developers. Board direction is to wait and see what happens and Jane will relay any pertinent information when she gets it.

C. Landscape Manager

1. Landscape Report

Mr. Burkett reviewed the Landscape Manager's report for the Board that consisted of updates throughout the CDD. Mr. Burkett advised the Board that detail is done on a rotational basis per the contract not every time the landscaper is on property contrary to what some people

think. The Board believes there is a difference between detail work and work that should be done. It was communicated that it is the expectation that monuments should be detailed every visit.

2. Irrigation Inspection Reports

Mr. Burkett reviewed the irrigation inspection report. A proposal was presented to change the ethernet cord for the clubhouse controller Mr. Azriel did mention this is a warranty item. Board direction is to table this item for now, correct the ethernet problem and staff should follow up with Complete IT then do the warranty on the controller. If they cannot get Complete IT to do the repair they will refer back to this proposal. The Board is also asking for the fallen trees from the hurricane to be identified and for RedTree to provide a quote for replacement trees. RedTree to flush cut stumps and replace jasmine in flower beds.

3. Consideration of the RedTree Proposal for Sod Replacement

Mr. Azriel presented the proposal from RedTree for sod replacement. Mr. Azriel noted that SWFWMD released a notice that they are cutting back water even more so he is recommending holding off on this proposal for at least a month or two. He does not want to install new sod and have it die because of underwatering. He's suggesting moving forward with this at the end of March or beginning of April. Board discussion followed and direction was to research species that doesn't need as much water to survive and this item will be tabled for the time being.

D. Aquatic's Manager

1. Report

Mr. Thompson reviewed the report for the Board stated that almost all the ponds have been treated for algae bloom. Board questions were answered and discussion followed about artificial turf being approved by the POA that is now damaging CDD property. Ms. Moczynski will look into any recourse that the District might have to remedy that issue. The Board allowed for resident comment.

Resident (Heather Silvio 2902 Long Bow Way, Vice President of the HOA) noted that the State of Florida allows turf in the backyard if it's not visible and the HOA rules state if there is a problem, it is on the homeowner to rectify the problem.

Ms. Moczynski added that they will need pictures, evidence, and to talk to the field manager and possibly the engineer to gather all the information before sending a letter to the

resident. The last issue was there was a resident who took it upon themselves to clear vegetation at 3500 C & D. The Board would like a warning letter sent to them. Mr. Young noted that in other districts they have the resident replace whatever they took out. Ms. Moczynski is requesting pictures and locations along with historical pictures to see what the area looked like before the resident removed the vegetation.

2. Consideration of Blue Water Aquatics Proposal for Wetland Buffer Areas

Mr. Thompson presented the proposal for the wet land buffer areas totaling \$4,000. There was brief Board discussion followed by a motion of approval.

On MOTION by Mr. Foltz, seconded by Ms. Coppa, with all in favor, the Blue Water Aquatics Proposal for Wetland Buffer Areas, was approved.

Board discussion followed about RedTree and where they are at in the process of the possibility of replacing them as the District landscape vendor. Mr. Young asked the District if they would like staff to move forward with an RFP process for landscaping services. Board direction is to put RedTree on a 60-day notice and at the next Board of Supervisor’s meeting invite Pete to the meeting to hash out some of the ongoing issues and if it still doesn’t improve after that staff will issue an RFP for landscaper services.

On MOTION by Mr. Tietz, seconded by Mr. Whitten, with three Supervisor in favor and two Supervisors opposed, Directing Staff to put RedTree on a 60-day Notice, was approved 3-2.

E. Field Manager

1. Action Items List

Mr. Azriel updated the Board on the action items list that was provided under separate cover. Board questions were asked and discussion followed about the several proposals listed below.

2. Ratification of Hanley Pools Proposal for Main Drain Covers

Mr. Azriel presented the proposal for main drain covers and asked for Board ratification on that action item. Mr. Young noted that every five years the main drains in the pool need to be

replaced and he couldn't find any history of where it has ever been done. The health inspector contacted Mr. Young and Ms. Coppa approved this outside of a Board meeting. He is asking the Board to ratify that action today.

On MOTION by Mr. Foltz, seconded by Mr. Tietz, with all in favor, the Hanley Pool Proposal for Main Drain Covers, was ratified.

3. Consideration of Neuwire Inc Proposal for Monument Electrical Work

Mr. Young stated that he met with the vendor on site and presented the proposal from Neuwire for monument electrical work totaling \$12,970. He explained the scope and Board discussion followed. Ms. Moczynski gave legal update and noted she will update the litigation counsel and there was a motion of approval.

On MOTION by Mr. Tietz, seconded by Ms. Coppa, with all in favor, the Neuwire Inc Proposal for Monument Electrical Work, was approved.

4. Consideration of Neptune Multi Services Proposal for Janitorial Services

Mr. Young presented the proposal from Neptune and a representative joined the meeting via Zoom who talked on the services from Neptune. This would be an approximate \$300 savings for the District. The Board asked questions and discussion followed. There was also a discussion about adding dog waste removal. It was asked to get an apples-to-apples proposal so the Board can look at the cost from both vendors at the next Board of Supervisor's meeting.

On MOTION by Mr. Lamb, seconded by Mr. Tietz, with all in favor, the Neptune Multi Services Proposal for Janitorial Services, was approved.

Mr. Young asked for a motion to put Cleaning Commandos on a 30-day notice.

On MOTION by Ms. Coppa, seconded by Mr. Foltz, with all in favor, Directing Staff to Terminate the Cleaning Contract with Cleaning Commandos, was approved.

5. Consideration of Precision Sidewalk Safety Proposal for Sidewalk ADA Compliance

The proposal was presented totaling \$35,368. A representative from Precision, Trent, who joined via Zoom gave a brief and informative overview of trip and fall community hazards for the sidewalks throughout the District. Board discussion followed. Ms. Moczynski added if the Board decided to move forward with this proposal, and if they decide to do it in phases, they should go throughout the district and mark the sidewalks that need to be serviced for liability purposes. The timeline of this project would take three to five business days. The Board voted to move forward with this project.

On MOTION by Mr. Lamb, seconded by Mr. Whitten, with all in favor, the Precision Sidewalk Safety Proposal for Sidewalk ADA Compliance, was approved.

Mr. Azriel noted the proposal for GMS to perform bridge repairs is looking to be approximately \$18,000. Board direction was to approve a not to exceed for that amount so GMS can go ahead and get this started. Mr. Azriel explained the process and discussion followed.

On MOTION by Mr. Lamb, seconded by Mr. Tietz, with all in favor, the Proposal from GMS for Bridge Repairs, was approved.

Discussion followed about bathroom fixtures. And there was a motion to approve the proposal totaling \$3,800. Mr. Young added that Neuwire is one of the only electricians that will come out to the District without charging for a diagnosis. Neuwire is the same vendor who submitted a proposal for the monument.

On MOTION by Mr. Whitten, seconded by Mr. Lamb, with all in favor, the Neuwire Proposal for \$3,800, was approved.

F. District Counsel

1. Discussion of Parking Policy

Ms. Moczynski led the Board on the discussion of parking policies and updated them on the parking rules being brought forward from Pasco County. Generally, if the District would like to enforce parking rule they will need to enter into an agreement with Pasco County Sheriff's

Office. There is yet to be a consensus with the Board on how to move forward with parking policies and that would be the first step. Board discussion followed about the problems with parking within the District at length. Ms. Moczynski noted that the first step would be create a policy limiting commercial and recreational vehicles that take up more than one parking space. If the Board would like to go further, they could have to go into a permit policy. This might be a deterrent but they would still have to provide a permit to anyone who requested one. They would also have to hold a public hearing to inform the residents of the policy changes and go into an agreement with a towing company. Board direction is to review the policies with Pasco County, look into zoning designations that can be implemented, and investigate a cost sharing agreement with Lantower. There was also a question if they can close certain spaces. The Board gave the audience a chance to speak on this item. This item will be placed on the next Board of Supervisor's meeting.

Ms. Moczynski requested a motion for a shade session to occur to discuss the pending litigation of Asturia CDD versus Ripa and Associates, which is in Pasco County, Florida, in order to talk about litigation expenditures and settlement strategy. It would include Supervisors Coppa, Tietz, Whitten, Foltz, and Lamb, as well as District Manager Brian Young, District Counsel myself, Lindsay Moczynski, and Paige Greenlee, and a court reporter. The session would last approximately 30 minutes and I'm requesting this motion be made to for it to occur at the next meeting, which is February 24th.

On MOTION by Mr. Tietz, seconded by Mr. Lamb, with 4 in favor
1 opposed, Setting a Shade Session to for the February Meeting
Proposal, was approved 4-1.

Ms. Moczynski then asked for a motion to approve a Supervisor to be a liaison for any potential settlement negotiation that happen outside or in between meetings. If there a settlement, it would have to be approved by the Board but this may help any negotiations go faster. The Board agreed for Supervisor Lamb to fill that role.

On MOTION by Mr. Tietz, seconded by Mr. Foltz, with all in favor,
Appointing Supervisor Lamb as a Liaison for Settlement
Negotiations Outside of a Meeting, was approved.

If the shade session is not necessary, they will cancel it. She did report that they continue to track any changes from the last legislation session and will bring back any pertinent information to the Board.

G. District Manager

1. Discussion of Transition List (*To Be Provided Under Separate Cover*)

Mr. Young stated there are a few things they are still working on but the transition is at a 95% complete.

2. Discussion of Speed Humps Timeline, Placement & Necessary Signage

Mr. Young stated that he reached out to the school transportation office and they are under the impression that the bus stop does not need to be moved and they ask that the humps be moved back 50-feet to where they are proposed to because they need 50-feet to stop before the stop sign on the corner. Board discussion followed. A map and timeline will be provided on Promenade and Renaissance and this will be added to the next meeting's agenda.

Mr. Young presented a proof for the pool sign and the total is \$341.35. The Board approved what it looked like. No motion was taken, and Mr. Young will get this item completed.

He noted there were questions about Board member payments. He reported per the documentation that they received and reviewed; the Board has been overpaid and not underpaid. Supervisors Coppa, Tietz, and Foltz have been overpaid by three meetings and Supervisors Lamb and Whitten have been overpaid by two meetings. The two options are the Supervisors can write a check back to the District or they can withgo payments for the next two or three meetings. The Board asked how the taxes will be amended and Mr. Young will look into it. If the Board believes it is wrong they will have to give evidence as to where they attended those meetings.

FIFTH ORDER OF BUSINESS

Business Matters

A. Approval of the December 9, 2025 Board of Supervisors Meeting Minutes

Mr. Young presented the minutes from the December 9, 2025 Board of Supervisors meeting and asked for any comments, corrections or questions from the Board. Then Board had no changes to the minutes.

On MOTION by Mr. Tietz, seconded by Ms. Coppa, with all in favor, the December 9, 2025 Board of Supervisors Meeting Minutes, were approved.

B. Approval of the December 9, 2025 Audit Committee Meeting Minutes

Mr. Young presented the minutes from the December 9, 2025 Audit Committee meeting minutes and there was a motion of approval.

On MOTION by Mr. Tietz, seconded by Mr. Foltz, with all in favor, the December 9, 2025 Audit Committee Meeting Minutes, were approved.

C. Report of the Audit Committee

The report from the Audit Committee meeting that was held prior to the start of the Board of Supervisor’s meeting was presented and Mr. Young asked for a motion to approve the action taken to appoint Grau & Associates for auditing services for the District. There were no questions and there was a motion of approval.

On MOTION by Mr. Tietz, seconded by Ms. Coppa, with all in favor, Accepting the Recommendation of the Audit Committee to Approve the Grau & Associates Audit Services Proposal, was approved.

D. Consideration of Community XS Proposal for Website Hosting Services

Mr. Young presented the proposal for website hosting services. This company handles everything to with the District website while giving staff access to the backend to make real time updates. Board discussion followed and it was requested that this be tabled until the next meeting. The Board also requested an apples-to-apples cost of what they are paying now to what this would cost the District.

E. Discussion of Setting a Shade Session for the February Agenda

This item was approved under District Counsel’s report.

F. Consideration of Resolution 2026-08 Adopting the Revised Fiscal Year 2026 Meeting Schedule

Mr. Young presented Resolution 2026-08. There was no Board discussion and there was a motion of approval.

On MOTION by Mr. Foltz, seconded by Mr. Tietz, with all in favor, Resolution 2026-08 Adopting the Revised Fiscal Year 2026 Meeting Schedule, was approved.

G. Consideration of Resolution 2026-09 Authorizing the Opening of a State Board Account

Mr. Young presented the resolution and summarized figures and the purposed for a State Board account for the Board. The Board asked questions and discussion followed before there was a motion of approval.

On MOTION by Mr. Lamb, seconded by Mr. Foltz, with all in favor, Resolution 2026-09 Authorizing the Opening of a State Board Account, was approved.

H. Acceptance of the Fiscal Year 2024 Audit

Mr. Young presented Fiscal Year 2024 audit and offered to answer any Board questions. The Board would like to see more information stating that the report was vague. They are pleased with the decision to move Forward with Grau & Associates for the next Fiscal Year.

On MOTION by Mr. Foltz, seconded by Mr. Tietz, with all in favor, Accepting the Fiscal Year 2024 Audit, was approved.

I. Discussion of Landscaping Issues

This item was discussed above.

SIXTH ORDER OF BUSINESS

Financial Reports

A. December 2025 Check Register

Mr. Young presented the check register. Board discussion followed with questions specific to the assessment roll, dog waste stations, and potable water.

B. Combined Balance Sheets

1. November 2025

2. December 2025

C. Special Assessment Receipts Schedule

1. November 2025

2. December 2025

The balance sheets and special assessment receipt schedules for November and December were all approved under the same motion.

On MOTION by Mr. Foltz, seconded by Ms. Coppa, with all in favor, the Combined Balance Sheets for November and December and the Special Assessment Receipts Schedule for November and December, were approved.

SEVENTH ORDER OF BUSINESS

Supervisors’ Requests and General Audience Comments

Mr. Young asked for Supervisor requests and audience comments starting with Supervisor’s requests.

Mr. Tietz noted that needed logos for signs or any other needs are in the drive that he provided to Mr. Young. He also noted that new trash cans are needed. Code enforcement on the front properties needs to be enforced. His last request was to install a timer for the pool lights above the pool and to get a quote for that.

Ms. Moczynski noted that the February 17th Board of Commissioner’s hearing may discuss Rangland Boulevard extension and she asked if the Board would like her to attend in person or virtually if possible. Mr. Tietz could write a letter from the Board to show vested interest and asking what they need to ask for. Ms. Moczynski asked for a motion to authorize Mr. Tietz as a representative of the Board to write a letter regarding the Rangland project with review from District Counsel. Mr. Tietz will also work with Counsel to decide if she will attend the hearing.

On MOTION by Mr. Lamb, seconded by Mr. Foltz, with all in favor, Authorizing Supervisor Tietz as a Representative to Write a Letter Regarding Rangland Project with Review from District Counsel, was approved.

EIGHTH ORDER OF BUSINESS

Next Regularly Scheduled Board of Supervisors Workshop is February 10, 2026 at 6:00 p.m. at Asturia Clubhouse

Mr. Young stated the next scheduled workshop is February 10, 2026 at 6:00 p.m. at Asturia Clubhouse.

NINTH ORDER OF BUSINESS

Next Regularly Scheduled Board of Supervisors Meeting is February 24, 2026 at 6:00 p.m. at Asturia Clubhouse

Mr. Young stated the next scheduled meeting is Tuesday, February 24, 2026 at 6:00 p.m. at Asturia Clubhouse.

TENTH ORDER OF BUSINESS

Adjournment

Mr. Young asked for a motion to adjourn the meeting.

On MOTION by Ms. Coppa, seconded by Mr. Whitten, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

SECTION B

**MINUTES OF MEETING
ASTURIA
COMMUNITY DEVELOPMENT DISTRICT**

The audit committee meeting of the Asturia Community Development District was held on Tuesday, **January 27, 2026** at 6:00 p.m. at the Asturia Clubhouse, 14575 Promenade Parkway, Odessa, Florida.

Present for the Audit Committee were:

Susan Coppa
Jonathan Tietz
Jesse Lamb
Samuel Whitten
Donald Foltz

Also present were:

Brian Young
Lindsay Moczynski
Matt Azriel

District Manager, GMS
District Counsel, Kilinski Van Wyk
GMS

The following is a summary of the discussions and actions taken at the January 27, 2026 Asturia Community Development District's Audit Committee Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Young called the meeting to order at 6:00 p.m. and called roll.

SECOND ORDER OF BUSINESS

Consideration of Proposals for Audit Services

- A. Grau & Associates**
- B. Berger, Toombs, Elam, Gaines & Frank**
- C. Racquel McIntosh CPA**

Mr. Young presented the three proposals they received from companies who provide audit services. Mr. Young explained the process and the score sheet. Board discussion followed. The Board decided to score each firm individually. Mr. Young totaled the individual score sheets and

stated the Board scored Grau & Associates with 477 points, Berger, Toombs, Elam, Gaines & Frank with 432 points, and Racquel McIntosh CPA with 423 points.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Young asked for a motion to adjourn the audit committee meeting.

On MOTION by Ms. Coppa, seconded by Mr. Whitten, with all in favor, the meeting was adjourned.

SECTION C



CommunityXS is a web content management system designed and developed for neighborhoods, communities, development districts, special purpose districts and homeowners' associations that enables managers, staff, and even board members, to create, modify, and remove content from the web. We realize there are some great commercial content management systems out there, but we think they're a little too complicated and our goal is to provide a simple, purpose-driven product specifically designed to meet the needs of a community.

The Back-End

A simple, easy-to-use web content management system.

If we were forced to say only one thing about CommunityXS, we'd say it's simple. A simple solution is easy to learn and easy to use. Purpose-driven solutions start with the user in mind. CommunityXS was built with input from dozens of Managers, and we continue to welcome the input.

With their help, we make a great product with awesome features.

- **Simple** - The content management system is everything you need and nothing more. The interface is clean and consistent.
- **Easy** - We know you're not a developer. There are no short codes, plugins, modules, or add-ons. Most tasks take a few clicks.
- **Efficient** - Manage more than one site! That's right; if you manage more than one site, log in and make changes to all of them.
- **Intuitive** - Although we're happy to provide training, you're probably not going to need it. You'll know what to do within minutes.

The Back-End interface allows users to log on, add, edit and remove web content and documents that appear on the public facing interface.

The Front-End

The content management system is only half of the solution. The public facing web site is just as important to the overall experience. The public facing interface is awesome!

- **It has a history of success.** CommunityXS is in use by many communities and the origins of the application framework date back to 2012. The application has served hundreds of communities over the years.
- **The design is clean and professional.** Presenting critical information is the primary mission of a CommunityXS site. A simple, straightforward, intuitive interface allows visitors to find what they need quickly.
- **The site is “Responsive”.** This is a term used to describe a web interface that’s capable of adapting to the size of the device being used to view the page. With limited display space, like on a phone, certain aspects of the site will change to accommodate the device.
- **It works without dependencies.** There are no client-side dependencies. All aspects of the site work regardless of the hardware or software on the device.
- **It’s highly accessible.** The public facing interface of a CommunityXS site is the most “Accessible” interface. Relative to competing technology, CommunityXS is superior. You won’t find an interface that works as well or goes to the extent to which a CommunityXS site accommodates users with assistive technology.
- **It’s maintained.** The public facing interface is routinely evaluated, with consideration for improved technology, implementation methods and best practices. All sites running on the CommunityXS platform benefit from the updates and improvements to the underlying code and presentation layer of the interface.
- **It’s customizable.** Custom colors and imagery are unique to each site. While the presentation of the public facing site is structured, many aspects of the site can be configured to provide visitors with a unique experience.

Service Level Options:

Select from a suite of services. There are five services offered in different combinations.

Option:	A	B	C	D	E	F	G	H
	Site Hosting	Site Hosting	Site Hosting	Site Hosting	Site Hosting	Site Hosting	Site Hosting	Site Hosting
		Site Evaluation	Site Evaluation	Site Evaluation	Site Evaluation	Email (5)	Email (5)	Email (5)
			Email (5)	Email (5)	Email (5)	Email DLP (5)	Email DLP (5)	
				Email DLP (5)	Email DLP (5)	Email Manager (1)		
					Email Manager (1)			
Monthly Total:	\$80	\$120	\$195	\$245	\$270	\$230	\$205	\$155

- Site Hosting – The monthly service fee that covers access to the application and hosting of the website.
- Site Evaluation – The monthly fee that pays for a quarterly accessibility evaluation of the website.
- Email – The monthly cost of a mailbox, typically for a Board of five people. The cost of a mailbox is \$15 a month.
- Email DLP (Data Loss Prevention) – The additional monthly cost of a more advanced plan that allows for the implementation of loss prevention policies. The cost is \$10.00 month in addition to the mailbox. If the service is selected, all mailboxes must utilize this service.
- Email Manager – The monthly cost of having an email manager who typically has administrative access to all mailboxes. The cost of an email manager is \$25 a month.

Transition to CommunityXS:

We typically create a site in less than four hours!

If you're worried about the transition, don't be. It's very simple. It doesn't take too much time, and we do it all for you. In most cases, the community has an existing site from which we gather all the content, contacts and documents. We'll move the three most recent years of historical data.

The final step is to transfer and/or point the web address to the CommunityXS servers. This is a technical step and we're happy to handle it too.

APPLICATION HOSTING AGREEMENT

CommunityXS

IMPORTANT - READ CAREFULLY: This Application Hosting Agreement ("Agreement") is a legal Agreement between you, the organization or entity, ("Customer") and VenturesIn.com, Inc. ("Provider") which covers the hosting by Provider of the CommunityXS Content Management System. Provider agrees to provide Service to Customer and Customer agrees to pay Provider for Service subject to the following terms and conditions:

- 1) Service Term:**
 - a. The effective date of this Agreement shall be the earlier of either: (i) the date on which Customer is first notified by Provider of Service availability or (ii) the date on which Customer first logs on to Service. This Agreement shall remain in effect until unless terminated by either party by giving forty-five (45) days written notice to the other party. Upon termination, Customer shall advise Provider as to the disposition of any Customer data that is stored as part of Service. A service charge may apply. In the event no disposition instructions are provided, or payment of the service charge is not made, any Customer data shall be deleted by Provider.
- 2) Fees and Payments**
 - a. Setup Fee: Not to exceed \$320.00.
 - b. Service Fee: \$80.00 per month.
 - c. Domain Name Registration: \$29.99 per year.
 - d. Fees for the Service term and any associated services shall be invoiced in advance and shall be payable on receipt or in accordance with any payment terms that are included on the invoice.
 - e. If payment is not made according to the terms of the invoice, Provider reserves the right to terminate service.
- 3) Services:**
 - a. Provider shall host a web content management system and delivery platform ("Software").
 - b. Provider shall provide Customer with application-level access to Software via an internet Uniform Resource Locator (URL) together with a User ID and password. No direct access to server hardware, operating system, database management system or other system resources shall be provided.
 - c. Provider shall store all Customer data created and managed by Software, including files, text and parameters; data shall be backed up on a separate storage system at regular intervals. The amount of storage and monthly network data transfer available to Customer shall not exceed two gigabytes (2GB) and one gigabyte (1GB) respectively, unless otherwise agreed in writing by Provider.
- 4) Authorized Usage:**
 - a. Customer agrees that access to Service shall be restricted to authorized agents.
 - b. Customer shall use commercially reasonable efforts to protect User IDs and passwords.
 - c. Customer agrees that authorized Provider support personnel may access system as required to diagnose and resolve technical issues.
- 5) Service Level:**
 - a. Service shall be always available to Customer unless maintenance or upgrades require the system to be unavailable.
- 6) Limited Warranty:**
 - a. Provider warrants that the Service will conform substantially with the Service Level for the term of the Service. Customer acknowledges that Provider does not warrant that the Service shall be uninterrupted or error-free.
- 7) Customer Remedies:**
 - a. Provider's entire liability and Customer's exclusive remedy shall be as defined in this Agreement. No other remedies are provided to Customer under this Agreement.
- 8) No Other Warranties:**
 - a. Except for the Limited Warranty stated above, and to the maximum extent permitted by law, Provider disclaims all other warranties whether express or implied.
- 9) Limited Liability:**
 - a. It is expressly agreed that in no event shall Provider be liable for any damages whatsoever. The total liability of Provider to Customer, and anyone claiming by, through, or under Customer for any claims, losses, costs, or damages whatsoever arising out of, or resulting from use or inability to use the Service, from any cause or causes, including but not limited to loss of data, service interruption, negligence, professional errors and omissions, strict liability, breach of contract, or failure to perform, shall not exceed the fees paid by Customer to Provider during the preceding three (3) months.
- 10) Other Agreements:**
 - a. This Agreement overrides all prior written and oral communications regarding the Service and sets out the entire agreement between Provider and the Customer.
 - b. Supplemental Agreements for Consulting Service may extend the Services related to hosting the Software. Other agreements attached hereto include specific terms relating to other services and only apply during the term of this agreement.
- 11) No Waiver:**
 - a. Any failure by either party to exercise an option or right conferred by this Agreement shall not of itself constitute or be deemed a waiver of such option or right.
- 12) Severability:**
 - a. If any provision in this Agreement is declared void or unenforceable by any judicial or administrative authority this shall not nullify the remaining provisions of this Agreement which shall remain in full force and effect.
- 13) Law:**
 - a. This Agreement shall be governed by the laws of the State of Florida, and the parties agree to submit to the exclusive jurisdiction and venue of the Court of Hillsborough County, Florida in connection with any legal actions hereunder.
- 14) General:**
 - a. Should you have any questions concerning this Agreement, or if you desire to contact Provider for any reason, please write: VenturesIn.com, Inc., P.O. Box 272855, Tampa, Florida 33688.

I agree with the terms and conditions of this Application Hosting Agreement:

Authorized Signature:	Printed Name:	Title:	Organization / Community / CDD / HOA	Date:
-----------------------	---------------	--------	--------------------------------------	-------

SUPPLEMENTAL AGREEMENT FOR WEBSITE ACCESSIBILITY CONSULTING SERVICE

CommunityXS

IMPORTANT - READ CAREFULLY: This Supplemental Agreement for Website Accessibility Consulting Service ("Agreement") is a legal Agreement between you, the organization or entity, ("Customer") and VenturesIn.com, Inc. ("Consultant") which covers the service by Consultant to perform a website accessibility audit and remediation. Consultant agrees to provide Service to Customer and Customer agrees to pay Consultant for Service subject to the following terms and conditions:

- 1) Engagement:**
 - a. Customer desires that Consultant conduct a website accessibility evaluation of a CommunityXS application-based web site.
 - b. Customer desires that Consultant remedy issues found during a website accessibility evaluation.
 - c. This Agreement shall remain in effect until unless terminated by either party by giving forty-five (45) days written notice to the other party.
- 2) Fees and Payments**
 - a. Service Fee: \$40.00 per month.
 - b. Fees for the Services and any associated services shall be invoiced in advance and shall be payable on receipt or in accordance with any payment terms that are included on the invoice.
 - c. If payment is not made according to the terms of the invoice, Consultant reserves the right to terminate Services.
- 3) Services:**
 - a. Consultant shall, pursuant to the terms of this Agreement perform a comprehensive website accessibility evaluation (the "Services") with respect to the Web Content Accessibility Guidelines (WCAG) set forth by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI). The consultant shall use a variety of tools and software products to facilitate the website accessibility evaluation. The Consultant shall evaluate all website content using automated testing tools and shall manually evaluate each page by reading or otherwise visually inspecting all elements.
 - b. Consultant shall, pursuant to the terms of this Agreement, modify website code and content (the "Services") to conform to the Web Content Accessibility Guidelines (WCAG) set forth by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI).
- 4) Performance:**
 - a. Conformance to the Web Content Accessibility Guidelines (WCAG) shall be measured and scored by automated accessibility audits generated by Lighthouse, an open-source website auditing suite developed and maintained by Google.
 - b. Consultant agrees to modify web code and content to reach an Accessibility score of one hundred (100); indicating all applicable automated audits are "Passed".
- 5) Service Frequency:**
 - a. Service shall be performed once per calendar quarter within five (5) days of the previous date of Service.
- 6) Authorized Usage:**
 - a. Customer agrees that authorized Consultant support personnel may access system as required to facilitate Services.
- 7) Errors and Omissions:**
 - a. Subject to the terms of this Agreement, the Customer shall not be prejudiced in any way by inadvertent errors or omissions made by Consultant in connection with this Agreement provided such errors and omissions are corrected promptly following discovery thereof. Upon the discovery of an error or omission, Consultant shall make all appropriate adjustments as soon as practicable to correct such error or omission.
- 8) Limitation of Liability**
 - a. It is expressly agreed that in no event shall Consultant be liable for any damages whatsoever. The total liability of Consultant to Customer, and anyone claiming by, through, or under Customer for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to this Service or Agreement from any cause or causes, including but not limited to negligence, professional errors and omissions, strict liability, breach of contract, or failure to perform, liability shall not exceed the fees paid by Customer to Consultant during the preceding three (3) months.
- 9) Customer Remedies:**
 - a. Consultant's entire liability and Customer's exclusive remedy shall be as defined in this Agreement. No other remedies are provided to Customer under this Agreement.
- 10) Supplemental Agreement:**
 - a. This Agreement supplements, and is automatically terminated upon termination of, the Application Hosting Agreement CommunityXS.
- 11) No Waiver:**
 - a. Any failure by either party to exercise an option or right conferred by this Agreement shall not of itself constitute or be deemed a waiver of such option or right.
- 12) Severability:**
 - a. If any provision in this Agreement is declared void or unenforceable by any judicial or administrative authority this shall not nullify the remaining provisions of this Agreement which shall remain in full force and effect.
- 13) Law:**
 - a. This Agreement shall be governed by the laws of the State of Florida, and the parties agree to submit to the exclusive jurisdiction and venue of the Court of Hillsborough County, Florida in connection with any legal actions hereunder.
- 14) General:**
 - a. Should you have any questions concerning this Agreement, or if you desire to contact Consultant for any reason, please write: VenturesIn.com, Inc., P.O. Box 272855, Tampa, Florida 33688.

I agree with the terms and conditions of this Consulting Service Agreement:

Authorized Signature:	Printed Name:	Title:	Organization / Community / CDD / HOA	Date:
-----------------------	---------------	--------	--------------------------------------	-------

HOSTED EMAIL SERVICE AGREEMENT

IMPORTANT - READ CAREFULLY: This Hosted Email Services Agreement ("Agreement") is a legal Agreement between you, the organization or entity, ("Customer") and VenturesIn.com, Inc. ("Provider") which covers the provision, resale and management by Provider of the Microsoft Exchange Platform. Provider agrees to provide Service to Customer and Customer agrees to pay Provider for Service subject to the following terms and conditions:

1) Services

- a. Hosted Email Services
Provider shall provision and resell hosted email services based on Microsoft Exchange Online and related Microsoft 365 services ("Services") to Customer.
- b. Third-Party Platform
Customer acknowledges that the Services are hosted and operated by Microsoft Corporation ("Microsoft") and are subject to Microsoft's technical architecture, features, availability, and limitations.
- c. No Modification of Microsoft Services
Provider does not control and cannot modify the underlying Microsoft Exchange Online service, feature set, availability, or roadmap.

2) Microsoft Terms Apply

- a. Pass-Through Terms
Customer agrees that its use of the Services is subject to and governed by the applicable Microsoft terms, including but not limited to:
 - Microsoft Product Terms
 - Microsoft Online Services Terms
 - Microsoft End User License Agreement (EULA)
 - Microsoft Privacy Statement(collectively, the "Microsoft Terms")
- b. Conflict of Terms
In the event of a conflict between this Agreement and the Microsoft Terms, the Microsoft Terms shall control with respect to the Microsoft services.
- c. Acceptance Required
Customer represents that it has reviewed and accepted the applicable Microsoft Terms or authorizes Provider to accept such terms on Customer's behalf as permitted under Microsoft's reseller framework.

3) Account Ownership and Administrative Access

- a. Tenant Ownership
Unless otherwise agreed in writing, the Microsoft tenant is provisioned for Customer's exclusive use, and Customer retains ownership of its data.
- b. Administrative Rights
Provider may retain administrative access solely for:
 - Provisioning and deprovisioning accounts
 - Billing and license management
 - Troubleshooting and support
- c. Data Access
Provider does not access Customer email content except as required to provide support and only with Customer authorization or as required by law.

4) Billing and Payment

- a. Monthly Billing
Customer shall pay Provider a monthly recurring fee based on the number and type of licenses provisioned. Fee schedule:
 - i. Exchange Online (Plan 1) - \$15.00 per month / per licensed user
 1. 50 GB primary mailbox (50 GB archive) and messages up to 150 MB
 - ii. Exchange Online (Plan 2) - \$25.00 per month / per licensed user
 1. 100 GB primary mailbox (1.5 TB archive) and messages up to 150 MB
 2. Built-in data loss prevention (DLP)
- b. Billing Cycle
Fees are billed monthly in advance unless otherwise stated in writing.
- c. Pricing Changes
Provider may adjust pricing with [30] days' written notice, including changes resulting from Microsoft price adjustments or licensing changes.
- d. Non-Payment
Provider may suspend or terminate Services for non-payment.

5) Service Availability and Support

- a. Service Availability
Service uptime, redundancy, and availability are provided by Microsoft in accordance with Microsoft's published service level commitments.
- b. No Independent SLA by Provider
Provider does not offer a separate or additional service-level agreement beyond Microsoft's SLA.
- c. Support Scope
Provider may provide:
 - i. First-line support
 - ii. License management
 - iii. Basic configuration assistance
 - iv. Issues beyond Provider's control may require escalation to Microsoft Support.

6) Data Privacy and Security

- a. Customer Data Ownership
Customer retains all ownership rights to its data.
- b. Data Processing
Microsoft acts as the data processor for the Services. Provider does not host Customer data.

7) Compliance

- a. Customer is responsible for determining whether the Services meet its regulatory or compliance obligations. (Florida CDD public records retention is governed by the Florida Public Records Law "Chapter 119").

8) Acceptable Use

- a. Acceptable Use Policy
Customer agrees not to use the Services in violation of Microsoft's Acceptable Use Policy or applicable law.
- b. Suspension for Violations
Violations may result in suspension or termination by Microsoft without notice to Provider.

9) Term and Termination

- a. Term
This Agreement shall continue on a month-to-month basis unless terminated.
- b. Termination for Convenience
Either Party may terminate with [30] days' written notice.
- c. Effect of Termination
Upon termination:
 - i. Customer is responsible for exporting its data prior to termination
 - ii. Provider is not responsible for data loss after termination
 - iii. Microsoft may permanently delete data as per its retention policies

10) Limitations of Liability

- a. No Control Over Microsoft Services
Provider is not liable for outages, data loss, or service disruptions caused by Microsoft.
- b. Limitation
To the maximum extent permitted by law, Provider's total liability shall not exceed the fees paid by Customer to Provider during the preceding three (3) months.
- c. Excluded Damages
Provider shall not be liable for indirect, incidental, consequential, or loss-of-business damages.

11) Indemnification

- a. Customer Indemnification
Customer shall indemnify and hold Provider harmless from claims arising out of Customer's misuse of the Services or violation of Microsoft Terms.

12) Relationship of the Parties

- a. Independent Contractors
The Parties are independent contractors. Nothing creates a partnership, agency, or joint venture.
- b. No Authority
Provider has no authority to make representations or warranties on behalf of Microsoft.

13) Governing Law

- a. This Agreement shall be governed by the laws of the State of Florida and the parties agree to submit to the exclusive jurisdiction and venue of the Court of Hillsborough County, Florida in connection with any legal actions hereunder.

14) Entire Agreement

- a. This Agreement constitutes the entire agreement between the Parties regarding the Services and supersedes all prior agreements or understandings.

I agree with the terms and conditions of this Hosted Email Service Agreement:

Authorized Signature:	Printed Name:	Title:	Organization / Community / CDD / HOA	Date:
-----------------------	---------------	--------	--------------------------------------	-------

SECTION VIII

SECTION A

Astoria
Community Development District
Check Register Summary & ACH Debit Summary
January 21, 2026 through February 18, 2026

Fund	Date	Check #'s/Vendor	Amount
<u>Check Register</u>			
<i>General Fund - Bank United Operating</i>			
	01/21/26	100133-100140	\$ 29,139.68
	02/03/26	100141-100149	\$ 14,048.27
		Subtotal	\$ 43,187.95
<i>General Fund - South State Operating</i>			
	-		\$ -
		Subtotal	\$ -
<i>Capital Reserve Fund</i>			
	-	-	\$ -
		Subtotal	\$ -
Total Check Register			\$ 43,187.95

ACH Debit

General Fund ACH Debit

01/23/26	ADP	\$ 121.17
01/26/26	Pasco County Utilities - 0953300	\$ 342.39
01/26/26	Pasco County Utilities - 0953305	\$ 19.19
01/26/26	Pasco County Utilities - 0953310	\$ 48.48
01/26/26	Pasco County Utilities - 0953320	\$ 40.40
01/26/26	Pasco County Utilities - 0953325	\$ 130.29
01/26/26	Pasco County Utilities - 0953330	\$ 33.33
01/26/26	Pasco County Utilities - 0953340	\$ 60.60
01/26/26	Pasco County Utilities - 0956645	\$ 26.26
01/26/26	Pasco County Utilities - 0956650	\$ 2,439.62
01/26/26	Pasco County Utilities - 0956655	\$ 66.17
01/26/26	Pasco County Utilities - 0966695	\$ 47.47
01/26/26	Pasco County Utilities - 0989015	\$ 30.30

01/26/26	Pasco County Utilities - 0989020	\$	28.28
01/26/26	Pasco County Utilities - 0989025	\$	24.24
01/26/26	Pasco County Utilities - 1031105	\$	21.21
01/26/26	Pasco County Utilities - 1031115	\$	50.50
01/26/26	Pasco County Utilities - 1031120	\$	107.06
01/30/26	ADP	\$	47.84
01/30/26	ADP	\$	1,496.82
01/30/26	ADP	\$	257.91
02/03/26	Frontier	\$	94.99

Total ACH Debit	\$ 5,534.52
------------------------	--------------------

Total Check Register & ACH Debit	\$ 48,722.47
---	---------------------

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/21/26	00015	12/30/25	34662	202512	320	53900	43900		AQUATIC MAINT	*	1,410.00		
BLUE WATER AQUATICS, INC												1,410.00	100133
1/21/26	00011	12/13/25	000158	202512	340	57200	35000		AMENITY CLEANING	*	1,350.00		
		1/14/26	000162	202601	340	57200	35000		AMENITY CLEANING	*	1,400.00		
CLEANING COMMANDOS LLC												2,750.00	100134
1/21/26	00005	1/01/26	SW000134	202601	340	57200	34900		WASTE COLLECTION	*	103.03		
COASTAL WASTE & RECYCLING												103.03	100135
1/21/26	00006	5/01/25	B688CC27	202505	340	57200	35800		SECURITY CAMERAS	*	38.26		
		6/01/25	B688CC27	202506	340	57200	35800		SECURITY CAMERAS	*	38.26		
		7/01/25	B688CC27	202507	340	57200	35800		SECURITY CAMERAS	*	38.14		
		8/01/25	B688CC27	202508	340	57200	35800		SECURITY CAMERAS	*	38.21		
		9/01/25	B688CC27	202509	340	57200	35800		SECURITY CAMERAS	*	38.21		
		10/01/25	B688CC27	202510	340	57200	35800		SECURITY CAMERAS	*	38.64		
		11/01/25	B688CC27	202511	340	57200	35800		SECURITY CAMERAS	*	38.64		
		12/16/25	B688CC27	202512	340	57200	35800		SECURITY CAMERAS	*	38.64		
		1/01/26	B688CC27	202601	340	57200	35800		SECURITY CAMERAS	*	38.53		
		1/10/26	18845	202601	340	57200	35800		STAND BY PLAN	*	65.00		
COMPLETE IT SERVICE & SOLUTIONS												410.53	100136
1/21/26	00002	1/06/26	6	202601	310	51300	34000		MGMT FEES	*	4,120.83		
		1/06/26	6	202601	310	51300	34000		FIELD MGMT	*	5,020.00		
		1/06/26	6	202601	310	51300	35300		INFORMATION TECH	*	287.50		
		1/06/26	6	202601	310	51300	31300		DISS AGENT	*	416.67		
		1/06/26	6	202601	310	51300	53000		COPIES NOV	*	56.35		

ASTU ASTURIA CDD AWOLFE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		1/06/26	6	202601 310-51300-49000	ZOOM	*	16.99		
					GMS-TAMPA, LLC			9,918.34	100137
1/21/26	00014	1/19/26	14082	202512 310-51300-31500	ATTORNEY FEES	*	3,884.32		
		1/19/26	14083	202512 310-51300-31520	ATTORNEY FEES	*	399.00		
		1/19/26	14084	202512 310-51300-31510	ATTORNEY FEES	*	30.00		
					KILINSKI VAN WYK PLLC			4,313.32	100138
1/21/26	00010	1/06/26	32680	202601 320-53900-46600	IRR RPRS	*	14.25		
		1/14/26	32723	202601 320-53900-46500	LANDSCAPE MAINT	*	8,145.00		
		1/16/26	32733	202601 320-53900-46600	IRR RPRS	*	139.25		
		1/16/26	32743	202601 320-53900-46600	IRR RPRS	*	388.50		
		1/16/26	32753	202601 320-53900-46600	IRR RPRS	*	139.25		
		1/16/26	32754	202601 320-53900-46600	IRR RPRS	*	78.21		
					REDTREE LANDSCAPE SYSTEMS			8,904.46	100139
1/21/26	00016	1/09/26	7529	202601 320-53900-49000	LIGHT REMOVAL	*	1,330.00		
					TAMPA HOLIDAY LIGHTS			1,330.00	100140
2/03/26	00003	2/01/26	3426	202602 340-57200-35600	POOL MAINT	*	2,760.00		
					AMERICANS COMMERCIAL POOL SERVICE			2,760.00	100141
2/03/26	00023	2/03/26	02032026	202601 300-36900-10000	RENTAL REFUND	*	375.00		
					BILL RENFROE			375.00	100142
2/03/26	00006	1/22/26	18890	202601 340-57200-35100	GOOGLE/MICROSOFT	*	115.60		
					COMPLETE IT SERVICE & SOLUTIONS			115.60	100143
2/03/26	00002	12/31/25	7	202512 340-57200-34200	GEN MAINT	*	642.14		
		12/31/25	8	202512 340-57200-34200	INSTALL GFI	*	402.60		
					ASTU ASTURIA CDD AWOLFE				

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/31/25	9	202512	340-57200-34200				SIGN INSTALL	*	884.02		
							GMS-TAMPA, LLC			1,928.76	100144
2/03/26	00024	10/28/25	INV-2858	202510	340-57200-35000		CLEANING SUPPLIES	*	334.38		
		11/01/25	INV-2887	202511	340-57200-35000		PORTER SRVCS	*	1,645.40		
		12/01/25	INV-2922	202512	340-57200-35000		PORTER SRVCS	*	1,645.40		
		1/01/26	INV-2976	202601	340-57200-35000		PORTER SRVCS	*	1,645.40		
		1/16/26	INV-2992	202601	340-57200-35000		CLEANING SUPPLIES	*	427.38		
		2/01/26	INV-3021	202602	340-57200-35000		PORTER SRVCS	*	1,645.40		
							OFFICE PRIDE COMMERCIAL CLEANING SE			7,343.36	100145
2/03/26	00010	1/21/26	32825	202601	320-53900-46600		IRR RPR	*	61.35		
							REDTREE LANDSCAPE SYSTEMS			61.35	100146
2/03/26	00022	2/03/26	02032026	202601	340-57200-35200		PAPER SUPPLIES	*	12.55		
		2/03/26	02032026	202601	340-57200-34200		CHAIN,CLOCK,SKIMMER	*	208.11		
		2/03/26	02032026	202601	330-53900-51000		STREET SIGN	*	30.59		
							SUSAN COPPA			251.25	100147
2/03/26	99999	2/03/26	VOID	202602	000-00000-00000		VOID CHECK	C	.00		
							*****INVALID VENDOR NUMBER*****			.00	100148
2/03/26	00006	3/10/25	15843	202503	340-57200-35800		OFFICE STANDBY PLAN	*	65.00		
		4/10/25	16147	202504	340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
		4/22/25	16201	202504	340-57200-35800		EMAIL/MICROSOFT SUBSCRIPT	*	115.60		
		5/10/25	16433	202505	340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
		5/22/25	16490	202505	340-57200-35800		GOOGLE/MICROSOFT SUBSCRIP	*	115.60		
		6/10/25	16739	202506	340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		

ASTU ASTURIA CDD AWOLFE

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
6/22/25	16808	202506 340-57200-35800		GOOGLE/MICROSOFT SUBSCRIPT	*	115.60		
7/10/25	17036	202507 340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
7/22/25	17110	202507 340-57200-35800		GOOGLE/MICROSOFT SUBSCRIP	*	115.60		
8/01/25	17226	202508 340-57200-35800		DOMAIN REGISTRY	*	49.95		
8/10/25	17361	202508 340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
8/22/25	17427	202508 340-57200-35800		GOOGLE/MICROSOFT SUBSCRIP	*	115.60		
9/10/25	17667	202509 340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
10/10/25	17984	202510 340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
11/10/25	18273	202511 340-57200-35800		STAND-BY OFFICE PLAN	*	65.00		
COMPLETE IT SERVICE & SOLUTIONS							1,212.95	100149
TOTAL FOR BANK A						43,187.95		
TOTAL FOR REGISTER						43,187.95		

Blue Water Aquatics, Inc.
 5119 State Road 54
 New Port Richey, FL 34652
 (727) 842-2100
 office@bluewateraquaticsinc.com
 www.bluewateraquaticsinc.com



BILL TO
 Asturia CDD
 c/o Governmental Management
 Services
 4530 Eagle Falls Pl
 Tampa, FL 33619

INVOICE 34662

DATE 12/30/2025 TERMS Net 45

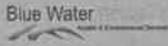
DUE DATE 02/13/2026

SERVICE DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
12/04/2025	Pond / Waterway Treatment	Aquatic Services - 1st Visit (included) Treatment Report Attached	1	0.00	0.00
12/17/2025	Pond / Waterway Treatment	Aquatic Services - 2nd Visit Treatment Report Attached	1	1,410.00	1,410.00

Pay invoice

SUBTOTAL	1,410.00
TAX	0.00
TOTAL	1,410.00
TOTAL DUE	\$1,410.00

THANK YOU for choosing Blue Water Aquatics, Inc.!



Aquatic Services Report

Technician
Doug Fitzhenry

Job Details

Service Date	12/17/2025
Customer	Asturia CDD
Weather Conditions	Sunny
Wind	2ne
Temperature	66
Multiple Sites Treated	Yes

Ponds Treated Information

Repeatable - 1 Count

1 of 1

Pond Numbers	2 3 4 5 x
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Algae
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Normal
Restrictions	None
Observations/Recommendations	Sites treated for algae
Pictures	

Aquatic Services Report



Aquatic Services Report



Aquatic Services Report

Technician

Doug Fitzhenry

Job Details

Service Date	12/4/2025
Customer	Asturia CDD
Weather Conditions	Sunny
Wind	3ne
Temperature	56
Multiple Sites Treated	Yes

Ponds Treated Information Repeatable - 2 Count

1 of 2

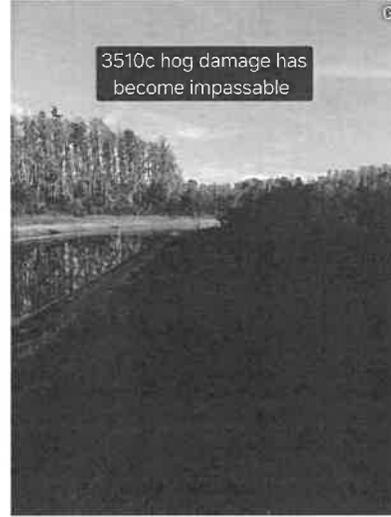
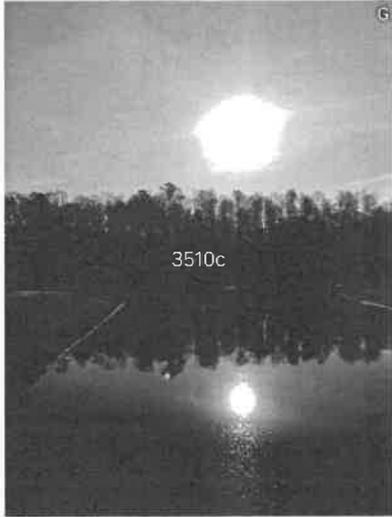
Pond Numbers	All
Service Performed	Treatment
Work Performed	<input checked="" type="checkbox"/> Grasses
Equipment Used	<input checked="" type="checkbox"/> ATV/UTV
Water Level	Extremely Low
Restrictions	None
Observations/Recommendations	Sites treated for invasive growth, hog damage on 3510c has made it impossible to n drive backside of pond

Pictures

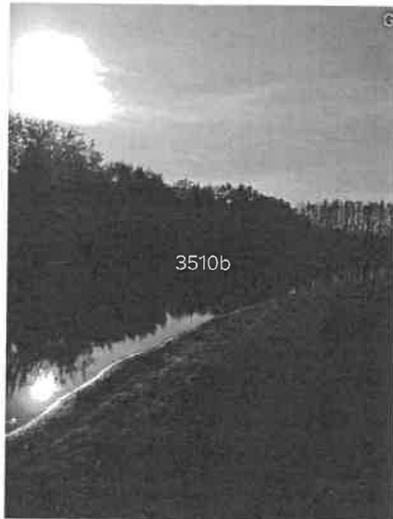
Aquatic Services Report



Aquatic Services Report



Aquatic Services Report



2 of 2

Pond Numbers

3 x 5

Service Performed

Treatment

Work Performed

Algae

Equipment Used

ATV/UTV

Water Level

Extremely Low

Restrictions

None

Observations/Recommendations

Sites treated for algae

From: Matt Azriel mazriel@gms-tampa.com
Subject: Re: Asturia Invoice 34662 from Blue Water Aquatics, Inc.
Date: January 6, 2026 at 10:13 AM
To: Alexandra Wolfe awolfe@gms-tampa.com
Cc: Morgan Grigsby mgrigsby@gms-tampa.com

Yes for sure. Line up with regular maintenance pricing.

Apply to pond maintenance

Matt Azriel
4530 Eagle Falls Pl
Tampa, FL 33619

Mazriel@gms-tampa.com

(813)344-4844 ext 220

On Tue, Jan 6, 2026 at 10:12 AM Alexandra Wolfe <awolfe@gms-tampa.com> wrote:

Hi Matt,

Please let us know if the attached is approved.

Thank you,
Alex

Alex Wolfe
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619
awolfe@gms-tampa.com

Begin forwarded message:

From: Invoices GMS-Tampa <invoices@gms-tampa.com>
Subject: Fwd: Invoice 34662 from Blue Water Aquatics, Inc.
Date: January 5, 2026 at 1:11:04 PM EST
To: Alexandra Wolfe <awolfe@gms-tampa.com>

----- Forwarded message -----

From: **Blue Water Aquatics, Inc.** <quickbooks@notification.intuit.com>
Date: Tue, Dec 30, 2025 at 10:43 AM
Subject: Invoice 34662 from Blue Water Aquatics, Inc.
To: <invoices@gms-tampa.com>



Your invoice is ready!

BAI ANGE DUE

\$1,410.00

[View and pay](#)



Dear Asturia CDD,

Here's your invoice. (PDF format version of invoice attached at top of this email)

We appreciate your prompt payment.

If you have any questions, feel free to email us at Office@BlueWaterAquaticsInc.com or call us at 727-842-2100 (ext. 103).

Have a great day,
Blue Water Aquatics, Inc.

Bill to

Asturia CDD
c/o Governmental
Management Services
4530 Eagle Falls PI
Tampa, FL 33619

Terms

Net 45

12/04/2025

Pond / Waterway Treatment \$0.00

Aquatic Services - 1st Visit (included)
Treatment Report Attached

1 X \$0.00

12/17/2025

Pond / Waterway Treatment \$1,410.00

Aquatic Services - 2nd Visit
Treatment Report Attached

1 X \$1,410.00

Subtotal	\$1,410.00
Tax	\$0.00
Total	\$1,410.00
Balance due	\$1,410.00

THANK YOU for choosing Blue Water Aquatics, Inc.!

[View and pay](#)

Blue Water Aquatics, Inc.

5119 State Road 54 New Port Richey, FL 34652

(727) 842-2100 office@bluewateraquaticsinc.com

www.bluewateraquaticsinc.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



Intuit, Inc. All rights reserved. [Privacy](#) | [Security](#) | [Terms of Service](#)

--
Thank you,

Susan Rice
Governmental Management Services

FOR ADDITIONAL SUPPORT PLEASE CONTACT:

Savannah Szozda
ssozda@gms-tampa.com
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619

From: Brian Young byoung@gms-tampa.com
Subject: Re: Asturia Invoice
Date: January 8, 2026 at 11:26 AM
To: Morgan Grigsby mgrigsby@gms-tampa.com
Cc: Alexandra Wolfe aWolfe@gms-tampa.com

I think matt should be approving these as he is on site more than I am. But I will approve this right now.

Thanks,

Brian Young

Governmental Management Services
4530 Eagle Falls PI
Tampa, FL 33619
(813) 344-4844 ext. 107 Office

On Wed, Jan 7, 2026 at 3:03 PM Morgan Grigsby <mgrigsby@gms-tampa.com> wrote:

Hi Brian,

Just following up.

Best Wishes,
Morgan Grigsby
Governmental Management Services
4530 Eagle Falls PI
Tampa, FL 33619
Mgrigsby@gms-tampa.com

On Dec 30, 2025, at 11:31 AM, Morgan Grigsby <mgrigsby@gms-tampa.com> wrote:

Hi Brian,

Just following up on this. Would you like us to send this to someone else for approval moving forward?

Best Wishes,
Morgan Grigsby
Governmental Management Services
4530 Eagle Falls PI
Tampa, FL 33619
Mgrigsby@gms-tampa.com

On Dec 16, 2025, at 8:53 PM, Alexandra Wolfe <aWolfe@gms-tampa.com> wrote:

Hi Brian,

Please let us know if the attached is approved.

Thank you,
Alex

<12.13.25 Cleaning Commandos.pdf>

Alex Wolfe
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619
awolfe@gms-tampa.com



Invoice #000158

We appreciate your business.

Customer	Invoice Details	Payment
Brian Young Gms invoices@gms-tampa.com (813) 344-4844	PDF created December 16, 2025 \$1,350.00	Due December 13, 2025 \$1,350.00

Items	Quantity	Price	Amount
Asturia cleanings <i>Asturia December 2025 weekly cleanings</i>	9	\$150.00	\$1,350.00

December 2,5,9,12,16,19,23,26,30,

*Please make all checks payable to
Cleaning commandos*

*Cleaning commandos
18395 maberly rd
Weeki Wachee , fl, 34614*

*All invoices due immediately upon receipt. Any invoices not
paid by the 1st of each month will be subject to late fees .*

Subtotal	\$1,350.00
----------	------------

Total Due \$1,350.00



Pay online

To pay your invoice go to <https://squareup.com/u/62FutD0j>

Or open the camera on your mobile device and place the QR code in the camera's view.



Invoice #000162

We appreciate your business.

Customer

Brian Young
Gms
invoices@gms-tampa.com
(813) 344-4844

Invoice Details

PDF created January 14, 2026
\$1,400.00

Payment

Due January 14, 2026
\$1,400.00

Items	Quantity	Price	Amount
Astoria cleanings <i>Astoria weekly cleaning January 2026 2,6,9,13,16,20,23,27,30</i>	9	\$150.00	\$1,350.00
<i>Please make all checks payable to Cleaning commandos</i>			
<i>Cleaning commandos 18395 maberly rd Weeki Wachee, fl , 34614</i>			
<i>All invoices due immediately upon receipt. Any invoices not paid by the 1st of each month will be subject to late fees.</i>			
Dec 2025 invoice late fee <i>As of January 14 2026 December 2025 invoice is still outstanding. Please make payment to avoid further late fees.</i>	1	\$50.00	\$50.00
Subtotal			\$1,400.00

Total Due

\$1,400.00



Pay online

To pay your invoice go to <https://squareup.com/u/WHqsf8o9>
Or open the camera on your mobile device and place the QR code in the camera's view.

From: Alexandra Wolfe awolfe@gms-tampa.com
Subject: Asturia - You received a new invoice (#000162)
Date: January 14, 2026 at 9:32 AM
To: Matt Azriel mazriel@gms-tampa.com
Cc: Morgan Grigsby mgrigsby@gms-tampa.com

Hello,

Please let us know if the attached is approved.

Thank you,
Alex

Alex Wolfe
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619
awolfe@gms-tampa.com

Begin forwarded message:

From: Invoices GMS-Tampa <invoices@gms-tampa.com>
Subject: Fwd: You received a new invoice (#000162)
Date: January 14, 2026 at 9:04:33 AM EST
To: Alexandra Wolfe <awolfe@gms-tampa.com>

----- Forwarded message -----

From: Cleaning Commandos llc <messenger@messaging.squareup.com>
Date: Wed, Jan 14, 2026 at 6:31 AM
Subject: You received a new invoice (#000162)
To: <invoices@gms-tampa.com>



Cleaning Commandos llc

New Invoice

\$1,400.00

Due on January 14, 2026

[Pay Invoice](#)

Invoice #000162

January 14, 2026

Customer

Brian Young

Gms

invoices@gms-tampa.com

(813) 344-4844

[Download Invoice PDF](#)

Message

We appreciate your business.

Invoice summary

Astoria cleanings

\$1,350.00

(\$150.00 ea.) x 9

Astoria weekly cleaning

January 2026

2,6,9,13,16,20,23,27,30

Please make all checks payable to

Cleaning commandos

*Cleaning commandos
18395 maberly rd
Weeki Wachee, fl , 34614*

*All invoices due immediately upon
receipt. Any invoices not paid by the 1st
of each month will be subject to late fees.*

Dec 2025 invoice late fee **\$50.00**

*As of January 14 2026 December 2025
invoice is still outstanding. Please make
payment to avoid further late fees.*

Subtotal **\$1,400.00**

Total Due **\$1,400.00**

Cleaning Commandos llc

cleaningcommandosllc@gmail.com

(727) 815-5199

Please contact Cleaning Commandos llc about its privacy
practices.



—
Thank you,

Susan Rice
Governmental Management Services

FOR ADDITIONAL SUPPORT PLEASE CONTACT:

Savannah Szozda
ssozda@gms-tampa.com
Governmental Management Services

4530 Eagle Falls Place
Tampa, FL 33619



www.coastalwasteinc.com

INVOICE

Bill To: **ASTURIA PROPERTY CDD**
250 INTERNATIONAL PKWY STE 208
LAKE MARY, FL 32746

Invoice SW0001349772
Page Page 1 of 1
Date 01/01/2026
Customer 13436
Site 0
PO Number
Due Date 01/26/2026

DATE	DESCRIPTION	REFERENCE	RATE	QTY.	AMOUNT
	(0001) ASTURIA PROPERTY CDD 14835 CARAVAN AVE, ODESSA FL Serv #001 FEL MSW 1 - 4YD 1x Week				
01 - Jan	MONTHLY - WASTE COLLECTION (Jan 01/26 - Jan 31/26)		\$92.00	1.00	\$92.00
01 - Jan	RECOVERY FEE				\$11.03



A surcharge of 5% on initial balance plus 2% per month will be charged on accounts 30 days overdue.

INVOICE TOTAL	\$103.03
----------------------	-----------------

Payments made by credit card or debit card are subject to a 2.55% service fee

Invoice SW0001349772
Page Page 1 of 1
Date 01/01/2026
Customer 13436
Site 0
PO Number
Due Date 01/26/2026

Please return this portion with payment to:

Coastal Waste & Recycling
 PO Box 632201
 Cincinnati, OH 45263-2201

AMOUNT REMITTED

0025756SW0134360000SW000134977200000309097

From: Matt Azriel mazriel@gms-tampa.com
Subject: Re: Asturia: Your most recent invoice from Coastal Waste & Recycling
Date: January 12, 2026 at 10:11 AM
To: Alexandra Wolfe awolfe@gms-tampa.com
Cc: Brian Young byoung@gms-tampa.com, Morgan Grigsby mgrigsby@gms-tampa.com

Approved- Asturia CDD-Apply to line Garbage/Solid Waste Service- Garbage Rec Facility

On Fri, Jan 9, 2026 at 4:11 PM Alexandra Wolfe <awolfe@gms-tampa.com> wrote:

Hello,
Can you please let us know if the attached is approved.

Thank you,
Alex

Alex Wolfe
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619
awolfe@gms-tampa.com

Begin forwarded message:

From: DistrictAP <districtap@hikal.com>
Subject: Fw: Your most recent invoice from Coastal Waste & Recycling
Date: January 9, 2026 at 4:04:44 PM EST
To: "awolfe@gms-tampa.com" <awolfe@gms-tampa.com>

Alex -

Please see below and attached.

Best,
-Kerri

From: noreply@coastalwasteinc.com <noreply@coastalwasteinc.com>
Sent: Friday, January 9, 2026 11:44 AM
To: DistrictAP <districtap@hikal.com>
Subject: Your most recent invoice from Coastal Waste & Recycling

Attached please find your COASTAL WASTE & RECYCLING - SW invoice.

ASTURIA PROPERTY CDD
13436
250 INTERNATIONAL PKWY STE 208
LAKE MARY FL 32746

Your COASTAL WASTE & RECYCLING - SW bill is now available

Invoice Number: 0001349772
Invoice Date: 1/1/2026
Invoice Amount: \$103.03

Login to your account on the Web Portal at <https://payments.coastalwasteinc.com/> to pay your bill and view billing details. You can add accounts, view your current services, and pay your outstanding invoices.

Credit cards for auto-pay customers will be charged in the next few days.

Feel free to contact us with any questions at 727-561-0360 or collections@coastalwasteinc.com

Thank you for your continued business!

Please send all check payments to:
PO Box 632201
Cincinnati, OH 45263-2201

Matt Azriel-GMS Field Manager
4530 Eagle Falls Pl
Tampa, FL 33619

(813) 344-4844 Ext 220



INVOICE

Invoice



Invoice number **B688CC27-0027**
Date of issue **May 1, 2025**
Date due **May 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.26 USD due May 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from April 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.75	\$0.75
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.40	\$7.40
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.11	\$0.11
		Subtotal	\$38.26
		Total	\$38.26
		Amount due	\$38.26 USD

Invoice



Invoice number **B688CC27-0028**
Date of issue **June 1, 2025**
Date due **June 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.26 USD due June 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from May 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.75	\$0.75
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.40	\$7.40
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.11	\$0.11
		Subtotal	\$38.26
		Total	\$38.26
		Amount due	\$38.26 USD

Invoice



Invoice number **B688CC27-0029**
Date of issue July 1, 2025
Date due July 16, 2025

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.14 USD due July 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from June 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.75	\$0.75
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.28	\$7.28
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.11	\$0.11
		Subtotal	\$38.14
		Total	\$38.14
		Amount due	\$38.14 USD

Invoice



Invoice number **B688CC27-0030**
Date of issue **August 1, 2025**
Date due **August 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.21 USD due August 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from July 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.80	\$0.80
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.30	\$7.30
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.11	\$0.11
Subtotal			\$38.21
Total			\$38.21
Amount due			\$38.21 USD

Invoice



Invoice number **B688CC27-0031**
Date of issue **September 1, 2025**
Date due **September 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.21 USD due September 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from August 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.80	\$0.80
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.30	\$7.30
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.11	\$0.11
		Subtotal	\$38.21
		Total	\$38.21
		Amount due	\$38.21 USD

Invoice



Invoice number B688CC27-0032
Date of issue October 1, 2025
Date due October 16, 2025

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpgmc.com

\$38.64 USD due October 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from September 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.81	\$0.81
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.73	\$7.73
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.10	\$0.10
Subtotal			\$38.64
Total			\$38.64
Amount due			\$38.64 USD

Invoice



Invoice number **B688CC27-0033**
Date of issue **November 1, 2025**
Date due **November 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpgmc.com

\$38.64 USD due November 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from October 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.81	\$0.81
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.73	\$7.73
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.10	\$0.10
Subtotal			\$38.64
Total			\$38.64
Amount due			\$38.64 USD

Invoice



Invoice number **B688CC27-0034**
Date of issue **December 1, 2025**
Date due **December 16, 2025**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.64 USD due December 16, 2025

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from November 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.81	\$0.81
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.73	\$7.73
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.10	\$0.10
		Subtotal	\$38.64
		Total	\$38.64
		Amount due	\$38.64 USD

Invoice



Invoice number **B688CC27-0035**
Date of issue **January 1, 2026**
Date due **January 16, 2026**

Complete I.T. Corp
2664 Cypress Ridge Boulevard
Suite 103
Wesley Chapel, Florida 33544
United States
+1 813-444-4355
support@completeit.io

Bill to
Asturia CDD
14575 Promenade Pkwy
Odessa, Florida 33556
United States
+1 813-994-1001
districtap@dpfgmc.com

\$38.53 USD due January 16, 2026

Pay online

Please note - all calculated usage (things like International Calling or other usage based services) and inventory items (the number of 911 addresses or phone numbers) on this invoice are from December 2025. Any usage or inventory costs incurred by your use of our services in this month will be billed next month

Description	Qty	Unit price	Amount
Product - CIT Hosted Phone Seat	1	\$30.00	\$30.00
Tax - FEDERAL COST RECOVERY FEE	1	\$0.81	\$0.81
Tax - FEDERAL UNIVERSAL SERVICE FUND	1	\$7.62	\$7.62
Tax - FEDERAL NANPA FUND	1	\$0.00	\$0.00
Tax - FCC REGULATORY FEE	1	\$0.10	\$0.10
Subtotal			\$38.53
Total			\$38.53
Amount due			\$38.53 USD

2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice #	18845
Invoice Date	01-10-26
Balance Due	\$65.00

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00

Subtotal	\$65.00
Tax	\$0.00
Invoice Total	\$65.00
Payments	\$0.00
Credits	\$0.00
Balance Due	\$65.00



Governmental Management Services- Tampa, LLC

1001 Bradford Way
TN 37763

Invoice

Invoice #: 6

Invoice Date: 1/6/2026

Due Date: 1/6/2026

Project:

P.O. Number:

Bill To:

Asturia CDD
C/O GMS Tampa LLC

Description	Hours/Qty	Rate	Amount
Management Fees- Jan 26		4,120.83	4,120.83
Field Management- Jan 26		5,020.00	5,020.00
Information Tech- Jan 26		287.50	287.50
Dissemination Agent- Jan 26		416.67	416.67
Copies- Nov 25		56.35	56.35
Zoom		16.99	16.99
Total			\$9,918.34
Payments/Credits			\$0.00
Balance Due			\$9,918.34



KILINSKI | VAN WYK
Kilinski | Van Wyk PLLC

P.O. Box 6386
 Tallahassee, Florida 32314

Asturia CDD
 4530 Eagle Falls Pl
 Tampa, FL 33619

INVOICE

Invoice # 14082
 Date: 01/19/2026
 Due On: 02/18/2026

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$2,084.60	+ \$3,884.32) - (\$0.00	\$5,968.92

ASTCDD-01

Asturia CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	LM	12/01/2025	Review draft agenda; Confer with N. Viverito re: addition to agenda	0.10	\$300.00	\$30.00
Service	LG	12/02/2025	Advise regarding traffic enforcement and litigation counsel.	0.20	\$365.00	\$73.00
Service	LM	12/02/2025	Confer with A. Wolfe re: annual financial report submitted; Confer with N. Viverito and review draft minutes from previous meeting	0.30	\$300.00	\$90.00
Service	LM	12/02/2025	Confer with District Staff re: review of agenda items and preparations for meeting	0.10	\$300.00	\$30.00
Service	LM	12/03/2025	Confer with B. Young and M. Azriel re: Fansler development and irrigation lines	0.20	\$300.00	\$60.00
Service	LG	12/04/2025	Advise regarding cease and desist for work affecting irrigation.	0.30	\$365.00	\$109.50
Service	LM	12/05/2025	Confer with B. Young and M. Paugh re: Fansler development and irrigation lines; Confer with N. Viverito and	0.40	\$300.00	\$120.00

review agenda package						
Service	LM	12/08/2025	Confer with J. Graham and review update on Rangeland Blvd extension; Review Pasco County records on route study for Rangeland Blvd with three alternative routes; Confer with District Staff re: agenda items	0.70	\$300.00	\$210.00
Service	LG	12/08/2025	Advise regarding irrigation damage, field staffing.	0.30	\$365.00	\$109.50
Service	LM	12/09/2025	Prepare draft parking and towing policies; Pull maps of parking spots within District	0.60	\$300.00	\$180.00
Service	LM	12/09/2025	Prepare for and attend Board meeting	5.40	\$300.00	\$1,620.00
Expense	KB	12/09/2025	Travel: Mileage - LM.	28.00	\$0.70	\$19.60
Expense	KB	12/09/2025	Travel: Tolls - LM.	1.00	\$1.72	\$1.72
Service	LM	12/10/2025	Confer with N. Viverito and review notice to publish new meeting schedule	0.10	\$300.00	\$30.00
Service	LG	12/15/2025	Advise regarding County road construction, blocked easements.	0.40	\$365.00	\$146.00
Service	LM	12/15/2025	Confer with District Staff re: field maintenance services proposal from GMS, Rangeland Blvd. extension, etc.	0.70	\$300.00	\$210.00
Service	LM	12/16/2025	Confer with N. Viverito re: auditor selection criteria, notice for auditor; Confer with B. Young re: shade session, electrician, boardwalk; Confer with B. Young and S. Coppa re: fitness center requirements	0.40	\$300.00	\$120.00
Service	LM	12/19/2025	Confer with A. Watson and B. Young re: construction work for new multi-family apartments	0.20	\$300.00	\$60.00
Service	JK	12/19/2025	Monitor and report on bills affecting special districts.	0.20	\$385.00	\$77.00
Service	LM	12/23/2025	Confer with A. Watson and review of Pasco County's waiver of noise levels	0.10	\$300.00	\$30.00
Service	CD	12/29/2025	Review and respond to email from District Staff with Draft Resolution resetting FY2026 Meeting Schedule; Prepare Resolution resetting FY2026 Meeting Schedule; Analyze District Website.	0.30	\$195.00	\$58.50
Service	LM	12/29/2025	Confer with District Staff re: pending	1.20	\$300.00	\$360.00

			items with the District; Prepare agreement and affidavit with Stoner Family Spa & Pool; Prepare addendum to GMS agreement for on-site field management services			
Service	LG	12/29/2025	Review status of speed bump request and RIPA lawsuit.	0.30	\$365.00	\$109.50
Service	LM	12/30/2025	Confer with B. Young and A. Watson re: irrigation repairs, waiver of noise ordinance	0.10	\$300.00	\$30.00
					Total	\$3,884.32

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Asturia CDD
4530 Eagle Falls Pl
Tampa, FL 33619

INVOICE

Invoice # 14083
Date: 01/19/2026
Due On: 02/18/2026

Statement of Account

Outstanding Balance		New Charges		Payments Received		Total Amount Outstanding
(\$0.00	+	\$399.00)- (\$0.00)=	\$399.00

ASTCDD-106

Asturia CDD - Land Use Legal

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	LM	12/09/2025	Confer with J. Tietz re: parking calculation request	0.10	\$300.00	\$30.00
Service	LM	12/10/2025	Confer with J. Graham re: records from Pasco County on Rangeland Blvd study	0.20	\$300.00	\$60.00
Service	CD	12/16/2025	Download Rangeland Blvd. Route Study from District Staff and update District Staff regarding completion of project.	0.20	\$195.00	\$39.00
Service	LM	12/22/2025	Confer with B. Young and J. Graham re: Lantower, park calculations, and Rangeland Blvd extension	0.80	\$300.00	\$240.00
Service	LM	12/29/2025	Confer with J. Tietz and review neighborhood notice of alternative standard request for landscape buffer	0.10	\$300.00	\$30.00
Total						\$399.00

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32680
Terms: Due on receipt
Invoice date: 01/06/2026
Due date: 01/06/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 12.13.25 Verona Lane			
2.		Sales	Drip coupling	1	\$0.50	\$0.50
3.		Sales	Labor-Technician	0.25	\$55.00	\$13.75
					Total	\$14.25

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32723
Terms: Due on receipt
Invoice date: 01/14/2026
Due date: 01/14/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Price adjustment to reflect new contract accepted pricing as of 10/01/25 (Oct, Nov, Dec, Jan)			
2.		Grounds Maintenance Services	Grounds Maintenance	4	\$2,060.00	\$8,240.00
3.		Horticulture	Fertilization	4	-\$24.00	-\$96.00
4.		Horticulture	Pest Control	4	\$0.25	\$1.00
Total						\$8,145.00

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32733
Terms: Due on receipt
Invoice date: 01/16/2026
Due date: 01/16/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 11.18.25 Clubhouse: Replace a malfunctioning solenoid on the zone-58 at the clubhouse.			
2.		Sales	solenoid	1	\$84.25	\$84.25
3.		Sales	Labor-Technician	1	\$55.00	\$55.00
					Total	\$139.25

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32743
Terms: Due on receipt
Invoice date: 01/16/2026
Due date: 01/16/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 11.25.25 Replaced two decoders on stations 79 and 80.			
2.		Sales	Decoder	2	\$84.25	\$168.50
3.		Sales	Labor-Technician	4	\$55.00	\$220.00
					Total	\$388.50
					Overdue	01/16/2026

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32753
Terms: Due on receipt
Invoice date: 01/16/2026
Due date: 01/16/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 11.18.25 Replaced the solenoid for zone 90; the valve was stuck on.			
2.		Sales	Solenoid	1	\$84.25	\$84.25
3.		Sales	Labor-Technician	1	\$55.00	\$55.00
					Total	\$139.25

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to
Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32754
Terms: Due on receipt
Invoice date: 01/16/2026
Due date: 01/16/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 11.18.25 15138 Caravan Ave Replaced broken spray head and repaired a lateral line break.			
2.		Sales	6" spray head	1	\$21.56	\$21.56
3.		Sales	1/2" Cap	1	\$1.00	\$1.00
4.		Sales	1/2" Extension	1	\$0.65	\$0.65
5.		Sales	Labor-Technician	1	\$55.00	\$55.00
					Total	\$78.21



Tampa Holiday Lights

10601 Leland Hawes Road | Thonotosassa, Florida 33592
(813) 922-1471 | Tanner@tampaholidaylights.com | Tampaholidaylights.com

RECIPIENT:

Asturia
14575 Promenade Parkway
Odessa, Florida 33556

Invoice #7529	
Issued	Jan 09, 2026
Due	Jan 24, 2026
Total	\$1,330.00
Portion of job	50.0% (\$1,330.00 of \$2,660.00)
Account Balance	\$1,330.00

2025 Holiday Lighting- - 2 of 2

Product/Service	Description	Item Total	Due this Invoice
Nov 28, 2025			
2025 Returning Labor Costs:	-Roofline on both clubhouse buildings - Lining front entrance sign - 3 Wreaths installed - Crepe Myrtle Base (Per Tree)	\$2,660.00	\$1,330.00
	Lights delivery Installation Maintenance/ Service Calls Removal Storage through 2026 season		

Total	\$1,330.00
Account balance	\$1,330.00

Pay Now



Tampa Holiday Lights

10601 Leland Hawes Road | Thonotosassa, Florida 33592
(813) 922-1471 | Tanner@tampaholidaylights.com | Tampaholidaylights.com

Payment Schedule

Paid	50%	First Half- Due Before Installation	\$1,330.00
This Invoice	50%	Second Half- Due After Installation	\$1,330.00

Thank you for your business. Please contact us with any questions regarding this invoice.

Americans Commercial Pool Service

3431 Riderwood Dr
Dade City, FL 33523-9237 US
+18136162509
americascommercialpoolservice@gmail.com
americascommercialpoolservice.com



INVOICE

BILL TO
Asturia CDD
17844 Jamestown Way
Apt B
Lutz, FL 33558-6648

INVOICE 3426
DATE 02/01/2026
TERMS Net 30
DUE DATE 03/03/2026

DATE	DESCRIPTION	AMOUNT
	Monthly Pool Service	
	Regular Maintenance will include the following: removal of debris in the pool via netting, brushing and vacuuming as needed, emptying baskets, filter cleaning, close inspection of the overall condition of the pool including but not limited to the pumps and associated equipment, make manual adjustments to pool controls, the testing of chemical levels in the water, and add additional chemicals to bring the water up to standards set by the industry and legal requirements. Communication of the pool condition and any issues with property manager.	2,760.00

3% of the total amount to help cover the payment processing fees. These fees are a major administrative expense.

SUBTOTAL	2,760.00
TAX	0.00

For Emergency Pool Service "After and or before" Normal Business Hours are Monday-Friday 8am-5pm Please Call/Text 813-616-2509 * Extra Fee Will Occur

TOTAL 2,760.00

BALANCE DUE **\$2,760.00**

Pay invoice



Invoices GMS-Tampa <invoices@gms-tampa.com>

Invoice 3426 from Americans Commercial Pool Service

Matt Azriel <mazriel@gms-tampa.com>

Sun, Jan 25, 2026 at 6:38 AM

To: Invoices GMS-Tampa <invoices@gms-tampa.com>

Approved- apply to pool maintenance line

Matt Azriel
4530 Eagle Falls Pl
Tampa, FL 33619

Mazriel@gms-tampa.com

(813)344-4844 ext 220

[Quoted text hidden]

 **Invoice_3426_from_Americans_Commercial_Pool_Service.pdf**
104K

From: Brian Young byoung@gms-tampa.com
Subject: Re: Rental Refund
Date: January 28, 2026 at 6:28 PM
To: Clubhouse Manager clubhouse@asturiacdd.org
Cc: awolfe@gms-tampa.com, Susan Coppa susancoppa@asturiacdd.org



Thanks Judy, we will get working on this.

Thanks,

Brian Young
Governmental Management Services
4530 Eagle Falls Pl
Tampa, FL 33619
(813) 344-4844 ext. 107 Office

On Wed, Jan 28, 2026 at 5:32 PM Clubhouse Manager <clubhouse@asturiacdd.org> wrote:

Good evening. I spoke with Susan today regarding a refund request for a rental that was cancelled. She agreed we should refund the fee so I am reaching out to you for assistance.

The Resident information is below:

Bill Renfro
14603 Trails Edge Blvd.
Odessa, FL 33556

The check was for **\$375**, and it was included in my **1/5/26 deposit** to SouthState Bank.

Please let me know if you have any questions and when the refund has been issued.

Thank you.

2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice #	18890
Invoice Date	01-22-26
Balance Due	\$115.60

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacclubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95

Subtotal	\$115.60
Tax	\$0.00
Invoice Total	\$115.60
Payments	\$0.00
Credits	\$0.00
Balance Due	\$115.60



Governmental Management Services- Tampa, LLC1001 Bradford Way
TN 37763**Invoice****Invoice #:** 7**Invoice Date:** 12/31/2025**Due Date:** 12/31/2025**Project:****P.O. Number:** 5205**Bill To:**Asturia CDD
C/O GMS Tampa LLC

Description	Hours/Qty	Rate	Amount
Asturia CDD- Maintenance List Fixed front gate to pool, replaced water filter to drinking fountain, fixed gfi next to golf cart, helped Matt install temp solar lights on bridge, fixed street sign, inspected and removed a board from bridge and turned it over to see if that side was in better condition			
Equipment & Mobilization		110.00	110.00
Labor	8	55.00	440.00
Materials		92.14	92.14

Total \$642.14**Payments/Credits** \$0.00**Balance Due** \$642.14

Governmental Management Services- Tampa, LLC

1001 Bradford Way
TN 37763

Invoice

Invoice #: 8

Invoice Date: 12/31/2025

Due Date: 12/31/2025

Project:

P.O. Number: 5213

Bill To:

Asturia CDD
C/O GMS Tampa LLC

Description	Hours/Qty	Rate	Amount
Asturia CDD-Install GFI Installed new gfi outlet for Christmas lights			
Equipment & Mobilization		110.00	110.00
Labor	4	55.00	220.00
Materials		72.60	72.60
Total			\$402.60
Payments/Credits			\$0.00
Balance Due			\$402.60

Governmental Management Services- Tampa, LLC1001 Bradford Way
TN 37763**Invoice****Invoice #:** 9**Invoice Date:** 12/31/2025**Due Date:** 12/31/2025**Project:****P.O. Number:** 5281**Bill To:**Asturia CDD
C/O GMS Tampa LLC

Description	Hours/Qty	Rate	Amount
Asturia- Sign Install Fixed gfi outlet, put new fitting on pressure washer, fixed bottom of men's restroom door, replaced shower head, replaced batteries and aerators to men's restroom sinks, fixed gates at playground,			
Labor	8	55.00	440.00
Materials		444.02	444.02
Total			\$884.02
Payments/Credits			\$0.00
Balance Due			\$884.02

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-285830
Invoice Date: 10-28-2025
Due Date: 11/26/2025

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
----------------------	-------	----------	-----------

Net 30 11/26/2025 F0214

Quantity	Description	Rate	Amount
3	Coastwide Professional 30-33 Gal. Reprocessed Resin Trash Bags, Low Density, 1.5 Mil, Black, 25 Bags/Roll, 4 Rolls (CW25530)	\$46.50	\$139.50
3	Coastwide Professional 55-60 Gal. Trash Bags, High Density, 22 Mic., Black, 25 Bags/Roll, 6 Rolls (CW17712)	\$64.96	\$194.88
Subtotal			\$334.38
Sales Tax			\$0.00
Total			\$334.38
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$334.38
<p>Reference Inv-285830 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total
---------	---------------------	----------------------	----------------------	-----------------	-------

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36
------------	------------	------------	------------	--------	------------

Each Office Pride franchise is independently owned and operated.

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-288716
Invoice Date: 11-01-2025
Due Date: 12/01/2025

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
----------------------	-------	----------	-----------

Net 30 12/01/2025 F0214

Quantity	Description	Rate	Amount
1	Day Porter Services 3x per week	\$1,645.40	\$1,645.40
Subtotal			\$1,645.40
Sales Tax			\$0.00
Total			\$1,645.40
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$1,645.40
<p>Reference Inv-288716 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total
\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36

Each Office Pride franchise is independently owned and operated.

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-292273
Invoice Date: 12-01-2025
Due Date: 12/31/2025

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
----------------------	-------	----------	-----------

Net 30 12/31/2025 F0214

Quantity	Description	Rate	Amount
1	Day Porter Services 3x per week	\$1,645.40	\$1,645.40
Subtotal			\$1,645.40
Sales Tax			\$0.00
Total			\$1,645.40
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$1,645.40
<p>Reference Inv-292273 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total
\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36

Each Office Pride franchise is independently owned and operated.

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-297676
Invoice Date: 01-01-2026
Due Date: 01/31/2026

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
----------------------	-------	----------	-----------

Net 30 01/31/2026 F0214

Quantity	Description	Rate	Amount
1	Day Porter Services 3x per week	\$1,645.40	\$1,645.40
Subtotal			\$1,645.40
Sales Tax			\$0.00
Total			\$1,645.40
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$1,645.40
<p>Reference Inv-297676 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total
\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36

Each Office Pride franchise is independently owned and operated.

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-299279
Invoice Date: 01-16-2026
Due Date: 02/14/2026

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
	Net 30	02/14/2026	F0214

Quantity	Description	Rate	Amount
5	Coastwide Professional 30-33 Gal. Reprocessed Resin Trash Bags, Low Density, 1.5 Mil, Black, 25 Bags/Roll, 4 Rolls (CW25530)	\$46.50	\$232.50
3	Coastwide Professional 55-60 Gal. Trash Bags, High Density, 22 Mic., Black, 25 Bags/Roll, 6 Rolls (CW17712)	\$64.96	\$194.88
Subtotal			\$427.38
Sales Tax			\$0.00
Total			\$427.38
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$427.38
<p>Reference Inv-299279 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36
------------	------------	------------	------------	--------	------------

Each Office Pride franchise is independently owned and operated.

INVOICE



Commercial Cleaning Services
Office Pride Billing Services
3450 East Lake Road, Suite 202
Palm Harbor, FL 34685
727.626.2455

Customer Number: C009345
Invoice Number: Inv-302183
Invoice Date: 02-01-2026
Due Date: 03/03/2026

Bill To: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

Service Location: Asturia CDD
14575 Promenade Parkway
Odessa, FL 33556

**REMIT TO: OFFICE PRIDE BILLING SERVICE LLC,
PO BOX 716176, CINCINNATI, OH 45271-6176**

Reference – P.O. No.	Terms	Due Date	Franchise
----------------------	-------	----------	-----------

Net 30 03/03/2026 F0214

Quantity	Description	Rate	Amount
1	Day Porter Services 3x per week	\$1,645.40	\$1,645.40
Subtotal			\$1,645.40
Sales Tax			\$0.00
Total			\$1,645.40
PAYMENT/CREDIT APPLIED			\$0.00
AMOUNT DUE			\$1,645.40
<p>Reference Inv-302183 with your payment to ensure prompt and accurate application.</p> <p>Autopay Customers: Payment will be drafted on the date due. This invoice is for your records.</p>			

BILLING QUESTIONS: BILLINGSERVICES@OFFICEPRIDE.COM

Current	1 – 30 days overdue	31 – 60 days overdue	61 – 90 days overdue	91 days overdue	Total
\$2,072.78	\$1,645.40	\$1,645.40	\$1,979.78	\$0.00	\$7,343.36

Each Office Pride franchise is independently owned and operated.

This invoice is generated by Office Pride Billing Services, Inc., a third-party billing service company. Agreement for and performance of service is between the customer and the local independently owned and operated Office Pride Franchise.

INVOICE

RedTree Landscape Systems
5532 Auld Lane
Holiday, FL 34690

service@redtreelandscape.systems
+1 (727) 810-4464
redtreelandscapesystems.com



Bill to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Ship to

Asturia CDD
C/O Breeze
1540 International Parkway
Lake Mary, FL 32746

Invoice details

Invoice no.: 32825
Terms: Due on receipt
Invoice date: 01/21/2026
Due date: 01/21/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Irrigation repairs were performed as follows on 12.17.25 Walking Path (Playground) Made repairs to 3 different spots in the drip line.			
2.		Sales	drip coupling	4	\$0.50	\$2.00
3.		Sales	drip line	2	\$1.00	\$2.00
4.		Sales	drip tee	1	\$2.35	\$2.35
5.		Sales	Labor-Technician	1	\$55.00	\$55.00
					Total	\$61.35

From: Matt Azriel mazriel@gms-tampa.com
Subject: Re: Asturia: New payment request from RedTree Landscape Systems - invoice 32825
Date: January 21, 2026 at 3:13 PM
To: Alexandra Wolfe awolfe@gms-tampa.com
Cc: Morgan Grigsby mgrigsby@gms-tampa.com

100% approved. Apply to the landscaping line for irrigation please

Matt Azriel
4530 Eagle Falls Pl
Tampa, FL 33619

Mazriel@gms-tampa.com

(813)344-4844 ext 220

On Wed, Jan 21, 2026 at 3:12 PM Alexandra Wolfe <awolfe@gms-tampa.com> wrote:

Hi Matt,

Can you please let us know if the attached is approved.

Thank you,
Alex

Alex Wolfe
Governmental Management Services
4530 Eagle Falls Place
Tampa, FL 33619
awolfe@gms-tampa.com

Begin forwarded message:

From: Invoices GMS-Tampa <invoices@gms-tampa.com>
Subject: Fwd: New payment request from RedTree Landscape Systems - invoice 32825
Date: January 21, 2026 at 3:00:46 PM EST
To: Alexandra Wolfe <awolfe@gms-tampa.com>

----- Forwarded message -----

From: RedTree Landscape Systems <quickbooks@notification.intuit.com>
Date: Wed, Jan 21, 2026 at 3:00 PM
Subject: New payment request from RedTree Landscape Systems - invoice 32825
To: <invoices@gms-tampa.com>
Cc: <awolfe@gms-tampa.com>



Your invoice is ready!

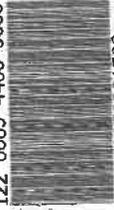
Total \$61.35

Give us feedback @ survey.walmart.com
Thank you! ID #: 7WQLJ0BRP3N



WM Supercenter
727-376-3811 Mgr. SELVESTA
8745 STATE ROAD 54
NEW PORT RICHEY FL 34655
ST# 00994 OP# 009020 TE# 20 TR# 00697

ITEMS SOLD 2
TC# 7122 0609 4403 9565 4406



COPY PAPER 842366061590 5.77 X
2X HIGL TRPZ 020066377550 5.96 X

SUBTOTAL 11.73
TAX1 7.0000 % 0.82
TOTAL 12.55
MCARD TEND 12.55
CHANGE DUE 0.00

MASTERCARD- 8203 I 1 APPR#031415
EXPIRATION DATE 03/27
12.55 TOTAL PURCHASE
REF # U3068A476109
AID A0000006041010
TERMINAL # 20935040
*No Signature Required
01/23/26 19:13:04



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.

Low prices You Can Trust. Every Day.
01/23/26 19:13:12

Order Summary

Order placed January 23, 2026

Order # 114-7295021-6645036

Ship to

Susan Coppa
2220 SECRET CV
ODESSA, FL 33556-4391
United States

Payment method

Mastercard ending in 8203

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$194.76
Shipping & Handling:	\$6.99
Free Shipping:	-\$6.99
Total before tax:	\$194.76
Estimated tax to be collected:	\$13.35
Grand Total:	\$208.11

Arriving January 30



Pmsanzay Chain Link Fence Hooks, Set of 2 Pool Hangers for Link Fence, Chain Fence -to Hold Telescoping Poles, Leaf Rakes, Skimmers, Nets, Brushes, Vacuum Hoses and More! - No Pool Accessories

Sold by: MIGE LIANDONG STORE

Supplied by: Other

\$6.80



AKCISOT 14 Inch Wall Clock Silent Non-Ticking Modern Wall Clocks Battery Operated - Analog Classic Clock for Office, Home, Bathroom, Kitchen, Bedroom, School, Living Room(Black)

Sold by: Akcisot

Supplied by: Other

\$29.99



POOLWHALE Professional Pool Skimmer Net, Heavy Duty Swimming Leaf Rake Cleaning Tool with Deep Fine Nylon Mesh Net Bag - Fast Cleaning, Easy Scoop Edge, Debris Pickup Removal (No Pole)

Sold by: Poolwhale Direct

Supplied by: Other

\$17.99



SKEERY Outdoor Heavy Duty Volleyball Net Set, Anti-Sag Design, Adjustable Aluminum Poles, Portable Volleyball Net for Backyard, Grass and Beach(Blue)

Sold by: SKEERY

Supplied by: Other

\$129.89



4pc Panasonic AA Batteries Super Heavy Duty Power Carbon Zinc Double A Battery 1.5v

Sold by: Tri-Vision Health

Supplied by: Other

\$4.10



7.9 x 11.8 inch "Dog Park Rules - Use At Your Own Risk, Owners Legally Responsible ..." Metal Sign, Aluminum, (162)

Sold by: Podoru

Supplied by: Other

\$5.99

Order Summary

Order placed January 23, 2026

Order # 114-3196128-5687441

Ship to

Susan Coppa
2220 SECRET CV
ODESSA, FL 33556-4391
United States

Payment method

Mastercard ending in 8203

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$22.99
Shipping & Handling:	\$5.99
Total before tax:	\$28.98
Estimated tax to be collected:	\$1.61
Grand Total:	\$30.59

Arriving February 4 - February 18

Amazon Community Events

Custom Street Sign - 6x24 Inch, Metal Address/Road Sign for Indoor/Outdoor Use - .040 Aluminum Single/Double Sided with Reflective Option - Fade & Weather Resistant

Sold by: ZONGSIGNS

Supplied by: Other

\$22.99

ENR05181124

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)
© 1996-2026, Amazon.com, Inc. or its affiliates

[Conditions of Use](#) [Privacy Notice](#) [Consumer Health Data Privacy Disclosure](#) [Your Ads Privacy Choices](#)
© 1996-2026, Amazon.com, Inc. or its affiliates

2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Astoria CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 15843
Invoice Date 03-10-25
Balance Due **\$66.96**

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 16147
Invoice Date 04-10-25
Balance Due **\$66.96**

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice #	16201
Invoice Date	04-22-25
Balance Due	\$119.06

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95
Late Fee	Late Fee	\$3.46	1.0	\$3.46

Subtotal	\$119.06
Tax	\$0.00
Invoice Total	\$119.06
Payments	\$0.00
Credits	\$0.00
Balance Due	\$119.06



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice #	16433
Invoice Date	05-10-25
Balance Due	\$66.96

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice # 16490
 Invoice Date 05-22-25
Balance Due \$119.06

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95
Late Fee	Late Fee	\$3.46	1.0	\$3.46

Subtotal	\$119.06
Tax	\$0.00
Invoice Total	\$119.06
Payments	\$0.00
Credits	\$0.00
Balance Due	\$119.06



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 16739
Invoice Date 06-10-25
Balance Due **\$66.96**

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice # 16808
 Invoice Date 06-22-25
Balance Due \$119.06

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95
Late Fee	Late Fee	\$3.46	1.0	\$3.46

Subtotal	\$119.06
Tax	\$0.00
Invoice Total	\$119.06
Payments	\$0.00
Credits	\$0.00
Balance Due	\$119.06



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 17036
Invoice Date 07-10-25
Balance Due **\$66.96**

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice # 17110
 Invoice Date 07-22-25
 Balance Due **\$119.06**

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacclubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95
Late Fee	Late Fee	\$3.46	1.0	\$3.46

Subtotal	\$119.06
Tax	\$0.00
Invoice Total	\$119.06
Payments	\$0.00
Credits	\$0.00
Balance Due	\$119.06



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice #	17226
Invoice Date	08-01-25
Balance Due	\$50.70

Item	Description	Unit Cost	Quantity	Line Total
Domain Registry	1-Year Domain Registry. Renews every 12-months	\$49.95	1.0	\$49.95
Late Fee	Late Fee	\$0.75	1.0	\$0.75

Subtotal	\$50.70
Tax	\$0.00
Invoice Total	\$50.70
Payments	\$0.00
Credits	\$0.00
Balance Due	\$50.70



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Astoria CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 17361
Invoice Date 08-10-25
Balance Due \$65.00

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00

Subtotal	\$65.00
Tax	\$0.00
Invoice Total	\$65.00
Payments	\$0.00
Credits	\$0.00
Balance Due	\$65.00



2664 Cypress Ridge Blvd | Suite 103
 Wesley Chapel, FLORIDA 33544
<https://completeit.io>
 (813) 444-4355



Asturia CDD
 14575 Promenade Parkway
 Florida, United States 33556

Invoice # 17427
 Invoice Date 08-22-25
Balance Due \$119.06

Item	Description	Unit Cost	Quantity	Line Total
CDD/HOA Google Email w/ Vault	Email account 30GB. Priced per user, per month. 3-year contract. Google Vault audit functionality included. Support including password reset & additional training is per hour basis. - Seat 1 - Seat 2 - Seat 3 - Seat 4 - Seat 5 - Clubhouse Manager - Admin for eDiscovery (audit)	\$14.95	7.0	\$104.65
Microsoft O365 Subscription - Apps for Business (Annual Commitment)	-Cost is for one license- Annual license for Microsoft Office 365 Apps for Business subscription. Paid in monthly installments with an annual commitment. Lower price per-month compared to Monthly commitment. Includes: Premium Office Apps - Outlook, Word, Excel, PowerPoint, Publisher, Access Secure Cloud Services - OneDrive - For clubhousemanager@asturiacclubhouse.onmicrosoft.com; account used by the clubhouse desktop.	\$10.95	1.0	\$10.95
Late Fee	Late Fee	\$3.46	1.0	\$3.46

Subtotal	\$119.06
Tax	\$0.00
Invoice Total	\$119.06
Payments	\$0.00
Credits	\$0.00
Balance Due	\$119.06



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice #	17667
Invoice Date	09-10-25
Balance Due	\$66.96

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice # 17984
Invoice Date 10-10-25
Balance Due **\$66.96**

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96



2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FLORIDA 33544
<https://completeit.io>
(813) 444-4355



Asturia CDD
14575 Promenade Parkway
Florida, United States 33556

Invoice #	18273
Invoice Date	11-10-25
Balance Due	\$66.96

Item	Description	Unit Cost	Quantity	Line Total
Stand-By MSP Plan (Offices/ISP)	Price is per office/network per month - Network & WiFi - Includes remote and phone support for the network and WiFi system - Includes all software updates to the system and any basic software reconfiguration if required	\$65.00	1.0	\$65.00
Late Fee	Late Fee	\$1.96	1.0	\$1.96

Subtotal	\$66.96
Tax	\$0.00
Invoice Total	\$66.96
Payments	\$0.00
Credits	\$0.00
Balance Due	\$66.96





PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14915 AVILES PARKWAY**
 Bill Number: 23699865
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953300	
Please use the 15-digit number below when making a payment through your bank	
095330001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15450198	11/14/2025	27248	12/16/2025	27587	32	339

Usage History		
Month	Usage	Rate
December 2025	339	
November 2025	133	
October 2025	177	
September 2025	203	
August 2025	212	
July 2025	189	
June 2025	200	
May 2025	232	
April 2025	195	
March 2025	256	
February 2025	258	
January 2025	230	

Transactions		
Previous Bill		134.33
Payment 12/19/25		-134.33 CR
Balance Forward		0.00
Current Transactions Reclaimed		
Reclaimed	339 Thousand Gals X \$1.01	342.39
Total Current Transactions		342.39
TOTAL BALANCE DUE		\$342.39



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953300
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 342.39

Total Balance Due	\$342.39
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14859 CARAVAN AVENUE**
 Bill Number: 23699866
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953305	
Please use the 15-digit number below when making a payment through your bank	
095330501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15450201	11/14/2025	11362	12/16/2025	11381	32	19

Usage History		
Water		
December 2025	19	
November 2025	19	
October 2025	24	
September 2025	90	
August 2025	78	
July 2025	36	
June 2025	37	
May 2025	9	
April 2025	29	
March 2025	32	
February 2025	31	
January 2025	33	

Transactions		
Previous Bill		19.19
Payment 12/19/25		-19.19 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	19 Thousand Gals X \$1.01	19.19
Total Current Transactions		19.19
TOTAL BALANCE DUE		\$19.19



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953305
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 19.19

Total Balance Due	\$19.19
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14450 PROMENADE PARKWAY**

Bill Number: 23699867

Billing Date: 1/6/2026

Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953310	
Please use the 15-digit number below when making a payment through your bank	
095331001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	13548633	11/14/2025	46898	12/16/2025	46946	32	48

Usage History

Month	Usage
December 2025	48
November 2025	61
October 2025	77
September 2025	277
August 2025	239
July 2025	237
June 2025	236
May 2025	165
April 2025	191
March 2025	241
February 2025	269
January 2025	261

Transactions

Previous Bill	61.61
Payment 12/19/25	-61.61 CR
Balance Forward	0.00
Current Transactions	
Reclaimed	
Reclaimed	48 Thousand Gals X \$1.01
	48.48
Total Current Transactions	48.48
TOTAL BALANCE DUE	\$48.48

Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953310
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 48.48

Total Balance Due	\$48.48
Due Date	1/23/2026

10% late fee will be applied if paid after due date

**The Total Due will be electronically
 transferred on 01/23/2026.**

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14700 TRAILS EDGE BOULEVARD**

Bill Number: 23699868

Billing Date: 1/6/2026

Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953320	
Please use the 15-digit number below when making a payment through your bank	
095332001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	12216402	11/14/2025	5413	12/16/2025	5453	32	40

Usage History

Month	Usage
December 2025	40
November 2025	25
October 2025	15
September 2025	27
August 2025	27
July 2025	23
June 2025	24
May 2025	25
April 2025	19
March 2025	28
February 2025	25
January 2025	26

Transactions

Previous Bill	25.25
Payment 12/19/25	-25.25 CR
Balance Forward	0.00
Current Transactions	
Reclaimed	
Reclaimed	40 Thousand Gals X \$1.01
	40.40
Total Current Transactions	40.40
TOTAL BALANCE DUE	\$40.40

Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasy pay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953320
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 40.40

Total Balance Due	\$40.40
Due Date	1/23/2026

10% late fee will be applied if paid after due date

**The Total Due will be electronically
 transferred on 01/23/2026.**

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **2830 LONG BOW WAY**

Bill Number: 23699869

Billing Date: 1/6/2026

Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953325	
Please use the 15-digit number below when making a payment through your bank	
095332501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15084620	11/14/2025	10885	12/16/2025	11014	32	129

Usage History		
Water		
December 2025	129	
November 2025	83	
October 2025	98	
September 2025	112	
August 2025	112	
July 2025	85	
June 2025	96	
May 2025	106	
April 2025	89	
March 2025	103	
February 2025	102	
January 2025	96	

Transactions		
Previous Bill		83.83
Payment 12/19/25		-83.83 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	129 Thousand Gals X \$1.01	130.29
Total Current Transactions		130.29
TOTAL BALANCE DUE		\$130.29



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953325
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 130.29

Total Balance Due	\$130.29
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14400 TRAILS EDGE BOULEVARD**

Bill Number: 23699870

Billing Date: 1/6/2026

Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953330	
Please use the 15-digit number below when making a payment through your bank	
095333001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15450200	11/14/2025	3654	12/16/2025	3687	32	33

Usage History		
Water		
December 2025	33	
November 2025	19	
October 2025	15	
September 2025	19	
August 2025	18	
July 2025	16	
June 2025	17	
May 2025	18	
April 2025	13	
March 2025	20	
February 2025	18	
January 2025	15	

Transactions		
Previous Bill		19.19
Payment 12/19/25		-19.19 CR
Balance Forward		0.00
Current Transactions Reclaimed		
Reclaimed	33 Thousand Gals X \$1.01	33.33
Total Current Transactions		33.33
TOTAL BALANCE DUE		\$33.33



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasy pay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953330
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 33.33

Total Balance Due	\$33.33
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **2995 LONG BOW WAY**
 Bill Number: 23699871
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0953340	
Please use the 15-digit number below when making a payment through your bank	
095334001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15450207	11/14/2025	4343	12/16/2025	4403	32	60

Usage History		
Month	Usage	Rate
December 2025	60	
November 2025	37	
October 2025	31	
September 2025	36	
August 2025	33	
July 2025	29	
June 2025	33	
May 2025	35	
April 2025	28	
March 2025	41	
February 2025	36	
January 2025	29	

Transactions		
Previous Bill		37.37
Payment 12/19/25		-37.37 CR
Balance Forward		0.00
Current Transactions		
Reclaimed	60 Thousand Gals X \$1.01	60.60
Total Current Transactions		60.60
TOTAL BALANCE DUE		\$60.60



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0953340
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 60.60

Total Balance Due	\$60.60
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14577 PROMENADE PARKWAY**
 Bill Number: 23699947
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0956645	
Please use the 15-digit number below when making a payment through your bank	
095664501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15057044	11/14/2025	7549	12/16/2025	7575	32	26

Usage History		
Water		
December 2025	26	
November 2025	26	
October 2025	67	
September 2025	168	
August 2025	138	
July 2025	154	
June 2025	152	
May 2025	95	
April 2025	66	
March 2025	102	
February 2025	114	
January 2025	117	

Transactions		
Previous Bill		26.26
Payment 12/19/25		-26.26 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	26 Thousand Gals X \$1.01	26.26
Total Current Transactions		26.26
TOTAL BALANCE DUE		\$26.26



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0956645
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 26.26

Total Balance Due	\$26.26
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14575 PROMENADE PARKWAY**
 Bill Number: 23699948
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0956650	
Please use the 15-digit number below when making a payment through your bank	
095665001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	13595266	11/14/2025	29801	12/16/2025	29972	32	171

Usage History

Month	Usage
December 2025	171
November 2025	158
October 2025	171
September 2025	125
August 2025	167
July 2025	270
June 2025	217
May 2025	253
April 2025	255
March 2025	278
February 2025	302
January 2025	291

Transactions

Previous Bill	2,224.34
Payment 12/19/25	-2,224.34 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	63.99
Water Tier 1	40.0 Thousand Gals X \$2.18 = 87.20
Water Tier 2	40.0 Thousand Gals X \$3.47 = 138.80
Water Tier 3	40.0 Thousand Gals X \$6.94 = 277.60
Water Tier 4	51.0 Thousand Gals X \$9.36 = 477.36
Sewer	
Sewer Base Charge	163.47
Sewer Charges	171.0 Thousand Gals X \$7.20 = 1,231.20
Total Current Transactions	2,439.62
TOTAL BALANCE DUE	\$2,439.62

Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0956650
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 2,439.62

Total Balance Due	\$2,439.62
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **14502 PROMENADE PARKWAY**

Bill Number: 23699949

Billing Date: 1/6/2026

Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0956655	
Please use the 15-digit number below when making a payment through your bank	
095665501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	13595259	11/14/2025	274	12/16/2025	275	32	1

Usage History

Month	Usage
December 2025	1
November 2025	1
October 2025	7
September 2025	2
August 2025	2
July 2025	2
June 2025	4
May 2025	3
April 2025	1
March 2025	2
February 2025	2
January 2025	2

Transactions

Previous Bill	66.17
Payment 12/19/25	-66.17 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	63.99
Water Tier 1	1.0 Thousand Gals X \$2.18 = 2.18
Total Current Transactions	66.17
TOTAL BALANCE DUE	\$66.17

Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasympay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0956655
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 66.17

Total Balance Due	\$66.17
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **0 PROMENADE PARKWAY**
 Bill Number: 23700122
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0966695	
Please use the 15-digit number below when making a payment through your bank	
096669501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	15057039	11/14/2025	30466	12/16/2025	30513	32	47

Usage History		
Water		
December 2025	47	
November 2025	54	
October 2025	370	
September 2025	347	
August 2025	330	
July 2025	324	
June 2025	355	
May 2025	181	
April 2025	0	
March 2025	29	
February 2025	525	
January 2025	463	

Transactions		
Previous Bill		54.54
Payment 12/19/25		-54.54 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	47 Thousand Gals X \$1.01	47.47
Total Current Transactions		47.47
TOTAL BALANCE DUE		\$47.47



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0966695
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 47.47

Total Balance Due	\$47.47
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15381 AVILES PARKWAY**
 Bill Number: 23700435
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0989015	
Please use the 15-digit number below when making a payment through your bank	
098901501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	17705152	11/14/2025	1939	12/16/2025	1969	32	30

Usage History		
Month	Usage	Rate
December 2025	30	
November 2025	24	
October 2025	19	
September 2025	18	
August 2025	23	
July 2025	18	
June 2025	17	
May 2025	27	
April 2025	23	
March 2025	27	
February 2025	26	
January 2025	29	

Transactions		
Previous Bill		24.24
Payment 12/19/25		-24.24 CR
Balance Forward		0.00
Current Transactions		
Reclaimed	30 Thousand Gals X \$1.01	30.30
Total Current Transactions		30.30
TOTAL BALANCE DUE		\$30.30



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0989015
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 30.30

Total Balance Due	\$30.30
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15301 AVILES PARKWAY**
 Bill Number: 23700436
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0989020	
Please use the 15-digit number below when making a payment through your bank	
098902001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	17705151	11/14/2025	621	12/16/2025	649	32	28

Usage History

Water	
December 2025	28
November 2025	20
October 2025	17
September 2025	20
August 2025	19
July 2025	16
June 2025	18
May 2025	5

Transactions

Previous Bill	20.20
Payment 12/19/25	-20.20 CR
Balance Forward	0.00
Current Transactions Reclaimed	
Reclaimed	28 Thousand Gals X \$1.01
Total Current Transactions	28.28
TOTAL BALANCE DUE	\$28.28

Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0989020
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 28.28

Total Balance Due	\$28.28
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15121 AVILES PARKWAY**
 Bill Number: 23700437
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
0989025	
Please use the 15-digit number below when making a payment through your bank	
098902501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	17705149	11/14/2025	1243	12/16/2025	1267	32	24

Usage History		
Water		
December 2025	24	
November 2025	18	
October 2025	14	
September 2025	12	
August 2025	16	
July 2025	13	
June 2025	14	
May 2025	16	
April 2025	13	
March 2025	15	
February 2025	14	
January 2025	16	

Transactions		
Previous Bill		18.18
Payment 12/19/25		-18.18 CR
Balance Forward		0.00
Current Transactions Reclaimed		
Reclaimed	24 Thousand Gals X \$1.01	24.24
Total Current Transactions		24.24
TOTAL BALANCE DUE		\$24.24



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0989025
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 24.24

Total Balance Due	\$24.24
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15233 RENAISSANCE AVENUE**
 Bill Number: 23701321
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
1031105	
Please use the 15-digit number below when making a payment through your bank	
103110501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	190101977	11/14/2025	1526	12/16/2025	1547	32	21

Usage History		
Water		
December 2025	21	
November 2025	11	
October 2025	18	
September 2025	21	
August 2025	19	
July 2025	16	
June 2025	19	
May 2025	18	
April 2025	14	
March 2025	19	
February 2025	17	
January 2025	17	

Transactions		
Previous Bill		11.11
Payment 12/19/25		-11.11 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	21 Thousand Gals X \$1.01	21.21
Total Current Transactions		21.21
TOTAL BALANCE DUE		\$21.21



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 1031105
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 21.21

Total Balance Due	\$21.21
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15246 CARAVAN AVENUE**
 Bill Number: 23701323
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
1031115	
Please use the 15-digit number below when making a payment through your bank	
103111501341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	190101974	11/14/2025	5126	12/16/2025	5176	32	50

Usage History		
Water		
December 2025	50	
November 2025	25	
October 2025	36	
September 2025	40	
August 2025	38	
July 2025	39	
June 2025	38	
May 2025	39	
April 2025	34	
March 2025	41	
February 2025	43	
January 2025	42	

Transactions		
Previous Bill		25.25
Payment 12/19/25		-25.25 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	50 Thousand Gals X \$1.01	50.50
Total Current Transactions		50.50
TOTAL BALANCE DUE		\$50.50



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasy pay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 1031115
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 50.50

Total Balance Due	\$50.50
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012
 NEW PORT RICHEY (727) 847-8131
 DADE CITY (352) 521-4285

UtilCustServ@MyPasco.net
 Pay By Phone: 1-855-786-5344

1 0 1
 42-52579

ASTURIA CDD

Service Address: **15050 CARAVAN AVENUE**
 Bill Number: 23701324
 Billing Date: 1/6/2026
 Billing Period: 11/14/2025 to 12/16/2025

Account #	Customer #
1031120	
Please use the 15-digit number below when making a payment through your bank	
103112001341603	

New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2025.
 Please visit bit.ly/pcurates for details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	190101972	11/14/2025	6676	12/16/2025	6782	32	106

Usage History		
Month	Usage	Rate
December 2025	106	
November 2025	68	
October 2025	67	
September 2025	79	
August 2025	79	
July 2025	72	
June 2025	65	
May 2025	66	
April 2025	67	
March 2025	72	
February 2025	76	
January 2025	65	

Transactions		
Previous Bill		68.68
Payment 12/19/25		-68.68 CR
Balance Forward		0.00
Current Transactions		
Reclaimed	106 Thousand Gals X \$1.01	107.06
Total Current Transactions		107.06
TOTAL BALANCE DUE		\$107.06



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 1031120
 Customer # 01341603
 Balance Forward 0.00
 Current Transactions 107.06

Total Balance Due	\$107.06
Due Date	1/23/2026

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/23/2026.

ASTURIA CDD
 4530 EAGLE FALLS PLACE
 TAMPA FL 33619

PASCO COUNTY UTILITIES
 CUSTOMER INFORMATION & SERVICES
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139



ASTURIA CDD Account Number:
813-926-8106-020723-5

Billing Date:
Jan 07, 2026

PIN:

Billing Period:
Jan 07 - Feb 06, 2026



Easy, simple, secure payments with Auto Pay at frontier.com/autopay



Download the MyFrontier® app



For help: Customer Service at frontier.com/helpcenter, chat at frontier.com/chat, or call us at 800-921-8102. Visually impaired/TTY customers, call 711.

PAYING YOUR BILL

You are responsible for all legitimate, undisputed charges on your bill. Paying by check authorizes Frontier to make a one-time electronic funds transfer from your account, as early as the day your check is received. When making an online payment, please allow time for the transfer of funds. If funds are received after the due date, you may be charged a fee, your service may be interrupted, and you may incur a reconnection charge to restore service. A fee may be charged for a bank returned check. Continued nonpayment of undisputed charges (incl. 900 and long distance charges) may result in collection action and a referral to credit reporting agencies, which may affect your credit rating.

IMPORTANT MESSAGES

You must pay all basic local service charges to avoid basic service disconnection. Failure to pay other charges will not cause disconnection of your basic service but this may cause other services to be terminated. Frontier Bundles may include charges for both basic and other services. Frontier periodically audits its bills to ensure accuracy which may result in a retroactive or future billing adjustment. Internet speed, if noted, is the maximum wired connection speed for selected tier; Wi-Fi speeds may vary; actual and average speed may be slower and depends on multiple factors. Performance details are at frontier.com/internetdisclosures.

SERVICE TERMS

Visit frontier.com/terms, frontier.com/tariffs or call Customer Service for information on tariffs, price lists and other important Terms, Conditions and Policies ("Terms") related to your voice, Internet and/or video services including limitations of liability, early termination fees, the effective date of and billing for the termination of service(s) and other important information about your rights and obligations, and ours. Frontier's Terms include a binding arbitration provision to resolve customer disputes (frontier.com/terms/arbitration). **Video and Internet services are subscription-based and are billed one full month in advance. Video and/or Internet service subscription cancellations and any early termination fees are effective on the last day of your Frontier billing cycle. No partial month credits or refunds will be provided for previously billed service subscriptions.** By using or paying for Frontier services, you are agreeing to these Terms and that disputes will be resolved by individual arbitration. By providing personal information to Frontier you are also agreeing to Frontier's Privacy Policy posted at frontier.com/ctnetx-privacy.



ASTURIA CDD Account Number:
813-926-8106-020723-5

Billing Date:
Jan 07, 2026

PIN:

Billing Period:
Jan 07 - Feb 06, 2026

Don't let an unexpected outage stop your business. Get Frontier Internet Backup to keep your critical systems running. Visit: business.frontier.com/internet-backup



Internet

Monthly Charges

01.07-02.06	Business Fiber Internet 500	\$74.99
	1 Usable Static IP Address	\$25.00
	Auto Pay Discount	-\$5.00

Internet Total **\$94.99**

Total current month charges **\$94.99**

**LET FRONTIER
BE YOUR
TECH SUPPORT**

Tech issues won't wait until you have an IT team to fix them. Get the tech support you need without the overhead. Frontier Premium Tech Pro.

business.frontier.com





ASTURIA CDD Account Number:
813-926-8106-020723-5
PIN:

Billing Date:
Jan 07, 2026
Billing Period:
Jan 07 - Feb 06, 2026



SECTION B

Astoria
Community Development District

Unaudited Financial Reporting
January 31, 2026



Table of Contents

1	<u>Balance Sheet</u>
2-4	<u>General Fund</u>
5-7	<u>Month to Month</u>
8	<u>Capital Reserve Fund</u>
9	<u>Debt Service Fund Series 2016A-1</u>
10	<u>Debt Service Fund Series 2025</u>
11	<u>Capital Projects Fund</u>
12	<u>Long Term Debt Report</u>
13	<u>Assessment Receipt Schedule</u>

Astoria
Community Development District
Combined Balance Sheet
January 31, 2026

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:					
<u>Cash:</u>					
Operating Account - Bank United	\$ 1,026,616	\$ -	\$ -	\$ -	\$ 1,026,616
Operating Account - South State	\$ 1,640,096	\$ -	\$ -	\$ -	\$ 1,640,096
Capital Projects Account	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ 661,740	\$ 7,258	\$ -	\$ 668,998
Due from Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Due from Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Expenses	\$ 25,357	\$ -	\$ -	\$ -	\$ 25,357
Deposits	\$ 950	\$ -	\$ -	\$ -	\$ 950
<u>Investments:</u>					
<u>Series 2016A-1</u>					
Bond Redemption	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ -	\$ -	\$ 77,265	\$ -	\$ 77,265
Revenue	\$ -	\$ -	\$ 160,697	\$ -	\$ 160,697
Interest	\$ -	\$ -	\$ 20	\$ -	\$ 20
Prepayment	\$ -	\$ -	\$ 1	\$ -	\$ 1
Principal	\$ -	\$ -	\$ 0	\$ -	\$ 0
Sinking Fund	\$ -	\$ -	\$ 5	\$ -	\$ 5
Construction	\$ -	\$ -	\$ -	\$ 2,048	\$ 2,048
<u>Series 2025</u>					
Cost of Issuance	\$ -	\$ -	\$ 3	\$ -	\$ 3
Escrow Deposit	\$ -	\$ -	\$ -	\$ -	\$ -
General	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ -	\$ -	\$ 482,306	\$ -	\$ 482,306
Interest	\$ -	\$ -	\$ 2,298	\$ -	\$ 2,298
Prepayment	\$ -	\$ -	\$ -	\$ -	\$ -
Rebate	\$ -	\$ -	\$ -	\$ -	\$ -
Sinking Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 2,693,019	\$ 661,740	\$ 729,855	\$ 2,048	\$ 4,086,662
Liabilities:					
Accounts Payable	\$ 9,643	\$ -	\$ -	\$ -	\$ 9,643
Accrued Expenses	\$ 17,279	\$ -	\$ -	\$ -	\$ 17,279
Payroll Taxes Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Rental Deposits Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Taxes Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Capital Reserves	\$ 661,740	\$ -	\$ -	\$ -	\$ 661,740
Due to Debt Service	\$ 7,258	\$ -	\$ -	\$ -	\$ 7,258
Due to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	\$ 695,920	\$ -	\$ -	\$ -	\$ 695,920
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 25,357	\$ -	\$ -	\$ -	\$ 25,357
Deposits	\$ 950	\$ -	\$ -	\$ -	\$ 950
Restricted for:					
Debt Service - Series 2016A-1	\$ -	\$ -	\$ 239,672	\$ -	\$ 239,672
Debt Service - Series 2025	\$ -	\$ -	\$ 490,183	\$ -	\$ 490,183
Capital Projects - Series 2016A-1	\$ -	\$ -	\$ -	\$ 2,048	\$ 2,048
Assigned for:					
Capital Reserves	\$ -	\$ 661,740	\$ -	\$ -	\$ 661,740
Unassigned	\$ 1,970,792	\$ -	\$ -	\$ -	\$ 1,970,792
Total Fund Balances	\$ 1,997,099	\$ 661,740	\$ 729,855	\$ 2,048	\$ 3,390,742
Total Liabilities & Fund Balance	\$ 2,693,019	\$ 661,740	\$ 729,855	\$ 2,048	\$ 4,086,662

Asturia

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/26	Thru 01/31/26	Variance
Revenues:				
Assessments - Tax Roll	\$ 954,994	\$ 919,766	\$ 919,766	\$ -
Access Cards	\$ -	\$ -	\$ 210	\$ 210
Event Fees	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ -	\$ 8,650	\$ 8,650
Room Rentals	\$ -	\$ -	\$ 3,500	\$ 3,500
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 954,994	\$ 919,766	\$ 932,126	\$ 12,360

Expenditures:

General & Administrative:

Supervisor Fees	\$ 15,000	\$ 5,000	\$ 4,600	\$ 400
FICA Expenditures	\$ 1,377	\$ 459	\$ 789	\$ (330)
Payroll Processing	\$ 1,800	\$ 600	\$ 1,001	\$ (401)
District Management	\$ 48,000	\$ 16,000	\$ 24,600	\$ (8,600)
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Arbitrage	\$ 1,300	\$ -	\$ -	\$ -
Assessment Roll	\$ 650	\$ 217	\$ 5,000	\$ (4,783)
Bank Fees	\$ -	\$ -	\$ -	\$ -
Dissemination Agent	\$ -	\$ -	\$ 1,667	\$ (1,667)
District Counsel - General	\$ 30,000	\$ 10,000	\$ 12,030	\$ (2,030)
District Counsel - Defect	\$ 10,000	\$ 3,333	\$ -	\$ 3,333
District Counsel - Land Use	\$ 20,000	\$ 6,667	\$ 999	\$ 5,668
District Counsel - Litigation	\$ 30,000	\$ 10,000	\$ 180	\$ 9,820
Dues, License, and Fees	\$ 175	\$ 175	\$ 175	\$ -
Engineering Fees	\$ 20,000	\$ 6,667	\$ -	\$ 6,667
D&O Insurance	\$ 5,000	\$ 1,667	\$ 1,591	\$ 76
Legal Advertising	\$ 3,000	\$ 1,000	\$ 308	\$ 692
Postage	\$ 1,000	\$ 333	\$ 128	\$ 205
Trustee Fees	\$ 8,500	\$ 2,833	\$ 1,000	\$ 1,833
Information Technology	\$ -	\$ -	\$ 1,150	\$ (1,150)
Website Administration	\$ 5,500	\$ 1,833	\$ 157	\$ 1,676
Miscellaneous Expenses	\$ -	\$ -	\$ 43	\$ (43)
Total General & Administrative	\$ 205,302	\$ 66,784	\$ 55,419	\$ 11,365

Operations & Maintenance

Utility Expenditures

Electricity	\$ -	\$ -	\$ -	\$ -
Electricity - Irrigation	\$ 5,134	\$ 1,711	\$ 1,355	\$ 356
Electricity - Recreation Facilities	\$ 24,150	\$ 8,050	\$ 9,429	\$ (1,379)
Electricity - Streetlights	\$ 165,000	\$ 55,000	\$ 44,035	\$ 10,965
Garbage - Recreation Facilities	\$ 1,200	\$ 400	\$ 206	\$ 194
Solid Waste Assessment	\$ 2,000	\$ 667	\$ 1,440	\$ (773)
Utility - Potable Water	\$ -	\$ -	\$ 10,736	\$ (10,736)

Asturia

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/26	Thru 01/31/26	Variance
Utility Expenditures Continued				
Utility - Reclaimed Water	\$ 45,000	\$ 15,000	\$ 2,695	\$ 12,305
Aquatic Maintenance	\$ 34,000	\$ 11,333	\$ 5,233	\$ 6,101
Stormwater Assessment	\$ 1,000	\$ 333	\$ 611	\$ (278)
Subtotal Utility Expenditures	\$ 277,484	\$ 92,495	\$ 75,739	\$ 16,755
Field Expenditures				
Insurance - General Liability	\$ 5,000	\$ 1,667	\$ 1,426	\$ 241
Insurance - Property	\$ 30,000	\$ 10,000	\$ 9,662	\$ 338
Landscape Maintenance - Annuals	\$ 10,000	\$ 3,333	\$ 4,813	\$ (1,479)
Landscape Maintenance - Contingency	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance - Fertilization	\$ 6,000	\$ 2,000	\$ 824	\$ 1,176
Landscape Maintenance - General	\$ 185,000	\$ 61,667	\$ 64,573	\$ (2,906)
Landscape Maintenance - Irrigation	\$ 20,000	\$ 6,667	\$ 2,339	\$ 4,328
Landscape Maintenance - Mulch	\$ 30,000	\$ 10,000	\$ -	\$ 10,000
Landscape Maintenance - Pest Control	\$ 5,100	\$ 1,700	\$ 438	\$ 1,262
Landscape Replacement	\$ 35,000	\$ 11,667	\$ -	\$ 11,667
Irrigation Repairs & Maintenance	\$ -	\$ -	\$ 1,206	\$ (1,206)
Holiday Decorations	\$ 6,000	\$ 2,000	\$ 2,660	\$ (660)
Subtotal Field Expenditures	\$ 332,100	\$ 110,700	\$ 87,940	\$ 22,760
Road & Street Facilities				
Pressure Washing	\$ -	\$ -	\$ -	\$ -
Roadway Maintenance & Repairs	\$ 30,000	\$ 10,000	\$ -	\$ 10,000
Signage Repairs & Painting	\$ 10,000	\$ 3,333	\$ 31	\$ 3,303
Subtotal Road & Street Expenditures	\$ 40,000	\$ 13,333	\$ 31	\$ 13,303
Parks & Recreation				
Amenity Management	\$ 14,700	\$ 4,900	\$ 6,682	\$ (1,782)
Amenity Maintenance & Repairs	\$ 8,000	\$ 2,667	\$ 2,137	\$ 530
Boardwalk & Bridge Maintenance	\$ 2,500	\$ 833	\$ 9,595	\$ (8,762)
Cleaning Services	\$ 20,000	\$ 6,667	\$ 3,070	\$ 3,596
Dog Park Maintenance	\$ 500	\$ 167	\$ -	\$ 167
Dog Park Mulch	\$ 2,500	\$ 833	\$ -	\$ 833
Facility AC & Heating Maintenance & Repairs	\$ 3,000	\$ 1,000	\$ -	\$ 1,000
Field Services Management	\$ 70,000	\$ 23,333	\$ 8,708	\$ 14,625
Fitness Equipment Maintenance & Repairs	\$ 10,000	\$ 3,333	\$ 880	\$ 2,453
Garbage & Dog Waste - Recreation Facility	\$ 20,337	\$ 6,779	\$ 103	\$ 6,676
Janitorial Services - Clubhouse	\$ 3,600	\$ 1,200	\$ 9,818	\$ (8,618)
Office Supplies - Clubhouse	\$ 1,000	\$ 333	\$ 13	\$ 321
Pest Control	\$ 730	\$ 243	\$ -	\$ 243
Playground Fencing & Maintenance	\$ 10,000	\$ 3,333	\$ -	\$ 3,333
Pool Furniture Repair & Replacement	\$ 3,000	\$ 1,000	\$ -	\$ 1,000
Pool Maintenance	\$ 35,000	\$ 11,667	\$ 16,990	\$ (5,323)
Pool Permits	\$ 300	\$ 100	\$ -	\$ 100
Security System Monitoring	\$ 3,000	\$ 1,000	\$ 588	\$ 412
Telephone & Fax & Internet Services	\$ 2,000	\$ 667	\$ 380	\$ 287
Wildlife Management Services	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expenses	\$ 5,000	\$ 1,667	\$ 216	\$ 1,451

Asturia

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2026

	Adopted Budget	Prorated Budget Thru 01/31/26	Actual Thru 01/31/26	Variance
Subtotal Parks & Recreation Expenditures	\$ 215,167	\$ 71,722	\$ 59,179	\$ 12,543
Special Events				
Special Events	\$ 2,500	\$ 833	\$ -	\$ 833
Subtotal Special Events Expenditures	\$ 2,500	\$ 833	\$ -	\$ 833
Contingency				
Miscellaneous Contingency	\$ 100,000	\$ 33,333	\$ 10,114	\$ 23,219
Subtotal Miscellaneous Contingency Exp.	\$ 100,000	\$ 33,333	\$ 10,114	\$ 23,219
Total Operations & Maintenance	\$ 967,251	\$ 322,417	\$ 233,003	\$ 89,414
Total Expenditures	\$ 1,172,553	\$ 389,201	\$ 288,422	\$ 100,779
Excess (Deficiency) of Revenues over Expen	\$ (217,559)		\$ 643,704	
<i>Other Financing Sources/(Uses):</i>				
Transfer In/(Out)- Capital Reserve	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (217,559)		\$ 643,704	
Fund Balance - Beginning	\$ 217,559		\$ 1,353,394	
Fund Balance - Ending	\$ -		\$ 1,997,099	

Astoria
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ 136,674	\$ 771,734	\$ 11,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 919,766
Access Cards	\$ 90	\$ 30	\$ -	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210
Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 444	\$ 2,810	\$ 2,809	\$ 2,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,650
Room Rentals	\$ 375	\$ 1,250	\$ 825	\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 909	\$ 140,765	\$ 775,368	\$ 15,085	\$ -	\$ 932,126							

Expenditures:

General & Administrative:

Supervisor Fees	\$ 800	\$ 1,800	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600
FICA Expenditures	\$ 164	\$ 239	\$ 219	\$ 168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 789
Payroll Processing	\$ 249	\$ 258	\$ 252	\$ 242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,001
District Management	\$ 7,218	\$ 4,121	\$ 4,121	\$ 9,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,600
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination Agent	\$ 417	\$ 417	\$ 417	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,667
District Counsel - General	\$ 6,061	\$ 2,085	\$ 3,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,030
District Counsel - Defect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District Counsel - Land Use	\$ 600	\$ -	\$ 399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999
District Counsel - Litigation	\$ 120	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180
Dues, License, and Fees	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D&O Insurance	\$ 398	\$ 398	\$ 398	\$ 398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,591
Legal Advertising	\$ -	\$ 77	\$ 88	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308
Postage	\$ -	\$ -	\$ 72	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128
Trustee Fees	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Information Technology	\$ 288	\$ 288	\$ 288	\$ 288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150
Website Administration	\$ 157	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157
Miscellaneous Expenses	\$ -	\$ -	\$ 26	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43
Total General & Administrative	\$ 22,646	\$ 9,711	\$ 11,192	\$ 11,870	\$ -	\$ 55,419							

Operations & Maintenance

Utility Expenditures

Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-------------	------	------	------	------	------	------	------	------	------	------	------	------	------

Astoria
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Utility Expenditures Continued													
Electricity - Irrigation	\$ 339	\$ 339	\$ 339	\$ 339	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,355
Electricity - Recreation Facilities	\$ 2,754	\$ 1,997	\$ 2,246	\$ 2,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,429
Electricity - Streetlights	\$ 10,981	\$ 10,979	\$ 10,987	\$ 11,087	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,035
Garbage - Recreation Facilities	\$ 103	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206
Solid Waste Assessment	\$ -	\$ 1,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,440
Utility - Potable Water	\$ 2,519	\$ 2,291	\$ 2,506	\$ 3,421	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,736
Utility - Reclaimed Water	\$ 1,055	\$ 629	\$ 1,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,695
Aquatic Maintenance	\$ 2,009	\$ 1,410	\$ 1,814	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,233
Stormwater Assessment	\$ -	\$ 611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 611
Subtotal Utility Expenditures	\$ 19,760	\$ 19,798	\$ 18,902	\$ 17,279	\$ -	\$ 75,739							
Field Expenditures													
Insurance - General Liability	\$ 357	\$ 357	\$ 357	\$ 357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,426
Insurance - Property	\$ 2,415	\$ 2,415	\$ 2,415	\$ 2,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,662
Landscape Maintenance - Annuals	\$ 4,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,813
Landscape Maintenance - Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance - Fertilization	\$ 824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 824
Landscape Maintenance - General	\$ 11,073	\$ 13,364	\$ 18,627	\$ 21,509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,573
Landscape Maintenance - Irrigation	\$ 1,030	\$ 405	\$ 83	\$ 821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,339
Landscape Maintenance - Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance - Pest Control	\$ 438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Maintenance & Repairs	\$ 921	\$ 286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,206
Holiday Decorations	\$ -	\$ 1,330	\$ -	\$ 1,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,660
Subtotal Field Expenditures	\$ 21,869	\$ 18,157	\$ 21,482	\$ 26,432	\$ -	\$ 87,940							
Road & Street Facilities													
Pressure Washing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roadway Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signage Repairs & Painting	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31
Subtotal Road & Street Expenditures	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ 31							
Parks & Recreation													
Amenity Management	\$ 2,461	\$ 1,283	\$ 1,840	\$ 1,098	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,682
Amenity Maintenance & Repairs	\$ -	\$ -	\$ 1,929	\$ 208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,137
Boardwalk & Bridge Maintenance	\$ -	\$ 9,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,595
Cleaning Services	\$ 3,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,070
Dog Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dog Park Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility AC & Heating Main. & Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Services Management	\$ 2,958	\$ 2,875	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,708

Astoria
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Parks & Recreation Continued													
Fitness Equipment Main. & Repairs	\$ -	\$ 880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880
Garbage & Dog Waste - Recreation	\$ -	\$ -	\$ -	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103
Janitorial Services - Clubhouse	\$ 334	\$ 3,015	\$ 2,995	\$ 3,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,818
Office Supplies - Clubhouse	\$ -	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playground Fencing & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Furniture Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Maintenance	\$ 2,760	\$ 8,710	\$ 2,760	\$ 2,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,990
Pool Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security System Monitoring	\$ 169	\$ 181	\$ 135	\$ 104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 588
Telephone & Fax & Internet Services	\$ 95	\$ 95	\$ 95	\$ 95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380
Wildlife Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expenses	\$ -	\$ -	\$ 100	\$ 116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216
Subtotal Parks & Recreation Exp.	\$ 11,848	\$ 26,634	\$ 12,729	\$ 7,969	\$ -	\$ 59,179							
Special Events													
Special Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Special Events Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency													
Miscellaneous Contingency	\$ 10,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,114
Subtotal Miscellaneous Contingency	\$ 10,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,114
Total Operations & Maintenance	\$ 63,591	\$ 64,589	\$ 53,113	\$ 51,710	\$ -	\$ 233,003							
Total Expenditures	\$ 86,236	\$ 74,300	\$ 64,305	\$ 63,581	\$ -	\$ 288,422							
Excess (Deficiency) of Rev. over Exp.	\$ (85,327)	\$ 66,465	\$ 711,063	\$ (48,496)	\$ -	\$ 643,704							
Other Financing Sources/Uses:													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (85,327)	\$ 66,465	\$ 711,063	\$ (48,496)	\$ -	\$ 643,704							

Asturia
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2026

	Adopted Budget	Prorated Budget Thru 01/31/26	Actual Thru 01/31/26	Variance
Revenues				
Assessments - Tax Roll	\$ 221,200	\$ 213,040	\$ 213,040	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 221,200	\$ 213,040	\$ 213,040	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Pool Components				
Furniture	\$ 15,522	\$ 5,174	\$ -	\$ 5,174
Mechanical Equipment	\$ 15,522	\$ 5,174	\$ -	\$ 5,174
Clubhouse & Fitness Center Components				
Air Handling & Condensing Units	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 31,044	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Exp.	\$ 190,156		\$ 213,040	
Other Financing Sources/(Uses)				
Transfer In/(Out)- General Fund	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 190,156		\$ 213,040	
Fund Balance - Beginning	\$ 410,643		\$ 448,700	
Fund Balance - Ending	\$ 600,799		\$ 661,740	

Asturia
Community Development District
Debt Service Fund Series 2016A-1
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2026

	Adopted Budget	Prorated Budge Thru 01/31/26	Actual Thru 01/31/26	Variance
Revenues:				
Assessments - Tax Roll	\$ 141,198	\$ 136,274	\$ 136,274	\$ -
Interest	\$ -	\$ -	\$ 1,654	\$ 1,654
Total Revenues	\$ 141,198	\$ 136,274	\$ 137,929	\$ 1,654
Expenditures:				
Interest - 11/1	\$ 46,479	\$ 46,479	\$ 46,452	\$ 27
Principal - 5/1	\$ 45,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 45,455	\$ -	\$ -	\$ -
Total Expenditures	\$ 136,934	\$ 46,479	\$ 46,452	\$ 27
Excess (Deficiency) of Revenues over Exp.	\$ 4,264		\$ 91,477	
Other Financing Sources/(Uses):				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer Out	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 4,264		\$ 91,477	
Fund Balance - Beginning	\$ -		\$ 148,196	
Fund Balance - Ending	\$ 4,264		\$ 239,672	

Asturia

Community Development District Debt Service Fund Series 2025

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending January 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/26	Thru 01/31/26	Variance
Revenues:				
Assessments - Tax Roll	\$ 468,776	\$ 451,484	\$ 451,484	\$ -
Interest	\$ -	\$ -	\$ 1,211	\$ 1,211
Total Revenues	\$ 468,776	\$ 451,484	\$ 452,695	\$ 1,211
Expenditures:				
Interest - 11/1	\$ 123,639	\$ 123,639	\$ 123,639	\$ -
Principal - 5/1	\$ 205,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 134,066	\$ -	\$ -	\$ -
Total Expenditures	\$ 462,705	\$ 123,639	\$ 123,639	\$ -
Excess (Deficiency) of Revenues over Exp.	\$ 6,071		\$ 329,056	
Other Financing Sources/(Uses):				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer Out	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 6,071		\$ 329,056	
Fund Balance - Beginning	\$ -		\$ 161,127	
Fund Balance - Ending	\$ 6,071		\$ 490,183	

Astoria
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2026

	Series
	2016A-1
Revenues	
Interest	\$ 27
Total Revenues	\$ 27
Expenditures:	
Capital Outlay	\$ -
Cost of Issuance	\$ -
Total Expenditures	\$ -
Excess (Deficiency) of Revenues over Exp.	\$ 27
Other Financing Sources/(Uses)	
Transfer In	\$ -
Transfer Out	\$ -
Total Other Financing Sources (Uses)	\$ -
Net Change in Fund Balance	\$ 27
Fund Balance - Beginning	\$ 2,021
Fund Balance - Ending	\$ 2,048

Astoria
Community Development District
Long Term Debt Report

Series 2016A-1 Capital Improvement Revenue Bonds		
Interest Rate:		3.875-5.38%
Maturity Date:		5/1/46
Reserve Fund Definition:		50% Max. Annual Debt
Reserve Fund Requirement:	\$	71,132
Reserve Fund Balance:	\$	77,265
Bonds Outstanding - 8/3/2016	\$	2,115,000
Less: May 1, 2017 (Mandatory)	\$	(30,000)
Less: May 1, 2017 (Optional)	\$	(20,000)
Less: May 1, 2018 (Mandatory)	\$	(35,000)
Less: May 1, 2019 (Mandatory)	\$	(35,000)
Less: May 1, 2020 (Mandatory)	\$	(35,000)
Less: May 1, 2021 (Mandatory)	\$	(40,000)
Less: May 1, 2022 (Mandatory)	\$	(40,000)
Less: May 1, 2023 (Mandatory)	\$	(40,000)
Less: May 1, 2024 (Mandatory)	\$	(45,000)
Less: May 1, 2025 (Mandatory)	\$	(45,000)
Current Bonds Outstanding	\$	1,750,000

Series 2025 Special Assessment Refunding Bonds		
Interest Rate:		4.25%
Maturity Date:		5/1/45
Reserve Fund Definition:		No Reserve Requirement
Bonds Outstanding - 5/15/2025	\$	6,309,000
Current Bonds Outstanding	\$	6,309,000

SECTION C

Astoria
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2026

Gross Assessments \$ 1,015,951.44 \$ 235,319.15 \$ 150,525.00 \$ 498,698.14 \$ 1,900,493.73
Net Assessments \$ 954,994.35 \$ 221,200.00 \$ 141,493.50 \$ 468,776.25 \$ 1,786,464.11

ON ROLL ASSESSMENTS

53.46% 12.38% 7.92% 26.24% 100.00%

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Discount/Penalty</i>	<i>Commission</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>O&M Portion</i>	<i>CRF</i>	<i>2016A-1 Debt Service</i>	<i>2025 Debt Service</i>	<i>Total</i>
11/06/25	2026-01	\$7,900.49	(\$366.25)	(\$150.68)	\$0.00	\$7,383.56	\$3,947.05	\$914.23	\$584.80	\$1,937.48	\$7,383.56
11/10/25	2026-02	\$0.00	\$0.00	\$0.00	\$0.03	\$0.03	\$0.02	\$0.00	\$0.00	\$0.01	\$0.03
11/14/25	2026-03	\$124,949.26	(\$4,998.01)	(\$2,399.03)	\$0.00	\$117,552.22	\$62,840.17	\$14,555.32	\$9,310.50	\$30,846.23	\$117,552.22
11/20/25	2026-04	\$76,860.29	(\$3,074.44)	(\$1,475.72)	\$0.00	\$72,310.13	\$38,655.00	\$8,953.44	\$5,727.19	\$18,974.50	\$72,310.13
11/26/25	2026-05	\$62,101.11	(\$2,484.06)	(\$1,192.34)	\$0.00	\$58,424.71	\$31,232.23	\$7,234.15	\$4,627.42	\$15,330.91	\$58,424.71
12/05/25	2026-06	\$1,405,202.70	(\$56,208.28)	(\$26,979.90)	\$0.00	\$1,322,014.52	\$706,712.44	\$163,691.85	\$104,707.65	\$346,902.58	\$1,322,014.52
12/11/25	2026-07	\$121,635.47	(\$4,865.42)	(\$2,335.39)	\$0.00	\$114,434.66	\$61,173.61	\$14,169.30	\$9,063.58	\$30,028.17	\$114,434.66
12/18/25	2026-08	\$7,588.23	(\$243.23)	(\$146.90)	\$0.00	\$7,198.10	\$3,847.91	\$891.27	\$570.11	\$1,888.81	\$7,198.10
01/09/26	2026-09	\$21,012.25	(\$630.39)	(\$407.63)	\$0.00	\$19,974.23	\$10,677.67	\$2,473.21	\$1,582.02	\$5,241.33	\$19,974.23
01/09/26	2026-10	\$1,271.91	\$0.00	\$0.00	\$0.00	\$1,271.91	\$679.93	\$157.49	\$100.74	\$333.75	\$1,271.91
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$ 1,828,521.71	\$ (72,870.08)	\$ (35,087.59)	\$ 0.03	\$ 1,720,564.07	\$ 919,766.03	\$ 213,040.26	\$ 136,274.01	\$ 451,483.77	\$ 1,720,564.07

96.3%	Net Percent Collected
\$65,900.04	Balance Remaining to Collect