



Rizzetta & Company

Preserve at Wilderness Lake Community Development District

Board of Supervisors' Meeting March 4, 2020

District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1001

www.wildernesslakecdd.org

PRESERVE AT WILDERNESS LAKE CDD COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 5844 Old Pasco Road, Suite 100, Wesley Chapel, FL 33544

Board of Supervisors	Beth Edwards Scott Diver Sam Watson James Estel Lou Weissing	Board Supervisor Board Supervisor Board Supervisor Board Supervisor Board Supervisor
District Manager	Matthew Huber	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin & Vericker
District Engineer	Greg Woodcock	Cardno Engineering

All cellular phones must be placed on mute while in the meeting room.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 994-1001. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

February 25, 2020

**Board of Supervisors
Preserve at Wilderness Lake
Community Development District**

FINAL AGENDA

Dear Board Members:

The regular meetings of the Board of Supervisors' of the Preserve at Wilderness Lake Community Development District will be held on **Wednesday, March 4, 2020 at 9:30 a.m.** at The Preserve at Wilderness Lake Lodge, located at 21320 Wilderness Lake Boulevard, Land O' Lakes, FL 34637. The following is the final agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLIEGANCE**
- 3. AUDIENCE COMMENTS / BOARD & STAFF RESPONSES**
- 4. BOARD SUPERVISOR REQUESTS AND WALK ON ITEMS**
- 5. GENERAL INTEREST ITEMS**
 - A. Landscaping Report
 1. Review of PSA Report & Contractor's Response –
PSA's "Done Report" & Score of February 2020 Inspection
 - B. District Engineer's Report (see proposal under Tab 1)
 - C. GHS Environmental Report
 - D. District Counsel's Report
 - E. Lodge Manager's Report (see proposals under Tab 2)
- 6. BUSINESS ITEMS**
 - A. Consideration of Pond Outfall Modification proposal Tab 1
 - A. Consideration of Sidewalk & Curbing Repairs Tab 2
 - B. Consideration of Lodge Sidewalk Ramp Proposals Tab 3
 - C. Physical Year 2020 Budget Discussion
 1. Discussion of Landscape Replacement Philosophy
 2. Discussion of Additional ADA Website Documents
 3. Discussion of Increased Community Events for Children
- 7. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held Tab 4
on February 5, 2020
 - B. Consideration of the Operation and Maintenance Expenditures for Tab 5
January 2020
- 8. REVIEW OF MONTHLY FINANCIALS & RESERVE STUDY**
 - A. Financial Statements for January 2020
 - B. Copy of Reserve Study Report
- 9. STAFF REPORTS**
- 10. SUPERVISOR REQUESTS**

11. ADJOURNMENT

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call me at (813) 994-1001.

Very truly yours,

Matthew Huber

District Manager

cc: John Vericker, Straley, Robin & Vericker
Greg Woodcock, Cardno
Tish Dobson, Lodge Manager

Tab 1

Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
Phone: (813) 917-9567
Email: tim.sitemastersofflorida@yahoo.com

PROPOSAL

Wilderness Lake Preserve

Pond 600 Outfall Modification

2/21/2020

Modify existing skimmer at Outfall Control Structure of Pond 600 to remediate existing condition of pond discharge flow bypassing proper treatment due to erosion of pond bank at skimmer/structure.

- Face portion of skimmer to be extended 2' on both sides
- Side panels to be relocated, 2' wider on both sides.
- Heavy clay soil will be used to re-construct eroded berm to original design location/dimensions
- Replacement soil will be mechanically compacted
- Disturbed areas will be restored with Bahia sod

TOTAL \$1,500



Advanced Drainage & Hydro

February 23, 2020

Greg Woodcock/ Matthew Huber
Wilderness Lake CDD
20215 Cortez Blvd.
Brooksville, FL 34601

**Proposal for Wilderness Subdivision Maintenance of Stormwater Management System
Pond 600 extension of Skimmer Into the Bank
Wilderness Lake SWFWMD Permit #43022522.001
Pasco, FL**

Dear Mr. Huber:

Advanced Drainage & Hydro Inc. is pleased to present you this proposal to perform the maintenance items as per Greg Woodcock's e-mail and February 4, 2020 memorandum for storm issues and repairs in regard to the certification for the SWFWMD Permit.

- | | | |
|---|-------------|------------|
| 1. The pond 600 to extend the skimmer 2 feet into the bank and fill and compacted with erosion matte. | Costs | \$850.00 |
| 2. Fill and compaction and cleaning the baffle. | Costs | \$1,600.00 |
| The total for Extra task requested | | \$2,450.00 |

Note: These repairs need to be done now or before the rainy season and this proposal is good for 55 days. This work can be done in the next three weeks. Almost all of this work is to be done by hand.

If the above meets your approval, we kindly suggest sending us an email with a *notice to proceed, e-mail* back a signed copy of this proposal or please call us at 813-957-3162. Should you need any further information, please don't hesitate to contact me.

Sincerely,

Don Kipp
Project Manager
Advanced Drainage & Hydro Inc.
Mobile (813) 957-3162
Dkipp1@verizon.net

Signature _____ Date _____

Tab 2

EXTREME CONCRETE CLEANING

27019 Firebush Dr
 Wesley Chapel, FL 33544 US
 don@extremeconcretecleaning.com
 extremeconcretecleaning.com

Estimate**ADDRESS**

Wilderness Lake Preserve
 Wilderness Lake Preserve CDD
 5844 Old Pasco Rd # 100
 Wesley Chapel, FL 33544

SHIP TO

Wilderness Lake Preserve
 Rizzetta and Company
 5844 Old Pasco Rd # 100
 Wesley Chapel, FL 33544

ESTIMATE #	DATE	
1017	02/12/2020	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure Wash	Treat all sidewalks and curb that we treat every 6 months with a rust/hard water remover.	1	3,400.00	3,400.00

TOTAL

\$3,400.00

Accepted By

Accepted Date

Rust Removal Photos by Extreme Concrete Cleaning



Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
Phone: (813) 917-9567
Email: tim.sitemastersofflorida@yahoo.com

PROPOSAL

Wilderness Lake Preserve

Misc. Asphalt, Sidewalk and Curb Repairs

12/12/2019

Park @ Whispering Winds/Citrus Blossom	
Replace 4 - 5'x5' sidewalk panels	\$2,000
Wilderness Lake Blvd east of Lakewood	
Replace 1 - 5'x6' panel and grind one edge	\$550
Cormorac Cove at Common Area	
Replace 1 - 3'x4' panel	\$400
Grasmere at Center Pond	
Replace 3 - 4'x5' panels	\$1,500
Citrus Blossom @ Entrance Island	
Replace 10' of Type "E" Curb	\$800
Birchholm @ Gate Side of Entrance Island	
Replace 20' of Type "E" Curb	\$1,600
TOTAL	\$6,850

NOTE - Will use 5000 psi concrete supplied from Batch Plant
Curb will be steel reinforced
Curbs will be barricaded (for proper curing) for minimum 14 days
Includes removal of roots as necessary



20108 Pond Spring Way
Tampa, FL 33647
(813) 991-6069
FAX (813) 907-8205

JOB ESTIMATE

TO: _____
COMPANY NAME: Wilderness Lake Preserve
DATE: 1/31/20

Whispering Wind/Citrus Blossom Park - Replace 4 sidewalk panels	\$1,500.00
Wilderness Lake Blvd. & Lakewood Retreat	
Replace 1 sidewalk panel and grind 1 panel edge	1,100.00
Cormorant Cove Common area - Replace 1 sidewalk panel	500.00
Grasmere Center Pond area - Replace 3 sidewalk panels	1,500.00
Citrus Blossom Monument Island - Replace a 10' section of curbing	500.00
Birchholm Monument Island - Replace a 20' section of curbing	1,100.00
Lodge driveway intersection with WL Blvd.	
Replace curbing or portions of the curbing from the corner thru the driveway just past the handicap apron	3,000.00
Lodge Parking Lot	
Remove and replace asphalt areas lifted by tree roots	
Center bay on the north side of center section roughly 45 sf	500.00
East bay on the north side of the center section roughly 22 sf	400.00
East bay on the north side of the north section roughly 3 sf	200.00
Handicap ramp by playground	3,000.00
TOTAL: \$13,300.00	

Thank You: Romaner Graphics

February 12, 2020

Proposal #10518220

Contact

Tish Dobson
Phone: 813 995-2437
tdobson@wplodge.com

Customer

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

Job

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

VARIOUS COMMUNITY IMPROVEMENTS

Demo and Pour New Type D Curb and Concrete Sidewalk

Scope of work:

1. Saw cut, demo, remove damaged Type D Curb in 3 areas totaling approximately 70 linear feet and remove roots as necessary.
2. Saw cut, demo and remove damaged concrete sidewalk in 5 areas totaling approximately 434 square feet and remove roots as necessary.
3. Haul debris from site.
4. Pour new concrete sidewalk in 5 areas totalling approximately 434 square feet with 3,000 PSI concrete reinforced with commercial fiber mesh to match elevaon of exisng concrete sidewalk.
5. Pour new concrete Type D Curb in 3 areas totaling approximately 70 linear feet with 3,000 PSI concrete reinforced with commercial fiber mesh.
6. Apply a broom finish and apply control joints as required.

Labor and Material for Concrete Repairs - \$9,144.00



Tab 3

February 12, 2020

Proposal #10518220

Contact

Tish Dobson
Phone: 813 995-2437
tdobson@wplodge.com

Customer

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

Job

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21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

New ADA Ramp & ADA Striping at LODGE PLAYGROUND

Scope of work:

1. Demo 1 area from the park out 1'¾", 7'½" from street to side of sidewalk, we have 5'¾" difference, 10'½" in, 9'x 6' landing area, 7'x6' both sides of landing area
2. Haul debris from site.
3. Pour new ADA compliant sidewalk concrete ramp in 1 area totaling approximately 00 square feet using 3,000 PSI concrete with commercial fiber mesh.
4. Apply a broom finish and control joints as required.
5. Layout and stripe using DOT approved latex paint to include 2 white 12" DROP OFF stencils and 1 white zone with 12" lines.

Labor and Material for ADA Ramp & ADA Striping - \$5,848.00

LODGE PARKING LOT IMPROVEMENTS

Scope of work:

Asphalt Repairs

1. Pick up and place in designated areas 4 concrete car stops.
2. Saw cut and/or mill and remove 4 areas of damaged asphalt totaling approximately 182 square feet and grind roots as necessary.
3. Haul off debris from repairs.
4. Add base as necessary and tack areas where required.
5. Patch and compact 1.5" of Type S-3 asphalt in 4 areas totaling approximately 182 square feet.
6. Stripe 4 white parking stalls using DOT approved latex paint.
7. Position and pin 4 concrete car stops.

Labor and Material for Asphalt Repairs - \$2,542.00



February 12, 2020

Proposal #10518220

Contact

Tish Dobson
Phone: 813 995-2437
tdobson@wplodge.com

Customer

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

Job

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

PROPERTY IMPROVEMENTS

Notes:

- *PRICES ARE GOOD ONLY IF ALL WORK IS DONE IN CONJUNCTION.
- *WORK TO BE DONE IN ONE MOBILIZATION, WHICH COVERS THE DURATION AND COMPLETION OF THE PROJECT. IF ADDITIONAL MOBILIZATIONS ARE REQUESTED BY THE CUSTOMER THE ADDITIONAL MOBILIZATIONS WILL BE AN EXTRA CHARGE.
- *PROPOSAL DOES NOT INCLUDE TESTING, LANE CLOSURE, M.O.T., IMPACT FEES, SURVEYING, AS-BUILTS, EROSION CONTROL, SHOP DRAWINGS AND ENGINEERING. ANY ADDITIONAL WORK REQUIRED BY ANY ADDITIONAL ITEMS, WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *ACPLM IS NOT RESPONSIBLE FOR DAMAGE TO UNDERGROUND UTILITIES TO INCLUDE PUBLIC UTILITIES AND PRIVATE UTILITIES SUCH AS, BUT NOT LIMITED TO, IRRIGATION, PHONE AND CABLE LINES. ANY ADDITIONAL WORK REQUIRED BY ANY ADDITIONAL OF THESE TYPE OF ITEMS, WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *THIS CONTRACTOR IS NOT RESPONSIBLE FOR LANDSCAPING OR SOD DAMAGED OR REMOVED DURING THE INSTALLATION OF CONCRETE.
- *NEW CONCRETE IS SUSCEPTIBLE TO SCUFFING AND MARKS UNTIL IT HAS PROPERLY CURED.
- *ACPLM IS NOT RESPONSIBLE FOR ANY PERSONS WHO WRITE OR DRAW IN THE NEW CONCRETE DURING THE CONCRETES CURING TIME. A CHANGE ORDER WILL BE REQUIRED TO FIX DAMAGED AREAS CAUSED BY VANDALISM.
- *CONCRETE SAW CUTTING WILL CAUSE DUST TO ACCUMULATE IN THE AIR AND WIND MAY CAUSE THE DUST TO SETTLE ON NEARBY PARKED CARS AND BUILDING STRUCTURE.
- *IN ORDER TO ENSURE PROPER STRUCTURAL STRENGTH TO THE NEWLY POURED CONCRETE, IT IS RECOMMENDED THAT ALL TRAFFIC STAY OFF THOSE AREAS FOR A MINIMUM OF 24 HOURS.
- *DUE TO THE ELEVATIONS IN THE EXISTING PARKING LOT, IT CANNOT BE GUARANTEED THAT STANDING WATER WILL BE 100% ELIMINATED. THIS WORK WILL NOT CORRECT ANY EXISTING DRAINAGE PROBLEMS ON SITE. SLOPES WITH LESS THAN ¼ OF AN INCH OF FALL PER FOOT ARE CONSIDERED FLAT AND ACPLM WITH NOT BE RESPONSIBLE FOR PONDING OF WATER.
- *THE ASPHALT IN THIS PROPOSAL IS RECYCLED MIX AT 110 Lb. YIELD, UNLESS OTHERWISE NOTED.
- *MATERIAL ACCEPTANCE IS BASED UPON MATERIAL LAB RESULTS FROM ASPHALT SUPPLIER.
- *PRIOR TO PAVING, A COPY OF THE ASPHALT SPECIFICATIONS, RESULTS OF BASE DENSITY TESTS WILL BE REQUIRED, OTHERWISE ANY SPECIFIC ASPHALT DENSITY REQUIREMENTS ARE WAIVED.
- *NEW ASPHALT IS SUSCEPTIBLE TO SCUFFING AND MARKS UNTIL IT HAS PROPERLY CURED.
- *MILLING AND THE CLEANUP PROCESS WILL CAUSE DUST TO ACCUMULATE IN THE AIR AND WIND MAY CAUSE THE DUST TO SETTLE ON NEARBY PARKED CARS AND BUILDING STRUCTURE.
- *ACPLM CANNOT BE RESPONSIBLE FOR POWER STEERING MARKS TO THE NEW ASPHALT.



Office: 813.633.0548
Fax: 813.634.2686



www.acplm.net
www.sealcoatingamerica.com



P.O. Box 6412
Sun City Center, FL 33571

February 12, 2020

Proposal #10518220

Contact

Tish Dobson
Phone: 813 995-2437
tdobson@wplodge.com

Customer

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

Job

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

PROPERTY IMPROVEMENTS

Notes con nued:

- *DUE TO THE NATURE AND SCOPE OF THIS WORK, THE LOCATION OF THIS WORK, THE MATERIAL, TRUCKING AND EQUIPMENT NECESSARY TO PERFORM THIS WORK, ACPLM MAY CAUSE SCUFFING AND ADVERSELY AFFECT THE AESTHETICS OF THE PAVEMENT IN AND AROUND THE WORK AREAS. ALTHOUGH EVERY EFFORT WILL BE MADE TO MINIMIZE ANY AND ALL AFFECTS, ACPLM CANNOT GUARANTEE AGAINST THEM. ADDITIONAL WORK REQUIRED BY ANY OF THESE TYPE OF ITEMS WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *IN ORDER TO ENSURE PROPER CURE TIME AND AVOID IMPRESSIONS IN THE NEWLY POURED CONCRETE RESULTING FROM PEDESTRIAN, BIKE, VENDOR, ETC. TRAFFIC, NEWLY POURED AREAS OF CONCRETE WILL BE CORDONED OFF FOR A MINIMUM OF 24 HOURS. IF ACPLM IS NOT PERMITTED TO CORDON OFF NEWLY POURED CONCRETE AREAS, ACPLM IS NOT RESPONSIBLE FOR ANY IMPRESSIONS IN THE NEW CONCRETE AND A CHANGE ORDER WILL BE REQUIRED TO FIX DAMAGED AREAS.
- *NOT INCLUDED IN THIS PROPOSAL ARE CONCRETE PLANT OPENING FEES. IF NECESSARY, THIS ADDITIONAL ITEM WILL BE AN EXTRA COST TO BE PAID BY THE CUSTOMER.
- *THIS CONTRACTOR CANNOT GUARANTEE AGAINST FUTURE BLISTERING, FLAKING OR PEELING OF PREVIOUSLY PAINTED OR STRIPED AREAS.
- *BARRICADES WILL BE PROVIDED TO CLOSE OFF AREAS BEING STRIPED. ACPLM IS NOT RESPONSIBLE FOR PERSONS ENTERING AREAS CLOSED OFF WITH BARRICADES AND TRACKING PAINT OR FOR DAMAGE TO PROPERTY OR INJURY TO PERSONS ENTERING THE AREA.
- *IT IS THE CUSTOMER'S RESPONSIBILITY TO HAVE A TOWING COMPANY ON SITE AND AVAILABLE FOR TOWING VEHICLES OBSTRUCTING THE JOB SITE. IF VEHICLES CANNOT BE MOVED IN A TIMELY MANNER, WE WILL NEED TO RESCHEDULE THE WORK AND A CHANGE ORDER WILL BE REQUIRED FOR THE ADDITIONAL MOBILIZATION.
- *PERMIT FEES AND PROCUREMENT FEES ARE NOT INCLUDED. THE COST OF THE PERMIT, IF REQUIRED, AND ALL COSTS ASSOCIATED WITH OBTAINING A PERMIT, AND ANY ADDITIONAL WORK, TESTING OR INSPECTIONS REQUIRED BY THE PERMIT, WILL BE AN EXTRA COST THAT SHALL BE PAID BY THE CUSTOMER.
- *90% OF THE CONTRACT AMOUNT AND CHANGE ORDERS MUST BE PAID PRIOR TO COMPLETING PUNCH LIST ITEMS AND/OR CHANGES FOR ADDITIONAL WORK REQUIRED BY CITIES OR MUNICIPALITIES.
- *MATERIAL AND WORKMANSHIP ARE GUARANTEED FOR 12 MONTHS.



Office: 813.633.0548
Fax: 813.634.2686



www.acplm.net
www.sealcoatingamerica.com



P.O. Box 6412
Sun City Center, FL 33571



February 12, 2020

Proposal #10518220

Contact

Tish Dobson
Phone: 813 995-2437
tdobson@wplodge.com

Customer

Wilderness Park Preserve
21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

Job

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21230 Wilderness Lake Boulevard
Land O' Lakes, FL 34637

PROPERTY IMPROVEMENTS

Terms: 90% Upon Completion, 10% Net 30 Days

ACPLM Authorized Signature _____

Jaime Naranjo
Cell: 813 335-4445 jnaranjo@acplm.net

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

Date of Acceptance _____

Customer's Authorized Signature _____

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

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or authorized deviation from the original specifications, involving extra cost, to be executed only upon receiving written change orders and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, weather or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance. Due to the unpredictable movement of material and production costs, this proposal is good for 60 days from proposal date, after which prices are subject to change to accommodate current industry pricing.

Proposal Amount - \$17,534.00



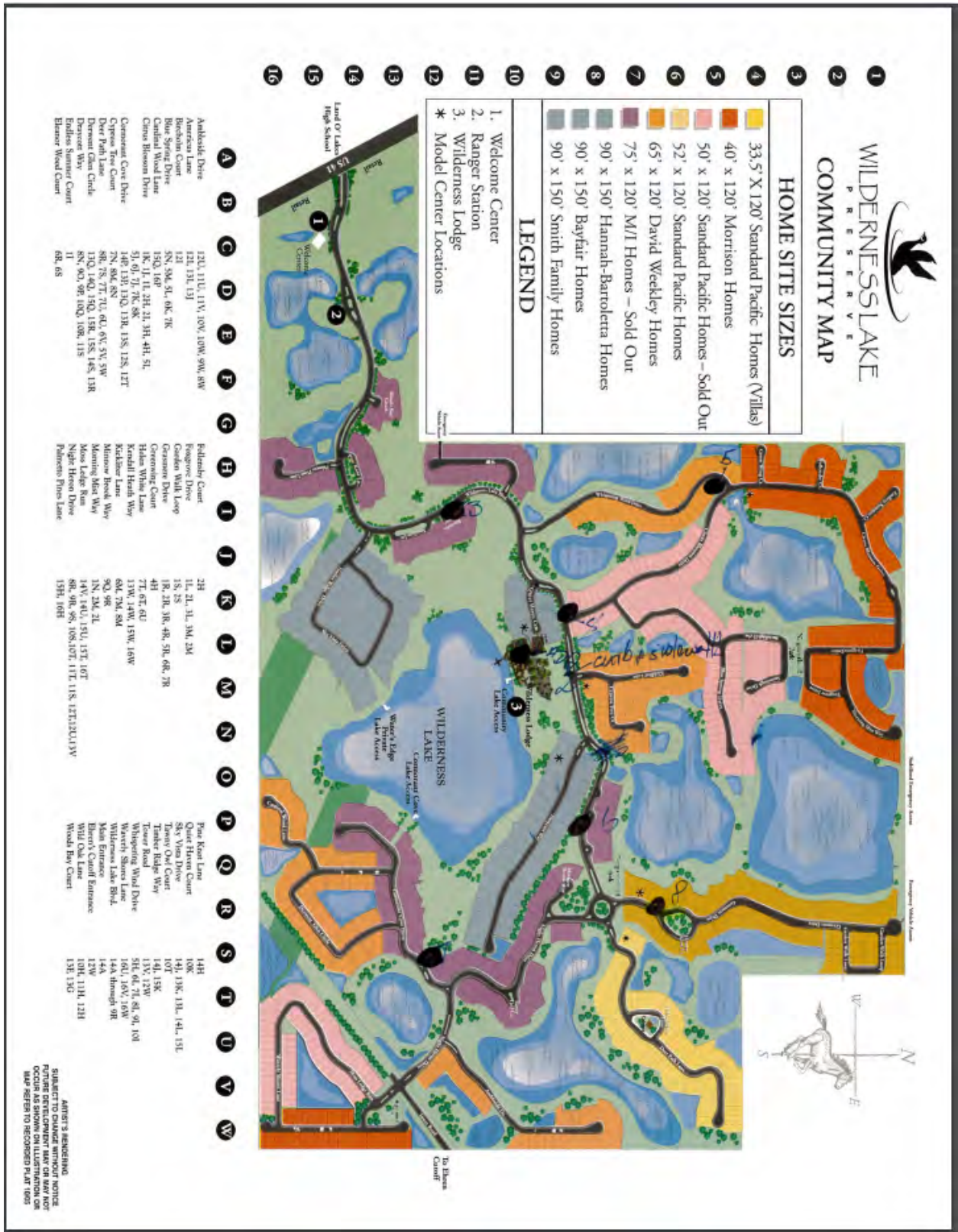
Office: 813.633.0548
Fax: 813.634.2686



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Sun City Center, FL 33571



Customer Billing Informaon Form

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

The terms of your contract are:

- Terms – 90% Upon Completion, 10% Net 30 Days

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

Bill To:

Company Name:

Job Site Name and Address:

Billing Contact Name:

Billing Phone Number:

Billing Cell Number:

Email Address:

ACPLM Authorized Signature Jaime Naranjo

Customer's Authorized Signature _____

Date of Acceptance _____



Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
Phone: (813) 917-9567
Email: tim.sitemastersofflorida@yahoo.com

PROPOSAL

Wilderness Lake Preserve

Lodge Parking Lot - Asphalt, Sidewalk and Curb Repairs

12/12/2019

Replace broken curbs and sidewalk on inbound side of entrance.

- portions beginning on Wilderness Lake Blvd, continuing thru and ending within 5' past handicap ramp section

\$4,200

Remove and Replace asphalt areas lifted by tree roots

- @ center bay / on north side of center section (45 sf)
- @ east bay / on north side of center section (22 sf)
- @ east bay / on north side of north section (3 sf)

\$3,200

Asphalt scope of work includes:

- removal of underlying tree roots
- replacement of disturbed road base material
- removal and re-setting of wheel stops
- re-stripping of disturbed parking stall lines

TOTAL \$7,400

Site Masters of Florida, LLC
5551 Bloomfield Blvd.
Lakeland, FL 33810
Phone: (813) 917-9567
Email: tim.sitemastersofflorida@yahoo.com

PROPOSAL

Wilderness Lake Preserve

Construct Sidewalk Ramp to Playground

2/17/2020

Construct sidewalk ramp to access playground/tennis court area from roadway near entrance to main Lodge.

Existing curb and sidewalk will be removed as necessary to construct slopes and transitions of new ramp to be ADA compliant.

Includes truncated dome mat.

Does not include pavement markings or signage.

TOTAL \$4,600

MINUTES OF MEETING

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

The regular meeting of the Board of Supervisors of the Preserve at Wilderness Lake Community Development District was held on **Wednesday, January 8, 2020 at 9:30 A.M.** at The Preserve at Wilderness Lake Activity Center at the Lodge located at 21320 Wilderness Lake Boulevard, Land O'Lakes, Florida, 34637.

Present and constituting a quorum:

James Estel	Board Supervisor, Chairman
Lou Weissing	Board Supervisor, Vice Chairman
Beth Edwards	Board Supervisor, Assistant Secretary
Scott Diver	Board Supervisor, Assistant Secretary
Sam Watson	Board Supervisor, Assistant Secretary

Also present were:

Matt Huber	District Manager, Rizzetta & Company, Inc.
Tish Dobson	Lodge Manager, Preserve at Wilderness Lake
Audience	

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huber called the meeting to order confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Estel led the Board in reciting The Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no audience comments. Mr. Estel mentioned that he would like to have asset tags affixed to all CDD property.

Ms. Edwards stated that she would like to go over the GHS report in detail.

Mr. Diver mentioned that he would like to review the recent issues with the CDD's website and email.

44

45 **FOURTH ORDER OF BUSINESS**

Landscaping Report

46

47 Mr. Lucadano responded to questions on items #3 & #4 from the inspection
48 report and indicated that these would not be warranty items. The Board decided that
49 Nettle Plum & Fox Tail Fern would be the better replacement for the Duranta in these
50 areas.

51

52 **FIFTH ORDER OF BUSINESS**

GHS Environmental Report

53

54 Ms. Edwards asked Ms. Dobson about item #8, and if this area was physically
55 checked. She questioned whether Mr. Burnite would be attending the annual SWFWMD
56 inspections along with Ms. Dobson and the Engineer.

57

58 **SIXTH ORDER OF BUSINESS**

Lodge Manager's Report

59

60 Ms. Dobson gave the Board an update on incidents occurring at the Lodge. Mr.
61 Weissing asked her to look into Civil Citations for Pasco Co. and if it would apply to
62 these incidents at the Lodge.

63

64 The Board discussed implementing Game Cameras on CDD property and
65 approved 5 cameras along with 5 memory cards.

66

On a Motion by Mr. Diver, seconded by Ms. Edwards, with four in favor and one against (Sam Watson), the Board of approved 5 cameras along with 5 memory cards for the Preserve at Wilderness Lake Community Development District.

67

68 Ms. Dobson brought forth the proposal for swing set mats, the Board discussed
69 the possibility of purchasing two mats for the Lodge playground as a test site. The
70 Board requested that she put a notice in the eblast and newsletter requesting feedback
71 on the benefits or issues with the swing mats.

72

On a Motion by Mr. Weissing, seconded by Mr. Diver, with all in favor, the Board of Supervisors approved the purchase of two mats from Red Tree, as discussed, at the Lodge playground for the Preserve at Wilderness Lake Community Development District.

73

74 Ms. Dobson mentioned that the Staff utility vehicle needs a replacement engine
75 and recommended that replacing the vehicle would be a better option at this point.

76

On a Motion by Mr. Weissing, seconded by Mr. Diver, with all in favor, the Board of Supervisors approved the Kubota proposal for \$8,784.50 to be paid out of the reserve account for the Preserve at Wilderness Lake Community Development District.

77

78

79 The Board reviewed the sidewalk curb and asphalt repair proposals, with the
80 Board requesting additional proposals to include a curb cut for a sidewalk apron at the
81 Lodge playground area.

82

83 **Recessed at 11:15 A.M.**

84 **Reconvened at 11:25 A.M. with a quorum**

85

86 **SEVENTH ORDER OF BUSINESS**

Other Staff Reports

87

88 **A: District Counsel**

89 No Report.

90

91 **B: District Engineer**

92 Not Present

93

94 **EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Website
Availability**

95

96

97 Mr. Diver expressed concern with possible legal exposure during an inoperable
98 website period and requested for District Counsel to send a letter to Netix expressing
99 these concerns.

100

101 Mr. Huber updated the Board regarding the challenges with the website and
102 email during the transfer from Netix to Campus Suites/Rizzetta.

103

On a Motion by Ms. Edwards, seconded by Mr. Weissing, with all in favor, The Board approved 10 business days to have the site up and running along with working emails, and designated Scott Diver to assist the District Manager during this process for the Preserve at Wilderness Lake Community Development District.

104

105 **NINTH ORDER OF BUSINESS**

**Consideration of Minutes of the
Audit Committee Meeting held
on November 6, 2019**

106

107

108

109 Mr. Huber presented the Minutes of the Audit Committee meeting held on
110 November 6, 2019 to the Board.

111

On a Motion by Mr. Diver, seconded by s. Edwards, with all in favor, the Board approved the Minutes of the Board of Supervisors' and Audit Committee Meeting held on November 6, 2019 for the Preserve at Wilderness Lake Community Development District.

112

113

114
115
116
117
118

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TENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisor's Meeting held
on December 4, 2019**

Mr. Huber presented the Minutes from the Regular meeting held on Dec. 4, 2019,
and the Board approved with Mr. Diver's changes included.

On a Motion by Mr. Diver, seconded by Ms. Edwards, with all in favor, the Board
approved the Minutes of the Board of Supervisors' Meeting held on December 4, 2019,
as amended, for the Preserve at Wilderness Lake Community Development District.

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ELEVENTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for
November 2019**

On a Motion by Ms. Edwards, seconded by Mr. Diver, with all in favor, the Board
approved the Operation and Maintenance Expenditures for November 2019 in the
amount of \$152,450.11 for the Preserve at Wilderness Lake Community Development
District.

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TWELFH ORDER OF BUSINESS

**Financial Statements for November
2019**

Mr. Huber presented the Financial Statements for November 2019 and the Board
had no comments or questions.

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THIRTEENTH ORDER OF BUSINESS

Reserve Study

Mr. Huber presented the Reserve Study report and the Board had no comments
or questions.

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FOURTEENTH ORDER OF BUSINESS

District Manager's Report

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Mr. Huber reminded the Board that the next meeting was scheduled for February
5, 2020 at 6:30 P.M.

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Mr. Huber explained receiving notice of a future subdivision that could be built
adjacent to Wilderness if it receives County Approval.

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FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Weissing asked about a tree swing off Kendall Heath Way, and if it was on CDD property. Ms. Dobson said she would check.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Watson seconded by Mr. Weissing, with all in favor, the Board of Supervisors adjourned the Board of Supervisor's Meeting at 12:10 P.M. for the Preserve at Wilderness Lake Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 4

The Preserve at Wilderness Lake Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019.

The total items being presented: **\$109,074.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
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A Total Solution, Inc. (ATS)	011836	0000144418	Fire Extinguisher & Service 11/19	Maintenance & Repair - Lodge	\$ 126.19	3
A Total Solution, Inc. (ATS)	011807	00012973	Monthly Service Maintenance Agreement 10/19	Security System Maintenance	\$ 600.00	4
A Total Solution, Inc. (ATS)	011807	00013179	Monthly Service Maintenance Agreement 11/19	Security System Maintenance	\$ 600.00	5
A Total Solution, Inc. (ATS)	011807	00013216	Monthly Service Maintenance Agreement 12/19	Security System Maintenance	\$ 600.00	6
AlSCO, Inc.	011819	LTAM832001	Linen & Mat Service 11/19	Facility Supply - Spa	\$ 45.00	7
Beth Edwards	011822	BE120419	Board of Supervisors Meeting 12/04/19	Supervisor Fees	\$ 200.00	8
Charles L. Weissing	011834	LW120419	Board of Supervisors Meeting 12/04/19	Supervisor Fees	\$ 200.00	8
Cheryl's Trinity, Inc.	011848	13149	VIP Wine Tasting Event Christmas 12/19	Special Events	\$ 425.00	9
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Duke Energy	011838	83196 80556 11/19	Herons Wood Sign 11/19	Electric Utility Service	\$ 13.86	11
Duke Energy	011821	91468 53580 11/19	Summary Bill 11/19	Electric Utility Service	\$ 12,147.64	12
Duke Energy	011838	94409 44391 11/19	Summary Bill 11/19	Electric Utility Service	\$ 1,390.37	15
Egis Insurance Advisors LLC	011823	120519 Proposal ID 44683A	Volunteer Coverage Policy 12/04/19 - 12/04/20	Supervisor Workers Compensation	\$ 200.00	16

The Preserve at Wilderness Lake Community Development District

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December 1, 2019 Through December 31, 2019

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Frontier Communications	011808	813-995-2437-061803-5 11/19	813-995-2437 Phone Service 11/19	Telephone, Fax & Internet	\$ 768.52	24
Frontier Communications	011808	813-995-2907-040103-5 11/19	Frontier Phone and Internet 11/19	Telephone, Fax & Internet	\$ 62.25	29
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James Estel	011824	JE120419	Board of Supervisors Meeting 12/04/19	Supervisor Fees	\$ 200.00	8
McNatt Plumbing Company, Inc.	011809	1974196	Maintenance & Repairs 11/19	Maintenance & Repair - Lodge	\$ 135.00	33
Netix Solutions, LLC	011826	0410	Community Website 12/19	Website Fees & Maintenance	\$ 84.00	34
Pasco County Utilities	011841	Summary Water 11/19	Summary Water Billing 11/19	Water Utility Service	\$ 1,523.69	35
Pasco Sheriff's Office	011827	I-10/2/2019-04081	Off Duty Detail 11/19	Deputy	\$ 2,660.00	43
PBSS Inc./American Lock	011842	10391	Site Service, Equipment, Material, Supplies & Labor	Maintenance & Repair - Lodge	\$ 276.00	45
Performance Standard Assurance, Inc.	011810	1030	November 14th Landscape Inspection 11/19	Field Operations	\$ 1,100.00	46
Preserve at Wilderness Lake CDD	CD		Debit Card Replenishment			
			Office Depot	Office Supplies	\$ 4.18	49

The Preserve at Wilderness Lake Community Development District

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December 1, 2019 Through December 31, 2019

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			Lowes	Equipment Repair/ Replacement, Maintenance & Repair - Lodge	\$ 255.20	51
			Lowes	Maintenance & Repair - Lodge	\$ 35.04	52
			Pasco County BOCC	Special Events	\$ 3.83	53
			Pasco County BOCC	Special Events	\$ 153.00	55
			Bounce a Lot Inflatables	Special Events	\$ 88.30	57
			Publix	Special Events	\$ 96.93	60
			Walmart	Various	\$ 249.85	61
			Publix	Special Events	\$ 81.84	62
			Publix	Special Events	\$ 110.62	63
			Lowes	Maintenance & Repair - Lodge	\$ 34.94	64
			Sherwin Williams	Maintenance & Repair - Lodge	\$ 238.34	65
			Publix	Special Events	\$ 5.99	66
			Pasco Laundromat	Special Events	\$ 28.50	67

The Preserve at Wilderness Lake Community Development District

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December 1, 2019 Through December 31, 2019

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			Lowes	Lodge - Facility Janitorial Service, Maintenance & Repair - Lodge	\$	153.70	68
			Sam's Club	Various	\$	138.61	69
			Sam's Club	Special Events	\$	(8.98)	70
			Publix	Office Supplies, Management Contract - Payroll	\$	511.39	71
			Lowes	Maintenance & Repair - Lodge	\$	37.96	72
			Publix	Resident Services	\$	(1.40)	73
			Bounce a Lot Inflatables	Special Events	\$	88.30	74
			Vitalwerks Internet Solutions	Office Supplies	\$	24.95	77
			Sam's Club	Special Events	\$	487.94	79
			Publix	Special Events	\$	33.00	80
			Publix	Various	\$	42.09	81
			Circle K	Special Events	\$	5.54	82
			Pet Supplies Plus	Nature Center	\$	23.96	83
			Publix	Special Events	\$	40.44	84
			Sherwin Williams	Maintenance & Repair - Lodge	\$	220.85	85

The Preserve at Wilderness Lake Community Development District

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December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
			Sam's Club	Various	\$ 271.36	86
			Walgreens	Office Supplies	\$ 2.99	87
			Lowes	Maintenance & Repair - Lodge	\$ 34.80	88
			Pasco Laundromat	Special Events	\$ 24.00	89
RedTree Landscape Systems, LLC	011812	3567	Monthly Pest Control & Palm Tree Fertilization 11/19	Landscape Fertilization & Pest Control	\$ 1,915.00	90
RedTree Landscape Systems, LLC	011812	3573	Irrigation Repair 11/19	Irrigation Repair	\$ 75.90	91
RedTree Landscape Systems, LLC	011844	3613	Landscape Maintenance/Irrigation	Various Landscape	\$ 15,000.00	92
RedTree Landscape Systems, LLC	011844	3678	Service Call/Maintenance Repairs due to Vandalism 12/19	Irrigation Repair	\$ 65.00	93
RedTree Landscape Systems, LLC	011844	3693	Installation of Holiday Seasonal Color Rotation 12/19	Annual Flower Rotation	\$ 4,050.00	94
RedTree Landscape Systems, LLC	011844	3694	Monthly Pest Control 12/19	Landscape - Insect & Pest Control	\$ 1,165.00	95
RedTree Landscape Systems, LLC	011812	RedTree Summary 11/19	Invoice Summary 11/19	Various Landscape	\$ 19,711.01	96
Rentalex of Hudson, Inc.	011845	1-114627	Equipment Rental 12/19	Equipment Lease	\$ 239.51	114
Rizzetta & Company, Inc.	011811	INV0000045233	District Management Fees 12/19	District Management Fees	\$ 6,141.67	115
Rizzetta Amenity Services, Inc.	011828	INV00000000006895	Amenity Management 11/19	Management Contract - Payroll	\$ 11,956.74	116

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
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Samuel Watson	011833	SW120419	Board of Supervisors Meeting 12/04/19	Supervisor Fees	\$ 200.00	8
Straley Robin Vericker	011829	17491	General Monthly Legal Services 09/19	District Counsel	\$ 567.50	117
Straley Robin Vericker	011813	17688	General Monthly Legal Services 11/19	District Counsel	\$ 490.45	119
Suncoast Energy Systems, Inc.	011847	U0020765	PRESERVE Propane Delivery 12/19	Gas Utility Service	\$ 3,149.18	121
Suncoast Energy Systems, Inc.	011850	U0020872	Propane Delivery 12/19	Gas Utility Service	\$ 1,872.79	122
Suncoast Energy Systems, Inc.	011830	U0022284	PRESERVE Propane Delivery 11/19	Gas Utility Service	\$ 1,471.19	123
Suncoast Energy Systems, Inc.	011814	U0111978	PRESERVE Propane Delivery 11/19	Gas Utility Service	\$ 968.36	124
Suncoast Pool Service	011846	5854	Pool & Spa Service 12/19	Pool Service Contract	\$ 2,400.00	125
Sysco West Coast Florida, Inc.	011815	237849694	Food/Beverage/Resident Services Supplies 11/19	Various	\$ 958.58	126
Tish Dobson--Petty Cash	011837	120819	Replenish Petty Cash 10/19	Various	\$ 259.35	128
Vanguard Cleaning Systems of Tampa Bay	011849	86124	Monthly Service Charge 11/19	Lodge - Facility Janitorial Service	\$ 1,500.00	137
Vantage Point Corp	011816	IC110981	APC Smart-UPS 120V USB Output Connectors 11/19	Equipment Repair/ Replacement	\$ 530.00	138
Vantage Point Corp	011831	IC111344	Printer Supplies 11/19	Office Supplies	\$ 353.39	139
Verizon Wireless	011832	9842620865	Cell Phone Service 11/19	Telephone, Fax & Internet	\$ 86.63	140

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

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Welch Tennis Courts, Inc.	011817	3462	Deposit - Light Fixture Replacement 11/19	Athletic/ Park Court/ Field Repairs	\$ 1,400.00	146
Welch Tennis Courts, Inc.	011817	3468	Repairs to Tennis Court 11/19	Athletic/ Park Court/ Field Repairs	<u>\$ 309.99</u>	147
Report Total					<u>\$ 109,074.44</u>	

The Preserve at Wilderness Lake Community Development District
Reserve Fund Expenditures
 October 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
Welch Tennis Courts, Inc.	011737	3402	Resurfacing Tennis Courts 10/19	Capital Reserves	\$ 1,950.00
Welch Tennis Courts, Inc.	011747	3416	Balance Due - Resurfacing Tennis Courts 10/19	Capital Reserves	\$ 1,950.00
Cool Coast Heating & Cooling Inc	011762	4339	Install New A/C Unit 09/19	Capital Reserves	<u>\$ 6,998.00</u>
Reserve Expenditure Total					<u>\$ 10,898.00</u>

The Preserve at Wilderness Lake Community Development District

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operation and Maintenance Expenditures December 2019 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019.

The total items being presented: **\$109,074.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

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The Preserve at Wilderness Lake Community Development District

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			Publix	Special Events	\$ 81.84	62
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			Pasco Laundromat	Special Events	\$ 28.50	67

The Preserve at Wilderness Lake Community Development District

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Sysco West Coast Florida, Inc.	011815	237849694	Food/Beverage/Resident Services Supplies 11/19	Various	\$ 958.58	126
Tish Dobson--Petty Cash	011837	120819	Replenish Petty Cash 10/19	Various	\$ 259.35	128
Vanguard Cleaning Systems of Tampa Bay	011849	86124	Monthly Service Charge 11/19	Lodge - Facility Janitorial Service	\$ 1,500.00	137
Vantage Point Corp	011816	IC110981	APC Smart-UPS 120V USB Output Connectors 11/19	Equipment Repair/ Replacement	\$ 530.00	138
Vantage Point Corp	011831	IC111344	Printer Supplies 11/19	Office Supplies	\$ 353.39	139
Verizon Wireless	011832	9842620865	Cell Phone Service 11/19	Telephone, Fax & Internet	\$ 86.63	140

The Preserve at Wilderness Lake Community Development District

Paid Operation & Maintenance Expenditures
December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>	<u>Page #</u>
Welch Tennis Courts, Inc.	011817	3462	Deposit - Light Fixture Replacement 11/19	Athletic/ Park Court/ Field Repairs	\$ 1,400.00	146
Welch Tennis Courts, Inc.	011817	3468	Repairs to Tennis Court 11/19	Athletic/ Park Court/ Field Repairs	<u>\$ 309.99</u>	147
Report Total					<u>\$ 109,074.44</u>	

The Preserve at Wilderness Lake Community Development District
 Reserve Fund Expenditures
 October 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Code</u>	<u>Invoice Amount</u>
Welch Tennis Courts, Inc.	011737	3402	Resurfacing Tennis Courts 10/19	Capital Reserves	\$ 1,950.00
Welch Tennis Courts, Inc.	011747	3416	Balance Due - Resurfacing Tennis Courts 10/19	Capital Reserves	\$ 1,950.00
Cool Coast Heating & Cooling Inc	011762	4339	Install New A/C Unit 09/19	Capital Reserves	\$ <u>6,998.00</u>
Reserve Expenditure Total					\$ <u>10,898.00</u>